

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, November 7, 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)
Alan Clelland (District 4)
Michael Ocon (District 5)
Ken Chawkins, President (District 6)
James De Pietro (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
Jasiri Jenkins-Glenn, Director of Community Engagement
Liza Rodriguez, Office Administrator/Asst. to the Executive Director CEO

MISSION STATEMENT

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

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

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

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

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

DISTRIBUTION:

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Pasadena Weekly
La Opinión
Conversation Live
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**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, November 7, 2023**, starting at **7:00 p.m.**, at **PCAC** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

PUBLIC MEETING

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF OCTOBER 3, 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
 - AUDIT PRESENTATION: FY 22-23 PCAC FINANCIAL STATEMENTS AND LANCE, SOLL & LUNGHARD, LLP'S REPORT
 - Action Item
- NEW BUSINESS
- 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 3rd day of November, 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, October 3, 2023.

PUBLIC MEETING

- I. **INTRODUCTION OF MEMBERS/CALL TO ORDER/ROLL CALL** - *President Chawkins called the meeting to order at 7:03 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), present
Alan Clelland (District 4), present
Michael Ocon (District 5), present
Ken Chawkins, President (District 6), present
James De Pietro (District 7), present
Gail Schaper-Gordon (Mayor's Representative), absent
Beth Leyden, Secretary (PUSD Representative), present
Alexander Boekelheide (PCC Representative), present
Lisa Derderian (City Manager's Representative), absent

Staff:

George Falardeau, Executive Director/CEO, present
Chris Miller, Chief Operating Officer, present
Bobbie Ferguson, Chief Production Officer, absent
Jasiri Jenkins-Glenn, Director of Community Engagement, present
Liza Rodriguez, Office Administrator/Asst. to the ED/CEO, present
Javan Rad, Chief Assistant City Attorney, present

- I. **APPROVAL OF SEPTEMBER 5, 2023 SPECIAL BOARD MEETING MINUTES**
- **Motion to Approve:** *Jan Sanders moved to approve minutes for September 5, 2023. Seconded by Kimberly Washington. The motion passed unanimously. No public comment.*
- II. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA** – Please limit comments to three minutes each.
- No public comment.
- III. **TREASURER REPORT**
- Treasurer's report presented by Jan Sanders, per agenda packet. *Information item only. No public comment.*
- IV. **EXECUTIVE DIRECTOR REPORT**

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

V. OLD BUSINESS

- None

VI. NEW BUSINESS

- **AUDIT PRESENTATION: FY 22-23 PCAC FINANCIAL STATEMENTS AND LANCE, SOLL & LUNGHARD, LLP'S REPORT**
 - **Information Item:** The City requires PCAC to do an audit every year. *Information item only per agenda packet. No action taken.*

VII. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

- Various announcements by Board Members and staff.

VIII. ADJOURNMENT

- *Chair/President Chawkins adjourned the meeting at 8:08pm.*

FUTURE MEETING DATES

- **November 7, 2023**
- **December 5, 2023**

Pasadena Community Access Corporation		
Statement of Financial Position		
As of October 31, 2023		
	Total	
	As of Oct 31, 2023	As of Jun 30, 2023 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	372,347	283,641
1130 Bank of America Capital - Restricted (9451)	643,495	555,842
1160 Paypal	97	0
1170 PFCU Savings (7181)	123,992	123,992
Total Bank Accounts	\$ 1,140,130	\$ 963,674
Accounts Receivable		
1200 Accounts Receivable	320	1,805
Total Accounts Receivable	\$ 320	\$ 1,805
Other Current Assets		
1210 Other Receivables	0	2,800
1330 Prepaid Insurance	10,411	10,798
Total Other Current Assets	\$ 10,411	\$ 13,598
Total Current Assets	\$ 1,150,861	\$ 979,077
Fixed Assets		
1600 Production Equipment	449,401	449,401
1635 Leasehold Improvements	93,898	93,898
1640 Right-to-Use Lease Assets	343,106	343,106
1650 Accumulated Depreciation	-405,992	-405,992
1660 Accumulated Depreciation - LHI	-86,073	-86,073
1670 Accumulated Amortization	-375,360	-315,272
Total Fixed Assets	\$ 18,979	\$ 79,068
Other Assets		
1800 Security Deposit	16,440	12,420
Total Other Assets	\$ 16,440	\$ 12,420
TOTAL ASSETS	\$ 1,186,280	\$ 1,070,564
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
2050 Chase Visa Credit Card	2,717	8,896
2060 Divvy Credit Card	0	500
Total Credit Cards	\$ 2,717	\$ 9,396
Other Current Liabilities		
2070 Accrued Interest	0	35
2100 Payroll Liabilities	23,623	23,548
2200 Accrued Vacation	39,282	39,282
2500 Current Lease Liability	-31,595	27,787
Total Other Current Liabilities	\$ 31,311	\$ 90,651
Total Current Liabilities	\$ 34,028	\$ 100,047
Total Liabilities	\$ 34,028	\$ 100,047
Equity		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	363,294	450,947
3200 Temporarily Restricted Assets	643,495	555,842
Net Income	181,735	
Total Equity	\$ 1,152,252	\$ 970,517
TOTAL LIABILITIES AND EQUITY	\$ 1,186,280	\$ 1,070,564

