



REPRESENTING
Sacramento County
and the Cities of:
Citrus Heights
Elk Grove
Folsom
Galt
Rancho Cordova
Sacramento

SACRAMENTO METROPOLITAN Cable Television Commission

901 H Street, Suite 206 ♦ Sacramento, CA 95814 ♦ www.sacmetro cable.tv

Phone: (916) 874-6661 ♦ Fax: (916) 854-9666

ROBERT A DAVISON, EXECUTIVE DIRECTOR

AGENDA

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION REGULAR BOARD MEETING

Sacramento County Administrative Center
700 H Street, S. 1450
Sacramento, California

THURSDAY, JUNE 2, 2011 – 2:30 p.m.

Board Members: Andy Morin (Chair), Mel Turner (Vice-Chair), Steve Detrick, Darrell Fong, Roberta MacGlashan, Kevin McCarty, Don Nottoli, Susan Peters, Phil Serna, Sandy Sheedy, Jimmie Yee

Ex Officio: Robert McGarvey

Elected Alternates: Bonnie Pannell; Steve Miller

Appointed Alternates: Panorea Avdis (Serna), Aaron Chong (Yee), Howard Schmidt (Peters), Ted Wolter (MacGlashan)

The Board may take up any agenda item at any time, regardless of the order listed. Members of the public coming for a specific agenda item are encouraged to arrive earlier than the scheduled time. Public comment will be taken on the item at the time that it is taken up by the Board. We ask that members of the public complete a Request to Speak form, submit it to the Clerk of the Board, and keep their remarks brief. If several persons wish to address the Board on a single item, the Chair may impose a time limit on individual remarks at the beginning of the discussion. Action may be taken on any item on this agenda.

Presentations supplemented with media (video, DVD, PowerPoint, laptop hookup, etc.) must be coordinated in advance with the meeting Clerk. All media must be tested prior to the meeting date by Metro Cable (at 916-874-7685). Untested media will not be allowed on the date of the meeting. It is also highly advisable to bring a paper copy of presentations to the meeting as back up.

Meeting facilities are accessible to persons with disabilities. Requests for alternative agenda document formats, meeting assistive listening devices, or other considerations should be made through the Commission office at (916) 874-6662.

Closed captioning of this meeting is available using your television's set up menu.

NOTE: SOME LENGTHY ATTACHMENTS / EXHIBITS MAY NOT BE INCLUDED IN THIS PACKAGE; COPIES ARE AVAILABLE UPON REQUEST.

CALL TO ORDER

- A. Introduction of Appointed Board Alternate for Phil Serna
- B. Roll Call / Pledge of Allegiance

ITEM NO. 1) CLOSED EXECUTIVE SESSION

A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Pursuant to subdivision (a) of Government Code Section 54956.9) – CITY OF LOS ANGELES, SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, and CITY OF EL SEGUNDO vs. PACIFIC BELL TELEPHONE COMPANY, d/b/a SBC PACIFIC BELL TELEPHONE COMPANY, d/b/a AT&T CALIFORNIA, Los Angeles Superior Court, Central District, Case No. BC414272.

Action:

Adjourn to a closed session.

ITEM NO. 2) RESOLUTION NO. 2011-001, DELEGATING AUTHORITY TO THE SACRAMENTO COUNTY’S RISK AND CONTROL DIVISION MANAGER AND THE COUNTY OF SACRAMENTO’S LIABILITY AND PROPERTY INSURANCE SUPERVISOR AS ALTERNATE, TO ACT ON BEHALF OF THE COMMISSION FOR MATTERS RELATING TO THE CA STATE ASSOCIATION OF COUNTIES - EXCESS INSURANCE AUTHORITY

Action:

Approve Resolution No. 2011-001, Delegating Authority to the Sacramento County’s Risk and Control Division Manager and the County of Sacramento’s Liability and Property Insurance Supervisor as Alternate, to act on behalf of the Sacramento Metropolitan Cable Television Commission for matters relating to the California State Association of Counties - Excess Insurance Authority.

ITEM NO. 3) RESOLUTION NOS. 2011-002 AND 2011-003, ADOPTING THE FISCAL YEAR 2011-12 PROPOSED/FINAL BUDGETS FOR THE GENERAL FUND (094A) AND PEG FEE FUND (094B)

Action:

Approve Resolution No. 2011-002, Adopting the Fiscal Year 2011-12 Proposed/Final General Fund (094A) Budget, to include the following documents:

- Resolution No. 2011-004, Confirming the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act;
- Resolution No. 2011-005, Approving an Amendment to the Commission Legal Counsel Retainer Agreement;
- Resolution No. 2011-006, Approving an Amendment to the Commission Consulting Services Agreement;
- Channel Licensee Annual Funding and Performance Agreements;
- RCCTV Annual Performance Agreement
- Commission’s Fiscal Year 2011-12 Staffing and Full-time Positions; and

Approve Resolution No. 2011-003, Adopting the Fiscal Year 2011-12 Proposed/Final PEG Fee Fund (094B) Budget, to include the following document:

- Resolution No. 2011-007, Approving and Authorizing Execution of the Funding Agreement for Member Agencies of Sacramento Metropolitan Cable Television Commission

ITEM NO. 4) RESOLUTION NO. 2011-008, IN SUPPORT OF H.R. 1746, THE COMMUNITY ACCESS PRESERVATION ACT (CAP) ACT

Action:

Approve Resolution No. 2011-008, In Support of H.R. 1746, the Community Access Preservation Act.

ITEM NO. 5) FISCAL YEAR 2009-10 PROCUREMENT CARD PROGRAM COMPLIANCE REVIEW

Action:

Receive and file the review of the Sacramento Metropolitan Cable Television Commission's Procurement Card Program Compliance Review for Fiscal Year 2009-10.

ITEM NO. 6) FISCAL YEAR 2011-12 CHAIR AND VICE-CHAIR ELECTION

Action:

Elect a Chair and Vice-Chair for Fiscal Year 2011-12.

ITEM NO. 7) STAFF ADMINISTRATION REPORT

Action:

Receive a verbal report on Commission matters.

- A) Discuss future meeting dates (July 7, August 4, and September 1, 2011)

ITEM NO. 8) STATE FRANCHISEE/LICENSEE REPORTS

Action:

Receive reports from State Video Franchisee representatives:

- A) AT&T
- B) Comcast
- C) SureWest

ITEM NO. 9) CHANNEL LICENSEE/GRANTEE REPORTS

Action:

Receive reports from Channel Licensee representatives:

- A) ACCESS Sacramento
- B) Capital Public Radio (CPR)
- C) KVIE
- D) Religious Coalition for Cable Television (RCCTV)
- E) Sacramento Educational Cable Consortium (SECC)

ITEM NO. 10) PUBLIC COMMENTS

Action:

Receive public comments on matters not on the agenda.

ADJOURNMENT

*This meeting of the Sacramento Metropolitan Cable Television Commission will be cablecast on METRO CABLE 14, the government affairs channel, **LIVE Thursday, June 2, 2011 at 2:30 p.m. and REPEATED Saturday, June 4, 2011, at Noon on Channel 14.** In addition, a video copy of this meeting is available for check out from any Sacramento Library branch (each meeting is available for 60 days following the meeting).*



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ROBERT A DAVISON, EXECUTIVE DIRECTOR

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Sacramento

AGENDA ITEM NO. 1

DATE: June 2, 2011
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: CLOSED EXECUTIVE SESSION

RECOMMENDATION:

It is recommended the Board adjourn to a closed Executive Session to discuss the following item:

- A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Pursuant to subdivision (a) of Government Code Section 54956.9) – CITY OF LOS ANGELES, SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, and CITY OF EL SEGUNDO vs. PACIFIC BELL TELEPHONE COMPANY, d/b/a SBC PACIFIC BELL TELEPHONE COMPANY, d/b/a AT&T CALIFORNIA, Los Angeles Superior Court, Central District, Case No. BC414272.

Respectfully submitted,

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

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ROBERT A DAVISON, EXECUTIVE DIRECTOR

AGENDA ITEM NO. 2

DATE: June 2, 2011
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: RESOLUTION NO. 2011-001, DELEGATING AUTHORITY TO THE SACRAMENTO COUNTY'S RISK AND CONTROL DIVISION MANAGER AND THE COUNTY OF SACRAMENTO'S LIABILITY AND PROPERTY INSURANCE SUPERVISOR AS ALTERNATE, TO ACT ON BEHALF OF THE COMMISSION FOR MATTERS RELATING TO THE CA STATE ASSOCIATION OF COUNTIES - EXCESS INSURANCE AUTHORITY

RECOMMENDATION:

It is recommended the Board approve Resolution No. 2011-001, Delegating Authority to the Sacramento County's Risk and Control Division Manager and the County of Sacramento's Liability and Property Insurance Supervisor as Alternate, to act on behalf of the Sacramento Metropolitan Cable Television Commission for matters relating to the California State Association of Counties - Excess Insurance Authority.

DISCUSSION:

The Sacramento Metropolitan Cable Television Commission (Commission) utilizes the California State Association of Counties (CSAC)-Excess Insurance Authority (EIA) insurance programs placed through the County's Risk Management Office. Although the County has provided insurance and risk management services to the Commission for a number of years, EIA wants all member entities to secure a Board resolution, authorizing a person(s) or position(s) to represent the entity to EIA for matters not involving substantial risk or cover issues.

The attached resolution authorizes the Sacramento County Risk and Loss Control Division Manager and the Sacramento County Liability and Property Insurance Supervisor, as Alternate, to act in all matters relating to the Commission and the CSAC-EIA that do not involve substantial changes to risk or coverage. Gina Dean, EIA's Chief Operating Officer confirmed the attached resolution is acceptable.

Paul Hight, Sacramento County's Liability & Property Insurance Supervisor will be on hand to answer any questions the Board may have.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert A. Davison".

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

Agenda Item No. 2
Resolution No. 2011-001
June 2, 2011
Page 2 of 5

Attachments:

Resolution No. 2011-001

Request for authorization to delegate authority for matters relating to the CSAC-EIA
CSAC-EIA Appointed Representative Report & Resolution No. 2006-1335 (Nov. 2006)

SMCTC -
Resolution No. 2011-001

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2011-001

A RESOLUTION DELEGATING AUTHORITY TO THE SACRAMENTO COUNTY RISK AND LOSS CONTROL DIVISION MANAGER AND SACRAMENTO COUNTY LIABILITY AND PROPERTY INSURANCE SUPERVISOR, AS ALTERNATE, TO ACT ON BEHALF OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

WHEREAS, the California State Association of Counties - Excess Insurance Authority (CSAC-EIA) has determined that it is necessary for each member of the CSAC-EIA to delegate to a person[s] or position[s] authority to act on the member's behalf in matters relating to the member and the CSAC-EIA; and

WHEREAS, except as to those actions that must be approved by the Sacramento Metropolitan Cable Television Commission, such delegation of authority is necessary in order to carry out the purposes and functions of the CSAC-EIA with its members; and

WHEREAS, in order to ensure a person[s] or position[s] is delegated with authority to act on the member's behalf in matters relating to the member and the CSAC-EIA, action by the member's governing body is necessary.

NOW THEREFORE, BE IT RESOLVED by the Sacramento Metropolitan Cable Television Commission as follows:

Except as to actions that must be approved by the Sacramento Metropolitan Cable Television Commission, the Sacramento County Risk and Loss Control Division Manager and the Sacramento County Liability and Property Insurance Supervisor, as an Alternate, is hereby appointed to act in all matters relating to the member and the CSAC-EIA that do not involve substantial changes to risk or coverage.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Board of Directors of the Sacramento Metropolitan Cable Television Commission this 2ND day of June 2011, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Chairperson
Sacramento Metropolitan
Cable Television Commission

Attested By:

Clerk/Secretary of the Board

Sacramento County -
Request for authorization
to delegate authority for
matters relating to the CSAC-EIA

**COUNTY OF SACRAMENTO
CALIFORNIA**

For the Sacramento Metropolitan Cable Television Commission
Meeting of June 2, 2011

TO: Sacramento Metropolitan Cable Television Commission

FROM: Steven Page, Risk Management

SUBJECT: Authorization to Delegate Authority for Matters Relating to the California State Association of Counties – Excess Insurance Authority (CSAC-EIA)

CONTACT: Steven Page, 876-5020, Risk and Loss Control

RECOMMENDATIONS:

Adopt the attached Resolution that:

Approves the attached resolution that designates the County Risk and Loss Control Division Manager as the official primary representative of the (Public Entity) to the CSAC-EIA and the County Liability and Property Insurance Supervisor, as alternate representative, in matters relating to CSAC-EIA governance that do not involve substantial changes to risk or coverage.

OVERVIEW:

The (Public Entity) has insurance coverage through the CSAC-EIA for (insert) insurance. Governing documents for EIA insurance program documents are occasionally changed to accommodate new procedures or legal issues. In such instances the Board of Directors would ultimately be required to approve each change in governing documents related to these programs as well as the structure of the EIA.

These changes are usually administrative in nature and do not have a substantial impact on risk or the coverage provided. Accordingly, it is recommended that the Board of Directors designate the County Risk and Loss Control Division Manager and the County Liability and Property Insurance Supervisor, as an alternate, to make those administrative decisions and execute related documents.

FISCAL IMPACT:

None

BACKGROUND:

The (Public Entity) has participated in the CSAC-EIA's (program) since (date). The County Risk and Loss Control Division Manager and his designated staff have acted as the primary contact between the (Public Entity) and the CSAC-EIA and have the appropriate background to make those administrative decisions.

DISCUSSION:

Each member entity of CSAC-EIA has designated a primary contact person who receives all communication regarding matters related to CSAC-EIA such as notifications, requests for information, renewal premium quotes, invoices, etc. From time to time member entities must authorize official matters such as executing Memorandums of Understanding and entering into service agreements. CSAC-EIA desires to ensure that the individuals executing such documents and agreements are authorized to do so. Therefore, they are requiring the governing board of each member to designate a representative who is authorized to do so. The official designated representative can be a person or position who has been delegated such authority. The representative for communications with the CSAC-EIA will not change. All communications will still come through the primary contact person.

Sacramento County -
CSAC-EIA Appointed Representative
Report & Resolution No. 2006-1335
(Nov. 2006)

**COUNTY OF SACRAMENTO
CALIFORNIA**

APPROVED
BY RESOLUTION # 2006-1335
BOARD OF SUPERVISORS

For the Agenda of:
November 14, 2006

NOV 14 2006
By Gandy H. Turner
Clerk of the Board

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To: Board of Supervisors
From: Department of Personnel Services
Subject: California State Association Of Counties – Excess Insurance Authority (CSAC-EIA) Appointed Representative
Contact: Steven Page, Risk and Loss Control Division Manager 876-5020

Overview

Approval of the recommendation will update the County's representatives to the California State Association of Counties – Excess Insurance Authority (CSAC-EIA).

Recommendation

Approve the attached Resolution appointing the Risk and Loss Control Division Manager as the primary representative and the Liability and Property Insurance Supervisor as alternate representative to California State Association of Counties – Excess Insurance Authority (CSAC-EIA) on behalf of the County of Sacramento.

Measures/Evaluation

N/A

Fiscal Impact

There is no fiscal impact associated with this request.

BACKGROUND

CSAC-EIA is a joint powers authority providing insurance coverage and risk management support for 52 California counties. Typically each county is represented by it's Risk Manager. On May 13, 2003 your Board approved the Human Resources Administrator as Primary Representative and the Risk Manager as alternate.

DISCUSSION

Due to the Agency's restructuring and the consolidation of the departments of Employment Services and Risk Management and Employment Records and Training by establishing the Department of Personnel Services it is recommended that the Risk and Loss Control Division

California State Association Of Counties – Excess Insurance Authority (CSAC-EIA) Appointed Representative
Page 2

Manager be the primary representative for the County, in conjunction with the Liability and Property Insurance Supervisor as alternate representative.

MEASURES/EVALUATION

N/A

FINANCIAL ANALYSIS

There is no fiscal impact associated with this request.

Respectfully submitted,

APPROVED
TERRY SCHUTTEN
County Executive

DAVID DEVINE, Director
Department of Personnel Services

By: _____
MARK NORRIS, Administrator
Internal Services Agency

Attachment Resolution

RESOLUTION NO. 2006-1335

CSAC -- EXCESS INSURANCE AUTHORITY APPOINTED REPRESENTATIVES

WHEREAS, it is recommended the Board of Supervisors appoint the Risk and Loss Control Division Manager as the primary representative to California State Association of Counties- Excess Insurance Authority; and

WHEREAS, the Liability and Property Insurance Supervisor is recommended as alternate representative to California State Association of Counties-Excess Insurance Authority ;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED the Board of Supervisors approves the appointment of the Risk and Loss Control Division Manager as the primary representative and the Liability and Property Insurance Supervisor as alternate representative to California State Association of Counties-Excess Insurance Authority

On a motion by Supervisor Dickinson, seconded by Supervisor Nottoli, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California this 14th day of November, 2006, by the following vote, to wit:

AYES:	Supervisors,	Dickinson, Nottoli, Peters, MacGlashan
NOES:	Supervisors,	None
ABSENT:	Supervisors,	Collin
ABSTAIN:	Supervisors,	None



In accordance with Section 25103 of the Government Code of the State of California a copy of this document has been delivered to the Clerkman of the Board of Supervisors, County of Sacramento on 11/14/06

By V. Rodera
Deputy Clerk, Board of Supervisors

Roberta MacGlashan
Chair of the Board of Supervisors
of Sacramento County, California

FILED

NOV 14 2006

ATTEST: Cecilia H. Turner
Clerk, Board of Supervisors

BOARD OF SUPERVISORS
Cecilia H. Turner
CLERK OF THE BOARD



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Rancho Cordova
Sacramento

AGENDA ITEM NO. 3

DATE: June 2, 2011
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: FISCAL YEAR 2011-12 PROPOSED/FINAL BUDGETS –
GENERAL FUND (094A) AND PEG FEE FUND (094B)

RECOMMENDATIONS:

- 1) Approve Resolution No. 2011-002, Adopting the Fiscal Year 2011-12 Proposed/Final General Fund (094A) Budget (Attachment 1), along with the following documents:
 - Resolution No. 2011-004, Confirming the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act (Attachment 3)
 - Resolution No. 2011-005, Approving an Amendment to the Commission Legal Counsel Retainer Agreement (Attachment 4)
 - Resolution No. 2011-006, Approving an Amendment to the Commission Consulting Services Agreement (Attachment 5)
 - Channel Licensee Annual Funding and Performance Agreements (Attachments 6-9)
 - RCCTV Annual Performance Agreement (Attachment 10)
 - Commission’s Fiscal Year 2011-12 Staffing and Full-time Positions (Attachment 11)

- 2) Approve Resolution No. 2011-003, Adopting the Fiscal Year 2011-12 Proposed/Final PEG Fee Fund (094B) Budget (Attachment 2), along with the following document:
 - Resolution No. 2011-007, Approving and Authorizing Execution of the Funding Agreement for Member Agencies of Sacramento Metropolitan Cable Television Commission (Attachment 12)

BACKGROUND/ANALYSIS:

The Sacramento Metropolitan Cable Television Commission (Commission) consists of two divisions - Administration and Metro Cable. The Commission is funded primarily with franchise fees in the General Fund (094A) and Public, Education and Government (PEG) facilities fees in the PEG Fee Fund (094B). The fees are paid by state and local cable franchisees operating within the Commission’s jurisdiction.

