

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, April 4, 2023
7:00 p.m. at 150 S. Los Robles Ave., Suite 101**

BOARD OF DIRECTORS

Kim Washington, Vice President (District 1)
Jan Sanders, Treasurer (District 2)
Anna Hawkey Jablonski (District 3)
Vacant (District 4)
Michael Ocon (District 5)
Ken Chawkins, President (District 6)
Sally Howell (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, Chief Production Officer
Aaron Wheeler, Director of Community & Content
Liza Rodriguez, Office Administrator/Asst. to the Executive Director CEO

MISSION STATEMENT

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

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

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

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

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

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Conversation Live

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

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, April 4, 2023**, starting at **7:00 p.m.**, at **PCAC** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

CLOSED SESSION

- BOARD OF DIRECTORS CONFERENCE REGARDING PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957

Unrepresented Employee: Executive Director/CEO

- 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 MEETING

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF March 7, 2023 SPECIAL BOARD MEETING MINUTES
 - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT
- EXECUTIVE DIRECTOR REPORT
- OLD BUSINESS
- NEW BUSINESS
 - PEG CAPITAL FUND REQUEST NOT TO EXCEED \$11,985: KPAS request for presidential teleprompter system.
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 a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with B&H for presidential teleprompter system and associated accessories in an amount not to exceed \$11,985.
 - Action Item
 - PEG CAPITAL FUND REQUEST NOT TO EXCEED \$88,000: PCC TV request for fixed A/V equipment upgrades, an electric cart vehicle, and general A/V production equipment.
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 distribute PEG capital funds to Pasadena City College in an amount not to exceed \$88,000
 - Action Item
- MINI-BRIEFING ON OPEN MEETING AND PUBLIC RECORDS LAWS
 - Information Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

Ken Chawkins, 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 31st day of March, 2023.

Liza Rodriguez, Office Administrator

**PASADENA COMMUNITY ACCESS CORPORATION
BOARD OF DIRECTORS
REGULAR 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, March 7, 2023.

REGULAR MEETING – 7:00 P.M.

CLOSED SESSION – *No reportable action on either item.*

- BOARD OF DIRECTORS CONFERENCE REGARDING PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957
 - Unrepresented Employee: Executive Director/CEO
- 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 MEETING

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

- President Chawkins called the meeting to order at 7:06 p.m.

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

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

Staff:

George Falardeau, Executive Director/CEO, present
Chris Miller, Chief Operating Officer, present
Bobbie Ferguson, Director (Chief) of Production, absent
Aaron Wheeler, Head (Director) of Comm. Dev. (& Content), absent
Liza Rodriguez, Office Administrator/Asst. to the Executive Director/CEO, present

II. APPROVAL OF JUNE 20, 2022 SPECIAL BOARD MEETING MINUTES

- **Motion to Approve:** *Kim Washington moved to approve minutes for JUNE 20, 2022. Seconded by Jan Sanders. The motion passed unanimously. No public comment.*

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA – Please limit comments to three minutes each.

- No public comment.

IV. TREASURER REPORT

- Treasurer's report presented by Treasurer Jan Sanders per agenda packet.
 - Information item only. No public comment.

V. EXECUTIVE DIRECTOR REPORT

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

VI. OLD BUSINESS

- None

VII. NEW BUSINESS

- **AUDIT PRESENTATION: FY 21-22 PCAC FINANCIAL STATEMENTS AND CLIFTON LARSON ALLEN LLP'S REPORT**
 - Information Item. No public comment
 - 1. *Alex Boekelheide moved to accept the Audit Presentation. Seconded by Kim Washington. The motion passed unanimously.*
- **CITIZENS ADVISORY COMMITTEE UPDATE PRESENTATION – CAC Chair Phil Hopkins**
 - Information Item. No public comment
- **APPROVAL OF A CONTRACT FOR COVERAGE OF ALTADENA TOWN COUNCIL MEETINGS WITH LOS ANGELES COUNTY IN THE AMOUNT OF \$22,000 – 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 Los Angeles County for coverage of CY2023 Altadena Town Council Meetings in the amount of \$22,000
 - 1. *Action Item: Alex Boekelheide moved authorization as described. Seconded by Beth Leyden. The motion passed unanimously.*
 - PCAC FY2024 BUDGET PRESENTATION
 - 1. Information Item – Presented by Chris Miller per agenda packet. No Public Comment

VIII. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

- Various announcements by Board Members and Staff

IX. ADJOURNMENT

- *Motion to adjourn by Jan Sanders. Seconded by Alex Boekelheide.*

Chair/President Chawkins adjourned the meeting at 8:14pm.