Pasadena Community Access Corporation

Pro Forma P&L - October 2023

FY 2024 YTD Actual vs FY 2024 Adopted Budget

		vs. 4 mo. Budget			vs. Full Year Budget		
	YTD Actual	YTD Budget	\$	%	FY24 Budget	\$	%
Income							
City of Pasadena	547,500	547,500	-	0.0%	1,095,000	(547,500)	-50.0%
Contributions & Grants	1,598	2,667	(1,069)	-40.1%	8,000	(6,402)	-80.0%
Production Services	3,160	4,667	(1,507)	-32.3%	32,000	(28,840)	-90.1%
Program Services	1,400	1,200	200	16.7%	8,000	(6,600)	-82.5%
Other Revenue	-	333	(333)	-100.0%	1,000	(1,000)	-100.0%
Total Income	553,658	556,367	(2,709)	-0.5%	1,144,000	(590,342)	-51.6%
Expenses							
Payroll Expenses	217,095	218,903	1,808	0.8%	659,760	442,665	67.1%
Payroll Taxes	15,563	19,293	3,730	19.3%	58,059	42,496	73.2%
Employee Benefits	40,022	42,774	2,752	6.4%	105,745	65,723	62.2%
Occupancy Expenses	85,651	87,635	1,984	2.3%	226,485	140,834	62.2%
Accounting & Audit	10,862	7,300	(3,562)	-48.8%	17,645	6,783	38.4%
Advertising & Marketing	182	1,000	818	81.8%	3,000	2,818	93.9%
Automobile Expense	339	483	145	29.9%	1,450	1,111	76.6%
Bank & Payroll Processing Fees	502	567	65	11.5%	1,700	1,198	70.5%
Board Materials & Expenses	21	40	19	47.0%	120	99	82.3%
Cable Drop Fees	650	3,104	2,454	79.1%	9,312	8,662	93.0%
Contract Labor	950	600	(350)	-58.3%	1,800	850	47.2%
Dues and Subscriptions	-	80	80	100.0%	3,500	3,500	100.0%
Legal & Professional Fees	10,540	-	(10,540)		20,000	9,460	47.3%
Licenses, Permits & Other Fees	-	-	-		174	174	100.0%
Meals & Entertainment	468	600	132	22.0%	1,800	1,332	74.0%
Office Expense	3,327	2,500	(827)	-33.1%	7,500	4,173	55.6%
Production Expense	10,352	8,706	(1,646)	-18.9%	21,000	10,648	50.7%
Professional Development	-	700	700	100.0%	2,100	2,100	100.0%
Travel & Lodging	35	867	832	96.0%	2,850	2,815	98.8%
Total Expenses	396,559	395,152	(1,407)	-0.4%	1,144,000	747,441	65.3%
Net Operating Income	157,099	161,215	(4,116)	-2.6%	-	157,099	
PEG Capital Income Recognized	90,051	95,000	4,949	5.2%	190,000	(99,949)	-52.6%
PEG Capital Equipment Expense	64,831	63,333	(1,498)	-2.4%	190,000	(125,169)	-65.9%

Administrative Staff Report

October 2023

Community Engagement Report

Director of Community Engagement Jasiri Jenkins-Glenn

Production Services Report

Chief Production Officer Bobbie Ferguson

Operations Report

Chief Operating Officer Chris Miller

Executive Director CEO Report

Executive Director CEO George Falardeau

Community Engagement Report - October 2023

Respectfully Submitted by Jasiri Jenkins-Glenn, Director of Community Engagement

Membership:

- **Orientation:**
 - 11 attendees for October; 7 attendees for November
 - Will restart in January
- **Member management system**
 - Isaac is active - Staff training scheduled to take place in November

Community Programming:

- **Current Shows:**
 - *Pasadena Monthly* with Justin Chapman
 - Coming in studio beginning January 2024
 - *Arroyo Now* with LaTonya Norton
 - November - NAACP President, Allen Edson
 - December - Tournament of Roses President and Martin Gordon interview + ToR Diversity Celebration coverage
 - *Pasadena Media News*
 - *Portraits of the Community*
- **Shows in development and pre-production for 2024**
 - *Crown City Podcast* is going visual in 2024
 - *Non-Profit Spotlight* (working title) - January 2024
 - Accessibility Show possibly with Andrea Jennings as host - February 2024
 - Environment focused show interviewing global experts on various hot topics - host search in progress
 - Music show highlighting the history of the music being played - TBD

Training:

- No community trainings for November and December in order to allow time to revise and bulk up our training programs
- City of Pasadena Media Training is set to begin January 2024 - will be reaching out to board members who expressed interest in assisting with its development
- Confirmed internship program with Occidental college beginning May 2024
- Will be working with John Muir HS' AEM Academy to train students and provide them opportunities to create capstone projects
- Bobbie led training with students at Marshall Fundamental
- Waiting to receive more older adult (55+) interns with our SER program
- 5 volunteer members interested in becoming trainee members

Social Media:

- Aesthetic updates have begun on YouTube, Facebook, and Instagram
- New posts have been successful on Instagram
- New strategies to be executed over next two months

Production Report - October 2023

Respectfully submitted by Bobbie Ferguson, Chief Production Officer

Type of Production	Number of Productions
Member Productions & Preproduction Meetings	9
Arroyo Originals - Studio	5
Arroyo Originals - Field (Includes <i>PMN</i>)	13
KPAS/City Productions	34
Pro Services	2
Special Projects	1

Program Highlights:

- Produced by new staff member Angela Harrer, Pasadena Media hosted a *Halloween Spooktacular* television special and party in the studio and invited around 20 children from the Boys and Girls Club of Pasadena to join in the recording. The special also included behind-the-scenes footage of the activities and roll-in segments from Pasadena Walking Tours and the Trunk or Treat event at the Boys and Girls Club. Staff members were able to procure food and pumpkin donations from a number of businesses in the community. Arroyo channel producer Aldonia Bailey donated her time and talent to provide face painting for the kids.
- In celebration of Latino Heritage Month, Pasadena Media produced a segment with Councilmember Tyron Hampton to capture a cooking demonstration at Bodegon 69, a Peruvian restaurant in Old Pasadena.
- Pasadena Media captured the Grand Opening for the Honorable John J. Kennedy Pool at Robinson Park Recreation Center.
- Pasadena Media recorded a District 7 Town Hall meeting at Caltech, the first community meeting that Pasadena Media has captured for Councilmember Jason Lyon.
- Pasadena Media has started to capture footage for a number of segments highlighting the various City of Pasadena Transportation Department divisions.
- Pasadena Media covered the press conference regarding the Pasadena Public Health Department detection of dengue fever in a Pasadena patient.
- Other event coverage includes the Pink Patch Project Kickoff Project, National Coming Out Day, ArtNight, Pasadena Business and Economic Summit, Rose Queen Announcement and Coronation, Terry Donahue Statue Ribbon-Cutting and Dedication at Rose Bowl, Giggles and Screams 2023 and the Pasadena Police Department Trunk or Treat event.

Operations Report - October 2023

Respectfully submitted by Chris Miller, Chief Operating Officer

- **UPDATE - Threat to Local Franchising & PEG: Ongoing**
The “American Broadband Act of 2023,” H.R. 3557, purports to “streamline” permitting to increase broadband availability, but would eliminate local and state rights in wireless siting and cable franchising – allowing franchising itself to be effectively eliminated. This will have disastrous effects for local communities and local jurisdictions are opposing the bill. Rep. Chu and Rep. Schiff are expected to oppose the legislation as democratic support has been unanimous in committee. Based on what I heard on a NATOA call yesterday, an all-too-likely path to success for this bill is by the narrow majority in the House sticking together and attaching it to some other ‘must-pass’ bill in the Senate (e.g. funding for a function of government).
- **UPDATE - City Council Chamber Upgrade: In Progress**
A vendor is being vetted after scoring highest on their proposal. PEG funds still in a City account are expected to pay for the upgrades that are expected to be implemented in December.
- **UPDATE - PEG Requests: In Progress**
Equipment orders from September’s requests are in progress. Flooring is scheduled for installation this week. The flypack design is being finalized and we hope to have the build completed by mid-December.
- **UPDATE - FY23 Audit: Final Draft Ready**
Our accountant and admin team has reviewed all of the information in the final draft Financial Statements in your packet tonight. We expect to publish later this week and use it to prepare our tax return for filing next month.
- **Future of Cable TV: Ongoing**
Charter Communications, whose services are branded as Spectrum, is no longer selling cable boxes to new customers. Instead, customers are offered the new Xumo streaming box on which they can bundle “TV” with streaming services on top of an internet package.

