



MARION COUNTY - CITY OF SALEM

Budget Document

Fiscal Year 2021-2022

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

General Fund

Mid Willamette Valley Cable Regulatory Comm.

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year: 2021-2022			
	Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				RESOURCES				
1	1,496,654	1,469,231	1,457,400	1. Intergovernmental- Franchise Fees	1,488,900			1
2	26,455	23,108	14,650	2. Other- Interest	6,450			2
3	9,707	0	0	3. Other- Miscellaneous	0			3
4	1,754,682	1,799,799	2,063,700	4. Net Working Capital	1,833,000			4
5				5				5
6				6				6
7	3,287,498	3,292,138	3,535,750	7. Total Resources, except taxes to be levied	3,328,350	0	0	7
8			0	8. Taxes estimated to be received	0	0	0	8
9				9. Taxes collected in year levied				9
12	3,287,498	3,292,138	3,535,750	12. TOTAL RESOURCES	3,328,350	0	0	12
				REQUIREMENTS				
1	905,381	882,719	904,820	1 Materials & Services	885,205			1
2	582,318	318,494	1,360,000	2 Capital Outlay	800,000			2
3	0	0	200,000	3 Contingency	200,000			3
4				4				4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	1,799,799	2,090,925		14. Ending balance (prior years)				14
15			1,070,930	15. UNAPPROPRIATED ENDING FUND BALANCE	1,443,145	0	0	15
16	3,287,498	3,292,138	3,535,750	16. TOTAL REQUIREMENTS	3,328,350	0	0	16

*Includes ending balance from prior year

RESOURCES
General Fund

Mid Willamette Valley Cable Regulatory Comm.

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2021-2022			
	Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
1				FRANCHISE FEES				1
2	854,958	838,984	832,800	2. 312200 Franchise Fees Cable TV	850,800			2
3	641,696	630,248	624,600	3. 312201 PEG Fees	638,100			3
4								4
5	1,496,654	1,469,231	1,457,400	TOTAL FRANCHISE FEES	1,488,900	0	0	5
6								6
7				INTEREST				7
8	26,455	23,108	14,650	8. 361000 Investment Earnings	6,450			8
9								9
10	26,455	23,108	14,650	TOTAL INTEREST	6,450	0	0	10
11								11
12				OTHER REVENUES				12
13	9,707	0	0	13. 371000 Miscellaneous Income	0	0	0	13
14	0	0	0	14. 382100 Settlements				14
15								15
16	9,707	0	0	TOTAL OTHER REVENUES	0	0	0	16
17								17
18	1,754,682	1,799,799	2,063,700	18. 392000 Net Working Capital	1,833,000	0	0	18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	3,287,498	3,292,138	3,535,750	29. Total resources, except taxes to be levied	3,328,350	0	0	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
32	3,287,498	3,292,138	3,535,750	32. TOTAL RESOURCES	3,328,350	0	0	32

*Includes ending balance from prior year

DETAILED REQUIREMENTS
GENERAL FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2021-2022			
	Actual		Adopted Budget This Year 2020-21				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20								
1				MATERIALS & SERVICES						1
2	2,850	4,250	4,370	2 525150 Audit Services			4,495			2
3	0	0	100	3 525156 Bank Services			100			3
4	859,000	839,000	839,000	4 525415 Cable Access Services			839,000			4
5	451	0	500	5 525715 Advertising			500			5
6	10,000	10,000	10,000	6 525999 Contractual Services-City of Salem			10,000			6
7	14,000	14,000	14,000	7 525999 Contractual Services-Marion County			14,000			7
8	0	0	26,000	8 525999 Contractual Services-Miscellaneous			6,000			8
9	2,065	2,070	2,150	9 528110 Liability Insurance Premiums			2,260			9
10	13,370	7,725	5,000	10 529220 Travel & Conferences			5,000			10
11	0	1,995	0	11 529230 Training			0			11
12	3,170	3,679	3,700	12 529300 Dues & Subscriptions			3,850			12
13	475	0	0	13 529999 Expense Reimbursements-Other			0			13
14										14
15	905,381	882,719	904,820	TOTAL MATERIALS & SERVICES			885,205	0	0	15
16										16
17				CAPITAL OUTLAY						17
18	132,499	309,390	710,000	18 531300 Capital Outlay-Equipment			740,000			18
19	449,819	9,104	650,000	19 534100 Capital Outlay-Building			60,000			19
20										20
21										21
22	582,318	318,494	1,360,000	TOTAL CAPITAL OUTLAY			800,000	0	0	22
23										23
24										24
25	0	0	200,000	25 571010 Contingency			200,000	0	0	25
26										26
27										27
28	1,799,799	2,090,925		28 Ending balance (prior years)						28
29			1,070,930	29 UNAPPROPRIATED ENDING FUND BALANCE			1,443,145	0	0	29
30	3,287,498	3,292,138	3,535,750	30 TOTAL REQUIREMENTS			3,328,350	0	0	30

PROGRAM DESCRIPTION

Fiscal Year 2021-22

A. AUTHORITY & POLICY DIRECTION

The Salem City Council and the Marion County Board of Commissioners created the Mid Willamette Valley Cable Regulatory Commission (CRC) by an intergovernmental agreement pursuant to ORS 190 on November 23, 1988. The Commission is responsible for monitoring and enforcing the provisions of the Cable Ordinance and Franchise Agreement as it relates to Comcast Cable Services, the City of Salem and Marion County and for providing cable access for public, educational and governmental purposes (PEG) in the area served by Comcast Cable Services within the jurisdictions.

