

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, June 5, 2018
7:00 p.m. at 150 S. Los Robles Ave., Suite 101**

BOARD OF DIRECTORS

Ann Marie Hickambottom (District 1)
Grant Scott McComb, Chair (District 2)
Robert Oltman (District 3)
Perry Helm, (District 4)
Yuny Parada (District 5)
Vacant (District 6)
Sally Howell, Vice-Chair (District 7)
Gail Schaper-Gordon, Treasurer (Mayor's Representative)
Lisa Derderian (City Manager's Representative)
Beth Leyden (PUSD Representative)
Alexander Boekelheide (PCC Representative)

STAFF

George Falardeau, Executive Director CEO
Chris Miller, Chief Operations Officer

MISSION STATEMENT

The Pasadena Community Access Corporation is dedicated to the community access function of the Pasadena Telecommunications system and shall be operated exclusively for charitable, scientific, literary and educational purposes. In fulfilling these purposes, the corporation shall strive to achieve communication, facilitation, and development of media skills toward the ends of self-expression and community cohesion and improvement.

Item on the agenda may not be called in order listed.

Agendas and supporting documents are available on the Internet at
<http://www.pasadenamedia.org>

Materials related to an item on this Agenda submitted to Pasadena Media after distribution of agenda packet are available for public inspection in the Pasadena Media Administrative office at 150 S. Los Robles Avenue, Suite 101, Pasadena, during normal business hours.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact PCAC at (626) 794-8585. Notification 24 hours prior to the meeting will enable PCAC to make reasonable arrangements to assure accessibility to this meeting.

DISTRIBUTION:

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City Council
City Manager
City Attorney
City Clerk
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Los Angeles Times
Pasadena Star News
Pasadena Journal
Pasadena Weekly
Pasadena Now

**NOTICE OF REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION (PCAC)
BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that a closed session and a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, June 5, 2018**, starting at **7:00 p.m.**, at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

PUBLIC MEETING

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF MAY 1, 2018 BOARD MEETING MINUTES
 - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT
- EXECUTIVE DIRECTOR REPORT
- PCAC CITIZENS ADVISORY COMMITTEE REPORT: Presented by Committee Chair Phil Hopkins
- OLD BUSINESS
 - PCAC BOARD STRATEGIC PLAN MEETING: Set date, time and location
 - Action Item
- NEW BUSINESS
 - FY19 PCAC BOARD OFFICER NOMINATIONS AND ELECTION
 - Action Item
 - PEG CAPITAL FUND REQUEST NOT TO EXCEED \$88,367.75: KLRN request for equipment to supplement three existing production systems
 - Action Item
 - PEG CAPITAL FUND REQUEST NOT TO EXCEED \$94,882: PCAC request for equipment replacement and production services needs
 - Action Item
 - AUTHORIZE EXECUTIVE DIRECTOR CEO TO ENTER INTO CONTRACTS FOR PURCHASE OF PEG STUDIO PEDESTALS AND HEADS, PRO SERVICES EQUIPMENT, AND COMMUNITY PRODUCTION EQUIPMENT IN A COLLECTIVE AMOUNT NOT TO EXCEED \$94,882
 - Action Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

Grant McComb, Chair, PCAC Board of Directors

I HEREBY CERTIFY that this notice, in its entirety, was posted on both the Council Chambers Bulletin Board, Room 247, and the Information Kiosk (in the rotunda area), at City Hall, 100 N. Garfield Ave., Pasadena, CA, in Pasadena Community Access Corporation Suite 101, and a copy was distributed to the Central Library for posting on the 1st day of June, 2018.

Liza Rodriguez, Office Administrator

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR May 1, 2018

MEETING HELD AT PCAC, 150 S. LOS ROBLES AVE., SUITE 101, PASADENA,
CALIFORNIA, 91101

REGULAR MEETING

1. INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL

Chair Grant Scott McComb called the meeting to order at 7:02 p.m.

