



**REGULAR MEETING AGENDA  
PASADENA COMMUNITY ACCESS CORPORATION  
Tuesday, June 2, 2026  
6:15 p.m. at 150 S. Los Robles Ave., Suite 101**

**BOARD OF DIRECTORS**

Kim Washington, President (District 1)  
Begonya De Salvo (District 2)  
*Vacant* (District 3)  
Alan Clelland, Vice President (District 4)  
Alexander Bliss (District 5)  
Avram Gold (District 6)  
James De Pietro, Treasurer (District 7)  
Gail Schaper-Gordon (Mayor's Representative)  
Lisa Derderian (City Manager's Representative)  
Beth Leyden, Secretary (PUSD Representative)  
David Steiman (PCC Representative)

**STAFF**

George Falardeau, Executive Director CEO  
Chris Miller, Chief Operating Officer  
Bobbie Ferguson, Chief Production Officer  
Sharon Huang, Studio Coordinator (Community Engagement Team)  
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.

Items 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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**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, June 2, 2026**, starting at **6:15 p.m.**, at **PCAC** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

**AGENDA**

**CLOSED SESSION**

- 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 REGULAR MEETING MINUTES
  - MAY 5, 2026 REGULAR BOARD MEETING
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT
- COMMITTEE REPORT
  - PCAC CITIZENS ADVISORY COMMITTEE
  - PCAC BOARD AD HOC COMMITTEE ON STRATEGIC PLANNING
- ADMINISTRATIVE STAFF REPORT - Updates Regarding Executive Director CEO, Operations, Production, and Community Engagement Activities
- NEW BUSINESS
  - FY27 PCAC BOARD OFFICER ELECTION
    - Action Item
  - APPROVAL OF INFORMATION TECHNOLOGY POLICIES
    - Action Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

\_\_\_\_\_  
Kim Washington, 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 28<sup>th</sup> day of May, 2026.

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

**PASADENA COMMUNITY ACCESS CORPORATION (PCAC)  
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, May 5, 2026

CLOSED SESSION – *Did not happen*

- BOARD OF DIRECTOR 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 – President Kim Washington called the public meeting to order at 6:18 p.m.

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL

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

Kimberly Washington, President (District 1), present  
Begonya De Salvo (District 2), present  
*Vacant* (District 3)  
Alan Clelland, Vice President (District 4), present  
Alexander Bliss (District 5), present  
Avram Gold (District 6), present  
James De Pietro, Treasurer (District 7), present  
Gail Schaper-Gordon (Mayor's Representative), absent  
Beth Leyden, Secretary (PUSD Representative), present  
Lisa Derderian (City/City Manager's Representative), absent  
David Steiman (PCC Representative), present

Staff:

George Falardeau, Executive Director/CEO, present  
Chris Miller, Chief Operating Officer, present  
Bobbie Ferguson, Chief Production Officer, present  
Sharon Huang, Studio Coordinator, absent  
Liza Rodriguez, Office Administrator/Asst. to the ED/CEO, present

- APPROVAL OF REGULAR MEETING MINUTES
  - APRIL 7, 2026 REGULAR BOARD MEETING
    - *Motion to approve: Alan Clelland, Second: Avram Gold. All in favor with Kim Washington abstaining.*

- TREASURER REPORT
  - Treasurer's report presented by Treasurer, James De Pietro per agenda packet. *Information item only. No public comment.* Highlights:
    - Pasadena Media is in sound financial health
    - Cash reserves are solid, and liabilities have reduced since July 1
    - The organization is generating a net operating surplus that is 13.6% ahead of budget with expenses running 1.4% under budget; however, employee benefits are increasing due to higher workers' comp and health-related expenses
    - Total assets have increased due to additional PEG funds although PEG funds are 12.4% below expected levels. Liabilities are down significantly
    - The reduction in cable fees may have an impact on the budget
  
- COMMITTEE REPORT
  - PCAC CITIZENS ADVISORY COMMITTEE
    - Efforts are being made to schedule another meeting with the CAC and the Board
  - PCAC BOARD AD HOC COMMITTEE ON STRATEGIC PLANNING
    - *Nothing to report*
  
- ADMINISTRATIVE STAFF REPORT
  - Updates Regarding Executive Director CEO, Operations, Production, and Community Engagement Activities. *Information item only as presented by ED/CEO and staff.* Special mentions include:
    - Board members are encouraged to attend the upcoming EdTech meeting, promote Pasadena Media at the Alliance for Community Media West Region conference, and spread the word about Pasadena Media to others.
    - The organization has been investing in workforce development and community center programs
    - Many meetings were attended such as Pasadena Chamber of Commerce, Rotary and others
    - New team members were introduced - Abigail Montopoli who will be taking over for Aaliyah Howa (Rose City Report), and Sharon Huang who will be taking over for Jasiri Jenkins-Glenn while she is working for FIFA. Both are contributing significantly to Pasadena Media.
    - The deadline for digital accessibility guideline compliance has been postponed for a year although by the end of the month, 3 of the 4 channels will have 24/7 captions. A potentially inexpensive solution for providing audio descriptions using AI is being considered.
    - The Board discussed the need for an IT policy
  
- NEW BUSINESS
  - APPROVAL OF INFORMATION TECHNOLOGY POLICIES
    - Action Item: Tabled
    - Vote postponed until the City Attorney's office can review the policy.
  
