



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Organizing Meeting
December 2, 2019
5:00 P.M.
Offices of the Corporation

A G E N D A

1. Roll Call

Maitreya Maziarz (Chair), Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, Janis O'Driscoll, Judy Owen, Guy Lasnier, Elizabeth Svensson

[quorum is five]

2. Oral Communications

Any person may address the Board during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Board.

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.

CONSENT AGENDA

4. Approve Minutes *

Board Meeting Minutes of September 23, 2019

5. Approve Recommendation of Finance Committee to Accept the June, July, August, September, and October 2019 Financial Reports *

REGULAR AGENDA

6. Election of Board Member
At-Large Seat Expiring November 2023

7. Re-Election of Board Member
County of Santa Cruz Seat Expiring November 2023

8. Election of Officers

9. Appointment to Committees *

10. Approval of 2020 Board Calendar *

11. Approve Actions Necessary to Hire a Full-Time Executive Director *
 - a. Approve Personnel Committee Recommendation for Executive Director Job Description and Salary Range
 - b. Approve Finance Committee Recommendations for midyear budget changes to fund full-time Executive Director
 - c. Approve New Contract with CMAP and give 30-days notice to CMAP of Contract Termination
 - d. Hire full-time Executive Director
12. Oral Report of Executive Director
13. Oral Report from Volunteer Advisory Committee (VAC) Committee Chair
14. Oral Report of Board Chair
15. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
16. Announcements
17. Closed Session
Executive Director Evaluation (Pursuant to CA § 54957)
18. Report Out of Closed Session
19. Adjournment

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

*** Material Included in Board Packet**



325 Soquel Avenue
Santa Cruz, CA 95062

EXECUTIVE COMMITTEE

Organizing Meeting

December 2, 2019

5:00 P.M.

Offices of the Corporation

A G E N D A

1. Roll Call

Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, Janis O'Driscoll, Judy Owen, Jennifer Izant Gonzales, Guy Lasnier

[quorum is three]

ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.

IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.



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BOARD OF DIRECTORS
Regular Meeting
September 23, 2019
5:00 P.M.
Offices of the Corporation

MINUTES

1. Roll Call

Present: Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Guy Lasnier, Larry Laurent, Janice O'Driscoll

Absent: Judy Owen

[quorum is five]

2. Oral Communications

Any person may address the Board during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Board.

None

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.

None

CONSENT AGENDA

4. Approve Minutes *

Board Meeting Minutes of July 22, 2019

Director Manheim wanted minutes corrected on item 7 to state the amount to amended was not to exceed \$30,000, Motion to approve consent agenda Director Manheim. Seconded Director Rand. Approved unanimously.

REGULAR AGENDA

5. Election of Board Member Seat Expiring November 2022

Elizabeth Svensson is the recommended appointee for the Office of Education. Chair Maziarz read Elizabeth Svensson's biography. Director Rand Motioned to approve and Director Lanier seconded. Approved Unanimously.

6. Oral Report of Executive Director

Given. Executive Director reported that there was a week in August where the system was not processing charges. They are being fixed, but the charges will be showing up in September. Executive Director attended Alliance for Community Media meeting and reported on the changes reported on changes that are being proposed. Director Manheim thanked Ian and Melanie for tracking down the error in the software. It occurred when CTV does its processing. Executive Reed stated they will follow up with the bank to reconcile. Chair Maziarz asked about the next step for the lobbying effort. Director Rand reported on her break out group at Alliance for Community Media meeting which dealt with PEG funding.



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BOARD OF DIRECTORS
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September 23, 2019
5:00 P.M.
Offices of the Corporation

7. Oral Report from Volunteer Advisory Committee
Committee Chair Report

Director Rand reported that a sub-group of producers and directors come up with a vision. They have updated vision based on the CTV strategic plan. Will send the vision if possible.

8. Oral Report of Board Chair

Finance committee met with Executive Director and the County. Looking forward to the retreat on October 5th from 11 am -2 pm. Will be working on implementing the strategic plan.

9. Board Member / Staff Requests for Specific Items to Appear on next Meeting
Agenda

None

10. Announcements.

Chair Maziarz mentioned the retreat and thanked the volunteers producing the meeting.

11. Adjournment.

Director Rand motioned, Director Svensson seconded, approved unanimously.

Approved: _____
Board Chair

Attest: _____
Board Secretary

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
June
2019

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	125,000.00	500,000.00	100%	0.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	125,000.00	600,000.00	100%	0.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	239,124.00	16,444.40	16,285.90	197,267.31	82%	41,856.69
6701 · Facility/Equip. Insurance	9,300.00	951.94	889.24	9,523.18	102%	-223.18
7058 · Leasehold Improvements/Capital	30,000.00	310.00	270.00	2,763.00		27,237.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	477.81	48%	522.19
Total 5100 · Facility	279,424.00	17,747.67	17,486.47	210,031.30	75%	69,392.70
5200 · Equipment						
6650 · Interest on Leased Equip	0.00	0.00	0.00	140.34		-140.34
7215 · Copy Machine Lease	5,000.00	207.39	192.70	2,460.55	49%	2,539.45
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	1,082.06	-46,980.87	0.00	0%	140,596.00
7057 · Equipment - Non Depreciated	15,000.00	669.61	12,780.69	23,435.60	156%	-8,435.60
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0.00	0%	50,000.00
7062 · Software as a Service	4,320.00	1,626.57	117.50	8,647.42	200%	-4,327.42
Total 5200 · Equipment	319,916.00	3,585.63	-33,889.98	34,683.91	11%	285,232.09
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	660.00	100%	0.00
Total 5300 · Media Licensing	660.00	55.00	55.00	660.00	100%	0.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	21,388.30	-16,348.51	245,375.21	41%	354,624.79
NET INCOME/LOSS	0.00	-21,388.30	141,348.51	354,624.79		

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
June
2019

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	28,000.00	1,395.00	1,860.00	19,917.50	71%	8,082.50
4103 · City of Capitola Gov. Meetings	7,000.00	789.25	770.00	7,798.00	111%	-798.00
4104 · SCMTD Meetings	2,500.00	385.00	269.50	3,039.50	122%	-539.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	5,773.75	6,781.25	46,387.25	141%	-13,387.25
4108 · SCCRTC Meetings	2,500.00	308.00	308.00	5,380.25	215%	-2,880.25
4109 · SCWD Government Meetings	5,200.00	500.50	539.00	4,955.50	95%	244.50
4120 · Facility & Equipment Use	126,000.00	9,308.05	10,972.38	145,964.13	116%	-19,964.13
4121 · SLVWD Meetings	6,000.00	616.00	577.50	5,835.25	97%	164.75
4122 · PVUSD	5,700.00	288.75	866.25	6,360.05	112%	-660.05
4130 · Classes	1,000.00	0.00	0.00	513.00	51%	487.00
4165 · Donations	500.00	50.00	25.00	492.50	99%	7.50
4180 · Interest Earned	0.00	133.50	157.01	1,388.84		-1,388.84
4185 · Misc. Income	1,000.00	394.25	341.84	7,903.06		-6,903.06
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	0.00	6,775.00	113%	-775.00
4250 · Closed Captioning	59,000.00	1,050.00	1,350.00	10,372.50	18%	48,627.50
4260 · Equipment Lease	5,000.00	333.09	333.09	666.18	13%	4,333.82
Total 4300 · OPERATING REVENUE	288,400.00	21,325.14	25,150.82	273,748.51	95%	14,651.49
TOTAL INCOME	288,400.00	21,325.14	25,150.82	273,748.51	95%	14,651.49
6000 · OPERATING EXPENSES						
6100 · Advertising	12,000.00	345.60	1,047.82	7,751.71	65%	4,248.29
6300 · Bank Charges	3,000.00	205.71	184.22	2,596.58	87%	403.42
6600 · Dues & Subscriptions	1,500.00	97.90	87.95	1,251.26	83%	248.74
7100 · Office Supplies	700.00	44.25	49.16	1,253.27	179%	-553.27
7200 · Postage/Freight	500.00	46.70	92.00	741.84	148%	-241.84
7205 · Printing	1,000.00	0.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	286.80	302.50	4,933.02	164%	-1,933.02
7640 · Licenses/Fees/Misc. Taxes	250.00	85.00	0.00	98.00	39%	152.00
7700 · Telephone/Telecommunications/Internet	5,000.00	530.29	528.82	5,923.55	118%	-923.55
Total 6000 - Operating Expenses	26,950.00	1,642.25	2,292.47	24,581.47	91%	2,368.53
6800 · Contracted Services						
6900 · Contract Services-Audit Services	14,500.00	1,435.00	63.00	1,983.00	14%	12,517.00
7001 · Contract Services-Production Support	3,000.00	0.00	2,401.00	2401.00	80%	1,017.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	5,760.00	34,560.00	100%	0.00
7010 · Contract Services-Consulting	9,000.00	0.00	0.00	1,771.25	20%	7,228.75
7110 · Contract Services-Legal	5,900.00	224.00	0.00	990.67	17%	4,909.33
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	21,000.00	469.00	884.00	4,826.00	23%	16,174.00
Total 6800 · Contracted Services	93,960.00	5,008.00	9,108.00	46,531.92	50%	47,428.08
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	1,757.85	88%	242.15
7800 · Travel/Meals	1,538.00	70.09	36.81	1,558.21	101%	-20.21
8600 · Special Events Expense	3,850.00	36.25	43.84	461.89	12%	3,388.11
Total 7000 · Staff Development & Fundraising	7,388.00	253.84	228.15	3,777.95	51%	3,610.05

