

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, May 3, 2016
7:00 p.m. at 150 S. Los Robles, Suite 101**

BOARD OF DIRECTORS

Ann Marie Hickambottom (District 1)
Vacant (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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City Council
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Los Angeles Times
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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 3, 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 APRIL 5, 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
 - PCAC FY17 Budget Presentation and Approval
 - Action Item
- NEW BUSINESS
 - Board Treasurer Nominations and Elections
 - Action Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

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 29th day of April, 2016.

Quyen Lovrich, Office Manager

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE SPECIAL MEETING AND THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR APRIL 5, 2016

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

SPECIAL MEETING

1. CALL TO ORDER

Board Chair Gail Schaper-Gordon called meeting to order at 6:35 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, late
Howie Zechner, District 4, & Vice Chair, present
Yuny Parada, District 5, present
Tim Winter, District 6, late
Sally Howell, District 7, absent
Gail Schaper-Gordon, Chair, Mayor's Representative, present
Beth Leyden, PUSD Representative, present
Alexander Boekelheide, PCC Representative, absent
William Boyer, Secretary, City/City Manager Representative, present
Chris Miller, Interim ED, present but not attend per Board
Javan Rad, Chief Assistant City Attorney, present

2. PUBLIC COMMENT

None

3. CLOSED SESSION ON EMPLOYMENT OF NEW EXECUTIVE DIRECTOR

4. Board Chair Gail Schaper-Gordon concluded meeting at 7:19 p.m. No reportable action.

REGULARLY SCHEDULED MEETING

1. CALL TO ORDER/ROLL CALL

Board Chair Gail Schaper-Gordon called meeting to order at 7:27 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, & Vice Chair, present
Yuny Parada, District 5, present
Tim Winter, District 6, present
Sally Howell, District 7, absent
Gail Schaper-Gordon, Chair, Mayor's Representative, present
Beth Leyden, PUSD Representative, present
Alexander Boekelheide, PCC Representative, late
William Boyer, Secretary, City/City Manager Representative, present
Chris Miller, Interim ED (IED), present
Javan Rad, Chief Assistant City Attorney, present

2. SPECIAL MEETING REPORT

Board Chair Gail Schaper-Gordon announced no reportable action.

3. APPROVAL OF BOARD MINUTES

Parada objected to notation reflected in minutes regarding Board members' absence, presence or lateness as unfair. For future minutes, Zechner, Winter and Schaper-Gordon suggested a grace period of about 10 minutes be allowed before noting status and that, thereafter, the time be noted when a late Board member does arrive.

Winter moved; Oltman second, to approve minutes. All approved; Parada opposed.

No public comment.

3. PUBLIC COMMENT

Producer Macheo Shabaka, spoke about recent producers' group meeting. Requested that PCAC Board meetings be recorded for broadcast or that an audio recording be made.

No other public comment.

4. TREASURER'S REPORT

Board Chair Schaper-Gordon announced that Tom Majich, Treasurer and Council District 2 representative, has resigned, effective immediately.

Board Chair Schaper-Gordon asked if Winter wished to present financials; Winter deferred to IED Miller. Financials as presented in Board packet.

Board discussion on financials; chart of accounts; upcoming budget. Current financial statement reflected overall operating budget on track for this time of year at 77 percent of total budget.

No formal Board action taken.

No public comment.

5. EXECUTIVE DIRECTOR'S REPORT

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

Miller recapped the ACM Western Regional mtg., including update on migration from SD to HD transmission. Suggested possible for PCAC Board to take position as leverage on Charter-Time Warner merger.

Chief Assistant City Attorney Rad, who also represents SCAN/NATOA, said PCAC could do something similar to SCAN/NATOA, and send letter to California Public Utilities Commission. Rad to provide letter to as example.

Miller also announced that national ACM "Hometown" award applications due and encouraged independent producers who provide content to the Arroyo Channel to submit entries.

No public comment.

6. OLD BUSINESS

None. No public comment.

7. NEW BUSINESS

- Audit Presentation

J'on Dennis of Lance, Soll & Lunghard, LLP, made presentation on audit, previously handed out at March 2016 Board meeting.

Boyer asked for clarification or correction within Note 7 of audit report, page 17, regarding KPAS funds. Miller and Dennis will address.

Item presented as informational only, no actual board action taken.

No public comment

- Channel Managers' Report / PEG Funding

Miller presented request for equipment not to exceed \$5,050 for playback system to facilitate PCC-TV cablecasts. Winter asked for improved tracking of PEG requests and expenditures.

Oltman moved; Leyden second. All approved; Hickambottom sustained.

No public comment

- Ad Hoc ED Search Committee Update

Board Chair Schaper-Gordon shared that PCAC moving forward with Envision Consulting for ED search.

Three (3) public speakers, all independent producers:

1. Bozana Belakosa—advocated that Board must hire only an African-American for ED because she claims the majority of all independent producers for the Arroyo Channel are African-American.

2. Macheo Shabaka—read statement on behalf of other producers that they want to be included in the selection process; that successful candidates must be aware of the community; have fundraising, networking & PR skills; and be committed to the longevity of the organization.

3. Malika Hendry—wants things done fairly.

8. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Misc. announcements; informational items only.

Zechner asked about status of Relocation/Facilities Ad Hoc Committee. Board Chair Schaper-Gordon asked Parada and Oltman to help. Both agreed. Zechner to chair and be responsible for reporting out.

Board Chair Schaper-Gordon said in addition to Relocation/Facilities, PCAC now has the following Ad Hoc Committees: Budget/Finance (Executive Committee); and ED Search (Schaper-Gordon; Hickambottom & Boyer). Soon to come will be Benefits.

