



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
March 25, 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

[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 February 25, 2019

5. Approve Recommendation of Finance Committee to Accept the February 2019
Financial Reports *

REGULAR AGENDA

6. Election of Board Member *

Seat expiring November 2022

7. Approve Draft 2019-2020 Budget as Proposed by the Executive Director *

8. Oral Report of Executive Director *

9. Report from Ad-Hoc Strategic Planning Committee

10. Summaries from Board Retreat Subcommittees
11. Oral Report from Volunteer Advisory Committee
Committee Chair Report
12. Oral Report of Board Chair
13. Approve Equipment Lease Agreement and Expenditure of Funds
14. Board Member / Staff Requests for Specific Items to Appear on next Meeting
Agenda
15. Announcements
16. 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

Regular Meeting

February 25, 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

[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.



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
February 25, 2019
5:00 P.M.
Offices of the Corporation

MINUTES

1. Roll Call

Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent,
Janis O'Driscoll, Jennifer Izant Gonzales
[quorum is four]

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 November 26, 2018

5. Approve Minutes *

Board Meeting Minutes of January 28, 2018

6. Approve Recommendation of Finance Committee to Accept the January 2019 Financial Reports *

Director Hall thanked Director Manheim and Keith Gudger for keeping spreadsheets that show simplified versions that show we are slightly ahead of budget
Motion to approve the Consent Agenda Director Hall, Seconded Director Manheim. Approved Unanimously

REGULAR AGENDA

7. Oral Report of Executive Director *

Given.

8. Report from Ad-Hoc Strategic Planning Committee

Director Manheim reported that the committee has held its 3rd meeting. Have reached out to the volunteers. A minor tweak to the mission statement. Have created a vision statement. Are creating a roadmap to a strategic plan. Discussion have been animated, it will be worthwhile.

9. Summaries from Board Retreat Subcommittees



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
February 25, 2019
5:00 P.M.
Offices of the Corporation

Director O'Driscoll reported that the Library subcommittee will meet with Library personnel on March 11th.

10. Oral Report from Volunteer Advisory Committee
Committee Chair Report

Director Rand reported that the strategic plan gave idea for the volunteer meeting on Saturday. Had conversation on what was a quality program. After meeting for non-profits, some of non-profits came to film camera class. Executive Director Reed's husband gave class. The model is to train people so they can do their own production. Director Hall commented that as a viewer, the visual quality is better in new studio with new equipment. Thought it looked like KQED. Director Rand commented that more prep that goes into program results in better programming.

11. Oral Report of Board Chair

Chair Maziarz stated that getting volunteer input for the Strategic Planning Committee is great. Volunteers still get input. Director Rand commented that there is always more that can be done. Chair Maziarz reported that he and Director Hall attended the memorial for Peter McGettigan. Director Hall represented the Board and Chair Maziarz volunteer to record the event. Mentioned to the coordinator at the museum about the equipment program. Director Manheim brought a prospective board member to this meeting to observe. Will present at next meeting. Still have a South County vacancy. Executive Director Reed stated that on March 15th there will be a grant program application workshop at CTV studios at 4 pm. Anyone can attend. Director Izant Gonzales stated that she would communicate this to contacts. Chair Maziarz asked about charter schools.

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

Agenda

None

13. Announcements.

Chair Maziarz thanked the volunteers producing the meeting.

14. Adjournment.

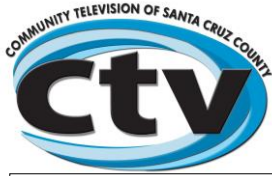
Director Rand motioned, Director Manheim seconded, approved unanimously.

Approved: _____

Board Chair

Attest: _____

Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Finance Committee Meeting
March 18, 2019**

MINUTES

10:30 A.M.
Offices of the Corporation

1. Attendance

(Chair) Joe Hall, Tom Manheim and Maitreya Maziarz

Guest: Keith Gudger, Becca King Reed

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.

There were no oral communications.

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

No items were added.

