

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 ♦ (916) 874-6661 ♦ Fax: (916) 854-9666 ♦ www.sacmetro cable.tv

A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

AGENDA

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION REGULAR BOARD MEETING

**Sacramento County Administration Center
700 H Street, S. 1450
Sacramento, California 95814**

THURSDAY, JUNE 28, 2018

2:30 p.m.

Board Members: Larry Carr, Steve Detrick, Albert J. Fox, Sue Frost, Eric Guerra, Steve Hansen, Lori Heuer, Patrick Kennedy, Don Nottoli, Susan Peters, Phil Serna

Ex Officio: Garrett Gatewood

Elected Alternates: Bret Daniels, Stephanie Nguyen

Appointed Alternates: Matt Bryant (Carr), Matt Hedges (Frost), Sarah Pollo (Guerra), Susan McKee (Kennedy), Matt Read (Hansen), Howard Schmidt (Peters), Lisa Nava (Serna)

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.

The meeting of the Commission is cablecast live on Metro Cable 14, the local government affairs channel and webcast at www.sacmetro cable.tv. The meeting is closed captioned and will be repeated the following Saturday at Noon on Channel 14.

CALL TO ORDER

- A) Roll Call
- B) Pledge of Allegiance
- C) Introduction of Board Alternate Matt Read

ITEM NO. 1) CONFERENCE WITH LEGAL COUNSEL

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9
Name of Case: Comcast of Sacramento I, LLC, ET AL. v. SMCTC
Case No. 2:16-CV-01264-WBS-EFB
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9
Name of Case: SMCTC v. Comcast Cable Communications Management, LLC
Case No. 2:18-CV-00500
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9
Name of Case: SMCTC v. Comcast Cable Communications Management, LLC
Case No. 2:18-AT-00694

Action:

Adjourn to a closed session.

ITEM NO. 2) FISCAL YEAR 2018-19 GENERAL FUND & PEG FEE FUND PROPOSED BUDGETS

Action:

Approve the Fiscal Year 2018-19 General Fund (094A) and PEG Fee Fund (094B) Proposed Budgets to include the following Resolutions, Exhibits, and Agreements included to the budget staff report:

- Resolution No. 2018-001, Adopting the Fiscal Year 2018-19 Proposed General Fund (094A) Budget (Attachment 1)
- Resolution No. 2018-002, Adopting the Fiscal Year 2018-19 Proposed PEG Fee Fund (094B) Budget (Attachment 2)
- Fiscal Years 2017-18 Budgeted/Actuals and 2018-19 Proposed General Fund Budget (Exhibit 1)
- Fiscal Years 2017-18 Budgeted/Actuals and 2018-19 Proposed PEG Fee Fund Budget (Exhibit 2)
- Fiscal Year 2018-19 PEG Fee Funding Proposal – Member Agencies / Metro Cable / Channel Licensees (Exhibit 3)
- Resolution No. 2018-003, Approving an Amendment to the Commission Legal Counsel Services Retainer Agreement (Attachment 3)
- Fiscal Year 2018-19 Amendment to Legal Counsel Retainer Agreement (Attachment 4)
- Resolution No. 2018-004, Approving an Amendment to the VITAC (formerly Caption Colorado) Agreement (Attachment 5)
- Fiscal Year 2018-19 Amendment to Closed Captioning Services Agreement (Attachment 6)

- Agreement for Closed Captioning Services with Caption Colorado (Attachment 7)
- Resolution No. 2018-005, Approving and Authorizing Execution of the PEG Fee Funding Agreement for Member Agencies of the SMCTC (Attachment 8)
- Fiscal Year 2018-19 Pro Forma PEG Fee Funding Agreement for Member Agency (Attachment 9)
- Resolution No. 2018-006, Approving and Authorizing Execution of the Annual Funding and Performance Agreement for Channel Licensees of SMCTC (Attachment 10)
- Fiscal Year 2018-19 Pro Forma Annual Funding & Performance Agreement for Channel Licensee (Attachment 11)
- Fiscal Year 2018-19 Annual Funding & Performance Agreement for SECC (Attachment 12)
- Third Addendum to the BESTNet Network Phase II Construction and Maintenance Agreement (Attachment 12A)
- Resolution No. 2018-013, Approving the Third Addendum to the BESTNet Phase II Construction and Maintenance Agreement (Attachment 12B)
- Fiscal Year 2018-19 Annual Performance Agreement for Interfaith Service Bureau DBA Sacramento Faith TV (Attachment 13)
- Fiscal Year 2018-19 Proposed Staffing (Attachment 14)
- Fiscal Year 2018-19 PEG Fee Funding Requests – Members Agencies (Attachments 15-21)
- Fiscal Year 2018-19 PEG Fee Funding Requests – Channel Licensees & Metro Cable (Attachments 22-25)

ITEM NO. 3) RESOLUTION NO. 2018-007, APPROVING THE REVISED COST OF LIVING ADJUSTMENT (COLA) POLICY FOR CHANNEL LICENSEES

Action:

Adopt Resolution No. 2018-007, Approving the Revised Cost of Living Adjustment (COLA) Policy for Channel Licensees.

ITEM NO. 4) RESOLUTION NO. 2018-008, APPROVING THE EIGHTH AMENDMENT TO THE LICENSE & OPERATIONS AGREEMENTS PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S)

Action:

Approve Resolution No. 2018-008, Approving the Eighth Amendment to the License & Operations Agreements Pertaining to Use of Community Programming Channel(s), with an amended term ending June 30, 2019.

ITEM NO. 5) RESOLUTION NO. 2018-009, RECLASSIFYING THE SR. OFFICE ASSISTANT (CONFIDENTIAL) POSITION TO A SR. OFFICE SPECIALIST (CONFIDENTIAL) POSITION

Action:

Approve Resolution No. 2018-009, Reclassifying the Sr. Office Assistant (Confidential) Position to a Sr. Office Specialist (Confidential) Position.

ITEM NO. 6) RESOLUTION NO. 2018-010, APPROVING THE PRO FORMA CABLECASTING SERVICES AGREEMENT

Action:

Approve Resolution No. 2018-010, Approving the Pro Forma Cablecasting Services Agreement.

ITEM NO. 7) CALENDAR YEAR 2018 INVESTMENT POLICY FOR POOLED INVESTMENT FUND

Action:

Receive and file the County of Sacramento's Calendar Year 2018 Investment Policy for Pooled Investment Fund.

ITEM NO. 8) REVIEW OF PARTICIPATION IN THE COUNTY OF SACRAMENTO PROCUREMENT CARD PROGRAM FOR THE PERIOD OCTOBER 1, 2015 to January 31, 2018 / RESOLUTION NO. 2018-011, ADOPTING THE 2018 EMPLOYEE RECOGNITION POLICY

Action:

Receive and file the report on the review of the SMCTC's Participation in the County's Procurement Card Program for the Period of October 1, 2015 to January 31, 2018; and approve Resolution No. 2018-011, adopting the 2018 Employee Recognition Policy.

ITEM NO. 9) REVIEW OF FRANCHISE & PEG FEES REMITTED BY COMCAST COMMUNICATIONS, INC. FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2016

Action

Receive and file the report of the review of franchise and PEG fees remitted by Comcast Communications, Inc. for the period January 1, 2015 through December 31, 2016.

ITEM NO. 10) RESOLUTION NO. 2018-012, AUTHORIZING THE ISSUANCE OF A SUBPOENA RELATING TO A REVIEW OF FRANCHISE & PEG FEES PAID BY COMCAST IN CALENDAR YEAR 2017

Action

Approve Resolution No. 2018-012, Authorizing the Issuance of a Subpoena Relating to a Review of Franchise & PEG Fees paid by Comcast in Calendar Year 2017.

ITEM NO. 11) CALENDAR YEAR 2017 SURPLUS LIST

Action

Receive and file the Calendar Year 2017 Surplus List

ITEM NO. 12) CALENDAR YEAR 2018 CONFLICT OF INTEREST CODE – APPENDIX A

Action

Approve the Revised List of Designated Positions for Calendar Year 2018 (Appendix A) related to the Conflict of Interest Code.

ITEM NO. 13) CHAIR AND VICE-CHAIR ELECTION

Action

Elect a Chair and a Vice-Chair for Fiscal Year 2018-19.

ITEM NO. 14) GENERAL ADMINISTRATION REPORT

Action:

Receive a verbal report from staff on administrative matters:

1. Quarterly Meetings for the Remainder of Calendar Year 2018
2. Letters of Agreement with Ashpaugh & Sculco
3. Classification and Compensation Study – Update
4. HR to GO Agreement (Human Resources Services)

ITEM NO. 15) CHANNEL LICENSEE REPORTS

Action:

Receive verbal reports from Channel Licensee representatives:

1. Access Sacramento
2. KVIE, Inc.
3. Sacramento Faith TV
4. Sacramento Educational Cable Consortium

ITEM NO. 16) STATE FRANCHISEE REPORTS

Action:

Receive verbal reports from State Franchisee representatives.

1. AT&T
2. Comcast
3. Consolidated Communications

ITEM NO. 17) PUBLIC COMMENTS

ADJOURNMENT



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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AGENDA ITEM NO. 1

DATE: June 28, 2018
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: CONFERENCE WITH LEGAL COUNSEL

RECOMMENDATION:

It is recommended the Board adjourn to a closed Executive Session to discuss the following items and report out, if necessary:

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9
Name of Case: Comcast of Sacramento I, LLC, ET AL. v. SMCTC
Case No. 2:16-CV-01264-WBS-EFB
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9
Name of Case: SMCTC v. Comcast Cable Communications Management, LLC
Case No. 2:18-CV-00500
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9
Name of Case: SMCTC v. Comcast Cable Communications Management, LLC
Case No. 2:18-AT-00694

Respectfully submitted,

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



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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

AGENDA ITEM NO. 2

DATE: June 28, 2018

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: FISCAL YEAR 2018-19 GENERAL FUND AND PEG FEE FUND PROPOSED BUDGETS

RECOMMENDATION:

It is recommended the Board approve the Fiscal Year 2018-19 General Fund (094A) and PEG Fee Fund (094B) Proposed Budgets including the following Resolutions, as well as the attached Exhibits and Agreements included in this budget staff report:

- 1) Resolution No. 2018-001, Adopting the Fiscal Year 2018-19 Proposed General Fund (094A) Budget;
- 2) Resolution No. 2018-002, Adopting the Fiscal Year 2018-19 Proposed PEG Fee Fund (094B) Budget;
- 3) Resolution No. 2018-003, Approving an Amendment to the Commission Legal Counsel Services Retainer Agreement;
- 4) Resolution No. 2018-004, Approving an Amendment to the VITAC (formerly Caption Colorado) Agreement for Closed Captioning Services;
- 5) Resolution No. 2018-005, Approving and Authorizing Execution of the PEG Fee Funding Agreement for Member Agencies of the Sacramento Metropolitan Cable Television Commission; and
- 6) Resolution No. 2018-006, Approving and Authorizing Execution of the Annual Funding and Performance Agreement for Channel Licensees of the Sacramento Metropolitan Cable Television Commission.
- 7) Resolution No. 2018-013, Approving the Third Addendum to the BESTNet Phase II Construction and Maintenance Agreement.

BACKGROUND/DISCUSSION:

The Sacramento Metropolitan Cable Television Commission (Commission) is funded primarily with franchise fees and public, education and government (PEG) fees collected from a percentage of the gross revenues of the three cable television companies (AT&T, Comcast, and Consolidated Communications, Inc.) operating in Sacramento.

The General Fund (094A) Budget funds the operations of the two divisions of the Commission – Administration & Metro Cable - and supports six PEG channels operated by four Channel Licensees (Access Sacramento, KVIE, Sacramento Educational Cable Consortium, and Sacramento Faith TV). The balance of the franchise fee revenue minus operational costs is distributed annually to the Commission's

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seven member agencies, which includes the County of Sacramento and the cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova, and Sacramento.

The PEG Fee Fund (094B) funds Public, Educational and Government (PEG) facilities and equipment for the Commission's seven member agencies, three channel licensees, and Metro Cable 14.

The Fiscal Year 2018-19 General Fund and PEG Fee Fund Proposed Budgets were developed to maintain the current level of core services which include:

- 1) Administering state-issued cable television state franchises in Sacramento County;
- 2) Assisting consumers in resolving their cable complaints and concerns;
- 3) Operating Metro Cable 14, the local government channel;
- 4) Supporting community programming of six PEG channels on the local cable system, operated by Access Sacramento, KVIE, Sacramento Educational Cable Consortium, and Sacramento Faith TV;
- 5) Collection and distribution of franchise fee revenue to the Commission's seven member agencies; and
- 6) Collection and distribution of PEG fee revenue to fund PEG projects for channel licensees, member agencies, and Metro Cable.

FISCAL YEAR 2018-19 GENERAL FUND BUDGET (094A)

The Fiscal Year 2018-19 Budget for the General Fund (094A) proposes \$26M in expenditures to be funded with \$13.75 million of projected Franchise Fee revenue plus miscellaneous revenue, along with \$12.2M of carryover funds from Fiscal Year 2017-18.

The Commission's General Fund budget is divided into five major components:

COMPONENT 1 – ADMINISTRATION AND REGULATION

The Administration and enforcement arm of the Commission is staffed as follows:

- the part-time Executive Director serves at the pleasure of the Commission;
- an Administrative Services Officer III;
- a Senior Office Assistant;
- a Senior Office Assistant (Confidential);
- an Administrative Services Officer I (which has been approved and budgeted in previous years but remains unfilled).

As the ASO I position remains unfilled, staff is recommending the Sr. Office Assistant (Confidential) position be re-classified to a Sr. Office Specialist (Confidential) position, along with a salary scale that is in line with the County of Sacramento's Sr. Office Specialist (Confidential) position. This reclassification recognizes the increased scope of responsibilities, complexity and degree of involvement - which requires more knowledge skills to perform the assigned duties, currently performed by the Commission's Sr. Office Assistant (Confidential).

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Since the Commission positions have historically been tied to certain Sacramento County positions, the salary adjustment (including COLAs and other equity/salary adjustments) that is approved for those County positions every fiscal year is granted to Commission staff.

A 3% COLA was granted in Fiscal Year 2018-19 for the County positions that the Commission's positions are aligned with – which includes the ASO I, Sr. Office Assistant (Confidential), and Sr. Office Specialist (Confidential) positions. The labor agreement between the County of Sacramento (County) for the Sacramento County Management Association, which includes the ASO III position, has not yet been approved by the County Board of Supervisors.

Administration and Regulation Highlights:

- Accounting Services - \$25,000
- Closed Captioning - \$110,000
- Legal Counsel Services - \$200,000
- Other Professional Services - \$200,000
- Comcast Security Deposit Judgement plus interest - \$193,326
- County DTEch & IT Services - \$99,500 (IT services provided to the Commission to include the County's migration to the new Windows 10 Operation System by CY 2020);
- Hardware & Software – \$47,500 (new computers, equipment, and software needed to comply with the County's migration to the new Windows 10 Operating System);
- Reserves - \$150,000 (Per Board approved policy, an amount is to be set aside each year to reach the targeted minimum balance of \$1.5 million, and agendize as part of annual budget hearing process for Board consideration and approval; the current Reserve balance is \$1,198,884.)

COMPONENT 2 – CLOSED CAPTIONING

Closed captioning was implemented in June 2006 with Board direction to caption the Commission's JPA member agency meetings and other agency meetings held in the County Board of Supervisors' Chambers.

For Calendar Year 2017:

- 286 meetings were captioned (out of 336 meetings taped);
- 651 hours of meetings were captioned (out of 728 hours of meetings that were recorded).

Staff is recommending the Closed Captioning Services Agreement with VITAC (formerly Caption Colorado) be renewed through June 30, 2019, with the same terms and conditions as the original 2006 Agreement.

COMPONENT 3 – METRO CABLE

The Metro Cable budget includes salaries and wages for four (4) full-time positions as well as part-time Production Assistants:

- Production Director
- Programming Coordinator
- Technical Coordinator
- Technical Assistant

Metro Cable staff operates Metro Cable 14 and is responsible for cablecasting local government meetings and providing gavel-to-gavel coverage of meetings held by the Cable Commission, its seven member agencies, and thirteen other agencies (which includes eight agencies that meet in the County Board chambers and offsite meetings for four contracted agencies).

In addition, Metro Cable staff supports the member agencies by providing assistance with equipment maintenance and testing, quality oversight, and the annual recommendation of PEG equipment and upgrades to council chambers and control rooms.

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

The Commission provides funding and support to three of its four Channel Licensees - Access Sacramento, KVIE, and the Sacramento Educational Cable Consortium – who operate five of the Commission’s seven PEG channels on the local cable systems. Sacramento Faith TV operates the sixth PEG channel. The seventh PEG channel is operated by Metro Cable.

Annual Funding requests from Channel Licensees are segregated into two categories – operational versus PEG facilities & equipment costs.

- Operational costs are funded by general funds;
- PEG equipment and facilities improvements are funded with PEG Fee funds.

The benefit of this strategy is that PEG facilities and equipment funded from the PEG Fee fund reduces expenditures from the General Fund (franchise fee revenue), thus maximizing the revenue distribution to the Commission’s seven member agencies.

Commission staff and Legal Counsel reviewed the Channel Licensees’ funding requests. The following table identifies the proposed General Fund funding for Channel Licensees’ Operations Base in Fiscal Year 2018-19, which includes:

- a 3% COLA, which continues the practice of aligning the Channel Licensees’ COLA to the same general COLA and salary adjustment that the County of Sacramento approves for its positions that are tied to the Commission’s positions; and
- 1.59% COLA for annual minimum wage adjustments based on the minimum wage rates posted at the State of California’s Department of Industrial Relations website, along with associated federal and State payroll taxes, to include such costs as Social Security, Medicare, State Disability, and Workers Compensation, as approved by the Board on December 7, 2017.

The proposed funding from the General Fund includes \$22,657 for Capital Public Radio’s operations base, even though they did not submit a funding request in Fiscal Year 2018-19. Staff believes it’s an oversight on their part, due to the retirement of their Director of Development in September 2017.

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GENERAL FUND (094A) CHANNEL LICENSEES – OPERATIONS BASE		
Description	FY 2017-18 Funding (with 3.9% COLA)	FY 2018-19 Proposed Funding (with 4.59% COLA)
ACCESS SACRAMENTO		
Operations Base	\$481,647	\$503,755
Hometown TV	\$62,655	\$65,530
Game of the Week	\$54,510	\$57,012
ACCESS SACRAMENTO TOTAL	\$598,812	\$626,297
CAPITAL PUBLIC RADIO (CPR)		
Operations Base	\$21,663	\$22,657
CAPITAL PUBLIC RADIO TOTAL	\$21,663	\$22,657
KVIE, INC.		
Operations Base	\$236,933	\$247,808
KVIE, INC. TOTAL	\$236,933	\$247,808
SACRAMENTO EDUCATIONAL CABLE CONSORTIUM (SECC)		
SECC Operations Base	\$308,148	\$322,292
BESTNet Operations Base	\$67,694	\$70,801
SECC TOTAL	\$375,842	\$393,093
TOTAL	\$1,233,250	\$1,289,856

COMPONENT 5 – FRANCHISE FEE REVENUE DISTRIBUTION TO MEMBER AGENCIES

The Commission's General Fund balance, minus the cost of operations and other costs, is allocated to the seven member agencies based on population. The Fiscal Year 2017-18 actual revenue distribution as outlined below will be issued to the member agencies in July of this year.

It should be noted that the past two fiscal years, for the first time since the inception of franchise fees, there was a decline in revenue from the previous year. Overall, franchise fees in Fiscal Year 2017-18 were decreased by 2.5% from the previous fiscal year. While this decrease is quite small, it should be noted that this was mainly due to the previously reported reduction in Franchise Fees from AT&T which is migrating from its U-Verse platform to over-the-top streaming services. Franchise Fees from AT&T were decreased by 21.4 % in Fiscal Year 2017-18 from the previous year. This decrease was somewhat mitigated by a 6.6% increase in franchise fees received from Comcast and a .1% increase of franchise fees received from Consolidated Communications, Inc.

The proposed revenue distributions for Fiscal Year 2018-19, which will be distributed to the member agencies in July 2019, as outlined below are calculated based on population percentages posted at the State Department of Finance website for January 2018.

Staff will continue to monitor the actual franchise fees received each quarter given the situation with AT&T and will take appropriate action if revenues are significantly less than the budgeted revenues.

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GENERAL FUND (094A) FRANCHISE FEE REVENUE DISTRIBUTION TO MEMBER AGENCIES					
MEMBER AGENCY	FY 2017-18 Budgeted	FY 2017-18 Actual	Population as of January 1, 2018 (Dept. of Finance)	Population Percentage	FY 2018-19 Proposed
Citrus Heights	\$642,810	\$650,803	87,731	5.74%	\$631,332
Elk Grove	\$1,263,702	\$1,276,785	172,116	11.26%	\$1,238,586
Folsom	\$580,105	\$581,933	78,447	5.13%	\$564,522
Galt	\$189,808	\$193,006	26,018	1.70%	\$187,231
Rancho Cordova	\$545,731	\$550,502	74,210	4.85%	\$534,032
Sacramento	\$3,642,232	\$3,719,052	501,344	32.80%	\$3,607,785
Sacramento County	\$4,319,698	\$4,367,800	588,798	38.52%	\$4,237,124
TOTAL	\$11,184,086	\$11,339,881	1,528,664	100.00%	\$11,000,612

The Fiscal Year 2017-18 actual revenue distribution which will be distributed to Member Agencies in July 2018 is \$11,339,881, which is an increase of \$155,795 over the budgeted amount of \$11,184,086.

The proposed Fiscal Year 2018-19 revenue distribution of \$11,006,612 is based on \$13.75 million of anticipated franchise fee revenue, to be distributed in June 2019 to include adjustments based on actual franchise fee revenue received.

FISCAL YEAR 2018-19 PEG FEE FUND BUDGET (094B)

In 2009, the 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 PEG Fee was implemented in May 2009 for State cable/video franchisees operating within the Commission boundaries - AT&T, Comcast, and Consolidated Communications (formerly SureWest). The PEG Fee Fund (094B) was established in Fiscal Year 2010-11, to account for PEG fees separate from Franchise fees in the Commission's General Fund (094A).

Since federal law restricts the use of PEG funding to capital facilities and equipment costs, the Commission's Legal Counsel developed the working definition of the types of expenses that qualify for the use of PEG Fee funding. The guidelines were provided to all Member Jurisdictions and Channel Licensees that request and receive PEG Fee funding.

DISCUSSION/ANALYSIS:

The proposed Fiscal Year 2018-19 PEG Fee Budget is based on \$2.75 million of PEG Fee revenue, with expenditures of \$4.4 million. The budget includes an estimated \$1.6 million of carry over PEG funds from Fiscal Year 2017-18.

The Commission's Member Agencies and Channel Licensees were advised of available funding for PEG facilities and equipment and asked to submit a funding request for Fiscal Year 2018-19 to the Commission. Staff recommends the Board approve, as to form, the Fiscal Year 2018-19 Funding Agreement prepared by Legal Counsel, and authorize the Executive Director to prepare and modify the agreement as needed for each agency based on the approved funding amounts determined.

Agenda Item 2

Fiscal Year 2018-19 General Fund and PEG Fee Fund Proposed Budgets

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For Channel Licensees, Legal Counsel prepared Eight Amendments to Channel Licensee's Licensee & Operations Agreements, which extend the Agreements through June 30, 2019.

Proposed PEG Fee Funding for Member Agencies

Since its inception, the PEG Fee fund has been used to fund many projects requested by the Commission's seven member agencies. Metro Cable staff assesses needs for each member agency on an annual basis and makes recommendations for control room equipment and Board Chamber upgrades.

Attachments 15-21 are the Fiscal Year 2018-19 PEG Fee Funding requests submitted by the seven Member Agencies. The table below identifies the PEG funding proposed for each agency based on the requests made.

PEG FEE FUND (094B) Proposed PEG Fee Funding - Member Agencies	
Member Agency	Fiscal Year 2018-19 Proposed Funding
Citrus Heights	\$69,694
Elk Grove	\$54,047
Folsom	\$72,595
Galt	\$122,210
Rancho Cordova	\$304,804
Sacramento	\$401,561
Sacramento County	\$258,840
PEG FEE FUNDING TOTAL PROPOSED FOR MEMBER AGENCIES	\$1,283,751

Proposed PEG Fee Funding for Channel Licensees

In addition to the annual PEG base, Channel Licensees submitted funding request for one-time equipment needs. Staff reviewed the Channel Licensees' funding requests (Attachments 22-25) with Legal Counsel to insure all requests fit within the definition of expenditures that may be funded by the PEG fees.

The proposed Fiscal Year 2018-19 PEG Fee funding for Channel Licensees includes a 4.59% COLA (3% COLA + 1.59% COLA for minimum wage and associated payroll costs to their Capital Equipment/Facilities Base.

Exhibit 3 provides an overview of all line items requested by Access Sacramento, KVIE, Sacramento Educational Cable Consortium (SECC), as well as each member agency and Metro Cable.

BESTNet/E-Rate

One significant request this year is SECC's request related closing out the BESTNet project and reallocate remaining approved funds to Education Rate, more commonly known as E-Rate. The E-Rate program, overseen by the FCC, was established by the Telecommunications Act of 1996 to aid schools and libraries in obtaining affordable telecommunication and internet services. SECC is requesting no new funding but a reallocation of previously approved funding to close out the funding for 9 completed BESTNet sites and reallocate the remaining funds for E-Rate to complete a major portion remaining proposed BESTNet sites.

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SECC has been working with the Commission and Comcast on completing the final BESTNet sites within the parameters of the existing agreement and previously allocated Commission funds, however, progress has stalled. In exploring options to complete the remaining sites, SECC is proposing the reallocation to E-Rate as being beneficial to schools and Comcast and as a way to move forward.

SECC's proposal includes \$1,251,700 in previously allocated funds (\$51,700 remaining from year 5 of the BESTNet allocation, \$600,000 from year 6 of the BESTNet allocation, and \$600,000 from year 7 of the BESTNet allocation to be allocated as follows:

- \$254,570 to close out 9 completed BESTNet sites;
- \$11,250 BESTNet project management for the 9 completed sites;
- \$684,812 for a 50% contribution to E-Rate (3 of the 5 remaining districts (Sacramento City, Twin Rivers and Natomas) have commenced the E-Rate RFP process to connect their remaining sites with dark fiber comparable to BESTNet dark fiber;
- \$301,068 remaining amount for future E-Rate.

In order to provide funding based upon this request, Attachment 12A is a Third Addendum to the BESTNet Network Phase II Construction and Maintenance Agreement, to be executed by the Commission and SECC.

PEG FEE FUND (094B)		
Proposed PEG Fee Funding – Channel Licensees		
Channel Licensee	Fiscal Year 2017-18 Funding	Fiscal Year 2018-19 Proposed Funding
Access Sacramento – Facilities/Equipment Base	\$95,740	\$100,431
Access Sacramento – Coloma Center Rent	\$6,750	\$11,716
Access Sacramento – PEG Equipment	\$567,939	\$602,211
Access Sacramento – HD Truck	\$91,287	\$36,987
Access Sacramento Funding Total	\$761,716	\$751,345
KVIE – PEG Equipment	\$539,083	\$495,463
KVIE Funding Total	\$539,083	\$495,463
SECC – Facilities/Equipment Base	\$51,990	\$54,538
SECC – One Time Equipment	\$28,002	\$10,250
SECC – Production Van	\$0.00	\$85,000
SECC – SEVA Labs	\$120,000	\$90,000
SECC – BESTNet Phase III (Years 5 Rollover)	\$51,700	\$51,700
SECC – BESTNet Phase III/E-Rate (Year 6)	\$600,000	\$600,000
SECC – BESTNet Phase III/E-Rate (Year 7)	\$600,000	\$600,000
SECC Funding Total	\$1,451,642	\$1,491,488
PEG FEE FUNDING TOTAL FOR CHANNEL LICENSEES	\$2,752,491	\$2,738,296

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Fiscal Year 2018-19 General Fund and PEG Fee Fund Proposed Budgets

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Proposed PEG Fee Funding for Metro Cable

The proposed PEG Fee funding as follows, is to fund facilities and equipment needs for Metro Cable 14.

PEG FEE FUND (094B) Proposed PEG Fee Funding – Metro Cable	
METRO CABLE	Fiscal Year 2018-19 Proposed Funding
Edit System	\$30,974
Master Control	\$12,190
Metro Cable Control Room	\$69,301
Metro Cable Van	\$2,892
Server	\$2,645
PEG FEE FUNDING TOTAL FOR METRO CABLE	\$118,002

RECOMMENDATION:

It is recommended the Board approve the Fiscal Year 2018-19 General Fund (094A) and PEG Fee Fund (094B) Proposed Budgets, to include the adoption of Resolution Nos. 2018-001 through 2018-006, along with the approval of all exhibits and agreements attached in this staff report.

Respectfully submitted,



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

Attachments:

- Resolution No. 2018-001, Adopting the Fiscal Year 2018-19 Proposed General Fund (094A) Budget (Attachment 1)
- Resolution No. 2018-002, Adopting the Fiscal Year 2018-19 Proposed PEG Fee Fund (094B) Budget (Attachment 2)
- Fiscal Years 2017-18 Budgeted/Actuals and 2018-19 Proposed General Fund Budget (Exhibit 1)
- Fiscal Years 2017-18 Budgeted/Actuals and 2018-19 Proposed PEG Fee Fund Budget (Exhibit 2)
- Fiscal Year 2018-19 PEG Fee Funding Proposal – Member Agencies / Metro Cable / Channel Licensees (Exhibit 3)
- Resolution No. 2018-003, Approving an Amendment to the Commission Legal Counsel Services Retainer Agreement (Attachment 3)
- Fiscal Year 2018-19 Amendment to Legal Counsel Retainer Agreement (Attachment 4)
- Resolution No. 2018-004, Approving an Amendment to the VITAC (formerly Caption Colorado) Agreement (Attachment 5)
- Fiscal Year 2018-19 Amendment to Closed Captioning Services Agreement (Attachment 6)
- Caption Colorado Agreement for Closed Captioning Services - 12-19-2006 (Attachment 7)

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Fiscal Year 2018-19 General Fund and PEG Fee Fund Proposed Budgets

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- Resolution No. 2018-005, Approving and Authorizing Execution of the PEG Fee Funding Agreement for Member Agencies of SMCTC (Attachment 8)
- Fiscal Year 2018-19 PEG Fee Pro Forma Funding Agreement for Member Agency (Attachment 9)
- Resolution No. 2018-006, Approving and Authorizing Execution of the Annual Funding and Performance Agreement for Channel Licensees of SMCTC (Attachment 10)
- Fiscal Year 2018-19 Annual Funding & Performance Pro Forma Agreement for Channel Licensee (Attachment 11)
- Fiscal Year 2018-19 Annual Funding & Performance Pro Forma Agreement for SECC (Attachment 12)
- Third Addendum to the BESTNet Network Phase II Construction and Maintenance Agreement (Attachment 12A)
- Resolution No. 2018-013, Approving the Third Addendum to the BESTNet Network Phase II Construction and Maintenance Agreement (Attachment 12B)
- Fiscal Year 2018-19 Annual Performance Agreement for Sacramento Faith TV (Attachment 13)
- Fiscal Year 2018-19 Proposed Staffing (Attachment 14)
- Fiscal Year 2018-19 PEG Fee Funding Requests – Members Agencies (Attachments 15-21)
- Fiscal Year 2018-19 PEG Fee Funding Requests – Channel Licensees (Attachments 22-25)

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-001

**A RESOLUTION ADOPTING THE FISCAL YEAR 2018-19
PROPOSED GENERAL FUND (094A) BUDGET**

WHEREAS, a hearing has been terminated during which time all additions and deletions to the proposed budget for Fiscal Year 2018-19 were made.

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the proposed budget for Fiscal Year 2018-19 for the General Fund (094A) is hereby adopted in accordance with the following:

Salaries and Employee Benefits (Object 10)	\$1,094,032
Services and Supplies (Object 20)	\$1,024,658
Channel Licensees – Operations (Object 30)	\$1,289,856
Depreciation Expense - Audit (Object 30)	\$10,000
Revenue Distribution – Fiscal Year 2017-18 (Object 30)	\$11,339,881
Revenue Distribution – Fiscal Year 2018-19 (Object 30)	\$11,000,612
County Wide Cost Allocation – A87 (Object 30)	\$7,000
Fund Balance Reserve	\$150,000
Equipment – Fixed Assets (Object 40)	\$14,000
Bonded Debt Services (Object 50)	\$15,000
Contingency Appropriation – Operations (Object 70)	\$50,000
FISCAL YEAR 2018-19 PROPOSED BUDGET TOTAL	\$25,995,039

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

FURTHER BE IT RESOLVED AND ORDERED that the Budget be and is hereby adopted in accordance with the listed attachments in the Fiscal Year 2018-19 Budget Staff Report, which show in detail the approved appropriations, revenues and methods of financing, authorized positions, attached hereto and by reference made a part hereof.

FURTHER BE IT RESOLVED AND ORDERED that COLAs, equity/salary 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 represented management, clerical, and technical employees of the County of Sacramento.

FURTHER BE IT RESOLVED AND ORDERED that the Channel Licensee Annual Funding and Performance Pro Forma Agreement with Channel Licensees – Access Sacramento, Capital Public Radio, KVIE, and Sacramento Educational Cable Consortium, and the Annual Performance Agreement with SacFaith TV are approved and that the Chairperson of the Board of Directors be and is hereby authorized to execute the agreements.

FURTHER BE IT RESOLVED AND ORDERED that the Fiscal Year 2017-18 Budget amends and authorizes the FY 2017-18 revenue distribution of \$11,339,881 to the Commission's member jurisdictions to be issued in July 2018.

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 Governing Board of the Sacramento Metropolitan Cable Television Commission, State of California, this 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair of the Board

ATTEST:

Clerk of the Board

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-002

A RESOLUTION ADOPTING THE FISCAL YEAR 2018-19
PROPOSED PEG FEE FUND (094B) BUDGET

WHEREAS, a hearing has been terminated during which time all additions and deletions to the proposed budget for Fiscal Year 2018-19 were made.

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the proposed budget for Fiscal Year 2018-19 for the PEG Fee Fund (094B) is hereby adopted in accordance with the following:

Member Agency Facilities/Equipment (Object 20)	\$1,283,751
BESTNet Phase III – Year 5 Rollover (Object 30)	\$51,700
BESTNet Phase III – Years 6 & 7 (Object 30)	\$1,200,000
Channel Licensees - One Time Facilities/Equipment (Object 30)	\$1,319,911
Channel Licensees – Facilities/Equipment Base (Object 30)	\$166,685
Equipment – Fixed Assets - Metro Cable Projects (Object 40)	\$118,002
Contingency Appropriation (Object 70)	\$109,875
Fund Balance Reserve (Object 70)	\$150,000
FISCAL YEAR 2018-19 PROPOSED BUDGET TOTAL	\$4,399,924

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 2018-19 PEG Fee Fund Budget is hereby adopted in accordance with the attachments in the Fiscal Year 2018-19 Budget staff report, which shows in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

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 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Clerk to the Board

Chair of the Board

EXHIBIT 1
GENERAL FUND (094A) BUDGET
Fiscal Year 2017-18 Budgeted and Actuals / Fiscal Year 2018-19 Final General Fund (094A) Budget

	G/L #	FY 2017-18 Budget	FY 2017-18 Actuals (@ Period 11)	FY 2017-18 Est. Final Budget	FY 2018-19 PROPOSED BUDGET
REVENUE					
Interest Income	94941000	\$75,000	51,304	\$70,000	\$75,000
Franchise Fees	97978100	\$13,750,000	13,905,795	\$13,905,795	\$13,750,000
Miscellaneous Other Revenue	97979000	\$9,000	7,716	\$7,716	\$16,800
REVENUE ACCOUNTS TOTAL		\$13,834,000	\$13,964,814.61	\$13,983,511	\$13,841,800
Fund Balance / Carry Forward		\$13,288,250	13,288,250	\$13,288,250	\$12,153,239
GRAND REVENUE TOTAL		\$27,122,250	27,253,065	\$27,271,761	\$25,995,039
EXPENDITURES					
Salaries & Wages / Benefits					
Salaries & Wages - Employees	10111000	\$502,000	371,588	\$405,368	\$527,663
Salaries & Wages - Extra Help	10112100	\$30,000	31,681	\$34,561	\$30,000
Salaries & Wages - Commission Members	10112400	\$6,600	960	\$5,280	\$6,600
OT (Time & One-Half) - Added by County w/Conv to COMPASS Payroll 1/1/2018	10113200	\$0	4,271	\$4,500	\$6,000
Retirement	10121000	\$126,480	73,413	\$80,087	\$180,360
Retirement Health Savings Plan (OPEB Trust)	10121300	\$80,216	80,216	\$80,216	\$90,000
OASDHI (Social Security Act)	10122000	\$44,500	30,033	\$32,764	\$43,770
Group Insurance	10123000	\$173,000	162,979	\$177,795	\$175,709
Dental Insurance	10123002	\$9,000	6,125	\$6,682	\$12,402
Workers Comp Insurance	10124000	\$15,000	0	\$14,428	\$16,224
SDI Insurance	10125000	\$4,300	2,953	\$3,222	\$5,304
BENEFITS SUBTOTAL		\$452,496	355,720	\$395,193	\$523,769
SALARIES & WAGES / BENEFITS TOTAL	10 TOTAL	\$991,096	764,219	\$844,903	\$1,094,032
Books/Periodical Service	20202100	\$700	1,399	\$1,500	\$1,500
Film Supplies	20202500	\$20,000	9,560	\$13,000	\$12,000
Business Travel	20203100	\$20,000	2,301	\$3,000	\$15,000
Education & Training Supplies	20203500	\$5,500	3,429	\$4,000	\$4,000
Employee Recognition	20203800	\$1,000	456	\$456	\$1,500
Employee Transportation	20203900	\$3,000	1,310	\$1,500	\$2,500
Insurance - General Liability	20205100	\$20,000	0	\$20,183	\$22,000
Insurance - Bond / Pollution / Property	20205300	\$1,100	0	\$1,215	\$1,500
Membership Dues	20206100	\$5,000	3,819	\$4,000	\$5,000
Office Supplies	20207600	\$15,000	24,030	\$25,000	\$15,000
Postal Services	20208100	\$1,250	791	\$1,000	\$1,000
Printing Services	20208500	\$2,000	1,747	\$1,906	\$2,000
Modular Furniture - Added by County w/Admin Office Recon	20226400	\$0	819	\$1,000	\$1,000
Miscellaneous (Comcast's Security Deposit Judgement plus Interest Owed)	20227504	\$169,186	0	\$0	\$193,326
Accounting Services	20250500	\$30,000	10,752	\$13,000	\$25,000
Legal Services	20253100	\$200,000	79,626	\$100,000	\$200,000
Security Service	20257100	\$500	138	\$151	\$500
Other Professional Services	20259100	\$200,000	41,475	\$75,000	\$200,000
Data Processing (Use for Equip Purchase for Office 2010 Conv by 1/2020)	20281200	\$1,000	0	\$0	\$30,000
Software - Added by County for VISIO Software (Metro Cable)	20281202	\$0	335	\$335	\$17,500
Sales & Tax Audit - BOE Audit (10/1/13 - 9/30/2016) - Added by County	20281304	\$0	142	\$142	\$150
Interpreter Svcs (Closed Captioning)	20283200	\$110,000	82,120	\$95,000	\$110,000
DTech - County Wide IT Service	20291000	\$6,000	5,188	\$5,700	\$7,000
DTech - System Dev (I/O for Desktop Support/Labor/Web Site Publishing)	20291100	\$40,000	9,645	\$12,000	\$41,000
DTech - System Dev Supplies(I/Of for Equip Maint/Web Host/Data Storage)	20291200	\$11,000	3,061	\$3,750	\$8,000
COMPASS Costs	20291500	\$3,000	2,758	\$2,758	\$3,680
DTech - Wide Area Network (WAN) Costs	20291600	\$30,000	21,183	\$24,000	\$26,000
GS - Messenger Services	20292300	\$2,000	1,344	\$1,500	\$1,650
GS - Purchasing Svcs Allocation	20292500	\$50	17	\$25	\$50
GS - Equipment Rental - Light	20292800	\$11,000	8,746	\$10,495	\$11,000
GS - Fuel Usage- Light	20293800	\$150	64	\$100	\$100
County Facility Use (Rent/Lease)	20294200	\$45,000	35,556	\$40,000	\$45,000
GS -Parking Charges	20296200	\$10,000	7,623	\$8,500	\$9,000
Telephone Services	20298700	\$0	0	\$0	\$4,500
Telephone Services - Cell Phones	20298701	\$1,500	1,477	\$1,700	\$1,700
Telephone Services - Land Line (Replaced G/L #202987800 in FY 2017-18)	20298703	\$6,000	2,523	\$3,000	\$4,500
Telephone Installations(Added Phone to New Admin Work Station)	20298900	\$500	1,637	\$1,786	\$1,000
SERVICES AND SUPPLIES TOTAL	20 TOTAL	\$971,437	365,070	\$476,701	\$1,024,657

EXHIBIT 1
GENERAL FUND (094A) BUDGET
Fiscal Year 2017-18 Budgeted and Actuals / Fiscal Year 2018-19 Final General Fund (094A) Budget

	G/L #	FY 2017-18 Budget	FY 2017-18 Actuals (@ Period 11)	FY 2017-18 Est. Final Budget	FY 2018-19 PROPOSED BUDGET
Support Services					
Support Services	30310400	\$0	0	\$0	\$0
Contract Service (Channel Licensees) - Amts Include Mid-Year Adj (12-7-2017)					
Access Sac - Operations Base	30310500	\$481,647	481,647	\$481,647	\$503,755
Access Sac - HT-TV Operations Base	30310500	\$62,655	62,655	\$62,655	\$65,531
Access Sac - GOTW Operations Base	30310500	\$54,510	54,510	\$54,510	\$57,012
Access Sac - One-Time Insurance(Mid-Year Adj approved 12-7-2017)	30310500	\$12,685	12,685	\$12,685	\$0
Access Sac - Grand Total		\$611,497	611,497	\$611,497	\$626,297
Capital Public Radio - Oper Base - Did not submit FY 2018-19 Request	30310500	\$21,663	21,663	\$21,663	\$22,657
Capital Public Radio - Equip - Did not submit FY 2018-19 Request	30310500	\$8,321	8,321	\$8,321	\$0
KVIE Operations Base	30310500	\$236,933	236,933	\$236,933	\$247,808
SECC Operations Base	30310500	\$308,148	308,148	\$308,148	\$322,292
BESTNet Operations Base	30310500	\$67,694	67,694	\$67,694	\$70,801
CONTRACT SERVICES (CHANNEL LICENSEES) TOTAL		\$1,254,255	1,254,256	\$1,254,256	\$1,289,856
Depreciation Expense (From Audit)	30332002	\$20,000	0	\$0	\$10,000
G/L Acct Changed to Contr to Other Agencies in FY 2017-18 (G/L 30370000)					
Citrus Heights (FY 2016-17 Revenue Distribution)	30370000	\$711,366	711,366	\$711,366	\$0
Elk Grove (FY 2016-17 Revenue Distribution)	30370000	\$1,398,476	1,398,476	\$1,398,476	\$0
Folsom (FY 2016-17 Revenue Distribution)	30370000	\$641,973	641,973	\$641,973	\$0
Galt (FY 2016-17 Revenue Distribution)	30370000	\$210,051	210,051	\$210,051	\$0
Rancho Cordova (FY 2016-17 Revenue Distribution)	30370000	\$603,933	603,933	\$603,933	\$0
Sacramento (FY 2016-17 Revenue Distribution)	30370000	\$4,030,677	4,030,677	\$4,030,677	\$0
Sacramento County (FY 2016-17 Revenue Distribution)	30370000	\$4,780,394	4,780,394	\$4,780,394	\$0
Fiscal Year 2016-17 Revenue Distribution - Grand Total		\$12,376,870	12,376,870	\$12,376,870	\$0
Citrus Heights (FY 2017-18 Revenue Distribution)	30370000	\$642,810	0	\$0	\$650,803
Elk Grove (FY 2017-18 Revenue Distribution)	30370000	\$1,263,702	0	\$0	\$1,276,785
Folsom (FY 2017-18 Revenue Distribution)	30370000	\$580,105	0	\$0	\$581,933
Galt (FY 2017-18 Revenue Distribution)	30370000	\$189,808	0	\$0	\$193,006
Rancho Cordova (FY 2017-18 Revenue Distribution)	30370000	\$545,731	0	\$0	\$550,502
Sacramento (FY 2017-18 Revenue Distribution)	30370000	\$3,642,232	0	\$0	\$3,719,052
Sacramento County (FY 2017-18 Revenue Distribution)	30370000	\$4,319,698	0	\$0	\$4,367,800
Fiscal Year 2017-18 Revenue Distribution - Grand Total	30370000	\$11,184,086	\$0.00	\$0	\$11,339,881
Citrus Heights (FY 2018-19 Revenue Distribution)	30370000	\$0	0	\$0	\$631,332
Elk Grove (FY 2018-19 Revenue Distribution)	30370000	\$0	0	\$0	\$1,238,586
Folsom (FY 2018-19 Revenue Distribution)	30370000	\$0	0	\$0	\$564,522
Galt (FY 2018-19 Revenue Distribution)	30370000	\$0	0	\$0	\$187,231
Rancho Cordova (FY 2018-19 Revenue Distribution)	30370000	\$0	0	\$0	\$534,032
Sacramento (FY 2018-19 Revenue Distribution)	30370000	\$0	0	\$0	\$3,607,785
Sacramento County (FY 2018-19 Revenue Distribution)	30370000	\$0	0	\$0	\$4,237,124
Fiscal Year 2018-19 Revenue Distribution - Grand Total	30370000	\$0	\$0.00	\$0	\$11,000,612
CONTR TO OTHER AGENCIES (REVENUE DISTRIBUTION) TOTAL		\$23,560,956	\$12,376,870	\$12,376,870	\$22,340,494
Sac County Wide Cost Allocation (All) - Added by the County in FY 2017-18	30388000	\$0	792	\$792	\$3,500
Sac County Wide Cost Allocation (A87)	30388001	\$3,000	0	\$0	\$3,500
OTHER CHARGES TOTAL	30 TOTAL	\$24,838,211	\$13,631,918	\$13,631,918	\$23,647,350
Fund Balance Reserved	7100000	\$150,000	150,000	\$150,000	\$150,000
Equip-SD-Non-Recon (Fixed Assets)	43430300	\$25,000	0	\$0	\$14,000
Oper Transfer Out - Lease Payments(799 G St Bldg Bonded Debt Svc)	50523000	\$15,000	0	\$15,000	\$15,000
Contingency Appropriation (Oper)	79790100	\$131,506	0	\$0	\$50,000
OTHER CHARGES TOTAL		\$321,506	150,000	\$165,000	\$229,000
GRAND EXPENDITURE TOTAL		\$27,122,250	\$14,911,207	\$15,118,522	\$25,995,039

EXHIBIT 2

PEG FEE FUND (094B) BUDGET

Fiscal Year 2017-18 Budgeted and Estimated Actuals / Fiscal Year 2018-19 Preliminary PEG Fee Fund (094B) Budget

	G/L Acct	FY 2017-18 Budget	FY 2017-18 Actuals @ Per. 11	FY 2017-18 Year End Estimates	FY 2018-19 Proposed Budget
REVENUE					
Interest Income	94941000	\$10,000	\$13,913.00	\$18,551	\$15,000
PEG Fee Revenue	97978200	\$2,750,000	\$2,767,098.00	\$2,767,098	\$2,750,000
Fund Balance / Carry Forward		\$1,309,258	\$1,309,258.00	\$1,309,258	\$1,634,923
REVENUE TOTAL		\$4,069,258	\$4,090,269	\$4,094,907	\$4,399,923
EXPENDITURES					
Inventoriable Equipment (Member Agencies)	20226500				
Citrus Heights		\$81,904	\$0.00	\$40,723	\$69,694
Elk Grove		\$15,448	\$0.00	\$12,467	\$54,047
Folsom		\$194,542	\$183,715.81	\$183,716	\$72,595
Galt		\$55,427	\$0.00	\$55,427	\$122,210
Rancho Cordova		\$204,935	\$0.00	\$121,989	\$304,804
Sacramento		\$75,547	\$0.00	\$75,547	\$401,561
Sacramento County (Council Chambers)		\$280,129	\$0.00	\$280,129	\$258,840
Invent Equip Subtotal (Member Agencies)		\$907,932	\$183,715.81	\$769,998	\$1,283,751
Board of Equalization Sales & Use Tax Audit (10/1/13 to 9/30/16)	20281304	\$0	\$8.58	\$9	\$0
G/L Account 2000 Total		\$907,932	\$183,724.39	\$770,006	\$1,283,751
Support Services (Channel Licensees)	30310400				
Access Sac - One-Time Equipment		\$567,939	\$567,939.00	\$567,939	\$602,211
Access Sac - One-Time Request (HD Truck Upgrades)		\$91,287	\$91,287.00	\$91,287	\$36,987
Access Sac - One-Time Equipment Grand Total		\$659,226	\$659,226.00	\$659,226	\$639,198
KVIE - One-Time Equipment		\$539,083	\$539,083.00	\$539,083	\$495,463
SECC - One Time Equipment		\$28,002	\$28,002.00	\$28,002	\$10,250
SECC - One-Time Request (Fully Equipped Production Vehicle)		\$0	\$0.00	\$0	\$85,000
SECC - One-Time Equipment (SEVA Labs)		\$120,000	\$120,000.00	\$120,000	\$90,000
SECC - One-Time Equipment Grand Total		\$148,002	\$148,002.00	\$148,002	\$185,250.00
BESTNet Phase III (Year 5)		\$51,700	\$0.00	\$0	\$51,700
BESTNet Phase III Completion (Years 6 & 7)		\$1,200,000	\$0.00	\$0	\$1,200,000
Support Svcs Subtotal (Channel Licensees)		\$2,598,011	\$1,346,311	\$1,346,311	\$2,571,611
Contract Services (Chan Licensees)	30310500				
Access Sac Fac/Equip Base		\$94,893	\$94,893.00	\$94,893	\$0
Access Sac Fac/Equip Base (1st Amendment Approved 12/2017)		\$847	\$847.00	\$847	\$0
Access Sac Fac/Equip Base Grand Total		\$95,740	\$95,740.00	\$95,740	\$100,431
Access Sac - Coloma Center Rent		\$6,750	\$6,750.00	\$6,750	\$11,716
SECC - Fac/Equip Base		\$51,530	\$51,530.00	\$51,530	\$0
SECC Fac/Equip Base (1st Amendment Approved 12/2017)		\$460	\$460.00	\$460	\$0
SECC Fac/Equip Base Grand Total		\$51,990	\$51,990.00	\$51,990	\$54,538
Contract Svcs Inst Subtotal (Chan Licensees)		\$154,480	\$154,480.00	\$154,480	\$166,685
G/L Account 3000 Total		\$2,752,491	\$1,500,791.00	\$1,500,791	\$2,738,296
Equipment SD Non-Recon - Fixed Assets	43430300				
Edit System		\$795	\$540.11	\$540	\$30,974
Master Control		\$27,976	\$17,244.23	\$17,244	\$12,190
Metro Cable Control Room		\$18,682	\$7,134.78	\$7,135	\$69,301
Metro Cable Van		\$0	\$0.00	\$0	\$2,891
Printer		\$1,300	\$838.99	\$839	\$0
Server		\$16,795	\$0.00	\$13,428	\$2,645
Equip SD Non-Recon - Fixed Assets Sub-Total		\$65,548	\$25,758.11	\$39,186	\$118,002
G/L Account 4000 Total		\$65,548	\$25,758.11	\$39,186	\$118,002
Fund Balance Reserve	7100000	\$150,000	\$150,000.00	\$150,000	\$150,000
Contingency Appropriation	79790100	\$193,289	\$0.00	\$0	\$109,875
EXPENDITURE TOTAL		\$4,069,259	\$1,860,274	\$2,459,983	\$4,399,923

EXHIBIT 3

Fiscal Year 2018-19
PEG Fee Funding Proposal
(For Member Agencies / Metro Cable / Channel Licensees)

**WILL BE AVAILABLE AT THE DIAS
ON THE DAY OF MEETING.**

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-003

**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 that the Commission approves the Amendment to the attached Retainer Agreement with Best Best & Krieger, LLP for general counsel services.

