

Cable TV Division

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CABLE TV DIVISION

Budget Highlights	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
Expenses				
Employee Expense	213,621	219,566	201,836	-8.1%
Supplies and Services	36,677	75,356	76,332	1.3%
Machinery and Equipment	14,618	15,000	15,650	4.3%
Total Cable TV Division Budget	264,916	309,922	293,818	-5.2%
Public Information Office	282,112	319,099	311,282	-2.4%
Total Expenses	547,028	629,021	605,100	-3.8%
Resources				
Franchise Fees & Misc. Rev	583,155	568,333	577,657	1.6%
Annual Operating Balance	36,127	(60,688)	(27,443)	33,245
Beginning Cash Balance	481,650	517,777	457,089	
Ending Cash Balance	517,777	457,089	429,646	
Personnel - Authorized FTE	2.25	2.25	2.25	

Improvement Package Summary

1 of 1

This improvement package provides for the addition of a full-time Video Producer (GE-30A/B) at 40 hours per week (2,080 hours annually). This position would work afternoon and evening hours to enable coverage of events outside of regular business hours without incurring overtime. This position would also provide coverage for employee leave of absences. This position also makes it possible for additional videos to be produced for dissemination by social media. Since the Cable TV Division helps other City departments and divisions tell their stories, this request supports all City Council goals and priorities. A second video producer enables staff to tell more of those stories. Non-recurring costs include the purchase of a desktop computer for the position.

Related Cost:	\$ 69,879	Cable TV Fund	Recurring	Recommend - No
Related Cost:	\$ 2,200	Cable TV Fund	Non-Recurring	
Total Cost:	<u>\$ 72,079</u>			
Property Tax Impact:	\$ 0.0284	0.27%		
Activity: Cable TV Division				

Significant Line Items

Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$2,920 or 9.99%.
4. Overtime expense is unchanged from \$4,000 in FY 2020 to \$4,000 in FY 2021. FY 2019 Actual was \$3,818.

Supplies & Services

5. Data Services decreased from \$22,092 in FY 2020 to \$20,678 in FY 2021 based on FY 2019 Actual plus 10%. This line item represents encoding, hosting online content and live streaming for City Council meetings on the City's website through Granicus. In addition, it includes making the online content mobile device friendly and providing the live stream in high-definition.
6. Processing Materials decreased from \$22,092 in FY 2020 to \$20,678 in FY 2021 based on actual cost. This line item represents non-live closed captioning of select CityChannel Dubuque programming which makes many of the city's locally produced programs accessible to the hearing impaired.
7. Legal Services is increased from \$0 in FY 2020 to \$5,000 in FY 2021. This line item represents legal consultation on a variety of potential telecommunication issues.
8. Consultant Services is unchanged from \$5,000 in FY 2020 to \$5,000 in FY 2021. This line item represents consultant services required for engineering or drone oversight, operation and training.
9. Data Processing Equipment Maintenance Contracts increased from \$4,370 in FY 2020 to \$4,785 in FY 2021. Departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.
10. Subscriptions, Books, and Maps is decreased from \$2,500 in FY 2020 to \$225 in FY 2021 based on actual expense. This line item represents subscriptions to trade publications, online workshops hosted by the National Association of Telecommunications Officers and Advisors, software-related books, and books and reference materials related to Cable TV.
11. Education and Training is unchanged from \$2,500 in FY 2020 to \$2,500 in FY 2021 based on actual training attended. This line item represents training on telecommunications regulations, software, and class for the drone/Federal Aviation Administration recertification.

12. Conferences is unchanged from \$2,000 in FY 2020 to \$2,000 in FY 2021. This line item represents the Growing Sustainable Communities conference and Division Manager conferences.
13. Software License is unchanged from \$2,672 in FY 2020 to \$2,672 in FY 2021. This line item represents the cost of two Adobe Creative Cloud licenses (\$1,800), the multifunction copier accounting software (\$47), and closed captioning software (\$825).
14. I-Net is unchanged from \$1,500 in FY 2020 to \$1,500 in FY 2021. This line item represents the consultants hired to route signals at select I-Net sites of the city-wide institutional network.

Machinery & Equipment

15. Purchase of equipment for FY 2021 includes:

\$15,300 for replacement of the TV production and transmission equipment, audiovisual equipment and computer equipment.

