

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, May 5, 2015
7:00 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)
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
City Attorney
City Clerk
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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 May 5, 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 MARCH 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.org/cable-complaints
 - Information Item
 - PEG 1% ALLOCATION– CITY OF PASADENA DEPARTMENT OF INFORMATION TECHNOLOGY CITY COUNCIL CHAMBERS A/V PRESENTATION SYSTEM UPGRADE
 - Information Item
 - FY16 BUDGET – STATUS UPDATE
 - Information Item
- NEW BUSINESS
- COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES
- PASADENA MEDIA PRODUCERS REPORT: Advisory Council Representative
- CITY OF PASADENA REPORT: William Boyer
- PASADENA UNIFIED SCHOOL DISTRICT REPORT: Beth Leyden
- PASADENA CITY COLLEGE REPORT: Bob Miller
- FUTURE MEETING DATES
 - June 2, 2015 at 7:00 p.m. at 150 S. Los Robles, Suite 101
 - July 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 2nd day of May, 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

A special meeting of the PCAC Board of Directors was held on Tuesday, February 3rd, 2014, at 6:30pm at 150 S. Los Robles Ave., Suite 101 immediately preceding the Regular Meeting.

CLOSED SESSION – 6:30 P.M.

BOARD OF DIRECTORS CONFERENCE with Labor Negotiator pursuant to Government Code §54957.6

PCAC Representative: Hoyt Hilsman

Unrepresented Employee: Executive Director

A single item was discussed and no reportable action was taken.

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

- George Falardeau, Board President, called the meeting to order at 7:00 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
 - 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:**
 - None

Prepared by: Beth Leyden, Secretary and PUSD Representative

Reviewed by: Keri Stokstad, Executive Director

II. APPROVAL OF MINUTES

Howie Zechner moved to approve the minutes from February 3rd, 2014. Tim Winter seconded the motion. All were in favor.

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

- None

IV. TREASURER REPORT

- Tim Winter gave the Treasurer's report.

V. EXECUTIVE DIRECTOR REPORT

- In the interest of time, Keri Stokstad reported that the Executive Director's report stands as presented in the Board packet. There were no questions from the Board.

VI. OLD BUSINESS

- **PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN – INFORMATION ITEM**

- i. There was one complaint via the website. The first was related to poor video quality. Eva Herrera from Charter reported that squirrels had damaged the drop and that repair crews were attempting to fix the damage. Services were completely restored to the satisfaction of the customer.
- ii. The ED and Del Heintz exchanged emails (hard copied to the Board in the Board packet) regarding two issues – 1) being forced by Charter to become a fiber business customer and 2) playback on outdated equipment at a separate location to accommodate the I-NET system.

- **ED EMPLOYMENT AGREEMENT – ACTION ITEM**

- i. Motion: *Hoyt Hilsman moved to approve the **ED Employment Agreement** as presented. Yuni Parada seconded the motion. The motion passed with ten (10) in favor and one (1) opposed.*

VII. NEW BUSINESS

- **PEG 1% ALLOCATION REQUEST**

- i. Recommendation by Channel Managers (PCC, KLRN, KPAS, & Arroyo) to keep \$25,000 in reserve.
 1. Tabled
- ii. 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. Tabled

- **PCAC FY16 BUDGET PRESENTATION AND APPROVAL – ACTION ITEM**

- i. Motion: *Dr. Robert Miller moved to authorize the ED to make budget recommendations to the City and to enter into discussions with the City regarding the proposed budget. Gayle Schaper-Gordon seconded the motion. All were in favor.*

VIII. COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES

- None

IX. PASADENA MEDIA PRODUCERS REPORT – MACHEO SHABAKA

- None

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 provided the PCC report to the board.