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
June
2019

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,861.84	3,495.52	35,358.43	104%	-1,358.43
7535 · Salaries - Accountant	15,900.00	1,375.44	823.35	15,835.70	100%	64.30
7542 · Salaries - Media Services Coordinator	50,000.00	4,660.87	3,236.31	51,072.09	102%	-1,072.09
7585 · Salaries - Government Technicians	19,690.00	2,403.23	2,448.24	21,270.03	108%	-1,580.03
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	26.57	0.00	1,716.58	17%	8,283.42
7621 · Payroll Taxes	12,000.00	1,063.80	841.15	12,367.04	103%	-367.04
7635 · Workers Comp	2,012.00	0.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	686.57	998.51	11,549.38	96%	450.62
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	160,102.00	13,078.32	11,843.08	149,387.25	93%	10,714.75
TOTAL EXPENSES	288,400.00	19,982.41	23,471.70	224,278.59	78%	64,121.41
NET INCOME/LOSS	0.00	1,342.73	1,679.12	49,469.92	18.1%	

Community Television of Santa Cruz County

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	157.60
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	848,256.37
1080 Savings - Lighthouse Bank	300,628.25
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	0.00
Total Bank Accounts	\$1,231,947.77
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	19,039.18
1116 Grants Receivable	0.00
Total Accounts Receivable	\$19,039.18
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	641.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	1,756.47
Total 1200 Prepaid Insurance	2,397.47
1260 Prepaid Expenses	24,330.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$31,658.47
Total Current Assets	\$1,282,645.42
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	302,239.03
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	15,886.10

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$420,023.10
TOTAL ASSETS	\$1,702,668.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-5,263.84
Total Accounts Payable	\$ -5,263.84
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	121.42
CA SUI / ETT	-400.87
Federal Taxes (941/944)	1,959.43
Total 24000 Payroll Liabilities	2,714.96
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,205.96
Total Current Liabilities	\$ -57.88
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -57.88
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	657,168.14
3905 Retained Earnings - Capital Reserves	641,463.55
Net Income	404,094.71
Total Equity	\$1,702,726.40
TOTAL LIABILITIES AND EQUITY	\$1,702,668.52

Equity:

Capital Reserves	\$ 728,918.89
Capital Reserves - Youth Grant	\$ 231,830.06
Fixed Asset purchases 2018-19	\$ 35,339.39
Operating Reserves	\$ 706,638.06
Total Equity	\$1,702,726.40

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
July
2019

	Annual Budget 2019-20	June 2019	July 2019	July Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	0.00	0%	500,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	125,000.00	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	16,285.90	17,162.40	17,162.40	7%	226,961.60
6701 · Facility/Equip. Insurance	9,300.00	889.24	815.92	815.92	9%	8,484.08
7058 · Leasehold Improvements/Capital	30,000.00	270.00	235.00	235.00		29,765.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	41.33	4%	958.67
Total 5100 · Facility	284,424.00	17,486.47	18,254.65	18,254.65	6%	266,169.35
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	192.70	196.01	196.01	4%	4,803.99
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	134,916.00	-46,980.87	26,447.08	26,447.08	20%	108,468.92
7057 · Equipment - Non Depreciated	10,000.00	12,780.69	104.11	104.11	1%	9,895.89
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0.00	0%	50,000.00
7062 · Software as a Service	10,000.00	117.50	4,786.32	4,786.32	48%	5,213.68
Total 5200 · Equipment	314,916.00	-33,889.98	31,533.52	31,533.52	10%	283,382.48
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	55.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	-16,348.51	49,843.17	49,843.17	8%	550,156.83
NET INCOME/LOSS	0.00	141,348.51	-49,843.17	-49,843.17		

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

July
2019

	Annual Budget 2019-20	June 2019	July 2019	July Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	1,860.00	5,580.00	5,580.00	27%	15,420.00
4103 · City of Capitola Gov. Meetings	7,000.00	770.00	596.75	596.75	9%	6,403.25
4104 · SCMTD Meetings	2,500.00	269.50	308.00	308.00	12%	2,192.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	6,781.25	3,642.50	3,642.50	11%	29,357.50
4108 · SCCRTC Meetings	5,000.00	308.00	808.50	808.50	16%	4,191.50
4109 · SCWD Government Meetings	4,200.00	539.00	288.75	288.75	7%	3,911.25
4120 · Facility & Equipment Use	150,000.00	10,972.38	8,527.87	8,527.87	6%	141,472.13
4121 · SLVWD Meetings	4,600.00	577.50	577.50	577.50	13%	4,022.50
4122 · PVUSD	5,400.00	866.25	673.75	673.75	12%	4,726.25
4130 · Classes	1,000.00	0.00	0.00	0.00	0%	1,000.00
4165 · Donations	500.00	25.00	0.00	0.00	0%	500.00
4180 · Interest Earned	0.00	157.01	173.13	173.13		-173.13
4185 · Misc. Income	1,000.00	341.84	133.50	133.50		866.50
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	908.00	908.00	15%	5,092.00
4250 · Closed Captioning	15,000.00	1,350.00	3,525.00	3,525.00	24%	11,475.00
4260 · Equipment Lease	3,600.00	333.09	333.09	333.09	9%	3,266.91
Total 4300 · OPERATING REVENUE	259,800.00	25,150.82	26,076.34	26,076.34	10%	233,723.66
TOTAL INCOME	259,800.00	25,150.82	26,076.34	26,076.34	10%	233,723.66
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,047.82	181.66	181.66	2%	10,818.34
6300 · Bank Charges	3,000.00	184.22	199.75	199.75	7%	2,800.25
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	87.95	6%	1,412.05
7100 · Office Supplies	1,000.00	49.16	25.87	25.87	3%	974.13
7200 · Postage/Freight	500.00	92.00	0.00	0.00	0%	500.00
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	302.50	217.15	217.15	7%	2,782.85
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	0.00	0%	100.00
7700 · Telephone/Telecommunications/Internet	0.00	528.82	530.43	530.43		-530.43
Total 6000 - Operating Expenses	20,600.00	2,292.47	1,242.81	1,242.81	6%	19,357.19
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	63.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	2,401.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	35,598.00	5,760.00	2,880.00	2,880.00	8%	32,718.00
7010 · Contract Services-Consulting	8,125.00	0.00	0.00	0.00	0%	8,125.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	884.00	415.00	415.00	4%	9,585.00
Total 6800 · Contracted Services	69,723.00	9,108.00	3,295.00	3,295.00	5%	66,428.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	267.71	267.71	13%	1,732.29
7800 · Travel/Meals	1,650.00	36.81	0.00	0.00	0%	1,650.00
8600 · Special Events Expense	3,850.00	43.84	0.00	0.00	0%	3,850.00
Total 7000 · Staff Development & Fundraising	7,500.00	228.15	267.71	267.71	4%	7,232.29

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

July
2019

	Annual Budget 2019-20	June 2019	July 2019	July Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	3,495.52	2,814.06	2,814.06	8%	32,205.94
7535 · Salaries - Accountant	16,377.00	823.35	596.97	596.97	4%	15,780.03
7542 · Salaries - Media Services Coordinator	52,000.00	3,236.31	4,694.88	4,694.88	9%	47,305.12
7585 · Salaries - Government Technicians	18,488.00	2,448.24	729.42	729.42	4%	17,758.58
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	0.00	48.45	48.45	1%	9,451.55
7621 · Payroll Taxes	12,000.00	841.15	693.49	693.49	6%	11,306.51
7635 · Workers Comp	2,012.00	0.00	197.08	197.08	10%	1,814.92
7630 · Health/Dental/Vision	12,000.00	998.51	998.51	998.51	8%	11,001.49
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	161,977.00	11,843.08	10,772.86	10,772.86	7%	151,204.14
TOTAL EXPENSES	259,800.00	23,471.70	15,578.38	15,578.38	6%	244,221.62
NET INCOME/LOSS	0.00	1,679.12	10,497.96	10,497.96	40.3%	