FURTHER BE IT RESOLVED that the Commission's Executive Director 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 Governing Board of the Sacramento Metropolitan Cable Television Commission, State of California, this 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair of the Board

ATTEST:

Clerk of the Board



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 • (916) 874-6661 • Fax: (916) 854-9666 • www.sacmetro cable.tv

A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

ATTACHMENT 4

FISCAL YEAR 2018-19 AMENDMENT TO LEGAL COUNSEL RETAINER AGREEMENT

THIS AMENDMENT is made and entered into this ____ day of June 2018, 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 limited liability partnership, 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, 2018 and ending June 30, 2019. Ms. Steiner may delegate assignments to other attorneys of the Firm as she deems necessary and advisable."

2. Section 2. Compensation.

Paragraph A. "The Firm will bill the Client monthly on or about the fifth day of the month for the time and expenses expended during the preceding month at the following hourly rates:

- \$310 - legal services rendered to the Client by Harriet A. Steiner;
- \$290 - legal services rendered to the Client by Laura Fowler;
- \$275 - legal services rendered to the Client by Joshua A. Nelson;
- \$170 - services rendered by legal assistants and paralegals;
- legal services rendered to the Client by any other attorney of the Firm at that attorney's standard public agency rate, which range from \$215 per hour to \$420 per hour.

Paragraph C. "The hourly charges identified in Paragraph A 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."

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.

BEST BEST & KRIEGER, LLP

By:

Harriet A. Steiner, Esq.

**SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION**

By:

Executive Director

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-004

**A RESOLUTION APPROVING AN AMENDMENT TO THE VITAC
(FORMERLY CAPTION COLORADO) AGREEMENT FOR CLOSED CAPTIONING SERVICES**

WHEREAS, VITAC was incorporated in Pennsylvania in March 1986 and has continuously provided captioning services since; and

WHEREAS, in 2017, VITAC acquired the business of Caption Colorado and the new combined VITAC is now the largest captioning company in the country;

WHEREAS, the Sacramento Metropolitan Cable Television Commission entered into an Agreement for Closed Captioning Services with Caption Colorado on December 19, 2006 (Agreement).

WHEREAS, the parties amended the Agreement in 2017 to reflect the name change, and wish to extend the agreement for an additional year through FY 2018-19.

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION that the Commission approves the Amendment to the closed captioning services agreement attached hereto with **VITAC**.

FURTHER BE IT RESOLVED that the Chair 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 Governing Board of the Sacramento Metropolitan Cable Television Commission, State of California, this 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair of the Board

ATTEST:

Clerk of the Board



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 • (916) 874-6661 • Fax: (916) 854-9666 • www.sacmetroccable.tv

A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

ATTACHMENT 6

FISCAL YEAR 2018-19 AMENDMENT TO CLOSED CAPTIONING SERVICES AGREEMENT

THIS AMENDMENT is made and entered into this 28th day of June 2018, amending that certain Agreement for Closed Captioning Services ("Agreement"), dated December 19, 2006, by and between the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency, and CAPTION COLORADO, L.L.C., a Colorado limited liability company.

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

1. **SUCCESSOR IN INTEREST.** VITAC, a Pennsylvania corporation, has assumed all debts and obligations of Caption Colorado, L.L.C., including the Agreement. VITAC agrees to fully perform the Agreement, as modified by the amendment, and shall undertake all obligations of VITAC under the Agreement. Any reference to Caption Colorado, L.L.C. in the Agreement shall mean VITAC.
2. Section 3 of the Agreement is amended to read in full as follows:

EFFECTIVE DATE/TERM

"This Agreement shall be effective July 1, 2018 and shall terminate on June 30, 2019, unless extended by written mutual agreement of the parties executed prior to the expiration of this Agreement, or unless it is sooner terminated or canceled as provided in the Contract Documents. Contractor will commence to provide services within five (5) days from the execution of this Agreement."

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.

VITAC

By:

Vice President

**SACRAMENTO METROPOLITAN CABLE
TELEVISION COMMISSION**

By:

Chair of the Board

AGREEMENT FOR CLOSED CAPTIONING SERVICES

This Agreement ("Agreement"), for reference dated December 19, 2006, is by and between the Sacramento Metropolitan Cable Television Commission, a joint powers agency ("SMCTC"), and Caption Colorado, LLC, a Colorado limited liability company ("Contractor") who agree as follows:

1. CONTRACT DOCUMENTS

Contract documents shall consist of this Agreement; SMCTC's Request For Proposal, dated May 3, 2006, ("RFP") incorporated herein as Exhibit A; and, Contractor's Proposal, dated May 17, 2006, ("Proposal") incorporated herein as Exhibit B. In the event of conflict between the Exhibits and this Agreement, the Agreement governs.

2. SCOPE OF SERVICES

Contractor shall provide those services and equipment as detailed in the Contract Documents.

3. EFFECTIVE DATE/TERM

This Agreement shall be effective from the date of execution and shall continue for two (2) years, unless extended by the written mutual agreement of the parties executed prior to the expiration of this Agreement, or unless it is sooner terminated or canceled as provided in the Contract Documents. Contractor will commence to provide services within five (5) days from the execution of this Agreement.

4. PRICING AND PAYMENT

The cost of services shall be in accordance with Section 4.10 – Pricing of the Proposal. Contractor shall submit monthly invoices to SMCTC on or before the 10th day of each month. SMCTC shall pay invoices within thirty (30) days of receipt.

5. TIME FOR PERFORMANCE

SMCTC and Contractor agree that time is of the essence in this Agreement. Contractor shall devote such time and resources to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory accomplishment of the Contractor's obligations under this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

6. LICENSES, PERMITS, TAXES, ETC.

Contractor represents and warrants to SMCTC that it has or will obtain, at Contractor's sole cost and expense, all licenses, permits, City/County Business Operations Tax Certificate(s), qualifications and approvals that are legally required for Contractor to provide the services required by this Agreement. Contractor represents and warrants to SMCTC that Contractor shall keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals that are legally

required for Contractor to provide the services required by this Agreement. Contractor shall comply with all federal, state, and local laws relating to Contractor's performance of this Agreement.

7. RELEASE OF INFORMATION/PROMOTIONAL MATERIALS

Contractor shall not release any information derived from work performed or data obtained in connection with this Agreement, including reports or promotional materials prepared in connection with this Agreement without the prior written consent of the SMCTC Executive Director or his/her designated agent.

8. INDEMNIFICATION AND INSURANCE

A. Contractor shall indemnify and hold harmless, SMCTC, its officers, agents, and employees, and each and every one of them, from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by SMCTC's attorneys, and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "liabilities"), to which any or all of them may be subjected, as a direct or indirect result of any negligent act or omission or willful misconduct of Contractor, its officers, employees, subcontractors or agents in connection with the performance or nonperformance of this Agreement, whether or not SMCTC, its officers, agents, or employees reviewed, accepted or approved any action service or work product performed or provided by Contractor, and whether or not such liabilities are litigated, settled or reduced to judgment. Contractor shall, upon SMCTC's request, defend at Contractor's sole cost any action, claim, suit, cause of action or portion thereof which asserts or alleges liabilities resulting directly or indirectly from any negligent act or omission or willful misconduct of Contractor, its officers, employees, subcontractors or agents in connection with the performance or nonperformance of this Agreement, whether any action, claim, suit, cause of action or portion thereof is well founded or not. In the event that a final decision or judgment allocates liability and determines that any portion of damages awarded is attributable to SMCTC's negligence or willful misconduct, the SMCTC shall pay the portion of damages that is allocated to the SMCTC's negligence or willful misconduct, provided that SMCTC shall not be liable for any passive negligence of SMCTC, its officers or employees in reviewing, accepting or approving any service or work project performed or provided by Contractor. The existence or acceptance by SMCTC of any of the insurance policies or coverages described in this Agreement shall not affect any rights SMCTC may have under this section. The provisions of this section shall survive any termination or expiration of this Agreement.

SMCTC acknowledges its understanding and agrees that current industry standards accept that real time captioning services are subject to the likelihood of human and technical or machine errors, omissions, delays, and losses, including inadvertent loss of content (collectively, "Errors") and that such Errors within the scope of industry standards shall not constitute a negligent act or omission or willful misconduct for purposes of this Section 8 A.

B. Worker's Compensation Insurance: Contractor shall maintain workers' compensation insurance and shall require all its contractors and agents to provide such workers' compensation insurance for all of their employees. Contractor shall furnish to SMCTC a certificate of waiver of subrogation under the terms of the workers' compensation insurance and Contractor shall similarly require all its contractors and agents to waive subrogation.

- C. Insurance: In addition to the workers' compensation insurance and Contractor's covenant to indemnify and defend SMCTC, Contractor shall obtain and furnish to SMCTC, policies of insurance and shall comply with all requirements regarding insurance as specified in Appendix A, Insurance Requirements, of the RFP. No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Contractor to furnish insurance during the term of this Agreement.
- D. Insurance Certificates and Endorsements: Prior to execution of this Agreement, Contractor shall furnish to SMCTC certificates of insurance and additional insured endorsements to each of Contractor's insurance policies, subject to approval of the SMCTC Attorney, evidencing the foregoing insurance coverages as required by this Agreement; said certificates shall:
1. provide the name and policy number of each carrier and policy
 2. state that the policy is currently in force
 3. promise to provide that such policies will not be canceled, suspended, voided, reduced in coverage or in limits, or modified without thirty (30) days prior written notice to SMCTC.
- E. Contractor shall maintain the foregoing insurance coverages in force throughout the term of this Agreement. The requirement for carrying the foregoing insurance coverages shall not derogate from the provisions for indemnification of SMCTC by Contractor under this Agreement. SMCTC or its representatives shall at all times have the right to demand the original or a copy of all said policies of insurance which Contractor shall provide within fifteen (15) days of SMCTC's request. Contractor shall pay, in a prompt and timely manner, the premiums on all insurance hereinabove required. SMCTC shall not be responsible for premiums or assessments on the policies.
- F. Subcontractors
- a. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor.
 - b. All coverage for subcontractors shall be subject to all of the requirements stated herein.

9. TERMINATION, CANCELLATION, EXPIRATION

- A. Termination for Cause. SMCTC may cancel this Agreement for breach if:
1. Contractor fails to perform any of its obligations in accordance with the Agreement Documents; or if
 2. Contractor files a petition in bankruptcy or for reorganization; or if
 3. Contractor becomes insolvent.

If SMCTC elects to cancel this Agreement for breach, SMCTC shall provide Contractor written Notice of Cancellation. Contractor shall have thirty (30) calendar days from receipt of such Notice to cure the breach, or such longer time as may be set forth in the Notice of Cancellation. If the breach is not cured to SMCTC's written satisfaction, then cancellation of the Agreement shall become effective on the date specified by SMCTC's Notice of Cancellation. Notice of written satisfaction shall not be unreasonably withheld. SMCTC shall be entitled to recover from Contractor all loss, cost or damage reasonably incurred by SMCTC to provide the same

level of services as set forth in the Contract Documents had this Agreement not been canceled for breach and/or to obtain any relief available at law or equity.

B. Termination Without Cause. SMCTC may terminate this Agreement for any reason, without cause, at any time by giving Contractor thirty (30) days written notice. Contractor shall cease rendering services on the effective termination date. SMCTC shall pay Contractor for work authorized by SMCTC and actually performed up to the effective termination date.

10. THIRD PARTY OBLIGATIONS

Contractor shall be solely liable to third parties with whom it enters into contracts to effectuate the purpose of this Agreement. Contractor shall pay directly such parties for all amounts due under said arrangement. Contractor shall indemnify, defend, and hold SMCTC harmless from any and all claims, losses, and liabilities arising from any third party contracts. Contractor shall prevent any loss to SMCTC from the failure of proper performance of any third party.

11. ASSIGNMENT OF WORK

Contractor's obligations under this Agreement may be assigned or transferred by Contractor only upon prior written consent of SMCTC. Contractor shall be permitted to subcontract the performance of all or a part of its obligations pursuant to this Agreement to subcontractors as listed in the proposal or as approved in writing by SMCTC.

12. INDEPENDENT CONTRACTOR

It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto.

Contractor's assigned personnel shall not be entitled to any benefits payable to employees of SMCTC. SMCTC is not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of the Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of Contractor's assigned personnel.

Contractor, in the performance of its obligation hereunder, is only subject to the control or direction of SMCTC as to the designation of tasks to be performed and the results to be accomplished. Any third persons employed by Contractor shall be entirely and exclusively under the direction, supervision, and control of Contractor.

Contractor hereby indemnifies and holds SMCTC harmless from any and all claims that may be made against SMCTC based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

13. MAINTENANCE OF RECORDS/AUDIT RIGHTS

Contractor shall keep such true and accurate accounts, records, books, and data pertinent to the performance of this Agreement. Contractor shall maintain all records related to this Agreement and make such records available to SMCTC upon its request for inspection or audit throughout the Term of this Agreement and for a period of five (5) years after expiration or termination of this Agreement. This section shall survive expiration or termination of this Agreement.

14. MODIFICATION

No waiver, alteration, modification, extension, or termination of this Agreement shall be valid unless made in writing and signed by the parties hereto.

15. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

16. CAPTIONS

The headings or captions of this Agreement are not part of this Agreement and shall have no effect upon the construction or interpretation of any part thereof.

17. SEVERABILITY

If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

18. SURVIVORSHIP

Any responsibility of Contractor for warranties, insurance or indemnity with respect to this Agreement shall not be invalidated due to the expiration, termination or cancellation of this Agreement.

19. RELATIONSHIP BETWEEN THE PARTIES

Nothing in these Contract Documents is intended to create, and nothing herein shall be considered as creating, any partnership, joint venture or agency relationship between SMCTC and Contractor.

20. NONDISCRIMINATION

Contractor, with regard to the work performed by it or its subcontractors during the Agreement, shall not discriminate on the grounds of race, religion, color, sex, age, national origin, or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment.

21. COMMUNICATIONS

Any communication required during the administration of this Agreement, including notice of termination or cancellation, shall be addressed to the respective party as follows:

SMCTC:

Executive Director
Sacramento Metropolitan Cable TV Commission
901 H Street, #206
Sacramento, CA 95814
Phone: (916) 874-6662 / Fax: (916) 447-1450

Contractor:

Caption Colorado, LLC
5690 DTC Boulevard, Suite 500W
Greenwood Village, CO 80111
Attn: Vice President, Realtime Operations
Phone: (800)775-7838 / Fax: (720) 489-5664

22. AMBIGUITIES

The parties have each carefully reviewed this Agreement and have agreed to each term of this Agreement. Both parties have engaged counsel and negotiated the terms of the Agreement. No ambiguity shall be presumed to be construed against either party.

23. INTEGRATION

The Contract Documents embody the entire agreement of the parties in relation to the scope of services herein described, and no other understanding whether verbal, written or otherwise exists between the parties.

24. CONFLICT OF INTEREST

Contractor shall not employ any SMCTC official or employee in the work performed pursuant to this Agreement. No officer or employee of SMCTC shall have any financial interest in this Agreement in violation of the applicable provisions of the California Government Code. Contractor warrants and covenants that no official or employee of SMCTC, nor any business entity in which an official or employee of SMCTC is interested, (1) has been employed or retained to solicit or aid in the procuring of this Agreement; or (2) will be employed in the performance of this Agreement without the immediate divulgence of such fact to the SMCTC Attorney and SMCTC Manager. For breaches or violation of this Section, SMCTC shall have the right both to terminate this Agreement without liability and, in its discretion, recover the full amount of any such compensation paid to such official, employee or business entity.

Contractor further covenants that it has not offered or given gratuities in the form of entertainment, gifts, or otherwise to any member, officer, or employee of SMCTC with a view toward securing favorable treatment in the award, modification, or performance evaluation of this Agreement. For breach or violation of this covenant, SMCTC shall have the right to cancel this Agreement without any liability to SMCTC.

25. TAXES

Any federal, state, or local taxes levied upon this Agreement, the transaction, the property installed and/or operated pursuant to this Agreement shall be borne by Contractor. These taxes shall include, but not be limited to, sales. Contractor shall pay any possessory interest taxes levied by the County of Sacramento in connection with Contractor's activities pursuant to this Contract.

26. ATTORNEY'S FEES

In the event suit is brought by either party to enforce the terms and provisions of this Agreement or to secure the performance hereof, the prevailing party shall be entitled to recover attorney's fees and costs of litigation.


27. CONTROLLING LAW

This Agreement shall be deemed to be made in, and the rights and liabilities of the parties, and the interpretation and construction of the Agreement determined in accordance with the laws of the State of California. Any controversy arising out of or under this Agreement, if litigated, shall be adjudicated in a court of competent jurisdiction in Sacramento County, California.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement and caused this Agreement to be duly executed.

Date: 12/19/06

Sacramento Metropolitan Cable Television Commission,
a joint powers agency
("SMCTC")


Robert A. Davison, Executive Director

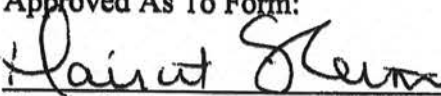
Date: 12/21/06

Caption Colorado, LLC.,
a Colorado limited liability company
("Caption Colorado")



Tax ID No.: 84-1482374

Approved As To Form:

 12/19/06
Harriet Steiner, General Counsel Date

Attests:


Secretary to the Board of Directors

NOTICE: SIGNATURE(S) ON BEHALF OF CONTRACTOR MUST BE NOTARIZED.

A certificate of acknowledgment in accordance with the provisions of civil code section 1189 must be attached for each person executing this Agreement on behalf of Contractor. California Civil Section provides, at part (b): "Any certificate of acknowledgment taken in another place shall be sufficient in this state if it is taken in accordance with the laws of the place where the acknowledgment is made."

4.10 - Pricing**Realtime****Remote Realtime broadcast-level captioning service (English audio/English text):**
\$120/event hour

Includes realtime captioning, connecting 10 minutes in advance of the scheduled program, dictionary preparation and a text copy of the unedited realtime transcript. Dialogue speed for broadcast-level service is 180 wpm and accuracy of 98% or better. An unedited copy of the realtime transcript is available at no additional charge.

Stand-by rates:
\$40/hour**Remote Realtime Broadcast-level captioning service (Spanish audio/Spanish text):**
Add \$150/event hour to English pricing**Remote CART-level captioning service (English audio/English text):**
\$85/event hour
Dialogue speed for CART is 160 wpm and accuracy of 96% or better.**Offline****Offline captioning service (English audio/English text):**
\$325/event hour

Includes text-perfected transcript preparation, text blocking, time-coding, synchronization of text to audio, encode to tape, quality control. Shipping and tape stock extra.

Archival Files for Internet Playback:
\$25/event hour

Produces a .sami file for archival playback with Windows Media Player or .rt file for RealPlayer

Offline captioning service (Spanish audio/Spanish text):
Add \$110/event hour to English pricing for Offline captioning service.**Text Transcription service:**
\$150/event hour

Produces a text-perfected transcript from any audio source, various output options. An unedited copy of the text transcript is provided at no charge

Services are 30-minute minimum, billed in 15-minute increments; Rates are based on the scheduled time plus actual overrun time.

No set-up charges apply. No audio or long distance rates apply.

Rates are the same regardless of the hour or the day of captioning; No surcharge for late evenings or weekend shifts.

Events cancelled with 24 hours or more advance notice are not billed. Events cancelled with less than 24 hours advance notice are billed as scheduled.

Volume discounts apply after each 500 hours per month.

CONFIDENTIAL

Pricing, Other Services**Foreign****Foreign Language Interpreter service:**

Add \$100/event hour to interpret English events into Spanish audio for realtime captioning into Spanish.

Other translation services are available, including support for subtitling, document preparation, and language translation needs.

Subtitling: Pricing varies by language selected and service requested.
Rates range from \$475 - \$625 per 30-minutes.

Additional charges may apply for translation work.

Services are 30-minute minimum, billed in 15-minute increments

Rates are based on the scheduled time plus actual overrun time

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-005

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

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency of the State of California, that the Commission hereby approves the Pro-Forma 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 Fiscal Year 2018-19 PEG Fee funding plans as submitted for the purpose of providing funding for the Member Agencies for the period of July 1, 2018 to June 30, 2019; and

FURTHER BE IT RESOLVED AND ORDERED that the Commission's Executive Director is hereby authorized and directed to prepare and 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 Governing Board of the Sacramento Metropolitan Cable Television Commission, State of California, this 28th day of June 28, 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair of the Board

ATTEST:

Clerk of the Board

**SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
PRO FORMA PEG FEE FUNDING AGREEMENT FOR MEMBER AGENCY**

FISCAL YEAR 2018-19

THIS AGREEMENT is entered into this ____ day of _____, 2018, by and between the **Sacramento Metropolitan Cable Television Commission** ("SMCTC") and the _____, **[***municipal corporation (city) or political subdivision of the State of California (County)***]**, a political subdivision of the State of California ("Member Agency").

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

WHEREAS, commencing with the 2009-2010 fiscal year, SMCTC began collecting a 1% Public, Educational, and Governmental ("PEG") access channel fees ("PEG Fee funding") from cable television operators to support PEG facilities;

WHEREAS, SMCTC anticipates that PEG Fee funds will be available to provide to its Member Agencies to support projects, programming, and services relating to PEG access facilities;

WHEREAS, SMCTC has received a request(s) for PEG Fee funding from Member Agency and hereby approves that request(s). A copy of Member Agency's approved request(s) is hereby incorporated by this reference;

WHEREAS, federal law currently restricts the use of PEG Fee 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 Fee 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. Funding to Member Agency. SMCTC hereby agrees to provide to Member Agency the total not to exceed sum of _____ DOLLARS (\$_____), which consists of PEG Fee funding to be used solely for the purposes summarized in the table below and detailed in Exhibit "A" attached hereto and incorporated by this reference.

MEMBER AGENCY PROJECT	
PEG Equipment / Facilities List	\$
TOTAL FY 2017-18 PEG FEE FUNDING REQUEST	\$
The PEG Fee funding will be available during the FY 2018-19 as set forth below.	

2. Payment Contingent on Receipt of PEG Fees. Member Agency understands that the funding amount set forth in Section 1 will be made to Member Agency solely out of PEG fees collected by SMCTC from cable television operators. Such PEG fees are received in quarterly

payments and 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. If actual revenue received through PEG Fees is less than anticipated, SMCTC is not obligated to pay Member Agency. Payments to member agency will occur during the fiscal year and will be prioritized by the SMCTC based upon facility needs and available revenue; Member Agency will be reimbursed based on actual expenditures.

Member Agency further understands that SMCTC may enter, or has already entered, into similar funding agreements with other member agencies and with channel licensees that operate one or more of the SMCTC 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 available PEG funds based on the criteria set forth above. If there are insufficient PEG fees to satisfy all funding requests during this fiscal year, members agencies not receiving all identified funding shall be entitled to a higher priority in the next fiscal year before any funding for new projects for the next year fiscal year is approved.

3. Use of PEG Fee funding. Member Agency understands that the funding provided to it pursuant to this Agreement originated from PEG access channel fees. As a condition of accepting the PEG Fee 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. SMCTC has both the responsibility and the right under this Agreement to monitor and audit the use of the funding allocated under this Agreement. Member Agency shall agree to cooperate fully with any audit requested by SMCTC.

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 Fee 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 Fee funding may be used for the following expenditures: purchase of equipment, rental of facilities, purchase of software, and tangible goods provided that a CPA certifies that the tangible goods qualify as capital expenditures pursuant to standard accounting practices. PEG Fee 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 funding.

Member Agency further understands and agrees that the PEG Fee funding provided by SMCTC was awarded based on a request from Member Agency and that the use of the PEG funds are limited to the expenditures outlined in that request as approved by SMCTC. If Member Agency determines that it will not proceed with the expenditures as set forth in the request approved by

SMCTC during the current fiscal year, then Member Agency shall notify SMCTC that the Member Agency will re-submit the PEG Fee funding in the next fiscal year. The Member Agency may also request to modify the approved use of the funding. The Executive Director may consider and approve requests up to a total of \$50,000 in the fiscal year if the requested change(s) is an allowable PEG Funding expenditure. Requests above a total of \$50,000 will require Commission consideration and action. The Executive Director may consider and approve any request as authorized by this section. The Executive Director may also elect to seek direction or action by the Commission on any such requests.

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.

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 Fee funding provided to it under this Agreement.

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, SMCTC or any local agency in connection with, related to, or in any way arising out of Member Agency's use or expenditure of the PEG Fee funding provided to it under this Agreement.

5. Attorneys' Fees. If any party to this Agreement commences any legal action against another party to this Agreement which arise out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses and attorneys' fees.

6. Reimbursement Requirement; Record Retention. No later than June 1st for each fiscal year, Member Agency shall submit to SMCTC a copy of all invoices and receipts reflecting the expenditures made with such funds during the preceding fiscal year, a request for reimbursement from funds identified in Section 1 above and such other information as SMCTC may require. Any expenses or projects that have not been completed by June 15 of that fiscal year shall be subject to the provisions of section 3 above. SMCTC shall reimburse Member Agency within a reasonable time of receipt of such documentation subject to the provisions of this Agreement, including Sections 2 and 3. Member Agency shall retain all records related to the expenditure of PEG Fee funds for a period of no less than three (3) years from the last expenditure reimbursed under this Agreement.

Pro Forma PEG Fee Funding Agreement for Member Agency

Fiscal Year 2018-19

Page 4

7. 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 sixty (60) days of receipt of written notice from SMCTC.

8. 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 Fee 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 Fee funding.

9. 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.

10. Agreement Contains All Understanding. This document represents the entire and integrated agreement between the Parties, and supersedes all prior negotiations, representations or agreements, either written or oral regarding the subjects addressed herein. This document may be amended only by written instrument, signed by all Parties.

11. Effective Date of Agreement. This Agreement shall be effective on the date next to the signature of the Executive Director of the SMCTC, as authorized by the SMCTC Board on the 28th of June 2018.

12. Terms. The term of the PEG Fee funding Agreement ends June 30, 2019.

MEMBER AGENCY

By: _____

Title: _____

Date: _____

**SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION**

By: _____

Title: _____

Date: _____

EXHIBIT A

**MEMBER AGENCY
FISCAL YEAR 2018-19 PEG FEE FUNDING REQUEST**

DRAFT

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-006

**A RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE
ANNUAL FUNDING AND PERFORMANCE AGREEMENT FOR CHANNEL LICENSEES
OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION**

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency of the State of California, that the Commission hereby approves the Pro-Forma Annual Funding and Performance Agreement for Channel Licensees 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 Fiscal Year 2018-19 Funding and Performance Agreement as submitted for the purpose of providing funding for the Channel Licensees for the period of July 1, 2018 to June 30, 2019; and

FURTHER BE IT RESOLVED AND ORDERED that the Commission's Executive Director is hereby authorized and directed to prepare and execute the Agreements with the Channel Licensees 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 Governing Board of the Sacramento Metropolitan Cable Television Commission, State of California, this 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair of the Board

ATTEST:

Clerk of the Board

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

**PRO FORMA ANNUAL FUNDING AND PERFORMANCE
AGREEMENT FOR CHANNEL LICENSEE
FISCAL YEAR 2018-19**

THIS AGREEMENT is between the **Sacramento Metropolitan Cable Television Commission ("SMCTC")** and **(INSERT CHANNEL LICENSEE NAME HERE) ("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 to extend the Agreement through and including June 30, 2019.

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 as modified based on review by Legal Counsel of eligible PEG equipment/facilities, and as approved by the Board. A copy of the Licensee 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 _____ DOLLARS (\$ _____) as follows:

FISCAL YEAR 2018-19	
(INSERT LICENSEE NAME) – Operations	\$ _____
(INSERT LIC. NAME) – Capital Facilities (PEG Fees)	\$ _____
(LICENSEE PROJECT NAME) Base - Operations	\$ _____
(LICENSEE PROJECT NAME) Base - Operations	\$ _____
Capital and Facilities (PEG Fees)	\$ _____
TOTAL FISCAL YEAR 2018-19 FUNDING	\$ _____

The above payments will be made on or about August 31, 2018 and February 28, 2019.

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.

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 Fee 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 Fee funding may be used for the following expenditures: purchase of equipment, rental of facilities, purchase of software, and tangible goods provided that a CPA certifies that the tangible goods qualify as capital expenditures pursuant to standard accounting practices. PEG Fee funding may not be used for the following expenditures: operations, training, maintenance, employment of staff, and hiring of persons to perform services.

Licensee further understands and agrees that certain of the PEG Fee funding provided by SMCTC was awarded based on a request from Licensee and that the use of the PEG funds are limited to the expenditures outlined in that request as approved by SMCTC. If Licensee determines that it will not proceed with the expenditures as set forth in the request approved by SMCTC during the current fiscal year, then Licensee shall notify SMCTC if the Licensee would like to re-submit the PEG Fee Funding in the next fiscal year.

The Executive Director shall consider and may approve any request for an extension to the next fiscal year pursuant to this section. Any request beyond the next fiscal year shall be submitted to the Commission for its consideration. Further, Licensee may determine that it has critical or pressing needs that it would prefer to direct the funding towards than the approved request. Should such occur, Licensee may submit such a request, in writing, to the Executive Director with the rationale for this request. The Executive Director may consider and approve the request provided that he/she determines that (1) it is the type of expenditure that would have been eligible for PEG Funding, (2) the need expressed is critical or pressing and (3) the amount does not exceed \$50,000 dollars. Any request above this amount must be approved by the Commission Board.

The Executive Director may also elect to seek direction or action by the Commission Board on any requests made pursuant to this section. Neither the Executive Director nor the Commission Board is required to approve any request for modification made pursuant to this section. If the request is not approved and the Licensee does not use the funds for the purpose and within the time frames, as approved by the Commission, such funding approval shall be cancelled and may be reallocated as the Commission deems appropriate.

If Licensee is able to complete an approved PEG Fee project for less than the approved PEG Fee funding, the Licensee may so notify SMCTC and request that the Licensee be authorized to retain the allocation of PEG Fees not required for a future project that would be otherwise eligible for PEG Fee funding. Such request shall be approved by the Executive Director provided that the Licensee has completed the approved project and agrees to use the remaining funding for an eligible project within the then current or the next fiscal year. Funds not used within the next fiscal year shall be remitted to the SMCTC or will be deducted from future approved allocations.

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. Sale or Transfer of PEG Funded Property or Equipment. Licensee shall not sell or transfer property or equipment acquired with, or funded by, PEG Fees without the prior written consent of SMCTC. Should Licensee wish to sell, transfer, or otherwise dispose of PEG Funded property or equipment, Licensee shall make a written request to the Executive Director.

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, 2019.

(INSERT CHANNEL LICENSEE NAME)

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

ANNUAL FUNDING AND PERFORMANCE AGREEMENT FOR CHANNEL LICENSEE

SACRAMENTO EDUCATIONAL CABLE CONSORTIUM

FISCAL YEAR 2018-19

THIS AGREEMENT is between the **Sacramento Metropolitan Cable Television Commission ("SMCTC")** and **(INSERT CHANNEL LICENSEE NAME HERE) ("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 to extend the Agreement through and including June 30, 2019.

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 as modified based on review by Legal Counsel of eligible PEG equipment/facilities, and as approved by the Board. A copy of the Licensee 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 _____ DOLLARS (\$ _____) as follows:

FISCAL YEAR 2018-19	
(INSERT LICENSEE NAME) – Operations	\$ _____
(INSERT LIC. NAME) – Capital Facilities (PEG Fees)	\$ _____
(LICENSEE PROJECT NAME) Base - Operations	\$ _____
(LICENSEE PROJECT NAME) Base - Operations	\$ _____
Capital and Facilities (PEG Fees)	\$ _____
TOTAL FISCAL YEAR 2018-19 FUNDING	\$ _____

The above payments will be made on or about August 31, 2018 and February 28, 2019.

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.

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 Fee 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 Fee funding may be used for the following expenditures: purchase of equipment, rental of facilities, purchase of software, and tangible goods provided that a CPA certifies that the tangible goods qualify as capital expenditures pursuant to standard accounting practices. PEG Fee funding may not be used for the following expenditures: operations, training, maintenance, employment of staff, and hiring of persons to perform services.

Licensee further understands and agrees that certain of the PEG Fee funding provided by SMCTC was awarded based on a request from Licensee and that the use of the PEG funds are limited to the expenditures outlined in that request as approved by SMCTC. If Licensee determines that it will not proceed with the expenditures as set forth in the request approved by SMCTC during the current fiscal year, then Licensee shall notify SMCTC if the Licensee would like to re-submit the PEG Fee Funding in the next fiscal year.

The Executive Director shall consider and may approve any request for an extension to the next fiscal year pursuant to this section. Any request beyond the next fiscal year shall be submitted to the Commission for its consideration. Further, Licensee may determine that it has critical or pressing needs that it would prefer to direct the funding towards than the approved request. Should such occur, Licensee may submit such a request, in writing, to the Executive Director with the rationale for this request. The Executive Director may consider and approve the request provided that he/she determines that (1) it is the type of expenditure that would have been eligible for PEG Funding, (2) the need

expressed is critical or pressing and (3) the amount does not exceed \$50,000 dollars. Any request above this amount must be approved by the Commission Board.

The Executive Director may also elect to seek direction or action by the Commission Board on any requests made pursuant to this section. Neither the Executive Director nor the Commission Board is required to approve any request for modification made pursuant to this section. If the request is not approved and the Licensee does not use the funds for the purpose and within the time frames, as approved by the Commission, such funding approval shall be cancelled and may be reallocated as the Commission deems appropriate.

If Licensee is able to complete an approved PEG Fee project for less than the approved PEG Fee funding, the Licensee may so notify SMCTC and request that the Licensee be authorized to retain the allocation of PEG Fees not required for a future project that would be otherwise eligible for PEG Fee funding. Such request shall be approved by the Executive Director provided that the Licensee has completed the approved project and agrees to use the remaining funding for an eligible project within the then current or the next fiscal year. Funds not used within the next fiscal year shall be remitted to the SMCTC or will be deducted from future approved allocations.

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. Sale or Transfer of PEG Funded Property or Equipment. Licensee shall not sell or transfer property or equipment acquired with, or funded by, PEG Fees without the prior written consent of SMCTC. Should Licensee wish to sell, transfer, or otherwise dispose of PEG Funded property or equipment, Licensee shall make a written request to the Executive Director.

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, 2019.

(INSERT CHANNEL LICENSEE NAME)

SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

THIRD ADDENDUM TO THE BESTNET NETWORK PHASE II CONSTRUCTION AND MAINTENANCE AGREEMENT

This Third Addendum to the BESTNet Network Phase II Construction and Maintenance Agreement ("Third Addendum") is entered into as of _____, 2018, by and between the Sacramento Metropolitan Cable Television Commission ("SMCTC"), and the Sacramento Educational Cable Consortium ("SECC").

RECITALS

- A. SMCTC, Comcast of Sacramento I LLC, Comcast of Sacramento II LLC and Comcast of Sacramento III LLC (collectively hereinafter referred to as "Comcast") and SECC entered into an Agreement entitled the BESTNet Network Phase II Construction and Maintenance Agreement dated October 30, 2006 ("Initial Agreement"); the parties then entered into the First Addendum to this Agreement, dated August 31, 2011; SMCTC and SECC then entered into the Second Addendum to this Agreement, dated April 3, 2014 (the Initial Agreement as amended by the First and Second Addenda shall be referred to as the "Agreement");
- B. Comcast has not connected all of the elementary schools under the terms and conditions set forth in Section 7 of the Agreement; and
- C. In lieu of providing additional funding for BESTNet under the Agreement, SECC has requested that SMCTC contribute funds to SECC and its members for E-rate services; and
- D. SMCTC is willing to contribute these funds provided that it is not required to also contribute equivalent funds under the Agreement; and
- E. The modifications to the BESTNet Phase II Agreement set forth in this Third Addendum only impact and effect SMCTC and SECC and do not change or modify any of Comcast's rights or obligations under the Agreement.

NOW, THEREFORE, SMCTC and SECC agree as follows:

1. Subsection (e) is added to Section 6 of the Second Addendum to read in full as follows:

- (e) In lieu of providing funding for the connection of additional elementary schools to BESTNet on or after the date of the Third Addendum, SMCTC may contribute unexpended carryover or new funds to SECC or its members for e-rate services. Any such funds shall be credited towards SMCTC's obligations under this Agreement.

2. This Third Addendum is not intended to and does not affect Comcast's responsibility to comply with the terms and conditions of the Agreement. SMCTC and SECC's agreement to reallocate BESTNet funds as set forth herein expressly does not waive or release any claims SMCTC and/or SECC have or may have against Comcast or any third party under the Agreement or otherwise.

Third Addendum to BESTNet Phase II Phase II Construction and Maintenance Agreement
Page 2

3. All other provisions of the Agreement not expressly modified in this Third Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, SMCTC and SECC have duly executed this Third Addendum as of the month, day and year first written above.

SACRAMENTO EDUCATIONAL
CABLE CONSORTIUM:

SACRAMENTO METROPOLITAN CABLE
TELEVISION COMMISSION:

By: _____

By: _____

Chair of the Board

Chair of the Board

SIGNED IN COUNTERPART

RESOLUTION NO. 2018-013

**A RESOLUTION OF THE SACRAMENTO METROPOLITAN CABLE
TELEVISION COMMISSION APPROVING THE THIRD ADDENDUM TO THE
BESTNet PHASE II CONSTRUCTION AND MAINTENANCE AGREEMENT**

WHEREAS, in lieu of providing additional funding for BESTNet under the Agreement, SECC has requested that SMCTC contribute funds to SECC and its members for E-rate services, and

WHEREAS, the Commission is in support of this modification to the Agreement;

NOW, THEREFORE, BE IT RESOLVED, that the Commission hereby approves the Third Addendum to the BESTNet Phase II Agreement, attached hereto and incorporated herein; and

FURTHER, BE IT RESOLVED, that the Commission's Executive Director, in consultation with Commission Legal Counsel, may make minor changes to the Third Addendum, prior to its execution, as may be necessary or appropriate to facilitate its purpose, provided that the total amount of funds provided for in the Agreement is not modified, and

FURTHER, BE IT RESOLVED that the Commission Chair is hereby authorized and directed to execute the Third Addendum on behalf of the Commission.

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 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST :

Clerk of the Board

Chair of the Board

FISCAL YEAR 2018-19
ANNUAL PERFORMANCE AGREEMENT

THIS AGREEMENT is between the Sacramento Metropolitan Cable Television Commission ("SMCTC") and **Interfaith Service Bureau, DBA Sacramento Faith TV ("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, June 3, 2010, October 4, 2012, June 5, 2014, June 4, 2015, June 2, 2016, and July 29, 2017.

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, 2019.

INTERFAITH COUNCIL OF GREATER AMERICA
 DBA SACRAMENTO FAITH TV

SACRAMENTO METROPOLITAN
 CABLE TELEVISION COMMISSION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 • (916) 874-6661 • Fax: (916) 854-9666 • www.sacmetrocable.tv

A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

ATTACHMENT 14

FISCAL YEAR 2018-19 PROPOSED STAFFING

Contracted Position					
Executive Director	Per Contract with the County of Sacramento				
Full-Time Positions (Administration)					
Job Title	Step 5	Step 6	Step 7	Step 8	Step 9
Administrative Services Officer III*	--	--	\$8,390.25	\$8,809.58	\$9,249.83
Administrative Services Officer I*	\$5,110.42	\$5,366.17	\$5,634.08	\$5,916.00	\$6,211.83
Senior Office Specialist* (Confidential**)	\$3,742.75	\$3,930.67	\$4,127.25	\$4,334.33	\$4,551.83
Senior Office Assistant*	\$3,185.92	\$3,346.00	\$3,513.08	\$3,688.83	\$3,873.25
Full-Time Positions (Metro Cable)					
Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Production Director*	\$4,583.80	\$4,812.99	\$5,053.64	\$5,306.33	\$5,571.64
Program Coordinator*	\$3,921.69	\$4,117.77	\$4,323.67	\$4,539.85	\$4,766.84
Technical Coordinator*	\$3,921.69	\$4,117.77	\$4,323.67	\$4,539.85	\$4,766.84
Technical Assistant*	\$2,956.33	\$3,111.94	\$3,275.73	\$3,448.14	\$3,629.62
Part-Time Positions (Metro Cable)					
Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Production Assistant I	--	-	--	--	\$12.30
Production Assistant II	\$13.55	\$14.24	\$14.96	\$15.70	\$16.47
Production Assistant III	\$14.96	\$15.70	\$16.47	\$17.27	\$18.11

*Does not include any COLA granted to the ASO III / ASO I-aligned positions / and the SOA positions by the County in FY 2018-19.

**Reclassification proposed for the Sr. Office Assistant (Confidential) position to a Sr. Office Specialist (Confidential) position in FY 2018-19.

ATTACHMENTS 15-21

**FISCAL YEAR 2018-19
PEG FEE FUNDING REQUESTS
(MEMBER AGENCIES)**

CITRUS HEIGHTS



CITY OF CITRUS HEIGHTS

6360 Fountain Square Drive • Citrus Heights, CA 95621 • (916) 725-2448
Fax (916) 725-5799 • TTY/TDD: California Relay Service 7-1-1 • www.citrusheights.net

The City of Citrus Heights is committed to providing high quality economical, responsive city services to our community.

June 22, 2018

Robert A. Davison
Executive Director
Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor
Sacramento, CA 95814

RE: Fiscal Year 2018-19 Funding Request for Public, Education, and Government (PEG)
Equipment Projects

Dear Robert Davison:

On behalf of the City of Citrus Heights, I am submitting our request for FY 18-19 PEG Fee Funding to be considered by the Commission Board. The City of Citrus Heights is requesting items that will supplement existing broadcasting equipment and improve broadcast lighting. Attached is an itemized list of equipment being requested for FY 18-19 totaling \$69,693.64.

Please contact me at (916) 727-4704 or avan@citrusheights.net if you have any questions or need additional information.

