

**AGENDA SPECIAL MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, February 3, 2015
6:30 p.m. at 150 S. Los Robles, Suite 101**

BOARD OF DIRECTORS

George Falardeau, Chair (District 1)
Tom Majich (District 2)
Robert Oltman (District 3)
Howie Zechner, Vice Chair (District 4)
Yuni Parada (District 5)
Tim Winter, Treasurer (District 6)
Hoyt Hilsman (District 7)
Gail Schaper-Gordon (Mayor's Representative)
William Boyer (City Manager's Office Representative)
Beth Leyden, Secretary (PUSD Representative)
Robert Miller (PCC Representative)

STAFF

Keri Stokstad, Executive Director

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 450, 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:

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

Neighborhood Connections
Los Angeles Times
Pasadena Star News
Pasadena Journal
Pasadena Weekly
Pasadena Now

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

NOTICE IS HEREBY GIVEN that a special meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday February 3, 2015**, starting at **6:30 p.m.**, at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

CLOSED SESSION – 6:30 P.M.

(To be heard at 7:00 pm, and/or at the conclusion of the meeting)

- BOARD OF DIRECTORS CONFERENCE with Real Property Negotiator pursuant to Government Code Section 54956.8
Property Location: 150 S. Los Robles, Suite 450
Agency Negotiator: Keri Stokstad
Negotiating Party: Gloria French
Under Negotiation: Price and terms of payment
- BOARD OF DIRECTORS CONFERENCE with Labor Negotiator pursuant to Government Code Section 54957.6
PCAC Representative: Hoyt Hilsman
Unrepresented Employee: Executive Director

PUBLIC MEETING – 7:00 P.M.

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF JANUARY 6, 2015 BOARD MEETING MINUTES
 - Motion to Approve
- PUBLIC COMMENT: Public comment is limited to items on this special meeting agenda. An opportunity for public comment on items on the agenda will be provided when the items are discussed.
- TREASURER REPORT: Tim Winter
- EXECUTIVE DIRECTOR REPORT: Keri Stokstad
- OLD BUSINESS
 - PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN
 - Information Item
 - ED EMPLOYMENT AGREEMENT
 - Action Item
- NEW BUSINESS
 - LEASE AMENDMENT RE: 150 S. LOS ROBLES SUITE 450
 - Action Item
- COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES
- CITY OF PASADENA REPORT: William Boyer

- PASADENA UNIFIED SCHOOL DISTRICT REPORT: Beth Leyden
- PASADENA CITY COLLEGE REPORT: Bob Miller
- FUTURE MEETING DATES
 - March 3, 2015 at 7:00 p.m. at 150 S. Los Robles, Suite 101
 - April 7, 2015 at 7:00 p.m. at 150 S. Los Robles, Suite 101
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

George Falardeau, Chair, 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 450 and 101, and a copy was distributed to the Central Library for posting on this 30th day of January, 2015.

Keri Stokstad, Executive Director, PCAC

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

Minutes of Pasadena Community Access Corporation

This regular meeting of the PCAC Board of Directors was held on Tuesday, January 6th, 2015 at 150 S. Los Robles Ave., Suite 101.

PUBLIC MEETING – 7:00 P.M.

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

- George Falardeau, Board President, called the meeting to order at 7:02 p.m.

The names of those who attended the meeting are listed below:

- **Present Board of Directors:**
George Falardeau – District 1 Representative
Tom Majich – District 2 Representative
Robert Oltman – District 3 Representative
Howie Zechner – District 4 Representative
Yuni Parada – District 5 Representative
Hoyt Hilsman – District 7 Representative
Gail Schaper-Gordon – Mayor's Representative
William Boyer – City Manager's Office Representative
Beth Leyden – PUSD Representative
Robert Miller – PCC Representative
- **Staff:**
Keri Stokstad – Executive Director, PCAC
- **City Legal Representation:**
Javan Rad – Assistant City Attorney

The names of those who did not attend the meeting are listed below:

- **Absent Board of Directors:**
Tim Winter – District 6 Representative

II. APPROVAL OF MINUTES

Dr. Robert Miller moved to approve the minutes from November 4th, 2014. William Boyer seconded the motion. All were in favor. Tom Majich moved to approve the minutes from December 17th, 2014. Dr. Robert Miller seconded the motion. All were in favor.