Board Member Present, Absent or Late, at the time of the call to order:

Ann Marie Hickambottom, District 1, present
Grant Scott McComb, Board Chair and District 2, present
Robert Oltman, District 3, present
Perry Helm, District 4, present
Yuny Parada, District 5, absent
(Vacant) District 6
Sally Howell, Vice-Chair, District 7, absent
Gail Schaper-Gordon, Treasurer, Mayor's Representative, present
Beth Leyden, Secretary, PUSD Representative, present
Alexander Boekelheide, PCC Representative, absent
Lisa Derderian, City/City Manager Representative, present

Staff:

George Falardeau, Executive Director/CEO, present
Chris Miller, Chief Operations Officer, present
Javan Rad, Chief Assistant City Attorney, present

No public comment

2. APPROVAL OF MINUTES FOR APRIL 3, 2018 BOARD MEETING

Motion by Schaper-Gordon, Second by Hickambottom; Motion approved. No public comment.

3. PUBLIC COMMENT

No public comment.

4. TREASURER'S REPORT

As presented by Treasurer Schaper-Gordon per Board agenda packet.
Information item only. No action. No public comment.

5. EXECUTIVE DIRECTOR'S REPORT

As presented by ED Falardeau and staff, per Board agenda packet. Information item only. No public comment.

6. OLD BUSINESS

None. No public comment.

7. NEW BUSINESS

Action Item

- PCAC's Board Strategic Plan Meeting: Set date, time and location:
The PCAC's Board Strategic Plan Meeting will be held at the beginning of September, during the week, between 2 and 5pm, at any one of the three locations suggested (Las Casitas, University Club, WeWork).
Motion by Oltman, Second by Derderian; Motion approved unanimously.

No public comment.

8. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Miscellaneous announcements per Board Members.

- Board Chair McComb announced there will be no meeting in July.

9. ADJOURNMENT

- a. Motion to adjourn by Oltman, Second by Schaper-Gordon. Meeting adjourned at 8:12 p.m.

FUTURE MEETING DATES

- July 3, 2018 – Meeting Cancelled
- August 7, 2018

Pasadena Community Access Corporation		
Statement of Financial Position		
As of May 31, 2018		
	Total	
	As of May 31, 2018	As of Jun 30, 2017 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	255,278	186,803
1130 Bank of America Capital - Restricted (9451)	219,386	68,996
1140 Bank of America Savings (0990)	0	100,149
1150 Pex Debit Card	3,804	1,099
1160 Paypal	28	0
PFCU Savings (7181)	100,190	
Total Bank Accounts	\$ 578,885	\$ 357,246
Accounts Receivable		
1200 Accounts Receivable	3,622	3,402
Total Accounts Receivable	\$ 3,622	\$ 3,402
Other Current Assets		
1190 Undeposited Funds	460	516
1300 Prepaid Expenses	-450	20,832
1330 Prepaid Insurance	0	7,957
Total Other Current Assets	\$ 10	\$ 29,304
Total Current Assets	\$ 582,517	\$ 389,953
Fixed Assets		
1600 Production Equipment	305,564	284,864
1620 Construction in Progress	0	86,401
1650 Accumulated Depreciation	-196,228	-196,228
Total Fixed Assets	\$ 109,336	\$ 175,036
Other Assets		
1800 Security Deposit	1,000	1,000
Total Other Assets	\$ 1,000	\$ 1,000
TOTAL ASSETS	\$ 692,853	\$ 565,989
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	17,423	0
Total Accounts Payable	\$ 17,423	\$ 0
Other Current Liabilities		
2100 Payroll Liabilities	8,129	19,431
2200 Accrued Vacation	18,790	18,790
2300 Direct Deposit Payable	-16,307	0
2400 Accrued Liabilities	17,800	83,500
2800 Deferred Income	226,664	141,272
Total Other Current Liabilities	\$ 255,076	\$ 262,993
Total Current Liabilities	\$ 272,499	\$ 262,993
Total Liabilities	\$ 272,499	\$ 262,993
Equity		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	339,267	339,267
Net Income	117,358	
Total Equity	\$ 420,355	\$ 302,996
TOTAL LIABILITIES AND EQUITY	\$ 692,853	\$ 565,989

