



**TRI-VALLEY COMMUNITY TELEVISION  
Board of Directors Regular Meeting**

**Livermore Civic Center Meeting Hall  
William H. Mendenhall Community Room  
1016 South Livermore Ave.  
Livermore, Ca. 94550**

**Thursday June 19, 2025 at 3:00 P.M.**

**AGENDA**

***MISSION STATEMENT: The mission of TV30 is to educate, inform and communicate with Tri-Valley residents. We provide programming that is:***

- a. Locally focused;***
- b. In the context of educational, governmental and local programming;***
- c. Not available through other networks; and***
- d. Within the limits of its financial resources***

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**1. CALL TO ORDER & ROLL CALL**

**2. ORAL COMMUNICATION/ PUBLIC COMMENT**

The public will have an opportunity to address the Board regards items not on the agenda. Public comments are limited to a maximum of 3 minutes per person, per item. In conformance with the Brown Act, no Board action can occur on items presented during oral communication/public comment.

**3. EXECUTIVE DIRECTOR'S REPORT**

- (a) Executive Director's Report
- (b) Foundation Report

**4. FINANCIAL REPORTS**

- (a) Financial Reports

**5. Board Business**

- (a) Discussion and direction regarding 2025-2026 Operating Budget
- (b) Discussion and direction regarding 2025-2026 Capital Budget

**6. MATTERS INITIATED FOR DISCUSSION**

**7. ADJOURNMENT**



TRI-VALLEY COMMUNITY TELEVISION  
BOARD OF DIRECTORS  
AGENDA REPORT

**TO:** Tri-Valley Community Television Board of Directors  
**FROM:** Melissa Tench-Stevens, Executive Director  
**DATE:** June 19, 2025  
**SUBJECT:** **3 (a) EXECUTIVE DIRECTOR'S REPORT**

***Summary:** The organization has been very busy since the last meeting with additional technical and production support to the cities and school districts, planning for 2025-2026 and the upcoming move.*

**Personnel/Business:**

- Austin Slayton has joined us providing production support.
- Regular training and cross training sessions continue with current staff.

**Production: All productions at TVCTV are researched, produced and edited by our crew.** During the time since our last meeting here is just some of the programming we have recorded or produced:

● **Meetings:**

Dublin, Livermore and Pleasanton Council meetings  
Dublin and Pleasanton Planning Commission  
Dublin, Livermore and Pleasanton School Boards meetings  
Zone 7 Water Agency  
LAFCo.  
Valley Link Rail Service

- **Mayors Report:** Produced by TVCTV bi-weekly with hosts Sblend Sblendorio and Dr. Marshall Kamena. Promotion is provided on Facebook after each program.
- We continue to partner with the City of Livermore to regarding video we shoot for *Slipstream* that can be repurposed for their use and ours.
- A new episode of *Your School's Pleasanton* was completed. It is generic in nature highlighting the history of Pleasanton schools. This program is part of our agreement with the Pleasanton Unified School District.
- Numerous other events have been covered that support city services and non-profits since our last Board of Directors meeting. These events have been determined by TVCTV as there have not been any requests from city staff. A list of these events will be provided upon request.
- Our bi-weekly Government and Community News program *Slipstream* has continued to be produced with host Ian Bartholomew. Coverage includes updates from the cities, county and school boards as well as event information and non-profit organization support. As previously requested at a past Board meeting, it would be appreciated if a city staff person would be

appointed/designated to share a calendar or otherwise alert me of events monthly that the City is sponsoring or the Mayor or Council Member is attending. These would be ribbon cuttings, awards events or public meetings of interest. That way we can possibly plan to record portions of the event for public information and promotional purposes for the city.

- ***Conversations with Mel McKay*** is being produced monthly. **The program supports city services, non-profits and others in the community.** Since our last meeting guests discussing topics have been from these organizations or businesses:

Aly Wente, Wente Vineyards  
The Vine, Livermore  
Xiaopei Chinese Dance  
Blankets for Kids  
Livermore Valley Arts  
Hope Hospice  
Filipino-American Organization  
Pleasanton Military Families  
Las Positas College, Dave Wagner  
Pleasanton Community Band, Les Duman  
Oreo, Livermore 2025 Ambassadog  
Liz Rosinski, Alameda County Fair  
SPARC Theater  
Kara Klotchman, Livermore Downtown Inc.  
Gina Molinaro-Cardera, Garre Vineyard and Winery  
Pareena Gupta, Sustainability Lens  
Livermore Valley Opera

- Several other ***TV30 Foundation Productions***, arranged for and subsidized by the Foundation.

- ***Valley Gardner***. Alden Lane is one of our oldest supporters. We appreciate its support. This is a monthly program we produce on location, broadcast and provide VOD on our site.