Sincerely,

Amy Van
City Clerk

cc: Christopher W. Boyd, City Manager
Ronda Rivera, Assistant City Manager
Tammy Nossardi, Finance Manager

**MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM
FISCAL YEAR 2018-19**

Item #	Project Location	Equipment Description	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
MEMBER AGENCY: City of Citrus Heights										
CONTROL ROOM										
1	CCH	Extron SMP 111 Cam 1 Iso Recorder	1	\$3,390.00	\$3,390.00	\$339.00				\$3,729.00
		FSR Digital Ribbon HDMI Cables (carry over from FY 17/18)	2	\$528.00	\$1,056.00	\$105.60				\$1,161.60
		Extron TLP Pro 1720TG Clerk Preview Mon+Cont. (carry over from FY 17/18)	1	\$5,706.40	\$5,706.40	\$570.64				\$6,277.04
		Move Timer and Doc Cam to touch screen (carry over from 17/18)	1	\$570.00	\$570.00	\$57.00				\$627.00
		Extron USB + HDMI Clerk Preview+Remote (carry over from 17/18)	1	\$1,890.00	\$1,890.00	\$189.00				\$2,079.00
		Shipping / Warranty / Install					\$633.00	\$7,175.00	\$5,700.00	\$13,508.00
		Sub-total Citrus Heights Request								\$27,381.64
METRO CABLE REQUEST										
2	CCH	Metro Cable Request for City of Citrus Heights Control Room								
		Extron DA12V/6V 12 Output Sync DA	1	\$689.00	\$689.00	\$68.90				\$757.90
		Install Parts for System Changes						\$270.00		\$270.00
		Aja Video 3GAMA Audio Embedder	1	\$795.00	\$795.00	\$79.50				\$874.50
		Horizon Custom Volume Control-Spkr	1	\$79.00	\$79.00	\$7.90				\$86.90
		AJA Video 3GDA 1x6 Distribution Amp	1	\$379.00	\$379.00	\$37.90				\$416.90
		Littlelight LW-18-LED Desk Lamp with Dimmer	3	\$126.25	\$378.75	\$37.88				\$416.63
		Shipping					\$78.00			\$78.00
		Sub-total Metro Cable Request								\$2,900.83
LIGHTING										
3	CCH	Lighting for Council Meeting broadcast - ETC Desire D22 LED Fixtures/Datatrack (carry over from 17/18)	1	\$22,500.00	\$22,500.00	\$2,250.00	\$470.00	\$11,000.00		\$36,220.00
Sub-Total:										
Sales Tax - Use Tax Rate for Member Agency:										
FY 2018-19 PEG FEE FUNDING REQUEST - GRAND TOTAL:										
										\$69,693.64

Amy Van
Signature

Amy Van, City Clerk
Name & Title

June 22, 2018
Date

Please attach vendor quotes to include installation / warranty / associated costs for each item requested above.

ELK GROVE



June 12, 2018

Robert Davison
Executive Director
Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor
Sacramento, CA 95816

Dear Mr. Davison

The City of Elk Grove staff has been working with Metro Cable staff and our vendors in order to make recommendations for the 2018-19 fiscal year PEG funding requests. The recommendations include a Tightrope System Encoder, rack monitors, podium microphones, a video camera with related accessories, Granicus Encoding Hardware and Virtual Performance Accelerator, and other related costs including shipping and installation. The Elk Grove sales tax rate is included in the calculation in the cost of the product listed on the spreadsheet.

The Tightrope System Encoder and Granicus equipment will replace aging hardware to maintain system stability. The podium microphones will improve our audio production quality for members of the public speaking at the podium. The video camera and its accessories will improve our capabilities to produce quality videos including those which may possibly be shared with Metro Cable for the public's benefit.

The total cost of the request is \$54,046.67 for the 18-19 fiscal year. This year we are looking forward to expanding our capabilities and continuing to maintain reliable systems.

We appreciate the opportunity to work with Metro Cable staff. Should you have any questions, or would like to discuss the attached proposals, please let me know.

Thank you,

Nicole Guttridge
IT Administrator
City of Elk Grove

**MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM
FISCAL YEAR 2018-19**

Item #	Project Location	Equipment Description	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
MEMBER AGENCY: City of Elk Grove										
CONTROL ROOM & CHAMBERS										
1		AJA -- OG-1X9-SDI-DA -- 3G-SDI distribution amplifier	2	\$ 479.49	\$ 958.98	\$ 95.90	\$ 48.00	\$ 450.00		\$ 1,552.87
2		AJA -- OG3-FR -- OpenGear 3.0 Rackframe	1	\$ 1,239.13	\$ 1,239.13	\$ 123.91	\$ 38.00	\$ 450.00		\$ 1,851.04
3		AJA -- PS-OG3 -- Redundant Powere supply for OpenGear Frame	1	\$ 591.55	\$ 591.55	\$ 59.15	\$ 6.00	\$ 225.00		\$ 881.70
4		BlackMagic Design -- CONVOPENGYSYNC -- Opengear Converter Sync Generator	1	\$ 526.90	\$ 526.90	\$ 52.69	\$ 8.00	\$ 225.00		\$ 812.59
5		BlackMagic Design -- CONVOPENGBSH -- Opengear Converter SDI to HDMI	1	\$ 526.90	\$ 526.90	\$ 52.69	\$ 8.00	\$ 225.00		\$ 812.59
6		BlackMagic Design -- CONVOPENGBSH -- Opengear Converter SDI to Analog	1	\$ 526.90	\$ 526.90	\$ 52.69	\$ 8.00	\$ 225.00		\$ 812.59
7		BlackMagic Design -- CONVOPENGCAUD -- Opengear Converter Audio to SDI (audio embedder)	2	\$ 526.90	\$ 1,053.80	\$ 105.38	\$ 8.00	\$ 225.00		\$ 1,392.17
8		Furman -- CN-1800S -- Power sequencer	1	\$ 526.90	\$ 526.90	\$ 52.69	\$ 5.00	\$ 225.00		\$ 809.59
9		TVLogic -- RKM-290A -- Dual 9" 1920 x 1080 rack monitors	1	\$ 4,520.11	\$ 4,520.11	\$ 452.01	\$ 18.00	\$ 450.00		\$ 5,440.12
10		Tightrope -- CBL-FLEXLITE-340 -- System encoder	1	\$ 10,593.98	\$ 10,593.98	\$ 1,059.40	\$ 48.00	\$ 450.00		\$ 12,151.38
11		Miscellaneous -- -- USB 3.0 A male to female 5'	1	\$ 10.72	\$ 10.72	\$ 1.07	\$ -	\$ -		\$ 11.79
12		Miscellaneous -- -- USB 3.0 A male to micro B 5'	1	\$ 10.72	\$ 10.72	\$ 1.07	\$ -	\$ -		\$ 11.79
13		Belden -- BL-1505A WE -- 200' RG59/20 HD-SDI coax cable	1	\$ 112.06	\$ 112.06	\$ 11.21	\$ 9.00	\$ 450.00		\$ 582.27
14		Miscellaneous -- -- 50 count BNC connectors	1	\$ 133.61	\$ 133.61	\$ 13.36	\$ -	\$ -		\$ 146.97
15		Spinitar -- Labor -- Sytem documentation (update system drawings)	1	\$ 600.00	\$ 600.00	\$ 60.00	\$ -	N/A		\$ 660.00
16		Spinitar -- Labor -- System Design (includes testing/commissioning)	1	\$ 250.00	\$ 250.00	\$ 25.00	\$ -	N/A		\$ 275.00
17		Spinitar -- Labor -- Programming Changes	1	\$ 250.00	\$ 250.00	\$ 25.00				\$ 275.00
18		Shure -- MX412/C -- Gooseneck mics for lectern	2	\$ 309.22	\$ 618.44	\$ 61.84	\$ 12.00	\$ 225.00		\$ 917.28
19		Shure -- A400SMXLR -- Schock mounts for lectern mics	2	\$ 39.75	\$ 79.50	\$ 7.95	\$ 4.00	incl w/mics		\$ 91.45
20		MISCELLANEOUS								
21		Sony PXW-FS5 XDCAM	1	\$ 5,115.97	\$ 5,115.97	\$ 511.60	\$ -	\$ -		\$ 5,627.57
22		Sony Camera Lens FE 70-200mm	1	\$ 2,799.35	\$ 2,799.35	\$ 279.93	\$ -	\$ -		\$ 3,079.28
23		Sony Battery	1	\$ 285.54	\$ 285.54	\$ 28.55	\$ -	\$ -		\$ 314.09
24		Memory Card	1	\$ 39.35	\$ 39.35	\$ 3.94	\$ -	\$ -		\$ 43.29
25		Tripod	1	\$ 377.00	\$ 377.00	\$ 37.70	\$ -	\$ -		\$ 414.70
26		GRANICUS WEB STREAMING								
27		Encoding Appliance Hardware	1	\$ 3,771.25	\$ 3,771.25	\$ 377.13	\$ 125.00	\$ 875.00		\$ 5,148.38
28		Virtual Performance Accelerator	1	\$ 1,228.35	\$ 1,228.35	\$ 122.84				\$ 1,351.19
29		Annual Maintenance for New Products	1	\$ 7,800.00	\$ 7,800.00	\$ 780.00				\$ 8,580.00
31										
Sub-Total:										\$ 54,046.67
Sales Tax - Use Tax Rate for Member Agency:										incl in unit price
FY 2018-19 PEG FEE FUNDING REQUEST - GRAND TOTAL:										\$ 54,046.67

Signature

Name & Title

Please attach vendor quotes to include installation / warranty / associated costs for each item requested above.

Date



Quote Submitted by Presentation Products, Inc

DBA Spinitar

95-4044229

16751 Knott Ave, La Mirada CA 90638

800.722.6444

Item#	Location	Manufacturer	Model	Description	Qty	Unit Price	Total	Shipping/H andling	Installation	Warranty	Total
		AJA	OG-1X9-SDI-DA	3G-SDI distribution amplifier	2	\$479.49	\$958.98	\$48.00	\$450.00		\$1,456.98
		AJA	OG3-FR	OpenGear 3.0 Rackframe	1	\$1,239.13	\$1,239.13	\$38.00	\$450.00		\$1,727.13
		AJA	PS-OG3	Redundant Powere supply for OpenGear Frame	1	\$591.55	\$591.55	\$6.00	\$225.00		\$822.55
		BlackMagic Design	CONVOPENGYSYNC	Opengear Converter Sync Generator	1	\$526.90	\$526.90	\$8.00	\$225.00		\$759.90
		BlackMagic Design	CONVOPENGBSH	Opengear Converter SDI to HDMI	1	\$526.90	\$526.90	\$8.00	\$225.00		\$759.90
		BlackMagic Design	CONVOPENG BHS	Opengear Converter SDI to Analog	1	\$526.90	\$526.90	\$8.00	\$225.00		\$759.90
		BlackMagic Design	CONVOPENGCAUD	Opengear Converter Audio to SDI (audio embedder)	2	\$526.90	\$1,053.80	\$8.00	\$225.00		\$1,286.80
		Furman	CN-1800S	Power sequencer	1	\$526.90	\$526.90	\$5.00	\$225.00		\$756.90
		TVLogic	RKM-290A	Dual 9" 1920 x 1080 rack monitors	1	\$4,520.11	\$4,520.11	\$18.00	\$450.00		\$4,988.11
		Tightrope	CBL-FLEXLITE-340	System encoder	1	\$10,593.98	\$10,593.98	\$48.00	\$450.00		\$11,091.98
		Miscellaneous		USB 3.0 A male to female 5'	1	\$10.72	\$10.72	\$0.00	\$0.00		\$10.72
		Miscellaneous		USB 3.0 A male to micro B 5'	1	\$10.72	\$10.72	\$0.00	\$0.00		\$10.72
		Belden	BL-1505A WE	200' RG59/20 HD-SDI coax cable	1	\$112.06	\$112.06	\$9.00	\$450.00		\$571.06
		Miscellaneous		50 count BNC connectors	1	\$133.61	\$133.61	\$0.00	\$0.00		\$133.61
		Spinitar	Labor	Sytem documentation (update system drawings)	1	\$600.00	\$600.00	\$0.00	N/A		\$600.00
		Spinitar	Labor	System Design (includes testing/commissioning)	1	\$250.00	\$250.00	\$0.00	N/A		\$250.00
		Spinitar	Labor	Programming Changes	1	\$250.00	\$250.00				\$250.00
		Shure	MX412/C	Gooseneck mics for lectern	2	\$309.22	\$618.44	\$12.00	\$225.00		\$855.44
		Shure	A400SMXLR	Schock mounts for lectern mics	2	\$39.75	\$79.50	\$4.00	incl w/mics		\$83.50
Sales Tax - Use Tax Rate for Member Agency:											included
FY 2018-19 PEG FEE FUNDING REQUEST - GRAND TOTAL:											\$27,175.18

Signature

April 18, 2018

Date

Kevin Allen, Support Success Manager

Name & Title

FOLSOM



Efrem Richardson
Information Systems Manager



June 19, 2018

Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor
Sacramento, CA 95814

RE: Peg Funding Request 2018-19

To Whom It May Concern,

Please consider this letter from the City of Folsom requesting PEG Funding for the 2018 -2019 funding year for outfitting Folsom's conference rooms with equipment to present Council meeting live feed and/or presentations. I have attached quotes for equipment Folsom would like, as well as quotes from your Metro Cable Staff requesting replacement or enhancement of broadcasting equipment for City of Folsom Council Meetings.

We are requesting \$59,850.60 in funding, which includes a 10% contingency for the project. Metro Cable on behalf of the City of Folsom is requesting an additional \$12,744.58 for broadcasting upgrades or replacements. The grand total being requested for FY 2018-19 is \$72,595.18 for the project.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Efrem Richardson", written over a horizontal line.

Efrem Richardson
Information Systems Manager
City of Folsom

MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM
FISCAL YEAR 2018-19

Item #	Project Location	Equipment Description	Qty	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
MEMBER AGENCY: CITY OF FOLSOM										
City Manager Conference Room										
1		Samsung QM98F 98" 4K UHD Display	1	\$21,140.35	\$21,140.35	\$2,114.04				\$23,254.39
2		Universal Flat Screen Tilt Wall Mount	1	\$243.00	\$243.00	\$24.30				\$267.30
3		Altolon Switcher w/dual Mirrored Outputs	1	\$874.80	\$874.80	\$87.48				\$962.28
4		4K/UHD 230ft Control HDBaseT to Cat6 Transmitter and POE	1	\$397.67	\$397.67	\$39.77				\$437.44
5		Matrox Monarch HDX Pro Video Streaming Encoder	1	\$1,000.00	\$1,000.00	\$100.00				\$1,100.00
6		Barco CSE-200 ClickShare wireless Presentation System	1	\$1,684.80	\$1,684.80	\$168.48				\$1,853.28
7		Universal Flat Screen Tilt Wall Mount	1	\$243.00	\$0.00	\$0.00	Removed - Not on Quote #2086			\$0.00
8		Crestron 5" Touch Screen Black Smooth	1	\$845.00	\$845.00	\$84.50				\$929.50
9		Crestron 3-series Room Media Controller	1	\$650.00	\$650.00	\$65.00				\$715.00
10		4 Port POE Switch	1	\$65.00	\$65.00	\$6.50				\$71.50
11		Atlona Switcher w/Dual Mirrored Outputs	1	\$874.80	\$0.00	\$0.00	Removed - Not on Quote #2086			\$0.00
12		OPTION - Live HD Broadcast video feed from Council Chambers: HDMI DA 's, SDI to HDMI Converter, HDMI to Cat6 Transmitter/Receiver, Liberty HDMI 3x1 Switch w/ Cables & Connectors	1	\$2,025.00	\$2,025.00	\$202.50				\$2,227.50
13		Furman M-8S Power Conditioner with power sequencing	1	\$222.01	\$222.01	\$22.20				\$244.21
14		Technical Services - Onsite Installation/Programming	1	\$5,800.00	\$5,800.00	\$580.00				\$6,380.00
15		Atlona HD BaseT HDMI/VGA Wall Plate Terminal Dual HDMI	1	\$364.49	\$364.49	\$36.45				\$400.94
16		Lucia 120/2 60Watt per channel amplifier w/rack Mount	1	\$448.50	\$448.50	\$44.85				\$493.35
17		Fully Integrated two way ceiling monitor system	6	\$214.50	\$1,287.00	\$128.70				\$1,415.70
18		16RU Black Rack 18" Deep Rack (CORRECT DOLLAR AMT)	1	\$115.32	\$115.32	\$11.53				\$126.85
19		Cable Connectors and Misc	1	\$300.00	\$300.00	\$30.00				\$330.00
20		Shipping and Handling	1				\$600.00			\$600.00
Sub Total										\$41,809.23
Council Chamber Conference Room										
1		Sharp PN-705B Interactive Display	1	\$3,884.48	\$3,884.48	\$388.45				\$4,272.93
2		Universal Flat Screen Tilt Wall Mount	1	\$142.00	\$142.00	\$14.20				\$156.20
3		Barco CSE-200 ClickShare wireless Presentation System	1	\$1,684.80	\$1,684.80	\$168.48				\$1,853.28
4		Crestron 5" Touch Screen Black Smooth	1	\$793.00	\$793.00	\$79.30				\$872.30
5		Crestron 3-series Room Media Controller	1	\$650.00	\$650.00	\$65.00				\$715.00
6		4 Port POE Switch	1	\$65.00	\$65.00	\$6.50				\$71.50

MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM
FISCAL YEAR 2018-19

Item #	Project Location	Equipment Description	Qty	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
MEMBER AGENCY: CITY OF FOLSOM										
7		OPTION - Live HD Broadcast video feed from Council Chambers: HDMI DA 's, SDI to HDMI Converter, HDMI to Cat6 Transmitter/Receiver, Liberty HDMI 3x1 Switch w/ Cables & Connectors (Correct Dollar Amt)	1	\$2,092.50	\$2,092.50	\$209.25				\$2,301.75
8		Cable, Connectors, & Misc Hardware	1	\$125.00	\$125.00	\$12.50				\$137.50
9		Technical Services - Onsite Installation (Correct Dollar Amt - \$2,600)						\$2,600.00		\$2,600.00
10		Shipping and Handeling (Correct Dollar Amt - \$75)					\$75.00			\$75.00
									Sub Total	\$13,055.46

MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM
FISCAL YEAR 2018-19

Item #	Project Location	Equipment Description	Qty	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
MEMBER AGENCY: CITY OF FOLSOM										
Metro Cable Request										
1		BrightEye Sync Genertor	1	\$2,612.00	\$2,612.00	\$261.20				\$2,873.20
2		Tightrope Media Sytems MPEG2 Encoder	1	\$8,950.00	\$8,950.00	\$895.00				\$9,845.00
3		JANSJO LED Wall Clamp Spotlight	2	\$11.99	\$23.98	\$2.40				\$26.38
									Sub Total	\$12,744.58
				Equip/ Material	10% Conting.	Shipping/ Handling	Installation			
Sub-Total:				\$58,485.70	\$5,848.57	\$675.00	\$2,600.00			
Sales Tax (7.75%) - Use Tax Rate for Member Agency:										
FY 2018-19 PEG FEE FUNDING REQUEST - GRAND TOTAL:										\$72,595.18

Signature

Date

Name & Title

Please attach vendor quotes to include installation / warranty / associated costs for each item requested above.

GALT



Information Technology Department

June 21, 2018

Sacramento Metropolitan Cable Television Commission
Ms. Karen Liu, Administrative Services Officer
799 G Street, 4th Floor
Sacramento, CA 95814

DELIVERED VIA EMAIL

liuk@saccounty.net

Re: Public, Education, and Government (PEG) Facilities and Equipment
Funding Request Fiscal Year 2018-19

Dear Ms. Liu:

This letter constitutes the City of Galt's PEG funding request for FY 2018-19. Internal and external personnel have been consulted to go over technology needs for the City Council Chambers associated with the MetroCable broadcast. Based on feedback and recommendations we received from MetroCable engineers who operate the video system during Council meetings, internal City of Galt staff and from our viewers, we are proposing the following new requests for funding to improve the viewer experience.

#1 FY 18-19 Request – Control Room Improvements: \$33,307.00

Goal: Improve overall video experience and manageability by MetroCable and city staff as well as protect equipment investments. The addition of the updated equipment will allow Metro Cable staff to provide the needed support for our communication out to our City's constituents.

Plan:

- We are adding a quad dedicated monitor and audio metering for the DVD's
- We are installing dual SDI Monitors w CC Decoder.
- We will be installing a full size equipment rack to conserve space as well as efficiently managing the Council chambers infrastructure.
- We are adding a large SDI / VGA monitor w CC Decoder.
- We are repurposing existing dual monitors and adding Closed Captioning capabilities
- We are adding a KVM switch, Sync Generator, a new MPEG encoder, split microphone and presentation cable, a 1 TB KiStor drive, Control room task lighting along with an Audio DA for SDI embedders an SDI DA 1x6 for HD and a set of headphones for monitoring the CC process.

- Request #1 also includes the wiring and configuration charges necessary to make the above equipment operational

Sacramento Metropolitan Cable Television Commission

Page 2

April 20, 2018

#2 FY 18-19 Request –Council Chambers Improvements: \$79,829.00

Goal: Improve overall security and provide a full video experience for the Cities constituents and Metro Cable and city staff as well as protect equipment investments.

Plan:

- Drainage Improvements: Funding is requested for exterior drainage improvements that will assure Council Chambers availability during inclement weather. Multiple meetings have had to be relocated to other venues over the past several years, due to seepage into the Council Chamber following significant rain events. When this occurs, the City loses its capability to livestream and record audio and video of the public meetings. This results in restricted public access to the meetings, for those unable to attend in person, and no ability to rebroadcast and archive the meeting's audio /video feeds.
- Security is a significant concern of the City and the safe conduct of Council meetings is paramount. The City would like to enhance its security by adding bullet resistant gates and a guard station within the Council chambers. Also included are additional ballistic panels to be installed on the lower sections of the Council chambers Dias.
- To improve video functionality we would like to install a 5th camera on the back wall to allow a clearer capturing of staff and Council members for multiple angles during conversations on the Dias.
- Request #2 also includes the wiring and configuration charges necessary to make the above equipment operational.

#3 FY 18-19 Request –Miscellaneous (Other): \$423.00

Goal: Improve overall viewing experience for constituents, manageability by MetroCable and city staff as well as protect equipment investments.

- The City plans to complete cabling connections to allow for HD and CC to conference room monitors as well as the lobby monitor to allow for overflow viewing of Council and other meetings.
- The running of the cables will be completed in house by City of Galt IT staff.

Total Requests for FY 2018-19 Funding: \$122,210.00

FY 2018-19 PEG Fee Funding Requests Summary

Project Location	Description	Total	Status
1. Control Room	Control Room Improvements	\$34,133.00	Unfunded
2. Council Chambers	Chambers Improvements	\$76,729.00	Partially Funded
3. Misc. Other	Other items	\$423.00	Unfunded
4. Taxes	On items listed above	\$9,159.00	Unfunded

Member Agency Requests Total for FY 2018-19

\$122,210.00

Please contact Emily Boyd, Finance Director at 209-366-7145 or eboyd@ci.galt.ca.us for additional information or questions related to this request.

Sincerely,

CITY OF GALT

Donna Settles
City Clerk

Cc: Eugene Palazzo, City Manager
Emily Boyd, Finance Director

**Member Agency
PEG Fee Funding Request Form**

**MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM (FY 2018-19)**

MEMBER AGENCY: City of Galt

Item #	Manufacturer	Model/Part	Unit Total	Extended Amount	10% Equip Contingency	Total	Unit Price	Installation	Total
CONTROL ROOM UPGRADES									
1	Dual SDI Monitor w/CC Decoder	1	\$ 3,914	\$ 3,914	\$ 391	\$ 4,306			\$ 4,306
2	SDI DA 1x6 for HD	1	\$ 395	\$ 395	\$ 40	\$ 435			\$ 435
3	1 TB KiStor drive	1	\$ 495	\$ 495	\$ 50	\$ 545			\$ 545
4	Control Room Task lighting (3)	3	\$ 12	\$ 36	\$ 4	\$ 40			\$ 40
5	Sync Video DA 1x10	1	\$ 488	\$ 488	\$ 49	\$ 537			\$ 537
6	Sync Generator	1	\$ 2,613	\$ 2,613	\$ 261	\$ 2,874			\$ 2,874
7	Large SDI/VGA Monitor w CC Decoder	1	\$ 1,975	\$ 1,975	\$ 198	\$ 2,173			\$ 2,173
8	Rackmount kit for monitor	1	\$ 131	\$ 131	\$ 13	\$ 144			\$ 144
9	VGA to DVI adapters	3	\$ 7	\$ 22	\$ 2	\$ 24			\$ 24
10	KVM Switch USB	1	\$ 16	\$ 16	\$ 2	\$ 18			\$ 18
11	Head Phones	1	\$ 70	\$ 70	\$ 7	\$ 77			\$ 77
12	MPEG 2 Encoder	1	\$ 8,950	\$ 8,950	\$ 895	\$ 9,845			\$ 9,845
13	Quad Analog Monitors	1	\$ 4,135	\$ 4,135	\$ 414	\$ 4,549			\$ 4,549
14	Split Microphones and Presentation Audio	1		\$ -	\$ -	\$ -			\$ -
15	Tripp Lite Full Size Rack for Control room equipment	1	\$ 900	\$ 900	\$ 90	\$ 990			\$ 990
16	Installation of equipment for Control Room	1	\$ -	\$ -	\$ -	\$ -		\$ 2,000	\$ 2,000
17	Install rack and wire equipment into full size rack	1	\$ -	\$ -	\$ -	\$ -		\$ 3,600	\$ 3,600
18	Audio Distribution Amplifier	1	\$ 369	\$ 369	\$ 37	\$ 406			\$ 406
19	Bright Eye SD to HDDMI converter	1	\$ 680	\$ 680	\$ 68	\$ 748			\$ 748
								Subtotal:	\$ 33,307
								\$ -	\$ -
	Control Room Totals:			\$ 25,188	\$ 2,519	\$ 27,707	\$ -	\$ 5,600	\$ 33,307
CHAMBER UPGRADES									
19	Trench/ Drain Pipe/ Sump pump and all associated work with sump pump system with 20% contingency.	1	\$ 10,000	\$ 10,000	\$ 2,000		\$ -		\$ 12,000
20	Clearing and Grubbing / Remove Tree and Bush with 20% contingency	1	\$ 10,000	\$ 10,000	\$ 2,000		\$ -		\$ 12,000
21	Grade / Remove Material / Minor Landscaping with 20% contingency	1	\$ 14,000	\$ 14,000	\$ 2,800		\$ -		\$ 16,800
22	Electric Panel Relocation with 20% contingency	1	\$ 1,500	\$ 1,500	\$ 300		\$ -		\$ 1,800
23	Guard Station installation	1	\$ 8,735	\$ 8,735	\$ 874		\$ -	\$ 2,300	\$ 11,909
24	Council Bench security gates option A set of 2 gates	1	\$ 6,885	\$ 6,885	\$ 689		\$ -		\$ 7,574
25	Bullet guard panels Council bench area	1	\$ 2,556	\$ 2,556	\$ 256		\$ -	\$ 800	\$ 3,612
26	Remove/Reinstall all cabling under dias for installation of bpanels	1	\$ 4,000	\$ 4,000	\$ 400		\$ -		\$ 4,400
27	5th HD Camera in Council Chambers	1	\$ 7,350	\$ 7,350	\$ 735		\$ -		\$ 8,085
28	Installation of 5th Camera	1	\$ 1,500	\$ 1,500	\$ 150				\$ 1,650
29				\$ -	\$ -		\$ -		\$ -
30				\$ -	\$ -		\$ -		\$ -
	Chamber Totals:			\$ 66,526	\$ 10,203	\$ -	\$ -	\$ 3,100	\$ 79,829
Misc Costs									
31	CAT 6 network cable monitor connections	1	\$ 135	\$ 135	\$ 13		\$ -		\$ 148
32	Misc cables and adapters for both rooms	1	\$ 250	\$ 250	\$ 25				\$ 275
33				\$ -	\$ -		\$ -		\$ -
34				\$ -	\$ -		\$ -		\$ -
35				\$ -	\$ -		\$ -		\$ -
	Misc Totals:			\$ 385	\$ 38	\$ -	\$ -	\$ -	\$ 423
	Sub-Totals: Control Room & Chambers & Misc.			\$ 92,099	\$ 12,760	\$ 27,707	\$ -	\$ 8,700	\$ 113,559
	Sales Tax - Use Tax Rate for Member Agency: (8.25%)			\$ 7,598	\$ 1,053				\$ 8,651
	FY 2018-19 PEG FEE FUNDING REQUEST - GRAND TOTAL:								\$ 122,210
Signature _____ Date _____									
Emily Boyd, Finance Director									
Name & Title _____									
Please attach vendor quotes to include installation / warranty / associated costs for each item requested above.									

RANCHO CORDOVA



June 19th, 2018

Karen Liu, Administrative Services Officer III
Sacramento Cable Television Cable Commission
799 G Street, 4th Floor
Sacramento, CA 95814

Subject: 2018-2019 PEG Funding Request

We are requesting funding to replace and update aging equipment as well as replace our unsupported agenda management software suite. The total PEG funding request for 18-19 is **\$304,803.74**, including a 10% contingency for unknowns.

The goal in the 18-19 fiscal year is to replace and update aging equipment in our A/V control room and Council Chambers that has been the cause of several issues over the last year. We would also like to add new monitors in our Council Chambers to ease audience viewing of presentations. We would also like to make much needed improvements in our overflow/Council workshop rooms to update the projectors/monitors and associated equipment.


Additionally, implementing the Legistar agenda management solution from Granicus will allow the City to automate the creation of the agenda as well as the execution of City Council meetings. Having these tools will streamline meeting minutes, voting, reporting, and publishing to a citizen-facing web portal for enhanced transparency and accessibility to the public. The votecast option will add to the public record in real time and display vote results on archived meetings. This provides Rancho Cordova residents the ease of accessing an item online through the agenda or minutes to view the outcome. In addition, the City currently struggles to provide live video streaming to all of our residents due to compatibility issues that only allow specific old/unsupported web browsers to view the meeting. The Granicus video would enable any internet browser to view the Council meetings in real time. This request also includes LED lighting upgrades to the Council Chambers that was requested in 2017-2018 but not completed.

Part of this request is also for updating the CAD drawings and documentation regarding new A/V equipment.

The work will require programming of the control system for control as well as installation of all components.

Attached you will find the cost breakdown and quotes.

Thank you,


David McCoy
Senior IT Analyst
City of Rancho Cordova

MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM
FISCAL YEAR 2018-19

Item #	Project Location	Equipment Description	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
MEMBER AGENCY: <u>CITY OF RANCHO CORDOVA</u>										
CONTROL ROOM / COUNCIL CHAMBERS										
1		Panasonic PT-RZ12KU 12,000lm / WUXGA / 3-Chip DLP™ Laser Projector	1	\$34,902.85	\$ 34,902.85	\$ 3,490.29				\$ 38,393.14
2		Long Throw lens 2.4 - 4.7 : 1 (WUXGA)	1	\$ 4,208.57	\$ 4,208.57	\$ 420.86				\$ 4,629.43
3		NEC 80" LED LCD Public display monitor 1920x1080 - Black	2	\$ 8,030.66	\$ 16,061.32	\$ 1,606.13				\$ 17,667.45
4		8" Ceiling Plate	2	\$ 66.15	\$ 132.30	\$ 13.23				\$ 145.53
5		Fusion X-Large Single Pole Flat Panel Ceiling Mounts	2	\$ 484.61	\$ 969.22	\$ 96.92				\$ 1,066.14
6		1x8 HDMI Distribution Amplifier (4Kx2K)	1	\$ 667.14	\$ 667.14	\$ 66.71				\$ 733.85
7		4K/UHD 230ft (70m) HDBaseT TX/RX with IR/RS232 Control and PoE	2	\$ 460.00	\$ 920.00	\$ 92.00				\$ 1,012.00
8		Cables & Connectors Misc. Hardware	1	\$ 641.92	\$ 641.92	\$ 64.19				\$ 706.11
9		Matrox Monarch HD Professional Video Streaming	2	\$ 1,076.92	\$ 2,153.84	\$ 215.38				\$ 2,369.22
10		Blackmagic Design HyperDeck Studio Pro	1	\$ 2,631.57	\$ 2,631.57	\$ 263.16				\$ 2,894.73
11		Council Member iPad Replacements	6	\$ 510.07	\$ 3,060.42	\$ 306.04				\$ 3,366.46
12		City Clerk Laptop Replacement	1	\$ 1,385.15	\$ 1,385.15	\$ 138.52				\$ 1,523.67
13		Cablecast Flex2 MPEG2 Encoder	1	\$15,950.00	\$ 15,950.00	\$ 1,595.00				\$ 17,545.00
14		JANSJÖ LED wall/clamp spotlight	2	\$ 16.18	\$ 32.36	\$ 3.24				\$ 35.60
15		LED Lighting Installation in Council Chambers per City Approved Plan (Carried over from 2017-2018 PEG)	1	\$75,405.00	\$ 75,405.00	\$ 7,540.50				\$ 82,945.50
GRANICUS LEGISTAR IMPLEMENTATION										
16		Granicus Legistar Implementation (See attached quote for complete breakdown)	1	\$27,590.00	\$ 27,590.00	\$ 2,759.00				\$ 30,349.00
17		Project Management	250	\$ 185.00	\$ 46,250.00	\$ 4,625.00				\$ 50,875.00
COMMUNITY BOARD ROOM										
18		Samsung 65 LED Flat Screen	1	\$ 1,538.46	\$ 1,538.46	\$ 153.85				\$ 1,692.31
19		Articulating Flat Screen Wall Mount	1	\$ 346.15	\$ 346.15	\$ 34.62				\$ 380.77
20		4K/UHD 230ft (70m) HDBaseT TX/RX with IR/RS232 Control and PoE	1	\$ 427.14	\$ 427.14	\$ 42.71				\$ 469.85
		Cables & Connectors Misc. Hardware	1	\$ 187.50	\$ 187.50	\$ 18.75				\$ 206.25
MISCELLANEOUS										
21		CAD & Documentation Updates	1	\$ 1,400.00	\$ 1,400.00	\$ 140.00				\$ 1,540.00
22		Control/DSP System Programming	1	\$ 5,250.00	\$ 5,250.00	\$ 525.00				\$ 5,775.00
23		Project Management	1	\$ 400.00	\$ 400.00	\$ 40.00				\$ 440.00
24		Installation Labor	1		\$ -	\$ -		\$11,400.00		\$ 11,400.00
25		Shipping & Handling	1	\$ 1,990.66	\$ 1,990.66	\$ 199.07				\$ 2,189.73
Sub-Total:										\$ 280,351.73
Sales Tax - Use Tax Rate for Member Agency:										\$ 24,452.02
FY 2018-19 PEG FEE FUNDING REQUEST - GRAND TOTAL:										\$ 304,803.74

Signature _____

June 19, 2018

Date

David McCoy - IT Manager
Name & Title

Please attach vendor quotes to include installation / warranty / associated costs for each item requested above.

SACRAMENTO

April 23, 2018,

Sacramento Metropolitan Cable Television Commission
Robert Davidson, Executive Director
799 G Street, 4th Floor
Sacramento, CA 95814-1211

**Re: City of Sacramento – FY 2018-19 PEG Fee Funding Request,
City Hall Council Chambers Audio Video Presentation and Control Upgrade**

Dear Mr. Davidson:

The City of Sacramento is requesting \$ 401,561.42 in FY 2018-19 PEG fee funding from the Sacramento Metropolitan Cable Television Commission. The bulk of the funding will allow the City to update our Council Chamber's outdated audio video analog presentation control system inside the City of Sacramento's Council Chambers. The design and equipment were identified by AV consultant GME. The AV consultant's design was funded through PEG during 2017-2018. The City issued an RFP # P18071011005, and received a proposal for the procurement, and installation for the identified components. These updates are needed due to the age of the existing touch screens, older interfaces at the dais and podium, and to update our analog matrix video switcher for distributing our program video feeds to the dais, staff positions, and throughout City Hall. Additionally, we are also requesting to augment our council meeting's viewing areas. We have been using the City Hall lobby and plaza areas as additional viewing space for our Council Chamber meetings. By adding a large monitor and Public-Address Speakers in the lobby and plaza will allow for additional seating capacity as well as additional public engagement during our Council Chamber meetings. Currently, the city has had to rent additional Public-Address speakers and additional video monitors to support overflow of our Council Meetings.

Audio Video presentation system upgrade - The upgrade of the Council Chamber presentation system, is estimated to cost \$387,107.97. As mentioned above, the equipment was identified by AV consultant GME, who also provided a design which is the technical document of the City's RFP. The RFP # P18071011005 is included for reference. This upgrade will allow the city to replace all the touch screens in the dais, and staff positions. This is a replacement of our existing touch screens which were installed in 2005. The upgrades will also allow the city to upgrade all video and audio inputs from analog VGA and 1/8 in audio jack to modern digital interfaces such as HDMI and display port, as well as provide the ability for the public to display images using smartphones, and tablets. Citizens wanting to provide digital photos have on occasion been unable to present them due to the City's legacy interfaces at the podium. Audio upgrades include the digital signal processor audio amps that support the dais, podium, and staff positions. The current signal processors are 13 years old and are no longer supported. All of these upgrades will allow citizens to engage council using

modern technology, such as smart devices, that use digital signaling, while also allowing council to control presentations using supported digital touch screens. AVI-SPL integrator, has provided a proposal for the presentation upgrade including installation, programing and calibration as designed by our AV Consultant. The City is requesting, \$387,107.97, in FY18-19 PEG funding for the much needed modernization of the Council Chambers.

Council Meeting Audio and Video augmentation inside City Hall Lobby and Plaza – We have been providing additional speakers and monitors over the past year to provide additional public viewing, listening, and interaction with citizens. These enhancements would allow citizens attending City of Sacramento Council Meetings to have additional locations to monitor and participate in the meetings. The city has, pretty consistently, rented such hardware to provide the additional viewing and listening capacity. We would like to implement an easily deployable solution that can be used during council meeting. This would eliminate the need to rent, pickup, put together, temporarily secure, tear down, and return large displays, PA speakers, and monitor stands. The city would have the speakers located both inside city hall and plaza, during council meetings, where such assets can be secured routinely. The request include the following: Qty 1, JBL PA systems, JBL EON208P, and Qty 1, BOSE L1 for audio broadcast of council chamber meetings in City Hall Lobby and Plaza, with a cost of \$1850. We also need, Qty 1, SDI/HDMI transmitter receiver kit, Cenegears Ghost-Eye MFR# 6-1101 for \$3,199. The wireless transmitter will allow us to extend the SDI video from our Council Chambers. This will allow the city to provide additional viewing and listening spaces needed for public engagement.

FY 2018-19 PEG FEE Funding Needs:

The combined installation and commissioning of the video and audio presentation and control equipment, Public Address Systems, and project contingency total is noted below:

1. Video Presentation Equipment and Integration	\$365,443.16
2. JBL PA System EON208P	\$749.95
3. Bose L1	\$1,099.00
4. Cenegears Ghost-Eye Transmitter Receivers	\$3,199.00
5. Freight	\$0
6. Taxes	\$30,565.52
7. 10% Contingency	<u>\$504.80</u>
Grand Total	\$401,561.42

Project Scope:

Council Chambers

Install and integrate new Crestron Touch Screens at the dais and staff positions inside the Council Chambers. The Crestron Touch Screens will have multiple menus based on level of access and provide controls of presentation from the public, speaker queueing for council, and the ability to view both a presentation and the program feeds during council meetings, simultaneously. Additionally, we will have the AV contractor integrator install and calibrate the new audio digital signaling processing and amplification equipment for microphones, audio inputs, and audio speakers inside the Chambers. Current equipment is over 13 years old and can only process analog signaling. The contractor will also install all remote audio, video, telephone bridge hardware inside the Council Chambers and

Closes Session Rooms. This equipment and integration will provide council members the ability to join council meetings remotely.

Council Chambers Additional Viewing and Participation Areas

The Council Chamber Lobby and City Hall Plaza have been and will continue to be used as overflow viewing areas. The additional Public-Address systems will allow the city to add listening areas in the lobby and plaza. These additional viewing and listening areas have been essential, for public engagement, in recent council meetings.

Your consideration of the City's request for funding is appreciated. Should you have any questions, please contact Manuel Martinez, IT Supervisor, at (916) 808-8785, or Stephanie Mizuno, Council-Clerk Operations Manager, at (916) 808-7171.

Sincerely,

A handwritten signature in black ink, appearing to read 'Manuel Martinez', with a stylized flourish at the end.

Manuel Martinez
IT Supervisor
City of Sacramento

Enc. Member Agency PEG Fee Funding Request Form (FY 2018-19)
City of Sacramento, Council Chamber RFP # P18071011005
AVI SPL Contractor, Chamber Presentation Upgrades
B&H Photo PA systems
B&H Photo Wireless SDI Transmitter Receiver

CC: Mindy Cuppy, City Clerk
Maria MacGunigal, CIO
Stephanie Mizuno, Council Operations Manager
Darin Arcolino, IT Manager

MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM
FISCAL YEAR 2018-19

Item #	Project Location	Equipment Description	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
MEMBER AGENCY: <u>City of Sacramento</u>										
Council Chambers										
1		Audio and Video Presentation control modifications: Equipment upgrades identified by AV consultant GME during 2017-2018 PEG listed in attached RFP.	1	\$365,443.16	\$365,443.16		\$0.00	included	Included	\$365,443.16
2										
3										
4										
5										
Council Chambers Lobby and Plaza: Provide Audio from Council Chamber Lobby and Plaza used to add addition capacity for Council Chambers attendees.										
6		Bose Public Address System Lobby	1	\$1,099.00	\$1,099.00	\$109.90	\$0.00	\$0.00	\$0.00	\$1,208.90
7		JBL Public Address Audio System, Plaza: EON208P	1	\$749.95	\$749.95	\$75.00	\$0.00	\$0.00	\$0.00	\$824.95
8		Cenegears Ghost-Eye Wireless HD-SDI transmitter receiver	1	\$3,199.00	\$3,199.00	\$319.90	\$0.00	\$0.00	\$0.00	\$3,518.90
9										
10										
11										
12										
13										
14										
15										
MISCELLANEOUS										
16										
17										
18										
Sub-Total:										\$370,995.91
Sales Tax - Use Tax Rate for Member Agency:										\$30,565.52
FY 2018-19 PEG FEE FUNDING REQUEST - GRAND TOTAL:										\$401,561.42



 Signature

April 23rd 2018

 Date

Manuel Martinez, IT Supervisor

 Name & Title

Please attach vendor quotes to include installation / warranty / associated costs for each item requested above.

SACRAMENTO COUNTY



County of Sacramento

April 25, 2018

Robert A. Davison, Executive Director
Metropolitan Cable Television Commission
799 G Street, 4th Floor
Sacramento, CA 95814-1212

Subject: Consideration of the Fiscal Year 2018-19 Public, Education, and Government Fee Funding Application for Enhanced Metro Cable 14 Broadcast Equipment, Board of Supervisors' Chambers Technology and Americans with Disability Act (ADA) Upgrades

Dear Mr. Davison,

In response to your letter dated March 27, 2018 and on behalf of Sacramento County, I am submitting this request for consideration for the Fiscal Year 2018-19 Public, Education, and Government (PEG) Funding.

As a member agency, Sacramento County has applied for and received PEG funding in prior years that was used toward Board Chambers equipment improvements, Americans with Disabilities Act (ADA) equipment upgrades, broadcast functionality in two Hearing rooms, and broadcast Internet streaming options. Continued use of PEG funding will allow for enhancements to existing equipment and systems previously purchased with PEG funding and purchase of new technology. The current needs and recommended solutions are outlined as follows.

Blackmagic equipment is needed to allow greater flexibility during live broadcast meetings to toggle between views of presentations and information projected on the video walls providing public access to the information through the live broadcast. A purchase of one video wall panel is needed to ensure continuity of functionality of the video wall, which is comprised of multiple panels, to project meeting information during public meetings. Calibration of the video wall is needed to continue use of the aging video wall equipment to project presentations and associated meeting material during meetings.

Equipment is needed to provide public broadcast of meetings in both video and audio only format to various types of mobile devices to allow public access to meetings without streaming limits or exhausting use of public Wi-Fi data during public meetings. RocknRoller MultiCart equipment is needed to transport equipment to broadcast and record off-site public meetings and will be used as workspace at off-site locations. Several of the components listed will provide redundancy in key systems that are used to provide access and storage of public records/material and recordings of the meetings. These same components support redundant streaming of the Metro Cable 14 broadcast and provide an audio only stream of Metro Cable 14 to facilitate public access to the public broadcast meeting.

In an effort to facilitate the democratic process and encourage public involvement an electronic public speaker request system, Request to Speak (RTS), was implemented in December 2017 in the Board chambers. System enhancements and equipment are needed to improve functionality for the public, clerk and chair which currently allows the public to sign up to speak at a kiosk. The clerk and chair view additional information such as speaker comments and estimated range of time for public comments. Funding is also needed for programming costs associated with enhancements to

the Crestron panels at the dais level which allows all governing hearing body members to see speakers in queue on all touch panel monitors.

The Hyland OnBase Workview license is needed to give the Clerk access to add nominations and appointments to boards and commissions made by the Board of Supervisors in real time during public meetings. It is an enhancement to the Hyland OnBase Agenda Management system that will streamline the nomination and appointment process and tracking and reporting of actions taken by the Board during public meetings.

Some of the existing ADA equipment is near the end of its life cycle and additional new ADA technology is needed. The use of assistive listening devices, a portable language translation system, open captioning, multidirectional lapel microphone and interpreter devices provide a greater opportunity for hearing bodies to make accommodations when needed and to facilitate on-going public participation in public meetings that foster an inclusive environment.

Wireless microphone and DVR equipment, camera controllers, Brightsign equipment and licensing are needed to allow staff to broadcast and record public meetings in Hearing Room 1. Brightsign equipment will allow public meeting information, public service announcements and calendars that are broadcast on the Metro Cable 14 channel to be displayed on video walls in Hearing Room 1 and 2 and on the lobby monitors.

Following the County's organizational restructure in 2017 there was a need for one additional seat at the staff table. A request for reimbursement is included for the costs associated with installing cabinetry, purchasing and installing a fourth microphone, adding wiring and reprogramming the Creston to allow the clerk to manage microphones from the touch panel.

Personal computers for each workstation in use during the broadcast of public meetings is aging and needs to be replaced for better functionality of managing presentations and running various software programs associated with running meetings. The existing copier used to run efficient operations of broadcast meetings is under a three year lease and a request for continued funding for the second year is needed. The copier is shared with other Cable Commission member agencies and Metro Cable office staff.

