

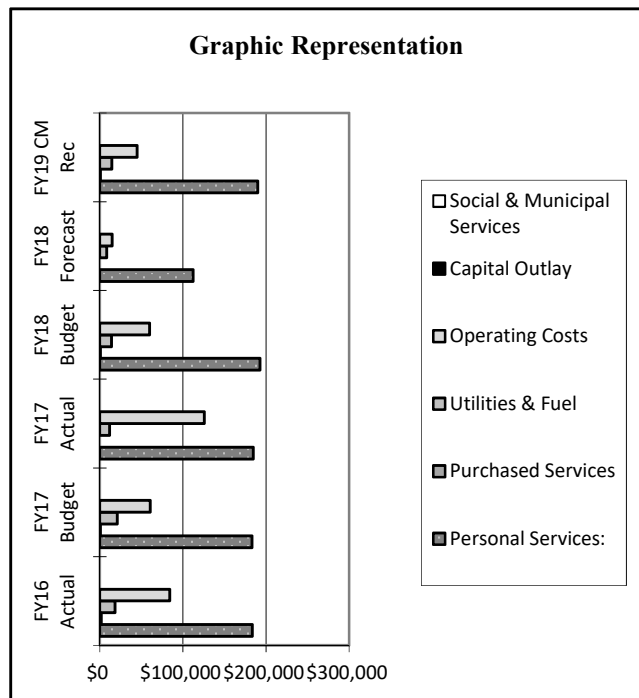
City of Biddeford, Maine

FY2019

Budget: Community TV Center Operations

Account Number: 31138

	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD	FY19	
						Dept Head	Manager's Rec
Personnel Services:	\$183,274	\$182,981	\$184,567	\$192,597	\$112,132	\$189,845	\$190,165
Purchased Services	\$1,568	\$525	\$0	\$525	\$0	\$525	\$525
Utilities & Fuel	\$18,277	\$20,897	\$11,454	\$13,979	\$8,261	\$14,190	\$14,190
Operating Costs	\$83,891	\$60,746	\$125,508	\$59,725	\$14,578	\$44,724	\$44,724
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$287,010	\$265,149	\$321,530	\$266,826	\$134,970	\$249,284	\$249,604



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$10,137
Workers Comp	\$467
Health Insurance	\$40,178
Retirement	\$7,903
Unemployment	\$131
Other Insurance	\$2,434
Total Fringe Benefit Impact	\$61,251
# of Full Time Employees	3.95

	FY18 Budget	FY19 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$192,597	\$190,165	-\$2,432	-1.3%
Purchased Services	\$525	\$525	\$0	\$0
Utilities & Fuel	\$13,979	\$14,190	\$211	\$0
Operating Costs	\$59,725	\$44,724	-\$15,001	-25.1%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$266,826	\$249,604	-\$17,222	-6.5%

Personnel Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$55,635	\$56,396	\$57,997	\$0	\$37,491	\$0	\$0
60102	Mid Mgmt Hrly Employee Wa	\$0	\$0	\$0	\$57,006	\$0	\$57,900	\$57,900
60105	F-T Employee Wage Exp	\$61,265	\$61,341	\$62,197	\$63,072	\$41,592	\$64,233	\$64,233
60106	P-T Employee Wage Exp	\$10,618	\$6,124	\$5,912	\$8,640	\$2,014	\$8,320	\$8,640
60111	Overtime Wage Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$9,237	\$9,620	\$8,859	\$9,978	\$4,608	\$10,137	\$10,137
60202	MPERS-Employer Share Exp	\$5,460	\$5,483	\$5,910	\$6,055	\$3,339	\$6,166	\$6,166
60203	457 Plan-Employer Share Exp	\$0	\$1,692	\$0	\$1,710	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$40,215	\$39,763	\$41,174	\$43,247	\$21,768	\$40,178	\$40,178
60212	S-T Disability ER Share Exp	\$101	\$116	\$110	\$116	\$57	\$116	\$116
60213	L-T Disability ER Share Exp	\$322	\$357	\$376	\$363	\$200	\$369	\$369
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$1,560	\$1,553	\$1,950	\$1,005	\$1,958	\$1,958
60256	Dues/Memberships Expense	\$0	\$50	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$422	\$479	\$479	\$460	\$59	\$467	\$467
Totals		\$183,274	\$182,981	\$184,567	\$192,597	\$112,132	\$189,845	\$190,165