Community Television of Santa Cruz County

BALANCE SHEET

As of July 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	25.17
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	827,841.97
1080 Savings - Lighthouse Bank	300,692.09
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	0.00
Total Bank Accounts	\$1,211,464.78
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	23,190.34
1116 Grants Receivable	0.00
Total Accounts Receivable	\$23,190.34
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	443.95
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	2,960.48
Total 1200 Prepaid Insurance	3,404.43
1260 Prepaid Expenses	24,275.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$32,610.43
Total Current Assets	\$1,267,265.55
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	302,239.03
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	15,886.10

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$420,023.10
TOTAL ASSETS	\$1,687,288.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	19,137.57
Total Accounts Payable	\$19,137.57
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	167.96
CA SUI / ETT	-917.49
Federal Taxes (941/944)	1,993.44
Total 24000 Payroll Liabilities	2,278.89
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,769.89
Total Current Liabilities	\$23,907.46
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$23,907.46
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	741,977.45
3905 Retained Earnings - Capital	960,748.95
Reserves	
Net Income	-39,345.21
Total Equity	\$1,663,381.19
TOTAL LIABILITIES AND EQUITY	\$1,687,288.65

Equity:	
Capital Reserves	\$679,075.72
Capital Reserves - Youth Grant	\$231,830.06
Operating Reserves	\$752,475.41
Total Equity	\$1,663,381.19

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
August
2019

	Annual Budget 2019-20	July 2019	August 2019	August Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	0.00	0%	500,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	17,162.40	18,020.16	35,182.56	14%	208,941.44
6701 · Facility/Equip. Insurance	9,300.00	815.92	1,041.25	1,857.17	20%	7,442.83
7058 · Leasehold Improvements/Capital	30,000.00	235.00	404.82	639.82	2%	29,360.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	82.66	8%	917.34
Total 5100 · Facility	284,424.00	18,254.65	19,507.56	37,762.21	13%	246,661.79
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	196.01	250.84	446.85	9%	4,553.15
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	134,916.00	26,447.08	673.13	27,120.21	20%	107,795.79
7057 · Equipment - Non Depreciated	10,000.00	104.11	2,609.81	2,713.92	27%	7,286.08
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0.00	0%	50,000.00
7062 · Software as a Service	10,000.00	4,786.32	906.41	5,692.73	57%	4,307.27
Total 5200 · Equipment	314,916.00	31,533.52	4,440.19	35,973.71	11%	278,942.29
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	110.00	17%	550.00
Total 5300 · Media Licensing	660.00	55.00	55.00	110.00	17%	550.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	49,843.17	24,002.75	73,845.92	12%	526,154.08
NET INCOME/LOSS	0.00	-49,843.17	-24,002.75	-73,845.92		

Notes:

Accounts 7056 & 7057:

Prior month adjusment of \$1082.06 between these accounts included in August.

No impact on income

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
August
2019

	Annual Budget 2019-20	July 2019	August 2019	August Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	5,580.00	0.00	5,580.00	27%	15,420.00
4103 · City of Capitola Gov. Meetings	7,000.00	596.75	559.00	1,155.75	17%	5,844.25
4104 · SCMTD Meetings	2,500.00	308.00	0.00	308.00	12%	2,192.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	3,642.50	0.00	3,642.50	11%	29,357.50
4108 · SCCRTC Meetings	5,000.00	808.50	0.00	808.50	16%	4,191.50
4109 · SCWD Government Meetings	4,200.00	288.75	215.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	8,527.87	9,125.79	17,653.66	12%	132,346.34
4121 · SLVWD Meetings	4,600.00	577.50	279.50	857.00	19%	3,743.00
4122 · PVUSD	5,400.00	673.75	301.00	974.75	18%	4,425.25
4130 · Classes	1,000.00	0.00	24.00	24.00	2%	976.00
4165 · Donations	500.00	0.00	0.00	0.00	0%	500.00
4180 · Interest Earned	0.00	173.13	168.44	341.57		-341.57
4185 · Misc. Income	1,000.00	133.50	203.00	336.50		663.50
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	908.00	0.00	908.00	15%	5,092.00
4250 · Closed Captioning	15,000.00	3,525.00	0.00	3,525.00	24%	11,475.00
4260 · Equipment Lease	3,600.00	333.09	333.09	666.18	19%	2,933.82
Total 4300 · OPERATING REVENUE	259,800.00	26,076.34	11,208.82	37,285.16	14%	222,514.84
TOTAL INCOME	259,800.00	26,076.34	11,208.82	37,285.16	14%	222,514.84
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	181.66	1,032.59	1,214.25	11%	9,785.75
6300 · Bank Charges	3,000.00	199.75	154.83	354.58	12%	2,645.42
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	175.90	12%	1,324.10
7100 · Office Supplies	1,000.00	25.87	50.45	76.32	8%	923.68
7200 · Postage/Freight	500.00	0.00	0.00	0.00	0%	500.00
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	217.15	367.70	584.85	19%	2,415.15
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	55.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	530.43	535.99	1,066.42		-1,066.42
Total 6000 - Operating Expenses	20,600.00	1,242.81	2,284.51	3,527.32	17%	17,072.68
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	35,598.00	2,880.00	2,880.00	5,760.00	16%	29,838.00
7010 · Contract Services-Consulting	8,125.00	0.00	0.00	0.00	0%	8,125.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	415.00	400.00	815.00	8%	9,185.00
Total 6800 · Contracted Services	69,723.00	3,295.00	3,280.00	6,575.00	9%	63,148.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	267.71	147.50	415.21	21%	1,584.79
7800 · Travel/Meals	1,650.00	0.00	0.00	0.00	0%	1,650.00
8600 · Special Events Expense	3,850.00	0.00	53.82	53.82	1%	3,796.18
Total 7000 · Staff Development & Fundraising	7,500.00	267.71	201.32	469.03	6%	7,030.97

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
August
2019

	Annual Budget 2019-20	July 2019	August 2019	August Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,814.06	2,736.96	5,551.02	16%	29,468.98
7535 · Salaries - Accountant	16,377.00	596.97	886.38	1,483.35	9%	14,893.65
7542 · Salaries - Media Services Coordinator	52,000.00	4,694.88	4,629.63	9,324.51	18%	42,675.49
7585 · Salaries - Government Technicians	18,488.00	729.42	1,560.33	2,289.75	12%	16,198.25
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	48.45	332.45	380.90	4%	9,119.10
7621 · Payroll Taxes	12,000.00	693.49	834.58	1,528.07	13%	10,471.93
7635 · Workers Comp	2,012.00	197.08	197.08	394.16	20%	1,617.84
7630 · Health/Dental/Vision	12,000.00	998.51	998.51	1,997.02	17%	10,002.98
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	161,977.00	10,772.86	12,175.92	22,948.78	14%	139,028.22
TOTAL EXPENSES	259,800.00	15,578.38	17,941.75	33,520.13	13%	226,279.87
NET INCOME/LOSS	0.00	10,497.96	-6,732.93	3,765.03	10.1%	

Community Television of Santa Cruz County

BALANCE SHEET

As of August 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	14.07
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	786,629.82
1080 Savings - Lighthouse Bank	300,755.94
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	0.00
Total Bank Accounts	\$1,170,305.38
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	2,911.90
1116 Grants Receivable	0.00
Total Accounts Receivable	\$2,911.90
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	246.87
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,725.77
Total 1200 Prepaid Insurance	6,972.64
1260 Prepaid Expenses	24,220.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	838.50
Total Other Current Assets	\$36,962.14
Total Current Assets	\$1,210,179.42
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	302,239.03
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	15,886.10

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$420,023.10
TOTAL ASSETS	\$1,630,202.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-7,442.61
Total Accounts Payable	\$ -7,442.61
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	146.57
CA SUI / ETT	-859.03
Federal Taxes (941/944)	2,186.10
Total 24000 Payroll Liabilities	2,508.62
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,999.62
Total Current Liabilities	\$ -2,442.99
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -2,442.99
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	741,977.45
3905 Retained Earnings - Capital Reserves	960,748.95
Net Income	-70,080.89
Total Equity	\$1,632,645.51
TOTAL LIABILITIES AND EQUITY	\$1,630,202.52

EQUITY:

Capital Reserves	\$655,072.97
Capital Reserves - Youth Grant	\$231,830.06
Operating Reserves	\$745,742.78
TOTAL EQUITY:	\$1,632,645.81

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
September
2019

	Annual Budget 2019-20	August 2019	September 2019	September Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	150,000.00	150,000.00	30%	350,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	150,000.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	18,020.16	17,231.12	52,413.68	21%	191,710.32
6701 · Facility/Equip. Insurance	9,300.00	1,041.25	928.59	2,785.76	30%	6,514.24
7058 · Leasehold Improvements/Capital	30,000.00	404.82	220.00	859.82	3%	29,140.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	123.99	12%	876.01
Total 5100 · Facility	284,424.00	19,507.56	18,421.04	56,183.25	20%	228,240.75
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	250.84	196.43	643.28	13%	4,356.72
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	134,916.00	673.13	1,088.91	28,209.12	21%	106,706.88
7057 · Equipment - Non Depreciated	10,000.00	2,609.81	1,396.58	4,110.50	41%	5,889.50
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0.00	0%	50,000.00
7062 · Software as a Service	10,000.00	906.41	910.41	6,603.14	66%	3,396.86
Total 5200 · Equipment	314,916.00	4,440.19	3,592.33	39,566.04	13%	275,349.96
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	165.00	25%	495.00
Total 5300 · Media Licensing	660.00	55.00	55.00	165.00	25%	495.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	24,002.75	22,068.37	95,914.29	16%	504,085.71
NET INCOME/LOSS	0.00	-24,002.75	127,931.63	54,085.71		