Board Chair Schaper-Gordon also said Board will need to determine new Treasurer next Board meeting.

No action taken. No public comment.

9. FUTURE MEETING DATES

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

10. ADJOURMENT

Zechner moved; Parada second. Meeting adjourned 9:39 p.m.

Pasadena Media
STATEMENT OF FINANCIAL POSITION
As of April 30, 2016

	TOTAL	
	AS OF APR 30, 2016	AS OF JUN 30, 2015 (PP)
ASSETS		
Current Assets		
Bank Accounts		
A103 Petty Cash	200	200
A104 Bank of America Checking (1018)	191,232	184,510
A107 Bank of America Capital - Restricted (9451)	328,479	91,434
A108 A108 Bank of America Savings (0990)	100,079	100,022
A110 Paypal	252	0
A120 Pex Debit Card	3,554	258
Total Bank Accounts	\$623,795	\$376,425
Accounts Receivable		
A200 Accounts Receivable	4,060	119,042
Total Accounts Receivable	\$4,060	\$119,042
Other current assets		
A300 Prepaid Insurance	1,972	1,972
A350 Security Deposit	1,000	1,000
A370 Undeposited Funds	618	425
Total Other current assets	\$3,590	\$3,397
Total Current Assets	\$631,445	\$498,864
Fixed Assets		
A132 Production Equipment	264,959	263,074
A136 Accumulated Depreciation	-84,970	-84,970
Total Fixed Assets	\$179,989	\$178,104
TOTAL ASSETS	\$811,434	\$676,967
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	-17,482	2,009
Total Accounts Payable	\$ -17,482	\$2,009
Other Current Liabilities		
L210 Payroll Liabilities	24,179	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	254,092	298,908
Total Other Current Liabilities	\$298,450	\$343,349
Total Current Liabilities	\$280,968	\$345,359
Total Liabilities	\$280,968	\$345,359
Equity		
Q300 Opening Bal Equity	-36,271	-36,271
Q310 Retained Earnings	367,880	367,880
Net Income	198,858	
Total Equity	\$530,467	\$331,609
TOTAL LIABILITIES AND EQUITY	\$811,434	\$676,967

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4200 City of Pasadena	960,000.00	960,000.00	0.00	100.00 %
4300 Contributions & Grants	110.25	2,500.00	-2,389.75	4.41 %
4700 Production Services	22,376.38	38,000.00	-15,623.62	58.89 %
4800 Program Services	5,915.00	6,500.00	-585.00	91.00 %
4900 Other Revenue	4,855.32	2,000.00	2,855.32	242.77 %
Total Income	\$993,256.95	\$1,009,000.00	\$ -15,743.05	98.44 %
Gross Profit	\$993,256.95	\$1,009,000.00	\$ -15,743.05	98.44 %
Expenses				
5000 Payroll Expenses	485,621.42	544,182.00	-58,560.58	89.24 %
5200 Payroll Taxes	41,107.38	53,000.00	-11,892.62	77.56 %
5300 Employee Benefits	80,797.00	86,930.00	-6,133.00	92.94 %
6000 Occupancy Expenses	175,266.66	211,456.00	-36,189.34	82.89 %
7120 Accounting & Audit	5,021.00	11,800.00	-6,779.00	42.55 %
7130 Advertising & Marketing	2,471.29	5,000.00	-2,528.71	49.43 %
7140 Automobile Expense	182.00	1,500.00	-1,318.00	12.13 %
7150 Bank & Payroll Processing Fees	1,212.70	1,000.00	212.70	121.27 %
7160 Board Materials & Expense	464.36	500.00	-35.64	92.87 %
7170 Cable Drop Fees	3,244.95	18,432.00	-15,187.05	17.60 %
7180 Contract Labor	1,743.02	5,000.00	-3,256.98	34.86 %
7240 Dues and Subscriptions	2,220.00	500.00	1,720.00	444.00 %
7440 Legal & Professional Fees	18,000.00	28,000.00	-10,000.00	64.29 %
7460 Licenses, Permits & Other Fees		500.00	-500.00	
7480 Meals & Entertainment	1,170.94	1,700.00	-529.06	68.88 %
7500 Office Expense	14,110.23	14,000.00	110.23	100.79 %
7600 Production Expense	6,942.62	17,000.00	-10,057.38	40.84 %
7700 Professional Development	1,159.99	3,000.00	-1,840.01	38.67 %
7800 Travel & Lodging	2,695.41	5,500.00	-2,804.59	49.01 %
Total Expenses	\$843,430.97	\$1,009,000.00	\$ -165,569.03	83.59 %
Net Operating Income	\$149,825.98	\$0.00	\$149,825.98	0.00%
Other Income				
9100 PEG Capital Income Recognized	44,815.27	30,000.00	14,815.27	149.38 %
Total Other Income	\$44,815.27	\$30,000.00	\$14,815.27	149.38 %
Other Expenses				
9200 PEG Capital Equipment Expense	53,820.65	30,000.00	23,820.65	179.40 %
Total Other Expenses	\$53,820.65	\$30,000.00	\$23,820.65	179.40 %
Net Other Income	\$ -9,005.38	\$0.00	\$ -9,005.38	0.00%
Net Income	\$140,820.60	\$0.00	\$140,820.60	0.00%

Saturday, Apr 30, 2016 08:30:47 PM PDT GMT-7 - Accrual Basis

DIRECTOR'S REPORT

- Respectfully submitted by Chris Miller, Interim Executive Director

Pasadena Community Access Corporation Board of Directors Meeting

Tuesday, May 3, 2016 – 7:00pm

ANNOUNCEMENTS – Early bird registration for the SCAN NATOA conference on the Queen Mary in Long Beach this June ends May 28th. For information or to register, visit scannatoa.org.