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
  - The topic of a streaming app was brought up, emphasizing its importance in the changing landscape of cable TV and concern over process.
  - The annual Alliance for Community Media Conference will be local next year, Chris Miller is the President, Board Members are encouraged to attend.

- Remember to engage City Council members and liaisons to promote Pasadena Media.
- Improved collaboration with KLRN and a request for a meeting to address operational issues was suggested.

- ADJOURNMENT

- *President Kim Washington adjourned the meeting at 7:14 p.m.*

FUTURE MEETING DATES

- June 2, 2026
- July 7, 2026

<b>Pasadena Community Access Corporation</b>		
<b>Statement of Financial Position</b>		
As of May 29, 2026		
	Total	
	As of May 29, 2026	As of Jun 30, 2025 (PP)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1010 Petty Cash	200	200
1125 Bank of America Checking (8566)	423,951	337,697
1130 Bank of America Capital - Restricted (9451)	193,767	91,926
1180 CA Asset Management Program (CAMP)	132,804	128,379
<b>Total Bank Accounts</b>	<b>\$ 750,723</b>	<b>\$ 558,202</b>
<b>Accounts Receivable</b>		
1200 Accounts Receivable	1,675	1,480
<b>Total Accounts Receivable</b>	<b>\$ 1,675</b>	<b>\$ 1,480</b>
<b>Other Current Assets</b>		
1190 Undeposited Funds	580	0
1330 Prepaid Insurance	0	6,034
Payroll Refunds	0	0
<b>Total Other Current Assets</b>	<b>\$ 580</b>	<b>\$ 6,034</b>
<b>Total Current Assets</b>	<b>\$ 752,978</b>	<b>\$ 565,716</b>
<b>Fixed Assets</b>		
1600 Production Equipment	647,262	647,262
1610 Vehicles	61,671	61,671
1635 Leasehold Improvements	101,092	101,092
1640 Right-to-Use Lease Assets	546,520	546,520
1650 Accumulated Depreciation	-498,162	-498,162
1660 Accumulated Depreciation - LHI	-94,657	-94,657
1670 Accumulated Amortization	-472,666	-324,958
<b>Total Fixed Assets</b>	<b>\$ 291,060</b>	<b>\$ 438,768</b>
<b>Other Assets</b>		
1800 Security Deposit	16,440	16,440
<b>Total Other Assets</b>	<b>\$ 16,440</b>	<b>\$ 16,440</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,060,478</b>	<b>\$ 1,020,924</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 Accounts Payable	0	160
<b>Total Accounts Payable</b>	<b>\$ 0</b>	<b>\$ 160</b>
<b>Credit Cards</b>		
2050 Chase Visa Credit Card	1,545	10,748
2060 Divvy Credit Card	1,482	2,534
<b>Total Credit Cards</b>	<b>\$ 3,027</b>	<b>\$ 13,282</b>
<b>Other Current Liabilities</b>		
2100 Payroll Liabilities	2,783	35,413
2200 Accrued Vacation (ST)	8,383	26,304
2201 Accrued Vacation Tax (ST)	2,065	2,065
2250 Accrued Sick Time (ST)	13,998	13,998
2251 Accrued Sick Time Tax (ST)	1,099	1,099
2500 Current Lease Liability	48,980	179,874
L150 Other Payables	0	5,725
<b>Other Payroll Liabilities</b>	<b>565</b>	
<b>Total Other Current Liabilities</b>	<b>\$ 77,872</b>	<b>\$ 264,477</b>
<b>Total Current Liabilities</b>	<b>\$ 80,899</b>	<b>\$ 277,919</b>
<b>Long-Term Liabilities</b>		
2340 Lease Payables	0	49,302
2391 Accrued Vacation (LT)	12,155	12,155
2392 Accrued Vacation Tax	954	954
2393 Accrued Sick Time (LT)	11,121	11,121
2394 Accrued Sick Time Tax (LT)	873	873
<b>Total Long-Term Liabilities</b>	<b>\$ 25,104</b>	<b>\$ 74,406</b>
<b>Total Liabilities</b>	<b>\$ 106,003</b>	<b>\$ 352,325</b>
<b>Equity</b>		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	511,103	612,945
3200 Temporarily Restricted Assets	193,767	91,926
Net Income	285,876	
<b>Total Equity</b>	<b>\$ 954,475</b>	<b>\$ 668,599</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,060,478</b>	<b>\$ 1,020,924</b>

