



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 • (916) 874-6661 • Fax: (916) 854-9666 • www.sacmetrocbable.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, OCTOBER 3, 2019

2:30 p.m.

Board Members: Larry Carr, Steve Detrick, Sue Frost, Garret Gatewood, Eric Guerra, Steve Hansen, Patrick Kennedy, Porsche Middleton, Don Nottoli, Susan Peters, Phil Serna
Elected Alternates: Robert McGarvey, Stephanie Nguyen, Steve Miller
Appointed Alternates: Matt Bryant (Carr), Matt Hedges (Frost), Sarah Pollo (Guerra), Matt Read (Hansen), Keaton Riley (Kennedy), 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.sacmetrocbable.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

ITEM NO. 1) CONFERENCE WITH LEGAL COUNSEL

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: SMCTC v. Comcast Cable Communications Management, LLC
Case No. 2:18-CV-00500
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: SMCTC v. Comcast Cable Communications Management, LLC
Case No. 2:18-AT-00694
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: City of Portland, Oregon, City of Los Angeles, Sacramento
Metropolitan Cable Television Commission, et al v. United States and FCC
Case No. 19-72391

Action:

Adjourn to a closed session to discuss the closed session items, and report out, if necessary.

ITEM NO. 2) RESOLUTION NO. 2019-010, ADOPTING THE FISCAL YEAR 2019-20 FINAL GENERAL FUND BUDGET AND RESOLUTION NO. 2019-011, ADOPTING THE FISCAL YEAR 2019-20 FINAL PEG FEE FUND BUDGET

Action:

Approve Resolution No. 2019-010 (Attachment 1), Adopting the Fiscal Year 2019-20 Final General Fund (094A) Budget, and Resolution No. 2019-011 (Attachment 2), Adopting the Fiscal Year 2019-20 Final PEG Fee Fund (094B) Budget, to include the following documents:

- Exhibit 1 – FY 2018-19 Budgeted/Actuals / FY 2019-20 Final General Fund (094A) Budget Summary;
- Exhibit 2 – FY 2018-19 Budgeted/Actuals / FY 2019-20 Final PEG Fee Fund (094B) Budget Summary;
- Attachment 3 - Resolution No. 2019-012, Approving and Authorizing Execution of the First Amendment to the Annual Funding and Performance Agreement for Channel Licensee (FY 2019-20) – Sacramento Educational Cable Consortium;
- Attachment 4 - First Amendment to Annual Funding and Performance Agreement for Channel Licensee (FY 2019-10) – Sacramento Educational Cable Consortium;
- Attachment 5 - Metro Cable's Revised Fiscal Year 2019-20 Operations Funding Request;
- Attachment 6 - Metro Cable's Revised Fiscal Year 2019-20 PEG Fee Funding Request.

ITEM NO. 3) RESOLUTION NO. 2019-013, Approving the Revised Technical Coordinator Job Description

Action:

Adopt Resolution No. 2019-013, Approving the Revised Technical Coordinator Job Description.

ITEM NO. 4) CALENDAR YEAR 2020 SMCTC QUARTERLY BOARD MEETING SCHEDULE

Action:

Receive and file the Quarterly Board Meeting Schedule for Calendar Year 2020.

ITEM NO. 5) GENERAL ADMINISTRATION REPORT

Action:

Receive a verbal report from staff on the following administrative matters:

- a. FCC In-kind Proceeding – Agreement to join the Coalition appealing the Order;
- b. Mary Thao Anacleto – Promotion from Confidential SOS to ASO I;
- c. Quarterly meetings for the remainder of Calendar Year 2019;
- d. Regional Transit Cablecasting Agreement – Extended through June 30, 2020.

ITEM NO. 6) CHANNEL LICENSEE REPORTS

Action:

Receive verbal reports from Channel Licensee representatives:

- a. Access Sacramento
- b. Capital Public Radio
- c. KVIE
- d. Sacramento Faith TV
- e. Sacramento Educational Cable Consortium

ITEM NO. 7) STATE FRANCHISEE REPORTS

Action:

Receive verbal reports from State Franchisee representatives:

- a. AT&T
- b. Comcast
- c. Consolidated Communications, Inc.

ITEM NO. 8) PUBLIC COMMENTS



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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. 1

DATE: October 3, 2019
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(d)(1)
Name of Case: SMCTC v. Comcast Cable Communications Management, LLC
Case No. 2:18-CV-00500
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
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- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: City of Portland, Oregon, City of Los Angeles, Sacramento Metropolitan Cable Television Commission, et al v. United States and FCC
Case No. 19-72391

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: October 3, 2019

TO: Chair and Board of Directors

FROM: Robert A. Davison, Executive Director

SUBJECT: RESOLUTION NO. 2019-010, ADOPTING THE FISCAL YEAR 2019-20 FINAL GENERAL FUND BUDGET AND RESOLUTION NO. 2019-011, ADOPTING THE FISCAL YEAR 2019-20 FINAL PEG FEE FUND BUDGET

RECOMMENDATION:

It is recommended the Board approve Resolution No. 2019-010 (Attachment 1), Adopting the Fiscal Year 2019-20 Final General Fund (094A) Budget, and Resolution No. 2019-011 (Attachment 2), Adopting the Fiscal Year 2019-20 Final PEG Fee Fund (094B) Budget, to include the following documents:

- Exhibit 1 – FY 2018-19 Budgeted/Actuals / FY 2019-20 Final General Fund (094A) Budget Summary;
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- Attachment 3 - Resolution No. 2019-012, Approving and Authorizing Execution of the First Amendment to the Annual Funding and Performance Agreement for Channel Licensee (FY 2019-20) – Sacramento Educational Cable Consortium;
- Attachment 4 - First Amendment to Annual Funding and Performance Agreement for Channel Licensee (FY 2019-20) – Sacramento Educational Cable Consortium;
- Attachment 5 - Metro Cable's Revised Fiscal Year 2019-20 Operations Funding Request;
- Attachment 6 - Metro Cable's Revised Fiscal Year 2019-20 PEG Fee Funding Request.

DISCUSSION:

On June 6, 2019, the Commission Board approved Resolution Nos. 2019-002 & 2019-003, Adopting the Proposed Fiscal Year 2019-20 General Fund and PEG Fee Fund Budgets for the Sacramento Metropolitan Cable Television Commission.

General Fund (094A) Final Budget

The actual revenues and expenditures realized in the General Fund Budget for Fiscal Year 2018-19 resulted in an increase of \$283,858 in the carry forward balance for Fiscal Year 2019-20 (from \$526,234 to \$810,092) which is based upon the trued up fund balance as reported in the County's Compass accounting system.

Agenda Item No. 2

Resolution No. 2019-010, Adopting the Fiscal Year 2019-20 Final General Fund Budget and Resolution No. 2019-011, Adopting the FY 2019-20 Final PEG Fee Fund Budget

Page 2

The reason fund balance is higher stems from audit adjustments which resulted in a release of Commission reserves which are restored in this final budget adjusting journal entries that resulted from the Commission’s Fiscal Years 2015-16 & 2016-17 audit, which debited the General Fund Balance by \$447,293.

The Fiscal Year 2019-20 General Fund (094A) Final Budget as presented includes adjustments to the following line items:

G/L Line Item	FY 2019-20 Preliminary Budget	Fiscal Year 2019-20 Final Budget	Explanation
REVENUE			
Interest	\$75,000	\$150,000	Based on actual interest earned in Fiscal Year 2018-19.
EXPENDITURES			
Salaries & Benefits	\$1,632,612	\$1,544,094	Adjustments made due to retirement of Tech Coordinator and reduction in the OPEB Trust contribution.
Films Supplies	\$10,500	\$11,000	Revised request from staff.
Business Travel	\$20,000	\$19,500	Revised request from staff.
Employee Transportation	\$2,000	\$4,000	Revised mileage reimbursement estimate.
Legal Services	\$0.00	\$200,000	Oversight in FY 2019-20 Proposed Budget.
Software	\$15,000	\$12,500	Software moved to PEG Fund.
Equipment Rental	\$10,000	\$11,000	Increase in monthly rental rate for the Metro Cable Van
Parking Charges	\$9,000	\$10,000	Additional parking QR Codes for visitors and staff.
Member Agency Revenue Distribution	\$9,061,542	\$8,946,790	\$70,000 approved by Board at June Board meeting for SECC’s new position and overall Budget adjustments.
Reserves	\$150,000	\$440,628	Replenish reserves by \$290,628 based on FY 2018-19 release.

PEG Fee Fund (094B) Final Budget

In 2017, SECC made a significant request related to closing out the BESTNet project and reallocating remaining approved funds to the Education Rate program, 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 requested no new funding but that the remaining approved funding be reallocated for E-Rate to complete a major portion of remaining proposed BESTNet sites.

The Fiscal Year 2018-19 PEG Fee Fund budget included the remaining approved funding of \$985,880 for E-Rate. Staff just paid the final invoice for E-Rate in the amount of \$700,897 and SECC has indicated that this will be the final invoice that will be paid from the approved E-Rate funding. The attached Amendment

Agenda Item No. 2

Resolution No. 2019-010, Adopting the Fiscal Year 2019-20 Final General Fund Budget and Resolution No. 2019-011, Adopting the FY 2019-20 Final PEG Fee Fund Budget

Page 3

to the Annual Funding and Performance Agreement for SECC indicates that this amount is the final invoice to be paid resulting in \$284,983 savings which is proposed to be appropriated for Contingency.

The Fiscal Year 2019-20 Final PEG Fee Fund (094B) Budget as presented includes adjustments to the following line items:

G/L Line Item	FY 2019-20 Preliminary Budget	Fiscal Year 2019-20 Final Budget	Explanation
REVENUE			
Interest	\$30,000	\$50,000	Based on actual Interest earned in FY 2018-19
EXPENDITURES			
Metro Cable Projects	\$98,103	\$101,155	Request for 8 new laptops for member agency control rooms.
Contingency Appropriation	\$13,703	\$286,589	Includes reduction in BESTNet/E-Rate Years 6 and 7 Funding Rollover.

RECOMMENDATION

It is recommended the Board approve Resolutions No. 2019-010 and 2019-011, Adopting the Fiscal Year 2019-20 Final General Fund (094A) and the Final PEG Fee Fund (094B) Budgets, along with the Resolutions, Attachments and Exhibits in this staff report.

Respectfully submitted,



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

Enclosures:

- Exhibit 1 – FY 2018-19 Budgeted/Actuals / FY 2019-20 Final General Fund (094A) Budget Summary
- Exhibit 2 – FY 2018-19 Budgeted/Actuals / FY 2019-20 Final PEG Fee Fund (094B) Budget Summary
- Attachment 3 - Resolution No. 2019-012, Approving and Authorizing Execution of the First Amendment to the Annual Funding and Performance Agreement for Channel Licensee (FY 2019-20) – Sacramento Educational Cable Consortium
- Attachment 4 - First Amendment to Annual Funding and Performance Agreement for Channel License (FY 2019-10) – Sacramento Educational Cable Consortium
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SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2019-010

**A RESOLUTION ADOPTING THE FISCAL YEAR 2019-20
FINAL GENERAL FUND (094A) BUDGET**

WHEREAS, a hearing has been terminated during which time all additions and deletions to the proposed budget for Fiscal Year 2019-20 were made.

