

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, November 1, 2016
7:00 p.m. at 150 S. Los Robles, Suite 101**

BOARD OF DIRECTORS

Ann Marie Hickambottom (District 1)
Grant Scott McComb (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

George Falardeau, Executive Director CEO
Chris Miller, Chief Operations Officer

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, November 1, 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 SEPTEMBER 6, 2016 & OCTOBER 4, 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
 - PCC PEG FUNDING REQUEST FOR VIDEO PRODUCTION EQUIPMENT IN THE AMOUNT OF \$246,798
 - 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 28th day of October, 2016.

Quyen Lovrich, Office Manager

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE SPECIAL MEETING OF THE PCAC BOARD OF DIRECTORS
FOR SEPTEMBER 6, 2016

SPECIAL MEETING HELD AT PASADENA CITY HALL, 150 N. GRAND AVENUE,
GRAND CONFERENCE ROOM, S038 (BASEMENT), PASADENA, CALIFORNIA,
91109

SPECIAL MEETING

1. CALL TO ORDER

Board Chair Gail Schaper-Gordon called meeting to order at 6:39 p.m.

Board Members & Staff Present, Absent or Late, at the time of the call to order:

Ann Marie Hickambottom, District 1, present
Grant Scott McComb, District 2, present
Robert Oltman, District 3, present
Howie Zechner, District 4, present
Yuny Parada, District 5, late, present
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

Javan Rad, Chief Assistant City Attorney, present

2. INTRODUCTIONS AND WELCOME BY CHAIR SCHAPER-GORDON

Chair asked all Board Members to introduce themselves, with background, to new Board Member McComb.

3. CLOSED SESSION ITEM ON BOARD OF DIRECTORS CONFERENCE REGARDING PUBLIC EMPLOYMENT pursuant to Government Code Section 54957

Three individuals presented public comment on this agenda item. Dean Lee spoke about his desired qualities for the new Executive Director, including need for experience in running a TV/Community Access Station and have technical expertise in equipment to understand the needs of local producers.

Macheo Shabaka spoke about desired qualities for a new Executive Director, including someone who is active and visible in the community, and who is effective in fundraising.

Debra Johnson questioned how Pasadena Media attracted candidates for the position.

The Board then adjourned to discuss the matter in closed session. Following discussion, it was moved by Board Member Hickambottom, seconded by Vice Chair Zechner, to make an offer of employment to George Falardeau for the Executive Director position, contingent upon successful negotiations of an employment agreement.

AYES: Chair Schaper-Gordon, Vice Chair Zechner, Secretary Boyer, and Board Members Boekelheide, Hickambottom, Leyden, McComb, Oltman, and Zechner

NO: Board Member Parada

ABSTAIN: Treasurer Winter and Board Member Howell

ABSENT: None

4. ADJOURMENT

Closed session concluded 11:10 p.m.

FUTURE MEETING DATES

- October 4, 2016, Regular Meeting

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE SPECIAL MEETING AND REGULARLY SCHEDULED MEETING
OF THE PCAC BOARD OF DIRECTORS FOR OCTOBER 4, 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 6:36 p.m.

Board Members Present, Absent or Late, at the time of the call to order:

Ann Marie Hickambottom, District 1, present
Grant Scott McComb, District 2, present
Robert Oltman, District 3, present
Howie Zechner, District 4, present
Yuny Parada, District 5, absent
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, present
William Boyer, Secretary, City/City Manager Representative, present

Staff:

Javan Rad, Chief Assistant City Attorney, present

**2. CLOSED SESSION ITEM ON BOARD OF DIRECTORS CONFERENCE
REGARDING PUBLIC EMPLOYMENT pursuant to Government Code Section 54957
and BOARD OF DIRECTORS CONFERENCE WITH LABOR NEGOTIATOR pursuant
to Government Code Section 54957.6**

Position Title: Executive Director

No public comment on this agenda item.

Special session adjourned at 7:53 p.m.

REGULAR MEETING

1. CALL TO ORDER

Board Chair Gail Schaper-Gordon called meeting to order at 8:03 p.m.

2. Chair Schaper-Gordon informed that there was no reportable action from Closed Session.

3. ROLL CALL

Board Members Present, Absent or Late, at the time of the call to order:

Ann Marie Hickambottom, District 1, present
Grant Scott McComb, District 2, present
Robert Oltman, District 3, present
Howie Zechner, District 4, present
Yuny Parada, District 5, absent
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, present
William Boyer, Secretary, City/City Manager Representative, present

Staff:

Javan Rad, Chief Assistant City Attorney, present
Chris Miller, PCAC Interim Executive Director

4. APPROVAL OF MINUTES OF AUGUST 2, 2016 BOARD MEETING

Winter moved; Boekelheide second.
All in favor; Hickambottom abstained

No public comment

5. PUBLIC COMMENT

Two speakers (brothers/names?) spoke about positive experiences with training and work at Pasadena Media studios.

6. TREASURER'S REPORT

Information item presented by Treasurer Winter as included in Board packet.
No action taken.
No public comment.

7. EXECUTIVE DIRECTOR'S REPORT

As presented by Interim ED Miller per Board packet. Highlighted upcoming deadline to submit programming for the "WAVE" Award –from the Western Region for

Alliance for Community Media. Earlybird deadline is Nov. 1; final deadline is Nov. 30, 2016. Encouraged all local community producers who provide independent content for the Arroyo Channel to consider entering.

Announced that October 20 is “Community Media Day” and suggested local producers or Board in future capitalize on the day to help bring attention to PCAC and ideals of community cable access.

Announced PCAC programming in 2015 for City of Pasadena / KPAS won two more national awards –Bronze Telly Awards—for State of the City video and the Emergency Preparedness PSA for Pets.

Miller thanked by Board for his work and leadership as Interim ED

No public comment

8. OLD BUSINESS

None

9. NEW BUSINESS

- Facilities Ad Hoc Committee Report (Information Only)
Information item presented by Vice Chair Zechner on options to consolidate Fourth Floor administrative offices with operational area of studios and edit bays on First Floor and save the organization approximately \$4,800 per month in rent costs.

No action taken.