**Pasadena Community Access Corporation**

**Pro Forma P&L - May 2026**

**FY 2026 YTD Actual vs FY 2026 Adopted Budget**

	<u>vs. 11 mo. Budget</u>				<u>vs. Full Year Budget</u>		
	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>\$</u>	<u>%</u>	<u>FY26 Budget</u>	<u>\$</u>	<u>%</u>
<b>Income</b>							
City of Pasadena	1,172,000	1,172,000	-	0.0%	1,172,000	-	0.0%
Contributions & Grants	13,685	7,333	6,352	86.6%	8,000	5,685	71.1%
Production Services	32,663	32,633	29	0.1%	33,600	(938)	-2.8%
Program Services	9,720	9,533	187	2.0%	10,400	(680)	-6.5%
Other Revenue	4,425	917	3,509	382.8%	1,000	3,425	342.5%
<b>Total Income</b>	<b>1,232,493</b>	<b>1,222,417</b>	<b>10,077</b>	<b>0.8%</b>	<b>1,225,000</b>	<b>7,493</b>	<b>0.6%</b>
<b>Expenses</b>							
Payroll Expenses	647,814	663,160	15,346	2.3%	718,554	70,740	9.8%
Payroll Taxes	54,386	55,706	1,320	2.4%	60,359	5,973	9.9%
Employee Benefits	111,397	107,229	(4,168)	-3.9%	115,977	4,580	3.9%
Occupancy Expenses	202,189	209,393	7,205	3.4%	228,047	25,858	11.3%
Accounting & Audit	27,512	20,647	(6,865)	-33.2%	21,097	(6,415)	-30.4%
Advertising & Marketing	3,522	3,667	145	4.0%	4,000	478	12.0%
Automobile Expense	5,712	1,833	(3,879)	-211.6%	2,000	(3,712)	-185.6%
Bank & Payroll Processing Fees	1,574	1,558	(16)	-1.0%	1,700	126	7.4%
Board Materials & Expenses	58	110	52	47.6%	120	62	52.0%
Cable Drop Fees	14,678	9,464	(5,214)	-55.1%	9,722	(4,956)	-51.0%
Contract Labor	438	1,833	1,396	76.1%	2,000	1,563	78.1%
Dues and Subscriptions	2,230	3,500	1,270	36.3%	3,500	1,270	36.3%
Legal & Professional Fees	20,440	20,000	(440)	-2.2%	20,000	(440)	-2.2%
Licenses, Permits & Other Fees	270	224	(46)	-20.7%	224	(46)	-20.7%
Meals & Entertainment	2,186	1,925	(261)	-13.5%	2,100	(86)	-4.1%
Office Expense	4,630	6,875	2,245	32.7%	7,500	2,870	38.3%
Production Expense	11,733	19,867	8,133	40.9%	21,000	9,267	44.1%
Professional Development	1,190	3,820	2,630	68.8%	4,000	2,810	70.3%
Travel & Lodging	3,200	2,813	(387)	-13.8%	3,100	(100)	-3.2%
<b>Total Expenses</b>	<b>1,115,157</b>	<b>1,133,624</b>	<b>18,467</b>	<b>1.6%</b>	<b>1,225,000</b>	<b>109,843</b>	<b>9.0%</b>
<b>Net Operating Income</b>	<b>117,336</b>	<b>88,793</b>	<b>28,543</b>	<b>32.1%</b>	<b>-</b>	<b>117,336</b>	
<b>PEG Capital Income Recognized</b>	<b>101,842</b>	<b>116,250</b>	<b>(14,408)</b>	<b>-12.4%</b>	<b>155,000</b>	<b>(53,158)</b>	<b>-34.3%</b>
<b>PEG Capital Equipment Expense</b>	<b>6,535</b>	<b>142,083</b>	<b>135,548</b>	<b>95.4%</b>	<b>155,000</b>	<b>(148,465)</b>	<b>-95.8%</b>

# Administrative Staff Report

## May 2026

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### **Executive Director CEO Report**

Executive Director CEO George Falardeau

### **Operations Report**

Chief Operating Officer Chris Miller

### **Production Services Report**

Chief Production Officer Bobbie Ferguson

### **Community Engagement Report**

Studio Coordinator Sharon Huang

# Executive Director CEO Report – May 2026

Respectfully submitted by George Falardeau, Executive Director CEO

## Overview

May marked another significant month of achievement and community impact for Pasadena Media as the organization continued advancing the priorities outlined in the Strategic Plan through civic engagement, strategic partnerships, public service programming, and organizational advocacy.

A major accomplishment this month was Pasadena Media receiving the prestigious Alliance for Community Media 2026 Hometown Media Award for Overall Excellence in PEG Programming for the third time, along with two additional honors for *We Are All Roses* and *What's Up Pasadena!*: "Pasadena Humane Response to Eaton Fire." These awards recognize Pasadena Media's continued excellence in local storytelling, emergency response coverage, and community media innovation.

Another key highlight was the presentation of PCAC's FY2027 recommended budget to the Economic Development & Technology Committee of the Pasadena City Council, which was positively received and reinforced Pasadena Media's commitment to public service media and community engagement.

Special thanks and appreciation are extended to all supporters who attended and provided public comment during the budget presentation, including PCAC Board Vice President Alan Clelland, Board Treasurer James De Pietro, Board Member Begonya De Salvo, Pasadena Media Foundation President Sheryl Turner, journalist Barbara Bishop, community producer Luis Vega, and the many community stakeholders and advocates who continue to support Pasadena Media's mission and future.

## Strategic Plan Highlights

### I. SECURE FUNDING

*(Increase City Funding • Grants, Donations, Underwriters • Partnerships • Human Capital)*

- ED CEO, COO Miller, and Chief Production Officer Bobbie Ferguson presented PCAC's FY2027 Recommended Budget to the Economic Development & Technology Committee chaired by Councilmember Tyron Hampton. Committee members include Councilmembers Jess Rivas, Steve Madison, and Jason Lyon.
- The FY2027 Budget Presentation strengthened Pasadena Media's position for continued City investment and reinforced the organization's long-term operational and community value.

- Met with PCAC Board President Kim Washington regarding organizational priorities, strategic partnerships, and governance initiatives.
- Met with Oliver Galace from ArtCenter College of Design to discuss collaborative opportunities and future partnership potential.
- ED CEO and COO met with a prospective PCAC Board Member to discuss board service and community leadership engagement.

