

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, May 2, 2017
7:00 p.m. at 150 S. Los Robles Ave., 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:

PCAC Board of Directors
City Council
City Manager
City Attorney
City Clerk
Central Library
Public Information Officer

Los Angeles Times
Pasadena Star News
Pasadena Journal
Pasadena Weekly
Pasadena Now

**NOTICE OF REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION (PCAC)
BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, May 2, 2017**, 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 4, 2017 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
 - APPROVAL OF A CONTRACT FOR FIBER OPTIC CABLE INSTALLATION WITH HHS CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED \$10,000.00
 - Action Item
 - RETROACTIVE APPROVAL OF A CONTRACT FOR DESIGN OF SUITE CONSOLIDATION RELATED TENANT IMPROVEMENTS WITH GKKWORKS IN AN AMOUNT NOT TO EXCEED \$10,000.00
 - Action Item
 - APPROVAL OF A CONTRACT FOR PARTITION CONSTRUCTION RELATED TO SUITE CONSOLIDATION TENANT IMPROVEMENTS WITH HALSTED CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED \$24,999.00
 - Action Item
 - APPROVAL OF A CONTRACT FOR ELECTRICAL CONSTRUCTION RELATED TO SUITE CONSOLIDATION TENANT IMPROVEMENTS WITH SIECO ELECTRIC, INC. IN AN AMOUNT NOT TO EXCEED \$24,999.00
 - Action Item
 - APPROVAL OF A CONTRACT FOR HVAC CONSTRUCTION RELATED TO SUITE CONSOLIDATION TENANT IMPROVEMENTS WITH A & B HEATING AND AIR CONDITIONING IN AN AMOUNT NOT TO EXCEED \$24,999.00
 - Action Item
 - CITIZEN'S ADVISORY COMMITTEE
 - Information 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 101, and a copy was distributed to the Central Library for posting on the 28th day of April, 2017.

Liza Rodriguez, Office Administrator

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR APRIL 4, 2017

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

REGULAR MEETING

1. CALL TO ORDER/ROLL CALL

Board Chair Gail Schaper-Gordon called meeting to order at 7:01 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, absent (present at Closed Session)
Howie Zechner, Vice Chair & District 4, present
Yuny Parada, District 5, present
Tim Winter, Treasurer & 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

Staff:

George Falardeau, Executive Director/CEO, present
Chris Miller, Chief Operations Officer, present
Javan Rad, Chief Assistant City Attorney, present

2. CLOSED SESSION REPORT BY CHAIR SCHAPER-GORDON.

No reportable action. No public comment.

3. APPROVAL OF MINUTES FOR MARCH 7, 2017 BOARD MEETING

Moved by Vice Chair Zechner, Second by McComb

Unanimous approval, with Parada abstaining. No public comment

4. PUBLIC COMMENT

Roberta Martinez spoke about her excitement of returning to being an independent producer to provide her content for the Arroyo Channel. No other public comment.

5. TREASURER'S REPORT

Treasurer Winter presented as per board packet info what he described as a very positive financial document for PCAC. Information item. No action taken. No public comment.

6. EXECUTIVE DIRECTOR'S REPORT

As presented by ED Falardeau, per Board agenda packet information, with additional information as presented by other staff present.

Highlight included announcement of PCAC staff winning two Bronze Telly Awards for programming produced and aired for KPAS, the City's government channel. ED Falardeau announced he would appoint COO Miller to be PCAC's Channel Manager representative on behalf of the Arroyo Channel for future Ad Hoc Channel Manager meetings.

Information Item; No action taken
No public comment

7. OLD BUSINESS

None; no public comment

8. NEW BUSINESS

AUDIT

Informational item co-presented by Treasurer Winter and ED Falardeau. Copies of audit from independent CPA firm LSL made available to public and PCAC Board. PCAC had a rare, clean audit; no faults or actionable items in audit. No action taken, no public comment.

PCAC FY18 BUDGET

Presented by ED Falardeau, per Board packet. Operating Budget of about \$990K, a seven percent reduction from \$1.05M FY17 budget, reflective of direction from City Manager.

Moved by Secretary Boyer, second by Hickambottom. Unanimous approval. No public comment.

ADOPTION OF RETIREMENT PLAN FOR PCAC EMPLOYEES AND EXECUTION OF AGREEMENTS WITH AMERICAN FUNDS DISTRIBUTORS INC.

Presented by COO Miller. Moved by Hickambottom; second by McComb. Unanimous approval. No public comment.