XIII. FUTURE MEETING DATES

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

XIV. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

XV. ADJOURNMENT

- *George Falardeau adjourned the meeting by presidential decree at 8:15 pm.*

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	849,000.00	849,000.00	0.00	100.00%
I538 Program Services - Training	440.00	2,000.00	-1,560.00	22.00%
I539 Program Services - General Membership	2,856.82	1,000.00	1,856.82	285.68%
I543 Production Services	10,222.01	13,000.00	-2,777.99	78.63%
Total Income	\$ 872,574.82	\$ 885,000.00	-\$ 12,425.18	98.60%
Gross Profit	\$ 872,574.82	\$ 885,000.00	-\$ 12,425.18	98.60%
Expenses				
E801 Advertising / Promotional	4,567.90	5,000.00	-432.10	91.36%
E804 Automobile Expense	11,623.06	10,000.00	1,623.06	116.23%
E815 Dues and Subscriptions	799.85	1,200.00	-400.15	66.65%
E816 Entertainment & Meals	1,682.05	1,500.00	182.05	112.14%
E820 Contract Labor	5,077.27	5,000.00	77.27	101.55%
E821 Professional Fees	8,584.00	11,000.00	-2,416.00	78.04%
E822 Accounting/Bookkeeping	6,865.99	6,000.00	865.99	114.43%
E835 Commercial Insurance	10,252.64	10,000.00	252.64	102.53%
E842 Licenses, Permits & Other Tax	246.11	500.00	-253.89	49.22%
E849 Office Expense	14,114.01	14,000.00	114.01	100.81%
E851 Employee Benefits	64,916.72	55,000.00	9,916.72	118.03%
E852 Gross Salaries	494,221.40	545,460.00	-51,238.60	90.61%
E854 Payroll Taxes	52,101.18	66,950.00	-14,848.82	77.82%
E861 Bank and Payroll Fees	892.19	997.00	-104.81	89.49%
E865 Rent - Lease	117,782.99	119,493.00	-1,710.01	98.57%
E869 Production Equipment Repairs	3,186.85	3,000.00	186.85	106.23%
E874 Board Materials	410.46	500.00	-89.54	82.09%
E876 Telecommunications	4,177.34	4,000.00	177.34	104.43%
E877 Cable Drop Fees	3,893.09	13,900.00	-10,006.91	28.01%
E878 Professional Development	2,316.98	3,000.00	-683.02	77.23%
E880 Travel & Lodging	4,060.07	5,500.00	-1,439.93	73.82%
E885 Utilities	2,477.34	3,000.00	-522.66	82.58%
Total Expenses	\$ 814,249.49	\$ 885,000.00	-\$ 70,750.51	92.01%
Net Operating Income	\$ 58,325.33	\$ 0.00	\$ 58,325.33	
Other Income				
I520 ACM Western WAVE Entry Fees	6,190.00		6,190.00	
I999 PEG Capital Income Recognized	199,156.76	230,000.00	-30,843.24	86.59%
Total Other Income	\$ 205,346.76	\$ 230,000.00	-\$ 24,653.24	89.28%
Other Expenses				
E800 ACM Western WAVE Entry Expense	6,299.88		6,299.88	
E904 PEG Capital Equipment Expense	145,660.23	340,000.00	-194,339.77	42.84%
Total Other Expenses	\$ 151,960.11	\$ 340,000.00	-\$ 188,039.89	44.69%
Net Other Income	\$ 53,386.65	-\$ 110,000.00	\$ 163,386.65	-48.53%
Net Income	\$ 111,711.98	-\$ 110,000.00	\$ 221,711.98	-101.56%

Pasadena Media
Statement of Financial Position
As of March 31, 2015

	Total	
	As of Mar 31, 2015	2015 (PP)
ASSETS		
Current Assets		
Bank Accounts		
A103 Petty Cash	200.00	200.00
A104 Bank of America Checking (1018)	315,718.22	227,313.51
A107 Bank of America Capital - Restricted (9451)	91,434.14	194,134.14
A110 Paypal	-191.08	-9,674.54
A120 Pex Debit Card	1,342.36	2,502.79
Total Bank Accounts	\$ 408,503.64	\$ 414,475.90
Accounts Receivable		
A200 Accounts Receivable	9,650.00	9,650.00
Total Accounts Receivable	\$ 9,650.00	\$ 9,650.00
Other current assets		
A300 Prepaid Insurance	1,965.33	1,965.33
A350 Security Deposit	1,000.00	1,000.00
A370 Undeposited Funds	920.00	820.00
Total Other current assets	\$ 3,885.33	\$ 3,785.33
Total Current Assets	\$ 422,038.97	\$ 427,911.23
Fixed Assets		
A130 Furniture & Fixtures	-0.38	-0.38
A132 Production Equipment	215,136.75	215,136.75
A136 Accumulated Depreciation	-56,926.00	-56,926.00
Total Fixed Assets	\$ 158,210.37	\$ 158,210.37
TOTAL ASSETS	\$ 580,249.34	\$ 586,121.60
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	8,740.13	549.42
Total Accounts Payable	\$ 8,740.13	\$ 549.42
Credit Cards		
L130 Credit Card Payable	-6,331.95	-6,331.95
Total Credit Cards	-\$ 6,331.95	-\$ 6,331.95
Other Current Liabilities		
L210 Payroll Liabilities	30,996.18	30,365.18
L211 Other Payroll Liabilities	-379.33	-127.93
L212 Accrued Vacation	22,276.79	22,276.79
L212.1 Accrued Salaries & Wages	2,945.99	2,945.99
L220 Deferred Income	186,802.23	186,802.23
Total Other Current Liabilities	\$ 242,641.86	\$ 242,262.26
Total Current Liabilities	\$ 245,050.04	\$ 236,479.73
Total Liabilities	\$ 245,050.04	\$ 236,479.73
Equity		
Q300 Opening Bal Equity	-37,301.00	-37,301.00
Q310 Retained Earnings	358,341.67	358,341.67
Net Income	14,158.63	28,601.20
Total Equity	\$ 335,199.30	\$ 349,641.87
TOTAL LIABILITIES AND EQUITY	\$ 580,249.34	\$ 586,121.60

