



**AGENDA SPECIAL MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, November 2, 2021**

BOARD OF DIRECTORS

Kimberly Washington (District 1)
Jan Sanders, Treasurer (District 2)
Anna Hawkey Jablonski (District 3)
Vacant (District 4)
Yuny Parada (District 5)
Ken Chawkins, Vice President (District 6)
Sally Howell, President (District 7)
Gail Schaper-Gordon (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 Operating Officer
Bobbie Ferguson, Director 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.

Items 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
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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 a special meeting of the Pasadena Community Access Corporation Operating Company (dba Pasadena Media) is scheduled for **Tuesday, November 2, 2021**, starting at **5:00 p.m.**

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 meeting at <http://pasadenamedia.org>. In order to facilitate public participation at meetings held solely by electronic means, public comments may be provided and speaker cards may be submitted through the following webpage: <http://pasadenamedia.org/agenda-comments>.

AGENDA

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 AUGUST 3, 2021 BOARD SPECIAL MEETING MINUTES
 - Motion to Approve
- TREASURER REPORT
- EXECUTIVE DIRECTOR REPORT
- NEW BUSINESS
 - AUDIT PRESENTATION: FY 20-21 PCAC FINANCIAL STATEMENTS AND CLIFTONLARSONALLEN LLP'S REPORT
 - 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 the 30th day of October, 2021.

Liza Rodriguez, Office Administrator



**PASADENA COMMUNITY ACCESS CORPORATION
BOARD OF DIRECTORS
SPECIAL MEETING
150 S LOS ROBLES AVE
PASADENA, CA 91101**

Minutes of Pasadena Community Access Corporation

This regular meeting of the PCAC Board of Directors was held on Tuesday, August 3, 2021.
MEETING HELD VIA ZOOM VIDEOCONFERENCE/TELECONFERENCE.

SPECIAL MEETING – 5:00 P.M.

I. INTRODUCTION OF MEMBERS/CALL TO ORDER/ROLL CALL

- President Howell called the meeting to order at 5:07 p.m.

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

Vacant, District 1, absent
Jan Sanders, Treasurer, District 2, present
Anna Hawkey Jablonski, District 3, present
Perry Helm, District 4, present
Yuny Parada, District 5, present
Ken Chawkins, Vice-President, District 6, present
Sally Howell, President (District 7), present
Gail Schaper-Gordon, Mayor’s Representative, absent
Lisa Derderian, City Manager’s Representative, absent
Beth Leyden, Secretary, PUSD Representative, present
Alex Boekelheide, PCC Representative, absent

Staff:

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

II. APPROVAL OF JUNE 1, 2021 BOARD SPECIAL MEETING MINUTES

Motion to Approve: *Jan Sanders moved to approve minutes for June 1, 2021. Seconded by Ken Chawkins. The motion passed unanimously. No public comment.*

III. TREASURER REPORT

- Treasurer’s report as per agenda packet. Information item only. *Motion to accept by Yuny Parada, seconded by Ken Chawkins. All in favor. No public comment.*

IV. EXECUTIVE DIRECTOR REPORT

- Executive Director’s report presented by ED/CEO George Falardeau and staff per agenda packet. Information item only. No public comment.

V. NEW BUSINESS

- **APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR IMPLEMENTATION OF A CALIFORNIA HUMANITIES NEXTGEN GRANT WITH PASADENA UNIFIED SCHOOL DISTRICT, PASADENA EDUCATIONAL FOUNDATION, AND STARS IN THE AMOUNT OF \$15,000.**

Recommendation:

- 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
- Authorize the Executive Director/CEO to enter into a contract with Pasadena Unified School District, Pasadena Educational Foundation, and Lake Avenue Community Foundation, Inc. d/b/a STARS to implement a California Humanities NextGen Grant in the amount of \$15,000.
- **Action Item**
 1. **MOTION:** *Ken Chawkins moved to approve MOU as presented, seconded by Jan Sanders. The motion passed unanimously. No public comment.*

VI. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

- Sally expressed her appreciation for Perry’s service on the PCAC Board as this is Perry’s last board meeting.
- Yuny reminded the Board that this is Latino Heritage month and, although the parade has been cancelled, there are events throughout the month.

VII. ADJOURNMENT

- *Motion to adjourn by Jan Sanders. Seconded by Beth Leyden. Meeting adjourned at 6:16pm.*

FUTURE MEETING DATES

- **September 7, 2021**
- **October 5, 2021**

Pasadena Community Access Corporation
Statement of Financial Position
As of October 31, 2021

	Total	
	As of Oct 31, 2021	As of Jun 30, 2021 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	391,411	255,065
1130 Bank of America Capital - Restricted (9451)	378,994	331,654
1160 Paypal	1,290	1,000
1170 PFCU Savings (7181)	123,885	75,313
Total Bank Accounts	\$ 895,780	\$ 663,232
Accounts Receivable		
1200 Accounts Receivable	4,745	2,740
Total Accounts Receivable	\$ 4,745	\$ 2,740
Other Current Assets		
1190 Undeposited Funds	0	200
1300 Prepaid Expenses	242	242
1330 Prepaid Insurance	3,145	3,145
Total Other Current Assets	\$ 3,387	\$ 3,587
Total Current Assets	\$ 903,912	\$ 669,559
Fixed Assets		
1600 Production Equipment	437,419	437,419
1635 Leasehold Improvements	93,898	93,898
1650 Accumulated Depreciation	-345,131	-345,131
1660 Accumulated Depreciation - LHI	-54,775	-54,775
Total Fixed Assets	\$ 131,410	\$ 131,410
Other Assets		
1800 Security Deposit	12,420	12,420
Total Other Assets	\$ 12,420	\$ 12,420
TOTAL ASSETS	\$ 1,047,742	\$ 813,389
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
2050 Chase Visa Credit Card	3,531	3,689
2060 Divvy Credit Card	0	-44
Total Credit Cards	\$ 3,531	\$ 3,645
Other Current Liabilities		
2100 Payroll Liabilities	25,810	19,134
2200 Accrued Vacation	33,819	33,819
2800 Deferred Income	378,994	331,654
Total Other Current Liabilities	\$ 438,622	\$ 384,607
Total Current Liabilities	\$ 442,154	\$ 388,252
Total Liabilities	\$ 442,154	\$ 388,252
Equity		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	461,408	461,408
Net Income	180,451	
Total Equity	\$ 605,588	\$ 425,137
TOTAL LIABILITIES AND EQUITY	\$ 1,047,742	\$ 813,389

