

**BOARD OF DIRECTORS
Special Meeting
March 25, 2013**

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call **Page No.**

James Fisher, Tess Fitzgerald, Denise Gallant, Keith Gudger (Chair), Joe Hall, Caryn Machado, Jennifer Pittman, Mathilde Rand, Doree Steinmann, Lou Tuosto, Adam Wade [quorum is six]

2. Oral Communications

CONSENT AGENDA

3. Approve Minutes* **P1**

Special Meeting of February 28, 2013

4. Approve CTV-CMAP Contract of Services* **P3**

5. Approve Board Resolution 002-2013 re: the CTV-CMAP Contract* **P6**

6. Approve Recommendation of the Finance Committee to approve Draft Budget for FY 2013-2014* **P7**

7. Approve Recommendation of the Finance Committee to approve Draft Budget for FY 2014-2015* **P9**

REGULAR AGENDA **Page No.**

8. Action/discussion re: Fundraising for FY 2012-13

CLOSED SESSION

9. Adjourn to Closed Session pursuant to

- a) CA Gov Code Section 54957.6, Conference with Labor Negotiator, unrepresented employees.
Title: All CTV Employees
- b) CA Gov Code Section 54957, Employment Appointment
Title: Executive Director.

10. Report Out from closed session

11. 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 Agenda Packet**

**EXECUTIVE COMMITTEE
Special Meeting
March 25, 2013**

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

James Fisher, Tess Fitzgerald, Denise Gallant, Keith Gudger (Chair), Joe Hall, Caryn Machado, Jennifer Pittman, Mathilde Rand, Doree Steinmann, Lou Tuosto, Adam Wade

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 ITEMS ON THE AGENDA.

Any person may address the Executive Committee (acting as 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.

**FINANCE COMMITTEE
SPECIAL MEETING
March 25, 2013**

A G E N D A

5:00 P.M.

Offices of the Corporation

Roll Call, Finance Committee: Tess Fitzgerald, Keith Gudger, Joe Hall (Chair), Jennifer Pittman, Lou Tuosto

1. FY 2013-14 Budget
Review and consider recommendation to the Board to approve Draft Budget for FY 2013-2014.
2. FY 2014-15 Budget
Review and consider recommendation to the Board to approve Draft Budget for FY 2014-2015.

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.

DRAFT
ACTION SUMMARY MINUTES
Community Television of Santa Cruz County
Special Board Meeting
February 28, 2013

1. Roll Call

Voting Members Present: Keith Gudger, Joe Hall, Caryn Machado, Jennifer Pittman, Mathilde Rand, Doree Steinmann, Lou Tuosto (after item 5)

Voting Members Absent: James Fisher, Tess Fitzgerald, Denise Gallant, Adam Wade

2. ORAL COMMUNICATIONS:

Sandra Leigh addressed the Board

3. APPROVED Consent Agenda containing the following actions, tabling Item 5 to a future meeting:

- Amended Minutes of January 24, 2013 Regular Board Meeting

Maker: Hall
Second: Rand
Ayes: Gudger, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

4. APPROVED Revised 2012-2013 Budget

Maker: Rand
Second: Pittman
Ayes: Gudger, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

5. APPROVED CTV Board Resolution No. 001-2013 and contract with CMAP with clerical corrections.

Maker: Hall
Second: Machado
Ayes: Gudger, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

6. ADJOURNED to closed session pursuant to CA Gov Code Section 54957.6, Conference with Labor Negotiator, unrepresented employees.

7. REPORT OUT from closed session:

Reported that the board gave directions to the Interim Executive Director in terms of Employee benefit packages

6. ADJOURNED to Special Meeting of March 11, 2013.

Respectfully submitted by:

Alie Welch, CTV Board Clerk



FINAL DRAFT Contract of Services

PARTIES: This contract 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 execution of this contract.

GENERAL: This agreement governs the work to be performed by CMAP staff to enable CTV to fully comply with the requirements of the Digital Infrastructure and Video Competition Act (DIVCA) through a contract for Fiscal Year July 1, 2013 - June 30, 2014 and July 1, 2014 - June 30, 2015. The Fiscal Year for CTV begins July 1 and ends June 30 and the Fiscal Year for CMAP begins January 1 and ends December 31.