- ***Slice of Life***, the monthly magazine program hosted by Mary Windishar. This is another program that can benefit from receiving information regarding when the City, a Councilmember or Mayor is involved in something deserving special mention. All segments are field produced on location. Recent segment content has included:

The 41<sup>st</sup> St. Patrick's Day Parade  
Visit Tri-Valley update  
The Burbon Pear ribbon cutting  
The Bankhead update  
Make a Difference Festival, Pleasanton  
Firehouse Arts Center update  
Citizen of the Year Awards, Dublin  
State of the City Pleasanton  
Emergency Preparedness Training, Dublin  
Downton updates on location w/the Mayor and Brandon Cardwell  
Livermore Reads  
Pleasanton Senior Center events  
The Rose Hotel, Mike Madden  
The WAVE, Dublin  
Zone 7 Ribbon cutting  
Livermore Police Department

State of the City Livermore  
Pleasanton Rose Show  
State of the City Dublin  
Dublin Pride Week  
Isabel update, Livermore w/Mayor and Paul Spence  
Quest Science Fair  
Alameda County Fair  
Earth Day at the Pleasanton Library

**Studio and Equipment:**

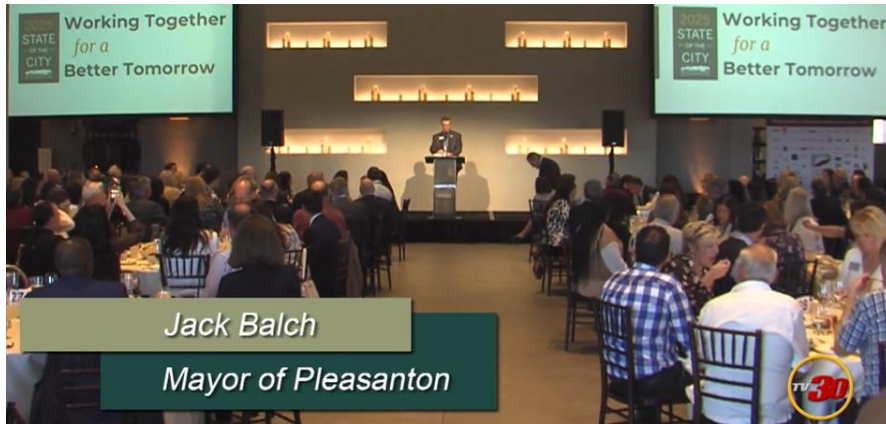
- The Server Room AC unit went out. It has been repaired.
- The studio and field Chyron both became inoperable. Production work-arounds were put in place until they could be repaired by our Engineer Jim Wagner.
- On-going TVCTV studio upgrades previously approved, but delayed, continue to be implemented as time allows. As noted at the last meeting the required Omneon upgrade scheduled for earlier this year has been pushed to the end of the year. I am working with the vendor to complete the upgrade in December.
  
- I continue to work with our Engineers and the School District regarding our future move to the new location at Hacienda Business Park. There is not a definite time line or cost as of this writing.

**Marketing and Promotion:**

- Promotion was sent out via Press Releases, Facebook and Instagram posts for the three *State of the Cities*, St. Patrick's Day Parade and various other programs and events.
  
- Social Media: In the last 28 days there were 20.8K views on Facebook and 14.8K views on Instagram. Also, during this period our Facebook page has had 2,311 new page *Followers* and no "unfollowers".
  
- Web Splash Page: There have now been over one million seventy-seven six hundred fifty visits on our Splash page alone.
  
- The *Livermore State of the City* Facebook post had 3,155 views and over 250 positive interactions.
  
- A promotion with the Alameda County Fair provides an opportunity for *TV30 Lucky Fans* to gain free Fair tickets. The *Lucky Fan* promotion is advertised on social media, TV and via press releases.

Respectfully submitted by:  
Melissa Tench-Stevens  
Executive Director

# RECENT PRODUCTIONS



Jack Balch  
Mayor of Pleasanton

State of the City



2025 Livermore  
State of the City



2025 Dublin  
State of the City



*Slipstream*

*Slice of Life*



*Slice of Life  
&  
Mayors Report*

*Dublin St.  
Patrick's  
Day Parade*



Tri-Valley Sports Final



Conversations w/Mel McKay



Social Media Posts

Tri-Valley TV 28,29,30
Published by
3 days ago
Celebrate Summer! Become a TV30 Lucky Fan to be eligible for FREE Fair tickets. Sign up at tv30.org



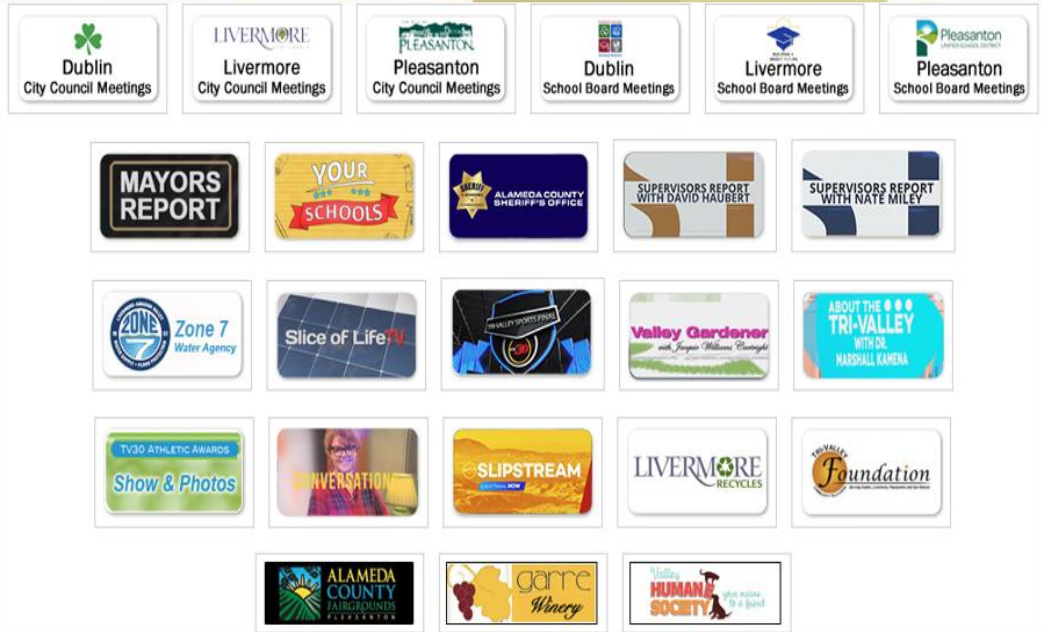
Tri-Valley TV 28,29,30
Published by
May 26 at 8:38 AM
Today is to honor the memories of those who gave everything for our country. Thank you from TV30.



