

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, June 7, 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, Treasurer (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:

PCAC Board of Directors
City Council
City Manager
City Attorney
City Clerk
Central Library
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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, June 7, 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 MAY 3, 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
 - AD HOC SEARCH COMMITTEE UPDATE: Report status of Executive Director search
 - Information Item
- NEW BUSINESS
 - APPROVAL OF A CONTRACT WITH LEAVITT INSURANCE SERVICES OF LOS ANGELES TO PROVIDE EMPLOYEE BENEFITS CONSULTANT / BROKER OF RECORD SERVICES FOR A PERIOD OF ONE (1) YEAR, WITH FOUR (4) OPTIONAL ONE-YEAR EXTENSIONS
 - 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 3rd day of June, 2016.

Quyen Lovrich, Office Manager

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

CONSOLIDATED MINUTES FOR THE SPECIAL MEETING AND THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR MAY 3, 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 6:37 p.m.

Board Members & Staff Present, Absent or Late:

Ann Marie Hickambottom, District 1, present

District 2, vacant

Robert Oltman, District 3, absent

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, absent

Alexander Boekelheide, PCC Representative, present

William Boyer, Secretary, City/City Manager Representative, present

Javan Rad, Chief Assistant City Attorney, present

2. PUBLIC COMMENT

None

3. CLOSED SESSION REGARDING EMPLOYMENT OF EXECUTIVE DIRECTOR

No reportable action

4. MEETING ADJOURNED 7:08 P.M.

REGULAR MEETING

1. CALL TO ORDER

Board Chair Gail Schaper-Gordon called meeting to order at 7:12 p.m.

Board Members & Staff Present, Absent or Late:

Ann Marie Hickambottom, District 1, present
District 2, vacant
Robert Oltman, District 3, absent
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, absent
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

2. APPROVAL OF BOARD MINUTES

Moved by Winter, Second by Boekelheide. Approved unanimous vote.

No public comment.

3. PUBLIC COMMENT

None.

4. TREASURER'S REPORT

Treasurer position remains vacant, information presented by IED Miller. Received and filed; No action taken. IED Miller added that organizations Form 990 to be filed by May 15; copies to be provided at next Board meeting

No public comment.

5. EXECUTIVE DIRECTOR'S REPORT

As presented to Board per agenda packet by IED Miller. Informational item only, highlighted with brief discussion on the "Common Cause" letter to the FCC concerning the Charter Communications takeover of Time Warner Cable as well as efforts by board member Winter meeting with FCC officials in Washington, D.C. on same topic(s).

Board commended Winter for efforts. No formal action taken.

No public comment.

6. OLD BUSINESS

- PCAC FY17 Budget Presentation & Power Point
IED Miller presented Draft budget for FY17 and PowerPoint to be used before City Council. Materials included in packet and made available to public. Operating Budget of \$1.009 M, not including 1 Percent PEG monies. Motion by Winter, Second by Hickambottom to accept budget and have Boyer work with IED Miller to refine PowerPoint for presentation to City Finance Committee and City Council May 16, 2016. Unanimous approval.

No public comment

7. NEW BUSINESS

- Board Treasurer Nominations and Election
Chair Schaper-Gordon opened/called for nominations
Zechner moved Winter be Treasurer; second by Boekelheide.
No other nominations; nominations closed.
Unanimous approval with Winter abstaining.

No public comment.

8. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

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

9. ADJOURMENT

Moved by Zechner, Second by Prada; adjourned at 8:24 p.m.

FUTURE MEETING DATES

- June 7, 7 p.m., PCAC, 150 S. Los Robles, Suite 101
- July 5 ??

Pasadena Community Access Corporation

STATEMENT OF FINANCIAL POSITION

As of May 31, 2016

	TOTAL	
	AS OF MAY 31, 2016	AS OF JUN 30, 2015 (PP)
ASSETS		
Current Assets		
Bank Accounts		
A103 Petty Cash	200	200
A104 Bank of America Checking (1018)	140,687	184,510
A107 Bank of America Capital - Restricted (9451)	328,479	91,434
A108 A108 Bank of America Savings (0990)	100,084	100,022
A110 Paypal	-162	0
A120 Pex Debit Card	2,142	258
Total Bank Accounts	\$571,429	\$376,425
Accounts Receivable		
A200 Accounts Receivable	3,515	119,042
Total Accounts Receivable	\$3,515	\$119,042
Other current assets		
A300 Prepaid Insurance	1,972	1,972
A350 Security Deposit	1,000	1,000
A370 Undeposited Funds	290	425
Total Other current assets	\$3,262	\$3,397
Total Current Assets	\$578,206	\$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	\$758,195	\$676,967
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	0	2,009
Total Accounts Payable	\$0	\$2,009
Other Current Liabilities		
L210 Payroll Liabilities	24,273	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	\$298,544	\$343,349
Total Current Liabilities	\$298,544	\$345,359
Total Liabilities	\$298,544	\$345,359
Equity		
Q300 Opening Bal Equity	-36,271	-36,271
Q310 Retained Earnings	367,880	367,880
Net Income	128,043	
Total Equity	\$459,651	\$331,609
TOTAL LIABILITIES AND EQUITY	\$758,195	\$676,967

