**2017**

**ANNUAL COMMUNITY ACCESS PROVIDER REPORT**

**Cable Franchise Operator**

Name of Cable Operator: **Comcast Cablevision of New Haven**

Address: **222 New Drive Park, Berlin CT 06037**

Telephone: **(860) 505-2075**

Towns Served:  **Hamden, New Haven, West Haven**

Contact Person: **Sharon Codeanne** Telephone: **(860) 505-3356**

**Access Provider**

Name of Access Provider: **Citizens Television, Inc.**

Address: **843 State Street, New Haven, CT 06511**

Telephone: **(203) 562-2288**

Towns Served: **Hamden, New Haven, West Haven**

Access Contact Person: **Joseph L. Schofield** Telephone: **(203) 562-2288**

Person responsible for filing this Community Access Report:

 **Joseph L. Schofield**

Period covered by this report: **January 1, 2017-December 31, 2017**

An annual community access report is required for each access facility. List each facility and identify the entity responsible for managing its operations (facility includes access operations with studio(s), edit suite(s), etc.):

 Name of Facility Location (Town) Contact Person/Tel. No.

**Citizens Television, Inc. New Haven Joseph L. Schofield, (203) 562-2288**

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Description of access facility (include square footage, attach a simple facility diagram):

Facility is a 8,000 sq. ft plant comprised of several staff offices, a production studio with control room, sound lock and Green Room, a conference room, a kitchen/lounge, three lavatories (one handicap access), a large Master Edit Suite, two analog edit areas, a field equipment area, an engineers area, a cablecast room/media library, a prop room, a reception area.

List the weekday and weekend access facility hours of operation (access hours available to public):

**Monday: 10:00am-6:00pm /6:00pm-10:00pm By Appointment Only**

**TuesdayWednesday & Thursday: 10:00am - 9:00pm**

**Saturday: 10:00am-6:00pm By Appointment Only**

**Friday & Sunday: By Appointment Only (12:00am-6:00pm)**

Is facility handicap accessible?**Yes**Soundproofed?**Yes**Approx. studio ceiling height**14ft**

Does the access facility utilize a mobile production van? **NO.** If yes, explain how often the van is used for access (% of time) and the type of programming generated.

**NOTE**: costs associated with the mobile van must be detailed on p. 5

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Attach a copy of the Company’s/Organization’s current operating policies, rules and procedures clearly indicating the effective date.

Attach an organizational chart for the access facility covered by this report.

**PUBLIC ACCESS CHANNEL(S)**

 Channel #: 27 Point of origination: NEW HAVEN

Average hours recorded/live programming per week: 154 hrs/wk

Average hours of character generated per week: 14 hrs/wk

Total number of programs produced annually at this facility: 60

Total number of programs broadcast, but produced elsewhere: 836

Approximate percentage of repeat programs: **35 Percent**

**EDUCATIONAL ACCESS CHANNEL(S)**

 Channel #: 26 Point of origination: NEW HAVEN

Average hours recorded/live programming per week: 154 hrs/wk

Average hours of character generated per week: 14 hrs/wk

Total number of programs produced annually at this facility: 360

Total number of programs broadcast, but produced elsewhere: 628

Approximate percentage of repeat programs: **30 Percent**

**GOVERNMENTAL ACCESS CHANNEL(S**)

 Channel #: 96 Point of origination: NEW HAVEN

Average hours tape/live programming per week: 132hrs/wk

Average hours of character generated per week: 36 hrs/wk

Total number of programs produced annually at this facility: 56

Total number of programs broadcast, but produced elsewhere: 491

Approximate percentage of repeat programs: **34 Percent**

List and describe each town-specific channel covered by this report:

**Citizens Television, Inc. does not operate town-specific channels. All community residents in the franchise area may produce or submit programs for cable transmission on one of three program-specific P.E.G. channels, which are simultaneously cablecast to all three town/cities in the CTV franchise area.**

List and describe all other types of programming broadcast on each access channel:

***Ch. 27* is Public Access and is largely restricted to local origination programming and playback of live studio produced (non-gov,non-ed) programming.**

***Ch. 26*  has the satellite feeds of Free-Speech TV (alternative programming), Classic Arts Showcase, and NASA.**

***Ch. 96*  carries considerable programming of local governmental programming, including town meetings and studio/field produced programming by elected officials. NASA is alternately shown on this channel as well as “bicycled-in” taped government programs from the various military forces and federal departments. CTV Produces a “Sandbox Chronicles” in conjunction with the Veterans Center in West Haven, CT.**

**NOTE:** Records of cablecast logs must be maintained by access operator and kept on hand for a minimum of 3 years. Do not include copies of said logs with this report; the Department will request copies if deemed necessary.

