



**AGENDA SPECIAL MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Thursday, June 25, 2020**

BOARD OF DIRECTORS

Ann Marie Hickambottom (District 1)
Jan Sanders (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 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 pasadenamedia.org.

IF YOU NEED A REASONABLE MODIFICATION OR ACCOMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT BECAUSE YOU ARE UNABLE TO PARTICIPATE ELECTRONICALLY AS SET FORTH BELOW, CONTACT PCAC AS SOON AS POSSIBLE AT (626) 794-8585. PROVIDING AT LEAST 72 HOURS ADVANCE NOTICE WILL HELP ENSURE AVAILABILITY.

DISTRIBUTION:

PCAC Board of Directors
City Council
City Manager
City Attorney
City Clerk
Central Library
Public Information Office

Los Angeles Times
Pasadena Independent
Pasadena Journal
Pasadena Now
Pasadena Star News
Pasadena Weekly
La Opinión

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

NOTICE IS HEREBY GIVEN that pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, a special meeting of the Pasadena Community Access Corporation Operating Company (dba Pasadena Media) is scheduled for **Thursday, June 25, 2020**, starting at **3:00 p.m.**

PASADENA MEDIA IS CLOSED TO THE PUBLIC UNTIL FURTHER NOTICE. PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THIS MEETING WILL TAKE PLACE SOLELY BY VIDEOCONFERENCE/TELECONFERENCE.

Members of the public may participate electronically in the open session portion of the meeting by accessing the livestream at <http://pasadenamedia.org>.

In order to facilitate public participation at meetings held solely by electronic means, public comments may be provided through the following webpage: pasadenamedia.org/agenda-comments.

AGENDA

CLOSED SESSION – to be heard at 3:00 pm, and/or at the conclusion of the public meeting BOARD OF DIRECTORS CONFERENCE with Real Property Negotiator pursuant to Government Code Section 54956.8

Property Location: 150 S. Los Robles Ave., Suite 101

Agency Negotiator: George Falardeau

Negotiating Party: Gloria French

Under Negotiation: Price and terms of payment

PUBLIC SESSION

PUBLIC COMMENT: Public comment is limited to items on this special meeting agenda and will be heard when the items are discussed.

- INTRODUCTION OF MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF APRIL 7, 2020 BOARD MEETING MINUTES
 - Motion to Approve
- TREASURER REPORT
- EXECUTIVE DIRECTOR REPORT
- NEW BUSINESS
 - PCAC FY2021 BUDGET UPDATE
 - Information Item
 - PASADENA MEDIA FOUNDATION PRESENTATION - Phil Hopkins
 - Information Item
 - APPOINTMENT OF MEMBER TO PCAC'S CITIZENS ADVISORY COMMITTEE: Justin Chapman
 - Action Item
 - FY2021 PCAC BOARD OFFICER NOMINATIONS AND ELECTION
 - Action Item
- 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 this 22nd day of June, 2020.

Liza Rodriguez, Office Administrator

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR APRIL 7, 2020.

MEETING HELD VIA ZOOM VIDEOCONFERENCE/TELECONFERENCE.

NOTICE IS HEREBY GIVEN that a special meeting of the Pasadena Community Access Corporation Operating Company (dba Pasadena Media) is scheduled for **Tuesday, April 7, 2020**, starting at **7:00 p.m.** PASADENA MEDIA IS CLOSED TO THE PUBLIC UNTIL FURTHER NOTICE. PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THIS MEETING WILL TAKE PLACE SOLELY BY VIDEOCONFERENCE/TELECONFERENCE. In order to facilitate public participation, use the following webpage: pasadenamedia.org/agenda-comments. Livestream is available at pasadenamedia.org.

REGULAR MEETING

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

Board Chair Sally Howell called the meeting to order at 7:03 p.m.

