



**TRI-VALLEY COMMUNITY TELEVISION
Board of Directors Regular Meeting**

**City of Pleasanton
157 Main Street, Conference Room 3
Pleasanton, CA 94566**

**Thursday, September 12, 2013 at 2:00 P.M.
(Note: change of time and location for this meeting)**

MISSION STATEMENT: The mission of TV30 is to educate, inform and communicate with Tri-Valley residents. We provide programming that is:

- a. Locally focused;***
- b. In the context of educational, governmental and local programming;***
- c. Not available through other networks; and***
- d. Within the limits of its financial resources***

AGENDA

- 1. CALL TO ORDER & ROLL CALL**
- 2. PUBLIC COMMENT REGARDING ITEMS NOT LISTED ON THE AGENDA**
- 3. APPROVAL OF MINUTES**
 - (a) July 9, 2013
- 4. EXECUTIVE DIRECTOR'S REPORTS**
 - (a) Monthly Report
 - (b) PEG Funding Legislative Update
 - (c) TVCTV Foundation Update
- 5. FINANCIAL REPORTS**
 - (a) Financial Reports
 - (b) Capital Budget adjustment status
- 6. BOARD BUSINESS: MATTERS FOR CONSIDERATION AND ACTION**
 - (a) Annual planning meeting in February 2014
- 7. MATTERS INITIATED FOR DISCUSSION**
 - (a) Matters initiated for future agendas
- 8. PUBLIC COMMENT REGARDING CLOSED SESSION ITEM**
- 9. ADJOURN TO CLOSED SESSION FOR THE FOLLOWING PURPOSE:**
 - (a) Public Employee Performance Evaluation pursuant to Government Code section 54957:
Title: Executive Director

(b) Conference with Labor Negotiator pursuant to Government Code section 54957.6:
Agency designated representatives: Mayors Jerry Thorne, Tim Sbranti, John Marchand
Unrepresented employee: Executive Director

10. CLOSED SESSION REPORT

11. ADJOURNMENT

The next regularly scheduled meeting is December 19, 2013 at 3pm.

TRI-VALLEY COMMUNITY TELEVISION
Board of Directors Regular Meeting
Tuesday, July 9, 2013

1. CALL TO ORDER & ROLL CALL

The meeting was called to order at 3:45m pm by Chair Mayor Marchand.

Present: Livermore Mayor John Marchand (Chair), Dublin Mayor Tim Sbranti (arrived at 3:50pm), Pleasanton Mayor Jerry Thorne

Others present: Melissa Tench-Stevens (TVCTV Executive Director), Maria Lara (City of Pleasanton Liaison), Roger Bradley (City of Dublin Liaison), Dr. Marshall Kamena (TVCTV Foundation President), Maryann Lobo (TVCTV Secretary)

2. ORAL COMMUNICATION/PUBLIC COMMENTS

There were no Oral Communications or Public Comments.

3. APPROVAL OF MINUTES

Board Member Mayor Thorne moved that the minutes be approved. The motion was seconded by Board Chair Mayor Marchand. The motion passed unanimously.

4. EXECUTIVE DIRECTOR'S REPORT

(a) Monthly Report

Executive Director Melissa Tench-Stevens presented the monthly report to the Board and requested that a copy be attached to the minutes for the record.

Board Chair Mayor Marchand commented that the 3rd Annual Sports Final was a success and it worked well to have all of the Mayors in attendance. Board Member Sbranti added that 2013 was a great program and by far the best one. He further noted that the event looked great on television. The Board commended Ms. Tench-Stevens and TVCTV staff for their efforts.

(b) PEG Funding Legislation Update

Ms. Tench-Stevens reported that American Community Television (ACT) are in the process of working on a new CAP Bill that will be submitted as soon as a sponsor is determined. She further added that Pat Jordan, from Jordan and Associates has been in touch with Congressman Swalwell's office and he is still behind supporting new legislation that inserts "operating" into the needed documents. Ms. Tench-Stevens reminded the Board that although Public Access channels have their place, promoting Government and Education channels should be included in all communications.

Board Chair Mayor Marchand commented that the key to getting legislation passed is to focus public access and transparency in government.

Ms. Tench-Stevens suggested looking at legislation through the State in addition to Federal and that all avenues need to be explored.

Board Chair Mayor Marchand asked that staff consult with attorneys to determine if legislation can go through the State.

Board Member Mayor Sbranti suggested consulting with State Lobbyist, Johan Klehes.

Board Member Mayor Thorne noted that he would check with the League of California Cities Board of Directors.

Ms. Lara said that she would check with the City of Pleasanton Attorney's Office regarding State legislation.

(c) TVCTV Foundation Update

Dr. Marshall Kamena, TVCTV Foundation President, commented on the success of the Tri-Valley Award Sports Final. He noted that the Silent Auction raised \$1,600 and that he would donate his two purchases back to TV30 Foundation for next year's auction.

Dr. Kamena further reported that the TVCTV March Madness fundraiser did not materialized as hoped and that the Foundation and TVCTV staff are working on new fundraisers for FY2013-14.

Dr. Kamena concluded by thanking the Board and Executive Director for their efforts and commitment to the station. He also thanked Board Chair Mayor Marchand and the City of Livermore staff for the support over the last 2 years.

5. FINANCIAL REPORTS

(a) February 2013 - June 2013 Financial Reports

Executive Director Melissa Tench-Stevens presented the Financial Reports for February 2013 - June 2013. She outlined sections of the budget document that revenues, expenses and capital expenditures.