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

- None

IV. TREASURER REPORT

- Tim Winter was absent so accountant Mike Knoll gave the Treasurer's Report and was available to answer questions. Special mention was made that the City

Prepared by: Beth Leyden, Secretary and PUSD Representative
Reviewed by: Keri Stokstad, Executive Director

of Pasadena has now paid their arrears of \$160k, which has been deposited into a “rainy day” account. *Robert Oltman moved to accept the Treasurer’s Report. Gail Schaper-Gordon seconded the motion. All were in favor.*

V. EXECUTIVE DIRECTOR REPORT

- Keri Stokstad provided the Executive Director’s report to the board, hard copies of which were also provided to the Board.

VI. OLD BUSINESS

- **PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN – INFORMATION ITEM**
 - None.

VII. NEW BUSINESS

- None

VIII. COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES

- Strategic Planning Committee
 - Gail Schaper-Gordon provided a report to the board.
- Employment Contract Ad Hoc Committee
 - An Ad Hoc Committee was established to finalize the Executive Director’s employment contract. The members of this committee are Gail Schaper-Gordon, Howie Zechner, Hoyt Hilsman, Tom Majich, and George Falardeau.

IX. CITY OF PASADENA REPORT

- William Boyer provided the City of Pasadena report to the board.

X. PASADENA UNIFIED SCHOOL DISTRICT REPORT

- Beth Leyden provided the PUSD report to the board.

XI. PASADENA CITY COLLEGE REPORT

- Dr. Robert Miller provided the PCC report to the board.

XII. FUTURE MEETING DATES

- February 3rd, 2015 at 7:00 p.m. at 150 S. Los Robles Ave., Suite 101.
- March 3rd, 2015 at 7:00 p.m. at 150 S. Los Robles Ave., Suite 101.

XIII. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

XIV. ADJOURNMENT

MOTION: *For the first time in months, instead of by presidential decree, there was a motion to adjourn the meeting. Dr. Robert Miller moved to adjourn the meeting and Hoyt Hilsman seconded the motion. The meeting was adjourned at 8:24 p.m.*

