



ARTICLE 22. Authorize Expenditure from PEG Access & Cable-Related Fund

To determine whether the Town will vote to raise and appropriate, or transfer from the PEG-Access and Cable-Related Fund the sum of \$376,934, or any other sum, to be expended during the fiscal year ending June 30, 2021 under the direction of the Town Manager for necessary and expedient cable-related purposes consistent with the Town's license agreement with Comcast; or take any other action relative thereto.



ARTICLE 22: PEG & Cable Fund

PUBLIC EDUCTION GOVERNMENT

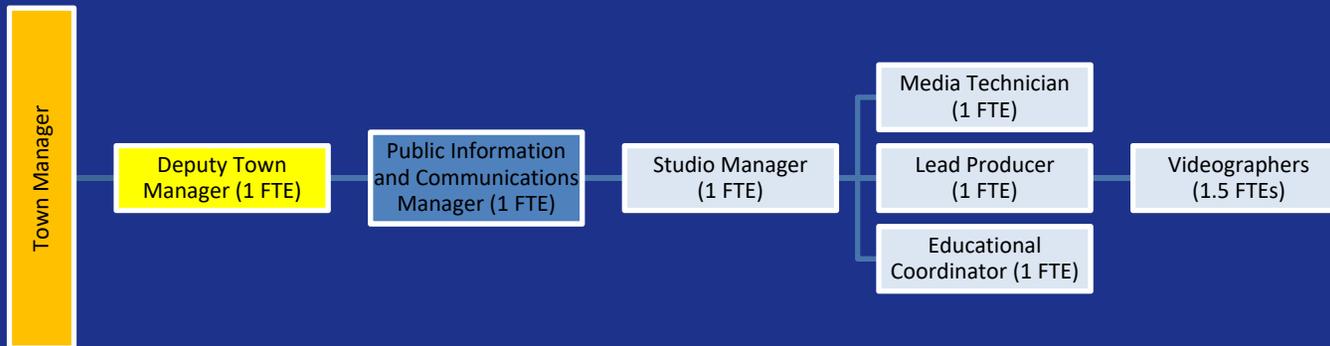
- Concord receives 4.8% of all revenue generated by Comcast from the company's Concord customers.
- Money may only be used for cable-related purposes.

The total amount requested is \$376,934 of which \$72,450 shall be reserved for Capital Improvements

The Fund Balance as of 6/30/19 = \$1,239,385



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FY21 Goals

- Create a more systematic and comprehensive training procedure for new employees to bring them up to speed and instill confidence in equipment operation and maintenance.
- Increase community involvement with MMN including increasing public programming and training community members on equipment use.
- Produce more robust educational programs through MMN's Education Coordinator.
- Grow MMN's ability to broadcast 'live' from/at various municipal buildings.
- Orchestrate, organize and coordinate several community classes in an effort to educate members of the community on various types of media, video and broadcast efforts.

Long-Term Plans

- Grow public awareness of MMN programming and services.
- Maintain a healthy fund balance to ensure continued MMN operations for public consumption.



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OPERATING REVENUES

	FY18	FY19	FY20	FY21
	Actual	Actual	Revised	Proposed
Comcast / Franchise Fee	\$ -	\$ 371,626	\$ 349,551	\$ 332,074
Carlisle Fee	-	7,710	53,190	74,199
Program / Community Ed. Fee	-	-	-	-
Grants & Donations	-	-	-	-
Payment In Lieu of Franchise (PILOF)*	-	-	-	18,915
Miscellaneous Revenue	-	-	-	-
Operating Revenues Total	\$ -	\$ 379,335	\$ 402,741	\$ 425,188

* Starting in FY21, the Telecommunications Fund (broadband service) operated by the Concord Municipal Light Plant is proposed to contribute 1.5% of CY2020 broadband sales (up to \$60,000) to support MMN. Forecasted CY2020 broadband sales total \$1,261,004 and 1.5% of those sales is \$18,915.