The proposed Fiscal Year 2011-12 General Fund & PEG Fee Fund Budgets were prepared consistent with the Commission's effort to increase revenue distributions to the Commission's seven member jurisdictions while utilizing the PEG fee funds to the benefit of the member agencies, the Channel Licensees, and Metro Cable, in recognition of the ongoing fiscal challenges due to the current economy.

Towards that end, the General Fund budget reflects reductions where possible in the Operating Budget, while maintaining the current level of core services which include:

- a) Administering cable television state franchises and licenses in California;
- b) Assisting consumers in resolving their cable/video issues and concerns;
- c) Operations of Metro Cable 14, the local government channel;
- d) Collection and allocation of franchise and PEG fee revenues;
- e) Monitoring the use of PEG fee revenues to insure compliance with federal/state laws;
- f) Monitoring community programming and Channel Licensees' funding which supports six community channels on the local cable system, operated by Access Sacramento, Capital Public Radio, KVIE, Sacramento Educational Cable Consortium (SECC) and the Religious Coalition for Cable Television (RCCTV).

The Commission's General Fund (094A) is financed by franchise fees, collected from a percentage of the gross revenues from Comcast, AT&T, and SureWest, the three cable companies currently operating under State or local franchises in Sacramento County. The projected franchise fee revenue in Fiscal Year 2011-12 is \$11.7 million.

The implementation of the 1% PEG fee in May 2009 provides funding for eligible PEG capital facilities and equipment. The PEG Fee Fund (094B) was set up to account for PEG fee revenues and expenditures separately from the General Fund. The projected PEG fee revenue for Fiscal Year 2011-12 is \$2.2 million.

FISCAL YEAR 2011-12 GENERAL FUND BUDGET (094A)

The Fiscal Year 2011-12 Budget for the General Fund (094A) proposes \$12,956,963 in expenditures to be funded with \$11.7 million of new franchise fee revenue, the balance of carryover funds from Fiscal Year 2010-11 and a transfer from the PEG Fee Fund to pay for past BESTNet Phase II past expenses.

The Fiscal Year 2011-12 General Fund budget for the Sacramento Metropolitan Cable Television Commission is divided into five major components:

COMPONENT 1 – ADMINISTRATION AND REGULATION

This is the franchise administration and enforcement arm of the Commission on behalf of the seven member jurisdictions. The part-time Executive Director serves at the pleasure of the Commission and is staffed with two full-time employees – an Administrative Services Officer and a Senior Office Assistant.

As with the last few years, to keep operational costs down, the vacant 50% Office Assistant position will not be filled this year. Reductions were also made in operating expenses, including consultant and professional services.

Per policy, the positions at the Commission have historically been tied to Sacramento County's COLA and equity adjustments approved for various positions. No COLA is likely for any of the County positions that staff positions are tied to this year. Last year, some of the County classifications received a COLA and some did not. To avoid a situation where the Commission staff is treated differently, staff proposed a COLA for all Commission staff.

The Board did not approve the COLA but did approve a one-time 2% Pay-for-Performance increase (based on County's COLA last year) for the remainder of the Commission's 3 full-time employees and 11 part-time Production Assistants that did not receive a COLA. Staff is proposing the Board extend the 2% Pay-for-Performance for Fiscal Year 2011-12; the fiscal impact to the General Fund would be approximately \$7,800.

Major expenditure items in Component 1 – Administration and Regulation include:

- Salaries and Benefits - \$646,154
- General Counsel and Litigation - \$200,000
- County Auditor/Accounting Services - \$145,000
- Professional (including the Part-time Executive Director) & Consultant Services - \$90,000
- Parental Member Agency Assistance - \$60,000 (County Board Chambers upgrade) – The County has requested PEG fee funding for an upgrade of the County Board Chambers where over 1/3 of Metro Cable's meetings are held. This grant was previously approved and may be used to fund expenses that may not be funded with PEG fees.

COMPONENT 2 – CLOSED CAPTIONING

The Fiscal Year 2011-12 Budget proposes \$175,000 in funding for closed captioning services provided by Caption Colorado. The Agreement with Caption Colorado was renewed last year through June 30, 2012, with the same terms and conditions as the original December 19, 2006 Agreement.

Closed captioning was first funded in June 2006 with Board direction to close caption the Commission's JPA member agency meetings and other agency meetings held in the County Board of Supervisors Chambers. The first captioned meeting was the Commission meeting held on February 1, 2007. Almost 90% of all meeting hours shown on Metro Cable 14 are captioned.

The following is a summary of closed captioned meetings and associated costs for Calendar Year 2010:

CLOSED CAPTIONING CALENDAR YEAR 2010 Hours and Cost by Agency				
JPA Members	# of Meetings	Hrs Billed	@ \$120 / hr	% of All
County Board of Supervisors	55	362.75	\$ 43,530.00	33.8%
City of Sacramento	52	149.75	\$ 17,970.00	13.9%
Citrus Heights	21	45.75	\$ 5,490.00	4.3%
Elk Grove	21	88.00	\$ 10,560.00	8.2%
Folsom	22	61.50	\$ 7,380.00	5.7%
Galt	24	65.75	\$ 7,890.00	6.1%
Rancho Cordova	22	91.25	\$ 10,950.00	8.5%
Sac Metro Cable TV Commission	3	4.50	\$ 540.00	0.4%
Election Forums	2	14.00	\$ 1,680.00	1.3%
TOTAL	222	883.25	\$ 105,990.00	82.2%
Meeting @ BOS/Sac City Chambers	# of Meetings	Hours Billed	@ \$120 / hr	% of All
Sac Air Quality Mgmt District	8	13.25	\$ 1,590.00	1.2%
First 5 Sacramento Commission	12	35.50	\$ 4,260.00	3.3%
Environmental	4	8.00	\$ 960.00	0.7%
Sac Area Flood Control Agency	14	27.50	\$ 3,300.00	2.6%
LAFCO	10	17.25	\$ 2,070.00	1.6%
Sac Public Library Authority	8	13.00	\$ 1,560.00	1.2%
Sac Transportation Authority	7	7.00	\$ 840.00	0.7%
Sac Regional Solid Waste Authority	6	6.75	\$ 810.00	0.6%
TOTAL	69	128.25	\$ 15,390.00	11.9%
Contract Agencies	# of Meetings	Hours Billed	@ \$120 / hr	% of All
SMUD	20	23.00	\$ 2,760.00	2.1%
Regional Transit	18	40.25	\$ 4,830.00	3.7%
TOTAL	38	63.25	\$ 7,590.00	5.9%
GRAND TOTAL	329	1,074.75	\$ 128,970.00	100.0%

COMPONENT 3 – METRO CABLE

For Fiscal Year 2011-12, Metro Cable cablecasting priorities are established as follows:

1. Gavel-to-Gavel coverage of all Commission and member agencies' official meetings.
2. Gavel-to-Gavel coverage of official meetings held by outside agencies in the Board of Supervisors' Chamber or City Council Chamber.
3. Cablecasting of offsite meetings for contracted agencies.
4. Replacement of equipment as needed for Metro Cable and the member agencies.
5. Coordinating and monitoring closed captioning services provided by Caption Colorado.
6. Providing technical advice and support to member jurisdiction's clerks and IT staff.
7. Assisting with Election Forums.

Metro Cable Budget

The Metro Cable budget includes salaries, benefits, services and supplies consistent with Commission policy. Fixed Asset costs traditionally included in this component are now funded with the PEG Fee Fund (094B). Metro Cable covered 329 meetings, totaling 1,074.75 hours in Calendar Year 2010, for 22 entities at 12 different sites.

As mentioned earlier in this report, closed captioning services are implemented for a majority of the agencies served by Metro Cable. Staff works with Caption Colorado, the closed captioning vendor, in the coordination and timing of scheduled services, log-ins, and testing needed prior to the beginning of each meeting.

Metro Cable staff traditionally supports the member agencies' Clerks and IT staff by providing assistance with equipment maintenance, video equipment testing, and quality oversight, as well as design/re-design and coordination of work needed to upgrade meeting chambers and control rooms. Metro Cable staff is frequently called upon by the agencies to help troubleshoot and fix equipment.

Staff has previously identified the need for a full-time Production Assistant (PA) III position. The PA III performs technical work related to the video production of meetings cablecast on Metro Cable. Due to the economy, staff has held back on recommending the funding of this position. However, with the implementation of the PEG fee, work for the Metro Cable staff has increased due to significant time needed in working with all the member agencies in analyzing facilities and equipment needs and the work related to ordering and installing the equipment. As a result, staff is proposing to fill the vacant Production Assistant (PA) III position. The conversion of one of the part-time positions to a full-time position can lend support in completing the identified PEG fee funded projects as well as provide critical coverage to the Technical Coordinator and Program Coordinator positions in the event of planned/unanticipated time-off needed by existing staff.

COMPONENT 4 – COMMUNITY PROGRAMMING (CHANNEL LICENSEES' OPERATIONS BASE)

The Commission provides funding support and/or cable channels for five community organizations – Access Sacramento, SECC, KVIE, RCCTV and Capital Public Radio. There are seven community channels available on the local cable systems. These channels are operated by the independent organizations, each of which has their own Board of Directors.

Channel Licensees were informed that FY 2011-12 funding requests should be segregated into two categories – operational versus facilities & equipment costs. Operational costs are to be funded by the General Fund and facilities/equipment costs may be funded by the PEG Fee Fund. The benefit of this strategy is that it moves the facilities and equipment funding from the General Fund to the PEG Fee Fund, reducing expenses from the franchises fees revenue, thus maximizing the revenue distribution to the Commission’s seven member agencies. Last year, over \$280,000 in base was moved to the PEG Fee Fund.

The following table identifies funding requests from Channel Licensees for their Operations Base. Staff is not recommending a CPI adjustment to the base for Fiscal Year 2011-12. Channel Licensees’ funding requests for facilities and equipment is outlined in the PEG Fee Fund Budget section of this staff report. For this year, SECC has requested that \$49,865 be moved from Operations Base to Equipment Base so the total Operations Base has been reduced by that amount.

CHANNEL LICENSEES	FUND 094A - GENERAL FUND	
	FY 2010-11 Operations Base	FY 2011-12 Proposed Operations Base
FISCAL YEAR 2011-12 - NO COLA		
ACCESS SACRAMENTO		
Operations Base	\$ 392,532.00	\$ 392,532.00
HT-TV	\$ 51,700.00	\$ 51,700.00
GOTW	\$ 44,979.00	\$ 44,979.00
ACCESS SACRAMENTO - TOTAL:	\$ 489,211.00	\$ 489,211.00
CAPITAL PUBLIC RADIO (CPR)		
Operations Base	\$ 17,875.00	\$ 17,875.00
CAPITAL PUBLIC RADIO - TOTAL:	\$ 17,875.00	\$ 17,875.00
SECC		
SECC Operations Base	\$ 291,671.00	\$ 241,806.00
BESTNet Operations Base	\$ 55,859.00	\$ 55,859.00
SECC - TOTAL:	\$ 347,530.00	\$ 297,665.00
FISCAL YEAR 2011-12 - TOTALS:	\$ 854,616.00	\$ 804,751.00

Component 5- Franchise Fee Revenue Distribution to Member Agencies

The Commission's General Fund Balance, minus the cost of Operations, is allocated to the parental agencies based on population. The population percentages are from the State Department of Finance figures released in January 2011. These figures have been updated based upon the 2010 census.

Franchise Fee Revenue Distribution				
<u>Member Agency</u>	<u>PROPOSED FY 10-11 Revenue Distribution</u>	<u>Population*</u>	<u>Population Percentage</u>	<u>ESTIMATED FY 11-12 Revenue Distribution</u>
Unincorporated County	\$4,395,750	558,061	39.09%	\$4,112,142
City of Sacramento	3,698,690	469,566	32.89%	3,460,056
City of Elk Grove	1,217,710	154,594	10.83%	1,139,145
City of Citrus Heights	658,644	83,618	5.86%	616,150
City of Folsom	570,589	72,439	5.07%	533,776
City of Rancho Cordova	515,948	65,502	4.59%	482,660
City of Galt	187,209	23,767	1.67%	175,129
Total	\$11,244,540	1,427,547	100.00%	\$10,519,058

*State Dept. of Finance figures E-1 Report @ 5/1/11 (www.dof.ca.gov/HTML/DEMOGRAP/E-1table.xls).

During FY 2010-11, \$843,894 of additional franchise fee revenue was received over the \$11,200,000 budgeted amount. Therefore, the proposed FY 2010-11 revenue distribution to be sent to the member agencies in June 2011 is \$11,244,540, which is \$843,894 higher than the budgeted distribution of \$10,400,646. This distribution is \$104,498 higher than the FY 2009-10 revenue distribution.

The estimated revenue distribution for Fiscal Year 2011-12 is \$10,519,058 which is \$118,412 higher than the FY 2010-11 budgeted amount of \$10,400,646. The budgeted distribution would have been lower than last year's; however, staff prepared this budget with the goal of maximizing the revenue distribution.

Over the past few years, in an effort to maximize the distribution, the PEG Fee Fund was used to reimburse the General Fund for past expenditures for BESTNet and facilities and equipment costs that were identified in Channel Licensees budgets were transferred to the PEG Fee Fund. This budget continues that strategy with the following measures to enhance the proposed revenue distribution:

- A payment of \$257,895 is proposed from the PEG Fee Fund to reimburse the General Fund for past BESTNet Phase II expenditures;
- A savings to the General Fund of \$192,421 based on a reduced estimate to complete BESTNet Phase II;
- The remaining cost of \$98,560 to complete BESTNet Phase II is moved to the PEG Fee Fund;

- SECC's FY 2011-12 budget request of \$49,865 in Operations Base has been moved to the PEG Fee Fund. This brings the total to almost \$330,000 in operations base that has been moved to the PEG Fee Fund.

FISCAL YEAR 2011-12 PEG FEE BUDGET (094B)

At the February 5, 2009 meeting, the Sacramento Metropolitan Cable Television Commission (Commission) Board adopted Resolution No. 09-001, determining to implement and collect a fee to support PEG channel facilities in the amount of one percent (1%) of gross revenues. Collection of the 1% PEG fee was implemented in May 2009 for State Cable Franchisees operating within the Commission boundaries - Comcast, SureWest and AT&T. *Note: Comcast is still operating under the local franchise in the City of Galt where the PEG fee is not collected.*

The PEG Fee Fund (094B) was established in Fiscal Year 2010-11 so that the PEG fees may be accounted for separately from the Commission's General Fund, as federal law restricts the use of PEG funding to capital facilities and equipment costs. The specific expenses that qualify as capital facilities and equipment remain undefined in the applicable law.

In an effort to provide guidelines to Member Jurisdictions and Channel Licensees that request and receive PEG funding, the Commission asked Legal Counsel to develop the following working definition of the types of expenses that qualify for the use of PEG fee funding, to be modified as laws on this topic develop.

Eligible PEG Fee Revenue Expenses

Capital facilities and equipment as mandated by current federal and state laws for PEG fee revenue funding include facilities or equipment that are reasonably necessary for, and related to the cablecasting of PEG programs, and to facilities and equipment of the PEG channels, including BESTNet - the institutional network that is also part of the cable system.

PEG Funding may be used for the following expenditures:

- Rent or purchase of facilities and equipment
- Software Purchases
- Tangible goods certified by a Certified Public Accountant

Examples of Non-Eligible Expenditures:

- Operations
- Personnel & staffing costs/training
- Equipment Maintenance
- Hiring of Persons to Perform Service (i.e., to develop or install software)
- Employment of staff

DISCUSSION/ANALYSIS:

The proposed FY 2011-12 Budget proposes \$3,774,935 in expenditures to be funded by \$2.2 million of new PEG fee revenue and carryover funds from FY 2010-11. A balance is provided in the proposed PEG Fee Fund budget between funding costs previously funded or paid for by the General Fund (thus

enhancing revenue distribution to the member agencies) and funding new facilities and equipment requests from Metro Cable, member agencies, and Channel Licensees.

Member Agency Funding Requests

With the May 2009 implementation of the 1% PEG fee, Metro Cable staff examined the control room and Board room needs of the Commission’s seven member agencies and prepared an assessment in February 2010 to determine equipment & upgrades that were eligible for PEG fee funding. Member agencies were solicited for input and provided concurrence, and in some cases included additional requests. A list of PEG fee funded projects was developed for each member agency and the Board approved a two-year (FY 2010-11 & 2011-12) plan to fund the projects. The plan as approved created the flexibility for staff to prioritize and complete the projects over that two-year period.