Effective June 2020, Mediacom will no longer contribute to the Public, Educational and Governmental Access Cable Grant (PEG) Fund, and after the balance in that fund is expended, the City will be responsible for all City Cable TV equipment replacement costs. Other jurisdictions will need to plan accordingly.

Revenue

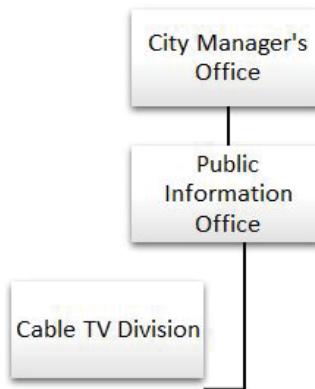
16. Franchise fee revenue increased from \$564,029 in FY 2020 to \$570,000 in FY 2021 based on year-to-date receipts of \$144,940 and FY 2019 actual of \$574,567.

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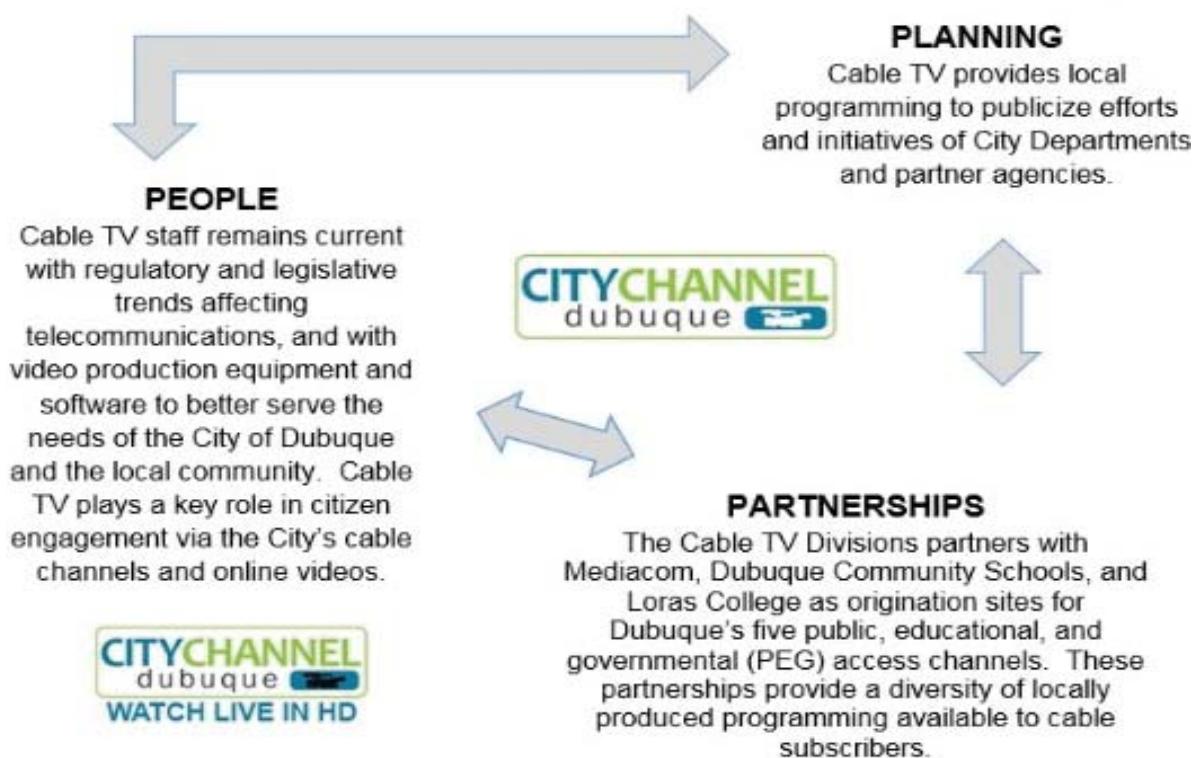
PUBLIC INFORMATION OFFICE

CABLE TV DIVISION

The Cable TV Division embraces the Sustainability Principle of Community Knowledge by producing video programs on City initiatives for distribution to the community via the local government access cable channels, the City's website, and social media. The Cable TV Division also supports the local access community through coordination of the various access origination sites and working with the Cable TV Commission to disseminate funding through the Capital Grant for Access Equipment and Facilities. The Cable TV Division also acts as a liaison between local cable subscribers and the cable company.