Board Chair Mayor Marchand asked for clarification on page 22 regarding Special Projects A & B.

Ms. Tench-Stevens noted that Project A is work completed for the City of Dublin and Project B refers the upgrading the City of Pleasanton facility. She added that an updated sheet will be sent reflecting the definitions.

Ms. Lara noted that on page 23 it shows that production income increased by 47% and asked for clarification on where the extra revenue went.

Ms. Tench-Stevens replied that the additional increase helped to balance the budget and reduced the use of reserves.

Board Chair Mayor Sbranti noted that he was pleased to see the increase in production revenues and would like to see continued marketing of the station as a production company. He reminded the Board Members to promote the station as such to local businesses.

Board Chair Mayor Sbranti moved to approve the Financial Reports for February 2013-June 2013 with noted clarifications for Special Projects A and B. Board Member Mayor Thorne seconded the motion. The motion passed unanimously.

(b) Approval of FY2013-2014 Operating and Capital Budget

Ms. Tench-Stevens briefly recapped the proposed FY2013-2014 Operating and Capital Budget. She noted that there is an anticipated shortfall of \$86,000 due to necessary equipment replacement costs and provided an adjusted Capital Budget for consideration.

Board Chair Mayor Marchand commented that the shortfall would come from PEG funds.

Mr. Bradley reminded the Board that staff will need to go to their respective Councils to request the additional funds for the replacement equipment. He further suggested that the TVCTV Staff work with City Liaisons to develop a 5-year transitional plan with the TVCTV Foundation sharing in the gradual reduction of city subsidies.

Board Member Mayor Sbranti moved to approve the FY2013-14 Operating and Capital Budget contingent upon Councils approval of additional PEG allocations for the equipment replacement. The motion was seconded by Board Member Mayor Thorne. The motion passed unanimously.

6. BOARD BUSINESS

(a) Approve the City of Pleasanton as the Sponsor City and appointment of new Chairperson and Vice Chairperson.

The following motion was proposed and seconded:

That the Board approve Pleasanton as the new sponsor city and that the current Chairperson, Mayor John Marchand, appoint Mayor Jerry Thorne as the new Chairperson and Mayor Tim Sbranti be reappointed as the Vice-Chairperson.

The motion passed unanimously.

(b) Appointment of new Treasurer and Secretary

The following motion was proposed and seconded:

That the Board appoint Ms. Maria Lara as Treasurer and Ms. Karen Diaz as Secretary for a two-year term of office beginning July 2013.

The motion passed unanimously.

(c) Revision to Authorized Signatures for the Tri-Valley TV Bank Accounts.

The following motion was proposed:

That the Board approve the change of signatories where as Mayor Jerry Throne has replaced Mayor John Marchand as the Chairman of the Board of Directors who serves as a signatory of the Tri-Valley Community Television accounts and Ms. Maria Lara will assume the position as Treasurer replacing Troy Brown as a signatory. Executive Director Melissa Tench-Stevens' status remains the same.

The motion passed unanimously.

7. MATTERS INITIATED FOR DISCUSSION

There were no items.

8. ANNOUNCEMENTS

There were no announcements

9. ADJOURNMENT

The meeting was adjourned at 5:14pm. The next regularly scheduled meeting will be on September 12, 2013 unless otherwise noted.

ATTACHMENT:

July 9, 2013 Executive's Director's Report



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors
FROM: Melissa Tench-Stevens, Executive Director
DATE: July 9, 2013
SUBJECT: 4 (a) EXECUTIVE DIRECTOR'S REPORT

Summary: Planning for 2013-2014 fiscal year, special event programming, equipment replacement and upgrades, Outstanding Sports Awards event and Summer Camp have been the focus of this last period..

Personnel/Business Update:

- The School District replaced the pipes in the storage room and we moved back into it and had the "sea crate" we had rented for storage picked up.
- Insurance policies have been renewed for the next fiscal year.
- The newest air conditioner unit in the server room failed, it had a small leak. After reviewing the options I decided to repair the leak. The technician came out and unfortunately shorted out the whole A/C system in his feeble attempt to do this simple job. The company had to order a special part and the job was finally completed just before the recent hottest weekend. As a point of reference, the temps in the server room need to remain at 66 degrees or below to accommodate the equipment. With out the working air conditioners the room can easily reach over 100 degrees. Excessive heat in this room can cause the equipment to shut down and result in serious damage. The leak stop that was inserted and the additional fluids should allow us to gain several more years out this unit before replacement.
- Much work has been done to close the books from 2012-2013 and develop the budgets for 2013-2014. Work has started on an updated five year funding and equipment replacement plan.
- Starting in fiscal year 2013 Pleasanton will take over as the new lead city for TVCTV. I have met with several Staff members from the City of Pleasanton to ensure a smooth transition. They have been most cooperative. I also provided an over view booklet and have been working with our bank to update signatories.
- Work was done with the financial division of our media install company VMI's to accommodate emergency repairs at Dublin City Council Chamber. Our fast response allowed the City of Dublin's repairs to begin immediately. The Board of Directors for TVCTV signed off on the funding of the project as did the City Managers of the other TVCTV consortium cities. TVCTV continues to monitor this project. This has been a great team effort!!

Equipment Update:

The studio, server room and control room:

- A local station provided some cast-off set pieces to TVCTV. We have used those to update our lobby and for various shows, including the recent *Outstanding Athletic Awards*.