The estimated project total of \$258,840.31 includes labor costs for Department of Technology (DTech), AVI-SPL and Hyland with a ten percent contingency. A list of the items are as follows:

Item No.	Item	Item No.	Item
1	Behringer Feedback Destroyer	22	AJA 3G-SDI Analog Audio Embed/Disembed
2	Sound Devices MixPre-6 Essentials Kit with Case, Li-ion Battery, Sled	23	Toshiba e-2505 copier equipment
3	SanDisk 64GB Extreme PRO SDXC UHS-I Memory Card	24	Public Lobby Kiosks & RTS Enhancements (enclosure, keyboard attachment, keyboard, programming)
4	Blackmagic Design ATEM Television Studio HD	25	HPS 9000 Encoding Appliance w/Vbrick Tech Support
5	Blackmagic Design Teranex Mini SDI 12G Distribution	26	New programming on Creston panels for board members at dais level
6	Blackmagic Design Teranex Mini Rack Shelf	27	Hyland OnBase Workview License for Boards and Commissions Appointments and Nominations
7	Blackmagic Design Micro Converter SDI to HDMI	28	Assistive Listening System with Translation capabilities
8	FeelWorld FW760 7" On-Camera LCD Monitor	29	Wireless Microphone Set with DVR

9	Blackmagic Design SmartView 4K	30	Reimbursement for installing microphone and adding wiring at staff table and programming Crestron for new microphone on clerk's panel
10	Blackmagic Design Teranex AV	31	Reimbursement for purchase and installation of staff table
11	Blackmagic Design Smart Videohub 40x40 6G-SDI	32	PC Replacements for clerk, counsel, executive and staff tables
12	QNAP TS-EC1280U R2 NAS	33	Camera Controllers
13	WD 10TB 3.5" Hard Drive	34	Open Captioning
14	WD 10TB Enterprise Drive	35	Presentation Converters (Scan Converters)
15	Apple iMac Pro, 10-core, 64GB, 1TB SSD, Vega 64	36	Brightsign Digital Signage Plater Bundle
16	AppleCare+ for iMac	37	Video Wall Calibration
17	G Technology G-RAID with Thunderbolt 3 20TB Storage	38	Video Wall Spare Panel
18	RocknRoller MultiCart	39	Lavalier Lapel microphone to replace handheld microphone
19	AJA DRM Mini-Converter Rackmount Frame	40	DTech Labor
20	AJA Front Cover Plate	41	AVI-SPL Labor
21	AJA Analog Video 1x6 Distribution Amplifier	42	Hyland Labor

If you have any questions regarding the request, please contact me at (916) 874-8150 or by email at evansf@saccounty.net.

Thank you,



Florence Evans
Clerk of the Board

Attachments:

PEG Fee Funding Request Form Fiscal Year 2018-19
Quotes

cc: Navdeep S. Gill, County Executive
David Villanueva, Chief Deputy County Executive
Britt Ferguson, Chief Fiscal Officer

MEMBER AGENCY
PEG FEE FUNDING REQUEST FORM
FISCAL YEAR 2018-19

Equipment Description	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
Clerk of the Board								
COM								
Behringer Feedback Destroyer	1	\$ 119.00	\$ 119.00	\$ 11.90				\$ 130.90
Sound Devices MixPre-6 Essentials Kit with Case, Li-ion Battery, Sled	1	\$ 1,249.95	\$ 1,249.95	\$ 125.00				\$ 1,374.95
SanDisk 64GB Extreme PRO SDXC UHS-I Memory Card	4	\$ 28.70	\$ 114.80	\$ 11.48				\$ 126.28
Blackmagic Design ATEM Television Studio HD Switcher	1	\$ 845.00	\$ 845.00	\$ 84.50				\$ 929.50
Blackmagic Design Teranex Mini SDI 12G Distribution	1	\$ 424.00	\$ 424.00	\$ 42.40				\$ 466.40
Blackmagic Design Teranex Mini Rack Shelf	1	\$ 72.50	\$ 72.50	\$ 7.25				\$ 79.75
Blackmagic Design Micro Converter SDI to HDMI	3	\$ 40.00	\$ 120.00	\$ 12.00				\$ 132.00
FeelWorld FW760 7" IPS On-Camera LCD Monitor	2	\$ 164.00	\$ 328.00	\$ 32.80				\$ 360.80
Blackmagic Design SmartView 4K	1	\$ 845.00	\$ 845.00	\$ 84.50				\$ 929.50
Blackmagic Design Teranex AV	1	\$ 1,445.00	\$ 1,445.00	\$ 144.50				\$ 1,589.50
Blackmagic Design Smart Videohub 40 x 40 6G-SDI	1	\$ 2,544.00	\$ 2,544.00	\$ 254.40				\$ 2,798.40
QNAP TS-EC1280U R2 NAS	1	\$ 4,499.00	\$ 4,499.00	\$ 449.90				\$ 4,948.90
WD 10 TB 3.5" 128 MB SATA HARD DRIVE	4	\$ 358.88	\$ 1,435.52	\$ 143.55				\$ 1,579.07
WD 10 TB 3.5" 128 MB SATA HARD DRIVE	8	\$ 358.88	\$ 2,871.04	\$ 287.10				\$ 3,158.14
Apple iMac Pro, 10-core, 64GB, 1TB SSD, Vega 64	1	\$ 7,348.00	\$ 7,348.00	\$ 734.80				\$ 8,082.80
AppleCare+ for iMac	1	\$ 169.00	\$ 169.00	\$ 16.90				\$ 185.90
G Technology G-RAID with Thunderbolt 3 20TB Storage	1	\$ 1,099.95	\$ 1,099.95	\$ 110.00				\$ 1,209.95
RocknRoller MultiCart	1	\$ 119.99	\$ 119.99	\$ 12.00				\$ 131.99
AJA DRM Mini-Converter Rackmount Frame	1	\$ 490.00	\$ 490.00	\$ 49.00				\$ 539.00
AJA Front Cover Plate	1	\$ 85.00	\$ 85.00	\$ 8.50				\$ 93.50
AJA Analog Video 1x6 Distribution Amplifier	1	\$ 145.00	\$ 145.00	\$ 14.50				\$ 159.50
AJA 3G-SDI Analog Audio Embed/Disembed	1	\$ 645.00	\$ 645.00	\$ 64.50				\$ 709.50
Toshiba e-2505 copier- Board Chambers, annual lease cost (2nd yr of 3 yr lease)	1	\$ 1,836.00	\$ 1,836.00	\$ 183.60				\$ 2,019.60
Public Lobby Kiosks & RTS Enhancements (enclosure, keyboard attachment, keyboard)	1	\$ 2,988.00	\$ 2,988.00	\$ 298.80				\$ 3,286.80
HPS 9000 Encoding Appliance w/ Vbrick Tech Support	1	\$ 12,796.00	\$ 12,796.00	\$ 1,279.60				\$ 14,075.60
New programming on Creston panels for board members at dais level (Labor Only)	1	\$ -	\$ -	\$ -		\$ -		\$ -
Hyland OnBase Workview License for Boards and Commissions Appointments and Nominations	1	\$ 35,400.00	\$ 35,400.00	\$ 3,540.00		\$ -		\$ 38,940.00
Assistive Listening System with Translation capabilities	1	\$ 5,285.62	\$ 5,285.62	\$ 528.56		\$ -		\$ 5,814.18
Wireless Microphone Set and DVR	1	\$ 37,459.31	\$ 37,459.31	\$ 3,745.93		\$ -	\$ 3,640.48	\$ 44,845.72
Reimbursement for installing microphone and adding wiring at staff table and programming Creston for new microphone on clerk's panel	1	\$ 1,407.69	\$ 1,407.69	\$ 140.77	\$ 76.47	\$ -		\$ 1,624.93
Reimbursement for purchase and installation of staff table	1	\$ 15,631.70	\$ 15,631.70	\$ -		\$ -		\$ 15,631.70
PC Replacements for clerk, counsel, executive and staff tables	5	\$ 1,043.99	\$ 5,219.95	\$ 522.00	\$ 19.99			\$ 5,761.94
Camera Controllers	1	\$ 6,000.00	\$ 6,000.00	\$ 600.00				\$ 6,600.00
Open captioning (Labor Only)	1	\$ -	\$ -	\$ -		\$ -		\$ -
Presentation Converters (Scan Converters)	2	\$ 1,177.40	\$ 2,354.80	\$ 235.48				\$ 2,590.28
Brightsign Digital Signage Plater Bundle	1	\$ 850.00	\$ 850.00	\$ 85.00	\$ 30.00			\$ 965.00

/ideo Wall Calibration (Labor Only)	1	\$ -	\$ -	\$ -		\$ -		\$ -
/ideo Wall Spare Panel	1	\$ 10,696.41	\$ 10,696.41	\$ 1,069.64		\$ -		\$ 11,766.05
.avalier Lapel microphone to replace handheld microphone	1	\$ 84.31	\$ 84.31	\$ 8.43	\$ 15.00			\$ 107.74
otech Labor	1					\$ 24,000.00		\$ 24,000.00
\VI-SPL Labor	1					\$ 32,980.00		\$ 32,980.00
tyland Labor	1					\$ 12,000.00		\$ 12,000.00
		\$ 155,752.28	\$ 165,024.54	\$ 14,939.28	\$ 141.46	\$ 68,980.00	\$ 3,640.48	\$ 252,725.76
Sales Tax - Use Tax Rate for Member Agency:				\$ 6,114.54				
UNDING REQUEST - GRAND TOTAL:								\$258,840.31



4/25/18

Date

: of the Board

For quotes to include installation / warranty / associated costs for each item requested above.

ATTACHMENTS 22-25

**FISCAL YEAR 2018-19
FUNDING REQUESTS**

(CHANNEL LICENSEES)

ACCESS SACRAMENTO

Gary Martin, Executive Director

June 11, 2018

BOARD OF DIRECTORS

Don Henkle, *Chair*
Bob Smith, *Vice-Chair*
Van Gordon, *Secretary*
Robert Morin, *Chief Financial Officer & Treasurer*
Edward Fletcher, *Programming Committee Chair*
Mark Freeman
Kim Mims
Alex Vasquez
Simone Vianna

To: Robert A. Davison, Executive Director
Sacramento Metropolitan Cable Television Commission

From: Gary Martin, Executive Director
Access Sacramento

Subject: 2018-19 SMCTC Operational & PEG Equipment & Facilities Funding Request

Access Sacramento submits the attached Funding Request for fiscal year 2018-19. Based on the requested process, this submission includes three components: Operational Funds from the SMCTC's General Fund and both a Base Equipment and One-Time Equipment request from the PEG Equipment/Facilities Fund.

This proposal asks for several specific permanent increases in the Operational Base, including a Cost of Living Allowance (COLA) increase and funding for the state required increase in the minimum wage and associated payroll impacts as covered by SMCTC policy. The predicted 2.5% COLA offer is linked to area Consumer Price Index information and acknowledges a revision may be necessary after the Sacramento County Board of Directors acts on a COLA for its employees at some point in the future.

The proposal also requests a permanent increase in the PEG Base amount according to the COLA Policy with a continuation of a slightly higher building rent increase based on a new lease from the City of Sacramento.

This year's funding request will further advance Access Sacramento's expansion plan for high-definition production by enhancing the overall viewing experience for all Sacramento County residents. A special note is made for a remodel request for the Digital Media Lab at the Coloma Community Center to bring the room up to current code and safety standards.

2018-19 General Fund Total (subject to ~COLA%)	\$622,827.00
2018-19 PEG Base (subject to ~COLA%)	\$109,848.00
2018-19 PEG One-Time Equipment	\$639,198.15
GRAND TOTAL	\$1,371,873.15

Sincerely,



Gary Martin
Executive Director

Projects

Hometown TV Grant
Hometown Sports Game of the Week
KUBU 96.5 FM
"The Voice of Sacramento"
Neighborhood News Bureaus
A Place Called Sacramento
Film Festival

HOURS OF OPERATION

(Subject to Change)

OFFICE
Monday - Friday
9am - 12:30pm, 1:30pm - 6pm

PRODUCTION
Monday - Thursday
12 Noon - 9pm

Saturday
12 Noon - 9pm

MEDIA LAB
Monday & Thursday
12 Noon - 8:45pm

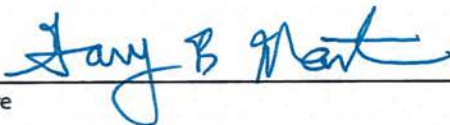
Tuesday & Wednesday
9am - 6pm

CHANNEL LICENSEE NAME: Sacraamento Community Cable Foundation dba Access Sacramento

Fiscal Year 2018-19 Funding Requests (Operations & PEG Equipment/Facilities)

Description	Equipment Description (if applicable)	GENERAL FUND		PEG FEE FUND			GRAND TOTAL
		Operations / Capital Fac. / Equip. Base	GENERAL FUND TOTAL	PEG Equipment / Facilities Base	One-Time PEG Equipment	PEG FEE FUND TOTAL	
General Fund: Operations Base	2018-19 Status Quo Operating Base	\$ 481,646.00	\$ 481,646.00			\$ -	\$ 481,646.00
General Fund: Operations Base	2018-19 Status Quo HTTP Operating Base	\$ 62,655.00	\$ 62,655.00			\$ -	\$ 62,655.00
General Fund: Operations Base	2018-19 Status Quo GOTW Operating Base	\$ 54,510.00	\$ 54,510.00			\$ -	\$ 54,510.00
General Fund: Operations Base	Request: 2018-19 COLA Policy (predicted at 2.5% based on CPI)	\$ 14,970.00	\$ 14,970.00			\$ -	\$ 14,970.00
General Fund: Operations Base	Request: 2018-19 COLA Policy for Minimum Wage & Payroll Support	\$ 9,046.00	\$ 9,046.00			\$ -	\$ 9,046.00
General Fund: Capital Facilities/Equip Base	2018-19 Status Quo PEG Fund Base		\$ -	\$ 95,739.00		\$ 95,739.00	\$ 95,739.00
PEG Fund: Facilities / Equipment Base	Request: 2018-19 COLA Policy (predicted at 2.5% based on CPI)		\$ -	\$ 2,393.00		\$ 2,393.00	\$ 2,393.00
PEG Fund: Facilities / Equipment Base	Request: Coloma Center (Lease Renewal 2018-20)		\$ -	\$ 11,716.00		\$ 11,716.00	\$ 11,716.00
PEG Fund: Facilities / Equipment Base	#1 Cablecast Radio "The Voice of Sacramento"		\$ -		\$ 52,724.22	\$ 52,724.22	\$ 52,724.22
PEG Fund: One-Time Equipment	#2 Coloma TV Studio		\$ -		\$ 36,140.29	\$ 36,140.29	\$ 36,140.29
PEG Fund: One-Time Equipment	#3 Coloma Member Use Equipment		\$ -		\$ 104,803.98	\$ 104,803.98	\$ 104,803.98
PEG Fund: One-Time Equipment	#4 Coloma Office Coper		\$ -		\$ 5,940.09	\$ 5,940.09	\$ 5,940.09
PEG Fund: One-Time Equipment	# 5 NNB AccessLocal.TV Video Ingest / Cloud Transcoding / Website		\$ -		\$ 48,647.55	\$ 48,647.55	\$ 48,647.55
PEG Fund: One-Time Equipment	#6 Office Equipment		\$ -		\$ 13,172.98	\$ 13,172.98	\$ 13,172.98
PEG Fund: One-Time Equipment	#7 Office Software		\$ -		\$ 5,858.00	\$ 5,858.00	\$ 5,858.00
PEG Fund: One-Time Equipment	#8 Digital Media Lab Software & Equipment		\$ -		\$ 23,495.39	\$ 23,495.39	\$ 23,495.39

PEG Fund: One-Time Equipment	#9 NNC Youth Production Kits		\$ -		\$ 5,695.40	\$ 5,695.40	\$ 5,695.40
PEG Fund: One-Time Equipment	#10 NNB Servers & Cloud Management		\$ -		\$ 31,176.00	\$ 31,176.00	\$ 31,176.00
PEG Fund: One-Time Equipment	#11 Live U Bonded Cellular Remote Transmission/Server		\$ -		\$ 19,530.00	\$ 19,530.00	\$ 19,530.00
PEG Fund: One-Time Equipment	#12 Community Memory Archive Database / Portal Management		\$ -		\$ 30,617.43	\$ 30,617.43	\$ 30,617.43
PEG Fund: One-Time Equipment	#13 Cloud Storage		\$ -		\$ 10,327.05	\$ 10,327.05	\$ 10,327.05
PEG Fund: One-Time Equipment	#14 HD Truck Add-ons		\$ -		\$ 36,987.41	\$ 36,987.41	\$ 36,987.41
PEG Fund: One-Time Equipment	#15 IT Network Expansion & Management		\$ -		\$ 44,420.90	\$ 44,420.90	\$ 44,420.90
PEG Fund: One-Time Equipment	#17 Security Camera Expansion		\$ -		\$ 6,746.00	\$ 6,746.00	\$ 6,746.00
PEG Fund: One-Time Equipment	# 18 Master Control Automation & Computers		\$ -		\$ 11,116.67	\$ 11,116.67	\$ 11,116.67
PEG Fund: One-Time Equipment	#19 Legacy Digital Conversion Project		\$ -		\$ 16,190.79	\$ 16,190.79	\$ 16,190.79
PEG Fund: One-Time Equipment	#20 Coloma Center Mariposa Room Remodel Phase II		\$ -		\$ 135,608.00	\$ 135,608.00	\$ 135,608.00
PEG Fund: One-Time Equipment			\$ -			\$ -	\$ -
TOTAL FISCAL YEAR 2018-19 FUNDING REQUEST:			\$ 622,827.00			\$ 749,046.15	\$ 1,371,873.15


Signature

June 11, 2108

Date

Gary B. Martin, Executive Director
Name & Title

Please attach vendor quotes / supporting documentation for all of the items requested above.

2018-19 Budget Request Detail

Stretching the Dollars

Access Sacramento continues to be a frugal steward of operational and capital outlay money provided by the Sacramento Metropolitan Cable Television Commission's General Fund and PEG Fund support.

In the area of unrestricted non-capital outlay expenses, Access Sacramento keeps its operational expenses to less than 18% of the overall budget. The balance is used for payroll and benefits, with most of the money being spent on part-time on-call staff, many of whom make at or near minimum wage. There are five fulltime employees, five additional permanent part-time employees, and more than 20 on-call production staff for radio and TV.

This budget supports more than 400 member volunteers who provide original radio and television programming all about Sacramento County; its events, festivals, workshops, training sessions, and sporting events that capture life in our area like no other channels can.

It is only through the generous support of the Cable Commission that this free speech mission, documenting the diversity and culture of our area, is made possible.

The following detail and requests take into account current decisions by the cable commission and hopes to reflect both the commission's intent and spirit in supporting Sacramento County residents with free speech and culturally diverse programming.

GENERAL FUND – OPERATIONAL BASE

Access Sacramento requests renewal of its Operational Base funding as provided in 2017-18, \$598,811, with an augmentation request based on the Cost of Living Allowance policy originally created in 2016 and modified in December, 2017.

Cost of Living, Minimum Wage and Payroll Expenses

Cost of Living

Access Sacramento is grateful to the Cable Commission for providing a Cost of Living Allowance (COLA) increase in each of the last four years. The commission in 2016 also adopted a new policy for managing cost-of-living for the channel licensees, linking the COLA percentage increase in future budget years to the approved COLA offered by the Sacramento County Board of Supervisors to its employees.

In December, 2017, the commission revised its policy to include a formula funding the significant cost for licensees in meeting the state and locally adopted minimum

wage increases, and for covering the cost of federal and state fees paid by the licensees when COLA increases are implemented.

This 2018-19 SMCTC grant application is prepared prior to the adoption of a COLA rate by the Sacramento County Board of Supervisors for county employees. Historically, that rate has been linked to the area's Consumer Price Index (CPI) rate. Depending on which government website is used, and what spot-check of the CPI rate is used, the 2017-18 CPI increase is generally reported between 2.4% and 2.65%.* For the purposes of Access Sacramento's request, a rate percentage increase of 2.5% is proposed.

*Website References:

<https://tradingeconomics.com/united-states/consumer-price-index-cpi/forecast>

<https://data.oecd.org/price/inflation-cpi.htm#indicator-chart>

<https://www.statista.com/statistics/244993/projected-consumer-price-index-in-the-united-states/>

Minimum Wage Increase & Payroll Taxes & Fees Support

In both 2016 and 2017, the SMCTC agreed to provide supporting funding for the minimum wage increases based on a request by Access Sacramento. Those increases were processed by adding the requested amount to the general COLA funding as a percentage increase, and subsequently the support was extended to all of the channel licensees.

The current minimum wage for employers with 26 employees or more is \$11.00/hour and this rate will increase to \$12.00/hour on January 1, 2019. Additional \$1.00/hour increases are also planned for January 1 of 2020, 2021 and 2022 when the minimum wage will be set at \$15.00/hour.

Based on the discussions between the licensees and the SMCTC staff, and the subsequent cable commission meeting in December, 2017, the commission voted to accept a formula for handling future minimum wage and payroll tax needs.

Based on that formula, Access Sacramento respectfully provides the schedule contained in Appendix A.

Summary

Based on these factors, Access Sacramento requests 1) SMCTC fund a COLA per its policy, predicted on this page at a minimum of 2.5% but respectful of an adjustment either up or down by the SMCTC Executive Director based on new information from the County of Sacramento during this budget cycle, 2) an additional funding for the combined request of \$6,646.80 for minimum wage and \$2,399.46 for payroll support created by implementing the COLA. This yields an additional funding boost

based on policy formula of \$9,046.26, which computes into an additional COLA increase of 1.501%.

Additional Request:

Predicted 2.5% Cost of Living increase	\$14,970.00	(2.5% COLA)
Cost of Minimum Wage/Taxes/Fees	\$9,046.26	(1.501% COLA)

Total predicted COLA should these estimates be perfected: 4.01%

PEG FEE FUND – PEG Equipment / Facilities Base

Historical Background

Prior to 2008 when the DIVCA funding structure was created, all approved equipment requests were funded through General Fund franchise fees. Beginning in 2008, Access Sacramento began receiving \$31,000 per year for three years as a base amount to pay for rent and basic equipment expenses. After a year of research, the SMCTC agreed in 2011 to shift funding to the PEG Fund in part to provide a base of \$79,000 for facilities and a consistent level of basic support for PEG equipment-related expenditures. A variety of Cost of Living increases and other structural support during the last five years has reset the base for 2016-17 to \$99,762.

Cost of Living

Access Sacramento requests implementation of the approved COLA policy for the BASE PEG grant predicted at 2% (but requested at the rate also approved by the SMCTC Executive Director for the General Fund operations increase.)

2.5% Cost of Living increase (or rate to be established)

Request: \$2,393.00

Coloma Community Center Rent Increase

Request: \$11,716.00

At the request of the City of Sacramento in 2012, Access Sacramento agreed to support the historic Coloma Community Center by increasing our rent by \$6,750 annually to occupy additional office space after the City of Sacramento's IT/Engineering Department moved to another facility.

Three years ago, SMCTC agreed to boost Access Sacramento's base PEG allocation on a one-time basis to cover the increased rent cost of \$6,750 that Access Sacramento had absorbed since 2012. Access Sacramento, had absorbed the cost of the rental increase by the City of Sacramento, into the PEG base funding while SMCTC was

following a three-year status quo budget offering. SMCTC renewed its support of the rental increase for 2015-16 and 2016-17. During fiscal year 2017-18, Access Sacramento received a new lease from the City of Sacramento that implemented a rate-per-square foot increase from \$1.10 per square foot to \$1.20 per square foot increasing the monthly rent from \$4,561.70 per month to \$4,976.40 per month. Annualized, this is an overall increase of \$4976.40 above the original \$6,750 being paid annual to the City of Sacramento.

Access Sacramento respectfully asks for a total rent allocation adjustment of \$11,716.00 for payment to the City of Sacramento in order to maintain the overall SMCTC base support for rent, security and basic production equipment costs consistent with past practice.

PEG FEE FUND – One-Time PEG Equipment

Prior to 2005, all funding was handled within the General Fund franchise fee structure. In 2005, 2006, and 2007, Access Sacramento received the SMCTC General Fund grant, plus special one-time dollars for specific purchases (\$55,000 to \$66,000) over and above the Franchise Base. In 2008, a \$31,000 PEG Equipment base was established, with One-Time additional monies being requested on a year-by-year basis. In 2011, the PEG Equipment base was increased to \$79,000 and was supported for the next three years by an additional \$289,000 for one-time purchases.

Since then, and over the last four years, Access Sacramento is grateful for the additional on-going support above the PEG Base for a variety of projects from the one-time PEG Funding awarded annually. This support has made a large-scale upgrade to high-definition production over the last two years including the purchase of a HD remote broadcast truck and significant improvements in our Master Control Playback Automation, TV Studio and an I.T. Network backbone.

2018-19 One-Time Requests

Access Sacramento is extremely grateful for the support in the last two years for our high definition expansion. These improvements mimic similar changes completed in previous years for HD cameras and infrastructure for other channel licensees. Our 2017-18 requests support the commission's intention to further improve the overall quality of the licensee's broadcast quality while also improving the overall digital footprint of PEG channels into the Internet and social media.

We recognize the annual PEG dollars received by the SMCTC are limited, and while we request a sizeable amount this year, it is only with the intention and hope of supporting a high definition digital service as quickly as possible. We look forward to an opportunity to meet with the cable commission staff to discuss our progress in meeting these goals. Likewise, we do not want to appear ungracious in having received significant increases in overall one-time funding in the last two years.

Specific Vendor-Related Pricing Support Material is attached in the Appendix.

PEG FEE Fund One-Time Equipment Requests

#	Name	Amount
1	Cablecast Radio "The Voice of Sacramento"	\$52,724.22
2	Coloma TV Studio	\$36,140.29
3	Coloma Checkout Equipment	\$104,803.98
4	Coloma Office Copier/Fax/Scanner	\$5,940.09
5	NNB Server Transcode & Ingest System & Proj. Mgmt	\$48,647.55
6	Office Equipment	13,172.98
7	Office Software	\$5,858.00
8	Digital Media Lab Electrical Remodel & Equipment	\$23,495.39
9	NNC Youth Production Kits	\$5,695.40
10	NNB Servers & Cloud Management	\$31,176.00
11	Live U Bonded Cellular Remote Transmission/Server	\$19,530.00
12	Community Memory Archive Database / Portal	\$30,617.43
13	Cloud Storage	\$10,327.05
14	HD Truck Add Ons	\$36,987.41
15	IT Network Expansion & Management	\$44,420.90
16	-Request Removed-	-0-
17	Security Camera Expansion	\$6,746.00
18	Master Control Automation and Computers	\$11,116.67
19	Legacy Digital Conversion Project	\$16,190.79
20	Coloma Center Mariposa Room Remodel Phase II	\$135,608.00

Non-PEG Base, One-Time Equipment Grand Total \$639,873.15

Cablecast Radio "The Voice of Sacramento" [Page 6, Item 1]

Request: \$52,724.22

This year's audio requests for content creation for "The Voice of Sacramento" include renewal of the playback system's automation, plus the purchase of several studio upgrades, including a larger equipment rack for the live studio, connective cables for sending audio to and from the Television studio for simulcast broadcasts, several replacement computers for content production, and new engineering equipment for tracking and monitoring audio signal flow. This year we're also asking for a storage service that will allow audio content-on-demand.

We currently pay for the internet streaming and over-the-air costs of distribution of the cablecast in those forms with non-PEG money. These requested costs, however, are for improved sound quality and content creation and should be PEG Fund eligible.

Radio The Voice

Radio 1 - Studio Equipment Rack	\$ 17,901.98
Radio 2 - Radio to Cable & Return Audio Snake	\$ 14,194.17
Radio 3 - Studio Recording Lights	\$ 2,359.06
Radio 4 - Studio Chairs/Casters	\$ 3,760.49
Radio 5 - BSI Automation Software Platinum Support	\$ 1,413.94
Radio 6 - 3 Radio Computers/Hard Drive/Monitor/Software	\$ 10,050.05
Radio 8 - Bird Watt Meter and Resistor Load	\$ 1,844.53
Radio 9 - On-Demand Audio & Podcasting	\$ 1,200.00
Estimated Shipping	
Sales Tax already included	
Subtotal	\$ 52,724.22

Coloma TV Studio [Page 6, Item 2]

Request: \$36,140.29

Access Sacramento successfully upgraded its production control room to high definition and new lighting with one-time money over the last two year. This year the focus is on content creation. Two major expansions include some Pan-Tilt-Zoom mounts and small HD cameras and two HD projectors to project images onto set pieces purchased last year. To add additional flexibility to productions in the TV studio, several permanently mounted wireless microphones and receivers will be available for producers who desire that capacity during their productions.

Several new recording decks will be added in the control room, with the added ability to record in other digital formats for those who prefer one file style over another. This capacity improves file transfers for those who edit/finish their programs in a computer either at Access Sacramento or at home.

Coloma TV Studio

PTZ 3 Camera System / Overhead Light Grid	\$ 14,231.36
Computer	\$ 1,429.99
Ladder for Lights	\$ 1,723.00
Peerless Projector Mount (3 x \$77.85)	\$ 233.55
Sony Home Theater Projector (3x \$2498)	\$ 22,482.00
Low Profile Mic (4x 399.99)	\$ 1,599.96
Audio Technic Condenser mic (2x \$99.99)	\$ 199.98
4U Rack Computer Server / Recording Decks	\$ 3,710.00
Sennheiser Body-Mic sys & Rack kit (2x \$679.95)	\$ 1,359.90
Sennheiser Handheld mic sys & Case kit (2x \$699.95)	\$ 1,399.90
Sales Tax	\$ 9,726.40
Shipping	\$ 429.42
Subtotal	\$ 36,140.29

Coloma Checkout Equipment [Page 6, Item 3]

Request: \$124,812.74

Access Sacramento's focus on helping members create higher quality programs continues with more service equipment for use in the field or around the Coloma Community Center. Access Sacramento requests a bar-code scanning system (compatible with our membership data base, reservations, class registration, and inventory system) for easier tracking of specific equipment over time.

We are also asking for replacement check out HD cameras from the 7-10 year old models currently in use. These cameras lack any neutral density filters and the requested equipment will expand user's abilities to tell their stories.

New initiatives expand recording video opportunities in the world of GoPro cameras, mounts and wireless transmission.

Coloma Checkout Equipment

Barcode Inventory Control Scanning System	\$ 7,766.00
Hard drive Duplicator and erase dock	\$ 703.92
Program 17/18 into production CR & Media lab	\$ 6,219.53
8 Camera Kits for Checkout	\$ 36,152.00
Visilnk GoPro Wireless Transmitter	\$ 15,000.00
Visilnk GoPro Wireless Receiver	\$ 24,000.00
Gimble for GoPro & SteadyGrip	\$ 674.97
MaxMove GoPro Cameras	\$ 285.00
Bullet 360 Plug n Play Holder for GoPro	\$ 829.00
GoPro Camera & Kit: Head Strap, battery, case	\$ 3,090.00
Samsung Gear VR Headsets	\$ 336.99
Mathew's 40" C-Stand, base, grip head & Arm Kit	\$ 851.20
Sandbag Kit - 6 empty	\$ 908.00
Sales Tax	\$ 9,512.29
Subtotal	\$ 104,803.98

Coloma Office Copier/Fax/Scanner [Page 6, Item 4]

Request: \$5,940.09

This is a renewal of our leased Ricoh copiers in the main office and the executive office previously supported by SMCTC. A renegotiation of the contract reduced the cost and also expands the capacity of this system.

Coloma Office Copier

Ricoh Copier Rental	\$ 4,607.04
Ricoh copies	\$ 1,333.05
Subtotal	\$ 5,940.09

Neighborhood News Bureau AccessLocal.TV Video Ingest / Cloud Transcoding / Website Management [Page 6, Item 5]

Request: \$48,647.55

Access Sacramento is excited to be rolling out its remote desktop video delivery system for all its series providers. This system allows members to log in from their home computers to ingest (send) programming content directly to Access Sacramento. The beauty of this proprietary system created especially for Access Sacramento members, is that the system (much like YouTube) is very tolerant and is

able to receive nearly any type of digital file. The system transcodes those files into the file type Access Sacramento's Tightrope Automation system uses. The e-mail tracking notifications are all automated to provide a powerful user submission interface.

Contained within this project is the management of our the video delivery system which supports our youth journalism training program in partnership with a \$25,000 grant from the California Endowment's Building Healthy Communities program and our full member use. The previously used Hamachi delivery software continues to be maintained in the Access Sacramento office, allowing those who know the existing system of transcoding files or ripping DVDs to meet the needs of the automation platform from within the Access Sacramento office, while allowing others to transition to the new method and allowing all members to continue to be successful with the most flexibility for delivery.

The provided quote is for hardware that does the work described. The vendor is gracious enough to bill us monthly rather than at the front end, which helps us since SMCTC pays us in two payments. These devices and the cloud portion are of course supposed to work. If something goes wrong, the purchase is guaranteed and the vendor fixes it. This proposal is much like our LiveU COB PEG Fee budget line item noted on Page 6, Item 11. That process also uses our equipment combined with their equipment to create a great service for the public access community of broadcasters.

Office Equipment [Page 6, Item 6]

Request: \$13,172.98

This is a renewal of the line item from last year that equips the main office with its Comcast and Consolidated Communications cable connectivity for monitoring the our two channels, plus replacement computers. This also asks to replace the office computers (all 5-7 years old) that are on operating systems that are not upgradable anymore.

Office Equipment		
Replacement Computers (3@2308)	\$	6,926.97
Computer Monitors (3@699.99)	\$	2,097.97
OFF 7 - CCI Cable 12 @ \$81.75	\$	981.00
OFF 8 - Comcast Cable 12 @263.92	\$	3,167.04
Subtotal		\$ 13,172.98

Office Software [Page 6, Item 7]

Request: \$5,858

This item includes renewal of our new membership, reservation and inventory control software contract, Automation Log In software, FireSpring Website and e-mail system, remote credit card system. This also includes improved remote log in capacity for accessing the automation system remotely. This is particularly valuable when running live broadcasts like Game of the Week when the ending time is unknown. It also provides for the security of our web connected systems, including the automation's video streaming service.

Office Software

OFF 1 -Rue Share Management System	\$	3,445.00	
OFF 3 - TeamViewer	\$	1,764.00	
OFF 4 - Network Solutions / Website SSL Licensing	\$	649.00	
Subtotal			\$ 5,858.00

Digital Media Lab Software & Equipment [Page 6, Item 8]

Request: \$23,495.39

This request includes the cost of the annual production software license from Adobe's Creative Cloud, renewal of other editing equipment, and new monitors for the improved design and layout of the Media Labs upgrades in the last year.

Digital Media Lab

ML 1 - Adobe Creative Cloud (20x new)	\$	3,515.00	
Magix Software (Vegas Video Pro0 (3x)	\$	1,549.35	
Monitors for Training Nodes (3x)	\$	1,409.97	
monitor wall moun and converter	\$	343.23	
8 port hub (3x)	\$	143.97	
Mac computer	\$	9,728.97	
Net Support	\$	846.96	
Final Cut Pro X	\$	1,395.94	
Sales Tax on above	\$	1,562.00	
Installation fee	\$	3,000.00	
Subtotal			\$ 23,495.39

NNC Youth Production Kits [Page 6, Item 9]

Request: \$5,695.40

In partnership with the CA endowment that pay for minimum wage hiring of youth in the AccessLocal.Tv journalism training program, these young people create video content as news reporters for Access Sacramento. They are using older iPod technology that has reached end of life for cameras and editing. This request provides five new set ups using iPad technology.

NNC Youth Production Kits

Apple iPad mini	\$	1,744.85
iOgrapher Filmmaking Case	\$	299.95
Multimedia iRig mic/light holder	\$	625.00
PowerCore External Battery	\$	139.95
Acer Aspire 15.6 Motebook (Intel i3-7100)	\$	1,749.95
Stereo mic	\$	129.99
Snoppa Gimble Stabilizer	\$	494.75
Apple Headphone Jack Adapter	\$	76.90
Sales Tax	\$	462.93
Subtotal		\$ 5,695.40

NNB Servers & Cloud Management [Page 6, Item 10]

Request: \$31,176

This request supports the management for existing internal servers, a test server, cloud-based content delivery servers and the website's operating system including its hardware and content storage specifically to handle both the internet based video collection, podcasts, and other web based media. Besides the individual video playback, many of these videos are aggregated into half-hour youth based news programs on the cable channel.

NNB Servers & Cloud Management

Hardware Server & Cloud Server Maintenance	\$	19,800.00
Video Ingest & Archiving Server Memory & Maintenance	\$	9,000.00
Sales Tax	\$	2,376.00
Subtotal		\$ 31,176.00

Live U Bonded Cellular Remote Transmission/Server [Page 6, Item 11]

Request: \$19,530

This is the annual rental/lease of the LiveU backpack and Linux server that allows us to broadcast live events from outside the station. This technology, called bonded cellular, connects the HD broadcast truck back to the station by splitting the HD signal into six audio/video pieces, sending them over cell service to the cloud, where they are reassembled and sent to the server in master control for broadcast of a live event five seconds later. The combination of our purchased equipment on the Truck and in master control, uses LiveU as the hardware connection to join both sides of the broadcast. Game of the Week and a variety of hometown TV events including youth film festivals and the Sacramento County History Day awards ceremony depend on this lease to provide the live coverage we provide in Sacramento County.

Community Memory Archive Database / Portal Management [Page 6, Item 12]

Request: \$28,284

The Community Memory project is a video on demand type service that takes video files, examines the audio and transcribes it (sort of like automatic closed captioning) and then allows a word search of those files, to pull back specific video clips from where those words were spoken. This item purchases the annual software license that does the word search but also provides project management of the hardware computer storage and database, internet security for PEG purchased equipment since this is a public facing service with no login requirement, along with the awareness that as video producers and the public come to utilize this system that unforeseen demands on the hardware and public portal will require significant project management. No Access Sacramento staff are paid under this project, and the transfer of new local content into the system is handled by existing staff apart from this contract. Like many of our projects, this is a combination of existing hardware and software, with a unique integrated cloud based approach that stores and recalls programming for producers to reuse on our channels, with a resulting benefit to all Sacramento County residents who want access to local content in both the long form, or in a more specific search-type format.

Cloud Storage [Page 6, Item 13]

Request: \$10,327.05

This is leased cloud storage, supporting archival footage off site with back up as a secure way to expand available local use of video. This is Cloud Storage and memory expansion for existing hardware spread over a 12-month contract since it will be expended in that way. We purchase from an outside company who handles

the local hardware support and provides its linkage to the cloud. Original storage is also backed up in the cloud to ensure data isn't lost since some of the existing hardware is getting a bit older. This is all video based. [Audio cablecast programs are stored on hardware/servers in our radio area and are not a part of this storage project currently.]

HD Truck Add Ons [Page 6, Item 14]

Request: \$36,987.41

This line item provides for improved services in a variety of ways with the high-definition remote broadcast truck. Improvements include longer cabling to support use of the wireless camera in better ways, plus improvements for showing our talent during Hometown TV and Game of the Week. This includes a new desk (suitable for settling properly in football or basketball bleachers if necessary, and and both lighting and a chromakey backdrop for more flexibility in the field. A camera mounting jacket for field use, and an uninterruptable power supply (UPS) for the wireless gear will provide more security as well.

HD Truck

Fiber Optic Cable Reel (for Wireless Rec & Mon)	\$ 1,519.90
Fiber Optic Cleaning Ket	\$ 699.00
AJA SDI to ST Mini Converter	\$ 1,780.00
AJA SD/HD/3G-SDI Fiber Converter - Looping Output	\$ 1,780.00
Kramer Switcher/Scaler	\$ 2,664.80
Tektronx Video Waaverform Rasterizer	\$ 6,310.00
Pliant 2-channel Wireless belt station	\$ 4,576.50
12 hr battery	\$ 79.99
Stadium Chair	\$ 362.61
Sennheiser Broadcast Headset	\$ 1,349.85
Shure Directional Antenna	\$ 748.00
Mic Stereo Bar	\$ 79.98
Mic Desk Arm - Clamp with XLR	\$ 289.99
CyberPower Smart App UPS for Sidelines	\$ 855.95
Easy Rig Gimble Rig Vest	\$ 4,983.00
Rackmount LCD Console	\$ 993.95
UniPro News Desk	\$ 3,995.00
Wilson Cellular Signal Booster	\$ 1,099.99
Sales Tax	\$ 3,925.88

Subtotal

\$ 36,987.41

IT Network Expansion & Management [Page 6, Item 15]**Request:** \$44,420.90

This network system installed with PEG money several years supports production in a variety of specific ways that allow file transfers around our physical plant in the Coloma Community Center. This system supports the requested caller-phone-screener system in the radio operation and the Skype-caller NewTek Talk show system for Production control. Video playback support from Master Control is a part of that contract, but the website integration is supported here.

IT Network

Creative Cloud (Existing) Renewals (13 indiv)	\$ 2,928.00
Sales Tax on above	\$ 19.90
Mindshift Monitoring	\$ 1,000.00
Mindshift Hardware	\$ 7,765.00
Mindshift Installation	\$ 6,080.00
Mindshift - PC Monthly Maintenance (17x\$60)	\$ 1,020.00
Mindshift regular Monthly Maintenance	\$ 24,000.00
Firespring Annual Fee	\$ 1,608.00

Subtotal**\$ 44,420.90**

Request # 16 has been removed [Page 6, Item 16]

Coloma Security Camera Expansion [Page 6, Item 17]**Request:** 6,746.00

During 2017-18, an increased awareness and desire for security cameras outside our offices in the Coloma Community Center. This provides doorway preview of the entryway to all of our studios and equipment and expands the high definition security recording from eight cameras to 12 with 30-day recording.

Security Camera Upgrade

Hallway Cameras/Upgrade DVR/Monitors	\$ 5,630.00
12 Camera System Annual Maintenance	\$ 1,116.00

Subtotal**\$ 6,746.00**

Master Control Automation and Computers [Page 6, Item 18]

Request: 11,116.67

The Access Sacramento is using the new HD Flex4 Tightrope automation system for Channel 17 & 18 playback on the cable systems, and for direct Internet streaming. As with all things digital, storage of files and having on-site capacity in addition to cloud storage is the goal. We are also intending to place channel 17 and channel 18 monitors securely in the hallway.

Master Control Automation/Computers

PROG 1 -Tightrope Software Assurance	\$	1,600.00	
PROG 2 - 12 Bay Network Storage Unit	\$	3,215.71	
PROG 3 - Hard drives (8@ 358.86) Data Recovery (8@14.99)	\$	3,227.68	
PROG 4 - Movavi Video Converter Software	\$	324.58	
PROG 5 - Flash Drives	\$	1,823.25	
PROG 7 - Master Control Hallway Monitor Project	\$	588.51	
PROG 10 - Replacement Desk Monitor	\$	336.94	
Subtotal			\$ 11,116.67

Legacy Digital Conversion Project [Page 6, Item 19]

Request: 16,190.79

This request looks at the large storage of tape and DVDs of legacy Access Sacramento content. Under this project, a dedicated storage space would become available for legacy content, for eventual inclusion in the community memory and for new use on our channels in the "Access Sacramento Presents" and "Grab Bag" programming spaces.

Legacy Digital Conversion Project

Drobo NAS Server	\$	1,406.99	
500 VHS Tapes Transfer @\$12.99	\$	6,495.00	
500 DVD Transfer @ \$12.99	\$	6,495.00	
Large Safe (14 @ 39.99)	\$	559.86	
Sales Tax	\$	1,233.94	
Subtotal			\$ 16,190.79

Coloma Center Mariposa Room Remodel Phase II [Page 6, Item 20]

Request: 135,608.00

The City of Sacramento's architect was asked to review the Digital Media Lab (Mariposa Room) to determine what would bring the room up to city code, with the goal of also checking the electrical system in the room to support the expanded capacity of the lab.

Last year, SMCTC approved \$16,000 for the electrical upgrades, and the City provided funding for painting and carpets, along with demolition for a contaminated water supply to the room's sink.

This request would complete the city's estimate for bringing the room back up to code, putting in a drop ceiling to improve the HVAC and electrical needs, but more importantly to likely cover a possible popcorn ceiling's potential asbestos hazard. Other codes improvements including putting in cost-savings required switches, resetting fire alarms, and other city code required enhancements.

KVIE, INC.



KVIE Public Television
2030 W. El Camino Avenue
Sacramento, CA 95833
phone 916.929.5843
fax 916.929.7215

April 23, 2018 (updated June 4, 2018)

Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor
Sacramento, CA 95814

Dear Commission:

Thank you for the opportunity to request our annual operations base grant and funds for one-time PEG equipment opportunities that will strengthen KVIE's operation and its KVIE2 service to cable television viewers in Sacramento County.

Grants received from the Commission represent one of the largest grants from a single funder. Your annual grant continues to be one of the largest grants from any one funder during our year and helps us to continue to invest in our service for the benefit of our community.

Our request includes our ongoing operations base of \$232,328 and capital items consistent with items designed for purchase through the 1% PEG fee of \$495,463.34 for a total request of \$727,791.34.

Our request includes projects that will strengthen KVIE's production/content creation abilities and our technical core and program dissemination.

Upgrade Building Surface Exterior – The building has not been painted since it was built in 1989. Cracks have formed in the masonry, which expose the structure to moisture and pests, possibly hastening further deterioration. The attached quote is for paint with a UV-resistant formulation.

Carport for Newer Fleet Vehicles – KVIE needs a carport shelter for the newest of its fleet vehicles to provide sun protection. The commission generously funded the purchase of two vehicles (FY17 and FY18) and those are the vehicles we would like to protect. The quote provided (\$6,250) does not include the cost of the permit, which we estimate to be around \$500.

Editing Software and Video Processing Cards – The addition of Cinema 4D software will provide our production graphic designer added capabilities for creating dynamic 3D motion graphics. The Sapphire software plug-in provides our editors with the ability to adjust video levels, add creative transitions, and include stylistic effects to KVIE content. On occasion, acquired video may need to be enhanced to reduce digital noise and other issues and the Neat Video software accomplishes that by allowing our editors to clean up video when needed, including footage provided by outside sources for use in our productions. Our current edit bays have a mix of KONA cards. The requested AJA KONA 4 video cards will update the remaining edit bays that currently have the older KONA 3 cards for faster and more reliable video processing in post-production.

Production Monitoring Equipment / Edit Bay Monitors – The 17-inch Sony, 24-inch Canon and 25-inch Sony monitors are replacements for monitors that are used for technical reference and quality control after post-production has been completed and prior to distribution and cablecast. The existing monitors are first generation flat screen monitors that are eight to ten years old. They are experiencing color drift. The 46-inch Plura monitors and mounting hardware are for use in the edit bays as viewing monitors for the producing group to review content and discuss possible changes. All will be used for content review for reference and quality control after post-production has been completed and prior to distribution and cablecast. The headphones are for use both in production by Producers as they review raw field footage and script content, and in post-production by editors for audio add-ins (including VO records) and monitoring.

Digital Content Production Equipment – Production quality standards continue to move forward, and 4K has gained acceptance in many areas of production among content creators. This digital content package would be KVIE's first 4K quality field production acquisition equipment. The addition of an SLR camera and related production support equipment will further expand KVIE's production options, capabilities, and flexibility for creative selection for content creation. The 4K acquisition format will also provide some enhanced abilities for post-production manipulation of footage.

Studio and Field Production Audio – Our current overhead studio audio playback system used for studio audiences is limited. For some productions, we have had to rent additional speakers and microphones to manage the audio demands. The addition of these speakers and microphones will allow for better audio in studio during productions, and reduce the possibility of feedback.

Wide-angle Field Lens – The demand by our Producers and Videographers to use the wide-angle lens has increased since acquiring it in FY15. Having a second wide-angle lens allows multiple field productions to have access to the creative advantages the lens provides.

Interactive Set Monitor – As we explore expanding and updating our studio-based content productions, integrating an interactive set monitor would provide the opportunity to include more dynamic graphics and information presentation along with video playback within the productions.