Pasadena Community Access Corporation

Pro Forma P&L - October 2022

FY 2022 YTD Actual vs FY 2022 Adopted Budget

	vs. 4 mo. Budget				vs. Full Year Budget		
	YTD Actual	YTD Budget	\$	%	FY22 Budget	\$	%
	Income						
City of Pasadena	483,500	483,500	-	0.0%	967,000	(483,500)	-50.0%
Contributions & Grants	2,806	2,667	140	5.2%	8,000	(5,194)	-64.9%
Production Services	21,465	6,133	15,331	250.0%	31,900	(10,436)	-32.7%
Program Services	3,350	1,200	2,150	179.2%	8,000	(4,650)	-58.1%
Other Revenue	9	333	(324)	-97.2%	1,000	(991)	-99.1%
Total Income	511,130	493,833	17,297	3.5%	1,015,900	(504,770)	-49.7%
Expenses							
Payroll Expenses	185,574	203,541	17,967	8.8%	588,008	402,434	68.4%
Payroll Taxes	14,280	19,337	5,057	26.2%	55,861	41,581	74.4%
Employee Benefits	35,616	46,460	10,844	23.3%	117,771	82,155	69.8%
Occupancy Expenses	75,574	82,702	7,128	8.6%	226,711	151,137	66.7%
Accounting & Audit	7,745	8,400	655	7.8%	14,015	6,270	44.7%
Advertising & Marketing	1,060	1,200	140	11.7%	3,600	2,540	70.6%
Automobile Expense	594	483	(111)	-22.9%	1,450	856	59.0%
Bank & Payroll Processing Fees	622	567	(55)	-9.7%	1,700	1,078	63.4%
Board Materials & Expenses	-	40	40	100.0%	120	120	100.0%
Cable Drop Fees	671	605	(66)	-10.9%	8,100	7,429	91.7%
Contract Labor	-	400	400	100.0%	1,200	1,200	100.0%
Dues and Subscriptions	-	80	80	100.0%	3,500	3,500	100.0%
Legal & Professional Fees	-	-	-		20,000	20,000	100.0%
Licenses, Permits & Other Fees	-	-	-		174	174	100.0%
Meals & Entertainment	35	580	545	93.9%	1,740	1,705	98.0%
Office Expense	899	2,667	1,768	66.3%	8,000	7,101	88.8%
Production Expense	8,011	8,706	696	8.0%	21,000	12,989	61.9%
Professional Development	-	700	700	100.0%	2,100	2,100	100.0%
Travel & Lodging	-	400	400	100.0%	2,650	2,650	100.0%
Total Expenses	330,679	376,867	46,188	12.3%	1,077,700	747,021	69.3%
Net Operating Income	180,451	116,966	63,485	54.3%	(61,800)	242,251	-392%
PEG Capital Income Recognized	-	63,333	(63,333)	-100.0%	190,000	(190,000)	-100.0%
PEG Capital Equipment Expense	-	63,333	63,333	100.0%	190,000	(190,000)	-100.0%

PCAC Administrative Report – August to October 2021

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

- Welcome Kim Washington, our newest Board Member representing Councilmember Tyron Hampton's District 1. Kim Washington is currently the VP of Resource Development at the Boys & Girls Club of Metro Los Angeles.
- As the COVID-19 virus continues to evolve and mutate, pandemic procedures have been assigned to Liza Rodriguez, our Office Administrator/Assistant to the ED/CEO to help facilitate rules and procedures for both staff and members. As the Covid Coordinator, Liza continues to address issues such as record keeping and updating our temperature reader to a contactless standing thermometer for staff and community members. She also reports COVID-19 cases to the City and assists in contact tracing when needed. Employees returning to work and members coming into our facility are required to wear a mask when not filming in the studio and must be socially-distanced at all times. Guests and employees are required to check-in, have their temperature checked, and fill out a brief health questionnaire.
- We've identified a federal government grant (\$350,000) that we're eligible for from the National Endowment for the Humanities (NEH) Office of Digital Humanities for the Digital Humanities Advancement Grants program. Staff continue to pursue this grant with the assistance of our PCAC Community Advisory Committee (CAC) Chair Phil Hopkins and PCAC CAC member Sheryl Turner; details forthcoming.
- Pro-services projects have exceeded our budgetary expectations to date. During the pandemic, several organizations utilized our services to cover various events and fundraisers in the city (i.e. Pasadena Symphony & Pops, STEAM:Coders, Western Justice Center, Professional Child Development Associates, and SCHOOL Yoga).
- The City Manager will provide Rose Parade tickets to PCAC board members and offer tickets to the Rose Bowl Football Game at a discounted price.

- ED/CEO has had various meetings throughout the past few months including former mayor Bill Bogaard, PCAC Board Vice-President Ken Chawkins, PCAC Board Member Kim Washington, District 2 Councilmember Felicia Williams, Gene Masuda's District 4 Representative Noreen Sullivan, and former Councilmember Joel Bryant.
- We continue to work with Mayor Gordo's office and councilmembers to fill open PCAC Board of Directors positions. Positions include a Mayor's representative and representatives for both Gene Masuda's and Jess Rivas' districts.
- Pasadena Media is covering all redistricting meetings for the City of Pasadena. This is an ongoing pro-service project with the City Clerk's office, providing public hearings and various workshops to the residents of Pasadena.
- Pasadena Media will air and is helping to facilitate the 2021 Veterans Day event on November 11. Kevin Bruce, Bill Paparian, and Bobbie Ferguson are producing this event.
- CalHum Grant/Youth Voices Podcast Project - Aaron Wheeler to provide an update.
- Pasadena Media facilitated, recorded, and aired various LatinX Heritage Month celebrations held throughout the city on the Arroyo channel.
- ED/CEO and Director of Productions Bobbie Ferguson met with City of Pasadena Public Information Officer (PIO) Lisa Derderian and Pasadena Fire Chief Chad Augustin to discuss future programming and coverage with Pasadena's Fire Department for KPAS and possibly the Arroyo channel.
- We've reached out to several organizations in the city and offered free 30-second Public Service Announcements on the Arroyo channel. These organizations include the Rose Bowl Aquatic Center, Pasadena Village, HEAR Center, Kidspace, and Pasadena Humane Society.
- Pasadena Media staff facilitated and aired several district meetings. These include Districts 1, 2, 3, 6, and 7.