- On May 1st there was a major power failure in Pleasanton due to PG&E. The station was down for several hours and some equipment is still not working. We have worked around the equipment that is not currently functioning as it was slated for replacement.

Other equipment issues/repairs/purchases/installations:

- A new audio board was purchased and installed in the Van. The audio board that was in the Van only accommodated only three mics at one time as it was not working properly. This new board will accommodate fourteen inputs.
- TVCTV has created and worked out the bugs for a new service we are providing to the City of Livermore, “chapertizing” of both their City Council Agenda’s and Minutes. This is a major improvement setting the bar yet higher for a complete viewer experience.
- We will be installing a fiber transmitter and bar code generator at the City of Livermore’s City Council Chamber within the next month to be able to see transmission ability at all times.
- We provided the City of Pleasanton a bar code generator which they installed in their Council Chamber so that we may monitor their transmission.

Programming/Production:

- The *Third Annual Tri-Valley Outstanding Athletic Awards* event was May 30th at the Robert Livermore Center. We prepared for this *Signature Event* all year long. Our small staff created and refined the invitation list, designed the invitations, addressed and sent them out. We updated the programs, graphics and signage, and arranged for food/drinks at the event. In one afternoon we constructed a complete set for a major TV program. The key note guest speaker was Mayor League Baseball’s legend Vida Blue. All Mayors attended as well as over 200 others from sponsors, students, parents and school officials. Interviews were held with attendees before and after the event on the giant screen. All of the students winning plays were shown “live” at the event. Forty-six awards were given to students and sic awards were given to schools. The event was taped, edited with the interviews inserted and is currently airing on TV30. Still photos were snapped as the students received their awards and placed on our web site for free down load. Numerous articles were published from press regarding this positive event.
- The first *Summer Camp* has been completed and interviews included Mayor Tim Sbranti, Tri-Valley YEA, a company that teaches kids how to create apps, Guide Dogs for the Blind and the Founder of Robot Garden, a technology non-profit which is part of iGate. The show is currently in process of being edited.
- We taped the Dublin St. Patricks Day parade. We edited it and then aired it on TV30.
- Our crews have shot the State of the City of Livermore and are airing it on TV30.
- We continue to produce our new program “*Slipstream*”. It has had many positive comments from viewers and great press. Starting with episode 5 the program has a new host, Chantel Woys. As a reminder this half hour community news program highlights events such as:
 - City Council and other government meetings dates
 - School Board meeting dates and important school events and closures
 - City and non-profit events
 - Educational opportunities
 - Parks and Rec. information
 - Various other significant community announcements

Please let me know of any events or items of importance your City would like to present to the public.

- The “*Lucky Fan*” promotion continues to gain momentum helped by Susan, our PR person. She has done an excellent job of procuring giveaway items. Each week we draw names and create on-air announcements and add the information to our FaceBook page. We recently gave away Alameda County Fair tickets and will be giving away tickets to several Wente Vineyards concerts.

- Other recent production has included:
 - Mayors Reports on Location* at Alviso Adobe in Pleasanton
 - Pleasanton Election programming, Candidates Forum
 - Town Hall meeting for Senator DeSaulnner
 - Valley Care Doctor program (for their internal use only)
 - Livermore City Council meeting at the Bankhead Theater
 - Ten vignettes at the Alameda County Fair on opening day
 - Conversations with Scott Haggerty
- Our crews have been providing all live production services at the City of Dublin for their Council meetings due to the emergency repairs.

Web/FaceBook Update:

- The website and our FaceBook pages continue to show steady growth. We take advantage of cross-promoting all stations with all our media outlets. Since our last Board meeting the web has experienced an average of **20,000** full unique page views on a monthly basis. These views include Live and Video On Demand (VOD) viewing of programming and meeting offerings from TVCTV. We have upgraded the process of providing our Video on Demand services and now all Video on Demand can be seen on users mobile devices too.
- Our Webmaster created VOD pages for the *St. Patrick's Day Parade* and posted photos of the *Outstanding Athletes from the Awards* event.
- We are now providing Video on Demand and chapertizing of Agenda's for the Pleasanton School Board on our web site.

Funding and Potential Funding Opportunities:

- Many meetings and programs have been produced these last two months that are additional to our budget.
- We continue to sell a steady stream of DVDs. Most popular now is the *Outstanding Athletic Awards* program and our coverage of Little League Baseball.
- SAS German Auto has returned as a supporter over the summer.
- TV30 started receiving inquiries for the very popular TV Summer Camp in early February. Due to the overwhelming demand we have added a third Summer Camp. It currently has two openings remaining.

Other Meetings and General items of Interest:

- On March 5, April 9th, May 14th and February 11th I participated in the Board of Directors meetings for American Community Television.
- TV30 had an entry in the Dublin St. Patrick's Day Parade.
- TV30 Foundation planning meetings.
- Phone and e-mails to Pat Jordan regarding new legislation for PEG funding.
- April 22nd, attended Los Positas Media Board of Directors meeting, of which I am a member of.
- TVCTV was the winner of **three** more STAR Awards. One was for football, one for basketball and one for Tri-Valley Sports Final. TVCTV competed against around 200 entries from like stations in California and Nevada. This is the most prestigious award available to Community Television.