PEG CAPITAL FUND REQUEST FOR SUITE CONSOLIDATION, RELATED TENANT IMPROVEMENTS NOT TO EXCEED \$97,500

Presented by ED Falardeau. Re-cap of Ad Hoc Channel Managers' meeting and recommendation to approve. Background info on consolidation move from Fourth Floor to First Floor. Vice Chair Zecher moved; Hickambottom second, to approve. Secretary Boyer (as KPAS Channel Manager), offered amended motion to add full recommendation of Channel Managers to set-aside additional, not-to-exceed \$40K for

future purchase of van for (PUSD) KLRN-Pasadena Channel, exclusive to channel only, not general PUSD use. Motion amended. Unanimous approval. No public comment.

PROBLEMS WITH CHARTER SIGNALS

Informational item only via ED Falardeau, who will bring back updates at future board meeting. General consensus that PCAC Board may need to solicit City Council and/or City Attorney help; as well as united message by PCAC, City, PUSD and PCC to Charter. No action taken; No public comment.

9. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Misc. announcements per board members

McComb requested that Update/Report by him on ad hoc committee to establish the Community Advisory Committee be added to future agenda.

10.. ADJOURNMENT

Adjourned 9:16 p.m.

FUTURE MEETING DATES

- May 2, 2017
- June 6, 2017
- July 4, 2017 ???? HOLIDAY CONFLICT

Pasadena Community Access Corporation
Statement of Financial Position
As of April 30, 2017

	Total	
	As of Apr 30, 2017	As of Jun 30, 2016 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	285,989	44,311
1130 Bank of America Capital - Restricted (9451)	153,006	323,431
1140 Bank of America Savings (0990)	100,139	100,089
1150 Pex Debit Card	2,190	3,436
1160 Paypal	2,112	-621
Total Bank Accounts	\$ 543,636	\$ 470,846
Accounts Receivable		
1200 Accounts Receivable	4,607	1,241
Total Accounts Receivable	\$ 4,607	\$ 1,241
Other Current Assets		
1190 Undeposited Funds	73	738
1210 Other Receivables	0	84
1300 Prepaid Expenses	0	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	\$ 17,504	\$ 47,326
Total Current Assets	\$ 565,747	\$ 519,413
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	\$ 712,921	\$ 665,021
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	18,230	0
Total Accounts Payable	\$ 18,230	\$ 0
Other Current Liabilities		
2100 Payroll Liabilities	29,646	30,156
2200 Accrued Vacation	13,767	13,767
2300 Direct Deposit Payable	14,868	0
2400 Accrued Liabilities	24,000	44,000
2800 Deferred Income	153,006	301,493
Total Other Current Liabilities	\$ 235,286	\$ 389,416
Total Current Liabilities	\$ 253,515	\$ 389,416
Total Liabilities	\$ 253,515	\$ 389,416
Equity		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	311,876	311,876
Net Income	183,800	
Total Equity	\$ 459,405	\$ 275,605
TOTAL LIABILITIES AND EQUITY	\$ 712,921	\$ 665,021

