

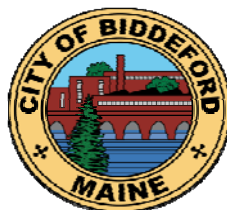
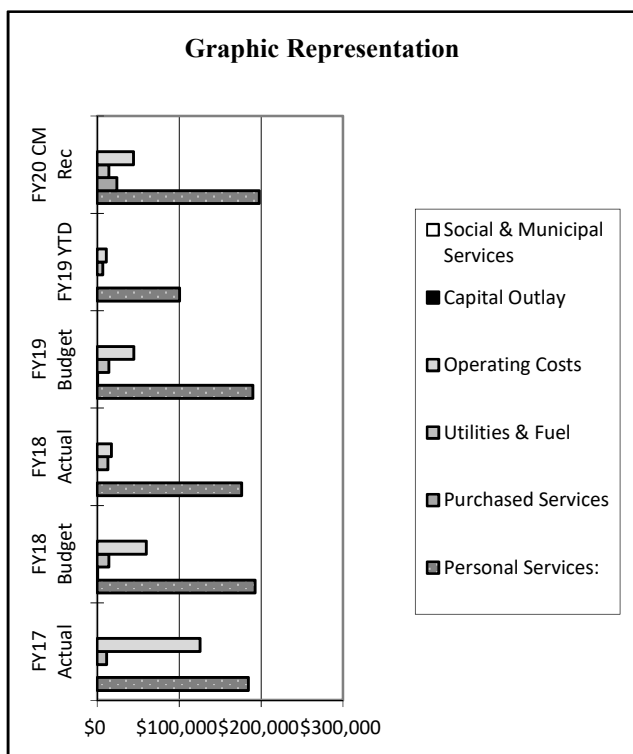
City of Biddeford, Maine

FY2020

Budget: Community TV Center Operations

Account Number: 31138

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$184,567	\$192,597	\$176,364	\$190,164	\$100,681	\$197,902	\$197,902
Purchased Services	\$0	\$525	\$0	\$525	\$0	\$24,060	\$24,060
Utilities & Fuel	\$11,454	\$13,979	\$12,832	\$14,190	\$6,709	\$14,295	\$14,295
Operating Costs	\$125,508	\$59,725	\$17,302	\$44,725	\$11,138	\$44,390	\$44,390
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$321,530	\$266,826	\$206,497	\$249,604	\$118,528	\$280,647	\$280,647



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$10,505
Workers Comp	\$345
Health Insurance	\$47,428
Retirement	\$6,808
Unemployment	\$115
Other Insurance	\$2,010
Total Fringe Benefit Impact	\$67,211
# of Full Time Employees	3.13

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$190,164	\$197,902	\$7,738	4.1%
Purchased Services	\$525	\$24,060	\$23,535	\$45
Utilities & Fuel	\$14,190	\$14,295	\$105	\$0
Operating Costs	\$44,725	\$44,390	-\$335	-0.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$249,604	\$280,647	\$31,043	12.4%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$57,997	\$57,006	\$57,683	\$57,900	\$33,798	\$59,203	\$59,203
60105	F-T Employee Wage Exp	\$62,197	\$63,072	\$63,995	\$64,233	\$37,736	\$67,478	\$67,478
60106	P-T Employee Wage Exp	\$5,912	\$8,640	\$3,222	\$8,640	\$1,628	\$8,320	\$8,320
60111	Overtime Wage Expense	\$0	\$0	\$0	\$0	\$43	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$8,859	\$9,978	\$7,666	\$10,137	\$4,210	\$10,505	\$10,505
60202	MPERS-Employer Share Exp	\$5,910	\$6,055	\$5,141	\$6,166	\$2,552	\$6,808	\$6,808
60203	457 Plan-Employer Share Exp	\$0	\$1,710	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$41,174	\$43,247	\$36,446	\$40,178	\$19,518	\$42,836	\$42,836
60212	S-T Disability ER Share Exp	\$110	\$116	\$69	\$116	\$0	\$131	\$131
60213	L-T Disability ER Share Exp	\$376	\$363	\$359	\$369	\$209	\$319	\$319
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,553	\$1,950	\$1,665	\$1,958	\$870	\$1,958	\$1,958
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$479	\$460	\$118	\$467	\$118	\$345	\$345
Totals		\$184,567	\$192,597	\$176,364	\$190,164	\$100,681	\$197,902	\$197,902

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$500	\$0	\$500	\$0	\$24,000	\$24,000
60320	Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60325	Postage/Shipping Expense	\$0	\$25	\$0	\$25	\$0	\$60	\$60
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$0	\$525	\$0	\$525	\$0	\$24,060	\$24,060

