

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, March 3, 2015
7:00 p.m. at 150 S. Los Robles Ave, Suite 101**

BOARD OF DIRECTORS

George Falardeau, Chair (District 1)
Tom Majich (District 2)
Robert Oltman (District 3)
Howie Zechner, Vice Chair (District 4)
Yuny 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
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City Clerk
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Neighborhood Connections
Los Angeles Times
Pasadena Star News
Pasadena Journal
Pasadena Weekly
Pasadena Now

**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 March 3, 2015**, starting at **7:00 p.m.**, at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF FEBRUARY 3, 2015 BOARD MEETING MINUTES
 - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT: Tim Winter
- EXECUTIVE DIRECTOR REPORT: Keri Stokstad
- OLD BUSINESS
 - CABLE COMPLAINTS RECEIVED - PCAC is responsible for receiving all cable complaints for the city. Complaints can be filed online at www.pasadenamedia.tv/cable-complaints
 - Information Item
 - ED EMPLOYMENT AGREEMENT
 - Action Item
- NEW BUSINESS
 - PEG 1% ALLOCATION REQUEST
 - Recommendation by Channel Managers (PCC, KLRN, KPAS & Arroyo) to keep \$25,000 in reserve.
 - 1. Action Item
 - Recommendation by Channel Managers (PCC, KLRN, KPAS & Arroyo) to allocate \$85,000 of funds towards the First Phase of the CCTECH project for A/V Presentation Upgrades for City of Pasadena Chambers subject to PEG fund availability.
 - 1. Action Item
 - PCAC FY16 BUDGET PRESENTATION AND APPROVAL
 - Action Item
- COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES
- PASADENA MEDIA PRODUCERS REPORT: Macheo Shabaka
- CITY OF PASADENA REPORT: William Boyer
- PASADENA UNIFIED SCHOOL DISTRICT REPORT: Beth Leyden
- PASADENA CITY COLLEGE REPORT: Bob Miller
- FUTURE MEETING DATES

- April 7, 2015 at 7:00 p.m. at 150 S. Los Robles Ave, Suite 101
- May 5, 2015 at 7:00 p.m. at 150 S. Los Robles Ave, 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 27th day of February, 2015.

Keri Stokstad, Executive Director, PCAC

**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, February 3rd, 2015 at 150 S. Los Robles Ave., Suite 101.

PUBLIC MEETING – 7:00 P.M.

I. REPORT OUT OF CLOSED SESSION

- **BOARD OF DIRECTORS CONFERENCE** with Real Property Negotiator pursuant to Government Code Section 54956.8 – The Board approved a lease for Suite 450. This item will also be considered under new business. *MOTION: Tim Winter moved to accept the recommendation by staff. Yuni Parada seconded the motion. Nine Board Members were in favor, one against. The motion passed.*
- **BOARD OF DIRECTORS CONFERENCE** with Labor Negotiator pursuant to Government Code Section 54957.6 – The Board gave direction to the labor negotiator but there was no reportable action taken.

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

- George Falardeau, Board President, called the meeting to order at 8:05 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
Tim Winter – District 6 Representative
Hoyt Hilsman – District 7 Representative
Gail Schaper-Gordon – Mayor's Representative
William Boyer – City Manager's Office Representative
Beth Leyden – PUSD 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:**
Dr. Robert Miller – PCC Representative

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

III. APPROVAL OF MINUTES

MOTION: *Hoyt Hilsman moved to approve the minutes from January 6th, 2015. Howie Zechner seconded the motion. All were in favor with the exception of Tim Winter who abstained due the fact that he was not present for the January 6th meeting.*

IV. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

- Members of the Public were given the opportunity to speak on matters not on the agenda.

V. TREASURER REPORT

- Tim Winter presented the treasurer's report. Special mention was made that the City of Pasadena arrears payment of \$160k, will be deposited into a "rainy day" account soon. MOTION: *Robert Oltman moved to accept the Treasurer's Report. Yuni Parada seconded the motion. All were in favor.*

VI. EXECUTIVE DIRECTOR REPORT

- Keri Stokstad provided the Executive Director's report to the board, hard copies of which were also provided to the Board. George Falardeau reminded the public that operational questions should be directed to Keri outside of the Board Meetings.