- ED/CEO attended the Pasadena Chamber of Commerce Inaugural Gala at the Langham Huntington Hotel. John Leano of Bryan's Cleaners and Laundry was voted Chairman of the Board and will serve until December 31, 2021.
- Met with PCAC Board Member Anna Hawkey-Jablonski to discuss comparative staff salary report in response to Councilmember John Kennedy's inquiry.
- Pasadena Media staff facilitated various City Council and Committee meetings such as Finance, EdTech, Public Safety, Municipal Services, and Legislative Policy Committee.
- Pasadena Media covered and aired the Fire Dept. Recruit Class of 2021-1 Graduation Ceremony.
- ED/CEO attended the Pasadena Executive Round Table's virtual workshop on *Branding for Non-Profits*. Upcoming meeting will take place Wednesday, November 17 on *Board Development After COVID*.

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

Operations Report – August - October 2021

Respectfully submitted by Chris Miller, Chief Operating Officer

- **UPDATE - Enhanced Operations for Prolonged COVID-19 Pandemic: Ongoing**
Studio and edit bay usage is still available by appointment Mon., Wed., and Fri. with protocols including health checks, masking, and social distancing in place. We are following the City's lead on requiring vaccinations and testing for staff. We have secured testing from the City for our unvaccinated employee. All staff members will work at least two days per week at the studio starting in November.
- **UPDATE - COVID-19 Testing and Vaccinations Among Staff: Ongoing**
For the first time in over a year, a staff member tested positive for the virus in mid-October. He is vaccinated, had mild symptoms and can return to the studio on November 1. He had no close contacts in the week leading up to the positive test. One staff member remains unvaccinated.
- **UPDATE - Van Repairs: Completed**
The passenger window and the catalytic converter have been replaced. The damages were covered under our insurance with a \$500 deductible. As a reminder, we intend to request PEG funds in the next few months to replace this 2003 cargo van and the previously-sold 1980 production truck with a new multipurpose vehicle.
- **2022 Alliance For Community Media West Regional Conference: In Progress**
I am serving on the ACM West Regional Conference Planning Committee. The conference will be at the Silicon Valley Holiday Inn in San Jose from Feb. 23-25, 2022.
- **NCTA v Frey: Completed**
In early August, the First Circuit Court of Appeals roundly rejected all of the cable industry's arguments trying to overturn an earlier District Court ruling affirming the State of Maine's law protecting consumers and PEG channels from discrimination. The law ensures that PEG channels be placed in the basic tier adjacent to local broadcast channels; that PEG providers be allowed to provide program information on Electronic Program Guides; and that HD content be actually transmitted on HD channels rather than be downgraded to SD. The Alliance for Community Media, of which Pasadena Media is a member, is encouraging other states to look at the ruling and the law as a way to better serve consumers who pay for local content and are actively discouraged from watching it. California has some hope of achieving a similar action with the recent enactment of SB-28. While nothing changed on the PEG front, this is the first time DIVCA has been amended in its fifteen-year history.
- **PCCTv Charter Outage 9/13: Completed**
The Osprey decoder at City Hall that receives the PCCTv signal from our studio failed on September 13. A laptop was placed in service that day to send the online stream to Charter while the unit was sent to Osprey for out-of-warranty service. After a long period of testing and failed repairs, Osprey sent the decoder back to us with entirely new components inside. The unit was placed back in service on 10/19. PCCTv on AT&T, our OTT apps, and our website were unaffected.

- **Media Production Specialist Hiring: In Progress**
One of our full-time Media Production Specialists accepted a position at another company at the end of September. We have listed that position and are now interviewing candidates. We continually evaluate our needs in light of our augmented operations due to the pandemic. Even with an expected hire in the next couple of weeks, our staff is still short one part-time Studio Coordinator position from our pre-pandemic workforce. We expect to fill that position prior to resuming our full community offerings.
- **Arroyo Charter Outage 10/19: Completed**
The power supply of an analog adapter feeding Charter failed on 10/19. The power supply was replaced within hours. Arroyo on AT&T, our OTT apps, and our website were unaffected.

Re: Cable Complaint: | 5055481844616609778

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

Mon, Sep 6, 2021 at 8:56 AM

Mr. Miller –

Charter Communications, Inc. ("Charter") hereby submits its response in this matter.

We spoke with the consumer and determined the channels in question were not included in the bulk agreement his complex has with Charter. As such, he should not be receiving those channels. The consumer confirmed the property management team confirmed the same.

Please do not hesitate to contact us with any further questions.

Regards,
Bill



William C. Wesselman | Sr. Director, Law - Regulatory |
6360 S Fiddlers Green Circle | Greenwood Village CO 80111

From: Chris Miller <chris@pasadenamedia.org>

Sent: Monday, August 23, 2021 2:31 PM

Mr. D**** called this morning. He has an unresolved television issue as described below. Please contact the customer as soon as possible to address and let us know of any resolution. Thank you.

Mon, Aug 23, 2021 at 10:16 AM:

Name	L***** D****
Address	Street Address: ##### E Del Mar Blvd U*** ## City: Pasadena State / Province: CA Postal / Zip Code: 91107
E-mail	I*****##*@gmail.com
Phone Number	(626) ###-####
Location where the problem occurred.	Home
Choose your Cable Provider	Charter Spectrum
Type of Issue	Poor Video Quality
Description of Issue	I'm having poor audio and video with my cable. I was watching CNN Saturday morning at 6:00 am and taped the show. It scabbled almost the entire the hour and constantly throughout the show. One one point, I can't understand what they were saying. This is terrible for what we're paying for. We thought it was just one channel but my wife likes to watch the Angels and it also has poor audio issues. We've had this same issue in the past. The technicians then found out that the cables were water-logged. I feel that this is not a software issue but the actual cables itself. Is it possible that it could also be a connection issue? We had a technician come out but we're still having the same issues and Spectrum never got back to me after that.
Resolution Requested	Spectrum needs to fix this or the City of Pasadena has to authorize another cable company to provide as an alternative to its resident. Please send me an email of any updates and what Spectrum is doing to fix this situation.