No public comment

- Approval of Contract for Employment of an Executive Director (Action Item)

Chair Schaper-Gordon highlighted recruitment process; nationwide search with approximately 100 applicants; Board process with recruiter to interview five finalists; down to two candidates interviewed by full board. Thanked Executive Search Committee Board Members Boyer and Hickambottom for work.

Board members Boyer, Leyden and Zechner raised concerns about contract for potential legal and fiscal liability issues including: gender equality & equal pay (incoming male ED vs. outgoing female ED); contract language to hire a CEO not consistent with, or authorized by, the Pasadena Municipal Code and the fiscal impacts/ job security for staff.

Board Chair Schaper-Gordon said contract vetted through City Attorney’s Office. Board members Boekelheide, Hickambottom, Oltman and Winter indicated support for overall contract terms and salary.

Public Comment: Chavel J. DeVine, staffer with Pasadena Media, spoke in favor of contract for new ED. Offered thanks to Interim ED Miller for his work during past year.

Motion to approve contract with Mr. George Falardeau and authorize Board Chair to sign same made by Boekelheide; second by Oltman.

Roll Call Vote requested by Secretary Boyer.

AYES: Chair Schaper-Gordon, Board Members Boekelheide, Hickambottom, McComb, Oltman and Treasurer Winter

NO: Vice Chair Zechner, Secretary Boyer and Board Member Leyden

ABSENT: Board Members Howell and Parada

Motion approved 6-3

Chair Schaper-Gordon recognized Mr. Falardeau; who thanked the Board; expressed enthusiasm for the challenge and eagerness to get to work. Mr. Falardeau also recognized and thanked Interim ED Miller for his help.

10. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Misc. announcements.

No public comment.

11. ADJOURNMENT

Moved by Oltman; second by Hickambottom.

Ajourned 9:37 p.m.

FUTURE MEETING DATES

- November 1, 2016, Regular Meeting
- December ?

Pasadena Community Access Corporation

STATEMENT OF FINANCIAL POSITION

As of October 31, 2016

	TOTAL	
	AS OF OCT 31, 2016	AS OF JUN 30, 2016 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	241,446	24,311
1130 Bank of America Capital - Restricted (9451)	323,431	323,431
1140 Bank of America Savings (0990)	100,109	100,089
1150 Pex Debit Card	2,234	3,436
1160 Paypal	-55	-621
Total Bank Accounts	\$667,364	\$450,846
Accounts Receivable		
1200 Accounts Receivable	6,435	1,241
Total Accounts Receivable	\$6,435	\$1,241
Other current assets		
1190 Undeposited Funds	0	738
1210 Other Receivables	0	84
1300 Prepaid Expenses	29,073	29,073
1310 Prepaid Direct Deposits	14,868	14,868
1320 Prepaid Taxes	661	661
1330 Prepaid Insurance	1,902	1,902
Total Other current assets	\$46,504	\$47,326
Total Current Assets	\$720,303	\$499,413
Fixed Assets		
1600 Production Equipment	286,429	284,864
1650 Accumulated Depreciation	-140,255	-140,255
Total Fixed Assets	\$146,174	\$144,609
Other Assets		
1800 Security Deposit	1,000	1,000
Total Other Assets	\$1,000	\$1,000
TOTAL ASSETS	\$867,477	\$645,021
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	16,872	0
Total Accounts Payable	\$16,872	\$0
Other Current Liabilities		
2100 Payroll Liabilities	50,979	30,156
2200 Accrued Vacation	13,767	13,767
2300 Direct Deposit Payable	14,868	0
2800 Deferred Income	301,493	301,493

	TOTAL	
	AS OF OCT 31, 2016	AS OF JUN 30, 2016 (PP)
Other Payroll Liabilities	500	
Total Other Current Liabilities	\$381,607	\$345,416
Total Current Liabilities	\$398,479	\$345,416
Total Liabilities	\$398,479	\$345,416
Equity		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	335,876	335,876
Net Income	169,393	
Total Equity	\$468,998	\$299,605
TOTAL LIABILITIES AND EQUITY	\$867,477	\$645,021

Pasadena Community Access Corporation
Pro Forma P&L
2017 YTD Actual vs 2017 Budget

	Fiscal Year 2017		2017 Actual vs. Full Year Budget		YTD Budget	2017 YTD Actual vs. 4 mo. Budget	
	YTD Actual	2017 Budget	\$	%		\$	%
Income							
City of Pasadena	504,000	1,008,000	(504,000)	-50.0%	336,000	168,000	50.0%
Contributions & Grants	5,011	2,500	2,511	100.4%	833	4,178	501.3%
Production Services	11,882	41,300	(29,419)	-71.2%	13,767	(1,885)	-13.7%
Program Services	813	10,000	(9,188)	-91.9%	3,333	(2,521)	-75.6%
Other Revenue	837	1,100	(263)	-23.9%	367	470	128.3%
Total Income	522,542	1,062,900	(540,358)	-50.8%	354,300	168,242	47.5%
Expenses							
Payroll Expenses	179,110	554,843	375,733	67.7%	184,948	5,838	3.2%
Payroll Taxes	13,734	53,820	40,086	74.5%	17,940	4,206	23.4%
Employee Benefits	47,663	101,657	53,994	53.1%	33,886	(13,777)	-40.7%
Occupancy Expenses	84,716	240,349	155,633	64.8%	80,116	(4,599)	-5.7%
Accounting & Audit	1,960	12,250	10,290	84.0%	4,083	2,123	52.0%
Advertising & Marketing	91	4,000	3,909	97.7%	1,333	1,242	93.2%
Automobile Expense	-	1,500	1,500	100.0%	500	500	100.0%
Bank & Payroll Processing Fees	436	1,500	1,064	70.9%	500	64	12.8%
Board Materials & Expenses	1,515	500	(1,015)	-202.9%	167	(1,348)	-808.8%
Cable Drop Fees	989	5,000	4,011	80.2%	1,667	677	40.6%
Contract Labor	880	5,000	4,120	82.4%	1,667	787	47.2%
Dues and Subscriptions	2,066	2,000	(66)	-3.3%	667	(1,399)	-209.9%
Legal & Professional Fees	12,000	38,000	26,000	68.4%	12,667	667	5.3%
Licenses, Permits & Other Fees	-	4,100	4,100	100.0%	1,367	1,367	100.0%
Meals & Entertainment	305	1,500	1,195	79.7%	500	195	39.0%
Office Expense	1,572	13,500	11,928	88.4%	4,500	2,928	65.1%
Production Expense	3,153	13,000	9,847	75.7%	4,333	1,180	27.2%
Professional Development	805	3,000	2,195	73.2%	1,000	195	19.5%
Travel & Lodging	2,154	4,300	2,146	49.9%	1,433	(721)	-50.3%
Total Expenses	353,149	1,059,819	706,670	66.7%	353,273	124	0.0%
Net Operating Income	169,393	3,081	166,312	5398.0%	1,027	168,366	16394.0%
PEG Capital Income Recognized	0.00	200,000.00	(200,000.00)	-100.0%	66,666.67	(66,666.67)	-100.0%
PEG Capital Equipment Expense	0.00	200,000.00	(200,000.00)	-100.0%	66,666.67	66,666.67	100.0%

