

**AGENDA REGULAR MEETING  
PASADENA COMMUNITY ACCESS CORPORATION  
Tuesday, January 7, 2020  
7:00 p.m. at 150 S. Los Robles Ave., Suite 101**

**BOARD OF DIRECTORS**

Ann Marie Hickambottom (District 1)  
Vacant (District 2)  
Anna Hawkey Jablonski (District 3)  
Perry Helm (District 4)  
Yuny Parada (District 5)  
Ken Chawkins, Vice President (District 6)  
Sally Howell, President (District 7)  
Gail Schaper-Gordon, Treasurer (Mayor's Representative)  
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 Administrator/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.

**DISTRIBUTION:**

PCAC Board of Directors  
City Council  
City Manager  
City Attorney  
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Los Angeles Times  
Pasadena Independent  
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Pasadena Star News  
Pasadena Weekly  
La Opinión

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

**NOTICE IS HEREBY GIVEN** that a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, January 7, 2020**, starting at **7:00 p.m.**, at **PCAC** 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 DECEMBER 3, 2019 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
- OLD BUSINESS
- NEW BUSINESS
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- 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 the 3<sup>rd</sup> day of January, 2020.

\_\_\_\_\_  
Liza Rodriguez, Office Administrator

## PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE SPECIAL MEETING OF THE PCAC BOARD OF DIRECTORS  
FOR DECEMBER 3, 2019.

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

### SPECIAL MEETING

#### 1. PUBLIC SESSION/CALL TO ORDER – 6:58 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. Recommendations:
  - 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
- Motion to approve the staff recommendation for the above two PEG CAPITAL FUND REQUESTS moved by Schaper-Gordon, second by Helm and/or Derderian, all in favor.

#### 2. PUBLIC COMMENT

No public comment.

3. ADJOURNMENT

- Motion to adjourn by Schaper-Gordon, Second by Chawkins. Meeting adjourned at 7:05 p.m.

**PASADENA COMMUNITY ACCESS CORPORATION (PCAC)**

MINUTES FOR THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR DECEMBER 3, 2019.

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**

Board Chair Sally Howell called the meeting to order at 7:06 p.m.

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

Ann Marie Hickambottom, District 1, absent  
District 2 (vacant)  
Anna Hawkey Jablonski, District 3, present  
Perry Helm, District 4, present  
Yuny Parada, District 5, present  
Ken Chawkins, Vice-Chair, District 6, present  
Sally Howell, Chair, District 7, present  
Gail Schaper-Gordon, Treasurer, Mayor's Representative, present  
Beth Leyden, Secretary, PUSD Representative, present  
Alexander Boekelheide, PCC Representative, absent  
Lisa Derderian, City Manager Representative, absent

Staff:

George Falardeau, Executive Director/CEO, present  
Chris Miller, Chief Operations Officer, present  
Javan Rad, Office of the City Attorney, present  
Bobbie Ferguson, Head of Production, present  
Aaron Wheeler, Head of Community Development, absent  
Liza Rodriguez, Office Administrator/Asst. to the Executive Director/CEO, present

No public comment

- 2. APPROVAL OF MINUTES FOR NOVEMBER 5, 2019 BOARD MEETING**  
Motion to approve by Schaper-Gordon with amendment of Lisa being present, not absent, Ken second. All approved.
- 3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**  
No public comment.

4. TREASURER'S REPORT

Presented by Treasurer Schaper-Gordon, per Board agenda packet. Information item only. ED/CEO commented that although it's "not magic" it's not easy to operate on a "teeny tiny" budget. 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

7. NEW BUSINESS

- Studio B Podcasting Demonstration
  - Information Item.

8. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

- Miscellaneous announcements
- Sally – City is updating their information on Board Attendance. Also, please promote our channels.
- December 12<sup>th</sup> 7-10 Christmas Party. Dancing and Karaoke.

9. ADJOURNMENT

- Motion to adjourn by Chawkins, Second by Schaper-Gordon. Meeting adjourned at 7:56 p.m.