REGULAR AGENDA

4. Approval of the Finance Committee Meeting Minutes of February 22, 2019

The minutes of the Finance Committee meeting of February 22, 2019 were approved on the motion of Tom Manheim and second of Joe Hall, with the notation of the correction of the spelling of Keith Gudger's name as a guest at the meeting.

5. Consider Approval of the February 2019 Financial Reports

Joe Hall opened the discussion and asked Becca King Reed if she has any items to report on. She mentioned several items including an update on item 4200 Production Services. Following this Tom Manheim distributed his Satellite Revenue tracking spreadsheet with the latest February information. Revenue is still running ahead of projections. Becca King Reed mentioned that the one late rent payment had been paid and was now up to date. She also mentioned that there had not been any further discussions with the City of Santa Cruz regarding their contracting for closed captioning services.

Maitreya Maziarz distributed a worksheet showing the January and February Balance Sheet on one page. He explained the purpose of the worksheet. Following a discussion of the worksheet it was requested that in the future the monthly Balance Sheet show the current and past months balances so there can be an easy comparison.

In terms of the February 2019 Financial Report there were several items of discussion. Account 4100 and 4106 in the Capital Profit and Loss Budget entitled County PEG Fees was questioned and it was clarified that Account 4100 was the County's Annual PEG Payment and Account 4106 was funding for the youth grant program. It was requested that in the future these two items be labeled so that Account 4106 reflects it is for the County Youth Program. Maitreya Maziarz questioned Account 7062 Software for Services regarding the account balance. Becca King Reed after reviewing the item mentioned that there may be a mistake in assigning costs to this item and will report back.

There are several other questions concerning specific items.

Following this discussion it was moved by Tom Manheim and seconded by Maitreya Maziarz that the Finance Committee recommend approval to the Board of the February 2019 Financial Report with the corrections and clarifications previously noted. The motion passed by a unanimous vote. .

5. Co-Working Space Rental Policy

Joe Hall distributed a draft copy of a CTV Co-Working Space Rental Policy. The policy was extensively reviewed and edits and clarification made by Tom Manheim, Becca King Reed and Keith Gudger. The main thrust of the comments was to change the terminology from tenant to member, change the management notation to Executive Director, rework Option B to reference monthly rate not the term rent, and several other edits. Following this review the items was continued by unanimous consent to the April Finance Committee meeting at which Joe Hall will return with a revised draft reflecting the Committee's comments.

6. Update on Movie Production Agreement

Becca King Reed discussed the status of the pending movie production which will utilize the CTV studios. Tom Manheim inquired about the financial arrangements to ensure that CTV was not liable for any production costs associated with the production. Becca King Reed described the process that had been put to ensure that adequate financial controls. A discussion was also held to ensure that the production agreement covered the other relevant issues and liability. Becca King Reed also mentioned that she did not have any current information as to when the production would start.

7. Fiscal Year 2019/20 Budget

Becca King Reed distributed copies of the proposed Fiscal Year 2019/20 Budget. Ms. Reed then reviewed the proposed budget with the Committee. Comments were made by each member and recorded by Becca King Reed to ensure clarifications or corrections were made before the budget is presented to the Board at their March meeting. The discussion included the following items:

County Board of Supervisors Meetings

Facility and Equipment Use

Closed Captioning

Equipment Lease

Government Technicians

Vacation Payouts

PEG Fees to indicate what category is for the youth program

Facility Lease

Under general discussion Becca King Reed mentioned that she has included a 3% salary raise for the CTV employees in the budget.

Following the discussion it was moved by Tom Manheim and seconded by Maitreya Maziarz to recommend to the CTV Board approval of the Fiscal Year 2019/20 Budget with the corrections noted in the discussion by the Committee and outlined above. The motion passed unanimously.

8. Financial Update

Tom Manheim discussed the need for the Committee to begin thinking of long term planning in terms of the CTV lease and location. His suggestion was to establish a long term reserve for facility purchase in the future, if necessary. The Committee discussed this concept. Further discussion will be held at a future committee meeting as to how to approach this issue.