EXECUTIVE DIRECTOR CEO REPORT

- Respectfully submitted by George Falardeau

Pasadena Community Access Corporation Board of Directors Meeting

Tuesday, November 1, 2016 – 7:00 PM

ANNOUNCEMENTS – WAVE Awards (Alliance for Community Media Western States Region) entries are now open at acmwest.org.

Staff exploring underwriting and sponsorship opportunities for Pasadena Media.

Member Services Supervisor Aaron Wheeler attended grant-writing program to further assist PM in fundraising capabilities.

KEY ACHIEVEMENTS:

Board

- Channel Managers' meeting held October 27. All managers were in attendance or via phone conference. It was unanimously decided to fund PCC-TV's request for capital projects in the amount of \$246,798.

Facilities

- Meetings with staff re: utilization of space, potential of moving suite 450 offices to suite 101

Financial

- City Manager announced at the October 17th City Council meeting the current fiscal year cost reductions of \$2.1M, also stated further reductions forthcoming from City departments and operating companies
- PM administrative staff reviewing current and next FY operating costs
- \$5000 Donation from Falardeau Family

Partnerships/Networking

- Discussions continue with Alex Nogales of Nat'l Hispanic Media Coalition re: Nonprofit LPFM Radio to be located within the PM facility
- ACM Public Policy Conference Call
- Meeting with Lena Kennedy re: SoCal Women's Health Expo
- Meeting with Andre Coleman re: Community Programming for Arroyo Channel
- Meeting with Phlunte Riddle, representative for Chris Holden, re: statewide funding
- Meeting with Robin Salzar re: potential underwriting

Personnel

- Office Manager Quyen Lovrich has announced her pending resignation due to her desire to transition back to producing video projects
- Reviewing Risk Management for PM operations overall, on-going.
- Reviewing staff utilization re: The Arroyo Channel and KPAS-TV as it relates to manpower workload
- Meeting with Levitt insurance broker to discuss implementation of PM employee 403(b) retirement plans

Producer/Member Relations

- Member Services Supervisor Aaron Wheeler is developing a mobile app for Pasadena Media
- Member Services Supervisor Aaron Wheeler developing process to increase producer membership overall

Marketing/Outreach

- Staff currently designing signage for production van and ordered baseball caps for staff to increase brand awareness
- Printed and began distribution of marketing flyers to community centers and libraries, as well as Rotary Club of Pasadena
- Held event at Jackie Robinson Center during ArtNight
- ED CEO and Board Member Representative District 2 Yuny Parada rode together in the Latino Heritage Parade

Productions

- League of Women Voters - Pasadena Area 2016 Ballot Propositions Pros & Cons
- Latino Heritage Parade and jamaica festival

Attached: Operations Report, Production Services Report, Member Services Report, Cable Complaints, Correspondence re: NHMC LPFM Radio

Operations Report - October 2016

Notable Operations Projects and Their Statuses

Prepared by Chris Miller, Chief Operations Officer

City Council Chamber Meeting Management System Speaker Lights Issue 10/10: Solved - The speaker lights that indicated time left for public comment were inoperable at the City Council meeting. The vendor was dispatched to troubleshoot the next day. Upon discovering that the power supply was loose, the vendor and DoIT resecured the power supply.

City Online Video Provider Issue 10/10: Ongoing - A problem with a Charter cable box led to an issue with the City's Granicus online video platform during the City Council meeting. I was able to reboot the unit during the meeting to restore functionality, but a residual effect remains in the system. I met with a DoIT technician the next day to provide him basic training on the platform and troubleshoot the issue. Granicus is now looking into rectifying the issue.

Charter KPAS / PCC-TV Outage 10/12: Solved - Danny informed me via phone of KPAS being black on Charter at 8:12pm. Troubleshooting on the phone failed, so I went to City Hall to fix the issue. A reboot of the frozen Leightronix system fixed the issue at approximately 10:00pm. Both KPAS and PCC-TV on Charter were affected. All AT&T and online streams were unaffected.

Charter PCC-TV Outage 10/20: Solved - On October 20th at 5:39pm, Alex Boekelheide emailed that the PCC channel had no video on Charter. Upon checking my email at 2:00am the next morning, I went to City Hall to investigate. I replaced a piece of equipment and the issue was solved at 2:30am. We have added another check of the PCC-TV Charter channel to our opening and closing procedures to reduce the chance of another lengthy downtime. AT&T and the online streams were unaffected.

Studio B Project: Relocation Probable - While we are still working with the installer on another camera control issue, the system is operable and being utilized by staff. The impending move of administrative offices to the first floor is likely to merge this technology into the main studio this December. At that point, we will begin training with the public and it will be available for use with the large green cyclorama.

PCAC Annual Report: Submitted - We prepared the annual report and submitted it to the City Clerk by the deadline of October 31st.