VII. OLD BUSINESS

- **PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN – INFORMATION ITEM**
 - There were two complaints submitted via the web interface. The first was from DeWalt Brown and concerned a Charter access panel on Del Mar that was loose. Eva Herrera escalated the complaint to the construction department who repaired the problem. Eva sent a photo of the completed repair and the issue is now considered closed with no additional follow ups.
 - The second complaint was about poor video quality. At the time of the last meeting, Eva had not yet had a chance to respond.

VIII. NEW BUSINESS

- **LEASE AMENDMENT RE: 150 S. LOS ROBLES SUITE 450**
 - i. ACTION ITEM: There was a brief discussion to approve the lease for Suite 450. MOTION: *Tim Winter moved to accept the committee's recommendation to approve the lease consistent with the discussion. William Boyer seconded the motion. All were in favor.*

IX. COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES

- George Falardeau dissolved the Ad Hoc committees and established a new one for the purpose of negotiating the Executive Director's compensation package. The new committee consists of Hoyt Hilsman, Tom Majich, and Howie Zechner.

X. CITY OF PASADENA REPORT

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

XI. PASADENA UNIFIED SCHOOL DISTRICT REPORT

- Beth Leyden provided the PUSD report to the board.

XII. PASADENA CITY COLLEGE REPORT

- Dr. Robert Miller was absent so there was no PCC report to the board.

XIII. FUTURE MEETING DATES

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

XIV. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

XV. ADJOURNMENT

MOTION: *George Falardeau adjourned the meeting by Presidential Decree at 8:59pm.*

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 %
I538 Program Services - Training	240.00	2,000.00	-1,760.00	12.00 %
I539 Program Services - General Membership	2,445.35	1,000.00	1,445.35	244.54 %
I543 Production Services	9,846.19	13,000.00	-3,153.81	75.74 %
Total Income	\$686,337.53	\$885,000.00	\$ -198,662.47	77.55 %
Gross Profit	\$686,337.53	\$885,000.00	\$ -198,662.47	77.55 %
Expenses				
E801 Advertising / Promotional	3,231.04	5,000.00	-1,768.96	64.62 %
E804 Automobile Expense	8,142.06	10,000.00	-1,857.94	81.42 %
E815 Dues and Subscriptions	799.85	1,200.00	-400.15	66.65 %
E816 Entertainment & Meals	1,034.36	1,500.00	-465.64	68.96 %
E820 Contract Labor	3,877.27	5,000.00	-1,122.73	77.55 %
E821 Professional Fees	8,584.00	11,000.00	-2,416.00	78.04 %
E822 Accounting/Bookeeping	5,238.90	6,000.00	-761.10	87.32 %
E835 Commercial Insurance	10,250.47	10,000.00	250.47	102.50 %
E842 Licenses, Permits & Other Tax	245.31	500.00	-254.69	49.06 %
E849 Office Expense	12,291.70	14,000.00	-1,708.30	87.80 %
E851 Employee Benefits	44,045.27	55,000.00	-10,954.73	80.08 %
E852 Gross Salaries	403,753.09	545,460.00	-141,706.91	74.02 %
E854 Payroll Taxes	43,248.23	66,950.00	-23,701.77	64.60 %
E861 Bank and Payroll Fees	776.18	997.00	-220.82	77.85 %
E865 Rent - Lease	84,874.21	119,493.00	-34,618.79	71.03 %
E869 Production Equipment Repairs	2,395.26	3,000.00	-604.74	79.84 %
E874 Board Materials	271.22	500.00	-228.78	54.24 %
E876 Telecommunications	3,056.89	4,000.00	-943.11	76.42 %
E877 Cable Drop Fees	2,122.33	13,900.00	-11,777.67	15.27 %
E878 Professional Development	2,316.98	3,000.00	-683.02	77.23 %
E880 Travel & Lodging	4,050.07	5,500.00	-1,449.93	73.64 %
E885 Utilities	1,370.35	3,000.00	-1,629.65	45.68 %
Total Expenses	\$645,975.04	\$885,000.00	\$ -239,024.96	72.99 %
Net Operating Income	\$40,362.49	\$0.00	\$40,362.49	0.00%
Other Income				
I520 ACM Western WAVE Entry Fees	6,190.00		6,190.00	
I999 PEG Capital Income Recognized	133,266.77	230,000.00	-96,733.23	57.94 %
Total Other Income	\$139,456.77	\$230,000.00	\$ -90,543.23	60.63 %
Other Expenses				
E800 ACM Western WAVE Entry Expense	6,299.88		6,299.88	
E904 PEG Capital Equipment Expense	145,114.44	340,000.00	-194,885.56	42.68 %
Total Other Expenses	\$151,414.32	\$340,000.00	\$ -188,585.68	44.53 %
Net Other Income	\$ -11,957.55	\$ -110,000.00	\$98,042.45	10.87 %