TERM AND TERMINATION: The term of this contract shall commence on July 1, 2013 and shall remain in effect until June 30, 2015. The Parties may by mutual agreement extend the contract term for one additional year. The Parties each have the express right to seek termination of this contract, without cause or legal excuse, and without incurring any liability to the other party, upon provision of six month's written notice to the other party of its intent to terminate this contract, and is subject to the approval of the Board of Supervisors of the County which funds the terminating party.

CONTRACT AMOUNT: The Parties agree that the payments by CTV under this contract shall not exceed \$300,000 over the initial two-year period set forth herein.

CMAP RESPONSIBILITIES: CMAP shall be the Administrative Agency. In consideration, nothing in this contract shall change the relationship between CMAP and the Director of CMAP, who shall also serve as Contractual Director of CTV under this agreement. CMAP shall reserve all exclusive rights as to the employment, compensation and discipline of the Contractual Director. In this regard, the CMAP Board of Directors or a committee designated by the CMAP Board of Directors shall review and respond within 15 days to any and all concerns expressed by the CTV Board Chair regarding the performance of the Contractual Director. The administrative functions of CMAP and CTV shall be consolidated and performed by the CMAP Director, who shall also serve as the Contractual Director. To carry out this role, the Contractual Director shall:

1. Will work with CTV to complete a merger plan.
2. Will work with CTV to transition current workload to an automated system.
3. Will work with CTV to complete an organizational chart for Fiscal Year 2013-2014 and Fiscal Year 2014-2015.
4. Will work with CTV to complete a Budget for Fiscal Year 2013-2014 and Fiscal Year 2014-2015.
5. Will work with CTV to complete a Business Plan that establishes all the changes.
6. Certify and ensure that the CTV service meets all requirements set forth in county, state, and federal law and regulations.
7. Prepare, administer and submit annual budget for CTV. Budget for CTV shall be presented to the CTV Board of Directors for their review and approval.

8. Provide sufficient training to employees to enable them to perform all duties necessary to fulfill the tasks and functions of their jobs.
9. Provide customer service and public outreach function to create viable and cost effective Public, Education and Government (PEG) services under the contractual obligations of CTV and the County of Santa Cruz.
10. Submit an annual report to the funding jurisdiction as required by the County of Santa Cruz by November first of each year as stipulated by CTV's contract with the County of Santa Cruz
11. Be responsible for the development, implementation and oversight of any program improvement measures that may be required to improve performance.
12. Respond to the funding jurisdiction providers' questions and concerns as they may arise.
13. Obtain and procure resources that will benefit the overall operation of the program, including the hiring of additional personnel, acquiring services, equipment, software and/or other information technology and work Santa Cruz County staff to lease facilities (Tannery) necessary to improve program efficiency and effectiveness.
14. Hire, supervise, evaluate and manage personnel necessary to fulfill the functions of the program as required, including assignment of work duties consistent with the employees' current duties and in compliance with each agency's personnel policies and procedures.
15. CTV will bear the financial responsibility for all staff hired as CTV employees and all fixed assets acquired for CTV.
16. Maintain office space, equipment, machines and supplies necessary to perform the function of the program directives in compliance with each agency's established policies and procedures.

CTV RESPONSIBILITIES: CTV will collaborate and work closely with CMAP to accomplish the above listed items. In addition, CTV shall:

1. Will work with CMAP to complete a merger plan.
2. Will work with CMAP to transition current workload to an automated system.
3. Will work with CMAP to complete an organizational chart for Fiscal Year 2013-2014 and Fiscal Year 2014-2015.
4. Will work with CMAP to complete a Budget for Fiscal Year 2013-2014 and Fiscal Year 2014-2015.
5. Will work with CMAP to complete a Business Plan that establishes all the changes.
6. Complete all work in concert with the CTV Board of Directors and CTV staff.
7. Vest in the Contractual Director the powers and authority necessary to carry out the responsibilities enumerated in this contract consistent with the Articles and Bylaws of CTV.
8. Direct the Board Chair of CTV to regard the Contractual Director as equal in status, authority, and responsibility as currently vested in the CTV Executive.
9. Direct that the CTV Board shall apprise and make the Contractual Director aware of all policies and procedures of CTV.
10. Make available the administrative support of the CTV Board and CTV Counsel in dealing with claims, grievances and complaints brought by employees of CTV.
11. Prevent budget amendments from being enacted without the concurrence of CMAP.
12. Defend, indemnify and hold harmless the CMAP Director and Contractual Director and/or designees for any and all claims and/or causes of action arising out of the performance of duties as prescribed in this agreement.
13. Encourage its board to use its best efforts to raise \$20,000 during each Fiscal Year.