Pasadena Community Access Corporation							
Pro Forma P&L - May 2018							
FY 2018 YTD Actual vs FY 2018 Budget							
		vs. 11 mo. Budget			vs. Full Year Budget		
	YTD Actual	YTD Budget	\$	%	2018 Budget	\$	%
Income							
City of Pasadena	940,000	940,000	-	0.0%	940,000	-	0.0%
Contributions & Grants	5,479	4,583	896	19.5%	5,000	479	9.6%
Production Services	15,636	36,608	(20,972)	-57.3%	38,300	(22,664)	-59.2%
Program Services	6,054	7,500	(1,446)	-19.3%	10,000	(3,946)	-39.5%
Other Revenue	360	458	(98)	-21.4%	500	(140)	-28.0%
Total Income	967,529	989,150	(21,621)	-2.2%	993,800	(26,271)	-2.6%
Expenses							
Payroll Expenses	479,643	489,583	9,940	2.0%	553,442	73,799	13.3%
Payroll Taxes	40,800	46,021	5,221	11.3%	52,024	11,224	21.6%
Employee Benefits	93,402	99,824	6,422	6.4%	108,616	15,214	14.0%
Occupancy Expenses	186,595	166,048	(20,547)	-12.4%	181,007	(5,588)	-3.1%
Accounting & Audit	13,997	12,010	(1,987)	-16.5%	12,500	(1,497)	-12.0%
Advertising & Marketing	2,340	3,208	868	27.1%	3,500	1,160	33.1%
Automobile Expense	798	1,375	577	42.0%	1,500	702	46.8%
Bank & Payroll Processing Fees	1,130	1,375	245	17.8%	1,500	370	24.7%
Board Materials & Expenses	305	550	245	44.5%	600	295	49.2%
Cable Drop Fees	1,371	3,918	2,547	65.0%	4,274	2,903	67.9%
Contract Labor	1,090	3,667	2,577	70.3%	4,000	2,910	72.8%
Dues and Subscriptions	2,270	2,270	-	0.0%	2,270	-	0.0%
Legal & Professional Fees	8,000	8,000	-	0.0%	28,000	20,000	71.4%
Licenses, Permits & Other Fees	154	3,758	3,604	95.9%	4,100	3,946	96.2%
Meals & Entertainment	1,253	1,375	122	8.9%	1,500	247	16.5%
Office Expense	2,987	10,083	7,096	70.4%	11,000	8,013	72.8%
Production Expense	6,643	13,492	6,849	50.8%	14,500	7,857	54.2%
Professional Development	1,150	1,700	550	32.4%	2,500	1,350	54.0%
Travel & Lodging	1,786	3,450	1,664	48.2%	4,000	2,214	55.4%
Total Expenses	845,714	871,708	25,994	3.0%	990,833	145,119	14.6%
Net Operating Income	121,816	117,443	4,373	3.7%	2,967	118,849	4005.7%
PEG Capital Income Recognized	64,998	183,333	(118,335)	-64.5%	200,000	(135,002)	-67.5%
PEG Capital Equipment Expense	69,455	183,333	113,878	62.1%	200,000	(130,545)	-65.3%

EXECUTIVE DIRECTOR CEO REPORT

- Respectfully submitted by George Falardeau

Pasadena Community Access Corporation Board of Directors Meeting

Tuesday, June 5, 2018 - 7:00 PM

- Launched a new website for Pasadena Media under the direction of Chris Miller with support from the non-profit Jericho Road Pasadena.
- Attended the Washington Update Luncheon with Congressman Adam Schiff at The Athenaeum at Caltech. Congressman Schiff discussed national politics and current events.
- Presented PCAC's Business Plan to the Mayor and City Council. Plan has been approved by board. Changes to the budget this year are increased cost due to rent, health insurance and cost of living increase.
- Invited to attend Pasadena's Twilight Club meeting at Annandale Country Club by board member Bob Oltman. Guest speaker was Bill Davis, President and CEO of Southern California Public Radio. Bill discussed the state of media today and the changing landscape of broadcast stations and news organizations across the country.
- Identified a board candidate for District 6, currently under review from Councilman Steve Madison; details forthcoming.
- Invited to attend a private reception with Lt. Governor Gavin Newsom's wife Jennifer, organized by Lena Kennedy and Noreen Sullivan.
- Met with Elbie "Skip" Hickambottom, civil rights attorney and James Farr, local video producer/content creator to discuss a potential relationship with Pasadena Media.
- Successfully completed another episode of *IMPACT Pasadena* with guest Councilwoman Margaret McAustin. The Councilwoman discussed a variety of city issues and the upcoming election.