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

	YTD Budget	Fiscal Year 2017		2017 Actual vs. Full Year Budget		2017 YTD Actual vs. 10 mo. Budget	
		YTD Actual	2017 Budget	\$	%	\$	%
Income							
City of Pasadena	840,000	1,008,000	1,008,000	-	0.0%	168,000	20.0%
Contributions & Grants	2,083	6,046	2,500	3,546	141.8%	3,962	190.2%
Production Services	34,417	16,887	41,300	(24,414)	-59.1%	(17,530)	-50.9%
Program Services	8,333	5,043	10,000	(4,957)	-49.6%	(3,290)	-39.5%
Other Revenue	917	867	1,100	(233)	-21.2%	(49)	-5.4%
Total Income	885,750	1,036,843	1,062,900	(26,057)	-2.5%	151,093	17.1%
Expenses							
Payroll Expenses	462,369	453,453	554,843	101,390	18.3%	8,917	1.9%
Payroll Taxes	44,850	39,675	53,820	14,145	26.3%	5,175	11.5%
Employee Benefits	84,714	72,337	101,657	29,320	28.8%	12,377	14.6%
Occupancy Expenses	200,291	211,274	240,349	29,075	12.1%	(10,983)	-5.5%
Accounting & Audit	10,208	10,664	12,250	1,587	13.0%	(455)	-4.5%
Advertising & Marketing	3,333	3,352	4,000	648	16.2%	(19)	-0.6%
Automobile Expense	1,250	340	1,500	1,160	77.3%	910	72.8%
Bank & Payroll Processing Fees	1,250	1,134	1,500	366	24.4%	116	9.3%
Board Materials & Expenses	417	1,757	500	(1,257)	-251.3%	(1,340)	-321.6%
Cable Drop Fees	4,167	2,246	5,000	2,754	55.1%	1,920	46.1%
Contract Labor	4,167	1,300	5,000	3,700	74.0%	2,867	68.8%
Dues and Subscriptions	1,667	2,270	2,000	(270)	-13.5%	(603)	-36.2%
Legal & Professional Fees	31,667	25,000	38,000	13,000	34.2%	6,667	21.1%
Licenses, Permits & Other Fees	3,417	117	4,100	3,983	97.1%	3,300	96.6%
Meals & Entertainment	1,250	1,415	1,500	85	5.7%	(165)	-13.2%
Office Expense	11,250	3,794	13,500	9,706	71.9%	7,456	66.3%
Production Expense	10,833	9,789	13,000	3,211	24.7%	1,044	9.6%
Professional Development	2,500	1,355	3,000	1,645	54.8%	1,145	45.8%
Travel & Lodging	3,583	2,844	4,300	1,456	33.9%	740	20.6%
Total Expenses	883,183	844,114	1,059,819	215,705	20.4%	39,068	4.4%
Net Operating Income	2,568	192,729	3,081	189,648	6155.4%	190,161	7406.5%
 PEG Capital Income Recognized	 166,666.67	 246,798.00	 200,000.00	 46,798.00	 23.4%	 80,131.33	 48.1%
 PEG Capital Equipment Expense	 166,666.67	 246,798.00	 200,000.00	 46,798.00	 23.4%	 (80,131.33)	 -48.1%

EXECUTIVE DIRECTOR CEO REPORT

- Respectfully submitted by George Falardeau

Pasadena Community Access Corporation Board of Directors Meeting

Tuesday, May 2, 2017 - 7:00 PM

ANNOUNCEMENTS - Pasadena Media covered the 23rd Annual Adelante Mujer Latina Conference at Pasadena City College. Sponsored by Adelante Youth Alliance, the purpose of this event is to provide young girls with the tools for personal and professional growth, promote leadership and to encourage them to pursue a post-high school education.

Pasadena Media covered the 2017 Conference on Healthy Aging at the First Church of the Nazarene. Topics ranged from stroke prevention, housing options, social security, medicare, reverse mortgage, public transportation and others.

ED/CEO and Bobbie Ferguson, Production Supervisor (Prod. Sup.), met with David Eads, President and CEO of the Tournament of Roses, Heidi Hoff, Senior Director of Marketing and Communications and Candy Carlson, Manager of Public Relations, to discuss future support of the Tournament of Roses.

ED/CEO and Prod. Sup., met with Julie Gutierrez, Assistant City Manager and Fred Dock, Director of Transportation to discuss upcoming informational videos for city planning; details forthcoming.

KEY ACHIEVEMENTS:

Member Relations/Outreach

- ED/CEO had a breakfast meeting with Tyron Hampton, District 1 Councilmember, to discuss hot topics in his district and upcoming events.
- ED/CEO and Aaron Wheeler, Community Development Supervisor (CDS) met with Rabbi Joshua Levine Grater, Executive Director of Friends in Deed. Rabbi Grater recorded a PSA in our studio and indicated his interest in being a member of of PCAC's Citizen Advisory Committee.

- Pasadena Media is pleased to announced that we have crossed the 1000 likes milestone on Facebook.
- ED/CEO and CDS met with Jennifer DeVoll, CEO of Pasadena Community Foundation to discuss the climate of fundraising in the community and what options are available for Pasadena Media.
- ED/CEO and CDS met with Sheryl Turner, Director of Pasadena YouthBuild; details to be provided by Mr. Wheeler.
- ED/CEO and CDS met with John Kennedy, District 3 Councilmember, to discuss Pasadena Media's support for his district and upcoming events.

Productions

- Pasadena Media administrative staff had a production meeting with Hoyt Hilsman in regards to our new series *IMPACT Pasadena*.
- Pasadena Media covered the District 7 runoff election results live at the Pasadena City Council Chamber with hosts Barry Gordon and Andre Coleman.

Board

- Pasadena Media/KPAS work plan draft was submitted by William Boyer, Public Information Officer, and Pasadena Media staff is currently reviewing the sustainability and feasibility of this work plan; details forthcoming.