Purchased Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$296	\$500	\$0	\$500	\$0	\$500	\$500
60320	Advertising	\$360	\$0	\$0	\$0	\$0	\$0	\$0
60325	Postage/Shipping Expense	\$0	\$25	\$0	\$25	\$0	\$25	\$25
60330	Equipment Rent/Lease Exp	\$912	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$1,568	\$525	\$0	\$525	\$0	\$525	\$525

Utilities & Fuel

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$2,828	\$3,120	\$2,650	\$3,120	\$1,599	\$3,120	\$3,120
60401	Water Expense	\$276	\$276	\$263	\$384	\$124	\$456	\$456
60402	Phone/Celular/Paging Exp	\$1,672	\$2,352	\$1,270	\$2,232	\$1,328	\$2,304	\$2,304
60404	Sewer User Fee Expense	\$0	\$500	\$0	\$500	\$0	\$480	\$480
60405	Heating Fuel Expense	\$2,287	\$3,483	\$3,166	\$3,483	\$2,463	\$3,570	\$3,570
60406	Fiber/Internet Expense	\$11,215	\$11,166	\$4,105	\$4,260	\$2,747	\$4,260	\$4,260
Totals		\$18,277	\$20,897	\$11,454	\$13,979	\$8,261	\$14,190	\$14,190

Other Operating Costs

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$6,694	\$7,371	\$3,822	\$6,485	\$1,394	\$6,485	\$6,485
60500	Admin/Office Supp/Eqt Non-C	\$902	\$500	\$17	\$200	\$0	\$200	\$200
60501	Operating Supp/Eqt Non-Cap	\$5,071	\$5,000	\$1,438	\$4,500	\$487	\$4,500	\$4,500
60509	Cleaning Supplies Expense	\$0	\$0	\$0	\$360	\$0	\$360	\$360
60752	Note/BAN Principal Expense	\$59,500	\$36,178	\$106,934	\$32,920	\$2,697	\$18,277	\$18,277
60753	Note/BAN Interest Expense	\$10,129	\$8,597	\$10,297	\$5,260	\$0	\$4,903	\$4,903
60797	Miscellaneous Expense	\$395	\$100	\$0	\$0	\$0	\$0	\$0
60799	Transfer Out to Other Funds	\$1,200	\$3,000	\$3,000	\$10,000	\$10,000	\$10,000	\$10,000
Totals		\$83,891	\$60,746	\$125,508	\$59,725	\$14,578	\$44,724	\$44,724

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2019 BUDGET

DEPARTMENT: 31138 Community TV Center Operations

CLASSIFICATION	EMP #	POSITION	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED				
COMMUNITY TV DIRECTOR	58540	1	57,678.40	57,900.24	57,900.24		PULOS
ADMINISTRATIVE ASST.	12968	1	19,683.30	19,759.01	19,759.01		CONWAY
COMMUNITY TV ASSISTANT	10210	1	44,304.00	44,474.40	44,474.40		DAUDELIN
P-T BROADCAST ASSISTANTS	30	1	8,606.90	8,640.00	8,640.00		0
TOTAL BUDGETED POSITIONS		4	130,272.60	130,773.65	130,773.65		



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Dept Manager Salary Exp

Department Number: 31138

Account Number: 60101

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$55,635.44	\$56,396.00	\$57,997.10	\$0.00	\$0.00

FY-2019 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.

Due to reorganization in FY17, the Dept. Manager Salary now appears in 60102



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 31138

Account Number: 60102

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$0.00	\$57,006.00	\$57,456.57

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$57,900.24	\$57,900.24		(\$57,006.00)

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.

Public Access director salary



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: F-T Employee Wage Exp

Department Number: 31138

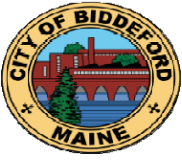
Account Number: 60105

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$61,264.69	\$61,341.00	\$62,197.19	\$63,072.00	\$67,678.60

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$64,233.41	\$64,233.41		(\$63,072.00)

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.

