



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

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

Thursday, March 6, 2014 at 10:00 AM
or following as soon thereafter

AGENDA

- 1. CALL TO ORDER & ROLL CALL**
- 2. ORAL COMMUNICATION**
- 3. PUBLIC COMMENTS REGARDING ITEMS NOT ON THE AGENDA**
- 3. APPROVAL OF MINUTES**
 - (a) December 19, 2013
- 4. EXECUTIVE DIRECTOR'S REPORT**
 - (a) Monthly Report
 - (b) PEG Update
 - (c) TVCTV Foundation Update
- 5. FINANCIAL REPORTS**
 - (a) Financial Reports
 - (b) Summary of March 6, 2014 Workshop
- 6. BOARD BUSINESS**
 - (a) Consider approval of the 2014-2015 Operating Budget
 - (b) Consider approval of the 2014-2015 Capital Budget
- 7. MATTERS INITIATED FOR DISCUSSION**
- 8. ADJOURNMENT**

The next regular scheduled meeting is June 19, 2014.

TRI-VALLEY COMMUNITY TELEVISION

Board of Directors Regular Meeting

Thursday, December 19, 2013

1. CALL TO ORDER & ROLL CALL

The meeting was called to order at 1:02 pm by Chair Mayor Thorne.

Present: Pleasanton Mayor Jerry Thorne (Chair), Livermore Mayor John Marchand, Dublin Mayor Tim Sbranti

Others Present: Melissa Tench-Stevens (TVCTV Executive Director), Maria Ojeda (City of Pleasanton Liaison), Dr. Marshall Kamena (TVCTV Foundation President), Donna Pontau, (City of Livermore Liaison) Jeb Bing (Pleasanton Weekly)

2. ORAL COMMUNICATION - None

3. PUBLIC COMMENTS REGARDING ITEMS NOT ON THE AGENDA - None

4. APPROVAL OF MINUTES

(a) September 12, 2013

ACTION: Board Member Mayor Marchand moved that the September 12, 2013 minutes be approved. The motion was seconded by Board Member Mayor Sbranti. The motion passed unanimously.

5. EXECUTIVE DIRECTOR'S REPORT

(a) Monthly Report

Executive Director Melissa Tench-Stevens presented the Monthly Report to the Board which she said was attached to the packet. She highlighted the following activities:

- Equipment Update: She is trying to get the Apple computer order done today and they do not expect arrival until February;
- Fiber Update: She purchased a new receiver and transmitter and she will be getting it placed in the City Council Chambers. She has worked with Leanne Peeling at Comcast who has assisted in repair of the City of Livermore's broken fiber link. She has asked Ms. Peeling to provide her with mapping of all fiber links for Dublin and Livermore. Pleasanton is using an RF signal as opposed to fiber and she will work with Ms. Peeling to determine if it is possible to switch the RF signal to fiber;
- Regarding programming, she discussed programming hours, the hard work of staff, and her work to bring in 6 games, which cost \$12,000 less this year. She reported they are still producing "Conversations with Scott Haggerty" and Nate Miley is still on board. They just produced the 20th episode of *Slipstream*, and she said Save the Date notices have been sent out for the athletic awards scheduled for May 29th. Holiday programming has been running for a week. They will have a marathon of holiday programs on December 25th, on Christmas Eve and Christmas Day, and on New Year's Day, a marathon of football games. They produced two

- spots for the Valley Humane Society which was a contracted project and they have been working on a training video for Wiley X Sunglasses;
- They have an increased 2,000 unique viewers a month on their website and they are almost up to 30,000. Their yearly viewing average is about 300,000 with full page views. Their Facebook likes have finally passed the 300 mark;
 - The Girls and Boys Basketball schedule is included in the packet and they are looking for support for that. She noted more interest with Girls Basketball and she has included two Girl basketball games;

In response to a question regarding the Pleasanton Library project, Ms. Ojeda said the library serves as a community room but at times they may be used to televise public meetings and as a result, the room was to undergo some capital upgrades. Board Member Mayor Sbranti thanked Ms. Tench-Stevens for the work done to their Council Chambers and commented that it has made a significant difference.

(b) PEG Funding Legislation Update

Ms. Tench-Stevens reported that American Community Television (ACT) has worked hard to get the new CAP Act which has been introduced by Senators Tammy Baldwin and Edward Markey. She talked to ACT in the morning before this was presented. They put this together with the help of the *US Conference of Catholic Bishops*. She had questions about issues arising so they do not have push back from people to support it and asked what the plan is. She received feedback that the *US Conference of Catholic Bishops* and ACT are specifically going after supporters who they know will support it. Also, the Baptists are interested in supporting this and they said once it was on introduced, they would look at supporting it. They have also talked to the Mormons. Religious groups are interested in supporting the CAP Act because many of the ways they speak to their constituents is through public access, which is part of this bill.

Regarding the Alliance for Community Television, she said Donna Pontau has been working on information to put together for the Mayors and Pat Jordan. Regarding the League of California Cities (LOCC) survey, they did not feel they got the information back that Senator Feinstein requested. Dr. Kamena said now that Tammy Baldwin is a Senator she has more backing and he thinks they have good representation in the lower House. He said American Community Television is very sharp in this and they know more Congress members are Catholics than any other religion. They also know that the central core of the Baptist organization is concentrated in the south. With these two groups committing to it, the chances are great that it will pass. His hope is that when the Mayors visit next month to Washington, they might be able to get it pushed.

Chair Mayor Thorne commented that it most likely will not be heard until March, but they will be pushing it.

Board Member Sbranti concurred and said Senator Baldwin was a House member of the minority party and now she is a Senator of the majority party, and the co-sponsor was on the outs with the caucus and is not even in Congress now. Regarding the information, he thinks they probably did not get enough participation from the League in terms of what Senator Feinstein was looking for. Ms. Pontau said the question Senator Feinstein had was how much money was left in city coffers which is not being spent but was collected and how many stations have closed down because of this problem. Ms. Pontau said she

did not see the questionnaire about the amount of money and she went back to Pat Jordan and said that question was missing.

Executive Director Melissa Tench-Stevens said as someone who filled out the questionnaire it was not clear in her opinion what they were asking. The fact that they asked a lot of questions about franchise fees muddied the waters, as franchise fees are not relevant.

Ms. Ojeda commented that they did not contract with Pat Jordan to do this survey and it was coming out as a result of a different effort. Ms. Pontau said Pat did not initiate the LOCC survey. Ms. Pontau indicated that she made some inquiries about a possible survey and was told that the League did not want to do it. Somehow the LOCC did some sort of quick survey but she was unsure of who put it together. She indicated that she just made sure they answered it, but she agreed it was not as clear as it could have been and she was not sure what the League was asked to do.

Chair Mayor Thorne asked how this went to the League of California Cities, as he sits on the Board of the League and heard nothing about it. Ms. Ojeda said she was not sure, but it was sent out and as Ms. Pontau said, they inquired about it. Chair Mayor Thorne asked that he be contacted the next time to get involved early in the process as he may be able to provide assistance given his role with the League Board.