Becca King Reed discussed a proposed Equipment Lease with the Kuumbwa Jazz Center and provided Committee members with a copy of the lease. Tom Manheim asked several questions in terms of the lease. After further discussion no action was taken since the items was not on the agenda and was at the Committee just for the information of the Committee members. Ms. Reed will be taking the proposed Lease to Board's March meeting for review and possible action.

9. Items for the next Finance Committee Agenda

The following items will be added in addition to the normal agenda items:

Co-Working Space Rental Policy
Reserve Fund

6. Adjournment.

On the motion of Maitreya Maziarz and second of Tom Manheim and unanimous vote the meeting was adjourned.

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

	Annual Budget 2018-19	February 2019	February Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	350,000.00	70%	150,000.00
4106 · County PEG Fees	100,000.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	350,000.00	58%	250,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	239,124.00	15,225.78	121,839.15	51%	117,284.85
6701 · Facility / Equip. Insurance	9,300.00	692.60	6,128.80	66%	3,171.20
7058 · Leasehold Improvements / Capital	30,000.00	0.00	1,743.00		28,257.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	312.49	31%	687.51
Total 5100 · Facility	279,424.00	15,959.71	130,023.44	47%	149,400.56
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	6.56	138.03		-138.03
7215 · Copy Machine Lease	5,000.00	189.42	1,639.01	33%	3,360.99
7051 · Equipment Repair	5,000.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	1,410.06	19,469.90	14%	132,339.99
7057 · Equipment - Non Depreciated	15,000.00	436.52	8,796.99	59%	-23,299.94
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0%	49,560.00
7062 · Software as a Service	4,320.00	1,486.75	8,256.01	191%	-3,936.01
Total 5200 · Equipment	319,916.00	3,529.31	38,299.94	12%	281,616.06
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	440.00	67%	220.00
Total 5300 · Media Licensing	660.00	55.00	440.00	67%	220.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	19,544.02	168,763.38	28%	431,236.62
NET INCOME/LOSS	0.00	-19,544.02	181,236.62		

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

	Annual Budget 2018-19	February 2019	February Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	28,000.00	1,550.00	13,407.50	48%	14,592.50
4103 · City of Capitola Gov. Meetings	7,000.00	500.50	4,621.75	66%	2,378.25
4104 · SCMTD Meetings	2,500.00	346.50	1,961.50	78%	538.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	4,030.00	23,889.00	72%	9,111.00
4108 · SCCRTC Meetings	2,500.00	462.00	4,186.75	167%	-1,686.75
4109 · SCWD Government Meetings	5,200.00	308.00	2,838.00	55%	2,362.00
4120 · Facility & Equipment Use	126,000.00	12,212.11	103,062.67	82%	22,937.33
4121 · SLVWD Meetings	6,000.00	385.00	2,947.75	49%	3,052.25
4122 · PVUSD	5,700.00	385.00	3,653.50	64%	2,046.50
4130 · Classes	1,000.00	0.00	513.00	51%	487.00
4165 · Donations	500.00	0.00	392.50	79%	107.50
4180 · Interest Earned	0.00	105.11	843.62		-843.62
4185 · Misc. Income	1,000.00	1112.93	6,146.47		-5,146.47
4190 · Gain / Loss on Sale of Assets	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	1,472.00	4,255.00	71%	1,745.00
4250 · Closed Captioning	59,000.00	1,200.00	5,925.00	10%	53,075.00
4260 · Equipment Service	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	288,400.00	24,069.15	178,644.01	62%	109,755.99
TOTAL INCOME	288,400.00	24,069.15	178,644.01	62%	109,755.99
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	577.01	6,003.12	50%	5,996.88
6300 · Bank Charges	3,000.00	223.42	1,778.58	59%	1,221.42
6600 · Dues & Subscriptions	1,500.00	101.89	876.89	58%	623.11
7100 · Office Supplies	700.00	348.33	996.54	142%	-296.54
7200 · Postage/Freight	500.00	256.64	466.43	93%	33.57
7205 · Printing	1,000.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	713.99	3,437.66	115%	-437.66
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	13.00	5%	237.00
7700 · Telephone/Telecommunications/Internet	5,000.00	529.14	3,390.48	68%	1,609.52
Total 6000 - Operating Expenses	26,950.00	2,750.42	16,994.94	63%	9,955.06
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	0.00	485.00	3%	14,015.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	2,515.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	20,160.00	58%	14,400.00
7010 · Contract Services-Consulting	9,000.00	31.25	1,696.25	19%	7,303.75
7110 · Contract Services-Legal	5,900.00	0.00	766.67	13%	5,133.33
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	21,000.00	616.00	2,467.00	12%	18,533.00
Total 6800 · Contracted Services	93,960.00	3,527.25	25,574.92	27%	68,385.08
7000 · Staff Development & Fundraising					
7405 · Training/ conferences	2,000.00	225.47	1,167.85	58%	832.15
7800 · Travel/Meals	1,538.00	0.00	748.82	49%	789.18
8600 · Special Events Expense	3,850.00	60.53	303.11	8%	3,546.89
Total 7000 · Staff Development & Fundraising	7,388.00	286.00	2,219.78	30%	5,168.22

