



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF  
DIRECTORS  
Finance Committee  
Special Meeting  
May 4, 2020  
5:00 P.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://us02web.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**

1. Review CTV Fiscal Year 2020/2021 Budget\*

2. 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**

**PROPOSED OPERATING BUDGET**

Proposed Operating Budget  
 Community Television of Santa Cruz County  
 Fiscal Year 2020-2021  
 Version: BKR vs 2 (May 1)

Amended  
 Budget 2/24/20  
 FY2019-20  
 Annual

Proposed  
 Budget  
 FY 2020-2021  
 Annual

Monthly

	<i>Account</i>		<i>Total</i>	<i>Total</i>
<b>TOTAL OPERATING REVENUE</b>	<b>4300</b>			
County Board of Supervisors Meetings	4101	21,000.00	21,000.00	1,750.00
City of Capitola Government Meetings	4103	7,000.00	7,000.00	583.33
SCMTD Meetings	4104	2,500.00	2,500.00	208.33
City of Santa Cruz Government Meetings	4106	33,000.00	45,000.00	3,750.00
SCCRTC Meetings	4108	5,000.00	4,500.00	375.00
SCWD Meetings	4109	4,200.00	4,200.00	350.00
Facility & Equipment Use	4120	162,250.00	100,000.00	8,333.33
SLVWD meetings	4121	4,600.00	4,600.00	383.33
PVUSD	4122	5,400.00	2,500.00	208.33
Classes	4130	1,000.00	0.00	0.00
Donations	4165	500.00	250.00	20.83
Misc. Income/Interest Income	4185	1,000.00	1,000.00	83.33
Production Services	4200	6,000.00	6,000.00	500.00
Closed Captioning	4250	15,000.00	42,000.00	3,500.00
Equipment Lease	4260	13,600.00	5,000.00	416.67
CTV Reserves		11,620.00	46,389.50	3,865.79
<b>Total Operating Revenue</b>		<b>293,670.00</b>	<b>291,939.50</b>	<b>24,328.29</b>
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>293,670.00</b>	<b>291,939.50</b>	<b>24,328.29</b>

<b>OPERATING EXPENSES</b>	<b>6000</b>			
<b>PEG Access Services &amp; Supplies</b>	<b>6500</b>			
Advertising	6100	11,000.00	10,000.00	833.33
Bank Charges / Credit Card fees	6300	3,000.00	2,500.00	208.33
Dues & Subscriptions	6600	1,500.00	1,500.00	125.00
Office Supplies	7100	1,000.00	1,000.00	83.33
Production Expense	7105	0.00	500.00	41.67
Postage/Freight	7200	500.00	375.00	31.25

**PROPOSED OPERATING BUDGET**

**Proposed Operating Budget  
Community Television of Santa Cruz County  
Fiscal Year 2020-2021  
Version: BKR vs 2 (May 1)**

**Amended  
Budget 2/24/20  
FY2019-20  
Annual**

**Proposed  
Budget  
FY 2020-2021  
Annual**

**Monthly**

	<i>Account</i>		<i>Total</i>	<i>Total</i>
Printing	7205	500.00	250.00	20.83
Facility Supplies	7401	3,000.00	3,000.00	250.00
Licenses/Fees/Misc. Taxes	7640	100.00	100.00	8.33
Telephone/Telecommunications/ internet	7700	0.00	1,920.00	160.00
<b>Total PEG Access Services &amp; Supplies</b>	<b>6500</b>	<b>20,600.00</b>	<b>21,145.00</b>	<b>1,762.08</b>

**PROPOSED OPERATING BUDGET**

Proposed Operating Budget  
 Community Television of Santa Cruz County  
 Fiscal Year 2020-2021  
 Version: BKR vs 2 (May 1)

Amended  
 Budget 2/24/20  
 FY2019-20  
 Annual

Proposed  
 Budget  
 FY 2020-2021  
 Annual

Monthly

	<i>Account</i>		<i>Total</i>	<i>Total</i>
<b>Contract Services</b>	<b>6800</b>			
Audit Services	6900	4,000.00	2,500.00	208.33
Contract Services - Production Support	7001	3,000.00	0.00	0.00
Contract Services - CMAP Services	7007	17,315.50	0.00	0.00
Contract Services - Consulting	7010	8,125.00	2,000.00	166.67
Contract Services - Legal Fees	7110	3,000.00	3,000.00	250.00
Contract Services - Equipment Technicians	7910	6,000.00	0.00	0.00
Contract services - Captioning	7920	10,000.00	21,000.00	1,750.00
<b>Total Contract Services</b>	<b>6800</b>	<b>51,440.50</b>	<b>28,500.00</b>	<b>2,375.00</b>
<b>Staff Development &amp; Fundraisng Expenses</b>	<b>7000</b>			
Training & Conferences	7405	2,000.00	2,000.00	166.67
Travel & Meals	7800	1,650.00	800.00	66.67
Special Events Expenses	8600	3,850.00	1,000.00	83.33
<b>Total Staff Dev.</b>	<b>7000</b>	<b>7,500.00</b>	<b>3,800.00</b>	<b>316.67</b>
<b>Operating Salaries/Benefits</b>	<b>7500</b>			
Executive Director		45,423.00	<b>80,720.00</b>	
Coworking Community Coordinator	7530	31,820.00	31,820.00	2,651.67
Accountant	7535	16,377.00	16,377.00	1,364.75
Media Services Coordinator	7542	46,700.00	42,848.00	3,570.67
Government Technicians	7585	18,488.00	18,488.00	1,540.67
Production Expense Extra Help, Technicians, bonuses	7589	9,500.00	3,000.00	250.00
<b>Total Operating Salaries</b>	<b>7500</b>	<b>168,308.00</b>	<b>193,253.00</b>	<b>9,377.75</b>
Payroll Taxes	7621	20,029.50	20,029.50	1,669.13
Worker's Comp	7635	2,012.00	2,012.00	167.67