## II. TRAINING, JOB + CONTENT CREATION

*(Internships • Volunteers • Board Development • CAC • Innovative Technology)*

- Pasadena Media continued expanding civic and educational content coverage through community programming and event broadcasting.
- Pasadena Media received three national honors from the Alliance for Community Media, including the 2026 Hometown Media Award for Overall Excellence in PEG Programming, recognizing the organization’s leadership in community media and local content production.
- Hometown Media Award-winning programming included *We Are All Roses* and *What’s Up Pasadena!: “Pasadena Humane Response to Eaton Fire,”* highlighting Pasadena Media’s commitment to meaningful storytelling and responsive community coverage.
- Pasadena Media aired and covered the 52nd Annual Mayor’s Interfaith Prayer Breakfast held at the Pasadena Convention Center.
- Pasadena Media also aired and covered the Pasadena Memorial Day Commemoration at Memorial Park, further supporting local civic storytelling and community access programming.
- Collaboration discussions with ArtCenter College of Design support future opportunities related to student engagement, workforce development, media training, and creative content production.
- Ongoing engagement with PCAC leadership, board members, and CAC representatives continued to strengthen governance, advisory participation, and strategic organizational development.

- Celebrated Technical Support Engineer Joe Carbonetta on his 7-year anniversary with Pasadena Media, recognizing his technical expertise, institutional knowledge, and continued contribution to organizational capacity.

### **III. THE PASADENA MEDIA COMMUNITY CENTER**

*(Branding & Marketing • Consolidated Community Assets • Workforce Development • Certification Programs • Community Space • Equipment & Training)*

- Pasadena Media maintained strong community visibility and brand presence through broadcast coverage of major civic events and active participation in regional leadership gatherings.
- National recognition from the Alliance for Community Media further elevated Pasadena Media’s reputation as a leading community media organization and reinforced the value of local PEG programming.
- Participation in the Civitas event honoring Terry Madigan at the Blinn House strengthened Pasadena Media’s visibility among civic, nonprofit, and business leaders.
- COO Miller attended the Pasadena Executive Round Table Meeting at the Boys & Girls Club Dena Teen Center on behalf of the ED CEO, supporting continued collaboration with community-based organizations and regional stakeholders.
- Attendance at multiple Rotary luncheons and community leadership meetings continued to elevate Pasadena Media’s role as a trusted civic and communications resource within the community.
- Attended Ellen Simon’s farewell celebration recognizing 43 years of service at the HEAR Center, reinforcing Pasadena Media’s ongoing relationships with mission-driven community organizations.

### **IV. IMPROVE COMMUNITY AWARENESS AND UTILIZATION**

*(Broad-Based Community Feedback • Councilmember Outreach and Engagement)*

- The FY2027 Budget Presentation provided an opportunity for meaningful engagement with City leadership, stakeholders, and community members regarding Pasadena Media’s future direction and service priorities.

- Public comments and community participation during the EDTech committee meeting demonstrated strong community awareness, engagement, and support for Pasadena Media’s mission and services.
- Continued relationship-building efforts with elected officials, civic leaders, Rotary members, and community stakeholders strengthened Pasadena Media’s visibility and outreach efforts throughout Pasadena.
- Attended several Rotary luncheons featuring:
  - Nicole Craig discussing innovation and the future of fashion retail.
  - David Klug presenting Pasadena’s economic outlook.
  - Robert Harstein and Mike Bollenbacher presenting on the revitalization of the University Club.
- Attended the Rotary Board Meeting at the University Club of Pasadena to continue civic engagement and strengthen regional partnerships.
- Based on board feedback, duties relating to the development of the website and mobile app have been transferred rather than awaiting the end of our Community Engagement Director’s leave. COO Miller to provide details.

## **V. ACCESS FOR ALL**

*(Accommodate Special Needs • Multilingual Services • Multi-Modality Access)*

- Pasadena Media continued its commitment to accessible community programming through televised and digital coverage of important civic events and public-interest programming.
- Award-winning coverage such as *What’s Up Pasadena!: “Pasadena Humane Response to Eaton Fire”* demonstrated Pasadena Media’s commitment to informing and supporting the community during times of need.
- Coverage of community events, memorial commemorations, and civic gatherings supports Pasadena Media’s mission of ensuring inclusive and equitable access to local information and community dialogue.
- Ongoing partnerships with educational institutions, civic organizations, and community leaders continue to support expanded outreach opportunities and broader community participation across multiple platforms and audiences.

## Operations Report – May 2026

Respectfully submitted by Chris Miller, Chief Operating Officer

- **UPDATE - New Pasadena Media Website & Mobile App: Ongoing**  
With our Community Engagement Director on leave for three months, staff had put development of the website and mobile app on hold. Based on feedback from the board last month, I have prioritized and taken the lead on the project. As previously discussed, several options were considered for development of a mobile app including staff using AI to develop a simple streaming-first app, purchasing streaming-only apps that mirror our OTT apps from our channel playback vendor, hiring a local firm to develop and maintain a comprehensive app, and wrapping app development into our planned website upgrade. Having chosen the latter, we are currently using a popular website builder company to create a new site and hope to have that ready for deployment in several weeks. When ready for release, we will utilize that website builder's turnkey solution for offering components of the website in a mobile app.
- **UPDATE - FY27 Budget: Enhanced Budget Presented To EDTech**  
George and Bobbie presented the proposed budget to the Economic Development & Technology Committee on May 19. The recommended increase of \$68,000, that combines our initial request and two enhancements, was verbally supported by several members of the committee. The City's budget will be adopted by the end of June.
- **UPDATE - IT Policy: On Tonight's Agenda**  
Following up on a recommendation from last year's audit, we have collected our current practices in a written Information Technology Policy. Several minor revisions were made to the draft that was distributed last month after review with the City Attorney office.
- **Alliance for Community Media Conference: June 23-25**  
We are very pleased to announce that Pasadena Media has again won the Hometown Media Award for Overall Excellence in PEG. This marks our third win in the big category following 2019 and 2021. Bobbie and I will accept the award along with two others when we attend the awards ceremony at the ACM national conference in Madison, WI.