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the final budget for Fiscal Year 2019-20 for the General Fund (094A) is hereby adopted in accordance with the following:

Salaries and Employee Benefits (Object 10)	\$1,544,094
Services and Supplies (Object 20)	\$810,194
Channel Licensees – Operations (Object 30)	\$1,413,386
Depreciation Expense - Audit (Object 30)	\$2,500
County Wide Cost Allocation – A87 (Object 30)	\$5,000
Revenue Distribution – Fiscal Year 2019-20 (Object 30)	\$8,946,790
Fund Balance Reserve	\$440,628
Equipment – Fixed Assets (Object 40)	\$2,500
Bonded Debt Services (Object 50)	\$2,500
Contingency Appropriation – Operations (Object 70)	\$2,500
FISCAL YEAR 2019-20 FINAL GENERAL FUND BUDGET TOTAL	\$13,170,092

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 Resolutions, Attachments, and Exhibits in the Fiscal Year 2019-20 Final 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 Fiscal Year 2019-20 Budget amends and authorizes the Fiscal Year 2018-19 revenue distribution of \$10,153,665 to the Commission's member jurisdictions to be issued in June 2019.

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 3rd day of October 2019, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair of the Board

ATTEST:

Clerk of the Board

EXHIBIT 1
GENERAL FUND (094A) BUDGET
Fiscal Year 2018-19 Budget and Actuals / Fiscal Year 2019-20 General Fund Final Budget

	G/L #	FY 2018-19 Budget	FY 2018-19 Year End Actuals	FY 2019-20 PROPOSED BUDGET	FY 2019-20 FINAL BUDGET
REVENUE					
Interest Income	94941000	\$100,000	\$178,858	\$75,000	\$150,000
Franchise Fees	97978100	\$13,000,000	\$13,028,445	\$12,200,000	\$12,200,000
Franchise Fees - AT&T CYs 2015 & 2016 Audit Finding (Underpayment Check)	97978100	\$0	\$97,538	\$0	\$0
Miscellaneous Other Revenue	97979000	\$15,000	\$8,172	\$10,000	\$10,000
REVENUE ACCOUNTS TOTAL		\$13,115,000	\$13,313,013	\$12,285,000	\$12,360,000
Fund Balance / Carry Forward		\$11,807,109	\$11,807,109	\$526,234	\$810,092
GRAND REVENUE TOTAL		\$24,922,109	\$25,120,122	\$12,811,234	\$13,170,092
EXPENDITURES					
Salaries & Wages / Benefits					
Salaries & Wages - Employees	10111000	\$527,663	\$464,424	\$560,282	\$531,603
Salaries & Wages - Extra Help	10112100	\$30,000	\$5,509	\$20,000	\$20,000
Salaries & Wages - Commission Members	10112400	\$6,600	\$3,480	\$6,600	\$6,600
OT (Time & One-Half) - COMPASS Conversion	10113200	\$6,000	\$1,099	\$2,000	\$2,000
Terminal Pay - COMPASS Conversion	10115200	\$0	\$379	\$0	\$14,132
Retirement	10121000	\$180,360	\$91,994	\$136,747	\$132,484
Retirement Health Savings Plan (OPEB Trust)	10121300	\$90,000	\$82,600	\$139,341	\$78,002
OASDHI (Social Security Act)	10122000	\$43,770	\$36,646	\$46,482	\$44,284
Group Insurance	10123000	\$175,709	\$146,818	\$188,892	\$197,478
Dental Insurance	10123002	\$12,402	\$9,458	\$12,000	\$11,375
Workers Comp Insurance	10124000	\$16,224	\$14,902	\$17,458	\$17,458
SDI Insurance	10125000	\$5,304	\$2,807	\$2,810	\$2,810
Pension Retirees (Obligation for FYs 2019-20 through 2022-23 = \$500,000/FY)	10126000	\$0	\$0	\$500,000	\$500,000
BENEFITS SUBTOTAL		\$523,769	\$385,224	\$1,043,730	\$983,891
SALARIES & WAGES / BENEFITS TOTAL	10 TOTAL	\$1,094,032	\$860,115	\$1,632,612	\$1,544,094
Books/Periodical Service	20202100	\$1,500	\$952	\$1,500	\$1,500
Film Supplies	20202500	\$12,000	\$7,681	\$10,500	\$11,000
Business Travel	20203100	\$15,000	\$3,609	\$20,000	\$19,500
Education & Training Supplies	20203500	\$4,000	\$1,608	\$3,500	\$3,500
Employee Recognition	20203800	\$1,500	\$483	\$1,500	\$1,500
Employee Transportation	20203900	\$2,500	\$1,280	\$2,000	\$4,000
Insurance - General Liability	20205100	\$22,000	\$21,008	\$21,008	\$21,008
Insurance - Bond / Pollution / Property	20205300	\$1,500	\$1,056	\$1,056	\$1,056
Membership Dues	20206100	\$5,000	\$3,889	\$4,900	\$4,900
Office Supplies	20207600	\$15,000	\$13,836	\$15,000	\$15,000
Postal Services	20208100	\$1,000	\$1,227	\$1,250	\$1,250
Printing Services	20208500	\$2,000	\$1,626	\$2,000	\$2,000
Modular Furniture - Added by County w/Admin Office Reconf	20226400	\$1,000	\$0	\$500	\$500
Miscellaneous (Comcast's Security Deposit Judgement plus Interest Owed)	20227504	\$193,326	\$0	\$0	\$0
Accounting Services	20250500	\$25,000	\$6,334	\$20,000	\$20,000
Legal Services	20253100	\$200,000	\$145,842	\$0	\$200,000
Security Service	20257100	\$500	\$0	\$500	\$500
Other Professional Services	20259100	\$200,000	\$131,866	\$208,000	\$208,000
Data Processing (Use for Equip Purchase for Office 2010 Conv by 1/2020)	20281200	\$30,000	\$7,503	\$10,000	\$10,000
Hardware	20281201	\$0	\$5,352	\$5,900	\$5,900
Software - Added by County for VISIO Software (Metro Cable)	20281202	\$17,500	\$5,385	\$15,000	\$12,500
Sales & Tax Audit - BOE Audit (10/1/13 - 9/30/2016) - Added by County	20281304	\$150	\$0	\$150	\$150
Interpreter Svcs (Closed Captioning)	20283200	\$110,000	\$86,690	\$100,000	\$100,000
DTech - County Wide IT Service	20291000	\$7,000	\$6,620	\$7,000	\$7,000
DTech - System Dev (I/O for Desktop Support/Labor/Web Site Publishing)	20291100	\$41,000	\$20,139	\$40,000	\$40,000
DTech - System Dev Supplies (I/O for Equip Maint/Web Host/Data Storage)	20291200	\$8,000	\$8,803	\$10,000	\$10,000
COMPASS Costs	20291500	\$3,680	\$2,758	\$3,000	\$3,000
DTech - Wide Area Network (WAN) Costs	20291600	\$26,000	\$24,323	\$32,000	\$32,000
GS - Messenger Services	20292300	\$1,650	\$1,491	\$1,600	\$1,600
GS - Purchasing Svcs Allocation	20292500	\$50	\$0	\$100	\$100
GS - Equipment Rental - Light	20292800	\$11,000	\$7,876	\$10,000	\$11,000
GS - Fuel Usage- Light	20293800	\$100	\$62	\$100	\$100
County Facility Use (Rent/Lease)	20294200	\$45,000	\$33,106	\$46,130	\$46,130
GS - Parking Charges	20296200	\$9,000	\$9,927	\$9,000	\$10,000
Telephone Services - Cell Phones	20298701	\$1,700	\$1,419	\$2,000	\$2,000
Telephone Services - Land Line (Replaced G/L #202987800 in FY 2018-19)	20298703	\$4,500	\$2,762	\$3,000	\$3,000
Telephone Installations (Added Phone to New Admin Work Station)	20298900	\$1,000	\$0	\$500	\$500
SERVICES AND SUPPLIES TOTAL	20 TOTAL	\$1,024,656	\$566,513	\$608,694	\$810,194

EXHIBIT 1
GENERAL FUND (094A) BUDGET
Fiscal Year 2018-19 Budget and Actuals / Fiscal Year 2019-20 General Fund Final Budget

