

**AGENDA REGULAR MEETING  
PASADENA COMMUNITY ACCESS CORPORATION  
Tuesday, April 5, 2016  
7:00 p.m. at 150 S. Los Robles, Suite 101**

**BOARD OF DIRECTORS**

Ann Marie Hickambottom (District 1)  
Tom Majich, Treasurer (District 2)  
Robert Oltman (District 3)  
Howie Zechner, Vice-Chair (District 4)  
Yuny Parada (District 5)  
Tim Winter (District 6)  
Sally Howell (District 7)  
Gail Schaper-Gordon, Chair (Mayor's Representative)  
William Boyer, Secretary (City Manager's Office Representative)  
Beth Leyden (PUSD Representative)  
Alexander Boekelheide (PCC Representative)

**STAFF**

Chris Miller, Interim 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:**

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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, April 5, 2016**, starting at **7:00 p.m.**, at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

**AGENDA**

**PUBLIC MEETING**

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF MARCH 1, 2016 BOARD MEETING MINUTES
  - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT
- EXECUTIVE DIRECTOR REPORT
- OLD BUSINESS
- NEW BUSINESS
  - AUDIT PRESENTATION: Lance, Soll & Lunghard, LLP presentation of Financial Statements with Independent Auditors' Report FY 14-15
    - Information Item
  - CHANNEL MANAGERS' REPORT: PCAC PEG capital fund request to purchase channel automation equipment, not to exceed \$5,050.00
    - Action Item
  - AD HOC SEARCH COMMITTEE UPDATE: Envision Consultant to begin Executive Director search
    - Information Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

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Gail Schaper-Gordon, 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 1st day of April, 2016.

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Quyen Lovrich, Office Manager

## **PASADENA COMMUNITY ACCESS CORPORATION (PCAC)**

### **MINUTES FOR THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR MARCH 1, 2016**

MEETINGS HELD AT PCAC, 150 S. LOS ROBLES AVE., SUITE 101, PASADENA, CALIFORNIA, 91101

#### **1. CALL TO ORDER**

Board Chair Gail Schaper-Gordon called meeting to order at 7:07 p.m.

Board Members & Staff Present, Absent or Late:

Ann Marie Hickambottom, District 1, present  
Tom Majich, Treasurer, District 2, absent  
Robert Oltman, District 3, present  
Howie Zechner, District 4, present  
Yuny Parada, District 5, absent for roll call / late arrival  
Tim Winter, District 6, present  
Sally Howell, District 7, present  
Gail Schaper-Gordon, Chair, Mayor's Representative, present  
Beth Leyden, PUSD Representative, present  
Alexander Boekelheide, PCC Representative, present  
William Boyer, Secretary, City/City Manager Representative, present  
Chris Miller, Interim ED, present  
Javan Rad, Chief Assistant City Attorney, present

#### **1A. INTRODUCTION OF NEW BOARD MEMBERS**

Board Chair Schaper-Gordon recognized and welcomed newly appointed Board Member Sally Howell, District 7 appointee by Councilmember Andy Wilson. Roundtable intro of other board members provided. No public comment.

#### **2. APPROVAL OF BOARD MINUTES**

Note that Mr. Rad's title is Chief Assistant City Attorney for the Pasadena City Attorney's Office.

Motion to accept/approve by Oltman; second by Howell. Unanimous vote to approve.

No public comment.

### 3. PUBLIC COMMENT

None.

### 4. TREASURER'S REPORT

- Treasurer Majich absent. Board Chair Schaper-Gordon requested reports deferred to next meeting. No formal Board action taken.
- Action Item: Accept new FY16 re-forecasted budget and authorize use of reserve funds to offset expected loss. Board Chair Schaper-Gordon requested the item be pulled/deferred to future meeting. No action taken.

No public comment.

### 5. EXECUTIVE DIRECTOR'S REPORT

As presented to Board per agenda packet by Interim ED Miller. Informational item only, no formal Board action taken.

Miller announced PCAC up for four (4) awards at 2015 Alliance for Community Media Western U.S. Region Conference.

Miller presented "final" copies of outside audit to Board. Board members requested Miller make arrangements that a presentation be made by auditors to Board at next meeting or as soon as possible.

No public comment.

### 6. OLD BUSINESS

None.

### 7. NEW BUSINESS

- Action Item: PCAC FY 17 DRAFT Budget Presentation and Approval Presented by Miller. Proposed/draft FY17 Budget of \$1,062,900 income and \$1,059,819 expenses. Draft presented to Board for purposes of consensus prior to internal meeting by PCAC staff and board representative with City Manager in late March.

Budget to come back to Board in April for consideration and approval to be submitted to City Council for adoption/allocation of funds.

Miller noted City of Pasadena funding represents bulk of budget, at \$1,008,000, representing a five (5) percent increase due to increases in fixed costs primarily for salaries/benefits and rent. Miller noted numbers for year-over-year differences/percentages need correcting.

Draft budget presented to Board did not include PEG fund budget amounts.