## Production Report – May 2026

Respectfully submitted by Bobbie Ferguson, Chief Production Officer

Type of Production	May 2026	April 2026
Member Productions & Preproduction Meetings	8	5
Pasadena Media Productions - Studio	5	4
Pasadena Media Productions - Field (Includes <i>PMN</i> )	5	4
KPAS/City Productions	41	38
Pro Services	2	3

### Program Highlights:

- Pasadena Media hosted the 2026 cohort of Leadership Pasadena and guest presenters from Huntington Library and Pasadena Playhouse in the studio. As an additional activity, cohort members created 30-second tourism videos about Pasadena.
- Pasadena Heritage hired Pasadena Media for pro services to create a video featuring their founders for their 50th year anniversary.
- Pasadena Media is working with Pasadena Water and Power to produce two videos: the part 2 video on their new internal Enterprise Asset Management system and a tour of the newly rebuilt Allen Reservoir with Mayor Victor Gordo.
- Pasadena Media captured two press conferences: Pasadena’s Clean California Community Designation and the annual Water Safety Press Conference
- Pasadena Media recorded the District 6 Town Hall meeting focused on the Reconnecting Pasadena 710 Vision Plan, the Memorial Day Commemoration at Memorial Park, and the 53rd Mayor’s Annual Interfaith Prayer Breakfast.
- The May episode of *On The Move* revisited the ongoing update of the City’s Short Range Transit Plan, which was first reviewed with Britt Card of the City’s Department of Transportation back in November 2024.
- The May episode of *Pan and Zoom with Satie Gossett* featured actress, model, talk show host and author Kathleen Bradley. Kathleen made history as the first black model to join ranks with Bob Barker's Beauties in the fall of 1990, on the Emmy Award Winning daytime game show, "The Price Is Right" for 10 years. She portrayed one of the most memorable characters in the hit feature film *Friday*, as Mrs. Parker starring opposite Ice Cube and Chris Tucker.
- Discussions have continued with City of Pasadena staff about the possibility of livestreaming and uploading all meetings captured in Council Chambers to YouTube
- **Pasadena Media News Updates:** Friday Nights at the Gamble House, MobilityDog's Accessibility Resource Fair, Charity Magic Show at Lineage PAC, Visit Pasadena Wins Visit California Poppy Award, First Tee — Greater Pasadena's 20th Anniversary

## Community Engagement Report — May 2026

Respectfully submitted by Sharon Huang, Studio Coordinator

### Community, Membership, & Partnerships

- **Community**
  - Community Pre-Productions: **2** | Community Productions: **6**
  - Newest Community Care Coordinator: Tanya Slatton has joined as the newest addition under the SER program and is currently undergoing training and shadowing.
  - Non-Profit Spotlight: Filming Session completed with Kellie Beckman from Pasadena ReStore.
- **Membership**
  - Orientation Inquiries: **7** | New Volunteer members: **3** | New Limited Producer members: **1**
  - Classes Offered: **6** | Classes Held: **3** | Total Members Attended: **7**
- **Partnerships**
  - Altadena Historical Society
    - Equipment kit has begun being borrowed for [AHS's Oral History Project](#), supporting interviews and documentation related to the Eaton Fire.
  - Pasadena Media Summer Fellowship (PMSF)
    - **4** final Production Assistant Interns (PAIs) are set to start on June 4th; Miguel Trujillo (PCC) withdrew due to work schedule conflict with fellowship hours.
    - Cruz Segoviano (Redesign Learning) & Amaru Cifuentes (CSUN) completed paperwork and confirmed as Rising Creator Interns (RCIs).
    - Lestat Ponce (PCC) completed interview and partial paperwork and will be added as an RCI pending paperwork completion.
    - Project Talent Launch - Confirmed to send full list of pre-screened applicants by June 5th for interviews and placement ahead of the RCIs' start date of June 15th.
    - Light Bringer Project - Intern and host pairing process has begun pairing PUSD students who expressed interest at the Host Expo Event and submitted resumes. **10** applicants have been received so far, with interviews beginning on a rolling basis.
      - Additional placements to be added based on survey results/individual interests.
  - Exploring The Arts: A Tony Bennett Foundation
    - Eres was unable to attend the Spring Culmination, so made up last hours by assisting Chief Production Officer Bobbie Ferguson at the District 6 Town Hall Meeting.
  - CSUF – Julianna Roche looking to pursue a Fall internship with us, pending the establishment of a partnership with CSUF to host their students for academic internships.