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

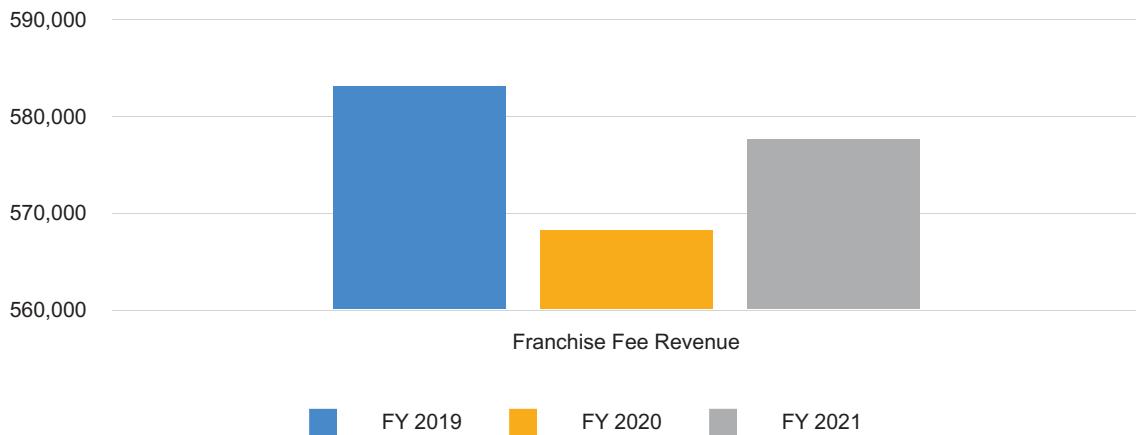


PUBLIC INFORMATION OFFICE

CABLE TV DIVISION

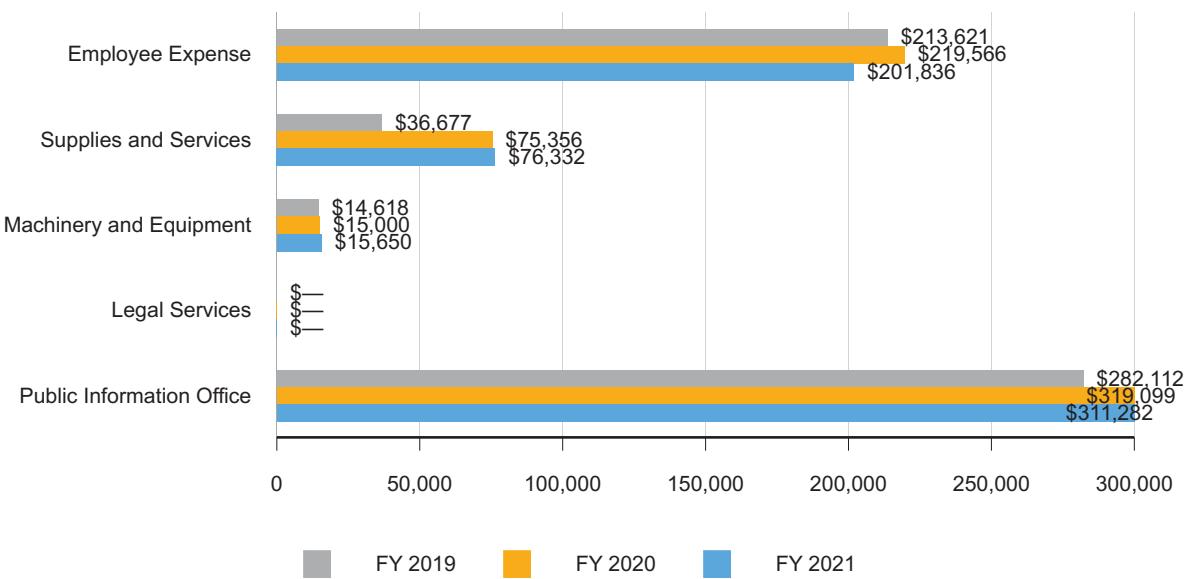
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	2.25	2.25	2.25

Revenue



Cable TV is supported by 2.25 full-time equivalent employees, which accounts for 68.69% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by 5.20% in FY 2021 compared to FY 2020.