Net Income	\$28,404.94	\$ -110,000.00	\$138,404.94	-25.82 %

Tuesday, Mar 03, 2015 03:29:17 PM PST GMT-8 - Accrual Basis

Pasadena Media

STATEMENT OF FINANCIAL POSITION

As of February 28, 2015

	TOTAL	
	AS OF FEB 28, 2015	AS OF JUN 30, 2014 (PP)
ASSETS		
Current Assets		
Bank Accounts		
A103 Petty Cash	200	500
A104 Bank of America Checking (1018)	227,314	63,116
A107 Bank of America Capital - Restricted (9451)	194,134	181,166
A110 Paypal	-9,675	145
A120 Pex Debit Card	2,503	
Total Bank Accounts	\$414,476	\$244,928
Accounts Receivable		
A200 Accounts Receivable	9,650	227,467
Total Accounts Receivable	\$9,650	\$227,467
Other current assets		
A300 Prepaid Insurance	1,965	1,965
A350 Security Deposit	1,000	1,000
A370 Undeposited Funds	720	250
Total Other current assets	\$3,685	\$3,215
Total Current Assets	\$427,811	\$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	\$586,022	\$633,821
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	144	6,340
Total Accounts Payable	\$144	\$6,340
Credit Cards		
L130 Credit Card Payable	-6,332	840
Total Credit Cards	\$ -6,332	\$840
Other Current Liabilities		
L210 Payroll Liabilities	30,365	23,104
L211 Other Payroll Liabilities	-128	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	\$242,262	\$305,600
Total Current Liabilities	\$236,074	\$312,780
Total Liabilities	\$236,074	\$312,780
Equity		
Q300 Opening Bal Equity	-37,301	-37,301
Q310 Retained Earnings	358,342	358,342
Net Income	28,907	
Total Equity	\$349,947	\$321,041
TOTAL LIABILITIES AND EQUITY	\$586,022	\$633,821

Tuesday, Mar 03, 2015 03:29:56 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, March 3, 2015 – 7:00pm

ANNOUNCEMENTS – Please welcome Quyen Lovrich to the Pasadena Media Team!

KEY ACHIEVEMENTS:

Board

- Meeting with Gail Schaper-Gordon
- Meeting with Tim Winter
- Meeting with George Falardeau and Mike Ross, CEO of PCOC

Facility

- New phone system installed
- YouTube/other streaming installed in studio control room
- LIVE productions on AT&T UVerse commenced

Financial

- PCAC FY16 Budget finished
- 990 Filing extended to May 15

Partnerships/Networking

- Meeting with Steve Mermell
- Meeting with Mike Ross
- CCTECH Project meeting
- Election Walk-thru meeting
- Channel Manager meeting
- Several candidate forums (see attached production report)
- *I've been invited by the LWV to be on a panel – March 5 (see attached flier)

Personnel

- Office Manager – Quyen Lovrich hired
- Agenda review and instruction meeting with Javan Rad and Quyen Lovrich
- Conducted producer survey RE: Member Services communication and follow-up

Producer/Member Relations

- Henry Olivarez– Center of Truth
- Marie Lemelle – Nina's Place
- Second producer social hour held on February 24, 2015
- Weekly eBlast reinstated

Productions

- 2015 Black History Parade
- Candidate Forums
- Candidate Statements

Staff reports attached (Member Services report for February will be provided in March).

