

Public Access Corporation of the District of Columbia

February 29, 2016 Submission
Committee on Business, Consumer and Regulatory Affairs
Council of the District of Columbia
Performance Oversight Hearing

- 6) Please provide a chart showing your agency's approved budget and actual spending, by division, for FY15 and FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.**

Please see attached Budget vs. Actual Comparisons:

- FY15 (July 1, 2014 through June 30, 2015-audited)
- FY16 (July 2015 through January 31, 2016-unaudited).

Please note that DCTV's fiscal year is from July 1 to June 30.

Variances:

FY'15.

There were three unfavorable variances in FY'15. They did not cause the annual actual expenses to exceed total budgeted expenses.

- **Contract Services - \$35,093**

HR consulting expenses in the amount of \$19,875 was not budgeted.

Production costs exceeded the budgeted amount by \$15,218.

- **Office Expenses - \$11,063**

Equipment rental expense in the amount of \$9,425 was not budgeted.

Telephone costs exceeded the budgeted amount by \$1,638.

- **Other Expenses - \$15,183**

License, Permits and Fees exceeded the budgeted amount by \$2,187.

Bad Debt expense in the amount of \$12,996 was not budgeted.

Variances:

FY'16 (July 1, 2015 through January 31, 2016)

There were three unfavorable variances through January 31, 2016. They are not expected to cause the annual actual expenses to exceed total budgeted expenses.

- **Information Technology - \$5,338**

Non-capitalized software (Protrac Annual Support Cost for new telecasting system) was not budgeted.

- **NFF Loan Interest and Principal Payment**

The balance of the note with Nonprofit Finance Fund (NFF) was paid off before its maturity date. The amount needed to pay off the loan was not budgeted, resulting in a variance.

- **Capital Purchases - \$44,483**

Due to unforeseen circumstances, additional expenses for computer hardware and software were incurred to enhance the operation of the organization. The Finance Committee has approved amendment of the capital budget at the upcoming meeting of the Board of Directors.

7) Please list any re-programmings, in or out, which occurred in FY15 or FY16, to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.

Not Applicable.

8) Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY15 or FY16, to date.

Not Applicable.

9) Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY15 or FY16, to date. For each account, please list the following:

- The revenue source name and code
- The source of funding

- A description of the program that generates the funds.
- The amount of funds generated by each source or program in FY12 and FY13, to date
- Expenditures of funds, including the purpose of each expenditure, for FY12 and FY13, to date

Not Applicable.

10) Please provide a complete accounting of federal grants received for FY15 and FY16, to date.

No federal grants were received in FY15 or FY16.

11) What steps were taken during FY15 and FY16 to date to reduce agency energy use?

NATURAL LIGHT

Continuing: The renovation design of Brooks Mansion takes optimum advantage of natural light throughout the day, so all hallways above basement level, all offices, equipment room, IT room, Studio control rooms, two restrooms, conference and training rooms, programming traffic area, and lighting in three edit suites is not required to be turned on. These areas are only turned on rarely before sunset. (All areas are equipped with light control blinds.)

Areas which do not have natural light (two of the four restrooms, three edit suites that do not have natural light, the basement and studios are kept dark except when in use. Signs are posted to turn off lights when not in use. Staff and members regularly enforce turning off lights when leaving rooms in which the lights were turned on. [This has an incidental benefit of reducing eye strain on staff using computers, since most fluorescent lighting has a different, dissonant flicker rate than computer monitors, which results in personal fatigue.]

All non-fire-code lights throughout the building that were in use are extinguished as part of a facility-closing routine at the close of each day.

LOW ENERGY LIGHTS

Wherever possible, low energy consumption bulbs are installed. Beginning in FY15 and FY16, as light bulbs need to be replaced, LED light bulbs are installed. 24-hour emergency lights are prioritized for new LED bulbs, moving working bulbs from those fixtures to non-emergency fixtures. All edit suites were converted to LED lights in FY16, reducing both the need for electricity and the heat load in the rooms.

Outdoor lighting continues to use LED fixtures and bulbs, using one third of the energy as the existing sodium and fluorescent bulbs, and the bulbs need only to be replaced every 50,000 hours, saving the materials needed to produce the bulbs.

AIR CIRCULATION

Continuing: Windows repaired in FY12 are maintained so they can be opened to allow for natural air circulation and cooling in the seasons in between air-conditioning and heating (Fall and Spring). They are regularly used to provide comfort and reduce demand on heating or cooling, as appropriate.

Windows are maintained to seal against weather, resulting in lower heating energy needs.

HEATING SYSTEM

The existing boiler which was not energy efficient and failing was replaced in FY14 with an energy efficient boiler. Like the old boiler, the new boiler uses natural gas. It has an outside thermostat which turns the boiler off when the outside temperature is high enough that heating the building is not necessary, such as through late Fall and a substantial part of the 2015-2016 Winter.

Additionally, the boiler setting was reduced from 75 degrees to 50 degrees, because due to the boiler's increased efficiency, the building did not require the amount of heat the boiler had been producing at the higher temperature.

AIR CONDITIONING

During FY16, Noyes Air Conditioning performed an analysis of the use of air conditioning in the edit suites and Programming office located on the third floor. Like the server room and Master Control where telecasting is located, those rooms require air conditioning in the cold months. In FY16, air conditioning was installed using energy efficient Tripp Lite portable units.

COMPUTERS

All computers and monitors are timed to shut down overnight. All production systems, monitors and monitoring equipment in the facility (including in Master Control) are turned off as part of a facility-closing routine at the close of each day.

RECYCLING

Staff and facility users separate items for recycling. DCTV hires recycling as part of its regular trash pickup.

DCTV uses a lot of carbon batteries, and collects them to provide to a company for recycling.

Toner cartridges are also recycled, and bulk trash is only disposed of through a disposer who sorts it for recycling or environmentally sound disposal.

Most equipment is repurposed and redistributed for use until it is not repairable or useless, then disposed in an environmentally sound manner.

12) Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.

NONE