Metro Cable staff recently performed an updated assessment of member jurisdictions needs. The recommendation of new identified PEG facilities/equipment is included in the FY 2011-12 PEG Fee Fund budget. In addition, several separate funding requests were received from member agencies. The table below identifies the remaining allocation from the two-year plan, new member agency requests, new Metro Cable requests and the proposed FY 2011-12 PEG fee funding totals for each member agency.

In order to provide PEG fee funds to the member agencies, a pro-forma Funding Agreement for Member Agencies (Attachment 13) has been prepared by Legal Counsel. Adoption of Resolution No. 2011-007 (Attachment 12) approves the Funding Agreement for Member Agencies, and authorizes the Executive Director to execute the Agreements, with the allowance for changes within the budget authority.

Proposed Fiscal Year 2011-12 PEG Fee Funding for Member Agencies

PROJECT	FY 2010-11 & FY 2011-12 (TWO-YEAR PLAN BALANCE)	FY 2011-12 MEMBER AGENCY NEW FUNDING REQUESTS	FY 2011-12 METRO FUNDING REQUESTS	FY 2011-12 PROPOSED BUDGET
Citrus Heights	\$ 75,585.00	\$ -	\$ -	\$ 75,585.00
Elk Grove	\$ 999.00	\$ 84,731.00	\$ 21,000.00	\$ 106,730.00
Folsom	\$ 10,669.00	\$ -	\$73,903.00	\$84,572.00
Galt	\$ 100,000.00	\$ 14,500.00	\$ -	\$ 114,500.00
Rancho Cordova	\$ 83,512.00	\$ 20,000.00	\$ -	\$ 103,512.00
Sacramento	\$ 32,675.00	\$ 78,595.00	\$16,495.00	\$ 127,764.00
Sacramento County	\$ 25,000.00	\$ 904,360.00	\$ -	\$ 929,360.00
Comcast Headend	Completed	Completed	N/A	N/A
Metro Cont Room	\$ 35,958.00	\$ -	\$ 22,930.00	\$ 58,888.00
Metro Cable Van	\$ 23,816.00	\$ -	\$ 21,000.00	\$ 44,816.00
Synergy Server	\$ 36,254.00	\$ -	\$ 35,000.00	\$ 71,254.00
PROJECT TOTALS:	\$ 424,468.00	\$ 1,102,185.00	\$190,328.00	\$ 1,716,981.00

Proposed FY 2011-12 PEG Fee Funding for Channel Licensees

As discussed in Component 4, a portion of the community programming base that has been funded from franchise fees may now be funded by PEG fees. The FY 2011-12 PEG Fee Fund budget includes the facilities/equipment base allocations approved last year of \$79,000 for Access Sacramento, \$5,500 for SECC, and \$195,507 for KVIE. In addition, the budget includes the addition of \$49,865 to the SECC base for a total SECC base of \$55,365. Component 4 includes a corresponding reduction of \$49,865 in the General Fund.

The Channel Licensees also submitted various requests for one-time funding from the PEG Fee Fund. These requests include \$289,000 for Access Sacramento, \$17,250 for CPR and \$302,933 for KVIE. SECC's request includes a one-time equipment request of \$12,384, a \$600,000 allocation for BESTNet Phase III (the 1st of five years as previously approved by the Board), and \$98,560 for the remaining BESTNet Phase II costs, which was funded from the General Fund in prior years.

The details are outlined in each of the Channel Licensee's Funding Request (Attachments 6-9). Staff has reviewed the requests with Legal Counsel who concur the requests fit within the above definition of expenditures that may be funded with PEG fees. Facilities/equipment purchases from PEG fee funding will belong to the receiving entity. PEG fee funding recipients assume full responsibility for maintenance, repair, and replacement of the facilities and equipment.

CHANNEL LICENSEES	FUND 094B - PEG FUND		
	Description	Cap Fac/Equip Base (PEG Fund)	One-Time Equipment (PEG Fund)
FISCAL YEAR 2011-12 - NO COLA			
ACCESS SACRAMENTO			
(PEG) Cap Fac / Equip Base	\$79,000	\$0	\$79,000
(PEG) One-Time Equipment	\$0	\$289,000	\$289,000
ACCESS SACRAMENTO - TOTAL:	\$79,000	\$289,000	\$368,000
CAPITAL PUBLIC RADIO (CPR)			
(PEG) Cap Fac / Equip Base	\$0	\$17,250	\$17,250
CAPITAL PUBLIC RADIO - TOTAL:	\$0	\$17,250	\$17,250
KVIE			
(PEG) Cap Fac / Equip Base	\$195,507	\$0	\$195,507
(PEG) One-Time Equipment	\$0	\$302,993	\$302,993
KVIE - TOTAL:	\$195,507	\$302,993	\$498,500
SECC			
(PEG) Cap Fac / Equip Base	\$55,365	\$0	\$55,365
(PEG) One-Time Equipment	\$0	\$12,384	\$12,384
BESTNet Phase III (1 of 5)	\$0	\$600,000	\$600,000
BESTNet Phase II - remaining	\$0	\$98,560	\$98,560
SECC - TOTAL:	\$55,365	\$710,944	\$766,309
CHANNEL LICENSEES GRAND TOTAL			
FY 2011-12 - TOTALS:	\$329,872	\$1,320,187	\$1,650,059

Payment for Previous BESTNet Phase II Costs

To date, the Commission has paid \$2,676,011 in BESTNet Phase II costs. In FY 2009-10, the Board authorized that \$2,018,919 of the BESTNet Phase II costs paid to date be reimbursed with the first PEG fees collected that fiscal year, the first year that the PEG fee was implemented. The FY 2011-12 PEG Fee Fund budget proposes an additional reimbursement to the General Fund in the amount \$257,979.

I would like to take this opportunity to thank the Commission staff for their dedication and hard work behind the scenes. I would also like to thank the Board for their continued support of the Commission over the years to insure the invaluable services provided by our staff continues on for many years to come.

Respectfully submitted,



ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

Attachments:

- Fiscal Year 2011-12 General Fund (094A) Budget Summary (Exhibit 1)
- Fiscal Year 2011-12 PEG Fee Fund Budget (094B) Summary (Exhibit 2)
- Resolution No. 2011-002, Adopting the Proposed/Final FY 2011-12 General Fund (094A) Budget (Attachment 1)
- Resolution No. 2011-003, Adopting the Proposed/Final FY 2011-12 PEG Fee Fund (094B) Budget (Attachment 2)
- Resolution No. 2011-004, Confirming the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act (Attachment 3)
- Resolution No. 2011-005, Approving an Amendment to the Commission Legal Counsel Services Retainer Agreement (Attachment 4)
- Resolution No. 2011-006, Approving an Amendment to the Commission Consulting Services Agreement (Attachment 5)
- Channel Licensee Annual Funding and Performance Agreements (Attachments 6-9)
- RCCTV's Annual Performance Agreement (Attachment 10)
- Fiscal Year 2011-12 Staffing – PT & FT Positions (Attachment 11)
- Resolution No. 2011-007, Approving and Authorizing Execution of the Funding Agreement for Member Agencies of the Sacramento Metro Cable Television Commission (Attachment 12)
- Pro-forma Funding Agreement for Member Agencies of the Sacramento Metropolitan Cable Television Commission (Attachment 13)

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
FISCAL YEAR 2010-11 / FISCAL YEAR 2011-12 BUDGET SUMMARY
GENERAL FUND (094A)
EXHIBIT 1

	Admin	Metro Cable	FY 2010-11 Budgeted	Admin	Metro Cable	FY 2010-11 Estimated	Admin	Metro Cable	FY 2011-12 Proposed
REVENUE									
Interest Income	\$ 30,000	\$ -	\$ 30,000	\$ 28,806	\$ -	\$ 28,806	\$ 30,000	\$ -	\$ 30,000
Franchise Fees	\$ 11,200,000	\$ -	\$ 11,200,000	\$ 12,043,894	\$ -	\$ 12,043,894	\$ 11,700,000	\$ -	\$ 11,700,000
Miscellaneous Revenue	\$ 22,100	\$ -	\$ 22,100	\$ 24,415	\$ -	\$ 24,415	\$ 24,000	\$ -	\$ 24,000
Operating Transfer In (PEG Fund)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 257,895	\$ -	\$ 257,895
From Carry Forward / Reserve	\$ 2,609,042	\$ -	\$ 2,609,042	\$ 2,609,042	\$ -	\$ 2,609,042	\$ 945,068	\$ -	\$ 945,068
TOTAL REVENUE	\$ 13,861,142	\$ -	\$ 13,861,142	\$ 14,706,157	\$ -	\$ 14,706,157	\$ 12,956,963	\$ -	\$ 12,956,963
EXPENDITURES									
Salaries and Benefits									
Salaries & Wages - Employees	\$ 144,346	\$ 229,867	\$ 374,213	\$ 130,481	\$ 218,507	\$ 348,988	\$ 146,799	\$ 262,539	\$ 409,338
Salaries & Wages - Board	\$ 7,250	\$ -	\$ 7,250	\$ 5,280	\$ -	\$ 5,280	\$ 5,280	\$ -	\$ 5,280
Benefits	\$ 121,834	\$ 99,982	\$ 221,816	\$ 90,191	\$ 97,052	\$ 187,243	\$ 99,354	\$ 132,182	\$ 231,536
Salaries & Benefits Total	\$ 273,430	\$ 329,849	\$ 603,279	\$ 225,952	\$ 315,559	\$ 541,511	\$ 251,433	\$ 394,721	\$ 646,154
Ads/Books/Printing/Dues	\$ 7,250	\$ 1,000	\$ 8,250	\$ 5,140	\$ -	\$ 5,140	\$ 6,950	\$ 250	\$ 7,200
Film Supplies	\$ -	\$ 25,000	\$ 25,000	\$ 24,200	\$ -	\$ 24,200	\$ -	\$ 20,000	\$ 20,000
Travel/Trans & Training	\$ 18,500	\$ 16,500	\$ 35,000	\$ 6,739	\$ 11,127	\$ 17,867	\$ 15,500	\$ 13,900	\$ 29,400
Insurance Premium	\$ 25,000	\$ 1,500	\$ 26,500	\$ 22,807	\$ -	\$ 22,807	\$ 35,000	\$ -	\$ 35,000
Office Expense	\$ 7,500	\$ 1,000	\$ 8,500	\$ 6,748	\$ 424	\$ 7,172	\$ 7,500	\$ 1,000	\$ 8,500
General Counsel	\$ 200,000	\$ -	\$ 200,000	\$ 75,348	\$ -	\$ 75,348	\$ 200,000	\$ -	\$ 200,000
Accounting Services	\$ 100,000	\$ -	\$ 100,000	\$ 56,661	\$ -	\$ 56,661	\$ 145,000	\$ -	\$ 145,000
Other Professional Services	\$ 125,000	\$ -	\$ 125,000	\$ 83,180	\$ 100	\$ 83,280	\$ 90,000	\$ -	\$ 90,000
Professional Services	\$ 225,000	\$ -	\$ 225,000	\$ 139,841	\$ 100	\$ 139,941	\$ 235,000	\$ -	\$ 235,000
Facility Use Charges	\$ 40,000	\$ -	\$ 40,000	\$ 29,694	\$ -	\$ 29,694	\$ 37,500	\$ -	\$ 37,500
Other Expenses Subtotal	\$ 24,055	\$ 5,650	\$ 29,705	\$ 12,174	\$ 2,920	\$ 15,094	\$ 23,075	\$ 6,325	\$ 29,400
Services and Supplies Total	\$ 547,305	\$ 50,650	\$ 597,955	\$ 322,692	\$ 14,571	\$ 337,262	\$ 560,525	\$ 41,475	\$ 602,000
Interpreter Svcs (Closed Caption)	\$ 200,000	\$ -	\$ 200,000	\$ 125,000	\$ -	\$ 125,000	\$ 175,000	\$ -	\$ 175,000
Equip-SD-Non-Recon (Fixed Assets)	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Operating Transf Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency Appropriation	\$ 100,000	\$ 20,000	\$ 120,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
Transfer to PEG Fee Fund (094B)	\$ 15,505	\$ -	\$ 15,505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATIONS SUBTOTAL	\$ 1,136,240	\$ 460,499	\$ 1,596,739	\$ 673,643	\$ 330,130	\$ 1,003,773	\$ 1,036,958	\$ 536,196	\$ 1,573,154

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
FISCAL YEAR 2010-11 / FISCAL YEAR 2011-12 BUDGET SUMMARY
GENERAL FUND (094A)
EXHIBIT 1

	Admin	Metro Cable	FY 2010-11 Budgeted	Admin	Metro Cable	FY 2010-11 Estimated	Admin	Metro Cable	FY 2011-12 Proposed
Support Services (BOS Chambers)	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
Contract Services (Chan Licensees)			\$ -						
Access Sacramento Oper Base	\$ 392,532	\$ -	\$ 392,532	\$ 392,532	\$ -	\$ 392,532	\$ 392,532	\$ -	\$ 392,532
Access Sac - HT-TV Oper Base	\$ 51,700	\$ -	\$ 51,700	\$ 51,700	\$ -	\$ 51,700	\$ 51,700	\$ -	\$ 51,700
Access Sac - GOTW Oper Base	\$ 44,979	\$ -	\$ 44,979	\$ 44,979	\$ -	\$ 44,979	\$ 44,979	\$ -	\$ 44,979
Capital Pub Radio Operations Base	\$ 17,875	\$ -	\$ 17,875	\$ 17,875	\$ -	\$ 17,875	\$ 17,875	\$ -	\$ 17,875
KVIE Operations Base	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SECC Operations Base	\$ 291,671	\$ -	\$ 291,671	\$ 291,671	\$ -	\$ 291,671	\$ 241,806	\$ -	\$ 241,806
SECC Capt Fac/Equip Base	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BESTNet Operations Base	\$ 55,859	\$ -	\$ 55,859	\$ 55,859	\$ -	\$ 55,859	\$ 55,859	\$ -	\$ 55,859
BESTNet Phase II Rollover	\$ 949,141	\$ -	\$ 949,141	\$ 658,160	\$ -	\$ 658,160	\$ -	\$ -	\$ -
Contract Services Total	\$ 1,803,757	\$ -	\$ 1,803,757	\$ 1,512,776	\$ -	\$ 1,512,776	\$ 804,751	\$ -	\$ 804,751
Revenue Distribution									
Citrus Heights	\$ 611,407	\$ -	\$ 611,407	\$ 658,644	\$ -	\$ 658,644	\$ 616,150	\$ -	\$ 616,150
Elk Grove	\$ 1,122,887	\$ -	\$ 1,122,887	\$ 1,217,710	\$ -	\$ 1,217,710	\$ 1,139,145	\$ -	\$ 1,139,145
Folsom	\$ 530,152	\$ -	\$ 530,152	\$ 570,589	\$ -	\$ 570,589	\$ 533,776	\$ -	\$ 533,776
Galt	\$ 173,589	\$ -	\$ 173,589	\$ 187,209	\$ -	\$ 187,209	\$ 175,129	\$ -	\$ 175,129
Rancho Cordova	\$ 474,436	\$ -	\$ 474,436	\$ 515,948	\$ -	\$ 515,948	\$ 482,660	\$ -	\$ 482,660
Sacramento	\$ 3,423,761	\$ -	\$ 3,423,761	\$ 3,698,690	\$ -	\$ 3,698,690	\$ 3,460,056	\$ -	\$ 3,460,056
Sacramento County	\$ 4,064,414	\$ -	\$ 4,064,414	\$ 4,395,750	\$ -	\$ 4,395,750	\$ 4,112,142	\$ -	\$ 4,112,142
Revenue Distribution Total	\$ 10,400,646	\$ -	\$ 10,400,646	\$ 11,244,540	\$ -	\$ 11,244,540	\$ 10,519,058	\$ -	\$ 10,519,058
TOTAL EXPENDITURES	\$ 13,400,643	\$ 460,499	\$ 13,861,142	\$ 13,430,959	\$ 330,130	\$ 13,761,089	\$ 12,420,767	\$ 536,196	\$ 12,956,963

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

FY 2010-11 / FY 2011-12 BUDGET SUMMARY

PEG FEE FUND (094B)