Employee wages for Community TV assistant and administrative assistant



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: P-T Employee Wage Exp

Department Number: 31138

Account Number: 60106

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$10,617.60	\$6,124.00	\$5,912.00	\$8,640.00	\$5,021.56

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,320.00	\$8,640.00		(\$8,640.00)

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
Budget Com	\$16.00	2	20	\$640.00
Finance Com	\$16.00	1.5	24	\$576.00
Planning Board	\$16.00	2	12	\$384.00
Policy Com	\$16.00	2	12	\$384.00
ZBA	\$16.00	1	12	\$192.00
Special Meetings	\$16.00	3	40	\$1,920.00
Admin Time	\$16.00	1	176	\$2,816.00
				\$8,320.00

Ave Hrs/Wk	4.9
Rate	\$ 16.00
Wk/Yr	52
	\$ 4,076.80



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31138

Account Number: 60201

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$9,236.53	\$9,620.00	\$8,859.44	\$9,978.00	\$9,963.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,137.06	\$10,137.06		(\$9,978.00)

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.

Employee salary expense form payroll worksheet



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: MPERS-Employer Share Exp

Department Number: 31138

Account Number: 60202

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$5,459.70	\$5,483.00	\$5,910.09	\$6,055.00	\$6,119.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,166.41	\$6,166.41		(\$6,055.00)

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.

Employee salary expense from payroll worksheet



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 31138

Account Number: 60203

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$1,692.00	\$0.00	\$1,710.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$1,710.00)

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 employee election



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 31138

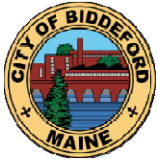
Account Number: 60210

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$40,214.90	\$39,763.00	\$41,173.99	\$43,247.00	\$41,082.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$40,178.48	\$40,178.48		(\$43,247.00)

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.

Employee salary expense from payroll worksheet



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: S-T Disability ER Share Exp

Department Number: 31138

Account Number: 60212

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$101.11	\$116.00	\$109.86	\$116.00	\$113.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$115.50	\$115.50		(\$116.00)

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.

Employee salary expense from payroll worksheet



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: L-T Disability ER Share Exp

Department Number: 31138

Account Number: 60213

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$322.16	\$357.00	\$375.84	\$363.00	\$360.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$368.63	\$368.63		(\$363.00)

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.

Employee salary expense from payroll worksheet



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Delta Dental ER Share

Department Number: 31138

Account Number: 60216

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2019 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.

N/A



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: RHSA Plan ER Share

Department Number: 31138

Account Number: 60217

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$1,560.00	\$1,552.50	\$1,950.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,957.50	\$1,957.50		(\$1,950.00)

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.



Desc	Percentage	Unit	Rate	Subtotal
2 Employees		100%	52.2	30 \$1,566.00
1 Employee		50%	52.2	15 \$391.50
				\$1,957.50



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Dues/Memberships Expense

Department Number: 31138

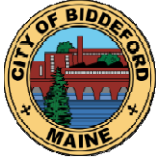
Account Number: 60256

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$50.00	\$0.00	\$0.00	\$0.00

FY-2019 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.

N/A



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Legal Services Expense

Department Number: 31138

Account Number: 60301

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$296.00	\$500.00	\$0.00	\$500.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$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.

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 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Advertising

Department Number: 31138

Account Number: 60320

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$360.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2019 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.

N/A



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Postage/Shipping Expense

Department Number: 31138

Account Number: 60325

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$25.00	\$0.00	\$25.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25.00	\$25.00		(\$25.00)

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 mail postage related to current franchise agreement

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Postage contingency	1	\$25.00	\$25.00



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Workers Comp Insurance Exp

Department Number: 31138

Account Number: 60370

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$422.00	\$479.00	\$479.00	\$460.00	\$479.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$467.48	\$467.48		(\$460.00)

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.

Employee salary expense from payroll worksheet



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Electricity Expense

Department Number: 31138

Account Number: 60400

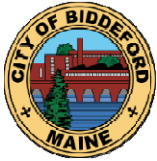
FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$2,827.76	\$3,120.00	\$2,649.98	\$3,120.00	\$2,624.24

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,120.00	\$3,120.00		(\$3,120.00)

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>Subtotal</i>
Monthly Electricity Expense	12	\$260.00	\$3,120.00



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Water Expense

Department Number: 31138

Account Number: 60401

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$275.63	\$276.00	\$263.13	\$384.00	\$283.96

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$456.00	\$456.00		(\$384.00)

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>
Monthly Water Bill	12	\$38.00	\$456.00



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 31138

Account Number: 60402

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$1,671.92	\$2,352.00	\$1,270.36	\$2,232.00	\$2,143.83