KEY ACHIEVEMENTS:

Board

- Budget Ad Hoc Committee Meeting with William Boyer, Gail Schaper-Gordon, Tim Winter and Howie Zechner

Facility

- Real Estate Meeting with Stone-Miller

Financial

- City Council FY17 Budget Presentation Preparation with Finance Department
- Meeting with CPA Mike Noll
- 990 Ready to be Filed (Due May 15)
- Worked with William Boyer, Finance Dept. and LSL CPAs to Correct/Reissue Financial Statements

Partnerships/Networking

- City DoIT Council Chamber Upgrade Project Consulting
- PCC-TV Workflow Meeting with Alex Boekelheide, Sherine Adeli and David Steiman
- National Association of Broadcasters Show

Personnel

- Worked with City Attorney, Finance and Human Resources Departments to Publish RFP for Employee Benefits Consultant/Broker of Record

Producer/Member Relations

- Email Newsletters Including New Videos
- Member Services Portal Implementation

Productions

- Autism Speaks Walk
- Taking Back Our Neighborhood Celebration
- SGV Habitat for Humanity Desiderio Homes Groundbreaking

Attached: Operations Report, Production Services Report, Member Services Report, SCAN NATOA Conference Schedule, Common Cause Letter to FCC re: New Charter

Operations Report

Prepared by Chris Miller – April 2016

Notable Operations Projects and Their Statuses Conducted During April

- City Council Chamber Meeting Management Upgrade: Following Up
- Studio B Project: Staff Training
- Member Services Portal: Released
- PCC-TV Programming on Charter: Installation Imminent
- PCC-TV Outage: Solved

1. City Council Chamber Meeting Management Upgrade: Following Up - DoIT has developed a troubleshooting guide for the installation, which has encountered numerous minor issues since the vendor completed work in the chamber. As no new issues have cropped up in the past few weeks, DoIT has scheduled acceptance of the project for later this month.

2. Studio B Project: Staff Training - Chavel has begun training the rest of the staff in the new studio. We also have one more day of staff training with a Brainstorm technician in mid-May. Due to the complexity of the InfinitySet program, staff will need some time to become proficient and develop a training program for the public. An announcement will be made when this training is scheduled, which I would expect in June.

3. Member Services Portal: Released - The new member management system was released to the public last week. In addition to the tutorial that we created which can be found on the front page of the website, we are also offering one-on-one hands-on training for members that ask for it.

4. PCC-TV Programming on Charter: Installation Imminent - The system we purchased at the beginning of the month was damaged in shipping, so it took two weeks to be repaired. Now that the main component is back, I have been working with the vendor to set up the system. I expect to have everything up and running over the weekend of May 7th.

5. PCC-TV Outage: Solved - On April 24th, one of our production techs noted that the power supply for PCC-TV's Carousel bulletin board system had failed. This caused the unit to output a black signal instead of informational slides and background music between shows on AT&T and the stream. Three replacement power supplies were ordered the same day so that one would be available immediately if this happened again. The channel was restored to full functionality on the morning of April 27th.

Pasadena Media Production Report April 2016

Studio Productions:

4/1: "The Show & Tell Show"- Caroline Elliot (Pre-pro)	4/1: "Billy Mitchell: Our Music Live"- Billy Mitchell
4/2: "The People's View"- Macheo Shabaka (Pre-pro)	4/2: "Skeelove House of Hip Hop"- Lonnie Lee
4/3: "Color of Success"- Carolyn Wiggins	4/5: "The People's View"- Macheo Shabaka
4/6: "Is It Reasonable"- Walter Brown	4/7: "Tongues of Fire"- Rob Reyes (Pre-pro)
4/8: The Birthright Project"- Stephanie Cunningham	4/9: "Yeshua Ministries"- Denise MAiden
4/12: "M&M"- Olden Denham (Pre-pro)	4/12: "Riq the Critic"- Wannetta Benton
4/14: "Tongues of Fire"- Rob Reyes	4/15: "The Show & Tell Show"- Caroline Elliot (Pre-pro)
4/15: "M&M"- Olden Denham	4/16: "Eddie's Gospel Hour"- Eddie Fulton
4/16: "World of Wisdom"- Malika Hendry	4/17: "Quality Sketch"- Jarred Hodgdon
4/19: "Crossing Bridges"- Nat Nehdar	4/20: "Maurice Dwayne Smith's Joint"- Maurice Smith
4/20: "Veteran Talk"- Dino Baptiste	4/21: "Choices"- Marion Cathcart
4/21: Thursday Night Live"- Jeff Hodge	4/22: "Color of Success"- Carolyn Wiggins (Pre-pro)
4/23: "The Nowman Show"- Dan Niswander	4/27: "The Conner Bubble"- Joe Conner
4/28: "Sounds Within"- L.V. Smith	4/29: "Variety Talk"- Linda Leak
4/29: "Skeelove's House of Hip Hop"- Lonnie Lee (Pre-pro)	

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

KPAS/City/Outside Productions:

4/2: "Autism Speaks Walk"	4/4: "Pasadena City Council Meeting"
4/9: "Taking Back Our Neighborhood Celebration"	4/9: "SGV Habitat for Humanity Desiderio Homes Groundbreaking"
4/11: "Pasadena City Council Meeting"	4/12: "Design Commission Meeting"
4/13: "Planning Commission Meeting"	4/18: "Pasadena City Council Meeting"
4/19: "Altadena Town Council"	4/20: "FPRS Meeting"
4/21: "Special Planning Commission Meeting"	4/23: "Fire Station 32 Open House"
4/25: "Pasadena City Council Meeting"	4/26: "Design Commission Meeting"
4/27: "Planning Commission Meeting"	4/30: "Arroyo Adventure Opening Day"