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$2,650	\$3,120	\$2,761	\$3,120	\$1,456	\$3,120	\$3,120
60401	Water Expense	\$263	\$384	\$258	\$456	\$125	\$456	\$456
60402	Phone/Celular/Paging Exp	\$1,270	\$2,232	\$2,302	\$2,304	\$1,254	\$2,304	\$2,304
60404	Sewer User Fee Expense	\$0	\$500	\$0	\$480	\$0	\$480	\$480
60405	Heating Fuel Expense	\$3,166	\$3,483	\$3,395	\$3,570	\$1,484	\$3,675	\$3,675
60406	Fiber/Internet Expense	\$4,105	\$4,260	\$4,115	\$4,260	\$2,390	\$4,260	\$4,260
Totals		\$11,454	\$13,979	\$12,832	\$14,190	\$6,709	\$14,295	\$14,295

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$3,822	\$6,485	\$3,974	\$6,485	\$834	\$6,485	\$6,485
60500	Admin/Office Supp/Eqt Non-C	\$17	\$200	\$17	\$200	\$11	\$200	\$200
60501	Operating Supp/Eqt Non-Cap	\$1,438	\$4,500	\$614	\$4,500	\$243	\$4,500	\$4,500
60509	Cleaning Supplies Expense	\$0	\$360	\$0	\$360	\$0	\$360	\$360
60752	Note/BAN Principal Expense	\$106,934	\$32,920	\$2,697	\$18,277	\$0	\$18,642	\$18,642
60753	Note/BAN Interest Expense	\$10,297	\$5,260	\$0	\$4,903	\$0	\$4,203	\$4,203
60797	Miscellaneous Expense	\$0	\$0	\$0	\$0	\$50	\$0	\$0
60799	Transfer Out to Other Funds	\$3,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Totals		\$125,508	\$59,725	\$17,302	\$44,725	\$11,138	\$44,390	\$44,390

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2019 BUDGET

DEPARTMENT: 31138 Community TV Center Operations

CLASSIFICATION	EMP #	POSITION	YEAREND		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL	REQUESTED			
COMMUNITY TV DIRECTOR	58540	1	58,976.32	59,203.15	59,203.15		PULOS
ADMINISTRATIVE ASST.	12968	1	20,129.20	20,206.62	20,206.62		CONWAY
COMMUNITY TV ASSISTANT	10210	1	47,089.95	47,271.07	47,271.07		DAUDELIN
P-T BROADCAST ASSISTANTS	30	1	8,865.10	8,899.20	8,899.20		0
TOTAL BUDGETED POSITIONS		4	135,060.58	135,580.04	135,580.04		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 31138

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$57,997.10	\$57,006.00	\$57,683.43	\$57,900.00	\$58,749.48

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$59,203.15	\$59,203.15		\$1,303.15

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: F-T Employee Wage Exp

Department Number: 31138

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$62,197.19	\$63,072.00	\$63,994.51	\$64,233.00	\$65,594.34

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$67,477.69	\$67,477.69		\$3,244.69

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
Community TV administrative assistant shared with Recreation Dept.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: P-T Employee Wage Exp

Department Number: 31138

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,912.00	\$8,640.00	\$3,221.56	\$8,640.00	\$4,388.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,320.00	\$8,320.00		(\$320.00)

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31138

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,859.44	\$9,978.00	\$7,666.32	\$10,137.00	\$7,820.40

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,505.01	\$10,505.01	\$10,505.01	\$368.01

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: MPERS-Employer Share Exp

Department Number: 31138

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,910.09	\$6,055.00	\$5,141.36	\$6,166.00	\$5,500.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,808.39	\$6,808.39	\$6,808.39	\$642.39

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 31138

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,710.00	\$0.00	\$0.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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.

No employee election



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 31138

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$41,173.99	\$43,247.00	\$36,445.88	\$40,178.00	\$36,000.54

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$42,835.50	\$42,835.50	\$42,835.50	\$2,657.50

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
One employee enrollment change mid-year



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: S-T Disability ER Share Exp

Department Number: 31138

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$109.86	\$116.00	\$69.07	\$116.00	\$116.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$130.50	\$130.50	\$130.50	\$14.50

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: L-T Disability ER Share Exp

Department Number: 31138

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$375.84	\$363.00	\$358.56	\$369.00	\$345.60

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$319.46	\$319.46	\$319.46	(\$49.54)

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Delta Dental ER Share

Department Number: 31138

Account Number: 60216

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: RHSA Plan ER Share

Department Number: 31138

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,552.50	\$1,950.00	\$1,665.00	\$1,958.00	\$1,440.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,957.50	\$1,957.50	\$1,957.50	(\$0.50)

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Legal Services Expense

Department Number: 31138

Account Number: 60301

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$0.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$24,000.00	\$24,000.00	\$24,000.00	\$23,500.00

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. Agreement expires in July of FY2021, therefore negotiations will begin in FY2020. Anticipate legal expenses (budget figure).