### Pasadena Media Productions

- *Pasadena Monthly with Justin Chapman*
  - [Sam Hale - CEO & Chairman of the Board of the Mount Wilson Institute](#)
    - Remote/virtual interview conducted over Zoom with Sam Hale.
- *Access For All: Integrating Accessibility*
  - [Keith Jones - Activist & Entrepreneur](#)
- *Non-Profit Spotlight*
  - [Shepherd's Door & In Other People's Shoes](#)

### Social Media (As of May 27th)

- **YouTube**: Views: 4.7K | Watch Time: 777.8 Hours | New Subscribers: 29
- **Facebook**: Views: 3.6K | Visits: 137 | Content Interactions: 63
- **Instagram**: Views: 69K | Reach: 16.7K | Content Interactions: 1.4K
- **LinkedIn**: Impressions: 546 | Reactions: 21 | Comments: 5

# Information Technology Policies

Pasadena Community Access Corporation (dba Pasadena Media) is hereinafter referred to as "the company."

## A. General Controls

### 1.0 Overview

Consistent standards for network access and authentication are critical to the company's information security and are often required by regulations or third-party agreements. Any user accessing the company's computer systems may have the ability to affect the security of all users of the network. An appropriate policy will reduce the risk of a security incident by requiring consistent application of authentication and access standards across the network.

### 2.0 Purpose

The purpose of this policy is to describe what steps must be taken to ensure that users connecting to the corporate network are authenticated in an appropriate manner, in compliance with company standards, and are given the least amount of access required to perform their job function. This policy specifies what constitutes appropriate use of network accounts and authentication standards.

### 3.0 Scope

The scope of this policy includes all users who have access to company-owned or company-provided computers or require access to the corporate network and/or systems. This policy applies not only to employees, but also to guests, contractors, and anyone requiring access to the corporate network. Public access to the company's externally-reachable systems, such as its corporate website or public web applications, is specifically excluded from this policy.

### 4.0 Definitions

**Antivirus Software** An application used to protect a computer from viruses, typically through real time defenses and periodic scanning. Antivirus software has evolved to cover other threats, including Trojans, spyware, and other malware.

### 5.0 Policy

#### 5.1 Account Setup

During initial account setup, certain checks must be performed in order to ensure the integrity of the process. The following policies apply to account setup:

- Positive ID and coordination with Human Resources is required.
- Users will be granted the least amount of network access required to perform their job function.

- Users will be granted access only if they accept the company information technology policy.

## **5.2 Account Use**

User accounts must be implemented in a standard fashion and utilized consistently across the organization. The following policies apply to account use:

- Accounts must be created using a standard format (i.e., *firstname* when available, *firstnamelastinitial*, etc.)
- Accounts must be password protected (refer to the [Password Policy](#) below for more detailed information).
- Accounts must be for individuals only.
- Account sharing and group accounts are not permitted.
- User accounts must not be given administrator or 'root' access unless this is necessary to perform their job function.
- Occasionally guests will have a legitimate business need for access to the corporate network. When a reasonable need is demonstrated, temporary guest access is allowed. This access, however, must be severely restricted to only those resources that the guest needs at that time, and disabled when the guest's work is complete.
- Individuals requiring access to confidential data must have an individual, distinct account. This account may be subject to additional monitoring or auditing at the discretion of the Chief Operating Officer ("COO") or executive team, or as required by applicable regulations or third-party agreements.

## **5.3 Account Termination**

When managing network and user accounts, it is important to stay in communication with the executive team so that when an employee no longer works at the company, that employee's account can be disabled. The executive team must notify the COO in the event of a staffing change, which includes employment termination, employment suspension, or a change of job function (promotion, demotion, suspension, etc.).

## **5.4 Use of Passwords**

When accessing the network locally, username and password is an acceptable means of authentication. Usernames must be consistent with the requirements set forth in this document, and passwords must conform to the company's [Password Policy](#).

## **5.5 Remote Network Access**

Remote access to the network can be provided for convenience to users but this comes at some risk to security. For that reason, the company encourages additional scrutiny of users remotely accessing the network. The company's standards dictate that username and password is an acceptable means of authentication as long as all other company security protocols are followed.

## **5.6 Screensaver Passwords**

Screensaver passwords offer an easy way to strengthen security by removing the opportunity for a

malicious user, curious employee, or intruder to access network resources through an idle computer. For this reason screensaver passwords are encouraged.

### **5.7 Minimum Configuration for Access**

Any system connecting to the network can have a serious impact on the security of the entire network. Vulnerability, virus, or other malware may be inadvertently introduced in this manner. For this reason, public-facing workstations and “guest” WiFi cannot access the internal network. In addition, internal users must strictly adhere to corporate standards with regard to antivirus software and patch levels on their machines. Users must not be permitted network access if these standards are not met.

### **5.8 Encryption**

Industry best practices state that username and password combinations must never be sent as plain text. If this information were intercepted, it could result in a serious security incident. Therefore, authentication credentials must be encrypted during transmission across any network, whether the transmission occurs internal to the company network or across a public network such as the Internet.

### **5.9 Failed Logons**

Repeated logon failures can indicate an attempt to 'crack' a password and surreptitiously access a network account. In order to guard against account-guessing, password-guessing and brute-force attempts, the company must lock a user's account after multiple unsuccessful logins. This may be implemented as a time-based lockout or require a manual reset, at the discretion of the COO.

### **5.10 Non-Business Hours**

While some security can be gained by removing account access capabilities during non-business hours, the company does not mandate time-of-day lockouts. This may be either to encourage working remotely, or because the company's business requires all-hours access.

### **5.11 Applicability of Other Policies**

This document is part of the company's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

## **6.0 Enforcement**

This policy will be enforced by the COO and/or executive team. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of company property (physical or intellectual) are suspected, the company may report such activities to the applicable authorities.