EXHIBIT 2

	FY 2010-11 Budgeted	FY 2010-11 Estimated Actuals	FY 2011-12 (Yr 2 of 2 Funding)	FY 10-11 & 11-12 Estimated 2-Year Fund Balance	FY 2011-12 Metro Identified Funding Requests	FY 2011-12 Member Agency New Funding Requests	FY 2011-12 Proposed Budget
REVENUE							
Interest Income	\$10,000.00	\$13,276.00					\$15,000
PEG Fee Revenue	\$2,100,000.00	\$2,385,846.60					\$2,200,000
Miscellaneous Revenue	\$15,505.00	\$0.00					\$0
Carry Forward/Reserve							\$1,559,935
TOTAL REVENUE	\$2,125,505.00	\$2,399,122.60					\$3,774,935
EXPENDITURES							
Member Agencies Equipment							
Citrus Heights	\$37,904.50	\$224.03	\$37,904.50	\$75,584.97	\$0.00	\$0.00	\$75,585
Elk Grove	\$5,870.50	\$10,742.06	\$5,870.50	\$998.94	\$21,000.00	\$84,730.86	\$106,730
Folsom	\$7,461.00	\$4,252.92	\$7,461.00	\$10,669.08	\$73,903.00	\$0.00	\$84,572
Galt	\$50,000.00	\$0.00	\$50,000.00	\$100,000.00	\$0.00	\$14,500.00	\$114,500
Rancho Cordova	\$41,756.00	\$0.00	\$41,756.00	\$83,512.00	\$0.00	\$20,000.00	\$103,512
Sacramento	\$37,904.00	\$43,133.26	\$37,904.00	\$32,674.74	\$16,495.00	\$78,594.00	\$127,764
Sacramento County	\$12,500.00	\$0.00	\$12,500.00	\$25,000.00	\$0.00	\$904,360.47	\$929,360
Member Agencies Equipment Subtotal	\$193,396.00	\$58,352.27	\$193,396.00	\$328,439.73	\$111,398.00	\$1,102,185.33	\$1,542,023
Channel Licensees One-Time Equipment							
Access Sac - One-Time Equipment	\$289,000.00	\$289,000.00	\$0.00	\$0.00	\$0.00	\$289,000.00	\$289,000
Capital Pub Radio - One Time Equip	\$17,800.00	\$17,800.00	\$0.00	\$0.00	\$0.00	\$17,250.00	\$17,250
KVIE - One-Time Equipment	\$48,493.00	\$48,493.00	\$0.00	\$0.00	\$0.00	\$302,993.00	\$302,993
SECC - One Time Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,384.00	\$12,384
BESTNet Phase II Rollover (Twin Rivers)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98,560.00	\$98,560
BESTNet Phase III (1 of 5)	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000
Channel Licensees One-Time Equip Subtotal	\$1,355,293.00	\$355,293.00	\$0.00	\$0.00	\$0.00	\$1,320,187.00	\$1,320,187
Channel Licensees Fac/Equip Base							
Access Sacramento Fac/Equip Base	\$79,000.00	\$79,000.00	\$0.00	\$0.00	\$0.00	\$79,000.00	\$79,000
Capital Pub Radio Operations Base	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
KVIE - Fac/Equip Base	\$195,507.00	\$195,507.00	\$0.00	\$0.00	\$0.00	\$195,507.00	\$195,507
SECC - Fac/Equip Base	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$55,365.00	\$55,365
Channel Licensees Fac/Equip Base Subtotal	\$280,007.00	\$280,007.00	\$0.00	\$0.00	\$0.00	\$329,872.00	\$329,872
Contributions - Other Agencies	\$28,000.00	\$22,523.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Fixed Asset Reserve	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000
Metro Cable Equipment							
Comcast Headend Facility	\$24,000.00	\$38,084.18	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0
Metro Cable Control Room	\$25,328.00	\$14,698.04	\$25,328.00	\$35,957.96	\$22,930.00	\$0.00	\$58,888
Metro Cable Van	\$12,020.00	\$224.03	\$12,020.00	\$23,815.97	\$21,000.00	\$0.00	\$44,816
Synergy	\$53,130.00	\$70,005.75	\$53,130.00	\$36,254.25	\$35,000.00	\$0.00	\$71,254
Metro Cable Equipment Sub-Total	\$114,478.00	\$123,012.00	\$114,478.00	\$96,028.18	\$78,930.00	\$0.00	\$174,958
Reimburse Gen'l Fund (094A) - BESTNet Phase II	\$0.00	\$0.00				\$0.00	\$257,895
Contingency Appropriation	\$4,331.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
TOTAL EXPENDITURES	\$2,125,505.00	\$839,187.35	\$307,874.00	\$424,467.91	\$190,328.00	\$2,902,244.33	\$3,774,935

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2011-002**A RESOLUTION ADOPTING THE
FISCAL YEAR 2011-12 PROPOSED/FINAL GENERAL FUND BUDGET (094A)**

WHEREAS, hearings have been terminated during which time any additions and deletions to the proposed budget for Fiscal Year 2011-12 were made.

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the Fiscal Year 2011-12 Budget for the General Fund (094A) is hereby adopted in accordance with the following:

Salaries and Employee Benefits	\$ 646,154
Services and Supplies	602,000
Closed Captioning	175,000
Fixed Assets – Equipment	50,000
Contingency Appropriation	100,000
Support Services (Member Agency Chambers)	60,000
Channel Licensees - Operations	804,751
Revenue Distribution	10,519,058
TOTAL BUDGET REQUIREMENTS	\$12,956,963

FURTHER BE IT RESOLVED AND ORDERED that the means of financing the expenditure program will be by monies derived from Revenue and Fund Balance available.

FURTHER BE IT RESOLVED AND ORDERED that equity adjustments, and universal salary increases for contract and non-contract employees, if any, are authorized at the same level as approved by the Board of Supervisors for unrepresented management, clerical, and technical employees of the County of Sacramento, or, for positions that did not receive a COLA in FY 2010-11 but received a one-time 2% pay-for-performance adjustments, the pay-for-performance adjustment is extended for FY 2011-12 or until a COLA of an equal or greater amount is approved for such positions by the County of Sacramento.

FURTHER BE IT RESOLVED AND ORDERED that the Budget is hereby adopted in accordance with the listed attachments in the Fiscal Year 2011-12 Budget Staff Report, which show in detail the approved appropriations, authorized positions, revenues and methods of financing, and authorized programming activities, attached hereto and by reference made a part hereof.

FURTHER BE IT RESOLVED AND ORDERED that the Channel Licensee Annual Funding and Performance Agreements with the Sacramento Educational Cable Consortium, Access Sacramento, KVIE, and Capital Public Radio and the Annual Performance Agreement with Religious Coalition for Cable Television are approved and that the Chairperson of the Board of Directors be and is hereby

authorized to execute the amended agreements.

FURTHER BE IT RESOLVED AND ORDERED that the Fiscal Year 2010-11 Budget is hereby amended to authorize a revenue distribution of \$11,244,540 to the Commission's member jurisdictions.

FURTHER BE IT RESOLVED AND ORDERED that the Executive Director is authorized and directed to do and perform everything necessary to carry out the purpose of this resolution.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Board of Directors of the Sacramento Metropolitan Cable Television Commission this 2nd day of June 2011, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Chairperson
Sacramento Metropolitan
Cable Television Commission

ATTEST:

Clerk/Secretary of the Board

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2011-003

**A RESOLUTION ADOPTING THE
FISCAL YEAR 2011-12 PROPOSED/FINAL PEG FEE FUND BUDGET (094B)**

WHEREAS, hearings have been terminated during which time any additions and deletions to the proposed budget for Fiscal Year 2011-12 were made.

THEREFORE, IT IS HEREBY RESOLVED AND ORDERED the Fiscal Year 2011-12 Budget for the PEG Fee Fund (094B) is hereby adopted in accordance with the following:

Member Agency Equipment	\$1,542,023
Metro Cable Projects Equipment	\$174,958
Channel Licensees – Facilities/Equipment Base	\$329,872
Channel Licensees - One Time Equipment Augmentation	\$621,627
BESTNet Phase III (Year 1 of 5)	\$600,000
BESTNet Phase II Remaining	\$98,560
Fixed Asset Reserve	\$150,000
Reimbursement to General Fund (BESTNet Phase II)	\$257,895
TOTAL FISCAL YEAR 2011-12 BUDGET REQUIREMENTS	\$ 3,774,935

FURTHER BE IT RESOLVED AND ORDERED that the means of financing the PEG Fee Fund expenditures will be by monies derived from Revenue and Fund Balance available.

FURTHER BE IT RESOLVED AND ORDERED that the Fiscal Year 2011-12 PEG Fee Fund Budget is hereby adopted in accordance with the Budget staff report, which shows in detail the approved appropriations, revenues and methods of financing.

NOW, THEREFORE, BE IT FURTHER RESOLVED AND ORDERED that the Executive Director is authorized and directed to do and perform everything necessary to carry out the purpose of this Resolution.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Board of Directors of the Sacramento Metropolitan Cable Television Commission this 2nd day of June 2011, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Chairperson
Sacramento Metropolitan
Cable Television Commission

Attested By:

Clerk/Secretary of the Board

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2011-004

A RESOLUTION CONFIRMING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, GC 22892(a) provides that a local agency contracting under the Public Employee's Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, the Sacramento Metropolitan Cable Television Commission is a local agency contracting under the Act;

NOW, THEREFORE, BE IT RESOLVED, that the employer's contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of \$1,091 dollars per month for active employees and retirees, plus administrative fees and Contingency Reserve Fund assessments.

FURTHER, BE IT RESOLVED AND ORDERED that the Executive Director is authorized and directed to do and perform everything necessary to carry out the purpose of this resolution.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted at a regular meeting by the Sacramento Metropolitan Cable Television Commission this 2nd day of June 2011 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Chairperson
Sacramento Metropolitan
Cable Television Commission

Attested by:

Clerk/Secretary of the Board

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2011-005

A RESOLUTION APPROVING AN AMENDMENT TO THE COMMISSION LEGAL COUNSEL SERVICES RETAINER AGREEMENT

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION approves the Amendment to the attached Retainer Agreement with Best Best & Krieger, LLP for general counsel services.

FURTHER BE IT RESOLVED that the Chairperson of the Board of Directors be and is hereby authorized to execute the amended agreement in the form hereto attached, on behalf of the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency of the State of California.

FURTHER BE IT RESOLVED that the Commission’s Executive Director is authorized to do and perform everything necessary to carry out the purpose of this Resolution.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Sacramento Metropolitan Cable Television Commission this 2nd day of June 2011 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Chairperson
Sacramento Metropolitan
Cable Television Commission

Attested by:

Clerk/Secretary of the Board

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

AMENDMENT TO LEGAL COUNSEL RETAINER AGREEMENT

FISCAL YEAR 2011-12

THIS AMENDMENT is made and entered into this 2nd day of June 2011, amending that certain Retainer Agreement Amendment dated August 30, 2010, by and between the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency, hereinafter called "Client" and BEST BEST & KRIEGER, LLP, a professional corporation, hereinafter called and referred to as "Firm".

NOW, THEREFORE, the parties agree to amend the aforementioned Agreement as follows:

1. Section 1. Representation.

"The Firm, by and through Harriet A. Steiner, Esq. undertakes legal representation, consultation and advice of the Client as General Counsel and such other and further matters as the Client may from time to time request of the Firm commencing July 1, 2011 and ending June 30, 2012."

2. Section 2. Compensation.

Paragraph A. "The firm will bill the client monthly . . . at the rate of \$295 for each hour of legal services rendered."

Paragraph C. "The \$295 hourly charge by Firm shall be deemed to include compensation for all costs and expenses incurred by Firm except those for out-of-County travel and filing fees and other litigation expense, if any."

3. All other terms and conditions of the aforesaid Agreement shall remain in effect and unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month, and year first stated above.

**Sacramento Metropolitan
Cable Television Commission**

Dated: _____

Chairperson, Board of Directors

Dated: _____

Best Best & Krieger, LLP

By: _____

Print: _____

Its: _____

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2011-006

A RESOLUTION APPROVING AN AMENDMENT TO THE
COMMISSION CONSULTING SERVICES AGREEMENT

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION approves the Amendment to Consultant Services Agreement attached hereto with Richard E. Esposito.

FURTHER BE IT RESOLVED that the Chairman of the Board of Directors be and is hereby authorized to execute the amended agreement in the form hereto attached, on behalf of the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency of the State of California.

FURTHER BE IT RESOLVED that the Commission's Executive Director is authorized to do and perform everything necessary to carry out the purpose of this Resolution.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Sacramento Metropolitan Cable Television Commission this 2nd day of June 2011 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Chairperson
Sacramento Metropolitan
Cable Television Commission

Attested by:

Clerk/Secretary of the Board

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

FISCAL YEAR 2011-12

AMENDMENT TO CONSULTANT SERVICES AGREEMENT

THIS AMENDMENT is made and entered into this 2nd day of June 2011, amending that certain Consultant Services Agreement dated February 3, 2006, by and between the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION and RICHARD E. ESPOSTO.

NOW, THEREFORE, the parties agree to amend the aforementioned Agreement as follows:

1. Section 7 - Term.

“This Agreement shall commence as of July 1, 2011 and shall terminate on June 30, 2012, unless extended by the mutual agreement of the parties or terminated earlier as set forth herein.”

2. Exhibit B – Time and Manner of Payment.

“Esposito shall bill the Commission for services on an hourly basis at the rate of \$170 dollars per hour.”

3. All other terms and conditions of the aforesaid Agreement shall remain in effect and unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month, and year first stated above.

**Sacramento Metropolitan
Cable Television Commission**

Dated: _____

Chairperson, Board of Directors

Dated: _____

Richard E. Esposito, Consultant

FISCAL YEAR 2011-12
ANNUAL FUNDING AND PERFORMANCE AGREEMENT

THIS AGREEMENT is between the **Sacramento Metropolitan Cable Television Commission (“SMCTC”)** and **Sacramento Community Cable Foundation, DBA Access Sacramento (“Licensee”)**. It is supplemental to that certain agreement between the same parties entitled **LICENSE AND OPERATIONS AGREEMENT PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S)** (the “**Licensing Agreement**”) which was effective as of November 6, 2003, and which was subsequently amended on June 1, 2006, and on June 3, 2010.

This Agreement (the “**Funding Agreement**”) is made with reference to the following facts, among others:

A. SMCTC and Licensee have entered into the Licensing Agreement. The Licensing Agreement provides Licensee the right to use one (or more) cable television channels which SMCTC controls for television programming which is beneficial to the public, subject to certain terms and conditions.

B. The purpose of this Funding Agreement is to provide certain funds to Licensee for the purpose of operating the cable television channel(s) licensed to it under the Licensing Agreement, except to the extent that those funds originate from public, educational, and governmental (PEG) access channel fees, since the use of those PEG funds is restricted as set forth in Section 4 of this Funding Agreement.

C. SMCTC has received a proposal from Licensee for funding. SMCTC hereby approves the proposal. A copy of the approved proposal which is in the possession of SMCTC is hereby incorporated by this reference.

WHEREFORE, THE PARTIES AGREE:

1. Payment to Licensee.

(a) For and in consideration of Licensee operating the cable channel(s) for which it is licensed according to the approved proposal, SMCTC hereby agrees to pay Licensee in two semi-annual installments the total sum of EIGHT HUNDRED FIFTY SEVEN THOUSAND TWO HUNDRED ELEVEN DOLLARS (\$857,211) as follows:

FY 2011-12	GENERAL FUND - 094A		PEG FUND - 094B			GRAND TOTAL
	Operations Base (General)	TOTAL (General)	Cap Fac / Equip Base (PEG)	One-Time Equip (PEG)	TOTAL (PEG)	
Operations Base	\$392,532	\$392,532	\$ -	\$ -	\$ -	\$392,532
HT-TV	\$51,700	\$51,700	\$ -	\$ -	\$ -	\$51,700
GOTW	\$44,979	\$44,979	\$ -	\$ -	\$ -	\$44,979
HT-TV & GOTW Total	\$96,679	\$96,679	\$ -	\$ -	\$ -	\$96,679
(PEG) Cap Fac/Equip	\$ -	\$ -	\$79,000	\$ -	\$79,000	\$79,000
(PEG) One-Time Equip	\$ -	\$ -	\$ -	\$289,000	\$289,000	\$289,000
TOTAL FY 2011-12:	\$489,211	\$489,211	\$79,000	\$289,000	\$368,000	\$857,211

The above payments will be made on or about August 15, 2011 and February 15, 2012.

2. Licensing Agreement. In addition to operating in accordance with the approved proposal, Licensee agrees to be bound by all terms and conditions of the Licensing Agreement, which are incorporated by this reference, as though they were fully set forth herein. A breach of the Licensing Agreement shall automatically be considered a breach of this Funding Agreement and vice versa.

3. Payment Contingent on Receipt of Fees. Licensee understands that the amount specified in Section 1 will be paid to Licensee out of the franchise and/or licensing fees and/or PEG fees collected by SMCTC from cable television operators. SMCTC shall be under no obligation to pay to Licensee the amount stated in Section 1, or any other amount, unless SMCTC receives sufficient fees to make such payment. Licensee further understands that other licensees may, or have, submitted proposals for operation of the channel(s) licensed to them and that SMCTC may, or has, approved such proposals, and that SMCTC may sign, or has signed, funding agreements with them. In the event SMCTC receives some, but not all, of the fees necessary to fund all funding agreements, each licensee shall receive its *pro rata* share of the available funds based on the percentage each individual licensee's approved dollar amount under its funding agreement bears to the total dollar amount of all funding agreements.

4. Use of PEG Fee Funding. Licensee understands that a portion of the amount specified in Section 1 may be paid to Licensee from money that originated from public, educational, and governmental (PEG) access channel fees, which portion, if any, is reflected in the table in Section 1(a). As a condition of accepting PEG fee funds, Licensee agrees to use those funds only for capital expenditures and facilities and for no other purpose. Licensee shall provide for such fiscal control and funding accounting procedures as reasonably necessary to assure proper disbursement, accounting, and expenditure of PEG fee funds. Notwithstanding Licensee's acceptance of PEG fee funds, Licensee shall be subject to all of the provisions of the Licensing Agreement, including reporting requirements, except those provisions that conflict with this Section 4 with respect to the use of PEG fee funds. At SMCTC's discretion, PEG fee funds may be disbursed to Licensee upon SMCTC's receipt of invoices from Licensee for qualifying expenditures.

5. Re-payment of Remaining Funds on Demand; Freezing Expenditures. Licensee understands that pursuant to the Licensing Agreement its license may be revoked or terminated under certain conditions. Licensee agrees that if its license is revoked or terminated it will, immediately upon demand of SMCTC, pay to SMCTC any and all amounts then held by it from the funds provided to it by SMCTC under this Funding Agreement. Licensee further agrees that SMCTC may, at any time, order Licensee to cease, and Licensee shall cease, spending any of the funds provided to Licensee by SMCTC under this Funding Agreement in order for SMCTC to make a determination whether to revoke or terminate Licensee's license.

6. No right of action. Licensee understands and agrees that it has no right of judicial action against SMCTC for the failure of SMCTC to pay any or all of the funds to Licensee under this Funding Agreement. Such judicial actions include those at law and/or equity, including, but not limited to, any action to compel payment of the funds, any action for general or special damages, or otherwise.

7. Effective Date of Agreement. This Funding Agreement shall be first executed by the Licensee. It shall be effective on the date next to the signature of the Chair of SMCTC after the Chair has been authorized to execute it by SMCTC.

8. Term. The term of the Funding Agreement ends June 30, 2012.

SACRAMENTO COMMUNITY
CABLE FOUNDATION
DBA ACCESS SACRAMENTO

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

FISCAL YEAR 2011-12
ANNUAL FUNDING AND PERFORMANCE AGREEMENT

THIS AGREEMENT is between the **Sacramento Metropolitan Cable Television Commission ("SMCTC")** and **KXPR-FM, a Licensee of California State University at Sacramento, DBA Capital Public Radio ("Licensee")**. It is supplemental to that certain agreement between the same parties entitled **LICENSE AND OPERATIONS AGREEMENT PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S)** (the "**Licensing Agreement**") which was effective as of November 6, 2003, and which was subsequently amended on June 1, 2006, and on June 3, 2010.