- Attended the Annual Kiwanis Scholastic Awards for PUSD students at the Pasadena University Club.
- Attended Pasadena's 7th Annual Police & Fire Memorial Ceremony and successfully aired live on KPAS to the community.
- Attended the Rotary Club Presentation/Awards Ceremony for outstanding teachers at PUSD.
- Met with Rabbi Joshua Levine Grater to discuss my role in Friends In Deed Advisory Committee and discussion regarding homeless issue throughout the city.
- Elected to the Board of Directors for the Rotary Club of Pasadena and remained co-chair of the Public Relations Committee with Nate Bradley.

Attached: Operations Report, Community Development Report and Production Services Report

Operations Report - May 2018

Notable Operations Projects and Their Statuses - Prepared by Chris Miller, Chief Operations Officer

Fiber Installation / Charter Cable Issues: Ongoing

I have submitted requests with Charter regarding upgraded, digital delivery of our channel signals via fiber and high definition channels. The main goal of the proposed upgrades are to produce consistent video and audio quality on the current channels. While I haven't received confirmation that the requests have been approved, I have spoken with a Charter engineer about getting started.

Editing Bay Issues: In Progress

Recent updates to the Adobe Creative Suite have been producing various hardware and software compatibility issues that have impacted both staff and public editing projects. We implemented several fixes to improve said issues, but have come to the conclusion that the best solution is updated hardware and operating systems. These are proposed in the PEG funding request.

Post-NAB Trade Show: Attended

I recently attended Key Code Media's Post-NAB show in Burbank where I spoke with several vendors that I missed at NAB. Among solutions I looked at were recording devices, a channel playback system, ENG cameras, switchers, SAN/NAS/cloud storage and lighting.

New Website: Launched

Via a collaboration with Jericho Road Pasadena, we built a new website over the past eight months. The team of volunteers assembled by JRP included a project manager, product manager, web designer, web developer and copywriter. The new site adds an extremely cost-effective solution for video-on-demand (VOD) as well as updates the look and functionality of our site to current standards. While the site is live, two of the Jericho volunteers have stayed on for another project with another volunteer who is an expert in search engine optimization (SEO) to fine tune the written copy.

Arroyo Branding: New Logo Introduced

We unveiled an updated logo for the Arroyo channel during the website launch. The new "speech bubble" logo is part of an effort to raise awareness of the public channel as a resource dedicated to free speech.

Archive Project: Assisted Media Burn

Nancy Buchanan, the first employee of PCAC, was recently awarded a residency at Media Burn Archive in Chicago to digitize masters of Michael Zinzun's *Message to the Grassroots*. Ms. Buchanan served as Associate Producer with Mr. Zinzun for several years and since his passing has worked to increase awareness of his work and insights. Media Burn, a leader in preservation committed to community-based work will archive the video collected and make it available online. Through our own archival project, we were able to offer 14 digital videos and five ¾ inch cassettes to the cause. By joining the effort, we will also have access to all of the digital masters.

Community Development Report May 2018

Members	New Members	Returning Members	Total Paid Members	Total Active Volunteers
Volunteers	24	0	65	357
Trainees	New Trainees	Returning Producers	Total Active Producers	Productions in Progress
Producers	1	0	67	55

New Series	Local Episodes	Local Bicycled Episodes	New Regional LA County Episodes
2	76	15	4

Media Training Courses:

Orientation	24	Studio Camera	7	TD & Media Mgmt.	5	Teleprompter	8	Editing A	5
Producing Training	10	Floor Manager	7	Lighting	0	Character Generation	0	Editing B	7
Director	3	Audio	0	Field Production	7	Arroyo Profiles TV Training	11	Green Screen Training	0

Community Outreach & Networking:

- Attended Joan De Souza Business 4 Business Think Tank
- Street Team Marketing - South Lake
- Concluded a successful Apprenticeship Program partnership with Tony Bennett's Exploring the Arts Foundation
- In discussion with:
 - Leadership Pasadena presenting at the Veterans Communications Workshop - June
 - Collaborate PASadena to present at LEVELUP Youth Leadership Conference - July
 - 2018 Largest Mixer conference in-kind donation of presentation space - July

Grant Submission and Stipend:

- Submitted 4/27 - **no change in status** - Community-based grant application for a California State Library \$100,000 California Civil Liberties: under the category of Preservation, Public Media, Education.