Expenditures by Category by Fiscal Year



PUBLIC INFORMATION OFFICE

CABLE TV DIVISION

Mission & Services

Provide information on City services and initiatives to citizens and visitors to Dubuque through local cable access and the Internet and remain current on legal and regulatory trends in telecommunications. The Cable TV Division operates two local government access channels available to local cable subscribers. The primary channel, CityChannel Dubuque, is also streamed live to the Internet via the City's website.

Besides providing coverage of City Council and Zoning Advisory Commission meetings, CityChannel Dubuque produces a variety of informational and cultural programming about local government and Dubuque and provides 24/7 city announcements, updated weather information, and important notices such as winter parking restrictions. The Cable TV Division acts as a liaison between the Cable Company and local cable subscribers. It works with the Cable TV Commission to oversee requests for funding from the Capital Grant for Access Equipment and Facilities to provide local organizations with equipment with which to produce programming for the local community. The Cable TV Division also monitors legal and regulatory matters pertaining to telecommunications that may impact the community.

Position Summary	
	FY 2021
Cable Television Coordinator	1.00
Video Producer	1.00
Intern Video Producer	0.25
Total FT Equivalent Employees	2.25

Performance Measures

City Council Goal: Financially Responsible, High-Performance City Organization

1 **Dept. Objective:** Provide information regarding City initiatives to citizens and visitors through program/video production and multiple channels of dissemination.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of meetings broadcast & programs produced	>100	101	107	105	

2 **Dept. Objective:** Make the City of Dubuque more inclusive and equitable by incorporating closed captions into select videos.

# of video minutes captioned	>6000	NA	NA	6,200	
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City Council Goal: Partnerships for a Better Dubuque

3 **Dept. Objective:** Facilitate the production of local access programming & distribute funds to local non-profit organizations through the Capital Grant for Access Equipment and Facilities.

# of funds allocated	N/A	\$138,900	\$125,241	N/A
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Recommended Operating Revenue Budget - Department Total

75 - CABLE TV DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
290	42350	CABLE FRANCHISE FEE	564,029	574,567	564,029	570,000
42	LICENSES AND PERMITS	- Total	564,029	574,567	564,029	570,000
290	43110	INVESTMENT EARNINGS	4,761	8,508	4,294	7,657
43	USE OF MONEY AND PROPERTY	- Total	4,761	8,508	4,294	7,657
290	53605	MISCELLANEOUS REVENUE	10	20	10	0
290	53620	REIMBURSEMENTS-GENERAL	0	60	0	0
53	MISCELLANEOUS	- Total	10	80	10	0
CABLE TV DIVISION - Total			568,800	583,155	568,333	577,657