Attached: Operations Report, Production Services Report, Community Development Report and Cable Complaint

Operations Report - April 2017

Notable Operations Projects and Their Statuses - Prepared by Chris Miller, Chief Operations Officer

City Council Chamber Meeting Management System Assisted Listening Issue 11/7: Ongoing

The audio distribution system output that feeds the assisted listening devices malfunctioned. We bypassed the port by connecting the assisted listening transmitter directly to an output from our audio board. DoIT staff is working with the vendor to permanently rectify the issue.

Suite Consolidation: Ongoing

We worked with potential vendors, City staff and building management throughout the month to obtain all necessary documentation to prepare for construction. If the board approves our recommendations tonight, the contracts will be signed and construction may begin before the week is out. The vendors have an estimated three and a half week timeline from start to finish.

City Council Chamber Closed Captioning Installation: Ongoing

The closed captioning system hardware has been installed in City Hall, though we are awaiting additional parts to connect it to the Chamber A/V system.

KPAS Streaming Issues 4/3 & 4/26: Assessing

During the April 3 City Council meeting, we received a number of complaints regarding both independent streams of KPAS at pasadenamedia.org and cityofpasadena.net. The wide range of issues led me to conclude that recent changes with Flash and internet browsers were causing the issues and could only be fixed at the user level. We are now looking at ways to stop using Flash for our system and for the City's Granicus system. On April 26, we encountered internet connectivity issues between 3 and 5 pm and that caused a delay of approximately 15 minutes on the pasadenamedia.org stream during the final election tally. In addition to asking Charter to look into the connectivity issues, we rebuilt our streaming profiles and the issue has not returned. The City's Granicus stream was unaffected.

Charter KPAS Issue 4/20: Monitoring

The KPAS Carousel bulletin board computer shut off around 2:45pm producing a black screen. During the 3:00pm show, I tried unsuccessfully to reboot this machine that plays informational slides, music and PSAs between shows. I put a backup machine in place that plays informational slides and music only before the next show started at 3:30pm. The Carousel has been sent in for repair.

Retirement Benefits: Implemented

Staff met with representatives from Pasadena Financial Credit Union / American Funds this month to sign up for the company retirement plan. As of the April 21 payroll, participants are now saving for their future. In addition, employees are now eligible to utilize the PFCU for their personal banking needs. We also began offering supplemental insurance via Aflac this month. The company does not pay for this service, but employees have a pre-tax benefit for some offerings when premiums come out of their paycheck.

NAB Trade Show 4/24-25: Attended

I recently attended the National Association of Broadcasters show in Las Vegas. This show features over 1700 vendors over almost a million square feet of exhibit space. I was able to talk to dozens of vendors and demo products first hand. Among the solutions I looked at were multi-viewers, SAN/NAS digital storage, pedestals, cinema cameras and rigs, lenses, switchers, a/v routing, data routing, fiber optic video delivery, recording devices, closed captioning solutions, channel playout systems, mobile production systems, equipment cases and stock audio/video libraries. I will invest in better shoes next time.

Pasadena Media Production Report - April 2017

Studio Productions:

4/1: "World of Wisdom"- Malika Hendry	4/1: "Behind the Curtains"- Eric Bailey
4/4: Pasadena Humane Society- Jamie Holeman (PP)	4/5: "The Nowman Show"- Dan Niswander (PP)
4/6: "Power of One"- Brian Biery	4/7: Pasadena Humane Society- Jamie Holeman
4/8: "The Nowman Show"- Dan Niswander	4/11: "The Melody Trice Show"- Melody Trice (PP)
4/11: "Yeshua Ministries"- Denise Maiden (PP)	4/11: "Is It Reasonable"- Walter Brown
4/12: "The Sure Truth"- Alice Muhammad	4/14: "Skeelove's House of Hip Hop"- Lonnie Lee (PP)
4/15: "Yeshua Ministries"- Denise Maiden	4/15: "Skeelove's House of Hip Hop"- Lonnie Lee
4/17: "Home Time"- Jarred Hodgdon (PP)	4/18: "SMILE & Spread a Little Joy"- Debra Johnson
4/18: "The Conner Bubble"- Dr. Joe Conner	4/19: "Anybody Can Play Guitar"- James Jones Jr.
4/19: "Tongues of Fire"- Rob Reyes	4/19: "Casa Martinez"- Roberta Martinez
4/20: "Open Mic with Aletha Johnson"- Aletha Johnson (PP)	4/20: "Nuclear Popcorn"- Maurice Smith
4/21: "Riq the Critic"- Wannetta Benton	4/21: "M&M"- Olden Denham
4/21: "Sounds Within"- L.V. Smith	4/22: "The Melody Trice Show"- Melody Trice
4/25: "Korbin's Kode"- Korbin Deary	4/25: "Creative People Podcast"- Keno Deary
4/26: "Open Mic with Aletha Johnson"- Aletha Johnson (PP)	4/26: "Behind the Curtains"- Eric Bailey (PP)
4/26: "Explora Pasadena"- Isabel Ramirez	4/27: "Home Time"- Jarred Hodgdon
4/28: "Home Time"- Jarred Hodgdon	4/29: "Home Time"- Jarred Hodgdon