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Staff	FY20 Revised		FY21 Proposed	
	FTE	Amount	FTE	Amount
Station Manager	1.00	59,248	1.00	62,211
Media Technician	1.00	56,475	1.00	57,817
Lead Producer	0.00	18,766	1.00	46,082
Education Coordinator	1.00	50,112	1.00	50,112
Videographers	1.50	52,566	1.50	52,566
Editors	0.00	-	0.00	-
Studio Aides	0.25	9,576	0.00	-
Professional Project Specialists	0.00	-	0.00	-
Subtotal	4.75 FTEs	\$ 246,743	5.50 FTEs	\$ 268,788
Programming				
Educational Programming-Students	0 hrs.	-	0 hrs.	-
Community Programming	0 hrs.	-	0 hrs.	-
Subtotal	0.00 FTEs	\$ -	0.00 FTEs	\$ -
Employee Benefits				
Health Insurance	N/A	23,000	N/A	23,000
Life Insurance	N/A	-	N/A	-
Dental Insurance	N/A	2,080	N/A	2,080
Subtotal	N/A	\$ 25,080	N/A	\$ 25,080
Payroll Taxes				
Medicare Tax	N/A	3,578	N/A	3,897
Social Security Contribution	N/A	3,259	N/A	3,259
Subtotal	N/A	\$ 6,837	N/A	\$ 7,157
Other Personnel Costs				
Overtime	0 hrs.	2,700	0 hrs.	2,700
Unemployment Compensation	N/A	-	N/A	-
Car Allowance	N/A	5,220	N/A	5,220
IT Salary	N/A	-	N/A	-
Subtotal	N/A	\$ 7,920	N/A	\$ 7,920
Total Personnel Costs	4.75 FTEs	\$ 286,580	5.50 FTEs	\$ 308,945



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OPERATING EXPENSES				
	FY18	FY19	FY20	FY21
	Actual	Actual	Revised	Proposed
<u>Personnel Services</u>				
Personnel Expenses	\$ -	\$ 129,418	\$ 286,580	\$ 308,945
Retirement Adjustment				
Audit Adjustment	-	-	-	-
Subtotal	\$ -	\$ 129,418	\$ 286,580	\$ 308,945
<u>Non-Personnel Services</u>				
Facilities and Maintenance	-	-	1,890	1,985
Purchased Services	-	106,658	15,080	15,834
Supplies & Materials	-	15,512	7,000	7,350
Other Charges & Expenses	-	-	500	525
Audit Adjustment	-	-	-	-
Subtotal	\$ -	\$ 122,170	\$ 24,470	\$ 25,694
<u>Other</u>				
General Fund Services	\$ -	\$ -	\$ 1,411	\$ 1,802
Audit Adjustment	-	-	-	-
Subtotal	\$ -	\$ -	\$ 1,411	\$ 1,802
Total Operating Expense	\$ -	\$ 251,587	\$ 312,461	\$ 336,440



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NET INCOME

	FY18 Actual	FY19 Actual	FY20 Revised	FY21 Proposed
Statement of Net Income:				
Operating Revenues	\$ -	\$ 379,335	\$ 402,741	\$ 425,188
Less Operating Expenses	-	(251,587)	(312,461)	(336,440)
Operating Income	\$ -	\$ 127,748	\$ 90,280	\$ 88,748
<u>Nonoperating Revenues (Expenses)</u>				
Add Investment Income	\$ -	\$ -	\$ -	\$ -
Add Other Revenue/Expense	-	-	-	-
Less Interest Expense	-	-	-	-
Less Issuance Expense	-	-	-	-
Nonoperating Income	\$ -	\$ -	\$ -	\$ -
Net Income	\$ -	\$ 127,748	\$ 90,280	\$ 88,748



Items or Software	Cost
Studio Improvements & Repairs	\$750
Editing Equipment Replacements	\$5,500
Computer Equipment Replacements	\$7,800
External Equipment Systems	\$1,200
Portable Mics & Speakers	\$2,500
Sound System Improvements	\$500
Security System	\$500
Software Updates & Acquisition	\$5,000
Other Large-Scale/Potential Facilities or Upgrades	\$57,000
TOTAL	\$76,450



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