Board questions for next board meeting:

Oltman wanted more info about cable drop fees.

Zechner wanted more info about rent costs. Board Chair Schaper-Gordon asked Zechner to consider heading ad hoc committee for future fourth floor (admin) relocation; space requirements and PCAC lease.

Boyer wanted more info on change regarding chart of accounts for budget.

Boyer requested that budget reflect line items for contingency reserve funding and executive recruitment expense.

Board members deferred additional discussion on line items to next board meeting.

Motion by Winter; second by Parada authorizing Interim ED to seek \$1,008,000 in City funds for FY 17 Operating Budget. Unanimous approval.

- AT&T U-Verse Update

Presented by Boyer as information item; updating Board on recent news reports of announcement by AT&T to stop making set-top boxes for its AT&T U-verse in lieu of using DirecTV service. News reports indicate AT&T will phase out its U-verse operations within three years, resulting in loss of cable franchise revenue to City and PEG fee monies to PCAC.

Boyer encouraged PCAC board members to track developments and, if necessary, to develop policy statement, per PCAC-City Operating Agreement, to forward to Council in support of possible changes to state law (DIVCA) that was enacted to allow AT&T to enter the cable market that it is now leaving.

No action taken. No public comment.

## 8. OUT OF ORDER PUBLIC COMMENT

Board Chair Schaper-Gordon allowed out-of-order public comment by Debra Johnson. Board Chair Schaper-Gordon reminded Ms. Johnson of the process for public comment and indicated the granting of out-of-order public comment would be a one-time exception.

Ms. Johnson indicated she is an (independent) producer of programming content that airs on the Arroyo Channel. Ms. Johnson said she had no information from Pasadena Media about the ACM “Wave” awards process; but wished Pasadena Media good luck. Ms. Johnson said she had numerous questions about the proposed budget; Mr. Miller’s status and the recruitment of a permanent ED; the status of the Producers’ Handbook and questioned why her comments from last month’s meeting are not reflected in the minutes.

Board member Winter pointed out Ms. Johnson was mentioned four times in the minutes from the last meeting. Board member Zechner asked Ms. Johnson to direct any future operational questions (Wave Award process and handbook) to the Interim ED, not the Board.

## 9. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Misc. announcements; informational items only. No action taken. No public comment.

## 10. FUTURE MEETING DATES

- April 5, 2016, 7 p.m., PCAC, 150 S. Los Robles, Suite 101
- May 3, 2016, 7 p.m., PCAC, 150 S. Los Robles, Suite 101

## 11. ADJOURMENT

Zechner moved; Oltman second. Meeting adjourned 8:35 p.m.

**Pasadena Media**  
**STATEMENT OF FINANCIAL POSITION**  
As of March 31, 2016

|  | <b>TOTAL</b>              |                                |
|--|---------------------------|--------------------------------|
|  | <b>AS OF MAR 31, 2016</b> | <b>AS OF JUN 30, 2015 (PP)</b> |
| <b>ASSETS</b>                                    |                           |                                |
| Current Assets                                   |                           |                                |
| Bank Accounts                                    |                           |                                |
| A103 Petty Cash                                  | 200                       | 200                            |
| A104 Bank of America Checking (1018)             | 37,603                    | 184,510                        |
| A107 Bank of America Capital - Restricted (9451) | 270,479                   | 91,434                         |
| A108 A108 Bank of America Savings (0990)         | 100,069                   | 100,022                        |
| A110 Paypal                                      | -42                       | 0                              |
| A120 Pex Debit Card                              | 3,770                     | 258                            |
| Total Bank Accounts                              | <b>\$412,078</b>          | <b>\$376,425</b>               |
| Accounts Receivable                              |                           |                                |
| A200 Accounts Receivable                         | 4,445                     | 119,042                        |
| Total Accounts Receivable                        | <b>\$4,445</b>            | <b>\$119,042</b>               |
| Other current assets                             |                           |                                |
| A300 Prepaid Insurance                           | 1,972                     | 1,972                          |
| A350 Security Deposit                            | 1,000                     | 1,000                          |
| A370 Undeposited Funds                           | 553                       | 425                            |
| Total Other current assets                       | <b>\$3,525</b>            | <b>\$3,397</b>                 |
| Total Current Assets                             | <b>\$420,047</b>          | <b>\$498,864</b>               |
| Fixed Assets                                     |                           |                                |
| A132 Production Equipment                        | 264,959                   | 263,074                        |
| A136 Accumulated Depreciation                    | -84,970                   | -84,970                        |
| Total Fixed Assets                               | <b>\$179,989</b>          | <b>\$178,104</b>               |
| <b>TOTAL ASSETS</b>                              | <b>\$600,036</b>          | <b>\$676,967</b>               |
| <b>LIABILITIES AND EQUITY</b>                    |                           |                                |
| Liabilities                                      |                           |                                |
| Current Liabilities                              |                           |                                |
| Accounts Payable                                 |                           |                                |
| L100 Accounts Payable                            | -6,113                    | 2,009                          |
| Total Accounts Payable                           | <b>\$ -6,113</b>          | <b>\$2,009</b>                 |
| Other Current Liabilities                        |                           |                                |
| L210 Payroll Liabilities                         | 29,253                    | 24,389                         |
| L211 Other Payroll Liabilities                   | 125                       | 0                              |
| L212 Accrued Vacation                            | 15,375                    | 15,375                         |
| L212.1 Accrued Salaries & Wages                  | 4,678                     | 4,678                          |
| L220 Deferred Income                             | 272,006                   | 298,908                        |
| Total Other Current Liabilities                  | <b>\$321,437</b>          | <b>\$343,349</b>               |
| Total Current Liabilities                        | <b>\$315,324</b>          | <b>\$345,359</b>               |
| Total Liabilities                                | <b>\$315,324</b>          | <b>\$345,359</b>               |
| Equity   |                           |                                |
| Q300 Opening Bal Equity                          | -36,271                   | -36,271                        |
| Q310 Retained Earnings                           | 367,880                   | 367,880                        |
| Net Income                                       | -46,896                   |                                |
| Total Equity                                     | <b>\$284,713</b>          | <b>\$331,609</b>               |
| <b>TOTAL LIABILITIES AND EQUITY</b>              | <b>\$600,036</b>          | <b>\$676,967</b>               |