DISPUTE RESOLUTION: In the event of a dispute between the Contractual Director and CTV concerning the performance or direction of the CTV service that cannot be resolved, the parties to this contract agree to refer the disputed issue to the designated Committees of the two parties for resolution. CTV and CMAP shall each appoint a committee for the purposes described in this section. If no mutually acceptable resolution of the dispute can be achieved, each party retains its right to terminate this contract as described under "Term and Termination" above.

GUARANTEES: CTV indemnifies CMAP, its agents and staff and warrants its performance under the terms of this contract.

NOTICES: All notices by the parties and jurisdictions to one another pertaining to any provision in this agreement shall be made by United States Postal Service mail, postage pre-paid, addressed as follows:

Community Television of Santa Cruz County (CTV)
816 Pacific Avenue
Santa Cruz, CA 95060

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

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

EXECUTION: By mutual agreement of all the signers, this contract is agreed to commencing July 1, 2013 through June 30, 2015. 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:

Kathy Bisbee - Executive Director

Lynn C. Miller - Interim Executive Director

Dated: _____

Dated: _____



RESOLUTION OF THE BOARD OF DIRECTORS OF
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY

RESOLUTION NO.: 002-2013

On 03/25/2013, at a special noticed and convened meeting of the Board of Directors of Community Television of Santa Cruz County, also known as "CTV", the Board adopted the following Resolution of the Board:

Pursuant to release of additional County funds,

1. To contract with CMAP to provide Administration and Information Technology from July 1, 2013 through June 30, 2015.
2. The Board further resolves that these funds are available through County funds.
3. The contract shall not exceed \$300,000.
4. The Board authorizes the Interim Executive Director and the Board Chair to sign this contract on behalf the Board.

I, James Fisher, Secretary of the Board of Community Television of Santa Cruz County, hereby certify that the foregoing Resolution of the Board was duly adopted and inserted into the Minutes of the Corporation.

Dated: _____

James Fisher – Secretary of the Board

Keith Gudger – Board Chair

FINAL DRAFT Master Budget (July 2013)
Community Television of Santa Cruz County
Fiscal Year 2013-2014

**Total Budget
Reduction
23.20%**

**Approved
Budget
FY 2012-2013**

	<i>Account</i>	<i>Total</i>	<i>Total</i>	Notes/Footnotes/Explanations
TOTAL REVENUE	4300			
CTV Reserves		6,067.00	0.00	CTV Reserves
County Operating & PEG Fees	4100	461,278.00	518,775.00	11.08% Reduction for Transition to DIVCA
County Board of Supervisor Govt. Meetings	4101	37,000.00	0.00	New Income Line Item (Split from PEG Fees)
City of Watsonville Government Meetings	4102	9,500.00	5,970.00	New Income Line Item (Split from Item 4200)
City of Capitola Government Meetings	4103	20,000.00	20,000.00	Government Meetings
SCMTD Meetings	4104	2,000.00	0.00	New Income Line Item (Split from Item 4200)
City of Santa Cruz Government Meetings	4106	3,400.00	0.00	New Income Line Item (Split from Item 4200)
Wats/Cap/County Charter PEG Fees	4107	18,530.00	18,530.00	Charter PEG Income
SCCRTC Meetings	4108	2,400.00	0.00	New Income Line Item (Split from Item 4200)
Memberships	4110	8,000.00	8,500.00	Memberships
Administration Fees	4111	500.00	500.00	Administrative Service Income
Production Services - Media Dubbing	4112	1,300.00	5,000.00	Media Dubbing Income
Underwriting & Sponsorships	4114	500.00	2,000.00	Sponsorships
Digital Media Sales	4115	1,000.00	1,000.00	Sale of Digital Media (DVD's & Memory Cards)s
Classes	4130	6,600.00	9,000.00	Classes
Third Party Agreements	4135	900.00	1,000.00	Third Party Production Agreements
Donations	4165	12,000.00	1,200.00	Donations & Fundraising
Grants	4166	15,000.00	26,320.00	Proposed New Grant Applied For
Misc. Income/Interest Income	4185	500.00	500.00	Bank Interest, Etc.
Production Services	4200	20,800.00	31,500.00	Income from Production Services
Special Event Revenue	4600	20,000.00	9,000.00	Special Event Income from Fundraising
Total Operating Revenue		647,275.00	658,795.00	
TOTAL REVENUE	4300	647,275.00	658,795.00	