	G/L #	FY 2018-19 Budget	FY 2018-19 Year End Actuals	FY 2019-20 PROPOSED BUDGET	FY 2019-20 FINAL BUDGET
Support Services					
Support Services	30310400	\$0	\$0	\$0	\$0
Contract Service (Channel Licensees) - 3.45% COLA (FY 2019-20)					
Access Sac - Operations Base	30310500	\$503,755	\$503,755	\$521,135	\$521,135
Access Sac - HT-TV Operations Base	30310500	\$65,531	\$65,530	\$67,791	\$67,791
Access Sac - GOTW Operations Base	30310500	\$57,012	\$57,012	\$58,979	\$58,979
Access Sac - Grand Total		\$626,298	\$626,297	\$647,904	\$647,904
Capital Public Radio - Oper Base	30310500	\$22,657	\$22,657	\$23,439	\$23,439
Capital Public Radio - Equipment	30310500	\$0	\$0	\$8,996	\$8,996
KVIE Operations Base	30310500	\$247,808	\$247,808	\$256,357	\$256,357
SECC Operations Base	30310500	\$322,292	\$322,292	\$333,411	\$333,411
SECC Operations - Staffing (Approved by Board @ June 6, 2019 Meeting)	30310500	\$0	\$0	\$0	\$70,000
BESTNet Operations Base	30310500	\$70,801	\$70,801	\$73,279	\$73,279
CONTRACT SERVICES (CHANNEL LICENSEES) TOTAL		\$1,289,856	\$1,289,855	\$1,343,386	\$1,413,386
Depreciation Expense (From Audit)	30332002	\$10,000	\$0	\$2,500	\$2,500
Sac County Wide Cost Allocation (A87)	30348001	\$7,000	\$0	\$5,000	\$5,000
Contributions to Other Agencies (Member Agencies Revenue Distribution)					
Citrus Heights (FY 2017-18 Revenue Distribution)	30370000	\$650,803	\$650,803	\$0	\$0
Elk Grove (FY 2017-18 Revenue Distribution)	30370000	\$1,276,785	\$1,276,785	\$0	\$0
Folsom (FY 2017-18 Revenue Distribution)	30370000	\$581,933	\$581,933	\$0	\$0
Galt (FY 2017-18 Revenue Distribution)	30370000	\$193,006	\$193,006	\$0	\$0
Rancho Cordova (FY 2017-18 Revenue Distribution)	30370000	\$550,502	\$550,502	\$0	\$0
Sacramento (FY 2017-18 Revenue Distribution)	30370000	\$3,719,052	\$3,719,052	\$0	\$0
Sacramento County (FY 2017-18 Revenue Distribution)	30370000	\$4,367,800	\$4,367,800	\$0	\$0
Fiscal Year 2017-18 Revenue Distribution - Grand Total	30370000	\$11,339,881	\$11,339,881	\$0	\$0
Citrus Heights (FY 2018-19 Revenue Distribution)	30370000	\$575,495	\$578,768	\$0	\$0
Elk Grove (FY 2018-19 Revenue Distribution)	30370000	\$1,129,041	\$1,143,312	\$0	\$0
Folsom (FY 2018-19 Revenue Distribution)	30370000	\$514,594	\$524,501	\$0	\$0
Galt (FY 2018-19 Revenue Distribution)	30370000	\$170,671	\$174,028	\$0	\$0
Rancho Cordova (FY 2018-19 Revenue Distribution)	30370000	\$486,801	\$489,258	\$0	\$0
Sacramento (FY 2018-19 Revenue Distribution)	30370000	\$3,288,701	\$3,338,595	\$0	\$0
Sacramento County (FY 2018-19 Revenue Distribution)	30370000	\$3,862,379	\$3,905,203	\$0	\$0
Fiscal Year 2018-19 Revenue Distribution - Grand Total	30370000	\$10,027,682	\$10,153,665	\$0	\$0
Citrus Heights (FY 2019-20 Revenue Distribution)	30370000	\$0	\$0	\$516,516	\$509,975
Elk Grove (FY 2019-20 Revenue Distribution)	30370000	\$0	\$0	\$1,020,338	\$1,007,416
Folsom (FY 2019-20 Revenue Distribution)	30370000	\$0	\$0	\$468,086	\$462,158
Galt (FY 2019-20 Revenue Distribution)	30370000	\$0	\$0	\$155,303	\$153,338
Rancho Cordova (FY 2019-20 Revenue Distribution)	30370000	\$0	\$0	\$436,636	\$431,107
Sacramento (FY 2019-20 Revenue Distribution)	30370000	\$0	\$0	\$2,979,497	\$2,941,766
Sacramento County (FY 2019-20 Revenue Distribution)	30370000	\$0	\$0	\$3,485,166	\$3,441,031
Fiscal Year 2019-20 Revenue Distribution - Grand Total	30370000	\$0	\$0	\$9,061,542	\$8,946,790
CONTR TO OTHER AGENCIES (REVENUE DISTRIBUTION) TOTAL		\$21,367,563	\$21,493,547	\$9,061,542	\$8,946,790
O/C - PRIOR YEAR'S	30398000	\$0	\$0	\$0	\$0
OTHER CHARGES TOTAL	30 TOTAL	\$22,674,419	\$22,783,402	\$10,412,428	\$10,367,674
Fund Balance Reserved	7100000	\$100,000	\$100,000	\$150,000	\$440,628
Equip-SD-Non-Recon (Fixed Assets)	43430300	\$7,000	\$0	\$2,500	\$2,500
Oper Transfer Out - Lease Payments (799 G St Bldg Bonded Debt Svc)	50523000	\$15,000	\$0	\$2,500	\$2,500
Contingency Appropriation (Oper)	79790100	\$7,000	\$0	\$2,500	\$2,500
OTHER CHARGES TOTAL		\$129,000	\$100,000	\$157,500	\$448,128
GRAND EXPENDITURE TOTAL		\$24,922,109	\$24,310,029	\$12,811,233	\$13,170,092

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2019-011

A RESOLUTION ADOPTING THE FISCAL YEAR 2019-20
FINAL 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 2019-20 were made.

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the final budget for Fiscal Year 2019-20 for the PEG Fee Fund (094B) is hereby adopted in accordance with the following:

Member Agency Facilities/Equipment (Object 20)	\$2,647,480
BESTNet Phase III – Years 6 & 7 (Object 30)	\$700,897
Channel Licensees - One Time Facilities/Equipment (Object 30)	\$911,750
Channel Licensees – Facilities/Equipment Base (Object 30)	\$172,031
Equipment – Fixed Assets - Metro Cable Projects (Object 40)	\$101,438
Contingency Appropriation (Object 70)	\$10,000
Fund Balance Reserve (Object 70)	\$188,380
FISCAL YEAR 2019-20 FINAL PEG FEE FUND BUDGET TOTAL	\$4,731,976

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 2019-20 PEG Fee Fund Budget is hereby adopted in accordance with the listed Resolutions, Attachments, and Exhibits in the Fiscal Year 2019-20 Final 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, State of California, this 3rd day of October 2019, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Clerk to the Board

Chair of the Board

EXHIBIT 2
PEG FEE FUND (094B)
Fiscal Year 2018-19 Budgeted and Actuals / Fiscal Year 2019-20 Final PEG Fee Fund Budget

	G/L Acct	FY 2018-19 Budget	FY 2018-19 Year End Actuals	FY 2019-20 Proposed Budget	FY 2019-20 Final Budget
REVENUE					
Interest Income	94941000	\$25,000	\$58,629	\$30,000	\$50,000
PEG Fee Revenue	94941000	\$2,600,000	\$2,617,352	\$2,400,000	\$2,400,000
PEG Fee Revenue (AT&T CYs 2016/2017 Audit Finding - Underpayment)	97978200	\$0	\$19,989	\$0	\$0
Fund Balance / Carry Forward		\$2,192,753	\$2,192,753	\$2,321,111	\$2,281,976
REVENUE TOTAL		\$4,817,753	\$4,888,723	\$4,751,111	\$4,731,976
EXPENDITURES					
Inventoriable Equipment (Member Agencies)	20226500				
Citrus Heights		\$69,694	\$61,149	\$60,562	\$60,562
Elk Grove		\$54,047	\$45,499	\$115,540	\$115,540
Folsom		\$72,595	\$41,507	\$104,768	\$104,768
Galt (FY 2017-18 Project)		\$0	\$26,027	\$0	\$0
Galt (FY 2018-19 Project)		\$122,210	\$0	\$122,210	\$122,210
Galt (FY 2019-20 Project)		\$0	\$0	\$46,098	\$46,098
Rancho Cordova (FY 2017-18 Project)		\$204,935	\$0	\$0	\$0
Rancho Cordova (FY 2018-19 Project)		\$304,804	\$0	\$216,879	\$304,804
Rancho Cordova (FY 2019-20 Project)		\$0	\$0	\$227,076	\$227,076
Sacramento - City Hall (FY 2017-18 Project)		\$0	\$37,104	\$0	\$0
Sacramento - City Hall (FY 2018-19 Project)		\$401,561	\$0	\$401,561	\$401,561
Sacramento - City Hall (FY 2019-20 Project)		\$0	\$0	\$497,277	\$497,277
Sacramento - Historic Hearing Chambers (FY 2019-20 Project)		\$0	\$0	\$48,427	\$48,427
Sacramento County (FY 2017-18 Project - 1 of 2)		\$52,517	\$227,612	\$52,517	\$52,517
Sacramento County (FY 2018-19 Project)		\$258,840	\$0	\$258,840	\$258,840
Sacramento County (FY 2019-20 Project)		\$0	\$0	\$407,800	\$407,800
Invent Equip Subtotal (Member Agencies)		\$1,541,203	\$438,898	\$2,559,555	\$2,647,480
Board of Equalization Sales & Use Tax Audit (10/1/13 to 9/30/16)	20281304	\$0	\$0	\$0	\$0
G/L Account 2000 Total		\$1,541,203	\$438,898	\$2,559,555	\$2,647,480
Support Services (Channel Licensees)	30310400				
Access Sac - Cablecast Radio: The Voice of Sacramento		\$0	\$0	\$93,979	\$93,979
Access Sac - Coloma TV Studio		\$0	\$0	\$100,971	\$100,971
Access Sac - HD Truck Upgrades		\$36,987	\$36,987	\$0	\$0
Access Sac - NNB Development & Server		\$0	\$0	\$39,150	\$39,150
Access Sac - Office Equipment / Software / Cloud Mgmt		\$602,211	\$602,211	\$129,120	\$129,120
Access Sac - PEG Equipment Grand Total		\$639,198	\$639,198	\$363,220	\$363,220
KVIE - Equipment		\$495,463	\$495,463	\$395,828	\$395,828
SECC - Equipment		\$10,250	\$10,250	\$85,102	\$85,102
SECC - Production Van		\$85,000	\$85,000	\$7,601	\$7,601
SECC - SEVA Labs		\$90,000	\$90,000	\$60,000	\$60,000
SECC - PEG Equipment Grand Total		\$185,250	\$185,250	\$152,703	\$152,703
BESTNet Phase III (Year 5)		\$51,700	\$51,700	\$0	\$0
BESTNet Phase III Completion (Years 6 & 7 Funding Rollover)		\$1,200,000	\$214,120	\$985,880	\$700,897
Support Svcs Subtotal (Channel Licensees)		\$2,571,611	\$1,585,731	\$1,897,632	\$1,612,647
Contract Services (Channel Licensees)	30310500			\$0	
Access Sac Fac/Equip Base (FY 2019-20 COLA - 3.45%)		\$100,431	\$100,431	\$103,896	\$103,896
Access Sac - Coloma Center Rent		\$11,716	\$11,716	\$11,716	\$11,716
SECC - Fac/Equip Base / Rent - \$44,538 (FY 2019-20 COLA - 3.45%)		\$54,538	\$54,538	\$56,420	\$56,420
Contract Svcs Inst Subtotal (Chan Licensees)		\$166,685	\$166,685	\$172,032	\$172,031
O/C - Prior Year's Exp (G/L Corr: SMCTC FY 2015-16 & FY 2016-17 Audit)	30398000	\$0	\$20,001	\$0	\$0
G/L Account 3000 Total		\$2,738,296	\$1,772,417	\$2,069,662	\$1,784,677
Equipment SD Non-Recon - Fixed Assets	43430300				
Comcast Headend		\$0	\$0	\$0	\$3,158
Member Agencies Control Rooms (Lap Tops & Software)		\$0	\$0	\$0	\$5,379
Metro Cable Control Room		\$69,301	\$56,763	\$23,725	\$23,725
Metro Cable Edit System		\$30,974	\$8,921	\$6,906	\$6,906
Metro Cable Master Control		\$12,190	\$4,401	\$5,589	\$5,486
Metro Cable Server (FY 2017-18 Project)		\$0	\$13,428	\$0	\$0
Metro Cable Server		\$2,645	\$1,542	\$41,541	\$29,507
Metro Cable Van - FY 2018-19 / Flight Pack - FY 2019-20		\$2,891	\$0	\$17,950	\$24,797
Metro Cable Workstations (PD & PC)		\$0	\$0	\$2,481	\$2,481
Equip SD Non-Recon - Fixed Assets Sub-Total		\$118,001	\$85,055	\$98,193	\$101,438
G/L Account 4000 Total		\$118,001	\$85,055	\$98,193	\$101,438
Fund Balance Reserve	7100000	\$310,378	\$310,378	\$13,703	\$188,380
Contingency Appropriation	79790100	\$109,875	\$0	\$10,000	\$10,000
EXPENDITURE TOTAL		\$4,817,753	\$2,606,747	\$4,751,111	\$4,731,976