Pasadena Media
BUDGET VS. ACTUALS: BOARD REPORT - FY15 P&L
July 2014 - June 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
I510 Altadena Contract	10,000.00	10,000.00	0.00	100.00 %
I528 Grants & Fundraising	55.99	10,000.00	-9,944.01	0.56 %
I531 City of Pasadena Revenue	663,750.00	849,000.00	-185,250.00	78.18 %
I535 Interest Income	0.39	0.00	0.39	
I539 General Membership	2,045.35	1,000.00	1,045.35	204.54 %
I543 Production Services	1,680.00	13,000.00	-11,320.00	12.92 %
I547 Merchandise Sales	20.00	0.00	20.00	
Total Income	\$677,551.73	\$883,000.00	\$ -205,448.27	76.73 %
Gross Profit	\$677,551.73	\$883,000.00	\$ -205,448.27	76.73 %
Expenses				
E801 Advertising / Promotional	2,217.59	5,000.00	-2,782.41	44.35 %
E804 Automobile Expense	1,241.16	10,000.00	-8,758.84	12.41 %
E815 Dues and Subscriptions	791.45	1,200.00	-408.55	65.95 %
E820 Contract Labor	3,622.00	5,000.00	-1,378.00	72.44 %
E821 Professional Fees	10,051.25	11,000.00	-948.75	91.38 %
E822 Accounting/Bookeeping	1,024.76	6,000.00	-4,975.24	17.08 %
E835 Commercial Insurance	2,361.85	9,000.00	-6,638.15	26.24 %
E842 Licenses, Permits & Other Tax	143.81	500.00	-356.19	28.76 %
E849 Office Expense	1,891.35	12,000.00	-10,108.65	15.76 %
E851 Employee Benefits	43,699.11	55,000.00	-11,300.89	79.45 %
E852 Gross Salaries	359,626.39	545,460.00	-185,833.61	65.93 %
E854 Payroll Taxes	31,218.07	66,950.00	-35,731.93	46.63 %
E861 Bank and Payroll Fees	162.95	497.00	-334.05	32.79 %
E865 Rent - Lease	73,336.34	119,493.00	-46,156.66	61.37 %
E869 Production Equipment Repairs	193.69	3,000.00	-2,806.31	6.46 %
E874 Board Materials	231.04	500.00	-268.96	46.21 %
E876 Telecommunications	3,054.17	4,000.00	-945.83	76.35 %
E877 Cable Drop Fees	1,893.60	13,900.00	-12,006.40	13.62 %
E878 Professional Development	2,316.98	3,000.00	-683.02	77.23 %
E880 Travel & Lodging	2,427.69	4,500.00	-2,072.31	53.95 %
E885 Utilities	358.21	9,000.00	-8,641.79	3.98 %
Total Expenses	\$541,863.46	\$885,000.00	\$ -343,136.54	61.23 %
Net Operating Income	\$135,688.27	\$ -2,000.00	\$137,688.27	-6,784.41 %
Other Income				
I549 Training Income	240.00	2,000.00	-1,760.00	12.00 %
I999 PEG Capital Income Recognized	133,266.77	230,000.00	-96,733.23	57.94 %
Total Other Income	\$133,506.77	\$232,000.00	\$ -98,493.23	57.55 %
Net Other Income	\$133,506.77	\$232,000.00	\$ -98,493.23	57.55 %
Net Income	\$269,195.04	\$230,000.00	\$39,195.04	117.04 %

Pasadena Media
STATEMENT OF FINANCIAL POSITION
As of January 31, 2015

	TOTAL	
	AS OF JAN 31, 2015	AS OF JUN 30, 2014 (PP)
ASSETS		
Current Assets		
Bank Accounts		
A103 Petty Cash	200	500
A104 Bank of America Checking (1018)	323,460	63,116
A107 Bank of America Capital - Restricted (9451)	194,033	181,166
A110 Paypal	840	145
A120 Pex Debit Card	2,117	
Total Bank Accounts	\$520,650	\$244,928
Accounts Receivable		
A200 Accounts Receivable	2,650	227,467
Total Accounts Receivable	\$2,650	\$227,467
Other current assets		
A300 Prepaid Insurance	1,965	1,965
A350 Security Deposit	1,000	1,000
A370 Undeposited Funds	370	250
Total Other current assets	\$3,335	\$3,215
Total Current Assets	\$526,636	\$475,611
Fixed Assets		
A130 Furniture & Fixtures	-0	-0
A132 Production Equipment	215,137	215,137
A136 Accumulated Depreciation	-56,926	-56,926
Total Fixed Assets	\$158,210	\$158,210
TOTAL ASSETS	\$684,846	\$633,821
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	39,895	6,340
Total Accounts Payable	\$39,895	\$6,340
Credit Cards		
L130 Credit Card Payable	-6,332	840
Total Credit Cards	\$ -6,332	\$840
Other Current Liabilities		
L210 Payroll Liabilities	29,137	23,104
L211 Other Payroll Liabilities	-378	572
L212 Accrued Vacation	22,277	22,277
L212.1 Accrued Salaries & Wages	2,946	2,946
L220 Deferred Income	186,802	256,701