Pasadena Media Production Report - October 2016

Studio Productions:

10/1: "The Birthright Project"- Stephanie Cunningham (PP)	10/1: "Focus Newsbeat"- Tyrone Capers
10/4: "The People's View"- Macheo Shabaka	10/5: "Tongues of Fire"- Rob Reyes
10/5: "Anybody Can Play Guitar"- James Jones Jr. (PP)	10/6: "SMILE & Spread a Little Joy"- Debra Johnson (PP)
10/6: "Tomorrow's Thespians"- Donald Briggs	10/7: "Our Music Live"- Billy Mitchell
10/7: "SMILE & Spread a Little Joy"- Debra Johnson	10/8: "Eddie's Gospel Hour"- Eddie Fulton
10/8: "The Birthright Project"- Stephanie Cunningham	10/11: "Is It Reasonable"- Walter Brown
10/12: "The Melody Trice Show"- Melody Trice	10/12: "The Show & Tell Show"- Caroline Elliot (PP)
10/13: "The Show & Tell Show"- Caroline Elliot	10/14: "The Show & Tell Show"- Caroline Elliot
10/15: "The Nowman Show"- Dan Niswander	10/18: "The Conner Bubble"- Joe Conner
10/19: "LWV: 2016 Ballot Propositions Pros & Cons"	10/19: "Is It Reasonable"- Walter Brown (PP)
10/20: "Take Back the Family"- Anthony McFarland	10/20: "Choices"- Marion Cathcart
10/20: "Thursday Night Live"- M.C. Franklin	10/21: "Cuttin' Up in the Kitchen"- Barbara Shay (PP)
10/26: "The Sure Truth"- Alice Muhammad	10/27: "The People's View"-Macheo Shabaka (PP)
10/27: "Sounds Within"- L.V. Smith	10/28: "World of Wisdom"- Malika Hendry
10/28: "Skeelove's House of Hip Hop"- Lonnie Lee (PP)	10/29: "Anybody Can Play Guitar"- James Jones Jr.
10/29: "Skeelove's House of Hip Hop"- Lonnie Lee	

Total Number of Studio Productions/Pre-production Meetings: 31

KPAS/City/Outside Productions:

10/4: TOR Royal Court Announcement	10/5: Mayor Tornek City Council Intro Video
10/6: Pasadena Police Foundation Chief's Breakfast	10/10: Finance Committee Meeting (Audio)
10/10: Pasadena City Council Meeting	10/11: Design Commission Meeting (Audio)
10/12: Planning Commission Meeting (Audio)	10/15: Latino Heritage Parade & Jamaica
10/16: Carnegie Observatory Open House	10/17: Pasadena City Council Meeting
10/18: Altadena Town Council Meeting	10/19: FPRS Meeting (Audio)
10/19: Mount Wilson Observatory Public Night	10/20: TOR Queen Announcement & Coronation
10/20: Big Bang Block Party	10/21: ArtNight Fall 2016
10/22: Pasadena Astronomy Festival	10/24: Finance Committee Meeting (Audio)
10/25: Pasadena Business & Economic Summit	10/26: Planning Commission Meeting (Audio)
10/29: Fall Festival 2016	10/29: Women Build Day with Councilmember McAustin

Total Number of KPAS/City/Outside Productions: 22

Member Services Report

for the month of October 2016

New Producers	Returning Producers	New Series	Local Episodes	New Local Bicycled Episodes	New Regional (LA County) Episodes
1	1	1	28	12	5

Media Training Courses:

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

Pasadena Media Website Analytics

Total Visitors	Device Usage	Peak Visitors: Oct 11th
1103	Computer 91% / Mobile & Tablet 9%	61

Social Media Marketing:



1455 Followers



868 Likes



682 Followers

To: Chris Miller <chris@pasadenamedia.org>

Good afternoon Chris,

I will have a team member make customer contact and begin the ECAF process.

Thank you,

Ashley Irby | Corporate Customer Escalation Lead | 864-297-2278
2 Digital Place | Simpsonville, SC 29681

E-MAIL CONFIDENTIALITY NOTICE: The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you are not the intended recipient of this message or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and any attachments. If you are not the intended recipient, you are notified that any use, dissemination, distribution, copying, or storage of this message or any attachment is strictly prohibited.

From: Chris Miller [mailto:chris@pasadenamedia.org] **Sent:** Monday, October 17, 2016 2:45 PM

We received this complaint via our online form a few minutes ago. Please let us know when a resolution has been reached.

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

Date: Mon, Oct 17, 2016 at 11:38 AM

Subject: Webs: Form Response

To: chris@pasadenamedia.org

The following form has been submitted from <http://www.pasadenamedia.tv/>:

Full Name : HOWARD ZEE

Phone : 7147265239

Email : HZ332@YAHOO.COM

Location where the problem occurred. : Home

Choose your Cable Provider : Charter

Address : 1330 CLUB HOUSE DR,
PASADENA, CA 91105

Type of Issue : Installation

Description of Complaint : I recently purchased and moved into this property and called Charter to install cable internet. They informed me that they did not have a cable line run to my house currently and would charge me \$8,000 to run line to my house if I wanted cable internet service. I think it is absurd that they are charging me to build their infrastructure to become a customer.

Resolution Requested : I simply want cable internet service installed for the same price any other Pasadena resident pays.

Chris Miller <chris@pasadenamedia.org>

Mon, Oct 24, 2016 at 5:14 PM

To: Corporate Escalations <svc_corpescalations@charter.com>

We received this follow-up complaint this afternoon.

Chris Miller
Chief Operations Officer
Pasadena Media
150 S. Los Robles Suite 101
Pasadena, CA 91101
[626-794-8585 x 105](tel:626-794-8585)

----- Forwarded message -----
Date: Mon, Oct 24, 2016 at 2:55 PM

The following form has been submitted from <http://www.pasadenamedia.tv/>:

Full Name : Howard Zee

Phone : [17147265239](tel:17147265239)

Email : h3332@yahoo.com

Location where the problem occurred. : Home

Choose your Cable Provider : Charter

Address : 1330 Club House Drive

Pasadena, CA 91105

Type of Issue : Installation

Description of Complaint : I have been now dealing with this problem for two weeks. I tried getting cable internet installed by Charter and was told that they would charge me \$8,000 to run cable to my house because it was a new connect. I made a complaint and Peggy from the executive office gave me a call and told me she would try to help. A team came out to my house a few days later and told me that they received instructions from their corporate offices to run the line to the box where it should have been run at no charge to me. I would only have to pay to run the line from there to inside my house which would be minimal. I just received a call and was told it would cost \$9,300 and charter would only pay for \$3000 - so I would have to pay for \$6,300. I feel each time I get a step closer to getting this resolved they call and we take two steps backwards.