## WEB SITE & VIDEO ON DEMAND



The web site [TV30.org](http://TV30.org) provides video on demand, links to the cities, links to the school districts and scheduling information. There have been over **1,077,658** visits on the Splash page alone.



Data is as of 6/10/25



TRI-VALLEY COMMUNITY TELEVISION  
BOARD OF DIRECTORS  
AGENDA REPORT

**TO:** Tri-Valley Community Television Board of Directors  
**FROM:** Melissa Tench-Stevens, Executive Director  
**DATE:** June 19, 2025  
**SUBJECT:** **Tri-Valley Community Television Foundation update**  
**AGENDA ITEM:** **3 (b)**

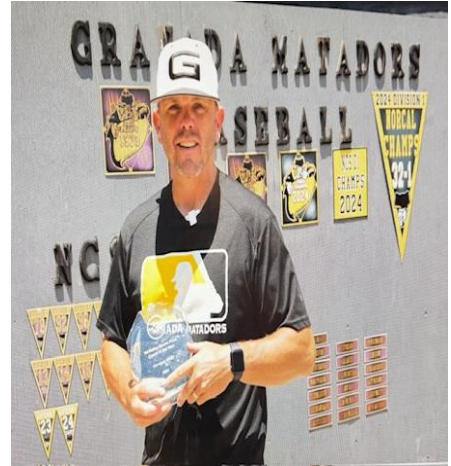
**Summary:**

I have requested that the TV30 Foundation Board President Marshall Kamena attend this meeting to provide an update on the Foundation.

Respectively submitted by:  
Melissa Tench-Stevens  
Executive Director

# Foundation Supported Productions

## 14<sup>th</sup> Annual Outstanding High School Athletic Awards



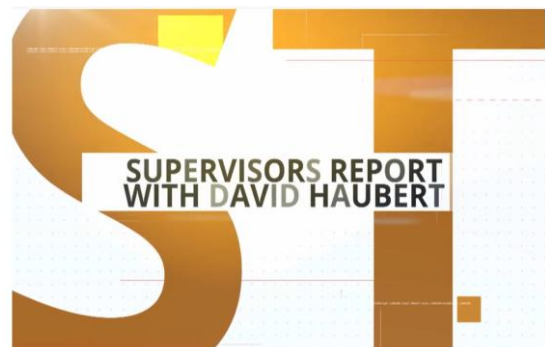
*Inside the Sheriff's Office*

*Health Chat*



*Supervisors Report w/Nate Miley*

*Supervisors Report w/David Haubert*





TRI-VALLEY COMMUNITY TELEVISION  
BOARD OF DIRECTORS  
AGENDA REPORT

**TITLE: FINANCIAL REPORT – DIALOG SUMMARY June 19, 2025**

**AGENDA ITEM: 4 (a)**

**SUMMARY**

The Board will receive the following closing reports:

- 1) Financial Report Operating Budget Accrual Basis fiscal year 2024-2025
- 2) Operating Budget vs. Actuals Report Accrual Basis Detail fiscal year 2024-2025
- 3) Capital Budget vs. Actuals Report Accrual Basis Detail fiscal year 2024-2025
- 4) Balance Sheet fiscal year 2024-2025

**DISCUSSION**

**Financial Statement Accrual basis:** The following reports cover the recent activity for fiscal year 2024-2025.

**Revenue and Funding Accrual basis:** The majority of TVCTV annual revenue is from Government Agency contributions and pass-through PEG funds. As of April 30, 2025 we received \$498,212 or 100% of the annual government agency funding for Operations. Other revenue for fiscal YTD totaled \$82,142. Total Operating revenue for the year are \$580,354 or 89% of budget.

**Expenditures:** Total Operating expenditures for the 2024-2025 fiscal year to date is \$514,125 and is pacing at 79% of budget.

Total Capital expenditures for FY 2024-2025 to date is \$45,537 or 35% of budget.

The following financial reports were prepared by Christine Swanson.