Total Other Current Liabilities	\$240,784	\$305,600
Total Current Liabilities	\$274,346	\$312,780
Total Liabilities	\$274,346	\$312,780
Equity		
Q300 Opening Bal Equity	-37,301	-37,301
Q310 Retained Earnings	358,342	358,342
Net Income	89,459	
Total Equity	\$410,500	\$321,041
TOTAL LIABILITIES AND EQUITY	\$684,846	\$633,821

Tuesday, Feb 03, 2015 04:41:58 PM PST GMT-8 - Accrual Basis

DIRECTOR'S REPORT

- Respectfully submitted by Keri Stokstad

Executive Director – Pasadena Community Access Corporation

The Pasadena Community Access Corporation Board of Directors Meeting Tuesday, February 3, 2015 – 6:30pm

ANNOUNCEMENTS – The State of the City video and event coverage was a great success!

KEY ACHIEVEMENTS:

Board

- Meeting with George Falardeau and Gail Schaper-Gordon
- Meeting with Yuni Parada

Facility

- Completed studio control room updates
- Lease extension finalized
- Crexendo Demo

Financial

- Budget Meeting with City of Pasadena
- W2s and 1099s filed
- 990 Filing preparation in progress for the February 15 filing deadline (please note this is the extended deadline)

Partnerships/Networking

- Several candidate forums (see attached production report)
- SOC Meetings
- PCC Television & Radio Program's Advisory Committee Meeting

Personnel

- Office Administrator/Assistant to the ED hired
- Staff Meeting on organizational goals

Producer/Member Relations

- LaCora Stephens
- Producer MeetUp

Productions

- State of the City Video
- Candidate Forums

Staff reports attached

Operations Report

Prepared by Chris Miller – January 2015

Notable Operations Projects and Their Statuses Conducted During January

- Capital Equipment Purchases and Installation: Ongoing
- AT&T Channels Swapped: Solved
- City Council Chamber Cable Feeds and Audio Monitoring: Solved
- Staff and Guest Parking: Solved

1. Capital Equipment Purchases and Installation: Ongoing - Approximately two thirds of the capital equipment purchases have been ordered and installed. The most important of which - the main studio's TriCaster - continues to be implemented as we configure some of the new features and components. The staff has been fully trained on basic operation as production is in full swing. Producer training courses will begin after the last component arrives and is configured (TalkShow is scheduled to begin shipping this coming week).

2. AT&T Channel Swapped: Solved - Two cables were reconnected to the wrong AT&T encoders during maintenance in our transport room on 1/19, causing the Arroyo Channel and KPAS' channel to appear in each others' spaces in AT&T's Channel 99 platform. Without the ability to monitor these channels, we were not aware of this mistake until a viewer emailed at 3:09am on 1/25. The cables were switched back at 4:14am. We continue to ask AT&T about U-Verse availability in our area on a regular basis, though there are no plans that we are aware of. Charter and our online streams were unaffected.

3. City Council Chamber Cable Feeds and Audio Monitoring: Solved -.On 1/26, the Charter HD boxes in the Council Chamber area of City Hall all indicated via an on-screen display that they were not authorized. After several attempts during a twenty-minute call to Charter, they remotely reactivated the box that feeds the live KPAS Granicus stream by 6:31pm. The next day, another remote session failed to restore the other boxes in the conference room and waiting area, so I met with a technician Wednesday who was able to restore them. We also had a failure of the restroom speakers during the meeting. We power-cycled the AMX system after the meeting, which fully restored functionality.

4. Staff and Guest Parking: The staff began parking in the City's Paseo lot on the southwest corner of Los Robles and Green at the beginning of January. This has increased the number of guest parking spaces in the Christian Science Church lot to ten.



PASADENA MEDIA

Member Services Report for the month of January 2015

Channel Programming Reporting:

The Arroyo Channel 744 - Hrs. of Programming

New Producer	New Series	New Local Episodes	New Local Bicycled Episodes	New Regional Episodes (LA County)	New National Episodes
11	2	29	18	2	0
LIVE Show					
0					

Media Training Courses:

We provide the most accessible, valuable training and services to the residents of Pasadena is an established and continual goal of Pasadena Media. The Community Television & Digital Production training courses provides real hands-on experience along with an overview of studio production techniques, theory and community access guidelines.