Operations Report

Prepared by Chris Miller – February 2015

Notable Operations Projects and Their Statuses Conducted During February

- Capital Equipment Purchases and Installation: Ongoing
- PCC-TV Charter Issue: Solved
- AT&T / Streaming Delayed and Truncated Programming Issue: Solved
- Staff-Assisted Editing & Live-To-Tape Changeover: Ongoing
- Live Programming On AT&T/PasadenaMedia.org and New Online Channel Schedule: Begun

1. Capital Equipment Purchases and Installation: Ongoing - All of the capital equipment purchases have been ordered and installed, with a few exceptions that have not yet arrived.

2. PCC-TV Charter Issue: Solved - On 2/11, Keri tuned to PCC-TV on Charter to find the video oversaturated and audio distorted. That night, I checked connections and verified that our playback equipment was working properly. The following day, a Charter technician helped me narrow the issues down to the modulator at City Hall. I swapped the modulator with one we had used at Hen's Teeth, which rectified both audio and video issues. PCC-TV on AT&T and our online streams was unaffected.

3. Arroyo Channel AT&T / Streaming Delayed and Truncated Programming Issue: Solved - On February 12th and 13th, Programming on the Arroyo Channel via AT&T and the online stream was delayed by a few minutes and then truncated at the end of each show. The problem was traced to an issue with the Arroyo playout computer not syncing its time with the other playout system components. The issue was rectified at 12:10am on February 14th. The Arroyo Channel on Charter was unaffected.

4. Staff-Assisted Editing & Live-To-Tape Changeover: Ongoing - Most of the producers have been in for their first shoot after the TriCaster installation. Thus, we have almost completed the import of all of their graphics so we can return to a mostly live-to-tape environment. This also eliminates staff-assisted editing for all of the producers that did not want to learn to edit themselves.

5. Live Programming On AT&T/PasadenaMedia.org and New Online Channel Schedule: Begun - We had our first live show from the studio with the February 13 edition of CCN Sunrise, which aired live on the Arroyo Channel to AT&T and our website. Since that date, both CCN Sunrise and Media Mashup have aired live weekly. We still have no live connection with Charter from the studio, so repeats are scheduled during live timeslots. In conjunction with this change, we now publish the searchable AT&T/Online schedule on our website instead of our Charter schedule.

Pasadena Media Production Report February 2015

Studio Productions:

2/1: The YES Show- Producer: LaCora Stephens
2/3: Is It Reasonable- Producer: Walter Brown
2/3: The People's View- Producer: Macheo Shabaka
2/4: Media Mash Up- Producer: Dean Lee
2/5: Hour of Truth- Producer: Khatchik Chahinian
2/5: Real Divas Cook- Producer: Sunshine Burston
2/6: CCN Sunrise- Producer: Tami Devine
2/7: Gracebuilders- Producer: Kim Stanton
2/8: Real Divas Cook- Producer: Sunshine Burston
2/10: Special PCC Training
2/10: Choices- Producer: Marion Cathcart
2/11: Coming Out- Producer: Katrina Langford
2/11: Media Mash Up- Producer: Dean Lee
2/12: Hour of Truth- Producer: Khatchik Chahinian
2/12: Smile- Producer: Debra Johnson
2/12: The Dianne and Ashley Show- Producer: Dianne Durazo
2/13: CCN Sunrise- Producer: Tami Devine
2/13: Living in America- Producer: Jon Brookhart
2/13: Skee Love's House of Hip Hop- Producer: Lonnie Lee
2/14: In the Kitchen- Producer: Barbara Shay
2/14: WOW- Producer: Malika Hendry
2/15: Tomorrow's Thespians- Producer: Donald Briggs
2/15: Greys- Producer: Andre Coleman
2/17: Riq the Critic- Producer: Wannetta Benton
2/17: SGVMO TV- Producer: Leroy Griffth
2/17: Sure Truth- Producer: Alice Muhammad
2/18: Center of Truth- Producer: Henry Olivarez
2/18: Smile- Producer: Debra Johnson
2/18: Flint's- Producer: Marie Y. Lemelle
2/18: Media Mash Up- Producer: Dean Lee
2/19: Abundant Harvest- Producer: Anthony McFarland
2/19: Thursday Night Live- Producer: Jarred Hodgdon
2/20: CCN Sunrise- Producer: Tami Devine
2/20: Eddie's Gospel Hour- Producer: Eddie Fulton
2/20: Big Smile!- Producer: Cicero Salmon
2/21: Yeshua Ministries- Producer: Denise Maiden

