



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Finance Committee Special Meeting
April 3, 2020
9:30 A.M.
Zoom Video Conference

****PLEASE NOTE****: Due to concerns regarding the current COVID-19/Coronavirus outbreak, this CTV Finance Committee meeting will be held virtually using the Zoom online platform. To participate, please download the zoom app and join the meeting at: <https://zoom.us/j/4083159302>

AGENDA

1. Attendance

(Chair) Joe Hall, Tom Manheim, Maitreya Maziarz, Keith Gudger

2. Oral Communications

Any person may address the Committee 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 Committee.

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

REGULAR AGENDA

4. Review and approve FY 2019/2020 budget adjustments due to COVID-19 required operational adjustments *

5. Adjournment

Any person may address the Board Committee 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 Packet**

CTV						Notes
INCOME FORECAST APRIL-JUNE 2020						
	April	May	June	Total		
Co-working:						
Offices	7230	7230	7230	21690		
Maiboxes	993.75	993.75	993.75	2981.25		
Café membership	2138.4	2138.4	2138.4	6415.2		
Café membership holds	-985	-985	-985	-2955		
Total co-working income	9377.15	9377.15	9377.15	28131.45		
Equipment Lease Income:						
Kuumbwa	333.09	333.09	333.09	999.27		
CMAP	194.44	194.44	194.44	583.32		
Total Equipment lease income	527.53	527.53	527.53	1582.59		
Government Meetings:						
County BOS Meetings	3147.5	3147	3147	9441.5	Continuing	
City of Santa Cruz	3255	1627	1627	6509	Continuing with webinars from their chambers	
City of Capitola	860	860	869	2589	Continuing with webinars from their chambers	
SCMTD Meetings	344	344	344	1032	Continuing w/ webinars	
SCWD Meetings	172	172	172	516	Continuing w/ webinars	
SLVWD Meetings	387	0	0	387	Too dangerous	
SCCRTC	387	387	387	1161	Doing webinars	
PVUSD	1075	0	0	1075	they canceld this month not sure about the future	
Total Government Meetings	9627.5	6537	6546	22710.5		
Special Projects						
RSVP	100	100	100	300	City using it for Announcements	
Special Webinars	800	800	800	2400	We have done two for Economic Development	
Special Webinars						
TOTAL INCOME	19532.18	16441.68	16450.68	52424.54		

PROPOSED OPERATING BUDGET

Proposed budge April - June

Community Television of Santa Cruz County

Fiscal Year 2019-2020

Version: BKR vs. 1

Approved Budget

FY 2019-2020

Quarter

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>
TOTAL OPERATING REVENUE	4300		
County Board of Supervisors Meetings	4101	9,441.00	786.75
City of Capitola Government Meetings	4103	860.00	71.67
SCMTD Meetings	4104	1,032.00	86.00
City of Santa Cruz Government Meetings	4106	6,509.00	542.42
SCCRTC Meetings	4108	1,161.00	96.75
SCWD Meetings	4109	516.00	43.00
Facility & Equipment Use	4120	28,131.00	2,344.25
SLVWD meetings	4121	387.00	32.25
PVUSD	4122	900.00	75.00
Classes	4130	0.00	0.00
Donations	4165	0.00	0.00
Misc. Income/Interest Income	4185	156.00	13.00
Production Services	4200	2,000.00	166.67
Closed Captioning	4250	7,000.00	583.33
Equipment Lease	4260	1,582.00	131.83
CTV Surplus		5,810.00	484.17
Total Operating Revenue		65,485.00	5,457.08
TOTAL REVENUE	4300	65,485.00	5,457.08

OPERATING EXPENSES	6000		
PEG Access Services & Supplies	6500		
Advertising	6100	3,000.00	250.00
Bank Charges / Credit Card fees	6300	700.00	58.33
Dues & Subscriptions	6600	0.00	0.00
Office Supplies	7100	0.00	0.00
Postage/Freight	7200	0.00	0.00
Printing	7205	0.00	0.00

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Facility Supplies	7401	0.00	0.00
Licenses/Fees/Misc. Taxes	7640	0.00	0.00
Telephone/Telecommunications/ internet	7700	0.00	0.00
Total PEG Access Services & Supplies	6500	3,700.00	308.33

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	<i>Account</i>	<i>Total</i>	<i>Total</i>
<i>Contract Services</i>	<i>6800</i>		
Audit Services	6900	0.00	0.00
Contract Services - Production Support	7001	1,000.00	83.33
Contract Services - CMAP Services	7007	0.00	0.00
Contract Services - Consulting	7010	0.00	0.00
Contract Services - Legal Fees	7110	0.00	0.00
Contract Services - Equipment Technicians	7910	0.00	0.00
Contract sevicees - Captioning	7920	2,500.00	208.33
<i>Total Contract Services</i>	<i>6800</i>	<i>3,500.00</i>	<i>291.67</i>
<i>Staff Development & Fundraisng Expenses</i>	<i>7000</i>		
Training & Conferences	7405	0.00	0.00
Travel & Meals	7800	0.00	0.00
Special Events Expenses	8600	0.00	0.00
<i>Total Staff Dev.</i>	<i>7000</i>	<i>0.00</i>	<i>0.00</i>
<i>Operating Salaries/Benefits</i>	<i>7500</i>		
Executive Director		19,656.00	
Coworking Community Coordinator	7530	0.00	0.00
Accountant	7535	8,000.00	666.67
Media Services Coordinator	7542	11,675.00	972.92
Government Technicians	7585	9,000.00	750.00
Production Expense Extra Help,Technicians, bonuses	7589	1,000.00	83.33
<i>Total Operating Salaries</i>	<i>7500</i>	<i>49,331.00</i>	<i>2,472.92</i>
Payroll Taxes	7621	10,000.00	833.33
Worker's Comp	7635	1,000.00	83.33
Health/Dental Benefits	7630	10,000.00	833.33

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Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>
Vacation Payouts	7632	2,200.00	183.33
Total Benefits & Taxes	7500	23,200.00	1,933.33
TOTAL OPERATING EXPENSES	6000	79,731.00	5,006.25
TOTAL EXPENSES		\$79,731.00	\$5,006.25
TOTAL BUDGET		-\$14,246.00	450.83