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

	Annual Budget 2018-19	February 2019	February Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,574.14	23,376.12	69%	10,623.88
7535 · Salaries - Accountant	15,900.00	1,512.39	10,440.53	66%	5,459.47
7542 · Salaries - Media Services Coordinator	50,000.00	4,028.13	34,567.16	69%	15,432.84
7585 · Salaries - Government Technicians	19,690.00	1,879.67	11,578.69	59%	8,111.31
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	125.26	1,149.70	11%	8,850.30
7621 · Payroll Taxes	12,000.00	1,291.11	8,110.19	68%	3,889.81
7635 · Workers Comp	2,012.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	998.51	7,954.28	66%	4,045.72
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	160,102.00	12,409.21	97,394.67	61%	62,707.33
TOTAL EXPENSES	288,400.00	18,972.88	142,184.31	49%	146,215.69
NET INCOME/LOSS	0.00	5,096.27	36,459.70	20.4%	

Community Television of Santa Cruz County

BALANCE SHEET

As of February 28, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	5,068.42
1015 PayPal Checking-SCCCU	4,090.02
1020 Savings-SCCCU	26,558.31
1021 Petty Cash Fund	32.02
1070 CD 12 month Cert SCCC	48,146.58
1075 Checking - Lighthouse Bank	879,804.30
1080 Savings - Lighthouse Bank	503.81
1099 Cash Box	0.00
Total Bank Accounts	\$964,203.46
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	136,589.93
1116 Grants Receivable	0.00
Total Accounts Receivable	\$136,589.93
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	0.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	3,131.35
Total 1200 Prepaid Insurance	3,131.35
1260 Prepaid Expenses	24,760.91
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$32,823.26
Total Current Assets	\$1,133,616.65
Fixed Assets	
1600 Production Equipment	776,969.81
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	283,734.66
1620 Office Furniture/Equipment	99,615.17
1720 Accum Depr-Furniture/Equipment	-83,663.58
Total 1620 Office Furniture/Equipment	15,951.59
1625 Leasehold Improvement	188,719.87
1725 Accum Depr-Leasehold Improv.	-114,773.76
Total 1625 Leasehold Improvement	73,946.11

	TOTAL
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$402,566.25
TOTAL ASSETS	\$1,536,182.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-4,736.28
Total Accounts Payable	\$ -4,736.28
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,283.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	104.70
CA SUI / ETT	257.14
Federal Taxes (941/944)	2,073.06
Total 24000 Payroll Liabilities	3,469.88
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,753.08
Total Current Liabilities	\$1,016.80
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	955.55
Total Long-Term Liabilities	\$955.55
Total Liabilities	\$1,972.35
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	675,050.68
3905 Retained Earnings - Capital Reserves	641,463.55
Net Revenue	217,696.32
Total Equity	\$1,534,210.55
TOTAL LIABILITIES AND EQUITY	\$1,536,182.90

Guy Lasnier: An Introduction

Guy Lasnier has lived in Santa Cruz County since 1975, arriving to attend UC Santa Cruz, though earlier he lived in Brookdale for four years, attending kindergarten in Boulder Creek and first grade in Felton.