This Agreement (the "**Funding Agreement**") is made with reference to the following facts, among others:

A. SMCTC and Licensee have entered into the Licensing Agreement. The Licensing Agreement provides Licensee the right to use one (or more) cable television channels which SMCTC controls for television programming which is beneficial to the public, subject to certain terms and conditions.

B. The purpose of this Funding Agreement is to provide certain funds to Licensee for the purpose of operating the cable television channel(s) licensed to it under the Licensing Agreement, except to the extent that those funds originate from public, educational, and governmental (PEG) access channel fees, since the use of those PEG funds is restricted as set forth in Section 4 of this Funding Agreement.

C. SMCTC has received a proposal from Licensee for funding. SMCTC hereby approves the proposal. A copy of the approved proposal which is in the possession of SMCTC is hereby incorporated by this reference.

WHEREFORE, THE PARTIES AGREE:

1. Payment to Licensee.

(a) For and in consideration of Licensee operating the cable channel(s) for which it is licensed according to the approved proposal, SMCTC hereby agrees to pay Licensee in two semi-annual installments the total sum of THIRTY FIVE THOUSAND ONE HUNDRED TWENTY FIVE DOLLARS (\$35,125) as follows:

FY 2011-12	GENERAL FUND - 094A		PEG FUND - 094B		GRAND TOTAL
	Operations Base (General)	TOTAL (General)	One-Time Equip (PEG)	TOTAL (PEG)	
Operations Base	\$17,875	\$17,875	\$ -	\$ -	\$17,875
(PEG) One-Time Equip	\$ -	\$ -	\$17,250	\$17,250	\$17,250
TOTAL FY 2011-12:	\$17,875	\$17,875	\$17,250	\$17,250	\$35,125

The above payments will be made on or about August 15, 2011 and February 15, 2012.

2. Licensing Agreement. In addition to operating in accordance with the approved proposal, Licensee agrees to be bound by all terms and conditions of the Licensing Agreement, which are incorporated by this reference, as though they were fully set forth herein. A breach of the Licensing Agreement shall automatically be considered a breach of this Funding Agreement and *vice versa*.

3. Payment Contingent on Receipt of Fees. Licensee understands that the amount specified in Section 1 will be paid to Licensee out of the franchise and/or licensing fees and/or PEG fees collected by SMCTC from cable television operators. SMCTC shall be under no obligation to pay to Licensee the amount stated in Section 1, or any other amount, unless SMCTC receives sufficient fees to make such payment. Licensee further understands that other licensees may, or have, submitted proposals for operation of the channel(s) licensed to them and that SMCTC may, or has, approved such proposals, and that SMCTC may sign, or has signed, funding agreements with them. In the event SMCTC receives some, but not all, of the fees necessary to fund all funding agreements, each licensee shall receive its *pro rata* share of the available funds based on the percentage each individual licensee's approved dollar amount under its funding agreement bears to the total dollar amount of all funding agreements.

4. Use of PEG Fee Funding. Licensee understands that a portion of the amount specified in Section 1 may be paid to Licensee from money that originated from public, educational, and governmental (PEG) access channel fees, which portion, if any, is reflected in the table in Section 1(a). As a condition of accepting PEG fee funds, Licensee agrees to use those funds only for capital expenditures and facilities and for no other purpose. Licensee shall provide for such fiscal control and funding accounting procedures as reasonably necessary to assure proper disbursement, accounting, and expenditure of PEG fee funds. Notwithstanding Licensee's acceptance of PEG fee funds, Licensee shall be subject to all of the provisions of the Licensing Agreement, including reporting requirements, except those provisions that conflict with this Section 4 with respect to the use of PEG fee funds. At SMCTC's discretion, PEG fee funds may be disbursed to Licensee upon SMCTC's receipt of invoices from Licensee for qualifying expenditures.

5. Re-payment of Remaining Funds on Demand; Freezing Expenditures. Licensee understands that pursuant to the Licensing Agreement its license may be revoked or terminated under certain conditions. Licensee agrees that if its license is revoked or terminated it will, immediately upon demand of SMCTC, pay to SMCTC any and all amounts then held by it from the funds provided to it by SMCTC under this Funding Agreement. Licensee further agrees that SMCTC may, at any time, order Licensee to cease, and Licensee shall cease, spending any of the funds provided to Licensee by SMCTC under this Funding Agreement in order for SMCTC to make a determination whether to revoke or terminate Licensee's license.

6. No right of action. Licensee understands and agrees that it has no right of judicial action against SMCTC for the failure of SMCTC to pay any or all of the funds to Licensee under this Funding Agreement. Such judicial actions include those at law and/or equity, including, but not limited to, any action to compel payment of the funds, any action for general or special damages, or otherwise.

7. Effective Date of Agreement. This Funding Agreement shall be first executed by the Licensee. It shall be effective on the date next to the signature of the Chair of SMCTC after the Chair has been authorized to execute it by SMCTC.

8. Term. The term of the Funding Agreement ends June 30, 2012.

CAPITAL PUBLIC RADIO

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

FISCAL YEAR 2011-12
ANNUAL FUNDING AND PERFORMANCE AGREEMENT

THIS AGREEMENT is between the **Sacramento Metropolitan Cable Television Commission (“SMCTC”)** and **KVIE, Inc., a California Non-profit Public Benefit Corporation (“Licensee”)**. It is supplemental to that certain agreement between the same parties entitled **LICENSE AND OPERATIONS AGREEMENT PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S)** (the “**Licensing Agreement**”) which was effective as of November 6, 2003, and which was subsequently amended on June 1, 2006, and on June 3, 2010.

This Agreement (the “**Funding Agreement**”) is made with reference to the following facts, among others:

A. SMCTC and Licensee have entered into the Licensing Agreement. The Licensing Agreement provides Licensee the right to use one (or more) cable television channels which SMCTC controls for television programming which is beneficial to the public, subject to certain terms and conditions.

B. The purpose of this Funding Agreement is to provide certain funds to Licensee for the purpose of operating the cable television channel(s) licensed to it under the Licensing Agreement, except to the extent that those funds originate from public, educational, and governmental (PEG) access channel fees, since the use of those PEG funds is restricted as set forth in Section 4 of this Funding Agreement.

C. SMCTC has received a proposal from Licensee for funding. SMCTC hereby approves the proposal. A copy of the approved proposal which is in the possession of SMCTC is hereby incorporated by this reference.

WHEREFORE, THE PARTIES AGREE:

1. Payment to Licensee.

(a) For and in consideration of Licensee operating the cable channel(s) for which it is licensed according to the approved proposal, SMCTC hereby agrees to pay Licensee in two semi-annual installments the total sum of FOUR HUNDRED NINETY EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$498,500) as follows:

FY 2011-12	PEG FUND - 094B	
Description	One-Time Equip (PEG)	TOTAL (PEG)
Operations Base	\$ -	\$ -
(PEG) Cap Fac/Equip Base	\$195,507	\$195,507
(PEG) One-Time Equip	\$302,993	\$302,993
TOTAL FY 2011-12:	\$498,500	\$498,500

The above payments will be made on or about August 15, 2011 and February 15, 2012.

2. Licensing Agreement. In addition to operating in accordance with the approved proposal, Licensee agrees to be bound by all terms and conditions of the Licensing Agreement, which are incorporated by this reference, as though they were fully set forth herein. A breach of the Licensing Agreement shall automatically be considered a breach of this Funding Agreement and vice versa.

3. Payment Contingent on Receipt of Fees. Licensee understands that the amount specified in Section 1 will be paid to Licensee out of the franchise and/or licensing fees and/or PEG fees collected by SMCTC from cable television operators. SMCTC shall be under no obligation to pay to Licensee the amount stated in Section 1, or any other amount, unless SMCTC receives sufficient fees to make such payment. Licensee further understands that other licensees may, or have, submitted proposals for operation of the channel(s) licensed to them and that SMCTC may, or has, approved such proposals, and that SMCTC may sign, or has signed, funding agreements with them. In the event SMCTC receives some, but not all, of the fees necessary to fund all funding agreements, each licensee shall receive its *pro rata* share of the available funds based on the percentage each individual licensee's approved dollar amount under its funding agreement bears to the total dollar amount of all funding agreement.

4. Use of PEG Fee Funding. Licensee understands that a portion of the amount specified in Section 1 may be paid to Licensee from money that originated from public, educational, and governmental (PEG) access channel fees, which portion, if any, is reflected in the table in Section 1(a). As a condition of accepting PEG fee funds, Licensee agrees to use those funds only for capital expenditures and facilities and for no other purpose. Licensee shall provide for such fiscal control and funding accounting procedures as reasonably necessary to assure proper disbursement, accounting, and expenditure of PEG fee funds. Notwithstanding Licensee's acceptance of PEG fee funds, Licensee shall be subject to all of the provisions of the Licensing Agreement, including reporting requirements, except those provisions that conflict with this Section 4 with respect to the use of PEG fee funds. At SMCTC's discretion, PEG fee funds may be disbursed to Licensee upon SMCTC's receipt of invoices from Licensee for qualifying expenditures.

5. Re-payment of Remaining Funds on Demand; Freezing Expenditures. Licensee understands that pursuant to the Licensing Agreement its license may be revoked or terminated under certain conditions. Licensee agrees that if its license is revoked or terminated it will, immediately upon demand of SMCTC, pay to SMCTC any and all amounts then held by it from the funds provided to it by SMCTC under this Funding Agreement. Licensee further agrees that SMCTC may, at any time, order Licensee to cease, and Licensee shall cease, spending any of the funds provided to Licensee by SMCTC under this Funding Agreement in order for SMCTC to make a determination whether to revoke or terminate Licensee's license.

6. No right of action. Licensee understands and agrees that it has no right of judicial action against SMCTC for the failure of SMCTC to pay any or all of the funds to Licensee under this Funding Agreement. Such judicial actions include those at law and/or equity, including, but not limited to, any action to compel payment of the funds, any action for general or special damages, or otherwise.

7. Effective Date of Agreement. This Funding Agreement shall be first executed by the Licensee. It shall be effective on the date next to the signature of the Chair of SMCTC after the Chair has been authorized to execute it by SMCTC.

8. Term. The term of the Funding Agreement ends June 30, 2012.

KVIE, INC.

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

FISCAL YEAR 2011-12
ANNUAL FUNDING AND PERFORMANCE AGREEMENT

THIS AGREEMENT is between the **Sacramento Metropolitan Cable Television Commission** (“SMCTC”) and **Sacramento Educational Cable Consortium**, a California non-profit corporation (“Licensee”). It is supplemental to that certain agreement between the same parties entitled **LICENSE AND OPERATIONS AGREEMENT PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S)** (the “Licensing Agreement”) which was effective as of November 6, 2003, and which was subsequently amended on June 1, 2006, and on June 3, 2010.

This Agreement (the “Funding Agreement”) is made with reference to the following facts, among others:

A. SMCTC and Licensee have entered into the Licensing Agreement. The Licensing Agreement provides Licensee the right to use one (or more) cable television channels which SMCTC controls for television programming which is beneficial to the public, subject to certain terms and conditions.

B. The purpose of this Funding Agreement is to provide certain funds to Licensee for the purpose of operating the cable television channel(s) licensed to it under the Licensing Agreement, except to the extent that those funds originate from public, educational, and governmental (PEG) access channel fees, since the use of those PEG funds is restricted as set forth in Section 4 of this Funding Agreement.

C. SMCTC has received a proposal from Licensee for funding. SMCTC hereby approves the proposal. A copy of the approved proposal which is in the possession of SMCTC is hereby incorporated by this reference.

WHEREFORE, THE PARTIES AGREE:

1. Payment to Licensee.

(a) For and in consideration of Licensee operating the cable channel(s) for which it is licensed according to the approved proposal, SMCTC hereby agrees to pay Licensee in two semi-annual installments the total sum of THREE HUNDRED SIXTY FIVE THOUSAND FOUR HUNDRED FOURTEEN DOLLARS (\$365,414) as follows:

FY 2011-12 Description	GENERAL FUND - 094A		PEG FUND - 094B			GRAND TOTAL
	Operations Base (General)	TOTAL (General)	Cap Fac / Equip Base (PEG)	One-Time Equip (PEG)	TOTAL (PEG)	
SECC Operations Base	\$241,806	\$241,806	\$ -	\$ -	\$ -	\$241,806
SECC Cap Fac/Equip Base	\$ -	\$ -	\$55,365	\$ -	\$55,365	\$55,365
Total SECC Base	\$241,806	\$241,806	\$55,365	\$ -	\$55,365	\$297,171
(PEG) One-Time Equip	\$ -	\$ -	\$ -	\$12,384	\$12,384	\$12,384
BESTNet Operations Base	\$55,859	\$55,859	\$ -	\$ -	\$55,859	\$55,859
BESTNet Phase III (1 of 5)*	\$ -	\$ -	\$ -	\$600,000	\$600,000	\$600,000
TOTAL FY 2011-12:	\$297,665	\$297,665	\$55,365	\$612,384	\$667,749	\$965,414

*The above payments will be made on or about August 15, 2011 and February 15, 2012 for the all funding elements, except for BESTNet Phase III (1 of 5).

(b) Pursuant to the First Addendum to the BESTNet Network Phase II Construction and Maintenance Agreement, the Commission will fund up to six hundred thousand dollars (\$600,000) upon invoices from Licensee for BESTNet Phase III (Year 1 of 5).

(c) Pursuant to the BESTNet Network Phase I and Phase II Construction and Maintenance Agreement, the Commission will reserve unused funds of approximately Ninety Eight Thousand Five Hundred Sixty Dollars (\$98,560), which for FY 2011-12 will be moved to the PEG Fee Fund, for the Twin Rivers District Office which may be reimbursed upon invoices from Licensee.

2. Licensing Agreement. In addition to operating in accordance with the approved proposal, Licensee agrees to be bound by all terms and conditions of the Licensing Agreement, which are incorporated by this reference, as though they were fully set forth herein. A breach of the Licensing Agreement shall automatically be considered a breach of this Funding Agreement and *vice versa*.

3. Payment Contingent on Receipt of Fees. Licensee understands that the amount specified in Section 1 will be paid to Licensee out of the franchise and/or licensing fees and/or PEG fees collected by SMCTC from cable television operators. SMCTC shall be under no obligation to pay to Licensee the amount stated in Section 1, or any other amount, unless SMCTC receives sufficient fees to make such payment. Licensee further understands that other licensees may, or have, submitted proposals for operation of the channel(s) licensed to them and that SMCTC may, or has, approved such proposals, and that SMCTC may sign, or has signed, funding agreements with them. In the event SMCTC receives some, but not all, of the fees necessary to fund all funding agreements, each licensee shall receive its *pro rata* share of the available funds based on the percentage each individual licensee's approved dollar amount under its funding agreement bears to the total dollar amount of all funding agreements.

4. Use of PEG Fee Funding. Licensee understands that a portion of the amount specified in Section 1 may be paid to Licensee from money that originated from public, educational, and governmental (PEG) access channel fees, which portion, if any, is reflected in the table in Section 1(a). As a condition of accepting PEG fee funds, Licensee agrees to use those funds only for capital expenditures and facilities and for no other purpose. Licensee shall provide for such fiscal control and funding accounting procedures as reasonably necessary to assure proper disbursement, accounting, and expenditure of PEG fee funds. Notwithstanding Licensee's acceptance of PEG fee funds, Licensee shall be subject to all of the provisions of the Licensing Agreement, including reporting requirements, except those provisions that conflict with this Section 4 with respect to the use of PEG fee funds. At SMCTC's discretion, PEG fee funds may be disbursed to Licensee upon SMCTC's receipt of invoices from Licensee for qualifying expenditures.

5. Re-payment of Remaining Funds on Demand; Freezing Expenditures. Licensee understands that pursuant to the Licensing Agreement its license may be revoked or terminated under certain conditions. Licensee agrees that if its license is revoked or terminated it will, immediately upon demand of SMCTC, pay to SMCTC any and all amounts then held by it from the funds provided to it by SMCTC under this Funding Agreement. Licensee further agrees that SMCTC may, at any time, order Licensee to cease, and Licensee shall cease, spending any of the funds provided to Licensee by SMCTC under this Funding Agreement in order for SMCTC to make a determination whether to revoke or terminate Licensee's license.

6. No right of action. Licensee understands and agrees that it has no right of judicial action against SMCTC for the failure of SMCTC to pay any or all of the funds to Licensee under this Funding Agreement. Such judicial actions include those at law and/or equity, including, but not limited to, any action to compel payment of the funds, any action for general or special damages, or otherwise.

7. No right of action. Licensee understands and agrees that it has no right of judicial action against SMCTC for the failure of SMCTC to pay any or all of the funds to Licensee under this Funding Agreement. Such judicial actions include those at law and/or equity, including, but not limited to, any action to compel payment of the funds, any action for general or special damages, or otherwise.

8. Effective Date of Agreement. This Funding Agreement shall be first executed by the Licensee. It shall be effective on the date next to the signature of the Chair of SMCTC after the Chair has been authorized to execute it by SMCTC.

9. Term. The term of the Funding Agreement ends June 30, 2012.

SACRAMENTO EDUCATIONAL
CABLE CONSORTIUM

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

FISCAL YEAR 2011-12
ANNUAL PERFORMANCE AGREEMENT

THIS AGREEMENT is between the Sacramento Metropolitan Cable Television Commission ("SMCTC") and **Interfaith Service Bureau, DBA Religious Coalition for Cable Television ("Licensee")**. It is supplemental to that certain agreement between the same parties entitled **LICENSE AND OPERATIONS AGREEMENT PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S)** ("the Licensing Agreement") which was effective as of November 6, 2003 and amended June 1, 2006.