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

Ann Marie Hickambottom, District 1, present
District 2 (vacant)
Anna Hawkey Jablonski, District 3, present
Perry Helm, District 4, present
Yuny Parada, District 5, absent
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, present
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, present
Liza Rodriguez, Office Administrator/Asst. to the Executive Director/CEO, present

2. APPROVAL OF MINUTES FOR MARCH 3rd, 2020 BOARD MEETING
Motion to approve by Boekelheide, second by Hickambottom. All approved.
3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA
No public comment.
4. TREASURER'S REPORT
Presented by Treasurer Schaper-Gordon and staff per agenda packet.
5. EXECUTIVE DIRECTOR'S REPORT
As presented by ED Falardeau and staff, per Board agenda packet. Information item only. No public comment.
6. NEW BUSINESS
 - PCAC OPERATIONS UPDATE DURING COVID-19 PANDEMIC
 - Information Item – Production continues in a limited capacity for City business only (Mayor updates, Public Information, etc.).
 - APPROVAL OF A CONTRACT FOR COVERAGE OF ALTADENA TOWN COUNCIL MEETINGS WITH LOS ANGELES COUNTY IN THE AMOUNT OF \$18,000.00.
 - Recommendation:
 1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption); and
 2. Authorize the Executive Director/CEO to enter into a contract with Los Angeles County for coverage of monthly FY2020 Altadena Town Council Meetings in the amount of \$18,000
 - a. Action Item – Moved by Leyden, Second by Schaper-Gordon. All in favor.
7. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
Miscellaneous announcements.
8. ADJOURNMENT
Motion to adjourn by Chawkins, Second by Schaper-Gordon. Meeting adjourned at 8:03 pm.

FUTURE MEETING DATES

May 5, 2020

June 2, 2020

Pasadena Community Access Corporation
Statement of Financial Position
As of May 31, 2020

	Total	
	As of May 31, 2020	As of Jun 30, 2019
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	311,096	196,399
1130 Bank of America Capital - Restricted	124,958	227,280
1160 Paypal	6,096	1,268
1170 PFCU Savings (7181)	75,266	75,247
Total Bank Accounts	\$ 517,616	\$ 500,394
Accounts Receivable		
1200 Accounts Receivable	1,813	1,948
Total Accounts Receivable	\$ 1,813	\$ 1,948
Other Current Assets		
1190 Undeposited Funds	100	950
1330 Prepaid Insurance	0	2,186
Payroll Refunds	1	
Total Other Current Assets	\$ 101	\$ 3,136
Total Current Assets	\$ 519,530	\$ 505,478
Fixed Assets		
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
Total Fixed Assets	\$ 123,848	\$ 123,848
Other Assets		
1800 Security Deposit	12,420	12,420
Total Other Assets	\$ 12,420	\$ 12,420
TOTAL ASSETS	\$ 655,797	\$ 641,745
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
2050 Chase Visa Credit Card	3,701	5,894
2060 Divvy Credit Card	-41	119
Total Credit Cards	\$ 3,660	\$ 6,013
Other Current Liabilities		
2100 Payroll Liabilities	8,885	18,234
2200 Accrued Vacation	21,623	21,623
2400 Accrued Liabilities	134	134
2800 Deferred Income	124,958	227,280
Total Other Current Liabilities	\$ 155,601	\$ 267,271
Total Current Liabilities	\$ 159,261	\$ 273,284
Total Liabilities	\$ 159,261	\$ 273,284
Equity		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	404,732	404,732
Net Income	128,075	
Total Equity	\$ 496,536	\$ 368,461
TOTAL LIABILITIES AND EQUITY	\$ 655,797	\$ 641,745