Pasadena Media CoLAB MeetUp: Total Members: 146 -

Pasadena Media Website Analytics - Month of May 2018

Total Visitors	Peak Visitors	Device Usage
1209	May 22th - 76	Computer 87% / Mobile & Tablet 13%

Past 12 months - 5/2017 to 5/2018

Total Visitors

Past 12 months



May 2017 Total Visitors	12 Months Total Visitors	12 Months Total Device Usage
1020	14,641	Computer 89% / Mobile & Tablet 11%

Social Media Marketing:



1718
Followers



1,161
Likes



1168
Followers



123,376
Channel Views

Pasadena Media Production Report - May 2018

Studio Productions:

5/2: "The Melody Trice Show"- Melody Trice	5/2: "Billy Mitchell: Our Music Live"- Billy Mitchell
5/4: "Nuclear Popcorn" - Maurice Smith	5/5: "Behind the Curtains"- Eric Bailey
5/7: "Tongues of Fire"- Rob Reyes	5/8: "Is It Reasonable?"- Walter Brown
5/11: "The Power of One"- Brian Biery	5/12: "The Christina Cooper Show"- Christina Cooper (Pro Services)
5/12: "Anybody Can Play Guitar"- James Jones Jr.	5/14: "Pasadena Kids Forum"- Paula Jai Parker (Pre-pro)
5/14: "The Conner Bubble"- Joe Conner	5/14: "Truth Noir"- Norman Davis (Pre-pro)
5/15: "Yahusha's Call"- Myra Waiters	5/15: "Skeelove House of Hip Hop"- Lonnie Lee (Pre-pro)
5/16: "Impact Pasadena"- Pasadena Media	5/17: "Time River Productions"- Kevin Brechner
5/17: "Choices"- Marion Cathcart	5/17: "The Industry Live Legends & Stars Show"- Tanya Mitchem
5/18: "Sounds Within"- L.V. Smith	5/19: "The Nowman Show"- Dan Niswander
5/21: "The Sure Truth"- Alice Muhammad (Pre-pro)	5/22: "The Sure Truth"- Alice Muhammad
5/23: "Skeelove House of Hip Hop"- Lonnie Lee	5/24: "Deep Cuts-Live"- Damian Rodriguez
5/25: "Animals & Friends"- Pasadena Humane Society (Pro Services)	5/25: "What the HEA...LTH are you talking about?" Eva Zolotova
5/26: "The Christina Cooper Show"- Christina Cooper (Pro Services)	5/29: "Yahusha's Call"- Myra Waiters
5/29: "Deep Cuts-Live"- Damian Rodriguez	5/30: "Tongues of Fire"- Rob Reyes (Pre-pro)
5/30: "Arroyo Profiles"- Pasadena Media	5/31: "NewsRap"- Pasadena Media
5/31: "Pasadena Kids Forum"- Paula Jai Parker	

Total Number of Studio Productions/Pre-production Meetings: 33

KPAS/City/Outside Productions:

5/2: Board of Zoning Appeals Meeting (Audio Only)	5/3: Mayor's Interfaith Prayer Breakfast
5/4: CCTF Meeting (Audio Only)	5/4: Recreation Rundown
5/4: What's Up Pasadena- Sue Finley	5/7: Pasadena City Council Meeting
5/8: Design Commission Meeting (Audio Only)	5/9: Planning Commission Meeting (Audio Only)
5/10: Habitat for Humanity Desiderio Landscaping	5/14: Pasadena City Council Meeting
5/15: Altadena Town Council Meeting	5/16: FPRS Meeting (Audio Only)
5/17: Pasadena Police and Fire Memorial	5/19: PWP Drought-Tolerant Gardens Unveiling
5/19: Mental Health Day 2018	5/21: Public Works Event (Audio Only)
5/22: Design Commission Meeting (Audio Only)	5/23: Planning Commission Meeting (Audio Only)
5/24: Historic Preservation Awards (Audio Only)	5/30: Homelessness Workshop
5/31: What's Up Pasadena- Urban Farm	