Resolution Requested : I would simply just like to get cable internet installed at my house without having to pay for Charter's infrastructure that they should have already done.

On Oct 27, 2016, at 2:39 PM, Alex Nogales <anogales@nhmc.org> wrote:

George,

It was good speaking to you this past week. Below and attached is the information you requested. One attachment is the letter that was sent to Gail Schaper-Gordon which has much of the information regarding NHMC you requested. The second attachment contains the proposal by Pete Tridich, who will be installing our antennae and based his recommendation on an on-site survey of your building. Lastly, the third attachment has a sketch of the equipment deployment and an antennae equipment link to the materials to be used.

Missing from the attachments are the names of our LPFM partners. All are non-profits and will be broadcasting cultural, educational, and informational materials.

The organizations are:

1. Ballet Folklórico Ollin
2. Boyle Heights Arts Conservatory
3. The Los Angeles Arts Academy
4. Edgewood High School in West Covina
5. The Emperor's Circle of Shen Yun
6. Catalyst of Long Beach
7. National Hispanic Media Coalition

Several of the organizations will have their own studios and antennas, which will extend our signal beyond each antenna's 10 mile radius.

If you have any questions please don't hesitate to call me at the office: [\(626\) 792-6462](tel:626-792-6462). In the meantime, Jordan Rubio from my office will call you in a week or so to set up a time and date for us to have lunch.

Best Regards,



Alex Nogales
President & CEO
anogales@nhmc.org / [\(626\) 792-6462](tel:626-792-6462) office

National Hispanic Media Coalition
Pasadena, CA
www.nhmc.org





August 22, 2016

Gail Schaper-Gordon
Board Chair
Pasadena Media
gail@winwinworkplace.com

Dear Gail,

The National Hispanic Media Coalition (NHMC), a 30 year old non-profit organization, in partnership with six other non-profits was recently awarded a Low Power FM (LPFM) radio license. Consequently, we would like to have our studio and antenna up as soon as possible.

We discussed this eventuality two years ago with your then Executive Director, Keri Stokstad, and she was most encouraging that the studio and antenna be located at Pasadena Media's present location.

Pete Tridish, our studio/antenna contractor joined us in a meeting with Chris Miller, Pasadena Media's interim Executive Director, and we discussed studio space as well as surveyed the building's roof to confirm it was suitable for an antenna. It is, and just recently Chris showed me a space at Pasadena Media's administrative area that would be perfect to house our studio.

As I noted earlier, NHMC is a 30 year old non-profit and our accomplishments can be found on our website at <http://www.nhmc.org/>. Those accomplishments are in accord with our mission statement:

"The National Hispanic Media Coalition (NHMC) is a media advocacy and civil rights organization for the advancement of Latinos, working towards a media that is fair and inclusive of Latinos, and towards universal, affordable, and open access to communications."

NHMC's reach and influence is national in scope, but local programming will be a focus and consist of the arts, culture, education, employment opportunities and leadership training. In this vein we organized the Pasadena Latino Coalition (PLC) when NHMC first took residence in Pasadena seven years ago. PLC, as you may know, has developed into an effective community organization that is giving Latinos a strong voice in city and community matters.

Gail, when we spoke a month ago you asked me about the size of the antenna and its placement on the building's roof. Attached you will find the dimensions of the antenna(s) and their placement and specifications. As you will read, they are not cumbersome, nor very tall.

Headquarters 55 South Grand Ave Pasadena CA 91105 626 792 6462

Washington, DC Office 1825 K St NW, Suite 400 Washington, DC 20006 202 596 2063

info@nhmc.org www.nhmc.org



NHMC is ready to build its studio and mount its antenna as soon as possible. We believe our mission is compatible with Pasadena Media's and we request a response to our proposal from your Board at its earliest convenience. We're eager to get started and develop a good working relationship with Pasadena Media.

Best Regards,

A handwritten signature in black ink, appearing to read "Alex Nogales".

Alex Nogales
President & CEO

Headquarters 55 South Grand Ave Pasadena CA 91105 626 792 6462
Washington, DC Office 1825 K St NW, Suite 400 Washington, DC 20006 202 596 2063
info@nhmc.org www.nhmc.org



9/21/2015

Proposal: LPFM Installation for National Hispanic Media Coalition

Dear Alex, Jessica and the NHMC team:

You recently contacted me and asked for a bid on the installation of a new LPFM transmitter, antenna, and studio for NHMC.

This job would involve:

- Establishing a studio to transmitter link (STL) between the studio location and the FM transmitter, on the roof of the building.
- Installing a transmitter in the mechanical rooms at the Pasadena Media building, relevant testing
- Doing all relevant lightning protection and grounding inside cabinet
- Installing UPS, ethernet switch and others.
- Set modulation and audio processing for transmissions
- Installation of a studio, including console, 4 mics, 4 headphones, two computers, 2 cd players, monitors, on air light, phone hybrid.
- Basic Training of station personnel in operation and troubleshooting

Labor budget:

Pending confirmation of the details of construction, my bid is _____ for labor. A ten percent "Good Preparation Discount" is available as specified below. In this case, the discount would be

Other matters:

- I will additionally need a travel budget of roughly \$_____ for car rental, flight and a low cost motel. Depending on what the local group has on hand, there may be need to rent equipment, and these costs would also be borne by the customer. These will be reimbursed costs, so you will be charged somewhat less if things go smoothly, or somewhat more if there is delay or extra trips needed.