Recommended Operating Expenditure Budget - Department Total

75 - CABLE TV DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
290	61010	FULL-TIME EMPLOYEES	151,717	154,512	158,161	140,572
290	61030	SEASONAL EMPLOYEES	0	0	6,786	6,859
290	61050	OVERTIME PAY	3,179	3,818	4,000	4,000
290	61071	HOLIDAY PAY-OVERTIME	154	0	0	0
290	61310	IPERS	13,876	14,946	15,455	13,648
290	61320	SOCIAL SECURITY	10,860	11,075	12,924	11,585
290	61410	HEALTH INSURANCE	31,800	28,620	21,672	24,592
290	61415	WORKMENS' COMPENSATION	608	520	440	452
290	61416	LIFE INSURANCE	129	129	128	128
61 - WAGES AND BENEFITS			212,323	213,621	219,566	201,836
290	62010	OFFICE SUPPLIES	1,465	470	1,465	1,494
290	62030	POSTAGE AND SHIPPING	17	34	18	37
290	62031	PROCESSING MATERIALS	0	321	21,000	19,200
290	62061	DP EQUIP. MAINT CONTRACTS	4,166	4,530	4,370	4,785
290	62110	COPYING/REPRODUCTION	22	73	23	73
290	62140	PROMOTION	0	65	195	195
290	62170	SUBSCRIPTIONS-BOOKS-MAPS	38	220	2,500	225
290	62190	DUES & MEMBERSHIPS	760	760	775	775
290	62206	PROPERTY INSURANCE	3,644	387	387	406
290	62208	GENERAL LIABILITY INSURAN	1,603	1,401	1,488	1,471
290	62310	TRAVEL-CONFERENCES	0	0	2,000	2,000
290	62320	TRAVEL-CITY BUSINESS	0	0	200	200
290	62340	MILEAGE/LOCAL TRANSP	0	0	100	100
290	62360	EDUCATION & TRAINING	889	280	2,500	2,500
290	62420	INET EXPENSE	0	0	1,500	1,500
290	62421	TELEPHONE	1,213	1,383	1,213	1,383
290	62436	RENTAL OF SPACE	787	715	787	715
290	62511	FUEL, MOTOR VEHICLE	520	458	520	534
290	62521	MOTOR VEHICLE MAINT.	207	106	301	108
290	62604	CERTIFICATIONS	305	5	300	160
290	62611	MACH/EQUIP MAINTENANCE	150	1,321	150	1,321
290	62659	LIBRARY VIDEO MATERIALS	511	385	1,000	1,000
290	62663	SOFTWARE LICENSE EXP	167	1,869	2,672	2,672
290	62664	LICENSE/PERMIT FEES	625	640	1,300	1,300
290	62667	DATA SERVICES	16,658	18,754	22,092	20,678
290	62713	LEGAL SERVICES	0	2,500	0	5,000
290	62716	CONSULTANT SERVICES	4,200	0	5,000	5,000
290	62731	MISCELLANEOUS SERVICES	15	0	0	0
290	62747	MACH/EQUIPMENT RENTAL	0	0	1,500	1,500
62 - SUPPLIES AND SERVICES			37,962	36,677	75,356	76,332
290	71123	SOFTWARE	58	0	0	0
290	72412	CABLE TV RELATED EQUIP	7,519	14,450	15,000	15,300
290	72418	TELEPHONE RELATED	0	168	0	350
71 - EQUIPMENT			7,577	14,618	15,000	15,650
290	91100	TO GENERAL	573	0	0	0
91 - TRANSFER TO			573	0	0	0
75 - CABLE TV DIVISION TOTAL			258,434	264,916	309,922	293,818

Recommended Expenditure Budget Report by Activity & Funding Source

75 - CABLE TV DIVISION

CABLE TV - 75100

FUNDING SOURCE: CABLE TV

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	14,618	15,000	15,650
SUPPLIES AND SERVICES	36,677	75,356	76,332
TRANSFER TO	—	—	—
WAGES AND BENEFITS	213,621	219,566	201,836
CABLE TV	264,916	309,922	293,818
CABLE TV DIVISION TOTAL	\$264,916	\$309,922	\$293,818

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

75 CABLE TV

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
290	8300	GE-37	CABLE TELEVISION COORDINATOR	1.00	\$ 91,971	1.00	\$ 94,068	1.00	\$ 75,252
290	8725	GE-30	VIDEO PRODUCER	1.00	\$ 62,541	1.00	\$ 64,093	1.00	\$ 65,320
TOTAL FULL TIME EMPLOYEES				2.00	\$ 154,512	2.00	\$ 158,161	2.00	\$ 140,572
61030 Seasonal Employee Expense									
290	2875	NA-38	INTERN VIDEO PRODUCER	0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL SEASONAL EMPLOYEES				0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL CABLE TV				2.25	\$ 161,147	2.25	\$ 164,947	2.25	\$ 147,431

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Cable TV-FT											
29075100	61010	290	8300	GE-37	CABLE FRANCHISE COORDINATOR	1.00	\$ 91,971	1.00	\$ 94,068	1.00	\$ 75,252
29075100	61010	290	8725	GE-30	VIDEO PRODUCER	1.00	\$ 62,541	1.00	\$ 64,093	1.00	\$ 65,320
				Total		2.00	\$ 154,512	2.00	\$ 158,161	2.00	\$ 140,572
Cable TV-Seasonal											
29075100	61030	290	2875	NA-38	INTERN VIDEO PRODUCER	0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
				Total		0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL CABLE TV DIVISION						2.25	\$ 161,147	2.25	\$ 164,947	2.25	\$ 147,431

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