Orientation = 10

Producing = 7

Studio Camera = 4

Floor Manager = 4

Director = 4

Lighting = 4

Audio = 2

Field Production = 0

Editing Session A = 6

Editing Session B = 5

Pasadena Media Website Analytics:

Pasadena Media Social Network members: 133 members

Total Visitors	Device Usage		Peak Visitors: Jan. 6
1820	Computer 77%	Mobile & Tablet 23%	217

Social Media Marketing:



1013 Followers



564 Likes



150 Followers



Scale 1 to 100 - Klout is a tool that measures social influence across the internet. Higher the Klout score, the higher the social influence.

Score 47 - 72% of our influence is from Facebook

90-Day Score History - Last Updated Feb. 2

90-day High Score: 49.04 90-day Low Score: 44.78

Special Events

Community events hosted by Pasadena Media

Pasadena Media Meetup - Monthly:

Members: 7

Non-Members: 1

Non-member Orientation sign-up: 1

Pasadena Media Production Report January 2014

Studio Productions:

1/6: Tongues of Fire- Producer: Rob Reyes
1/6: The People's View- Producer: Macheo Shabaka
1/8: Hour of Truth- Producer: Khatchik Chahinian
1/8: Evolutions- Producer: Linda Leak
1/8: The YES Show- Producer: LaCora Stephens
1/9: CCN Sunrise- Producer: Tami DeVine
1/9: What's Cooking- Producer: Shay Sanders
1/9: Man 2 Man- Producer: Olden Denham
1/13: Bringing Back the Fire- Producer: Myra Waiters
1/13: SGVMO TV- Producer: Leroy Griffith
1/13: Choices- Producer: Marion Cathcart
1/14: Coming Out- Producer: Katrina Langford
1/14: The Hoyt Hilsman Show- Producer: Hoyt Hilsman
1/14: Media Mash Up- Producer: Dean Lee
1/15: Smile and Spread a Little Joy- Producer: Debra Johnson
1/16: CCN Sunrise- Producer: Tami DeVine
1/16: Living in America- Producer: Jon Brookhart
1/16: Keiretsu- Pro Services in SightDeck
1/16: Skee Love's House of Hip Hop- Producer: Lonnie Lee
1/17: In the Kitchen- Producer: Barbara Shay
1/17: WOW- Producer: Malika Hendry
1/18: Tomorrow Thespians- Producer: Donald Briggs
1/18: Greys- Producer: Andre Coleman
1/20: Riq the Critic- Producer: Wannetta Benton
1/20: Sure Truth- Producer: Alice Muhammad
1/21: Media Mash Up- Producer: Dean Lee
1/22: Hour of Truth- Producer: Khatchik Chahinian
1/22: Abundant Harvest- Producer: Anthony McFarland
1/22: Thursday Night Live- Producer: Jarred Hodgdon
1/23: CCN Sunrise- Producer: Tami DeVine
1/23: Eddie's Gospel Hour- Producer: Eddie Fulton
1/23: Big Smile!- Producer: Cicero Salmon
1/24: Yeshua Ministries- Producer: Denise Maiden
1/24: Coming Out/Melanchomed- Producer: Katrina Langford

1/27: Experimental- Producer: David Freleng
1/27: Crossing Bridges- Producer: Nat Nehdar
1/27: The Conner Bubble- Producer: Dr. Joe Conner
1/28: The YES Show- Producer: LaCora Stephens
1/28: Media Mash Up- Producer: Dean Lee
1/29: Michael Colyar's Very Best- Producer: Michael Colyar
1/29: Sounds Within- Producer: L.V. Smith
1/30: CCN Sunrise- Producer: Tami DeVine
1/30: Coming Out/Melanchomed- Producer: Katrina Langford
1/31: AICN- Producer: Chuck Marshall
1/31: The Munni Irone Show- Producer: Munni Irone