Executive Director CEO Report - October 2023

Respectfully submitted by George Falardeau, Executive Director CEO

This month has been extremely busy for Pasadena Media. The staff has identified the month's highlights including our *Halloween Spooktacular* TV special in conjunction with the Boys & Girls Club of Pasadena. Twenty students participated in this fun event. I attended and we recorded the Pasadena Chamber's Economic Business Summit, which was well received and is now airing on KPAS.

I attended the Pasadena Police Foundation Annual Chief's Breakfast at Noor in Pasadena. The event was well attended, with Mayor Victor Gordo, Chief Eugene Harris, and it was hosted by Char Bland. Attended a Civitas meeting hosted by former councilmember Andy Wilson to discuss "The State of Local Media" with guests Charlie Plowman, James Macpherson, and Larry Wilson. This informative meeting covered how the community receives their news and information.

Furthermore, I arranged a meeting with civic leader Bob Davidson and Pasadena Police Chief Gene Harris to facilitate a connection for the chief in his efforts to meet various leaders in Pasadena. We held a Rotary Public Image Committee meeting to discuss marketing, Rotary announcements and the overall image of Pasadena Rotary to the community.

Additionally, had an appreciation lunch with District 4 Field Representative Noreen Sullivan & Pasadena Media volunteer Terry Bourne. This lunch was an appreciation for all the work that Terry has done, not just for Pasadena Media, but also for Pasadena's Homeless Count, in which he participates and supports. Had various lunch meetings with Pasadena individuals including Mic Hansen, Bill Bogaard, and Andre Coleman.

I attended the Pasadena Chamber Community Business Connection Breakfast, where we met with various local businesses and presented Pasadena Media's needs, services and offerings. Worked with Rotarian Fred Findley and committee for Pasadena Rotary to establish a \$30K international scholarship for a student yet to be identified. Also attended numerous Rotary and committee meetings.

Chris Miller and I met with PCAC Board President Ken Chawkins and facilitator Diana Peterson-More to outline the process of our upcoming strategic plan; more details are forthcoming. As I mentioned in a previous board meeting, I would like to get a better interest rate for our emergency fund in the Pasadena Credit Union (PCU). PCU management has indicated to me that they can provide a product bearing a 5% interest rate. However, thanks to the due diligence of Ken Chawkins and Chris Miller in discussions with Matthew Hawkesworth, Director of Finance in the City, it appears that the best place for these funds will be with an investment service for public agencies that the City uses. More details will follow at our next meeting.

Attended El Portal's Anniversary event as well as El Cholo's 100th Anniversary Tequila Tour. Additionally, participated in Rotary's Run & Walk event to eradicate polio. Jasiri Jenkins-Glen and I met with Andrea Jennings to discuss upcoming programming for next year regarding "Access for All"; more details will be forthcoming.

Planning for our 40th year Anniversary and Annual Holiday Celebration on Friday, December 8th at 6:00 p.m. Speakers will include Assemblymember Chris Holden and Pasadena Mayor Victor Gordo; details forthcoming. Lastly, Pasadena Media has submitted our Annual Report to the city; Chris Miller will provide further details.



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

FOR THE FISCAL YEAR ENDED JUNE 30, 2023

FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITORS' REPORT

Focused
on YOU



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

Financial Statements With
Independent Auditors' Report

For the Fiscal Year Ended June 30, 2023

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

Financial Statements With
Independent Auditors' Report

For the Fiscal Year Ended June 30, 2023

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Pasadena Community Access Corporation
Pasadena, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Pasadena Community Access Corporation (the "Corporation"), a component unit of the City of Pasadena, California (the "City"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Corporation as of June 30, 2023, and the changes in financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

Component Unit Reporting

As discussed in Note 1, the financial statements of the Corporation are intended to present the financial position, the changes in financial position, and, where applicable, cash flows of only that portion of the governmental activities of the City that is attributable to the transactions of the Corporation. They do not purport to, and do not, present fairly the financial position of the City, as of June 30, 2023, the changes in its financial position, or, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.



To the Board of Directors
Pasadena Community Access Corporation
Pasadena, California

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



To the Board of Directors
Pasadena Community Access Corporation
Pasadena, California

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed on the table of contents, presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 [DATE], 2023, 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 solely 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 Corporation's internal control over financial reporting and compliance.

Lance, Solt & Luyhard, LLP

Sacramento, California

[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, 2023. Please read it in conjunction with the Corporation's financial statements, which begin on page 8.