Total Number of KPAS/City/Outside Productions: 16

Member Services Report

for the month of April 2016

The Arroyo Channel Programming: 744 hrs. of regularly scheduled programming:

New Producers	Returning Producers	New Series	New Local Episodes	New Local Bicycled Episodes	New Regional (LA County) Episodes
2	2	1	40	8	15

Media Training Courses:

Orientation	10	Studio Camera	5	TD & Media Mgmt.	2	Teleprompter	2	Editing Session A	2
Producing Training	3	Floor Manager	4	Lighting	1	Character Generation	3	Editing Session B	2
Development Training	5	Director	6	Audio	1	Field Production	3		

Trained Pasadena Media Listed Volunteers: 52

Pasadena Media Website Analytics

Total Visitors	Device Usage	Peak Visitors: Apr. 1st
1317	Computer 89% / Mobile & Tablet 10%	69

Pasadena Media Social Network members: 215 members

Social Media Marketing:



1386 Followers



785 Likes



541 Followers



Score 50.15 - 57% of our influence is from: Instagram

90-Day Score History - Last Updated: 4/27/2016

90-day High Score: 53.25 / 90-day Low Score: 48.80



09:30 – 10:15 AM 10:30-11:15	R E G I S T R A T I O N & C O N T I N E N T A L B R E A K F A S T				
	SHIP TOUR				
10:30 - 12:00 PM Plenary Session	MODERATOR: Christy Marie Lopez SCAN President, Aleshire & Wynder LLP M A N O V E R B O A R D ! Latest Legislative, Regulatory Issues and Rulings Steve Traylor NATOA Executive Director Joe Van Eaton Best Best & Krieger Mike Wassenaar AMC President Christopher Witteman California Public Utilities Commission Minimum Continuing Legal Education (MCLE) APA's Certification Maintenance Credit (CMC)				
12:15 - 2:00 PM	S T A R A W A R D S L U N C H E O N & C E R E M O N Y Ben McCain Master of Ceremony SHOWING YOUR TRUE COLORS				
2:00 - 3:30 PM	RIGHT-OF-WAY MANAGEMENT AND ZONING TRADE ROUTES Local Wireless Ordinances After Section 6409(a) and AB 57 MODERATOR: Javan N. Rad Pasadena • Jonathan Kramer Telecom Law Firm, P.C. • Rachel H. Richman Burke, Williams & Sorensen, LLP • _____ • _____ (MCLE and APA CMC)	LEGISLATIVE, REGULATORY AND RULINGS KEEPING A WEATHER EYE OPEN Preservation of Franchise and PEG Fees MODERATOR: William Marticorena Rutan & Tucker • Garth T. Ashpaugh Ashpaugh & Sculco, CPAs, PLC • Robert A. Davison Sacramento Metropolitan Cable TV Commission • Michelle Molko Rutan & Tucker (MCLE)	 STEM TO STERN T R A D E S H O W 10:30 AM – 3:00 PM COORDINATOR: DARREN DOERSCHEL (invited) • Black Magic Design • For-a • Hitachi • IEEI and IEEI Broadcast • JVC • Key Code Media • Media Control Systems • Tightrope Media Systems	GOVERNMENT ACCESS ALL HANDS ON DECK Government Access Programming Showcase MODERATOR: Mark Rosenberg City of Las Vegas NV • Mark Kaufmann City of Allen, TX • Shannon Gee The Seattle Channel	GOVERNMENT ACCESS DAVY JONES' LOCKER Post-Production Shootout MODERATOR: Michael Russo County of San Diego • AVID - Ed Wilson Torrance • Final Cut Pro - _____ • Adobe Premiere - Eric Addison SD Premiere Users Group
3:30-5:30	SHIP TOUR SELF PROVIDED RECEPTION SPONSORED BY ALESHIRE & WYNDER LLP				



April 14, 2016

By Electronic Communication

Hon. Thomas Wheeler
Chairman
Federal Communications Commission
455 12th St NW
Washington, DC 20554

In the matter of MB Docket No. 15-149, *Applications of Charter Communications, Inc., Time Warner Cable Inc., and Advance/Newhouse Partnership for Consent to Transfer Control of Licenses and Authorizations.*

Dear Chairman Wheeler,

We, the undersigned public interest groups, have raised serious concerns about Charter's proposed acquisition of Time Warner Cable and Bright House Networks. The consolidation stands to undermine innovation and threaten independent voices on the cable dial. Moreover, the heavily-leveraged nature of the transaction would likely result in substantially higher costs for consumers.

For these reasons and others, many of us have called for the Commission to reject the merger. We understand, however, that the Commission is considering approving the merger, subject to a number of conditions. Moreover, the voluntary conditions offered by the companies would not remedy our concerns or provide a sufficient public interest benefit. If the Commission opts to approve this transaction with conditions, then as an additional safeguard to help ensure that the conditions imposed are as effective as possible, we ask that the Commission consider the following proposal.

In January of this year, the New York State Public Service Commission granted conditional approval of the merger with the following "most favored state" condition,

If, in obtaining approval of the transaction in other jurisdictions, the Petitioners commit to more line extensions, faster broadband speeds, or standalone broadband pricing that is lower for the same or similar value than that offered in New York, or additional low-income eligibility, New Charter will within 30 days following such commitment, notify the [New York Public Service] Commission of its intent to provide those same speeds and/or services in New York at terms that are reasonably comparable to the other state or federal commitments¹.

As such, conditions that other jurisdictions obtain in their reviews of the merger would "snap back" to New Yorkers. We ask that the Commission condition any federal approval on a comparable "snap back" clause that would revert any future conditions negotiated at the state level to a federal condition. This clause would ensure that all post-merger New Charter customers benefit from the strongest conditions.