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2019-012

A RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE FIRST AMENDMENT
TO THE ANNUAL FUNDING AND PERFORMANCE AGREEMENT FOR CHANNEL LICENSEE

FISCAL YEAR 2019-20
SACRAMENTO EDUCATIONAL CABLE CONSORTIUM (SECC)

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION (Commission), a Joint Powers Agency of the State of California, that the Commission hereby approves the First Amendment to the Annual Funding and Performance Agreement for Channel Licensee of the Sacramento Metropolitan Cable Television Commission (Fiscal Year 2019-20) for the Sacramento Educational Cable Consortium (SECC), attached hereto and incorporated herein as Exhibit A; and

FURTHER BE IT RESOLVED AND ORDERED that the Commission's Executive Director is hereby authorized and directed to execute the First Amendment to the Agreement, 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 3rd day of October 2019, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair of the Board

ATTEST:

Clerk of the Board

**FIRST AMENDMENT TO
ANNUAL FUNDING AND PERFORMANCE AGREEMENT FOR CHANNEL LICENSEE**

**FISCAL YEAR 2019-20
SACRAMENTO EDUCATIONAL CABLE CONSORTIUM**

This First Amendment to the Annual Funding and Performance Agreement for Channel Licensee, Fiscal Year 2019-20 ("Agreement") is entered into this _____ day of October 2019 by and between the Sacramento Metropolitan Cable Television Commission ("SMCTC") and the Sacramento Educational Cable Consortium ("SECC").

RECITALS

1. SECC has completed the construction of the BESTNet connections to the elementary schools approved for funding by SMCTC during Fiscal Year 2019-20 and has submitted an invoice for payment from SMCTC;
2. SMCTC has fully paid this Invoice #1098 for the full amount of SMCTC's obligation in the amount of \$700,896.86. This payment is the final payment due to SECC from SMCTC for the BESTNet Phase III Re-Allocation of Years 6 & 7 Funding for E-Rate (PEG Fund).

AGREEMENT

1. SECC and SMCTC acknowledge and agree that SECC has received payment in full for the BESTNet Phase III Re-Allocation of Years 6 & 7 Funding for E-Rate (PEG Fee Fund) in the amount of \$700,896.86 and that the remainder of the funds shown in that funding allocation in the Agreement will be reallocated to other uses, as the SMCTC Board may determine in its discretion.

2. Section 1(a) Payment to Licensee; of the Agreement is hereby amended as follows:

(a) For and in consideration of Licensee operating the cable channel(s) for which it is licensed according to the approved proposal, SMCTC hereby agreed to pay Licensee the following:

(i) in two semi-annual installments for the total sum of **SIX HUNDRED EIGHTY FIVE THOUSAND, EIGHT HUNDRED THIRTEEN DOLLARS** (\$685,813) as follows:

These payment will be made on or about August 31, 2019 and February 29, 2020; and

(ii) The sum of \$700,896.86, which amount was paid in full on September 24, 2019 for the: BESTNet Phase III Re-Allocation of Years 6 & 7 Funding for E-Rate (PEG Fund).

FISCAL YEAR 2019-20 (with 3.45% COLA for bases)	
SECC – Operations Base (General Fund)	\$333,411
SECC – Operations - Staffing (General Fund)	\$70,000
SECC – BESTNet Operations Base (General Fund)	\$ 73,279
GENERAL FUND TOTAL	\$476,690
SECC – Facility/Equipment Base (PEG Fund)	\$56,420
SECC – PEG Equipment (PEG Fund)	\$85,102
SECC – Production Vehicle (PEG Fund)	\$7,601
SECC – SEVA Labs (PEG Fund)	\$60,000
PEG FEE FUND TOTAL	\$209,123
BESTNet Phase III Re-Allocation of Years 6 & 7 Funding for E-Rate (PEG Fund)	\$700,897
TOTAL FISCAL YEAR 2019-20 FUNDING	\$1,386,710

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

IN WITNESS WHEREOF, SMCTC AND SECC have executed this First Amendment as of the date set forth above.

**SACRAMENTO EDUCATIONAL
 CABLE CONSORTIUM**

**SACRAMENTO METROPOLITAN
 CABLE TELEVISIONS COMMISSION**

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT 5

Metro Cable's Revised Fiscal Year 2019-20 Operations Funding Request



Bringing Government Closer to the People

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

Karen Liu and Bob Davison
Sacramento Metropolitan Cable Television Commission
799 G Street, 4th Floor
Sacramento, CA 95814

September 26, 2019

RE: FY 2019-20 Revised Operations and Film Supplies Budget Request for Metro Cable Channel 14

Dear Karen and Bob,

New funding needs have been identified since my previous Film Supplies/Operations Budget Request. I amended my request to include increased funding for: employee recruitment, County software courses, mileage reimbursement, and professional services.

In my last Operations Budget Request I removed some office furniture, added a line for employee recruitment, and removed the WASP asset management expanded user software license. Funding for specialized consultation services was added in the May 10th revised request.

Attached is a spreadsheet listing items we anticipate needing in the next fiscal year-- for the Metro Cable 14 Operations and "Film Supplies" budget. I am requesting \$7,345.19 above my last request. **The total including 10% contingency and 8.75% tax is \$97,768.21.** The proposed budget ensures Metro Cable 14 operates efficiently, enhances its visual image and remains open to innovation.

Under general "Film Supplies" costs for employee recruitment has gone up. I would like to post jobs on recruiting sites that offer better quality results, and more administrative features and technical support. **I estimate \$1,000 is needed for four job postings per year.**

I propose sending two employees to the National Association of Broadcasters equipment convention in 2020, and (if staffing allows and topics align with our needs) to SCAN NATOA's annual conference in Southern California. Speaking with vendors, and networking with other like stations gives us valuable information and provides us direction to research Audio/Video technology trends.

If the Metro Cable office is fully staffed in May 2020, it would be beneficial for two staff members to attend the SCAN NATOA Spring conference. SCAN NATOA stands for the Southern California and Nevada/National Association of Telecommunications Officers and Advisors. It is an excellent venue for networking with other PEG channel members and comparing notes on station operations. The conference hosts informative workshops where members share and compare technical and operational knowledge. The cost of two staff members to attend is \$2075. **The Business Travel request: \$4,359.30.**

Metro Cable staff have taken a number of beneficial software training courses through Sacramento County. This year, the County has begun charging \$175 per course. This year I am requesting \$1,540 for County training services. **Total Education and Training services request: \$2,283.60.**

In anticipation of the 2020 Windows 10 Operating System deadline, we are upgrading our PCs this Fiscal Year. In FY 2019/20 we will replace our Windows 7 OS laptop. Since our asset management barcode printer is out of warranty, I am requesting a replacement this year. **Total Hardware request: \$3,387.70.**

Software and Development Services have become our highest costs in the last few years. Due to the highly technical nature of being a TV Station, the costs have increased for hardware/software assurance plans, improved software licenses, and networking our video server (and its associated devices/port charges) within the County system.

Our software budget has increased as well. All staff PCs and our Editing PC need Adobe Creative Cloud software. All staff should have the same versions of Photoshop and Adobe Pro, so we can edit documents efficiently. The cost of Creative Cloud is \$4,433. **Software totals: \$12,119.80.**

Due to the impending 2020 County switch to the new Windows 10 Operating System, all of our personal and work computers on the County IT network must be replaced or upgraded by the fall of 2019. We continue to need more Sacramento County Department of Technology (D-Tech) labor to troubleshoot networking and computer issues regarding added storage hard drives, and our server equipment. In FY 2018/19 I included 73 hours of D-Tech labor (\$7,665). In this year's budget, I estimate we will need 45 hours of assistance. **Estimated System Development Services (D-Tech charges) total: \$22,397.10.**

In 2015 Metro Cable 14 began offering Production Assistants (PAs) parking validation. When PAs work during the day downtown and park in the County structure, they receive parking validation (a QR code) to cover their cost. Covering parking fees is greatly appreciated by the part-time PAs, as they do not make a large amount of money and sometimes their shift is only two hours. Often the gas to drive to work, plus parking fees made PA take-home pay slim. **Should we continue this parking validation practice, the estimated need for Parking Charges is \$1,372.80.**

Driving to and from the Metro Cable office to a remote shooting location is reimbursable. **I have budgeted \$3,272.30 for Production Assistant mileage.**

The final budget category is for **Professional Services:** for a specialized consultation services agreement up to the amount of **\$30,000**, and funding for pre-employment physicals, drug tests and background checks is **\$1,644.50. Total Professional Services: \$31,644.50.**

Thank you for your consideration. Please let me know if you require clarification. I am happy to provide additional information. I will deliver hard copies of this letter, the budget spreadsheet, and supporting materials.

Sincerely,



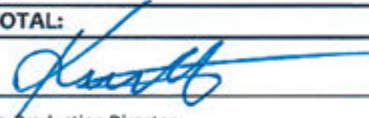
Kristin Riggs, Production Director
Metro Cable Channel 14