Pasadena Community Access Corporation							
Pro Forma P&L - May 2020							
FY 2020 YTD Actual vs FY 2020 Adopted Budget							
		vs. 11 mo. Budget			vs. Full Year Budget		
	YTD Actual	YTD Budget	\$	%	FY20 Budget	\$	%
Income							
City of Pasadena	967,000	967,000	-	0.0%	967,000	-	0.0%
Contributions & Grants	4,975	7,333	(2,358)	-32.2%	8,000	(3,025)	-37.8%
Production Services	32,500	16,867	15,633	92.7%	36,400	(3,900)	-10.7%
Program Services	4,652	9,000	(4,348)	-48.3%	12,000	(7,348)	-61.2%
Other Revenue	4,865	917	3,948	430.7%	1,000	3,865	386.5%
Total Income	1,013,991	1,001,117	12,875	1.3%	1,024,400	(10,409)	-1.0%
Expenses							
Payroll Expenses	530,571	534,512	3,942	0.7%	579,055	48,484	8.4%
Payroll Taxes	45,401	47,037	1,636	3.5%	50,957	5,556	10.9%
Employee Benefits	82,132	102,714	20,582	20.0%	111,110	28,978	26.1%
Occupancy Expenses	181,873	185,795	3,922	2.1%	201,847	19,974	9.9%
Accounting & Audit	13,618	12,663	(955)	-7.5%	13,113	(505)	-3.9%
Advertising & Marketing	1,824	3,300	1,476	44.7%	3,600	1,776	49.3%
Automobile Expense	819	1,329	510	38.4%	1,450	631	43.5%
Bank & Payroll Processing Fees	1,910	1,375	(535)	-38.9%	1,500	(410)	-27.4%
Board Materials & Expenses	49	110	61	55.5%	120	71	59.2%
Cable Drop Fees	2,057	3,918	1,861	47.5%	4,274	2,217	51.9%
Contract Labor	1,040	2,292	1,252	54.6%	2,500	1,460	58.4%
Dues and Subscriptions	2,270	2,300	30	1.3%	2,300	30	1.3%
Legal & Professional Fees	-	-	-		20,000	20,000	100.0%
Licenses, Permits & Other Fees	99	154	55	35.7%	154	55	35.7%
Meals & Entertainment	1,285	1,485	200	13.5%	1,620	335	20.7%
Office Expense	5,136	7,975	2,839	35.6%	8,700	3,564	41.0%
Production Expense	13,614	14,867	1,252	8.4%	16,000	2,386	14.9%
Professional Development	1,469	1,925	456	23.7%	2,100	631	30.0%
Travel & Lodging	750	3,450	2,700	78.3%	4,000	3,250	81.3%
Total Expenses	885,916	927,200	41,284	4.5%	1,024,400	138,484	13.5%
Net Operating Income	128,075	73,916	54,159	73.3%	-	128,075	
PEG Capital Income Recognized	300,050	174,167	125,883	72.3%	190,000	110,050	57.9%
PEG Capital Equipment Expense	300,050	174,167	(125,883)	-72.3%	190,000	110,050	57.9%

PCAC Administrative Report – April & May 2020

Respectfully submitted by Executive Director CEO George Falardeau

- Pasadena Media announced the installation of the Over-the-top (OTT) Video Distribution Platforms, TelVue. Credit goes to Chris Miller for his strategy and implementation of this project. Able to stream all over the world.
- Supported the City of Pasadena in their virtual city council meetings. Chris Miller, COO, has played an integral role in helping facilitate these meetings with DoIT. Pasadena was one of the first cities to hold and televise these virtual meetings to be able to communicate to the public.
- On April 17th, Pasadena Media launched *Arroyo Live*, a hyper-local talk show concentrating on the impact to the community due to the pandemic and to garner input from community leaders as to the state of affairs in Pasadena. Show has been well received with prominent leaders and guests including city officials and community leaders.
- Pasadena Media held its first virtual Special PCAC Board Meeting amidst the pandemic on Tuesday, April 7th. On the agenda was the Altadena Town Council meeting coverage contract with LA County, which the board approved.
- Pasadena Media has held daily virtual administration meetings and weekly all-staff meetings for the last fifteen weeks. This to review assignments for staff working at home. Some staff members have been working in the studio for current and future special projects.
- ED CEO participated in various board, committee, town hall and community virtual meetings. Meetings include the Rotary, SoCalGas, PCC Facilities Master Plan, Adam Schiff's Pasadena Chamber of Commerce Virtual Town Hall, and the 47th annual Mayor's Virtual Interfaith Prayer Breakfast.
- Pasadena Media has partnered with James Farr, Arroyo Channel producer of *Conversation.Live*, for exclusive interviews with Mayor Terry Tornek (up for re-election) and Councilman Victor Gordo (running for Mayor). This one-hour program, with half-an-hour interviews with each candidate, is the beginning of a series of programs with Pasadena elected officials.