(c) TVCTV Foundation Update

Dr. Marshall Kamena, TVCTV Foundation President, provided the following update on the TVCTV Foundation:

- He hopes Pleasanton can switch out the RF with the fiber link;
- At the last meeting, he gave a presentation on the Cube (iTunes prototype) and learned that it had to have a wire to connect to a computer in order for it to work. The new one is Bluetooth compatible and it has the TV30 logo. The device will serve as a gift to those who want to donate \$140 or more (previously set at \$125 and increased because of the Cube's cost) and he reported that 10 people have purchased one. In response to a question on its cost, Dr. Kamena stated the Executive Director was able to negotiate a bulk price. Ms. Tench-Stevens added that the Cubes can be purchased on the website as well along with hats (\$50) and mugs (\$30);
- He reported previous that the Foundation was planning a potential funding between the TV 30 Foundation and the Livermore Chamber/Innovation Tri-Valley. They have tentative approval from the CEO for production of shows with the Chamber of Commerce Board of Directors;
- The Television Foundation will be fully funding the new program, *The School Superintendent's Report*. The productions are anticipated to be a half-hour long, held quarterly and will be paid for under "TV 30 Foundation Productions" in the budget. All three Superintendents were able to obtain approval for it and they are broadcasting the first event on January 2nd. Ms. Tench-Stevens said they are trying to work as a team to get some things going. She explained the balancing act of TV30 being conscientious about other commercial production vendors who are not providing support and balancing the charge for productions;

- The final steps to get the 501(c)(3) number were put into place last week after the Foundation Board approved the final payment of \$850 for the filing fee.

6. FINANCIAL REPORTS

(a) Financial Reports

Executive Director Melissa Tench-Stevens presented the Financial Report, stating they are at a point where revenue is 56% of the PEG pass-through funds for capital improvement purchases. As of November 30th, they received half of the funding for operating. Production and other revenue as of November 30th was pacing at 44%, and she is tracking expenses to maintain a sense of where they are during the year. Their operating expenditures is at 88% for employee related expenses and as to the budget, total fiscal year to date operating expenditures are pacing at 30% of budget. Therefore, they are not spending as much as they are bringing in, which is great.

Capital expenditures year to date are 42% of the budget and this number will change once they purchase the Apple computers. In response to the cost of the computers, Ms. Tench-Stevens replied they are \$3,000 a piece before taxes and she is determining if any upgrades/additional software will be needed need prior to purchasing them. The total cost should run about \$25,000 to \$30,000. Chair Thorne asked if board action was necessary for this purchase. Ms. Tench-Stevens explained that the Board had previously approved the purchase of the computers in the capital budget.

7. BOARD BUSINESS

(a) Consider approval of an amendment to the Employment Agreement between Melissa Tench-Stevens, Executive Director and Tri-Valley Community Television effective September 18, 2013

Chair Mayor Thorne noted this was something they discussed in Closed Session and the Board must approve it in Open Session.

ACTION: Board Member Mayor Sbranti moved to approve the amendment to the Employment Agreement between Melissa Tench-Stevens, Executive Director and Tri-Valley Community Television effective September 18, 2013; Board Member Mayor Marchand seconded the motion. The motion passed unanimously.

8. MATTERS INITIATED FOR DISCUSSION

(a) Annual planning meeting workshop

Ms. Tech-Stevens stated that all cities agreed to hold the Annual Planning Meeting workshop on Thursday, March 6, 2014 from 2pm to 4pm. Board Member Marchand voiced a conflict in the date, stating he has his Mayor's Report broadcast at 2pm and that the morning or any time prior to 2pm that day would be okay for him.

Ms. Tench-Stevens asked the Board to check their calendars and the Board voiced unanimous availability to hold the workshop from 9am to 11am at the 157 Main Street location. She stated she conducted a poll for the liaisons to check when they were working on their budgets. Ms. Ojeda said Pleasanton's budget starts in January, Dublin's budget process begins in February and Ms. Pontau's indicated Livermore would be mid-late February. With this in mind, she asked if the Board would make a recommendation to provide the 2013-14 support levels to the consortium cities so they have a number. They

are going to approve their 2014-15 budget amount with the same funding level at this meeting in March.

ACTION: Chair Mayor Thorne moved to recommend providing the 2013-14 support levels to the consortium cities for 2014-15 budget; Board Member Mayor Sbranti seconded the motion. The motion passed unanimously.

(b) Resolutions from each City to Support the CAP ACT

Ms. Tench-Stevens referred to the sample resolution and recommended approval.

City liaisons indicated it would be January or February before these were placed on the agenda for the City Councils.

ACTION: Board Member Marchand moved to adopt a resolution to support the CAP ACT. Board Member Sbranti seconded the motion. The motion passed unanimously.

(c) Letter of support for TVCTV

Ms. Tench-Stevens explained the letter of support is an effort to reach out to Dublin, Livermore and Pleasanton to talk to people about what TVCTV has to offer. She distributed a sample letter and read the letter out loud, stating the point is that there is still a mentality that all TVCTV is doing is meetings. She explained that do have available training videos, public service announcements at no cost, new product releases and other things which are identified in the letter. She recommended the Board approving the combined introductory letter of support, signed by each of the consortium cities' Mayors which talks about available services in the community. There are some low cost and free things and the point is to introduce people to the community resource they may otherwise not tap into.

Board Member Sbranti suggested adding the website link to the letter which might prompt people to review the site and see the level of programming. Ms. Ojeda asked if the Economic Development Directors of each city might review the letter prior to it going out, and Ms. Tench-Stevens said she would like to talk to the Directors about who the letter should go to.

After brief discussion, Ms. Tench-Stevens confirmed that the Mayors as Board Members would sign the letter and not the Economic Development Directors, as identified in the current sample. It was recommended that e-signatures of all Mayors be forwarded for finalization of the letter, that Mayors be listed both as Board Members and Mayors and to use the TV30 letterhead.

ACTION: Board Member Sbranti moved to approve and send out the Letter of support for TVCTV on the TV30 letterhead, with Mayors listed as Board Members, and to not include the Economic Development Directors' signatures. Board Member Marchand seconded the motion. The motion passed unanimously.

(d) Any additional matters initiated - None

9. ADJOURNMENT

The meeting was adjourned at 2:09 pm.

TRI-VALLEY COMMUNITY TELEVISION

Board of Directors Regular Meeting

Thursday, December 19, 2013



TRI-VALLEY COMMUNITY TELEVISION BOARD OF DIRECTORS AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors

FROM: Melissa Tench-Stevens, Executive Director

DATE: December 19, 2013

SUBJECT: **4 (a) EXECUTIVE DIRECTOR'S REPORT**

Summary: General business activity including planning for 2013-2014 fiscal year and beyond, fund raising efforts and sports, have been the focus of this last period.

Personnel/Business Update:

- Terisa Thurman requested a leave without pay as she accepted an internship in New York City. She advised me on Sept. 4th and her last day was Sept. 27th.
- Open positions were posted on Craig's list for Freelance Crew for meetings and a Production/Director/Editor position. After culling the applications and conducting interviews, four new freelance workers were determined to be qualified and were added to the Freelance list. They are called to work on an as-needed basis.
- I have approved the services again of Randy Rosso, Rosso Accountancy Corporation, for completing the taxes. Our taxes will be due in February.
- Work is being done 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:

- The equipment for the upgrade to the Omneon arrived and I have been working with engineers who have come on site to complete the install. They will return this month.
- The new graphics system for the Studio and Van has arrived and is in the process of being installed.
- I have met with managers at Apple and asked to be placed on the short list for the new computers we will purchase for editing. As of this writing there is still not a firm date of availability but they are telling me before the end of the year. This upgrade will shorten editing and ingesting time and give the ability to upgrade to other software that will also enhance work flow and curb costs in the long run.