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
September
2019

	Annual Budget 2019-20	August 2019	September 2019	September Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	0.00	1,821.25	7,401.25	35%	13,598.75
4103 · City of Capitola Gov. Meetings	7,000.00	559.00	752.50	1,908.25	27%	5,091.75
4104 · SCMTD Meetings	2,500.00	0.00	430.00	738.00	30%	1,762.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	0.00	5,877.50	9,520.00	29%	23,480.00
4108 · SCCRTC Meetings	5,000.00	0.00	301.00	1,109.50	22%	3,890.50
4109 · SCWD Government Meetings	4,200.00	215.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	9,125.79	10,780.38	28,434.04	19%	121,565.96
4121 · SLVWD Meetings	4,600.00	279.50	774.00	1,631.00	35%	2,969.00
4122 · PVUSD	5,400.00	301.00	193.50	1,168.25	22%	4,231.75
4130 · Classes	1,000.00	24.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	0.00	0.00	0.00	0%	500.00
4180 · Interest Earned	0.00	168.44	1,135.12	1,476.69		-1,476.69
4185 · Misc. Income	1,000.00	203.00	0.00	336.50		663.50
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	0.00	908.00	15%	5,092.00
4250 · Closed Captioning	15,000.00	0.00	1,012.50	4,537.50	30%	10,462.50
4260 · Equipment Lease	3,600.00	333.09	527.53	1,193.71	33%	2,406.29
Total 4300 · OPERATING REVENUE	259,800.00	11,208.82	23,605.28	60,890.44	23%	198,909.56
TOTAL INCOME	259,800.00	11,208.82	23,605.28	60,890.44	23%	198,909.56
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,032.59	1,029.15	2,243.40	20%	8,756.60
6300 · Bank Charges	3,000.00	154.83	134.06	488.64	16%	2,511.36
6600 · Dues & Subscriptions	1,500.00	87.95	219.13	395.03	26%	1,104.97
7100 · Office Supplies	1,000.00	50.45	76.46	152.78	15%	847.22
7200 · Postage/Freight	500.00	0.00	0.00	0.00	0%	500.00
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	367.70	345.99	930.84	31%	2,069.16
7640 · Licenses/Fees/Misc. Taxes	100.00	55.00	0.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	535.99	535.99	1,602.41		-1,602.41
Total 6000 - Operating Expenses	20,600.00	2,284.51	2,340.78	5,868.10	28%	14,731.90
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	35,598.00	2,880.00	2,880.00	8,640.00	24%	26,958.00
7010 · Contract Services-Consulting	8,125.00	0.00	0.00	0.00	0%	8,125.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	400.00	129.00	944.00	9%	9,056.00
Total 6800 · Contracted Services	69,723.00	3,280.00	3,009.00	9,584.00	14%	60,139.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	562.71	28%	1,437.29
7800 · Travel/Meals	1,650.00	0.00	0.00	0.00	0%	1,650.00
8600 · Special Events Expense	3,850.00	53.82	39.95	93.77	2%	3,756.23
Total 7000 · Staff Development & Fundraising	7,500.00	201.32	187.45	656.48	9%	6,843.52

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
September
2019

	Annual Budget 2019-20	August 2019	September 2019	September Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,736.96	2,549.44	8,100.46	23%	26,919.54
7535 · Salaries - Accountant	16,377.00	886.38	1,223.64	2,706.99	17%	13,670.01
7542 · Salaries - Media Services Coordinator	52,000.00	4,629.63	4,300.81	13,625.32	26%	38,374.68
7585 · Salaries - Government Technicians	18,488.00	1,560.33	1,414.23	3,703.98	20%	14,784.02
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	332.45	5,307.75	5,688.65	60%	3,811.35
7621 · Payroll Taxes	12,000.00	834.58	1,208.86	2,736.93	23%	9,263.07
7635 · Workers Comp	2,012.00	197.08	197.08	591.24	29%	1,420.76
7630 · Health/Dental/Vision	12,000.00	998.51	1,063.08	3,060.10	26%	8,939.90
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	161,977.00	12,175.92	17,264.89	40,213.67	25%	121,763.33
TOTAL EXPENSES	259,800.00	17,941.75	22,802.12	56,322.25	22%	203,477.75
NET INCOME/LOSS	0.00	-6,732.93	803.16	4,568.19	7.5%	

Community Television of Santa Cruz County

BALANCE SHEET

As of September 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	1.95
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	759,855.97
1080 Savings - Lighthouse Bank	300,817.75
1085 CD 12-23 Month - Lighthouse Bank	83,880.82
1099 Cash Box	0.00
Total Bank Accounts	\$1,144,556.49
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	160,577.69
1116 Grants Receivable	0.00
Total Accounts Receivable	\$160,577.69
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	49.79
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,382.68
Total 1200 Prepaid Insurance	6,432.47
1260 Prepaid Expenses	24,165.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$35,528.47
Total Current Assets	\$1,340,662.65
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	302,239.03
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	15,886.10

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$420,023.10
TOTAL ASSETS	\$1,760,685.75
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-7,442.61
Total Accounts Payable	\$ -7,442.61
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	561.65
CA SUI / ETT	-782.08
Federal Taxes (941/944)	3,442.51
Total 24000 Payroll Liabilities	4,257.06
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,748.06
Total Current Liabilities	\$ -694.55
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -694.55
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	741,977.45
3905 Retained Earnings - Capital	960,748.95
Reserves	
Net Income	58,653.90
Total Equity	\$1,761,380.30
TOTAL LIABILITIES AND EQUITY	\$1,760,685.75

EQUITY:

Capital Reserves	\$783,004.60
Capital Reserves - Youth Grant	\$231,830.06
Operating Reserves	\$746,545.64
TOTAL EQUITY:	\$1,761,380.30

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
October
2019

	Annual Budget 2019-20	September 2019	October 2019	October Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	150,000.00	0.00	150,000.00	30%	350,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	150,000.00	0.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	17,231.12	16,770.11	69,183.79	28%	174,940.21
6701 · Facility/Equip. Insurance	9,300.00	928.59	928.59	3,714.35	40%	5,585.65
7058 · Leasehold Improvements/Capital	30,000.00	220.00	227.00	1,086.82	4%	28,913.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	165.32	17%	834.68
Total 5100 · Facility	284,424.00	18,421.04	17,967.03	74,150.28	26%	210,273.72
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	196.43	214.02	857.30	17%	4,142.70
7051 · Equipment Repair	5,000.00	0.00	83.33	83.33	2%	4,916.67
7056 · Equipment - Depreciated	134,916.00	1,088.91	1,106.59	29,315.71	22%	105,600.29
7057 · Equipment - Non Depreciated	10,000.00	1,396.58	0.00	4,110.50	41%	5,889.50
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0.00	0%	50,000.00
7062 · Software as a Service	10,000.00	910.41	1,044.41	7,647.55	76%	2,352.45
Total 5200 · Equipment	314,916.00	3,592.33	2,448.35	42,014.39	13%	272,901.61
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	220.00	33%	440.00
Total 5300 · Media Licensing	660.00	55.00	55.00	220.00	33%	440.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	22,068.37	20,470.38	116,384.67	19%	483,615.33
NET INCOME/LOSS	0.00	127,931.63	-20,470.38	33,615.33		