- We are pleased to announce that Jan Sanders, former PCAC Citizens Advisory Committee (CAC) member and former City of Pasadena Library Director, was appointed on May 12 by the City Council to represent District 2.
- PCAC CAC Chair Phil Hopkins and CAC member Sheryl Turner have created the “Pasadena Media Foundation.” This is a separate entity from Pasadena Media, with their mission to raise funds to support Pasadena-area organizations with emphasis on news and information. It is their hope to promote high-quality local journalism within the community.
- In preparation for the return of our employees to our offices and studio, we have assigned Liza Rodriguez as our COVID coordinator to implement the protocols and procedures set forth by gov’t entities. Protocols for employees and visitors include, but are not limited to, daily health screenings (temperature check), washing hands upon arrival and throughout the day, wearing of facial coverings at all times, eliminating handshakes, staggered shifts and breaks, sanitation plan for the workplace and equipment, one point of exit and entry, utilize virtual meetings whenever possible and social distancing.
- Pasadena Media submitted to the city our FY20-21 budget proposal. This submission took place prior to the COVID-19 pandemic and requested increase in funds was denied and will need to be offset.
- Community Development, under the leadership of Aaron Wheeler, has created a comprehensive Virtual Tutorial Package for existing and upcoming producers. In addition Aaron, a graduate of Leadership Pasadena (LP) and Economic Development Committee Chair at NAACP, has been named to the Leadership Pasadena’s Board as well as the Pasadena Chamber of Commerce Board.
- Limited production continues for special government announcements. Mayor Tornek has videotaped messages once or twice a week. Increase of coverage for KPAS, Commission and Committee Meetings, Virtual Town Halls for Councilmembers and various PSA’s from City Officials.

Attached: Cable Complaints, Operations Report, Community Development Report & Production Services Report

Operations Report - April/May 2020

Respectfully submitted by Chris Miller, Chief Operations Officer

- UPDATE - Threat to Franchise Fees & PEG: Protecting Community Television Act Companion Senate and House bills would deflate the FCC's notion that "in-kind" services are actually fees being charged to cable companies. And it would stop cable companies from charging back hidden fees against their franchise obligations. Congressman Schiff is an original co-sponsor of HR5659, while Senator Feinstein signed on as a co-sponsor of S.3218 in March. Congresswoman Chu and Senator Harris remain unresponsive. We continue to urge all of our stakeholders to keep reaching out to them.
- UPDATE - PEG Equipment Installation: Ongoing
We cutover to the TelVue content distribution system on May 22. Since then, we have taken advantage of many new features such as the automatic download and playback of the daily *Democracy Now!* news program and carrying live streams from sources including the weekly series *Rose Bowl Live*.
- UPDATE - City Council Meeting Support: Ongoing
Our staff continues to work with DoIT and City Clerk staff to conduct meetings with all Councilmembers participating remotely while ensuring public participation. In addition, we are also supporting all committee meetings of the City Council with slightly different parameters. This marks the first time that committee meetings are regularly scheduled for air on KPAS.
- UPDATE - FY 2021 Budget: Adopted
After the normal budget process was canceled, we received regular communications from Finance staff keeping us apprised of budget adoption plans. During this time, departments and operating companies discussed with Finance how budget reductions would impact services. When the Council's finance committee began meeting to discuss the FY21 budget, the City Manager had proposed cuts to his recommended budget across many departments totaling approximately \$2.5M, including the \$41,000 increase from the proposed PCAC budget. This budget was approved on June 15. The PCAC emergency reserve bank account can be utilized to offset this reduction while maintaining approximately one month's operating expenses, resulting in no impact on services. City Manager and Finance staff indicate that further reductions will be necessary during the FY as the financial impact of the pandemic develops.
- Granicus Issues: Solved
On May 1, Granicus pushed an update that we were unaware of that caused the City stream and uploading of videos from City Hall to fail. DoIT whitelisted some new addresses in their firewall and all was resolved for the following City Council meeting. The lack of notification has subsequently been addressed as well. On May 13, an issue where the Granicus encoder failed to synchronize the internal clock caused the recording of a committee meeting to start late. Granicus support fixed the clock and we replaced the video with our recording.