FUTURE MEETING DATES

- January 7, 2020
- February 4, 2020

<b>Pasadena Community Access Corporation</b>		
<b>Statement of Financial Position</b>		
<b>As of December 31, 2019</b>		
	<b>Total</b>	
	<b>As of Dec 31, 2019</b>	<b>As of Jun 30, 2019</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	191,817	196,399
1130 Bank of America Capital - Restricted	180,631	227,280
1160 Paypal	6,814	1,268
1170 PFCU Savings (7181)	75,256	75,247
<b>Total Bank Accounts</b>	<b>\$ 454,718</b>	<b>\$ 500,394</b>
<b>Accounts Receivable</b>		
1200 Accounts Receivable	1,955	1,948
<b>Total Accounts Receivable</b>	<b>\$ 1,955</b>	<b>\$ 1,948</b>
<b>Other Current Assets</b>		
1190 Undeposited Funds	150	950
1330 Prepaid Insurance	0	2,186
Payroll Refunds	1	
<b>Total Other Current Assets</b>	<b>\$ 151</b>	<b>\$ 3,136</b>
<b>Total Current Assets</b>	<b>\$ 456,824</b>	<b>\$ 505,478</b>
<b>Fixed Assets</b>		
1600 Production Equipment	340,369	340,369
1635 Leasehold Improvements	93,898	93,898
1650 Accumulated Depreciation	-286,944	-286,944
1660 Accumulated Depreciation - LHI	-23,475	-23,475
<b>Total Fixed Assets</b>	<b>\$ 123,848</b>	<b>\$ 123,848</b>
<b>Other Assets</b>		
1800 Security Deposit	12,420	12,420
<b>Total Other Assets</b>	<b>\$ 12,420</b>	<b>\$ 12,420</b>
<b>TOTAL ASSETS</b>	<b>\$ 593,092</b>	<b>\$ 641,745</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Credit Cards</b>		
2050 Chase Visa Credit Card	3,841	5,894
2060 Divvy Credit Card	0	119
<b>Total Credit Cards</b>	<b>\$ 3,841</b>	<b>\$ 6,013</b>
<b>Other Current Liabilities</b>		
2100 Payroll Liabilities	1,856	18,234
2200 Accrued Vacation	21,623	21,623
2400 Accrued Liabilities	134	134
2800 Deferred Income	180,631	227,280
<b>Total Other Current Liabilities</b>	<b>\$ 204,245</b>	<b>\$ 267,271</b>
<b>Total Current Liabilities</b>	<b>\$ 208,086</b>	<b>\$ 273,284</b>
<b>Total Liabilities</b>	<b>\$ 208,086</b>	<b>\$ 273,284</b>
<b>Equity</b>		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	404,732	404,732
Net Income	15,644	
<b>Total Equity</b>	<b>\$ 384,106</b>	<b>\$ 368,461</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 592,192</b>	<b>\$ 641,745</b>