B. OBJECTIVES

1. To provide for the regulation of the current franchise agreements and for complaint resolution on topics for which the Commission is empowered.
2. To provide cable access opportunities for the general public, educational and governmental entities.

C. REVENUE DETAIL

Franchise Fees

Each jurisdiction imposes a franchising fee equal to 5 percent of the gross annual Comcast revenue generated within the jurisdiction's service area. 40 percent of the collected franchise fee is remitted to the cable regulatory commission to support operations in accordance to the objectives listed in section B.

PEG Fee

Each jurisdiction may impose a fee of not more than 1.5 percent of the gross annual Comcast revenue generated within the jurisdiction's service area to be used for PEG access. The fee will be used to purchase equipment, facilities, and infrastructure to provide access for public, educational, and governmental programming.

Interest on Investments

Interest earned on the CRC checking account at Umpqua Bank and the LGIP account. The interest is allocated between capital funds (PEG amounts reserved for spending on capital projects) and normal operations.

D. EXPENDITURE DETAIL

Audit Services

\$4,245 for the audit of fiscal year ending June 30, 2021 by an independent auditing firm and \$250 for audit filing fee with the Secretary of State.

Bank Charges

Miscellaneous bank charges from Umpqua Bank such as reorder fees for checks and deposit slips.

Contractual Services

Provides for the following contractual services:

1. \$839,000 to Capital Community Media (formerly CCTV) for PEG access operations through June 2022. This will allow CCM to continue its streaming and work on digital media. This is the same amount budgeted for the previous fiscal year.
2. \$10,000 to the City of Salem for staff work regarding consumer complaints, rate regulation, enacting telecommunications law, etc.
3. \$14,000 to Marion County to provide fiscal, administrative and legal staff support to the Commission and its Budget committee; additionally handle consumer complaints, rate regulation, enacting telecommunication law, etc.
4. Up to \$6,000 for consultation on matters related to franchise fees, rate regulation, telecommunications law, etc.

Insurance

Up to \$2,260 for purchase of insurance for comprehensive general liability and non-owned auto and property coverage.

Travel and Conferences

Up to \$5,000 for the Commission, its staff or representatives to travel to other communities to observe methods of operation and to participate in information sharing conferences, training sessions and meetings. Due to COVID-19 the National Association of Telecommunications Officers and Advisors will not be holding an annual conference. Instead conference topics will be presented as webinars available to members.

Dues and Subscriptions

\$2,750 for the Commission's membership in the National Association of Telecommunications Officers & Advisors (NATOA); an information sharing organization concerning cable access and telecommunications. \$500 for an associate membership in the Oregon Association of Counties. \$600 for annual fees to Oregon Government Ethics Commission.

Other Expense Reimbursement

No costs for the current fiscal year.

Capital Outlay

\$800,000 included for capital purchases for CCM to replace aging inventory of critical equipment and facilitate operations in accordance with strategic objectives

Contingency

An appropriation for unanticipated needs, emergency expenditures and planning for future concerns. Funds will not be expended from this account, but instead transferred to other accounts if necessary with the approval of the Commission at a business meeting.

Unappropriated Fund Balance

The remaining Fund balance that has not been appropriated to a specific expense line item.

MID-WILLAMETTE
VALLEY



CABLE REGULATORY COMMISSION

MARION COUNTY - CITY OF SALEM

Capital Requirements:

The proposed 2021-2022 Capital Budget of \$800,000 for Capital Community Media (formerly CCTV) is based on projected PEG revenue of \$520,000 as well as budgeted amounts carried forward from the previous year of \$280,000.

This budget reflects CC Media's continuing priority to complete the Multimedia Wing buildout; which will house an automated, HD studio and joint information center for broadcasting emergency community communications. The focus for FY21-22 will be upgrading CC Media's facilities to support the expansion of services, including more staff produced content, local sporting events, and the creation and distribution of hyper-local news.

General Systems Purchases	\$125,000
Multimedia Wing Equipment FY21	\$115,000
Hollywood Lights Project FY21	\$110,000
Studio 2 Automation	\$ 90,000
Central Video Storage	\$ 80,000
Workspace Remodel	\$ 75,000
Remote Production Equipment	\$ 60,000
Loucks Auditorium Upgrade	\$ 60,000
Sprinter Van Upgrade FY21	\$ 32,000
Security Systems	\$ 30,000
Furniture (Green Room/Lobby) FY21	<u>\$ 23,000</u>
Total request:	\$800,000