CAPITAL EXPENDITURES	5000			
Facility	5100			
Leasehold Improvement/Capital	7058	0.00	0.00	Facility Improvement
Facility/Equipment Rental	7300	850.00	1,590.00	Equipment Rental for Facility
Total Facility Expenses	5100	850.00	1,590.00	
Equipment	5200			
Automation Equipment	7011	4,000.00	2,750.00	Automation Equipment
Prod. Equipment Replacement - Depreciated	7052	50,000.00	177,000.00	New Tricaster (25,000) & Camera/Tripods (25,000)/Prod. E.Q.
Prod. Equipment Replacement - Non-Depreciated	7053	3,500.00	2,500.00	New Cameras & Other Equipment
Equipment - Depreciated	7056	1,600.00	1,600.00	Editing Suite Computers, Printers & Audio
Equipment - Non-Depreciated	7057	400.00	400.00	Editing Suite Computers, Printers & Audio
Production Truck Equipment - Depreciated	7054	0.00	0.00	Production Truck Cameras & Audio
Production Truck Equipment - Non Depreciated	7060	0.00	0.00	Production Truck Cameras & Audio
Total Equipment Expenses	5200	59,500.00	184,250.00	
TOTAL CAPITAL EXPENDITURES	5000	60,350.00	185,840.00	

OPERATING EXPENSES	6000			
PEG Access Services & Supplies	6500			
Advertising	6100	200.00	5,200.00	Social Media & Job Placement Ads
Bank Charges	6300	700.00	850.00	Bank & Pay Pal Fees
Dues & Subscriptions	6600	1,800.00	1,300.00	Business Dues, Newspaper & Development Dues
Property, Liability, Broadcasters & D/O Insurance	6700	11,000.00	11,000.00	Corporate Insurance
Equipment Repair	7051	2,000.00	2,250.00	Repair of Equipment
Production Truck/Repairs/Maint.	7061	650.00	1,000.00	Repair & Maintenance of Production Truck
Office Supplies	7100	3,300.00	2,500.00	Copy Paper, Pens, & Supplies
Production Expenses	7105	2,000.00	2,000.00	Expenses for CTV Productions
Postage/Freight	7200	800.00	2,000.00	Postage & Bulk Mailings
Printing	7205	600.00	2,000.00	Business Cards, Flyers, Etc.
Copy Machine	7215	5,000.00	5,000.00	Copy Machine Lease & Supplies
Facility Maintenance/Security Services	7400	3,500.00	3,500.00	HVAC & Alarm Services
Facility Supplies	7401	750.00	750.00	Janitorial & Cleaning Supplies
Licenses/Fees/Misc. Taxes	7640	7,500.00	7,250.00	Business Licenses, Parking Fees & Corporate Taxes
Telephone/Telecommunications	7700	3,000.00	3,000.00	Telephone (Does not include donated internet/webhosting serv.)
Facility Utilities	7900	23,500.00	22,000.00	PGE, Water, Garbage
Total PEG Access Services & Supplies	6500	66,300.00	71,600.00	