Respectively submitted by:

Melissa Tench-Stevens

Executive Director

**Tri-Valley Community Television**  
**FY 2024-25: July 2024 - April 2025 Financial Reports**  
**Operating Budget Summary**  
**Accrual Basis**

*Operating Reserve \$67,915*

<b>Revenue</b>	<b>Activity April 2025</b>	<b>Activity Year to Date July-April 2025</b>	<b>Annual Budget FYE 06.30.25</b>	
Government Funding	-	498,212	498,212	100.00%
Underwriting	-		-	
Sponsorship Income	-	-	1,000	0.00%
Production Income	5,937	74,758	125,405	59.61%
Other Income	850	7,371	29,436	25.04%
Interest	1	13	-	
Consulting Services & OTO Production	-			
<b>Total Revenue</b>	<b>6,788</b>	<b>580,354</b>	<b>654,053</b>	<b>88.73%</b>
<b>Expenditures</b>				
Employee Expenses	43,100	467,794	571,643	81.83%
Auto/Van	59	8,233	10,344	79.59%
Insurance	1,346	10,655	11,459	92.99%
Office Expense	1,487	17,250	25,449	67.78%
Professional Fees	283	6,116	11,275	54.24%
Studio Expense	269	922	8,441	10.92%
Marketing & Comm. Relations	212	1,688	9,943	39.89%
Misc Expenses	11	1,467	5,499	26.68%
<b>Total Expenditures</b>	<b>46,767</b>	<b>514,125</b>	<b>654,053</b>	<b>78.61%</b>

**Tri-Valley Community Television**  
**FY 2024-25: Activity July 2024- April 2025 Financial Reports**  
**Operating Budget Detail**  
**Accrual Basis**

	Activity April 2025	Activity Year to Date July-April 2025	Annual Budget FYE 06.30.25
<b>Revenue</b>			
41000 Government Funding	-	498,212	498,212
<b>Total 41000 Government Funding</b>	<b>-</b>	<b>498,212</b>	<b>498,212</b>
42000 Underwriting	-		
<b>Total 42000 Underwriting</b>	<b>-</b>		
<b>44000 Production Revenue</b>			
44200 Meetings	5,937	50,388	60,199
44600 Client Projects	-	10,298	31,863
	-		
44700 TV30 Foundation Production	-	14,072	33,343
<b>Total 44000 Production Revenue</b>	<b>5,937</b>	<b>74,758</b>	<b>125,405</b>
<b>46000 Other Revenue</b>			
46200 TV Summer Camp			15,990
46500 Sponsorships			1,000
46301 Reimbursement			-
46601 Video on Demand	850	7,320	13,446
46700 Donations	-	51	
46850 Miscellaneous Income			
<b>Total 46000 Other Income</b>	<b>850</b>	<b>7,371</b>	<b>30,436</b>
49000 Consulting Service	-		-
47000 Interest	1	13	-
<b>Total Revenue</b>	<b>6,788</b>	<b>580,354</b>	<b>654,053</b>
<b>Expenditures</b>			
<b>50000 Employee Expenses</b>			
50050 Salaries & 50060 Wages	36,147	395,760	443,888
52000 Contract Services	1,997	19,668	35,875
53000 Medical	2,024	18,867	40,090
54000 Employee Retention		1,701	2,081
55000 Payroll Taxes	2,621	29,717	43,049
56000 Workers Comp Ins	310	2,082	6,660
<b>Total 50000 Employee Expenses</b>	<b>43,100</b>	<b>467,794</b>	<b>571,643</b>

<b>60000 Auto/Van</b>			
60050 Van Maintenance/Gas	59	1,041	2,563
60150 Van Insurance	-	6,792	6,500
60400 Mileage Reimbursement	-	400	1,281
<b>Total 60000 Auto/Van</b>	<b>59</b>	<b>8,233</b>	<b>10,344</b>
<b>62000 Insurance</b>			
62103 Liability Ins	343	3,571	4,220
62104 Directors And Officers Liability	326	3,237	2,973
62105 Media Liability & Prepayments	676	3,847	4,266
<b>Total 62000 Insurance</b>	<b>1,346</b>	<b>10,655</b>	<b>11,459</b>
<b>65000 Business Expense</b>			
65100 Distribution-UPS & FedEx		32	205
65200 Office Supplies	124	2,473	2,921
65300 Postage	70	610	923
65400 Internet Fees	665	7,370	9,768
65500 Office Rent			3,124
65600 Telephone	135	1,194	1,538
65700 Payroll Processing Expenses	424	4,719	5,945
65800 Recruitment		235	1,025
65900 Accounting Software Fee	69	617	-
<b>Total 65000 Business Expense</b>	<b>1,487</b>	<b>17,250</b>	<b>25,449</b>
<b>67500 Professional Fees</b>	<b>283</b>	<b>6,116</b>	<b>9,225</b>
<b>67501 Summer Camp</b>	<b>-</b>	<b>-</b>	<b>2,050</b>
<b>Total 67500 Professional Fees</b>	<b>283</b>	<b>6,116</b>	<b>11,275</b>
<b>68000 Production Expense</b>			
<b>69000 Studio Expense</b>	<b>269</b>	<b>427</b>	
69100 Equipment & Supplies		494	1,640
69105 Use Tax			1,123
69200 Repairs & Maintenance			2,050
69700 Contract Services - Studio			2,500
69710 Outside Equipment - Rental			1,128
<b>Total 69000 Studio Expense</b>	<b>269</b>	<b>922</b>	<b>8,441</b>
<b>71000 Marketing &amp; Comm. Relations</b>	<b>212</b>		<b>7,995</b>
71000 Marketing & Communications	-	1,688	1,948
<b>Total 71000 Marketing &amp; Comm. Relations</b>	<b>212</b>	<b>1,688</b>	<b>9,943</b>
<b>72000 Misc. Expenses</b>			
72200 Training			1,230
72300 Bank and Merchant Fees		164	1,968
72400 Meal and Entertainment	11	1,181	2,050
72500 Tax & Lic. Fees	-	8	46