Community Development Report – August - October 2021

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

MEMBERS	New Volunteers (Free)	Active Trainees & Producers (Paid)
2021 Season 2 (July)	6	21
2021 Season 2 (Aug - Oct)	19	29

PROGRAMMING	New Series	Local Episodes	Bicycled Episodes	Community Productions in Progress
2021 Season 2 (July)	8	15	15	8
2021 Season 2 (Aug - Oct)	10	87	78	10

TRAINING	Orientation	Other Classes
2021 Season 1: (July)	5	9
2021 Season 2: (Aug - Oct)	32	41

Total Class Enrollments - 2021 Total Year: 117

Community Development:

- **California Humanities Grant:**
 - Working with members of PUSD staff to continue organizing training with the interns and group training for the beginning of January 2022
 - Held an intern training session with a student from Rose City High
- **The National Endowment for the Humanities - Digital Humanities Advancement Grants**
 - Meeting with Citizens Advisory Committee members
 - Phil Hopkins, Sheryl Turner, and Martin Sweeney
 - Pasadena Media Staff: Aaron Wheeler and Chris Miller
 - Awarding possible grant of \$350,000
 - Project Titled:
 - Pasadena Media: Local Cultural Resource Video Index and Access-for-All Technology Framework
 - This project is designed to address the gaps between the present state of community television delivery mechanisms related to ADA compliance by piloting innovative and affordable direct-to viewer solutions that do not rely on the cooperation of cable providers. In addition, the project will develop technology design templates, recommend effective Web-based solutions and create communication resources for other municipal and regional community television access centers to disseminate best practices as widely as possible.
- **Renewing our relationship with Tony Bennett’s Exploring the Arts Organization as mentors**

Social Media Analytics

Facebook Page	Aug-Oct 2021	June-July 2021	Year To Date	Definition
Reach	12,773	5,918	39,055	The number of unique individuals who have actually seen any content related to your Facebook Page.
Views	518	254	1,139	The total number of times your Facebook Page was viewed.
Engagement	674	358	1,662	A Like, Comment, Share or click received on a post from your Page.
Clicks	579	255	1,560	The number of clicks on links within the ad/post that led to destinations or experiences, on or off Facebook.
Likes	14	22	69	People who Like your Facebook Page.

YouTube Channel	Aug - Oct 2021	June - July 2021	Year To Date	Definition
Views	36,080	10,654	68,730	The total number of times the YouTube channel was viewed during the time period you select.
Comments	75	11	118	The number of comments received on the channel.
Likes	323	130	602	People who Like a video in your channel.
Subscribers	100	44	252	People who have chosen to “follow” your channel to stay updated with your latest videos.

Followers	Current
Instagram	3,756
Twitter	2,114

Production Report – August - October 2021

Respectfully submitted by Bobbie Ferguson, Director of Production

Type of Production	August	September	October
Member Productions & Preproduction Meetings	11	11	7
Arroyo Originals - Studio	3	2	2
Arroyo Originals - Field	0	2	6
KPAS/City Productions	9	23	20
Pro Services	9	5	11
Special Projects	2	0	0

Completed Program Highlights:

- Captured Western Justice Center Empower Fundraiser at the Jonathan Club through pro services
- Produced two honoree videos for the Pasadena Symphony and Pops Moonlight Sonata Gala through pro services
- Covered a number of events regarding COVID-19 and vaccinations, including vaccination clinics, press conferences, and Public Service Announcements
- Covered the Pasadena Fire Department Recruit Class 2021-1 Academy Graduation
- Eddie Van Halen Plaque Dedication amassed 16,000 views in first week on Youtube
- Stepped up last minute to capture an Emergency Community Meeting with Councilmember John Kennedy

**PASADENA COMMUNITY ACCESS CORPORATION
(A COMPONENT UNIT OF THE CITY OF
PASADENA, CALIFORNIA)**

FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2021

Draft

**PASADENA COMMUNITY ACCESS CORPORATION
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YEAR ENDED JUNE 30, 2021**

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Pasadena Community Access Corporation
Pasadena, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Pasadena Community Access Corporation (the Corporation), a component unit of the City of Pasadena, California, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Pasadena Community Access Corporation, as of June 30, 2021, and the changes in its financial position and its cash for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Prior Year Summarized Financial Information

The June 30, 2020 financial statements were audited by White Nelson Diehl Evans LLP, whose practice became part of CliftonLarsonAllen LLP as of November 1, 2020, and whose report dated October 30, 2020, expressed an unmodified opinion on the respective financial statements of Pasadena Community Access Corporation from which the prior year summarized financial information was derived.

Report on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2021, on our consideration of the Corporation’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation’s internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Irvine, California
REPORT DATE

PASADENA COMMUNITY ACCESS CORPORATION MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Pasadena Community Access Corporation's (a component unit of the City of Pasadena, California) (the Corporation) financial performance provides an overview of the Corporation's financial activities for the fiscal year ended June 30, 2021. Please read it in conjunction with the Corporation's financial statements, which begin on page 7.

FINANCIAL HIGHLIGHTS

- The Corporation's net position for the fiscal year ending June 30, 2021, was \$425,140, a decrease of \$91 or 0%.
- During the year, the Corporation had operating expenses that were \$138 more than the \$1,014,588 generated from the operating agreement, service contracts, and other revenues from the Corporation's programs from the fiscal year ended June 30, 2021. This compares to last year, when operating expenses exceeded revenues by \$40,319. Excluding depreciation, this year's operating expenses were \$48,563 less than operating revenue, while last year's operating expense were \$465 less than operating revenue.
- Total operating cost of all the Corporation's programs was \$1,014,726. The programmatic activities of the Corporation remained unchanged.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position (on pages 7 and 8) provide information about the activities of the Corporation as a whole and present a long-term view of the Corporation's finances. As the Corporation operates as a business-type activity, no additional fund statements are necessary. When the Corporation charges customers for the services it provides—whether to outside customers or to the City of Pasadena or other governments—these services are reported similarly to the way a business operates.