¹ See ORDER GRANTING JOINT PETITION SUBJECT TO CONDITIONS at 66. Retrieved from <http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId=%7BDEE1823A-AADD-48D4-94BD-B96BAC096DAA%7D> on April 11, 2016.

The incremental cost to New Charter would be minimal; if, for example, the California Public Utilities Commission obtains a stronger commitment on a given issue, New Charter would already have agreed to abide by those conditions in its two largest markets, New York and California.

While New York's most favored state clause refers specifically to line extensions, broadband speeds and standalone broadband pricing, we encourage you to apply this framework to, for example, conditions related to:

- Net neutrality, settlement-free interconnection, and data caps;
- Low-income broadband offerings, including eligibility and pricing requirements that could increase participation;
- Participation in the FCC's recently modernized Lifeline program;
- Extra-territorial build out;
- Diverse, independent, and minority-language cable programming;
- Nondiscrimination against rival sports programming;
- Channel guide placement, channel neighborhooding, and treatment of Public, Educational, and Governmental (PEG) stations;
- Supplier and workforce diversity.

And any others as deemed appropriate by the federal and state commissions.

Respectfully,

Alliance for Community Media
Common Cause
Consumers Union
Greenlining Institute
Media Alliance
Open MIC (Open Media and Information Companies Initiative)
Open Technology Institute
Public Knowledge
Writers Guild of America, West

CC:

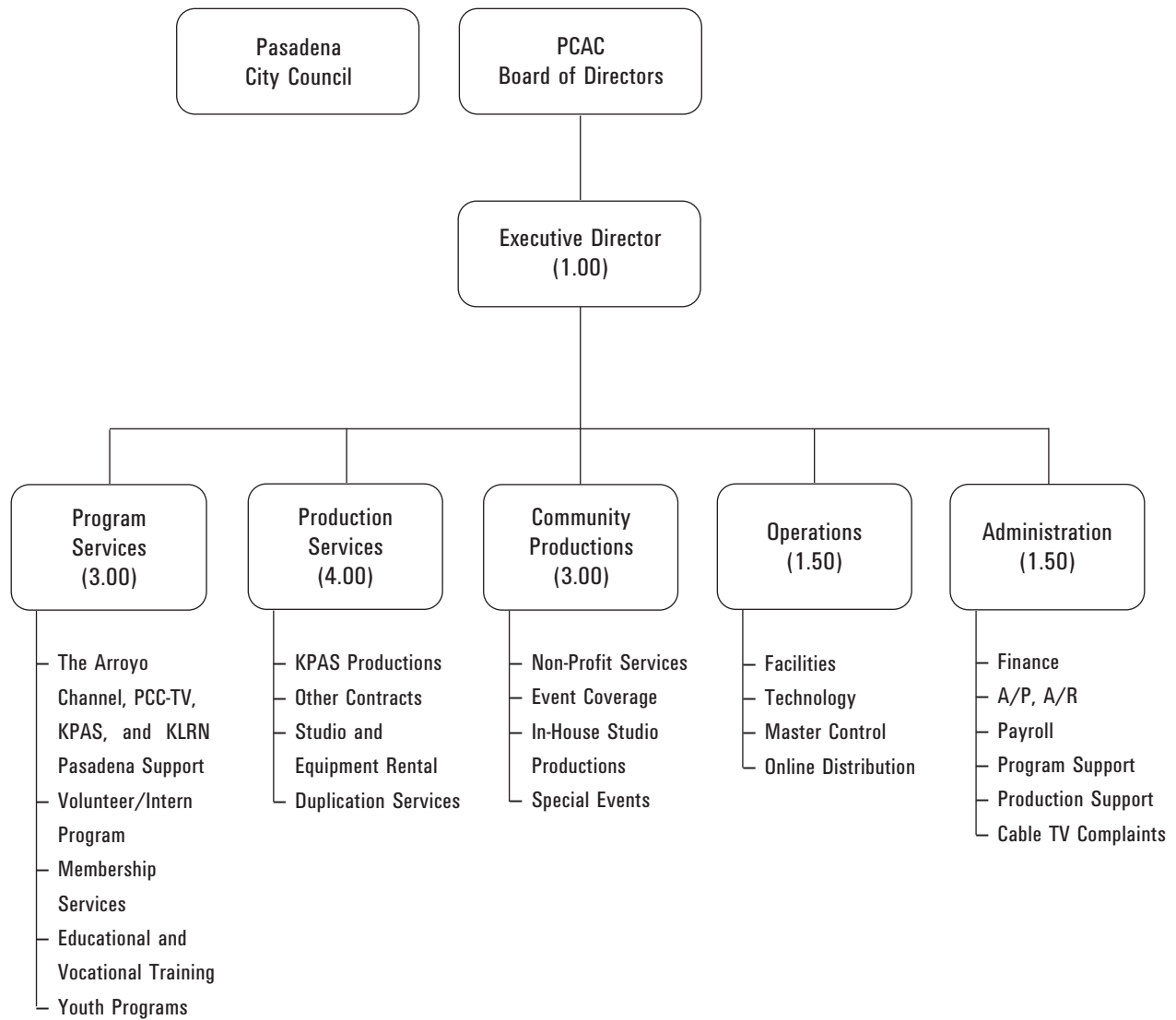
Jon Sallet
Gigi Sohn
Phil Verveer
David Grossman
Marc Paul

