

**2012**

**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: 2666 State Street, Hamden, CT 06517-2232

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, 2012-December 31, 2012

**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.	Hamden	Joseph L. Schofield, (203) 562-2288

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

Facility is a 6,000 sq. ft plant comprised of several staff offices, a large and small production studio with control rooms and sound locks, 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 & Wednesday: 10:30am-6:00pm / 6:00pm-10:00pm By Appointment Only
- Tuesday & Thursday: 10:30am - 10:00pm
- 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.

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**PUBLIC ACCESS CHANNEL(S)**

Channel #: 27 Point of origination: HAMDEN

Average hours recorded/live programming per week:	<u>157 hrs/wk</u>
Average hours of character generated per week:	<u>21 hrs/wk</u>
Total number of programs produced annually at this facility:	<u>327</u>
Total number of programs broadcast, but produced elsewhere:	<u>509</u>
Approximate percentage of repeat programs:	<b><u>23 Percent</u></b>

**EDUCATIONAL ACCESS CHANNEL(S)**

Channel #: 26 Point of origination: HAMDEN

Average hours recorded/live programming per week:	<u>148 hrs/wk</u>
Average hours of character generated per week:	<u>28 hrs/wk</u>
Total number of programs produced annually at this facility:	<u>278</u>
Total number of programs broadcast, but produced elsewhere:	<u>706</u>
Approximate percentage of repeat programs:	<b><u>21 Percent</u></b>

**GOVERNMENTAL ACCESS CHANNEL(S)**

Channel #: 96 Point of origination: HAMDEN

Average hours tape/live programming per week:	<u>138hrs/wk</u>
Average hours of character generated per week:	<u>30 hrs/wk</u>
Total number of programs produced annually at this facility:	<u>91</u>
Total number of programs broadcast, but produced elsewhere:	<u>319</u>
Approximate percentage of repeat programs:	<b><u>37 Percent</u></b>

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

Citizens Television, Inc. does not operate town-specific channels. All community residents and eligible organizations 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), New Tang T.V and NASA.

Ch. 23 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 **7**

Title	Annual Wages allocated to community access	Years of Experience
<b>Executive Director</b>	73,685	18
<b>Program Manager</b>	50,592	17
<b>Senior Production Assistant</b>	42,090	10
<b>Admin. Assistant</b>	33,000	3

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

Title	Annual Wages allocated to community access	Years of Experience
<b>Executive Assistant</b>	13,500	26
<b>Administrative Assistant</b>	11,000	8
<b>Production Assistant</b>	10,144	4


List below all other employee salaries allocated to access

Title	Annual Wages allocated to access	Years of Experience	Allocation Method

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Accounting information below provided for period beginning/ending: January 1, 2012/December 31, 2012

Annual financial community access support required by franchise agreement and/or otherwise committed to by cable operator: **\$624,592**

