

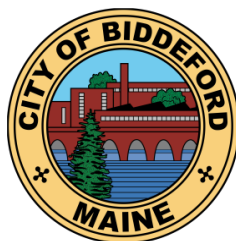
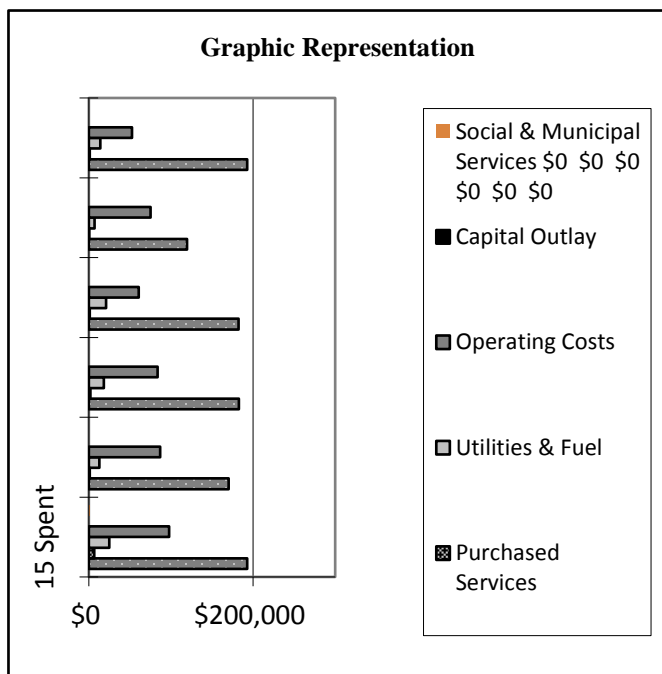
# City of Biddeford, Maine

FY2018

## Budget: Community TV Center Operations

Account Number: 31138

	FY15	FY16	FY16	FY17	FY17	FY2018		
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/1/2017	Dept Head	Manager's Rec	City Council Rec
Personnel Services:	\$192,886	\$170,169	\$182,852	\$182,502	\$119,495	\$192,852	\$192,853	
Purchased Services	\$6,429	\$1,116	\$1,990	\$1,004	\$479	\$987	\$988	
Utilities & Fuel	\$24,719	\$12,650	\$18,277	\$20,897	\$7,015	\$13,979	\$13,979	
Operating Costs	\$97,953	\$86,865	\$83,891	\$60,746	\$75,030	\$52,726	\$59,726	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS:</b>	<b>\$321,986</b>	<b>\$270,800</b>	<b>\$287,010</b>	<b>\$265,149</b>	<b>\$202,018</b>	<b>\$260,544</b>	<b>\$267,545</b>	<b>\$0</b>



Total Fringe Benefit Impact

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$10,339
Workers Comp	\$463
Health Insurance	\$43,584
Retirement	\$7,765
Unemployment	\$120
Other Insurance	\$2,447
# of Full Time Employees	3.95
<b>Total Fringe Benefit Impact</b>	<b>\$64,718</b>

	FY17 Budget	FY18 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$182,502	\$192,853	\$10,351	5.7%
Purchased Services	\$1,004	\$988	-\$16	-1.6%
Utilities & Fuel	\$20,897	\$13,979	-\$6,918	-33.1%
Operating Costs	\$60,746	\$59,726	-\$1,020	-1.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$265,149</b>	<b>\$267,545</b>	<b>\$2,396</b>	<b>0.9%</b>

## FY2018 Personnel Services

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$58,943	\$56,051	\$55,635	\$56,396	\$38,154	\$0	\$0
60102	Mid Mgmt Hrly Employee Wag	\$0	\$0	\$0	\$0	\$0	\$57,006	\$57,006
60105	F-T Employee Wage Exp	\$59,300	\$61,235	\$61,265	\$61,341	\$40,491	\$63,072	\$63,072
60106	P-T Employee Wage Exp	\$26,522	\$6,119	\$10,618	\$6,124	\$3,496	\$8,640	\$8,640
60111	Overtime Wage Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$10,635	\$9,255	\$9,237	\$9,620	\$5,865	\$10,339	\$10,339
60202	MPERS-Employer Share Exp	\$4,646	\$5,450	\$5,460	\$5,483	\$3,847	\$6,055	\$6,055
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$1,692	\$0	\$1,710	\$1,710
60210	HPHC Ins Employer Share Exp	\$32,485	\$31,635	\$40,215	\$39,763	\$26,456	\$43,584	\$43,584
60212	S-T Disability ER Share Exp	\$92	\$110	\$101	\$116	\$72	\$116	\$116
60213	L-T Disability ER Share Exp	\$262	\$314	\$322	\$357	\$245	\$363	\$363
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$1,560	\$870	\$1,968	\$1,968
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$50	\$0	\$0	\$0
<b>Totals</b>		<b>\$192,886</b>	<b>\$170,169</b>	<b>\$182,852</b>	<b>\$182,502</b>	<b>\$119,495</b>	<b>\$192,852</b>	<b>\$192,853</b>