After a career at local newspapers, including the *Santa Cruz Independent*, *Phoenix*, *Register-Pajaronian*, *San Jose Business Journal*, *Sentinel*, and *Mercury News*, he joined UCSC in 2005 as a speech writer and later worked as a writer, editor, and public information officer, retiring in December 2016.

He produced listener commentaries for KUSP radio in Santa Cruz from 2003 to 2016 and served on the public station's board of directors from 2009 to 2015, including five years as board secretary.

PROPOSED CAPITAL BUDGET

DIVCA Capital Budget (July 2019)
Community Television of Santa Cruz County
Fiscal Year 2019-2020

Proposed Budget FY
2019-2020
Annual

Monthly

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

CAPITAL EXPENDITURES			
Leasehold improvements	7058	30,000.00	2,500.00
Insurance	6700	9,300.00	775.00
Facility/Equipment Rental	7300	1,000.00	83.33
Facility Lease	7400	244,124.00	20,343.67
<i>Total Facility Expenses</i>	<i>5100</i>	<i>284,424.00</i>	<i>23,702.00</i>
<i>Equipment</i>	<i>5200</i>		
Equipment Repair	7051	5,000.00	416.67
Equipment - Depreciated	7056	134,916.00	11,243.00
Equipment - Non-Depreciated	7057	10,000.00	833.33
Equipment Grant Program - Drepreciated	7060	100,000.00	8,333.33
Equipment Leases	7061	50,000.00	4,166.67
Copy Machine Lease	7215	5,000.00	416.67
SWAS	7062	10,000.00	833.33
Music License	7059	660.00	55.00
<i>Total Equipment Expenses</i>	<i>5200</i>	<i>315,576.00</i>	<i>26,298.00</i>

PROPOSED CAPITAL BUDGET

TOTAL CAPITAL EXPENDITURES	5000	600,000.00	50,000.00
TOTAL BUDGET		\$0.00	0.00

PROPOSED OPERATING BUDGET

DRAFT Master DIVCA Operating Budget
Community Television of Santa Cruz County
Fiscal Year 2019-2020
Version: BKR Vs 3_19_19

Proposed Budget
FY 2019-2020
Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>
TOTAL OPERATING REVENUE	4300		
County Board of Supervisors Meetings	4101	21,000.00	1,750.00
City of Capitola Government Meetings	4103	7,000.00	583.33
SCMTD Meetings	4104	2,500.00	208.33
City of Santa Cruz Government Meetings	4106	33,000.00	2,750.00
SCCRTC Meetings	4108	5,000.00	416.67
SCWD Meetings	4109	4,200.00	350.00
Facility & Equipment Use	4120	150,000.00	12,500.00
SLVWD meetings	4121	4,600.00	383.33
PVUSD	4122	5,400.00	450.00
Classes	4130	1,000.00	83.33
Donations	4165	500.00	41.67
Misc. Income/Interest Income	4185	1,000.00	83.33
Production Services	4200	6,000.00	500.00
Closed Captioning	4250	15,000.00	1,250.00
Equipment Lease	4260	3,600.00	300.00
Total Operating Revenue		259,800.00	21,650.00
TOTAL REVENUE	4300	259,800.00	21,650.00

OPERATING EXPENSES	6000		
PEG Access Services & Supplies	6500		
Advertising	6100	11,000.00	916.67
Bank Charges / Credit Card fees	6300	3,000.00	250.00
Dues & Subscriptions	6600	1,500.00	125.00
Office Supplies	7100	1,000.00	83.33
Postage/Freight	7200	500.00	41.67
Printing	7205	500.00	41.67
Facility Supplies	7401	3,000.00	250.00

PROPOSED OPERATING BUDGET

DRAFT Master DIVCA Operating Budget
Community Television of Santa Cruz County
Fiscal Year 2019-2020
Version: BKR Vs 3_19_19