**Pasadena Media**  
**BUDGET VS. ACTUALS: PCAC BOARD APPROVED - FY16 P&L**  
 July 2015 - June 2016

|                                     | TOTAL                |                       |                 |
|-------------------------------------|----------------------|-----------------------|-----------------|
|                                     | ACTUAL               | BUDGET                | % OF BUDGET     |
| <b>Income</b>                       |                      |                       |                 |
| 4200 City of Pasadena               | 720,000.00           | 960,000.00            | 75.00 %         |
| 4300 Contributions & Grants         | 110.25               | 2,500.00              | 4.41 %          |
| 4700 Production Services            | 18,726.38            | 18,500.00             | 101.22 %        |
| 4800 Program Services               | 5,697.50             | 26,000.00             | 21.91 %         |
| 4900 Other Revenue                  | 4,850.23             | 2,000.00              | 242.51 %        |
| <b>Total Income</b>                 | <b>\$749,384.36</b>  | <b>\$1,009,000.00</b> | <b>74.27 %</b>  |
| <b>Gross Profit</b>                 | <b>\$749,384.36</b>  | <b>\$1,009,000.00</b> | <b>74.27 %</b>  |
| <b>Expenses</b>                     |                      |                       |                 |
| 5000 Payroll Expenses               | 566,268.27           | 684,112.00            | 82.77 %         |
| 6000 Occupancy Expenses             | 174,365.23           | 211,456.00            | 82.46 %         |
| 7120 Accounting & Audit             | 4,921.05             | 11,800.00             | 41.70 %         |
| 7130 Advertising & Marketing        | 2,021.29             | 5,000.00              | 40.43 %         |
| 7140 Automobile Expense             | 182.00               | 1,500.00              | 12.13 %         |
| 7150 Bank & Payroll Processing Fees | 1,112.15             | 1,000.00              | 111.22 %        |
| 7160 Board Materials & Expense      | 427.30               | 500.00                | 85.46 %         |
| 7170 Cable Drop Fees                | 2,912.72             | 18,432.00             | 15.80 %         |
| 7180 Contract Labor                 | 1,743.02             | 5,000.00              | 34.86 %         |
| 7240 Dues and Subscriptions         | 1,718.00             | 500.00                | 343.60 %        |
| 7440 Legal & Professional Fees      |                      | 28,000.00             |                 |
| 7460 Licenses, Permits & Other Fees |                      | 500.00                |                 |
| 7480 Meals & Entertainment          | 1,119.83             | 1,700.00              | 65.87 %         |
| 7500 Office Expense                 | 16,386.34            | 14,000.00             | 117.05 %        |
| 7600 Production Expense             | 2,694.87             | 17,000.00             | 15.85 %         |
| 7700 Professional Development       | 3,131.54             | 3,000.00              | 104.38 %        |
| 7800 Travel & Lodging               | 2,134.73             | 5,500.00              | 38.81 %         |
| QuickBooks Payments Fees            | 7.30                 |                       |                 |
| <b>Total Expenses</b>               | <b>\$781,145.64</b>  | <b>\$1,009,000.00</b> | <b>77.42 %</b>  |
| <b>Net Operating Income</b>         | <b>\$ -31,761.28</b> | <b>\$0.00</b>         | <b>0.00%</b>    |
| <b>Other Income</b>                 |                      |                       |                 |
| 9100 PEG Capital Income Recognized  | 26,902.14            | 30,000.00             | 89.67 %         |
| <b>Total Other Income</b>           | <b>\$26,902.14</b>   | <b>\$30,000.00</b>    | <b>89.67 %</b>  |
| <b>Other Expenses</b>               |                      |                       |                 |
| 9200 PEG Capital Equipment Expense  | 48,087.01            | 30,000.00             | 160.29 %        |
| <b>Total Other Expenses</b>         | <b>\$48,087.01</b>   | <b>\$30,000.00</b>    | <b>160.29 %</b> |
| <b>Net Other Income</b>             | <b>\$ -21,184.87</b> | <b>\$0.00</b>         | <b>0.00%</b>    |
| <b>Net Income</b>                   | <b>\$ -52,946.15</b> | <b>\$0.00</b>         | <b>0.00%</b>    |