<b>Pasadena Community Access Corporation</b>							
<b>Pro Forma P&amp;L - December 2019</b>							
<b>FY 2020 YTD Actual vs FY 2020 Adopted Budget</b>							
		<b>vs. 6 mo. Budget</b>			<b>vs. Full Year Budget</b>		
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>\$</b>	<b>%</b>	<b>FY20 Budget</b>	<b>\$</b>	<b>%</b>
<b>Income</b>							
City of Pasadena	483,500	483,500	-	0.0%	967,000	(483,500)	-50.0%
Contributions & Grants	3,561	4,000	(439)	-11.0%	8,000	(4,439)	-55.5%
Production Services	11,124	9,200	1,924	20.9%	36,400	(25,276)	-69.4%
Program Services	4,092	6,000	(1,908)	-31.8%	12,000	(7,908)	-65.9%
Other Revenue	4,956	500	4,456	891.2%	1,000	3,956	395.6%
<b>Total Income</b>	<b>507,232</b>	<b>503,200</b>	<b>4,032</b>	<b>0.8%</b>	<b>1,024,400</b>	<b>(517,168)</b>	<b>-50.5%</b>
<b>Expenses</b>							
Payroll Expenses	286,871	289,528	2,656	0.9%	579,055	292,184	50.5%
Payroll Taxes	21,934	25,479	3,544	13.9%	50,957	29,023	57.0%
Employee Benefits	47,180	60,068	12,888	21.5%	111,110	63,930	57.5%
Occupancy Expenses	104,591	105,534	943	0.9%	201,847	97,256	48.2%
Accounting & Audit	9,918	10,413	495	4.8%	13,113	3,195	24.4%
Advertising & Marketing	933	1,800	867	48.2%	3,600	2,667	74.1%
Automobile Expense	672	725	53	7.3%	1,450	778	53.6%
Bank & Payroll Processing Fees	957	750	(207)	-27.6%	1,500	543	36.2%
Board Materials & Expenses	25	60	35	58.4%	120	95	79.2%
Cable Drop Fees	1,425	2,137	712	33.3%	4,274	2,849	66.7%
Contract Labor	600	1,250	650	52.0%	2,500	1,900	76.0%
Dues and Subscriptions	2,080	2,080	-	0.0%	2,300	220	9.6%
Legal & Professional Fees	-	-	-	-	20,000	20,000	100.0%
Licenses, Permits & Other Fees	20	-	(20)	-	154	134	87.0%
Meals & Entertainment	904	810	(94)	-11.6%	1,620	716	44.2%
Office Expense	3,509	4,350	841	19.3%	8,700	5,191	59.7%
Production Expense	8,892	9,950	1,058	10.6%	16,000	7,108	44.4%
Professional Development	1,009	1,050	41	3.9%	2,100	1,091	52.0%
Travel & Lodging	69	1,700	1,631	96.0%	4,000	3,931	98.3%
<b>Total Expenses</b>	<b>491,588</b>	<b>517,682</b>	<b>26,094</b>	<b>5.0%</b>	<b>1,024,400</b>	<b>532,812</b>	<b>52.0%</b>
<b>Net Operating Income</b>	<b>15,644</b>	<b>(14,482)</b>	<b>30,126</b>	<b>-208.0%</b>	<b>-</b>	<b>15,644</b>	
<b>PEG Capital Income Recognized</b>	<b>193,225</b>	<b>95,000</b>	<b>98,225</b>	<b>103.4%</b>	<b>190,000</b>	<b>3,225</b>	<b>1.7%</b>
<b>PEG Capital Equipment Expense</b>	<b>193,225</b>	<b>95,000</b>	<b>(98,225)</b>	<b>-103.4%</b>	<b>190,000</b>	<b>3,225</b>	<b>1.7%</b>



## **PCAC Administrative Report – December 2019**

Respectfully submitted by George Falardeau, Chris Miller, Aaron Wheeler & Bobbie Ferguson

### **EXECUTIVE DIRECTOR CEO**

- Attended the annual President's Breakfast presented by the Pasadena Chamber of Commerce at the Hilton. This is in honor of the Pasadena Tournament of Roses Association and the 2020 President, Laura Farber.
- Met with Tom Coston, President of Light Bringer Project, along with Aaron Wheeler, Head of Community Development for Pasadena Media, to discuss a potential collaboration on projects that Coston currently has in progress; details forthcoming.
- Attended and televised the Mayor's Tree Lighting Ceremony at City Hall. The event was successfully streamed live on YouTube and also aired on KPAS.
- Celebrated Hannah Ramirez's one-year anniversary with Pasadena Media. Hannah is one of our Studio Coordinators who successfully interfaces with our members and volunteers.
- Pasadena Media held its annual Holiday Party and was attended by producers, city officials and members of our community.
- Attended the 20<sup>th</sup> Annual Tournament of Roses Appreciation Dinner in honor of the Tournament of Roses Annual New Year's events at The Langham Huntington Hotel & Spa.
- Supported Robin Salzer's Hot Meal Program at the Jackie Robinson Center.
- Aired a special edition of *NewsRap* on the Arroyo channel where hosts Barry Gordon and Andre Coleman discussed the latest developments in the Trump hearings.
- Met with Phil Hopkins (PCAC Citizen's Advisory Committee President), Sheryl Turner (CAC Member), Sally Howell (PCAC Board President), along with PCAC admin staff to continue our discussion on Pasadena Media's Scholarship Awards and Fundraising Event; details forthcoming.

- Attended Chamber of Commerce's Foundation Board meeting. Addressed various board of governance and funding issues.
- Received correspondence from Shayna Chabner, Chief Communications Officer for Caltech. After careful review with her team, they have decided not to move forward with this project due to staffing and budgetary restrictions. Programming regarding new election process is still under review.
- Attended various Rotary meetings (Rotary Board & Rotary Program Committee) and the Rotary's Annual Holiday Party at the Pasadena University Club.
- Attended Bill Ukropina's Annual Holiday Luncheon held at the Rose Bowl.
- Attended the 2020 Rose Parade. Pasadena Media also provided coverage at the end of the parade for *Pasadena In Focus* which will air on KPAS.