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,304.00	\$2,304.00		(\$2,232.00)

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>
Fairpoint Phone Lines (2) ¹	12	\$108.00	\$1,296.00
Cell Phones	12	\$84.00	\$1,008.00
			\$2,304.00

¹Fairpoint dedicated lines (security system, fire system)



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Sewer User Fee Expense

Department Number: 31138

Account Number: 60404

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$480.00	\$480.00		(\$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>
Sewer Fee	12	\$40.00	\$480.00
			\$0.00
			\$480.00



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Heating Fuel Expense

Department Number: 31138

Account Number: 60405

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$2,286.86	\$3,483.00	\$3,165.75	\$3,483.00	\$3,554.34

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,570.00	\$3,570.00		(\$3,483.00)

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>
Propane (gallon delivered)	1750	\$2.04	\$3,570.00
			\$0.00
			\$3,570.00



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Fiber/Internet Expense

Department Number: 31138

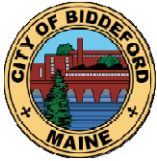
Account Number: 60406

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$11,214.81	\$11,166.00	\$4,105.26	\$4,260.00	\$4,130.51

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,260.00	\$4,260.00		(\$4,260.00)

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>
TWC/Spectrum (package phone and internet)	12	\$355.00	\$4,260.00
			\$0.00
			\$4,260.00



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Building Repair/Maint Exp

Department Number: 31138

Account Number: 60450

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$6,694.00	\$7,371.00	\$3,822.00	\$6,485.00	\$5,009.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,485.00	\$6,485.00		(\$6,485.00)

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 Ext. Inspection	1	\$400.00	\$400.00
Pest Control	4	\$400.00	\$1,600.00
			\$6,485.00



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

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

Department Number: 31138

Account Number: 60500

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$901.89	\$500.00	\$17.42	\$200.00	\$195.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00		(\$200.00)

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



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31138

Account Number: 60501

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$5,071.20	\$5,000.00	\$1,437.94	\$4,500.00	\$2,437.00

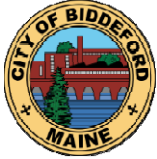
FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00		(\$4,500.00)

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 ¹	1	\$2,000.00	\$2,000.00
Operating Supplies ²	1	\$2,500.00	\$2,500.00
			\$4,500.00

¹Contingency for small equipment repairs and upgrades at PA and cablecasting sites

²Contingency for operating equipment



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Cleaning Supplies Expense

Department Number: 31138

Account Number: 60509

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$0.00	\$360.00	\$180.00

FY-2019 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>Subtotal</i>
Cleaning Supplies for Facility	12	\$30.00	\$360.00



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Note/BAN Principal Expense

Department Number: 31138

Account Number: 60752

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$59,500.02	\$36,178.00	\$106,934.42	\$32,920.00	\$20,614.86

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,276.73	\$18,276.73		(\$32,920.00)

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.

Principal Payment on Building Renovation Internal Loan

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Internal Renovation Loan	1	\$18,276.73	\$18,276.73
			\$0.00
			\$18,276.73

Reduction due to bank loan paid off as per Council Authorization
Last payment on sewer loan (2018)

FY2017 Actual expense reflects payoff of bank loan loan

Annual internal payment (1/1/17)	\$ 44,484.65
Annual bank loan payment (9/26/16)	\$ 13,827.32
Internal loan payoff (6/14/17)	\$ 45,925.95
Sewer construction payment (7/2/16)	\$ 2,696.50
	\$ 106,934.42



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Note/BAN Interest Expense

Department Number: 31138

Account Number: 60753

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$10,129.01	\$8,597.00	\$10,296.66	\$5,260.00	\$5,260.95

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,902.58	\$4,902.58		(\$5,260.00)

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.

Interest Payment on Building Renovation Internal Loan

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Internal Renovation Loan	1	\$4,902.58	\$4,902.58
			\$0.00
			\$4,902.58

Reduction due to bank loan payoff and final payment of sewer loan in FY18



Fiscal Year 2019 Budget Request

March 9, 2018

Department: Community TV Center Operations

Account Title: Transfer Out to Other Funds

Department Number: 31138

Account Number: 60799

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$1,200.00	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

City Manager adjustment as a percentage of administrative costs

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Transfer Out - Admin Finance Support	1	\$10,000.00	\$10,000.00
			\$0.00
			\$10,000.00