**METRO CABLE
OPERATIONS: FILM SUPPLIES FUNDING REQUEST FORM (FY 2019-20)**

Item #	GL	Item	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
FILM SUPPLIES										
5	20202500	Deleted								
6	20202500	Deleted								
7	20202500	Employee Recruitment (Online Job Posting)	1	\$1,000.00	\$1,000.00	\$100.00				\$1,100.00
8		Removed								
9	20202500	Metro Shirts	15	\$25.00	\$375.00	\$37.50	\$25.00			\$437.50
10	20202500	Plastic Compartments for Tools			\$66.30	\$6.63	\$10.00			\$82.93
11	20202500	Hand Sanitizer	10	\$2.79	\$27.90	\$2.79				\$30.69
12	20202500	Timers	2	\$10.00	\$20.00	\$2.00	\$6.00			\$28.00
13	20202500	UPS Battery Backup	1	\$318.50	\$318.50	\$31.85	\$75.00			\$425.35
14	20202500	Hard Drives & External/Flash Drives			\$487.40	\$48.74	\$40.00			\$576.14
15	20202500	Misc. Office Supplies: Binders, Labels, Pens, Staplers, etc.			\$650.80	\$65.08	\$50.00			\$765.88
16	20202500	Batteries (AA, AAA, IV, 3V...)			\$179.00	\$17.90	\$20.00			\$216.90
17	20202500	Misc. Computer Cables and Adapters			\$311.80	\$31.18	\$25.00			\$367.98
18	20202500	Misc. Audio/Video Cable and Adapters			\$917.00	\$91.70	\$50.00			\$1,058.70
19	20202500	DVD Printer Ink - Epson	3	\$225.00	\$675.00	\$67.50				\$742.50
20	20202500	DVD-R (100 Pack)	18	\$21.30	\$383.40	\$38.34				\$421.74
21	20202500	DVD Paper Sleeves (100 pack)	15	\$6.00	\$90.00	\$9.00	\$10.00			\$109.00
22	20202500	DVD Jewel Cases (200 pack)	2	\$49.50	\$99.00	\$9.90	\$10.00			\$118.90
23	20202500	DVD Storage Boxes	2	\$13.30	\$26.60	\$2.66	\$10.00			\$39.26
24	20202500	Misc. AV Tools/Parts			\$219.50	\$21.95	\$40.00			\$281.45
25	20202500	Clamp Lights	3	\$12.00	\$36.00	\$3.60	\$0.00			\$39.60
26	20202500	Technical/Training Handbooks	1	\$148.40	\$148.40	\$14.84	\$12.00			\$175.24
27	20202500	Ink for printers: HP Laserjet/Inkjet/Large Format Inkjet			\$2,010.00	\$201.00	\$0.00			\$2,211.00
28	20202500	SCAN Star Awards Video Contest Entry	4	\$25.00	\$100.00	\$10.00	\$0.00			\$110.00
29	20202500	Misc. Shipping Charges for Demo Units and Repairs				\$0.00	\$500.00			\$500.00
30	20202500	Logo Design Service	1	\$699.00	\$699.00	\$69.90				\$768.90
31	20202500	Messenger Bag for Laptop	1	\$90.00	\$90.00	\$9.00	\$0.00			\$99.00
G/L 20202500 - Film Supplies Subtotal:										\$10,706.66
BUSINESS TRAVEL - CONFERENCES										
1	20203100	NAB - Las Vegas (mid-April 2020) - two people	2	\$818.00	\$1,636.00	\$163.60				\$1,799.60
2	20203100	Regional AV Trade Show - Two People	1	\$147.00	\$147.00	\$14.70				\$161.70
3	20203100	Regional Trade Seminar - Two People	2	\$147.00	\$294.00	\$29.40				\$323.40
4	20203100	SCANNATO Spring Conference 2020 in L.A.	2	\$943.00	\$1,886.00	\$188.60				\$2,074.60
G/L 20203100 - Business Travel - Conferences Subtotal:										\$4,359.30
EDUCATION & TRAINING SERVICES										
32	20203500	Computer Graphics/Digital Video Course	2	\$338.00	\$676.00	\$67.60				\$743.60
52	20203500	County Software Courses	8	\$175.00	\$1,400.00	\$140.00				\$1,540.00
G/L 20203500 - Education & Training Services Subtotal:										\$2,283.60
EMPLOYEE RECOGNITION										
33	20203800	Employee Recognition	1	\$1,328.50	\$1,328.50	\$132.85				\$1,461.35
G/L 20203800 - Employee Recognition Subtotal:										\$1,461.35
MEMBERSHIP DUES										
34	20206100	SCAN NATOA Membership for Four FT staff	4	\$80.00	\$320.00	\$32.00				\$352.00
G/L 20206100 - Membership Dues Subtotal:										\$352.00
HARDWARE										
35	20281201	Windows 10 Laptop Upgrade	1	\$2,368.00	\$2,368.00	\$236.80				\$2,604.80
36	20281201	WASP Asset Label Printer	1	\$599.00	\$599.00	\$59.90	\$25.00		\$99.00	\$782.90
G/L 20281201 - Hardware Subtotal:										\$3,387.70

...continued on next page...

**METRO CABLE
OPERATIONS: FILM SUPPLIES FUNDING REQUEST FORM (FY 2019-20)**

Item #	GL	Item	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL
SOFTWARE / LICENSE										
37	20281202	When 2 Work Online Staffing Software	1	\$200.00	\$200.00	\$20.00				\$220.00
38	20281202	Tightrope Server/Carousel Assurance Plans (1-yr) plus 4 hours	1	\$6,050.00	\$6,050.00	\$605.00				\$6,655.00
39	20281202	Storyblocks Music & Graphics License - 1-year	1	\$349.00	\$349.00	\$34.90				\$383.90
40	20281202	Google One - 200 GB Drive Space - Subscription	1	\$30.00	\$30.00	\$3.00				\$33.00
41	20281202	MS Office Prof 2016 Software Related to	1	\$359.00	\$359.00	\$35.90				\$394.90
42	20281202	Adobe Creative Cloud - Online License for Video and Document	5	\$806.00	\$4,030.00	\$403.00				\$4,433.00
43	20281202	Removed								
G/L 20281202 - Software Subtotal:										\$12,119.80
SYSTEM DEVELOPMENT SERVICES - D-TECH CHARGES										
44	20291100	DTech Networking Port Charges - Server & Computers	30	\$499.00	\$14,970.00	\$1,497.00				\$16,467.00
45	20291100	DTech Help Desk Service Charges (hours)	45	\$105.00	\$4,725.00	\$472.50				\$5,197.50
46	20291100	ID Badges for New Employees	4	\$33.50	\$134.00	\$13.40				\$147.40
47	20291100	ID Badges for PT employees (700 H Access)	10	\$33.50	\$335.00	\$33.50				\$368.50
48	20291100	Metro Cable Calendar Subscription Renewal	1	\$132.00	\$132.00	\$13.20				\$145.20
49	20291100	Domain Charges for Websites through DTech	1	\$65.00	\$65.00	\$6.50				\$71.50
G/L 20291100 - System Development Services Subtotal:										\$23,397.10
GS- PARKING CHARGES										
50	20296200	Parking Validation (QR codes) - Average Use	156	\$8.00	\$1,248.00	\$124.80				\$1,372.80
G/L 20296200 - GS Parking Charges Subtotal:										\$1,372.80
PA MILEAGE REIMBURSEMENT										
56	20203900	Mileage Reimbursement for Production Assistants	5129	\$0.58	\$2,974.82	\$297.48				\$3,272.30
G/L 20203900 - Mileage Reimbursement Subtotal:										\$3,272.30
PROFESSIONAL SERVICES										
51	20259100	Agreement for Specialized Consultation Services	1	\$30,000.00	\$30,000.00					\$30,000.00
57	20259100	Pre-Employment Tests (Physical/Drug/Driver bkgrnd)	5	\$210.50	\$1,052.50					\$1,052.50
58	20259100	Pre-Employment Live Scan Background Checks	8	\$74.00	\$592.00					\$592.00
G/L 20259100 - Professional Services Subtotal:										\$31,644.50
Sub-Total:										\$93,357.11
Sales Tax - Use Tax Rate for Member Agency: 8.75% (\$42,944.60 is non-taxable)										\$4,411.09
FY 2019-20 Film Supplies Funding Request - GRAND TOTAL:										\$97,768.21
FY 2019-20 FILM SUPPLIES FUNDING REQUEST - GRAND TOTALS BY G/L ACCOUNT NUMBERS:										
G/L 20202500 - Film Supplies :										\$10,706.66
G/L 20203100 - Business Travel :										\$4,359.30
G/L 20203500 - Education & Training Services :										\$2,283.60
G/L 20203800 - Employee Recognition :										\$1,461.35
G/L 20206100 - Membership Dues :										\$352.00
G/L 20281201 - Hardware :										\$3,387.70
G/L 20281202 - Software :										\$12,119.80
G/L 20291100 - System Development Services :										\$23,397.10
G/L 20296200 - GS Parking Charges :										\$1,372.80
G/L 20203900 - Mileage Reimbursement :										\$3,272.30
G/L 20259100 - Professional Services :										\$31,644.50
GRAND TOTAL:										\$97,768.21
Signature			26-Sep-19		*TRMS Hardware assurance non-taxed (\$6,655) S & H \$908 is taxable					
Name & Title	Kristin Riggs, Production Director				Parking (\$1,372.80), Spec. Consult. Svcs (\$31,644.50), Mileage (\$3,272.30) non-taxed \$97,768.21					

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

ATTACHMENT 6

Metro Cable's Revised Fiscal Year 2019-20 PEG Fee Funding Request



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

September 26, 2019

Dear Bob Davison and Karen Liu,

Metro Cable Channel 14 would like to revise our application for PEG funds available through SMCTC for broadcast-related equipment upgrades and replacement. There have been some changes in needs and configurations that require extra funding for the Van-Flight pack, two additional projects, and a decrease in the estimate for the Server project.

I revised the **Van-Flight Pack** request to reflect a change in the configuration of the portable studio and cameras/controller. After a demo was held, we realized the initial request would not fit our needs. The previous request was for \$16,505, and the current request for the Van-Flight Pack equipment is \$22,802, an increase of \$6,297.

I added two projects: **Laptops for Control Rooms** and **Head End**.

To improve efficiency, we are requesting eight laptops for our staff to use in each control room we visit. The cost of laptops, accessories, and software: \$4,946. Using laptops, CG files can be downloaded prior to meetings, and meeting files can be transferred after each recording. This eliminates the need for Production Assistants to drive first to the Metro Cable office, then to the meeting location, and back to the office after each recording. This will save driving time and decrease mileage payments.

Spare fiber transmitter and receiver boxes are needed for possible use at Comcast's Head End, where we send our broadcast signal in order to air programs on Channel 14. If we have a failure of any of our fiber equipment, we have no equipment to swap out or test. One transmitter and one receiver will offer us that ability.

For Fiscal Year 2019-20, our channel would like to replace and/or improve audio visual equipment for: our main Control Room; Master Control; Server; Editing System; Van-Flight Pack; and Head End. We are also looking into purchasing a mobile production flight pack, which may allow us to phase out the mobile production van.

The items we would like to acquire through PEG grants are listed below, along with justification.

Control Room:

1. Audio Mixer
2. Audio Monitors
3. Character Generator (Windows 10)
4. Distribution Amplifiers
5. Audio Embedders

Justification:

- Audio mixer replaces an aging one.
- Audio monitors replace aging ones with intermittent problems.
- New Compix CG replaces Windows 7 version of our Character Generator, which is out of warranty and cannot be used on the County network.



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

- Distribution Amplifiers allow adjusted audio to be sent to multiple places. These replace aging ones.
- Audio Embedders insert audio into a video signal. These replace aging ones in control room rack.

Subtotal: \$21,816.08
 Tax: \$1,908.91
Control Room Total: \$23,724.99

Master Control:

1. Ensemble Designs Frame
2. Ensemble Designs Network Card, and Down-conversion Card
3. Tektronix Waveform/Rasterizer (Video Signal Analyzer) Calibration

Justification:

- Current card frame ran out of card space.
- Network card allows two Ensemble Designs frames to communicate with each other.
- Ensemble down-conversion card adds flexibility in our workflow – enables all HD workflow with SD down-conversion just prior to sending signal to Comcast.
- Our current Tektronix Waveform measures audio and video signals. It could use recalibration service.