Pasadena Media
Statement of Financial Position
As of April 30, 2015

	Total	
	As of Apr 30, 2015	As of Mar 31, 2015 (PP)
ASSETS		
Current Assets		
Bank Accounts		
A103 Petty Cash	200.00	200.00
A104 Bank of America Checking (1018)	336,685.62	315,718.22
A107 Bank of America Capital - Restricted (9451)	91,434.14	91,434.14
A108 A108 Bank of America Savings (0990)	100,006.03	
A110 Paypal	-93.98	-191.08
A120 Pex Debit Card	2,370.89	1,342.36
Bill.com Money Out Clearing	-450.62	0.00
Total Bank Accounts	\$ 530,152.08	\$ 408,503.64
Accounts Receivable		
A200 Accounts Receivable	2,611.95	9,650.00
Total Accounts Receivable	\$ 2,611.95	\$ 9,650.00
Other current assets		
A300 Prepaid Insurance	1,965.33	1,965.33
A350 Security Deposit	1,000.00	1,000.00
A370 Undeposited Funds	450.00	920.00
Total Other current assets	\$ 3,415.33	\$ 3,885.33
Total Current Assets	\$ 536,179.36	\$ 422,038.97
Fixed Assets		
A130 Furniture & Fixtures	-0.38	-0.38
A132 Production Equipment	216,100.15	215,136.75
A136 Accumulated Depreciation	-56,926.00	-56,926.00
Total Fixed Assets	\$ 159,173.77	\$ 158,210.37
TOTAL ASSETS	\$ 695,353.13	\$ 580,249.34
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	0.00	8,740.13
Total Accounts Payable	\$ 0.00	\$ 8,740.13
Credit Cards		
L130 Credit Card Payable	-6,331.95	-6,331.95
Total Credit Cards	-\$ 6,331.95	-\$ 6,331.95
Other Current Liabilities		
L210 Payroll Liabilities	21,403.50	30,996.18
L211 Other Payroll Liabilities	-254.26	-379.33
L212 Accrued Vacation	22,276.79	22,276.79
L212.1 Accrued Salaries & Wages	2,945.99	2,945.99
L220 Deferred Income	186,802.23	186,802.23
Total Other Current Liabilities	\$ 233,174.25	\$ 242,641.86
Total Current Liabilities	\$ 226,842.30	\$ 245,050.04
Total Liabilities	\$ 226,842.30	\$ 245,050.04
Equity		
Q300 Opening Bal Equity	-37,301.00	-37,301.00
Q310 Retained Earnings	358,341.67	358,341.67
Net Income	147,470.16	14,158.63
Total Equity	\$ 468,510.83	\$ 335,199.30
TOTAL LIABILITIES AND EQUITY	\$ 695,353.13	\$ 580,249.34

DIRECTOR'S REPORT

- Respectfully submitted by Keri Stokstad

Executive Director – Pasadena Community Access Corporation

**The Pasadena Community Access Corporation Board of Directors Meeting
Tuesday, May 5, 2015 – 7:00pm**

ANNOUNCEMENTS – Board Strategic Planning date set for Saturday, June 27, 2015

KEY ACHIEVEMENTS:**Board**

- Meeting with Gail Schaper-Gordon, Hoyt Hilsman and George Falardeau
- Meeting with Tim Winter at Bank of America
- Meeting with Tim Winter and Mike Noll
- Meeting with William Boyer

Facility

- General Facility clean-up
- Camera Control Unit and Waveform installed in Studio A Control room
- 450 Entrance clean-up
- TalkShow installed
- Cubicles for Edit Area installed

Financial

- Budget Meeting with City Manager
- PCAC FY16 Budget revised for May 15 Budget Presentation
- 990 Information provided to Accountant

Partnerships/Networking

- Meeting with Richard Davis, Budget Director
- Meeting with Steve Mermell, Assistant City Manager & Interim Public Works Director
- ACM National Conference Site Visit with national staff and planning committee members
- Mayor's Celebration Day Meetings with City staff and Field Reps
- Meeting with Steve Madison, Margaret McAustin RE Special Project Video
- Meeting with Margaret McAustin RE Special Project Video
- Meeting with William Boyer, Larry Mantle RE Debate at the Convention Center
- Meeting with National Hispanic Media Coalition

Personnel

- Meeting with Aaron Wheeler RE Follow up to Producer Survey
- Meeting with DeMario Ray RE Personal production request
- Sponsorship policies meeting with Aaron Wheeler
- Marketing meeting with full staff
- Regular weekly meetings with Quyen Lovrich and Bobbie Ferguson
- Regular meetings with Chris Miller
- Studio B Meeting with Chavel DeVine
- Meeting with Jared Hodgkin, Chavel DeVine and Aaron Wheeler RE Wednesday Night Productions

Producer/Member Relations

- LaCora Stephens and production crew – The Yes Show
- Tami DeVine – CCN Sunrise
- Producer Liaison Meeting with Macheo Shabaka, Bozana Belokosa, & Dr. Malika Hendry
- 2 Producer Social Hours held on March 24, 2015 and April 28, 2015
- 8 Weekly eblasts (most recent attached)

Productions

- Debate at the Pasadena Convention Center
- Live election coverage
- Mayor's Celebration Dinner
- Mayor's Celebration Day
- Mayor Goodbye Video

Production report attached

COO report attached

Member Services report attached

Mayor's seven trees

1 message

Stewart, Jana <janastewart@cityofpasadena.net>

Mon, May 4, 2015 at 2:56 PM

To: "Bailey, Ana" <abailey@cityofpasadena.net>, "Peretz, Charles" <CPeretz@cityofpasadena.net>, "Hunter, Tom" <THunter@cityofpasadena.net>, "Alvarado, Yesenia" <yalvarado@cityofpasadena.net>, "blg1735@hotmail.com" <blg1735@hotmail.com>, "emina@earthlink.net" <emina@earthlink.net>, "Robinson, Jacque" <jacquerobinson@cityofpasadena.net>, "McAustin, Margaret" <mmcaustin@cityofpasadena.net>, "Kennedy, John" <JohnJKennedy@cityofpasadena.net>, "Masuda, Gene" <gmasuda@cityofpasadena.net>, "Gordo, Victor" <vgordo@cityofpasadena.net>, Steve Madison <stevemadison@quinnemanuel.com>, "Tornek, Terry" <ttornek@cityofpasadena.net>, City_Executive_Leadership_Team <cexecutive@cityofpasadena.net>, "christy@godayone.org" <christy@godayone.org>, Michael Ross <mross@pasadenacenter.com>, Keri Stokstad <keri@pasadenamedia.org>, "ddunn@rosebowlstadium.com" <ddunn@rosebowlstadium.com>, "mpinola@rosebowlaquatics.org" <mpinola@rosebowlaquatics.org>

The following is a message from Mayor Bill Bogaard. You may respond directly to him at bbogaard@cityofpasadena.net, with a cc: to me.