## B. Acceptable Use Policy

### 1.0 Overview

Though there are a number of reasons to provide a user network access, by far the most common is granting access to employees for performance of their job functions. This access carries certain responsibilities and obligations as to what constitutes acceptable use of the corporate network. This policy explains how corporate information technology resources are to be used and specifies what actions are prohibited. While this policy is as complete as possible, no policy can cover every situation, and thus the user is asked additionally to use common sense when using company resources. Questions on what constitutes acceptable use should be directed to the user's supervisor.

### 2.0 Purpose

Since inappropriate use of corporate systems exposes the company to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of corporate information technology resources for the protection of all parties involved.

### 3.0 Scope

The scope of this policy includes any and all use of corporate IT resources, including but not limited to, computer systems, email, the network, and the corporate Internet connection.

### 4.0 Definitions

**Bloggng:** The process of writing or updating a "blog," which is an online, user-created journal (short for "web log").

**Denial of Service:** A malicious cyber attack that aims to make a computer, website, or network unavailable to its intended users.

**Hacking:** The act of exploiting weaknesses in digital devices, networks, or software to gain unauthorized access, manipulate systems, or bypass security controls.

**Instant Messaging:** A text-based computer application that allows two or more Internet-connected users to "chat" in real time.

**Packet Sniffing:** The practice of intercepting and logging data packets as they travel across a network.

**Packet Spoofing:** A technique where a user alters the source address in an Internet Protocol (IP) packet header, making data appear as though it originated from a trusted, legitimate source.

**Peer-to-Peer (P2P) File Sharing:** A distributed network of users who share files by directly connecting to the users' computers over the Internet rather than through a central server.

**Port Scanning:** A network reconnaissance technique used to probe a server or host for open, closed, or filtered communication ports.

**Remote Desktop Access:** Remote control software that allows users to connect to, interact with, and control a computer over the Internet just as if they were sitting in front of that computer.

**Streaming Media:** Information, typically audio and/or video, that can be heard or viewed as it is being delivered, which allows the user to start playing a clip before the entire download has completed.

## **5.0 Policy**

### **5.1 Email Use**

Personal usage of company email systems is permitted as long as A) such usage does not negatively impact the corporate computer network, and B) such usage does not negatively impact the user's job performance.

- The following is never permitted: spamming, harassment, communicating threats, solicitations, chain letters, or pyramid schemes. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are prohibited.
- The user is prohibited from forging email header information or attempting to impersonate another person.
- Email is an insecure method of communication, and thus information that is considered confidential or proprietary to the company may not be sent via email, regardless of the recipient, without proper encryption.
- It is company policy not to open email attachments from unknown senders, or when such attachments are unexpected.
- Email systems were not designed to transfer large files and as such emails should not contain attachments of excessive file size.
- Please note that detailed information about the use of email may be covered in the company's Employee Handbook.

### **5.2 Confidentiality**

Confidential data must not be A) shared or disclosed in any manner to non-employees of the company, B) should not be posted on the Internet or any publicly accessible systems, and C) should not be transferred in any insecure manner. Please note that this is only a brief overview of how to handle confidential information, and that other policies may refer to the proper use of this information in more detail.

### **5.3 Network Access**

The user should take reasonable efforts to avoid accessing network data, files, and information that are not directly related to their job function. Existence of access capabilities does not imply

permission to use this access.

#### **5.4 Unacceptable Use**

The following actions shall constitute unacceptable use of the corporate network. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are deemed unacceptable. The user may not use the corporate network and/or systems to:

- Engage in activity that is illegal under local, state, federal, or international law.
- Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the company.
- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media.
- Engage in activities that cause an invasion of privacy.
- Engage in activities that cause disruption to the workplace environment or create a hostile workplace.
- Make fraudulent offers for products or services.
- Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging, or other IT information gathering techniques when not part of employee's job function.
- Install or distribute unlicensed or "pirated" software.
- Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

#### **5.5 Social Networking**

Personal social networking by the company's employees is subject to the terms of this policy, whether performed from the corporate network or from personal systems. Personal social networking is never allowed from the corporate computer network. In no blog, website, or application including blogs or sites published from personal or public systems, shall the company be identified, company business matters discussed, or material detrimental to the company published. The user must not identify themselves as an employee of the company in a blog or on a social network. The user assumes all risks associated with social networking.

#### **5.6 Instant Messaging**

Instant Messaging is not permitted on the corporate network for any purpose, except for any company-provided system to communicate internally.

#### **5.7 Overuse**

Actions detrimental to the computer network or other corporate resources, or that negatively affect job performance are not permitted.

#### **5.8 Web Browsing**

The Internet is a network of interconnected computers of which the company has very little

control. The employee should recognize this when using the Internet, and understand that it is a public domain and they can come into contact with information, even inadvertently, that they may find offensive, sexually explicit, or inappropriate. The user must use the Internet at their own risk. The company is specifically not responsible for any information that the user views, reads, or downloads from the Internet.

Personal Use: The company recognizes that the Internet can be a tool that is useful for both personal and professional purposes. Personal usage of company computer systems to access the Internet is permitted during lunch, breaks, and before/after business hours, as long as such usage follows pertinent guidelines elsewhere in this document as well as in the Employee Handbook and do not have a detrimental effect on the company or on the users' job performance.