Contract Services	6800				
Audit/Payroll Services	6900	13,700.00	13,700.00	Audit & Payroll Services	
Contract Services - Studio Production	7001	900.00	1,500.00	Studio Production Contractors	
Contract Services - Janitorial Services	7003	4,500.00	4,380.00	Janitorial Service	
Contract Services - Board Clerk	7005	0.00	3,150.00	Item Deleted	
Contract Services - CMAP Services	7007	150,000.00	0.00	E.D (55,000) IT (50,000) PM (35,000) + Benefits	
Contract Services - Consulting/Producing	7010	10,000.00	76,827.00	Contracted Consultants & Website/Database	
Contract Services - Legal Fees	7110	2,800.00	3,000.00	Attorney Fees	
Contract Services - Field Production	7910	1,000.00	4,000.00	Field Production Contractors	
Total Contract Services	6800	182,900.00	106,557.00		
Staff Development & Fundraising Expenses	7000				
Newsletter/Brochure/Annual Reports	7210	400.00	1,000.00	Newsletter/Brochure/Annual Reports	
Training & Conferences	7405	400.00	1,950.00	Staff Training	
Travel & Meals	7800	3,000.00	2,500.00	Staff Mileage	
Retreats/Events	7920	500.00	2,000.00	Annual Board/Staff Retreat	
Special Events Expenses	8600	1,000.00	1,500.00	Special Event Expenses	
Total Staff Dev. & Fundraising Expenses	7000	5,300.00	8,950.00		
Operating Salaries/Benefits	7500				
Executive Director	7510	6,067.00	54,401.10	Position (2 Mo.) then moved to Cont. Serv. - to save Admin. Costs	
Development Director	7512	55,016.00	0.00	Position Added for Transition	
General Technician (Deleted)	7517	0.00	22,464.00	Position Eliminated for 2013-2014	
Program Coordinator (Deleted)	7520	0.00	42,082.56	Position Eliminated for 2013-2014 (Payout Only)	
Technology Coordinator (Deleted)	7530	0.00	6,240.00	Position Eliminated for 2013-2014	
Access Facilitator (6 Mo. Only then Deleted)	7530	19,822.40	39,644.80	Position for 6 months then Eliminated in January 2014 (w/Payout)	
Admin. Coordinator	7535	30,576.00	30,576.00	No Change	
Playback Technician	7540	22,713.60	30,284.80	Position Reduced from 32 hours to 24 hours for Transition	
Production Supervisor	7541	30,784.00	38,480.00	Position Reduced from 40 hours to 32 hours for Transition	
Operations Coordinator	7545	38,172.16	47,715.20	Position Reduced from 40 hours to 32 hours for Transition	
Extra Help/Government Technicians	7585	8,000.00	8,000.00	Technicians for Government Meetings	
Extra Help/Trainers	7586	1,200.00	7,500.00	Trainers for Member and Non-Member Trainings	
Education Coordinator	7588	0.00	15,000.00	Position Eliminated - JIFG Grant Completed	
Extra Help/Production Asst.	7589	22,500.00	16,000.00	Production Assistants	
Total Operating Salaries		234,851.16	358,388.46		
Payroll Taxes	7621	23,552.91	36,621.62	Payroll Taxes	
Worker's Comp	7635	4,492.15	6,343.48	Worker's Compensation	
Health/Dental Benefits	7630	58,728.78	58,494.44	Health, Dental, Vision & Life Insurance	
Severance/Vacation Payouts	7632	10,800.00	0.00	Severance/Vacation & Payouts	
Contract Stipend	7663	0.00	10,000.00	Stipend Eliminated	
Total Benefits & Taxes	7500	97,573.84	111,459.54		
TOTAL OPERATING EXPENSES	6000	586,925.00	656,955.00		
TOTAL EXPENSES		\$647,275.00	\$842,795.00	\$658,795 Original + \$184,000 Proposed	
TOTAL BUDGET		\$0.00			

DRAFT Master DIVCA Operations Budget (July 2014)
Community Television of Santa Cruz County
Fiscal Year 2014-2015