Other equipment issues/repairs/purchases/installations:

- In September when the fiber link failed between Livermore City Council and TVCTV I contacted Lee Ann Peling, Director of Government Affairs for Comcast. She ordered the repair of the fiber break. I have recently had a follow-up meeting with Lee Ann to review all the fiber lines related to TVCTV's broadcasts, mapping and equipment. I will be having another meeting with her after the first of the year to continue this discussion.
- Considerable work was done regarding the equipment and production required to provide the communication for the Skyped portion of the Dublin City Council meeting with Congressman Swalwell. Our goal was to provide an experience for the Council, attendees at the meeting and viewers at home that was smooth and focused on the content of the meeting rather than the technology.
- Work was done on our Van to allow its use for football, as opposed to renting another video production truck with suite. Some of the items required to produce the games included specialized cable connectors, head sets, camera color correction and camera tie-in ability. The equipment and preparation allowed us to provide more games at a reduced cost to TVCTV while keeping the previous level of quality.

Programming/Production:

- Six Football games were taped and produced using our Van. This is the most number of games we have ever produced. We did a game every Friday night from October 4th to November 8th. I decided to attempt to use our Van instead of renting a Video Production Truck as we have done in the past because I wanted to increase the number of games we could cover. Using our Van would provide a sizable saving. However work that normally would have been done on site at the football field had to be done during the week before the game. Post production would need to occur back at the station each night after the game was over since the equipment in our Van is half of what is in the Production Truck we usually rent. Weeks prior to the first game a review of the upgrades needed was made and revised pre and post production procedures were developed. Each week, early in the week, all elements for the game were produced. They included interviews with coaches and students shot in the field then edited back at the station, formats and interstitial video components that would broadcast during the game. That included everything but the game, itself. On Friday, crews arrived at the field before noon, ran cables and set-up the equipment. Following the tear down and load of the Van, post production editing was completed between 11pm and 4am. The game was then prepped for a 7pm broadcast starting at 4pm on Saturday. The first game had so many people watching via the web, it slowed the transmission down. I called Comcast and doubled the bandwidth to ensure a better experience for the viewers. The following week we still had so many people watching we made adjustments to the distribution of the bandwidth to compensate for the response.
- We produced another episode of *Conversations with Scott Haggerty* in October.
- We had a client request to tape and broadcast the Dublin Real Estate lunch at the Shannon Community Center on October 16th.
- We have just finished producing the 20th episode of "*Slipstream*". We highlighted as many of the community holiday events as possible in each City and tried to promote shopping locally. The program still has many positive comments from viewers and continues to gain great press. 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.

- We are now providing production for a monthly *PUSD Superintendents Report*. This client-supported three minute update is produced in our studio for the PUSD's web site.
- We were contracted to tape, edit and air the *Valley Care Breast Cancer Seminar* on October 16th.
- The "*Lucky Fan*" promotion continues to gain speed helped by Susan, our PR person. Each week we draw names and create on-air announcements and add the information to our FaceBook page.
- New IDs were shot in Dublin, Livermore and Pleasanton. Shop owners were asked to participate in each city.
- New promos have been created to support the holiday programming.
- A schedule of 5 High School Basketball games has been developed and approved by each school's Athletic Director. Please see the one sheet contained in this report for the dates.
- "Save the Date" notices have been sent to all Superintendents, Principals, Athletic Directors and winning students for the upcoming *High School Outstanding Athlete Awards* event scheduled for Thursday May 29, 2014. Please mark this date on your schedule.
- There will be two special days of holiday programming this season. On December 25th TV30 will air a marathon of the holiday events from each city. The marathon will run from 6am to 12am. On New Years day we will be airing a marathon of the six High School Football games from 6am to 12 am.
- Two spots, a :30 and a :60, were shot on location for Valley Humane Society. This was a contracted production only project.
- We are in the process of finishing up a one and a half hour training video contracted by WileyX in Livermore. This is an industrial production and was shot on location at their facilities and in the TV30 studio.
- Other additions to our regular productions have included:
 - Planning and production for the *Mayors Reports on Location* at Camp Parks
 - The Dublin Holiday Tree Lighting and Musical event
 - The Pleasanton Home Town Holiday Parade
 - The Livermore Hometown Holiday Parade

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 between **26,000 to 28,000** full unique page views on a **monthly** basis, this is up 8,000 from our last Board meeting. Our yearly viewing averages now are over 300,000 full page views. These views include Live and Video On Demand (VOD) viewing of programming and meeting offerings from TVCTV. As noted earlier in this report, it was necessary to upgrade our bandwidth again due to the number of viewers using our web site.
- Our FaceBook "likes" has surpassed 300.

Funding and Potential Funding Opportunities:

- We have several outstanding quotes out for new OTO production and sponsorship for TVCTV.
- In January we already have several OTO agreed to contracts for production services.
- Marketing materials are being prepared for attracting new underwriters for the Basketball and spring programming.
- We continue to sell a steady stream of DVDs. We had many orders for football and expect to have orders for the holiday programming.

Other Meetings and General items of Interest:

- On October 8th, November 12th and December 10th I participated in the Board of Directors meetings for American Community Television.
- I met with Kathleen Yurchak at her office to discuss the pending library project and how we could provide support. Kathleen is Assistant Director of Operations Services for the City of Pleasanton.
- TV30 Foundation planning meetings have been held which I supported in my role as Vice President/Secretary.
- I have completed the monthly production scheduling for the 2014 calendar year.

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: March 6, 2014
SUBJECT: **4 (a) EXECUTIVE DIRECTOR'S REPORT**

Summary: General business activity including planning for 2014-2015 fiscal year and beyond, fund raising efforts and sports, have been the focus of this last period.

Personnel/Business Update:

- Now that the new Omneon (the master broadcast and program storage unit) installation has been completed, the older equipment has been shipped for the negotiated trade-in allowance of \$12,500. This amount was deducted from our final payment.
- Considerable attention has been paid to the assigned task of creating an updated five-year funding and equipment replacement plan. It was presented at the preceding March 6th planning meeting.

Equipment Update:

The studio, server room and control room:

- The large air conditioner in the server room blew a fuse and then the condenser failed. It was a 3 ton split system. We have a smaller back-up unit also but it could not keep up. This happened during the winter week in January during hot weather, so it also went out. As temperatures reached the high 80's in the master server room on the verge of causing damage to equipment, I made the decision to replace the large unit. The parts needed were not locally available and would have taken another week to receive. Additionally, this is the second time we have had problems with that unit and it was leaking beyond repair. I negotiated a two-year service contract on the replacement unit as well as a warranty on parts. The smaller back-up unit is still not working. I will be replacing it with a redundancy mirror of the larger unit in July 2014. This will be reflected in next fiscal year's capital expenditures. Less wear & tear on both units and a beefy backup for breakdowns in the future are the objectives.