Respectfully submitted by:
Melissa Tench-Stevens
Executive Director



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors
FROM: Melissa Tench-Stevens, Executive Director
DATE: September 12, 2013
SUBJECT: 4 (a) EXECUTIVE DIRECTOR'S REPORT

Summary: Planning for 2013-2014 fiscal year and beyond, equipment replacement and upgrades and Summer Camp have been the focus of this last period.

Personnel/Business Update:

- Bridget Michelsen, one of our Master Control Operators, has resigned to take a full time job closer to her home in Foster City.
- Insurance policies have been renewed for the next fiscal year.
- Work continues to be done to close the books from 2012-2013. Efforts have started on the updated five year funding and equipment replacement plan which will be presented at the February planning meeting.

Equipment Update:

The studio, server room and control room:

- New technology has been installed to stream line the conversion of meeting videos for chapterizing and the web. This is a considerable assist for viewers and City Clerks.
- Research has been completed to replace equipment for the editing systems and graphics systems previously approved for this year.
- The best way to update our **fiber equipment** and **network** to ensure long term stability of our City Council broadcasts is being researched. I have asked for quotes on equipment and installation.

Other equipment issues/repairs/purchases/installations:

- Equipment needs and installation are being determined for our Van to allow its use for football, as opposed to renting another production truck. This includes such items as lengths of cables, specialized cable connectors, lights, camera color correction and camera tie-in ability to the Van and audio needs.
- Much work was done to oversee the Dublin City Council project and correct installation issues with the vendor on site. It was determined that the equipment the vendor put in place was not installed correctly or not compatible with the other new equipment the vendor purchased. I worked with the installer and contacted the general manager of the company to request different equipment be purchased. He ensured that there were no fees passed on for unusable equipment that had been previously purchased and installed by the vendor. Due to this error on the vendor's

part, TVCTV crew was needed to capture an extra meeting with our equipment. At a meeting in August all new equipment was installed for the live meeting and it is working properly.

- A new cabinet was built and installed in the station to house our field equipment (cameras etc) in a locked environment.

Programming/Production:

- The first *Summer Camp* was completed, edited and has been airing. Letters and DVD's were sent to all participants.
- The second and third Summer Camps took place. These shows are still in the process of being edited. Guests included: Mayor Marchand, Mayor Thorne, Gold medal Olympian Jessica Steffens, Assistant General Manager Premium Outlet Mall, Dave Ackerman, Livermore/Pleasanton Fire Department Deputy Chief Jeff Peters, Dublin Police Chief Tom McCarthy, Sheila Fagliano, Livermore Sanitation Recycling Representative, Congressman Eric Swalwell, Robert Shi, Founder of the Livermore/Pleasanton Youth Symphony, and Todd Thomas, President and Inventor, Amerimade Technology. Collectively we had 26 students in the last two camps.
- Our crews shot the 2013 Innovation Tri-Valley event and are editing it.
- We have just finished producing the 15th episode of "*Slipstream*". It has had many positive comments from viewers and great press. Guests on recent episodes have included Mayor Jerry Thorne to promote "Try Transit to School" and Stephanie Mien from the City of Dublin to promote "Splatter". As a reminder this half hour community news program highlights events such as:

- City Council and other government meetings dates
- City government news items, public works (closures etc) and events
- School Board meeting dates, important school events and closures
- City and non-profit events
- Educational opportunities
- Parks and Recreation. information
- Local entertainment
- Various other significant community announcements

Please let me know of any events or items of importance your City would like to present to the public.

- Planning for the procedures that would be required for the pre-production, post editing and trafficking for broadcasting of football games produced by using our Van is being conducted.
- The "*Lucky Fan*" promotion continues to gain momentum helped by Susan, our PR person. She sustains an excellent job of procuring giveaway items. Each week we draw names and create on-air announcements and add the information to our FaceBook page. We recently gave away tickets to the Vine, Firehouse Arts Center and gift certificates to several restaurants..
- Other additions to our regular productions have included:
 - Mayors Reports on Location* at a room on the Pleasanton School District campus
 - Pleasanton School Board special meetings on location
 - East Bay Community Services event at Dublin City Council
 - East Bay Community Services event at Hayward City Council

Web/FaceBook Update:

- The website and our FaceBook pages continue to show steady growth. We take advantage of cross-promoting all stations with all our media outlets. Since our last Board meeting the web continues to experience an average of **20,000** full unique page views on a monthly basis. These views include Live and Video On Demand (VOD) viewing of programming and meeting offerings from TVCTV. We recently upgraded the process of providing our Video on Demand services and now all Video on Demand can be seen on users mobile devices too.

- We just finished the conversion of a year's worth of Livermore City Council meetings! Users can now view the old meetings with chapterized agendas in the new format via Video on Demand on the web.
- Two new pages and links were created for the City of Dublin and the City of Livermore. These pages have only each City's banners on the page. They were created so that viewers can click on them directly to see the live meeting streaming without going to our page. A link was provided to Steve Papa in Dublin who forwarded it to Linda Smith, <http://dublin.trivalleytv.org> and Sarah Bunting and Susan Neer in Livermore <http://livermore.trivalleytv.org>
- We are now providing Video on Demand and chapertizing of Agenda's for the Pleasanton School Board on our web site.

Funding and Potential Funding Opportunities:

- Several quotes have been requested for production projects and chapertizing projects. I am waiting for answers.
- Marketing materials are being prepared for attracting new underwriters for the fall and spring.
- We continue to sell a steady stream of DVDs. We sold several DVDs for our coverage of Little League Baseball. Two orders were in **bulk**.
- The Scottish Games returned as a supporter over the summer. Visit Tri-Valley has just returned to support Tri-Valley Sports Final through the end of the year.