FINANCIAL HIGHLIGHTS

- The Corporation's net position for the fiscal year ending June 30, 2023, was \$970,518, an increase of \$91,841 or 10.45% over the prior year.
- During the year, the Corporation had operating expenses that were \$8,970 more than the \$1,093,662 generated from the operating agreement, service contracts, and other revenues from the Corporation's programs from the fiscal year ended June 30, 2023.
- The total operating cost of all the Corporation's programs was \$1,102,632. 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 8 and 9) 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 5. 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 the 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 this 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 increased from a year ago, from \$878,677 to \$970,518. 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, 2023	June 30, 2022
Current and other assets	\$991,498	\$858,961
Capital assets, net	79,068	280,093
Total assets	1,070,566	1,139,054
Current liabilities	(72,261)	(231,974)
Noncurrent liabilities	(27,787)	(28,403)
Total liabilities	(100,048)	(260,377)
Net position:		
Net investment in capital assets	51,281	82,351
Restricted	555,842	474,874
Unrestricted	363,395	321,452
Total Net Position	\$970,518	\$878,677

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 \$321,452 at June 30, 2022, to \$363,395 at the end of this fiscal year. This nominal increase is a result of the Corporation's normal operation. 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, 2023	For the Year Ended June 30, 2022	Percentage Change From 2022
Revenues			
Operating revenues:			
Operating Agreement	\$1,052,000	\$967,000	8.8%
Service contracts	22,000	18,000	22.2%
Production and other operating revenue	19,662	42,814	-54.1%
Total operating revenues	1,093,662	1,027,814	6.4%
Nonoperating revenues:			
Public, education & gov't (PEG) revenue	190,581	143,220	33.1%
Interest income	61	49	24.5%
Total nonoperating revenues	190,642	143,269	33.1%
Total revenues	1,284,304	1,171,083	9.7%
Operating expenses:			
Salaries and benefits	772,228	699,379	10.4%
Production expense	19,487	24,628	-20.9%
Occupancy expense	41,358	44,470	7.0%
Contractual services	28,200	26,700	5.6%
General and administrative	47,094	40,260	17.0%
Depreciation and amortization	194,265	213,168	-8.9%
Total operating expenses	1,102,632	1,048,605	5.2%
Nonoperating expenses:			
PEG expense	89,568	-	100%
Interest expense	263	595	-55.8%
Total nonoperating expenses	89,831	595	15097.6%
Total expenses	1,192,463	1,055,792	12.9%
Changes in net position	91,841	121,883	-24.6%
Net position at beginning of year	878,677	756,794	16.1%
Net position at end of year	\$970,518	\$878,677	10.5%

Although the Corporation's total cost of programs and services had a net increase of 12.9% (\$136,671), a closer look shows that Operating expenses increased just 5.2% (\$54,027), while PEG expenses increased from \$0 to \$89,568. The Corporation's revenues had a net increase of 9.7% (\$113,221), resulting from a combination of increased Operating revenues and increased PEG revenue received from the City of Pasadena 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 \$1,101,000 for the fiscal year ended June 30, 2023. Actual operating revenues were \$7,338 less than budget, and operating expenses were \$1,632 more than budget.

CAPITAL ASSETS

At the end of 2023, the Corporation had \$51,281 net investment in capital assets, net of accumulated depreciation. (See Table 3 below.) This amount represents a net decrease (including additions and disposals) of \$201,025 or 72% less than last year.

Table 3

	June 30, 2023	June 30, 2022
Production equipment	\$449,402	\$437,420
Leasehold improvements	93,897	93,897
Right-to-use leased building	343,106	361,848
Accumulated depreciation and amortization	(807,337)	(613,072)
Property and equipment, net	\$79,068	\$280,093

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

LONG-TERM LIABILITIES

The outstanding balance of the lease payable related to its leased office and production facilities was \$27,787 and \$197,742 as of June 30, 2023 and 2022 respectively.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Corporation's Board of Directors considered many factors when setting the fiscal year 2024 budget. The most significant budget expense increase is in personnel salary market adjustments.

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, 2023**

	2023
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 407,833
Accounts receivable	4,605
Prepaid items	10,798
Restricted cash and cash equivalents	555,842
Total current assets	991,498
Noncurrent:	
Capital assets, net	79,068
Total noncurrent assets	79,068
Total assets	1,070,566
LIABILITIES	
Current liabilities:	
Accounts payable and other liabilities	9,396
Accrued salaries and benefits	23,548
Accrued interest	35
Compensated absences	39,282
Lease payable	27,787
Total current liabilities	100,048
Total liabilities	100,048
NET POSITION	
Net investment in capital assets	51,281
Restricted for Public, Educational and Governmental Access	555,842
Unrestricted	363,395
Total net position	\$ 970,518
Total liabilities and net position	\$ 1,070,566

The accompanying notes are an integral part of these financial statements.