Other equipment issues/repairs/purchases/installations:

- The new Omneon installation was very labor intensive. It required a few intervals of necessary suspended broadcasts during the upgrade and changeover.
- We are still planning for the greatly needed Apple computers for our editing functions. Further research was needed to ensure that all equipment and software is compatible now and in the future.

Programming/Production:

● Five Basketball games were taped and produced using our Van. Three of the games were Boys basketball and two were Girls basketball. This is the largest number of games we have ever produced. We provided a game every week from January 28th to February 21st. We used our Van and borrowed some equipment needed to complete the broadcasts. Post-production occurred back at the station each night after the game was over. Our Van is not equipped at this point to handle a full production. Post-production generally concludes at 4:30-5:00am the next morning. This allows the games to be prepped for a 7:00pm broadcast every Saturday. This rapid turnaround allows the players, parents, coaches and the larger student bodies an opportunity to view the game quickly. The viewership takes a great spike on Saturdays and we must reserve the capacity in the Comcast system. Our efforts are more than paid back by the tremendous popularity the games have enjoyed and increased awareness they have brought to the station. We are the only TV station broadcasting varsity high school sports. The schools have all been so very gracious and happy to have us there. The boost in student morale has been priceless. We had articles each week in the local papers and on the Patch sites and Pleasanton Weekly site praising the efforts. The schools, themselves, promoted the games internally to large turn-outs. In total we have produced eleven live sporting events this school year!

● We created another episode of *Conversations with Scott Haggerty* on January 29th.

● The Dublin San Ramon Services District contracted with us to broadcast and provide VOD (video on demand) service for the landmark California Water Action Plan symposium held in the council chambers at the City of Dublin on January 30th. A great deal of time was spent on organizing this broadcast and working with the client. The meeting will run on TVCTV for another month and is also still available via VOD on our web site.

● The 23rd episode of “*Slipstream*” has just finished production. The program still has many positive comments from viewers and continues to gain great press. 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

We are constantly searching for things to promote for our consortium cities. Please let me know of any events or items of importance your city government would like to present to the public. Please be aware our deadline is 3.5 weeks out.

● We continue to provide production for a monthly *PUSD Superintendents Report*. This client-supported three minute update is produced in our studio for the PUSD’s web site.

● On February 25th we taped the State of the City Address by Mayor Jerry Thorne and broadcast it the next day. We are also providing his address on our web site via video on demand on the front page and on the Pleasanton City Page of our site.

● On February 26th we taped the State of the City Address by Mayor Tim Sbranti and broadcast it the next day. We are also providing his address on our web site via video on demand on the front page and on the Dublin City Page of our site.

● A new program, the *Education Zone*, was taped in February. Funding for this program is provided by the TV30 Foundation. An update will be provided in the TV30 Foundation Report.

- The first of several industrial video productions was held recently in our studio for a new client, Aesthetics Plus. There are several elements we are currently editing. They will also be helping to underwrite programs on TVCTV for four months!
- We finished up the one and a half hour training video contracted by WileyX whose business is in Livermore. This is an industrial production and was shot on location at their facilities and in the TV30 studio. We look forward to our next project with them.
- An on-location edition of *The Mayors Report at Camp Parks* was recorded on February 5th. This episode will be airing on TVCTV and on our web site through the month of March.

Web/FaceBook Update:

- The website and our FaceBook pages continue to show steady growth. Our yearly viewing averages now are over 300,000 full page views. These views include Live and Video On Demand (VOD) viewing of programming and meeting offerings from TVCTV.
- Our FaceBook “likes” have surpassed 300 and continue to grow.

Funding and Potential Funding Opportunities:

- I have met with the Alameda County Fair staff several times. We will be supporting them by contract to promote the Fair this year. We are working out the details on some of their other events. This opportunity was provided by the TV30 Foundation.
- Marketing materials are being prepared for attracting new underwriters for the TV Summer Camp. We are planning for 3 camps.
- TVCTV continues to sell a steady stream of DVDs. We had many orders for holiday parades, football and basketball games.

Other Meetings and General items of Interest:

- On January 16th and February 13th, I participated in the Board of Directors meetings for American Community Television.
- I been working with Kathleen Yurchak on the pending library project regarding how we could provide support. Kathleen is Assistant Director of Operations Services for the City of Pleasanton.
- TV30 Foundation planning meetings have been held which I supported in my role as Vice President/Secretary.
- It is my pleasure to be working with the City of Pleasanton to help resolve some video and audio issues at the Pleasanton Chamber site.
- Production Control has been and the edit suite has been upgraded to provide a more professional environment for clients. The ceiling was patched and painted, walls painted and carpeted to decrease unwanted audio in the studio. Pictures were hung in this room and throughout the station.
- The producers of *Conversations* is working with ALIVE magazine to promote their show. They have a monthly article that also promotes *Conversations* on TVCTV.
- The research is completed and the Livermore Unified School District has been given a bid to replace some of the equipment that they have which is currently not working properly.

Respectfully submitted by:
 Melissa Tench-Stevens
 Executive Director

Tri-Valley Community Television 2014



TV Summer Camp

Don't just sit around this summer! Sign up today for the Tri-Valley TV Summer Camp.

Thinking about choosing some form of video production for your future career?

If you are a Middle or High School student and have an interest in video or television, ***Tri-Valley TV Camp*** is where you need to be this summer! ***Tri-Valley TV Camp*** will give you an overall picture of the production process, help prepare you for related courses in video and give you an edge for your future in the industry.

SPACE IS LIMITED REGISTER TODAY !



Camp Description: This day camp includes an introduction to: ***studio production, field production, writing producing and digital video editing.***

The Camp is a total of 20 hours and is open to Middle and High School students in grades 6-12. Participants will work within a group to produce a TV program.



Where is it?

The day camp is located at the Tri-Valley Community Television Studios of TV28, 29 and TV30, which is on the grounds of the Pleasanton Unified School District.

When is it?

There are three sessions available. The day camp runs from 9a-1p. Choose one session.

Session 1: June 16, 17, 18, 19, 20	Time: 9am to 1pm each day
Session 2: August 4, 5, 6, 7, 8	Time: 9am to 1pm each day
Session 3: August 11, 12, 13, 14, 15	Time: 9am to 1pm each day

For more information or to register go to:

www.trivalleytv.org



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors

FROM: Melissa Tench-Stevens, Executive Director

DATE: March 6, 2014

SUBJECT: **PEG FUNDING LEGISLATION UPDATE**

AGENDA ITEM: 4 (b)

I sent requests out to each city Liaison following our last Board Meeting for a resolution of support from each city for S.1789 the CAP ACT. Dublin provided this resolution request to their Council at a recent City Council meeting and it was passed unanimously. The City of Pleasanton will have a resolution request of support on their City Council Agenda at their upcoming March 4th meeting. I respectfully ask for an update as to the status of a resolution request from the City of Livermore.

Two weeks ago American Community Television and the US Conference of Catholic Bishops hosted a Legislative Briefing for Senate offices in the Russell Senate Building in Washington D.C. The briefing was well attended by staff from Senate offices from both sides of the aisle.