Upgrade Camera Shading – In order to provide the best quality pictures to our viewers, our camera shading facility needs updating. The charts that we have for color-correcting the cameras are outdated and there is insufficient monitoring in the shading room. New charts will provide the ability to properly calibrate the camera's focus and color accuracy. Our shading room has a single monitor for camera setups but lacks a program monitor. It is important that the two monitors match, so picture quality can be accurately compared. Upgrading the existing monitor and adding a matching program to the shading room will allow us to color correct and view program output at the same time.

Xendata – Xendata is the archive management for our on-air operations. This server is used to store and recall shows that we record in advance for air. It also manages long-term storage of shows. Show storage can range from a few years to indefinitely. Our current server hardware is at end-of-life and the hardware is starting to fail. We need to replace this with a new server and the appropriate software support.

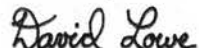
Telestream Vantage – In an increasingly digital environment, it is important to be able to ingest as well as distribute a wide variety of file formats. Our current Vantage server does all this very well, but the hardware is at end-of-life. We need to upgrade the hardware and renew software support, so we can continue to process content from a wide variety of sources.

Nverzion Automation Upgrade – The automation system that controls server playback and logo insertion for our four channels needs upgrading. We recently had some hardware failures that have taken down half our system. The system was built to be partially redundant, but we would like to make the system fully redundant. This will allow us to reduce downtime, minimize on-air interruptions and give each machine controller equal, redundant control.

Network Switches Refresh – We would like to replace our existing network infrastructure with new components. This includes several switches and other key components to keep the station running as securely as possible. Currently, many of our switches have bad ports, are not redundant, and do not offer the expandability we need to move forward with several projects. Our main switch is nearly full and we are in desperate need of stackable switches to expand the infrastructure. The request includes dual power supplies for the switches to offer a level of redundancy we do not currently have.

Again, thank you for supporting KVIE with continued funding for KVIE2 that provides Sacramento County residents with quality, educational television that unites them and connects them to the world around them.

Sincerely,

A handwritten signature in cursive script that reads "David Lowe".

David Lowe
President & General Manager

Attachments: KVIE FY19 Budget, PEG Fee Funding Request, Vendor/Equipment Price Quotes

KVIE Budget Report
Fiscal Year 2018/2019

KVIE Total		FY2019 Budget
Revenue Sources		
SMCTC Operations Grant	\$	232,328
SMCTC (PEG) One-Time Equip	\$	495,463
Dues/Memberships/Fees	\$	6,927,006
Interest	\$	120,000
Other	\$	5,214,059
Total	\$	12,988,856
Expenditures		
Personnel	\$	4,234,839
Services & Supplies/Operations/G&A	\$	7,892,001
Grants/Scholarships	\$	-
Fixed Assets/Equipment	\$	682,000
Total	\$	12,808,840

Please Note:

Staff is still developing the FY19 Budget and plans to submit a final version of the budget to the KVIE Board for expected approval by 6/30/2018.

CHANNEL LICENSEE NAME:		KVIE, Inc.					
Fiscal Year 2018-19 Funding Requests (Operations & PEG Equipment/Facilities)							
Description	Equipment Description (if applicable)	GENERAL FUND		PEG FEE FUND			GRAND TOTAL
		Operations / Capital Fac. / Equip. Base	GENERAL FUND TOTAL	PEG Equipment / Facilities Base	One-Time PEG Equipment	PEG FEE FUND TOTAL	
General Fund: Operations Base		\$ 232,328.00	\$ 232,328.00			\$ -	\$ 232,328.00
General Fund: Capital Facilities/Equip Base	Repaint building exterior		\$ -		\$ 39,542.00	\$ 39,542.00	\$ 39,542.00
PEG Fund: Facilities / Equipment Base	Carport for production/broadcast vehicles		\$ -		\$ 6,750.00	\$ 6,750.00	\$ 6,750.00
PEG Fund: Facilities / Equipment Base	Editing Software & Video Processing Cards		\$ -		\$ 18,460.96	\$ 18,460.96	\$ 18,460.96
PEG Fund: Facilities / Equipment Base	Production Monitoring Equipment / Edit Bay Monitors		\$ -		\$ 51,033.60	\$ 51,033.60	\$ 51,033.60
PEG Fund: Facilities / Equipment Base	Digital Content Production Equipment		\$ -		\$ 33,424.70	\$ 33,424.70	\$ 33,424.70
PEG Fund: Facilities / Equipment Base	Studio & Field Production Audio		\$ -		\$ 5,968.73	\$ 5,968.73	\$ 5,968.73
PEG Fund: Facilities / Equipment Base	Wide-angle Field Lens		\$ -		\$ 27,744.37	\$ 27,744.37	\$ 27,744.37
PEG Fund: Facilities / Equipment Base	Interactive Set Monitor		\$ -		\$ 4,209.47	\$ 4,209.47	\$ 4,209.47
PEG Fund: Facilities / Equipment Base	Upgrade Camera Shading		\$ -		\$ 15,360.09	\$ 15,360.09	\$ 15,360.09
PEG Fund: Facilities / Equipment Base	Xendata Server		\$ -		\$ 90,724.07	\$ 90,724.07	\$ 90,724.07
PEG Fund: Facilities / Equipment Base	Telestream Vantage Server		\$ -		\$ 99,365.67	\$ 99,365.67	\$ 99,365.67
PEG Fund: Facilities / Equipment Base	Upgrade Nverzion Automation		\$ -		\$ 6,057.67	\$ 6,057.67	\$ 6,057.67
PEG Fund: Facilities / Equipment Base	Network switches refresh		\$ -		\$ 96,822.01	\$ 96,822.01	\$ 96,822.01
PEG Fund: One-Time Equipment			\$ -			\$ -	\$ -
TOTAL FISCAL YEAR 2018-19 FUNDING REQUEST:			\$ 232,328.00			\$ 495,463.34	\$ 727,791.34

CHANNEL LICENSEE NAME: KVIE, Inc.							
Fiscal Year 2018-19 Funding Requests (Operations & PEG Equipment/Facilities)							
Description	Equipment Description (if applicable)	GENERAL FUND		PEG FEE FUND			GRAND TOTAL
		Operations / Capital Fac. / Equip. Base	GENERAL FUND TOTAL	PEG Equipment / Facilities Base	One-Time PEG Equipment	PEG FEE FUND TOTAL	

David Lowe
Signature

June 4, 2018
Date

David Lowe - President & GM
Name & Title

Please attach vendor quotes / supporting documentation for all of the items requested above.

**SACRAMENTO
EDUCATIONAL CABLE
CONSORTIUM**



June 14, 2018

UPDATE 2: 2018-2019 SECC AND BESTNET OPERATIONS & ONE TIME PEG FUNDING REQUEST

Bob Davison
Executive Director
Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor
Sacramento, CA 95814

Dear Bob:

Attached is the Sacramento Educational Cable Consortium's (SECC) and BESTNet 2018-2019 Operations and One Time PEG Fee Funding request.

• **SECC** is requesting **\$546,378** in funding from the SMCTC PEG Fee and General Funds. Specifically:

- **\$185,250** in one-time PEG Facilities and Equipment funding
- **\$41,000** for SECC rent from PEG Fee Fund
- **\$319,138** from the General fund (SECC operational grant) to supplement the SECC budget.

• **BESTNet** is requesting **no new funding** but a reallocation of previously approved funds to close out the funding for the 9 completed BESTNet sites and reallocate the remaining funds for E-rate to complete a major portion of remaining BESTNet sites:

- **\$1,251,700** previously allocated to BESTNet
 - \$51,700 from year 5
 - \$600,000 from year 6
 - \$600,00 from year 7
- Proposed reallocation of the \$1,251,700 :
 - 50% share for the Commission contribution to E-Rate \$684,812
 - Close out SECC Invoice for 9 completed BESTnet sites \$254,570
 - BESTNet Project Management for the 9 sites \$11,250
 - Remaining amount for future E-Rate \$301,068
- **\$67,694** from the general fund for operations

DETAIL: ONE TIME PEG FEE FUND REQUEST

• \$85,000 Fully Equipped Production Vehicle

Over the past 30 years SECC has grown from "single camera" location production to up to "8 camera" location productions where all equipment is transported in cars and sometimes rented vans and trucks. Since SECC field production has grown significantly in scope and complexity, SECC is proposing a low-cost overhaul to its location production protocol to include a completely outfitted production van.

The basic concept is to leverage existing SECC production equipment to create a cost effective, moderate vehicle to fulfill and enhance existing and future production needs of the educational community. As an added bonus to the community, SECC is proposing to purchase and outfit the vehicle locally.

With a low-cost van, SECC staff will expand its services and production work with all SECC member educational institutions, enhancing their production needs and assisting in the continued growth of each members presence on the educational channels. Use of the mobile production unit will assist in cooperative efforts, utilizing student interns, SEVA labs and production capabilities of Sacramento's educational community. All produced content will be aired on the educational channels and subsequently distributed through other social networking media. **(Note:** There will be no charge to any SECC member to utilize the van and production services other than a possible reimbursement of additional production staffing required for larger productions.)

SECC proposes to acquire and outfit the following (see attachment 1 for full breakdown):

• Ram Promaster 2500 Van - 159" WB	\$35,999.00
• Customize and equip the van	\$47,719.30
• Contingency	\$1,281.70

The van and customization will be acquired locally.

Please see Attachment 1 for cost breakdown.

On-going insurance and maintenance for the production vehicle is included in another area of the SECC Budget and is not part of the one-time funding request.

- **\$90,000: SEVA Labs**

- \$90,000 for SEVA Studio Labs “match” for student/teacher media facilities at sites to be determined once funding is secured.

(A sample budget from past projects is attached to provide an idea of how funds will be spent in Attachment 2). Detailed expenditures will be submitted to SMCTC before funds are spent.)

SEVA Studio Labs: SECC continues to be committed to the development and implementation of media production programs in all interested Sacramento schools. The 41 SMCTC funded SEVA Labs have proven that the production process engages and motivates students. The proposed SEVA Studio Labs will enhance Sacramento students’ educational experiences by integrating needed technology and team building skills into the classroom curriculum with an end product that airs on the local Sacramento educational channels.

In addition, the SEVA Studio Labs expands SECC’s SEVA program (Student Educational Video Awards, now in its 29th year) that joins students, teachers and businesses and provides extensive training and assistance to Sacramento county schools. The program’s objective has always been to enhance academic achievement while students learn to work collaboratively in teams and engage in projects that motivate them to remain in school.

SECC is requesting \$90,000 to create multiple SEVA Studio Labs in schools/districts that demonstrate a viable interest in implementing or expanding media programs. The identification/selection process will continue to be:

1. When funding amount is approved by the SMCTC in June, SECC will announce to the Board that funds are available and establish a timeline for fall projects and spring projects (funding from SMCTC is divided into two payments.) Districts will work with their SECC Board Representative to provide recommendations of potential sites from their districts.
2. SECC staff will work with each potential site to determine equipment needs based on individual site and staffing, potential school and district dollars. A detailed budget aligning with available SMCTC, school and district funds will be established for SECC Board approval and submission to the SMCTC staff. The SECC Board will make final decisions on sites to be developed and the order in which the sites will be implemented.

SECC member districts and school sites are committed to this project and will assist with installation, facilities, maintenance, program and curriculum development and ongoing program support.

These labs, as described below, will create additional programming content on the educational channels as well as growing the SEVA program which has provided countless hours of student-produced content for the Sacramento community.

Studio

The studio setup in this proposal would support, in addition to school productions, a daily morning news show scenario. Two or three HD camcorders are tethered to an entry level Newtek Tricaster unit. The Tricaster offers in one box professional level live switching, character generation, video playback, audio mixing and final output recording. Simple to operate by students and teachers, the system uses extensive green screen technology to place the talent in virtual sets. A series of efficient LED lights illuminate two different green screen backdrop systems – one for the fixed talent and one for walk-ons. Audio is a mix of wireless and wired audio solutions for anchors and walk-on talent. The cameras have a teleprompter to help on-camera talent deliver information smoothly and efficiently.

Field Kits

Based on SECC's previous DV Starter Kits, each lab kit includes a compact HD camcorder shooting H264, a Bluetooth wireless mic setup, video tripod, spare battery, headphones and protective camera case. Kits are scalable depending upon the class size and available funding.

District/School Match: Facility/Maintenance/Installation

The districts and schools are committed to these labs and will contribute facilities, installation, maintenance and resources to the program.

A sample budget for one of the 2017-2018 SEVA Lab Sites is included as Attachment 2. Please note in Attachment 3, a list of all SEVA sites, over the past five years;

SMCTC has contributed \$390,132.

Schools and districts leveraged funding to contribute \$1,136,588.

CHANNEL LICENSEE NAME: SECC

Fiscal Year 2018-19 Funding Requests (Operations & PEG Equipment/Facilities)

Description	Equipment Description (if applicable)	GENERAL FUND		PEG FEE FUND			GRAND TOTAL
		Operations / Capital Fac. / Equip. Base	GENERAL FUND TOTAL	PEG Equipment / Facilities Base	One-Time PEG Equipment	PEG FEE FUND TOTAL	
General Fund: Operations Base	General Operations/salaries/supplies	\$ 319,138.00	\$ 319,138.00			\$ -	\$ 319,138.00
General Fund: Operations Base	General Operations to use for BESTNet	\$ 67,694.00	\$ 67,694.00			\$ -	\$ 67,694.00
General Fund: Capital Facilities/Equip Base			\$ -			\$ -	\$ -
PEG Fund: Facilities / Equipment Base	SECC Rent		\$ -	\$ 41,000.00		\$ 41,000.00	\$ 41,000.00
PEG Fund: One-Time Equipment	BESTNet Carryover - Re-Allocation of 2017-18 Funding & \$67,694 of General Fund Operations Base for E-rate		\$ -		\$ 1,251,700.00	\$ 1,251,700.00	\$ 1,251,700.00
	Production Van		\$ -		\$ 85,000.00	\$ 85,000.00	\$ 85,000.00
	SEVA Labs		\$ -		\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
	Production Hardware in SECC's Office		\$ -		\$ 10,250.00	\$ 10,250.00	\$ 10,250.00
TOTAL FISCAL YEAR 2018-19 FUNDING REQUEST:			\$ 386,832.00			\$ 1,477,950.00	\$ 1,864,782.00

Elizabeth Rhodes

Signature

June 12, 2018

Date

Elizabeth Rhodes, Executive Director

Name & Title

Please attach vendor quotes / supporting documentation for all of the items requested above.

\$10,250: Production Hardware

These funds will replace and supplement dated production equipment in the SECC office as follows:

WD 16TB Hard Drive	1	\$999.00	\$999.00
APC Battery Back-UPS	2	\$149.99	\$299.98
MacPro	1	\$3,799.00	\$3,799.00
Apple DVI Adapter	2	\$29.00	\$58.00
Samsung Computer Monitors	4	\$229.00	\$916.00
Panasonic Battery Chargers	2	\$219.95	\$439.90
ikan Monitor Arm	4	\$79.95	\$319.80
ikan 15mm Rods	4	\$19.95	\$79.80
Red Rock Micro Base Plate System	4	\$249.50	\$998.00
Samsung 75" LED TV	1	\$1,997.99	\$1,979.99
Peerless-AV 75" Mount	1	\$73.99	\$73.99
Vizio 24" TV	2	\$139.99	\$279.98

PRODUCTION HARDWARE	\$10,243.44
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Attachment 4 are the quotes for the above equipment.

BESTNet

• \$1,251,700 Re-Allocation of 2017-2018 Funding & \$67,694 General Fund Operations Base

During the past year SECC has explored numerous options to connect the remaining BESTNet sites for Phase III. Comcast had announced it believed the BESTNet agreement had ended and declined to continue to connect the sites. Therefore, SECC has a solution that is a less expensive way of completing the final BESTNet sites. On Attachment 5, note site modifications due to school closures and new schools submitted under E-Rate. SECC is proposing to complete all the BESTNet Phase III project within the currently allocated funding approved by the SMCTC last year.

57 Remaining BESTNet Sites (see Attachment 5):

- 14 Sac City USD sites
- 30 Twin Rivers USD sites
- 10 Natomas USD sites
- 1 Folsom-Cordova USD site
- 2 Elk Grove USD sites

Regarding Sacramento City USD – as time has progressed since the original list was compiled, schools have opened and closed. The attached list has two new sites and two sites have been closed and deleted from the list. And an additional site was deleted.

Twin Rivers has added three sites and Natomas has added one site.

It is SECC's understanding that the SMCTC approved the Year 6 and Year 7 allocations with the understanding that they would be used for completion of the sites under the existing BESTNet agreement. SECC has worked with Comcast and the SMCTC staff to complete the final sites within the established agreement and forward momentum is stalled. Therefore, in exploring options to complete the sites, SECC is proposing an opportunity that is beneficial to schools and to Comcast and moves the project past the current stalemate.

3 of the 5 remaining BESTNet districts (Sacramento City USD, Twin Rivers USD and Natomas USD) have commenced the E-Rate RFP process to connect their remaining sites with dark fiber comparable to the Comcast BESTNet fiber. The final 2 districts (Folsom Cordova USD and Elk Grove USD) are looking into using E-Rate funds during the next E-Rate cycle. The proposals request 2 fibers under an initial 5-year agreement with renewal language that allows the districts to continue renewing the agreement every 5 years at their own discretion. Under the renewal process, the sites would pay only maintenance costs since the fiber has been installed. It continues the model established in the BESTNet agreement.

The RFP process was open to all providers of dark fiber, including Comcast. The RFP process is now closed for the year and the districts have selected providers that will install fiber using E-Rate funding. The cost to the schools/districts after E-Rate is less than the funding budgeted for the Comcast proposed completion.

Current **TOTAL** costs under E-Rate based on submitted bids is approximately:

Natomas USD - \$260,188

Sacramento City USD - \$599,404

Twin Rivers USD - \$510,032

Total: \$1,369,624 after E-Rate

SECC respectfully asks the SMCTC to continue its funding to match the “out of pocket” costs (50% districts/50% SMCTC) for the fiber for the remaining sites on the list for Twin Rivers USD, Elk Grove USD, Natomas USD, Folsom Cordova USD and Sacramento City USD.

50% share for the Commission would be: **\$684,812**

(Note: Under E-Rate parameters, SMCTC would need to reimburse the SECC/BESTNet districts directly for their connections. The reimbursement would occur sometime at the end of FY18-19 or in FY19-20 depending the build and E-Rate cycle. SECC would continue to oversee BESTNet.)

SECC is requesting the Commission carryover projected remaining funds for the few sites left in Folsom Cordova USD and Elk Grove USD that were not part of the e-rate process this year. After all the sites are completed, SMCTC would retain the allocated fund balance.

In addition, SECC is requesting the Commission use existing funds to close out SECC Invoice #1041 (\$254,569.70) for the 9 completed SCUSD sites by Comcast in September 2016. And SECC Invoice #1042 (\$11,250) for Project Management costs for the completed 9 sites. SECC has not paid the Comcast Invoice due to Comcast completing only 9 of the remaining 24 sites on the Year 5 Purchase Order.

It is SECC's understanding that Comcast continues to be obligated to the existing agreement as follows:

1. Comcast has the obligation to connect all future school sites in the same manner as current schools if SECC members wish to connect this way. (Comcast has not contested this obligation.)

2. The 2023 BESTNet end of franchise renewal conversation can be negotiated at a later date as the districts and industry develop monthly maintenance costs as contained in the new E-Rate agreements with fiber vendors. An industry standard for Sacramento will be established - Comcast had difficulty identifying a maintenance cost standard.
3. Steve Bradley would continue as Project Manager to ensure the integrity of BESTNet as originally planned.

SECC OPERATIONS

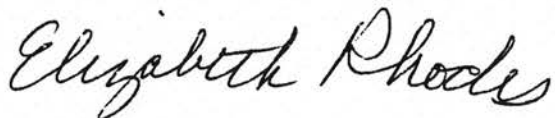
(Budget specifics follow this narrative)

2017-18 SECC saw many changes and growth in expanding the use of educational cable and especially social media for SECC members. SECC enhanced its website, adjusted it's staffing and continued working with the District PIO's/Communication Managers in creating plans for their best and most efficient use of cable and social media. A continuing emphasis was placed on increasing local production and educational promotion and communication within the membership. Through on-going partnerships, matching funding, efficiencies and creative expenditures SECC is proposing the attached conservative 2018-2019 budget that includes:

- Estimate of carryover funds from 2017-2018
- Increase in part-time production work
- Consultants to continue web re-design
- Consultants to expand outreach to SECC members
- Modifications and an increase in production expenditures
- No increase in membership fees

SECC will continue to leverage funds from the SMCTC to supplement the operation of the educational channels and to enhance student production and SEVA Studio Labs. The entire SECC membership is committed to the successful growth and continued utilization of the educational channels and BESTNet.

SECC appreciates your consideration of its request and your continued support both politically and financially. And please let us know if you have questions or concerns.



Elizabeth Rhodes
Executive Director

Encls.

METRO CABLE



Bringing Government Closer to the People

799 G Street, 4th Floor, Sacramento, CA 95814 www.sacmetro cable.tv

Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor,
Sacramento, CA 95814

June 18, 2018

Dear Bob Davison and Karen Liu,

Metro Cable Channel 14 would like to apply for PEG funds available through SMCTC for broadcast-related equipment upgrades and replacement. Our original grant request was sent on April 24th. As per the Cable Commission's request, I am revising that original request by trimming \$50,000. The Commission has requested that Metro Cable 14 identify items that may be replaced with different models, and/or items which could be deferred for at least another year. We have successfully found ways to trim around \$60,000 from our previous request.

For Fiscal Year 2018-19, our channel would like to replace and/or improve audio visual equipment for: our main Control Room; Master Control; Server; Edit System; and Van. The items we would like to acquire through PEG grants are listed below, along with justification.

For Control Room:

Audio Player and SD Card
UPS
Dual SDI Monitor w/CC Decoder
Multi View Generator
Analog Reference DA 1x20
SDI to Analog Converter
KiPro Ultra Plus, Storage Drives, Drive Docks
Analog A/V 1x10 DA
Switcher
Closed Captioning (CC) Encoder

- Audio player will replace an aging PC – for bulletin board music.
- Adds more backup power to reduce load on current UPS.
- Dual monitor allows Production Assistants to monitor Closed Captioning in real time.
- Multi View generator allows multiple feeds to be monitored on one display.
- Replaces old distribution amplifier.
- Replaces old SDI to analog converter.
- KiPro Ultra Plus replaces old recorders for more features and CC support, with needed accessories.
- Replaces old analog DAs.
- Replaces old broadcast switcher, which is out of warranty and discontinued.
- Replaces old CC encoder with added features, and enhanced IP captioning and open caption capabilities.

Control Room Subtotal: \$64,589.40 + \$4,711.86 tax (extended switcher and CC encoder warranties of \$7,476 are not taxed) = \$69,301.26



For Master Control:

12x12 Video Routers
SDI Patch Bay, Cables, Dust Caps
Emergency Power Outlet

- New router to replace aging router, with secondary unit for fault tolerance. New router will take care of video signal timing problem that happens with each on-air source switch.
- Adds bypass functionality for all router inputs and outputs, with needed accessories.
- Allows channel to operate in extended power outages.

Master Control Subtotal: \$11,261.00 + \$929.03 tax = \$12,190.03

For Server:

2TB Portable SSD

- Solid State Storage Drives needed to transport meeting recordings. Older drives have a high failure rate.

Server Subtotal: \$2443.70 + \$201.60 tax = \$2,645.30

For Edit System:

Editing Workstation (Incl. Monitors, Accessories)
Full Frame Mirrorless Camera and Accessories
Three Lenses for Mirrorless Camera

- Video/graphics editing workstation replaces old computer which needed upgrade, including Windows 10 OS, extra processing power and memory.
- New still/video camera combination to replace old DSLR, to allow higher quality field still and video acquisition, with needed accessories. To capture images and video for PSA production and for posting on website, and social media.
- New lenses offer higher quality and more overall zoom range than the old DSLR.

Edit System Subtotal: \$28,640.39 + \$2,333.30 tax (Editing workstation monitor warranties (\$358) are not taxed) = \$30,973.69



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For Van:

Large Tripod
Passive Audio Direct Box
Analog A/V 1x10 DA

- Three tripods will replace old, worn tripods.
- Replaces old Passive Audio Direct Box.
- Replace old analog Distribution Amplifiers.

Subtotal: \$2,670.90 + \$220.35 tax = \$2,891.25

Total PEG requests: \$109,605.39 + \$8396.14 tax = \$118,001.53

In summary, we would like to request a total of \$118,001.53 for all five projects.

Attached are the: PEG Fee Funding Request Form, quotes and model specifications PowerPoint document, and internet links to equipment. Let me know if you need clarification on anything.

Thank you for your consideration. Continued PEG grant funding will help provide Sacramento County viewers a valuable, informative window into the workings of local government. We appreciate your support!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kristin Riggs', written over a light blue horizontal line.

Kristin Riggs,

Production Director
Metro Cable Channel 14
916-874-7685

METRO CABLE

PEG FEE FUNDING REQUEST FORM (FY 2018-19)

Item #	Project Location	Equipment Description	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
PROJECT NAME: Metro Cable PEG Equipment FY 2018-19 Grant Request										
PEG EQUIPMENT										
Control Room										
1		Audio Player	1	\$399.00	\$399.00	\$39.90	\$10.00			\$448.90
2		SD Card for Audio Player	1	\$17.00	\$17.00	\$1.70	\$5.00			\$23.70
3		UPS	1	\$945.00	\$945.00	\$94.50	\$40.00			\$1,079.50
4		Dual SDI Monitor w/CC Decoder	1	\$3,914.00	\$3,914.00	\$391.40	\$25.00			\$4,330.40
5		Multi View Generator	1	\$1,495.00	\$1,495.00	\$149.50	\$10.00			\$1,654.50
6		Analog Reference DA 1x20	1	\$828.00	\$828.00	\$82.80	\$10.00			\$920.80
7		SDI to Analog Converter	1	\$695.00	\$695.00	\$69.50	\$5.00			\$769.50
8		KiPro Ultra Plus	2	\$3,995.00	\$7,990.00	\$799.00	\$30.00			\$8,819.00
9		Rack Mount Kit for KiPro Ultra Plus	1	\$79.00	\$79.00	\$7.90	\$10.00			\$96.90
10		2 TB Pak	4	\$1,795.00	\$7,180.00	\$718.00	\$5.00			\$7,903.00
11		Pak Dock	2	\$295.00	\$590.00	\$59.00	\$5.00			\$654.00
12		Analog A/V 1x10 DA	1	\$488.00	\$488.00	\$48.80	\$10.00			\$546.80
13		Switcher (plus 4 Year extended warranty)	1	\$17,914.00	\$17,914.00	\$1,791.40	\$147.00		\$6,567.00	\$26,419.40
14		CC Encoder	1	\$9,090.00	\$9,090.00	\$909.00	\$15.00		\$909.00	\$10,923.00
									Sub-total	\$64,589.40
Master Control										
1		12x12 Router w/Clean Quiet	2	\$1,495.00	\$2,990.00	\$299.00	\$10.00			\$3,299.00
2		SDI Patch Bay	2	\$728.00	\$1,456.00	\$145.60	\$10.00			\$1,611.60
3		SDI Patch Bay Cables	12	\$15.00	\$180.00	\$18.00	\$5.00			\$203.00
4		SDI Patch Bay Dust Caps	50	\$0.16	\$8.00	\$0.80	\$5.00			\$13.80
5		Emergency Power Outlet	1	\$5,576.00	\$5,576.00	\$557.60	\$0.00			\$6,133.60
									Sub-total	\$11,261.00
Server										
1		2TB Portable SSD	3	\$739.00	\$2,217.00	\$221.70	\$5.00			\$2,443.70
									Sub-total	\$2,443.70
Edit System										
1		Editing Workstation (Incl. wireless headphones, blue tooth adapter, and dual monitors w/ warranties)	1	\$12,271.99	\$12,271.99	\$1,227.20	\$40.00		\$358.00	\$13,897.19
2		Full Frame Mirrorless Camera	1	\$1,998.00	\$1,998.00	\$199.80	\$10.00			\$2,207.80
3		Extra Camera Battery	2	\$78.00	\$156.00	\$15.60	\$5.00			\$176.60
4		Camera Battery Charger	1	\$88.00	\$88.00	\$8.80	\$5.00			\$101.80
5		77mm ND Filter	1	\$121.00	\$121.00	\$12.10	\$5.00			\$138.10
6		82mm ND Filter	1	\$179.00	\$179.00	\$17.90	\$5.00			\$201.90
7		Filter Pouch	1	\$12.00	\$12.00	\$1.20	\$5.00			\$18.20
8		Memory Card	2	\$243.00	\$486.00	\$48.60	\$5.00			\$539.60
9		Hard Case	1	\$260.00	\$260.00	\$26.00	\$15.00			\$301.00
10		Soft Case	1	\$100.00	\$100.00	\$10.00	\$10.00			\$120.00
11		Wide Angle Lens	1	\$2,198.00	\$2,198.00	\$219.80	\$20.00			\$2,437.80
12		Standard Lens	1	\$2,198.00	\$2,198.00	\$219.80	\$20.00			\$2,437.80
13		Telephoto Lens	1	\$2,598.00	\$2,598.00	\$259.80	\$20.00			\$2,877.80
14		EF to E Mount Lens Adaptor	1	\$399.00	\$399.00	\$39.90	\$10.00			\$448.90
15		Extra Tripod Plate	2	\$30.00	\$60.00	\$6.00	\$5.00			\$71.00
16		Flash Unit	3	\$600.00	\$1,800.00	\$180.00	\$20.00			\$2,000.00
17		Flash Transmitter	1	\$348.00	\$348.00	\$34.80	\$5.00			\$387.80
18		AA Rechargeable Ni-MH Batteries	1	\$37.00	\$37.00	\$3.70	\$20.00			\$60.70
19		AA/AAA Battery Charger	1	\$64.00	\$64.00	\$6.40	\$10.00			\$80.40
20		Flash Modifier	1	\$60.00	\$60.00	\$6.00	\$5.00			\$71.00
21		Collapsible Circular Reflector	1	\$50.00	\$50.00	\$5.00	\$10.00			\$65.00
									Sub-total	\$28,640.39
Van										
1		Large Tripod	3	\$569.00	\$1,707.00	\$170.70	\$50.00			\$1,927.70
2		Passive Audio Direct Box	2	\$87.00	\$174.00	\$17.40	\$5.00			\$196.40
3		Analog A/V 1x10 DA	1	\$488.00	\$488.00	\$48.80	\$10.00			\$546.80
									Sub-total	\$2,670.90
Sub-Total:							\$677.00			\$109,605.39
Sales Tax - Use Tax Rate for Member Agency: 8.25% (\$7,834 non-taxed)										\$8,396.14
FY 2018-19 PEG FEE FUNDING REQUEST - GRAND TOTAL:										\$118,001.53



Signature

June 18, 2018

Date

*Warranties (\$7,834) non-taxable

Kristin Riggs, Production Director

Name & Title

*Shipping/Handling (\$677) taxable

Please attach vendor quotes to include installation / warranty / associated costs for each item requested above.



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

AGENDA ITEM NO. 3

DATE: June 28, 2018

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: **RESOLUTION NO. 2018-007, APPROVING THE REVISED COST OF LIVING ADJUSTMENT (COLA) POLICY FOR CHANNEL LICENSEES**

RECOMMENDATION:

It is recommended the Board adopt Resolution No. 2018-007, Approving the Revised Cost of Living Adjustment (COLA) Policy for Channel Licensees.

BACKGROUND:

Since Fiscal Year 2007-08, the annual COLAs recommended for Commission employees' salaries and Channels Licensee base funding were tied to the general COLAs granted by the County of Sacramento to its employees in each fiscal year.

As a result of discussion of Channel Licensees' funding needs at the Commission's Board meeting in March 2016, staff was directed to establish a policy for future annual Cost of Living Adjustments (COLAs) to the base funding provided to the channel licensees.

A formal COLA policy was approved by the Board in June 2016, maintaining the practice of aligning the Commission COLAs with the County approved COLAs, which worked well in past since COLAs were typically based upon the CPI and often include a minimum and maximum amount. The approved policy did not limit additional funding request(s) for other needs that may be requested each year.

Prior to the July 19, 2017 annual budget hearing, Access Sacramento, one of the Channel Licensees, submitted a request for additional funding beyond the COLA to cover minimum wage increases, associated payroll costs related to the minimum wages increases, and additional insurance costs.

As a result of discussions by the Board regarding this request, the Board directed staff to review the COLA Policy approved in June 2016 and bring back options for a revised COLA policy at the December 2017, Commission meeting.

Legal Counsel and staff met with representatives from the Channel Licensees to discuss other viable options. As a result of the meeting and research performed by staff, four funding options were presented to Board on December 7, 2017.

The Board approved the Funding Option to grant the general COLA plus the annual minimum wage adjustments based on the minimum wage rates posted at the State of California's Department of Industrial Relations website, along with associated federal and state payroll taxes to include such costs as Social Security, Medicare, State Disability, and Workers Compensation and directed staff to revise the COLA policy for channel licensees based on the option selected. The Board also directed that staff return with a revised COLA policy based upon this direction.

DISCUSSION:

The attached resolution revises the COLA Policy to grant the general COLA plus the annual minimum wage adjustments based on the minimum wage rates posted at the State of California's Department of Industrial Relations website, along with associated federal and state payroll taxes to include such costs as Social Security, Medicare, State Disability, and Workers Compensation. Additional requests, such as increased insurance, may be submitted each year by Channel Licensees.

RECOMMENDATION:

It is recommended the Board approve Resolution No. 2018-007, approving the Revised COLA Policy for Channel Licensees.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert A. Davison", is written over a horizontal line.

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

Resolution No. 2018-007, Approving the Revised COLA Policy for Channel Licensees
Cost of Living Adjustment Policy (June 2016)
Cost of Living Adjustment Policy (Revised December 2017)

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-007

**A RESOLUTION APPROVING THE
REVISED COST OF LIVING ADJUSTMENT (COLA) POLICY
FOR CHANNEL LICENSEES**

WHEREAS, the Board of Directors at its March 3, 2016 meeting concurred with staff's recommendation of maintaining the current practice of providing the Sacramento Metropolitan Cable Television Commission's Channel Licensees the same general salary adjustment to their operation and PEG fee base funding, as approved by the County of Sacramento in each fiscal year for County staff positions tied to the Commission positions; and

WHEREAS, the County salary adjustments include COLAs and other equity adjustments, and universal salary adjustments; and

WHEREAS, the Cost of Living Adjustment (COLA) Policy re-affirms adjustments to be recommended to the operational and PEG fee fund bases of Channel Licensees continue to be aligned with the salary adjustments that the County approves each fiscal year, not including equity increases;

WHEREAS, one of the Channel Licensees requested additional funding prior to the July 19, 2017 annual budget hearing to cover minimum wage increases, and associated payroll costs related to the minimum wages increases and the annual approved COLA;

WHEREAS, as a result of the request, the Board directed staff review the COLA Policy approved by the Board in June 2016;

WHEREAS, Legal Counsel and staff met with the Channel Licensees to discuss other viable options;

WHEREAS, as a result of that meeting and research by staff, four funding options were presented to Board on December 7, 2017;

WHEREAS, the Board approved the Funding Option to grant the general COLA plus the annual minimum wage adjustments based on the minimum wage rates posted at the State of California's Department of Industrial Relations website, along with associated federal and state payroll taxes to include such costs as Social Security, Medicare, State Disability, and Workers Compensation;

WHEREAS, staff was directed to revise the COLA policy for channel licensees based on the option selected;

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION that the Commission approves the revised Cost of Living Adjustment (COLA) Policy for Channel Licensees as set forth in the attached Exhibit A, incorporated by this reference.

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 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair of the Board

ATTEST:

Clerk of the Board



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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COST OF LIVING ADJUSTMENT (COLA) POLICY FOR CHANNEL LICENSEES

At its meeting on March 3, 2016, the Sacramento Metropolitan Cable Television Commission Board concurred with staff's recommendation of maintaining the current policy of providing the Commission's Channel Licensees the same general adjustment to base funding (both in the General and PEG Funds) as approved by the County of Sacramento in each fiscal year for staff positions tied to SMCTC positions.

The County salary adjustments include COLAs and other universal salary adjustments. The COLA is typically based on the Consumer Price Index for the immediately preceding calendar year, often including a minimum and maximum amount.

This policy re-affirms annual adjustments to be recommended in the proposed budget that the Channel Licensees' operations and PEG equipment bases will continue to be aligned with the annual adjustments that the County of Sacramento approves each fiscal year. This includes COLAs and other universal salary adjustments, but does not include equity increases, for staff positions tied to SMCTC positions. For years when there is a different adjustment for the positions, the Executive Director will make a determination regarding the recommended adjustment, which is subject to Board approval.



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COST OF LIVING ADJUSTMENT (COLA) POLICY FOR CHANNEL LICENSEES

Revised December 7, 2017

The Sacramento Metropolitan Cable Television Commission (SMCTC) Board had established a general policy of providing the Commission's Channel Licensees the same general adjustment to base funding (both in the General Fund and the PEG Fee Fund) as approved by the County of Sacramento in each fiscal year, for staff positions tied to SMCTC positions.

The County salary adjustments include Cost of Living Adjustments (COLAs) and other universal salary adjustments. The COLA is typically based on the Consumer Price Index for the immediately preceding calendar year, often including a minimum and maximum amount, which does not include equity increases for staff positions tied to SMCTC positions. For the years when there is a different adjustment for the positions, the Executive Director is to make a determination regarding the recommended adjustment, which is subject to Board approval.

At its meeting on March 3, 2016, the SMCTC Board concurred with staff's recommendation of maintain the existing policy of providing Channel Licensee the same County-approved general adjustment to their base funding in the General and PEG Fee funds.

On December 7, 2017, the SMCTC Board provided staff with the direction to revise the COLA Policy approved on March 3, 2016, to also include annual minimum wage adjustments based on the minimum wage rates posted at the State of California's Department of Industrial Relations website, along with associated federal and state payroll taxes to include such costs as Social Security, Medicare, State Disability, and Workers Compensation.



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AGENDA ITEM NO. 4

DATE: June 28, 2018

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: **RESOLUTION NO. 2018-008, APPROVING THE EIGHTH AMENDMENT TO THE LICENSE AND OPERATIONS AGREEMENTS PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S)**

RECOMMENDATION:

It is recommended the Board adopt Resolution No. 2018-008, Approving the Eighth Amendment to the License and Operations Agreements Pertaining to Use of Community Programming Channel(s).

BACKGROUND/DISCUSSION:

The License & Operations Agreements pertaining to Use of Community Channels were first approved in November 2003 for the Commission's four Channel Licensees – Access Sacramento, KVIE, Inc., Sac Faith TV (formerly RCCTV), and the Sacramento Educational Cable Consortium (SECC).

The License & Operations Agreements were amended in June 2006, extending the term end date to June 30, 2009. With the implementation and collection of 1% of PEG fees incorporated into the Commission's Fiscal Year 2010-11 budget, Legal Counsel was asked at that time to review and update the License and Operations (L&O) Agreements, pertaining to the Use of Community Programming Channel(s).

Since that time, the Board has adopted the following resolutions at their annual budget meetings, amending the term end date of the License & Operations Agreements:

Resolution Number	Approval Date	Term End Date
2010-006 (Second Amendment)	June 3, 2010	June 30, 2012
2012-014 (Third Amendment)	October 4, 2012	June 30, 2014
2014-010 (Fourth Amendment)	June 5, 2014	June 30, 2015
2015-008 (Fifth Amendment)	June 4, 2015	June 30, 2016
2016-014 (Sixth Amendment)	June 2, 2016	June 30, 2017
2017-008 (Seventh Amendment)	July 19, 2017	June 30, 2018

Agenda Item No. 4

Resolution No. 2018-008, Approving the Eighth Amendment to the License and Operations Agreements Pertaining to Use of Community Programming Channel(s)

Page 2

Staff now recommends the Board adopt Resolution No. 2018-008, Approving the Eighth Amendment to the License and Operations Agreements Pertaining to Use of Community Programming Channel Licensees, with an amended term ending June 30, 2019.

Respectfully submitted,



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

Attachments:

- Resolution No. 2018-008, Approving the Eighth Amendment to the License and Operations Agreements Pertaining to Use of Community Programming Channel(s)
- License and Operations Agreement Pertaining to Use of Community Programming Channel(s) – Access Sacramento

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-008

RESOLUTION APPROVING THE EIGHTH AMENDMENT TO THE LICENSE AND OPERATIONS AGREEMENTS PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S)

WHEREAS, on November 6, 2003, the Commission approved new License and Operations Agreements Pertaining to Use of Community Programming Channel(s), which re-allocated channels and provided a three-year term through June 30, 2006; and

WHEREAS, on June 1, 2006, by Resolution No. 06-012, the Commission amended those Agreements to extend the term by three years ending June 30, 2009; and

WHEREAS, on June 3, 2010, by Resolution No. 2010-006, the Commission approved the Second Amendment to those Agreements to extend the term by two years ending June 30, 2012; and

WHEREAS, on October 4, 2012, by Resolution No. 2012-014, the Commission approved the Third Amendment to those Agreements to extend the term for two years ending June 30, 2014; and

WHEREAS, on June 5, 2014, by Resolution of No. 2014-010, the Commission approved the Fourth Amendment to those Agreements to extend the term ending June 30, 2015, along with new language related to the use of PEG Fee Funding and reporting requirements; and

WHEREAS, on June 4, 2015, by Resolution No. 2015-008, the Commission approved the Fifth Amendment to those Agreements to extend the term ending June 30, 2016; and

WHEREAS, on June 2, 2016, by Resolution No. 2016-014, the Commission approved the Sixth Amendment to those Agreements to extend the term ending June 30, 2017; and

WHEREAS, on July 19, 2017, by Resolution No. 2017-008, the Commission approved the Seventh Amendment to those Agreements to extend the term ending June 30, 2018.

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION that the Commission approves the Pro Forma Eight Amendment to the License and Operations Agreement Pertaining to Use of Community Programming Channel(s);

FURTHER, BE IT RESOLVED AND ORDERED that the Executive Director is authorized and directed to prepare the Eighth Amendment to the License and Operations Agreements for the Sacramento Community Cable Foundation DBA Access Sacramento, KVIE, Inc., Interfaith Service Bureau DBA Sac Faith TV, and the Sacramento Educational Cable Consortium, with an amended term ending June 30, 2019.

FURTHER, BE IT RESOLVED that the Executive Director be and is hereby authorized to execute the Eighth Amendment to the Agreements for all Channel Licensees in the form hereto attached as Exhibit A, on behalf of the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency of the State of California.

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 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair of the Board

ATTEST:

Clerk of the Board

LICENSE AND OPERATIONS AGREEMENT
PERTAINING TO
USE OF COMMUNITY PROGRAMMING CHANNEL(S)



THIS AGREEMENT is between the Sacramento Metropolitan Cable Television Commission ("SMCTC") and **Sacramento Community Cable Foundation, DBA Access Sacramento** ("Grantee")

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

A. SMCTC regulates the delivery of cable television services in the Sacramento Metropolitan Area.

B. In connection with agreements with various cable television providers, SMCTC has rights to approximately seven (7) cable television channels as frequency spectrum space on the various systems owned and operated by those providers. These channels are dedicated to the delivery of public, educational, and governmental programming and are commonly referred to as community programming channels.

C. Grantee, a public benefit corporation of the State of California, which is a not for profit organization, wishes to operate a community programming channel(s) under license from SMCTC.

D. SMCTC has determined that Grantee has the knowledge, experience and resources necessary to operate a community channel(s) so as to cablecast programming which is in the public interest.

E. This Agreement sets forth the duties and responsibilities of both SMCTC and Grantee in connection with the use of such channel(s).

THEREFORE, THE PARTIES AGREE:

1. License Granted. SMCTC hereby grants a revocable license to Grantee to use and operate community programming channel number(s) at the times and current channel designations on the cable systems franchised and/or licensed by SMCTC listed below (or their equivalent as carried on the lowest tier of service on various systems):

<u>Channel</u>	<u>Time</u>
17	Seven (7) days per week twenty-four (24) hours per day EXCEPT from 7 a.m. to 5 p.m. Monday through Friday from August 1 st through and including May 31 st .

- 18 Seven (7) days per week twenty-four (24) hours per day EXCEPT from 8 a.m. to 2 p.m. Monday through Friday from August 1st through and including May 31st.

With the mutual agreement of the respective governing boards of the Licensees, the channel allocations may be changed, modified, traded or otherwise adjusted to improve services to subscribers and the public.

2. Term of License; License Fee; Renewal.

A. The term of the license ends June 30, 2006, subject to the provisions relating to the revocation of the license as provided in section 10.

B. The license fee is One Dollar (\$1.00) per year. SMCTC acknowledges receipt from Grantee of Three Dollars (\$3.00) for the entire license term. No part of the license fee is refundable if the license is surrendered by Grantee or revoked pursuant to Section 10.

C. A license is not automatically renewable. To retain a license after the expiration of the initial term, or any subsequent term, SMCTC must approve a new license agreement with Grantee. Grantee may apply for renewal in a form approved by the Executive Director not earlier than six (6) months prior to the expiration of the current term. In the event the SMCTC decides not to renew a current license, it will provide ninety (90) days written notice to Grantee.

3. No Property Interest Created. In granting this license, SMCTC does not intend to create any property interest (whether real or personal) in favor of Grantee, and Grantee specifically acknowledges that no property interest is being created in its favor in the community programming channel(s) which it is authorized to use under this Agreement, in any of the real or personal property of SMCTC which Grantee uses as part of its operations, or for any other reason.

4. No Agency Relationship Created. The grant of a license under this Agreement creates no agency between SMCTC and Grantee. Grantee is a wholly separate legal entity from SMCTC. Except as may be expressly provided herein, or as otherwise agreed to by the parties in writing, neither SMCTC nor Grantee shall have the power or authority to act on behalf of the other.

5. Funding Process; No Funding Guaranteed.

A. Grantee is aware that SMCTC has in the past provided funding to various non-profit organizations operating community programming channels under channel use agreements. To the extent SMCTC determines to make funds available to community programming channel licensees in the future, Grantee shall be eligible to apply for such funds. It is anticipated that funds will be allocated annually to community programming channel licensees as part of the SMCTC budget process. The method and manner of applying for funds shall be determined by SMCTC from time to time. Funds, if allocated, will be subject to a separate **Annual Funding**

and Performance Agreement which sets forth the obligations of Grantee in accepting funding and the programming and other services Grantee will provide.

B. Notwithstanding subsection 5A., above, the grant of a license under this Agreement does not guarantee to Grantee any monetary funding by SMCTC nor the use of any video telecommunications equipment or other property (whether real or personal) owned, leased, or otherwise possessed by SMCTC.

6. Programming Obligations of Grantee. The programming provided by the Grantee shall meet the requirements of the then current **Policies for Community Programming Licensees** adopted by SMCTC. A copy of the **Policies for Community Programming Licensees** in force at the time of the execution of this Agreement is attached hereto as **Exhibit A** and is hereby incorporated by this reference.

7. No Content Regulation. In granting a license to Grantee under this Agreement, SMCTC is not attempting to regulate, censor, or otherwise determine the content of any broadcast over the community programming channel(s) used and operated by the Grantee; provided, however, that Grantee shall comply with the **Policies for Community Programming Licensees** as set forth in Section 6.