A Statement of Cash Flows is also presented using the direct method, which portrays inflows and outflows for specific classes of operations along with an indirect reconciliation of increases to net cash provided by operations. There were no non-cash entries during the year.

Reporting the Corporation's Results as a Whole

Our analysis of the Corporation as a whole begins on page 4. One of the most important questions asked about the Corporation's finances is, "Is the Corporation as a whole better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Corporation as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Corporation's *net position* and changes in them. You can think of the Corporation's net position—the difference between assets and liabilities—as one way to measure the Corporation's financial health, or *financial position*. Over time, *increases or decreases* in the Corporation's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the Corporation's long-term contractual revenues and the condition of the Corporation's equipment and other assets, to assess the *overall health* of the Corporation.

THE CORPORATION AS A WHOLE

The Corporation's net position decreased from a year ago, from \$425,231 to \$425,140. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the Corporation's activities.

Table 1

	June 30, 2021	June 30, 2020
Current and other assets	\$681,979	\$481,832
Capital assets, net	131,413	180,114
Total assets	<u>813,392</u>	<u>661,946</u>
Current Liabilities	<u>(388,252)</u>	<u>(236,715)</u>
Net position:		
Net investment in capital assets	131,413	180,114
Unrestricted	<u>293,727</u>	<u>245,117</u>
Total net position	<u>\$425,140</u>	<u>\$425,231</u>

Unrestricted net position—the part of net position that can be used to finance day-to-day operations without constraints established by debts, contribution restrictions, or other legal requirements—changed from \$245,117 at June 30, 2020, to \$293,727 at the end of this fiscal year. Unless restricted by donation or grant covenant (of which the Corporation has no such restrictions at the present time), the Corporation generally can use this net position to finance continuing operations in the coming fiscal year.

Table 2

	For the Year Ended June 30, 2021	For the Year Ended June 30, 2020	Percentage Change From 2020
Revenues			
Operating revenues:			
Operating Agreement	\$967,000	\$967,000	0.0%
Service contracts	10,145	18,000	-43.6%
Production and other operating revenue	37,443	29,619	26.4%
Total operating revenues	1,014,588	1,014,619	0.0%
Nonoperating revenues:			
Public, education & gov't (PEG) revenue	41,066	300,050	-86.3%
Interest income	47	38	23.7%
Total nonoperating revenues	41,113	300,088	-86.3%
Total revenues	1,055,701	1,314,707	-19.7%
Operating expenses:			
Salaries and benefits	678,454	740,741	-8.4%
Production expense	18,701	17,307	8.1%
Occupancy expense	210,250	197,713	6.3%
Contractual services	29,100	26,225	11.0%
General and administrative	29,520	32,168	-8.2%
Depreciation	48,701	40,784	19.4%
Total operating expenses	1,014,726	1,054,938	3.8%
Nonoperating expenses:			
PEG grants awarded to other agencies	41,066	203,000	-79.8%
Total nonoperating expenses	41,066	203,000	-79.8%
Total expenses	1,055,792	1,257,938	-16.1%
Changes in net position	(91)	56,769	-100.2%
Net position at beginning of year	425,231	368,462	15.4%
Net position at end of year	\$425,140	\$425,231	0.0%

Although the Corporation's total cost of programs and services had a net decrease of 16.1% (\$202,146), a closer look shows that Operating expenses decreased 3.8% (\$40,212), while PEG grants awarded to other agencies decreased from \$203,000 to \$41,066. The Corporation's revenues had a net decrease of 19.7% (\$259,006), resulting from a combination of virtually flat operating revenue and decreased unearned revenue recognition of PEG revenue in nonoperating revenue.

Budgetary Highlights

Over the course of the year, the Board of Directors reviewed the budget during meetings. There were no budget reforecasts submitted for approval.

The Corporation's adopted operating budget was \$1,056,900 for the fiscal year ended June 30, 2021. Actual operating revenues were \$42,312 less than budget, and operating expenses were \$42,174 less than budget.

**PASADENA COMMUNITY ACCESS CORPORATION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

CAPITAL ASSETS

At the end of 2021, the Corporation had \$131,411 invested in capital assets, net of accumulated depreciation. (See Table 3 below.) This amount represents a net decrease (including additions and disposals) of \$48,701 or 27% less than last year.

Table 3

	<u>June 30, 2021</u>	<u>June 30, 2020</u>
Production equipment	\$437,420	\$437,420
Leasehold improvements	93,897	93,897
Accumulated depreciation	<u>(399,904)</u>	<u>(351,203)</u>
Property and equipment, net	<u>\$131,413</u>	<u>\$180,114</u>

More detailed information about the Corporation's capital assets is presented in Note 3 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Corporation's Board of Directors considered many factors when setting the fiscal year 2022 budget. Significant budget expense increases include occupancy costs of the rent escalator and common area expenses built into the lease and personnel health insurance increases. Revenue from the Operating Agreement is expected to be flat due to the COVID-19 pandemic. A transfer from the emergency reserve account is necessary to balance the budget.

CONTACTING THE CORPORATION'S FINANCIAL MANAGEMENT

This financial report is designed to provide our stakeholders including donors, customers, and the City of Pasadena's officials with a general overview of the Corporation's finances and to show the Corporation's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Corporation Office at 150 S. Los Robles Avenue, Suite 101, Pasadena, California, 91101. Our main office number is 626-794-8585 and our email is info@pasadenamedia.org.

PASADENA COMMUNITY ACCESS CORPORATION
STATEMENT OF NET POSITION
JUNE 30, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF JUNE 30, 2020)

	2021	2020
ASSETS		
CURRENT ASSETS		
Cash	\$ 331,578	\$ 288,564
Accounts Receivables	2,740	1,813
Prepaid Assets	3,587	2,828
Deposits	12,420	12,420
Restricted Cash	331,654	176,207
Total Current Assets	681,979	481,832
NONCURRENT ASSETS		
Capital Assets, Net of Accumulated Depreciation	131,413	180,114
Total Noncurrent Assets	131,413	180,114
Total Assets	813,392	661,946
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	3,645	8,869
Accrued Salaries and Benefits	19,134	19,348
Compensated Absences	33,819	32,291
Unearned Revenue	331,654	176,207
Total Current Liabilities	388,252	236,715
Total Liabilities	388,252	236,715
NET POSITION		
Investment in Capital Assets	131,413	180,114
Unrestricted	293,727	245,117
Total Net Position	\$ 425,140	\$ 425,231

See accompanying Notes to Basic Financial Statements.