I will be working with Donna Pontau and Pat Jordan to review and supply information for the Washington D.C. trip. Our TVCTV Board of Directors will be there later this month. If our Board of Directors or others traveling to D.C. in their place have any further questions about the CAP Act, PEG, Tri-Valley TV or the current use of PEG funding, I am also readily available to meet with them as requested.

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: March 6, 2014
SUBJECT: **Tri-Valley Community Television 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

DATE: January 30, 2014

TITLE: **FINANCIAL REPORT – DIALOG SUMMARY**

AGENDA ITEM: **5 (a.1)**

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 12/1/ 2013 to 12/ 31/2013, the sixth month of the fiscal year (50% of the fiscal year completed). The City of Dublin's Special Project is now complete. To clarify questions that may arise concerning the entries on the Budget to Actual reports a special summary report is included herein. During this project there was a crossover in fiscal years, a change in the source funds allocated and a refund made to the City of Dublin.

Revenue and Funding: The majority of TVCTV annual revenue is from Government Agency contributions and pass through PEG funds. As of 12/31/2013 we have received 69% of the annual government agency funding for operations or \$260,650. We have received 66% of PEG pass through funds for capital purchases or \$123,180.

Production and other revenue in Operating Budget is budgeted at \$71,500 for the fiscal year. As of 12/31/2013, reported revenue is \$43,337 and pacing at 61% of budget.

Expenditures: Total operating expenditures for the sixth month of the fiscal year were \$41,542. Total operating expenditures fiscal year to date represent 50% of the budget. Out of this month's operating expenditures approximately 85 % or \$35,105 were for employee related expenses. Operating expenses for this period (excluding payroll) were \$6,437. Total fiscal year-to-date operating expenditures are pacing at 36% of budget. No significant non-re-occurring payments were unanticipated or included in the budget during this period.

Total adjusted capital expenditures for the sixth month of the fiscal year were \$2,827. Total capital expenditures fiscal year to date represent 44% of the budget.

Respectively submitted by:
Melissa Tench-Stevens
Executive Director

Tri-Valley Community Television
December 2013 - Financial Reports

	<u>Current Month:</u>	<u>Year to Date:</u>	<u>Annual Budget:</u>	<u>Percent of Budget:</u>
Revenue:				
Government Operating Funding	\$72,250.00	\$260,650.00	\$376,800.00	69.17%
Sponsorship Income	\$0.00	\$3,550.00	\$0.00	
Production Income	\$1,535.37	\$22,624.90	\$58,500.00	38.7%
Dubbing Income	\$120.10	\$2,249.30	\$3,000.00	74.98%
Other Income	\$10,064.75	\$14,534.75	\$10,000.00	145.35%
Interest	\$55.23	\$377.55	\$0.00	
Total Revenue	\$84,025.45	\$303,986.50	\$448,300.00	67.81%
Expenditures:				
Employee Expenses	\$35,104.80	\$223,287.18	\$421,037.00	53.0%
Auto/Van	\$116.17	\$1,395.63	\$6,300.00	22.15%
Insurance	\$530.20	\$7,430.52	\$14,000.00	53.08%
Office Expense	\$2,176.54	\$11,273.14	\$29,025.00	38.84%
Professional Fees	\$545.89	\$3,549.88	\$18,750.00	18.93%
Studio Expense	\$1,703.88	\$6,994.61	\$22,500.00	31.09%
Marketing & Comm. Relations	\$529.67	\$5,139.99	\$8,000.00	64.25%
Misc. Expenses	\$835.03	\$1,615.91	\$4,730.00	34.16%
Total Expenses	41,542.18	\$260,686.86	\$524,342.00	49.72%
YTD Net Operating Income		\$ 43,299.64		
Current Month Net Operating Income	\$42,483.27			

**Tri-Valley Community Television
December 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	\$19,000.00	\$123,180.00	\$186,000.00	66.23%
Total PEG Funding	\$19,000.00	\$123,180.00	\$186,000.00	
Expenses:				
Auto/Van	\$0.00	\$0.00	\$7,000.00	0.00%
Production Equipment	\$878.30	\$69,723.97	\$157,500.00	44.27%
Tapes/DVD's	\$165.95	\$1,157.11	\$4,500.00	25.71%
Production Music	\$0.00	\$1,835.00	\$2,000.00	91.75%
Office Upgrades	1,783.11	\$4,523.31	\$5,000.00	90.47%
Total TVCTV Budgeted Expenses	2,827.36	\$77,239.39	\$ 176,000.00	43.89%
YTD Net Funding		\$ 45,940.61		
Current Month Net Funding	\$16,172.64			
FY 2013-2014 Contingency Fund			\$ 10,000.00	

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

	Actual December 2013	Actual Year To Date	2013-14 Budget	% of Budget
Income				
41000 Government Funding	72,250.00	260,650.00	376,800.00	69.17%
Total 41000 Government Funding	72,250.00	\$ 260,650.00	\$ 376,800.00	69.17%
46500 Sponsorship Income	0.00	3,550.00	0.00	
44000 Production Income				
44200 Meetings	775.37	19,212.90	38,500.00	49.90%
44500 Client Shows	760.00	760.00	15,000.00	5.07%
44600 Client Projects	0.00	852.00	5,000.00	17.04%
44700 TV30 Foundation Production	0.00	1,800.00	0.00	
Total 44000 Production Income	1,535.37	\$ 22,624.90	\$ 58,500.00	38.7%
45000 Dubbing Income	120.10	\$ 2,249.30	\$ 3,000.00	74.98%
46000 Other Income				
46200 TV Summer Camp	0.00	990.00	10,000.00	9.90%
46300 Reimbursements	0.00	0.00	0.00	
46601 Video on Demand	2,240.00	2,240.00	0.00	
46700 Donation	0.00	0.00	0.00	
46800 TV30 Foundation Support	0.00	0.00	0.00	
Consulting Services & OTO Production	7,824.75	11,304.75	0.00	
44801 Studio Rental	0.00	0.00	0.00	
Total 46000 Other Income	10,064.75	\$ 14,534.75	\$ 10,000.00	145.35%
47000 Interest	55.23	377.55	0.00	
Total Income	84,025.45	\$ 303,986.50	\$ 448,300.00	

Expenses

50000 Employee Expenses

50050 Salaries& 50060 Wages	27,295.90	180,385.69	336,824.00	53.55%
52000 Contract Services	3,403.00	10,595.70	13,250.00	79.97%
53000 Medical	2,242.50	14,255.00	32,670.00	43.63%
55000 Payroll Taxes	2,163.40	14,549.44	33,043.00	44.03%
56000 Workers Comp Ins	0.00	3,501.35	5,250.00	66.69%
Total 50000 Employee Expenses	35,104.80	\$ 223,287.18	\$ 421,037.00	53.0%

60000 Auto/Van

60050 Van Maintenance/Gas	116.17	637.97	1,500.00	42.53%
60150 Van Insurance	0.00	737.00	1,800.00	40.94%
60400 Mileage Reimbursement	0.00	20.66	3,000.00	0.69%
Total 60000 Auto/Van	116.17	\$ 1,395.63	\$ 6,300.00	22.15%