PASADENA COMMUNITY ACCESS CORPORATION
Statement of Revenues, Expenses and Changes in Net Position
For the Year Ended June 30, 2023

	2023
OPERATING REVENUES	
Operating agreement	\$ 1,052,000
Service contracts	22,000
Production and other operating revenue	19,662
Total operating revenues	1,093,662
OPERATING EXPENSES	
Salaries and benefits	772,228
Production expense	19,487
Occupancy expense	41,358
Contractual services	28,200
General and administrative	47,094
Depreciation/amortization	194,265
Total operating expenses	1,102,632
Operating income (loss)	(8,970)
NONOPERATING REVENUES (EXPENSES)	
Public, education, and government (PEG) revenue	190,581
Interest expense	(263)
PEG expense	(89,568)
Interest income	61
Total nonoperating revenues (expenses)	100,811
Change in net position	91,841
Net position-beginning	878,677
Net position-ending	\$ 970,518

The accompanying notes are an integral part of these financial statements.

PASADENA COMMUNITY ACCESS CORPORATION**Statement of Cash Flows****For the Year Ended June 30, 2023**

	2023
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 19,662
Receipts from contracts	1,069,495
Payments to employees for services	(763,977)
Payments to suppliers for goods and services	(134,978)
Net cash provided by (used for) operating activities	190,202
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Public, education, and government (PEG) revenue received from City of Pasadena	190,581
Public, education, and government (PEG) eligible expenses paid	(89,568)
Net cash provided by (used for) noncapital financing activities	101,013
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Acquisition of capital assets	(11,982)
Disposal of capital assets	18,742
Principal paid on lease liability	(169,955)
Interest paid on lease liability	(263)
Net cash provided by (used for) capital and related financing activities	(163,458)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	61
Net cash provided by (used for) investing activities	61
Net cash increase (decrease) in cash and cash equivalents	127,818
Cash and Cash Equivalents - Beginning	835,857
Cash and Cash Equivalents - Ending	\$ 963,675
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION	
Cash and cash equivalents	\$ 407,833
Restricted cash and cash equivalents	555,842
Total cash and cash equivalents	\$ 963,675
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	
Operating income (loss)	\$ (8,970)
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:	
Depreciation/amortization expense	194,265
(Increase) decrease in accounts receivable	(4,505)
(Increase) decrease in prepaid items	(214)
Increase (decrease) in accounts payable and accrued expenses	9,626
Total adjustments	199,172
Net cash provided by (used for) operating activities	\$ 190,202

The accompanying notes are an integral part of these financial statements.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Pasadena Community Access Corporation (the Corporation), a component unit of the City of Pasadena, California (the City), have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Pasadena Community Access Corporation's significant accounting policies are described below.

A. Reporting Entity

The Corporation was organized in 1983 as a nonprofit, telecommunications resource for 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 (GAAP).

The Board of Directors consists of eleven 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. Assets, Liabilities, and Net Position

1. Cash and Cash Equivalents

The Corporation's cash and cash equivalents include cash on hand, and short-term investments with original maturities of three months or less from the date of acquisition. For purposes of the statement of cash flows, the Pasadena Community Access Corporation's proprietary funds consider their demand deposits and all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

3. Capital Assets

The Corporation capitalizes assets having an estimated useful life in excess of one year and acquisition cost of at least \$5,000. Capital assets are recorded either at acquisition cost or initial lease liability amount (for right-to-use leased assets) and are depreciated or amortized (for right-to-use lease assets) over the estimated useful life of the asset using the straight-line method of depreciation/ amortization. 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 asset or remeasurements of lease liability (for right-to-use leased assets) are capitalized.

Land and construction in progress are not depreciated. The other tangible and intangible property, plant, equipment, the right to use leased equipment, and infrastructure of the primary government are depreciated/amortized using the straight-line method over the following estimated useful lives:

Leasehold improvements	6 years
Furniture and fixtures	5 years
Production equipment	5 years
Right-to-Use Leased Building	3 years

4. Net Position

The difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources is called net position. Net position is comprised of three components: net investment in capital assets, restricted, and unrestricted.

- *Net investment in capital assets* consists of capital assets, net of accumulated depreciation/amortization and reduced by outstanding balances of bonds, notes, and other debt that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are included in this component of net position.
- *Restricted* net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Assets are reported as restricted when constraints are placed on asset use either by external parties or by law through constitutional provision or enabling legislation.
- *Unrestricted* net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that does not meet the definition of the two preceding categories.