Proposed Budget
FY 2019-2020
Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>
Licenses/Fees/Misc. Taxes	7640	100.00	8.33
Telephone/Telecommunications/ internet	7700	0.00	0.00
Total PEG Access Services & Supplies	6500	20,600.00	1,716.67

PROPOSED OPERATING BUDGET

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Proposed Budget
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Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>
Contract Services	6800		
Audit Services	6900	4,000.00	333.33
Contract Services - Production Support	7001	3,000.00	250.00
Contract Services - CMAP Services	7007	35,598.00	2,966.50
Contract Services - Consulting	7010	8,125.00	677.08
Contract Services - Legal Fees	7110	3,000.00	250.00
Contract Services - Equipment Technicians	7910	6,000.00	500.00
Contract sevicees - Captioning	7920	10,000.00	833.33
Total Contract Services	6800	69,723.00	5,810.25
Staff Development & Fundraisng Expenses	7000		
Training & Conferences	7405	2,000.00	166.67
Travel & Meals	7800	1,650.00	137.50
Special Events Expenses	8600	3,850.00	320.83
Total Staff Dev.	7000	7,500.00	625.00
Operating Salaries/Benefits	7500		
Coworking Community Coordinator	7530	35,020.00	2,918.33
Accountant	7535	16,377.00	1,364.75
Media Services Coordinator	7542	52,000.00	4,333.33
Government Technicians	7585	18,488.00	1,540.67
Extra Help, Trainers, Technicians, bonuses & incentiv	7589	9,500.00	791.67
Total Operating Salaries	7500	131,385.00	10,948.75
Payroll Taxes	7621	12,000.00	1,000.00
Worker's Comp	7635	2,012.00	167.67
Health/Dental Benefits	7630	12,000.00	1,000.00

PROPOSED OPERATING BUDGET

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Fiscal Year 2019-2020
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Proposed Budget
FY 2019-2020
Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>
Vacation Payouts	7632	4,580.00	381.67
Total Benefits & Taxes	7500	30,592.00	2,549.33
TOTAL OPERATING EXPENSES	6000	259,800.00	21,650.00
TOTAL EXPENSES		\$259,800.00	\$21,650.00
TOTAL BUDGET		\$0.00	0.00

Community Television of Santa Cruz County
Executive Director's Report to the Board
March, 25 2019

1. Administration

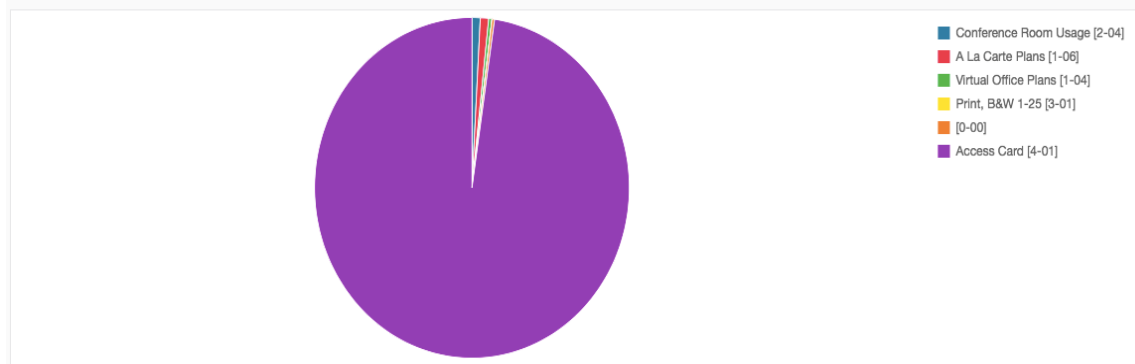
- Financial

Coworking

- The Coworking center is in profit this month.
- 6 new companies/individuals joined in March
- Now we are 3! April 1st is our coworking center's 3rd birthday!