To my dear friends:

There are so many ways in which I am inclined to express thanks to you for the activities of my transition upon completing my service as Mayor that it is hard to find the right words. I want to thank you for the contribution you made to the gift of seven trees to me for a lasting memory of my service.

I cannot think of a more treasured way to remember my service. This was a creative idea, a complicated project and a significant accomplishment for which I can only once again say thank you very much. Frankly, I had no idea my service had struck the kind of chord that has been reflected in the generous actions of recent days, and I will never forget it.

Love to you all.

BILL

Jana Stewart



Keri Stokstad <keri@pasadenamedia.org>

Thank you very much

4 messages

Stewart, Jana <janastewart@cityofpasadena.net>

Mon, May 4, 2015 at 5:54 PM

To: Keri Stokstad <keri@pasadenamedia.org>

Cc: "Boyer, William" <wboyer@cityofpasadena.net>, "George Falardeau (george.falardeau@artcenter.edu)" <george.falardeau@artcenter.edu>

The following is a message from Mayor Bill Bogaard. You may respond directly to him at bbogaard@cityofpasadena.net, with a cc: to me.

Dear Keri:

At this point in time, I have several reasons to be in touch with you with my gratitude for what you do. The live coverage election campaign events during this campaign season has been a great community service, and a reflection of your professional commitment and dedication to your craft. The praise for what Pasadena Media did to communicate the election to the community has been strong, and I want you to know how much I appreciate that.

I will be in touch on other matters, and wish you the very best in all the future holds. Certainly Claire and I intend to be in touch over time on matters of mutual interest and concern.

Good luck to you!

BILL

Jana Stewart

Office of the Mayor & City Council

Operations Report

Prepared by Chris Miller – March / April 2015

Notable Operations Projects and Their Statuses Conducted During March and April

- KPAS Charter Issue: Solved
- Studio B Transition: Sight Deck Equipment Removed
- Live Capabilities from PCOC: Restored & Expanded
- Arroyo Channel / KLRN Charter Issue: Solved

1. KPAS Charter Issue: Solved - On 3/17, City PIO William Boyer tuned to KPAS on Charter to find a Video Loss message with a counter at 11 minutes. I arrived at City Hall at 35 minutes in. I reseated a switch that allows us to choose between our file playback system and the Council Chamber production equipment out to Charter. Believing the the switch was worn or damaged, I replaced it. KPAS on AT&T and our online streams were unaffected.

2. Studio B Transition: Sight Deck Equipment Removed - During the last week of March, iMatte collected it's Sight Deck equipment from Studio B. We have shot several pieces for the election and Mayoral events utilizing the Tricaster Mini since then, but have not committed to a permanent installation. Several classes continue to be taught in Studio B.

3. Live Capabilities from PCOC: Restored & Expanded - When the City Clerk's office requested recording a City Council meeting from the Convention Center for the first time in nearly two and a half years, Pasadena Media worked with PCOC, Charter and the City to ensure a successful live cablecast. We also began planning the final Mayoral debate and the cablecasting of Metro's draft EIR public meeting, all of which were to cablecast live from PCOC on KPAS between April 7th and 14th. Thanks to the installation of a new hardline coax connection to Charter and several planning / testing sessions between all involved parties, all three productions went live without a hitch. We are now able to go live from more areas of PCOC and much more easily with higher quality.

4. Arroyo Channel / KLRN Charter Issue: Solved - An equipment failure at Charter caused both the Arroyo Channel and PUSD's KLRN channel to go dark sometime on Wednesday 4/22 or Thursday 4/23. Two callers alerted us to the issue during the 5pm hour on 4/23. According to a Charter technician, the profiles on their encoders were rebuilt on Thursday night to solve the issues. During our investigation on 4/23, our Arroyo Channel modulator's power supply died, so a replacement modulator was installed Friday morning at 10am. KLRN was back online Thursday by 11pm. Our online streams and AT&T U-Verse channels were unaffected.



PASADENA MEDIA

Member Services Report for the month of April 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
1	3	30	5	2	0
LIVE Show					
6					

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 = 20

Producing = 7

Studio Camera = 3

Floor Manager = 3

Director = 2

Lighting = 1

Audio = 1

Field Production = 3

Editing Session A = 3

Editing Session B = 3

Pasadena Media Website Analytics:

Pasadena Media Social Network members: 140 members

Total Visitors	Device Usage		Peak Visitors: Apr. 22
1511	Computer 86%	Mobile & Tablet 14%	221

Social Media Marketing:



1145 Followers



617 Likes



187 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 49 - 61% of our influence is from Facebook

90-Day Score History - Last Updated May. 1

90-day High Score: 50.10.04 90-day Low Score: 44.32

Special Events

Community events hosted by Pasadena Media

Monthly Meetup ~ Social Hour: On-Camera Interviews Techniques

Members: 8

Non-Members: 4

Pasadena Media Production Report March 2015

Studio Productions:

3/1: Beauty by Diana- Producer: Jarred Hodgdon
3/3: Is It Reasonable- Producer: Walter Brown
3/3: Tongues of Fire- Producer: Rob Reyes
3/4: What's Cooking- Producer: Shay Sanders
3/4: The People's View- Producer: Macheo Shabaka
3/4: Media Mash Up- Producer: Dean Lee
3/5: Hour of Truth- Producer: Khatchik Chahinian
3/5: Evolutions- Producer: Linda Leak
3/5: The Yes Show- Producer: LaCora Stephens
3/6: CCN Sunrise- Producer: Tami DeVine
3/6: What's Cooking- Producer: Shay Sanders
3/6: Man 2 Man- Producer: Olden Denham
3/7: SBS- Producer: Onesha Steward
3/8: Real Divas Cook- Producer: Sunshine Burston
3/10: Bringing Back the Fire- Producer: Myra Waiters
3/10: SGVMO TV- Producer: Leroy Griffith
3/11: Coming Out- Producer: Katrina Langford
3/11: The Hoyt Hilsman Show- Producer: Hoyt Hilsman
3/11: Media Mash Up- Producer: Dean Lee
3/12: Hour of Truth- Producer: Khatchik Chaninian
3/12: Smile and Spread a Little Joy- Producer: Debra Johnson
3/12: The Dianne & Ashley Show- Producer: Dianne Durazo
3/13: CCN Sunrise- Producer: Tami Devine
3/13: Living in America- Producer: Jon Brookhart
3/13: Skee Love's House of Hip Hop- Producer: Lonnie Lee
3/14: In the Kitchen- Producer: Barbara Shay
3/14: WOW- Producer: Malika Hendry
3/15: Tomorrow's Thespians- Producer: Donald Briggs
3/15: Grey's- Producer: Andre Coleman
3/17: Riq the Critic- Producer: Wannetta Benton
3/18: Center of Truth- Producer: Henry Olivarez
3/18: Legal Chat- Producer: Yvonne Anaya
3/18: Media Mash Up- Producer: Dean Lee
3/19: Hour of Truth- Producer: Khatchik Chaninian
3/19: Abundant Harvest- Producer: Anthony McFarland
3/19: Thursday Night Live- Producer: Jarred Hodgdon

3/20: CCN Sunrise- Producer: Tami Devine
3/20: Eddie's Gospel Hour- Producer: Eddie Fulton
3/21: Yeshua Ministries- Producer: Denise Maiden
3/22: Understanding Art and Talent- Producer: Francisco Mayorga
3/24: Experimental- Producer: David Freleng
3/24: Crossing Bridges- Producer: Nat Nehdar
3/24: Conner Bubble- Producer: Joe Conner
3/26: Abundant Harvest- Producer: Anthony McFarland
3/26: Sounds Within- Producer: L.V. Smith
3/27: CCN Sunrise- Producer: Tami Devine
3/28: AICN- Producer: Chuck Marshall
3/29: Color of Success- Producer: Ontresicia Averette
3/31: Made in America- Producer: Katrina Langford

49 Productions Recorded in Studio

KPAS/City Productions:

3/2: Pasadena City Council Meeting
3/4: Report on the Status of Women
3/5: League of Women Voters
3/10: Election Night Coverage
3/11: Planning Commission
3/12: One City, One Story 2015
3/13: Pasadena Police Agent Richard Morris Memorial Highway Sign Dedication
3/13: Art Night Pasadena- Spring 2015
3/16: Pasadena City Council Meeting
3/17: Altadena Town Council
3/17: EAC Meeting
3/18: La Casita Meeting
3/20: Senator Carol Liu Preschool Reading Event
3/23: Pasadena City Council Meeting
3/25: Pasadena City Council Meeting
3/25: Planning Commission
3/28: Pasadena Mayoral Debate Questions on the Street
3/29: Joy of Low Energy Living
3/30: Pasadena City Council Meeting
3/31: Pasadena Star-News Mayoral Debate

20 City/KPAS Productions Covered

Pasadena Media Production Report April 2015

Studio Productions:

4/1: Beauty by Diana- Producer: Jarred Hodgdon
4/2: Hour of Truth- Producer: Khatchik Chahinian
4/2: Evolutions- Producer: Linda Leak
4/3: CCN Sunrise- Producer: Man 2 Man
4/4: Gracebuilders- Producer: Kim Stanton
4/4: Anybody Can Play Guitar- James Jones, Jr.
4/7: Tongues of Fire- Producer: Rob Reyes
4/7: The People's View- Producer: Macheo Shabaka
4/9: Hour of Truth- Producer: Khatchik Chahinian
4/9: The Dianne & Ashley Show- Producer: Dianne Durazo
4/10: Living in America- Producer: Jon Brookhart
4/10: Skee Love's House of Hip Hop- Producer: Lonnie Lee
4/11: In the Kitchen- Producer: Barbara Shay
4/11: WOW- Producer: Malika Hendry
4/12: Real Divas Cook- Producer: Sunshine Burston
4/14: Bringing Back the Fire- Producer: Myra Waiters
4/14: SGVMO TV- Producer: Leroy Griffith
4/14: Choices- Producer: Marion Cathcart
4/15: The Hoyt Hilsman Show- Producer: Hoyt Hilsman
4/16: Thursday Night Live- Producer: Thursday Night Live
4/17: CCN Sunrise- Producer: Tami Devine
4/17: Eddie's Gospel Hour- Producer: Eddie Fulton
4/17: Mendoza Madness- Producer: Marie Lemelle
4/18: Yeshua Ministries- Producer: Denise Maiden
4/18: Spending a Little Time with Poetry- Producer: Bozana Belokosa
4/19: Tomorrow Thespians- Producer: Donald Briggs
4/19: Greys- Producer: Andre Coleman
4/21: Riq the Critic- Producer: Wannetta Benton
4/21: The Sure Truth- Producer: Alice Muhammad
4/22: Evolutions- Producer: Linda Leak
4/23: Hour of Truth- Producer: Khatchik Chahinian
4/23: Michael Colyar's Very Best- Producer: Michael Colyar
4/23: Sounds Within- Producer: L.V. Smith
4/24: CCN Sunrise- Producer: Tami Devine
4/24: What's Cooking- Producer: Shay Sanders
4/25: AICN- Producer: Chuck Marshall