PASADENA COMMUNITY ACCESS CORPORATION
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
YEAR ENDED JUNE 30, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2020)

	2021	2020
OPERATING REVENUES		
Operating Agreement	\$ 967,000	\$ 967,000
Service Contracts	10,145	18,000
Production and Other Operating Revenue	37,443	29,619
Total Operating Revenues	1,014,588	1,014,619
OPERATING EXPENSES		
Salaries and Benefits	678,454	740,741
Production Expense	18,701	17,307
Occupancy Expense	210,250	197,713
Contractual Services	29,100	26,225
General and Administrative	29,520	32,168
Depreciation Expense	48,701	40,784
Total Operating Expenses	1,014,726	1,054,938
OPERATING INCOME (LOSS)	(138)	(40,319)
NONOPERATING REVENUES (EXPENSES)		
Public, Education, and Government (PEG) Revenue	41,066	203,000
PEG Grants Awarded to Other Agencies	(41,066)	(203,000)
Interest Income	47	38
Total Nonoperating Revenues (Expenses)	47	38
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(91)	(40,281)
CAPITAL CONTRIBUTIONS	-	97,050
CHANGES IN NET POSITION	(91)	56,769
Net Position - Beginning of Year	425,231	368,462
NET POSITION - END OF YEAR	\$ 425,140	\$ 425,231

See accompanying Notes to Basic Financial Statements.

PASADENA COMMUNITY ACCESS CORPORATION
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2020)

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received from Customers	\$ 37,443	\$ 29,619
Cash Received from Contracts	976,218	985,135
Cash Paid to Employees for Services	(677,140)	(728,959)
Cash Paid to Suppliers for Goods and Services	(293,554)	(270,383)
Net Cash Provided by Operating Activities	42,967	15,412
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
PEG Grant Funding Received from City of Pasadena	196,513	248,977
PEG-Eligible Grants Awarded	(41,066)	(203,000)
Net Cash Provided by Noncapital Financing Activities	155,447	45,977
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of Capital Assets	-	(97,050)
Net Cash Provided (Used) by Capital and Related Financing Activities	-	(97,050)
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment Income	47	38
Net Cash Provided by Investing Activities	47	38
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	198,461	(35,623)
Cash - Beginning of Year	464,771	500,394
CASH - END OF YEAR	\$ 663,232	\$ 464,771
RECONCILIATION TO STATEMENT OF NET POSITION		
Cash	331,578	288,564
Restricted Cash	331,654	176,207
	\$ 663,232	\$ 464,771
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Operating Income (Loss)	\$ (138)	\$ (40,319)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:		
Depreciation	48,701	40,784
(Increase) Decrease in Accounts Receivable	(927)	135
(Increase) Decrease in Prepaid Assets	(759)	308
Increase (Decrease) in Accounts Payable and Accrued Expenses	(3,910)	14,504
Total Adjustments	43,105	55,731
Net Cash Provided by Operating Activities	\$ 42,967	\$ 15,412
NON-CASH NONCAPITAL FINANCING ACTIVITIES:		
Recognition of unearned PEG revenue as nonoperating revenue	41,066	203,000
NON-CASH CAPITAL AND RELATED FINANCING ACTIVITIES:		
Recognition of unearned PEG revenue as capital contributions	-	97,050

See accompanying Notes to Basic Financial Statements.

PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Pasadena Community Access Corporation (the Corporation) was organized in 1983 as a nonprofit, telecommunications resource for the City of Pasadena, California (the City). The Corporation was organized to perform the community access function of the Pasadena telecommunications system pursuant to the Cable Communications Ordinance of the City. In 2011, the City Council determined that the Corporation should be reported as a discretely presented component unit of the City in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

The Board of Directors consists of 11 members with representatives from each of the seven City Council Districts, the Mayor, the City Manager, Pasadena Community College (PCC), and Pasadena Unified School District (PUSD). Residency is required except for the City Manager, PCC, and PUSD representatives. These operations constitute part of the overall financial reporting entity of the City and are accounted for as a discretely presented component unit in the City's Comprehensive Annual Financial Report consistent with GAAP. Revenues and expenses of the Corporation include direct revenues and expenses and certain allocations from the City.

B. Basis of Presentation

The Corporation's basic financial statements are presented in conformance with Governmental Accounting Standards Board (GASB) Statement No. 34, which established standards for external financial reporting for all state and local governmental entities. The basic financial statements include the statement of net position, statement of revenues, expenses, and changes in net position, and statement of cash flows.

C. Basis of Accounting

The Corporation is accounted for as an enterprise fund (proprietary fund type). A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. The activities of enterprise funds closely resemble those of ongoing businesses in which the purpose is to conserve and add to basic resources while meeting operating expenses from current revenues. Enterprise funds account for operations that provide services on a continuous basis and are substantially financed by revenues derived from user charges. The Corporation utilizes the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized as they are incurred.

D. Classification of Revenues and Expenses

The Corporation classifies its revenues and expenses into the following classifications: operating revenues, operating expenses, nonoperating revenues, and nonoperating expenses.

PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Classification of Revenues and Expenses (Continued)

Operating revenues consist of management and operating fees, production services fees, and program services fees, with relating costs to provide these services considered operating expenses. Nonoperating revenues consist of voluntary nonexchange grants revenue and investment earnings. Nonoperating expenses consist of capital grants made to PCC and PUSD for cable telecommunications equipment.

E. Cash and Cash Equivalents

For the purposes of the statement of cash flows, cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash or so near their maturity that they present insignificant risk of changes in value because of changes in interest rates, and have an original maturity date of three months or less.

F. Prepaid Assets

Certain payments to vendors, which reflect costs applicable to future accounting periods, are recorded as prepaid assets.

G. Capital Assets

The Corporation capitalizes capital assets having an estimated useful life in excess of one year and acquisition cost of at least \$5,000. Capital assets, which include production equipment are recorded at cost and are depreciated over the estimated useful life of the asset using the straight-line method of depreciation. Donated capital assets are recorded at acquisition value as of the date of the donation. All significant expenditures exceeding \$5,000 for repairs, renewals, and betterments that materially prolong the useful lives of the assets are capitalized.