This Agreement ("the Agreement") is made with reference to the following facts, among others:

A. SMCTC and Licensee have entered into the Licensing Agreement. The Licensing Agreement provides Licensee the right to use one (or more) cable television channels which SMCTC controls for television programming which is beneficial to the public, subject to certain terms and conditions.

B. The purpose of this Agreement is to approve Licensee's operation of the cable television channel licensed to it under the Licensing Agreement.

C. SMCTC has reviewed a proposal from Licensee for operations. SMCTC hereby approves the proposal. A copy of the approved proposal which is in the possession of SMCTC is hereby incorporated by this reference.

WHEREFORE, THE PARTIES AGREE:

1. Licensing Agreement. In addition to operating in accordance with the approved proposal, Licensee agrees to be bound by all terms and conditions of the Licensing Agreement, which are incorporated by this reference, as though they were fully set forth herein. A breach of the Licensing Agreement shall automatically be considered a breach of this Agreement and *vice versa*.

2. No right of action. Licensee understands and agrees that it has no right of judicial action against SMCTC under this Agreement. Such judicial actions include those at law and/or equity, including, but not limited to, any action to compel payment of any funds, any action for general or special damages, or otherwise.

3. Effective Date of Agreement. This Agreement shall be first executed by the Licensee. It shall be effective on the date next to the signature of the Chair of SMCTC after the Chair has been authorized to execute it by SMCTC.

4. Term. The term of the Agreement ends June 30, 2012.

INTERFAITH SERVICE BUREAU, DBA
RELIGIOUS COALITION FOR CABLE TELEVISION

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

Fiscal Year 2011-12 Staffing
Part-Time and Full-Time Positions

	2007-08 Authorized	2008-09 Authorized	2009-10 Authorized	2010-11 Authorized	2011-12 Proposed
Part-Time Positions					
Executive Director (Contracted with County of Sacramento)	0.2	0.2	0.2	0.2	0.2
Productions Assts	12	12	12	11	10
Full-Time Positions					
New @ 9/06> Sr. Coordinator	0.5	0.5	0	0	0
Admin Services Officer	1	1	1	1	1
Senior Office Assistant	N/A	N/A	1	1	1
Office Assistant 2 (50%)	1.5	1.5	0	0	0
Production Director	1	1	1	1	1
Program Coordinator	1	1	1	1	1
Technical Coordinator	1	1	1	1	1
New @ 7/11> Production Assist. III	0	0	0	0	1
TOTAL AUTHORIZED FULL-TIME POSITIONS	6	6	5	5	6

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2011-007

A RESOLUTION APPROVING AND AUTHORIZING EXECUTION
OF THE FUNDING AGREEMENT FOR MEMBER AGENCIES OF
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors of the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency of the State of California, hereby approves the Funding Agreement for Member Agencies of the Sacramento Metropolitan Cable Television Commission as recommended by staff; and

FURTHER BE IT RESOLVED AND ORDERED that the Commission’s Board of Directors hereby approves the FY 2011-12 PEG Fee Funding Plans as submitted for the purpose of providing funding for the Member Agencies for the period of July 1, 2011 to June 30,2012; and

FURTHER BE IT RESOLVED AND ORDERED that the Commission’s Executive Director is hereby authorized and directed to execute the Agreements with the Member Agencies of the Sacramento Metropolitan Cable Television Commission, with the allowance for changes within the budget authority; and

FURTHER BE IT RESOLVED AND ORDERED that the Commission’s Executive Director is authorized to do and perform everything necessary to carry out the purpose of this Resolution.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Sacramento Metropolitan Cable Television Commission this 2nd day of June 2011 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Chairperson
Sacramento Metropolitan
Cable Television Commission

Attested by:

Clerk/Secretary of the Board

**FUNDING AGREEMENT FOR MEMBER AGENCIES OF
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION**

THIS AGREEMENT is entered into this ____ day of _____, 2011, by and between the **Sacramento Metropolitan Cable Television Commission** ("SMCTC") and the _____, a [***municipal corporation (city) or political subdivision of the State of California (county)***] ("Member Agency").

WHEREAS, SMCTC is a joint powers agency comprised of seven member jurisdictions, one of which is Member Agency;

WHEREAS, commencing with the 2009-2010 fiscal year, SMCTC began collecting Public, Educational, and Governmental ("PEG") access channel fees ("PEG Funding") from cable television operators to support PEG access facilities;

WHEREAS, SMCTC anticipates that PEG Funding will be available to provide to member jurisdictions, including Member Agency, to support projects relating to PEG access facilities;

WHEREAS, SMCTC has received an application for PEG Funding from Member Agency. SMCTC hereby approves that application. A copy of Member Agency's approved application, which is in the possession of SMCTC, is hereby incorporated by this reference;

WHEREAS, federal law currently restricts the use of PEG Funding to capital costs and facilities; and

WHEREAS, SMCTC and Member Agency desire to enter into this Agreement to memorialize the terms under which SMCTC will provide PEG Funding to Member Agency, and to expressly set forth the restrictions on Member Agency's use of such funding.

NOW, THEREFORE, SMCTC and Member Agency agree as follows:

1. **Payment to Member Agency.** SMCTC hereby agrees to pay to Member Agency the total sum of _____ DOLLARS (\$ _____) which consists of PEG Funding. This payment will be made on or about _____, 20___. [***or set times for payments and amounts at each payment date***]

2. **Payment Contingent on Receipt of PEG Fees.** Member Agency understands that the payment amount set forth in Section 1 will be paid to Member Agency out of PEG fees collected by SMCTC from cable television operators. SMCTC shall be under no obligation to pay to Member Agency the amount stated in Section 1, or any other amount, unless SMCTC receives sufficient PEG fees to make such payment. Member Agency further understands that SMCTC may enter, or has already entered, into similar funding agreements with other member agencies and with the channel licensees that operate one or more of the PEG channels. In the event SMCTC receives some, but not all, of the PEG fees necessary to fund all such funding agreements, each member agency and channel licensee shall receive a *pro rata* share of the available PEG funds based on the percentage each individual member agency's approved dollar amount under its funding agreement bears to the total dollar amount of all funding agreements.

3. Use of PEG Fee Funding.

(a) Member Agency understands that the funding provided to it pursuant to this Agreement originated from PEG access channel fees. As a condition of accepting PEG Funding, Member Agency agrees to use those funds only for capital expenditures and facilities related to the provision of cablecasting on the PEG channels and for no other purpose. Since applicable law does not specifically define those expenses that qualify as capital costs, SMCTC has developed a working definition of the types of expenses that it believes qualify for the use of PEG Funding. SMCTC reserves the right to modify its working definition as the law on this topic develops. In accordance with SMCTC's working definition, PEG Funding may be used for the following expenditures: rent or purchase of facilities and equipment, purchase of software, and expenditures for tangible goods provided that a Certified Public Accountant certifies that the tangible goods qualify as capital expenditures pursuant to standard accounting practices. PEG Funding may not be used for the following expenditures: operations, training, maintenance, employment of staff, and hiring of persons to perform services. Member Agency shall provide for such fiscal control and funding accounting procedures as reasonably necessary to assure proper disbursement, accounting, and expenditures of PEG fee funds.

(b) Member Agency further understands and agrees that the PEG Funding provided to it by SMCTC was awarded based on an application from Member Agency and that the use of the PEG funds are also limited to the expenditures outlined in that application as approved by SMCTC. If Member Agency determines that it will not proceed with the expenditures as set forth in the application approved by SMCTC, then Member Agency may request that SMCTC amend the allowable uses of the PEG Funding or, alternatively, Member Agency shall return the PEG Funding to SMCTC within thirty (30) days of Member Agency determining not to proceed with the allowable expenditures.

4. Indemnification. Member Agency shall, at its sole expense, fully indemnify, defend and hold harmless SMCTC and its member agencies, and in their capacity as such, the officers, agents and employees thereof, from and against any and all claims, suits, actions, liability and judgments for damages including reasonable attorneys' fees or otherwise:

(a) For actual or alleged injury to persons or property, including loss of use of property due to an occurrence, whether or not such property is physically damaged or destroyed, directly or indirectly arising out of or attributable to, in whole or in part, the acts or omissions of Member Agency in connection with, related to, or in any way arising out of Member Agency's use of the PEG Funding provided to it under this Agreement.

(b) Directly or indirectly arising out of or attributable to, in whole or in part, Member Agency's failure to comply with the provisions of any statute, regulation, or ordinance of the United States, the State of California, or any local agency in connection with, related to, or in any way arising out of Member Agency's use of the PEG Funding provided to it under this Agreement.

5. Reporting Requirement. No later than forty-five (45) days after exhausting the funds provided to it under this Agreement, Member Agency shall submit to SMCTC a copy of all invoices and receipts reflecting the expenditures made with such funds.

FUNDING AGREEMENT FOR MEMBER AGENCIES OF
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
Page 3

6. Unauthorized Use of PEG Fee Funding. If SMCTC determines that Member Agency has used the PEG fee funds provided to it under this Agreement for purposes other than capital expenditures and facilities, Member Agency shall return to SMCTC the total sum of those unauthorized expenditures within thirty (30) days of receipt of written notice from SMCTC.

7. Ownership of Facilities and Equipment. Member Agency shall own and be solely responsible for any facilities, equipment, or other items that it acquires with PEG Funding provided to it pursuant to this Agreement. SMCTC shall have no obligations, and shall bear no costs, with respect to any facilities, equipment, or other items that Member Agency acquires with such PEG Funding.

8. No Right of Action. Member Agency understands and agrees that it has no right of judicial action against SMCTC for the failure of SMCTC to pay any or all of the funds to Member Agency under this Agreement. Such judicial actions include those at law and/or equity, including, but not limited to, any action to compel payment of the funds, any action for general or special damages, or otherwise.

9. Effective Date of Agreement. This Agreement shall be effective on the date next to the signature of the Chair of SMCTC after the Chair has been authorized by SMCTC to execute it.

MEMBER AGENCY, CITY OF
SACRAMENTO

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



REPRESENTING

Sacramento County

and the Cities of:

Citrus Heights

Elk Grove

Folsom

Galt

Rancho Cordova

Sacramento

SACRAMENTO METROPOLITAN

Cable CTC television commission

901 H Street, Suite 206 ♦ Sacramento, CA 95814 ♦ www.sacmetroable.tv

Phone: (916) 874-6661 ♦ Fax: (916) 854-9666

ROBERT A DAVISON, EXECUTIVE DIRECTOR

AGENDA ITEM NO. 4

DATE: June 2, 2011

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: **RESOLUTION NO. 2011-008, IN SUPPORT OF H.R. 1746, THE COMMUNITY ACCESS PRESERVATION (CAP) ACT**

RECOMMENDATION:

It is recommended the Board adopt Resolution No. 2011-008, in support of H.R. 1746, the Community Access Preservation (CAP) Act of 2011.

DISCUSSION:

The CAP Act was referred to the House Committee May 5, 2011 and is co-sponsored by Congresswoman Tammy Baldwin (D-WI) and Congressman Steve LaTourette (R-OH). The Act amends the Communications Act of 1934 to protect Public Education and Government (PEG) channels by:

- Addressing severe challenges faced by PEG TV channels and saving thousands of jobs across the country;
- Permitting residents to connect with their local government, schools, and groups related to local issues, events, and emergencies;
- Allowing local access channels to bring unique voices, perspectives, and programming to television not available on commercial television;
- Allowing local school districts to broadcast lectures, homework helpers, and school Board meetings to students; and
- Prohibiting cable operators from making obscure PEG channel placements or degrade picture quality based on the method of signal transmission.

The Commission provides 7 PEG channels and funding support for four community organizations that independently operate 6 of these PEG channels. In addition, the Commission operates Metro Cable 14 which cablecasts local government meetings so that citizens are kept abreast of actions taken by local elected officials on matters that may impact their lives.

The Bill addresses several fundamental issues of concern to the Commission, which requires all franchised video providers to provide PEG channels that at minimum are equivalent in quality, accessibility, functionality and placement to the broadcast channels, and that PEG channels are carried in the same manner as local broadcast channels.

The funding provisions of H.R. 1746 address the use of the PEG fees. A 1% PEG fee was implemented by the Commission pursuant to DIVCA. Under federal law, PEG fees may be used for capital expenditures. If PEG fees are used for operations and maintenance, the cable operator may deduct the operations and maintenance costs from its 5% franchise fee. H.R. 1746 would delete this restriction thereby permitting the PEG fee to be used for operations and maintenance as well as capital expenditures.

The Commission has a long history of supporting PEG channels. Since the proposed Bill addresses several fundamental issues related to PEG channels that are of concern to the Commission, staff recommends the Board adopt Resolution No. 2011-008, In support of H.R. 1746, the Community Access Preservation Act.

Respectfully Submitted,

A handwritten signature in black ink that reads "Robert A. Davison". The signature is written in a cursive style and extends across the width of the page.

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

Attachment:
Resolution No. 2011-008

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2011-008

**A RESOLUTION IN SUPPORT OF
H.R. 1746, THE COMMUNITY ACCESS PRESERVATION (CAP) ACT**

WHEREAS, public, educational and governmental (PEG) channels play a significant role in areas served by the Sacramento Metropolitan Cable Television Commission (SMCTC) and its member agencies including the County of Sacramento and the cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova, and Sacramento; and

WHEREAS, PEG channels are a unique and valuable resource for local information and discourse for the residents served by the Sacramento Metropolitan Cable Television Commission and its member agencies; and

WHEREAS, the SMCTC operates Metro Cable 14 which cable casts local government meetings, including city councils, County Board and many other local government meetings, so that citizens are informed about the actions taken by local elected officials; and

WHEREAS, the SMCTC provides six channels and funding support for four community organizations that independently operate PEG Channels, including: 1) Access Sacramento which provides public access programming; 2) Sacramento Educational Cable Consortium which provides educational programming; 3) KVIE which provides public broadcasting service and educational programming; and 4) Religious Coalition for Cable Television which provides religious programming; and

WHEREAS, PEG channels contribute to the democratic process by providing opportunities for candidates and others, such as the League of Women Voters, to discuss local issues during election campaigns; and

WHEREAS, PEG channels provide a window through which residents can view the diversity of cultures, recreational activities and artistic endeavors in their local community; and

WHEREAS, PEG channels reflect the unique identity of the communities they serve; and

WHEREAS, it is important to preserve PEG channels and funding for PEG channels, and to ensure that the channels continue to be available to the entire community to serve the residents within the jurisdiction of the SMCTC ; and

WHEREAS, H.R. 1746, the Community Access Preservation Act addresses critical and immediate threats to PEG.

NOW THEREFORE BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION that the SMCTC supports immediate passage of H.R. 1746;

FURTHER BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION that the SMCTC calls on our Congressional delegation to take all possible actions in support of the passage of H.R. 1746, including but not limited to endorsing, co-sponsoring and voting for H.R. 1746, and to work for its rapid passage.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Sacramento Metropolitan Cable Television Commission this 2ND day of June, 2011 by the following vote to wit:

AYES: Directors

NOES: Directors

ABSENT: Directors

ABSTAIN: Directors

By: _____
Chairperson
Sacramento Metropolitan
Cable Television Commission

Attested By:

Secretary/Clerk of the Board



SACRAMENTO METROPOLITAN Cable Television Commission

901 H Street, Suite 206 • Sacramento, CA 95814 • www.sacmetroable.tv

Phone: (916) 874-6661 • Fax: (916) 854-9666

ROBERT A DAVISON, EXECUTIVE DIRECTOR

REPRESENTING
Sacramento County
and the Cities of:
Citrus Heights
Elk Grove
Folsom
Galt
Rancho Cordova
Sacramento

AGENDA ITEM NO. 5

DATE: June 2, 2011
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: **PROCUREMENT CARD PROGRAM COMPLIANCE REVIEW (FY 2009-10)**

RECOMMENDATION:

It is recommended the Board receive and file the Commission's Procurement Card Program Compliance Review for Fiscal Year 2009-10.

DISCUSSION:

The Sacramento Metropolitan Cable Television Commission (Commission) is a participant in Sacramento County's Procurement Card Program (Program).

In accordance with the Program's annual compliance review requirement, Charlie Wang, an Auditor with the County of Sacramento performed the procedures enumerated in the review of the Commission's participation in the program for the period of July 1, 2009 to June 30, 2010. The criteria for reviewing compliance with the program were based on the County of Sacramento's Procurement Program Policies and Procedures.

The Auditor reviewed purchases and records for the entire fiscal year to determine compliance with the cited guidelines, policies, and procedures. The only exception noted as a result of the review was a sales tax issue identified in Attachment I of the Review; Commission staff did not calculate and pay the sales tax on all applicable Procurement Card online purchases prior to January 2010. Per California Law, sales tax must be accrued on all online and out-of-state purchases. Commission staff corrected this oversight when it was brought to their attention and \$6.11 was remitted to the County Auditor's office. Staff will continue with this practice as recommended by the Auditor.

Respectfully submitted,

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

Attachments:
SMCTC Review of Procurement Card Usage (FY 2009-10)
County of Sacramento's Procurement Card Program Guidelines

SMCTC
Review of Procurement Card Usage
(FY 2009-10)

**Internal Services Agency
Department of Finance
Auditor-Controller Division**

Ben Lamera
Assistant Auditor Controller



County of Sacramento

Steven C. Szalay,
Interim County Executive

David Villanueva,
Agency Administrator

Julie Valverde,
Director of Finance

February 18, 2011

Robert Davison, Executive Director
901 H Street, Suite 206
Sacramento, Ca 95814

RECEIVED

MAR - 3 2011

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

Dear Mr. Davison:

Enclosed is the final review report on the agreed upon procedures for the Sacramento Metropolitan Cable Television Commission (Commission)'s compliance with the Procurement Card Program for the fiscal year 2009/2010.

Once again, we would like to thank you and your staff for the opportunity to be of assistance and for the excellent cooperation and assistance we received during the review.

Sincerely,

JULIE VALVERDE
DIRECTOR OF FINANCE

A handwritten signature in black ink, appearing to read "Alan A. Matré".