72700 Filing Fees		115	205
72900 Miscellaneous Expenses			-
<b>Total 72000 Misc. Expenses</b>	<b>11</b>	<b>1,467</b>	<b>5,499</b>
<b>Total Expenditures</b>	<b>46,767</b>	<b>514,125</b>	<b>654,053</b>

**FY 2024-25: Activity July 2024 - April 2025  
 Financial Reports  
 Capital Project Budget**

	<b>Activity April 2025</b>	<b>Activity Year to Date Jul-April 2025</b>	<b>Annual Budget FYE 6.30.25</b>
Revenue			
PEG Funding		\$133,448	\$130,810
<b>Total Revenue</b>	<b>\$0</b>	<b>\$133,448</b>	<b>\$130,810</b>
Project Expenditures			
Auto/Van			\$5,000
Production Equipment	\$1,327	\$15,140	\$75,625
Control Room & Office Upgrades/ Extension of Useful Life	\$2,928	\$29,047	\$50,185
PEG Projects		\$1,349	\$0
<b>Total Expenditures</b>	<b>\$4,254</b>	<b>\$45,537</b>	<b>\$130,810</b>

**Tri-Valley Community Television**  
**Balance Sheet**  
As of April 30, 2025

	<b>Total</b>
<b>Assets</b>	
Current Assets	
Bank Accounts	
00000 Journal Entries	
11140 Main Checking *3174 #2	33,229.80
11160 FB-Credit/Debit Account *1214	871.89
11200 Office Cash Fund	112.69
11310 FB-Operating & Equipment *1303 Reserve Account	67,915.06
11415 FB- PEG Account *1257	79,568.14
11450 PEG Reserve *6203 (New)	74,105.00
11499 FB-Treasurer's Account	35,602.63
<b>Total for Bank Accounts</b>	<b>\$291,405.21</b>
Accounts Receivable	
12000 Accounts Receivable	64,824.23
<b>Total for Accounts Receivable</b>	<b>\$64,824.23</b>
Other Current Assets	
13100 Pre-Paid Insurance	4,567.78
13110 Media Liability Insurance	
<b>Total for 13100 Pre-Paid Insurance</b>	<b>\$4,567.78</b>
13200 Prepaid Expenses	2,140.00
14000 Purchases being refunded	
1499 Undeposited Funds	
<b>Total for Other Current Assets</b>	<b>\$6,707.78</b>
<b>Total for Current Assets</b>	<b>\$362,937.22</b>
Fixed Assets	
15050 Capital Equipment-ROP	
15100 Capital Equipment	1,816,718.13
15101 Capital Equipment - Software	5,609.00
15103 15103 Furniture & Fixtures	36,336.00
15105 Leasehold Improvements	8,151.93
15300 Auto / Transport Equipment	274,735.51
15400 15400 Misc. Equipment	8,925.00
15500 Accumulated Depreciation	-1,817,227.00
15501 Accumulated Amortization	-5,609.00
<b>Total for Fixed Assets</b>	<b>\$327,639.57</b>
Other Assets	
<b>Total for Assets</b>	<b>\$690,576.79</b>
Liabilities and Equity	
Liabilities	
Current Liabilities	

Accounts Payable	
Accounts Payable	1,567.72
<b>Total for Accounts Payable</b>	<b>\$1,567.72</b>
Credit Cards	
Other Current Liabilities	
21050 Accrued Salaries & Benefits	
21060 Accrued PTO Liability	6,159.42
21100 Employee Withholding	-2,518.68
21450 Use Tax Payable	
21500 Other Payable	
CA State Board of Equalization Payable	
Sales Tax Agency Payable	
State of CA BOE Payable - State of CA BOE	
<b>Total for Other Current Liabilities</b>	<b>\$3,640.74</b>
<b>Total for Current Liabilities</b>	<b>\$5,208.46</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$5,208.46</b>
Equity	
39000 Retained Earnings	517,576.25
Net Income	167,792.08
30000 Opening Bal Equity	
32000 Net Assets	
<b>Total for Equity</b>	<b>\$685,368.33</b>
<b>Total for Liabilities and Equity</b>	<b>\$690,576.79</b>



TRI-VALLEY COMMUNITY TELEVISION  
BOARD OF DIRECTORS  
AGENDA REPORT

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**DATE:** June 19, 2025

**TITLE:** **DISCUSSION AND DIRECTION REGARDING 2025-2026  
OPERATING BUDGET**

**AGENDA ITEM:** 5 (a)

**DISCUSSION:**

The proposed Operating Budget for 2025-2026 has been prepared to maintain the service levels Tri-Valley Community Television has been providing to our consortium cities. It also anticipates other revenue generating opportunities.

At the March 2024 TV30 Board of Directors meeting we provided a two-year budget, 2024-2025 and 2025-2026. It was requested at that meeting by the City of Pleasanton and agreed by the TV30 Board of Directors to table the fiscal 2025-2026 budget for more review this year as the city works through revising their internal budgets. At the March 2025 Board of Directors meeting the 2025-2026 proposed budget was again tabled. As this is still in flux, only the proposed 2025-2026 Operating budget is provided.

To review, our operating monies are derived from the three funding mechanisms in place: consortium support, productions and various other fund-raising means. As with any company, there are increases in costs each year and the budget includes a best estimate of our income and these expenses.