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
October
2019

	Annual Budget 2019-20	September 2019	October 2019	October Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	1,821.25	1,550.00	8,951.25	43%	12,048.75
4103 · City of Capitola Gov. Meetings	7,000.00	752.50	752.50	2,660.75	38%	4,339.25
4104 · SCMTD Meetings	2,500.00	430.00	279.50	1,017.50	41%	1,482.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	5,877.50	3,495.50	13,015.50	39%	19,984.50
4108 · SCCRTC Meetings	5,000.00	301.00	430.00	1,539.50	31%	3,460.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	10,780.38	15,829.36	44,263.40	30%	105,736.60
4121 · SLVWD Meetings	4,600.00	774.00	817.00	2,448.00	53%	2,152.00
4122 · PVUSD	5,400.00	193.50	774.00	1,942.25	36%	3,457.75
4130 · Classes	1,000.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	0.00	0.00	0.00	0%	500.00
4180 · Interest Earned	0.00	1,135.12	339.33	1,816.02		-1,816.02
4185 · Misc. Income	1,000.00	0.00	55.00	391.50		608.50
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	0.00	908.00	15%	5,092.00
4250 · Closed Captioning	15,000.00	1,012.50	1,050.00	5,587.50	37%	9,412.50
4260 · Equipment Lease	3,600.00	527.53	527.53	1,721.24	48%	1,878.76
Total 4300 · OPERATING REVENUE	259,800.00	23,605.28	25,899.72	86,790.16	33%	173,009.84
TOTAL INCOME	259,800.00	23,605.28	25,899.72	86,790.16	33%	173,009.84
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,029.15	1,050.26	3,293.66	30%	7,706.34
6300 · Bank Charges	3,000.00	134.06	260.33	748.97	25%	2,251.03
6600 · Dues & Subscriptions	1,500.00	219.13	87.95	482.98	32%	1,017.02
7100 · Office Supplies	1,000.00	76.46	228.94	381.72	38%	618.28
7200 · Postage/Freight	500.00	0.00	99.00	99.00	20%	401.00
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	345.99	310.41	1,241.25	41%	1,758.75
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	535.99	50.00	1,652.41		-1,652.41
Total 6000 - Operating Expenses	20,600.00	2,340.78	2,086.89	7,954.99	39%	12,645.01
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	35,598.00	2,880.00	2,880.00	11,520.00	32%	24,078.00
7010 · Contract Services-Consulting	8,125.00	0.00	525.00	525.00	6%	7,600.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	129.00	713.00	1,657.00	17%	8,343.00
Total 6800 · Contracted Services	69,723.00	3,009.00	4,118.00	13,702.00	20%	56,021.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	710.21	36%	1,289.79
7800 · Travel/Meals	1,650.00	0.00	0.00	0.00	0%	1,650.00
8600 · Special Events Expense	3,850.00	39.95	252.19	345.96	9%	3,504.04
Total 7000 · Staff Development & Fundraising	7,500.00	187.45	399.69	1,056.17	14%	6,443.83

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
October
2019

	Annual Budget 2019-20	September 2019	Otober 2019	October Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,549.44	2,896.34	10,996.80	31%	24,023.20
7535 · Salaries - Accountant	16,377.00	1,223.64	1,493.91	4,200.90	26%	12,176.10
7542 · Salaries - Media Services Coordinator	52,000.00	4,300.81	4,463.34	18,088.66	35%	33,911.34
7585 · Salaries - Government Technicians	18,488.00	1,414.23	1,770.65	5,474.63	30%	13,013.37
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	5,307.75	76.64	5,765.29	61%	3,734.71
7621 · Payroll Taxes	12,000.00	1,208.86	881.52	3,618.45	30%	8,381.55
7635 · Workers Comp	2,012.00	197.08	-74.92	516.32	26%	1,495.68
7630 · Health/Dental/Vision	12,000.00	1,063.08	1,063.08	4,123.18	34%	7,876.82
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	161,977.00	17,264.89	12,570.56	52,784.23	33%	109,192.77
TOTAL EXPENSES	259,800.00	22,802.12	19,175.14	75,497.39	29%	184,302.61
NET INCOME/LOSS	0.00	803.16	6,724.58	11,292.77	13.0%	

Community Television of Santa Cruz County

BALANCE SHEET

As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	54.79
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	892,429.00
1080 Savings - Lighthouse Bank	300,881.63
1085 CD 12-23 Month - Lighthouse Bank	84,040.92
1099 Cash Box	0.00
Total Bank Accounts	\$1,277,406.34
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	12,559.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$12,559.50
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	-147.29
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,039.59
Total 1200 Prepaid Insurance	5,892.30
1260 Prepaid Expenses	27,026.67
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$37,849.97
Total Current Assets	\$1,327,815.81
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	302,239.03
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	15,886.10

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$420,023.10
TOTAL ASSETS	\$1,747,838.91
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-4,915.37
Total Accounts Payable	\$ -4,915.37
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	170.83
CA SUI / ETT	-868.44
Federal Taxes (941/944)	2,291.41
Total 24000 Payroll Liabilities	2,628.78
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,119.78
Total Current Liabilities	\$204.41
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$204.41
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	741,977.45
3905 Retained Earnings - Capital	960,748.95
Reserves	
Net Income	44,908.10
Total Equity	\$1,747,634.50
TOTAL LIABILITIES AND EQUITY	\$1,747,838.91

EQUITY:

Capital Reserves	\$762,534.22
Capital Reserves - Youth Grant	\$231,830.06
Operating Reserves	\$753,270.22
TOTAL EQUITY:	\$1,747,634.52

CTV Committee Roster

2020

Standing Committees

EXECUTIVE COMMITTEE - Number of seated Board Members less than a quorum of the Board; quorum of the Committee is three.

FINANCE AND BUDGET COMMITTEE - Joe Hall (Chair), Tom Manheim, Maitreya Maziarz

PERSONNEL COMMITTEE - Maitreya Maziarz (Chair), Mathilde Rand, Larry Laurent

GOVERNANCE COMMITTEE - Maitreya Maziarz (Chair), Joe Hall, Mathilde Rand, Tom Manheim

Other Committees

FUND DEVELOPMENT COMMITTEE - Maitreya Maziarz, Mathilde Rand, [available]

YOUTH GRANT COMMITTEE - Mathilde Rand, Maitreya Maziarz, Tom Manheim, Janis O'Driscoll

VOLUNTEER ADVISORY COMMITTEE - Keith Gudger (Chair)

CTV Board Meeting Calendar 2020

JANUARY 27, 2020

- Review current year budget at half-year mark, including any adjustments proposed by E.D.
- Regular Board meeting

FEBRUARY 25, 2020

- Regular Board or Committee Meetings.

MARCH 23, 2020

- Regular Board or Committee Meetings.

APRIL 27, 2020

- Annual review of salaries/wages—adopt Salary Schedule;
- Review current year budget at close to 3/4-year mark;
- Prepare/review of budget for next fiscal year; recommendation re contracts reflected in budget. Presentation of next fiscal year budget by E.D. and Finance Committee;
- Adopt Work Plan and Budget.
- Regular Board meeting

MAY 25, 2020

- Regular Board or Committee Meetings.

JUNE 29, 2020

- Review current year budget at close to year end;
- Report of Finance Committee re budget and recommendation re selection of auditor.
- Regular Board meeting

JULY 27, 2020

- Regular Board or Committee Meetings.

AUGUST

- No Regular Board or Committee meetings.

SEPTEMBER 28, 2020

- Review current FY budget.
- Regular Board meeting

OCTOBER 26, 2020

- Consider recommendations of Finance Committee re accepting annual audit;
- Review current FY budget.
- Regular Board meeting

NOVEMBER 23, 2020

- Review current FY budget.
- Organizational (regular) Meeting of Board: elect officers, make committee appointments; Approve Board meeting calendar for next calendar year

DECEMBER

- No Regular Board or Committee meetings.



Board of Directors Agenda Report

DATE: 11/27/2019

AGENDA OF: 12/2/2019

SUBJECT: Hiring of Full-Time Executive Director

RECOMMENDATION:

- a. Approve Personnel Committee Recommendation for Executive Director Job Description and Salary Range
 - b. Approve Finance Committee Recommendations for midyear budget adjustments to fund full-time Executive Director position
 - c. Approve New Contract with CMAP and give 30-days' notice to CMAP of Contract Termination
 - d. Approve Chair to hire full-time Executive Director
-

BACKGROUND: Community Television of Santa Cruz County (CTV) has been a part of our county's public life for over four decades. In the early years the studios of CTV were located in downtown Santa Cruz and funding for the operation of CTV was provided through PEG (Public, Educational, and Government Access) fees which were a small percentage of cable television companies' yearly gross revenue. As CTV gained in community recognition so did the budget for CTV reaching over \$1 million dollars and employing a staff of at times 11 employees. Services provided at that time ranged from broadcasts of local governing council meetings, public access for the community and the recording and broadcast of a wide variety of local events.

The early years of CTV were dramatically changed with the passage of California Digital Infrastructure and Video Competition Act of 2006 (DIVCA) which eliminated local franchise control of cable companies, providing instead for a statewide franchise. In 2014, a 1989 federal stipulated judgment under which CTV received robust funding, came to an end. CTV's funding then reverted to the DIVCA formula, which limits the use of PEG fees to be used for capital equipment and other capital items. This required a complete change in the operations of CTV. First and foremost, CTV needed to develop a funding model which provided operational funding. Secondly, CTV was forced to reduce its staff size and the station began to extensively rely on its volunteers for the production of local broadcasts. Finally, CTV needed to update its technology to automate more of its production and lessen the need for full-time staffing.