## **DIRECTOR'S REPORT**

- Respectfully submitted by Chris Miller  
Interim Executive Director – Pasadena Community Access Corporation

### **The Pasadena Community Access Corporation Board of Directors Meeting Tuesday, April 5, 2016 – 7:00pm**

**ANNOUNCEMENTS** – Entries for the Alliance for Community Media Hometown Awards are due April 21st. These national awards for PEG access programming created during 2015 will be handed out at the ACM conference in Boston this August. For information or to enter, visit [allcommunitymedia.org](http://allcommunitymedia.org).

## **KEY ACHIEVEMENTS:**

### Board

- Channel Manager Conference Call with Alex Boekelheide, William Boyer and Beth Leyden
- Meeting with Gail Schaper-Gordon
- Meeting with William Boyer

### Facility

- City DoIT Fiber Project - Meeting with Lori Sandoval and Quyen Chau

### Financial

- FY17 Budget Review Meeting with City Manager, Finance Department, Human Resources, William Boyer and Gail Schaper-Gordon

### Partnerships/Networking

- City DoIT Council Chamber Upgrade Project Consulting
- Meeting with Mike Ross and Staff at PCOC re: City Operating Company Best Practices
- Alliance for Community Media Western States Region Conference

### Personnel

- Member Services Portal Implementation
- Staff Health Benefits Meetings with Bolton & Company and Leavitt Insurance Services

### Producer/Member Relations

- eblasts including new videos

### Productions

- ArtNight
- Egg Bowl
- One City, One Story 2016

Attached: Operations Report, Production Services Report, Member Services Report, ACM Western Regional Conference Report, Tom Majich Resignation Letter

# Operations Report

Prepared by Chris Miller – March 2016

Notable Operations Projects and Their Statuses Conducted During March

- City Council Chamber Meeting Management Upgrade: Following Up
- Fiber Project: Ongoing
- Studio B Project: Installed
- Member Services Portal: Staff Trained
- Power Outages: Equipment Repaired
- PCC-TV Programming on Charter: Solution Proposed

1. City Council Chamber Meeting Management Upgrade: Following Up - Several minor issues have kept DoIT from accepting the project as complete. They continue to work with the vendor to correct all outstanding problems. The project manager has been keeping all involved apprised via weekly status updates.

2. Fiber Project: Ongoing - DoIT has concluded discovery and determined that the nearest point of connection is on the 2nd floor near the front of the building. The cable path is significantly longer than expected and will result in a higher capital expense than hoped for. As fiber connectivity will allow us to increase bitrates for consistently higher quality channel streams as well as address other bandwidth needs, I have had a meeting with DoIT personnel to determine next steps.

3. Studio B Project: Installed - Equipment was purchased and installed in late March. We received four days of training with key staff. The rest of the staff will be trained in the coming weeks. An announcement will be made when training for producers has been developed and is scheduled. I expect this process to take at least 30 days due to the complexity of the tools.

4. Member Services Portal: Staff Trained - Staff has been actively working with RueShare, the new member management system, for the past three weeks. During the next few weeks, we will transition away from public-facing tools and train members on the new portal.

5. Power Surges: Equipment Repaired - After a power surge resulted in damage to our playback server controlling the Arroyo Channel on AT&T and the online stream, the server was sent to St. Paul for repair. The server was placed back in service in mid-March, which was a three week turnaround. The Charter feed had been used to deliver the channel's content to AT&T and the stream during that turnaround time.

6. PCC-TV Programming on Charter: Solution Proposed - Alex Boekelheide from PCC contacted me on March 21st about getting PCC Board of Trustee meetings on PCC-TV. This was not a problem on AT&T and the stream since they originate from a fully functional system at Los Robles. I have proposed a solution with a minimal amount of equipment that will solve the problem in the short term and will also serve as a backup in the future if the fiber project is completed successfully.