Over the past several years the CPI has ranged from an approximate low of 2% to a high of 6+%. Currently the economy is very unstable. Since the last meeting in March 2025 I have met with our TV30 Board Treasurer regarding the budget and have made an incremental modification due to revised projected costs in 2025-2026. The TVCTV request for consortium funding for 2025-2026 is at an increase of 3% which is in line or lower than the predicted CPI. Additional production revenue helps to support the operating budget and overall health of the stations.

Our budgets are tight as we try to be realistic. Various strategic moves continue to be made to ensure we keep within our budget. Clients and our consortium cities are often lagging in their payments to us as the fiscal year ends. Since we run on such a tight budget it is typically necessary to transfer funds for operating. Therefore, as noted in previous meetings, we regularly rely on our operating reserves to help us through to the next fiscal year.

We have reviewed line items, and have made adjustments for areas we feel are most significant for change: insurance, which we just found out is up 11% next year, internet fees, wages, new State and Government mandates and payroll taxes.

In 2022-2023 the Board of Directors approved pay rate increases to be more in line with our industry as we were paying **below** the median industry rate for private **and** public agencies. The starting wage was increased by 5% with adjustments made to the existing staff. In 2023-2024 and 2024-2025 increases for the most part matched the CPI. However, rates for this industry are still low. Most staff continues to work on a **part-time as-needed basis**. Employee expenses pace up with income as we hire more help when needed. Additional work for consortium cities does not increase our bottom line however, it either directly offsets the cost or may cause a deficit for the additional work.

Daily and monthly monitoring of income pacing versus expenses has allowed us to keep our costs in check. On-call crew is regularly paid for a minimum two to four hours work, such as assembling the sets, filming, master control, etc. The beauty of this technique is that we can schedule several productions during a half-day. This scheduling process **and advance notice to crew** is a key component to our success.

The Operating budget is based on a formula that includes known and estimated hard expenses. These expenses include three insurance policies, including one that is for two million dollars, marketing, taxes, payroll fees and employee related expenses, technical processing of the Web and various other operating expenses. This budget also covers estimated expenses for a fixed amount of staff and the base productions we provide on a regular basis. These productions include: The Mayors Report, Slice of Life, Tri-Valley Sports Final, Conversations, Slipstream, The Hometown Holiday Parade, The Sights and Sounds Parade, The Dublin State of the City, The Livermore State of the City, The Pleasanton State of the City and The Dublin Tree Lighting.

One of the Consortium Cities, the City of Pleasanton, has indicated in their council meetings a desire to reduce by 10% the Operating funding requested in the 2025-2026 fiscal year by TV30. The Operating Budget is made up of fixed costs. If this reduction is requested by the City of Pleasanton and approved by the TV30 Board of Directors, supplemental funding from the other Cities and/or reduced and/or modified services will be necessary.

As the Board reviews the costs we have and the programs we currently produce, I encourage questions and a discussion regarding them. I also encourage any discussion from the Board with me about the needs the cities themselves have for their own production elements, short or long form. I then can work with the Board to fulfill the Boards vision for the connection to the community and the cities own internal needs as noted above.

We are able to keep our costs in line by: 1) keeping staffing low; 2) arranging for multiple productions while staff is present resulting in cost efficiency; and 3) monitoring expenses. Our objective will be to meet the goals of the budget outlined or to better it.

After review and discussion by the Board of Directors it is requested that the Board of Directors authorize the City Managers to include these amounts in their proposed 2025-2026 budgets, and subsequently recommend them for funding by the City Council. Upon acceptance by each City Council these budgets shall be deemed adopted by the Board of Directors.

Time is of the essence for the approval of the 2025-2026 Operating budget. Please note, we are already accessing reserve funds. This is always a temporary float solution until payments arrive in July for the new fiscal year. It is being brought to the Board's attention that due to delay in approving the 2025-2026 budget there is a concern of running out of Operating funds. The consortium cities first operating funding request is normally billed in June and payment is expected in July. At this time it is estimated the station will run out of Operating funding in mid

July as all reserve Operating funds are expected to be depleted at that time if next fiscal years consortium funds have not been received.

Respectively submitted by:  
Melissa Tench-Stevens  
Executive Director

## Tri-Valley TV Proposed Operating Budget for 2025 – 2026

	<b>Proposed 2025 -2026 Budget</b>	<b>Difference from 2024-25</b>	
<b>Revenue</b>			
41000 Government Funding			
City of Dublin	\$128,291	\$3,737	3.00%
City of Livermore	\$195,002	\$5,680	3.00%
City of Pleasanton	\$189,866	\$5,530	3.00%
Total 41000 Government Funding	<u>\$513,158</u>	<u>\$14,946</u>	3.00%
46500 Sponsorship Revenue (Fair)	\$1,000		0.00%
44000 Production Revenue			
44200 Meetings	\$69,004	\$8,805	14.63%
44650 Client Projects & Shows	\$31,863	\$0	0.00%
44700 TV30 Foundation Production	\$33,343	\$0	0.00%
Total 44000 Production Revenue	<u>\$134,210</u>	<u>\$8,805</u>	7.02%
45000 Dubbing Revenue	\$103		
46000 Other Revenue			
			-
46200 TV Summer Camp	\$0	-\$15,990	100.00%
46601 Video on Demand	\$13,713	\$267	1.99%
46800 TV30 Foundation Support	\$1,000	\$1,000	
46850 Miscellaneous Income	\$17,168		
Total 46000 Other Income	<u>\$31,881</u>	<u>-\$14,723</u>	
49000 Consulting Service	\$3,250		
47000 Interest			
<b>Total Revenue</b>	<b>\$683,602</b>	<b>\$9,028</b>	
<b>Expenditures</b>			
50000 Employee Expenses			
50050 Salaries & 50060 Wages	\$470,689	\$26,801	6.04%
52000 Contract Services	\$36,315	\$440	1.23%
53000 Medical	\$41,293	\$1,203	3.00%
54000 Employee Retention	\$2,100	\$19	0.91%
55000 Payroll Taxes	\$44,340	\$1,291	3.00%
56000 Workers Comp Ins	\$6,860	\$200	3.00%
Total 50000 Employee Expenses	<u>\$601,597</u>	<u>\$29,954</u>	5.24%