## FY2018 Purchased Services

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$3,605	\$474	\$296	\$500	\$0	\$500	\$500
60320	Advertising	\$360	\$0	\$360	\$0	\$0	\$0	\$0
60325	Postage/Shipping Expense	\$18	\$0	\$0	\$25	\$0	\$25	\$25
60330	Equipment Rent/Lease Exp	\$1,719	\$0	\$912	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$728	\$642	\$422	\$479	\$479	\$462	\$463
<b>Totals</b>		<b>\$6,429</b>	<b>\$1,116</b>	<b>\$1,990</b>	<b>\$1,004</b>	<b>\$479</b>	<b>\$987</b>	<b>\$988</b>

## FY2018 Utilities &amp; Fuel

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$3,225	\$2,500	\$2,828	\$3,120	\$1,553	\$3,120	\$3,120
60401	Water Expense	\$269	\$250	\$276	\$276	\$170	\$384	\$384
60402	Phone/Celular/Paging Exp	\$2,692	\$1,400	\$1,672	\$2,352	\$741	\$2,232	\$2,232
60404	Sewer User Fee Expense	\$0	\$500	\$0	\$500	\$0	\$500	\$500
60405	Heating Fuel Expense	\$4,224	\$4,000	\$2,287	\$3,483	\$1,823	\$3,483	\$3,483
60406	Fiber/Internet Expense	\$14,309	\$4,000	\$11,215	\$11,166	\$2,727	\$4,260	\$4,260
<b>Totals</b>		<b>\$24,719</b>	<b>\$12,650</b>	<b>\$18,277</b>	<b>\$20,897</b>	<b>\$7,015</b>	<b>\$13,979</b>	<b>\$13,979</b>

## FY2018 Other Operating Costs

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$7,435	\$4,882	\$6,694	\$7,371	\$494	\$6,485	\$6,485
60500	Admin/Office Supp/Eqt Non-Cap	\$3,009	\$354	\$902	\$500	\$17	\$200	\$200
60501	Operating Supp/Eqt Non-Cap	\$13,278	\$9,000	\$5,071	\$5,000	\$1,889	\$4,500	\$4,500
60509	Cleaning Supplies Expense	\$0	\$0	\$0	\$0	\$0	\$360	\$360
60752	Note/BAN Principal Expense	\$58,009	\$59,500	\$59,500	\$36,178	\$61,008	\$32,920	\$32,920
60753	Note/BAN Interest Expense	\$11,620	\$10,129	\$10,129	\$8,597	\$8,621	\$5,261	\$5,261
60797	Miscellaneous Expense	\$1,601	\$0	\$395	\$100	\$0	\$0	\$0
60799	Transfer Out to Other Funds	\$3,000	\$3,000	\$1,200	\$3,000	\$3,000	\$3,000	\$10,000
<b>Totals</b>		<b>\$97,953</b>	<b>\$86,865</b>	<b>\$83,891</b>	<b>\$60,746</b>	<b>\$75,030</b>	<b>\$52,726</b>	<b>\$59,726</b>

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET  
 Fiscal Year 2018 BUDGET

DEPARTMENT: 31138 Community TV Center Operations

CLASSIFICATION	RANGE	POSITION	YEAREND		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	NAME	OBJECT	FTE
			ANNUALIZED TOTAL	REQUESTED					
AA AC Clerical		1	38,403.00	19,369.21	19,369.21		PATRICIA CONWAY	60105	0.5
Public Access Coordinator		1	42,869.32	43,702.44	43,702.44		STEPHEN DAUDELIN	60105	1
Community Television Director		1	56,684.78	57,006.42	57,006.42		STEVENPULOS	60101	1
TOTAL BUDGETED POSITIONS			<b>3</b>	<b>137,957.10</b>	<b>120,078.07</b>				<b>0.00</b>