## Pasadena Media Production Report March 2016

### Studio Productions:

|   |  |
|---|--|
| 3/1: "The People's View"- Macheo Shabaka              | 3/2: "Is It Reasonable"- Walter Brown                |
| 3/3: "The Conner Bubble"- Dr. Joe Conner (Pre-pro)    | 3/3: "Birthright"- Stephanie Cunningham (Pre-pro)    |
| 3/4: "Smile & Spread a Little Joy"- Debra Johnson     | 3/5: "Skee Love's House of Hip Hop"- Lonnie Lee      |
| 3/10: "Tongues of Fire"- Rob Reyes                    | 3/10: "Billy Mitchell Presents"- Billy Mitchell      |
| 3/11: "Birthright"- Stephanie Cunningham              | 3/12: "Eddie's Gospel Hour"- Eddie Fulton            |
| 3/13: "Tomorrow's Thespians"- Donald Briggs           | 3/15: "Crossing Bridges" - Nat Nehdar (Pro Services) |
| 3/17: Finance Presentation- Linda Leak (Pro Services) | 3/17: "Choices"- Marion Cathcart                     |
| 3/17: "Thursday Night Live"- Jeff Hodge               | 3/18: "Variety Talk"- Linda Leak                     |
| 3/19: "Cuttin' Up in the Kitchen"- Barbara Shay       | 3/19: "WOW"- Malika Hendry                           |
| 3/20: "Quality Sketch"- Jarred Hodgdon                | 3/20: "How-To with Eric"- Eric Bailey                |
| 3/22: "The Sure Truth"- Alice Muhammad                | 3/23: "The Conner Bubble"- Dr. Joe Conner            |
| 3/24: "The Nowman Show"- Dan Niswander (Pre-pro)      | 3/24: "Sounds Within"- L.V. Smith                    |
| 3/25: "Color of Success"- Carolyn Wiggins (Pre-pro)   | 3/26: "Anybody Can Play Guitar"- James Jones Jr.     |
| 3/27: "The Nowman Show"- Dan Niswander                | 3/29: "Riq the Critic"- "Wannetta Benton             |
| 3/31: "Maurice Dwayne Smith's Joint"- Maurice Smith   |  |

Total Number of Studio Productions/Pre-production Meetings: 29

### KPAS/City/Outside Productions:

|   |  |
|---|--|
| 3/1: "Historic Preservation Meeting" (Audio Services) | 3/5: "AbilityFirst Annual Pageant"                 |
| 3/7: "Pasadena City Council Meeting"                  | 3/8: "Design Commission Meeting" (Audio Services)  |
| 3/9: "Planning Commission" (Audio Services)           | 3/10: "Design Commission Meeting" (Audio Services) |
| 3/10: "Norooz Celebration" (Pro Services)             | 3/11: "ArtNight Spring 2016"                       |
| 3/14: "Pasadena City Council Meeting"                 | 3/15: "Altadena Town Council Meeting"              |
| 3/16: "FPRS Meeting" (Audio Services)                 | 3/16: BZA Meeting" (Audio Services)                |
| 3/19: "League of Women Voters Meeting"                | 3/22: "Design Commission Meeting" (Audio Services) |
| 3/23: "Planning Commission" (Audio Services)          | 3/26: "Egg Bowl 2016"                              |
| 3/31: "One City, One Story 2016"                      |  |

Total Number of KPAS/City/Outside Productions: 17



## PASADENA MEDIA

### Member Services Report for the month of March 2016

#### Channel Programming Reporting:

##### The Arroyo Channel 744 - Hrs. of Programming

| New Producer          | Returning Producer | New Series | New Local Episodes | New Local Bicycled Episodes | New Regional Episodes (LA County) |
|-----------------------|--------------------|------------|--------------------|-----------------------------|-----------------------------------|
| 2                     | 0                  | 2          | 58                 | 10                          | 3                                 |
| New National Episodes | LIVE Show          |            |                    |                             |                                   |
| 0                     | 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          | 29 |
| Producing Training   | 6  |
| Development Training | 4  |
| Studio Camera        | 4  |
| Floor Manager        | 4  |
| Director             | 6  |
| Lighting             | 4  |
| Audio                | 3  |
| Character Generation | 5  |
| Field Production     | 3  |
| Editing Session A    | 1  |
| Editing Session B    | 1  |

**Trained Pasadena Media Listed Volunteers: 49**

# Pasadena Media Website Analytics

## Pasadena Media Social Network members:

214 members

| Total Visitors | Device Usage |                     | Peak Visitors:<br>Mar. 1st and 15th |
|----------------|--------------|---------------------|-------------------------------------|
| 1103           | Computer 88% | Mobile & Tablet 12% | 71                                  |

## Social Media Marketing:



1382 Followers



774 Likes



462 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 50.73** - 57% of our influence is from: Instagram

**90-Day Score History - Last Updated: 3/29/2016**

**90-day High Score: 54.11    90-day Low Score: 50.73**

## Special Events:

March 30: Special Production Training

# 2016 ACM Western Regional Conference Report

Chris Miller, Interim Executive Director / COO

I recently attended the Alliance for Community Media Western States Region annual conference in Honolulu, Hawaii. Staff and community members from Public, Educational and Government access channels from six states (Arizona, California, Colorado, Hawaii, New Mexico and Nevada) converged to share information on topics like the future of the industry, media center management and public policy. This year, the national ACM board held their meetings immediately before this conference, so we had an extraordinary group of minds sharing ideas from all around the country.