60000 Auto/Van			
60050 Van Maintenance/Gas	\$2,640	\$77	3.00%
60150 Van Insurance/Registration	\$6,695	\$195	3.00%
60400 Mileage Reimbursement	\$1,307	\$26	2.03%
Total 60000 Auto/Van	\$10,642	\$298	2.88%
62000 Insurance			
62103 Liability Ins	\$4,389	\$169	4.00%
62104 Directors & Officers Liability	\$3,092	\$119	4.00%
62105 Media Liability & Prepayments	\$4,437	\$171	4.00%
Total 62000 Insurance	\$11,917	\$458	4.00%
65000 Business Expense			
65100 Distribution-UPS & FedEx	\$205	\$0	0.00%
65200 Office Supplies	\$2,980	\$59	2.02%
65300 Postage	\$941	\$18	1.95%
65400 Internet Fees	\$9,900	\$132	1.35%
65500 Office Rent	\$3,187	\$63	2.02%
65600 Telephone	\$1,568	\$30	1.95%
65700 Payroll Processing Expenses	\$6,000	\$55	0.93%
65800 Recruitment	\$1,046	\$21	2.05%
Total 65000 Business Expense	\$25,827	\$378	1.49%
67500 Professional Fees	\$9,300	\$75	0.81%
67501 Summer Camp	\$0	-\$2,050	100.00%
Total 67500 Professional Fees	\$9,300	-\$1,975	-17.52%
69000 Studio Expense			
69100 Equipment & Supplies	\$1,673	\$33	2.01%
69105 Use Tax	\$1,145	\$22	1.96%
69200 Repairs & Maintenance	\$2,091	\$41	2.00%
69700 Contract Services - Studio	\$2,550	\$50	2.00%
69710 Outside Equipment - Rental	\$1,150	\$22	1.95%
Total 69000 Studio Expense	\$8,609	\$169	1.99%
71000 Marketing & Comm. Relations	\$8,155	\$160	2.00%
71001 Awards	\$1,986	\$38	1.95%
Total 71000 Marketing & Comm. Relations	\$10,141	\$198	1.99%
72000 Misc. Expenses			
72200 Training	\$1,255	\$25	2.03%
72300 Bank and Merchant Fees	\$2,007	\$39	1.98%
72400 Meal and Entertainment	\$2,050	\$0	0.00%
72500 Tax & Lic. Fees	\$47	\$1	2.17%
72700 Filing Fees	\$209	\$4	1.95%
Total 72000 Misc. Expenses	\$5,568	\$69	1.25%
<b>Total Expenditures</b>	<b>\$683,602</b>	<b>\$29,550</b>	



TRI-VALLEY COMMUNITY TELEVISION  
BOARD OF DIRECTORS  
AGENDA REPORT

**DATE:** March 6, 2025

**TITLE:** **DISCUSSION AND DIRECTION REGARDING 2025-2026  
CAPITAL BUDGET**

**AGENDA ITEM:** 5 (b)

**OVERVIEW:**

Tri-Valley TV's Capital Budget derives its funding from TVCTV Viewers. **The non-profit Tri-Valley Television is the designee to run these channels and therefore receive this funding from the viewers. The Viewers are billed a fee (PEG fee) by Comcast and AT&T U-Verse specifically to support the TV station facilities technical needs so that the station may televise/broadcast on TV28, 29 and 30.** The monies collected are then sent to each city for holding and then **passed to TVCTV** as requested and approved by the TV30 Board of Directors. Both Federal and State law requires that these television viewer-supported funds may ONLY be used for equipment to support the broadcast facility and creation of programming for these viewers who see the programming on Comcast Television channels 28, 29 and 30 and AT&T U-Verse Channel 99.

Each year the capital budget is projected as accurately as possible based on the capital projects at hand. There is not a “regular” amount that is proposed each year. Due to the nature of the fast-paced changes in our industry, it is prudent to review the technical needs every year. We maintain an asset/depreciation list. Our replacement and upgrade process is not standard as it is for many companies. Just because an item may show as being old on our asset listing does not mean it should be replaced. Without clear planning and understanding of the consequences a replacement of one item can be problematic and create a ripple effect. Replacements and upgrades for the most part are done on a larger scale to ensure all equipment is compatible. Sometimes, replacements are determined, budgeted and approved, but may have to be pushed forward until all accompanying parts are available, i.e. converters or other downstream technical elements.

There are certain items that require licenses and therefore have a dictated lifespan. I have included those items below for next year.

