

Exhibit A
2013 SCOPE OF WORK

1. Operation and administration of a Public, Education, and Government Access Studio including but not limited to the following services
 - Operating and maintaining the TCTV office and studio at 440 Yauger Way
 - Providing access to the production facilities and equipment for public use at least 40 hours each week.
 - Maintaining and upgrading production equipment as needed.
 - Offering regularly scheduled media production training workshops for community groups and residents
 - Scheduling and airing programs on all PEG channels
 - Publishing program schedule
 - Operating a community message board for nonprofit groups and government agencies.
 - Providing technical production assistance to community groups, and individuals.
2. Direct Services to the City of Olympia
 - a. Live telecast of regular weekly City Council meetings and other special City meetings and community forums/events as requested by the City's Communications Manager. This includes training and providing TCTV staff to operate the production equipment in the Olympia City Council Chambers or the operation of the TCTV remote equipment from other locations.
 - b. Production, editing, consultation, and creative development of video programs and video public services announcements about City of Olympia services and activities as requested by the City's Communications Manager.
 - c. Production, editing, and hosting for studio talk shows/panel discussions about City services and activities as requested by the City's Communications Manager.
 - d. Staff training as requested by the City's Communications Manager on video production and use of the TCTV bulletin board.
 - e. Maintenance of television production equipment located in the Olympia City Council Chambers.

The total TCTV professional staff hours of contract service for items 2a, b, c and d above shall not exceed 700 per calendar year. These hours are allocated on an annual basis and do not accrue from year to year.

TCTV shall provide City with a minimum of one copy in DVD format of all programs produced for items 2a, b and c above.

TCTV shall provide the City with a copy of its 2013 budget, annual income and expense statement, 2013 program schedule for Channel 3, and informational newsletters.