The four Hawaiian access centers that played host to the conference provided lots of aloha in sharing the spirit of their organizations. I gained valuable knowledge on ways to develop meaningful engagement opportunities for Pasadena and participated in compelling sessions which explored strategies to ensure future sustainability and high-performance for PCAC. This remarkable experience has further strengthened my commitment to lead the Pasadena Media team as we continue to foster freedom of expression and bridge diverse communities.

Below are the biggest takeaways from a few of the activities during the conference. I'd also invite you to take a look at some of the workshop materials from the conference online: [acmwest.org/workshop-materials-2016](http://acmwest.org/workshop-materials-2016)

## Opening Plenary

The Governor spoke at the plenary and praised the state's access centers for keeping the islands connected to each other and the government, including utilization of a public space at the state capitol and the C-SPAN-like collaboration known as HGPN.

## Expanding and Diversifying Funding Sources

CMAC in Fresno utilized PEG capital monies to develop revenue streams via lease agreements and service contracts. I have reached out to CMAC in order to further research strategic options for Pasadena's PEG funds.

## Closed Captioning: Issues and Answers

While we are exempt from providing closed captioning by the FCC's rules, other agencies are starting to demand more from agencies that utilize government funding. A main focus for me this spring is to assess needs and costs to push PCAC past compliance and into excellence to better serve our community.

## The Road to Impact: Building a Strategic Roadmap for Sustainability

Bullets vs. Cannonballs - Start with low cost, low risk and low distraction efforts before attempting big splashes that may miss.

## Building Bridges, Partnerships, and Collaborations

Libraries and other non-profits tend to be key components in other access centers' success. PCAC has relationships with many such entities, but could build more and make existing ones stronger.

## SD to HD Transition: Roundtable

Like most access centers, PCAC's channels are all standard definition. The way many of those other centers received HD channel space was during franchise negotiations - in several cases, in exchange for not fighting mergers. While PCAC is under a statewide franchise, our organization has the potential to utilize the proposed Charter-Time Warner-Bright House merger as leverage to obtain channel placement with the same quality, accessibility and functionality as provided to local television broadcast stations.

Thomas Leo Majich II  
2222 Brigden Road / Pasadena, CA 91104 / tm@arroyohill.com

March 31, 2016

Pasadena Community Access Corporation  
Attn: Gail Schaper-Gordon  
150 S. Los Robles Ave, Suite 101  
Pasadena, CA 91101

Members of the Board of Directors:

In accordance with the Corporation's By-laws this letter shall serve as required written notice of my resignation as an officer and a member of the Board of Directors, effective immediately. I am unable to effectively continue service in these roles. I have enjoyed my time and service on the board and commend you all on your valuable service to the City of Pasadena.

Respectfully,



Tom L. Majich



## Pasadena Community Access Corporation Board Presentation

April 5, 2016

Focused  
on YOU



## Audit Responsibilities and Process

- LSL has been engaged by the City to perform an *financial audit* and to assist in preparing your annual Audited Financial Statements of PCAC.
- Testing of account balances and also to assess the internal controls in place.
- Internal controls are those policies and procedures in place to safeguard the assets of the City and to detect and correct any material errors arising in the accounting system.

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## Audit Process and Report

- Interim Audit (June)
  - Planning
  - Inquiry and documentation
  - Internal controls
- Year-End Audit (November – February 2016)
  - Account analysis
  - Confirmations and Cut-off procedures
- Issuance of Annual Financial Report (February 2016)

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## Audit Opinion

- This audit work was all performed in order to render an “opinion” on the financial statements.
  - Management is responsible for the information in the statements
  - LSL’s opinion indicates the information is fairly stated in accordance with GAAP and is materially correct
- An “unmodified opinion” has been issued on your June 30 financial statements.

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## Internal Control Letter

- Statement on Auditing Standards (SAS) No.115:
  - Communicating internal control related matters identified in an audit
    - We identified one (1) material weakness related to the accounting for Capital Assets
    - We also identified one (1) significant deficiency related to the recognition of liability related to Accrued Vacation.

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## Internal Control Letter

- What's Next:
  - All of the accounting errors identified have been addressed and proper accounting entries have been made to the fiscal year 2015 balances.
  - Management has provided corrective action plans, in which, we will follow-up on in future fiscal periods to ensure that those plans are being followed and that they are also addressing the issues noted.