Subtotal: \$5,139.50
 Tax: \$449.71
Master Control Total: \$5,589.21

Server:

1. Tightrope Vio-2 Server with Bulletin Board
2. KVM Switch
3. Server Access Modules
4. System Integration, Installation and Training

Justification:

- Current SX2 server, and current Carousel (digital bulletin board) are both Windows 7, and must be replaced by Windows 10 systems.
- KVM switch at Server rack is at end of life.
- Access modules are needed for KVM switch operation.
- System Integration, installation, and training would ensure the system is properly installed, and Metro Cable staff receive in-depth training.

Subtotal: \$27,338.00
 Tax: \$2,168.51
Server Total: \$29,506.51

Van - Mobile Flight Pack

1. Mobile Switcher/Camera Kit (Flight Pack)
2. Tripods
3. Case for Flight Pack



Justification:

- Mobile Switcher/Camera Kit (all-in-one flight pack) – in situations where van is not available. This mobile solution may allow us to phase out the van in a year or two. It would be more economical than operating the van, or upgrading aging van equipment. Demo will be done prior to purchase to ensure quality is acceptable.
- Camera Tripods to replace worn-out tripods.
- Flight Pack carrying case to move extra, rack-mounted equipment needed for remote shoots.

Subtotal: \$22,802.01

Tax: \$1,995.18

Van – Flight Pack Total: \$24,797.19

Editing System:

1. DVD Duplicator
2. DVD Label Printer
3. Monitor (Wav/Vec/Multiview)
4. UPS for Editing PC

Justification:

- DVD duplicator to replace one at end of life that is failing.
- DVD label printer to replace one at end of life.
- Monitor for Programming Coordinator to view multiple broadcast sources at his desk.
- Uninterrupted Power Supply for the Editing PC would protect it from power fluctuations. Current one is past its expected life.

Subtotal: \$6,350.80

Tax: \$555.70

Editing System Total: \$6,906.50

Workstations:

1. Workstation for Production Director and Programming Coordinator.
2. Utility Table for Production Director.
3. Hutch for Utility Table.

- Workstations with improved functionality are needed. Program Coordinator's workstation is not ergonomic, and Production Director's workstation is worn and sections are separating.
- Utility table needed, since old desk with larger footprint will be removed.
- Hutch needed for tidy storage of files and binders.

Subtotal: \$2,281.28

Tax: \$199.61

Editing System Total: \$2,480.89

Laptops for Each Control Room:

1. Laptops for file transfers, and connection to Metro Cable's server and router.
2. USB Cables
3. Computer Mouse
4. USB Flash Drives
5. Bags for Laptop
6. MacDrive Software



7. Anti-virus Software

- Laptops will improve efficiency, and eliminate the need for trips to/from office.
- USB cables are needed for KiStor drive connection.
- Computer mouse needed for two laptops.
- Flash drives needed to transfer file from MPEG 2 video encoder/recorder, then to laptop.
- Laptop storage and carry bag.
- MacDrive software allows Mac storage drives (Pro-Res video files) to be recognized by a PC; and anti-virus software is needed for the laptops.

Subtotal: \$ 4,946.20
 Tax: \$ 432.79
Laptops Total: \$ 5,378.99

Head End:

1. 80 km Fiber Transmitter.
2. 80 km Fiber Receiver.

- Transmitter to send fiber video signal to Comcast Head End.
- Receiver to receive/pass fiber video signal from Metro Cable 14 Master Control.

Subtotal: \$ 2,903.60
 Tax: \$ 254.07
Head End Total: \$ 3,157.67

Sub-Total PEG requests: \$ 93,577.46

Tax: \$ 7,860.78

Grand Total PEG requests: \$ 101,438.24

In summary, we would like to request a total of **\$101,438.24** for all eight projects.

Attached are the: PEG Fee Funding Request form, and new quotes. Please let me know if you need clarification.

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

Sincerely,


Kristin Riggs

Production Director
 Metro Cable Channel 14
 916-874-7685

METRO CABLE
PEG FEE FUNDING REQUEST - FISCAL YEAR 2019-20

Item #	Project Location	Equipment Description	Quantity	Unit Price	Total	10% Contingency	Shipping/ Handling	Installation	Warranty	TOTAL	
Control Room											
1		Alesis MultiMix 12R Rackmount Mixer	1	\$399.00	\$399.00	\$39.90				\$438.90	
2		Wohler AMP-2SDA 2 Channel Stereo Monitor w/ 3G/HD/SD-SDI and Analog Input	2	\$1,559.40	\$3,118.80	\$311.88				\$3,430.68	
3		Compix CompactCG 1RU single Channel Portable Broadcast Graphics System	1	\$15,000.00	\$15,000.00	\$1,500.00				\$16,500.00	
4		RDL RUADA8D Audio Distribution Amplifier, 2x8 or 1x16	2	\$365.00	\$730.00	\$73.00				\$803.00	
5		Blackmagic CONVMCAUDS2 Audio to SDI Mini Converter-Embedder	3	\$195.00	\$585.00	\$58.50				\$643.50	
										Control Room Subtotal:	\$21,816.08
										Control Room Sales Tax:	\$1,908.91
										Control Room Total:	\$23,724.99
Master Control											
6		Ensemble Design Avenue 3RU Frame	1	\$995.00	\$995.00	\$99.50				\$1,094.50	
7		Ensemble Design Avenue 5030 Network Card	1	\$700.00	\$700.00	\$70.00				\$770.00	
8		Ensemble Design Avenue 7920 HD Downconverter Card	1	\$1,900.00	\$1,900.00	\$190.00				\$2,090.00	
9		Tektronix Multi-format Rasterizer (Waveform/Vectorscope) Calibration Service	1	\$1,000.00	\$1,000.00	\$100.00	\$85.00			\$1,185.00	
										Master Control Subtotal:	\$5,139.50
										Master Control Sales Tax:	\$346.02
										Master Control Total:	\$5,485.52
Server											
10		Cablecast VIO2 Server w/ CG, 20 TB Storage	1	\$22,530.00	\$22,530.00	\$2,253.00	\$55.00			\$24,838.00	
11		Black Box KVM ServSwitch (Included in above system config/quote)								\$0.00	
12		CX Series Server Access Module - DisplayPort, USB, and Audio, CATX (Included in line 10 system config/quote)								\$0.00	
13		System Integration, Installation and Training						\$2,500.00		\$2,500.00	
										Server Subtotal:	\$27,338.00
										Server Sales Tax:	\$2,168.51
										Server Total:	\$29,506.51
Van-Flight Pack											
14		Datavideo HS-3200 Portable HD/SD Studio with 4-Camera PTC-150 Remote Camera Kit and RMC 180 Camera Controller	1	\$18,695.00	\$18,695.00	\$1,869.50	\$152.00			\$20,716.50	
15		Manfrotto Tripods	3	\$599.99	\$1,799.97	\$180.00				\$1,979.97	
16		Shallow ABS 19" Rackmount Flight Case	1	\$95.95	\$95.95	\$9.60				\$105.55	
										Van-Flight Pack Subtotal:	\$22,802.01
										Van-Flight Pack Sales Tax:	\$1,995.18
										Van-Flight Pack Total:	\$24,797.19
Editing System											
17		Epson Discproducer Autoprinter	1	\$2,321.00	\$2,321.00	\$232.10				\$2,553.10	
18		EZ Dupe 3 Target 24X DVD/CD Duplicator	1	\$379.00	\$379.00	\$37.90				\$416.90	
19		TVLogic 24" Monitor	1	\$2,812.50	\$2,812.50	\$281.25				\$3,093.75	
20		APC Smart-UPS C Battery Backup & Surge Protector	1	\$260.95	\$260.95	\$26.10				\$287.05	
										Editing System Subtotal:	\$6,350.80
										Editing System Sales Tax:	\$555.69
										Editing System Total:	\$6,906.49
Workstations											
21		Workstations for Production Director & Programming Coordinator	2	\$607.00	\$1,214.00	\$121.40	\$200.00			\$1,535.40	
22		Utility Table for Production Director	1	\$395.00	\$395.00	\$39.50				\$434.50	
23		Hutch for Utility Table	1	\$181.25	\$181.25	\$18.13	\$112.00			\$311.38	
										Workstation Subtotal:	\$2,281.28
										Workstations Tax:	\$199.61
										Workstations Total:	\$2,480.89
Laptops for Control Rooms											
24		Dell Windows 10 Laptops	8	\$420.00	\$3,360.00	\$336.00	\$200.00			\$3,896.00	
25		Micro USB 3.0 A to Micro B	8	\$7.00	\$56.00	\$5.60				\$61.60	
26		Wired Computer Mouse	2	\$11.00	\$22.00	\$2.20				\$24.20	
27		USB Flash Drives	8	\$19.00	\$152.00	\$15.20				\$167.20	
28		Bags for Laptop	8	\$24.00	\$192.00	\$19.20	\$25.00			\$236.20	
31		MacDrive 10 Software	8	\$50.00	\$400.00	\$40.00				\$440.00	
32		Anti-Virus Software	1	\$110.00	\$110.00	\$11.00				\$121.00	
										Laptops Subtotal:	\$4,946.20
										Laptops Tax:	\$432.79
										Laptops Total:	\$5,378.99

Head End										
29	SD-HD-SDI 3G or ASI 80 km Fiber Transmitter CWDM	1	\$1,288.00	\$1,288.00	\$128.80	\$35.00				\$1,451.80
30	SD-HD-SDI 3G or ASI 80 km Fiber Receiver	1	\$1,288.00	\$1,288.00	\$128.80	\$35.00				\$1,451.80
										\$0.00
Head End Subtotal:										\$2,903.60
Head End Tax:										\$254.07
Head End Total:										\$3,157.67
Sub-Total:										\$93,577.46
Sales Tax - Use Tax Rate for Sacramento: 8.75% (-\$3,655 non-taxable)										\$7,860.78
FY 2019-20 PEG FEE FUNDING REQUEST - GRAND TOTAL:										\$101,438.24



 Signature
 Kristin Riggs, Production Director, Metro Cable Channel 14

 Name & Title

 September 25, 2019

 Date

Service/Install/Training non-taxable: \$2,500
 Freight non-taxable: \$55
 Calibration Service non-taxable: \$1,100

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



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

799 G Street, 4th Floor, Sacramento, CA 95814 • (916) 874-6661 • Fax: (916) 854-9666 • www.sacmetrocbable.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. 3

DATE: October 3, 2019
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: RESOLUTION NO. 2019-013, APPROVING THE REVISED TECHNICAL COORDINATOR JOB DESCRIPTION

RECOMMENDATION:

It is recommended the Board adopt Resolution No. 2019-013, Approving the Revised Technical Coordinator Job Description.

BACKGROUND/DISCUSSION:

In 1997, the Sacramento Metropolitan Cable Television Commission's (SMCTC) staff assumed responsibility for managing and repair of the County's Board Chambers systems which was supported by both the Clerk of the Board and the County's Department of General Services at the time.