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Dept Manager Salary Exp

Department Number: 31138

Account Number: 60101

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$58,943.11	\$56,051.00	\$55,635.44	\$56,396.00	\$56,840.90

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$56,396.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

The 2016 Reorganization Plan changed the Public Access Director position to mid management rather than department head. See Object 60102



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 31138

Account Number: 60102

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$57,006.42	\$57,006.42		\$57,006.42

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

2016 Reorganization Plan categorizes this position as mid management rather than dept head.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: F-T Employee Wage Exp

Department Number: 31138

Account Number: 60105

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$59,299.82	\$61,235.00	\$61,264.69	\$61,341.00	\$60,929.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$63,071.65	\$63,071.65		\$1,730.65

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Employee wages for Community TV Assistant and Administrative Assistant



# Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: P-T Employee Wage Exp

Department Number: 31138

Account Number: 60106

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$26,522.20	\$6,119.00	\$10,617.60	\$6,124.00	\$7,370.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 8,640.00	\$8,640.00		\$2,516.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



Wages for P-T employees providing videographer services.

<i>Desc</i>	<i>Rate/hr</i>	<i>Ave Hrs</i>	<i># Meetings/yr</i>	<i>Subtotal</i>
Airport Com	\$ 16.00	1	12 \$	192.00
Capital Proj	\$ 16.00	1	12 \$	192.00
City Council	\$ 16.00	2	32 \$	1,024.00
Finance Com	\$ 16.00	1	24 \$	384.00
Planning Board	\$ 16.00	2	12 \$	384.00
Policy Com	\$ 16.00	1	12 \$	192.00
Public Safety Com	\$ 16.00	1	12 \$	192.00
School Com	\$ 16.00	1	0 \$	-
ZBA	\$ 16.00	1	12 \$	192.00
Special Meetings	\$ 16.00	3	60 \$	2,880.00
Admin Time	\$ 16.00	1	188 \$	3,008.00
			\$	8,640.00

Hrs/Wk	12	<b>Total as Meeting Est</b>	<b>\$ 8,640.00</b>
Rate	\$ 16.00	<b>Total as Wkly Hrs</b>	<b>\$ 9,984.00</b>
Wks/Yr	52		
	\$ 9,984.00		





## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Overtime Wage Expense

Department Number: 31138

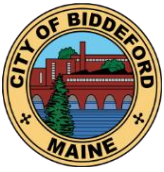
Account Number: 60111

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Not applicable



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31138

Account Number: 60201

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$10,635.11	\$9,255.00	\$9,236.53	\$9,620.00	\$10,210.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,339.09	\$10,339.09		\$719.09

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary expense from payroll worksheet.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: MPERS-Employer Share Exp

Department Number: 31138

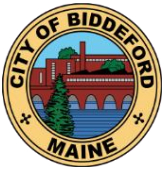
Account Number: 60202

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$4,645.74	\$5,450.00	\$5,459.70	\$5,483.00	\$5,885.25

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,054.88	\$6,054.88		\$571.88

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary expense from payroll worksheet.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 31138

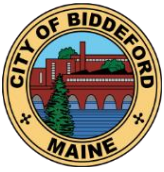
Account Number: 60203

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$1,692.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,710.19	\$1,710.19		\$18.19

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

One employee election for 457 Plan



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 31138

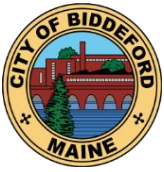
Account Number: 60210

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$32,485.10	\$31,635.00	\$40,214.90	\$39,763.00	\$40,319.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,583.72	\$43,583.72		\$3,820.72

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary expense from payroll worksheet.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: S-T Disability ER Share Exp

Department Number: 31138

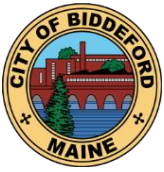
Account Number: 60212

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$92.44	\$110.00	\$101.11	\$116.00	\$112.51

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$115.50	\$116.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary expense from payroll worksheet.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: L-T Disability ER Share Exp

Department Number: 31138

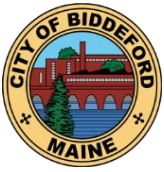
Account Number: 60213

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$262.25	\$314.00	\$322.16	\$357.00	\$368.23