2/21: Spending a Little Time with Poetry- Producer: Bozana Belokosa
2/22: Beauty by Diana- Producer: Jarred Hodgdon
2/24: Experimental- Producer: David Freleng
2/24: Crossing Bridges- Producer: Nat Nehdar
2/24: Conner Bubble- Producer: Joe Conner
2/25: After Thoughts- Producer: Braxton Berkley
2/25: Media Mash Up- Producer: Dean Lee
2/26: The YES Show- Producer: LaCora Stephens
2/27: CCN Sunrise- Producer: Tami Devine
2/27: Legal Chat- Producer: Yvonne Anaya
2/27: Sounds Within- Producer: L.V. Smith
2/28: AICN- Producer: Chuck Marshall
2/28: Anybody Can Play Guitar- Producer: James Jones Jr.

49 Productions Recorded in Studio

KPAS/City Productions:

2/2: Pasadena City Council Meeting
2/4: San Rafael Neighborhood Meeting
2/5: League of Women Voters Regular Meeting
2/5: Oak Knoll Neighborhood Association Mayoral Candidate Forum
2/8: Pasadena Latino Candidate Forum
2/8: Arlington Garden Recognition Ceremony
2/8: Pasadena Civic Exhibition Hall Ribbon Cutting
2/9: Pasadena City Council Meeting
2/11: Planning Commission
2/11: Pasadena Star-News Mayoral Candidate Forum
2/13: Swearing-In Ceremony of Fire Chief Bertral T. Washington
2/17: Altadena Town Council Meeting
2/17: EAC Meeting
2/18: Greater Pasadena Housing Association Mayoral Candidate Forum
2/21: 2015 Black History Parade
2/23: Pasadena City Council Meeting
2/25: Planning Commission
2/25: District 3 Community Meeting
2/28: CERT Boot Camp with Vice Mayor Jacque Robinson

19 City/KPAS Productions Covered

CONTACT: Monica Hubbard, 626-797-5912

FOR IMMEDIATE RELEASE

League of Women Voters Pasadena Area presents
THE IMPORTANCE OF MEDIA TO OPEN GOVERNMENT
A free public forum March 5, 2015

Val Zavala of KCET will lead a panel of noted media professionals in a free, public forum on the importance of media to transparency in government and the public's right to know, Thursday, March 5, 10-11:45 a.m., at the Women's City Club, 160 N. Oakland Ave., Pasadena.

The League of Women Voters Pasadena Area is sponsoring the forum to help citizens find and promote responsible reporting in the exploding information scene as budgets for investigative reporting shrink.

The panel includes the following:

- * Karen Foshay, senior investigative producer at Al Jazeera Los Angeles and award-winning investigative reporter;
- * Noelia Rodriguez, chief communications officer for Metro Los Angeles and former press secretary for both First Lady Laura Bush and LA Mayor Richard Riordan;
- * Ann Erdman, award-winning public information officer for the cities of Palm Springs and Pasadena who cultivated relationships with not only print and online journalists but also local bloggers and community activists;
- * Keri Stokstad, executive director and CEO for Pasadena Media who cultivates citizen talent for local cable access television stations; and
- * Zavala, who not only anchors the award-winning SoCal Connected, but also is vice president of news and public affairs at KCET. She has won 15 LA Emmy awards.

Foshay will discuss the role of investigative reporter and producer while Stokstad will talk about the increasing importance of "citizen" journalism in today's exploding information online. Erdman will provide insights into how cities may work or don't work with the media while Rodriguez will bring perspectives from the local to national levels.

The event is free and open to the public. Reservations, however, are advised to assure adequate seating. Reservations also are available for lunch at a cost of \$25 including tax, tip and parking. For more information and to make a reservation visit <http://lwv-pa.org/events/> and click on the red headline, e-mail office@lwv-pa.org or call 626-798-0965. KPAS will record for future viewing.



Chris Miller <chris@pasadenamedia.org>

Webs: Form Response

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

Tue, Feb 17, 2015 at 1:48 PM

Hello Chris,- System Manager of Engineering Jesus Ibarra, communicated that repairs to the cable lines were completed as of 2/12, all technical problems resolved.