Sometimes the Corporation will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

It is the Corporation's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

5. Leases

Lessee: The Corporation is a lessee for a noncancellable lease of office and production facilities. The Corporation recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the government-wide financial statements. The Corporation recognizes lease liabilities with an initial, individual value of \$5,000 or more.

At the commencement of a lease, the Corporation initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life. Key estimates and judgments related to leases include how the Corporation determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The Corporation uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Corporation generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the Corporation is reasonably certain to exercise.

The Corporation monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

E. Revenues and Expenditures/Expenses

1. Compensated Absences

Vacation

The Corporation's policy permits employees to accumulate earned but unused vacation benefits. 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.

2. Proprietary Funds Operating and Nonoperating Revenues and Expenses

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues are charges to customers for sales and services. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. New GASB Pronouncements Effective during Fiscal Year

The following Government Accounting Standards Board (GASB) pronouncements were effective for and/or early implemented for the fiscal year ended June 30, 2023:

1. *GASB Statement No. 91, Conduit Debt Obligations*

The requirements of this Statement will improve financial reporting by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities, thereby ending significant diversity in practice. The clarified definition will resolve stakeholders' uncertainty as to whether a given financing is, in fact, a conduit debt obligation. Requiring issuers to recognize liabilities associated with additional commitments extended by issuers and to recognize assets and deferred inflows of resources related to certain arrangements associated with conduit debt obligations also will eliminate diversity, thereby improving comparability in reporting by issuers. Revised disclosure requirements will provide financial statement users with better information regarding the commitments issuers extend and the likelihood that they will fulfill those commitments. That information will inform users of the potential impact of such commitments on the financial resources of issuers and help users assess issuers' roles in conduit debt obligations.

2. *GASB Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements*

The requirements of this Statement will improve financial reporting by establishing the definitions of PPPs and APAs and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. That uniform guidance will provide more relevant and reliable information for financial statement users and create greater consistency in practice. This Statement will enhance the decision usefulness of a government's financial statements by requiring governments to report assets and liabilities related to PPPs consistently and disclose important information about PPP transactions. The required disclosures will allow users to understand the scale and important aspects of a government's PPPs and evaluate a government's future obligations and assets resulting from PPPs.

3. *GASB Statement No. 96, Subscription-Based Information Technology Arrangements*

The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. That definition and uniform guidance will result in greater consistency in practice. Establishing the capitalization criteria for implementation costs also will reduce diversity and improve comparability in financial reporting by governments. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs.

4. *GASB Statement No. 100, Accounting Changes and Error Corrections*

The requirements of this Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections.

PASADENA COMMUNITY ACCESS CORPORATION
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2023

NOTE 2: CASH AND CASH EQUIVALENTS

As of June 30, 2023, cash and cash equivalents were reported in the accompanying financial statements:

Cash on hand	\$	200
Deposits with financial institutions		407,633
Deposits with financial institutions - Restricted		555,842
		<hr/>
Total cash and cash equivalents	\$	963,675
		<hr/>

A. Deposits

At June 30, 2023, the carrying amount of the Corporation's deposits was \$963,475 and the bank balance was \$963,475. These matching amounts represent no outstanding checks or 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 \$123,992. This amount is insured by the National Credit Union Administration (NCUA) up to \$250,000.

B. 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, 2023 was \$555,842.

C. 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 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, 2023, the Corporation had uncollateralized deposits in excess of FDIC coverage of \$589,483.

PASADENA COMMUNITY ACCESS CORPORATION
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2023

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

D. Investments Authorized by the California Government Code and the Corporation's Investment Policy

The table below identifies the investment types that are authorized for the Corporation by the California Government Code and the Corporation's investment policy. The table also identifies certain provisions of the California Government Code (or the Corporation's investment policy, if more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the Corporation, rather than the general provisions of the California Government Code or the Corporation's 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 Year	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

PASADENA COMMUNITY ACCESS CORPORATION
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2023

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

E. 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 year ended June 30, 2023.

F. 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, 2023.

G. 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, 2023.

NOTE 3: CAPITAL ASSETS

Capital assets for the year ended June 30, 2023, were as follows:

	<u>Balance at June 30, 2022</u>	<u>Additions</u>	<u>Dispositions</u>	<u>Balance at June 30, 2023</u>
Capital assets being depreciated and amortized:				
Production Equipment	\$ 437,420	\$ 11,982	\$ -	\$ 449,402
Leasehold Improvements	93,897	-	-	93,897
Right-to-Use Leased Buildings	<u>361,848</u>	<u>-</u>	<u>(18,742)</u>	<u>343,106</u>
Total Capital Assets Being Depreciated and Amortized	893,165	11,982	(18,742)	886,405
Less accumulated depreciation and amortization for:				
Production Equipment	(375,640)	(30,352)	-	(405,992)
Leasehold Improvements	(70,425)	(15,648)	-	(86,073)
Right-to-Use Leased Buildings	<u>(167,007)</u>	<u>(148,265)</u>	<u>-</u>	<u>(315,272)</u>
Total Accumulated Depreciation and Amortization	<u>(613,072)</u>	<u>(194,265)</u>	<u>-</u>	<u>(807,337)</u>
Total capital assets	<u>\$ 280,093</u>	<u>\$ (182,283)</u>	<u>\$ (18,742)</u>	<u>\$ 79,068</u>

Depreciation and amortization expense for the year ended June 30, 2023, was \$194,265.