The estimated useful lives of the assets are as follows:

Leasehold Improvements	6 Years
Furniture and Fixtures	5 Years
Production Equipment	5 Years

H. Compensated Absences

Regular full-time and part-time employees accrue vacation. Vacation time is accrued two to four weeks per year, depending on how long an employee has been with the Corporation. Part-time employees who work 20 hours per week or more are eligible to accrue vacation on a pro rata basis. It is the Corporation's policy to permit employees to accumulate earned but unused vacation benefits from year to year up to a maximum of two times a full-time employee's annual vacation amount. All accumulated compensated absences are recorded as an expense and a liability at the time the benefit is earned.

PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

I. Net Position

Net position represents the difference between assets and liabilities on the statement of net position. Net positions were classified in the following categories: net investment in capital assets and unrestricted.

Net investment in capital assets consists of the cost of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets, as applicable.

Net position is reported as restricted when there are limitations imposed on the use either through the enabling legislation adopted by the Corporation's Board of Directors, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. All other net position is reported as unrestricted.

When both restricted and unrestricted resources are available for use, it is the Corporation's policy to use unrestricted resources first, and then restricted resources as they are needed.

J. Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

K. Prior Year Data

Selected information regarding the prior year has been included in the accompanying financial statements. This information has been included for comparison purposes only and does not represent a complete presentation in accordance with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Corporation's prior year financial statements, from which this selected financial data was derived. Some of the prior year data has been reclassified to conform with the current year presentation. Advances from other agencies has ben reclassified as unearned revenue on the statement of net position. A portion of nonoperating PEG revenue has been reclassified to capital contributions on the statement of revenues, expenses, and changes in net position. Capital grants received and PEG-eligible capital grant made have been reclassified as noncapital financing activities on the statement of cash flows and renamed, PEG grant funding received from City of Pasadena and PEG-eligible grants awarded, respectively. Information on noncash activities was also added to the statement of cash flows.

PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 2 CASH AND INVESTMENTS

Summary of Cash

As of June 30, 2021, cash were reported in the accompanying financial statements:

Cash on Hand	\$	200
Deposits with Financial Institutions		331,378
Deposits with Financial Institutions - Restricted		331,654
Total Cash	<u>\$</u>	<u>663,232</u>

Deposits

At June 30, 2021, the carrying amount of the Corporation's deposits was \$663,032 and the bank balance was \$664,289. The \$1,257 difference represents outstanding checks and other reconciling items. Balances in the bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Included in the bank balance, the Corporation had a funds in a credit union totaling \$75,312. This amount is insured by the National Credit Union Administration (NCUA) up to \$250,000.

Restricted Deposits

Restricted deposits, as further described in Notes 6C and 7, are to be utilized for eligible PEG capital expenditures. The total amount of restricted deposits at June 30, 2021 was \$331,654.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the Corporation's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. At June 30, 2021, the Corporation had uncollateralized deposits in excess of FDIC coverage of \$338,977.

**PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 2 CASH AND INVESTMENTS (CONTINUED)

Investments Authorized by the California Government Code

The table below identifies the investment types that are authorized for the Corporation by the California Government Code. Other than what is in the Government Code, the Corporation has no other investment policy.

Investment Types Authorized by the California Government Code	Authorized by Investment Policy	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	Yes	5 Years	None	None
U.S. Treasury Obligations	Yes	5 Years	None	None
U.S. Agency Securities	Yes	5 Years	None	None
Bankers' Acceptances	Yes	180 Days	40%	30%
Commercial Paper	Yes	270 Days	25%	10%
Negotiable Certificates of Deposit	Yes	5 Years	30%	None
Repurchase Agreements	Yes	1 Year	None	None
Reverse Repurchase Agreements	Yes	92 Days	20%	None
Medium-Term Notes	Yes	5 Years	30%	None
Mutual Funds	Yes	N/A	20%	10%
Money Market Mutual Funds	Yes	N/A	20%	10%
Mortgage Pass-Through Securities	Yes	5 Years	20%	None
County Pooled Investment Funds	Yes	N/A	None	None
Local Agency Investment Fund	Yes	N/A	None	None
Joint Power Agency Pools (Other Investment Pools)	Yes	N/A	None	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the Corporation manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. The Corporation held no investments as of the year ended June 30, 2021.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Corporation held no investments as of the year ended June 30, 2021.

PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 2 CASH AND INVESTMENTS (CONTINUED)

Concentration of Credit Risk

In accordance with GASB Statement No. 40 requirements, the Corporation is considered to be exposed to concentration of credit risk whenever they have invested more than 5% of their total investments in any one issuer. Investments guaranteed by the U.S. Government and investments in mutual funds and external investment pools are excluded from this requirement. The Corporation held no investments as of the year ended June 30, 2021.

NOTE 3 CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2021, is as follows:

	July 1, 2020	Additions	Dispositions	June 30, 2021
Capital Assets Being Depreciated:				
Production Equipment	\$ 437,420	\$ -	\$ -	\$ 437,420
Leasehold Improvements	93,897	-	-	93,897
Less Accumulated Depreciation for:				
Production Equipment	(312,078)	(33,051)	-	(345,129)
Leasehold Improvements	(39,125)	(15,650)	-	(54,775)
Total Capital Assets	<u>\$ 180,114</u>	<u>\$ (48,701)</u>	<u>\$ -</u>	<u>\$ 131,413</u>

Depreciation expense for the year ended June 30, 2021, was \$48,701.

NOTE 4 DEFINED CONTRIBUTION RETIREMENT PLAN

Effective April 4, 2017, the Corporation adopted a Savings Incentive Match Plan for Employees Individual Retirement Account plan (the Plan) for which all employees who have completed 90 days of service are eligible to participate. The employees of the Corporation may elect to contribute to the Plan (subject to overall limits) in any one plan year. Each year the Corporation will make a matching contribution to the Plan on a dollar-for-dollar basis up to 3% of the employee's compensation, for the employees who are contributing to the Plan.

The Corporation contributed \$12,874 to the Plan for the year ended June 30, 2021.