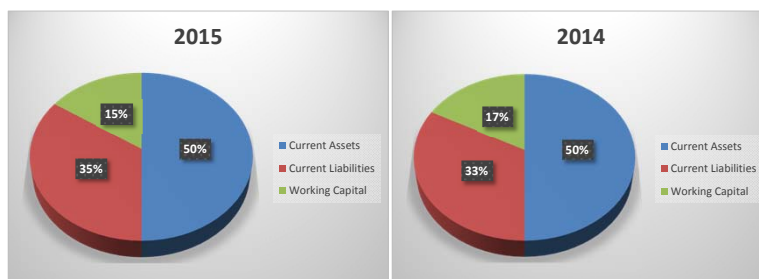
11

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## Financial Trends

### Change in Working Capital

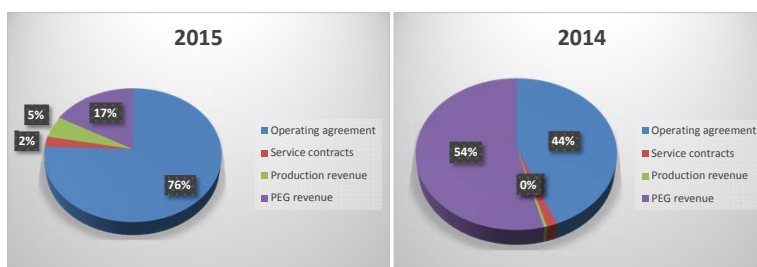


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## Financial Trends

### Total Revenues



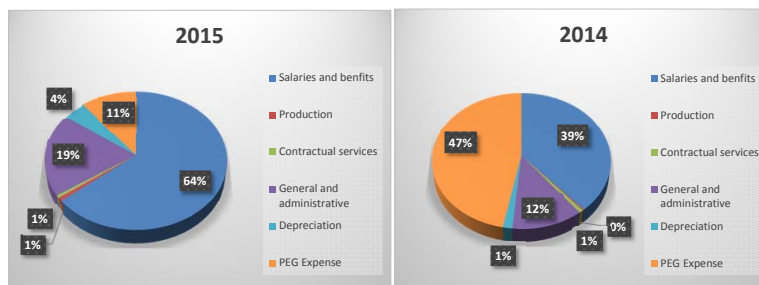
14

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## Financial Trends

### Total Expenses



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### Questions??

J'on Dennis, Engagement Partner

**Lance, Soll, & Lunghard LLP**

(714) 672-0022

[Jon.dennis@lslcpas.com](mailto:Jon.dennis@lslcpas.com)

[www.lslcpas.com](http://www.lslcpas.com)

# PCC-TV / Channel Backup Project Proposal

Prepared by Chris Miller - March 29, 2016

## OVERVIEW

Currently, Pasadena Media delivers video programming for three channels (KPAS, The Arroyo Channel and PCC-TV) from 150 S. Los Robles Ave. to AT&T U-Verse and online streams. At City Hall, only two of the three channels have full playback capabilities. One of our two legacy Leightronix Nexus machines that were moved from Hens' Teeth to function as playback for Charter channels at City Hall failed in the summer of 2014. At that time, KPAS was migrated to the open channel on the remaining Nexus and, as there was no content running at that time, PCC-TV was given a bulletin board using a retired Compix Character Generator. While we are working on a permanent solution to deliver our Cablecast/Carousel channels from Los Robles to City Hall for the Charter feeds, that possibility is months away rather than days.

In the long term, when we will originate all signals from Los Robles to all cable operators and online streams, the solution for our immediate problem should serve as an effective backup in the event of a failure with either of our Cablecast machines (or KLRN's for that matter). For example, last month when the motherboard died in our Arroyo Channel Cablecast machine, it took three weeks for repair and shipping. If a machine compatible with our current system were purchased, we could utilize regularly backed up data to migrate channel scheduling within a few hours of an incident.

## GOALS

1. Restore PCC-TV to full functionality on Charter Cable Channel 96
2. Purchase equipment that will be an effective backup for current and future playout system

## SPECIFICATIONS

I located a demo HD/SD Cablecast SXLE owned by the vendor we bought our Cablecast/Carousel channel playback system from. While the unit that he would sell us is not being discontinued, he is obtaining a demo of a newly unveiled unit. I've attached the data sheet for the product. As you can see from the attached quote, he's offering this unit for \$4000 (\$4405 after freight and tax). This model retails for \$8750. This unit was utilized only for demos and testing. It comes with the latest version of the software, so it will match our current installation at Los Robles. This will also make it easy to duplicate schedules by exporting the commands from the master and uploading into this unit. It will carry the normal 1 year warranty and be eligible for their assurance program should we choose to buy in. There are a few other items needed in the attached spreadsheet that will be needed to connect this unit, but we already have parts to build the bulk of this system.