Aerial crew completed replacing distribution cables and splicing was completed last night by in-house techs. Technician made contact with Mr. Lamson and informed him that all work was completed in the area. Mr. Lamson mentioned that he was going to monitor and we will follow up within couple of days to see if the tiling was resolved.

All telephone poles were rear easements and crews had many access challenges thru the process, the only thing left is the old trunk cable removal, which service partners will take care of.

Thanks

Jesus

Additional information was provided earlier today, which indicating that a follow-up all to Mr. Lamson had been placed.

Last Friday, we contact Mr. Lamson and he confirmed that services are OK.

Thanks

Jesus

Let me know if additional assistance is needed.



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

From: Herrera, Eva
Sent: Thursday, February 05, 2015 8:27 AM
To: 'Chris Miller'
Subject: RE: Webs: Form Response

Good morning Chris, this complaint is in progress.

As a quick update, Construction and Maintenance crews have been in contact with customer and working onsite since Jan. 22th. when customer first contacted us to report reception problems (picture tiling).

Construction and maintenance crews discovered that the cause and or root of the problems was a damage drop, squirrels had chewed and damage the drop.

Below is the latest update from construction dept. that was received Late yesterday afternoon.

Mr. Lamson, he shut my aerial crew down today and asked to have the crews start at 7:30 am he is going to send an email to his neighbors letting them know that there will be guys working in yards, he said that he is the person who called Charter for the problems. My crews will return tomorrow 7:30am...

Additional information and or resolution will be provided, once all technical issue are resolved to customer satisfaction.

Thank you

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

From: Chris Miller [<mailto:chris@pasadenamedia.org>]
Sent: Monday, February 02, 2015 11:39 PM
To: Herrera, Eva
Subject: Fwd: Webs: Form Response

Chris Miller

COO, Pasadena Media

150 S. Los Robles Suite 101

----- Forwarded message -----

From: <notifications@webs.com>

Date: Sat, Jan 31, 2015 at 10:39 AM

Subject: Webs: Form Response

To: chris@pasadenamedia.org

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

**Pasadena Community Access Corporation
Budget Draft FY16**

		FY16	FY15	Difference	%
	Income				
1	I510 Altadena Contract	10,000	10,000	-	0%
2	I528 Grants & Fundraising	10,000	10,000	-	0%
3	I530 City of Pasadena	1,065,848	849,000	216,848	26%
4	I539 Program Services	6,000	2,000	4,000	200%
5	I543 Production Services	15,000	13,000	2,000	15%
6	I547 Merchandise Sales	1,000	1,000	-	0%
	Total Income	1,107,848	885,000	222,848	25%
	Expenses				
7	E801 Advertising/Marketing	5,000	5,000	-	0%
8	E804 Automobile Expense	12,400	10,000	2,400	24%
9	E815 Dues and Subscriptions	1,500	1,200	300	25%
10	E816 Entertainment & Meals	1,500	1,500	-	0%
11	E820 Contract Labor	8,000	5,000	3,000	60%
12	E821 Legal	57,000	11,000	46,000	418%
13	E822 Accounting	8,000	6,000	2,000	33%
14	E835 Commercial Insurance	12,000	10,000	2,000	20%
15	E842 Licenses, Permits & Other Tax	500	500	-	0%
16	E849 Office Expense	14,000	14,000	-	0%
17	E851 Employee Benefits	65,000	55,000	10,000	18%
18	E852 Gross Salaries	355,500	348,260	7,240	2%
19	E852 Gross Salaries - Production	250,000	191,200	58,800	31%
20	E854 Payroll Taxes	73,335	66,950	6,385	10%
21	E861 Bank and Payroll Fees	1,100	997	103	10%
22	E865 Lease	177,765	119,493	58,272	49%
23	E869 Production Equipment Repairs	6,000	3,000	3,000	100%
24	E874 Board Materials	500	500	-	0%
25	E875 Telecommunications	5,000	4,000	1,000	25%
26	E877 Cable Drop Fees	43,248	13,900	29,348	211%
27	E878 Professional Development	3,500	3,000	500	17%
28	E880 Travel & Lodging	4,000	5,500	(1,500)	-27%
29	E885 Utilities	3,000	9,000	(6,000)	-67%
	Total Expenses	1,107,848	885,000	222,848	25%
	#12: City Legal Department Reimbursement - \$57,000				
	#19: Fund 2 FTE for increase in KPAS productions - \$128, 117				
	#26: Fiber Connectivity - Charter - \$43,248 (see attached)				
	Total = \$228,365				