62000 Insurance

62103 Liability Ins	530.20	3,347.30	7,000.00	47.82%
62104 Directors And Officers Liability	0.00	2,155.00	3,500.00	61.57%
Media Liability	0.00	1,928.22	3,500.00	55.09%
Total 62000 Insurance	530.20	\$ 7,430.52	\$ 14,000.00	53.08%

65000 Office Expense

65100 Distribution-UPS & FedEx	0.00	93.44	250.00	37.38%
65200 Office Supplies	540.64	2,050.14	4,000.00	51.25%
65300 Postage	23.46	298.36	880.00	33.90%
65400 Intranet Fees	239.98	2,355.59	10,000.00	23.56%
65500 Office Rent	900.00	2,250.00	5,400.00	41.67%
65600 Telephone	0.00	1,581.16	2,845.00	55.58%
65700 Payroll Processing Expenses	472.46	2,419.45	5,500.00	43.99%
65800 Recruitment	0.00	225.00	150.00	150.00%
Total 65000 Office Expense	2,176.54	\$ 11,273.14	\$ 29,025.00	38.84%

67500 Professional Fees

67500 Professional Fees	545.89	649.88	16,750.00	3.88%
67501 Summer Camp	0.00	2,900.00	2,000.00	145.00%
Total 67500 Professional Fees	545.89	\$ 3,549.88	\$ 18,750.00	18.93%

69000 Studio Expense

69100 Equipment & Supplies	27.22	27.22	500.00	5.44%
69200 Repairs & Maintenance	53.56	1,088.51	2,000.00	54.43%
69700 Contract Services - Studio	373.10	2,786.30	5,000.00	55.73%
69710 Outside Equipment - Rental	1,250.00	3,092.58	15,000.00	20.62%
Total 69000 Studio Expense	1,703.88	\$ 6,994.61	\$ 22,500.00	31.09%

71000 Marketing & Comm. Relations	529.67	4,012.74	6,000.00	66.88%
71001 Awards	0.00	239.75	2,000.00	11.99%
71200 Sponsorship Commission	0.00	887.50	0.00	
Total 71000 Marketing & Comm. Relations	529.67	\$ 5,139.99	\$ 8,000.00	64.25%
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	88.03	599.11	1,800.00	33.28%
72400 Meal and Entertainment	24.38	244.18	2,000.00	12.21%
72450 Good Will	721.62	771.62	0.00	
72500 Tax & Lic. Fees	0.00	0.00	30.00	0.00%
72700 Filing Fees	1.00	1.00	100.00	1.00%
Total 72000 Misc. Expenses	835.03	\$ 1,615.91	\$4,730.00	34.16%
Total Expense	41,542.18	\$ 260,686.86	\$ 524,342.00	49.72%
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 December 31, 2013 - Cash Basis

	Actual December 2013	Actual Year To Date	2013-14 Budget	% of Budget
Funding				
48000 PEG Funding				
48100 Dublin	0.00	34,000.00	46,500.00	73.12%
48200 Livermore	19,000.00	70,680.00	70,680.00	100.00%
48300 Pleasanton	0.00	18,500.00	68,820.00	26.88%
Total 48000 PEG Funding	19,000.00	\$ 123,180.00	\$ 186,000.00	66.23%
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%
89000 Studio/Field/Control Room/Office				
89100 Production Equipment	878.30	69,723.97	157,500.00	44.27%
89300 Tapes/DVD's	165.95	1,157.11	4,500.00	25.71%
89400 Production Music	0.00	1,835.00	2,000.00	91.75%
89600 Office Upgrades	1,783.11	4,523.31	5,000.00	90.47%
Total 89000 Studio/Field/Control Room	2,827.36	\$ 77,239.39	\$169,000.00	45.70%
Total TVCTV Budgeted Expenses	2,827.36	\$77,239.39	\$ 176,000.00	43.89%
FY2013-2014 Contingency Fund			\$ 10,000.00	

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
11100 Main Checking	15,950.37
11150 Petty Cash Account	4,195.53
11200 Office Cash Fund	90.00
11300 Operating & Equipment Reserve Account	106,355.47
11400 P.E.G. Account	60,630.23
11410 PEG Contingency Fund	17,850.00
Cash held by Treasurer	105,699.60
Total Bank Accounts	\$ 310,771.20
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
Total 13100 Pre-Paid Insurance	\$ 0.00
1499 Undeposited Funds	0.00
Credit Card Receivables	0.00
Total Other current assets	\$ 0.00
Total Current Assets	\$ 310,770.20
Fixed Assets	
15050 Capital Equipment-ROP	9,076.78
15100 Capital Equipment	611,372.42
15120 Capital Equipment Current Year	77,239.39
15200 2004 GMC Savana Van	24,640.51
15300 Van Equipment	79,601.00
15500 Accumulated Depreciation	-530,256.00
Total Fixed Assets	\$ 271,674.10
Other Assets	
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 582,444.30

Tri-Valley Community Television

Balance Sheet

As of December 31, 2013

Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	<u>\$ 0.00</u>
Other Current Liabilities	
21000 Unearned Revenue	0.00
21050 Accrued Salaries & Benefits	9,823.21
21060 Accrued PTO Liability	16,896.72
21100 Employee Withholding	-206.38
21400 Sales tax payable	1,190.22
Sales Tax Agency Payable	64.07
State of CA BOE Payable - State of CA BOE	291.26
Total Other Current Liabilities	<u>\$ 28,059.10</u>
Total Current Liabilities	<u>\$ 28,059.10</u>
Total Liabilities	<u>\$ 28,059.10</u>
Equity	
30000 Opening Bal Equity	0.00
32000 Net Assets	0.00
39000 Retained Earnings	357,885.76
Net Income	119,260.05
Total Equity	<u>\$ 477,145.81</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 505,204.91</u>

Tri-Valley Community Television

Special Project: City of Dublin – Cash Flow Summary

This report is being provided to clarify fiscal year crossover and final distribution of funds for the City of Dublin Special Project.

	December 2013	FY 2012-13	FY 2013-14	Summary
Funding received*				
Special Project: Original Quoted Cost	0.00	0.00	88,880.61	88,880.61
 CASH FLOW SUMMARY				
Special Project Equipment Expense - actual cost	0.00	30,000.00	48,247.46	78,247.46
TVCTV Consulting Service	7,824.75	0.00	7,824.75	7,824.75
Actual Cost Adjustment - **refund to City of Dublin	2,808.40	0.00	2,808.40	2,808.40
Total Special Project Distribution	10,633.15	30,000.00	58,880.61	88,880.61

*Dublin had funding approved from its general fund for this project. TVCTV acted as a supervising contractor for this project and therefore we are reflecting expenses and income in the Operating Budget.

** This amount was refunded to Dublin in December as the project came in under projection due to changes in manufacturers equipment ordered.

Note crossover: TVCTV paid in advance the first \$30,000 to vendor for equipment down payment in FY 2012-13



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

DATE: February 18, 2014

TITLE: **FINANCIAL REPORT – DIALOG SUMMARY**

AGENDA ITEM: 5 (a.2)

The Board will receive the following reports:

- 1) Financial Report
- 2) Preliminary Operating Budget vs. Actuals 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 January 1, 2014 to January 31, 2014, the seventh month of the fiscal year (60% of the fiscal year completed).