## **OPERATIONS**

- While the most recent Charter issue has not been rectified, Joe has had some success in reevaluating delivery with Charter technicians and DoIT.
- Winter hiatus maintenance was completed successfully.
- PEG purchases are in process with the TriCaster switcher installed and the networked editing system on the way.

## **COMMUNITY**

- Bi-Annual member meetings / Season 1 to Season 2 changeover
- Attended various community group holiday gatherings
- Completed PCC business course

## **PRODUCTION**

- Completed the first *From Bustles to Boardrooms: Women Celebrate 100 Years of Progress* featuring Planned Parenthood of Pasadena and San Gabriel Valley. The second episode will feature the Pasadena Celebrates 2020 Rose Parade Float.
- Completed interviews for the pro services production of Heritage Housing Partners organization overview video, will be capturing b-roll footage shortly and plan to have the project complete in mid-to-late January.
- Staff has received a number of requests to cover various candidate forums for the upcoming election of city council officials. Staff will send requests to the City of Pasadena's Public Information Officer for approval and provide coverage to as many forums as possible depending on available staff and equipment resources.

*Attached: Operations Report, Cable Complaint, Community Development Report & Production Services Report*

## **Operations Report - December 2019**

Respectfully submitted by Chris Miller, Chief Operations Officer

- **Charter Signals Issue: In Progress**  
The issue from November where three of the four PEG channels are black during morning hours in our suite on Charter cable boxes is still occurring intermittently. Charter technicians are still looking into localized cabling issues to the office building when it occurs. In the meantime, our engineer Joe has been speaking with several members of DoIT and Charter technicians to reevaluate delivery options to Charter. There has been more information sharing than in the past, giving us hope that the result may be different this time.
- **Winter Hiatus Maintenance: Completed**  
We were closed to the public for studio productions and editing during December. During that period, we performed routine maintenance, streamlined some operations and took several items out of service for minor repairs. Tasks included resetting studio configurations, restocking expendables, and general cleaning.
- **PEG Equipment Installation: Ongoing**  
The equipment purchased via PEG funds approved at the last board meeting has been purchased, but not all items have been received. The TriCaster switcher installation was completed yesterday and was scheduled to have its first live usage today. The networked editing storage system has been built but has not arrived at our vendor, while the wireless mics are awaiting pickup.



**RE: Name- V\*\*\*\*\* C\*\*\*\*\* - State- CA**

1 message

**Regulatory.Complaints** <Regulatory.Complaints@charter.com>  
To: "chris@pasadenamedia.org" <chris@pasadenamedia.org>

Tue, Dec 24, 2019 at 12:24 PM

Good Afternoon Mr. Miller,

We reviewed the referenced internet upgrade order from April 28, 2019, and we have confirmed that the order was properly completed by a prior agent. Mr. C\*\*\*\*\*'s internet service was accurately upgraded to the expected internet speed at that time.

We apologize for the subsequent misinformation provided to Mr. C\*\*\*\*\* by other agents regarding his account and internet speed upgrade. Please note that feedback was provided to those agents for coaching and retraining purposes.

In order to continue providing the best services to our customers, Charter recently announced a company-wide increase to the standard rate for some of our services. In addition, our terms of service inform customers that rates are subject to change. Advance notice of the rate increase was provided to customers on their billing statement

Mr. C\*\*\*\*\*'s account was properly upgraded per his request, and he has been accurately billed for his services. Multiple attempts were made to contact the customer, but we were not successful in speaking with him. A letter was sent to Mr. C\*\*\*\*\* with the direct contact information of a Charter representative. We are unable to address any service issue that he may be experiencing without speaking to him.

Please do not hesitate to contact us if you have any questions.

Regards,  
Rainbow



[Rainbow Burhenn](#) | Paralegal |

[6360 S Fiddlers Green Circle | Greenwood Village CO 80111](#)

**From:** Chris Miller <chris@pasadenamedia.org>  
**Sent:** Friday, December 13, 2019 5:47 PM  
**To:** Corporate Escalations <svc\_corpescalations@charter.com>

Mr. V\*\*\*\*\* C\*\*\*\*\* called this afternoon to express his displeasure with customer service and billing practices. As you can see from the webform below, he made particular note of a recent bill increase that came on the heels of a failure to provision a paid promotional speed increase. Customer requests a call from your team as soon as possible.