45 Productions Recorded in Studio

KPAS/City Productions:

1/1: Rose Parade Coverage
1/10: Rekindling the Light of the Peace
1/12: Pasadena City Council Meeting
1/13: ACT Candidate Forum
1/14: Planning Commission
1/14: Downtown Pasadena Neighborhood Association Mayoral Candidate Forum
1/15: Mayor's State of the City Event
1/19: Martin Luther King Jr. Celebration Event
1/19: Altadena Town Council
1/21: Board of Zoning Appeals
1/24: Forum on Living Wages
1/26: Pasadena City Council Meeting
1/26: PUSD Candidate Forum - PEN, PEF, PTA Council of Pasadena
1/27: West Pasadena Residents' Association Mayoral Candidate Forum
1/29: First A.M.E. Church Mayoral Candidate Forum
1/30: Black History Parade & Festival Planning Committee Opening Reception
1/31: 5th Annual Lunar New Year Festival

17 City/KPAS Productions Covered

January 23, 2015

The Honorable Fred Upton
2183 Rayburn House Office Building
Washington, DC 20515

The Honorable Greg Walden
2185 Rayburn House Office Building
Washington, DC 20515

Sent via Email to: commactupdate@mail.house.gov

Re: Regulation of the Market for Video Content and Distribution, Response to White Paper #6 - Need to Preserve Media Localism

Dear Chairman Upton and Chairman Walden:

On behalf of Pasadena Community Access Corporation, dba Pasadena Media, please accept this correspondence in regard to the call for responses to the Regulation of the Market for Video Content and Distribution White Paper #6.

The people of the United States of America depend on the U.S. Congress to protect their Constitutional Rights of Free Speech and to enable them to live in a society where the ability to learn, to think and speak freely and to have access to a variety of information are protected and cherished parts of our society.

For decades, the Communications Act helped ensure such liberties were in the best interests of the public, but the rapid pace of change for video and TV broadcast technologies; a burgeoning choice of delivery platforms and programming; use of Social Media and the vertical and horizontal consolidation of key businesses within the industry represent significant challenges to the public and Congress.

The Communications Act served well the interests of the public for decades and Congress should be thanked for its courage to provide this important framework. Just as the broadcast industry has changed, so too must the Communications Act in order to fulfill its important role as a stalwart protector of the public's rights in the media industry.


At the forefront of this discussion should be the preservation and support for local community access—in all forms, delivery points and formats—as this is the true, front-line bastion for free speech and a free society. Free, local programming provided via cable, online, satellite, OTT, wireless and other future platforms by the Public, Education and Government (PEG) stations across the country

must be an integral part of any needed revisions to the Communications Act, including provisions for federal, state and local funding of operations, equipment and capital improvements.

PEG is the modern-day equivalent of the printing press upon which our Founding Fathers depended to create our Great Nation and to foster the freedoms we all hold dear today. The public's right to know; to freely share information and, most importantly, to have access to the means whereby their voice can be heard—those of the reasons why Congress enacted the Communications Act and why PEG is so important to this country.

Revisions to the Communications Act will not be easy. Responses to this and other white papers on the subject are only the beginning steps in the process of meaningful change to protect the public now and in the future. Jurisdictional rivalries, competing industry interests and the massive scope of the task itself could thwart the effort, but I urge you and other members of Congress to take heart in that thousands of PEG operators like myself stand ready to help.