To meet this challenge a number of new partnerships were developed. CTV entered into a business agreement with Satellite Telework Centers, Inc. through which CTV leased space from Satellite for its new automated studios and sublet a portion of its leased space for a new co-working venture with Satellite. Revenue generated by the sub-lease for co-working space created a new funding source for the daily CTV operations. The second partnership was with Community Media Access Partnership (CMAP) a public access station serving south Santa Clara County. Through this partnership CTV and CMAP shared the cost of an Executive Director to help in the post-DIVICA transition of each station. Finally, CTV developed a more robust system of volunteer participation in station production and training. Today CTV operates with the services of a 33% Executive Director, two employees, and a quarter time contract bookkeeper. Government meetings are staffed with hourly employees on a meeting scheduling basis.

For the last seven years CTV has operated in this post DIVCA model and has completed this transition due to the efforts of its volunteers, Executive Director, employees and Board members. However, now that the post DIVCA transition had been accomplished if CTV hopes to grow its services and programming, additional staffing/leadership resources are needed.

DISCUSSION: With the development of CTV's Strategic Plan additional staffing resources are needed, specifically a full-time Executive Director. At present the partnership with CMAP provides CTV with a 33% Executive Director and after required staff coordination it allows the Executive Director to spend approximately one day on any new programs or business development. This in turn severely limits opportunities for revenue development, new programming and implementation of new ideas contained in the Strategic Plan.

What this leaves the Board with is a choice to continue in a basic bare-bones operation mode or to start the transition to the next level of CTV development. The timing of this decision is based on several factors.

- a. The annual contract/partnership with CMAP is due for renewal December 1.
- b. The incumbent part-time Executive Director has expressed interest in a full-time position.
- c. New FCC rules clarify that PEG funds can be used to pay for maintenance of capital equipment. This will allow operating fund dollars now used to pay for equipment maintenance to be used for operating/personel expenses while funding equipment maintenance with the PEG funding received from Santa Cruz County.

These factors combined allow the Board to consider funding a full-time executive director position.

Personel Committee - The Personnel Committee at its last meeting adopted a job description and salary range for an Executive Director position. This was necessitated since CTV is in contract with CAMP for the services of our part-time Executive Director. A copy of the Executive Director job description is attached. The approved salary range consists of a base annual salary of \$80,000-\$120,000 plus benefits.

Finance Committee – The Finance Committee at its last meeting reviewed options to fund a full-time executive director. The options detailed additional revenue that a full-time executive director would be able to generate in a full-time position devoted to CTV. The Committee approved a proposed mid-year budget adjustment that would fund a full-time Executive Director position. At the meeting this will be discussed in full, however, below is a summary of a one year financing plan. While these figures reflect a full fiscal year budget, the proposed budget adjustment is only for half a year. The annual cost of a full-time Executive Director including salary and benefits, taking into account an already planned 3% cost of living increase, is \$131,399. The annual funding plan is shown below.

Fulltime Executive Director Funding Plan	
2019-20 Approved Operating Budget allocation for Exec. Dir.	\$36,566.00
Reallocation of staff costs associated with capital maintenance from Operating to Capital Budget	\$27,094
Additional Equipment Lease (4 new leases per year)	\$20,000.00
Increase (10%) of revenue from co-working space	\$14,500.00
Increase in equipment rental	\$5,000.00
Increase in studio rental	\$5,000.00
Reallocating of FY 2018 budget surplus	\$23,240.00
Total	\$131,400.00

These figures do not include an estimated annual revenue of \$30,000 if the City of Santa Cruz were to initiate closed captioning of its City Council meetings. There is also an implicit assumption that if there is a full-time Executive Director additional revenues can be generated through increased marketing of the co-working space and studio rentals. Additionally, the reallocation of costs from the operating to the capital budgets is ongoing revenue allowed by the new FCC ruling.

A copy of the proposed mid year budget adjustment is attached.

CMAF Contract - The current CTV/CMAF contract expires on November 30, 2019 and it has a 30 day termination clause. Therefore, if the Board wishes to proceed with the hiring of a full-time Executive Director it will be necessary to simulatenously at this meeting approve an new CTV/CMAF contract, and then approve the delivery of a 30 day termination notice to CMAF.

A copy of the proposed CTV/CMAF contract is attached.

ATTACHMENTS:

Executive Director Job Description
Mid Year Budget Adjustment
CTV/CMAF Contract

Job Description of the Executive Director

The Executive Director is the chief executive officer of the corporation, overseeing all of its operations, programs, services, education and training, facilities, and administrative functions. The position requires the ability to lead and inspire others while working in a team environment, to effectively manage a nonprofit PEG cable access organization in the context of diverse community needs, and to maintain professional standards and practices in all aspects of representation of and service to CTV. The Executive Director reports to and carries out the policies developed by the Board of Directors. This position is FLSA exempt. TYPICAL DUTIES (may include, but are not limited to, the following):

Primary Duties:

- Works with the Board of Directors to successfully carry out CTV's mission and achieve the goals and objectives of its strategic plan.
- Prepares and, with Board approval, implements the annual budget and ensures that CTV is managed in a fiscally responsible way.
- Oversees the administrative, financial, human resources, and other operations of the corporation.
- Maintains official records and documents, and ensure compliance with federal, state and local regulations.
- Oversees the management of CTV personnel, including recruiting, hiring, training, supervising, evaluating, and terminating all staff in compliance with current law, pursuant to Section 2.04 of the Personnel Manual.
- Directs the development of services, training programs, and activities to meet community needs.
- Directs CTV's engagement of the community in public access programming.
- Develops, maintains and grows revenue streams.
- Maintains a good working relationship with representatives of the cities of Santa Cruz County, the County of Santa Cruz, County educational leaders and non-profit organizations.

Additional Duties:

- Engages with counterparts in the field of public, educational, and government access television and independent media.
- Stays informed of media trends, developments, and new technology.
- Develops and oversees public relations efforts on behalf of CTV and, in partnership with the Board, acts as a representative of and spokesperson for CTV.
- Provides leadership in the development of the programming strategy procurement of programming as related to the mission of the organization and current outreach priorities.
- Other duties as assigned by the Board of Directors.

Minimum Qualifications

- Minimum of three-years executive-level experience in a nonprofit organization.
- Knowledge of public access and cable television regulations and procedures.
- Budget development and management experience.
- Proven ability to build and grow revenue streams.
- Skilled in both written, verbal and visual communication. Able to present to and negotiate with businesses, government agencies, and other organizations.
- Experience managing paid personnel and volunteers.
- Experience working with a voluntary Board of Directors.
- History of innovative solutions to changing conditions and challenges.

Desirable Qualifications

- Ten years of experience in the television industry.
- Experience working with local governments and community organizations.

PROPOSED OPERATING BUDGET

Proposed Budget Adjustment DIVCA Operating Budget
Community Television of Santa Cruz County
Fiscal Year 2019-2020

Approved Budget
FY 2019-2020
Annual

Proposed
Changes
Jan-June 2020

Variance

Notes

	Account	Total	Total	Total	
TOTAL OPERATING REVENUE	4300				
County Board of Supervisors Meetings	4101	21,000.00	0.00	21,000.00	
City of Capitola Government Meetings	4103	7,000.00	0.00	7,000.00	
SCMTD Meetings	4104	2,500.00	0.00	2,500.00	
City of Santa Cruz Government Meetings	4106	33,000.00	0.00	33,000.00	
SCCRTC Meetings	4108	5,000.00	0.00	5,000.00	
SCWD Meetings	4109	4,200.00	0.00	4,200.00	
Facility & Equipment Use	4120	150,000.00	12,250.00	162,250.00	Increase Co-working, equipment & studio rental
SLVWD meetings	4121	4,600.00	0.00	4,600.00	
PVUSD	4122	5,400.00	0.00	5,400.00	
Classes	4130	1,000.00	0.00	1,000.00	
Donations	4165	500.00	0.00	500.00	
Misc. Income/Interest Income	4185	1,000.00	0.00	1,000.00	
Production Services	4200	6,000.00	0.00	6,000.00	
Closed Captioning	4250	15,000.00	0.00	15,000.00	
Equipment Lease	4260	3,600.00	10,000.00	13,600.00	Additional leases
Total Operating Revenue		259,800.00	22,250.00	282,050.00	
CTV 2018/19 Surplus		0.00	11,620.00	11,620.00	
TOTAL REVENUE	4300	259,800.00	33,870.00	293,670.00	

OPERATING EXPENSES	6000				
PEG Access Services & Supplies	6500				
Advertising	6100	11,000.00	0.00	11,000.00	
Bank Charges / Credit Card fees	6300	3,000.00	0.00	3,000.00	
Dues & Subscriptions	6600	1,500.00	0.00	1,500.00	
Office Supplies	7100	1,000.00	0.00	1,000.00	
Postage/Freight	7200	500.00	0.00	500.00	
Printing	7205	500.00	0.00	500.00	
Facility Supplies	7401	3,000.00	0.00	3,000.00	
Licenses/Fees/Misc. Taxes	7640	100.00	0.00	100.00	
Telephone/Telecommunications/ internet	7700	0.00	0.00	0.00	
Total PEG Access Services & Supplies	6500	20,600.00	0.00	20,600.00	