Total Number of KPAS/City/Outside Productions: 21

Channel Managers Meetings - FY18 Q4

Prepared by Chris Miller, PCAC COO

May 24, 2018 at Pasadena Media

Alexander Boekelheide, PCC Representative / PCC-TV, absent

Lisa Derderian, City Manager Representative / KPAS, present

Beth Leyden, PUSD Representative / KLRN, present

Chris Miller, PCAC COO / Arroyo Channel, present

George Falardeau, PCAC ED CEO, present

Phillip Leclair, City of Pasadena Chief Information Officer, present

- George, Beth, Phillip Leclair (DoIT) and Chris provided some background of recent PEG funding usage and outlined the processes in which the funds have been distributed. Philip included some insight into how the 20% of PEG funding retained by the City is being utilized such as installation of fiber optic cable which can be used by PCAC for live origination. We also discussed how they could be used to upgrade frequently used locations like the central library auditorium. Other ideas included a podium to be used by all City Departments for events PCAC may cover for KPAS.

- Chris noted that delivery/HD discussions with Charter were continuing as engineering approvals are being obtained. Chris is also working with a representative at Nielsen regarding workflow and cost of a service to include channels in the Electronic Program Guide (EPG).

- Beth and Chris provided lists of equipment as requests for PEG funds. Present channel managers agreed to schedule a conference call before the next board meeting to discuss.

May 29, 2018 via Conference Call

Alexander Boekelheide, PCC Representative / PCC-TV, present

Lisa Derderian, City Manager Representative / KPAS, absent

Beth Leyden, PUSD Representative / KLRN, present

Chris Miller, PCAC COO / Arroyo Channel, present

- Chris provided a brief recap of the items discussed at the May 24 meeting.

- Chris prefaced both the PCAC and KLRN requests by stating that they are largely addressing the needs of aging equipment. Chris also stated the PCAC request includes items previously requested to bolster production services quality. Beth indicated that all of the KLRN request was to repair and replace items to keep systems operating optimally. Given that some of the cinema camera gear in the two requests is similar, we discussed the need to have separate kits available for each requesting group. Chris and Beth noted that while the need is clear, the requested gear does have some interoperability (e.g. interchangeable lenses) if necessary and both parties continue to be open to lending equipment. Alex noted that if both requests were approved, the remaining amount in the PEG fund would be just shy of the previously discussed "reserve" of \$40,000 (at \$36,136). It was agreed that with \$50,000 expected next month, the remaining amount was sufficient. The decision to move the requests forward to the Executive Director CEO and Board of Directors was unanimous (three via conference call, one via email).

KLRN PEG Fund Request – May 24, 2018
Pasadena Unified School District
Supplemental and Replacement Equipment Project

Our PEG Fund request is for equipment to supplement three existing production systems:

1) Supplemental equipment and repair parts for our flypack	\$48,288.41
2) Replacement monitor for the Board Room Control Room	\$ 3,748.75
3) A second camera kit to match our existing Canon ENG kit	\$12,871.77
4) Replacement computer systems for editing (3)	\$13,500.00
5) Parts for building a LAN at the station	\$ 4,697.37
6) KLRN Playback –Cablecast Software Assurance Plan	\$ 2,400.00
	Additional Taxes \$ 2,861.45
Total	\$88,367.75

- 1) Supplemental equipment and repair parts for our flypack (\$48,288.41):
 - a. 5 Beyer dual muff headsets
 - b. 3 Fujinon focus module adapters
 - c. Blackmagic DA
 - d. Blackmagic audio to SDI converter
 - e. Blackmagic SDI-HDMI converter
 - f. 2 Blackmagic 7" monitors
 - g. 3 Miller Fluid Head Tripods systems
 - h. Newtek 3Play 425 replay system
 - i. Clearcom wireless base station with 2 belt pack system
 - j. 2 Studio Tech Model 240 sports announcer's consoles and headsets
 - k. AJA 16x16 SDI Router and control panel
 - l. 4 cable reels with casters
 - m. Cases, cables and connectors
- 2) Replacement monitor for the Board Room Control Room (\$3,748.75):
 - a. Marshall Electronics QVW-1708-HDI 17" Quad View Monitor
- 3) Second camera kit to match existing Canon ENG kit. This kit is a duplicate of our primary field camera kit and adds one Telephoto Zoom Lens and a Filmtools 1,000 lb. capacity cart for transporting equipment. (\$12,871.77):
 - a. Canon EOS 1D Mark II
 - b. Canon EF 24-105mm Lens
 - c. Canon EF 28-300 Telephoto Zoom Lens
 - d. Tiffen 77mm Clear Uncoated Filter
 - e. Manfrotto Tripod and bag
 - f. Rode Shotgun Mic (2)
 - g. Kamerar BrightCast LED Panel