Cable Complaint Submission: 2020/04/17 S** M*******

From: Hidalgo, Peter G
To: Chris Miller

Tue, May 19, 2020 at 12:35 PM

Hi Chris –

Thank you for this email. I am checking it out for you, too. I'll report back.

- Peter



Peter Hidalgo | Director, Government Affairs

213.369.0016 m | 626.430.3325 o

4781 Irwindale Avenue, Second Floor

Irwindale, CA 91706

On Tue, May 19, 2020 at 11:03 AM Chris Miller <chris@pasadenamedia.org> wrote:

Hi Peter,

Including this morning, Ms. M***** has called us and her Councilmember three times over the past month as issues with her Charter service have not been resolved. I have not heard from anyone at Charter about steps taken to resolve this either. Could you inquire with escalations and update me as soon as possible?

On Fri, May 1, 2020 at 5:35 PM Chris Miller <chris@pasadenamedia.org> wrote:

FYI - Ms. M***** sent this to her Councilmember's representative today via text message:

Hi Cushon. I finally have a new computer so I can send this to you.

Here is my situation with Spectrum:

I signed up for their streaming package and tried it for a few days. It basically didn't work, only allowing me to see about 2-3 channels. So then I talked to them and said to cancel that service and just put in my old service but without the two gold and silver packages and a few other things. I did this two or three days ago. I did let Spectrum repair know about this change and thought it was all OK. Today when I tried to turn the TV on, it would not show one channel and so after trying several things I just turned it all off. But I have tried to contacted the repair people who were in here trying to get my service up. Unfortunately they seem to be nowhere today and so I can't watch any station. As you can imagine I am really frustrated with this whole situation. I hope you will pass this on to someone at Spectrum who can do something about my situation. Before I got rid of the streaming service, I had 3 days without any service

Chris Miller
Chief Operations Officer
Pasadena Media

150 S. Los Robles Ave., Suite 101
Pasadena, CA 91101
626-794-8585 x 105

On Tue, Apr 21, 2020 at 7:37 PM Chris Miller <chris@pasadenamedia.org> wrote:

Ms. MEEEE indicated to her councilmember today that she received a call from Charter yesterday but was cut off. She expected a call back but has not received one yet. Please attempt to contact her again tomorrow, as she is expecting a call.

Thank you,

Chris Miller
Chief Operations Officer
Pasadena Media

150 S. Los Robles Ave., Suite 101
Pasadena, CA 91101
626-794-8585 x 105

On Fri, Apr 17, 2020 at 3:50 PM Chris Miller <chris@pasadenamedia.org> wrote:

We received a call from SMMM today in which she explained service issues that have not been resolved despite numerous attempts. Please see notes in the webform below. Ms. MEEEE requests a call as soon as possible.

Chris Miller
Chief Operations Officer
Pasadena Media

150 S. Los Robles Ave., Suite 101
Pasadena, CA 91101
626-794-8585 x 105

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

From: SMMM MMMM

Date: Fri, Apr 17, 2020 at 2:42 PM

Subject: Cable Complaint Submission: 2020/04/17 SMMM MMMM

Name SMMM MMMM

Address ### Arroyo Terrace ####, Pasadena, CA 91103

Email s*****@msn.com

Phone 2ÀÀÀÀÀÀÀÀÀÀ

Location Where Issue Occurred Home

Choose Cable Provider Charter Spectrum

Type of Issue Can't Reach Company

Description of Issue

Issues with her MSNBC & CNN channels - Picture is frozen, has tried to unplug and reboot numerous times, but it doesn't work. This is the 2nd cable box since she moved in her place in 2017 and it seems that the line is faulty or it could be both. Someone came out to check on it, it worked for a while that she even purchased a new TV, set it on a wall. But now, it's worst. She tried different numbers even the one we gave her, but there was no answer. She gave up on trying but is disappointed on what else she can do.

Resolution Requested

Initially, she wanted to cancel her account, but she needs her internet and TV and just want to get rid of her phone/voice plan. In this case, this will give her some sort of savings since everything else seems to be going up. If they cancel her voice, she can be reached via her email.