By: Alan A. Matré
Chief of Audits

Enclosure

**COUNTY OF SACRAMENTO
INTERNAL SERVICES AGENCY
DEPARTMENT OF FINANCE
AUDITOR-CONTROLLER**

Inter-Departmental Correspondence

February 2, 2011

RECEIVED

To: Robert Davison
Executive Director

MAR - 3 2011

From: Julie Valverde
Director of Finance

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: Alan A. Matré
Chief of Audits



Subject: **ANNUAL REVIEW OF PROCUREMENT CARD USAGE**

In accordance with the Procurement Card Program's (program) annual compliance review requirement, we have performed the procedures enumerated below to the Sacramento Metropolitan Cable Television Commission (Commission) participation in the program for the period of July 1, 2009, to June 30, 2010. The criteria for reviewing compliance with the program were based on the Commission's *VISA Procurement Card Program Guidelines and Procedures*, and *County of Sacramento Procurement Card Program Policies and Procedures*.

The procedures we performed are summarized as follows:

- We reviewed Commission's records to determine compliance with the above cited policy, procedures, and guidelines.

Finding: No exceptions were noted as a result of our procedures.

- We reviewed purchases for the entire fiscal year to determine compliance with the above cited policy, procedures, and guidelines.

Finding: No exceptions were noted as a result of our procedures except for the sales tax issue noted from the purchases review. See Attachment I for the *Findings and Recommendations*.

Because the above procedures do not constitute an examination made in accordance with generally accepted auditing standards, we do not express an opinion on any of the accounts or items referred to above. Had we made an examination in accordance with generally accepted auditing standards other matters may have come to our attention that would have been reported to you.

This report relates only to the Commission's participation in the program and does not extend to any financial statements of the Commission as a whole.

Our report is intended solely for the use by the Commission management and should not be used for any other purpose. This restriction is not intended to limit distribution of this report, which is a matter of public record.

**SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION
PROCUREMENT CARD PROGRAM REVIEW
FINDINGS AND RECOMMENDATIONS
July 1, 2009 to June 30, 2010**

CURRENT AUDIT FINDING

Sales Tax Payment

For the fiscal year we reviewed, we noted that the Sacramento Metropolitan Cable Television Commission (Commission) did not calculate and pay the sales tax on all applicable Procurement Card online purchases prior to January 2010. Per California law, sales tax must be accrued on all online and out of state purchases.

Recommendation

Since the Commission has been paying the sales tax on all applicable Procurement Card online purchases since January 2010, we recommend that they continue to follow this practice.

County of Sacramento
Procurement Card Program
Guidelines

**COUNTY OF SACRAMENTO
PROCUREMENT CARD PROGRAM GUIDELINES
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PROCUREMENT CARD PROGRAM GUIDELINES

I. INTRODUCTION

- A. **History.** In 1989, the State of California implemented its procurement card program via US Bank called the CAL-Card Program. It was patterned after the successful International Merchant Purchase Authorization Card (I.M.P.A.C.) used by the federal government. The State has extended the availability of this program to Sacramento County as well as other local governmental agencies including cities, towns, school districts, fire districts and other special districts.

The County established its Procurement Card Program in 1996. The County of Sacramento, through a contract with US Bank, offers the procurement card program to all County departments and agencies. After several years of operating under this initial contract platform, the State's contract with US Bank expired, was rebid, and awarded again to US Bank in 2006. The County chose to piggyback off of the new contract platform, Cal-Card (2), transitioning in late 2007, and new program functionalities were put into place.

Procurement cards are available to selected County employees to use when transacting County business.

- B. **Purpose.** The purpose of establishing the procurement card program is to:
1. Reduce the amount of paperwork (limited purchase orders, department field orders, some contract shipping orders and some claims).
 2. Reduce the time involved in procuring items.
 3. Shorten the time needed to pay vendors.
 4. Reduce costs.
 5. Improve customer and vendor relations.
 6. Expand the local vendor pool.
 7. Improve the purchasing procedures for certain transactions of \$1,000 or less.

II. GENERAL INFORMATION

- A. **Card issuance.** Departments should issue procurement cards to those individuals normally involved in the purchasing function of the department. The cardholder is the only person authorized to use the procurement card issued to them. Cards will not be issued as departmental, agency or divisional cards. The procurement card is to be used only by the cardholder while on official County business. **No other County employee, family member, or person may use this card.** Although no other individual may use the card, another person may pick up and sign for receipt of merchandise ordered by the cardholder.
- B. **Card appearance.** US Bank issues the Sacramento County procurement card and it looks similar to any standard Visa card. The County's has been designed to avoid confusing it with other personal credit cards. It has the cardholder's name embossed on it, and the County Seal and the words "County of Sacramento" appear in the upper left corner of the card. The words "CalCard DGS" appear in the upper right corner.

PROCUREMENT CARD PROGRAM GUIDELINES

- C. **Spending limits.** The departmental Agency Program Coordinator will, in conjunction with the County Agency Program Coordinator, establish the maximum daily and monthly limits for each cardholder in their unit. These spending limits may be raised or lowered depending on the needs of each unit. Cardholders will be provided with information on the maximum amount that they may spend per transaction, per day and per month prior to the cards being issued.
1. **Single transaction limit.** Each department will establish a single transaction limit for its cardholders based on anticipated purchasing needs of the unit. Single transaction limits may be set between \$300 and \$1000. If the total amount of the purchase exceeds \$1,000 (including sales tax and/or other applicable charges), the purchase will not be permitted.
 2. **Daily spending limit.** The maximum amount that a cardholder may charge in one day is \$5,000. Any transaction that exceeds the cardholder's daily limit will not be permitted.
 3. **30-day spending limit.** Each department will establish a 30-day spending limit for its cardholders based on the anticipated purchasing needs of the unit. The 30-day period corresponds to the billing cycle, i.e., March 23 to April 22.
- Exception.** In the event County personnel are deployed due to the activation of the County Emergency Operations Center (EOC) in response to a disaster or civil unrest, those deployed may have their transaction limits set at a higher limit in accordance with Cal-Card program limits. These higher limits will only be in effect for the duration of the emergency event.
- D. **Responsibility.** Procurement cards are issued only to County employees. Cards will not be issued to agencies or departments. Cardholders are responsible for the physical security of their card and for all charges appearing on their monthly statement.
- E. **Purchasing methods.** Cardholders may use the procurement card to purchase goods in person, by telephone, on the Internet, by FAX or by mail. The procurement card may be used at any business establishment that accepts VISA cards for payment. If a vendor does not accept VISA but would like to become a VISA authorized merchant, they should contact their local financial institution or US Bank.
- F. **Emergency field purchases.** A cardholder who is out-in-the-field may purchase parts or supplies from a local vendor rather than spend the time to drive across town to the supplier on contract. Purchases are not allowed to simply circumvent County Purchasing Policy which says if we have an item or service on contract; users are required to utilize the contracted vendor. These special types of purchases are considered an 'exception, not the rule' and must be documented on their purchasing log.
- G. **Restrictions.** Cardholders are subject to, and must adhere to, all County procurement policies and procedures. The County's procurement card is to be used for "Official Use Only." Intentional use of the procurement card for anything other than "official" County business will be considered as an attempt to commit fraud against the County. Proof of such fraud may result in immediate cancellation

PROCUREMENT CARD PROGRAM GUIDELINES

of procurement card privileges and the County may initiate disciplinary action against the cardholder. **THE PROCUREMENT CARD MAY NOT BE USED FOR ANY PERSONAL PURCHASES.**

- H. **Splitting purchases.** Sacramento County Code Section 2.56.260 prohibits the splitting of purchases. Purchases made using the procurement card may not be split to circumvent procurement policy.
- I. **Misuse of card.** Improper use of the procurement card (e.g. splitting purchases, not having itemized receipts, making illegal/prohibited purchases, not turning in timely reporting) may result in the suspension or revocation of procurement card privileges and/or disciplinary action. Frequent and/or flagrant violation of the authorized use of the procurement card by the cardholder may result in disciplinary action up to and including termination of employment.
 - 1. **Suspension or revocation of privileges.** Procurement credit card privileges may be suspended or revoked if a cardholder continuously misuses the procurement card or frequently loses receipts and/or supporting sales documentation.
- J. **Late fees.** US Bank charges a late fee (at the Unit 4 level) for all statements not paid within 45 days of the billing date. The late fee is adjusted annually (August 1) and is based on the California Pooled Money Investment Account rate. To avoid a late charge, departments must meet established payment deadlines.
- K. **Personal credit/background investigations.** Neither Sacramento County nor US Bank will conduct personal credit or background investigations of past credit history for individuals selected as cardholders. Procurement cards are issued to the County based on its full faith and credit.
- L. **US Bank monitoring.** US Bank monitors limits and coding. US Bank is authorized to monitor the County's usage of the procurement card and will not permit purchases to exceed the established limits. US Bank will verify that the commodity purchased is permitted.

III. ORGANIZATIONAL RESPONSIBILITY

The procurement card program has six levels of organizational responsibility as described below:

- A. **US Bank. (Level One).** US Bank is the contractor that provides procurement cards to selected cardholders. Each month (normally on the twenty-second) the bank will provide each cardholder with an itemized statement of charges. Each approving official and billing office contact receives a summary statement of all cardholder transactions for their operating unit. US Bank monitors cardholder activity as well as established cardholder limits. US Bank will also provide special account activity reports upon request.
- B. **State of California, Department of General Services (Level Two).** For the County's program, the State of California is a resource and training agency and does not exert any level of control over the County's program.

PROCUREMENT CARD PROGRAM GUIDELINES

- C. **Sacramento County, Agency Program Coordinator (Level Three).** An individual in the Department of General Services, Contract and Purchasing Services Division will be designated as the County's Agency Program Coordinator (Procurement Card Program Administrator). In addition to closely monitoring the program, the program administrator:
1. Acts as liaison between the County and US Bank;
 2. Orders and secures all un-issued procurement cards;
 3. Develops countywide policies and procedures; and
 4. Provides training for cardholders, managers and accounting staff.
- D. **Sacramento County, Billing Office/Dispute Office Contacts (Level Three).** The County Billing Office Contact/Dispute Office Contact ensures that operating units meet payment deadlines and assists operating units in resolving disputed transactions. These positions will be located in the Department of Finance, Auditor-Controller Division.
1. The County Billing Office Contact pays US Bank after verifying that the operating unit's authorization for payment equals the amounts shown on the monthly statements less any credits. They also perform post-audits and assist in monitoring the program.
 2. The County Dispute Office Contact assists operating units resolve conflicts between the County and US Bank or vendors that may arise from the use of procurement cards. Operating units will exhaust all efforts to resolve differences at the cardholder and operating unit level prior to involving the County Dispute Office Contact.
- E. **Operating Units (Level Four).** For purposes of the procurement card program, departments/agencies/divisions will be considered as **individual operating units**. An operating unit may consist of individual divisions within a department or agency, or it may be a department or division. Each operating unit will have a Unit Program Coordinator, a Billing Office Contact, a Dispute Office Contact, an appointed Deputy Auditor-Controller, an Approving Official, and Cardholders. (Note: the Unit Program Coordinator, Billing Office Contact, and Dispute Office Contact duties may be assigned to one person in the unit, but they must not be assigned to cardholders).
1. **Unit Program Coordinator (Level Four).** Each operating unit will have one unit program coordinator. This individual coordinates all issues regarding their unit's procurement card program with the County Program Administrator at General Services.
 2. **Unit Billing Office Contact (Level Four).** The Unit Billing Office Contact (Accounts Payable Clerk) is responsible for making sure that each unit's payments are processed on time. It is essential that the Unit Billing Office Contact makes sure that the final posting to the County's financial and accounting system is completed by the 20th of the month following the billing month.
 3. **Unit Deputy Auditor-Controller (Level Four).** Each Department/Agency Head will nominate at least one Deputy Auditor-Controller per operating unit. Persons nominated for this position should be in a management

PROCUREMENT CARD PROGRAM GUIDELINES

classification. Persons in the Administrative Services Officer classifications or departmental budgetary or accounting positions will be considered if there are no management classifications available.

F. **Approving Official (Level Five).** The Approving Official (Supervisor) should have a direct working relationship with the cardholder(s). This person is responsible for:

1. Accumulating the cardholder copies of sales drafts, charge slips and any supporting documentation.
2. Assisting the cardholder in reconciling sales drafts and charge slips to the monthly billing statement.
3. Preparing the monthly payment authorization with program accounting.
4. Processing procurement card transaction information into the County's financial and accounting system.

The approving official may complete all accounting documents for the cardholders at their location. However, both the cardholder and the approving official must attest that all charges on the monthly billing statement are allowable purchases based on County policy. The monthly statement for each cardholder, along with all supporting documents, should be forwarded to the billing office contact for appropriate approval by the operating unit's supervisor.

G. **Cardholder (Level Six).** The cardholder is responsible for ensuring that the procurement card is used in accordance with all County purchasing regulations, policies and procedures. The cardholder is also responsible for the physical security of the card. Cardholder copies of sales drafts, charge slips and supporting documentation should be forwarded to the cardholder's approving official for approval and review as soon as they are incurred. The cardholder must verify and confirm all purchases recorded on the monthly statement.

IV. PROCUREMENT CARD USES

A. **General.** The procurement card may be used instead of traditional purchasing methods, e.g., limited purchase order, for purchasing items that cost \$1,000 or less per transaction. **The total cost per transaction must not exceed \$1000 including sales tax and any additional charges, such as freight or shipping.** Some items now obtained using the limited purchase order (LPO); department field order (DFO); contract shipping order (CSO); or claim may now be purchased using the procurement card as long as the vendor accepts bankcards.

B. **Types of purchases.** The following types of items may be purchased using the procurement card:

1. Items required in the field, after hours or during an emergency (County definition of an emergency);
2. Subscriptions, books and publications;
3. Miscellaneous items not currently available through General Services Stores
4. Items on established County contracts (in lieu of a CSO);
5. Maintenance, repair and operational type of equipment and supplies;
6. Items resulting from product fabrication, if taxable; and

PROCUREMENT CARD PROGRAM GUIDELINES

7. Food for purchases authorized by the Board of Supervisor approved "Official Policy For Use of County Funds For Employee Recognition, Food/Refreshments and Related Expenses" [Effective: June 13, 2000] (if the unit has an approved Employee Recognition Policy in place).
8. Specifically exempted purchases in accordance with County policy and approved for inclusion by the directors of the Departments of Finance and General Services.

C. **Exempted purchases.** Certain County departments, based on an identified need, have been granted authorization to use the procurement card to purchase food and other specialized needs for special County functions, including labor relations and employment testing. Those departments and the reason for the exception are as follows:

1. **Department of Airports/Clean Up the Air and Win.** The Department of Airports is authorized to utilize the procurement card for the purchase of gift certificates and prizes based on the following facts. This authorization is limited to the maximum amount authorized by the Board of Supervisors on an annual basis and is further limited to the Airports' "Clean Up the Air and Win" program which occurs annually May through September. It would be anticipated that no expenditures would occur prior to specific authorization by the Board of Supervisors for this purpose. Should the Board fail to authorize this type of expense, the use of the procurement card for this purpose is not permitted.
2. **Department of Airports/Security Team Enhancement Program, Sacramento (STEPS).** The Sacramento County Airport System maintains an ongoing security program. In an effort to ensure a higher compliance level with security regulations, the STEPS program will reward airport and tenant employees for compliance with airport security regulations. The STEPS program will allow for designated individuals to test the airport's security measures under controlled conditions. For airport employees that "pass" or successfully handle the controlled situation, the employee will be eligible for an on-the-spot award of \$20 and be entered in a quarterly drawing for \$500. Awards will be in the form of gift certificates. This program will be in effect for 18 months (due to end in FY03/04) and expenditures are not too exceed \$7,100 for the life of the program. The monitoring of program expenditures is the responsibility of the Department of the Airports.
3. **Board of Supervisors/Food.** The Clerk of the Board provides food for members of the Board of Supervisors for extended meeting schedules, for special ceremonies and for the Board of Supervisor executive sessions.
4. **County Executive/Meals.** The County Executive has frequent business meetings with administrators/elected officials of other counties, cities, special districts and/or representatives of the business community, which often take place over breakfast, lunch or dinner. As it is customary for the party requesting the meeting to pay for the meals of the invited participants in such circumstances, the County Executive is authorized to use his/her procurement card to pay for his/her meals and the meals of the other

PROCUREMENT CARD PROGRAM GUIDELINES

participants in attendance at breakfast, luncheon, or diner meetings where official business of the County is being conducted.

5. **Office of the County Executive, Labor Relations and Public Works Agency, Human Resources Management Office/Food.** The Labor Relations unit of the Office of the County Executive and Public Works Agency, Human Resources Management Office has frequent and long lasting meetings with representatives of employee labor unions, especially during contract negotiations. Individuals involved in contract negotiations may be authorized to purchase food.
6. **Health and Human Services, Office of Volunteer and Student Intern Services/Gifts.** The Department of Health and Human Services has been the recipient of holiday gifts donated to children and seniors through the Gifts From the Heart Program. The Office of Volunteer and Student Intern Services coordinates the program each Holiday Season by receiving referrals from department social workers. Staff then purchases gifts and they deliver them to either the social workers or the client.
7. **Crowley Children's Fund/Gift Certificates.** Many adolescents are difficult to buy for and most request gift certificates for clothes, videos or music. The Crowley Children's Fund recognized this need and donated \$10,000 for this purpose in 2001. These funds were recognized by the Board and placed into a trust fund to be used for the purchase of gift certificates until such funds are expended. These purchases are **only** authorized while there are funds available in the Crowley Children's Fund. Under no circumstances can purchases be made that exceed the funds available. The Department of Health and Human Services is responsible for monitoring the funds available and only making the appropriate purchases.
8. **Health and Human Services, Oak Park Multi-Service Center/Amusement Centers, Park Fees and Food.** The Oak Park Multi-Service Center has a wide variety of entertainment events that they provide to low-income families. Most of these events are to local amusement centers and parks and the program is grant funded. Since most of the establishments require a credit card when purchasing, use of the procurement card is authorized for this type of purchase; provided that these purchases are consistent with the authority delegated to the Department of Health and Human Services via Board of Supervisor resolutions 98-1208, 98-1209, 99-4418, 2002-0293 and 2002-0294 or any subsequent Board authority. In the event that these purchases are not consistent with this specific authority, then they must be able to clearly demonstrate that these purchases are made pursuant to federal and state grant awards in effect at the time of purchase.