**PROPOSED OPERATING BUDGET**

Proposed Operating Budget  
 Community Television of Santa Cruz County  
 Fiscal Year 2020-2021  
 Version: BKR vs 2 (May 1)

Amended  
 Budget 2/24/20  
 FY2019-20  
 Annual

Proposed  
 Budget  
 FY 2020-2021  
 Annual

Monthly

	<i>Account</i>		<i>Total</i>	<i>Total</i>
Health/Dental Benefits	7630	19,200.00	18,200.00	1,516.67
Vacation Payouts	7632	4,580.00	5,000.00	416.67
<b>Total Benefits &amp; Taxes</b>	<b>7500</b>	<b>45,821.50</b>	<b>45,241.50</b>	<b>3,770.13</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>6000</b>	<b>293,670.00</b>	<b>291,939.50</b>	<b>17,601.63</b>
<b>TOTAL EXPENSES</b>		<b>\$293,670.00</b>	<b>\$291,939.50</b>	<b>\$17,601.63</b>
<b>TOTAL BUDGET</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>6,726.67</b>

**PROPOSED CAPITAL BUDGET**

Amended

Budget 2/24/20

Proposed Budget FY

FY2019-20

2020-2021

Annual

Annual

DIVCA Capital Budget  
Community Television of Santa Cruz County  
Fiscal Year 2020-2021  
Version: BKR vs 2

Monthly

NOTES

	<i>Account</i>		<i>Annual</i>	<i>Monthly</i>
<b>TOTAL REVENUE</b>	<b>4300</b>			
County PEG Fees	4100	500,000.00	500,000.00	41,666.67
County PEG Fees	4106	100,000.00	100,000.00	8,333.33
Wats/Cap/County Charter PEG Fees	4107			
<b>Total Capital Revenue</b>		<b>600,000.00</b>	<b>600,000.00</b>	<b>50,000.00</b>
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>600,000.00</b>	<b>600,000.00</b>	<b>50,000.00</b>

<b>CAPITAL EXPENDITURES</b>				
Leasehold improvements	7058	30,000.00	20,000.00	1,666.67
Insurance	6700	9,300.00	11,143.00	928.58
Facility/Equipment Rental	7300	1,000.00	1,000.00	83.33
Facility Lease	7400	244,124.00	247,364.00	20,613.67
<b>Total Facility Expenses</b>	<b>5100</b>	<b>284,424.00</b>	<b>279,507.00</b>	<b>23,292.25</b>
<b>Equipment</b>	<b>5200</b>			
Equipment Repair	7051	5,000.00	5,000.00	416.67
Equipment - Depreciated	7056	114,869.00	109,353.00	9,112.75
Equipment - Non-Depreciated	7057	10,000.00	10,000.00	833.33
Equipment Grant Program - Drepreciated	7060	100,000.00	100,000.00	8,333.33
Equipment Leases	7061	50,000.00	36,800.00	3,066.67
Copy Machine Lease	7215	5,000.00	5,000.00	416.67
SWAS	7062	16,500.00	16,500.00	1,375.00
Music License	7059	660.00	660.00	55.00
<b>Total Equipment Expenses</b>	<b>5200</b>	<b>302,029.00</b>	<b>283,313.00</b>	<b>23,609.42</b>
<b>PEG Related Labor</b>				
Building Maintenance	7063	3,200.00	6,400.00	533.33
Equipment Maintenance	7064	5,300.00	10,600.00	883.33

increased

Added 3% to the rent portion of the full service lease.

**PROPOSED CAPITAL BUDGET**

Equipment Repair	7065	5,047.00	20,180.00	1,681.67
<b>Total PEG Related Labor</b>	<b>5400</b>	<b>13,547.00</b>	<b>37,180.00</b>	<b>3,098.33</b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5000</b>	<b>600,000.00</b>	<b>600,000.00</b>	<b>50,000.00</b>
<b>TOTAL BUDGET</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>