**Total Budget
Reduction
31.02%**

**Approved
Budget
FY 2013-2014**

	<i>Account</i>	<i>Total</i>	<i>Total</i>	Notes/Footnotes/Explanations
TOTAL REVENUE	4300			
CTV Reserves		50,000.00	6,067.00	
County Operating Reserves	4100	230,000.00	461,578.00	50.01% Reduction for DIVCA (PEG moved to Cap. Bud.)
County Board of Supervisor Govt. Meetings	4101	37,000.00	37,000.00	Government Meetings
City of Watsonville Government Meetings	4102	9,500.00	9,500.00	Government Meetings
City of Capitola Government Meetings	4103	20,000.00	20,000.00	Government Meetings
SCMTD Meetings	4104	2,000.00	2,000.00	Government Meetings
City of Santa Cruz Government Meetings	4106	3,400.00	3,400.00	Government Meetings
Wats/Cap/County Charter PEG Fees	4107	0.00	18,530.00	Moved to Capital Budget
SCCRTC Meetings	4108	2,400.00	2,400.00	Government Meetings
Memberships	4110	8,000.00	8,000.00	Memberships
Administration Fees	4111	500.00	500.00	Administrative Service Income
Production Services - Media Dubbing	4112	1,300.00	1,300.00	Media Dubbing Income
Underwriting & Sponsorships	4114	500.00	500.00	Sponsorships
Digital Media Sales	4115	1,000.00	1,000.00	Sale of Digital Media (DVD's & Memory Cards)s
Classes	4130	6,600.00	6,600.00	Classes
Third Party Agreements	4135	900.00	900.00	Third Party Production Agreements
Donations	4165	12,000.00	12,000.00	Donations & Fundraising
Grants	4166	15,000.00	15,000.00	Proposed New Grant Applied For
Misc. Income/Interest Income	4185	400.00	500.00	Bank Interest, Etc.
Production Services	4200	21,000.00	20,500.00	Income from Production Services
Special Event Revenue	4600	25,000.00	20,000.00	Special Event Income from Fundraising
Total Operating Revenue		446,500.00	647,275.00	
TOTAL REVENUE	4300	446,500.00	647,275.00	

CAPITAL EXPENDITURES	5000			
Facility	5100			
Leasehold Improvement/Capital	7058	0.00	0.00	Moved to Capital Budget
Facility/Equipment Rental	7300	0.00	850.00	Moved to Capital Budget
Total Facility Expenses	5100	0.00	850.00	
Equipment	5200			
Automation Equipment	7011	0.00	4,000.00	Moved to Capital Budget
Prod. Equipment Replacement - Depreciated	7052	0.00	50,000.00	Moved to Capital Budget
Prod. Equipment Replacement - Non-Depreciated	7053	0.00	3,500.00	Moved to Capital Budget
Equipment - Depreciated	7056	0.00	1,600.00	Moved to Capital Budget
Equipment - Non-Depreciated	7057	0.00	400.00	Moved to Capital Budget
Production Truck Equipment - Depreciated	7054	0.00	0.00	Moved to Capital Budget
Production Truck Equipment - Non Depreciated	7060	0.00	0.00	Moved to Capital Budget
Total Equipment Expenses	5200	0.00	59,500.00	
TOTAL CAPITAL EXPENDITURES	5000	0.00	60,350.00	

OPERATING EXPENSES	6000			
PEG Access Services & Supplies	6500			
Advertising	6100	200.00	200.00	Social Media & Job Placement Ads
Bank Charges	6300	700.00	700.00	Bank & Pay Pal Fees
Dues & Subscriptions	6600	1,000.00	1,800.00	Business Dues, Newspaper & Development Dues
Property, Liability, Broadcasters & D/O Insurance	6700	11,000.00	11,000.00	Corporate Insurance
Equipment Repair	7051	2,000.00	2,000.00	Repair of Equipment
Production Truck/Repairs/Maint.	7061	650.00	650.00	Repair & Maintenance of Production Truck
Office Supplies	7100	2,500.00	3,300.00	Copy Paper, Pens, & Supplies
Production Expenses	7105	2,000.00	2,000.00	Expenses for CTV Productions
Postage/Freight	7200	700.00	800.00	Postage & Bulk Mailings
Printing	7205	500.00	600.00	Business Cards, Flyers, Etc.
Copy Machine	7215	5,000.00	5,000.00	Copy Machine Lease & Supplies
Facility Maintenance/Security Services	7400	3,500.00	3,500.00	HVAC & Alarm Services
Facility Supplies	7401	750.00	750.00	Janitorial & Cleaning Supplies
Licenses/Fees/Misc. Taxes	7640	7,500.00	7,500.00	Business Licenses, Parking Fees & Corporate Taxes
Telephone/Telecommunications	7700	3,000.00	3,000.00	Telephone (Does not include donated internet/webhosting serv.)
Facility Utilities	7900	23,500.00	23,500.00	PGE, Water, Garbage
Total PEG Access Services & Supplies	6500	64,500.00	66,300.00	