Pasadena Community Access Corporation
BUDGET VS. ACTUALS: PCAC BOARD APPROVED - FY16 P&L
 July 2015 - May 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	128.86	2,500.00	-2,371.14	5.15 %
4700 Production Services	24,136.38	38,000.00	-13,863.62	63.52 %
4800 Program Services	5,975.00	6,500.00	-525.00	91.92 %
4900 Other Revenue	5,228.28	2,000.00	3,228.28	261.41 %
Total Income	\$995,468.52	\$1,009,000.00	\$ -13,531.48	98.66 %
Gross Profit	\$995,468.52	\$1,009,000.00	\$ -13,531.48	98.66 %
Expenses				
5000 Payroll Expenses	531,038.90	544,182.00	-13,143.10	97.58 %
5200 Payroll Taxes	41,107.38	53,000.00	-11,892.62	77.56 %
5300 Employee Benefits	79,945.20	86,930.00	-6,984.80	91.97 %
6000 Occupancy Expenses	193,200.81	211,456.00	-18,255.19	91.37 %
7120 Accounting & Audit	11,805.95	11,800.00	5.95	100.05 %
7130 Advertising & Marketing	2,789.19	5,000.00	-2,210.81	55.78 %
7140 Automobile Expense	182.00	1,500.00	-1,318.00	12.13 %
7150 Bank & Payroll Processing Fees	1,373.87	1,000.00	373.87	137.39 %
7160 Board Materials & Expense	501.42	500.00	1.42	100.28 %
7170 Cable Drop Fees	3,474.31	18,432.00	-14,957.69	18.85 %
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	151.00	500.00	-349.00	30.20 %
7480 Meals & Entertainment	1,242.44	1,700.00	-457.56	73.08 %
7500 Office Expense	14,478.87	14,000.00	478.87	103.42 %
7600 Production Expense	7,313.35	17,000.00	-9,686.65	43.02 %
7700 Professional Development	1,194.98	3,000.00	-1,805.02	39.83 %
7800 Travel & Lodging	2,715.68	5,500.00	-2,784.32	49.38 %
Total Expenses	\$914,478.37	\$1,009,000.00	\$ -94,521.63	90.63 %
Net Operating Income	\$80,990.15	\$0.00	\$80,990.15	0.00%
Other Income				
9100 PEG Capital Income Recognized	102,815.27	30,000.00	72,815.27	342.72 %
Total Other Income	\$102,815.27	\$30,000.00	\$72,815.27	342.72 %
Other Expenses				
9200 PEG Capital Equipment Expense	54,684.24	30,000.00	24,684.24	182.28 %
Total Other Expenses	\$54,684.24	\$30,000.00	\$24,684.24	182.28 %
Net Other Income	\$48,131.03	\$0.00	\$48,131.03	0.00%
Net Income	\$129,121.18	\$0.00	\$129,121.18	0.00%

DIRECTOR'S REPORT

- Respectfully submitted by Chris Miller, Interim Executive Director

Pasadena Community Access Corporation Board of Directors Meeting Tuesday, June 7, 2016 – 7:00pm

ANNOUNCEMENTS – Registration is now open for the Alliance for Community Media conference in Boston this August. For information or to register, visit allcommunitymedia.org.

KEY ACHIEVEMENTS:

Board

- Meeting with William Boyer re: City Council FY17 Budget Presentation
- Meeting with William Boyer, Tim Winter and Howie Zechner re: Employee Benefits Consultant/Broker of Record Recommendation

Facility

- Installation of Playback System at City Hall - PCC-TV Functionality Restored

Financial

- City Council FY17 Budget Presentation
- 990 Filed

Partnerships/Networking

- City DoIT Council Chamber Upgrade Project Consulting
- Meeting with City Clerk re: Closed Captioning for City Council Meetings
- Post-NAB Media Technology Roadshow

Personnel

- Conducted Mandatory Pre-Bid Meeting for Employee Benefits RFP Prospective Proposers
- Meetings with Finalists for Employee Benefits Consultant/Broker of Record
- Worked with City Attorney to Develop Agenda Report for Employee Benefits Consultant/Broker of Record

Producer/Member Relations

- Email Newsletters Including New Videos
- Meeting with DeMario Franklin re: Studio Usage and Scheduling

Productions

- Mayor's Interfaith Breakfast
- Police and Fire Memorial Service (LIVE)

Attached: Operations Report, Production Services Report, Member Services Report, Cable Complaint

Operations Report

Prepared by Chris Miller – May 2016

Notable Operations Projects and Their Statuses Conducted During May

- City Council Chamber Meeting Management Upgrade: Following Up
- Studio B Project: Staff Developing Workflow
- PCC-TV Programming on Charter: Restored
- Studio and Editing Issues: Maintenance Scheduled

1. City Council Chamber Meeting Management Upgrade: Following Up - DoIT has yet to accept the project from the vendor, which has encountered numerous minor issues since the vendor completed work in the chamber.