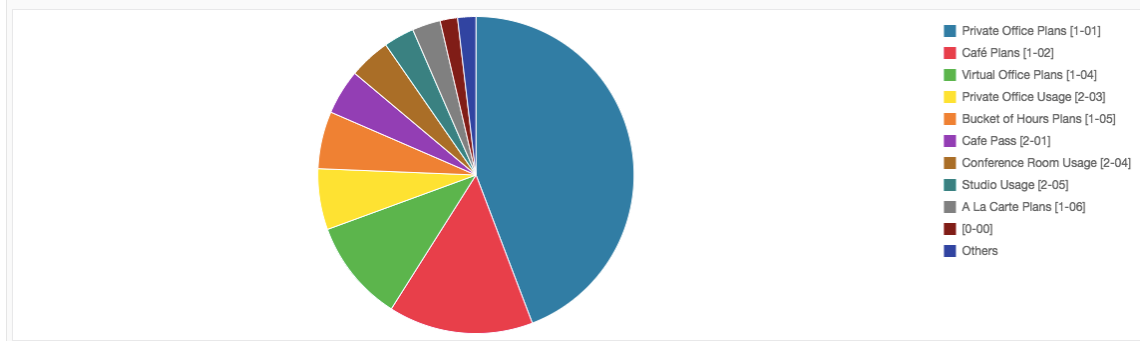
April 2016. \$314.00

TOP 10 PRODUCT CATEGORIES



March 2019 \$10,600

TOP 10 PRODUCT CATEGORIES



Paid Services

- Government Meeting Services
 - CTV provided coverage for approximately 17 meetings in March.
- Documentation Service
 - We recorded a lecture series for Dominican Hospital in March.
- CMAP Government Meetings / Programming
 - Victor is transitioning the management of CMAPs government meetings back to CMAP.
 - CTV continues to program CMAP's channels.
- Professional Studio production in in the works

Equipment Lease

- We have our first equipment lease in the works
- Staff
 - Victor has hired and trained 2 new Government Technicians.
- Youth
 - The Equipment Committee is holding a grant workshop on March 30th at 1pm. Applicants are invited to join us to learn more about the grant and what we look for in an awardee.

2. Equipment / Facilities:

Building

- Internet
 - The process has begun to bring fiber to our building.
 - We continue to wait for a permit which is expected in March.
- "RSVP" Really Simple Video Place TM
 - It is complete!!
 - We will be showing it off during our First Friday event April 5th.

3. Communications

Publicity

- Ian Berry, our Community Coordinator held a First Friday event this month. We had a good turnout. Lots of new faces.
- March featured the fabulous art of Janice Serilla and a demo of our HTC VIVE virtual reality headset in our studio!
- Our April artist is Megan Gnekow

EQUIPMENT LEASE

This Agreement is entered into by and between Kuumbwa Jazz, hereinafter “Lessor” and Community Television of Santa Cruz County herein after “Lessee” for the purposes herein stated.

For the valuable consideration described herein, the receipt and sufficiency of which is hereby acknowledged, the undersigned do hereby covenant, contract and agree as follows:

- 1. LEASE AGREEMENT:** Lessor hereby leases unto Lessee and Lessee hereby rent from Lessor the machinery, equipment and other personal property, hereinafter referred to collectively as equipment, described in the attached Schedule 1.
- 2. DELIVERY AND ACCEPTANCE:** Upon acceptance by Lessee of the leased equipment which acceptance shall be identified by Lessee taking possession of the property herein leased, such acceptance shall acknowledge that the equipment is in good order and condition and that Lessee is satisfied with same and that Lessor has made no representation or warranty, expressed or implied, with respect to such item of equipment. All equipment is leased unto Lessee in an “as is” condition.
- 3. TERM:** The term of this lease shall be for a period commencing on April 1, 2019, at 12 o'clock a.m., and continuing until April 1, 2024, at 12 o'clock a.m., when this lease shall terminate.
- 4. RENTAL PAYMENTS:** Lessee agrees to pay unto Lessor the sum of \$1.00 as a deposit upon commencement of this lease and thereafter \$304.85 per month, the first payment being due April 1, 2019, and continuing with a like payment due on the 1st day of each and every month thereafter until the 1st day of April, 2024, when this lease shall terminate. The lease payments shall be payable unto Community TV of Santa Cruz

County at his/her residence or offices or at any other place as Lessor directs. Lease payments shall not be considered paid until received by Lessor.