FY17 Budget Draft

revised April 30, 2016

	FY17 Budget	FY16 Budget	Difference	%	FY16 Forecast	FY15 Actuals
Income						
1 4200 City of Pasadena	1,008,000	960,000	48,000	5%	960,000	849,000
2 4300 Contributions & Grants	2,500	2,500	-	0%	250	162
3 4700 Production Services	41,300	38,000	3,300	9%	42,000	72,101
4 4800 Program Services	10,000	6,500	3,500	54%	10,000	4,826
5 4900 Other Revenue	1,100	2,000	(900)	-45%	5,000	3,336
Total Income	1,062,900	1,009,000	53,900	5%	1,017,250	929,425
Expenses						
6 5100 Salaries & Wages	554,843	544,182	10,661	2%	568,725	583,563
7 5200 Payroll Taxes	53,820	53,000	820	2%	52,026	50,716
8 5300 Benefits	101,657	86,930	14,727	17%	90,186	81,650
9 6000 Occupancy Expenses	240,349	211,456	28,893	14%	210,482	159,516
10 7120 Accounting & Audit	12,250	11,800	450	4%	11,880	7,267
11 7130 Advertising & Marketing	4,000	5,000	(1,000)	-20%	2,900	4,937
12 7140 Automobile Expense	1,500	1,500	-	0%	500	1,434
13 7150 Bank & Payroll Processing	1,500	1,000	500	50%	1,400	1,186
14 7160 Board Materials & Expense	500	500	-	0%	500	493
15 7170 Cable Drop Fees	5,000	18,432	(13,432)	-73%	4,100	4,612
16 7180 Contract Labor	5,000	5,000	-	0%	2,600	4,942
17 7240 Dues and Subscriptions	2,000	500	1,500	300%	2,218	800
18 7440 Legal & Professional Fees	38,000	28,000	10,000	36%	45,775	9,497
19 7460 Licenses, Permits & Other	4,100	500	3,600	720%	4,000	331
20 7480 Meals & Entertainment	1,500	1,700	(200)	-12%	1,485	1,741
21 7500 Office Expense	13,500	14,000	(500)	-4%	14,800	16,087
22 7600 Production Expense	13,000	17,000	(4,000)	-24%	7,150	2,920
23 7700 Professional Development	3,000	3,000	-	0%	1,490	1,317
24 7800 Travel & Lodging	4,300	5,500	(1,200)	-22%	3,000	4,631
Total Expenses	1,059,819	1,009,000	50,819	5%	1,025,217	937,640
Net Gain or (Loss)	3,081	-	3,081	N/A	(7,967)	(8,215)

CITY OF PASADENA
PASADENA COMMUNITY ACCESS CORPORATION



CITY OF PASADENA
PASADENA COMMUNITY ACCESS CORPORATION

MISSION STATEMENT

The Pasadena Community Access Corporation (PCAC) is one of three Operating Companies established by the City of Pasadena. PCAC is a component unit, nonprofit public benefit corporation recognized under Nonprofit Benefit Corporation Law for charitable purposes. The specific purposes of this corporation are to promote, coordinate, facilitate, produce and assist public service community programming on behalf of all residents of the City of Pasadena, California ("Pasadena") for all public, community and government access channels of Pasadena's cable telecommunications system; to inform Pasadena residents of the potential services and benefits of the cable telecommunications systems and to provide training opportunities for the public to have their voice heard through the public access channels. PCAC serves as the receiving, holding and disbursing entity for moneys intended to promote noncommercial uses of the cable telecommunications system.

PROGRAM DESCRIPTION

Pasadena Media performs the following:

- Promote, coordinate, facilitate, produce and assist public service community programming on behalf of all residents of the City, for all public, education and government (PEG) community access channels of Pasadena's cable telecommunications system;
- Coordinate and produce timely programming for the government cable access channel;
- Inform and provide training to Pasadena residents about the potential services and benefits of the cable telecommunications system;
- Provide a mechanism through which Pasadena's institutions and organizations can effectively share educational, health care, government, public and cultural information;
- Provide training and technical assistance that makes the public channels more accessible to residents of Pasadena;
- Serve as a resource center for information, materials equipment and training relating to the use of video equipment and facilities;

- Coordinate and promote educational uses of the cable telecommunications system;
- Serve as the City's designated official receiving, holding and disbursing entity for monies intended to promote noncommercial uses of the cable telecommunications system;
- In conjunction with the City, devise, establish and administer rules, regulations and procedures pertaining to the use and scheduling of the cable telecommunications system PEG access channels;
- Coordinate and schedule transmission of programming on the cable telecommunications system access channels;
- Maintain records, including electronic media and other documentation, concerning cable telecommunications programming, and make such programming material available to interested persons or groups for scientific, charitable, literary, public information or educational purposes;
- Engage in research to assess community response to programming on cable telecommunications system access channels and ascertain needs for additional or different programming, publish the results of such research, and implement or aid in implementation of such additional or different programming; and
- Provide such other cable telecommunications access services as shall be determined by the PCAC Board of Directors.

DEPARTMENTAL RELATIONSHIP TO CITY COUNCIL GOALS

Maintain Fiscal Responsibility and Stability:

Pasadena Community Access Corporation (PCAC) maintains our commitment to providing the highest quality service in consideration of current economic constraints. PCAC continues to explore alternate funding opportunities including fee for production service models, grants, underwriting and channel sponsorship opportunities. The PCAC Board and staff are committed to continue to grow a sustainable funding model that can support and expand the current level of service and enhance training and production services.

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Improve, Maintain and Enhance Public Facilities and Infrastructure:

In 2014, PCAC began operating a new, 6,000-square-foot television studio conveniently located in the heart of the City at 150 S. Los Robles Avenue. The new media production center marks a new, modern era for PCAC, known as Pasadena Media. Since opening, numerous independent producers and the staff of Pasadena Media have provided a wide range of original content produced and edited in the new studio facilities.