Fwd: Cable Complaint: C*** H***** | 4684166694716626159**

From: Chris Miller
To: Corporate Escalations
Cc: "Hidalgo, Peter G"

Fri, Jun 19, 2020 at 4:03 PM

Ms. H***** contacted us via phone this morning regarding service and billing issues. Please see notes in the webform below. She requests a call as soon as possible.

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, Jun 19, 2020 at 3:57 PM
Subject: Cable Complaint: C***** H***** | 4684166694716626159
To: <complaint@pasadenamedia.org>

Name	C***** H*****
Address	Street Address: ##### N Michillinda Ave City: Pasadena State / Province: CA Postal / Zip Code: 91107
E-mail	h*****@aol.com
Phone Number	(626) ###-####
Location where the problem occurred.	Home
Choose your Cable Provider	Charter Spectrum
Type of Issue	Billing
Description of Issue	*Statement taken via telephone by Chris Miller, COO, Pasadena Media* Have not been able to use on demand functionality since March. A technician indicated that he could fix issues without entering the residence, but within a few minutes changed his story. Could not allow access, so issue is not rectified. Also concerned about billing misrepresentation. Was convinced by Charter phone reps that she needed to upgrade from "legacy" Charter plan to a Spectrum plan, adding \$5 to monthly bill. The additional expense has not alleviated issues.
Resolution Requested	Please fix the functionality issue and restore pricing.

Community Development Report - April / May 2020

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

MEMBERS	New Volunteers (Free)	Active Trainees & Producers (Paid)
2020 Season 1 (Jan.-current)	39	46
2019 Season 2 (July-Dec.)	96	48

PROGRAMMING	New Series	Local Episodes	Bicycled Episodes	Community Productions in Progress
April / May	-	12	32	-
March	-	32	21	-

TRAINING	Orientation	Other Classes
2020 Season 1: March - June	Cancelled Due to Safer-At-Home Order	

Total Class Enrollments - 2020 Total Year: 139

Since the COVID-19 Stay-at-Home Order, Community Development has produced 136 videos and stayed in consistent communication with members via phone and through social media.

Highlights:

Pasadena Media News Highlight

- Pasadena Media Launch Over-The-Top Platform - <https://youtu.be/XE38tNWUZJc>

Various Training Videos

- Premiere Tutorials - <https://bit.ly/37vnh5r>
- DaVinci Resolve Tutorials - <https://bit.ly/2YwL7JS>

Business/Personal Development

- Completed Leadership Pasadena
- Aaron Wheeler, Head of Community development now sits on Leadership Pasadena Board

Grant(s):

- Comcast NBCUniversal "Project Innovation": \$50,000 - Not Awarded

Social Media Analytics

Facebook Page	Apr/May 2020	March 2020	Year To Date	Definition
Reach	51,242	17,706	85,442	The number of unique individuals who have actually seen any content related to your Facebook Page.
Views	1,253	488	2,914	The total number of times your Facebook Page was viewed.
Engagement	2,638	1,139	4,998	A Like, Comment, Share or click received on a post from your Page.
Clicks	2,721	1,251	5,198	The number of clicks on links within the ad/post that led to destinations or experiences, on or off Facebook.
Likes	82	26	148	People who Like your Facebook Page.

YouTube Channel	Apr/May 2020	March 2020	Year To Date	Definition
Views	15,319	6,810	38,864	The total number of times the YouTube channel was viewed during the time period you select.
Comments	24	9	69	The number of comments received on the channel.
Likes	228	83	504	People who Like a video in your channel.
Subscribers	64	30	137	People who have chosen to “follow” your channel to stay updated with your latest videos.