NOTE 5 OPERATING LEASE

The Corporation leases office and production facilities in Pasadena, California, under an operating lease agreement. The lease term expires August 31, 2023. The Corporation is obligated to pay utilities, property taxes, insurance, and normal repairs and maintenance for the space that the Corporation occupies. The current monthly rent, including common area maintenance charge is \$13,388. The monthly rent is scheduled to increase to \$13,789 effective September 1, 2021.

PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 5 OPERATING LEASE (CONTINUED)

The minimum annual lease payments due during the term of the lease are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2022	\$ 164,666
2023	169,606
2024	28,406
Total	<u>\$ 362,678</u>

Total rent expense, including common area maintenance charges, for the year ended June 30, 2021 was \$176,977 and is included in the occupancy expenses reported in the statement of revenues, expenses and changes in net position.

NOTE 6 OTHER PROVISIONS OF REVENUE AND CONTRACTS

A. Franchise Fees

On December 2, 1983, a 15-year cable franchise agreement (the Agreement) was entered into by and between the City and a cable communications operator (Cable Operator). According to the terms of the Agreement, the Corporation is entitled to receive 2% of the Cable Operator's gross revenues (as defined in the Agreement) in return for providing the public access and public service programming function of the Cable Operator's communications system. This agreement expired during the year ended June 30, 1999. The City committed to continue to fund the agreement, after expiration, until a new agreement could be reached.

Effective October 1, 2000, the City and the Cable Operator entered into a new nonexclusive franchise agreement to operate a cable television system in the City. The agreement expired on October 17, 2005, and was extended on a month-to-month basis under mutual agreement with the Cable Operator while negotiating a franchise renewal. This agreement ended prior to statewide franchising that took effect in 2008.

The City now receives 5% of the state franchise holders' gross revenues derived from the provision of video service pursuant to California Public Utilities Code Section 5840. The franchise fee is considered General Fund revenue for the City and, although the City continues to fund the Corporation at approximately 75% of the franchise fee revenue, the funding amount is at the discretion of the Pasadena City Council.

B. Management and Operating Agreement

On February 10, 2015, the Corporation entered into an agreement with the City to provide operation and day-to-day management of the local PEG access system, for a period of 25 years, commencing as of the date of the Agreement, and ending July 1, 2040.

**PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 6 OTHER PROVISIONS OF REVENUE AND CONTRACTS (CONTINUED)

C. 1% Public, Education, and Government (PEG) Allocation

Pursuant to Pasadena Municipal Code 18.04.060, it was established that a fee would be paid to the City for the support of public, educational, and governmental access facilities and activities within the City. The Pasadena Municipal Code states that this fee shall be 1% of a cable provider's gross revenues, as defined in California Public Utilities Code Section 5860.

The Corporation serves as a receiving, holding, and disbursing entity for monies intended to promote noncommercial uses of the cable telecommunication medium. These funds are allocated as grants solely for PEG related purposes.

During the 2020-2021 fiscal year, the Corporation received \$196,513 in PEG funding from the City, while awarding \$41,066 in PEG funding to PCC and PUSD for eligible PEG capital expenses.

As shown in Note 7, cumulative unspent PEG funding of \$331,654 has been classified as unearned revenue within these financial statements.

D. Other Contracts

The Corporation earns additional service contract revenue by providing various production services to Los Angeles County for Altadena Town Council Meetings.

NOTE 7 PEG FUNDING FROM CITY OF PASADENA

As described in Note 6, the Corporation received \$196,513 of PEG funding from the City of Pasadena during the year ended June 30, 2021. Unspent PEG funding is classified as unearned revenue within these financial statements until the Corporation has incurred costs on approved capital expenditures.

The changes in unspent PEG funding for the year ended June 30, 2021, were as follows:

Beginning Unearned Revenue	\$ 176,207
PEG Grant:	
PEG Revenue Received	196,513
PEG Capital Equipment Expense	(41,066)
Capitalized Production Equipment	-
PEG Subtotal	<u>155,447</u>
Ending Unearned Revenue	<u>\$ 331,654</u>

PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 8 CONCENTRATIONS OF REVENUE

For the year ended June 30, 2021, revenues derived from the City of Pasadena from the management and operating agreement described in Note 6B and the 1% PEG Allocation described in Note 6C accounted for 95% of the Corporation's total revenue.

NOTE 9 COMPENSATED ABSENCES

Changes in compensated absences as of June 30, 2021, were as follows:

Balance July 1, 2020	Incurred	Satisfied	Balance June 30, 2021	Amount Due Within One Year	Amount Due in More than One Year
\$ 32,291	\$ 15,019	\$ (13,491)	\$ 33,819	\$ 33,819	\$ -

NOTE 10 RISK MANAGEMENT

The Corporation is covered under Special Liability, Property and Participant Accident policies through Nonprofits Insurance Alliance of California (NIAC). Liability and Participant Accident claims are insured for up to \$1,000,000 per occurrence for any amount over the Corporation's deductible amount of \$1,000. Property claims are insured for up to \$25,000,000 per occurrence for any amount over the Corporation's deductible amount of \$1,000.

Workers' compensation claims are covered under a purchased policy through Hartford Accident and Indemnity Company for claims up to \$1,000,000 for each occurrence for any amount over the Corporation's deductible amount of \$1,000.

Settled claims have not exceeded any of the Corporation's coverage amounts in any of the last three fiscal years.

NOTE 11 INCOME TAXES

The Corporation is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law. The Corporation files Form 990 in the U.S. federal jurisdiction and Form 199 in the state of California.

**PASADENA COMMUNITY ACCESS CORPORATION
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 12 RELATED PARTY TRANSACTIONS

As part of the management and operating agreement discussed in Note 6B, the City of Pasadena (the City) bills the Corporation for services rendered on the Corporation's behalf. Services provided to the Corporation for the year ended June 30, 2021, was \$20,000. The Corporation did not have an amount payable to the City as of June 30, 2021.

Draft



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Pasadena Community Access Corporation
Pasadena, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Pasadena Community Access Corporation (the Corporation), a component unit of the City of Pasadena, California, as of and for the year ended June 30, 2021 and the related notes to the basic financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated REPORT DATE

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Corporation's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Irvine, California
REPORT DATE