•Inclusions and exclusions: This scope assumes 3 days of work related to customizing the room for use as a studio, including building a sturdy, simple but functional “L” shaped table with a Masonite top. If you’d like furniture that is more aesthetic, custom broadcast furniture (typically around \$4000) can be purchased or a finish carpenter can be brought in at your expense. The scope does not include soundproofing or modification, I seldom find it to be necessary. I make every attempt to insure wheelchair accessibility, for that the room must be of sufficient size. I note that often, more work than this is needed to customize a rented space for use as a broadcast studio. We will develop a plan early in my visit. My scope, as it stands, budgets 1.5 days to make a table, and 1.5 days for any carpentry modifications to the room, such as reworking doors, routing cables, making wall penetrations, etcetera. —if you need more renovations than this, you will need to either hire local contractors or I can extend my visit and scope and will charge accordingly. Before being a radio engineer, I did work as a handyman for over ten years, doing carpentry, plumbing, electrical, roofing and related work. I am not a California licensed carpentry contractor, which is probably not a problem for basic carpentry. I can take care of tasks in any of these fields if needed, but local contractors may make more sense depending on the extent of work needed.

One other matter that we discussed was possible sharing of programming with other members of the coalition. Since this is not yet decided, it is outside the scope of this bid. We can work out means of importing programs from other locations, or doing live remotes out in the field, but this will be a separate contract with costs shared between the various parties involved in program sharing.

This bid includes costs for my labor, and estimates of costs of other materials purchased. It does not include costs of other contractors, obtaining permits if they are insisted on by the building owner, , etcetera. Any work of that nature is inherently unpredictable with the city government, so I bill separately at \$45/hour if that work proves to be necessary.

I can act to help recruit, specify scope of work, advise, and inspect the work of other contractors, but I will not be acting as “General Contractor” in a legal or financial way—your relation with these other entities will be direct, and they will not be “subcontractors” of International Media Action. This will save you costs, but it means you are ultimately responsible for your relationship with them.

Note: My bid is based on a typical installation. I reserve the right to modify it if I discover extraordinary circumstances that will make the installation more complicated than foreseen. Examples of such complications might be a structurally unsound roof, difficult access for safe performance of tasks, un-cooperative landlords, etcetera. If this happens, I will discuss the matter with you and we can agree on a modified scope of work and price. Once we agree to the initial price, under no circumstance would the price change without due notice and agreement that the circumstance merits an extension of the scope of work.

“Good Preparation Discount” eligibility:

I sympathize with small community based organizations, and like to support them. Because delays can be very costly to my work, I give a 10% discount on the final price for my labor if your

organization operates in a normal businesslike manner. It is basically a discount for being well prepared and not wasting everyone's time. To get the discount, you need to meet all of these agreements for the duration of the project:

1) You have all the ordered/ donated materials, components and supplies available on site on the first day. Unlike things you order on Amazon, many items are unusual and expensive, and that means they are not kept in stock by suppliers. They can take weeks to arrive. This generally means that you need to place all orders at least a month before my arrival date.

2) You can start on the date agreed to: i.e. do not change the start date from our first commitment. When I block out time, I can not substitute in another customer at the last minute. So I lose income if you postpone. I will not charge you for days I do not work, but you will not be eligible for this discount if I am unable to start and finish the project in a timely manner because of your schedule or delays from other contractors.

3) You have all requested volunteers show up within a half hour of their promised arrival for the duration of the project.

4) You agree to a simple, accountable, prompt method of reimbursing out-of-pocket expenses for construction materials that I need to purchase at local hardware stores. I generally put materials on my credit card and seek reimbursement at the end of the project. (I have worked at universities where purchasing a box of screws was a several hour affair!)

5) You have full access for the whole project to all sites- your studio, the transmitter building roof and the accompanying radio shelter (If I could get back the all the hundreds of hours of my life that I have waited for someone to show up with keys, I probably could have written a symphony with that time)!

6) Your payments to me and suppliers are prompt, within 30 days of invoice.

Other Particulars:

My first hour of working from my desk is free. And you can always ask me a quick question for free, something I can answer off the top of my head. If I have to do special research or write something up, I charge \$45/hour. I am not a lawyer, but I was deeply involved in the drafting of the LPFM rules, so I can be a great first stop to figure out if the expense of a communication attorney is warranted in a given situation. As a result of my extensive time in the community radio movement, if I don't know something I can almost always think of someone who does and introduce you to them.

Material Costs: Unlike most consultants, we do not mark-up the price on equipment that we order and install. This is another source of savings for your organization, you will be paying a distributor (wholesale) price rather than "retail." Equipment costs are outside of this contract and borne directly by your organization. CIMA shall place orders with vendors for equipment, and the bill we be paid by your group. During the course of the project, some items will need to be purchased that are not pre-ordered. Due to the unpredictable nature of the building, we will not be able to

determine beforehand every sort of nail and screw and connector that will be employed in the project. CIMA will purchase these on a credit card, and provide an itemized list of these items for reimbursement. These should be reimbursed within 30 days of presentation of the itemized list. For a few items, and some stock items like some wire and connectors, CIMA has them on hand and will bill directly for them.

Expenses I charge separately for include transportation, any supplies from my personal stock, and housing. The equipment budget below is for informational purposes—since you will purchase from a distributor, prices and shipping costs on individual items may vary. Most of these prices were taken from purchases of the same items made in the fall. A more exact price will be given by the distributor.

Qualifications:

I am a Certified Radio Broadcast Engineer (CBRE) from the Society of Broadcast Engineers, and a Competent Climber certified by Comtrain. I was the founder and director for 12 years of the Prometheus Radio Project, the leading US advocacy organization for low power FM (LPFM) radio stations. I was in charge of the regulatory advocacy at the Federal Communications Commission (FCC) for the rules relevant to LPFM radio stations. Numerous elements of the LPFM rules are derived from language that I initially drafted. I also lead the organization through its 10 year successful campaign to pass a law through the US congress which dramatically expanded low power radio. My new organization, International Media Action, is a non-profit, and provides engineering services to schools and other non-profit organizations at a rate that is less than would be charged in the commercial sector.

I have a basic general commercial liability insurance policy, personal health insurance, and workers compensation insurance, but I am not a licensed contractor. I do not believe this project requires a licensed contractor, but building owners or their insurance company may consider a licensed contractor to be important. If a licensed contractor is required for some reason, I can bring in licensed general contractors or electricians, but this bid is only for my pay, they will doubtless need to also add a percentage for their involvement in any permits and processing.