8. Reporting. Beginning on May 1st and November 1st following the beginning of the term of this Agreement and for every May 1st and November 1st thereafter during the term of this License, Grantee shall file a report ("the semi-annual report") with SMCTC, containing the following information for the period ending March 31 and September 30, respectively, and any additional information reasonably requested by the Executive Director, so that SMCTC will be fully informed concerning the activities and viability of Grantee:

A. The source of all revenues in the form of gifts, donations, or grants from any third party, other than from SMCTC, and the dollar amount received from each source.

B. An accounting of all revenue from fees and fundraising identified by type, purpose, and event.

C. An accounting of all revenues received from any third party in consideration of cablecasting any program, service announcement, or other information.

D. The monetary value of any real or personal property received from any third party.

E. The number and types of programs cablecast by Grantee, broken down by subject matter, and stating by whom and where produced.

F. The number of hours of cablecasting, including the number of hours of programming not previously cablecast by Grantee and the number of hours of programming previously cablecast by Grantee.

G. The financial position of Grantee, including revenues and expenditures for the previous six (6) months, assets, liabilities, cash on hand, and other information sufficient for SMCTC to determine whether Grantee has the resources necessary to fulfill its obligations under its license.

H. The number of persons, firms, or entities which pay dues or other consideration to be members of, or participants in, the non-profit organization of Grantee.

I. A list of all programs, classes, or other training mechanisms, including number of persons enrolled in each and any training fee paid, sponsored, supported, or given by Grantee to persons interested in learning about producing, directing, taping, or otherwise creating a product / video program suitable for cablecasting on a community programming channel.

J. A list of all other additional events, associations, programs, classes, or other mechanisms sponsored, supported, or given by Grantee which are in addition to those listed in I above and which are **not** specifically for persons interested in learning about the operations of a community programming channel, or in learning about producing, directing, taping, or otherwise creating a product / video program suitable for cablecasting on a community programming channel.

K. Copies of any newsletter or other publication of Grantee which is distributed to its members, and/or members of the public generally, regarding the activities of Grantee as such activities pertain to the operation of its channel(s).

L. An accounting of the distribution of all Grantee funds, equipment, staff services, gifts, donations, or grants provided to any third party by Grantee.

9. Indemnity and Insurance. Grantee agrees to be bound by the terms and conditions of the then current policy re: **Community Programming Insurance Requirements** adopted by SMCTC. A copy of the **Policy for Community Programming Insurance Requirements** in force at the time of the execution of this Agreement is attached hereto as **Exhibit B** and is hereby incorporated by this reference.

A. Indemnification. Grantee shall, at its sole expense, fully indemnify, defend and hold harmless the SMCTC, the County of Sacramento and the municipalities of Sacramento, Folsom, Galt, Elk Grove, Citrus Heights and Rancho Cordova, and any other municipality within the County of Sacramento that is a member of the Cable Television Commission, 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 attorney's fees or otherwise:

(1) 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, in any way arising out of or through or alleged to arise out of or through the acts or omissions of the Grantee or its officers, agents, employees, or contractors or to which the

Grantee's or its officers, agents, employees or contractors acts or omissions in any way contribute;

(2) Arising out of, or alleged to arise out of, any claim for damages for invasion of the right of privacy, defamation of any person, firm or corporation, or the violation or infringement of any copyright, trade mark, trade name, service mark or patent, or of any other right of any person, firm or corporation in any way arising out of or through or alleged to arise out of or through the acts or omissions of the Grantee or its officers, agents, employees, or contractors or to which the Grantee's or its officers, agents, employees or contractors acts or omissions in any way contribute; and

(3) Arising out of, or alleged to arise out of, Grantee's failure to comply with the provisions of any statute, regulation, or ordinance of the United States, State of California, or any local agency applicable to the Grantee in its business.

Nothing herein shall be deemed to prevent the parties indemnified and held harmless herein from participating in the defense of any litigation by their own counsel at the Grantee's sole expense. Indemnified parties' reimbursements shall be limited to those which are reasonable in light of the circumstances and Grantee is authorized to use funds received under this Agreement to pay such costs if other sources are insufficient. Such participation shall not under any circumstances relieve the Grantee from its duty of defense against liability or of paying any judgment entered against such party.

B. Insurance. Without limiting Grantee indemnification, Grantee shall maintain in force at all times during the term of this Agreement and any extensions or modifications thereto, insurance as specified in Exhibit B. It is the responsibility of Grantee to notify its insurance agent or insurance carrier(s) regarding coverage, limits, forms and other insurance requirements specified in Exhibit B.

10. Revocation of License for Specific Violations of this Agreement.

A. SMCTC may revoke the license granted to Grantee at any time if Grantee fails to abide by any provision of this Agreement. A non-exhaustive list of reasons for revocation includes the following:

1. Failure to comply with any provision of this Agreement, including but not limited to the requirement to maintain insurance coverage as provided by Section 9.

2. Failure to comply with any policy of SMCTC applicable to Grantee under this Agreement or otherwise.

3. Failure to maintain adequate funding, resources, or technical expertise necessary to provide programming which meets the requirements under this License or of the **Policies for Community Programming Licensees (Exhibit A)**.

B. In accepting the license, Grantee agrees that, pursuant to Section 3 of this Agreement, it is not acquiring a property interest in its license and no formal due process is required to revoke the license.

C. The Executive Director may recommend to the members of SMCTC ("the Commission") that a license be revoked. Except where the public health, safety, or general welfare require immediate action by the Commission, prior to making any such recommendation to the Commission regarding a license termination, the Executive Director shall meet with the Grantee in an effort to remediate any condition which constitutes a reason for termination of the license. The Executive Director shall specify a time in which action must be taken by the Grantee to correct the condition(s).

D. Notwithstanding the preceding subsection B of this section 10, SMCTC shall provide notice to the Grantee of its intent to revoke the license at least ten (10) calendar days before the meeting of the members of SMCTC ("the Commission meeting") at which action will be taken. Grantee may appear at the Commission meeting and present reasons why the license should not be revoked.

E. SMCTC shall determine whether to revoke the license. The action of SMCTC regarding the license shall be final and binding upon Grantee.

F. Should SMCTC determine that, based upon the reasons stated by the Grantee, there needs to be additional facts available for it to make a decision on revocation, it may appoint a sub-committee of SMCTC or a third party to act as a fact finder and render a report to SMCTC at a subsequent Commission meeting.

11. Termination or Modification of License for the General Welfare. SMCTC may, at any time, determine that it is in the best interests of SMCTC that a license be terminated or modified. Such termination or modification will be for reasons other than a violation of this Agreement as set forth in Section 10 (e.g., lack of available funding, need to reduce the number of channels a licensee may operate, etc.). Except in situations necessary to protect the public health, safety, or welfare, SMCTC shall provide to a licensee ninety (90) calendar days notice of termination or modification of a license.

The decision of SMCTC to terminate or modify a license under this section 11 shall be final and binding on the Grantee.

12. Discrimination. Grantee shall not discriminate in employment, in educational opportunities to third parties, in the production of programming (including in the hiring of third parties to produce, or assist in the production of, any program intended to be cablecast by Grantee), or in membership of its non-profit organization, on the basis of race, national origin, religion, sex, gender, sexual preference, political affiliation, age (over 40), or disability.

13 Miscellaneous.

A. Integrated Agreement. This Agreement contains all the understandings of the parties. All prior understandings, whether written or oral, are superceded hereby and of no further force or effect. All modifications hereto shall be in writing.

B. State, Federal and Local Laws; Policies Generally Applicable to Licensees.

1) Grantee agrees to abide by all State, Federal, and municipal laws applicable to it.

2) Grantee agrees to be bound by all current and future policies of SMCTC generally applicable to all community programming licensees. If there is a conflict between a policy and this Agreement, the provisions of this Agreement shall prevail.

C. Choice of Law; Venue. This Agreement shall be interpreted according to the laws of the State of California. Venue of any action regarding this Agreement shall be in the Superior Court of Sacramento County, or, if applicable, the United States District Court for the Eastern District of California.

D. Agreement Voluntarily Entered Into. Each party represents that it has entered into this Agreement with full knowledge of its contents and having had the opportunity to consult with legal counsel of its choice. No extraneous inducement has been offered by either party to the other to enter into this Agreement.

E. Section Headings. The headings on each section or subsection of this Agreement are for the convenience of the parties only and are not intended to change the substance of any portion of this Agreement.

F. Partial Invalidity. If a portion of this Agreement is held invalid by a court of competent jurisdiction, and the remainder of the Agreement may be carried out without material detriment to either party, the remainder of the Agreement shall remain in full force and effect.

G. Ambiguity. For purposes of interpreting this Agreement, or any section of it, neither party shall be considered to have drafted or authored the Agreement or section.

H. Assignment. This Agreement is considered to be an agreement for Grantee to provide special and unique services. As a consequence, neither the Agreement, any part of it, or the license issued under it, may be assigned by Grantee.

I. Waiver. A waiver of one provision of this Agreement by either party shall not be construed as a waiver of any other provision.

J. Effective Date. This Agreement is effective on the date signed by the Chairman of the Commission after it has been signed by Grantee and forwarded to the Commission for approval.

Dated: 11/6/03

Sacramento Metropolitan Cable
Television Commission

By: [Signature]
Chairman

Attest:

[Signature]
Secretary

Dated: 12/2/03

Sacramento Community Cable
Foundation, DBA Access Sacramento

By: [Signature]
Its: Executive Director

Exhibit A - Policies for Community Programming Licensees

Exhibit B - Policies for Community Programming Insurance Requirements

Exhibit A: Policies for Community Programming Licensees

GENERAL POLICY

Licensee operations shall further the development, implementation, acquisition and presentation of community programming programs for cablecast on the channel(s) provided under license are for the benefit of the greater Sacramento community.

- Cablecasting of instructional and educational programs for in-school and at-home use to serve the complete age range of pre-school through adult including university, community college, and/or high school academic credit courses for all educational levels and programs and service needs identified by the local educational community. Instructional programs may include staff development, in-service and promotional activities, and training in video production for community members, teachers and students and educational programs to inform and enrich including public affairs and government programming; health, consumer and business information; religion; and other societal issues.
- Simple, readily available public access to the cable system(s) with not less than a 72-hour delay.
- Low cost training of the public in media production for the purpose of generating programming for cablecast.
- Cablecasting entertainment programs that provide the opportunity for creative and free expression including the performing and visual arts.
- Audio program services including cultural, news and public affairs programming.
- Cablecasting entertainment and historical programs about the Sacramento region.
- Administration, promotion, and evaluation to support community.

"Community Programming" – means cablecasts which consist of topics of special interest to the Sacramento community or defined element thereof and which are not "obscene" under the laws of California and/or other applicable laws; including matters of a political, governmental, sociological, religious, educational, instructional, cultural, artistic, health oriented, ethnic, economic, recreational, charitable and philanthropic nature. Community Programming does not include:

- a) advertising by and on behalf of candidates for public office;
- b) a lottery as defined by FCC regulation or any advertisement of or information concerning a lottery; or
- c) libelous or slanderous material.

Brown Act. Licensee, as a condition of accepting a License and/or funding SMCTC shall, regardless of its organizational structure, comply with the provisions of the Ralph M. Brown Act (Govt. Code § 54950 *et seq.*), as it now exists and may hereafter be amended, as to any discussions and/or decisions of Licensee's governing board relating to the expenditure of all or any portion of the funds provided pursuant to this Agreement.

Conflict of Interest. Licensee shall not, directly or indirectly, purchase goods or services or otherwise fund any person or entity in which any of Licensee's directors, officers, agents or employees, have or will acquire any direct or indirect interest.

User Fees and Charges. Use of channel(s), facilities and equipment shall be provided to members of the general public and representatives of non-profit organizations and public agencies by Licensee at its sole cost and expense, without fees or charges, subject to the licensee retaining the right to reasonably regulate how, where, and when such items may be used. The preceding sentence does not apply to licensees operating in educational facilities (i.e., public or private primary, secondary, and post-secondary schools).

However, upon the prior approval of SMCTC, Licensee may establish and levy reasonable user fees and charges in connection with the use of such facilities and equipment.

Licensee may conduct fund-raising activities such as telethons, auctions, and membership drives on the channels whose use is authorized by SMCTC if the activity meets the following criteria:

- (1) All funds generated from such activity shall be used in support of Licensee's cablecasting activities on the channel(s).
- (2) Licensee may not use the channel(s), facilities or equipment whose use is authorized by SMCTC to raise funds for any other organization or any purpose other than those stated above without the prior approval of SMCTC.

Programming Liability. Notwithstanding the requirements imposed on Licensee, Licensee shall be fully responsible for all programs cablecast on channels licensed herein. Licensee agrees to indemnify and hold harmless SMCTC, the County of Sacramento, and the municipalities of Sacramento, Folsom, Galt, Citrus Heights, Elk Grove and Rancho Cordova, and any other municipality within the County of Sacramento that is a member of SMCTC, from any and all claims or other injury (including reasonable cost of defending claims or litigation) arising from or in connection with claims of loss or damage to person or property arising out of the failure to comply with any applicable laws, rules, regulations, or other requirements of local, state, or federal authorities, for claims of libel, slander, invasion of privacy, or infringement of common law or statutory copyright, for breach of contract or other injury or damage in law or equity which claims result from Licensee's use of channels, funds, equipment, facilities, or staff provided under the auspices of the SMCTC.

Copyright Clearance.

- a) Before cablecasting any program Licensee shall make all appropriate arrangements to obtain all rights to all material cablecast and clearances from broadcast stations, networks, sponsors, music licensing organizations' representatives, and without limitation from the foregoing, any and all other persons as may be necessary to transmit its or their program material over Licensee's authorized channel(s).

- b) Before cablecasting transmissions for audio use only, Licensee shall obtain all required rights to all material cablecast and shall obtain all required clearances from broadcast stations, networks, sponsors, music licensing organizations' representatives, and without limitation from the foregoing, all other persons as may be necessary to transmit its or their program material over a SMCTC authorized cable television system.

Copyright and Ownership. Licensee shall have an ownership interest in the copyright of all programs and materials sufficient to control distribution and re-presentation and shall own such an interest in all programs and materials produced by Licensee with funds, equipment, or staff provided under by the SMCTC.

Distribution Rights.

- a) Licensee shall require that, except with SMCTC's permission, all programs produced in whole or in part with equipment, facilities, or staff granted under the auspices of the SMCTC shall be distributed only on the channel(s) whose use is authorized by this Agreement.
- b) Additional payments required to obtain cable television distribution rights for programs acquired primarily for broadcast use may be made by Licensee from funds granted under this Agreement.
- c) At the beginning and end of each day that video programming is cablecast on the channel(s) whose use is authorized by SMCTF, Licensee shall display a credit stating "Funds for the operation of this channel are provided in part by the Sacramento Metropolitan Cable Television Commission". The current address and telephone number of the Commission shall also be displayed.
- d) Licensee may exchange programming with commercial broadcast channels provided that:
 - (1) Licensee obtains permission from all persons who have an interest or right in the programming;
 - (2) the commercial broadcast channel credits the programming to Licensee under the auspices of SMCTC;
 - (3) the programming has first been cablecast on the channels provided under the auspices of the SMCTC.

Authority of Licensee. Unless otherwise stated herein, Licensee shall have sole discretion to resolve the following types of issues and questions with regard to Community Programming:

- a) The time or date on which a particular program will be cablecast;
- b) Whether the production quality of a particular program is sufficient to warrant cablecasting to subscribers;

- c) In the event of a demand to program channels or time thereon allocated to Community Programming which exceeds the capacity of the channels (i.e., a demand for programming which exceeds the volume which can be accommodated by twenty-four (24) hours per day, seven (7) days per week cablecasting), the determination of which programs are to be cablecast and which are not;
- d) The permissible length of a program;
- e) The appropriateness of the content of a program;
- f) The monopolization by particular users of channel time, facilities or equipment;
- g) In the event of a demand to utilize production facilities or equipment which exceeds capacity, determination of who will be permitted use and who will not be;
- h) Denial of the use of facilities or equipment on the basis of past abuse, misuse, or inadequate care thereof; and,
- i) Determination of staffing levels to assist particular parties in the production of programming or assist in the production of particular types of programming.

Equipment Ownership. . Licensee shall not sell or transfer equipment or facilities provided under the auspices of the SMCTC without the prior written approval of SMCTC.

Upon the termination, revocation, or cancellation of a License Agreement, Licensee shall immediately, at Licensee's option, either deliver to SMCTC all equipment, exclusive of fixtures, then in Licensee's possession or reimburse SMCTC for the then fair market value of all funded equipment or the proportional interest of the Commission-funded portion thereof then in Licensee's possession.

Financial Records; Audit. The financial records of Licensee shall be available at all times for inspection by SMCTC or its authorized representatives.

A Licensee shall provide, as part of the semi-annual reports required by Section 8 of the License Agreement, an unaudited financial report.

SMCTC may, at any time, at the sole expense of SMCTC cause the books and records of the License to be audited by a duly qualified professional.

Litigation- Expenditure of SMCTC Funds against SMCTC Prohibited. Licensee shall not expend any funds received from SMCTC to pay costs or attorney's fees in any litigation in which Licensee asserts or attempts to assert any cause of action whatsoever against SMCTC, the County of Sacramento, the municipalities of Sacramento, Folsom, Galt, Citrus Heights, Elk Grove or Rancho Cordova, and any other municipality within the County of Sacramento that is a member of the SMCTC, and/or the directors, employees, or officers of such entities.

Exhibit B. Policies for Community Programming Insurance Requirements

Without limiting Licensee's indemnification and prior to exercising its License, Licensee shall procure and maintain at Licensee's sole expense, for the duration of the License Agreement, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with activities of the Licensee, its agents, representatives, employees or subcontractors as follows:

a) Minimum Scope of Insurance. Insurance coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001) including, but not limited to Premises/Operations, Products/Completed Operations, Contractual, and Personal & Advertising Injury.
- (2) Insurance Services Office Business Auto Coverage form number CA 0001 covering Automobile Liability Code 1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employers Liability insurance.

b) Minimum Limits of Insurance. Licensee shall maintain limits of insurance no less than:

(1) General Liability:

General Aggregate:	\$2,000,000
Products Comp/Op Aggregate:	\$2,000,000
Personal & Adv. Injury:	\$1,000,000
Each Occurrence:	\$1,000,000
Fire Damage:	\$ 100,000

- (2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation: Statutory
- (4) Employers Liability: \$1,000,000 per accident for bodily injury or disease.

c) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by SMCTC in its sole and complete discretion.

d) Other Insurance Provisions. The insurance policies required hereunder are to contain, or be endorsed to contain, as applicable, the following provisions:

(1) COMMERCIAL GENERAL LIABILITY AND COMMERCIAL AUTOMOBILE

COVERAGES.

- (a) The SMCTC and SMCTC's officers, officials, employees, agents, and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Licensee; services, products and completed operations of the Licensee; premises owned, occupied or used by the Licensee; and automobiles owned, leased, hired or borrowed by the Licensee. The coverage shall contain no special limitations on the scope of protection afforded to the SMCTC or SMCTC's officers, officials, employees, or volunteers, except as shall have the prior written approval of SMCTC.
- (b) For any claims related to the activities of Licensee, the Licensee's insurance coverage shall be primary insurance as respects the SMCTC and SMCTC's officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the SMCTC or SMCTC's officers, officials, employees, agents or volunteers shall be excess of the Licensee's insurance and shall not contribute with Licensee's insurance.
- (c) The Licensee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- (2) WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY COVERAGE. The insurer shall agree to waive all its rights of subrogation against the SMCTC and SMCTC's officers, officials, employees, agents and volunteers, which might arise by reason of payment under such policy in connection with the activities of the Licensee.

- (3) ALL COVERAGES. The Licensee shall maintain all insurance coverages in place at all times and provide the SMCTC with evidence of each policy's renewal ten (10) days in advance of its anniversary date. Each insurance policy shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days' written notice for cancellation or sixty (60) days' written notice for non-renewal has been given to SMCTC. For non-payment of premium 10 days prior written notice of cancellation is required.

- (a) ACCEPTABILITY OF INSURERS. Insurance is to be placed with insurers with a current rating of no less than A-: VII by A.M. Best's Insurance Services. SMCTC's Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of SMCTC and the general public are adequately protected.
- (b) VERIFICATION OF COVERAGE. Prior to performing any other term or condition of this Agreement Licensee shall furnish SMCTC with current certificates of insurance for the duration of this Agreement evidencing coverage required by this Agreement. Certified copies of required endorsements shall be

attached to the certificates provided. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements shall be received and, in SMCTC's sole and absolute discretion, approved by SMCTC before any act is performed by Licensee and before any funds are released by SMCTC to Licensee. SMCTC reserves the right to require complete, certified copies of all required insurance policies including endorsements, effecting coverage required by this Agreement.

- (c) **SUBCONTRACTORS.** Licensee shall be responsible for the acts and omissions of all its subcontractors and shall require all its subcontractors to maintain adequate insurance
- (d) **INSURANCE LIMITS DO NOT LIMIT LICENSEE LIABILITY.** The limits of insurance described herein shall not limit the liability of the Licensee and Licensee's agents, representatives, employees or subcontractors.
- (e) **SMCTC FUNDS MAY BE USED.** SMCTC funds may be used for purchase of any insurance required by this Agreement. Current certificates evidencing the maintenance of Licensee's insurance shall be filed with SMCTC.
- (f) **COPIES TO BE FURNISHED.** Upon written request by SMCTC, a duplicate original of each insurance policy required to be purchased or maintained hereunder and all endorsements shall be furnished to SMCTC.
- (g) **COVERAGE REVIEW AND ADEQUACY.** SMCTC retains the right at any time to review the coverage, form and amount of the insurance required herein. If, in the opinion of SMCTC's Risk Manager, the insurance provisions in these requirements do not provide adequate protection for SMCTC or the public, SMCTC may require Licensee to obtain insurance sufficient in coverage, form and amount to provide adequate protection from and against the kind and extent of risks that exist at the time a change in insurance is required.
- (h) **NOTICE OF CLAIMS.** If any claim for damages is filed with Licensee or if any lawsuit is instituted against Licensee, that arise out of or are in any way connected with Licensee's acts or omissions that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect SMCTC, Licensee shall give prompt and timely notice thereof to SMCTC. Notice shall not be considered prompt and timely if not given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 • (916) 874-6661 • Fax: (916) 854-9666 • www.sacmetro cable.tv

A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

AGENDA ITEM NO. 5

DATE: June 28, 2018

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: RESOLUTION NO. 2018-009, RECLASSIFYING THE SR. OFFICE ASSISTANT (CONFIDENTIAL) POSITION TO A SR. OFFICE SPECIALIST (CONFIDENTIAL) POSITION

RECOMMENDATION:

It is recommended the Board approve Resolution No. 2018-009, Re-classifying the Sr. Office Assistant (Confidential) position to a Sr. Office Specialist (Confidential) position.

BACKGROUND/DISCUSSION:

The Sr. Office Assistant (SOA) Confidential position was approved by the Commission Board at the July 17, 2017 meeting, as part of the staffing approved for the Administration Department.

Since that time, the primary duties and responsibilities of the SOA Confidential position has increased in complexity, degree of involvement, specialized knowledge, and the completion of assignments that are confidential in nature.

The attached Sr. Office Specialist (Confidential) job description reflects the increased responsibilities, skills, and knowledge now required of the SOA (Confidential) position. As a result, a higher salary scale is proposed for the reclassified position. This salary scale is consistent with the salary scale for the County of Sacramento Senior Office Specialist (Confidential) position:

Salary Scales					
Job Title	Step 5	Step 6	Step 7	Step 8	Step 9
Sr. Office Assistant (Confidential)	\$3,379.08	\$3,547.83	\$3,725.33	\$3,911.50	\$4,106.42
Proposed Reclassification Sr. Office Specialist (Confidential)	\$3,742.75	\$3,930.67	\$4,127.25	\$4,334.33	\$4,551.83

Staff recommends the Board approve Resolution No. 2018-009, Re-classifying the Sr. Office Assistant (Confidential) position to a Sr. Office Specialist (Confidential) position, along with the recommended salary scale based on the increased scope of responsibilities, skills, and knowledge identified in the attached job description.

Respectfully submitted,



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

Attachments:

Resolution No. 2016-009, Reclassifying the Sr. Office Assistant (Confidential) Position to a Sr. Office Specialist (Confidential) Position
Senior Office Specialist (Confidential) Job Description

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-009

**A RESOLUTION OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
RECLASSIFYING THE SR. OFFICE ASSISTANT (CONFIDENTIAL) POSITION
TO A SR. OFFICE SPECIALIST (CONFIDENTIAL) POSITON**

WHEREAS, the duties of the Sr. Office Assistant (Confidential) position was re-evaluated as the approved Administrative Services Officer I position remains unfilled; and

WHEREAS, the primary duties and responsibilities of Sr. Office Assistant (Confidential) position has increased in complexity and degree of involvement requires more knowledge and skills for the position; and

WHEREAS, the job description for the Sr. Office Specialist (Confidential) position, attached hereto, more accurately reflects the duties and responsibilities necessary for the complex and confidential nature of the administrative tasks to be performed by the position; and

WHEREAS, staff recommends a salary scale that is in line with the increased scope of responsibilities, skills, and knowledge and consistent with the County of Sacramento Senior Office Specialist (Confidential) position.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Sacramento Metropolitan Cable Television Commission does hereby approve Resolution No. 2018-009, Reclassifying the Sr. Office Assistant (Confidential) Position to a Sr. Office Specialist (Confidential) positon, along with the job description and the recommended salary scale.

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 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Clerk of the Board

Chair of the Board



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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SENIOR OFFICE SPECIALIST (CONFIDENTIAL)

DEFINITION:

Under general supervision, to perform a wide variety of specialized administrative and clerical tasks, duties, and responsibilities in support of the Sacramento Metropolitan Cable Television Commission administration and the Administrative Services Officer III (ASO III).

DISTINGUISHING CHARACTERISTICS:

The Office Specialist reports to the Administrative Services Officer III and is a journey level support services classification that may assist clerical staff through verbal discussions, while performing the same duties as the clerical staff. Incumbents in this classification have responsibility for working independently and making decisions within the scope of prescribed standard practice, exercising independent judgment to select proper work methods and procedures, and in evaluating, recommending and implementing changes to work methods and procedures.

Incumbents are expected to determine priority of completion of work and sequence in which tasks are to be performed among the wide variety of duties and responsibilities; responsibility for accuracy or for freedom from errors-not subject to detail review, although errors may have considerable consequences, and cause delays while corrective actions are implemented.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note in order of criticality or importance and lead in with statement below)

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Cross-trains temporary clerical staff;
- Serves as back-up for the Sr. Office Assistant;
- Receive, record, track, process, and file a wide variety of documents such as cable TV complaints, cable company transactions, deposits and payments from cable companies, claims related to in-house operations and functions, such as board and legal activities; receive, process, and track complaint calls; reconcile and update logs.
- Assist supervisor in writing policies, procedures, and desk manuals & compile, arrange and present information in a clear and concise manner.
- Prepare Board binders, update in-house logs associated with current board members, proof and assist in finalizing and obtaining Executive Director's signature on board packets, and bookmark and send for finalization and duplication.

- Proof and assist with finalizing and obtaining Executive Director signature for Request/Agreement of Member Agencies and Channel Licensee funding and agreement; make copies for in-house, Executive Director and ASO III's binders, and upload PDF versions to SharePoint.
- In support of projects, track and reconcile projects, with previous request and approved funding, update payments and status, account for equipment, organizations being added and deleted, and amendments to agreements; reconcile reimbursements or payments.
- Updating in-house logs of fixed assets, PEG equipment purchases; and associated depreciations.
- Prepare in-house Requests for Quotes (RFQ's) and purchase orders (PO's); track and update logs, RFPs, and POs; process payments and update logs for Channel Licensees' Funding Agreement, and update and generate timesheets.
- Book travel trips for Admin, Metro Cable FTE, and Executive Director according to established procedures, and update logs and travel trip numbers.
- Assist in conducting research related to Commission special projects, such as in By-laws, security deposits, audits, and litigation or pending items; assist in reconciling expenses and revenues and in planning and preparing the budget for the Executive Director to review with ASO III, and assist with the presentation to the Board.
- Assist in ensuring accuracy in calculations and the payment process, that postings to the General Ledger are accurate, and, with the assistance of the ASO III, compile and finalize the budget, and assist with the presentation of the budget.
- Assist in answering questions from unit staff on policies, procedures, directives, by utilizing knowledge of programs, or researching and gathering information to find the correct answer; train and cross-train employees in various functions of programs and processes.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of effective customer care.
- Principles and practices of administrative support and clerical processes and procedures.
- Operation and maintenance of office equipment and office supplies, procuring office equipment/supplies, and implementing inventory techniques.
- Assignment and distribution of work and guiding others.
- Internal and local government departmental policies, procedures and functions.

Sr. Office Specialist (Confidential)

Job Description

Page 3

- Microsoft Office applications, including MS Word and Excel, to create standard correspondences, procedure documents, and create in-house documents as needed.
- Knowledge of extracting data and vendor information through various databases and systems.
- Cable Companies and the services they provide to consumers (e.g., AT&T, Comcast, and Consolidated Communications Inc.).
- Document Preparation including creating, reviewing, and electronically producing technical reports per office procedures including specific terminology, grammar and style, and comply with legal and fiscal requirements.
- Maintaining filing systems including the creation of files and utilization of filing systems.
- Safe driving principles and practices

Skills In:

- Oral and written communication
- Utilization of filing systems
- Track and maintain logs of incoming and outgoing correspondences
- Write in a grammatically correct, clear and concise manner
- Manage time efficiently and set priorities
- MS Office suite application including Word, Excel, Outlook, and collaboration sites.
- Problem solving
- Operating a motor vehicle safely

Ability to:

- Plan work and coordinate the flow of work.
- Assist in cross-training and managing another's work ability and job; recommend corrections.
- Handle multiple projects and deadlines
- Use judgement, logic and reasoning in new or unclear situations
- Communicate effectively with the public and other public agencies
- Explain or clarify policies and procedures to staff and other agency members, as well as to the public and customers
- Deal tactfully with people, resolve difficult complaints

- Understand and follow complex verbal and written instructions
- Read and write English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents and reports; and at a level necessary to compose correspondence independently from notes or verbal instruction.
- Communicate effectively in writing and verbally
- Train and cross-train employees
- Establish and maintain effective working relationships with others
- Give instructions and assign work to staff
- Exercise independent judgment in determining proper work methods and procedures, and assembling and evaluating information.
- Work independently and carry out assignments with minimal supervision
- Utilize Microsoft Excel to create charts, tracking logs, and formula usage to calculate data.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Education:

Requires knowledge of business or public administration, basic accounting and bookkeeping, and office operations and management, equivalent to high school plus additional specialized training.

Thorough knowledge of a specialized field such as business or public administration, accounting, or broadcasting, or directly related field, equivalent to a high school diploma plus additional broad specialized training equal to two (2) years of college is desirable.

Experience:

Two (2) years of directly related clerical experience.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid California driver's license will be required at the time of appointment and must be maintained throughout employment.

SPECIAL REQUIREMENTS:

None

PHYSICAL DEMAND AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand:

While performing the duties of this job, the employee is regularly required to sit, walk and stand; speak and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Employees are required to frequently stand and walk in work areas and sit for long periods while completing tasks;

Ability to listen and document complaints/conversations.

Mental/Visual Demand:

While performing the duties of this classification, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered during work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually not excessive.

OTHER CONDITIONS OF EMPLOYMENT:

Certain positions within the classification may require availability to work a flexible schedule.

The probationary period will be 6 months.

Adopted:	xx-xx-xxxx
Board Approved:	xx-xx-xxxx
Prepared:	June 2018



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AGENDA ITEM NO. 6

DATE: June 28, 2018

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: **RESOLUTION NO. 2018-010, APPROVING THE PRO FORMA CABLECASTING SERVICES AGREEMENT**

RECOMMENDATION:

It is recommended the Board adopt Resolution No. 2018-010, Approving the Pro Forma Cablecasting Services Agreement, to memorialize the cablecasting services currently provided for Regional Transit, the Sacramento Metropolitan Fire District, and the Sacramento Unified School District; update the existing Agreement with SMUD; and document future requests for cablecasting services requested by local government agencies.

BACKGROUND/DISCUSSION:

In addition to cablecasting the Council and Board of Supervisors' meetings for the Commission's seven member agencies, our Metro Cable staff currently cablecast Board meetings for Regional Transit (RT), Sacramento City Unified School District (SCUSD), Sacramento Metropolitan Fire District (SMFD), and SMUD.

In 1990, the Commission Board approved a resolution, authorizing staff to negotiate Production Use Agreements with SMUD, Sac City Schools, Sacramento Area Flood Control Agency, and the San Juan Suburban Community Services District for videotaping meetings and hearings.

Since that time:

- An Agreement for use of Production Resources with SMUD and the Association of Sacramento County Water Districts were executed in 1990;
- An Agreement for use of Production Resources with the North Highlands Recreation and Park District was executed in November 1994;
- Although there were correspondence (e-mails and letters) to Regional Transit and Sacramento Metropolitan Fire District regarding cablecasting their meetings, Agreements were not executed;
- An Agreement for use of Production Resources with the Sacramento County Probation Department was executed in April 2013.

Staff asked Legal Counsel to draft a Pro Forma Cablecasting Agreement for the purpose of updating existing Agreements; memorialize cablecasting services provided to agencies that do not have

Item No. 6

Resolution No. 2018-010, Approving the Pro Forma Cablecasting Services Agreement

Page 2

Agreements in place; and to streamline the billing process by charging a flat fee (\$200.00) for each meeting cablecast and an additional \$200.00 for shoots that require the use of the Metro Cable Van - in lieu of charging for staff time and resources used, which entails keeping detailed records for each meeting that is cablecast for each of the four agencies (RT, SMFD, SCUSD, and SMUD).

Recommendation

It is recommended the Board adopt Resolution No. 2018-010, Approving the Pro Forma Cablecasting Services Agreement, and authorize the Executive Director to execute the Cablecasting Agreements with existing agencies and other agencies in the future, subject to minor modifications that may be approved by Legal Counsel.

Respectfully submitted,



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

Attachments:

Resolution No. 2018-010, Approving the Pro Forma Cablecasting Services Agreement
Pro Forma Cablecasting Services Agreement
Exhibit A

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-010

A RESOLUTION APPROVING THE PRO FORMA CABLECASTING SERVICES AGREEMENT

WHEREAS, the Sacramento Metropolitan Cable Television Commission (Commission) is responsible for programming Metro Cable 14 on behalf of the Commission's seven member agencies;

WHEREAS, the Commission approved an Agreement for Use of Production Resources with SMUD in 1990;

WHEREAS, the Commission wishes to update the Agreement with SMUD for cablecasting services provided by the Commission;

WHEREAS, the Commission wishes to memorialize the cablecasting services currently provided to Regional Transit, the Sacramento Metro Fire District, and the Sacramento City Unified School District;

WHEREAS, the Commission wishes to memorialize future request for cablecasting of meetings for other local government entities;

WHEREAS, attached hereto is a Pro Forma Cablecasting Services Agreement to memorialize the cablecasting services currently provided for Regional Transit, the Sacramento Metropolitan Fire District, and Sacramento Unified School District; update the existing Agreement with SMUD, and provide for future requests for cablecasting services requested by local government agencies.

NOW THEREFORE, BE IT RESOLVED THAT AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION that the Commission approves the Pro Forma Cablecasting Services Agreement.

FURTHER BE IT RESOLVED that the Commission's Executive Director be and is hereby authorized to execute Cablecasting Agreements in the form hereto attached, on behalf of the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION, a Joint Powers Agency of the State of California with existing and future entities for which cablecasting services are provided for by the Commission.

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 Board of Directors of the Sacramento Metropolitan Cable Television Commission this 28th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST :

Clerk of the Board

Chair of the Board



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

AGREEMENT FOR CABLECASTING SERVICES

[AGENCY NAME]

This agreement ("Agreement") is made by and between the Sacramento Metropolitan Cable Television (hereafter, "Commission") and **[AGENCY NAME]** (hereafter, "User").

1. Use of Equipment. User agrees to use the Commission's production resources solely for the purposes of producing non-commercial video programming. The specific resources committed by the Commission for this program and the specific purpose and content of the program is described in Exhibit "A" attached hereto.
2. Programming Restrictions. User shall not use any of the resources provided hereunder to produce or distribute:
 - i. any material designed to promote the sale of commercial products or services;
 - ii. advertising by or on behalf of candidates for public office;
 - iii. a lottery as defined by Federal Communications Commission ("FCC") regulations or any advertisement of or information concerning a lottery;
 - iv. any obscene, libelous or slanderous material; and
 - v. any material that may not be produced or distributed on or through "Public, Education and Governmental" channels or facilities by applicable Federal or State law.

User shall comply with all applicable rules and regulations of the Commission, Federal, State, and local governments and all other regulatory agencies, including the FCC.

3. Programming Liability. User agrees to indemnify and hold harmless **[CABLE COMPANY]**, the Commission, the County of Sacramento and the Cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt and Rancho Cordova from any and all claims or other injury (including the cost of defending claims or litigation) arising from or in connection with claims of loss or damage to person or property arising out of User's failure to comply with any applicable laws, rules, regulations or other requirements of local, state or federal authorities, for claims of libel, slander, invasion of privacy or infringement of common law or statutory copyright, for breach of contract or other injury or damage at law or equity, which claims result from User's use of resources provided hereunder.
4. Distribution Rights. By agreeing to allow User to use the production resources, the Commission reserves the non-exclusive right to use and reproduce for non-commercial purposes, without payment, any material produced by User with resources provided by the Commission under this Agreement. Such license includes distribution over all distribution channels, including the internet and associated social media.

5. Copyright.

- (a) User shall obtain clearances from broadcast stations, networks, sponsors, music licensing organizations representatives, and without limitation from the foregoing, any and all other persons as may be necessary to transmit program(s) produced under this Agreement over the Comcast, AT&T, Consolidated Communications and/or any similar video service provider within the Commission's jurisdiction.
- (b) Unless otherwise agreed to in Exhibit "A", the copyright of any program produced under this Agreement shall be held equally between the User and the Commission.
- (c) Without limiting the terms of Sections 3 or 6, User shall defend, indemnify and hold the Commission, its Board of Directors, the County of Sacramento, the Cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt and Rancho Cordova, officers, employees, and agents, individually and collectively harmless from its failure to comply with the terms of this Section.

6. Indemnification. To the fullest extent permitted by law, User shall defend, indemnify and hold the Commission, its Board of Directors, the County of Sacramento, the Cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt and Rancho Cordova, officers, employees, and agents, individually and collectively free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of User, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorney's fees and other related costs and expenses.

7. Insurance. User shall maintain general liability / personal injury / advertising injury insurance policies as required in this section and will include all applicable video service providers, the Commission, the County of Sacramento and the Cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt and Rancho Cordova, and their respective governing board, officers, employees and agents as additional insureds on such policies. User shall maintain Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits. Automobile Liability Insurance shall have coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident. Advertising Injury Insurance shall have minimum limits of at least \$1,000,000 per occurrence. The Commission may approve equivalent self-insurance in writing. User warrants that it maintains workers' compensation insurance as required by the State of California. User shall provide evidence of all such coverage prior to utilizing any Commission resources. User can satisfy these requirements with equivalent self-insurance.

8. Term. This Agreement may be terminated by either party without cause with thirty (30) days written notice to the other party.

9. Venue and Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.

10. Assignment or Transfer. User shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the Commission. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.
11. Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.
12. Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both parties.
13. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel or otherwise.
14. Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.
15. No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.
16. Authority to Enter Agreement. User has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
17. Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

Robert Davison, Executive Director
Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor, Sacramento, CA 95814-1212

Date

[AGENCY CONTACT PERSON], [TITLE]
[AGENCY NAME]
[AGENCY ADDRESS]

Date



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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EXHIBIT "A"

AGREEMENT FOR CABLECASTING SERVICES

[AGENCY NAME]

1. If Metro Cable does not provide video recording of the User's meeting, the User will provide the following production resources to Commission:

A digital video file or DVD file of the [AGENCY NAME] Board meeting gavel-to-gavel in accordance with Commission Policies on Public Meetings coverage.

The Commission will provide the following production resources to User:

Cable Channel 14's Programming Coordinator will schedule the meeting to cablecast from our server. If any re-encoding of the meeting file, or edits to the file, are necessary to make it playable, there may be an extra charge for staff time. Moreover, if additional equipment, including but not limited to a production van, is required, additional charges may apply.

2. User will use the production resources for the following purposes:

- a. Cablecast on Metro Cable 14,
- b. Webcast simultaneously at www.sacmetro cable.tv, and
- c. Historical File Footage

3. Copyright shall be held as follows:

Jointly between [AGENCY NAME] and the Sacramento Metropolitan Cable Television Commission. Either

4. Other terms and conditions:

- a. Metro Cable records and broadcasts only official, regular government meetings. Special meetings are covered depending upon staff and equipment availability, and Metro Cable's broadcast schedule. Regular government meetings are gavel to gavel. Workshops are generally not considered regular meetings.
- b. Metro Cable must receive authorized official requests for cablecasting in writing (yearly or bi-annual calendar request is recommended). Request includes date, time, location, and estimated duration of meeting.

- c. Commission equipment and staff availability subject to prior commitments to cover other public meetings. Requests with less than 30 days advance notice may be difficult to accommodate. Advance scheduling is greatly encouraged.
- d. Scheduling of the hearings for cablecast on Metro Cable 14 will not preempt the cablecasting of regularly scheduled public meetings. Member agency meetings are priorities in terms of coverage, broadcast scheduling, and staffing to cover meetings. Prior commitments are honored in terms of scheduling recordings and cablecasts.
- e. Meetings broadcast live have one additional guaranteed replay. Recorded meetings have two guaranteed broadcasts.
- f. The [AGENCY NAME] shall reimburse the Commission for each meeting Two Hundred Dollars (\$200) for all services provided under this Agreement. If User provides Metro Cable a video file for broadcast, User does not pay a flat fee, but is charged only for Metro Cable staff time for programming. Additional charges identified in Section 1 shall be billed at the Commission's actual cost plus a ten percent administrative fee. Notwithstanding the foregoing, the use of the Commission's production van as part of video services shall be charged Two Hundred Dollars (\$200) for each meeting.
- g. [AGENCY NAME] shall submit payment within 30 days of invoice date. Commission may bill User on a monthly, quarterly or annually basis at its discretion.



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AGENDA ITEM NO. 7

DATE: June 28, 2018
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: **CALENDAR YEAR 2018 INVESTMENT POLICY FOR THE POOLED INVESTMENT FUND**

RECOMMENDATION:

It is recommended the Board receive and file the County of Sacramento's Calendar Year 2018 Investment Policy for the Pooled Investment Fund.

DISCUSSION:

Since 1987, the County of Sacramento's Director of Finance has submitted a statement of investment policy for the Pooled Investment Fund to the Board of Supervisors for consideration and adoption.

The Board of Supervisors approved the attached Calendar Year 2018 Investment Policy on December 5, 2017, which includes the following amendments:

- reflect the current Fair Political Practices Commission dollar amount limit on gifts, honoraria, and gratuities that the Director of Finance, investment staff, and Treasury Oversight Committee members may receive in a calendar year; and
- authorize bank deposits with placement services to obtain FDIC coverage on deposits above \$250,000.

RECOMMENDATION:

As the Commission is a participant in the County's Pooled Investment Fund, the County recommends your Board receive and file the enclosed Calendar Year 2018 Investment Policy of the Pooled Investment Fund. Your action to receive and file the policy constitutes consideration at a public meeting, as recommended by Government Code Section 53646(a)(2).

Respectfully submitted,

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

Enclosure:

Calendar Year 2018 Investment Policy for the Pooled Investment Fund

Department of Finance

Ben Lamera
Director



County of Sacramento

Divisions

Administration
Auditor-Controller
Consolidated Utilities Billing & Service
Investments
Tax Collection & Business Licensing
Treasury

January 2, 2018

To: Pooled Investment Fund Participant Agency Board Chairs

Subject: **CALENDAR YEAR 2018 INVESTMENT POLICY FOR THE POOLED INVESTMENT FUND**

Since 1987, the Director of Finance has submitted a statement of investment policy to the Sacramento County Board of Supervisors for consideration and adoption. The Board of Supervisors approved the enclosed calendar year 2018 investment policy on December 5, 2017.

The investment policy has been amended to reflect the current Fair Political Practices Commission dollar amount limit on gifts, honoraria, and gratuities that the Director of Finance, investment staff, and Treasury Oversight Committee members may receive in a calendar year. The policy has also been amended to authorize bank deposits with placement services to obtain FDIC coverage on deposits above \$250,000.

I recommend that the legislative body of your agency receive and file the enclosed Sacramento County Annual Investment Policy of the Pooled Investment Fund — Calendar Year 2018 at its next regular meeting. Your action to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a)(2). The investment policy is also available on the Department of Finance — Investment Division webpage at www.finance.saccounty.net/investments.

The following investment-related reports are also available on the Investment Division webpage:

- Pooled Investment Fund Monthly Review;
- Quarterly Pooled Investment Fund Report; and
- Non-Pooled Investment Funds Portfolio Reports.

If you have any questions about the investment policy or management of the Pooled Investment Fund portfolio, please call me at (916) 874-6744 or Chief Investment Officer Bernard Santo Domingo at (916) 874-7320.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Lamera", is written over a horizontal line.

Ben Lamera
Director of Finance

Enclosure



SACRAMENTO COUNTY

**Annual Investment Policy
of the Pooled Investment Fund**

CALENDAR YEAR 2018

December 5, 2017
Resolution No. 2017-0805

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SACRAMENTO COUNTY

Annual Investment Policy of the Pooled Investment Fund

CALENDAR YEAR 2018

I. Authority

Under the Sacramento County Charter, the Board of Supervisors established the position of Director of Finance and by ordinance will annually review and renew the Director of Finance's authority to invest and reinvest all the funds in the County Treasury.

II. Policy Statement

This Investment Policy (Policy) establishes cash management and investment guidelines for the Director of Finance, who is responsible for the stewardship of the Sacramento County Pooled Investment Fund. Each transaction and the entire portfolio must comply with California Government Code and this Policy. All portfolio activities will be judged by the standards of the Policy and its investment objectives. Activities that violate its spirit and intent will be considered contrary to the Policy.

III. Standard of Care

The Director of Finance is the Trustee of the Pooled Investment Fund and therefore, a fiduciary subject to the prudent investor standard. The Director of Finance, employees involved in the investment process, and members of the Sacramento County Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activities that could conflict with the management of the investment program. All individuals involved will be required to report all gifts and income in accordance with California state law. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the Director of Finance shall act with care, skill, prudence, and diligence to meet the aims of the investment objectives listed in Section IV, Investment Objectives.

IV. Investment Objectives

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

A. Safety of Principal

The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they be from securities default or erosion of market value.

B. Liquidity

As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the Director of Finance to meet all operating requirements that may be reasonably anticipated in any depositor's fund.

C. Public Trust

In managing the Pooled Investment Fund, the Director of Finance and the authorized investment traders should avoid any transactions that might impair public confidence in Sacramento County and the participating local agencies. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

D. Maximum Rate of Return

As the fourth objective, the Pooled Investment Fund should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein. For comparative purposes, the State of California Local Agency Investment Fund (LAIF) will be used as a performance benchmark. The Pooled Investment Fund quarterly performance benchmark target has been set at or above LAIF's yield. This benchmark was chosen because LAIF's portfolio structure is similar to the Pooled Investment Fund.