- h. Zoom H4n field audio recorder
 - i. Cases/Bags for the equipment
 - j. Filmtools 24 x 48 Collapsible Converted Senior Cart
- 4) Replacement computer systems (laptops) for editing (\$4,500 each = \$13,500):
- a. Lenovo ThinkPad P71 (3)
 - i. Intel Xenon E3-1505m v6 Processor (4 Cores 8MB Cache up to 4.0GHZ)
 - ii. NVIDIA Quadro P5000 16 GB
- 5) Parts for building a LAN at the station (\$4,697.37):
- a. Cat 5 Network to connect existing 32 TB Nexis Server with Cablecast Automation System and Editing Workstations
 - b. District ITS department techs will perform the installation
 - c. Docking Stations for 3 laptops
 - d. 3 DI Mono/Stereo with Ground Lifts boxes
- 6) KLRN Playback –Tightrope Cablecast Software Assurance Plan (\$2,400):
- a. Provides software updates for a period of one year for all Tightrope products in use in our facility.

Respectfully Submitted By,
Beth Leyden
Director, Telecommunications
KLRN Pasadena and WND632 Station Manager

PEG Fund Request Re: PCAC Pro Services & Replacement Needs

Respectfully submitted by Chris Miller, COO

May 29, 2018

Note: Items in #3 were tabled at March 2017 meeting in lieu of KLRN needs including a van and equipment for John Muir High School studio. It was agreed that any non-emergency requests must wait until CY2018. We are resubmitting those now with several modifications in *italics*.

1. Studio Pedestals & Heads (\$55,509)

Replacement of overtaxed and damaged Libec units in studio

- Cartoni P90 Pedestal with Cartoni Master 30 Head [P90MA3] (3): \$18,503 ea

2. Equipment Replacement (\$22,599)

Replaces four community edit laptops and two staff edit laptops that cannot support the latest version of Adobe Creative Suite. Also replaces staff camcorders in various states of disrepair.

- ADK i7 HDV KL Workstations or equivalent (6): \$1,899 ea
- Sony PXW-Z150 4K XDCAM Camcorder (3): \$3298 ea
- Porta Brace Custom-Fit Camera Case for Sony PXW-Z150 (3): \$112 ea
- Sony NP-F970 L-Series Info-Lithium Battery Pack (3): \$126 ea
- Davis & Sanford Provista 7518B Tripod with V18 Fluid Head (3): \$199 ea

3. Pro Services (\$16,774)

Live Multi-camera Field Production Kit (\$2,300)

Repurposes 3 robotic cameras in mobile kit and eliminates lengthy setup process for mobile TriCaster Mini system

- Robotic Camera Pedestals / Cases (3) : \$400 ea
- TriCaster Mini Road Case / Accessories: \$1,100

Enhanced Production Values (\$13,174)

Allows PCAC to be competitive in the marketplace to capture alternate sources of revenue and produce high-quality content for community and City departmental productions.

- Canon C100 *mk II*: \$3,500
- Canon EF 16-35mm f/2.8L II USM Lens: \$1,299
- Canon EF 24-105mm f/4L IS II USM Lens: \$1,099
- Ikan Flyweight Camcorder Shoulder Rig: \$500
- Rhino Camera Gear Ultimate Slider Bundle: \$1825
- Aputure Amaran AL-H198: \$58
- Cinema 4D Studio software: \$3,695
- Axler Portable Medium Duty Shooting Riser (4 x 4') \$699
- Axler Portable Medium Duty Shooting Riser (3 x 3') \$499

Audio (\$1,300)