Other items are replacements or upgrades for equipment in 2025-2026 required to maintain the use and level of the existing equipment. This allows TVCTV to continue to provide reliable service to the cities. As we are still in fiscal year 2024-2025, I have included the 2024-2025 planned purchases providing updates to partially completed projects or projects that have been pushed forward. These items will be completed. However, some of these projects/purchases have been brought forward as they should be done at the same time as our upcoming move. The

requested PEG fund transfer for fiscal year 2025-2026 is \$55,285. TVCTV also maintains a reserve fund. The recent Financial Policy denotes the fund should be at least 20% of the Capital Budget. The purpose is to negate a need to go back to the consortium for additional funds.

Included in the 2025-2026 budget is \$20,0000 for contingency to cover unplanned purchases and/or increases in costs that may arise for these items.

In addition, the Board should be cognizant that TVCTV will be moving its full studio to the new Pleasanton Unified School District location. As Project Manager for TVCTV's move I have been working with my engineers for almost three years on this move. Over this period we have had meetings, site visits and several versions of the new facility working in good faith with the District on this project.

Although our studio location in the new building was determined three years ago our move is in the second phase of construction which should begin in the third quarter of 2025. The District has not provided a firm date on the start of this construction as of this report. My goal is to determine the most cost effective and smooth transition that will not create much, if any, downtime that might affect meetings. **I am working on a separate Project Budget for the anticipated additional funds required in 2025-2026 for the move.** I do not have enough information at this time to provide a firm budget. Current estimates include technical design, supplies and install of control rooms, racks, switcher/audio upgrade, three AC units with install. Still to be determined are electrical costs, improvements, computer wiring/VIP, movers/cleanup. An update to this project will be provided at the next Board meeting if not before.

Respectively submitted by:  
Melissa Tench-Stevens  
Executive Director

## Capital funding allocations for 2024-2025 updated and 2025-2026

**Note: Does NOT include any anticipated costs for Move Project which may be incurred in 2025-2026. This will be a separate budget.**

<b>Product name:</b>	<b>Use:</b>	<b>Category:</b>	<b>FY Year request &amp; planned use:</b>	<b>Estimated cost:</b>	<b>Update: current date for project or purchase</b>
Harmonic Media Center Chassis	Video storage and playback. Replaced in 2018 to support the studio upgrade to HD. Support and licensing of the product expiring in 12/2025. The chassis, storage drives and dual copper NIC are required to be replaced to continue the use of the vital equipment.	end of useful life/extension of useful life	<i>Funding secured in 2023-2024</i>	\$77,560	Project moved to 12/25
Chyron	purchase 2013 (partial replacement). Graphics for televising	end of useful life	<i>Funding secured in 2024-2025</i>	\$38,927	2025-2026
Cameras	purchase 2011 (partial replacement). Capture for televising	end of useful life	<i>Funding secured in 2024-2025</i>	\$24,798	2025-2026 remaining \$19,073
New computeres	purchase 2018 (partial replacement) for editing of televised content	end of useful life	<i>Funding secured in 2024-2025</i>	\$10,300	2025-26 remaining \$6,300
New monitors	for viewing/monitoring televising or editing for television content	end of useful life	<i>Funding secured in 2024-2025</i>	\$1,600	2025-26 remaining \$1,000
App Tek	closed caption for televising	extension of useful life	2025-2026	\$3,900	
Omneon Media Center	server for video playback and record for televising	extension of useful life	2025-2026	\$3,200	
Crispin	playback system for televising	extension of useful life	2025-2026	\$2,500	
Myers	Traffic system coordinates videos for televising	extension of useful life	2025-2026	\$5,250	
Universal Music	in perpetuity music rights used on content that is televised	extension of useful life	2025-2026	\$2,090	
Adobe x3	software	extension of useful life	2025-2026	\$1,200	
Wistia	video storage and playback	extension of useful life	2025-2026	\$4,300	
Zoom	connection for receiving content that will be televised	extension of useful life	2025-2026	\$2,000	
Wowza	video storage and playback	extension of useful life	2025-2026	\$6,400	
LiveU	remote connection for televising	extension of useful life	2025-2026	\$2,400	

Genesis Tech	software for televising	extension of useful life	2025-2026	\$400
Facility connection	for editing and controlling various aspects of televising (GTMPC)	extension of useful life	2025-2026	\$800
JW Player	scaling software for videos	extension of useful life	2025-2026	\$325
Monday	production software	extension of useful life	2025-2026	\$520
Contingency	Unplanned or increase in cost of planned purchases		2025-2026	\$20,000
		<b>Total Budget:</b>	<b>2025-2026</b>	<b>55,285</b>

**Tri-Valley Community Television  
Proposed 2025-2026 Capital Budget**

	<b>Proposed Budget 2025-2026</b>
<b>PEG Pass Through Funding</b>	
<b>48000 PEG Funding</b>	
48200 Dublin	\$13,822
48200 Livermore	\$21,008
48300 Pleasanton	\$20,455
Total 48000 PEG Funding	
<b>Total PEG Funding</b>	<b>\$55,285</b>
<b>Expenses</b>	
<b>8500 Auto/Van</b>	<b>\$5,000</b>
<b>8500 Total Auto/Van</b>	<b>\$5,000</b>
<b>89000 Studio/Field/Control Room/Production Office</b>	
89100 Production Equipment/ Project	TBD
89600 Control Room and Office Upgrades/Extension of Useful Life	\$50,285
<b>Total 89000 Studio/Field/Control Room</b>	<b>\$50,285</b>
<b>Total Expenses</b>	<b>\$55,285</b>