FUTURE MEETING DATES

- **April 4, 2023**
- **May 2, 2023**

Pasadena Community Access Corporation		
Statement of Financial Position		
As of March 31, 2023		
	Total	
	As of Mar 31, 2023	As of Jun 30, 2022 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	563,086	235,853
1130 Bank of America Capital - Restricted (9451)	665,456	474,874
1160 Paypal	1,081	1,000
1170 PFCU Savings (7181)	123,961	123,930
Total Bank Accounts	\$ 1,353,784	\$ 835,857
Accounts Receivable		
1200 Accounts Receivable	1,850	100
Total Accounts Receivable	\$ 1,850	\$ 100
Other Current Assets		
1190 Undeposited Funds	0	200
1330 Prepaid Insurance	279	10,384
Total Other Current Assets	\$ 279	\$ 10,584
Total Current Assets	\$ 1,355,914	\$ 846,541
Fixed Assets		
1600 Production Equipment	437,419	437,419
1635 Leasehold Improvements	93,898	93,898
1640 Right-to-Use Lease Assets	361,848	361,848
1650 Accumulated Depreciation	-375,642	-375,642
1660 Accumulated Depreciation - LHI	-70,423	-70,423
1670 Accumulated Amortization	-167,007	-167,007
Total Fixed Assets	\$ 280,092	\$ 280,092
Other Assets		
1800 Security Deposit	12,420	12,420
Total Other Assets	\$ 12,420	\$ 12,420
TOTAL ASSETS	\$ 1,648,425	\$ 1,139,053
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
2050 Chase Visa Credit Card	1,270	7,964
2060 Divvy Credit Card	-81	57
Total Credit Cards	\$ 1,189	\$ 8,020
Other Current Liabilities		
2070 Accrued Interest	35	35
2100 Payroll Liabilities	1,747	24,320
2200 Accrued Vacation	-18,031	30,259
2500 Current Lease Liability	169,339	169,339
2800 Deferred Income	48,869	0
Total Other Current Liabilities	\$ 201,959	\$ 223,954
Total Current Liabilities	\$ 203,148	\$ 231,974
Long-Term Liabilities		
Lease Payables	28,403	28,403
Total Long-Term Liabilities	\$ 28,403	\$ 28,403
Total Liabilities	\$ 231,551	\$ 260,377
Equity		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	298,360	440,073
3200 Temporarily Restricted Assets	616,587	474,874
Net Income	538,199	
Total Equity	\$ 1,416,874	\$ 878,676
TOTAL LIABILITIES AND EQUITY	\$ 1,648,425	\$ 1,139,053