Improves audio quality in studio and in the field

- Sennheiser MKE-600 Shotgun Mic Kit w/ Boompole, Bag & Shockmount: \$700
- Behringer USB Audio Mixer XENYX 302USB: \$50
- ALPHAENVIRO PVC Sound Baffle for Ceiling (Box of 8): \$220
- Zoom Recorder: \$160
- DBX 166XS Compressor/Limiter: \$170

TOTAL REQUEST: \$94,882

Agenda Report

PEG Equipment Purchase

June 5, 2018

Recommendation:

It is recommended that the Board of Directors:

- A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule);
- B. Authorize the Executive Director/CEO to enter a contract, without competitive bidding pursuant to City Charter Section 1002(D), contracts for labor, material, supplies, or services under \$75,000 or less, with Manios Film and Digital for pedestals and heads in an amount not to exceed \$55,509;
- C. Grant the proposed contract with Manios Film and Digital an exemption from the competitive selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which PCAC's best interests are served;
- D. Authorize the Executive Director/CEO to enter a contract, without competitive bidding pursuant to City Charter Section 1002(D), contracts for labor, material, supplies, or services under \$75,000 or less, with B & H Foto & Electronics Corp. for camcorders, camcorder accessories, and production equipment in an amount not to exceed \$15,141;
- E. Authorize the Executive Director/CEO to enter a contract, without competitive bidding pursuant to City Charter Section 1002(D), contracts for labor, material, supplies, or services under \$75,000 or less, with HP for editing computers and associated accessories in an amount not to exceed \$12,477;
- F. Authorize the Executive Director/CEO to enter a contract, without competitive bidding pursuant to City Charter Section 1002(D), contracts for labor, material, supplies, or services under \$75,000 or less, with Samy's DV & Edit for a cinema camera, lenses and other accessories, and production equipment and in an amount not to exceed \$8,434; and
- G. Authorize the Executive Director/CEO to enter a contract, without competitive bidding pursuant to City Charter Section 1002(D), contracts for labor, material, supplies, or services under \$75,000 or less, with Genesis Technologies, Inc. for software in an amount not to exceed \$3,321.

Background:

Staff has requested PEG funding to address identified needs in three areas: Studio Pedestals and Heads, Community Production Equipment Replacement, and Production Services.

This Agenda Report discusses proposed contracts to utilize that PEG funding, if approved by the Board through a separate agenda item. Staff has conducted an informal selection process by obtaining quotes from at least three vendors for each item being purchased. Please refer to the report titled "PEG Fund Request Re: PCAC Pro Services & Replacement Needs" for a complete list of items. With an informal selection process conducted for the pedestals and heads, but since the contract exceeds \$25,000, staff requests the Board find that competitive selection is not required, as described in the recommendation.

Studio Pedestals and Heads: Staff has identified Cartoni P90MA3 units to replace the overtaxed and damaged Libec units in studio. Manios Digital and Film in Burbank is the distributor of

Cartoni products in the United States. They have demo units for sale at approximately 40% off the lowest-priced quotes obtained. They still carry the five year parts and labor warranty that new units would have.

Community Production Equipment Replacement: Our editing laptops cannot support the latest version of Adobe Creative Suite and attempts at downgrading have been unsuccessful. Staff intends to replace six laptops with desktops. Staff also intends to replace three camcorders in various states of disrepair as repairs are no longer cost-effective.

Production Services: Staff has identified a number of solutions to allow PCAC to be competitive in the marketplace to capture alternate sources of revenue and produce high-quality content for community and City departmental productions. Staff will purchase a cinema camera, lenses, audio gear and other accessories to enhance production values consistent with what you will find in commercial production settings. Staff will also build a live multi-camera road kit to repurpose 3 robotic cameras from the former second studio and eliminate lengthy setup process for mobile TriCaster Mini switcher system. These items were tabled at the March 2017 Channel Managers meeting in lieu of KLRN needs including a van and equipment for John Muir High School studio. It was agreed that any non-emergency requests must wait until CY2018.

Fiscal Impact:

On June 5, 2018, the Board of Directors agreed the proposed use of \$94,882 in PEG capital funds for this project, and the staff recommendation is for \$94,882 for this project.

Respectfully submitted,
Chris Miller
COO