Revenue and Funding: The majority of TVCTV annual revenue is from Government Agency contributions and pass through PEG funds. As of January 31, 2014 we have received 100% of the annual government agency funding for operations or \$376,800. We have received 83% of PEG pass through funds for capital purchases or \$154,180.

Production and other revenue in Operating Budget is \$71,500 for the fiscal year. As of January 31, 2014, reported revenue is \$54,192 and pacing at 76% of budget.

Expenditures: Total operating expenditures for the seventh month of the fiscal year were \$53,275. Total operating expenditures fiscal year to date represent 60% of the budget. Out of this month's operating expenditures approximately 91% or \$48,243 were for employee related expenses. Operating payments for this period (excluding payroll) were \$5,032. Total fiscal year to date operating expenditures are pacing at 41% of budget. There were no significant non-recurring payments which were not anticipated and included in the budget during this period.

Total adjusted capital expenditures for the seventh month of the fiscal year were \$2,806. Total capital expenditures fiscal year to date represent 45% of the budget.

Respectively submitted by:
Melissa Tench-Stevens
Executive Director

**Tri-Valley Community Television
January 2014 - 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	\$116,150.00	\$376,800.00	\$376,800.00	100.00%
Sponsorship Income	\$0.00	\$3,550.00	\$0.00	
Production Income	\$8,878.17	\$31,503.07	\$58,500.00	53.9%
Dubbing Income	\$101.75	\$2,351.05	\$3,000.00	78.37%
Other Income	\$1,790.00	\$16,324.75	\$10,000.00	163.25%
Interest	\$85.41	\$462.96	\$0.00	
Total Revenue	\$127,005.33	\$430,991.83	\$448,300.00	96.14%
Expenditures:				
Employee Expenses	\$48,243.29	\$271,530.47	\$421,037.00	64.5%
Auto/Van	\$384.27	\$1,779.90	\$6,300.00	28.25%
Insurance	\$526.70	\$7,957.22	\$14,000.00	56.84%
Office Expense	\$2,332.36	\$13,605.50	\$29,025.00	46.88%
Professional Fees	\$0.00	\$3,549.88	\$18,750.00	18.93%
Studio Expense	\$865.42	\$7,860.03	\$22,500.00	34.93%
Marketing & Comm. Relations	\$856.00	\$5,995.99	\$8,000.00	74.95%
Misc. Expenses	\$66.48	\$1,682.39	\$4,730.00	35.57%
Total Expenses	53,274.52	\$313,961.38	\$524,342.00	59.88%
YTD Net Operating Income		\$117,030.45		
Current Month Net Operating Income	\$73,730.81			

**Tri-Valley Community Television
January 2014 – 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	\$31,000.00	\$154,180.00	\$186,000.00	82.89%
Total PEG Funding	\$31,000.00	\$154,180.00	\$186,000.00	
Expenses:				
Auto/Van	\$104.57	\$104.57	\$7,000.00	1.49%
Production Equipment	\$2,236.06	\$71,960.03	\$157,500.00	45.69%
Tapes/DVD's	\$0.00	\$1,157.11	\$4,500.00	25.71%
Production Music	\$0.00	\$1,835.00	\$2,000.00	91.75%
Office Upgrades	465.25	\$4,988.56	\$5,000.00	99.77%
Total TVCTV Budgeted Expenses	2,805.88	\$80,045.27	\$ 176,000.00	45.48%
YTD Net Funding		\$ 74,134.73		
Current Month Net Funding	\$28,194.12			
FY 2013-2014 Contingency Fund			\$ 10,000.00	

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

	Actual January 2014	Actual Year To Date	2013-14 Budget	% of Budget
Income				
41000 Government Funding	116,150.00	376,800.00	376,800.00	100.00%
Total 41000 Government Funding	116,150.00	\$ 376,800.00	\$ 376,800.00	100.00%
46500 Sponsorship Income	0.00	3,550.00	0.00	
44000 Production Income				
44200 Meetings	3,073.17	22,286.07	38,500.00	57.89%
44500 Client Shows	5,000.00	5,760.00	15,000.00	38.40%
44600 Client Projects	805.00	1,657.00	5,000.00	33.14%
44700 TV30 Foundation Production	0.00	1,800.00	0.00	
Total 44000 Production Income	8,878.17	\$ 31,503.07	\$ 58,500.00	53.9%
45000 Dubbing Income	101.75	2,351.05	3,000.00	78.37%
46000 Other Income				
46200 TV Summer Camp	0.00	990.00	10,000.00	9.90%
46601 Video on Demand	1,790.00	4,030.00	0.00	
Consulting Services & OTO Production	0.00	11,304.75	0.00	
Total 46000 Other Income	1,790.00	\$ 16,324.75	\$ 10,000.00	163.25%
47000 Interest	85.41	462.96	0.00	
Total Income	127,005.33	\$ 430,991.83	\$ 448,300.00	

Expenses

50000 Employee Expenses

50050 Salaries& 50060 Wages	37,713.77	218,099.46	336,824.00	64.75%
52000 Contract Services	1,556.50	12,152.20	13,250.00	91.71%
53000 Medical	2,242.50	16,497.50	32,670.00	50.50%
55000 Payroll Taxes	4,816.76	19,366.20	33,043.00	58.61%
56000 Workers Comp Ins	1,913.76	5,415.11	5,250.00	103.14%
Total 50000 Employee Expenses	48,243.29	\$ 271,530.47	\$ 421,037.00	64.5%

60000 Auto/Van

60050 Van Maintenance/Gas	2.00	639.97	1,500.00	42.66%
60150 Van Insurance	368.50	1,105.50	1,800.00	61.42%
60400 Mileage Reimbursement	13.77	34.43	3,000.00	1.15%
Total 60000 Auto/Van	384.27	\$ 1,779.90	\$ 6,300.00	28.25%

62000 Insurance

62103 Liability Ins	526.70	3,874.00	7,000.00	55.34%
62104 Directors And Officers Liability	0.00	2,155.00	3,500.00	61.57%
Media Liability	0.00	1,928.22	3,500.00	55.09%
Total 62000 Insurance	526.70	\$ 7,957.22	\$ 14,000.00	56.84%

65000 Office Expense

65100 Distribution-UPS & FedEx	53.45	146.89	250.00	58.76%
65200 Office Supplies	51.04	2,101.18	4,000.00	52.53%
65300 Postage	50.00	348.36	880.00	39.59%
65400 Intranet Fees	331.93	2,687.52	10,000.00	26.88%
65500 Office Rent	450.00	2,700.00	5,400.00	50.00%
65600 Telephone	666.40	2,247.56	2,845.00	79.00%
65700 Payroll Processing Expenses	654.54	3,073.99	5,500.00	55.89%
65800 Recruitment	75.00	300.00	150.00	200.00%
Total 65000 Office Expense	2,332.36	\$ 13,605.50	\$ 29,025.00	46.88%