With the help of the County's Human Resources Department and Cooperative Personnel Services (CPS), a brief study was conducted in May 1998 to address a management concern about working a technical staff member out-of-class.

The Study (Exhibit B) performed by CPS confirmed that including the Board Chamber audio/visual systems maintenance which accounted for 30% of that technical staff's time, the extra duties were deemed to be beyond the duties and salary of the Production Assistant III (PA III) specification. That Study recommended the PA III position be upgraded to align with the Program Coordinator classification, to a new classification to be called Technical Coordinator (Exhibit C). The new classification was approved by the Board in June 1998.

SMCTC retained CPS to perform a classification and compensation study in 2017. As part of that study, CPS scheduled one-on-one interviews with each staff member, for the purpose of identifying the current duties and responsibilities for each position. Each job description was updated based on the interviews held with each staff member.

Agenda Item No. 3

Resolution No. 2019-013, Approving the Revised Technical Coordinator Job Description

Page 2

With the recent retirement of the employee that has held the Technical Coordinator position since 1998, staff is recommending that the Technical Coordinator job description (Exhibit A), as revised by CPS should be used for the recruitment of the vacant Technical Coordinator position, as it outlines the current duties, knowledge, skills, abilities, and experience required for that position.

FISCAL IMPACTS:

No change to the current salary range is recommended at this time.

RECOMMENDATION:

Staff recommends the Board adopt Resolution No. 2019-013, Approving the Revised Technical Coordinator job description.

The position is currently vacant and a recruitment effort is immediately pending.

Respectfully submitted,



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

Attachments:

- Resolution No. 2019-013
- Technical Coordinator Job Description (Revised 2017)
- CPS Study (May 6, 1998)
- Technical Coordinator Job Description (May 1998)

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RESOLUTION NO. 2019-013

**A RESOLUTION OF THE SACRAMENTO METROPOLITAN CABLE
TELEVISION COMMISSION APPROVING THE REVISED
TECHNICAL COORDINATOR JOB DESCRIPTION**

WHEREAS, in 1997, the Sacramento Metropolitan Cable Television Commission (Commission) staff assumed responsibility for managing and repair of the County's Board Chambers systems; and

WHEREAS, with the help of the County's Human Resources Department and Cooperative Personnel Services (CPS), a brief study was conducted in May 1998 to address a management concern about working a Metro Cable technical staff member out-of-class; and

WHEREAS, the study performed confirmed that the duties assumed on behalf of the County were deemed to be beyond the duties and salary of the Metro Cable Production Assistant III specification;

WHEREAS, the study recommended the PA III position be upgraded to align with the Metro Cable Program Coordinator classification, to a new classification of Technical Coordinator;

WHEREAS, the new classification was approved by the Board in June 1998;

WHEREAS, the Commission retained CPS to perform a Classification and Compensation Study in 2017;

WHEREAS, CPS scheduled one-on-one interviews with each staff member to identify current duties, knowledge, skills, abilities, and experience required for each position;

WHEREAS, all Commission job descriptions, including the Technical Coordinator job description was revised as a result of the interviews held;

WHEREAS, the Technical Coordinator position is now vacant due to the recent retirement of the employee that served as the Technical Coordinator since 1998;

WHEREAS, the revised Technical Coordinator job description attached as Exhibit A will be used to recruit for a new Technical Coordinator.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Sacramento Metropolitan Cable Television Commission does hereby approve the revised Technical Coordinator job description.

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 3rd day of October 2019, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Clerk of the Board

Chair of the Board

EXHIBIT A

Technical Coordinator

Job Description (Revised 2017)



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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EXHIBIT A

TECHNICAL COORDINATOR

DEFINITION:

Under direction, to perform specialized technical audio visual work on production systems and equipment to ensure cablecast of local government programming and broadcasting. Responsibilities include on-air support, equipment and control room oversight, and preparing preliminary Public, Education, Government (PEG) grant funding requests.

DISTINGUISHING CHARACTERISTICS:

The Technical Coordinator reports to the Cable Production Director and is the professional journey level classification that is distinguished from the Technical Assistant and Production Assistant classes by more complex duties involving researching, planning, training, and assessing technical audio visual work with minimal supervision.

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.

- Monitoring the channel on air, staging and operating systems and equipment.
- Design video and audio systems, plan improvements, and research and recommend equipment.
- Create and maintain systems drawings using CAD and 3-D software.
- Trouble shoot and test audio, video, and computer systems; repair, replace, or workaround faulty equipment.
- Define operational requirements for public, educational, and governmental programming (PEG) projects.
- Work with external agencies as technical liaison.
- Assess and research equipment needs,
- prepare initial budget requests for PEG projects, getting estimates on equipment, installation, and services;
- assisting member agencies in assessing PEG equipment needs for control rooms and Council Chambers each year.
- Perform routine inspections of existing AV equipment; identifies issues/problems; determines useful shelf life, and/or recommend replacement equipment;
- Responsible for insuring equipment operation and procedure manuals are updated;

- Train Metro Cable staff in safe operation of equipment, and in recording and broadcast levels for both audio and video equipment;
- Train and provide direction to the Technical Assistant.
- Provide 24/7 remote phone coverage regarding issues and problems with Metro Cable 14;
- travel to facilities to trouble shoot, as needed.
- Depict complex audio/visual systems, in schematics and reports.
- Determine fixed assets to be surplus annually.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Terminology, methods, practices, and techniques of video production, program scheduling, editing, and playback
- Principles and techniques of camera operations, audio and video recording, lighting related to cable television production
- Audio and video systems operational theory and practices
- Computer systems related to automation, robotics, control, and software, including switchers and video routers w/sync, recording devices, waveform / vectorscope (vectorscope) test equipment, and cameras
- Servers, video routers, encoders/decoders; IT networking; IP, digital video, SD/SDI, HD formats
- Project and materials cost estimating
- Effective training principles and practices
- English language, spelling, and grammar
- Local government functions, processes and organizations
- Safe driving principles and practices

Skills In:

- Visualizing audio and video systems
- Trouble shoot systems, equipment, and computers
- Basic Television broadcasting systems and equipment
- Use computers and software
- Operating control room and test equipment
- Current methods of audio and video production
- Current methods of sound reinforcement
- Lighting methods
- Written and verbal communication skills
- Leading and training staff
- Operating a motor vehicle safely

Ability to:

- Convey complexity of an audio/visual system through schematics and reports
- Explain and follow operating policies and procedures
- Communicate effectively, both verbally and in writing

- Provide training to production assistants, and others
- Understand and follow verbal directions or written instructions (manuals)
- Interact with agency staff and elected officials
- Read blueprints and system drawings from vendors and agencies
- Read schematics
- Edit productions
- Direct live meetings/productions
- Plan/ preproduction for meetings

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Education/Training:

Requires advanced knowledge of a specialized field such as film, TV, and cable broadcasting, electronic, electrical, computer, and network technology, or a directly-related technical field, equivalent to high school plus broad specialized training equal to two years of college.

Possession of a Bachelor's degree from an accredited college or university with major course work in Broadcasting, theater/stage production, TV studio or production studio work, mobile production van, engineering, IT/networking, and electronics, or a directly-related field is desirable.

Experience:

Requires a minimum of two to three (2-3) years of experience with working background in areas such as servers, routers, encoders/decoders, IT networking, IP, digital video, SD/SDI, HD formats.

LICENSES AND CERTIFICATES:

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 and mental demands, and working conditions 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, employees are expected to stoop, squat, crawl, and work within confined physical spaces; may climb stairs, ladders, or small stools, and lift and carry parts, supplies, and

equipment, typically weighing less than 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus (corrected if necessary); is regularly required to sit, walk and stand; speak and hear (corrected if necessary); 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.

Mental/Visual Demand:

While performing the duties of this classification, an employee uses written and verbal communication skills; reads and interprets data, information and documents; hear hiss, pops, buzz, crackles, and ambient noise, for recordings; receive detailed information through verbal communication; analyze and solve problems; use math and mathematical reasoning; coordinate the movement of eye and hand motions, perform highly detailed work; deal with multiple concurrent tasks; and interact with others during work, including frequent contact with customers, the public, staff members, and dissatisfied individuals.

Work Environment:

Occasional exposure to electrical energy noise, dust, heat, cold, close working areas, where some element is present that makes conditions less desirable than found in an office.

OTHER CONDITIONS OF EMPLOYMENT:

Maintain a flexible work schedule, including evenings and some weekends and split shifts.
The probationary period is 6 months for incumbents assigned to this classification.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 09-07-17

EXHIBIT B
CPS Study (May 6, 1998)



COOPERATIVE PERSONNEL SERVICES



ATTACHMENT 6

May 6, 1998

Richard E. Esposto, Executive Director
Sacramento Metropolitan Cable Television Commission
828 I Street, Room 527
Sacramento, CA 95814

Dear Mr. Esposto:

In response to your request for assistance with a job study, the position encumbered by Mr. William Piper, Production Assistant III has been audited and reviewed in order to determine the proper classification level and compensation.

It is recommended that the position be upgraded to align with the current Program Coordinator classification. The new classification will be called Technical Coordinator and will be responsible for planning, organizing, coordinating, and performing specialized technical work on production systems. In addition, it is recommended that the current Program Coordinator classification specification be revised to update the content. Both the draft revised and the new classification specifications are attached for your review and comments. Also included for your review is the report that contains the analysis of the position and the specific recommendations by Cooperative Personnel Services (CPS).

CPS appreciates the opportunity to assist you with this project. Please let me know if you require any additional assistance. You can contact me at 263-3624, ext. 3012.

A handwritten signature in cursive script that reads "Bronda Silva".

Bronda Silva
Supervising Principal Consultant

TO: Richard Esposto, Executive Director
Sacramento Metropolitan Cable Television Commission

SUBJECT: PRODUCTION ASSISTANT III POSITION – WILLIAM PIPER III

BACKGROUND

Mr. William Piper is currently a Production Assistant III with the Sacramento Metropolitan Cable Television Commission. He started with the agency in 1992 as a part-time Production Assistant I and due to the passage of time, changes in staffing, and Mr. Piper's skills, it was suspected that his job had undergone notable changes. Because of these perceived changes, CPS was contacted to perform a position analysis to ensure proper class allocation and salary level.

Various materials were submitted to CPS in order to begin the project. Most importantly, documentation of Mr. Piper's responsibilities was submitted which outlined his duties as well as a log that supported, on a day-to-day basis, his typical tasks. In addition to the materials originally submitted, CPS also requested that Mr. Piper complete paperwork related to the physical requirements of the job which was completed prior to the job audit.