Terms: All equipment should be ordered before the start date. The distributor I work with gives NET 30 terms for purchases. For my labor, I request 25% deposit upon reserving my time window for construction, 25% on start of project, 25% at the halfway mark, and the final 25% on completion. The several items that I have in stock, I will request payment for with the second payment on the commencement of construction. I am willing to consider payment plans if needed by the client.

Thanks,

Pete Tridish, Certified Broadcast Radio Engineer

Director,

International Media Action

transmission

	each	number	quantity	total
antenna	nicom bkg77	1	\$950	950
coaxial cable	ldf 1/2 inch	100	\$2	200
pole, hardware		1	300	300
tower		2	200	400
tower hardware		various		500
transmitter box		1	250	100
air conditioner		1	200	0
transmitter	bwbroadcast	1	3200	3200
emergency alert system	dasdac lp		1700	1700
other supplies EAS			125	125
link mounting		2	125	0
encoder/decoder	barix instreamer and exstreamer	1	600	600
link- indoor		0	1	150
lightning protection	nott, ltd	1	80	80
UPS		1	\$200	200
miscellaneous (hubs, cabling, fastners, etc.			900	900
shipping, taxes, etc,				1000
				10405

studio:

	brand	quantity	cost each	total
Control RM Console	arracis arc 15 bluetooth	1	3,600	3600
29" microphone boom				
w/riser	OC White 51900	4	130	520
microphones	Shure SM58LC	4	99	396
monitor speakers	o	2	50	100
audio processor				0
5 ch hdphn amplifiers	Rolls RA53B	1	149	149
headphones	Audio Technica ATHM40FS-2PK	4	30	120
distribution amp		1		150

cd players		2	225	450
computers	PCs, macs would be more)	2	500	1000
software	maybe?			300
sound card	M-Audio 2496	2	130	260
	materials for a simple desk			450
UPS		1	200	200
MISC	wiring supplies, wires, connectors,			
shipping, etc.	hardware	1	800	800
total				9295

total equipment studio and transmitter 19700

Other possible expenses, from other contractors:

custom studio furniture budget number, but may not need 4000

studio renovations budget number but may not need 3000

expenses labor \$12,000

days	car and hotel per day	airplane	
26	80	600	2680

labor and estimated expenses	\$12,000
equipment	19700
projected total, without custom furniture and major renovations	\$31,700

Total for Equipment, Labor, and Expenses: (including transmitter installation, studio transmitter link, and studio), (excluding allocations modifications, permitting, , installation Custom furniture or extensive renovations): \$31,700

If you agree to this proposal, I will resend this document in the form of a contract. Contract can be signed and returned with a check for the deposit of 25% of the total labor and expenses, made out to International Media Action.

Hi Alex-- here is a quick sketch of the installation. In orange is descriptions, green is the new pole, and blue is the antennas.

The antennas I'd like to use are

these: <http://www.micronetixxantennas.com/Micronetixx%20FML%20antenna%20brochure.pdf>

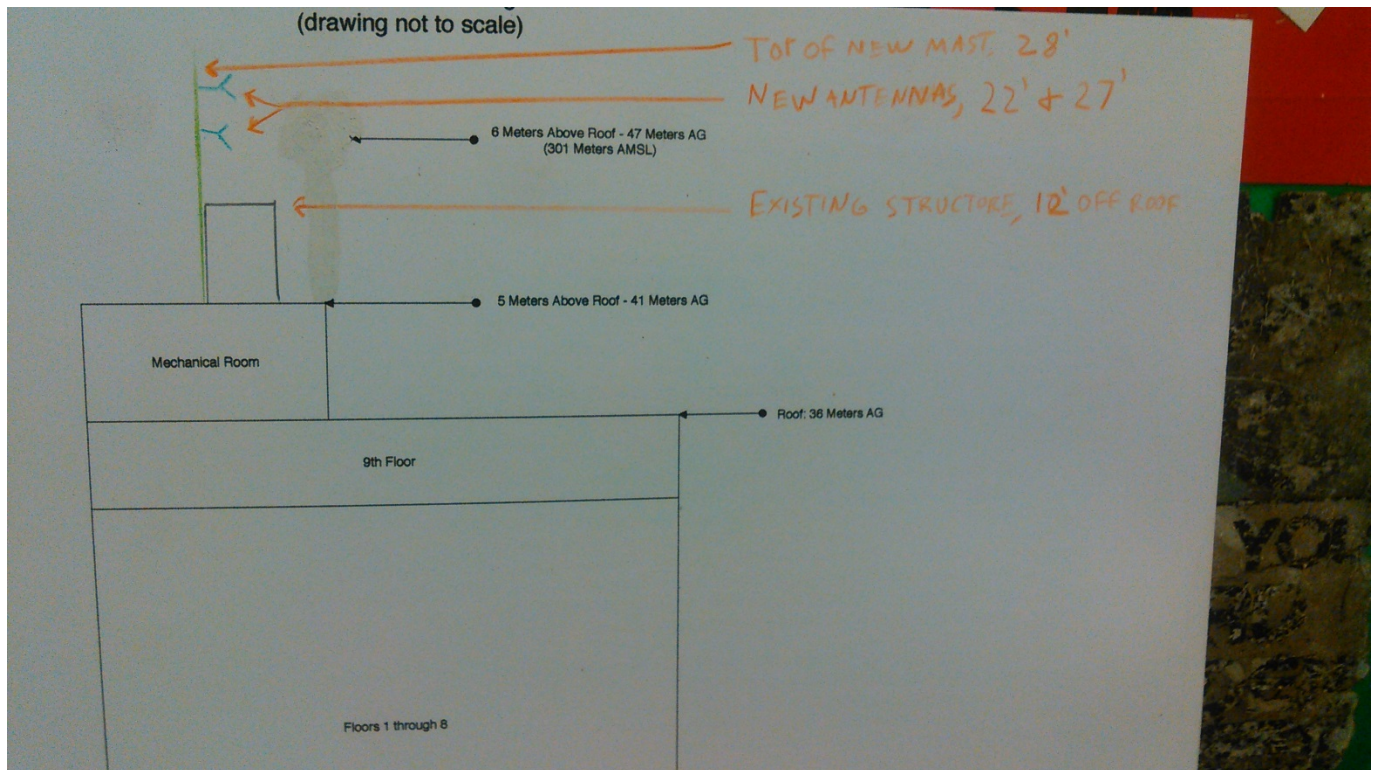
They weigh 5 pounds each (we will use two), and are smaller than 2 feet in any dimension. The mast will probably be schedule 40 galvanized tubing, 2 or 3 inches in diameter.