2. Studio B Project: Staff Developing Workflow - We had one last day of staff training with a Brainstorm technician in mid-May. Staff is now working with the system daily to develop workflow and training. We are also completing construction of the semi-permanent green screen for the room. Training for the public will be scheduled shortly.

3. PCC-TV Programming on Charter: Restored - The system is now installed and PCC-TV has been restored to full functionality. This also gave me an opportunity to reorganize the control room for both PCAC and DoIT staff's ease of use.

4. Studio and Editing Issues: Maintenance Scheduled - Several instability issues with our Tricaster and editing laptops have been sporadically affecting content creation for both producers and staff. All of these machines are scheduled to be reconfigured during the June hiatus.

Pasadena Media Production Report May 2016

Studio Productions:

5/3: "Is It Reasonable"- Walter Brown	5/3: "The People's View"- Macheo Shabaka
5/3: "The Show & Tell Show"- Caroline Elliot (Pre-Pro)	5/4: "The Show & Tell Show"- Caroline Elliot
5/4: "The Show & Tell Show"- Caroline Elliot	5/6: "Anybody Can Play Guitar"- James Jones Jr. (Pre)
5/6: "Color of Success"- Carolyn Wiggins	5/6: "Smile & Spread a Little Joy"- Debra Johnson
5/10: "Riq the Critic"- Wannetta Benton	5/12: "Tongues of Fire"- Rob Reyes
5/13: "Color Of Success"- Carolyn Wiggins	5/14: "Eddie's Gospel Hour"- Eddie Fulton
5/15: "Quality Sketch"- Jarred Hodgdon	5/17: "Variety Talk"- Linda Leak
5/17: "Crossing Bridges"- Nat Nehdar	5/18: "Cuttin' Up in the Kitchen"- Barbara Shay (Pre)
5/19: "Choices"- Marion Cathcart	5/19: "Thursday Night Live"- M.C. Franklin
5/21: "Cuttin' Up in the Kitchen"- Barbara Shay	5/22: "The Nowman Show"- Dan Niswander
5/24: "The People's View"- Macheo Shabaka (Pre-pro)	5/25: "Tongues of Fire"- Rob Reyes
5/25: "The Conner Bubble"- Joe Conner	5/26: "Sounds Within"- L.V. Smith
5/27: "World of Wisdom"- Malika Hendry	5/27: "The Birthright Project"- Stephanie Cunningham
5/28: "Anybody Can Play Guitar"- James Jones Jr.	5/31: "Veteran Talk"- Dino Baptiste
5/31: "The Nowman Show"- Dan Niswander	

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

KPAS/City/Outside Productions:

5/2: Pasadena City Council/Finance Cmte Jt Meeting	5/2: Pasadena City Council Meeting
5/5: Mayor's Interfaith Prayer Breakfast	5/9: Pasadena City Council/Finance Cmte Jt Meeting
5/9: Pasadena City Council Meeting	5/10: Design Commission Meeting
5/12: Pasadena Police and Fire Memorial	5/16: Pasadena City Council/Finance Cmte Jt Meeting
5/16: Pasadena City Council Meeting	5/17: Public Works Luncheon (Audio)
5/17: Altadena Town Council Meeting	5/18: FPRS Meeting (Audio)
5/18: BZA Meeting (Audio)	5/19: Bike to Work Day (Audio)
5/21: Community Service Day 2016	5/21: Kidspace Butterfly Release
5/24: Space Tech Expo 2016	5/25: Planning Commission Meeting (Audio)
5/25: District 3 Community Meeting	5/26: Preservation Awards (Audio)

Total Number of KPAS/City/Outside Productions: 20

Member Services Report

for the month of May 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
1	1	2	46	8	18

Media Training Courses:

Orientation	12	Studio Camera	0	TD & Media Mgmt.	1	Teleprompter	2	Editing Session A	2
Producing Training	3	Floor Manager	0	Lighting	1	Character Generation	2	Editing Session B	2
Development Training	3	Director	1	Audio	1	Field Production	2		