Cordially,



Keri Stokstad
Executive Director/CEO
Pasadena Media

c: Representative Judy Chu
Representative Adam Schiff

ABOUT PASADENA MEDIA

Pasadena Media is a non-profit 501(c)3 corporation that serves as the umbrella organization to oversee the public, government, and education cable access television operations for the City of Pasadena. Pasadena Media manages the public access (Arroyo) channel and government access (KPAS) channel. Pasadena Media is serving as the host site for the 2015 Alliance for Community Media Conference and Trade Show, August 12-14, 2015. www.allcommunitymedia.org

ABOUT PASADENA, CALIFORNIA

Pasadena's population is approximately 140,000 and is widely known for hosting the annual Rose Bowl football game and Tournament of Roses Parade. Pasadena is home to many scientific and cultural institutions, including the California Institute of Technology, the NASA Jet Propulsion Laboratory, Fuller Theological Seminary, Art Center College of Design, the Pasadena Playhouse, the Norton Simon Museum of Art and the Pacific Asia Museum.

Webs: Form Response

notifications@webs.com <notifications@webs.com>
Reply-To: form-processor@webs.com
To: chris@pasadenamedia.org

Wed, Jan 28, 2015 at 4:36 PM

webs

Login

Form Response Notification

The following form has been submitted from your website

<http://www.pasadenamedia.tv/>:

Full Name : DeWalt Brown

Phone : 626.926.3519

Email : dewaltbrown@gmail.com

Location where the problem occurred. : Business

Choose your Cable Provider : Charter

Address : 297 South Marengo Avenue

Pasadena, CA 91101

Type of Issue : Repair Service

Description of Complaint : There is a large Charter access panel on Del Mar that is loose. I have contacted Charter on many occasions and no one has repaired this.

The panel is loose and someone is going fall into this open pit with a loose fitting cover. Please help before someone breaks a leg or worst.

Resolution Requested : This Charter equipment should be repaired

Quick Tip: Did you know you can download all of your form results in .csv format to view in programs like Microsoft Excel, or Access? Simply visit the [Form Submissions Page](#) and click on the dropdown in the upper right-hand corner.

YOU HAVE 998 FORM SUBMISSIONS REMAINING FOR THIS MONTH.



Chris Miller <chris@pasadenamedia.org>

Webs: Form Response

Herrera, Eva <Eva.Herrera@charter.com>
To: Chris Miller <chris@pasadenamedia.org>

Thu, Jan 29, 2015 at 11:55 AM

Hi Chris,

Thank you, for forwarding Mr. DeWalt Brown email message over my way, I apologize for he felt necessary to contact the City for assistance in getting this matter resolved.

I've forward the information to our construction department and requested for a crew to be dispatched to the site, this afternoon.

I will get back to you, with their findings and resolution as soon as this are provided to me.

I again thank you, for forwarding Mr. Brown concerns over my way and apologize for the troubles caused.

Eva Herrera |Customer Service Specialist
Government Affairs |626.430.3324
4781 Irwindale Avenue, Irwindale, CA 91706

From: Chris Miller [mailto:chris@pasadenamedia.org]
Sent: Wednesday, January 28, 2015 11:42 PM
To: Herrera, Eva
Subject: Fwd: Webs: Form Response

----- Forwarded message -----
From: <notifications@webs.com>
Date: Jan 28, 2015 4:36 PM
Subject: Webs: Form Response
To: <chris@pasadenamedia.org>
Cc:



Chris Miller <chris@pasadenamedia.org>

Webs: Form Response

Herrera, Eva <Eva.Herrera@charter.com>
To: Chris Miller <chris@pasadenamedia.org>

Mon, Feb 2, 2015 at 3:29 PM

Hello Chris,

Communication and picture of job being completed (underground vault replaced) was received from Construction Coordinator Noe Aburto.

Feel free to contact me back if additional assistance is needed.

Thank you

Eva Herrera |Customer Service Specialist
Government Affairs |626.430.3324
4781 Irwindale Avenue, Irwindale, CA 91706



Webs: Form Response

notifications@webs.com <notifications@webs.com>
Reply-To: form-processor@webs.com
To: chris@pasadenamedia.org

Sat, Jan 31, 2015 at 10:39 AM

webs

Login

Form Response Notification

The following form has been submitted from your website

<http://www.pasadenamedia.tv/>:

Full Name : Alan M. Lamson

Phone : [6267941049](tel:6267941049)

Email : amlamson@sbcglobal.net

Location where the problem occurred. : Home

Choose your Cable Provider : Charter

Address : 2459 Brigden Road

Pasadena, CA 91104

Type of Issue : Poor Video Quality

Description of Complaint : TV programs often have distorted image and sounds, what the repairmen call a "pixal" problem.