### **5.9 Copyright Infringement**

The company's computer systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of acceptable use policy, if done without permission of the copyright owner: A) copying and sharing images, music, movies, or other copyrighted material using P2P file sharing or unlicensed CD's and DVD's; B) posting or plagiarizing copyrighted material; and C) downloading copyrighted files which employee has not already legally procured. This list is not meant to be exhaustive, copyright law applies to a wide variety of works and applies to much more than is listed above.

### **5.10 Peer-to-Peer File Sharing**

Peer-to-Peer (P2P) networking is not allowed.

### **5.11 Streaming Media**

Streaming media can use a great deal of network resources and thus must be used carefully. Streaming media is allowed for job-related functions only.

### **5.12 Monitoring and Privacy**

Users should expect no privacy when using the corporate network or company resources. Such use may include but is not limited to: transmission and storage of files, data, and messages. The company reserves the right to monitor any and all use of the computer network. To ensure compliance with company policies this may include the interception and review of any emails, or other messages sent or received, inspection of data stored on personal file directories, hard disks, and removable media.

### **5.13 Liability**

The company assumes no liability for loss, damage, destruction, alteration, disclosure or misuse of any personal data or communications transmitted over or stored on the corporate network or company resources. The company accepts no responsibility or liability for the loss or nondelivery of any personal electronic mail or voice mail communications or any personal data stored on any company property. The company strongly discourages users from storing any personal data on any

of the corporate network or company resources.

#### **5.14 Bandwidth Usage**

Excessive use of company bandwidth or other computer resources is not permitted. Large file downloads or other bandwidth-intensive tasks that may degrade network capacity or performance should be performed during times of low company-wide usage.

#### **5.15 Personal Usage**

Personal usage of company computer systems is permitted during lunch, breaks, and before/after business hours, as long as such usage follows pertinent guidelines elsewhere in this document as well as the Employee Handbook and does not have a detrimental effect on the company or on the user's job performance.

#### **5.16 Remote Desktop Access**

Use of remote desktop software and/or services is allowable as long as it is provided by the company. Requests for remote access to the network may be granted based on job function at the discretion of the COO or executive team.

#### **5.17 Circumvention of Security**

Using company-owned or company-provided computer systems to circumvent any security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent security is expressly prohibited.

#### **5.18 Use for Illegal Activities**

No company-owned or company-provided computer systems may be knowingly used for activities that are considered illegal under local, state, federal, or international law. Such actions may include, but are not limited to, the following:

- Unauthorized Port Scanning
- Unauthorized Network Hacking
- Unauthorized Packet Sniffing or Spoofing
- Unauthorized Denial of Service
- Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system
- Acts of Terrorism
- Identity Theft
- Spying
- Downloading, storing, or distributing violent, perverse, obscene, lewd, or offensive material as deemed by applicable statutes
- Downloading, storing, or distributing copyrighted material

The company will take all necessary steps to report and prosecute any violations of this policy.

### **5.19 Non-Company-Owned Equipment**

Non-company-provided equipment is expressly prohibited on the company's network. Any unauthorized equipment discovered on the company network, including but not limited to computers, routers, access points and printers, may be subject to confiscation.

### **5.20 Personal Storage Media**

The company does not restrict the use of personal storage media, which includes but is not limited to: USB or flash drives, external hard drives, personal music/media players, and optical media, on the corporate network provided that guidelines for data confidentiality are followed. The user must take reasonable precautions to ensure viruses, Trojans, worms, malware, spyware, and other undesirable security risks are not introduced onto the company network.

### **5.21 Software Installation**

Installation of non-company-supplied software is prohibited without written permission of the COO. Numerous security threats can masquerade as innocuous software - malware, spyware, and Trojans can all be installed inadvertently through games or other programs. Alternatively, software can cause conflicts or have a negative impact on system performance. If a certain program is required for their job function, the user should contact the COO to request permission.

### **5.22 Reporting of Security Incident**

If a security incident or breach of any security policies is discovered or suspected, the user must immediately notify their supervisor and/or COO. Examples of incidents that require notification include:

- Suspected compromise of login credentials (username, password, etc.).
- Suspected virus/malware/Trojan infection.
- Loss or theft of any device that contains company information.
- Loss or theft of ID badge or keycards.
- Any attempt by any person to obtain a user's password over the telephone or by email.
- Any other suspicious event that may impact the company's information security.

Users must treat a suspected security incident as confidential information, and report the incident only to their supervisor. Users must not withhold information relating to a security incident or interfere with an investigation.

### **5.23 Applicability of Other Policies**

This document is part of the company's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

## **6.0 Enforcement**

This policy will be enforced by the COO and/or executive team. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and

including termination of employment. Where illegal activities or theft of company property (physical or intellectual) are suspected, the company may report such activities to the applicable authorities.

## **C. Password Policy**

Specific technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the Company. Thus, even though employees may maintain passwords for accessing technology resources, employees must not expect that any information maintained on technology resources, including electronic mail and voicemail messages, are private. Each employee is expected to maintain their passwords as confidential. An employee must not share or disclose their own password and must not access coworkers' systems without express authorization.

### **Password Complexity Requirements**

- Password must have at minimum of 8 characters
- Password should not contain the user name, the user's full name, or other personal information
- Password must contain a mix of uppercase, lowercase, numeric, and non-alphanumeric characters

### **Password History**

The current password must be different than the previous password set by the user.

### **Maximum Password Age**

Users will be prompted to change their passwords every 365 days.