ANALYSIS

Production Assistant III Duties and Responsibilities

After an initial meeting with management to get an overview of the organization's structure, a job audit was conducted with Mr. Piper on April 6, 1998. Major responsibility areas were discussed, samples shown and percentages of time determined. The following are the significant duties of the position and the average time spent in each area:

- 30% - Direct and crew meetings; includes training Production Assistants and operating equipment
- 15% - Perform preventative maintenance on equipment and systems; maintain equipment which includes cleaning (VCRs) and phasing (cameras)
- 15% - Help with Powerpoint presentations; may include putting the entire presentation together or just loading it onto a County computer.
- 10% - Diagnose and repair equipment; recommend and coordinate outside service

- 10% - Install new equipment from camera robotics to computers; includes installing software, modems, and monitors
- 8% - Research new equipment for purchasing; obtain quotes and some purchase orders
- 5% - Design and maintain drawings using CAD such as flow diagrams and layouts
- 3% - Keep track of equipment inventory and service records
- 2% - Run day-to-day operations when Production Director and Program Coordinator are out sick; includes scheduling people, equipment, and programming
- 2% - Design and fabricate specialty items

According to the current classification specification for Production Assistant III, the typical responsibilities of the class are:

- Assist in the set up and operation of video cameras and related equipment, including overseeing the proper cabling, camera locations, lighting, sound and recording/playback equipment.
- Direct video taping of meetings.
- Assist in the tear down, packing and storage during post production activities; transport equipment as necessary.
- May assist in training of new Production Assistants in the use of cameras, character generator and other equipment.
- Under general direction of the Production Director or other higher level Commission staff, organize, coordinate and direct video production activities.

As can be seen from the outline of the duties performed by Mr. Piper and the duties assigned to the Production Assistant III (PA III) classification, there is only a small overlap in duties. Specifically, only 30% of Mr. Piper's duties (Direct and crew meetings...) matches the PA III. The remainder of his duties are not covered by the current job description. In addition, these other duties were found to be of a higher level of responsibility. Specifically, the responsibility of equipment maintenance and repair was found to be a higher level than the majority of the duties outlined in the PA III classification specification.

Organizational Structure and Salary Information

Typically, when a job study is conducted, two sources of information are utilized to help provide guidance in analyzing and setting salary levels. First, it is important to look at internal relationships so that internal integrity and alignments are not destroyed. Next, if additional information is required, outside salary data is collected to help provide some benchmark information.

In the case of the Production Assistant III position, local area data could not be found that would provide a good classification match. There are a couple of reasons for this. First, the Commission is a unique organization in the Sacramento area. There just aren't any other agencies that do the same thing so it is difficult to find a good classification and salary match.

Another problem is the size of the Commission. Jobs in very small organizations tend to be more varied with responsibility for a wider range of duties that may not be related to one another. This is the case with the PA III position. An attempt was made to match the job with classifications in the City and County but there was very little fit. The PA III position does some electronic repair but nothing approaching the level performed by employees in City and County electronics classifications. Because no reliable and consistent classification matches could be found locally, it is recommended that internal relationships be the sole guiding factor in determining the salary for the work performed.

The following table shows the classification and salary structure of the Commission:

Classification Title	Definition	Top Monthly Salary
Production Director	Plan, direct, coordinate, and perform specialized technical and administrative work in connection with the video production of local government programming	\$2881
Program Coordinator	Plan, organize, coordinate, and schedule the programming of all local government cablecasts	\$2619
Production Assistant III	To perform skilled technical work related to the video production of City Council, Board of Supervisors and other governmental bodies meetings and production of cable television programs; act as lead Production Assistant	\$1795
Production Assistant I/II	To perform a wide variety of technical video production work involving the videotape recording of City Council, Board of Supervisors and other governmental bodies meetings and production of cable television programs	I - \$1216 II - \$1632

An overview of the duties of the other Commission staff reveals a strong organizational similarity between the PA III position and the Program Coordinator position. Specifically, both positions report to the Production Director and both have responsibility

for overseeing and training the work of Production Assistants and for operating the various types of equipment; however, the Program Coordinator appears to have more of an administrative focus while Mr. Piper's position has a more technical focus.

RECOMMENDATION

It was found that Mr. Piper's PA III position is not properly classified. There is only about a 30% overlap with the duties he performs on a regular basis and the duties outlined in the PA III classification specification. The nature of the other duties that Mr. Piper performs was found to be of a higher level; therefore he should be appointed to a classification that compensates him for the work he performs.

Lacking valid external salary data and due to the importance of internal alignments, it is recommended that Mr. Piper's position be aligned with the current Program Coordinator classification, both in organizational level and salary. This is best accomplished by establishing a new classification called Technical Coordinator and setting the salary at the same rate as Program Coordinator. The new classification will plan, organize, coordinate, and perform specialized technical work on production systems in connection with the video production of local government programming.

The top monthly salary for the current Program Coordinator is \$2619. Mr. Piper's current top salary is \$1795 per month. Appointing Mr. Piper to a new, higher classification of Technical Coordinator will result in a movement to a classification that is 46% higher than his current classification. However, his overall increase in salary upon appointment to the higher class will be dependent upon where in the new salary range he is appointed by the Commission. It is a typical practice in public agencies that when an employee is upgraded in classification, his/her new salary placement is at a step that gives him/her at least a 5% increase or to the first step in the new range, whichever is greater. Using this general rule, Mr. Piper should be appointed at the first step of the higher classification (\$2155) which will result in a 20% increase in salary. Afterwards, he can progress through the salary range in accordance with the Commission's policy for salary advancements.

In summary, the recommendations put forth by CPS recognizes the higher level work performed by Mr. Piper and places him in a new classification that would fairly compensate him for his work with an immediate 20% increase. The recommended new classification of Technical Coordinator and the revisions to the Program Coordinator classification not only accommodates Mr. Piper's classification and salary issue, but it also gives the Commission more flexibility in its classification system by allowing for greater flexibility in assignments between the two classifications.



Bronda Silva
Supervising Principal Consultant

EXHIBIT C

Technical Coordinator

Job Description (May 1998)

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

TECHNICAL COORDINATOR

DEFINITION

To plan, organize, coordinate, and perform specialized technical work on production systems in connection with the video production of local government programming.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Production Director or other higher level Commission staff.

May exercise supervision of Production Assistants.

EXAMPLES OF DUTIES—Duties may include, but are not limited to, the following:

Participate in a team capacity with the Production Director and Program Coordinator to accomplish all local government cablecasting and video production objectives.

Oversee and test proper connection of all equipment to ensure video and audio signal quality, synchronization, and crew communication.

Create and maintain technical drawings, charts, and graphs using a CAD program.

Plan and research future equipment upgrades and recommend improvements and purchases, including creating RFQs and POs.

Maintains, repairs, and operates all equipment related to video/audio production, playback, and presentation systems.

Coordinate services from outside vendors.

Install new equipment and software.

Assist in coordinating the scheduling, preparation, set-up, and equipment adjustment for a video production, including scouting locations to assess lighting, sound, and electrical needs.

Supervise and assist in the set-up of equipment, assign crew to specific jobs, and determine camera locations.

Provide customer service to government staff and officials by answering questions and addressing problems; provide technical guidance for their presentations; coordinate agency requests and establish necessary agency contacts/relations.

Maintain equipment and repair records, prepare status reports on equipment.

Train, lead, and give direction to Production Assistants.

Act as a member of video production crew as necessary.

Act as the Program Coordinator or Production Director in his/her absence or assist with their duties as needed.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Terminology, methods, practices, and techniques of video production, program scheduling, editing, and playback.

Operation of computer systems, video production systems, integrated remote control systems (as may exist or be installed in the City Council or Board of Supervisor Chambers) and presentation systems.

Basic maintenance, repair, installation, and configuration of computer and production equipment.

Local cable television channel operations.

Production equipment software applications

English grammar and punctuation.

Ability to:

Read and understand blueprints and schematics.

Program and operate basic integrated remote (audio, video, recording, sound, touch screen) control systems.

Troubleshoot and repair computer, video, audio, and presentation systems.

Work quickly and effectively under workload and time demands; organizational skills.

Use and operate all equipment proficiently.

Communicate effectively, both orally and in writing.

Establish and maintain effective work relationships with coworkers, government staff and officials, community organizations, and the general public.

Provide leadership to lower level staff.

Work flexible work schedules including evenings and some weekends and split shifts.

Lift and maneuver equipment weighing 50 pounds.

Experience and Education:

Experience: Two years (full-time equivalent) experience in video production that involved editing, lighting, audio, and system diagnostics, maintenance, and repair. AND

Education: An Associate of Arts Degree in electronics, communications, or closely related field. (Additional qualifying experience may substitute for the required education on a year-for-year basis.)

License or Certificate:

Possession of a valid Class C California Drivers License at the time of and throughout appointment (DMV records and point count will be checked prior to appointment).



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. 4

DATE: October 3, 2019
TO: Chair and Board of Directors
FROM: Robert A. Davison, Executive Director
SUBJECT: CALENDAR YEAR 2020 QUARTERLY BOARD MEETING SCHEDULE

RECOMMENDATION:

It is recommended the Board receive and file the Quarterly Board Meeting Schedule for Calendar Year 2020.

DISCUSSION:

The Sacramento Metropolitan Cable Television Commission Board meets quarterly at 2:30 p.m. in the County of Sacramento's Board Chambers located at 700 H Street, Suite 1450.

The attached Quarterly Board Meeting Schedule for Calendar Year 2020 is subject to change and additional meetings may be added if necessary. The Executive Director will coordinate with the Chair regarding cancellation of any meetings, as well as the addition of meetings if needed.

RECOMMENDATION:

It is recommended the Board receive the file the Calendar Year 2020 Quarterly Board Meeting Schedule.

Respectfully submitted,

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

Attachment:
Calendar Year 2020 Quarterly Board Meeting Schedule



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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CALENDAR YEAR 2020 QUARTERLY BOARD MEETING SCHEDULE

Below are the quarterly meeting dates for the Sacramento Metropolitan Cable Television Commission Board, scheduled in Calendar Year 2020.

All meetings are held at 2:30 p.m. at the Sacramento County Board of Supervisors' Chambers located at 700 H Street, Suite 1450, Sacramento, CA.

The Calendar Year 2020 Quarterly Board Meeting Schedule is subject to change and additional meetings may be added if needed.

Date	Meeting
March 5, 2020	Regular Meeting
June 4, 2020	Regular Meeting / Budget Hearing
September 3, 2020	Regular Meeting
December 3, 2020	Regular Meeting



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AGENDA ITEM NO. 5

DATE: October 3, 2019
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. FCC In-kind Proceeding – Agreement to join the Coalition appealing the Order;
2. Mary Thao Anacleto – Promotion from Confidential SOS to ASO I;
3. Quarterly meetings for the remainder of Calendar Year 2019;
4. Regional Transit Cablecasting Agreement – Extended through June 30, 2020.

Respectfully submitted,

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



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AGENDA ITEM NO. 6

DATE: October 3, 2019
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. 7

DATE: October 3, 2019
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. 8

DATE: October 3, 2019
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