4/26: Color of Success- Producer: Ontresicia Averette
4/26: Mother of Altadena- Producer: Anna Holmes Fernandes
4/28: Crossing Bridges- Producer: Nat Nehdar
4/28: Conner Bubble- Producer: Joe Conner
4/29: Coming Out- Producer: Katrina Langford
4/29: Now Man Show- Producer: Dan Niswander

42 Productions Recorded in Studio

KPAS/City Productions:

4/4: Pasadena Egg Bowl
4/7: Pasadena Mayoral Debate
4/9: Community Meeting at La Pintaresca Library
4/13: Pasadena City Council Meeting
4/14: Metro 710 Special Meeting
4/15: FPRS Meeting
4/15: Board of Zoning Appeals Meeting
4/18: Armenian Genocide Memorial Event
4/18: Off Duty Firefighter Reunited with Patient He Saved
4/21: Election Night Coverage
4/21: Altadena Town Council Meeting
4/22: Pasadena Water & Power Retirement Party
4/22: Planning Commission
4/25: Mayor Bogaard Appreciation Day
4/27: CIP Budget Presentation
4/27: Pasadena City Council Meeting
4/28: Pasadena Playhouse Ribbon Cutting Ceremony

17 City/KPAS Productions Covered

Support Pasadena Media; Mayor Bogaard Appreciation Day;
Social Hour Pics

[View this email in your browser](#)



150 S. Los Robles Ave.
Suite 101 & 450
Pasadena, CA 91101
(626) 794-8585
www.pasadenamedia.org

FEATURED NEWS



MAYOR BOGAARD APPRECIATION DAY: It was an afternoon with music, art, food trucks, and more to express appreciation to the Mayor for his 16 years of dedicated service. Residents shared their personal reflections of "Moments with Bill" by providing messages and dropping off letters or notes. [Click here to watch the celebration!](#)

EVENTS

[PCAC Board of Directors Special Meeting](#)

Tuesday, May 5
6:30 p.m.

[PCAC Board of Directors Regular Meeting](#)

Tuesday, May 5
7 p.m.

TRAINING

[Producer's Training](#)

Wednesday, May 6
1:00pm – 3:00pm

[Intro to Field Production](#)

Thursday, May 7
6:00pm – 8:00pm

[Director Training](#)

Tuesday, May 12



Join us for
a delicious way to.....
RAISE MONEY!

Date: Wednesday, May 13th

Time: 11:30 AM to 10:00 PM

At this BJ's location: 234 E. Colorado Blvd.
 Pasadena, CA 91101
 (626) 204-0845

Enjoy delicious food in a fun atmosphere along with your family and friends while earning funds in support of:

SUPPORT PASADENA MEDIA

With each flyer presented during this **FUNDRAISING EVENT**, BJ's will donate **15% OF FOOD AND SOFT BEVERAGE SALES** to the designated organization!

Valid for dine in or take out. Not valid towards alcoholic beverages or Happy Hour specials. Please do not distribute flyers on-site during the event. Flyers must be printed and presented to the server.



BJ's Favorite Deep Dish Pizza



Crispy Fried Artichokes



Crispy Jalapeño Burger

6:00pm – 8:00pm

**CLICK HERE
 TO BECOME A
 VOLUNTEER!**



Special thanks to Professor Tony Cox for leading a discussion about on-camera interviewing skills at our monthly networking event on Tuesday. The group discussed effective interviewing skills and even participated in some mock interviewing exercises to test their skill level. [Click here](#) to check out more pictures from the event! Make sure you register with the [Pasadena Media Networking Group](#) to get updates on Social Hour events!

FROM THE PASADENA MEDIA TEAM



The Pasadena Media crew passed out nearly 900 THANKS BILL buttons to people who attended the Mayor Bogaard Appreciation Day event. It was an honor to take part in the celebration to show our gratitude for the mayor's service to our community.

[YouTube](#)[Facebook](#)[Twitter](#)[Instagram](#)

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MailChimp

Webs: Form Response

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

Tue, Apr 14, 2015 at 11:17 AM

webs

Login

Form Response Notification

The following form has been submitted from your website

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

Full Name : Doug McNaughton

Phone : [626-799-2248](tel:626-799-2248)

Email : refusetoprovide@mail.com

Location where the problem occurred. : Home

Choose your Cable Provider : Charter

Address : 1205 S. OAKLAND AVE

PASADENA, CA 91106

Type of Issue : Billing

Description of Complaint : Bill is not accurate of what was told when signed up for the service. I have tried to resolve this problem for 2 years. I am requesting that the service will not be shut off during this period of resolving my bill.

Resolution Requested : Would like to speak with a Charter executive regarding the issue.

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.



Quyen Lovrich <quyen@pasadenamedia.org>

Fwd: Webs: Form Response

Herrera, Eva <Eva.Herrera@charter.com>

Wed, Apr 15, 2015 at 4:11 PM

To: Chris Miller <chris@pasadenamedia.org>

Cc: quyen <quyen@pasadenamedia.org>, "Sandoval, Lori" <lsandoval@cityofpasadena.net>

Hi Chris, here's an update on Mr. McNaughton Complaint.