Other Meetings and General items of Interest:

- On July 16 and August 13th I participated in the Board of Directors meetings for American Community Television.
- I met with Roger Bradley and Public Information Officer for Dublin Jacqui Diaz
- TV30 Foundation planning meetings have been held and I attended.
- Phone & e-mails to Pat Jordan regarding new legislation for PEG funding are ongoing.
- A July 26th meeting with John Petchner, East Bay Community Foundation, was held.

Respectfully submitted by:
 Melissa Tench-Stevens
 Executive Director



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors

FROM: Melissa Tench-Stevens, Executive Director

DATE: September 12, 2013

SUBJECT: PEG FUNDING LEGISLATION UPDATE

AGENDA ITEM: 4 (b)

American Community Television (ACT) is still in the process of working on a new CAP Bill that will be submitted as soon as a sponsor (s) has been determined. The *US Conference of Catholic Bishops* continues to work with *American Community Television* setting up appointments on the hill and attending them with ACT.

Pat Jordan has been working with Sue Buske from the Buske Group and the Alliance for Community Television (ACM). Sue drafted the short questionnaire that was sent out on June 27th to members of the *California League of Cities* in an effort to answer Senator Feinstein's questions regarding the funding amounts Cities are receiving for PEG. On August 23rd Pat informed me that there were some glitches with the PEG survey results. The League of California Cities staff has to do some work, so she is waiting for them.

I sent a question from Mayor Sbranti to Pat Jordan. It was "Can we make any changes to state legislation?" Here is Pat's response: *No, trying to fix the PEG problem by changing DIVCA will not solve the problem. The problem is federal telecom law. If we change federal telecom law then we neutralize the provision in DIVCA that limits PEG funds.* I have followed up with this question to our new legal support at the City of Pleasanton Renee Perko who will review and provide opinion. I will share that will you as soon as possible.

Respectfully submitted by:
Melissa Tench-Stevens
Executive Director



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors

FROM: Melissa Tench-Stevens, Executive Director

DATE: September 12, 2013

SUBJECT: **TV30 FOUNDATION UPDATE**

AGENDA ITEM: 4 (c)

I have requested that the TV30 Foundation Board President Marshall Kamena attend this meeting to provide an update on meetings, potential funding and fund raising activities.

Respectively submitted by:
Melissa Tench-Stevens
Executive Director



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TITLE: FINANCIAL REPORT – DIALOG SUMMARY

August 26, 2013

AGENDA ITEM: 5 (a)

SUMMARY

The Board will receive the following reports:

- 1) Financial Report
- 2) Preliminary Operating Budget vs. Actual Cash Basis Detail
- 3) Preliminary Capital Budget vs. Actual Cash Basis Detail
- 4) Balance Sheet

RECOMMENDATION

Staff recommends that the Board of Directors receive the reports and provide Staff with any questions regarding the information presented.

DISCUSSION

Financial Statements: The Budget to Actual and Balance Sheets cover the period of July 1, 2013 to July 31, 2013, the first month of the fiscal year (8% of the fiscal year completed).

Revenue: The majority of TVCTV annual revenue is from Government Agency contributions and pass through PEG funds. As of July 31, 2013 we have received 31% of the annual government agency funding for operations or \$118,250. We have received 32% of PEG pass through funds for capital purchases or \$31,500.

Production and other revenue projected in Operating Budget is \$71,500 for the fiscal year. As of July 31, 2013, reported revenue is \$3,137.87 and pacing at 4% of budget.

Expenditures: Total operating expenditures for the first month of the fiscal year were \$44,445. Total operating expenditures fiscal year to date represent 8% of the budget. Out of this month's operating expenditures approximately 78 % or \$34,455 were for employee related expenses. Operating payments for this period (excluding payroll) were \$9,990. Total fiscal year to date operating expenditures are pacing at 9% of budget. There were no significant non-re-occurring payments which were not anticipated and included in the budget during this period.

Total adjusted capital expenditures for the first month of the fiscal year were \$1,654. Total capital expenditures fiscal year to date represent 2% of the budget.

Respectfully submitted by:
Melissa Tench-Stevens
Executive Director

**Tri-Valley Community Television
July 2013 - Financial Reports**

Operating Budget

	<u>Current Month:</u>	<u>Year to Date:</u>	<u>Annual Budget:</u>	<u>Percent of Budget:</u>
Revenue:				
Government Operating Funding	\$118,250.00	\$118,250.00	\$376,800.00	31.38%
Sponsorship Income	\$325.00	\$325.00	\$0.00	
Production Income	\$1,851.39	\$1,851.39	\$58,500.00	3.2%
Dubbing Income	\$415.34	\$415.34	\$3,000.00	13.84%
Other Income	\$495.00	\$495.00	\$10,000.00	4.95%
Interest	\$51.14	\$51.14	\$0.00	
Total Revenue	\$121,387.87	\$121,387.87	\$448,300.00	27.08%
Expenditures:				
Employee Expenses	\$34,455.13	\$34,455.13	\$421,037.00	8.2%
Auto/Van	\$481.87	\$481.87	\$6,300.00	7.65%
Insurance	\$4,783.02	\$4,783.02	\$14,000.00	34.16%
Office Expense	\$1,534.94	\$1,534.94	\$29,025.00	5.29%
Professional Fees	\$103.99	\$103.99	\$18,750.00	0.55%
Studio Expense	\$1,386.68	\$1,386.68	\$22,500.00	6.16%
Marketing & Comm. Relations	\$1,531.00	\$1,531.00	\$8,000.00	19.14%
Misc. Expenses	\$168.63	\$168.63	\$4,730.00	3.57%
Total Expenses	44,445.26	\$44,445.26	\$524,342.00	8.48%
YTD Net Operating Income		\$ 76,942.61		
Current Month Net Operating Income	\$76,942.61			