Thank you,

**Chris Miller**  
**Chief Operations Officer**  
**Pasadena Media**

[150 S. Los Robles Ave., Suite 101](#)

[Pasadena, CA 91101](#)

626-794-8585 x 105

----- Forwarded message -----

Date: Fri, Dec 13, 2019 at 2:29 PM

Subject: Cable Complaint Submission: 2019/12/13

Name: V\*\*\*\*\* C\*\*\*\*\*

Street Address: !Penn St

City / State / Zip Code: Pasadena CA 91104

Location Where Issue Occurred: Home

Choose Cable Provider: Charter Spectrum

Type of Issue: Customer Service

Description of Issue: Received another bill increase this month. This was after paying for a promotional internet speed increase that a customer service rep confirmed was never provisioned, but could not rectify, so referred to billing.

## Community Development Report - December 2019

Respectfully submitted by Aaron B. Wheeler, Head of Community Development

<b>MEMBERS</b>	<b>New Volunteers (Free)</b>	<b>Active Trainees &amp; Producers (Paid)</b>
<b>2020 Season 1 (Jan-June)</b>	n/a	33
<b>2019 Season 2 (July-current)</b>	96	48

<b>PROGRAMMING</b>	<b>New Series</b>	<b>Local Episodes</b>	<b>Bicycled Episodes</b>	<b>Community Productions in Progress</b>
<b>December</b>	34	30	19	33
<b>November</b>	5	46	14	55

<b>TRAINING</b>	<b>Bi-Annual Meeting</b>	<b>Other Classes</b>
<b>December</b>	41	Hiatus
<b>November</b>	7	43

**Total Class Enrollments - 2019 Total Year: 594**

### Community Outreach & Networking:

- Attended Chris Holden's Holiday Party
- Attended Leadership Pasadena Monthly Training
- Attended Mayor's Tree Lighting Ceremony
- Attended Shepherd's Door Christmas Party
- Attended Pasadena Meeting Christmas Party
- Attended Sen. Anthony Portantino's Holiday Party & Book Drive
- Attended Robin Salzer's Annual Community Event at Jackie Robinson Park

### Business/Personal Development:

- Completed - 6-week PCC Business Management Class

## Social Media Analytics

Facebook Page	December	November	Year To Date	Definition
Reach	8,375	6,274	105.6k	The number of unique individuals who have actually seen any content related to your Facebook Page.
Views	478	281	3,798	The total number of times your Facebook Page was viewed.
Engagement	654	587	9,230	A Like, Comment, Share or click received on a post from your Page.
Clicks	669	634	10,331	The number of clicks on links within the ad/post that led to destinations or experiences, on or off Facebook.
Likes	4	10	184	People who Like your Facebook Page.

YouTube Channel	December	November	Year To Date	Definition
Views	6,473	4,577	90,128	The total number of times the YouTube channel was viewed during the time period you select.
Comments	8	12	245	The number of comments received on the channel.
Likes	74	48	709	People who Like a video in your channel.
Subscribers	17	20	273	People who have chosen to “follow” your channel to stay updated with your latest videos.

Followers	Current	Change YTD
Instagram	3,963	+193%
Twitter	1,861	+5%

## Production Report - December 2019

Respectfully submitted by Bobbie Ferguson, Head of Production

Type of Production	Monthly Total
Studio Productions and Preproduction Meetings	26
Arroyo Originals - Studio	6
Arroyo Originals - Field	9
KPAS/City Productions	15
Pro Services	4
Special Projects	0

- Completed Programs:
  - Mayor's Annual Holiday Tree Lighting Ceremony
  - **Pro Services:** Jackie Kibler Presenter Reel
  - 2020 Rose Parade & Bowl Public Safety Press Conference
  - International Human Rights Day
  - District 3 Community Meeting
  
- Notable Upcoming Productions:
  - Pasadena In Focus: Rose Parade
  - District 6 Community Meeting
  - District 2 Candidate Forum
  - Mayor's State of the City
  - Red,Black and Green Event
  - Pasadena Public Library Centennial Celebration