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Number of full-time employees *dedicated* to access **6**

 Annual Wages Years

 Title allocated to of

 community access Experience

**Executive Director 83,800 20**

# Program Manager 59,700 19

**Production Manager 50,590** \_  **15**

**Production Assistant 27,500 2**

**Production Assistant 36,050 7**

**Production Assistant 33,000 3**

Number of part-time employees *dedicated* to access **3**

 Annual Wages Years

Title allocated to of

 community access Experience

# Executive Assistant 13,500 29

**Administrative Assistant 11,000 11**

**Production Assistant** **10,500 1**

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List below all *other* employee salaries allocated to access

Title Annual Wages Years of Allocation allocated to access Experience Method

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Accounting information below provided for period beginning/ending: **January 1, 2017/December 31, 2017**

Annual financial community access support required by franchise agreement and/or otherwise committed to by cable operator: **$584,000**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BUDGET | OCT- DEC | TO DATE | BUDGET | % REC'V |
| REVENUE: 2017 | 2017 | 12/31/17 | BALANCE | /PD.OUT |
| COMCAST Subscribers | 470,005 | 229,398.16 | 464,536.92 | 5,468.08 | 98.8 |
| Frontier Subscribers | 148,000 | 57,935.22 | 119,741.21 | 28,258.79 | 80.9 |
| Board of Aldermen | 0 | 0.00 | 0.00 | 0.00 |  |
| Contributions/Memberships | 0 | 0.00 | 0.00 | 0.00 |  |
| Donated Services | 24,000 | 0.00 | 0.00 | 24,000.00 | 0.0 |
| Graustein Fund | 10,000 | 0.00 | 10,000.00 | 0.00 | 100.0 |
| Interest Income | 0 | 0.00 | 0.00 | 0.00 |  |
| Miscellaneous Income | 0 | 0.00 | 0.00 | 0.00 |  |
| Promotional Sales | 0 | 0.00 | 0.00 | 0.00 |  |
| Recording Sales | 0 | 0.00 | 0.00 | 0.00 |  |

TOTAL INCOME 652,005.00 287,333.38 594,278.13 57,726.87 91.1

|  |  |
| --- | --- |
| EXPENSE: |  |
| PERSONNEL | 404,700 | 90,224.45 | 410,373.16 | -5,673.16 | 101.4 |
| OCCUPANCY | 95,100 | 19,845.51 | 84,836.24 | 10,263.76 | 89.2 |
| ADMINISTRATIVE | 53,475 | 3,360.18 | 21,936.72 | 31,538.28 | 41.0 |
| CONTRACTUAL | 32,330 | 17,514.35 | 30,109.12 | 2,220.88 | 93.1 |
| PRODUCTION | 17,300 | 3,310.30 | 22,192.34 | -4,892.34 | 128.3 |
| OUTREACH/PROMOTION | 7,100 | 4,151.86 | 18,730.42 | -11,630.42 | 263.8 |
| PLANT MANAGEMENT | 30,000 | 0.00 | 8,024.98 | 21,975.02 | 26.7 |
| CAPITAL OUTLAY | 12,000 | 4,020.32 | 23,967.99 | -11,967.99 | 199.7 |
| TOTAL EXPENSE | 652,005 | 142,426.97 | 620,170.97 | 31,834.03 | 95.1 |

SURPLUS (DEFICIT} 0 144,906.41 -25,892.84 25,892.84

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Subscriber Check-Off System:

 No. of Donors: \_\_\_\_\_\_\_\_0\_\_\_\_\_\_\_

Total $/year: \_\_\_\_\_\_\_\_0\_\_\_\_\_\_\_

Monetary Contributions: (attach list of details)

 No. of Donors: \_\_\_\_\_\_\_\_0\_\_\_\_\_\_\_\_

Total $/year: \_\_\_\_\_\_\_\_0\_\_\_\_\_\_\_\_

In-Kind Contributions: (attach list of details)

 No. of Donors: \_\_\_\_\_\_\_\_0\_\_\_\_\_\_\_\_

Estimated $/year: \_\_\_\_\_\_\_\_0\_\_\_\_\_\_\_\_

Grants: (attach list of details)

 **No. of Grants: \_\_\_\_\_\_\_\_0\_\_\_\_\_\_\_\_**

**Estimated $/year: \_\_\_\_ \_\_\_$0\_\_\_\_\_\_\_\_\_**

Promotion & Outreach Number

 COMMENTS

**Speaking Engagements 6 Community Groups**

**Video Promotions 30 Holiday,etc.**

Print Material

 **Newspapers 0 Annual Meeting**

 **Program Guide 52 x 3 channels Weekly (hard copy and website**)

 **Brochures** **5,000**  **Organizational and Fundraising**

 Bill Inserts \_\_\_\_\_\_

Radio Announcements \_\_\_\_\_\_

**Open Houses 5 Summer and Christmas Season**

**Tours 23 Schools & Community Groups**

Other Facebook\_\_\_\_\_\_\_ \_328\_\_\_\_\_

Other Twitter\_\_\_\_\_\_\_\_\_\_ \_78\_\_\_\_\_

Other Youtube\_\_\_\_\_\_\_\_\_ \_102\_\_\_\_\_

Other vimeo\_\_\_\_\_\_\_\_\_\_\_ \_ 312\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Training

