

**AGENDA SPECIAL MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, December 3, 2019
6:55 p.m. at 150 S. Los Robles Ave., Suite 101**

BOARD OF DIRECTORS

Ann Marie Hickambottom (District 1)
Vacant, Chair (District 2)
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Lisa Derderian (City Manager's Representative)
Beth Leyden, Secretary (PUSD Representative)
Alexander Boekelheide (PCC Representative)

STAFF

George Falardeau, Executive Director CEO
Chris Miller, Chief Operations Officer
Bobbie Ferguson, Head of Production
Aaron Wheeler, Head of Community Development
Liza Rodriguez, Office Admin/Asst. to the Executive Director CEO

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.

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NOTICE OF SPECIAL MEETING

PASADENA COMMUNITY ACCESS CORPORATION (PCAC) BOARD OF DIRECTORS

NOTICE IS HEREBY GIVEN that a special meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, December 3, 2019**, starting at **6:55 p.m.** at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

PUBLIC SESSION – 6:55 PM

- PEG CAPITAL FUND REQUEST NOT TO EXCEED \$21,500: KLRN request for live video switching gear. Recommendation:
 - 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); and
 - Authorize the Executive Director/CEO to distribute PEG capital funds to Pasadena Unified School District in an amount not to exceed \$21,500
 - Action Item
- PEG CAPITAL FUND REQUEST NOT TO EXCEED \$34,000: PCAC request for live video switching, editing, and audio gear. Recommendation:
 - 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); and
 - Authorize the Executive Director/CEO to enter a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with ComputerWise, Inc. for live video switching equipment in an amount not to exceed \$21,500.
 - Authorize the Executive Director/CEO to enter a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with Key Code Media for a shared media storage server, wireless microphones and associated accessories in an amount not to exceed \$12,500.
 - Action Item
- PUBLIC COMMENT: Public comment is limited to items on this special meeting agenda. An opportunity for public comment on items on the agenda will be provided when the items are discussed.
- ADJOURNMENT

Sally Howell, President, 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 this 2nd day of December, 2019.

Liza Rodriguez, Office Administrator

Channel Managers Meeting - November 27, 2019

Prepared by Chris Miller

Alexander Boekelheide, PCC Representative / PCC TV, present

Lisa Derderian, City Manager Representative / KPAS, present

Beth Leyden, PUSD Representative / KLRN, present

Chris Miller, PCAC COO / Arroyo, present

The Channel Managers met via telephone to discuss current and future PEG-related needs.

Miller reminded the group of previously-discussed needs for the Windows 7 end-of-life in January 2020. As Miller researched solutions, he was informed of a special expiring December 13 that would save \$5,000 each on the replacement of TriCaster live video switchers at PCAC and KLRN. The other major component needing replacement is the Cablecast channel playback systems which run all four PEG channels. Miller and Leyden are in discussion with vendors and expect to request funding in January. Other needs for PCAC are replacement wireless microphones for units which operated in the now-illegal frequency band of 626-668 MHz and a shared media storage server to allow networked editing capabilities.

Miller secured informal bids from at least three vendors of all components to determine pricing:

1. Live Video Switcher (\$21,500 each / \$43,000 total)
 - NewTek TriCaster TC1 SELECT Bundle [includes TC1 and Large Control Panel]
2. Wireless Mic Replacement (\$2,760)
 - Sennheiser EW 112P G4 Camera-Mount Wireless Omni Lavalier Microphone System - A: 516 to 558 MHz (2)
 - Sennheiser EW 100 ENG G4 Camera-Mount Wireless Combo Microphone System - A: 516 to 558 MHz (2)
 - SKB iSeries Waterproof Case for 2 Sennheiser ENG Systems (1)
3. Networked Editing (\$9,740)
 - SAN - Studio Network Solutions EVO Prodigy 48TB 4-Bay NAS Server - 4 x 12TB

TOTAL REQUEST: \$55,500

Motion to recommend all requests to PCAC board by Boekelheide, second by Derderian; approved unanimously.

Respectfully submitted,
Chris Miller
COO

Agenda Report

PEG Equipment Purchase

December 3, 2019

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); and
- B. Authorize the Executive Director/CEO to enter a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with ComputerWise, Inc. for live video switching equipment in an amount not to exceed \$21,500.
- C. Authorize the Executive Director/CEO to enter a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with Key Code Media for a shared media storage server, wireless microphones and associated accessories in an amount not to exceed \$12,500.

Background:

Staff has requested PEG funding to address identified needs in three areas: Live Video Switching, Editing, and Audio. Staff has conducted an informal selection process by obtaining quotes from at least three vendors for each item being purchased. Competitive bidding is not required pursuant to Pasadena Charter Section 1002(D), contracts under \$75,000, and Pasadena Municipal Code Section 4.08.045, contracts under \$25,000; and competitive selection is not required, pursuant to Pasadena Municipal Code Section 4.08.047, contracts under \$25,000. Please refer to the report titled "Channel Managers Meeting - November 27, 2019" for a complete list of items.

Live Video Switching: Our main studio switcher, a 2014 NewTek TriCaster 460, is running an embedded version of Windows 7 which has an end-of-life date in January 2020. According to the manufacturer, this OS cannot be upgraded. Staff has determined that the TC1 model is a suitable replacement. Miller was informed of a special expiring December 13 that upgrades the control panel at a savings of \$5,000.

Audio: Two sets of our wireless microphones operated in the now-illegal frequency band of 626-668 MHz. Staff has identified similar replacement wireless microphones in a different band.

Editing: Staff identified a media storage server to allow networked editing capabilities for under \$10,000. While this isn't a new concept, \$20,000 has long been the entry point.

Fiscal Impact:

On December 3, 2019, the Board of Directors agendized the use of \$34,000 in PEG capital funds for this project, and the staff recommendation is \$34,000 for this project.

Respectfully submitted,
Chris Miller
COO