**Tri-Valley Community Television
July 2013 - Financial Reports**

Capital Budget

	<u>Current Month:</u>	<u>Year to Date:</u>	<u>Annual Budget:</u>	<u>Percent of Budget:</u>
Funding:				
PEG Funding (budgeted)	\$31,500.00	\$31,500.00	\$100,000.00	31.50%
Special Project Funding Budget B-Dublin	\$88,880.61	\$88,880.61	\$0.00	
Total PEG Funding	\$120,380.61	\$120,380.61	\$100,000.00	
Expenses:				
Auto/Van	\$0.00	\$0.00	\$7,000.00	0.00%
Office Expense	\$1,653.74	\$1,653.74	\$3,000.00	55.12%
Production Equipment	\$0.00	\$0.00	\$71,500.00	0.00%
Tapes/DVD's	\$0.00	\$0.00	\$4,500.00	0.00%
Production Music	\$0.00	\$0.00	\$2,000.00	0.00%
Office Upgrades	0.00	\$0.00	\$2,000.00	0.00%
Total TVCTV Budgeted Expenses	1,653.74	\$1,653.74	\$ 90,000.00	1.84%
Special Projects Expenses				
Special Project B-Dublin	259.36	\$259.36		
YTD Net Funding (from budget)		\$ 29,846.26		
Current Month Net Funding	\$118,467.51			
FY 2013-2014 Contingency Fund			\$ 10,000.00	

Tri-Valley Community Television
Budget vs. Actual: FY 2013-2014 - Operating Budget
Preliminary Report as of July 31, 2013 - Cash Basis

	Actual July 2013	Actual Year To Date	2013-14 Budget	% of Budget
Income				
41000 Government Funding	118,250.00	118,250.00	376,800.00	31.38%
Total 41000 Government Funding	118,250.00	\$ 118,250.00	\$ 376,800.00	31.38%
46500 Sponsorship Income	325.00	325.00	0.00	
44000 Production Income				
44200 Meetings	1,119.39	1,119.39	38,500.00	2.91%
44500 Client Shows	0.00	0.00	15,000.00	0.00%
44600 Client Projects	732.00	732.00	5,000.00	14.64%
44700 TV30 Foundation Production	0.00	0.00	0.00	
Total 44000 Production Income	1,851.39	\$ 1,851.39	\$ 58,500.00	3.2%
45000 Dubbing Income	415.34	415.34	3,000.00	13.84%
46000 Other Income				
46200 TV Summer Camp	495.00	495.00	10,000.00	4.95%
46300 Reimbursements	0.00	0.00	0.00	
46700 Donation	0.00	0.00	0.00	
46800 TV30 Foundation Support	0.00	0.00	0.00	
Services	0.00	0.00	0.00	
44801 Studio Rental	0.00	0.00	0.00	
Total 46000 Other Income	495.00	\$ 495.00	\$ 10,000.00	4.95%
47000 Interest	51.14	51.14	0.00	
Total Income	121,387.87	\$ 121,387.87	\$ 448,300.00	

Expenses

50000 Employee Expenses

50050 Salaries& 50060 Wages	27,729.36	27,729.36	336,824.00	8.23%
52000 Contract Services	345.00	345.00	13,250.00	2.60%
53000 Medical	2,185.50	2,185.50	32,670.00	6.69%
55000 Payroll Taxes	2,220.56	2,220.56	33,043.00	6.72%
56000 Workers Comp Ins	1,974.71	1,974.71	5,250.00	37.61%
Total 50000 Employee Expenses	34,455.13	\$ 34,455.13	\$ 421,037.00	8.2%

60000 Auto/Van

60050 Van Maintenance/Gas	100.00	100.00	1,500.00	6.67%
60150 Van Insurance	368.50	368.50	1,800.00	20.47%
60400 Mileage Reimbursement	13.37	13.37	3,000.00	0.45%
Total 60000 Auto/Van	481.87	\$ 481.87	\$ 6,300.00	7.65%

62000 Insurance

62103 Liability Ins	699.80	699.80	7,000.00	10.00%
62104 Directors And Officers Liability	2,155.00	2,155.00	3,500.00	61.57%
Media Liability	1,928.22	1,928.22	3,500.00	55.09%
Total 62000 Insurance	4,783.02	\$ 4,783.02	\$ 14,000.00	34.16%

65000 Office Expense

65100 Distribution-UPS & FedEx	0.00	0.00	250.00	0.00%
65200 Office Supplies	115.82	115.82	4,000.00	2.90%
65300 Postage	9.20	9.20	880.00	1.05%
65400 Intranet Fees	742.88	742.88	10,000.00	7.43%
65500 Office Rent	0.00	0.00	5,400.00	0.00%
65600 Telephone	303.80	303.80	2,845.00	10.68%
65700 Payroll Processing Expenses	363.24	363.24	5,500.00	6.60%
65800 Recruitment	0.00	0.00	150.00	0.00%
Total 65000 Office Expense	1,534.94	\$ 1,534.94	\$ 29,025.00	5.29%