<i>Contract Services</i>	6800				
Audit/Payroll Services	6900	13,700.00	13,700.00		Audit & Payroll Services
Contract Services - Studio Production	7001	500.00	900.00		Studio Production Contractors
Contract Services - Janitorial Services	7003	4,500.00	4,500.00		Janitorial Service
Contract Services - CMAP Services	7007	150,000.00	150,000.00		E.D (55,000) IT (50,000) PM (35,000) + Benefits
Contract Services - Consulting/Producing	7010	2,000.00	10,000.00		Contracted Consultants & Website/Database
Contract Services - Legal Fees	7110	2,000.00	2,800.00		Attorney Fees
Contract Services - Field Production	7910	1,000.00	1,000.00		Field Production Contractors
Total Contract Services	6800	173,700.00	182,900.00		
<i>Staff Development & Fundraising Expenses</i>	7000				
Newsletter/Brochure/Annual Reports	7210	400.00	400.00		Newsletter/Brochure/Annual Reports
Training & Conferences	7405	400.00	400.00		Staff Training
Travel & Meals	7800	1,000.00	3,000.00		Staff Mileage
Retreats/Events	7920	500.00	500.00		Annual Board/Staff Retreat
Special Events Expenses	8600	1,000.00	1,000.00		Special Event Expenses
Total Staff Dev. & Fundraising Expenses	7000	3,300.00	5,300.00		
<i>Operating Salaries/Benefits</i>	7500				
Total Operating Salaries	7500	142,000.00	233,918.16		
<i>Total Benefits & Taxes</i>	7500	63,000.00	98,506.84		
TOTAL OPERATING EXPENSES	6000	446,500.00	586,925.00		
TOTAL EXPENSES		\$446,500.00	\$647,275.00		
TOTAL BUDGET		\$0.00			

DRAFT Master DIVCA Capital Budget (July 2014)
Community Television of Santa Cruz County
Fiscal Year 2014-2015

Approved
Budget
FY 2013-2014

	<i>Account</i>	<i>Total</i>	<i>Total</i>	Notes/Footnotes/Explanations
TOTAL REVENUE	4300			
County PEG Fees	4100	197,820.00	461,578.00	County PEG Fees (Operating Moved to Operating Budget)
Wats/Cap/County Charter PEG Fees	4107	18,530.00	18,530.00	Charter PEG Fees
<i>Total Capital Revenue</i>		<i>216,350.00</i>	<i>480,108.00</i>	
TOTAL REVENUE	4300	216,350.00	480,108.00	

CAPITAL EXPENDITURES	5000			
<i>Facility</i>	5100			
Leasehold Improvement/Capital	7058	0.00	0.00	Facility Improvement
Facility/Equipment Rental	7300	850.00	1,590.00	Equipment Rental for Facility
<i>Total Facility Expenses</i>	<i>5100</i>	<i>850.00</i>	<i>1,590.00</i>	
<i>Equipment</i>	5200			
Automation Equipment	7011	4,000.00	4,000.00	Projected Equipment Replacement
Prod. Equipment Replacement - Depreciated	7052	200,000.00	50,000.00	\$150,000 Equipment Loan Payback \$50,000 Projected Equipment
Prod. Equipment Replacement - Non-Depreciated	7053	3,500.00	3,500.00	Projected Equipment Replacement
Equipment - Depreciated	7056	1,600.00	1,600.00	Projected Equipment Replacement
Equipment - Non-Depreciated	7057	400.00	400.00	Projected Equipment Replacement
Production Truck Equipment - Depreciated	7054	5,000.00	0.00	Projected Equipment Replacement
Production Truck Equipment - Non Depreciated	7060	1,000.00	0.00	Projected Equipment Replacement
<i>Total Equipment Expenses</i>	<i>5200</i>	<i>215,500.00</i>	<i>59,500.00</i>	
TOTAL CAPITAL EXPENDITURES	5000	216,350.00	61,090.00	
TOTAL BUDGET		\$0.00		