How often is training offered? Briefly describe the training program:

**Studio and Production training courses are conducted through on-going basis, with each production component class held twice monthly in an afternoon and an evening slot. Students are immediately enrolled in classes, This eliminates waiting periods and allows students to advance at their own pace as the training aspects are compartmentalized on an individual basis. All classes/workshops are conducted at our facility in three hour component segments.**

Workshop Description: **Cameras (Field & Studio), Lighting, Audio Mixer, Video Switcher, Character Generator, Non-Linear Editing** (attach any additional information)

Date Start/End Total Hours Number of Participants Location

4/6/17 – 4/6/17 4 11 CTV
4/13/15-4/13/17 4 6 CTV

4/20/17-4/20/17 4 6 CTV

4/27/17-4/27/17 4 6 CTV

4/13/17-4/13/17 4 6 CTV

4/20/17-4/20/17 4 6 CTV

5/9/17 – 5/30/17 16 12 CTV

5/23/17-5/23/17 8 4 CTV

10/10/17-10/31/17 16 12 CTV

10/11/17-10/12/17 8 5 CTV

Name and qualifications of the instructor(s):

Walter Bradley, 15 years production experience;Joseph L. Schofield, Executive Director: 20 years production experience; Andrew Kosarko, Ricky Mitchner, Maddex Gleed: B.A. in Communications with concentration in Studio Production, 3 years, 2&2 years, respectively..

Describe all procedures used to solicit feedback on the training program (attach any letter/survey mailed to trainees):

**We do not mail letters or surveys to students or producers regarding training. Each student has a tracking form on file as they take workshops and complete requirements for certification.**

How many users completed training workshops during this reporting period? **32**

Approximate number of regular studio users/yearly: **1390**

Approximate number of regular edit suite users/yearly:  **200**

Approximate number of other users/yearly (describe): **1200**

Studio guests, show sponsors, school tours, community meetings, Board meetings, etc.

**ACCESS EQUIPMENT INVENTORY**

(Only Equipment Not Fully Depreciated)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month/Year Purchased | Description of Equipment | Purchase Price | Amount Depreciated | Net Book Value |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Please see Attachment****“CTV Depreciation Schedule”** |  |  |  |
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If the Company/Organization depreciates access equipment, specify **the** depreciation method on an attachment. If access equipment is not depreciated, provide an estimate of the current dollar value of the equipment on hand (How much would someone pay today to acquire all the equipment listed above, as is?) **$97,425 (subject to change with 990 Tax Retuen upload).**

**NOTE:** Records of Production Equipment Usage must be maintained by the access operator (studio and portable logs must be kept on hand for a minimum of 3 years). Do not include copies of said logs with this report; the Department will request copies if deemed necessary.

**ATTACHMENTS: (Items must be enclosed and numbered as indicated below, and indicated if not applicable)**

1. Diagram of access facility (p. 2)
2. Current operating rules, policies and procedures (p. 2)
3. Organizational chart (p. 2)
4. Worksheets supporting cable operator accounting for access allocations (p. 5) **N/A**
5. Not-For-Profit’s most recent Form 990 or Form 990-EZ (p. 5)
6. Not-For-Profit’s most recent Balance Sheet (p. 5)
7. Detailed description of loans, including repayment terms **N/A**
8. List detailing grants and contributions (pp. 5 & 6**) N/A**
9. Additional training workshop descriptions (if needed) (p. 7) **N/A**
10. **Depreciation Schedule**
11. **Brownstone Contracting** *quid pro quo*

**Statement of Funding Policy**

**To avoid any issues regarding the management of community access funds, the Authority has determined that more than one person should be designated to administer and disburse funds**

**The Authority requests that each community access facility that submits an annual report respond to the following as part of its required reporting.**

**FUNDING POLICY**

**Yes\_\_X\_\_ No \_\_\_\_ we have implemented a funding policy where more than one person must sign off on disbursing funds greater than $ 5,000.00 for a single item.**

**Or**

**We don’t have a funding policy in place yet, but we plan to implement a “more than one person” signature policy no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 2017.**

**(Print Name & Title)**

Joseph L. Schofield, Executive Director

Dr. Paul F. Musco, President

Stephen Ullman, Acting Treasurer

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**are authorized to sign off on funding, and \_\_2\_\_ (Number) are required to release funds. However, funds and expenses pre-approved by a formal, recorded vote of the CTV Board of Directors do not require additional signature or authorization.**

***\* (this form can be submitted as a supplement any time the policy changes)***

***\*\* Attach any additional funding policy***

Quid pro quo for tenancy of Brownstone Contracting.

Purchased and replaced floor tiles for three bathrooms $3,200.00

Contracting, documentation and supervision of 5 service contracts $4,575.00
 **Total $7,775.00**

Brownstone Management contracting occupies 330 sq. ft at a Fair Market rental cost of

$10 per sq ft = $3,300.