Spectrum Business Quote

Chris,

The following is a price estimate for Spectrum Business services that take into account the conversation we had around Optical Ethernet Services to the below locations. According to the email you provided, each site will point to 150 S. Los Robles; your main location.

Keep in mind that the below monthly cost do not include:

1. Applicable taxes, fees, or surcharges
2. Installation or construction cost

Monthly Service Fees – Optical Ethernet Services - 24 -60 month term agreement

Name of Location	Address	Speed	24 Month	36 Month	48 Month	60 Month
Pasadena USD - Muir High School (9-12)	1905 Lincoln Ave.	10Mbps	\$738	\$615	\$554	\$492
Pasadena City Hall	100 N Garfield Ave.	10Mbps	\$738	\$615	\$554	\$492
Pasadena Senior Center	85 E. Holly Street	10Mbps	\$738	\$615	\$554	\$492
Pasadena Civic Auditorium Convention Center	300 E Green Street	10Mbps	\$738	\$615	\$554	\$492
Unified School District Offices	351 S. Hudson Ave.	10Mbps	\$738	\$615	\$554	\$492
PCC - Campus	1570 E. Colorado	10Mbps	\$738	\$615	\$554	\$492
Main Site	150 S. Los Robles	60Mbps	\$978	\$815	\$734	\$652
Totals by Agreement Term	-	-	\$5,406	\$4,505	\$4,058	\$3,604

Please feel free to give me a call with any questions or concerns you may have regarding the above information.

Dessiree Holt
Major Accounts Representative
(626) 430-3328 – Office
(626) 945-5632 - Mobile

is that they are as worried about making sure our network is running perfectly as I am."

-Jimmy B., Network Administrator, Bethel University



Keri Stokstad <keri@pasadenamedia.org>

following up on your voice mail message

Keri Stokstad <keri@pasadenamedia.org>

Wed, Feb 11, 2015 at 4:40 PM

To: "Cuellar, Sandra M" <Sandra.Cuellar@charter.com>

Cc: "Heintz, Del J" <Del.Heintz@charter.com>, "Boyer, William" <wboyer@cityofpasadena.net>

Dear Sandra,

Thank you for responding today about you or Mr. Heintz providing Pasadena Community Access Corp. (Pasadena Media) with a written response on Charter's position concerning solutions and improvements to its broadcast signal quality for the PEG programming by Pasadena Media that Charter provides to its customers.

As we discussed, the Pasadena City Council and Pasadena Media continue to receive calls from citizens (Charter customers) about the poor signal quality that Charter customers receive. As Executive Director / CEO for Pasadena Media, I need to report back to both Pasadena Media's Board of Directors and the Pasadena City Council as to the status of this issue.

Currently, AT&T has provided to Pasadena Media for free--as a good corporate citizen and valued member of the Pasadena business community--all of the necessary equipment, connectivity and ability to distribute live programming from our Pasadena Media studio at 150 S. Los Robles Ave Suite 101. The AT&T equipment is completely compatible with our new playback equipment housed at this location and the signal quality for Pasadena's AT&T U-Verse customers is significantly superior to Charter's.

We have been in the new studio for about one year and, to date, we continue to have to use old, outdated equipment at an off-site location for live KPAS coverage of City Council meetings and other programming because Charter will not provide similar service to its customers like AT&T in order to fulfill its PEG obligation.

At this point, without the historic spirit of cooperation from Charter that Pasadena's citizens/cable subscribers have traditionally enjoyed, my response back to the Mayor, City Council and the Pasadena Media Board of Directors is the following:

#1. PCAC is being forced by Charter to become a fiber business customer with Charter, using taxpayer money to pay between \$2,000 per month (\$24,000 per year) to \$4,000 per month (\$48,000 per year) for connectivity (depending on number of locations).