67500 Professional Fees

67500 Professional Fees	0.00	649.88	16,750.00	3.88%
67501 Summer Camp	0.00	2,900.00	2,000.00	145.00%
Total 67500 Professional Fees	0.00	\$ 3,549.88	\$ 18,750.00	18.93%

69000 Studio Expense

69100 Equipment & Supplies	51.79	79.01	500.00	15.80%
69200 Repairs & Maintenance	55.63	1,144.14	2,000.00	57.21%
69700 Contract Services - Studio	758.00	3,544.30	5,000.00	70.89%
69710 Outside Equipment - Rental	0.00	3,092.58	15,000.00	20.62%
Total 69000 Studio Expense	865.42	\$ 7,860.03	\$ 22,500.00	34.93%

71000 Marketing & Comm. Relations	856.00	4,868.74	6,000.00	81.15%
71001 Awards	0.00	239.75	2,000.00	11.99%
71200 Sponsorship Commission	0.00	887.50	0.00	
Total 71000 Marketing & Comm. Relations	856.00	\$ 5,995.99	\$ 8,000.00	74.95%
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	66.48	665.59	1,800.00	36.98%
72400 Meal and Entertainment	0.00	244.18	2,000.00	12.21%
72450 Good Will	0.00	771.62	0.00	
72500 Tax & Lic. Fees	0.00	0.00	30.00	0.00%
72700 Filing Fees	0.00	1.00	100.00	1.00%
Total 72000 Misc. Expenses	66.48	\$ 1,682.39	\$ 4,730.00	35.57%
Total Expense	53,274.52	\$ 313,961.38	\$ 524,342.00	59.88%
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 January 31, 2014 - Cash Basis

	Actual December 2014	Actual Year To Date	2013-14 Budget	% of Budget
Funding				
48000 PEG Funding				
48100 Dublin	12,500.00	46,500.00	46,500.00	100.00%
48200 Livermore	0.00	70,680.00	70,680.00	100.00%
48300 Pleasanton	18,500.00	37,000.00	68,820.00	53.76%
Total 48000 PEG Funding	31,000.00	\$ 154,180.00	\$ 186,000.00	82.89%
Expenses				
85000 Auto/Van	104.57	104.57	7,000.00	1.49%
85000 Total Auto/Van Expense	104.57	\$ 104.57	\$ 7,000.00	1.49%
89000 Studio/Field/Control Room/Office				
89100 Production Equipment	2,236.06	71,960.03	157,500.00	45.69%
89300 Tapes/DVD's	0.00	1,157.11	4,500.00	25.71%
89400 Production Music	0.00	1,835.00	2,000.00	91.75%
89600 Office Upgrades	465.25	4,988.56	5,000.00	99.77%
Total 89000 Studio/Field/Control Room	2,701.31	\$ 79,940.70	\$169,000.00	47.30%
Total TVCTV Budgeted Expenses	2,805.88	\$80,045.27	\$ 176,000.00	45.48%
FY2013-2014 Contingency Fund			\$ 10,000.00	

Tri-Valley Community Television
Balance Sheet
As of January 31, 2014

	Total
ASSETS	
Current Assets	
Bank Accounts	
11100 Main Checking	31,577.00
11150 Petty Cash Account	3,907.90
11200 Office Cash Fund	90.00
11300 Operating & Equipment Reserve Account	106,387.09
11400 P.E.G. Account	57,830.92
11410 PEG Contingency Fund	17,850.00
Cash held by Treasurer	195,235.47
Total Bank Accounts	\$ 412,878.38
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
Total 13100 Pre-Paid Insurance	\$ 0.00
1499 Undeposited Funds	0.00
Credit Card Receivables	0.00
Total Other current assets	\$ 0.00
Total Current Assets	\$ 412,877.38
Fixed Assets	
15050 Capital Equipment-ROP	9,076.78
15100 Capital Equipment	611,372.42
15120 Capital Equipment Current Year	80,045.27
15200 2004 GMC Savana Van	24,640.51
15300 Van Equipment	79,601.00
15500 Accumulated Depreciation	-530,256.00
Total Fixed Assets	\$ 274,479.98
Other Assets	
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 687,357.36

Tri-Valley Community Television
Balance Sheet
As of January 31, 2014

Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$ 0.00
Other Current Liabilities	
21000 Unearned Revenue	0.00
21050 Accrued Salaries & Benefits	9,823.21
21060 Accrued PTO Liability	16,896.72
21100 Employee Withholding	-32.38
21400 Sales tax payable	1,190.22
Sales Tax Agency Payable	64.07
State of CA BOE Payable - State of CA BOE	299.51
Total Other Current Liabilities	\$ 28,241.35
Total Current Liabilities	\$ 28,241.35
Total Liabilities	\$ 28,241.35
Equity	
30000 Opening Bal Equity	0.00
32000 Net Assets	0.00
39000 Retained Earnings	357,885.76
Net Income	221,184.98
Total Equity	\$ 579,070.74
TOTAL LIABILITIES AND EQUITY	\$ 607,312.09



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

TO: Tri-Valley Community Television Board of Directors

FROM: Maria Ojeda, Treasurer

DATE: March 6, 2014

SUBJECT: Oral report and review of the Planning Workshop held 3/6/2014

AGENDA ITEM: 5 (b)

SUMMARY:

The TVCTV Board of Directors in conjunction with the City Managers reviewed the Executive Director's proposed Operating and Capital budgets for 2014-2015. Recommendations for funding amounts from each City were reviewed by each Board Member and City Manager. The intended result of these actions is that an agreed amount of funding will be included in each City's proposed budget. It then should be subsequently recommend for funding by the City Council. An oral report of the actions recommended will be provided.

Respectively submitted by:
Maria Ojeda
Assistant to the City Manager, City of Pleasanton
Treasurer Tri-Valley TV



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

DATE: March 6, 2014

TITLE: Discussion and direction regarding 2014-2015 Operating Budget

AGENDA ITEM: 6 (a)

OVERVIEW:

The TVCTV Board of Directors in conjunction with the City Managers reviewed the Executive Director's proposed Operating budget for 2014-2015. For complete information regarding this meeting refer to "March 6, 2014 Planning Meeting Workshop" packet and handouts.

RECOMMENDATION:

The Board authorize the recommended funding amounts determined at the previous planning meeting. The Board of Directors authorize the City Managers to include this amount in their proposed 2014-2015 budget. They may then recommend those amounts for funding by the City Council.

Respectively submitted by:
Melissa Tench-Stevens
Executive Director



TRI-VALLEY COMMUNITY TELEVISION
BOARD OF DIRECTORS
AGENDA REPORT

DATE: March 6, 2014

TITLE: Discussion and direction regarding 2014-2015 Capital Budget

AGENDA ITEM: 6 (b)

OVERVIEW:

The TVCTV Board of Directors in conjunction with the City Managers reviewed the Executive Director's proposed Capital budget for 2014-015. For complete information regarding this meeting refer to "March 6, 2014 Planning Meeting Workshop" packet and handouts.

RECOMMENDATION:

The Board authorize the recommended funding amounts determined at the previous planning meeting. The Board of Directors authorize the City Managers to include this amount in their proposed 2014-2015 budget and subsequently recommend those amounts for funding by the City Council.

Respectively submitted by:
Melissa Tench-Stevens
Executive Director