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$362.58	\$362.58		\$5.58

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary expense from payroll worksheet.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Delta Dental ER Share

Department Number: 31138

Account Number: 60216

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Not applicable





## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: RHSA Plan ER Share

Department Number: 31138

Account Number: 60217

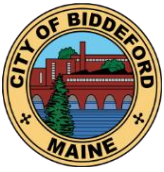
FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$1,560.00	\$1,513.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,968.00	\$1,968.00		\$408.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



<i>Desc</i>	<i>Percentage</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
2 Employees	100%	52.2 \$	30.00 \$	1,566.00
1 Employee	50%	52.2 \$	15.00 \$	391.50
			\$	1,957.50



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Dues/Memberships Expense

Department Number: 31138

Account Number: 60256

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$50.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$50.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Community Television Association of Maine membership eliminated



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Legal Services Expense

Department Number: 31138

Account Number: 60301

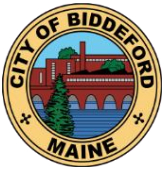
FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$3,604.50	\$474.00	\$296.00	\$500.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Contingency line for legal matters associated with current cable television franchise agreement.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Legal	1 \$	500.00 \$	500.00



# Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Advertising

Department Number: 31138

Account Number: 60320

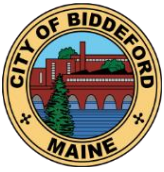
FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$360.00	\$0.00	\$360.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

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Not applicable



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Postage/Shipping Expense

Department Number: 31138

Account Number: 60325

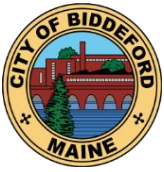
FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$17.90	\$0.00	\$0.00	\$25.00	\$25.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25.00	\$25.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Contingency for certified mailings and notices related to franchise agreement

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Postage	11	2.25	24.75



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Equipment Rent/Lease Exp

Department Number: 31138

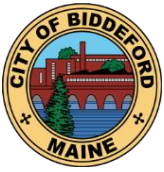
Account Number: 60330

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,718.50	\$0.00	\$912.10	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Not applicable



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Workers Comp Insurance Exp

Department Number: 31138

Account Number: 60370

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$728.00	\$642.00	\$422.00	\$479.00	\$479.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$462.32	\$463.00		(\$16.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary expense from payroll worksheet.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Electricity Expense

Department Number: 31138

Account Number: 60400

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$3,225.22	\$2,500.00	\$2,827.76	\$3,120.00	\$2,912.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,120.00	\$3,120.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Monthly Electric Bill	12 \$	260.00 \$	3,120.00





# Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Water Expense

Department Number: 31138

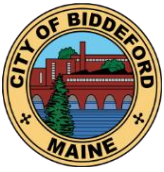
Account Number: 60401

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$268.80	\$250.00	\$275.63	\$276.00	\$331.44

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 384.00	\$384.00		\$108.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Monthly Water Bill	12 \$	32.00 \$	384.00



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 31138

Account Number: 60402

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$2,691.58	\$1,400.00	\$1,671.92	\$2,352.00	\$2,230.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 2,232.00	\$2,232.00		(\$120.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Fairpoint Phone Lines (2) <sup>1</sup>	12 \$	106.00 \$	1,272.00
Cell Phones	12 \$	80.00 \$	960.00
		\$	2,232.00

<sup>1</sup>Fairpoint dedicated lines (security system, fire system)



# Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Sewer User Fee Expense

Department Number: 31138

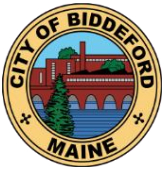
Account Number: 60404

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.04	\$500.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Sewer Fee	12 \$	41.67 \$	500.04



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Heating Fuel Expense

Department Number: 31138

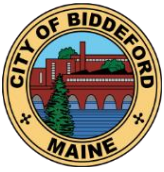
Account Number: 60405

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$4,223.69	\$4,000.00	\$2,286.86	\$3,483.00	\$3,162

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,482.50	\$3,483.00		\$0.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Propane (gallon delivered)	1,750 \$	1.99 \$	3,482.50



# Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Fiber/Internet Expense

Department Number: 31138

Account Number: 60406

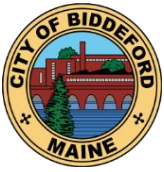
FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$14,309.43	\$4,000.00	\$11,214.81	\$11,166.00	\$4,090.26