Pasadena Community Access Corporation

Pro Forma P&L - March 2023

FY 2023 YTD Actual vs FY 2023 Adopted Budget

		vs. 9 mo. Budget			vs. Full Year Budget		
	YTD Actual	YTD Budget	\$	%	FY23 Budget	\$	%
Income							
City of Pasadena	1,052,000	789,000	263,000	33.3%	1,052,000	-	0.0%
Contributions & Grants	5,023	6,000	(977)	-16.3%	8,000	(2,977)	-37.2%
Production Services	28,635	28,500	135	0.5%	32,000	(3,365)	-10.5%
Program Services	3,525	4,900	(1,375)	-28.1%	8,000	(4,475)	-55.9%
Other Revenue	31	750	(719)	-95.8%	1,000	(969)	-96.9%
Total Income	1,089,215	829,150	260,065	31.4%	1,101,000	(11,785)	-1.1%
Expenses							
Payroll Expenses	461,817	472,388	10,570	2.2%	614,104	152,287	24.8%
Payroll Taxes	37,462	41,570	4,108	9.9%	54,041	16,579	30.7%
Employee Benefits	63,672	87,328	23,656	27.1%	112,589	48,917	43.4%
Occupancy Expenses	144,672	173,674	29,002	16.7%	227,924	83,252	36.5%
Accounting & Audit	12,165	15,595	3,430	22.0%	16,945	4,780	28.2%
Advertising & Marketing	1,959	2,250	291	12.9%	3,000	1,041	34.7%
Automobile Expense	460	1,088	628	57.7%	1,450	990	68.3%
Bank & Payroll Processing Fees	1,080	1,275	195	15.3%	1,700	620	36.4%
Board Materials & Expenses	10	90	80	88.9%	120	110	91.7%
Cable Drop Fees	1,950	1,764	(186)	-10.6%	9,263	7,313	78.9%
Contract Labor	2,081	900	(1,181)	-131.3%	1,200	(881)	-73.4%
Dues and Subscriptions	2,190	3,500	1,310	37.4%	3,500	1,310	37.4%
Legal & Professional Fees	-	-	-		20,000	20,000	100.0%
Licenses, Permits & Other Fees	4	20	16	81.3%	174	170	97.8%
Meals & Entertainment	1,843	1,305	(538)	-41.2%	1,740	(103)	-5.9%
Office Expense	7,561	5,625	(1,936)	-34.4%	7,500	(61)	-0.8%
Production Expense	11,053	17,186	6,133	35.7%	21,000	9,947	47.4%
Professional Development	3,275	1,575	(1,700)	-107.9%	2,100	(1,175)	-56.0%
Travel & Lodging	1,257	1,700	443	26.1%	2,650	1,393	52.6%
Total Expenses	754,512	828,832	74,320	9.0%	1,101,000	346,488	31.5%
Net Operating Income	334,703	318	334,384	105000.4%	-	334,703	
PEG Capital Income Recognized	141,713	142,500	(787)	-0.6%	190,000	(48,287)	-25.4%
PEG Capital Equipment Expense	-	142,500	142,500	100.0%	190,000	(190,000)	-100.0%

PCAC Administrative Report – March 2023

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

- On Friday, March 17, ED CEO & COO presented Pasadena Media's Business Plan for FY 2023-2024 to City Manager Miguel Márquez and his staff. We indicated that due to staffing shortages and increased council and committee meetings, we need to add additional staff.
- Met w/ Robin Salzer and Andre Coleman to discuss potential projects for the community and related topics in the city; details forthcoming.
- Attended the San Rafael Neighborhood Association (SRNA) Board Meeting covering District 6 community issues, as well as attended the Rotary program with inductees Bobbie Ferguson and Chris Miller as Rotary Corporate Members.
- Pasadena Media covered both the District 6 Town Hall meeting with Councilmember Steve Madison and the District 2 Town Hall meeting with Councilmember Felicia Williams. Presenters included staff from the Department of Transportation, Department of Public Works, and Caltrans.
- Attended memorial service for Bill Galloway. Mayor Victor Gordo and former County Supervisor Mike Antonovich spoke at this church service and a later family memorial at the Valley Hunt Club. Played a memorial video produced by Pasadena Media staff on Bill Galloway's life.
- Pasadena Media completed a mini-documentary highlighting the history of the Pasadena Public Health Department, as it celebrates its 130th year of service to the community. Bobbie Ferguson to give details.
- ED CEO & PCAC Board President Ken Chawkins continue to meet w/ city elected officials, including Councilmembers Jason Lyon & Steve Madison. Discussed the services that Pasadena Media provides to their communities and how we can better serve their districts.
- Pasadena Media studio recently had production shoots in our studio generating over \$2000 in revenue. Bobbie Ferguson to provide details.
- PCAC Citizen Advisory Committee (CAC) Meeting was canceled due to a lack of quorum. A future date has been scheduled for Tuesday, May 7 at 7 pm.

- I'm pleased to welcome Michael Ocon to our board. Met with Michael Ocon and COO Chris Miller for an update and tour of our facilities and studios. Looking forward to working with Michael Ocon as our newest board member.
- I am pleased to announce the hiring of a new part-time employee Stacy Savic, a freelance producer, director, and editor. Winner of a Hollywood Foreign Press Association (HFPA) grant and producer of the short film *A Stark Reality*.
- Have received estimates from our building owner regarding our rent increase for the future, under negotiations. Details forthcoming.
- Met with Assistant City Attorney Javan Rad & COO Chris Miller to discuss new board members, the Brown Act, personnel issues & future staffing; details forthcoming.
- We are more than pleased to complete our first episode of *Pan & Zoom* hosted by Satie Gossett. Episode two will be recorded next Wednesday with guest veteran storyboard artist Warren Drummond. Show has received positive feedback.