Customer contact was made, earlier this afternoon. He, however stated was on his way out and couldn't take may call. He asked if he could call me back, sometime tomorrow, once he had his paperwork together.

Please see attachments. Customer file the same complaint a year ago, which is why I'm adding Lorry Sandoval on this communication, just in case customer calls you, the city back.

I'll let you know the outcome of our call.

Thanks

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

From: Chris Miller [mailto:chris@pasadenamedia.org]

Sent: Tuesday, April 14, 2015 12:18 PM

To: Herrera, Eva

Fri 4/25/14

Keri, after we spoke this morning Dennis Jones called me back.

He confirmed Ava Herrera failed to enter my complaint that your Pas. media helped me prepare a Log - (on April 14th) which caused me undue (moral type) stress. I have not had one call from her since all this happened - I have since asked for her

to return this \$95. + Ransom she has caused (Plus Damages - Loss of 2 more days of my life)! Please Help the Thousands of Pasadena Residents to end Charters GREED and lack of concern of our Rights. I am writing on my Car Steering Wheel - The Copy of my Log of the type of our treatment by Charters Billing Department. Their Computer has for over two years ~~been~~ stolen hours, sometimes days of my senior life because they are not communicating with your computers and their marketing computers. Again they threw me in the Brig - I left the military in 1959 and have honed 2 way communication trying to respect all human beings with and I know what Karen and Kevin sold me in early 2013, you mentioned bait and switch when we met yesterday - again every Billing Period Please Help us you have been very professional and many charter people have also been - But the problem is the Brain Dead Computers they are ordered to obey the Master or heads have rolled - To date Tom Charters new C.E.O. since Bankruptcy has ignored my dozens (Hundreds?) of attempts to alert these atrocities I suspect Greed and Profits might be his motives - If its ignorance please get the whole truth to him

Sincerely Doug McNaughton (626) 799-2248 (always Paid on Time and In Full - Yet. Shut off for Two Days)

~~Don't continue to stress my wife and I~~
5:30 - Claressa - in
Friday 7:31 Cont call out - Got Steve in Wisconsin Repair - couldn't turn on phone to ask
Dennis Jones, Ava Herrera - Kerry ^{up to the top} media - 7:40 - asked Alyssa in
626-430-34026-430-3324 (626) 794-8585 ex 111
Wisconsin Billing to please turn on service and/or connect me with the above ^{Charter} Supers.
Alyssa - Back 8:11 - Super reviewed - Back on Hold 8:15 For Back
Jolene - yeskie - Super Back on Hold 8:24 (against my Will) Alyssa said
Jennifer / W9 - Brief Hold 8:51 - 9:13 currently Disrupt - Last ^{complaint closed} (Jan 23/14)
Terminated call Paid, Come back on Dennis Jones mandated
95.36
1:45 Escalation Dept - according to Dennis, Jolene 9:18 - Their
Computer had no Record of the Complaint I filed on April 14 (April 7th Bill
No Phone Service - No T.V. until I pay 95.36 Ransom - (or 5 tag
in Limbo - Die?
~~Call Matthew Monday Call PVA First - ~~Call PVA First~~~~
~~and fix it - return me - Jan 11 11:21 AM~~

What happened?

We want to understand your situation to help pinpoint what went wrong. Including facts and details like dates and where transactions happened can help.

I filed a formal complaint of another (every month Charter (Lack of) Communications dated April 14, 2015. I followed the guidelines on Page 3 and contacted Pasadena Media (626) 794-8585 (Keri S. a receptionist Quin (sp?)) helped with on line filing a physical copy of the 1 page complaint until last Friday, April 26, 2015. My T.V. (and Phone which was paid in full, on time for more than Two years and never disputed was also) out of Service for almost 48 hours. A day or two after I filed I paid over \$50. for the phone and a portion of the Cable and my wife's internet bill, again following the instructions on page 3. The next morning, my service still off, despite hours of pleas to several Supervisors and more than 2 1/2 hours to another in Wisconsin I paid another \$95 ransom against Charters procedure on page 3 and causing near morbid stress (and anger). This Charter (Lack of) Communications has put my wife and I through days of stress and anger each month for over Two years. The problem as I see it is: Charters Marketing Lying) computer has never told Charters Billing computer what Karen and Kevin in Marketing the TRUE prices their computer sold me, also a greedy Vice President

Desired resolution Tyron will not adjust my dozens of overcharges

We want to understand what you think would be a fair resolution to the issue. We'll forward this information to the company along with your description of what happened so that all parties involved can understand what you're looking for.

1 Follow Charters procedure on Page 3 and Never Terminate my Phone service again. 2 Never Terminate any of our Charter bundle until all complaints and disputed Charter services charges are agreed to by myself, my wife and Keri Stokstad Executive Director of Pasadena Media (a Very Concerned and Professional Lady) 3 compensation for all Physical and mental wrongs caused by Charters Greed 4 adjust overcharges for the as little as 10% - 20% service (now 60% - 70% and continue until 100% service is provided (as their Marketing sold me in April 2013

2 What do you think would be a fair resolution to your issue?

Avoid including any of your personal contact information here.

We will collect your personal information at a later step.