Increase Conservation and Sustainability:

Through various programs, Pasadena Community Access Corporation (PCAC) provides informative, entertaining and engaging content that allows the community to stay civically involved via both the community access on the Arroyo Channel and KPAS, the government access channel. These services including access to production equipment and production training, allow community members to gain valuable skills on personal and professional levels. PCAC also provides extensive support and event coverage for local civic and non-profit organizations that are in great need of promotion and community engagement.

Support and Promote the Quality of Life and the Local Economy:

PCAC continues to provide one of the most accessible, value-added video production training and service opportunities to the residents of Pasadena. Community members receive hands-on technical training on field equipment and live studio production. Training courses continue to provide an influx of content focused on current issues facing, and of concern to, Pasadena residents.

FISCAL YEAR 2016 ACCOMPLISHMENTS

PCAC accomplished the following during Fiscal Year 2016:

- Maintain a full and active roster of the PCAC Board of Directors, holding regular monthly meetings and special meetings open to the public;
- Complete an extensive audit review which resulted in improved fiscal accountability;
- Restructured organization to focus on a higher level of quality customer service and program content;

- Expand technological offerings with installation of a second studio including enhanced virtual set and graphics capabilities;
- Enhanced training curriculum;
- Expand programming opportunities in both public access and government information formats;
- Coverage of more than 200 special events, meetings and other City-related activities and programs;
- Key program highlights for FY 2016 include:
 - City Council, Committee and Commission Meetings
 - Councilmember Town Hall Meetings
 - Mayor's State of the City Address
 - Black History Month Festivities & Parade
 - Latino Heritage Parade & Festival
 - Community Forums on Homelessness & El Niño
 - ArtNight, Chalkfest & Make Music Pasadena
 - Rose Parade and Rose Bowl Game Events
 - Police, Fire and Public Safety Events and PSAs
 - One City, One Story
 - AbilityFirst - Hooray for Hollywood
 - League of Women Voters Events

PCAC goals include:

- Improve customer service and community recognition;
- Increase channel quality in program content;
- Provide additional hands-on training and mentorship for local producers with a focus on youth and the underserved;
- Increase positive awareness of PCAC as a community resource;
- Provide live, local coverage of events and begin offering video on demand utilizing Social Media for programming;
- Create Guest Speaker Lecture Series with PCC-TV;
- Expand City department programming;
- Hold several fundraisers throughout the year;
- Provide career opportunities to Pasadena youth;

CITY OF PASADENA
PASADENA COMMUNITY ACCESS CORPORATION

- Continue ongoing collaborations with organizations and community groups;
- Increase partnerships and sponsorship opportunities with local businesses and non-profit organizations;
- Implement efforts to ‘Go Green’ for sustainability;
- Increase coverage and airing of locally-produced programming;
- Update and replace mobile production equipment; and
- Improve readiness to distribute emergency public information during city-wide emergencies or disasters.

We anticipate that during FY 2017 our television production studio will reach capacity with independent producers utilizing services to create hyper local content for Pasadena’s public access station, the Arroyo Channel. Now that the Operating Agreement with the City has been finalized, PCAC in FY 2017 will formalize a Work Plan with the City for renewed and new original content for KPAS, the government access station. The Work Plan will include opportunities to highlight and feature City programs, services and special events, including Public Service Announcements, spotlight programming on department accomplishments and emergency preparedness information in addition to maintaining a robust calendar of public meeting coverage.

FISCAL YEAR 2017 RECOMMENDED BUDGET

Operating Budget:

The FY 2017 Recommended Budget of \$1,062,900 is \$53,900 or 5 percent higher than the FY 2016 Budget.

Capital Budget:

The FY 2017 Recommended Budget for 1 percent PEG fee allocation is \$200,000. This allocation was substantially reduced in order to complete City-related A/V presentation system upgrades for City Hall in FY16. There was a one-time cost reduction of \$220,000 for this specific purpose, which resulted in a budgeted amount of \$30,000.

Personnel:

A total of 14 FTEs are included in the FY 2017 Budget.

YEAR-OVER-YEAR BUDGET CHANGES

Substantial Budget Changes:

- Increase in franchise fees from Cable Companies for the 1 percent PEG fee allocation
- Staff benefits cost increases
- Scheduled occupancy related increases including lease and parking fees
- Professional fees related to Executive Director search

FUTURE OUTLOOK

PCAC continues to grow and meet the needs of our members and community. We derive success from board members, staff, member producers, supporters and viewers. Our achievements come from the efforts of those who believe in community access media. It is our organizational goal that as each year passes, we gain a better understanding of the needs of our community and that by working with our partners, our producers, the City and other stakeholders we can continue to make Pasadena Media a premier community media facility in Southern California.

CITY OF PASADENA
PASADENA COMMUNITY ACCESS CORPORATION

SUMMARY OF APPROPRIATIONS BY DIVISION (\$000)

	FY2015 Actuals	FY2016 Adopted	FY2016 Revised	FY2017 Recommended
Pasadena Community Access Corporation	\$939	\$1,001	\$1,009	\$1,060
1% PEG Fee Allocation	117	30	30	200
Pasadena Community Access Corporation Total	\$1,054	\$1,031	\$1,039	\$1,260

SUMMARY OF APPROPRIATIONS BY CATEGORY (\$000)

	FY2015 Actuals	FY2016 Adopted	FY2016 Revised	FY2017 Recommended
Personnel	\$716	\$661	\$684	\$710
Occupancy	160	211	211	240
Other	63	128	113	109
PEG Capital	117	30	30	200
Pasadena Community Access Corporation Total	\$1,056	\$1,031	\$1,039	\$1,260