#2. PCAC continues to run two separate playback systems for the PEG channels (KPAS, Arroyo and PCC-TV), using old, outdated equipment not at the new studio in order to accommodate Charter's insistence to provide its customers with inferior signal quality via the antiquated I-NET system.

I am hoping that Charter will provide a written response by Feb. 20 so that I can include your information in my

report to the Board and City Council. It is important that we have accurate and current information from Charter as to what needs to be done to provide the same level of broadcast quality to Charter customers that AT&T customers already have. Please let me know if there are other options available from Charter that I have not included here or if you have any other questions about this issue.

Thank you.

Best,

- Keri



Keri Stokstad
Executive Director
150 S. Los Robles Suite 101
Pasadena, CA. 91101

Bridging Community Voices



Contact me:  855-794-8585 x111

[Quoted text hidden]



February 20, 2015

VIA EMAIL

Keri Stokstad
Executive Director/CEO
Pasadena Media
150 S. Los Robles Ave.
Pasadena, CA 91101

Dear Keri,

We are writing in response to your email request dated February 11, 2015. It has been some time since we discussed the fiber-optic construction of your playback system transport and we appreciate the opportunity to clarify our policy. In keeping with Charter's "historic spirit of cooperation" that you acknowledge in your email, we wish to work with you in finding a solution to your PEG transport needs. In the meantime, while we work through this issue, Charter would be more than willing to once again send a technician to review the current system and detect what may be causing the "poor signal quality" you mentioned. However, as we've explained in the past, equipment or signal failures occurring on the City-owned lines, up to and including the modulator owned by the City, are the responsibility of the City.

To begin, and as we have recommended in the past, the PEG fees that have been paid to the City of Pasadena may be used to cover the construction costs of building a fiber PEG transport system as a capital expense. In the last 6 years alone Charter has collected from your constituents and our customers \$1,107,481.03 in PEG Fees. If building a fiber transport system is a priority for Pasadena, than using PEG fees for this purpose would be a good use of the fees that residents have already borne.

With regard to Charter's policy on PEG transport, it is clear that the Digital Infrastructure and Video Competition Act of 2006 (DIVCA) removes any requirement on a video service provider to provide free PEG support including PEG channel facilities. Section 5870(k) provides that: "All obligations to provide and support PEG channel facilities and institutional networks and to provide cable services to community buildings contained in a locally issued franchise existing on December 31, 2006, shall continue until the local franchise expires, until the term of the franchise would have expired if it had not been terminated pursuant to subdivision (o) of Section 5840, or until January 1, 2009, whichever is later." As you are aware the local franchise between Charter and the City of Pasadena expired in 2008 and we now operate under a state franchise in the City.

As you know we currently carry and have carried for over 30 years four (4) PEG channels for the City of Pasadena. There is nothing in section 5870 of DIVCA, or elsewhere, that imposes an obligation on Charter to bear any of the costs associated with construction, carriage or transport of PEG signals originating in the City back to Charter's facilities. The Federal Communications Commission ("FCC") recently concluded that "in-kind" payments of goods and services, including free or discounted services provided to cities are considered franchise fees and count towards the 5% cap and can be deducted from franchise fees.¹

¹ See *Implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1984*, MB Docket No. 05-311, Order on Reconsideration (rel. Jan. 21, 2015).



You state in your email that "Charter will not provide similar service to its customers like AT&T in order to fulfill its PEG obligation." We are quite surprised about this comparison you make between what Charter and AT&T provide as their "PEG obligation." Charter has and continues to provide the City of Pasadena with four (4) linear channels when AT&T places your PEG content in an entirely different on-demand type platform that completely defies the intent of DIVCA.

In closing, we look forward to partnering with the City to explore possible solutions to your PEG transport needs. We also wish to remind you of the open invitation the Mayor, City Council and City Management have to join us as guests on our show *Charter California Edition*. I may be reached at 626-430-3426.

Thank you.

A handwritten signature in black ink, appearing to read "Del J. Heintz", written in a cursive style.

Del J. Heintz

State Director – Government Affairs

cc: Suzanne Curtis, VP, Assistant General Counsel

Gary Underwood, Senior Director Regional Government Affairs