PROPOSED OPERATING BUDGET

Proposed Budget Adjustment DIVCA Operating Budget
Community Television of Santa Cruz County
Fiscal Year 2019-2020

Approved Budget
FY 2019-2020
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Proposed
Changes
Jan-June 2020

Variance

Notes

	Account	Total	Total	Total	
Contract Services	6800				
Audit Services	6900	4,000.00	0.00	4,000.00	
Contract Services - Production Support	7001	3,000.00	0.00	3,000.00	
Contract Services - CMAP Services	7007	35,598.00	-18,282.50	17,315.50	Contract Terminated
Contract Services - Consulting	7010	8,125.00	0.00	8,125.00	
Contract Services - Legal Fees	7110	3,000.00	0.00	3,000.00	
Contract Services - Equipment Technicians	7910	6,000.00	0.00	6,000.00	
Contract services - Captioning	7920	10,000.00	0.00	10,000.00	
Total Contract Services	6800	69,723.00	-18,282.50	51,440.50	
Staff Development & Fundraisng Expenses	7000				
Training & Conferences	7405	2,000.00	0.00	2,000.00	
Travel & Meals	7800	1,650.00	0.00	1,650.00	
Special Events Expenses	8600	3,850.00	0.00	3,850.00	
Total Staff Dev.	7000	7,500.00	0.00	7,500.00	
Operating Salaries/Benefits	7500				
Executive Director			45,423.00	45,423.00	Salary
Coworking Community Coordinator	7530	35,020.00	-3,200.00	31,820.00	Reallocate 20% to Capital
Accountant	7535	16,377.00	0.00	16,377.00	
Media Services Coordinator	7542	52,000.00	-5,300.00	46,700.00	Reallocate 20% to Capital
Government Technicians	7585	18,488.00	0.00	18,488.00	
Production Expense Extra Help, Technicians, bonuses & ince	7589	9,500.00	0.00	9,500.00	
Total Operating Salaries	7500	131,385.00	36,923.00	168,308.00	
Payroll Taxes	7621	12,000.00	8,029.50	20,029.50	Executive Director
Worker's Comp	7635	2,012.00	0.00	2,012.00	
Health/Dental Benefits	7630	12,000.00	7,200.00	19,200.00	Executive Director
Vacation Payouts	7632	4,580.00	0.00	4,580.00	
Total Benefits & Taxes	7500	30,592.00	15,229.50	45,821.50	
TOTAL OPERATING EXPENSES	6000	259,800.00	33,870.00	293,670.00	
TOTAL EXPENSES		\$259,800.00	\$33,870.00	\$293,670.00	
TOTAL BUDGET		\$0.00	0.00	0.00	

PROPOSED CAPITAL BUDGET

Proposed Budget Adjustment
DIVCA Capital Budget
Community Television of Santa Cruz County
Fiscal Year 2019-2020

Approved Budget FY 2019-
2020
Annual

Proposed
Changes
Jan-June 2020

Variance

Notes

	Account	Total	Total	Total	
TOTAL REVENUE	4300				
County PEG Fees	4100	500,000.00	0.00	500,000.00	
County PEG Fees	4106	100,000.00	0.00	100,000.00	
Wats/Cap/County Charter PEG Fees	4107				
Total Capital Revenue		600,000.00	0.00	600,000.00	
TOTAL REVENUE	4300	600,000.00	0.00	600,000.00	
CAPITAL EXPENDITURES					
Leasehold improvements	7058	30,000.00	0.00	30,000.00	
Insurance	6700	9,300.00	0.00	9,300.00	
Facility/Equipment Rental	7300	1,000.00	0.00	1,000.00	
Facility Lease	7400	244,124.00	0.00	244,124.00	
Total Facility Expenses	5100	284,424.00	0.00	284,424.00	
Equipment	5200				
Equipment Repair	7051	5,000.00	0.00	5,000.00	
Equipment - Depreciated	7056	134,916.00	-13,547.00	121,369.00	Decreased
Equipment - Non-Depreciated	7057	10,000.00	0.00	10,000.00	
Equipment Grant Program - Drepreciated	7060	100,000.00	0.00	100,000.00	
Equipment Leases	7061	50,000.00	0.00	50,000.00	
Copy Machine Lease	7215	5,000.00	0.00	5,000.00	
SWAS	7062	10,000.00	0.00	10,000.00	
Music License	7059	660.00	0.00	660.00	
Total Equipment Expenses	5200	315,576.00	-13,547.00	302,029.00	
PEG Related Labor					
Building Maintenance	7063	0.00	3,200.00	3,200.00	Reallocate from operating
Equipment Maintenance	7064	0.00	5,300.00	5,300.00	Reallocate from operating
Equipment Repair & Acquisition	7065	0.00	5,047.00	5,047.00	Reallocate from operating
Total PEG Related Labor	5400	0.00	13,547.00	13,547.00	
TOTAL CAPITAL EXPENDITURES	5000	600,000.00	0.00	600,000.00	
TOTAL BUDGET		\$0.00	0.00	0.00	

MANAGEMENT CONSULTING AGREEMENT

A. GENERAL TERMS OF AGREEMENT

1. **PARTIES:** This Agreement is entered into between Community Television of Santa Cruz, Inc. ("CTV") and Community Media Access Partnership, Inc. ("CMAP"). The respective Boards of CTV and CMAP have authorized its execution.
2. **GENERAL:** Under this Agreement, CMAP staff, as set forth below, will provide consulting services to CTV in order to support the management and administration of the operations of CTV and its staff, in full compliance with all applicable laws and regulations governing the operation of Public Education and Government television. Signed copies of this Agreement will be delivered to the County Administrator of the County of Santa Cruz and the City Manager of the City of Santa Cruz. The majority of the consulting services shall be provided by the CMAP Executive Director ("Director") with support from other CMAP staff, none of whom shall be deemed to be employees of CTV for any purposes herein. CMAP and CTV (collectively, "Parties") agree to work cooperatively to address issues and concerns that may be raised from time to time by the City or County of Santa Cruz.
3. **TERM AND TERMINATION:** The term of this Agreement is December 1, 2019 through November 30, 2020. The Parties each have the express right to terminate this contract, without cause or legal excuse, and without incurring any liability to the other party, upon provision of 30 days' written notice to the other party.
4. **CONTRACT AMOUNT AND PAYMENT PROVISIONS:** Total payments by CTV to CMAP under this Agreement shall not exceed **\$36,470.20**. Payments will be made monthly for services under this Agreement and shall be properly invoiced by CMAP to CTV and include both the provision of staffing, as discussed herein, and such other costs as may be incurred. Monthly charges shall not exceed **\$3,039.18 through November 2020**.
5. **E.D. PERFORMANCE AND COMPENSATION:** Both parties agree to engage in good faith discussions regarding the performance and compensation to the E.D. prior to any change in compensation to E.D.

B. CMAP RESPONSIBILITIES

The services contemplated by this Agreement shall include but not be limited to 33% of the Director's time spent performing job related duties in the course of his or her employment by CMAP. Any substitution of CMAP staff to provide those services which are part of the Director's 33% time commitment shall require the separate written agreement of the Parties.

Nothing in this Section B shall change the employment relationship between CMAP and the Director. CMAP shall reserve all exclusive rights as to the employment, compensation and discipline of the Director. Notwithstanding the exclusive right of CMAP to set the compensation of the Director, the maximum payment to CMAP from CTV for the services of the Director shall not exceed the amounts set forth above under Section A.4.

The Director shall be responsible for those duties of the CTV Executive Director as can be reasonably accomplished within the agreed upon 33% time commitment. The specific areas for which the Director shall provide services to CTV shall include but not be limited to the following:

1. Oversight and management of the programs, contracts, and operations of CTV, as set forth by the CTV Board of Directors, including but not limited to preparation of a written monthly report regarding such matters, to be presented to the CTV Board of Directors and the County Administrator of the County of Santa Cruz. The CTV Station Director shall be responsible for making all presentations to county staff, CTV Board of Directors, and other municipal bodies.
2. Management of the finances of CTV in accordance with generally accepted accounting practices, the approved budget, and using the financial systems of CTV. The funds of CTV shall not be co-mingled in any way with the funds of CMAP. The Director shall oversee preparation of a written monthly report regarding the financial activities of CTV, to be presented to the CTV Board of Directors, with copies to the County Administrator of the County of Santa Cruz and the City Manager of the City of Santa Cruz. The Director shall assure the operations are conducted so as to comply with the requirements of CTV's mandatory biennial independent audit or compilation report. The Director shall use best efforts

to maintain full self-sustainability.