67500 Professional Fees

67500 Professional Fees	103.99	103.99	16,750.00	0.62%
67501 Summer Camp	0.00	0.00	2,000.00	0.00%
Total 67500 Professional Fees	103.99	103.99	18,750.00	0.55%

69000 Studio Expense

69100 Equipment & Supplies	0.00	0.00	500.00	0.00%
69200 Repairs & Maintenance	455.98	455.98	2,000.00	22.80%
69700 Contract Services - Studio	930.70	930.70	5,000.00	18.61%
69710 Outside Equipment - Rental	0.00	0.00	15,000.00	0.00%
Total 69000 Studio Expense	1,386.68	\$ 1,386.68	\$ 22,500.00	6.16%

71000 Marketing & Comm. Relations	1,531.00	1,531.00	6,000.00	25.52%
71001 Plaque Reimbursement	0.00	0.00	2,000.00	0.00%
71200 Sponsorship Commission	81.25	81.25	0.00	
Total 71000 Marketing & Comm. Relations	1,612.25	1,612.25	8,000.00	20.15%
72000 Misc. Expenses	0.00	0.00	300.00	0.00%
72200 Training	0.00	0.00	500.00	0.00%
72300 Bank and Merchant Fees	136.25	136.25	1,800.00	7.57%
72400 Meal and Entertainment	32.38	32.38	2,000.00	1.62%
72450 Good Will - Staff	0.00	0.00	0.00	
72500 Tax & Lic. Fees	0.00	0.00	30.00	0.00%
72700 Filing Fees	0.00	0.00	100.00	0.00%
Total 72000 Misc. Expenses	168.63	168.63	\$4,730.00	3.57%
Total Expense	44,526.51	\$ 44,526.51	\$ 524,342.00	8.49%

Projected Net Operating Income FY 2013/14

\$(76,042.00)

Repair & Maintenance Contingency

\$ 4,000.00

Reserve Funding Allocated to Balance Budget

\$ 80,042.00

FY 2013-2014 Budget

\$528,342.00

Tri-Valley Community Television
Budget vs. Actual: FY 2013-2014 - Capital Budget
Preliminary Report as of July 31, 2013 - Cash Basis

	Actual July 2013	Actual Year To Date	2013-14 Budget	% of Budget
Income				
48000 PEG Funding				
48100 Dublin	12,500.00	12,500.00	25,000.00	50.00%
48200 Livermore	19,000.00	19,000.00	38,000.00	50.00%
48300 Pleasanton	0.00	0.00	37,000.00	0.00%
Total 48000 PEG Funding (budgeted)	31,500.00	\$ 31,500.00	\$ 100,000.00	31.50%
Special Project Budget B-Dublin*	88,880.61	88,880.61	0.00	
Total PEG Funding	120,380.61	\$ 120,380.61	\$ 100,000.00	
Expenses				
85000 Auto/Van	0.00	0.00	7,000.00	0.00%
85000 Total Auto/Van Expense	0.00	0.00	7,000.00	0.00%
86000 Office Expense	1,653.74	1,653.74	3,000.00	55.12%
86000 Total Office Expense	1,653.74	1,653.74	3,000.00	55.12%
89000 Studio/Field/Control Room				
89100 Production Equipment	0.00	0.00	71,500.00	0.00%
89300 Tapes/DVD's	0.00	0.00	4,500.00	0.00%
89400 Production Music	0.00	0.00	2,000.00	0.00%
89600 Office Upgrades	0.00	0.00	2,000.00	0.00%
Total 89000 Studio/Field/Control Room	0.00	0.00	\$80,000.00	0.00%
Total TVCTV Budgeted Expenses	1,653.74	\$1,653.74	\$ 90,000.00	1.84%
Special Project Expenses				
Special Project B-Dublin*	259.36	\$ 259.36	\$ 0.00	
FY2013-2014 Contingency Fund			\$ 10,000.00	

*Special project B, Dublin City Council, funding and expense has crossed from FY 2012-13 into FY 2013-14. Expense amount paid in FY 2012-13 was \$30,000.00

Tri-Valley Community Television
Balance Sheet
As of July 31, 2013

	Total
ASSETS	
Current Assets	
Bank Accounts	
11050 Maximizer Savings Account	0.00
11100 Main Checking	49,135.44
11150 Petty Cash Account	3,826.77
11200 Office Cash Fund	90.00
11300 Operating & Equipment Reserve Account	106,199.56
11400 P.E.G. Account	79,344.09
11410 PEG Contingency Fund	17,850.00
Total 11400 P.E.G. Account	\$ 97,194.09
Cash held by Treasurer	124,796.24
Total Bank Accounts	\$ 381,242.10
Accounts Receivable	
12000 Accounts Receivable	-1.00
Total Accounts Receivable	-\$ 1.00
Other current assets	
13000 Pre-Paid Expenses	0.00
13100 Pre-Paid Insurance	0.00
13110 Media Liability Insurance	0.00
13120 Directors and Officers	0.00
13130 Workers Compensation	0.00
13140 Van Commercial Auto	0.00
13150 General Liability	0.00
Total 13100 Pre-Paid Insurance	\$ 0.00
13200 Unused Bartered Van Repairs	0.00
1499 Undeposited Funds	20.00
Credit Card Receivables	0.00
Total Other current assets	\$ 20.00
Total Current Assets	\$ 381,261.10
Fixed Assets	
15000 Capital Expansion - Prior Years	0.00
15010 Capital Expansion - Current Year	0.00
15050 Capital Equipment-ROP	9,076.78
15100 Capital Equipment	611,372.42
15120 Capital Equipment Expansion - Current Year	0.00
15150 Lease Improvements	0.00
15200 2004 GMC Savana Van	24,640.51
15300 Van Equipment	79,601.00
15500 Accumulated Depreciation	-530,256.00
Total Fixed Assets	\$ 194,434.71
Other Assets	
16000 Van Lease Security Deposit	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 575,695.81