Trained Pasadena Media Listed Volunteers: 64

Pasadena Media Website Analytics

Total Visitors	Device Usage	Peak Visitors: May 16th
1351	Computer 90% / Mobile & Tablet 10%	54

Pasadena Media Social Network members: 218 members

Social Media Marketing:



1402 Followers



793 Likes



574 Followers



Score 48.85 - 56% of our influence is from: Instagram

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

90-day High Score: 52.17 / 90-day Low Score: 48.79

Webs: Form Response

notifications@webs.com <notifications@webs.com>

Tue, May 10, 2016 at 10:51 AM

Reply-To: form-processor@webs.com

To: chris@pasadenamedia.org

Form Response Notification

The following form has been submitted from your website

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

Full Name : Rod

Phone : [626-791-4018](tel:626-791-4018)

Email : notprovided@email.com

Location where the problem occurred. : Home

Choose your Cable Provider : Charter

Address : Not provided

Type of Issue : Billing

Description of Complaint : Cable prices are too high. On demand channels are not accessible.

Resolution Requested : Customer would like response from Charter.

-Statement taken by Charles Winners

Webs: Form Response

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

Fri, May 13, 2016 at 3:23 PM

Hi Chris - Customer's technical issues have been addressed and resolved.

I troubleshooted and walked customer thru the steps of accessing On-Demand channels and programming. It took approximately two (2) minutes, for the programming to download before customer could access the line-up. "This time was really fast," customer said, compared to other times it takes approximately twenty to thirty minutes (20-30).

Resolution:

Confirmed- The information provided by Charter Customer service is / was correct. Downloading of the programs can take longer during evening hours, when most customers are at home, trying to access the services.

Customer felt the problem is related to the equipment, and therefore requested for a service technician to come and exchange the box.

I suggested he come to the local office, instead of being home tied up waiting for the technician.

Customer agreed, said was going out of town for the weekend, but would stop by the office sometime next week.

Customer stated would contact me back if the problem continued even with the new box. He was thankful and appreciative for the callback.

Let me know if further assistance is needed



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, May 10, 2016 10:59 AM
To: Herrera, Eva
Subject: Fwd: Webs: Form Response

Hi Eva. One of my staff took this complaint this morning.

Chris

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

From: <notifications@webs.com>
Date: May 10, 2016 10:51 AM
Subject: Webs: Form Response

PASADENA COMMUNITY ACCESS CORPORATION

AGENDA REPORT

June 7, 2016

Subject: Employee Benefits Consultant / Broker of Record

1. Recommendation

It is recommended that the PCAC Board of Directors

- (1) Find that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
- (2) Authorize the Interim Executive Director to enter into a contract with Leavitt Insurance Services of Los Angeles to provide employee benefits consulting and broker of record services, as described in this agenda report, for a period of one (1) year, and to extend the contract for up to four (4) additional one-year extensions without further Board authorization. Competitive bidding is not required pursuant to City Charter Section 1002(F), Contracts for Professional or Unique Services.

2. Background

In January of 2016, the Interim Executive Director created a budget forecast that showed PCAC would be in the red by the end of the fiscal year. The biggest overages were in employee costs including benefits. Currently, our health insurance benefits are administered by an online human resources company known as Zenefits. We issued a Request for Proposals on the City's online vendor portal in May. Of the 19 companies that registered to view this RFP, five submitted proposals. Below are the results of scoring the proposals out of a possible 100 points.

	Bolton	Dickerson	Leavitt	Tapert	United
A. Project Understanding (20)	3	11	20	20	16
B. Project Approach (25)	15	12	24	22	22
C. Staffing / Ability to Perform (25)	23	11	22	19	22
D. Experience (20)	17	10	17	15	17
E. Local Pasadena Business (5)	5	0	0	0	5
F. Small / Micro Business (5)	0	5	0	0	0
TOTAL POINTS (100)	63	49	83	76	82

After meeting with the top three proposers separately, I recommend that the board approve a contract with Leavitt to provide marketing, evaluation and service of certain health, dental, vision and retirement plans on behalf of the PCAC. With PCAC's approval, they will coordinate major transactions relating to the above-mentioned programs and will aid and advise PCAC in the selection, design, delivery and funding of employee benefits including assisting in the evaluation of new Employee Benefits options and plan design. They will assist PCAC in long range strategic planning for, and analysis of, health, dental, vision and retirement programs in addition to analyzing both long and shortrange financial risks relating to the PCAC's insurance plans. They will also assist in administrative oversight of providers.

3. Fiscal Impact

This is a zero dollar contract. The broker will collect commissions from providers of employee benefits such as health insurance companies. Based on estimated premiums for FY17 of \$91,657, the broker is estimated to collect less than \$7800.

Respectfully Prepared and Submitted by Chris Miller, Interim Executive Director