# PCC-TV / Channel Backup Project Proposal

| Item Description               | Item Make | Item Model | Item Cost               | Cost After Discount |
|--------------------------------|-----------|------------|-------------------------|---------------------|
| Cablecast (Channel Automation) | TRMS      | SXLE       | \$8,750.00              | \$4,000.00          |
| Carousel (Bulletin Board)      | TRMS      | SOLO 300R  | \$250.00                | \$250.00            |
| Cabling, Adapters, Hardware    | N/A       | N/A        | ~\$325.00               | ~\$325.00           |
|                                |           |            | <b>SUBTOTAL</b>         | <b>\$4,575.00</b>   |
|                                |           |            | tax/freight<br>(approx) | \$457.50            |
|                                |           |            | <b>TOTAL</b>            | <b>\$5,032.50</b>   |



## Media Control Systems

1050 Pioneer Way, Suite Q

El Cajon, CA 92020

Ph. (619) 599-1050, Fax (619) 599-1051

Date: 3/24/2016

### Quotation

Quote # 1tw032416

**Name** Pasadena Media  
**Address** 150 S.. Los Robles Ave, Suite 101  
**City, St** Pasadena, CA 91101  
**Contact** Chris Miller  
**Phone** 626-794-8585 x 105  
**Email** [Chris@pasadenamedia.org](mailto:Chris@pasadenamedia.org)

| Item | Qty | Model        | Description  | Price   | Total      |
|------|-----|--------------|--|---------|------------|
| 1    | 1   | CBL-SXLE-320 | Tightrope Cablecast SXLE, TV Automation System <b>DEMO Stock</b><br>(Automation System with Built-in multi-format Videorecorder, 2TB non-RAID Storage, 2-Output and 1-Input, MPEG-2 Encoder to 15Mbps, SDI & Composite Video, Balanced Stereo Audio, add Optional Carousel Player for message system.) | \$4,000 | \$4,000    |
|      |     |              | Equipment Total  |         | \$4,000    |
|      |     | Subtotal     |  |         | \$4,000.00 |
|      |     | Freight      |  |         | \$45.00    |
|      |     | Taxes        |  |         | \$360.00   |
|      |     | Total        |  |         | \$4,405.00 |

Delivery: 1-2 Weeks ARO

Quote is Valid for 60 Days

Terms: Net 30

Proposal prepared by Tom Walsh



## CABLECAST SXLE VIDEO SERVER, AUTOMATION, CHANNEL BRANDING



The Cablecast SXLE is a high performance multi-format video server that includes scheduling, automation, channel branding and Carousel server software in a compact package. Like all Cablecast servers it operates from a web-based user interface and is controllable from anywhere. The Cablecast SXLE: network quality performance, reliability and specifications in a very affordable package.

### WHY USE THE CABLECAST SXLE?

- Transcoding not required. Multi-format playout means you can play almost every format submitted by producers. Just schedule and air.
- Cablecast automatically promotes your programs on your Carousel bulletin board, your website, in TV-Guide and in programming reports.
- Channel branding gives you a station bug in one corner, bug text in another corner, and a crawl at the bottom of the screen with background and foreground graphics.
- With Carousel Server software, incorporate weather, traffic cams, RSS feeds, and your Facebook and Twitter feeds along with community announcements. (Cablecast CG330 also required)

### KEY FEATURES

- Two outputs for two independent channels. One encoder built in. Both SDI and Composite inputs and outputs.
- Controls dozens of AV Routing switchers; deck control; DVD import utility; Windows networking tools for easy file sharing.
- Comprehensive scheduling software, complete programming database. Schedule all types of content well in advance.
- Two Terabytes of internal storage included.
- Free support for the life of the server.

### SPECIFICATIONS

|                    |   |                                |
|--------------------|---|--------------------------------|
| Network:           | 10/100/1000base-TX  |                                |
| Power:             | 100-240V AC, 50/60Hz  |                                |
| Power Consumption: | approx. 100w  |                                |
| Dimensions:        | 19" x 14" x 1.75" (1RU)   |                                |
| Weight:            | 15lbs. (Shipping)   |                                |
| Hard Disk:         | 500GB System, 2TB Content (NO RAID)   |                                |
| Video Inputs:      | 1 Composite (BNC)   | 1 SDI (BNC)                    |
| Audio Inputs:      | 1 Balanced analog stereo (XLR x 2)  | 1 SDI embedded stereo          |
| Video Outputs:     | 2 Composite (BNC)   | 2 SDI (BNC)                    |
| Audio Outputs:     | 2 Balanced analog stereo (XLR x 4)  | 2 SDI stereo embedded          |
| Genlock:           | Analog black burst (BNC)  |                                |
| Encoding Formats:  | DVCAM: 4:1:1 - 25Mbps   | MPEG-2 IBP: 4:2:2 - 25-50Mbps  |
|                    | MPEG-2 IBP: 4:2:0 - 4-15Mbps  | MPEG-2 I-Frame: 4:2:2 - 50Mbps |
|                    | DVCPro - 50Mbps   |                                |
| Playback Formats:  | DV in QuickTime wrapper, DVCAM, DVCPro, DVCPro50, MPEG-2 4:2:0, MPEG-2 4:2:2, MPEG-2 I-Frame, MPEG-4, H.264, AVI, IMX |                                |

800 Transfer Road, Suite 1B Saint Paul, MN. USA 55114

+1 612-866-4118 [www.trms.com](http://www.trms.com)

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CBL-SXLE-OCT2014





100 N. Brand Blvd. #200

Glendale, CA 91203

818-539-2248

[envisionnonprofit.com/contact](http://envisionnonprofit.com/contact)