V. Pooled Investment Fund Investors

The Pooled Investment Fund investors are comprised of Sacramento County, school and community college districts, districts directed by the Board of Supervisors, and independent special districts whose treasurer is the Director of Finance. Any local agencies not included in this category are subject to California Government Code section 53684 and are referred to as outside investors.

VI. Implementation

In order to provide direction to those responsible for management of the Pooled Investment Fund, the Director of Finance has established this Policy and will provide it to the Oversight Committee and render it to legislative bodies of local agencies that participate in the Pooled Investment Fund. In accordance with California Government Code section 53646, et seq., the Board of Supervisors shall review and approve this Policy annually.

This Policy provides a detailed description of investment parameters used to implement the investment process and includes the following: investable funds; authorized instruments; prohibited investments; credit requirements; maximum maturities and concentrations; repurchase agreements; Community Reinvestment Act Program; criteria and qualifications of broker/dealers and direct issuers; investment guidelines, management style and strategy; Approved Lists; and calculation of yield and costs.

VII. Internal Controls

The Director of Finance shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. To assist in implementation and internal controls, the Director of Finance has established an Investment Group and a Review Group.

The Investment Group, which is comprised of the Director of Finance and his/her designees, is responsible for maintenance of the investment guidelines and Approved Lists. These guidelines and lists can be altered daily, if needed, to adjust to the ever-changing financial markets. The guidelines can be more conservative or match the policy language. In no case can the guidelines override the Policy.

The Review Group, which is comprised of the Director of Finance and his/her designees, is responsible for the monthly review and appraisal of all the investments purchased by the Director of Finance and staff. This review includes bond proceeds, which are invested separately from the Pooled Investment Fund and are not governed by this Policy.

The Director of Finance shall establish a process for daily, monthly, quarterly, and annual review and monitoring of the Pooled Investment Fund activity. The following articles, in order of supremacy, govern the Pooled Investment Fund:

1. California Government Code
2. Annual Investment Policy
3. Current Investment Guidelines
4. Approved Lists (see page 9, Section IX.K)

The Director of Finance shall review the daily investment activity and corresponding bank balances.

Monthly, the Review Group shall review all investment activity and its compliance to the corresponding governing articles and investment objectives.

Quarterly, the Director of Finance will provide the Oversight Committee with a copy of the Pooled Investment Fund activity and its compliance to the annual Policy and California Government Code.

Annually, the Oversight Committee shall cause an annual audit of the activities within the Pooled Investment Fund to be conducted to determine compliance to the Policy and California Government Code. This audit will include issues relating to the structure of the investment portfolio and risk.

All securities purchased, with the exception of time deposits, money market mutual funds, LAIF and Wells Fargo's overnight investment fund, shall be delivered to the independent third-party custodian selected by the Director of Finance. This includes all collateral for repurchase agreements. All trades, where applicable, will be executed by delivery versus payment by the designated third-party custodian.

VIII. Sacramento County Treasury Oversight Committee

In accordance with California Government Code section 27130 et seq., the Board of Supervisors, in consultation with the Director of Finance, has created the Sacramento County Treasury Oversight Committee (Oversight Committee). Annually, the Director of Finance shall prepare an Investment Policy that will be forwarded to and monitored by the Oversight Committee and rendered to Boards of all local agency participants. The Board of Supervisors shall review and approve the Policy during public session. Quarterly, the Director of Finance shall provide the Oversight Committee a report of all investment activities of the Pooled Investment Fund to ensure compliance to the Policy. Annually, the Oversight Committee shall cause an audit to be conducted on the Pooled Investment Fund. The meetings of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer, or contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the Oversight Committee. A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the Sacramento County Board of Supervisors or governing board of any local agency that has deposited funds in the county treasury while a member of the Oversight Committee. Finally, a member may not secure employment with, or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the treasurer is doing business during the period that the person is a member of the Oversight Committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers or dealers, or impinge on the day-to-day operations of the Department of Finance treasury and investment operations.

IX. Investment Parameters

A. Investable Funds

Total Investable Funds (TIF) for purposes of this Policy are all Pooled Investment Fund moneys that are available for investment at any one time, including the estimated bank account float. Included in TIF are funds of outside investors, if applicable, for which the Director of Finance provides investment services. Excluded from TIF are all funds held in separate portfolios.

The Cash Flow Horizon is the period in which the Pooled Investment Fund cash flow can be reasonably forecasted. This Policy establishes the Cash Flow Horizon to be one (1) year.

Once the Director of Finance has deemed that the cash flow forecast can be met, the Director of Finance may invest funds with maturities beyond one year. These securities will be referred to as the Core Portfolio.

B. Authorized Investments

Authorized investments shall match the general categories established by the California Government Code sections 53601 et seq. and 53635 et seq. Authorized investments shall include, in accordance with California Government Code section 16429.1, investments into LAIF. Authorization for specific instruments within these general categories, as well as narrower portfolio concentration and maturity limits, will be established and maintained by the Investment Group as part of the Investment Guidelines. As the California Government Code is amended, this Policy shall likewise become amended.

C. Prohibited Investments

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity. These shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.

All legal investments issued by a tobacco-related company are prohibited. A tobacco-related company is defined as an entity that makes smoking products from tobacco used in cigarettes, cigars, or snuff or for smoking in pipes. The tobacco-related issuers restricted from any investment are any component companies in the Dow Jones U.S. Tobacco Index or the NYSE Arca Tobacco Index. Annually the Director of Finance and/or his designee will update the list of tobacco-related companies.

D. Credit Requirements

Except for municipal obligations and Community Reinvestment Act (CRA) bank deposits and certificates of deposit, the issuer's short-term credit ratings shall be at or above A-1 by Standard & Poor's, P-1 by Moody's, and, if available, F1 by Fitch, and the issuer's long-term credit ratings shall be at or above A by Standard & Poor's, A2 by Moody's, and, if available, A by Fitch. There are no credit requirements for Registered State Warrants. All other municipal obligations shall be at or above a short-term rating of SP-1 by Standard & Poor's, MIG1 by Moody's, and, if available, F1 by Fitch. In addition, domestic banks are limited to those with a Fitch Viability rating of a or better, without regard to modifiers. The Investment Group is granted the authority to specify approved California banks with Fitch Viability ratings of bbb+ but they must have a Support rating of 1 where appropriate. Foreign banks with domestic licensed offices must have a Sovereign rating of AAA from Standard and Poor's, Moody's, or Fitch and a Fitch Viability rating of a or better, without regard to modifiers; however, a foreign bank may have a rating of bbb+ but they must have a Support rating of 1. Domestic savings banks must be rated a or better, without regard to modifiers, or may have a rating of bbb+ but they must a Support rating of 1.

Community Reinvestment Act Program Credit Requirements

Maximum Amount	Minimum Requirements
Up to the FDIC- or NCUSIF-insured limit for the term of the deposit	<u>Banks</u> — FDIC Insurance Coverage
	<u>Credit Unions</u> — NCUSIF Insurance Coverage <i>Credit unions are limited to a maximum deposit of the NCUSIF-insured limit since they are not rated by nationally recognized rating agencies and are not required to provide collateral on public deposits.</i>
Over the FDIC- or NCUSIF-insured limit to \$10 million	<p>(Any 2 of 3 ratings)</p> <p>S&P: A-2 Moody's: P-2 OR Fitch: F-2</p> <p>Collateral is required</p> <p>Through a private sector entity that assists in the placement of deposits to achieve FDIC insurance coverage of the full deposit and accrued interest.</p>

Eligible banks must have Community Reinvestment Act performance ratings of “satisfactory” or “outstanding” from each financial institution’s regulatory authority. In addition, deposits greater than the federally-insured amount must be collateralized. Banks must place securities worth between 110% and 150% of the value of the deposit with the Federal Reserve Bank of San Francisco, the Home Loan Bank of San Francisco, or a trust bank.

Since credit unions do not have Community Reinvestment Act performance ratings, they must demonstrate their commitment to meeting the community reinvestment lending and charitable activities, which are also required of banks.

All commercial paper and medium-term note issues must be issued by corporations operating within the United States and having total assets in excess of one billion dollars (\$1,000,000,000).

The Investment Group may raise these credit standards as part of the Investment Guidelines and Approved Lists. Appendix A provides a Comparison and Interpretation of Credit Ratings by Standard & Poor’s, Moody’s, and Fitch.

E. Maximum Maturities

Due to the nature of the invested funds, no investment with limited market liquidity should be used. Appropriate amounts of highly-liquid investments, such as Treasury and Agency securities, should be maintained to accommodate unforeseen withdrawals.

The maximum maturity, determined as the term from the date of ownership to the date of maturity, for each investment shall be established as follows:

U.S. Treasury and Agency Obligations	5 years
Washington Supranational Obligations ¹	5 years
Municipal Notes	5 years
Registered State Warrants.....	5 years
Bankers Acceptances	180 days
Commercial Paper	270 days
Negotiable Certificates of Deposit.....	180 days
CRA Bank Deposit/Certificates of Deposit	1 year
Repurchase Agreements	1 year
Reverse Repurchase Agreements	92 days
Medium-Term Corporate Notes	180 days
Collateralized Mortgage Obligations	180 days

The Investment Group may reduce these maturity limits to a shorter term as part of the Investment Guidelines and the Approved Lists.

The ultimate maximum maturity of any investment shall be five (5) years. The dollar-weighted average maturity of all securities shall be equal to or less than three (3) years.

F. Maximum Concentrations

No more than 80% of the portfolio may be invested in issues other than United States Treasuries and Government Agencies. The maximum allowable percentage for each type of security is set forth as follows:

U.S. Treasury and Agency Obligations	100%
Municipal Notes	80%
Registered State Warrants.....	80%
Bankers Acceptances	40%
Commercial Paper	40%
Washington Supranational Obligations.....	30%
Negotiable Certificates of Deposit and CRA Bank Deposit/Certificates of Deposit	30%
Repurchase Agreements	30%
Reverse Repurchase Agreements	20%
Medium-Term Corporate Notes	30%
Money Market Mutual Funds.....	20%
Collateralized Mortgage Obligations	20%
Local Agency Investment Fund (LAIF).....	(per State limit) ²

The Investment Group may reduce these concentrations as part of the Investment Guidelines and the Approved Lists.

¹ The International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank.

² LAIF current maximum allowed is \$65 million.

No more than 10% of the portfolio, except Treasuries and Agencies, may be invested in securities of a single issuer including its related entities.

Where a percentage limitation is established above, for the purpose of determining investment compliance, that maximum percentage will be applied on the date of purchase.

G. Repurchase Agreements

Under California Government Code section 53601, paragraph (j) and section 53635, the Director of Finance may enter into Repurchase Agreements and Reverse Repurchase Agreements. The maximum maturity of a Repurchase Agreement shall be one year. The maximum maturity of a reverse repurchase agreement shall be 92 days, and the proceeds of a reverse repurchase agreement may not be invested beyond the expiration of the agreement. The reverse repurchase agreement must be "matched to maturity" and meet all other requirements in the code.

All repurchase agreements must have an executed Sacramento County Master Repurchase Agreement on file with both the Director of Finance and the Broker/Dealer. Repurchase Agreements executed with approved broker-dealers must be collateralized with either: (1) U.S. Treasuries or Agencies with a market value of 102% for collateral marked to market daily; or (2) money market instruments which are on the Approved Lists of the County and which meet the qualifications of the Policy, with a market value of 102%. Since the market value of the underlying securities is subject to daily market fluctuations, investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. Use of mortgage-backed securities for collateral is not permitted. Strictly for purposes of investing the daily excess bank balance, the collateral provided by the Sacramento County's depository bank can be Treasuries or Agencies valued at 110%, or mortgage-backed securities valued at 150%.

H. Community Reinvestment Act Program

The Director of Finance has allocated within the Pooled Investment Fund, a maximum of \$90 million for the Community Reinvestment Act Program to encourage community investment by financial institutions, which includes community banks and credit unions, and to acknowledge and reward local financial institutions which support the community's financial needs. The Director of Finance may increase this amount, as appropriate, while staying within the investment policy objectives and maximum maturity and concentration limits. The eligible banks and savings banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. The minimum credit requirements are located on page 5 of Section IX.D.

I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers

All transactions initiated on behalf of the Pooled Investment Fund and Sacramento County shall be executed through either government security dealers reporting as primary dealers to the Market Reports Division of the Federal Reserve Bank of New York or direct issuers that directly issue their own securities which have been placed on the Approved List of

brokers/dealers and direct issuers. Further, these firms must have an investment grade rating from at least two national rating services, if available.

Brokers/Dealers and direct issuers which have exceeded the political contribution limits, as contained in Rule G-37 of the Municipal Securities Rulemaking Board, within the preceding four-year period to the Director of Finance, any member of the Board of Supervisors, or any candidate for the Board of Supervisors, are prohibited from the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer will be sent a copy of this Policy and a list of those persons authorized to execute investment transactions. Each firm must acknowledge receipt of such materials to qualify for the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer authorized to do business with Sacramento County shall, at least annually, supply the Director of Finance with audited financial statements.

J. Investment Guidelines, Management Style and Strategy

The Investment Group, named by the Director of Finance, shall issue and maintain Investment Guidelines specifying authorized investments, credit requirements, permitted transactions, and issue maturity and concentration limits which are consistent with this Policy.

The Investment Group shall also issue a statement describing the investment management style and current strategy for the entire investment program. The management style and strategy can be changed to accommodate shifts in the financial markets, but at all times they must be consistent with this Policy and its objectives.

K. Approved Lists

The Investment Group, named by the Director of Finance, shall issue and maintain various Approved Lists. These lists are:

1. Approved Domestic Banks for all legal investments.
2. Approved Foreign Banks for all legal investments.
3. Approved Commercial Paper and Medium Term Note Issuers.
4. Approved Money Market Mutual Funds.
5. Approved Firms for Purchase or Sale of Securities (Brokers/Dealers and Direct Issuers).
6. Approved Banks / Credit Unions for the Community Reinvestment Act Program.

L. Calculation of Yield and Costs

The costs of managing the investment portfolio, including but not limited to: investment management; accounting for the investment activity; custody of the assets; managing and accounting for the banking; receiving and remitting deposits; oversight controls; and indirect and overhead expenses are charged to the investment earnings based upon actual labor hours worked in respective areas. Costs of these respective areas are accumulated by specific cost

accounting projects and charged to the Pooled Investment Fund on a quarterly basis throughout the fiscal year.

The Department of Finance will allocate the net interest earnings of the Pooled Investment Fund quarterly. The net interest earnings are allocated based upon the average daily cash balance of each Pooled Investment Fund participant.

X. Reviewing, Monitoring and Reporting of the Portfolio

The Review Group will prepare and present to the Director of Finance at least monthly a comprehensive review and evaluation of the transactions, positions, performance of the Pooled Investment Fund and compliance to the California Government Code, Policy, and Investment Guidelines.

Quarterly, the Director of Finance will provide to the Oversight Committee and to any local agency participant that requests a copy, a detailed report on the Pooled Investment Fund. Pursuant to California Government Code section 53646, the report will list the type of investments, name of issuer, maturity date, par and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value, and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Policy and a statement of the Pooled Investment Fund's ability to meet the expected expenditure requirements for the next six months.

Each quarter, the Director of Finance shall provide to the Board of Supervisors and interested parties a comprehensive report on the Pooled Investment Fund.

Annually, the Director of Finance shall provide to the Oversight Committee the Investment Policy. Additionally, the Director of Finance will render a copy of the Investment Policy to the legislative body of the local agencies that participate in the Pooled Investment Fund.

XI. Withdrawal Requests for Pooled Fund Investors

The Director of Finance will honor all requests to withdraw funds for normal cash flow purposes that are approved by the Director of Finance at a one dollar net asset value. Any requests to withdraw funds for purposes other than immediate cash flow needs, such as for external investing, are subject to the consent of the Director of Finance. In accordance with California Government Code Sections 27133(h) and 27136, such requests for withdrawals must first be made in writing to the Director of Finance. When evaluating a request to withdraw funds, the Director of Finance will take into account the effect of a withdrawal on the stability and predictability of the Pooled Investment Fund and the interests of other depositors. Any withdrawal for such purposes will be at the market value of the Pooled Investment Fund on the date of the withdrawal.

XII. Limits on Honoraria, Gifts, and Gratuities

In accordance with California Government Code Section 27133(d), this Policy establishes limits for the Director of Finance; individuals responsible for management of the portfolios; and members of the Investment Group and Review Group who direct individual investment decisions, select individual investment advisors and broker/dealers, and conduct day-to-day investment

trading activity. The limits also apply to members of the Oversight Committee. Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar year from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the designated filing official and complete the appropriate State forms.

No individual may receive aggregate gifts, honoraria, and gratuities from any single source in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. This limitation is \$470 for the period January 1, 2017, to December 31, 2018, and is adjusted for inflation every odd-numbered year. Any violation must be reported to the State Fair Political Practices Commission.

XIII. Terms and Conditions for Outside Investors

Outside investors may invest in the Pooled Investment Fund through California Government Code Section 53684. Their deposits are subject to the consent of the Director of Finance. The legislative body of the local agency must approve the Sacramento County Pooled Investment Fund as an authorized investment and execute a Memorandum of Understanding. Any withdrawal of these deposits must be made in writing 30 days in advance and will be paid based upon the market value of the Pooled Investment Fund. If the Director of Finance considers it appropriate, the deposits may be returned at any time to the local agency.

Appendix A

Comparison and Interpretation of Credit Ratings

Long Term Debt & Individual Bank Ratings				
Rating Interpretation	Moody's	S&P	Fitch	Fitch Viability Rating
<i>Best-quality grade</i>	Aaa	AAA	AAA	aaa
<i>High-quality grade</i>	Aa1	AA+	AA+	aa+
	Aa2	AA	AA	aa
	Aa3	AA-	AA-	aa-
<i>Upper Medium Grade</i>	A1	A+	A+	a+
	A2	A	A	a
	A3	A-	A-	a-
<i>Medium Grade</i>	Baa1	BBB+	BBB+	bbb+
	Baa2	BBB	BBB	bbb
	Baa3	BBB-	BBB-	bbb-
<i>Speculative Grade</i>	Ba1	BB+	BB+	bb+
	Ba2	BB	BB	bb
	Ba3	BB-	BB-	bb-
<i>Low Grade</i>	B1	B+	B+	b+
	B2	B	B	b
	B3	B-	B-	b-
<i>Poor Grade to Default</i>	Caa	CCC+	CCC	ccc
<i>In Poor Standing</i>	-	CCC	-	
	-	CCC-	-	
<i>Highly Speculative Default</i>	Ca	CC	CC	cc
	C	-	-	c
<i>Default</i>	-	-	DDD	f
	-	-	DD	f
	-	D	D	f

Short Term / Municipal Note Investment Grade Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	MIG-1	SP-1+/SP-1	F1+/F1
<i>Strong Capacity</i>	MIG-2	SP-2	F2
<i>Acceptable Capacity</i>	MIG-3	SP-3	F3

Appendix A

Short Term / Commercial Paper Investment Grade Ratings

Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	P-1	A-1+/A-1	F1+/F1
<i>Strong Capacity</i>	P-2	A-2	F2
<i>Acceptable Capacity</i>	P-3	A-3	F3

Fitch Support Ratings

Rating	Interpretation
1	A bank for which there is an extremely high probability of external support. The potential provider of support is very highly rated in its own right and has a very high propensity to support the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'A-'.
2	A bank for which there is a high probability of external support. The potential provider of support is highly rated in its own right and has a high propensity to provide support to the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'BBB-'.
3	A bank for which there is a moderate probability of support because of uncertainties about the ability or propensity of the potential provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'BB-'.
4	A bank for which there is a limited probability of support because of significant uncertainties about the ability or propensity of any possible provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'B'.
5	A bank for which external support, although possible, cannot be relied upon. This may be due to a lack of propensity to provide support or to very weak financial ability to do so. This probability of support indicates a Long-Term Rating floor no higher than 'B-' and in many cases no floor at all.

Appendix A

Fitch Sovereign Risk Ratings

<i>Rating</i>	<i>Interpretation</i>
AAA	Highest credit quality. 'AAA' ratings denote the lowest expectation of default risk. They are assigned only in cases of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
AA	Very high credit quality. 'AA' ratings denote expectations of very low default risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
A	High credit quality. 'A' ratings denote expectations of low default risk. The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
BBB	Good credit quality. 'BBB' ratings indicate that expectations of default risk are currently low. The capacity for timely payment of financial commitments is considered adequate but adverse business or economic conditions are more likely to impair this capacity.
BB	Speculative. 'BB' ratings indicate an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.
B	Highly speculative. 'B' ratings indicate that material default risk is present, but a limited margin of safety remains. Financial commitments are currently being met; however, capacity for continued payment is vulnerable to deterioration in the business and economic environment.
CCC	High default risk. Default is a real possibility.
CC	Very high levels of credit risk. Default of some kind appears probable.
C	Exceptionally high levels of credit risk. Default appears imminent or inevitable.
D	<p>Default. Indicates a default. Default generally is defined as one of the following:</p> <ul style="list-style-type: none"> • Failure to make payment of principal and/or interest under the contractual terms of the rated obligation; • The bankruptcy filings, administration, receivership, liquidation or other winding-up or cessation of the business of an issuer/obligor; or • The coercive exchange of an obligation, where creditors were offered securities with diminished structural or economic terms compared with the existing obligation.



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 • (916) 874-6661 • Fax: (916) 854-9666 • www.sacmetroable.tv

A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

AGENDA ITEM NO. 8

DATE: June 28, 2018

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: REVIEW OF PROCUREMENT CARD USAGE (OCTOBER 1, 2015 to JANUARY 31, 2018) /
RESOLUTION NO. 2018-011, ADOPTING THE 2018 EMPLOYEE RECOGNITION POLICY

RECOMMENDATION:

It is recommended the Board receive and file the review of the Commission's Procurement Card usage for the period October 1, 2015 to January 31, 2018; and approve Resolution No. 2018-011, Adopting the 2018 Employee Recognition Policy.

DISCUSSION:

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

In accordance with the County of Sacramento Procurement Card Program Guidelines and Procedures Manual and the County of Sacramento's Procurement Card Program Policy, the County Auditor performed the procedures as summarized in the attached *Review of Procurement Card Usage for the period of October 1, 2015 to January 1, 2018*.

First, the report reviews the status of prior findings from the previous review period of July 1, 2013 through July 1, 2015. The report indicates for each of the three findings that "it appears that the recommendation has been implemented."

Second, the report identifies two findings for the period reviewed. The two findings for the period reviewed, along with the auditor's recommendations and the Commission's Management Responses are as follows:

- 1) The auditor noted that a Card holder signed the "Accounts Payable Parked Invoice Transmittal" (Transmittal) authorizing the final U.S. Bank payment. The Transmittal should be signed by another individual, who is not a Cardholder, to indicate the proper review and authorization was obtained.

Recommendation

The auditor recommended the Commission have another individual, with proper authorization and other than the Cardholder, review and sign the Transmittals to indicate proper review and authorization are obtained.

Agenda Item No. 8

Review of Procurement Card Usage (October 1, 2015 to January 31, 2018);

Resolution No. 2018-011, Adopting the 2018 Employee Recognition Policy

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Management Response

- The Cable Commission currently has two full-time employees (an ASO III and a Confidential Senior Office Assistant), one temporary Senior Office Assistant, and a part-time Executive Director in the Administration Department.
 - The Executive Director serves as the Deputy Auditor Controller (DAC) and the Approving Official of the P-card Program.
 - The Executive Director reviews and signs the two P-card statements for the two P-card holders (ASO III and Production Director).
 - The Executive Director signs the "Procurement Summary" – which was implemented by the County in March 2017 – in his capacity both as the DAC and Approving Official.
 - To insure segregation of duties as recommended by the County auditors in a previous audit - the ASO III, who is a cardholder, currently signs the Transmittals.
 - Moving forward – the Commission will have the Executive Director review and sign the following:
 - the Accounts Payable Parked Invoice Transmittals;
 - to the two P-card holders' statements;
 - the Procurement Summary; and
 - the report of monthly claims that have been paid, which includes the monthly Procurement Card claims.
- 2) The auditor noted it could not be determined if proper approval was obtained for one transaction in the amount of \$320 that was made under the Commission's Employee Recognition Policy. According to the Commission's approved policy, "the Commission's Executive Director or designee will review and approve all employee recognition, food, refreshments, business/community event, and related expenses" and "authorization for expenditure of funds under this Policy must be obtained prior to purchasing any goods or services."

Furthermore, the Commission's Policy states that "expenses for employee recognition must be approved prior to being processed through the County of Sacramento's Financial System (a.k.a. COMPASS). Since no written documentation was obtained, the auditor could not determine if the purchase was approved by the Commission's Executive Director or designee.

Recommendation

The auditor recommended the Commission obtain written approval for all transactions made under the Employee Recognition Policy to indicate that proper approval was obtained.

Management Response

- The Commission's current Employee Recognition Policy does not specify approval has to be written.
- The \$320 transaction in question was approved verbally by the Executive Director at a meeting with the ASO III and Production Director; therefore no written documentation was obtained.
- The Cable Commission will update its Policy to stipulate written documentation must be obtained from the Executive Director prior for future employee recognition events.
- The Commission's updated Policy will provide further interpretation and more specific application to the County of Sacramento's Employee Recognition, Procedures and Guidelines.

Agenda Item No. 8

Review of Procurement Card Usage (October 1, 2015 to January 31, 2018);

Resolution No. 2018-011, Adopting the 2018 Employee Recognition Policy

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As a result of this P-card review, staff has revised the Commission's Employee Recognition Policy that was approved in June 2001. The 2018 Policy will require the submittal of a Pre-Approval Form for employee recognition events, as well as the written approval for all transactions related to such events.

The updated policy is also consistent with the current County of Sacramento P-Card requirements. The revised policy was forwarded to the County Auditor for feedback but staff has not received any comments or feedback.

RECOMMENDATION:

Staff recommends the Board:

- 1) Receive and file the Review of the Procurement Card Usage from October 1, 2015 to January 1, 2018;
- 2) Approve Resolution No. 2018-011, Adopting the 2018 Employee Recognition Policy.

Respectfully submitted,



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

Attachment:

SMCTC Review of Procurement Card Usage (October 1, 2015 to January 31, 2018)

Resolution No. 2018-011, Adopting the 2018 Employee Recognition Policy

2018 Employee Recognition Policy

Employee Recognition Event Pre-approval Form

Review of Procurement Card Usage

October 1, 2015 to January 31, 2018

Department of Finance

Ben Lamera
Director



Auditor-Controller Division

Joyce Renison
Assistant Auditor-Controller

County of Sacramento

April 10, 2018

Robert A. Davison, Executive Director
Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor
Sacramento, CA 95814

Dear Mr. Davison:

Enclosed is our final report on the agreed-upon procedures regarding the Sacramento Metropolitan Cable Television Commission's (Cable TV Commission) participation in the County of Sacramento Procurement Card Program for the period of October 1, 2015 to January 31, 2018.

Again, we would like to take this opportunity to thank you and your staff for the cooperation and assistance we received during our procedures.

Sincerely,

BEN LAMERA
DIRECTOR OF FINANCE

A handwritten signature in blue ink, appearing to read "Alan A. Matré", is written over a horizontal line.

By: Alan A. Matré
Chief of Audits

cc: Sacramento County Board of Supervisors
Nancy Newton, Assistant County Executive
David Villanueva, Deputy County Executive, Administrative Services
Britt Ferguson, Chief Fiscal Officer, Office of Budget and Debt Management
Dianna Baird, Procurement Card Program Administrator, General Services
Kim Liu, Administrative Services Officer III, Cable TV Commission



County of Sacramento

Inter-Departmental Memorandum

April 6, 2018

To: Robert A. Davison
Executive Director, Sacramento Metropolitan Cable Television Commission

From: Ben Lamera
Director of Finance

By: Alan A. Matré
Chief of Audits

A handwritten signature in black ink, appearing to read "Alan A. Matré", is written over the printed name.

Subject: **PROCUREMENT CARD AGREED-UPON PROCEDURES FOR THE PERIOD OF OCTOBER 1, 2015 TO JANUARY 31, 2018**

In accordance with the County of Sacramento Procurement Card Program (program) Guidelines and Procedures Manual, County of Sacramento Procurement Card Program Policy, County of Sacramento Travel (travel) Policy, and County of Sacramento Travel Guidelines and Procedures, we have performed the procedures enumerated below to Sacramento Cable Television Commission's (Cable TV Commission) participation in the program for the period of October 1, 2015 to January 31, 2018. Cable TV Commission's management is responsible for establishing and maintaining effective internal controls, and compliance with the program and travel's guidelines, policy, and procedures, and all other applicable laws, regulations, and statutory requirements. The sufficiency of the procedures is solely the responsibility of Cable TV Commission. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. This report is applicable solely to procedures referred below and is not intended to pertain to any of Cable TV Commission's other operations, procedures, or compliance with laws and regulations.

The procedures and associate findings are as follows below and on the next page:

- We inspected Cable TV Commission's records to identify any non-compliance with the above cited guidelines, policy, and procedures.

Finding: We noted an exception with a Cardholder signing the "Account Payable Parked Invoice Transmittal." See Attachment II, *Current Findings and Recommendations*.

- We tested purchases for the period of October 1, 2015 to January 31, 2018 to identify any non-compliance with the above cited guidelines, policy, and procedures.

Finding: We noted an exception regarding approval for a transaction. See Attachment II, *Current Findings and Recommendations*.

- We determined the current status of prior findings and recommendations reported on Cable TV Commission's procurement card agreed-upon procedures report for the period of July 1, 2013 to September 30, 2015, dated December 29, 2015.

Finding: The current status of prior findings and recommendations for Cable TV Commission is at Attachment I, *Current Status of Prior Findings and Recommendations*.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not perform an audit or examination, or review, the objectives of which would be the expression of an opinion or conclusion, respectively, on Cable TV Commission's accounting records, compliance, or results of our procedures referred above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. This report relates only to the results of our procedures referred to above, and does not extend to Cable TV Commission's operations as a whole.

Cable TV Commission's responses to the findings identified during our procedures are described in Attachment II, *Current Findings and Recommendations*. We did not perform procedures to validate Cable TV Commission's responses to the findings and, accordingly, we do not express opinions on the responses to the findings.

This report is intended solely for the information and use by the Sacramento County Board of Supervisors, Sacramento County Audit Committee, Department of Finance, Department of General Services, and Cable TV Commission's management. It is not intended to be, and should not be, used by anyone other than those specified parties. However, this restriction is not intended to limit distribution of this report, which is a matter of public record.

Attachments

Attachment I, *Current Status of Prior Findings and Recommendations*

Attachment II, *Current Findings and Recommendations*

cc: Members, Board of Supervisors
Sacramento County Audit Committee
Nancy Newton, Assistant County Executive
David Villanueva, Deputy County Executive, Administrative Services
Britt Ferguson, Chief Fiscal Officer, Office of Budget and Debt Management
Dianna Baird, Procurement Card Program Administrator, General Services
Karen Liu, Administrative Services Officer III, Cable TV Commission

COUNTY OF SACRAMENTO
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
PROCUREMENT CARD PROGRAM
CURRENT STATUS OF PRIOR FINDINGS AND RECOMMENDATIONS

PERIOD OF OCTOBER 1, 2015 TO JANUARY 31, 2018

**CURRENT STATUS OF PRIOR FINDINGS AND RECOMMENDATIONS (Report Date
December 29, 2015 for the period July 1, 2013 to September 30, 2015)**

1. Information Security

Comment

During our review of the Commission's internal controls, we noted that the Commission stored its cardholders' addresses and procurement card numbers on an online merchant platform. We further noted that the Commission displayed its cardholders' addresses and card numbers on its internal Procurement Card Procedures, which was stored electronically on its share drive. Therefore, the procurement card information could be obtained by unauthorized users for fraud. According to the County of Sacramento Procurement Card Program Guidelines and Procedures Manual and Policy, "*Cardholders must not write their purchasing card account numbers where they can be easily seen by others.*"

Recommendation

We recommend the Commission remove all pre-stored cardholders' information from any online merchant platform, and to omit cardholder account numbers and other identifying information from its internal Procurement Card Procedures to be in compliance with the County of Sacramento Procurement Card Program Guidelines and Procedures Manual and Policy.

Management Response

Staff will make every effort to remove all pre-stored cardholders' information from online merchant platforms and to insure that P-card information is not stored on all future purchases. The cardholder account numbers and other identifying information have been eradicated from the internal Procurement Card Procedures to insure compliance with the P-card Program Guidelines and Procedures Manual and Policy.

Current Status

It appears that the recommendation has been implemented.

2. Missing Signatures and Forms

Comment

During our review of the Commission's procurement card purchases, we noted that three months were missing the signed "Deputy Auditor-Controller Certification Form." We further noted that one monthly statement was missing the Approving Official's signature. According to the County of Sacramento Procurement Card Program Guidelines and Procedures Manual

COUNTY OF SACRAMENTO
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
PROCUREMENT CARD PROGRAM REVIEW
CURRENT STATUS OF PRIOR FINDINGS AND RECOMMENDATIONS

PERIOD OF OCTOBER 1, 2015 TO JANUARY 31, 2018

**CURRENT STATUS OF PRIOR FINDINGS AND RECOMMENDATIONS (Report Date
December 29, 2015 for the period July 1, 2013 to September 30, 2015)**

and Policy, "...The Deputy Auditor-Controller will complete the Deputy Auditor-Controller Certification form and attach it and the Master Statement to the Cardholder Statements" and "The Approving Official will sign and date each Cardholder Statement..."

Recommendation

We recommend the Commission ensure that Approving Officials sign and date each Cardholder statement and ensure that the Deputy Auditor-Controller complete all "Deputy Auditor-Controller Certification Forms" to be in compliance with the County of Sacramento Procurement Card Program Guidelines and Procedures Manual and Policy.

Management Response

Staff will tag all pages on the P-card statement and the Certification form that requires signatures, to ensure that the Approving Official sign and date each cardholder statement as well as ensure the Deputy Auditor-Controller sign all "Deputy Auditor-Controller Certification Forms" to be in compliance with the P-card Program Guidelines and Procedures Manual and Policy.

Current Status

It appears that the recommendation has been implemented.

3. Sales/Use Tax

Comment

During our review of the Commission's procurement card purchases, we noted two transactions for electronically downloaded computer software where the Commission accrued use tax in the Sacramento County Financial System (a.k.a. COMPASS), resulting in an overpayment of use tax. According to the California Board of Equalization, electronically downloaded computer software (where there is no tangible item included with purchase such as a disc) is not subject to sales or use tax.

Recommendation

We recommend that the Commission only accrues sales or use tax for products and services that are subject to sales or use tax as defined by the California Board of Equalization to avoid overpayment of taxes and be in compliance with California law.

COUNTY OF SACRAMENTO
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
PROCUREMENT CARD PROGRAM REVIEW
CURRENT STATUS OF PRIOR FINDINGS AND RECOMMENDATIONS

PERIOD OF OCTOBER 1, 2015 TO JANUARY 31, 2018

**CURRENT STATUS OF PRIOR FINDINGS AND RECOMMENDATIONS (Report Date
December 29, 2015 for the period July 1, 2013 to September 30, 2015)**

Management Response

Staff will do their best to accrue the appropriate sales or use taxes for products and services that are subject to such taxes as defined by the Board of Equalization in order to avoid overpayment of taxes and be in compliance with CA law.

NOTE: Per the Auditor, the County may offer training on the subject matter since the topic relating to sales taxes for products and services is very confusing. The Commission staff would be very interested in attending such training when it is offered.

Current Status

It appears that the recommendation has been implemented.

COUNTY OF SACRAMENTO
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
PROCUREMENT CARD PROGRAM
CURRENT FINDINGS AND RECOMMENDATIONS

PERIOD OF OCTOBER 1, 2015 TO JANUARY 31, 2018

1. Accounts Payable Parked Invoice Transmittal

Comment

During our review of Sacramento Metropolitan Cable Television Commission (Cable TV Commission), we noted that a Cardholder signed the "Accounts Payable Parked Invoice Transmittal" (Transmittal) authorizing the final US Bank Payment. The Transmittal should be signed by another individual, who is not a Cardholder, to indicate that proper review and authorization was obtained. Since the Cardholder is signing the Transmittal, we cannot determine if another individual, other than the Cardholder reviewed and authorized final payment to US Bank. In addition, if the final payment to US Bank is not reviewed and authorized by another individual, other than the Cardholder, the final US Bank can be made for a different amount and not be corrected in a timely manner.

Recommendation

We recommend Cable TV Commission to have another individual, with proper authorization and other than the Cardholder, review and sign the Transmittals to indicate proper review and authorization are obtained.

Management Response

- The Cable Commission currently has two full-time employees (ASO III and SOA Confidential), 1 temp Senior Office Assistant, and a part-time Executive Director in Admin.
- The Executive Director (ED) serves as the Deputy Auditor Controller (DAC) and the Approving Official of the P-card Program.
- The ED reviews and signs the two P-card statements for the two P-card holders (ASO III and Production Director).
- The ED signs the "Procurement Summary" – which was implemented by the County in March 2017 – in his capacity both as the Approving Official and DAC.
- To insure segregation of duties as recommended by the Cable Commission auditors in a previous audit - the ASO III, who is a cardholder, currently signs the Accounts Payable Parked Invoice Transmittal.
- Moving forward – we can have the ED sign the Accounts Payable Parked Invoice Transmittal, in addition to the two P-card statements, the Procurement Summary, as well as the report of monthly claims that have been paid, which includes the monthly Procurement Card claims.

NOTE: If the ED is to sign all the documents referenced above – staff is concerned that this may result in a finding by our outside auditor, the next time our biennial audit is performed – related to a previous finding that "Due to the small number of Admin staff, it is difficult to

COUNTY OF SACRAMENTO
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
PROCUREMENT CARD PROGRAM
CURRENT FINDINGS AND RECOMMENDATIONS

PERIOD OF OCTOBER 1, 2015 TO JANUARY 31, 2018

CURRENT FINDINGS AND RECOMMENDATIONS
(Continued)

have an ideal segregation of duties. However, compensating controls need to be put in place to reduce the risk of misstatement and fraud.”

2. Missing Documentation

Comment

During our purchases review of Cable TV Commission, we noted one transaction in the amount of \$320 that was made under Cable TV Commission’s Employee Recognition Policy where we cannot determine if proper approval was obtained. According to Cable TV Commission’s approved policy, “the Commission’s Executive Director or designee will review and approve all employee recognition, food, refreshments, business/community event, and related expenses” and “authorization for expenditure of funds under this policy must be obtained prior to purchasing any goods or services.” Furthermore, Cable TV Commission’s policy states that “expenses for employee recognition must be approved prior to being processed through the County of Sacramento Financial System (a.k.a. COMPASS). Since no written documentation was obtained, we cannot determine if the purchase was approved by the Cable TV Commission’s Executive Director or designee.

Recommendation

We recommend Cable TV Commission to obtain written approval for all transactions made under the Employee Recognition Policy to indicate that proper approval was obtained.

Management Response

- The Cable Commission’s current Employee Recognition Policy does not specify approval has to be written.
- The \$320 transaction in question was approved verbally by the Executive Director at a meeting with the ASO III and Production Director; therefore no written documentation was obtained.
- The Cable Commission will update it’s Policy to stipulate written documentation must be obtained from the Executive Director prior for future employee recognition events;
- The Cable Commission’s updated Policy will provide further interpretation and more specific application to the County of Sacramento’s Employee Recognition, Procedures and Guidelines.

Agenda Item No. 8

Review of Procurement Card Usage (October 1, 2015 to January 31, 2018);

Resolution No. 2018-011, Adopting the 2018 Employee Recognition Policy

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Resolution No. 2018-011
Adopting the 2018
Employee Recognition Policy



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

RESOLUTION NO. 2018-011

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION A RESOLUTION ADOPTING THE 2018 EMPLOYEE RECOGNITION POLICY

WHEREAS, the Sacramento Metropolitan Cable Television Commission (Commission) recognizes the importance of recognition of employees whom demonstrate outstanding performance, dedication to duty, and commitment to the workplace; and

WHEREAS, the Commission acknowledges a recognition program as a way to retain and recognize its workforce; and

WHEREAS, the Commission acknowledges the importance of employee events to strengthen staff morale and improve group and team participation; and

WHEREAS, the Commission supported the adoption of a recognition policy which allows expenditure of Commission funds for the purpose of employee recognition, food, refreshments and related expenses to improve the working environment, enhance morale, and as an expression of thanks; and

WHEREAS, the Commission approved an Employee Recognition Policy in June 2001;

WHEREAS, during a recent County P-card review of the Commission's participation in the County's P-card Program, the auditor suggested all expenses related to employee recognition events be approved in writing by the Commission's Executive Director or designee prior to the expenditure of Commission funds for such events;

WHEREAS, the Employee Recognition Event Pre-Approval Form, attached hereto will need to be submitted to the Commission's Executive Director for review and approval, prior to purchase any goods and services for any Employee Recognition Event;

NOW THEREFORE BE IT RESOLVED that the Commission adopts the 2018 Employee Recognition Policy and approves the Employee Recognition Event Pre-approval Form.

FURTHER BE IT RESOLVED AND ORDERED that the Commission's 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 Sacramento Metropolitan Cable Television Commission this 28th day of July, 2018 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN CABLE
TELEVISION COMMISSION

Chair

Attested by:

Clerk of the Commission

Agenda Item No. 8

Review of Procurement Card Usage (October 1, 2015 to January 31, 2018);

Resolution No. 2018-011, Adopting the 2018 Employee Recognition Policy

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Employee Recognition Policy 2018



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EMPLOYEE RECOGNITION POLICY

2018

PURPOSE

The Sacramento Metropolitan Cable Television Commission (Commission) strongly supports the Sacramento County Employee Recognition Policy, Procedures and Guidelines, outlining the use of County funds for employee recognition, food, refreshments, and business related expenses.

This updated SMCTC policy provides further interpretation and more specific application to the County's general policy statement. Its purpose is to establish guidelines for recognizing special incidents of employees' performance by allowing the expenditure of Commission funds to both improve employee relations and further conduct Commission business.

COMMISSION POLICY

Commission funds may be used for:

- ♦ Plaques, certificates, etc., of nominal value, as acknowledgement/recognition for years of service, retirement, or exemplary work or success (**Note:** "Nominal Value" is defined as not exceeding \$100.)
- ♦ Recognition events including, but not limited to, picnics, luncheons, etc. Commission funds may also be used to pay for, or provide for food, facilities, supplies, etc., at such recognition events.
- ♦ Workplace amenities such as coffee, water, tea and related similar supplies. These types of supplies may be provided with Commission funds for the purpose of enhancing morale and productivity, including meetings of member agencies, channel licensees, and internal staff activities.
- ♦ Food or refreshments at early morning meetings.
- ♦ Food or refreshments at meetings that extend through normal meal times or normal business hours.
- ♦ Meals included in the cost of attending business events/functions involving organizations that the Commission has existing ties to (contractually or otherwise).

Note: Nothing in this policy framework shall be construed to permit the use of Commission funds for the purchase of alcoholic beverages and tobacco. The purchase of alcoholic beverages or tobacco with Commission funds is expressly prohibited.

The Commission shall incorporate procedures and rules governing the use and approval of such expenditures and shall file those with the County Auditor's Office. The Commission's policy and procedures shall be in compliance with the County of Sacramento's Employee Recognition Policy, Procedures and Guidelines (Exhibit 1).

PROCEDURES

Program Expenditure Approval

The Commission's Executive Director or designee will review and approve all employee recognition, food, refreshments, business/community event, and related expenses.

Authorization for expenditure of funds under this policy must be obtained **in writing** (see Exhibit 2 - Employee Recognition Event Pre-Approval Form) prior to purchasing any goods and services.

Program Implementation

A. Standard Purchases

1. The Commission's standard procurement process will be used.
2. Expenses for employee recognition must be approved **in writing** prior to being processed through the COMPASS financial system.
3. The Commission will not co-mingle funds. Expenses for all employee recognition, food and refreshments for early meetings or at meetings that extend through normal business hours shall be charged to GL Account No. 20203800.

B. Special Purchases

1. Office Amenities
 - a. Office amenities such as water, coffee, or tea service must be purchased using existing County purchasing agreements when available.
2. Food Purchases
 - a. The Executive Director or designee must approve all reimbursement or expenses **in writing** for food purchases prior to the purchase.
3. Business Meal Expenses

- a. Business meal expenses shall be submitted to the Executive Director or designee for **written** approval prior to reimbursement.
 - b. All claims for business meals will include a memo on **Commission** letterhead addressed to the County Auditor-Controller Division, Document Verification Bureau, stating the business purpose of the event, how that purpose relates to Commission operations and the number of parties in attendance. Any claim that does not include this will be returned unprocessed to the operating department.
- C. County procurement cards may be used to make employee recognition program purchases.
1. All purchases made through procurement cards must follow procurement card policies and procedures.
 2. Purchases of food items will be allowed. Food purchases will require written approval by the Executive Director or designee.
 3. Any business meals purchased by use of the procurement card shall be accompanied by a memo on Commission letterhead as described under II, B, 3, b.

RESTRICTIONS

The following expenses are examples of items that may not be charged to Commission employee recognition funds:

- A. **Alcohol beverages or tobacco is strictly prohibited. ;**
- B. **recognition of birthdays, childbirth or adoptions, administrative professionals' day;**
- C. **meal expenses for meetings not related to Commission business;**
- D. **seasonal or holiday celebrations;**
- E. **costs for retirement functions. (A nominal item for employee recognition for the retiree, such as a plaque, flowers or a meal would be appropriate.);**
- F. **costs associated with training or travel;**
- G. **obvious gifts to officials or organizations.**

In no instances shall Commission funds be expended on behalf of the Commission for contributions, scholarships, or other purely fund raising activities. The Commission must always receive some tangible benefit from the expense. Some examples of tangible benefits could include meals consumed by Commission staff, advertising or merchandise, the value of which is commensurate with the expense.

DELEGATION OF APPROVAL AUTHORITY

The Commission's Executive Director may appoint designee(s) who are authorized to approve expenditure of funds and maintain an updated list of those staff. The list must be forwarded annually to the County Auditor – Controller Division (Exhibit C).

PROGRAM MONITORING

Procurement card expenses are submitted monthly as per procurement card procedures.

A. Over-Expenditures

1. The Executive Director or designee may approve expenditures over the budgeted amount.

Questions concerning the appropriateness of a purchase under this program should be referred to the County Auditor-Controller Division

Attachments:

- County of Sacramento Employee Recognition Policy, Procedures, and Guidelines (Approved June 13, 2000; Updated March 23, 2016)
- Employee Recognition Event Pre-Approval Form
- Commission Delegation of Authority (FY 2018-19)

Agenda Item No. 8

Review of Procurement Card Usage (October 1, 2015 to January 31, 2018);

Resolution No. 2018-011, Adopting the 2018 Employee Recognition Policy

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Employee Recognition Event Pre-approval Form



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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Employee Recognition Event Pre-Approval Form

Event Name: _____ Department: _____
Date: _____ Event Time: _____
Location: _____ Number of Attendees: _____
Estimated Cost: _____ G/L Account No.: _____

NOTE:

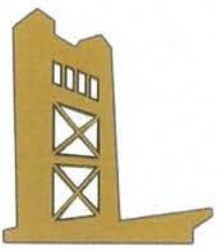
This form must be completed and forwarded for approval at least 2 weeks in advance.