We can include a lightning dissipator at top, too.

Let me know if you need anything else, or you need me to talk with them.

thanks,

pete



From: Alexander Boekelheide <aboekelheide@pasadena.edu>

Date: Mon, 24 Oct 2016 16:00:12 -0700

Subject: PCC PEG request

Hello all:

I'm pleased to submit further information about a request for PEG funds that PCC will use to refit various spaces on campus for remote audio and video recording. The investment will result in a greater number of PCC's lectures, performances, meetings, and student activities being captured for use on PCC-TV and other avenues, thereby expanding our community's exposure to the public educational and government programming taking place on campus.

Background

Pasadena City College has a number of large venues around campus that host a variety of programming related to the college's academic mission. These spaces include:

- Creveling Lounge: Flexible meeting/activity space seating up to 300
- The Circadian: Conference/meeting/dining room with space for 100
- Westerbeck Recital Hall: Hosts music/theater performances and lectures, seats roughly 200
- G-1 Conference Room: Conference/meeting/dining room with space for 25
- Sexson Auditorium: Proscenium auditorium with seating for 2000
- Harbeson Hall: Flexible classroom/performance space that seats roughly 200
- Vosloh Forum: Auditorium/lecture hall with room for 300

Thanks to PCC's unique mix of programs and cultural offerings, many of these spaces host far more than academic classes. Westerbeck Hall has seen music performances from ensembles as diverse as the PCC Herald Trumpets to Chinese cultural performers, and The Circadian often hosts community events produced by off-campus groups. Considered in its totality, PCC's campus is the scene of a rich spectrum of cultural and academic programming, most of which is unique to Pasadena.

PCC currently struggles in its ability to document and make available these activities to audiences beyond those which attend events in person. PCC communications staff are on hand to record, produce, and prepare for broadcast videos of programming that takes place in any space on campus, but because of staffing limitations and budget pressures, many events end up without coverage. Roughly four years ago, Creveling Lounge was outfitted with a system of remotely operated cameras and a TriCaster system designed to streamline video production of events taking place in that space (primarily as a means of documenting the college's Board of Trustees meetings), and as a result Creveling events are much easier to document and broadcast.

The Proposal

PCC proposes to install remote-operated "PTZ" camera systems in three heavily used event spaces on campus, plus one additional instructional space, to build upon the success of the Creveling Lounge system and extend it across the college. Additionally, the college proposes to build a centralized network of production and post-production tools and equipment lower production costs and time to broadcast. The equipment would be installed as follows:

- Three cameras in Westerbeck Hall
- Two cameras in Circadian Lounge
- Two Cameras in the G-1 Conference Room

These seven cameras would be controlled by a centralized TriCaster production system, which would be augmented by updates and improvements made to the college's existing TriCaster boards. The result would be that cameras in these three spaces, as well as those already installed in Creveling Lounge, would be directed from a centralized location over a closed network. Remote cameras would not require operators for each camera in each space, translating into cost savings during recording, reduced set-up/tear-down time, and quick broadcast turnarounds for events hosted in these spaces.

Additionally, a fifth campus location, the Lancer Radio Room, would be outfitted with three PTZ cameras as a way of recording for broadcast instructional activity that takes place as part of PCC's award-winning Lancer Radio program. Lancer Radio is an entirely student-directed and student-produced radio channel housed on the PCC campus, and includes programming blocks dedicated to music, interviews, comedy, public affairs, and entertainment. The proposed video material would serve as a new

type of programming on PCC-TV, similar to other radio-on-TV formats seen on ESPN's "The Herd with Colin Cowherd" and originated by the Howard Stern Show, and give Lancer Radio programmers an additional outlet for their work.

These equipment purchases and upgrades would benefit PCC students in addition to expanding programming available to the broader community. PCC student workers and interns would gain experience with broadcasting technology and practices found in studios and production facilities around the world, and would be able to apply these skills in internship and workplace learning placements during their education and beyond.

The proposal also contains expenses for general equipment and supplies to be used by PCC personnel in capturing events on campus and hardware required to have PCC-TV broadcast live to Charter cable consumers, as well as a 15 percent contingency allowance.

Budget

Funding for this proposal is as follows:

- Camera systems, supporting cabling/hardware, upgrades to existing Creveling system: \$168,699
- Additional equipment (cameras, audio equipment, lighting, mounts, storage): \$ 28,971

Subtotal: \$197,670

- Contingency (15%): \$ 29,651
- Taxes/freight (est): \$ 19,477

Grand Total: \$246,798

More information, in the form of representative quotes from two possible vendors, is attached. Prices are estimates and subject to change. Subsequent to board approval, PCAC would grant Pasadena City College the requested amount of \$246,798. PCC would then execute requests for proposals and, if appropriate, contracts with identified vendors capable of delivering the proposed scope of work in accordance with relevant regulations and PCC policies. PCC would report to PCAC on the ultimate disposition of any PEG funds granted to the college.

I am confident that this plan addresses a need within our community and adheres to the stipulations of PEG funds. I look forward to discussing this proposal in more detail at our forthcoming channel managers meeting, and, upon the approval of that group, bringing it for a vote before the full board. If you have any questions I will be happy to address them in our channel managers meeting.

Many thanks,
Alex

--

Alex Boekelheide
("Buckle-hide")
Executive Director, Strategic Communications & Marketing
Pasadena City College

Office: 626-585-7422
Mobile: 310-889-8275
aboekelheide@pasadena.edu

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www.pasadena.edu