PASADENA COMMUNITY ACCESS CORPORATION
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2023

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 \$13,711 to the Plan for the year ended June 30, 2023.

NOTE 5: LEASE PAYABLE

Changes in the lease payable as of June 30, 2023, were as follows:

<u>Balance</u> <u>June 30, 2022</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>June 30, 2023</u>	<u>Amount</u> <u>Due Within</u> <u>One Year</u>	<u>Amount Due</u> <u>in More than</u> <u>One Year</u>
\$ 197,742	\$ -	\$ (169,955)	\$ 27,787	\$ 27,787	\$ -

The Corporation leases office and production facilities in Pasadena, California, under a noncancellable lease agreement. The lease term expires August 31, 2023. The lease payable was determined utilizing an estimated discount rate of 0.218%. Effective September 1, 2022, the monthly payment was \$14,203.

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

<u>Year Ending June 30,</u>	<u>Amount</u>
2024	\$ 27,787

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.

PASADENA COMMUNITY ACCESS CORPORATION
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2023

NOTE 6: OTHER PROVISIONS OF REVENUE AND CONTRACTS (CONTINUED)

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 twenty-five (25) years, commencing as of the date of the Agreement, and ending July 1, 2040.

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 one percent (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.

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 \$190,581 of PEG funding during the year ended June 30, 2023. Unspent PEG funding is classified as restricted cash and net position has been restricted to the extent that no related expenses have been incurred on the statement of net position.

The changes in restricted cash (unspent PEG funding) for the year ended June 30, 2023, were as follows:

Beginning Restricted Cash/Net Position	\$ 474,874
PEG Grant:	
PEG Revenue Received	190,581
PEG Disbursements for Capital Grants/Equipment	<u>(109,613)</u>
PEG Grant, net current year activity	<u>80,968</u>
Ending Restricted Cash/Net Position	<u>\$ 555,842</u>

NOTE 8: CONCENTRATIONS OF REVENUE

For the year ended June 30, 2023, 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 97% of the Corporation's total revenue.

PASADENA COMMUNITY ACCESS CORPORATION
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2023

NOTE 9: COMPENSATED ABSENCES

Changes in compensated absences as of June 30, 2023, were as follows:

Balance at June 30, 2022	Incurred	Satisfied	Balance at June 30, 2023	Amount Due Within One Year	Amount Due Within More than One Year
\$ 30,259	\$ 35,462	\$ 26,439	\$ 39,282	\$ 39,282	\$ -

NOTE 10: RISK MANAGEMENT

The Corporation is covered under Special Liability and Property policies through Nonprofits Insurance Alliance of California (NIAC), a Participant Accident policy through Alliant Insurance Services, Inc., and a Workers' Compensation policy through Hartford Accident and Indemnity Company. Liability, Participant Accident, and Workers' Compensation claims are insured up to \$1,000,000 per occurrence for any amount over the Corporation's deductible amount of \$1,000. Property claims are insured up to \$475,000 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 accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under that guidance, the Corporation may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Corporation and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. There were no unrecognized tax benefits identified or recorded as liabilities for fiscal year ending June 30, 2023.

The Corporation files Form 990 in the U.S. federal jurisdiction and Form 199 in the State of California.

NOTE 12: RELATED PARTY TRANSACTIONS

The City bills the Corporation for advances and services rendered on the Corporation's behalf. Advances and services provided to the Corporation for the year ended June 30, 2023 was \$20,000. The Corporation did not have an amount payable to the City as of June 30, 2023.



INDEPENDENT AUDITOR'S 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*

To the Board of Directors
Pasadena Community Access Corporation
Corporation of 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, California (the "Corporation"), a component unit of the City of Pasadena, California (the "City") as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements, and have issued our report thereon dated [DATE], 2023.

Report on 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 entity'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 or significant deficiencies may exist that were not identified.

Report on 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*.



To the Board of Directors
Pasadena Community Access Corporation
Corporation of Pasadena, California

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.

Lance, Soll & Lughard, LLP

Sacramento, California

[DATE]