Approval must be in place before any related expenditures can be made.

A signed copy of this form should also accompany related P-Card reconciliation and Expense Reports.

Requested By: _____ Title: _____
Signature: _____ Date: _____

Approved By: _____ Title: _____
Signature: _____ Date: _____



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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

AGENDA ITEM NO. 9

DATE: June 28, 2018

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: REVIEW OF FRANCHISE & PEG FEES REMITTED BY COMCAST COMMUNICATIONS, INC.
FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2016

RECOMMENDATION:

It is recommended the Board receive and file the report of the review of franchise and Public, Educational, and Government (PEG) fees remitted to the Sacramento Metropolitan Cable Television Commission (Commission) by Comcast Cable Communications, Inc. (Comcast) for the period January 1, 2015 through December 31, 2016.

DISCUSSION:

The attached report of the review of the franchise and Public, Educational, and Government (PEG) fees remitted to the Commission by Comcast for the period January 1, 2015 through December 31, 2016 was performed by Carolyn Sculco, with Ashpaugh & Sculco, CPAS, PLC (A&S). The review was performed under the authority of the Digital Infrastructure and Video Competition Act (DIVCA) of 2006. The purpose of the review was to determine whether Comcast was in conformance with its franchise and PEG fee obligations pursuant to its state franchise under the DIVCA.

In accordance with the DIVCA, the franchise fee obligation is 5% of gross revenues and the PEG fee obligation is 1% gross revenues. Based on the scope of work performed, A&S has identified the total amount now due to the Commission for underpayment of franchise, PEG fees, and interest charges over the period reviewed is \$588,636 (see Table 1 of report).


The underpayments were on items that were the same or similar to the underpayment items from the Calendar Years 2013 & 2014 audit. The Commission filed litigation against Comcast regarding the CYs 2013-14 audit. Based on actions by the Board related to the CYs 2013-14 audit, and the need to file an action to preserve the Commission's rights, a lawsuit was filed on behalf of the Commission for the Calendar Years 2015 & 2016 audit as well.

RECOMMENDATION:

It is recommended the Board receive and file this review report. The Commission will continue the practice of conducting reviews, with a concentrated focus on the accurate reporting of gross revenues to insure proper amounts are remitted to the Commission.

In addition, the staff and Legal Counsel will continue to pursue collection through the courts as may be necessary and will, of course, continue to seek direction from the Board on the pending litigation.

Respectfully submitted,



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

Attachment:

Review of Franchise & PEG Fees Remitted by Comcast from January 1, 2015 through December 31, 2016



ASHPAUGH & SCULCO, CPAs, PLC
Certified Public Accountants and Consultants

April 24, 2018

Robert Davison, Executive Director
Sacramento Metropolitan Cable TV Commission
799 G Street, 4th Floor
Sacramento, CA 95814

Subject: Review of Franchise and PEG Fees Paid by Comcast to the Sacramento Metropolitan Cable Television Commission, California

Dear Mr. Davison:

Ashpaugh & Sculco, CPAs, PLC (A&S) was engaged by the Sacramento Metropolitan Cable Television Commission, California (SMCTC) to review the franchise and PEG fees paid by Comcast. Please find enclosed our findings for the review period of January 1, 2015 through December 31, 2016. To review the franchise and PEG fees paid by Comcast, A&S performed the Scope of Work included on page two of this letter report.

This letter report is intended solely for the information and use of the SMCTC, is not intended to be, and should not be used by anyone other than these specified parties. It is our opinion that the total amount due to the SMCTC from Comcast for underpayment of franchise fees, PEG fees, and interest charges, totals \$588,636, as shown on page one of this letter report.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Sincerely,

ASHPAUGH & SCULCO, CPAS, PLC

Ashpaugh & Sculco, CPAs, PLC

ANALYSIS OF FRANCHISE & PEG FEES PAID BY COMCAST TO THE
SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

SUMMARY

Ashpaugh & Sculco, CPAs, PLC (A&S) was engaged by the Sacramento Metropolitan Cable Television Commission, California (SMCTC) to review the franchise and PEG fees paid by Comcast. The review period was from January 1, 2015 through December 31, 2016 (review period).

The purpose of our review was to determine whether Comcast was in conformance with Comcast's state franchise under the Digital Infrastructure and Video Competition Act of 2006 (DIVCA) enacted in California. In accordance with DIVCA, franchise fees are 5.00% of gross revenues and the PEG fee obligation is 1.00% of gross revenues. A&S has identified the total amount due to the SMCTC for underpayment of franchise fees, PEG fees, and interest charges is \$588,636.

TABLE 1

Ln No.	Description	Franchise Fees Due to SMCTC	PEG Fees Due to SMCTC	Total Due to SMCTC
1	Franchise and PEG Fees Calculated by Comcast	\$21,320,130	\$4,264,150	\$25,584,280
2	California PUC Fees Deducted by Comcast	(60,596)	-	(60,596)
3	Franchise and PEG Fees Paid by Comcast	\$21,259,534	\$4,264,150	\$25,523,683
<u>Adjustments</u>				
4	Subscriber Revenues	\$4,054	\$811	\$4,865
5	Late Fees	36,046	7,209	43,256
6	Insufficient Funds Fees	11,599	2,320	13,918
7	Multi-Service Fees	54,763	10,953	65,716
8	Video Installation/Activation	21,525	4,305	25,831
9	Bad Debt	31,632	6,326	37,958
10	PEG Fee Revenues	226,586	45,317	271,904
11	Advertising	669	134	803
12	Launch Incentives	4,554	911	5,465
13	California PUC Fees	60,596	-	60,596
14	Total Adjustments	\$452,025	\$78,286	\$530,310
15	Total Amount Calculated by A&S (Ln 3 + Ln 14)	\$21,711,558	\$4,342,435	\$26,053,993
16	Total Amount Paid by Comcast (from Ln 3)	(21,259,534)	(4,264,150)	(25,523,683)
17	Amount Due to SMCTC	\$452,025	\$78,286	\$530,310
18	Interest Charges	46,639	11,686	58,326
19	Total Amount Due to SMCTC	\$498,664	\$89,972	\$588,636

SCOPE OF WORK

A&S was not engaged to and did not perform an audit of Comcast, the objective of which would be the expression of an opinion that the financial statements provide a representation of the operations for the period reviewed. Accordingly, we do not express such an opinion. Had A&S performed such additional procedures, other matters might have come to our attention that would have been reported to the SMCTC. This report relates only to a review of Comcast's gross revenues used to calculate franchise and PEG fees and does not extend to any financial statements of Comcast or the SMCTC. A&S has relied solely on information provided to us by the SMCTC and Comcast.

A&S reviewed the franchise and PEG fees paid by Comcast to the SMCTC to determine whether Comcast complied with franchise and PEG fee obligations of DIVCA. The analysis was performed solely to assist the SMCTC with respect to evaluating franchise and PEG fees owed by Comcast to the SMCTC for the review period. The conclusions and recommendations are based on data responses, accounting records, and interviews provided by the SMCTC and Comcast. A&S performed the following Scope of Work:

1. Submitted initial data request to Comcast, on behalf of the SMCTC, requesting information for the review period.
2. Reviewed DIVCA, to gain an understanding of the terms, conditions, and requirements for the determination of franchise and PEG fees.
3. Submitted data requests to Comcast to resolve outstanding items and questions.
4. Corresponded with Comcast and the SMCTC's staff, if needed, to obtain additional information.
5. Reconciled the gross revenues reported in franchise and PEG fee payments to supporting data provided by Comcast.
6. Determined whether the categories of revenues were properly included in the calculation of franchise and PEG fees.
7. Summarized the dollar impact of any exceptions.
8. Calculated interest charges associated with the underpayment of franchise and PEG fees.
9. Submitted report to the SMCTC summarizing our findings and recommendations.

REVIEW OF FRANCHISE AND PEG FEES

In accordance with the DIVCA, franchise fees are 5.00% and PEG fees are 1.00% of gross revenues, respectively. A&S reviewed the franchise and PEG fees paid by Comcast to the SMCTC for the review period of January 1, 2015 through December 31, 2016. The total amount due to the SMCTC for underpayment of franchise and PEG fees is \$588,636. We explain our adjustments and reference them by line number in the remainder of this report, using the same line numbers listed in Table 1 on Page 1.

ANALYSIS OF SUBSCRIBER REVENUES

Comcast earns the substantial portion of its revenues from cable television subscriber revenues. Cable subscriber revenues include amounts received for programming (basic, digital, high-definition), premium channels, franchise fees, pay-per-view, installation charges, channel guides, equipment lease rentals, late fees, returned check fees and other miscellaneous charges. A&S reconciled the subscriber revenues to the franchise and PEG fee payments, on a test basis, utilizing the same data as Comcast for reporting revenues to the SMCTC.

Subscriber Revenues (Line 4)

A&S reviewed the monthly subscriber revenues to determine whether the revenues were correctly included in the gross revenues reported to the SMCTC. Comcast provided us with a detailed reconciliation schedule for December 2015 and December 2016. We used the sample months as guidance to review and reconcile the remaining months, and to determine whether Comcast correctly reported gross revenues to the SMCTC.

Comcast decided to exclude certain subscriber revenues because, in Comcast's opinion, they were not revenues in accordance with the definition of gross revenues. We reviewed the revenues and determined whether they were incorrectly excluded from the gross revenues reported to the SMCTC.

Due to the confidential nature of the subscriber revenues, we have not provided any additional detail in this report. At Comcast's request and the SMCTC's approval, we will submit supporting calculations to Comcast for their subsequent review and discussion.

Late Fees, Non-Sufficient Funds Fees, and "Multi-Service" Fees (Lines 5-7)

Comcast classifies the following revenues as "multi-service", i.e., related to more than just video: late fees, non-sufficient funds (NSF) fees, convenience fees, service protection plan fees, administrative fees, and early termination fees. Comcast allocates the "multi-service" revenues based on an allocation factor of video revenues to total service revenues (video revenues divided by the sum of video, high-speed, voice and security revenues). Each of these charges is associated with the bill or the service package and is not related to a line of business (i.e., video, HSD, voice or security). For example, the late fee charged is the same whether the subscriber takes only video or takes multiple services.

Comcast has proposed an argument that, according to generally accepted accounting principles (GAAP), these revenues are "multiple products" and should be allocated. This argument is without merit. None of the late fees, NSF fees, convenience fees and administrative fees are products. As stated above, the fee is the same in every instance when the situation arises, i.e., when the bill is late or the subscriber contacts Comcast, and holds no relationship to any line of business.

We have identified the late fees and non-sufficient funds fees separately in Table 1, as these fees are specifically referred to in the definition of gross revenues under DIVCA. A&S disagrees that the "multi-service" revenues should be allocated and made an adjustment to include 100% of the revenues collected from subscribers in the gross revenues reported to the SMCTC.

Video Installation/Activation (Line 8)

Comcast provides customers with an on-time guarantee and gives customers a credit on their bill if Comcast is late or fails to show up for an appointment. Also, if Comcast fails to repair a problem on the first visit and must make repeated trouble calls, Comcast often times gives customers a credit on their bills. Comcast decreased the revenues reported to the SMCTC for credits related to failed on-time guarantees, installations and repairs. It is our opinion that these are business expenses and should not decrease the gross revenues reported to the SMCTC. A&S made an adjustment to reverse the deductions.

Bad Debt (Line 9)

Subscriber bad debt reported to the SMCTC should include only actual video write-offs and recoveries. Historically, the CPSM-318 billing reports utilized by Comcast did not provide the breakout of write-offs and recoveries by line of business. Comcast estimated video write-offs based on an allocation of video revenues to total subscriber revenues. Based on our review of the billing reports, A&S noted that the billing reports listed actual bad debt write-offs and recoveries by line of business for the review period. However, the bad debt detail was not accurately reported by line of business. Although we disagree with the Comcast's allocation of bad debt based on revenues, absent a better method supported by data, we recalculated bad debt, net of all adjustments, utilizing an allocation based on billed revenues. A&S made an adjustment to bad debt for the difference in Comcast's estimate of bad debt as compared to our estimate of bad debt.

PEG Fee Revenues (Line 10)

Comcast did not include the revenues collected from subscribers related to the pass-through of PEG fees in the gross revenues reported to the SMCTC for the review period. These are revenues received from subscribers and billed on their cable bills. A&S included the amounts collected from subscribers for PEG fees in the gross revenues reported to the SMCTC.

ANALYSIS OF NON-SUBSCRIBER REVENUES

Comcast included non-subscriber revenues generated from advertising, home shopping and other revenues. A&S obtained and reviewed the amounts from supporting documentation provided by Comcast. Based on our review, we noted the following exceptions.

Advertising Revenues (Line 11)

A&S recalculated advertising revenues and compared the amounts to the advertising revenues reported by Comcast. Comcast reported incorrect advertising revenues to the SMCTC from January through March 2015. A&S adjusted advertising revenues to reflect the revised amounts.

Launch Incentives (Line 12)

Comcast received launch incentives from programming suppliers as reimbursement of costs incurred in support of the launch or promotion of new programming. Comcast records launch incentives as "contra-expenses" and does not recognize them as revenues. There is no exclusion of any payments from the definition of gross revenues, as defined in Section 5860(d) of DIVCA.

However, Comcast may deduct from launch incentives associated with “specific, identifiable marketing costs incurred by the holder of a state franchise for the introduction of new programming”, as defined in Section 5860(e)(9). If Comcast can provide any specific, identifiable marketing costs, we will review the data to determine whether it is an offset to the launch incentives. A&S made an adjustment to include launch incentives.

California PUC Fees (Line 13)

Comcast deducted “California PUC Fees” assessed by the California Public Utilities Commission to holders of state issued franchises from the third quarter franchise fee payments. Based on our review of DIVCA and federal law, we disagree that the California PUC Fees should be deducted from the franchise fee payments. A&S made an adjustment to add back the “California PUC Fees”.

INTEREST CHARGES (Line 18)

Interest charges are defined in DIVCA, Section 5860, paragraph (h) as follows:

The state franchise fee shall be remitted to the applicable local entity quarterly, within 45 days after the end of the quarter for that calendar quarter. Each payment shall be accompanied by a summary explaining the basis for the calculation of the state franchise fee. If the holder does not pay the franchise fee when due, the holder shall pay a late payment charge at a rate per year equal to the highest prime lending rate during the period of delinquency, plus 1 percent. If the holder has overpaid the franchise fee, it may deduct the overpayment from its next quarterly payment.

A&S calculated interest charges, compounded annually, for the underpayment of franchise fees utilizing the prime rate plus 1.00%. The prime rate plus 1.00% is shown in the table below. A&S assumed that payment of the outstanding amount would be on April 30, 2018. If payment is after April 30, 2018, additional interest charges will accrue. Interest charges will be recalculated based on when actual payment is expected to be received.

Period Interest Rate was in Effect	Prime Rate Plus 1.00%
January 1, 2015 – December 31, 2015	4.25%
January 1, 2016 – December 31, 2016	4.50%
January 1, 2017 – March 31, 2017	4.75%
April 1, 2017 – June 30, 2017	5.00%
July 1, 2017 – December 31, 2017	5.25%
January 1, 2018 – March 31, 2018	5.50%
April 1, 2018 – April 30, 2018	5.75%

DIVCA does not address the issue of interest charges for the underpayment of PEG fees. Therefore, A&S utilized the language from the California Constitution, Article 15, Section 1, to determine the interest charges associated with PEG fees. A&S calculated interest charges at

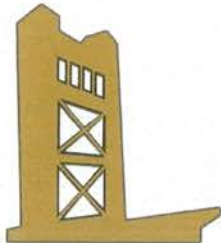
7.00%, compounded annually, through April 30, 2018. A&S assumed that payment of the outstanding amount would be on April 30, 2018. If payment is after to April 30, 2018, additional interest charges will accrue. Interest charges will be recalculated based on when actual payment is expected to be received.

AUDIT FEES

In accordance with DIVCA, Section 5860(i), "If the examination discloses that the holder has underpaid franchise fees by more than 5 percent during the examination period, the holder shall pay all of the reasonable and actual costs of the examination." The identified underpayment due to the SMCTC from our review did not exceed the 5.00% threshold for the review period. Thus, reimbursement of the audit fee is not included in Table 1.

RECOMMENDATIONS

A&S recommends that the SMCTC pursue payment of \$588,636 due from Comcast for the underpayment of franchise and PEG fees, including interest charges. Based on our review, it is reasonable to assume that some of the findings noted in this report could apply to franchise and PEG fees paid to the SMCTC in future years. A&S proposes that the SMCTC request that Comcast maintains all relevant financial records in case the SMCTC decides to review additional years later. The financial records should include accounting records, general ledgers, number of subscribers, and data for advertising revenues. It is imperative to maintain these records because clerical errors, changes in accounting methods, or unique situations that would not surface during the year may be discovered under direct questions and analyses.



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 • (916) 874-6661 • Fax: (916) 854-9666 • www.sacmetrocast.com

A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

AGENDA ITEM NO. 10

DATE: June 28, 2018
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: **RESOLUTION NO. 2018-012, AUTHORIZING THE ISSUANCE OF A SUBPOENA RELATING TO A REVIEW OF FRANCHISE & PEG FEES PAID BY COMCAST IN CALENDAR YEAR 2017**

RECOMMENDATION:

It is recommended the Board approve Resolution No. 2018-012, Authorizing the Issuance of a Subpoena Relating to a Review of Franchise and PEG Fees paid by Comcast in Calendar Year 2017 to the Sacramento Metropolitan Cable Television Commission.

BACKGROUND/DISCUSSION:

California Public Utilities Code Section 5860(i) permits a local agency to examine the business records of a holder of a state franchise to ensure that compensation is in compliance with state law.

Comcast is a holder of a state franchise within the Commission's jurisdiction and earns a substantial portion of its revenue from monthly cable television subscriber fees. Monthly subscriber revenues are generated from revenues including basic service, premium service, franchise and public, education and government (PEG) fees, pay-per-view service, installation guides, converter rental, late fees, non-sufficient funds fee, and other miscellaneous fees/charges. The amounts collected from cable subscribers associated with the FCC regulatory fees are also subject to franchise fees and PEG fees.

Attached is the Letter of Agreement with Ashpaugh & Sculco, CPAs, PLC to perform an analysis of fees paid by Comcast to the Commission in Calendar Year 2017. The review of franchise & PEG fees remitted by Comcast for the period January 1, 2017 through December 1, 2017 is to be completed by the end of Fiscal Year 2018-19.

RECOMMENDATION:

In the interest of time, staff felt it was prudent for the Board to approve a resolution authorizing the issuance of a subpoena in case it is needed since the Board will not meet again until October 4, 2018; therefore, staff recommends the Board approve Resolution No. 2018-011, Authorizing the Issuance of a Subpoena Relating to an Audit of Franchise & PEG Fees Paid by Comcast in Calendar Year 2017.

Respectfully submitted,

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

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2018-012

**A RESOLUTION AUTHORIZING THE ISSUANCE OF A SUBPOENA
RELATING TO AN AUDIT OF FRANCHISE & PEG FEES
PAID BY COMCAST IN CALENDAR YEAR 2017**

WHEREAS, Comcast Cable Communications Management, LLC ("Comcast") holds a state franchise and provides cable television services within the areas of the Sacramento Metropolitan Cable Television Commission's ("Commission") jurisdiction; and

WHEREAS, the Commission wishes to inspect Comcast's business records pertaining to franchise & PEG fees for the purpose of conducting an audit as authorized by Public Utilities Code section 5860(i); and

WHEREAS, the Commission has subpoena power to the same extent that the City of Sacramento has subpoena power; and

WHEREAS, Government Code section 37104 authorizes cities to issue subpoenas requiring the attendance of a person or the production of books or other documents for evidence in any action or proceeding pending before it; and

WHEREAS, the City of Sacramento Charter Article III, Section 34 grants subpoena authority for investigations.

NOW, THEREFORE, the Sacramento Metropolitan Cable Television Commission does hereby resolve as follows:

Section 1. The Commission's Auditor ("Auditor") shall specifically describe the information or records required for the audit in accordance with Public Utilities Code section 5860(i).

Section 2. The Commission authorizes its Executive Director or the Executive Director's designee to execute a subpoena for Comcast's business records, in whatever form such records are kept, whether written, electronic or otherwise, for the purpose of conducting an audit in accordance with Public Utilities Code section 5860(i). A subpoena may also require the attendance of the custodian of records or other person knowledgeable about the business records sought.

Section 3. The authority to issue the subpoena discussed herein shall expire upon the completion of the audit pertaining to franchise and PEG fees for Comcast's state video franchise for the territory within the jurisdiction of the Commission for Calendar Year 2017.

On a motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Sacramento Metropolitan Cable Television Commission this 28th day of June 2018 by the following vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Clerk of the Board

Chair of the Board



ASHPAUGH & SCULCO, CPAs, PLC
Certified Public Accountants and Consultants

April 5, 2018

Robert Davison, Executive Director
Sacramento Metropolitan Cable TV Commission
799 G Street, 4th Floor
Sacramento, CA 95814

Subject: Letter Agreement for an Analysis of the Franchise and PEG Fees Paid by Comcast to the Sacramento Metropolitan Cable Television Commission, California

Dear Mr. Davison:

Ashpaugh & Sculco, CPAs, PLC ("A&S") is pleased to provide this engagement letter to the Sacramento Metropolitan Cable Television Commission ("SMCTC") to set forth the scope and terms for providing consulting services. A&S has been engaged by the SMCTC to perform Agreed-Upon Procedures, specifically, a review of the franchise fees and public, education, and governmental access ("PEG") fees paid by Comcast from January 1, 2017 through December 31, 2017 (the "Review Period") in conformance with Comcast's state franchise under the Digital Infrastructure and Video Competition Act of 2006 ("DIVCA") enacted in California.

A&S will perform the services listed in the attached Scope of Work (Attachment A). This letter agreement authorizes and obligates: (i) A&S to perform the tasks set forth in the Scope of Work ("Tasks"); and, (ii) the SMCTC to promptly submit A&S's valid invoices for this project for payment, payable within thirty days of receipt. During the project, the Tasks may be modified by written authorization of the SMCTC and any impact on the estimated budget will be addressed.

A&S shall submit a report to the SMCTC listing the procedures services and the findings. This report is intended solely for the information and use of the SMCTC, and is not intended to be and should not be used by anyone other than these specified parties.

A&S agrees to perform an analysis of the franchise and PEG fees paid by Comcast from January 1, 2017 through December 31, 2017 for the not-to-exceed budget of \$14,000.

All work undertaken in performing the Tasks shall be billed to the SMCTC at A&S's standard hourly billing. The budget is based on anticipated cooperation from the SMCTC and Comcast personnel, and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, A&S shall first obtain consent of the SMCTC and provide a new fee estimate before any additional costs are incurred.

Robert Davison, Executive Director

April 5, 2018

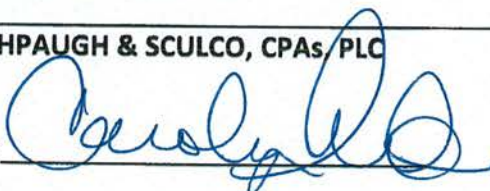

Page 2 of 2

Additional and optional tasks requested by the SMCTC, and agreed to by A&S, shall be performed by A&S at the hourly billing rates. A&S may also bill the SMCTC for analytical time, administrative time and all out-of-pocket expenses directly chargeable to any additional and optional tasks mutually agreed to by the SMCTC and A&S.

We appreciate your assistance and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of this engagement as described, please sign the enclosed copy and return it to us.

This project shall be commenced as soon as practicable upon execution of this letter agreement, and shall be completed as soon as good practice and due diligence will permit. This letter agreement shall be deemed executed and accepted on the date it is signed by the SMCTC.

AGREED AND ACCEPTED:

ASHPAUGH & SCULCO, CPAs, PLC	Sacramento Metropolitan Cable Television Commission
By: 	By: 
Name: <u>CAROLYN SCULCO</u>	Name: <u>Robert A. Davison</u>
Title: <u>VICE-PRESIDENT</u>	Title: <u>Exec. Director</u>
Date: <u>APRIL 10</u> , 2018	Date: <u>4-6</u> , 2018

SCOPE OF WORK

Ashpaugh & Sculco, CPAs, PLC ("A&S") is pleased to provide this Scope of Work to the Sacramento Metropolitan Cable Television Commission ("SMCTC") for a review of the franchise and PEG fees paid to the SMCTC by Comcast. The review period will be from January 1, 2017 through December 31, 2017 ("Review Period").

The Scope of Work, set forth below, is for "Agreed Upon Procedures" and not a traditional audit of financial statements as defined by Generally Accepted Auditing Standards ("GAAS"). A traditional audit includes the issuance of an opinion stating whether the financial statements are presented fairly in conformity with Generally Accepted Accounting Principles ("GAAP"). Because the procedures listed in Scope of Work do not constitute a traditional audit, A&S will not express an opinion on Comcast or the SMCTC's financial statements or any elements, accounts, or items thereof. Our review and reports are Agreed-Upon Procedures and will relate only to a review of Comcast's gross revenues and related elements of expenses.

Our Scope of Work identifies the steps that we would perform to ensure that gross revenues are accurately reported by Comcast in accordance with DIVCA.

Project Kick-Off

1. Contact the SMCTC's staff and obtain documentation required to kick-off the project.
2. Review DIVCA to gain an understanding of the definition of gross revenues and determination of franchise and PEG fees.
3. Prepare initial data request to Comcast requesting information related to the review period. During the course of the project, if needed, prepare additional data requests and submit to Comcast.
4. If needed, assist the SMCTC with the execution of a tolling agreement of the statute of limitations under DIVCA.
5. If required, execute a non-disclosure agreement with Comcast. In some audits, Comcast have not requested an NDA. A&S has executed numerous NDAs with Comcast.
6. Correspond with the SMCTC and Comcast, as required via phone and email, to obtain documentation, resolve issues, and obtain any appropriate assistance

General Steps

7. Provide periodic reports to the SMCTC on work in progress.
8. Recalculate the franchise and PEG fees paid to the SMCTC for the review period.
9. Identify each revenue type or source that Comcast did not include in the determination of franchise and PEG fees remitted to the SMCTC for the review period.
10. Ensure that gross revenues recorded on the general ledger are included in the gross revenues reported to the SMCTC in accordance with DIVCA.

Subscriber Revenues

11. Reconcile subscriber revenues reported to the SMCTC to revenues on third-party billing data.

12. Review non-sufficient funds fees, late fees, and FCC regulatory fees to ensure that they are properly included in the gross revenues reported to the SMCTC.
13. Review bad debt expense and bad debt recoveries reported to the SMCTC.
14. Request and review detail from Comcast regarding:
 - a. Identification of bundled packages offered;
 - b. Parsing of bundled price among the bundled products; and,
 - c. Determination of franchise and PEG fees on applicable portions of the bundle.
15. Review monthly subscriber counts. If there are significant changes in subscriber counts, obtain explanation from Comcast. Investigate unusual discrepancies.

Non-Subscriber Revenues

16. Reconcile non-subscriber revenues reported in the franchise and PEG fee payments to supporting documentation provided by Comcast.
17. Review and recalculate allocation of non-subscriber revenues to ensure that they are correctly included in gross revenues reported to the SMCTC.
18. Reconcile advertising revenues reported in franchise and PEG fee payments to supporting documentation provided by Comcast. Ensure that Comcast reported advertising revenues to the SMCTC in accordance with the definition of gross revenues.
19. Review any "contra-expenses" recorded by Comcast to ensure that amounts were accurately reported to the SMCTC in accordance with the definition of gross revenues.

Summarize Results and Issue Report

20. Develop spreadsheet models that include the following calculations:
 - a. Compare franchise and PEG fees reported to the SMCTC to calculations by A&S, by category of revenues.
 - b. Calculate under/overpayment of amount due to the SMCTC.
 - c. Calculate interest charges and other applicable fees on under/over payments of the franchise and PEG fees.
21. Submit draft report for review and comments. The report will include explanations of findings by category of revenues, tables that summarize the finding by year and category of service, under/overpayment of franchise and PEG fees, interest charges and any other amounts due to the SMCTC, and recommendations to the SMCTC.
22. Submit final report to the SMCTC.

PROPOSED BUDGET

Ashpaugh & Sculco, CPAs, PLC ("A&S") proposes to review the franchise and PEG fees paid by Comcast to the Sacramento Metropolitan Cable Television Commission ("SMCTC"). The review period will be from January 1, 2017 through December 31, 2017 ("Review Period").

A&S will issue a report that discusses our findings, plus any applicable interest and penalties due to the SMCTC. Please note that actual costs may be less than the proposed budget, and A&S will endeavor to pass on any budget savings to the SMCTC. A&S proposes to review the franchise and PEG fees paid to the SMCTC for a not-to-exceed budget of \$14,000.

The proposed budget does not include any travel or travel-related costs and do not include any additional services. We have based the budget on anticipated cooperation from Comcast's staff, and the assumption that we will not encounter any unexpected circumstances during the project. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur any additional costs.

Standard Hourly Billing Rates

The following table sets forth our current hourly billing rates. While it is anticipated that Garth Ashpaugh and Carolyn Sculco will be primarily responsible for conducting and overseeing the work, we have also included the hourly billing rates for other personnel categories.

Position	Hourly Billing Rates
Garth T. Ashpaugh	\$150.00
Carolyn A. Sculco	\$150.00
Senior Analyst/Consultant	\$90.00 to \$105.00
Staff Analyst I	\$45.00 to \$65.00
Administration/Secretary	\$35.00 to \$40.00

Travel Costs & Other Expenses

The proposed budget is exclusive of travel and travel-related costs, and assumes that the SMCTC and Comcast will submit responses to our information requests directly to our offices and not require any out-of-town visits. It has been our experience that it is more cost effective and less cumbersome to all parties, including Comcast, to communicate via fax, email and courier rather than perform extensive on-site visits.

If Comcast requires out-of-town visits, we will need to adjust the budget. the SMCTC would only be billed the actual costs of any trip. A&S bills clients at cost for directly incurred expenses such as travel (accommodations, airfare, car rental, meals, and other incidental charges) and overnight delivery charges. Any travel time required during the normal business day will be charged to the client at our normal hourly billing rates.

Additional Services

A&S is available to assist in recovery of any underpayment of franchise and PEG fees and associated interest charges and penalties. Additional services would include assisting the SMCTC in its negotiations with Comcast. Typically, we participate in conference calls, discuss our findings

with Comcast, and assist the SMCTC in negotiating a settlement with Comcast. We are also available to perform other additional services, such as: meet with the SMCTC to discuss our findings; make presentations of our report to the SMCTC; and provide support and testimony if this matter is litigated.

These additional services are not included in our proposed budget. We will perform these services at our hourly billing rates at a budget mutually agreed to by the SMCTC and A&S. These services will be provided under the contract only after the SMCTC approves a written proposal provided by A&S.

Timeline & Deliverables

A&S will endeavor to complete this project within 6 months of the award of the contract. However, our work depends on data provided by the SMCTC and Comcast. We will provide a data request for the SMCTC to submit to Comcast within fourteen (14) business days of notice to proceed. The time estimate assumes timely and complete responses from Comcast. If the responses are not complete and or not provided timely, they may impact our anticipated schedule. We will notify the SMCTC if our schedule is affected in such a manner.



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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AGENDA ITEM NO. 11

DATE: June 28, 2018
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: **CALENDAR YEAR 2017 SURPLUS PROPERTY LIST**

RECOMMENDATION:

It is recommended the Board receive and file the Surplus Property List for Calendar Year 2017.

DISCUSSION:

Staff implemented the practice of conducting a physical inventory of fixed assets annually in order to maintain an accurate list of inventory and control of Commission-owned equipment and furnishings over the years, as a result of the recommendation made by the Commission's Auditor.

The items on the attached list were declared to be surplus property as of and for the Calendar year ended December 31, 2017 and were disposed of based on the Commission's Fixed Assets Disposal Policy. This refers to assets with the following characteristics:

- 1) It does not function in whole or in part.
- 2) It is beyond repair.
- 3) It is technologically obsolete.
- 4) It is no longer needed by the Commission.
- 5) It has fully depreciated and has no residual value.

It is recommended the Board receive and file the Calendar Year 2017 Surplus Property list.

Respectfully submitted,

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

Attachment:
Surplus Property List (Calendar Year 2017)



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Surplus Property List Calendar Year 2017

	Inv Tag #	Serial #	Brand/Make	Model #	Description of Property	Reason
1	170148	N/A	Lowel	T097 Light Kit	Lowell T097 Light Kit	No Longer Needed/ Obsolete
2	176265	D345000117	Fujinon	A16x9.5 Lens	Fujinon A16x9.5 Lens	No Longer Needed/ Obsolete
3	195667	N/A	Videotek	VSG201	Video Equip (SYNCGEN)	No Longer Needed/ Obsolete
4	195670	10559	Sony	DXC-D35	Sony DXCD35h Cameras	No Longer Needed/ Obsolete
5	195671	21293	Sony	CA-537	Sony DXCD35 Camera adapter	No Longer Needed/ Obsolete
6	204914	N/A	PocketGen	5XLR	PocketGen 5XLR Color Bar Gen	No Longer Needed/ Obsolete
7	204956	470DA-100	EEG	Smart Encoder IV	EEG Smart Encoder IV	No Longer Needed/ Obsolete
8	204957	470DA-101	EEG	Smart Encoder IV	EEG Smart Encoder IV	No Longer Needed/ Obsolete
9	204958	470DA-102	EEG	Smart Encoder III	EEG Smart Encoder III	No Longer Needed/ Obsolete
10	204959	470DA-103	EEG	Smart Encoder IV	EEG Smart Encoder IV	No Longer Needed/ Obsolete
11	204960	470DA-104	EEG	Smart Encoder IV	EEG Smart Encoder IV	No Longer Needed/ Obsolete
12	204978	N/A	AJA	FR1	AJA 4-Slot Frame w/ Power Supply	No Longer Needed/ Obsolete
13	212124	A910289	Echolab	Overture 1 SD	Switcher Rack mounted main unit	No Longer Needed/ Obsolete
14	212125	A910288	Echolab	Overture 1 SD panel	Switcher Panel	No Longer Needed/ Obsolete
15	212149	ZSA141726	Echolab	ADVSG-F	Echolab Analog and Digital Sync Generator	No Longer Needed/ Obsolete
16	212153	100616002	Omnipro	NSK3480	Bill Piper's Computer	No Longer Needed/ Obsolete
17	212156	1006005	Omnipro	NSK3480	Donna Welborn's Computer	No Longer Needed/ Obsolete
18	212161	100616006	Omnipro	NSK3480	Presentation Computer	No Longer Needed/ Obsolete
19	212163	GBDEUS91697C	HP	NU486AB	Elitebook 8540P Laptop	No Longer Needed/ Obsolete
20	213638	264633101279	Marshall	V-R102DP-2C	Marshall Rackmount Analog Monitor	No Longer Needed/ Obsolete
21	213701	9445-009313	Synergy	Synergy	4 Port Control Device controller Interface	No Longer Needed/ Obsolete
22	213707	N/A	Synergy	DAU	DAU-2000 Digital Archive Unit	No Longer Needed/ Obsolete
23	213870	21	Chyron	7A00263	Chyron PCI + CG Card	No Longer Needed/ Obsolete
24	213871	71	Chyron	7A00263	Chyron PCI & CG Card	No Longer Needed/ Obsolete
25	213873	42	Chyron	5A01375	Chyron Second Channel Card With Genlock Strap	No Longer Needed/ Obsolete
26	213874	3	Chyron	5A01375	Chyron Second Channel Card With Genlock Strap	No Longer Needed/ Obsolete



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AGENDA ITEM NO. 12

DATE: June 28, 2018
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: **CONFLICT OF INTEREST CODE – APPENDIX A**
LIST OF DESIGNATED POSITIONS FOR CALENDAR YEAR 2018

RECOMMENDATION:

It is recommended the Board approve the revised list of Designated Positions for Calendar Year 2018 (Appendix A) related to the Cable Commission's Conflict of Interest Code.

BACKGROUND/DISCUSSION:

Public agencies in California are required to adopt a Conflict of Interest Code to help identify potential conflicts of interests and to require public officials and employees in designated positions to report their financial interest on a Statement of Economic Interests (Form 700).

The California Fair Political Practices Commission's (FPPC) regulations mandates a biennial review of each agency's Conflict of Interest Code to ensure that disclosure categories and job titles of filers remain up-to-date.

Pursuant to Government Code section 82011, the Board of Supervisors of the County of Sacramento is the Code reviewing body for the Cable Commission.

Staff met with the County Clerk's office back in 2016 to determine if the Cable Commission's Conflict of Interest Code and the list of designated positions and disclosure categories needed to be updated. As a result of that meeting:

- 1) the Commission Conflict of Interest Code was revised, which included changes recommended to the Code, along with the revised list of Designated Positions and Disclosure Categories;
- 2) the revisions were forwarded to and approved by the Commission Board at their September 1, 2016 meeting.

In 2017, the following changes were forwarded to the Commission Board at their September 2017 meeting for approval:

- 1) the designated position of the Board member representing the cities of Folsom, Galt and Rancho Cordova changed to the Galt representative, with Councilmember Lori Heuer replacing Councilmember Andy Morin from Folsom;
- 2) the addition of a third Board Alternate appointment for Sacramento;
- 3) the addition of a newly appointed Ex-Officio for Rancho Cordova.

The attached updated list of Designated Positions (Appendix A) includes the following changes for Calendar Year 2018:

- 1) appointment of Matt Read, as Board Alternate for Councilmember Steve Hansen, in place of Consuelo Hernandez;
- 2) appointment of Robert McGarvey, as the Alternate Ex-Officio for Rancho Cordova.

RECOMMENDATION:

It is recommended the Board approve the updated list of Designated Positions for Calendar Year 2018 (Appendix A) and delegate authority to the Executive Director to make changes to the list, as needed in the future. The Commission's updated list of Designated Positions for Calendar Year 2018 will be forwarded to the County Clerk's office.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Robert A. Davison", is written over a horizontal line.

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

Attachment:

Conflict of Interest Code (Appendix A) - Designated Positions (Calendar Year 2018)



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CONFLICT OF INTEREST CODE APPENDIX A

DESIGNATED POSITIONS CALENDAR YEAR 2018

Designated Position	Position No. (County e-Disclosure System)	Name	Assigned Disclosure Categories
Board Member, County of Sacramento - District 1	0000014	Phillip Serna	1, 2, 3, 4, 5
Board Member, County of Sacramento - District 2	0000015	Patrick Kennedy	1, 2, 3, 4, 5
Board Member, County of Sacramento - District 3	0000013	Susan Peters	1, 2, 3, 4, 5
Board Member, County of Sacramento - District 4	0000010	Sue Frost	1, 2, 3, 4, 5
Board Member, County of Sacramento - District 5	0000012	Don Nottoli	1, 2, 3, 4, 5
Board Member, City of Sacramento	0000009	Steve Hansen	1, 2, 3, 4, 5
Board Member, City of Sacramento	0000008	Eric Guerra	1, 2, 3, 4, 5
Board Member, City of Sacramento	0000006	Lawrence Carr	1, 2, 3, 4, 5
Board Member, City of Citrus Heights	0000023	Albert Fox	1, 2, 3, 4, 5
Board Member, City of Elk Grove	0000007	Steve Detrick	1, 2, 3, 4, 5
Board Member, City of Galt (Representing Folsom, Galt and Rancho Cordova)	0000011	Lori Heuer	1, 2, 3, 4, 5
Board Alternate, County of Sacramento - District 1	0000003	Lisa Nava	1, 2, 3, 4, 5
Board Alternate, County of Sacramento - District 2	0000002	Susan McKee	1, 2, 3, 4, 5
Board Alternate, County of Sacramento - District 3	0000004	Howard Schmidt	1, 2, 3, 4, 5
Board Alternate, County of Sacramento, District 4	0000005	Matt Hedges	1, 2, 3, 4, 5
Board Alternate, City of Sacramento	0000024	Matthew Read	1, 2, 3, 4, 5
Board Alternate, City of Sacramento	0000025	Matthew Bryant	1, 2, 3, 4, 5
Board Alternate, City of Sacramento	0000027	Sarah Pollo	1, 2, 3, 4, 5
Board Alternate, City of Citrus Heights	0000017	Bret Daniels	1, 2, 3, 4, 5
Board Alternate, City of Elk Grove	0000016	Stephanie Nguyen	1, 2, 3, 4, 5
Board Member (Ex-Officio), City of Rancho Cordova	0000018	Garrett Gatewood	1, 2, 3, 4, 5
Board Member (Ex-Officio Alternate), City of Rancho Cordova	0000028	Robert McGarvey	1, 2, 3, 4, 5

Appendix A**Conflict of Interest Code - Appendix A - Designated Positions (Calendar Year 2018)**

Page 2

Designated Position	Position No. (County e-Disclosure System)	Name	Assigned Disclosure Categories
Executive Director	0000019	Robert Davison	1, 2, 3, 4, 5
Administrative Services Officer III	0000001	Karen Liu	1, 2, 3, 4, 5
Production Director	0000020	Kristin Riggs	1, 2, 3, 4, 5
Legal Counsel	0000022	Harriet Steiner	1, 2, 3, 4, 5
Legal Counsel	0000026	Joshua Nelson	1, 2, 3, 4, 5

The Executive Director or Commission Legal Counsel may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this Code. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s or Commission Legal Counsel’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.



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AGENDA ITEM NO. 13

DATE: June 28, 2018
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: CHAIR AND VICE-CHAIR ELECTION

RECOMMENDATION:

It is recommended the Board elect a Chair for and Vice-Chair for Fiscal Year 2018-19.

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 Chair, the Vice-Chair shall preside at said meetings in which the Chair is absent and shall perform any other duties of the Chair if the Chair is not available.

The attached chart of Chairs and Vice-Chairs (April 1982 through June 2018) is provided to assist in the deliberations for the election to fill those two seats for Fiscal Year 2018-19.

RECOMMENDATION:

It is recommended the Board elect a Chair and Vice-Chair for Fiscal Year 2018-19.

Respectfully submitted,

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

Attachment:
Chair/Vice-Chair History (April 1982 - June 2018)

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION
CHAIR / VICE CHAIR HISTORY
(1982 - JUNE 2018)

Date Nominated	CHAIR		VICE CHAIR	
	Jurisdiction	Name	Jurisdiction	Name
July 2017	Elk Grove	Steve Detrick	Sacramento	Matthew Hedges
July 2016	Sac County	Ted Wolter	Sacramento	Isaac Gonzalez
July 2015	Sac County	Ted Wolter	Sacramento	Isaac Gonzalez
March 2015	Sac County	Ted Wolter	Sacramento	Isaac Gonzalez
June 2014	Sac County	Ted Wolter	Sacramento	Allen Warren
June 2013	Elk Grove	Steve Detrick	Sac County	Ted Wolter
June 2012	Citrus Heights	Mel Turner	Elk Grove	Steve Detrick
June 2011	Folsom*	Andy Morin	Citrus Heights	Mel Turner
March 2011	Folsom*	Andy Morin	Citrus Heights	Mel Turner
June 2010	Folsom*	Andy Morin	Citrus Heights	Steve Miller
June 2009	Sacramento	Robbie Waters	Folsom*	Andy Morin
February 2009	Sac County	Don Nottoli	Sacramento	Robbie Waters
June 2008	Elk Grove	Michael Leary	Citrus Heights	Steve Miller
June 2007	Elk Grove	Michael Leary	Sac County	Roberta MacGlashan
April 2006	Sacramento	Sandy Sheedy	Elk Grove	Michael Leary
April 2005	Sac County	Don Nottoli	Sacramento	Sandy Sheedy
April 2004	Sacramento	Robbie Waters	Sac County	Don Nottoli
March 2003	Sacramento	Robbie Waters	Sac County	Don Nottoli
February 2002	Sacramento	Robbie Waters	Sac County	Don Nottoli
March 2001	Sacramento	Robbie Waters	Sac County	Don Nottoli
March 2000	Citrus Heights	James Shelby	Sacramento	Robbie Waters
March 1999	Sac County	Illa Collin	Citrus Heights	James Shelby
March 1998	Sac County	Illa Collin	Sacramento	Robbie Waters
March 1997	Sacramento	Bonnie Pannell	Sac County	Illa Collin
March 1996	Galt**	Richard Pratt	Sacramento	Bonnie Pannell
January 1995	Sac County	Roger Dickinson	Galt**	Richard Pratt
April 1994	Sacramento	Josh Pane	Sac County	Roger Dickinson
April 1993	Sac County	Toby Johnson	Sacramento	Jimmie Yee
April 1992	Galt**	Orvell Fletcher	Sac County	Illa Collin
April 1991	Galt**	Orvell Fletcher	Sacramento	Terry Kastanis
May 1990	Sacramento	Lyla Ferris	Sac County	Grantland Johnson
Dec. 1989	Sac County	Jim Streng	Sacramento	Lyla Ferris
April 1989	Sacramento	Doug Pope	Sac County	Jim Streng
April 1988	Sac County	Toby Johnson	Galt**	Orvell Fletcher
April 1987	Sacramento	Terry Kastanis	Sac County	Toby Johnson
April 1986	Sac County	Illa Collin	Sacramento	Terry Kastanis
April 1985	Galt**	Orvell Fletcher	Sacramento	Lynn Robie
April 1984	Sacramento	Terry Kastanis	Sac County	Illa Collin
April 1982	Sac County	Bill Bryan	Sacramento	Terry Kastanis

* Represented the cities of Folsom, Galt & Rancho Cordova (SMCTC member agencies under the 80,000 population threshold as of 2008).

** Represented the cities of Galt and Folsom (SMCTC member agencies under the 80,000 population threshold as of 1988).



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AGENDA ITEM NO. 14

DATE: June 28, 2018
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: GENERAL ADMINISTRATION REPORT

RECOMMENDATION:

It is recommended the Board receive a verbal report from staff regarding the following administration matters:

- 1) Quarterly Meetings for the Remainder of CY 2018 (October 4, 2018 & December 6, 2018)
- 2) Letters of Agreements with Ashpaugh & Sculco
 - Review of Franchise & PEG Fees Paid by AT&T (CYs 2016 & 2017)
 - Review of Franchise & PEG Fees Paid by Comcast (CY 2017)
 - Review of Franchise & PEG Fees Paid by Consolidated Communications, Inc. (CYs 2015-2017)
- 3) Classification and Compensation Study - Status
- 4) HR to GO Agreement (Human Resources Services)

Respectfully submitted,

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



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AGENDA ITEM NO. 15

DATE: June 28, 2018
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 the representatives of the following Channel Licensees who are present:

- A) Access Sacramento
- B) Capital Public Radio
- C) KVIE, Inc.
- D) SacFaith TV
- E) Sacramento Educational Cable Consortium

Respectfully submitted,

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



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AGENDA ITEM NO. 16

DATE: June 28, 2018
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: STATE FRANCHISEE REPORTS

RECOMMENDATION:

It is recommended the Board receive verbal reports from representatives from the following state franchisees who are present:

- A) AT&T
- B) Comcast
- C) Consolidated Communications, Inc.

Respectfully submitted,

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



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AGENDA ITEM NO. 17

DATE: June 28, 2018
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 on matters that are not on the agenda.

Respectfully submitted,

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