Tri-Valley Community Television
Balance Sheet
As of July 31, 2013

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable

-5,438.20

Total Accounts Payable

-\$ 5,438.20

Credit Cards

2120 US Bank Visa

0.00

Total Credit Cards

\$ 0.00

Other Current Liabilities

21000 Unearned Revenue

21.00

21010 Unearned Revenue-Underwriting

0.00

21050 Accrued Salaries & Benefits

9,823.21

21060 Accrued PTO Liability

16,896.72

21100 Employee Withholding

-221.06

21200 Trade Payables

0.00

21250 Scholarship Donation

0.00

21300 GMC Van Loan

0.00

21350 Van Equipment Lease

0.00

21400 Sales tax payable

1,190.22

Sales Tax Agency Payable

64.07

State of CA BOE Payable - State of CA BOE

145.22

Valley Community Bank

0.00

Total Other Current Liabilities

\$ 27,919.38

Total Current Liabilities

\$ 22,481.18

Total Liabilities

\$ 22,481.18

Equity

30000 Opening Bal Equity

0.00

31000 Expansion Reserve Fund

0.00

32000 Net Assets

0.00

33000 Expansion Contribution-Dublin

0.00

33100 Expansion Contribution-Dublin CY

0.00

34000 Expansion Contribution-Livermore

0.00

34100 Expansion Contribution-Livermore CY

0.00

35000 Expansion Contribution-Pleasanton

0.00

35100 Expansion Contribution-Pleasanton CY

0.00

36000 Expansion Contribution-San Ramon

0.00

36100 Expansion Contribution-San Ramon CY

0.00

39000 Retained Earnings

357,885.76

Net Income

195,328.87

Total Equity

\$ 553,214.63

TOTAL LIABILITIES AND EQUITY

\$ 575,695.81



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors

FROM: Melissa Tench-Stevens, Executive Director

DATE: September 12, 2013

SUBJECT: PROPOSED FISCAL YEAR 2013-2014 OPERATING BUDGET and CAPITAL BUDGET

AGENDA ITEM: 5 (b)

SUMMARY

A revised proposed Capital Budget was approved by the TVCTV Board of Directors at the July 9, 2013 TV30 Board meeting pending approval by each City Council. The request for pass through of additional PEG funds was due to a recent notification from a vendor of non-support for critical operating equipment. The additional cost to replace this equipment is \$86,000. A one sheet outlining the original proposed Capital Budget and the adjusted budget may be seen below.

Verification of each City Council's approval is requested at this meeting.

RECOMMENDATION

Upon verification from each City Council of approval of the adjusted budget, the TVCTV Board confirm the adjusted Capital Budget for FY 2013-2014.

Respectively submitted by:
Melissa Tench-Stevens
Executive Director

**Tri-Valley Community Television Proposed
FY 2013-2014 - Capital Budget**

	ORIGINAL 2013-14 Budget	ADJUSTED 2013-14 Budget
Income		
48000 PEG Funding		
48100 Dublin	\$25,000	\$46,500
48200 Livermore	\$38,000	\$70,680
48300 Pleasanton	\$37,000	\$68,820
Total 48000 PEG Funding	\$100,000	\$186,000
Total PEG Funding	\$100,000	\$186,000
Expenses		
85000 Auto/Van		
	\$7,000	\$7,000
85000 Total Auto/Van Expense	\$7,000	\$7,000
86000 Office Expense		
	\$3,000	\$3,000
86000 Total Office Expense	\$3,000	\$3,000
89000 Studio/Field/Control Room		
89100 Production Equipment	\$71,500	\$157,500
89300 Tapes/DVD's	\$4,500	\$4,500
89400 Production Music	\$2,000	\$2,000
89600 Office Upgrades	\$2,000	\$2,000
Total 89000 Studio/Field/Control Room	\$80,000	\$166,000
Total Expenses	\$90,000	\$176,000
FY2013-2014 Contingency	\$10,000	\$10,000



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors

DATE: September 12, 2013

SUBJECT: **BOARD BUSINESS: MATTERS FOR CONSIDERATION AND ACTION**

AGENDA ITEM: 6 (a)

SUMMARY:

The Board of Directors and TVCTV staff hold an annual meeting in February of each year. Items currently planned for this meeting include a review of the station operations, discussion and decision of the desired services for 2014-2015 and related budget expenditures pending City Council approval, review of a five year operating and equipment replacement plan. Attendees requested are TVCTV Board of Directors and current consortium City Managers.

RECOMMENDATION:

Choose a date and location for this meeting.



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors

DATE: September 12, 2013

SUBJECT: **MATTERS INITIATED FOR DISCUSSION**

AGENDA ITEM: 7 (a)

SUMMARY:

The Chair will call for any additional matters initiated for possible future agendas.