The Oak Park Neighborhood Multi-Service Center cardholders are authorized users for: For food purchases, specifically for:

- Weekly light refreshments for scheduled group meetings; anger management and depression/social groups, and two meals provided in December and June to celebrate client graduation from parent education classes.

PROCUREMENT CARD PROGRAM GUIDELINES

- Light refreshments for the Prevention Policy Board which meets 6 times per year.
- A meal at the Youth Committee of the Prevention Policy Board which meets once per month
- Light refreshments/snacks provided daily at three after school sites in support of the YouthWORKS after school program.

An allowance for light refreshments/snacks does not constitute the provision of meals (pizza, etc.). These purchases must be clearly documented and accounted for in any corresponding P-Card Reconciliation reports.

9. **Health and Human Services, Women and Infant Children's (WIC) Program/Milk, Food and Emergency Clothing.** The Department of Health and Human Services has administered the Women's and Infant Children Program for low-income families in the County for several years. WIC staff purchase small amounts of milk, food and emergency clothing for babies of low-income families. The program is funded by the US Department of Agriculture through the California Department of Health Services. Funds expended in this program are reimbursed from the Department of Agriculture.
10. **Health and Human Services, Mental Health Division/Food and Meals.** The Intensive Placement Team frequently meets with clients outside their current institutional settings or transport clients between various locations for pre-placement visits and relocation trips. These client meetings and trips may occur during regular mealtimes and/or last for several hours. The Intensive Placement Team shall be authorized, when necessary, to purchase food items, including restaurant meals, for clients. These purchases shall only be made while the clients are accompanied by the Team member.
11. **Department of Human Assistance/Emergency Food and Discount Canned Goods.** Senior Nutrition Services periodically needs to make emergency purchases of food items in support of their program. These purchases would only be infrequent, one-of-a-kind purchases, made when contracted vendors could not provide the commodity at the time required. In addition, Senior Nutrition Services will provide food baskets that may contain a variety of canned foods that may be obtained at discount stores located nearby. The purchase of alcoholic beverages is strictly **prohibited**.
12. **Human Resources Agency, Personnel Services Department/Food.** The Personnel Services Department of the Human Resources Agency administers the County employment examinations. Written employment examinations usually last for an entire day and occur on Saturdays. In addition, staff from this department convenes oral examination panels. These panels also usually last all day and are scheduled over successive days.
13. **Public Works Agency, Human Resources Management Office and Office of the County Executive, Labor Relations/Food.** The Public Works Agency, Human Resources Management Office and the Labor

PROCUREMENT CARD PROGRAM GUIDELINES

Relations unit of the Office of the County Executive has frequent and long lasting meetings with representatives of employee labor unions, especially during contract negotiations. Individuals involved in contract negotiations may be authorized to purchase food.

14. **Sacramento Area Flood Control Agency/Internet Access Fees.** The Sacramento Area Flood Control Agency is utilizing laptop computers for field workers. Public Works MIS has set up a virtual private network (VPN) to allow the laptop users access to the Public Works network. In order to set up a VPN for a laptop, the user must have an Internet Service Provider (ISP). The Agency has selected AT&T as its ISP; however, AT&T will only accept credit card payments for ISP connections. Estimated cost for each access is less than \$20 per month per laptop. This authorization will remain in place until such time as the County enters into a contract to provide equal service.
15. **Sheriff's Office/Food.** The Sheriff may be required to deploy personnel in response to natural disasters or civil unrest. These events may occur at any time, day or night, and may require Sheriff Office personnel to be deployed for periods in excess of normal duty hours or duty days.
16. **Emergency Operations Center activation/Increase of Limits.** In the event that the County Emergency Operations Center is activated to respond to emergencies, e.g., floods, crashes, or hazardous material incidents, many County departments may be required to provide response staff. Upon receipt of notification, departments must identify the cardholders whose limits may need to be increased and submit those names to the County Program Administrator in General Services. Once the event has ended, the Program Administrator will return cardholder limits to their previous level.
17. **Water Quality Department/Meals.** During storms and emergency sewer and/or water line repairs, it is necessary to have crews work overtime or after hours. Whenever employees work overtime in excess of two consecutive hours, he/she shall be granted an additional meal period and the meal period is considered work time if the employee is required to perform duties while eating. Because of the urgency of the work being done, crews are not able to leave the job site to get meals. In addition, office personnel man telephones and radios, and they may not be able to leave their site to obtain meals. Crew leaders will provide meals for Water Quality personnel only during the periods when water/sewer repairs are required.
18. **Regional Wastewater Treatment Plant/Marine Fuel.** The Sacramento Regional County Sanitation District (SRCSD) is required to periodically monitor waste discharge into the Sacramento River. The monitoring of waste discharges is in support of several mandated programs. The SRCSD has purchased a marine craft to allow staff to comply with program requirements. This boat is permanently docked at the Freeport Marina. The boat has a fuel capacity of 80 gallons, which prohibits towing it to a County fuel point. The marinas along the Sacramento River have recently ceased accepting major fuel cards, including the County's Voyager Card,

PROCUREMENT CARD PROGRAM GUIDELINES

and the use of Limited Purchase Orders and claims are inefficient and time consuming. Fuel may be purchased with the Sacramento County procurement card only for marine use.

19. **Sheriff's Office, Marine Enforcement Detail/Marine Parts and Fuel.** The Marine Enforcement Detail is charged with daily policing of the waterways located throughout Sacramento County. The detail utilizes approximately six privately owned marinas in the area and all have requested fuel to be purchased using a major credit card. The County's Voyager fuel card is not accepted at these marinas. Using the County's procurement card to purchase fuel from any of the marinas will enable the detail to be on the water at all times. In addition, the detail may need replacement marine parts that need to be purchased immediately in order to keep the boats on the water. The Marine Enforcement Detail is authorized to use the County procurement card to purchase marine parts and marine fuel. No Sheriff's Department vehicles will be fueled or serviced with the procurement card. (July 2001)
20. **Countywide/Temporary Cards for Labor disputes.** In the event that the County is involved in a labor dispute, e.g., a labor strike, work stoppage or work slow-down, the affected County offices may need to designate temporary cardholders for the duration of the dispute. Departments will forward to the County Program Administrator the names of the individuals selected as cardholders and necessary transaction limits. Once the labor dispute has ended, the Program Administrator will cancel those cards.
21. **Department of Health and Human Services/Tuberculosis patient housing.** Pursuant to Title 17 of the California Code of Regulations, the County Health Officer must investigate and control epidemics, which threaten public health. To that end, the detention of persistently non-adherent patients outside of correctional facilities may be required. When the County Health Officer has made such a determination, the procurement card may be used to obtain temporary housing and provide food for these patients.
22. **Parks (Regional), Recreation and Open Space and Probation Department/Event and admission tickets.**
 - a. The Department of Regional Parks, Recreation and Open Space operates Adaptive Leisure Services and Senior Leisure Services programs. These programs sponsor outings to local area attractions, which ultimately are funded by user charges. The Director of Regional Parks, Recreation and Open Space may authorize the use of the procurement card to obtain tickets in advance for the event/outing.
 - b. The Probation Department has a need to purchase event and admission tickets for minors within the care of the Probation Department as a form of positive reward.
23. **Department of Human Assistance, Volunteer Services Bureau/Food.** Department of Human Assistance, Volunteer Services Bureau/Food. The volunteer program hosts receptions, recognition events, in-service trainings recruitment and promotional events, and workshops for volunteers and

PROCUREMENT CARD PROGRAM GUIDELINES

representatives of the volunteer community. It is customary to provide, within grant guidelines, light refreshments at these meetings. To assist in the facilitation of these light refreshments, the procurement cardholders under the following programs: Foster Grandparent Program, Retired and Senior Volunteer Program, and Senior Companion Program, are approved to procure food items within the stated program's federal grant guidelines (Revised 12/9/2010).

24. **Municipal Services Agency, Department of Neighborhood Services/Food.** The Department of Neighborhood Services routinely hosts and facilitates meetings with County staff and community members and members-at-large. The majority of these meetings are set in the evening hours and are often at non-County facilities. It is appropriate to provide light refreshments at some of these sessions. To assist in the facilitation of these refreshments, the Department of Neighborhood Services procurement cards may be used to procure food items for these meetings.
25. **Department of Health and Human Services, Public Health/Food and Gift Certificates.** The guidelines for the following grant funded programs: STD Prevention, HIV Education and Prevention, Teen Pregnancy Prevention, and Tobacco Education, allow for the purchase of food and incentive item (gift certificate) purchases. The following DHHS cardholders are exempted to make these types of purchases: Alejandro Labrado, Evelyn Espinosa, Nicole Brandner, Tina Doan, Shirley Gosser, Heather Green, and Lisa Matulonis for the duration of the grant periods and under the authority as stated in the grant guidelines. These purchases must be clearly documented and accounted for in any corresponding P-Card Reconciliation reports.
26. **Department of Health and Human Services, Mental Health Treatment Center/Food and Video Rental.** Cardholders are authorized users for the following purchases: Food purchases (when these items cannot be procured from existing County food contracts); when required to fulfill specific dietary needs for patients under a doctor's or a nutritionist's care, for patient cooking groups, and for patients' monthly birthdays and other holiday celebrations. This exemption also allows for video rental for patient groups. These purchases must be clearly documented and accounted for in any corresponding P-Card Reconciliation reports
27. **Countywide/Memberships and Training.** Cardholders are authorized to use the card for registering multiple attendees for memberships and training. If the fees for each person are within the per transaction limit, the cardholder may issue multiple transactions without it being considered a "split purchase".
28. **First 5 Commission.** Cardholders are authorized to use the card for the following purchases: Commission members during lunch hour meetings and meals during evening and after hour's meetings.

PROCUREMENT CARD PROGRAM GUIDELINES

29. **Department of Health and Human Services, Community Lactation Assistance (CLA) Project.** Cardholders are authorized to use the card for the following purchases: Food purchases, to be used for both snacks and to demonstrate proper nutrition for breastfeeding and pregnant mothers during the breastfeeding support group sessions, as scheduled. Food purchases, both lunch and snacks on a quarterly basis for physicians offices while facilitating the educational "Lunch and Learn" sessions between physicians, their staff and the Internationally Board Certified Lactation Consultant (IBCLC).
30. **Office of the District Attorney.** Ann Campoy and Sylvia DeLaCruz are authorized to use the card for the following purchases: Bus, train tickets, and Shuttle and taxi services when there are no staffed ticket offices available and tickets cannot be purchased through the County's contracted travel agency
31. **Public Defender's Office.** Gloria Adams and Kelly Craig are authorized to use the card for the following purchases: Airline, bus, and train tickets, taxi services, and gas cards to effectively transport percipient witnesses to court.

V. PROHIBITED USES OF THE PROCUREMENT CARD

- A. **Prohibited purchases.** The procurement card **may not be used** for any of the following transactions:
 1. Cash advances or cash refunds;
 2. Auto fuel, auto repair, or auto rental;
 3. Personal services (labor costs);
 4. Travel or travel related (hotel reservations, airline tickets, auto rental) expenses;
 5. Supplies available from General Services Stores (exceptions - back ordered items);
 6. Firearms and ammunition;
 7. Cigarettes, tobacco products or alcohol;
 8. Rental or lease of land or buildings, including storage facilities, or equipment for more than 90 days; or
 9. Food, other than pursuant to the "Official Policy For Use of County Funds For Employee Recognition, Food/Refreshments and Related Expenses" and/or as noted above (Section IV, paragraph C).

VI. PROGRAM ADMINISTRATION

- A. The Department of General Services will administer the day-to-day operation of the Procurement Card Program.
- B. The Department of Finance will insure that department procurement card payment authorizations are processed upon receipt of those authorizations from the departments.

PROCUREMENT CARD PROGRAM GUIDELINES

- C. The Departments of Finance and General Services will promulgate procedures for the Procurement Card Program.
- D. The directors of the Departments of Finance and General Services will jointly author and issue administrative changes to the Procurement Card Program and/or guidelines. Such changes will be communicated immediately to the Board of Supervisors and County management. Any changes that affect County policy will be submitted to the Board of Supervisors for approval.

Amended March 13, 2001
Amended June 19, 2001
Amended July 16, 2001
Amended October 17, 2001
Amended August 14, 2003
Amended February 23, 2004
Amended November 29, 2004
Amended November 8, 2005
Amended December 23, 2005
Amended March 31, 2009
Amended December 3, 2010
Amended December 9, 2010
Amended January 04, 2011

REPRESENTING
Sacramento County
and the Cities of:
Citrus Heights
Elk Grove
Folsom
Galt
Rancho Cordova
Sacramento



SACRAMENTO METROPOLITAN Cable Television CTC Commission

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ROBERT A DAVISON, EXECUTIVE DIRECTOR

AGENDA ITEM NO. 6

DATE: June 2, 2011
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: FISCAL YEAR 2011-12 CHAIR AND VICE-CHAIR ELECTION

RECOMMENDATION:

It is recommended the Board elect a Chair and Vice-Chair for Fiscal Year 2011-12.

BACKGROUND

The Commission's By-Laws state the Board of Directors shall annually elect its Chairperson. Traditionally, assumption of duties and responsibilities of the new Chair occurs with the new fiscal year. In the absence of the Chairperson, the Vice-Chair shall preside at the said meeting and shall have all the same duties.

The attached Chair/Vice-Chair History (1982-2011) is provided to assist in the deliberations for the election to fill the seats.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert A. Davison". The signature is written in a cursive style and ends with a long, sweeping horizontal stroke.

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

Attachment:
Chair/Vice-Chair History (1982-2011)

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
CHAIR / VICE-CHAIR HISTORY
(1982-2011)

Beginning Date	CHAIR		VICE-CHAIR	
	Jurisdiction	Name	Jurisdiction	Name
March 2011	Folsom	Morin	Citrus Heights	Turner
June 2010	Folsom	Morin	Citrus Heights	Miller
June 2009	City	Waters	Folsom	Morin
February 2009	County	Nottoli	Sacramento	Waters
June 2008	Elk Grove	Leary	Citrus Heights	Miller
June 2007	Elk Grove	Leary	County	MacGlashan
April 2006	Sacramento	Sheedy	Elk Grove	Leary
April 2005	County	Nottoli	Sacramento	Sheedy
April 2004	Sacramento	Waters	County	Nottoli
March 2003	Sacramento	Waters	County	Nottoli
February 2002	Sacramento	Waters	County	Nottoli
March 2001	Sacramento	Waters	County	Nottoli
March 2000	Citrus Heights	Shelby	Sacramento	Waters
March 1999	County	Collin	Citrus Heights	Shelby
March 1998	County	Collin	Sacramento	Waters
March 1997	Sacramento	Pannell	County	Collin
March 1996	Folsom / Galt	Pratt	Sacramento	Pannell
Jan. 1995	County	Dickinson	Folsom / Galt	Pratt
April 1994	Sacramento	Pane	County	Dickinson
April 1993	County	T. Johnson	Sacramento	Yee
April 1992	Folsom / Galt	Fletcher	County	Collin
April 1991	Folsom / Galt	Fletcher	Sacramento	Kastanis
May 1990	Sacramento	Ferris	County	G. Johnson
Dec. 1989	County	Streng	Sacramento	Ferris
April 1989	Sacramento	Pope	County	Streng
April 1988	County	T. Johnson	Folsom / Galt	Fletcher
April 1987	Sacramento	Kastanis	County	T. Johnson
April 1986	County	Collin	Sacramento	Kastanis
April 1985	Folsom / Galt	Fletcher	Sacramento	Robie
April 1984	Sacramento	Kastanis	County	Collin
April 1982	County	Bryan	Sacramento	Kastanis

REPRESENTING
Sacramento County
and the Cities of:
Citrus Heights
Elk Grove
Folsom
Galt
Rancho Cordova
Sacramento



SACRAMENTO METROPOLITAN Cable Television Commission

901 H Street, Suite 206 • Sacramento, CA 95814 • www.sacmetro.cable.tv

Phone: (916) 874-6661 • Fax: (916) 854-9666

ROBERT A DAVISON, EXECUTIVE DIRECTOR

AGENDA ITEM NO. 7

DATE: June 2, 2011
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: **STAFF ADMINISTRATION REPORT**

RECOMMENDATION:

It is recommended the Board receive a verbal report from staff on Commission matters and discuss future Board meeting dates.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert A. Davison". The signature is written in a cursive style and is positioned above a horizontal line.

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

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ROBERT A DAVISON, EXECUTIVE DIRECTOR

AGENDA ITEM NO. 8

DATE: June 2, 2011
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: STATE VIDEO/CABLE FRANCHISEE REPORTS

RECOMMENDATION:

It is recommended the Board receive verbal reports from State Video/Cable Franchisees, if any.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert A. Davison". The signature is written in a cursive style and is positioned above a horizontal line.

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

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ROBERT A DAVISON, EXECUTIVE DIRECTOR

AGENDA ITEM NO. 9

DATE: June 2, 2011
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: CHANNEL LICENSEE REPORTS

RECOMMENDATION:

It is recommended the Board receive verbal reports from Channel Licensees.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert A. Davison". The signature is written in a cursive style and is positioned above a horizontal line.

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission

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ROBERT A DAVISON, EXECUTIVE DIRECTOR

AGENDA ITEM NO. 10

DATE: June 2, 2011

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: PUBLIC COMMENTS

RECOMMENDATION:

It is recommended the Board receive comments from the public, if any.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert A. Davison". The signature is written in a cursive style and is positioned above a horizontal line.

ROBERT A. DAVISON, Executive Director
Sacramento Metropolitan Cable Television Commission