Resolution Requested : Charter has come out several times to look at our reception boxes and cable. Finally, they have examined the cable line at several residences and are going to replace it. Hope that resolves the problem. Took a letter to corporate office to get real action.

Quick Tip: Did you know you can download all of your form results in .csv format to view in programs like Microsoft Excel, or Access? Simply visit the [Form Submissions Page](#) and click on the dropdown in the upper right-hand corner.

YOU HAVE 997 FORM SUBMISSIONS REMAINING FOR THIS MONTH.

STAFF REPORT

- Respectfully submitted by Keri Stokstad

Executive Director – Pasadena Community Access Corporation

**The Pasadena Community Access Corporation Board of Directors Meeting
Tuesday, February 3, 2015**

TO: PCAC Board of Directors
FROM: Keri Stokstad, Executive Director PCAC
**SUBJECT: EXTENSION OF LEASE TERM PASADENA COMMUNITY ACCESS CORPORATION
AT 150 S. LOS ROBLES SUITE 450**

RECOMMENDATION:

It is recommended that the PCAC Board of Directors:

- 1.) Find that the leasing of 150 S. Los Robles Suite 450 from SHERMAN OAKS CAPITAL ASSOCIATES, L.P., a California limited partnership, for occupancy by Pasadena Community Access Corporation (PCAC) is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301 (Existing Facilities); and
- 2.) Authorize the Executive Director to execute an approximate two year lease incorporating the terms and conditions generally described below for PCAC to continue leasing a portion of the building located at 150 S. Los Robles Suite 450, Pasadena for PCAC, and any other documents necessary to carry out the lease.

BACKGROUND

Pasadena Community Access Corporation (PCAC), DBA Pasadena Media, is a non-profit 501(c)3 corporation that serves as the umbrella organization to oversee the public, government, and education cable access television operations for the City of Pasadena. Pasadena Media manages the public access (Arroyo) channel and government access (KPAS) channel.

Pasadena Media occupies space in Suites 101 and 450 of 150 S. Los Robles.

The current lease terminates on February 28, 2015 and PCAC intends to continue occupancy at this location for an additional twenty-seven (27) months through May 31, 2017.

Following is a recap of the substantial terms proposed to extend the lease term:

- a) Term: Twenty-seven (27) months commencing March 1, 2015 and terminating on May 31, 2017;
- b) Area: 1932 square feet;

c) Rent: \$4,482.24 per month, March 1, 2015 to April 30, 2016 with one month's free rental abatement – Equates to an average of \$2.127 per square foot per month or \$49,305 per year.

\$4,755.21 per month May 1, 2016 to May 31, 2017 - \$2.461 per square foot per month, or \$57,063 per year.

d) Utilities: Operating Expenses: Paid by PCAC

PCAC BOARD CONSIDERATION:

ENVIRONMENTAL ANALYSIS:

The City's continued leasing of 150 S. Los Robles Suite 450 is categorically exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class Existing Facilities). Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures where there is negligible or no expansion of the use. This exemption applies to the proposed continued lease and operation of the 150 S. Los Robles property. The continuation of the lease for a twenty-seven month period will not result in any expansion of the existing use.



Date: 2/3/15

PCCTV Report:

The PCC Video Department and Lancer Lens Web Studio has been creating and curating content for our targeted March re-launch of PCC TV

In addition, we are evaluating our production needs, and plan to submit an equipment request proposal to the PCAC Board by March.

Regards,

David Steiman
Public Relations, Media Production Specialist