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

Operations Report – March 2023

Respectfully submitted by Chris Miller, Chief Operating Officer

- **UPDATE - Threat to Franchise Fees & PEG: Ongoing**
The Protecting Community Television Act was reintroduced in both houses of Congress in February. We are working with our colleagues around the state to get our congressional representatives back on board as co-signers.
- **PEG Requests: In Progress**
As a reminder, we intend to request PEG funds after the NAB Show for a new multipurpose vehicle, a flypack, and other needs. Needs are also currently being identified for KLRN. Please refer to “Channel Managers Meeting - March 23, 2023” in your packet for information about requests for KPAS and PCC TV.
- **Fiber Upgrade: In Progress**
New fiber lines were installed in our building on March 10 as part of the City Dept. of IT (DoIT) plan to provide a faster connection with more capacity. Perhaps more importantly though, this provides a direct route to City Hall that is less susceptible to the interference encountered in the fall. We are working with DoIT to determine equipment needs, after which a cutover date will be identified.
- **Media Production Specialist Hiring: Completed**
We filled a new part-time Production Specialist position last week in order to manage our increased meeting coverage workload that was discussed last month. Stacy Savic joins us with a background in commercial television and film production.

Community Development Report – March 2023

Respectfully submitted by Chris Miller, Chief Operating Officer

MEMBERS	New Volunteers (Free) Current Total	Active Trainees & Producers (Paid) Current Total
2023 Season 1 (March)	6	26
2023 Season 1 (Jan - Feb)	1	23

PROGRAMMING	New Series	Local Episodes	Bicycled Episodes	Community Productions in Progress
2023 Season 1 (March)	1	25	15	24
2023 Season 1 (Jan - Feb)	8	45	49	23

TRAINING	Orientation	Other Classes
2023 Season 1 (March)	6	6
2023 Season 1 (Jan - Feb)	3	6

Total Membership Class Enrollments for 2023: 21

Community Development:

- **Productions**
 - In Production: *Arroyo Live*, *Pasadena Media News*, *Pasadena Monthly* with Justin Chapman, and *Pan & Zoom* with Satie Gossett
- **Trainings**
 - Restarted full slate of pre-pandemic in-person training
- **Grant Submission**
 - California Arts Council's Creative Youth Development program
 - Notified 3/30 that our application was not funded

Social Media Analytics

*Facebook Page	March 2023	Jan - Feb 2023	Definition
Reach	16,432	20,673	The number of accounts that saw and interacted with any content from your Page including posts, stories, ads, social information.
Visits	287	296	The total number of times your Facebook Page was viewed.
Likes	7	19	A Like, Comment, Share or click received on a post from your Page.

*Instagram	March 2023	Jan - Feb 2023	Definition
Reach	95	870	The number of unique accounts that saw any of your posts or stories at least once.
Visits	97	132	The total number of times your Profile was viewed.
*Followers	22	54	The number of accounts that started following your account.

*Meta's new analytics for Facebook and Instagram platforms has changed reporting from previous years.

YouTube Channel	March 2023	Jan - Feb 2023	Definition
Views	5,380	33,065	The total number of times the YouTube channel was viewed during the time period.
Likes	46	174	People who Like a video in your channel.
Subscribers	10	108	People who have chosen to "follow" your channel to stay updated with your latest videos.

TikTok	Followers	Likes		Twitter	Followers
	73	647			2,152

Production Report – March 2023

Respectfully submitted by Bobbie Ferguson, Chief Production Officer

Type of Production	March
Member Productions & Preproduction Meetings	7
Arroyo Originals - Studio	2
Arroyo Originals - Field (Includes <i>PMN</i>)	18
KPAS/City Productions	23
Pro Services	8
Special Projects	2

Program Highlights:

- **Pro Services:** Per a recommendation from a City of Pasadena staff member, the family of recently passed renowned actress Raquel Welch hired our staff to edit together a 10-minute memorial video for a private/public ceremony held at the Church of the Recessional in Glendale.
- Pasadena Media completed the Pasadena Public Health Department: Celebrating 130 Years of Excellence project. This 27-minute documentary highlights the history of PPHD, the many services it provides to the community, and its response to the COVID-19 pandemic.
- Pasadena Media completed three public service announcements for the City: PWP Paperless Bill Option, Gas-Powered Leaf Blower Ban, and World TB Day 2023.
- **Pro Services:** The studio was reserved for several dates by Andre Coleman and Jeneen Robinson.
- Pasadena Media covered town hall meetings for both District 2 and District 6.
- Pasadena Media captured Pasadena Public Library's One City, One Story book discussion at Pasadena Presbyterian Church, featuring *Sparks Like Stars* author Nadia Hashimi.
- Pasadena Media provided the memorial video for prominent Pasadena businessman and philanthropist Bill Galloway.