SUMMARY OF FTES BY DIVISION

	FY2015 Actuals	FY2016 Adopted	FY2016 Revised	FY2017 Recommended
Pasadena Community Access Corp	16.00	16.00	14.00	14.00
Pasadena Community Access Corporation Total	16.00	16.00	14.00	14.00

SUMMARY OF REVENUE SOURCES (\$000)

	FY2015 Actuals	FY2016 Adopted	FY2016 Revised	FY2017 Recommended
City of Pasadena General Fund	\$849	\$960	\$960	\$1,008
Production Services	72	30	38	41
Program Services & Other	8	11	11	14
1% PEG Fee Allocation	230	30	30	200
Pasadena Community Access Corporation Total	\$1,159	\$1,031	\$1,039	\$1,263

CITY OF PASADENA
PASADENA COMMUNITY ACCESS CORPORATION

PERFORMANCE MEASURES

**FY 2015
Actual**

**FY 2016
Target**

**FY 2016
Mid-Yr Actual**

**FY 2017
Target**

Council Goal: Maintain fiscal responsibility and stability

Objective: Provide accurate, regular reports to stakeholders including annual audit and 990 tax filing.

1. Percentage of monthly reports that are completed and made available to board members and the public	100%	100%	100%	100%
2. 990 Tax filing on time	Yes	Yes	Yes	Yes
3. Received satisfactory audit	Yes	Yes	Yes	Yes

Objective: Explore alternate funding opportunities including fee for production service models, grants, underwriting and channel sponsorship opportunities.


1. Percentage of revenue from alternate sources year-over-year	486%	110%	158%	110%
2. Percentage of program revenue year-over-year	266%	115%	257%	120%
3. Percentage of event coverage year-over-year	162%	110%	104%	110%

Objective: Keeping with Best Practices Standards for community access television to provide modern, up-to-date service and improved accessibility for the Pasadena community.

1. Percentage of satisfied community producers	82%	95%	85%	95%
2. Number of customer cable complaints received	15	24	5	15
3. Programming quality recognition (awards, commendations, etc.)	Yes	Yes	Yes	Yes



Objective: Allow community members to gain valuable skills on personal and professional levels.

1. Percentage of community members that continue training	60%	65%	60%	70%
2. Percentage of community members that volunteer after training	45%	80%	55%	80%
3. Number of followers on social networks	2,056	3,000	2,511	3,500



PASADENA

Pasadena Community Access Corporation
(PCAC)
FY 2017 Recommended Budget
Joint Finance Committee / City Council
May 16, 2016



Purpose and Function

- Provide a means for which individuals or groups to use cable telecommunications to communicate and share information.
- Serve as a production company and to provide equipment, instruction, hands-on training, resources and facilities to individuals and groups in order that they may produce and cablecast TV programs.
- Provide a structure in which the public can learn and develop media skills towards the ends of self-expression and community cohesion and improvement.
- Serve as receiving, holding and disbursing entity for monies intended to promote non-commercial uses of the cable telecommunication medium.
- Devise, establish and administer all rules, regulation and procedures pertaining to the use and scheduling of the access channels.

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PASADENA



PCAC

Revenue History By Source

Sources	FY 2015 Actual	FY 2016 Revised	FY 2017 Recommended
General Fund	\$0.849 million	\$0.960 million	\$1.008 million
Production Services	\$0.072 million	\$0.038 million	\$0.041 million
Program Services & Other	\$0.008 million	\$0.011 million	\$0.014 million
Total	\$0.929 million	\$1.009 million	\$1.063 million

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PASADENA




PCAC


Expense History By Category

Expenses	FY 2015 Actual	FY 2016 Revised	FY 2017 Recommended
Personnel	\$0.716 million	\$0.684 million	\$0.710 million
Occupancy	\$0.160 million	\$0.211 million	\$0.240 million
Other	\$0.063 million	\$0.114 million	\$0.110 million
Total	\$0.939 million	\$1.009 million	\$1.060 million

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PASADENA

 PCAC			
Expense History By Division or Major Budget Area			
Expenses	FY 2015 Actual	FY 2016 Revised	FY 2017 Recommended
Salaries	\$0.584 million	\$0.544 million	\$0.555 million
Occupancy	\$0.160 million	\$0.211 million	\$0.240 million
Benefits	\$0.082 million	\$0.087 million	\$0.102 million
Payroll Taxes	\$0.051 million	\$0.053 million	\$0.054 million
Total	\$0.877 million	\$0.895 million	\$0.951 million
FTEs	16	14	14
<div>5</div> <div>PASADENA</div>			

 PCAC			
1% PEG Fees – Capital Budget			
	FY 2015 Actual	FY 2016 Revised	FY 2017 Recommended
Revenue	\$0.258 million	\$0.030 million	\$0.200 million
Expenses	\$0.117 million	\$0.030 million	\$0.200 million
Total	\$0.141 million	\$0.000 million	\$0.000 million
<div>6</div> <div>PASADENA</div>			



PCAC

Significant Changes From FY 2016 Budget

- **Increase in 1% PEG Fee Revenue**
 - > FY16 Council Chamber upgrade
- **Increase in Staff Benefits Costs**
 - > Health insurance cost increases
 - > Covering more employees
- **Increase in Occupancy Costs**
 - > Scheduled increases including lease and parking fees
- **Executive Director**
 - > Professional fees related to E.D. search

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PASADENA



PCAC

FY 2017 Key Issues and Strategies

Key Issues

- Funding
- Limited staff resources, increase in requests
- Fiber Connectivity
- Branding / Marketing
- Use of KPAS to highlight City Departments and Information

Strategies

- Continue to explore and diversify funding sources
- Make use of volunteers and interns, prioritize event coverage
- Collaborate with DoIT
- Strategic Planning
- KPAS Work Plan

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PASADENA