COMPLAINT NUMBER

NEED HELP WITH THIS FORM?
(855) 411-CFPB (2372)

cfpb Consumer Financial
Protection Bureau

Product or service type

3 What is your complaint about?
CHOOSE ONE

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> BANK ACCOUNT OR SERVICE | <input type="checkbox"/> MORTGAGE | <input type="checkbox"/> VEHICLE LOAN OR LEASE |
| <input type="checkbox"/> CREDIT CARD | <input type="checkbox"/> PAYDAY LOAN | <input type="checkbox"/> OTHER CONSUMER LOAN |
| <input type="checkbox"/> CREDIT REPORTING | <input type="checkbox"/> PREPAID CARD | <input checked="" type="checkbox"/> OTHER FINANCIAL SERVICE |
| <input type="checkbox"/> MONEY TRANSFER | <input type="checkbox"/> STUDENT LOAN | |

*Phone, Cable T.V & Internet)
(Lack of) service*

4 In a few words, what is your issue with this product or service?

5 When did this happen?
OPTIONAL

MM DD YYYY
04-16-2013

6 Estimate the total dollar value of your loss based on what you know right now.
OPTIONAL

stress \$5,000,000 - \$10,000(?)
Loss \$3,000, \$4,000(?)

7 Have you done any of these things to try to resolve this issue?
OPTIONAL

- | | |
|---|---|
| <input checked="" type="checkbox"/> CONTACTED COMPANY DIRECTLY <i>Redundantly</i> | <input checked="" type="checkbox"/> CONTACTED ANOTHER GOVERNMENT AGENCY |
| <input type="checkbox"/> CONTACTED CONSUMER FINANCIAL PROTECTION BUREAU | <input type="checkbox"/> HIRED AN ATTORNEY |

☐ FILED LEGAL ACTION
City of Pasadena
☒ OTHER *State Nancy Law*
Per. Judy Chu

Provide details such as the names of any government agencies contacted, the dates contacted, any case numbers, contact information, current status, attorney contact information (if applicable), etc.

COMPLAINT NUMBER

NEED HELP WITH THIS FORM?
(855) 411-CFPB (2372)

From: Herrera, Eva
Sent: Thursday, May 01, 2014 11:54 AM
To: 'Sandoval, Lori'
Subject: RE: DOUG MCNAUGHTON

Hi Lori,

Contact with Mr. McNaughton was made, we unfortunately couldn't agree on anything. He strongly feels Charter is a greedy company and therefore the agreement to issue credit for the 1-year wasn't honor, this didn't appeared on his bill. I've explained that -

- The credit (\$120.00) was issued on 4/9, after the bill had generated.
- The same day, an addition \$5.00 credit was issued, this was a goodwill credit.
- In addition, a new 12-month offer, for phone service was honored.

He still is in disagreement, says that had and continues to experience technical problems with the service. This he said, has been going on for about a year now and wants to be compensated because we are not delivering the service he's paying for.

- I checked the account history, while on the phone with him and informed him that our records indicated –he had call twice within the past 12-months. The last time being in Feb. 2014-the technician found and corrected the problem on the outside lines and inside the house.

At this he said, we my wife and I, we both hate your commercial with the lady and her little blue dress. She's annoying, my is disturbed by it. I want that removed and credit.

- I tried to explained the reason behind the commercial and the fact that credit couldn't be granted for that purpose, services had been interrupted. He wouldn't listen and, and just like in the past he said.

"you don't listen do you, here you go with the same thing. You and your greedy company. I do have problems, I don't have the time to call and report them nor to schedule service calls. If you can do or give me what I'm asking then don't call again, you're harassing me. And you know what I have to go, the Solar Co. is here I have to go.

And having said that the call was disconnected.

My apologies, Lorie, for customer is not satisfied. We, Charter can't issue credit for the reason he believes he should.

Feel free to call me if additional information or assistance is needed.

Thank you



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

From: Sandoval, Lori [<mailto:lsandoval@cityofpasadena.net>]
Sent: Thursday, May 01, 2014 9:22 AM
To: Herrera, Eva

Pasadena Community Access Corporation
Budget FY16 - Revised from Budget Meeting with City Manager 3-24-15

		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	960,000	849,000	111,000	13%
4	I539 Program Services	5,000	2,000	3,000	150%
5	I543 Production Services	15,000	13,000	2,000	15%
6	I547 Merchandise Sales	1,000	1,000	-	0%
	Total Income	1,001,000	885,000	116,000	13%
	Expenses				
7	E801 Advertising/Marketing	5,000	5,000	-	0%
8	E804 Automobile Expense	10,000	10,000	-	0%
9	E815 Dues and Subscriptions	1,200	1,200	-	0%
10	E816 Entertainment & Meals	1,500	1,500	-	0%
11	E820 Contract Labor	5,000	5,000	-	0%
12	E821 Professional Fees - Legal	32,000	11,000	21,000	191%
13	E822 Accounting	23,000	6,000	17,000	283%
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	55,000	55,000	-	0%
18	E852 Gross Salaries	356,260	348,260	8,000	2%
19	E852 Gross Salaries - Production	195,200	191,200	4,000	2%
20	E854 Payroll Taxes	54,950	66,950	(12,000)	-18%
21	E861 Bank and Payroll Fees	1,000	997	3	0%
22	E865 Lease	177,765	119,493	58,272	49%
23	E869 Production Equipment Repairs	3,000	3,000	-	0%
24	E874 Board Materials	500	500	-	0%
25	E875 Telecommunications	4,000	4,000	-	0%
26	E877 Cable Drop Fees	31,625	13,900	17,725	128%
27	E878 Professional Development	3,000	3,000	-	0%
28	E880 Travel & Lodging	5,500	5,500	-	0%
29	E885 Utilities	9,000	9,000	-	0%
	Total Expenses	1,001,000	885,000	116,000	13%