Channel Managers Meeting - March 23, 2023

Prepared by Chris Miller

Alexander Boekelheide, PCC Representative / PCC TV, present

Lisa Derderian, City Manager Representative / KPAS, present

Beth Leyden, PUSD Representative / KLRN, present

Chris Miller, PCAC COO / Arroyo, present

The Channel Managers met via Zoom to discuss current and future PEG-related needs. Miller briefly mentioned the previously discussed needs regarding vehicle replacement, a production flypack including a new TriCaster switcher, and various other needs at Pasadena Media. As details will not be solidified until after the NAB Show next month, a request was not prepared for this meeting, but the cost may be around \$300,000. Leyden stated that KLRN also had upcoming needs, but had no request for this meeting.

Miller then introduced the request for a presidential teleprompter system on behalf of KPAS. Miller has identified an identical system to the one that was recently rented for approximately \$1000 by the City for the Mayor's State of the City address. Miller noted that the system would suit many events that Pasadena Media staff covers, and that it would be available for all channel partners to use.

PEG CAPITAL FUND REQUEST NOT TO EXCEED \$11,985: KPAS request for presidential teleprompter system.

1. Prompter People ProLine StagePro 19" HighBright AutoStepper Presidential Teleprompters (Pair), and associated accessories: \$11,985.00

Motion to recommend to PCAC board by Boekelheide, second by Leyden; approved unanimously

Staff has conducted an informal selection process by obtaining quotes from at least three vendors for the items being purchased. Competitive bidding is not required pursuant to Pasadena Charter Section 1002(D), contracts under \$75,000, and Pasadena Municipal Code Section 4.08.045, contracts under \$25,000; and competitive selection is not required, pursuant to Pasadena Municipal Code Section 4.08.047, contracts under \$25,000.

It is recommended that the Board of Directors:

- A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption); and
- B. Authorize the Executive Director/CEO to enter a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with B&H for presidential teleprompter system and associated accessories in an amount not to exceed \$11,985.

Boekelheide then introduced a request to enhance PCC TV's ability to provide programming by pursuing three aims:

- **Upgrade video- and audio-capture technology in spaces around campus**
Previous PEG requests allowed the college to add remotely operated camera systems in lecture halls, performance spaces, and meeting rooms around the main PCC campus. Via these systems, the college realized a greater ability to capture existing programming, ingest this content into the college's existing video production facilities, and distribute the resulting packaged pieces on PCC-TV and other outlets. Technology advances and wear-and-tear have led to some portions of the system not performing as intended.
- **Purchase and operate an electric cart vehicle**
PCC video production staff frequently are asked to record and/or remotely produce content taking place in spaces where remote operation is not yet available. As demands increase, equipment requirements increase as well, and staff are frequently spending excessive time and energy moving equipment from storage areas to production locations. This practice reduces efficiency, eliminates some production requests from consideration, and constrains the college's ability to provide content. The college has identified an electric cart vehicle to reduce or eliminate these burdens.
- **Purchase video- and audio-capture equipment for general production purposes**
PCC's longtime Video Producer retired in Summer 2022, and the college recently hired a new Digital Media Video Producer. As this person comes online, the college wishes to evaluate its current video production equipment and make changes as necessary to meet projected needs.

PEG CAPITAL FUND REQUEST NOT TO EXCEED \$88,000: PCC TV request for fixed A/V equipment upgrades, an electric cart vehicle, and general A/V production equipment.

1. Campus-wide fixed A/V equipment upgrades: \$35,000
2. Electric cart vehicle: \$20,000
3. General A/V production equipment: \$33,000

Motion to recommend PCC TV request to PCAC board by Miller, second by Leyden; approved unanimously.

It is recommended that the Board of Directors:

- A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption); and
- B. Authorize the Executive Director/CEO to distribute PEG capital funds to Pasadena City College in an amount not to exceed \$88,000

As a reminder, Miller will work with Boekelheide to obtain documentation of purchases. This would be the first PEG purchase for PCC TV since a recommendation by our auditor to formulate a process to verify PEG spending when PCAC doesn't make purchases directly.

Respectfully submitted,
Chris Miller
COO