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,260.00	\$4,260.00		(\$6,906.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Expense reduced due to elimination of Earth Channel indexing in favor of Granicus software.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
TWC (packaged phone and internet)	12 \$	355.00 \$	4,260.00



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Building Repair/Maint Exp

Department Number: 31138

Account Number: 60450

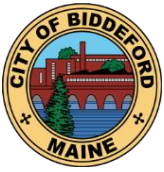
FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$7,435.44	\$4,882.00	\$6,694.00	\$7,371.00	\$6,278.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 6,485.00	\$6,485.00		(\$886.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Plowing & Sanding	10 \$	250.00 \$	2,500.00
General Maintenance	3 \$	300.00 \$	900.00
Maint. Building Security	2 \$	400.00 \$	800.00
Plumbing/Heating Service	3 \$	95.00 \$	285.00
Fire Extinguisher Inspection	1 \$	400.00 \$	400.00
Pest Control	4 \$	400.00 \$	1,600.00
		\$	6,485.00



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Admin/Office Supp/Eqt Non-Cap

Department Number: 31138

Account Number: 60500

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$3,009.34	\$354.00	\$901.89	\$500.00	\$400.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 200.00	\$200.00		(\$300.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
General Office Supplies	1 \$	200.00	\$ 200.00
			\$ 200.00



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31138

Account Number: 60501

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$13,277.86	\$9,000.00	\$5,071.20	\$5,000.00	\$4,400.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 4,500.00	\$4,500.00		(\$500.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Equipment Repair <sup>1</sup>	1 \$	2,000.00	\$ 2,000.00
Operating Supplies <sup>2</sup>	1 \$	2,500.00	\$ 2,500.00
			\$ 4,500.00

<sup>1</sup>Contingency for small equipment repairs and upgrades at PA and cable casting sites.

<sup>2</sup>Contingency for operating supplies.





## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Cleaning Supplies Expense

Department Number: 31138

Account Number: 60509

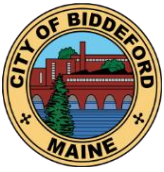
FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360.00	\$360.00		\$360.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Cleaning Supplies to Replace Cleaning Service	12 \$	30.00 \$	360.00



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Note/BAN Principal Expense

Department Number: 31138

Account Number: 60752

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$58,008.64	\$59,500.00	\$59,500.02	\$36,178.00	\$34,806.74

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 32,919.86	\$ 32,919.86		(\$3,258.14)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Principal payment on building purchase, renovation, and sewer construction

Mortgage	\$	12,305.00	
Renovation Loan		\$17,918.36	
Sewer Construction	\$	<u>2,696.50</u>	(total \$13,482.5, paid off in 2018)
	\$	32,919.86	

Mortgage has two payments remaining (9/30/19). Recommended using fund balance to pay off note.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Note/BAN Interest Expense

Department Number: 31138

Account Number: 60753

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$11,620.39	\$10,129.00	\$10,129.01	\$8,597.00	\$ 7,904.67

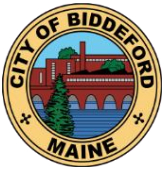
FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 5,260.95	\$ 5,260.95		(\$3,336.05)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Interest payment on building purchase and renovation

Mortgage	\$	-	
Renovation Loan	\$	5,260.95	
	\$	5,260.95	

Mortgage has two payments remaining (9/30/19). Recommended using fund balance to pay off note. Paying off bank note will save approximately \$2,367 in interest charges.



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Miscellaneous Expense

Department Number: 31138

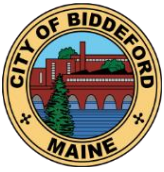
Account Number: 60797

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,601.12	\$0.00	\$394.68	\$100.00	\$100.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$100.00)

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

No longer applicable



## Fiscal Year 2018 Budget Request

April 19, 2017

**Department:** Community TV Center Operations

Account Title: Transfer Out to Other Funds

Department Number: 31138

Account Number: 60799

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$3,000.00	\$3,000.00	\$1,200.00	\$3,000.00	\$3,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 3,000.00	\$10,000.00		\$7,000.00

**Support for Budget Request:** Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Transfer Out - Admin/Finance Support	1	\$3,000.00	\$3,000.00
City Manager adjustment as percentage of administrative costs			\$10,000.00