Followers	Current	Change YTD
Instagram	3,840	-2 %
Twitter	1,923	+1 %

Production Report - April and May 2020

Respectfully submitted by Bobbie Ferguson, Head of Production

Type of Production	Monthly Total
Studio Productions and Preproduction Meetings	46
Arroyo Originals - Studio	16
Arroyo Originals - Field	0
KPAS/City Productions	44
Pro Services	0
Special Projects	0

- Completed Programs:

- Partnered with Pasadena City College to create a PSA for the Small Business Development Center
- Continue to record weekly briefings with Mayor Terry Tornek
- Created three PSAs regarding the 2020 Census, including one with Councilmember John Kennedy
- Partnered with Councilmember Steve Madison to create an educational program about mosquito protection and prevention
- Created a new bulletin board template for KPAS per the new Telvue install
- Created a new virtual storytelling program with the Pasadena Public Library called *Telling Tales*
- Staff has increased coverage of city commission/committee meetings and broadcast live on KPAS
- Recorded an internal budget video with City Manager Steve Mermell
- Recorded a virtual town hall with Councilmember John Kennedy
- Recorded a public safety message with Chief Perez and Councilmember Hampton per the Police Department's response to protests
- Recorded a public safety message regarding the pandemic with Chief Perez and Chief Frieders
- Recorded an informational video about epidemiology with Dr. Matt Feaster from the Pasadena Public Health Department
- Created a new exercise/fitness program with the Parks and Recreation Department called *Rec Connect*
- Partnered with Jericho Road to broadcast the *Mayor's Interfaith Virtual Prayer Breakfast 2020*

FY21 Adopted Budget									
revised June 15, 2020									
		FY21 Adopted	FY21 Proposed	Difference	%	FY20 Adopted	Ad20/For Diff	FY20 Forecast	FY19 Actuals
Income									
1	4200 City of Pasadena	967,000	1,008,000	(41,000)	-4%	967,000	-	967,000	910,000
2	4300 Contributions & Grants	8,000	8,000	-	0%	8,000	2,420	5,580	3,558
3	4700 Production Services	31,900	36,400	(4,500)	-12%	36,400	2,677	33,723	31,704
4	4800 Program Services	8,000	12,000	(4,000)	-33%	12,000	6,848	5,152	8,196
5	4900 Other Revenue	1,000	1,000	-	0%	1,000	(3,865)	4,865	1,570
Total Income		1,015,900	1,065,400	(49,500)	-5%	1,024,400	8,080	1,016,320	955,028
Expenses									
6	5100 Salaries & Wages	594,779	594,779	-	0%	579,055	3,327	575,728	576,206
7	5200 Payroll Taxes	51,746	51,746	-	0%	50,957	2,107	48,850	48,844
8	5300 Benefits	106,700	110,626	(3,926)	-4%	111,110	22,255	88,855	94,526
9	6000 Occupancy Expenses	213,838	221,972	(8,134)	-4%	201,847	4,298	197,549	175,818
10	7120 Accounting & Audit	13,523	13,613	(90)	-1%	13,113	(955)	14,068	13,609
11	7130 Advertising & Marketing	3,600	3,600	-	0%	3,600	600	3,000	2,808
12	7140 Automobile Expense	1,450	1,450	-	0%	1,450	150	1,300	646
13	7150 Bank & Payroll Processing	1,700	1,700	-	0%	1,500	(719)	2,219	1,561
14	7160 Board Materials & Expense	120	120	-	0%	120	71	49	101
15	7170 Cable Drop Fees	8,100	8,100	-	0%	4,274	2,039	2,235	1,404
16	7180 Contract Labor	2,200	2,200	-	0%	2,500	1,460	1,040	1,130
17	7240 Dues and Subscriptions	3,500	3,500	-	0%	2,300	-	2,300	2,300
18	7440 Legal & Professional Fees	20,000	20,000	-	0%	20,000	-	20,000	21,020
19	7460 Licenses, Permits & Other	154	154	-	0%	154	55	99	154
20	7480 Meals & Entertainment	1,740	1,740	-	0%	1,620	220	1,400	1,578
21	7500 Office Expense	8,000	8,000	-	0%	8,700	800	7,900	8,360
22	7600 Production Expense	21,000	16,000	5,000	31%	16,000	(900)	16,900	16,158
23	7700 Professional Development	2,100	2,100	-	0%	2,100	(369)	2,469	2,729
24	7800 Travel & Lodging	2,650	4,000	(1,350)	-34%	4,000	3,250	750	2,377
Total Expenses		1,056,900	1,065,400	(8,500)	-1%	1,024,400	35,832	988,568	971,329
Net Gain or (Loss)		(41,000)	0	(41,000)	N/A	0	(27,752)	27,752	(16,302)