5. **TITLE TO EQUIPMENT:** Lessor represents that he owns all equipment leased herein free and clear of all liens.
6. **MAINTENANCE AND REPAIR:** All maintenance and repair costs to the leased equipment shall be paid by Lessee and Lessor is hereby relieved from any responsibility to maintain or repair said equipment, all said equipment being leased in an “as is” condition.
7. **INSURANCE AND RISK OF LOSS:** Lessee shall acquire and maintain insurance on the leased property in the amount of at least \$20,000 dollars with Lessor as Lost Payee during the term of this lease and provide Lessor with proof of same.
8. **DAMAGE TO EQUIPMENT; DESTROYED OR STOLEN EQUIPMENT:** Notwithstanding any loss, theft, destruction or damage of any item of leased equipment or property, the monthly rental as contained herein shall continue to be paid by Lessee and Lessee shall be responsible for repairing any damaged item of leased equipment at its cost.
9. **TAXES AND LICENSES:** All taxes, license fees and other expenses associated with the lease equipment shall be paid by Lessee.
10. **LESSOR’S INDEMNIFICATION:** Lessee shall indemnify, protect and hold harmless the Lessor, its agents, servants, successors and assigns from and against all losses, damages, injuries, claims, demands and expenses, including legal expenses, of whatever nature, arising out of the use, condition or operation of any item of leased equipment, regardless of where, how and by whom operated. Lessee shall assume the settling of, and

the defense of any suits or other legal proceedings brought to enforce all such losses, damages, injuries, claims, demands and expenses and shall pay all judgments entered in the suit for other legal proceedings. The indemnifications and assumptions of liability and obligation herein provided shall continue in full force and effect notwithstanding the termination of this agreement, whether by expiration of time, by operation of law or otherwise for any such claims made or accruing during the term of this lease.

11. **ASSIGNMENT AND SUBLEASE:** Lessee may not assign or sublease the equipment without the written consent of Lessor.
12. **ASSIGNMENT BY LESSOR TO BANK:** Lessor shall be entitled to assign this lease or any portion thereof to any bank or other financial institution as security of any loan which he may desire to take.
13. **LESSOR'S WARRANTY:** Lessor makes no warranties unto Lessee regarding the equipment all equipment being leased in its "as is" condition.
14. **LESSEES' DEFAULT:** Time is of the essence under this agreement and any of the following events shall constitute defaults on the part of Lessee hereunder:
 - (a) failure of Lessee to pay an installment of rent within 30 days after which same became due;
 - (b) any breach or failure of Lessee to observe or perform any of its obligations under this lease;
 - (c) insolvency or bankruptcy of Lessee or assignment for the benefit of creditors;
 - (d) any other act of Lessee which will allow Lessor to deem itself insecure in the prospect of payment.

Upon the occurrence of any default Lessor may exercise this option without notice to or

demand on the Lessee and thereupon all equipment and rights of Lessee therein shall be surrendered unto Lessor; upon default, Lessor may take possession of the equipment where found with or without process of law in court, may enter upon the premises without liability for suit, action, or other proceedings by Lessee and remove the leased equipment; hold, sell, lease or otherwise dispose of the equipment or keeping of any of them as Lessor so chooses without effecting the obligation of Lessee regarding this agreement; collect all unpaid lease payments due without prejudice to Lessor's right to regain possession of the equipment.

- 15. PURCHASE AGREEMENT:** Lessee agrees that at the end of the lease period that Lessee shall purchase the leased equipment from Lessor for the purchase price of \$1.00 dollar less the deposit and all lease payments previously made which sum shall be payable by the 1st day of April, 2024. In the event Lessees pay the purchase price by April 1, 2024, Lessor shall convey all leased equipment unto Lessees free and clear of all liens.

WITNESS our signatures this the ____ day of _____, 20_____.

LESSOR:

LESSEE:

Becca King Reed
For Community TV of Santa Cruz County

Bobbi Todaro
For Kuumbwa Jazz