

2016

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, 2016-December 31, 2016

**DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS REPORT**

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.):

| <u>Name of Facility</u> | <u>Location (Town)</u> | <u>Contact Person/Tel. No.</u> |
|---------------------------|------------------------|-------------------------------------|
| Citizens Television, Inc. | New Haven | Joseph L. Schofield, (203) 562-2288 |
| | | |
| | | |
| | | |

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 12ft

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

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.

DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS 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: 112
Total number of programs broadcast, but produced elsewhere: 822
Approximate percentage of repeat programs: **35 Percent**

EDUCATIONAL ACCESS CHANNEL(S)

Channel #: 26 Point of origination: HAMDEN

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: 318
Total number of programs broadcast, but produced elsewhere: 638
Approximate percentage of repeat programs: **30 Percent**

GOVERNMENTAL ACCESS CHANNEL(S)

Channel #: 96 Point of origination: HAMDEN

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.

2

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

**DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS REPORT**

| Title | Annual Wages allocated to community access | Years of Experience |
|-----------------------------|--|---------------------------|
| Executive Director | 83,800 | 19 |
| Program Manager | 59,700 | 18 |
| Production Manager | 50,590 | 14 |
| Admin. Assistant | 29,600 | 3 |
| Production Assistant | 35,000 | 7 |
| Production Assistant | 32,000 | 3 |

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

| Title | Annual Wages allocated to community access | Years of Experience |
|--------------------------|--|---------------------------|
| Executive Assistant | 13,500 | 28 |
| Administrative Assistant | 11,000 | 10 |
| Production Assistant | 10,144 | 1 |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List below all other employee salaries allocated to access

| Title | Annual Wages allocated to access | Experience | Years of Method | Allocation |
|-------|-------------------------------------|------------|--------------------|------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

**DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS REPORT**

Accounting information below provided for period beginning/ending: January 1, 2016/December 31, 2016

Annual financial community access support required by franchise agreement and/or otherwise committed to by cable operator: **\$622,000**

CITIZENS TELEVISION, INC.

YR.END 12/31/16

| REVENUE: | 6MONTH TOTALS | JULY | AUGUST | SEPT. | OCT. | NOV. | DEC. | YEAR TO DATE | ANNUAL % USED, BUDGET | REC'V. |
|---------------------------|--------------------|-------------|-------------|-------------------|-------------|-------------|-------------------|-------------------|--------------------------|-------------|
| COMCAST Subscribers | 117,503.58 | | | 118,746.14 | | | 232,457.10 | 468,706.82 | 470,005 | 99.7 |
| Frontier Subscribers | 36,372.43 | | | 34,226.44 | | | 64,971.65 | 135,570.52 | 148,000 | 91.6 |
| Board of Aldermen | 0.00 | | | | | | | 0.00 | 0 | |
| Contributions/Memberships | 0.00 | | | | | | | 0.00 | 0 | |
| Donated Support Services | 0.00 | | | | | | | 0.00 | 24,000 | 0.0 |
| Interest Income | 0.00 | | | | | | | 0.00 | 0 | |
| Miscellaneous Income | 0.00 | | | | | | | 0.00 | 0 | |
| Promotional Sales | 0.00 | | | | | | | 0.00 | 0 | |
| Recording Sales | 0.00 | | | | | | | 0.00 | 0 | |
| TOTAL INCOME | 153,876.01 | 0.00 | 0.00 | 152,972.58 | 0.00 | 0.00 | 297,428.75 | 604,277.34 | 642,005 | 94.1 |
| EXPENSE: | | | | | | | | | | |
| PERSONNEL | 211,025.98 | 0.00 | 0.00 | 110,399.45 | 0.00 | 0.00 | 97,290.91 | 418,716.34 | 404,700 | 103.5 |
| OTPS-OCCUPANCY | 37,309.38 | 0.00 | 0.00 | 20,728.11 | 0.00 | 0.00 | 21,519.32 | 79,556.81 | 107,100 | 74.3 |
| ADMINISTRATIVE | 10,665.92 | 0.00 | 0.00 | 11,506.10 | 0.00 | 0.00 | 4,000.36 | 26,172.38 | 41,475 | 63.1 |
| CONTRACTUAL | 11,012.30 | 0.00 | 0.00 | 2,729.40 | 0.00 | 0.00 | 6,406.95 | 20,148.65 | 22,330 | 90.2 |
| PRODUCTION | 7,383.97 | 0.00 | 0.00 | 7,445.79 | 0.00 | 0.00 | 9,243.01 | 24,072.77 | 17,300 | 139.1 |
| OUTREACH/PROMOTION | 7,660.79 | 0.00 | 0.00 | 4,857.67 | 0.00 | 0.00 | 7,598.84 | 20,117.30 | 7,100 | 283.3 |
| PLANT MANAGEMENT | 26,723.94 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,723.94 | 30,000 | 89.1 |
| CAPITAL OUTLAY | 4,710.89 | 0.00 | 0.00 | 2,665.28 | 0.00 | 0.00 | 3,892.92 | 11,269.09 | 12,000 | 93.9 |
| TOTAL EXPENSE | 316,493.17 | 0.00 | 0.00 | 160,331.80 | 0.00 | 0.00 | 149,952.31 | 626,777.28 | 642,005 | 97.6 |
| PROFIT (LOSS) | -162,617.16 | 0.00 | 0.00 | -7,359.22 | 0.00 | 0.00 | 147,476.44 | -22,499.94 | 0 | 0 |

**DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS REPORT**

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 | 8 | Community Groups |
| Video Promotions | 30 | Fundraising, 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 | 28 | Schools & Community Groups |
| Other Facebook_____ | 328_____ | |
| Other Twitter_____ | 733_____ | |
| Other Youtube_____ | 147_____ | |
| Other vimeo_____ | 87_____ | |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |

**DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS REPORT**

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)

| <u>Date Start/End</u> | <u>Total Hours</u> | <u>Number of Participants</u> | <u>Location</u> |
|-----------------------|--------------------|-------------------------------|-----------------|
| 3/8/16-3/8/16 | 4 | 10 | CTV |
| 3/15/16-3/15/16 | 4 | 8 | CTV |
| 3/22/16-3/22/16 | 4 | 6 | CTV |
| 3/29/16-3/29/16 | 4 | 6 | CTV |
| 3/9/16-3/9/16 | 4 | 6 | CTV |
| 3/10/16-3/10/16 | 4 | 6 | CTV |
| 4/18/16-4/21/16 | 16 | 12 | CTV |
| 4/26/16-4/27/16 | 8 | 7 | CTV |
| 5/16/16-5/20/16 | 16 | 11 | CTV |
| 5/24/16-5/25/16 | 8 | 6 | CTV |
| 10/6/16-10/27/16 | 16 | 12 | CTV |
| 10/18/16-10/19/16 | 8 | 9 | CTV |

Name and qualifications of the instructor(s):

Walter Bradley, 14 years production experience; Joseph L. Schofield, Executive Director: 19 years production experience; Andrew Kosarko, Ricky Mitchner, Maddex Glead: B.A. in Communications with concentration in Studio Production.

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? 54

Approximate number of regular studio users/yearly: 1219

Approximate number of regular edit suite users/yearly: 413

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

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

**DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS REPORT**

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 Return 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.

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ANNUAL COMMUNITY ACCESS REPORT

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***

DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS REPORT

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 _____, 2016.

(Print Name & Title)

Joseph L. Schofield, Executive Director

Dr. Paul F. Musco, President

Stephen Ullman, Acting Treasurer

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*

**DEPARTMENT OF PUBLIC UTILITY CONTROL
ANNUAL COMMUNITY ACCESS REPORT**

Quid pro quo for tenancy of Brownstone Contracting.

| | |
|--|-------------------|
| Purchased and replaced ceiling tiles on entire first floor of facility | \$7,717.00 |
| Contracting, documentation and supervision of gate install | \$1,225.00 |
| Contracting and supervision of rear exterior staircase rebuild | \$ 848.00 |
| | <hr/> \$ 9,790.00 |