<i>Desc</i>	<i>Unit (hrs)</i>	<i>Rate</i>	<i>Subtotal</i>
Legal - City Solicitor	20	\$200.00	\$4,000.00
Legal - Outside Counsel/Consultant	40	\$500.00	\$20,000.00
			\$24,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Postage/Shipping Expense

Department Number: 31138

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$25.00	\$0.00	\$25.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60.00	\$60.00	\$60.00	\$35.00

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 franchise agreement. Agreement expires in July of FY2021 therefore negotiations will begin in FY2020. Certified mail notices expected.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Postage contingency	1	\$60.00	\$60.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Workers Comp Insurance Exp

Department Number: 31138

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$479.00	\$460.00	\$118.00	\$467.00	\$250.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$345.00	\$345.00	\$345.00	(\$122.00)

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Electricity Expense

Department Number: 31138

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,649.98	\$3,120.00	\$2,761.33	\$3,120.00	\$2,973.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,120.00	\$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.



Desc	Unit	Rate	Subtotal
Monthly Electricity Expense	12	\$260.00	\$3,120.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Water Expense

Department Number: 31138

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$263.13	\$384.00	\$257.56	\$456.00	\$355.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$456.00	\$456.00	\$456.00	\$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.



Desc	Unit	Rate	Subtotal
Monthly Water Bill	12	\$38.00	\$456.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 31138

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,270.36	\$2,232.00	\$2,302.40	\$2,304.00	\$2,098.22

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,304.00	\$2,304.00	\$2,304.00	\$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>Subtotal</i>
Fairpoint Phone Lines (2) ¹	12	\$108.00	\$1,296.00
Cell Phones	12	\$84.00	\$1,008.00
			\$2,304.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Sewer User Fee Expense

Department Number: 31138

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$0.00	\$480.00	\$470.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$480.00	\$480.00	\$480.00	\$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>Subtotal</i>
Sewer Fee	12	\$40.00	\$480.00
			\$0.00
			\$480.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Heating Fuel Expense

Department Number: 31138

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,165.75	\$3,483.00	\$3,395.30	\$3,570.00	\$3,054.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,675.00	\$3,675.00	\$3,675.00	\$105.00

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	\$2.10	\$3,675.00
			\$0.00
			\$3,675.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Fiber/Internet Expense

Department Number: 31138

Account Number: 60406

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,105.26	\$4,260.00	\$4,115.17	\$4,260.00	\$4,195.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,260.00	\$4,260.00	\$4,260.00	\$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>Subtotal</i>
TWC/Spectrum (package phone and internet)	12	\$355.00	\$4,260.00
			\$0.00
			\$4,260.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Building Repair/Maint Exp

Department Number: 31138

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,822.00	\$6,485.00	\$3,974.27	\$6,485.00	\$6,485.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,485.00	\$6,485.00	\$6,485.00	\$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>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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

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

Department Number: 31138

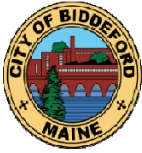
Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$17.42	\$200.00	\$17.49	\$200.00	\$190.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00	\$200.00	\$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>Subtotal</i>
General Office Supplies	1	\$200.00	\$200.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31138

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,437.94	\$4,500.00	\$613.60	\$4,500.00	\$2,800.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00	\$4,500.00	\$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>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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Cleaning Supplies Expense

Department Number: 31138

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$360.00	\$0.00	\$360.00	\$300.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360.00	\$360.00	\$360.00	\$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>Subtotal</i>
Cleaning Supplies for Facility	12	\$30.00	\$360.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Note/BAN Principal Expense

Department Number: 31138

Account Number: 60752

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$106,934.42	\$32,920.00	\$2,696.50	\$18,277.00	\$18,277.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,642.26	\$18,642.26	\$18,642.26	\$365.26

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	\$18,642.26	\$18,642.26
			\$0.00
			\$18,642.26



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Note/BAN Interest Expense

Department Number: 31138

Account Number: 60753

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,296.66	\$5,260.00	\$0.00	\$4,903.00	\$4,903.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 4,203.00	\$4,203.00	\$4,203.00	(\$700.00)

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 purchase and renovation

Mortgage	\$	-			
Renovation Loan	\$	4,537.05			
	\$	4,537.05			

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 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Transfer Out to Other Funds

Department Number: 31138

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$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.



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