CITIZENS TELEVISION, INC. PAGE 1  
UNAUDITED STATEMENT OF INCOME: DECEMBER 31, 2012

REVENUE:	BUDGET 2012	DEC. 2012	TO DATE 12/31/12	BUDGET BALANCE	% REC'V /PD.OUT
COMCAST Subscribers	480,000	40,496.98	490,151.01	-10,151.01	1.0
AT&T Subscribers	112,000	32,596.68	134,441.00	-22,441.00	1.2
Board of Aldermen	3,750	0.00	150.00	3,600.00	0.0
Contributions/Memberships	700	50.00	400.00	300.00	0.6
Donated Services	24,000	6,000.00	24,000.00	0.00	1.0
Grant- PEGPETIA	0	45,085.00	45,085.00	-45,085.00	
Interest Income	100	25.69	433.66	-333.66	4.3
Miscellaneous Income	0	0.00	0.00	0.00	
Promotional Sales	895	0.00	0.00	895.00	0.0
Sponsorships	0	0.00	0.00	0.00	
Tape Sales/Dubbing	1,500	45.00	1,020.30	479.70	0.7
<b>TOTAL INCOME</b>	<b>622,945</b>	<b>124,299.35</b>	<b>695,680.97</b>	<b>-72,735.97</b>	<b>1.1</b>
EXPENSE:					
PERSONNEL	336,745	26,954.82	318,894.81	17,850.19	0.9
OCCUPANCY	127,500	9,345.92	128,373.00	-873.00	1.0
ADMINISTRATIVE	36,200	6,625.71	34,205.80	1,994.20	0.9
CONTRACTUAL	36,100	2,972.32	22,362.21	13,737.79	0.6
PRODUCTION	18,100	399.28	16,340.49	1,759.51	0.9
OUTREACH/PROMOTION	7,800	1,469.46	4,229.64	3,570.36	0.5
MISCELLANEOUS	55,000	364.80	1,626.40	53,373.60	0.0
CAPITAL OUTLAY	5,500	46,786.27	51,921.89	-46,421.89	9.4
<b>TOTAL EXPENSE</b>	<b>622,945</b>	<b>94,918.58</b>	<b>577,954.24</b>	<b>44,990.76</b>	<b>0.9</b>
<b>SURPLUS (DEFICIT)</b>	<b>0</b>	<b>29,380.77</b>	<b>117,726.73</b>	<b>-117,726.73</b>	
	=====	=====	=====	=====	

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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                    

<u>Promotion &amp; Outreach</u>	<u>Number</u>	<u>COMMENTS</u>
Speaking Engagements	12	Community Groups
Video Promotions	78	Fundraising, holiday, etc.
Print Material		
Newspapers	0	Annual Meeting
Program Guide	52 x 3 channels	Weekly (hard copy and website)
Brochures	3,500	Organizational and Fundraising
Bill Inserts		
Radio Announcements		
Open Houses	3	Summer and Christmas Season
Tours	27	Schools & Community Groups
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____

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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

From January 1st through December 31st, 123 students enrolled in 33 pre-scheduled and randomly scheduled production workshops as described above. Classes were as large as 12 students and as small as 3 students. 28 students completed training in field production and became certified. 19 students became certified in at least 1 studio component area. 16 students became certified in at least 2 studio component areas. 2 different students became fully certified in all required studio component areas. Training remains available and on-going for all non-fully certified students as long as they continue to remain certified in areas where they have already achieved that status. They maintain certification by volunteering on at least one studio production per month in their certified area.

Name and qualifications of the instructor(s):

Walter Bradley, Joseph L. Schofield, Executive Director: 13 years production experience.

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? 98

Approximate number of regular studio users/yearly: 1077 \_\_\_\_\_

Approximate number of regular edit suite users/yearly: 1910 \_\_\_\_\_

Approximate number of other users/yearly (describe): 1004 \_\_\_\_\_

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

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**ACCESS EQUIPMENT INVENTORY  
(Only Equipment Not Fully Depreciated)**

Month/Year Purchased	Description of Equipment	Purchase Price	Amount Depreciated	Net Book Value
2/22/09	Tightrope Media Sys (Returned Partial)	23,294	12,021	11,273
6/13/09	4 Imac computers	5,400	3,780	1,620
7/12/09	CG Generator	2,500	1,875	625
7/12/09	Studio Switcher	2,500	1,875	625
7/12/09	Portable Studio	5,650	1,695	3,955
1/12/10	(3) Channel Elimination Filters	2,214	886	1,328
4/22/10	(3) Imac Computers	4,596	1,838	2,758
6/23/10	50 ft Camera Cable	964	386	578
11/04/10	Panasonic head/lens/housing	1,180	440	740
2/18/11	2 Imac Computers	2,606	520	2,086
10/31/11	2 Leightronix Ultra Nexus Servers	31,506	2,154	29,352
6/12/12	4 Canon Field Cameras	8,275	-0-	8,275
11/18/12	1 Alertac DVD Duplicator	772	-0-	772
12/1/12	4 JVC Studio Cameras w/support	45,085	-0-	45,085
	<b>TOTAL</b>	<b>136,542</b>	<b>27,470</b>	<b>109,072</b>

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?) **\$ 109,072**

**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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**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)
9. Additional training workshop descriptions (if needed) (p. 7) **N/A**