3. Supervision, evaluation, and management of CTV personnel, to assure that staffing is sufficient to fulfill the functions of CTV's operations, including assignment of work duties consistent with CTV's personnel policies and procedures. Any personnel issues or adverse actions to be taken against any CTV employee shall require the approval of the Personnel Committee of the CTV Board of Directors. Any staff hiring shall require the approval of the CTV Personnel Committee.
4. Providing training to CTV employees sufficient to enable them to perform all duties necessary to fulfill the tasks and functions of their jobs.
5. Assuring that the CTV programming service meets all requirements set forth in county, state, and federal laws and regulations.
6. Preparation of the CTV Budget for Fiscal Year 2020-2021, and submission of said Budget to the CTV Board of Directors for their review and approval not later than March 1, 2020.
7. Submission of an annual report to the County Administrator of the County of Santa Cruz and the City Manager of the City of Santa Cruz, not later than November 1, 2020, as required by CTV's contract with the County of Santa Cruz.
8. Using best efforts to seek sponsorships, grants, off-sets, revenue and fundraising to maintain self-sustainability for CTV.

C. CTV RESPONSIBILITIES

CTV will collaborate and work closely with CMAP, and specifically the Director, to accomplish the deliverables arising under this Agreement. CTV's obligations shall include but not be limited to:

1. Providing input to the Director regarding the operations and financial management of CTV
2. Providing input regarding the required written monthly reports discussed at Sections B.1. and B.2. above.
3. Providing input regarding an annual report to the County Administrator of the County of Santa Cruz and the City Manager of the City of Santa Cruz, as discussed at Section B.7. above.
4. Providing input to the Director, as needed, to address personnel matters, and work with the CTV Personnel Committee to address staffing problems and any hiring decisions. Provide written decisions on such matters as needed.
5. Providing input to the Director and the County's Director of Information Services to complete a Budget for Fiscal Year 2018-2019, as discussed at Section B.6. above.
6. Providing input regarding Public, Education and Government (PEG) requirements resulting from any contract between CTV and the County of Santa Cruz and the City of Santa Cruz.
7. Using best efforts to seek sponsorships, grants, off-sets, revenue and fundraising to maintain self-sustainability..
8. Providing input and assistance in responding, as they may arise, to questions posed by the County and City of Santa Cruz in a timely fashion.
9. Providing input and assistance in maintaining office space, equipment, machines and supplies to perform the function of the program directives.
10. Vesting in the Director, consistent with the Articles and Bylaws of CTV, the powers and authority necessary to carry out the Director's responsibilities elaborated in this Agreement.
11. Making available the administrative support of the CTV staff, the CTV Board of Directors, and CTV Counsel in dealing with claims, grievances and complaints brought by employees of CTV.

12. Notwithstanding any provisions to the contrary contained in the CTV Bylaws, the CTV Board of Directors by approval of this Agreement is authorizing the actions set forth in this Agreement. If inconsistencies are found, this Agreement shall govern.

D. DISPUTE RESOLUTION

In the event of a dispute between the Director and CTV regarding the Director's performance of the duties contemplated under this Agreement, CTV and CMAP shall each appoint a committee for the purpose of resolving the issue(s) in dispute. Nothing contained in this Section D is intended to limit the authority of the Parties hereto to terminate this Agreement pursuant to the termination provisions set forth above. Likewise, nothing contained in this Section D is intended to supplant or modify the provisions contained in Section B above regarding the employment status of the Director.

E. INDEMNIFICATION AND INSURANCE

1. **INDEMNIFICATION:** The Parties to this Agreement shall indemnify the other as follows:

- a. CMAP shall indemnify, defend, and hold harmless CTV, its officers, agents and employees and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liability of any kind, nature or description, including those brought by any person or persons for or on account of any loss, damage or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons, howsoever the same may be caused, directly or indirectly arising or resulting from any alleged acts or omissions of CMAP, its officers, employees, agents or subcontracts arising out of or resulting from the performance of this Agreement.
- b. CTV shall indemnify, defend, and hold harmless CMAP, its officers, agents and employees and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liability of any kind, nature or description, including those brought by any person or persons for or on account of any loss, damage or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons, howsoever the same may be caused, directly or indirectly arising or resulting from any alleged acts or omissions of CTV, its officers, employees, agents or subcontracts arising out of or resulting from the performance of this Agreement.

2. **INSURANCE:** Both Parties to this Agreement shall maintain in full force and effect at all times during the term of this Agreement insurance as required by Exhibit A. The cost of such insurance shall be borne by each Party individually and shall be included in each Party's annual budget. CTV shall be named as an additional insured on CMAP's insurance policies required by this Agreement. Likewise, CMAP shall be named as an additional insured on CTV's insurance policies required by this Agreement.

F. MISCELLANEOUS

1. All notices by the Parties and the City and County of Santa Cruz pertaining to this Agreement shall be made by United States Postal Service mail, postage pre-paid, addressed as follows:

Community Television of Santa Cruz County (CTV)
325 Soquel Avenue
Santa Cruz, CA 95062

County of Santa Cruz
County Administrative Office
701 Ocean Street, Room 520
Santa Cruz, CA 95060

Community Media Access Partnership (CMAP)
County Administrative Office
P.O. Box 1273
Gilroy, CA 95021-1273

City of Santa Cruz
City Manager
809 Center Street, Room 10
Santa Cruz, CA 95060.

2. In the event that any dispute or litigation arises as a result of this Agreement, the prevailing party in such a dispute shall be indemnified and reimbursed by the non-prevailing party for any and all legal fees and costs or such other fees and costs as may arise from said dispute.
3. This Agreement is the entire, final, and complete agreement of the Parties relating to the subject of this Agreement, and

supersedes and replaces all prior or existing written and oral agreements between the Parties or their representatives relating thereto.

4. No amendment or modification of this Agreement shall be effective unless in a writing executed by both Parties.
5. The interpretation and legal effect of this Agreement shall be governed by and construed in accordance with the laws of the State of California. Only the California courts (state and federal) will have jurisdiction over any controversies regarding this Agreement.
6. Proper venue for any action or other proceeding involving such a controversy shall be the County of Santa Cruz.
7. If any provision of this Agreement is held to be invalid or unenforceable, all remaining provisions will continue in full force and effect.
8. This Agreement may be executed in multiple counterparts, all of which shall be deemed originals, and with the same effect as if all Parties had signed the same document.
9. Section headings are provided solely for convenience and shall be without legal effect in the interpretation of this Agreement.
10. The date of execution shall have no effect regarding the term of the Agreement, as defined at Section A.3. above; and all services performed by either party for the other during the term of this Agreement, as defined at Section A.3. above, shall be controlled by this Agreement.
11. The Parties hereby acknowledge that each was afforded ample time to have this Agreement reviewed by independent counsel, and was informed by their attorneys of the rights, duties and obligations arising under this Agreement.

EXECUTION: By mutual agreement of all the signers, this contract is agreed to commencing December 1, 2019 through November 30, 2020. In witness whereof, the Parties have executed this contract by their duly authorized representatives.

CMAP

CTV

By: _____
Board Chair

By: _____
Board Chair

Dated: _____

Dated: _____

Approved as to form:

Approved as to form:

CMAP Counsel

CTV Counsel

Ratification recommended by:

Paul Da Silva – Board Chair

Maitreya Maziarz - Board Chair

Dated: _____

Dated: _____

EXHIBIT A

INSURANCE REQUIREMENTS

Each Party to this Agreement, at its sole cost and expense, for the full term of this Agreement and any extensions thereof, shall obtain and maintain at minimum all of the following insurance coverage. Each Party shall name the other Party as an additional insured on the insurance required under this Agreement.

Types of Insurance and Minimum Limits

1. Worker's Compensation and Employer's Liability insurance in conformance with the laws of the State of California.
2. Comprehensive or Commercial General Liability insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and broad form property damage. Such insurance coverage shall include, without limitation:
 - a. Contractual liability coverage adequate to meet each Party's indemnification obligations under this Agreement.
 - b. A cross-liability or severability of interest clause.

Other Insurance Provisions

1. If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, each Party shall maintain such insurance coverage with an effective date earlier or equal to the effective date of this Agreement and continue coverage for a period of three years after the expiration of this Agreement and any extensions thereof. In lieu of maintaining post-contract expiration coverage as specified above, each Party may satisfy this provision by purchasing tail coverage for the claims made policy. Such tail coverage will, at a minimum, provide coverage for claims received and reported three years after the expiration of this Agreement.
2. Each Party agrees to provide the other, at or before the effective date of this Agreement, with a certificate of insurance of the coverage required.
3. All vehicles used by each Party's employees during the course and conduct of their employment shall be covered by Comprehensive or Commercial Liability insurance in the minimum of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and broad form property damage. This coverage may be provided by either Party or the Party's employee. Such insurance coverage shall include, without limitation:
 - a. Contractual liability coverage meeting the indemnification and insurance provisions under this Agreement.
 - b. A cross-liability or severability of interest clause.