Total Number of Studio Productions/Pre-production Meetings: 34

KPAS/City/Outside Productions:

4/1: League of Women Voters Meeting	4/3: Pasadena City Council Meeting
4/4: Capture of NASA/JPL Cassini Live Stream	4/5: Board of Zoning Appeals Meeting (Audio Only)
4/11: Design Commission Meeting (Audio Only)	4/12: Planning Commission Meeting (Audio Only)
4/13: KCAL Weather Spot- Egg Bowl	4/14: Pasadena Bio Collaborative Incubator Announcement
4/15: Egg Bowl 2017	4/18: District 7 City Council Candidate Election Results
4/18: Altadena Town Council Meeting	4/19: FPRS Meeting (Audio Only)
4/19: Special Joint Session of Finance Committee & City Council for CIP Budget	4/21: Welcome Reception for Three Directors (Audio Only)
4/22: Adelante Mujer Latina Conference	4/22: Summer Fair PSA
4/22: What's Up Pasadena! Segment: Foothill Cycle Club	4/24: CERT Training
4/24: Pasadena City Council Meeting	4/25: Design Commission Meeting (Audio Only)
4/26: District 7 City Council Candidate Election Results	4/26: Planning Commission Meeting (Audio Only)
4/26: Farewell Reception for Assistant City Prosecutor (Audio Only)	4/26: White Ally Forum
4/27: Altadena Library Town Hall Meeting	

Total Number of KPAS/City/Outside Productions: 25

Community Development & Member Services Report for the month of April 2017

New Members	Returning Member(s)	Total Paid Members	Total Active Volunteers
18	1	52	107
New Producers Training	Returning Producer(s)	Total Active Producers	Productions in Development
2	0	43	24

New Series	Local Episodes	Local Bicycled Episodes	New Regional LA County Episodes
2	44	15	5

Media Training Courses:

Orientation	18	Studio Camera	3	TD & Media Mgmt.	3	Teleprompter	6	Editing	4
Producing Training	7	Floor Manager	3	Lighting	6	Character Generation	1	Green Screen	1
Director	0	Audio	0	Field Production	4	Studio Workshop	6		

Organization Training:

Aveson School Youth Media - 8 youth participants

CHAP Care On-location Production Training - 2 participants

Pasadena Media Website Analytics

Total Visitors	Device Usage	Peak Visitors: Apr. 19th
713	Computer 92% / Mobile & Tablet 8%	111

Social Media Marketing:



1550
Followers



1007
Likes



852
Followers



57,401
Channel Views

Grant Writer & Fundraiser Meetings & Training:

Sheryl Turner:

Non-Profit Strategic Advisor & Director Pasadena YouthBuild
Non-profit governance specializing in charter schools and private foundations

La Quetta Shamblee, MBA:

Nonprofit Consulting
Grant Writing Workshops - www.TheGrantbuilder.com

Alliance for Community Media Webinar:

Starting a Fundraising Program

Community Media Networking:

Pasadena Media CoLAB:

Pasadena Media's Official Media Collaboration Meetup Group

Meetup page: www.meetup.com/PasadenaMediaCoLAB

Official Hashtag: #PasadenaMediaCoLAB

Group details: Where Innovation and Media Enthusiasts from across cultures and communities converge. Meetings will include guest speakers, skills training and plenty of networking opportunities. Our mission is media literacy, skills development and freedom of expression.

Total Members: 95

Re: Fwd: Re: Cable Complaint - H***** G 2017-02-13

Chris Miller <chris@pasadenamedia.org>

Mon, Apr 24, 2017 at 9:39 AM

To: G** H***** <g**.h*****@att.net>

Cc: "smadison@cityofpasadena.net" <smadison@cityofpasadena.net>

Hello Mr. H*****,

I have passed your message on to the corporate escalations department at chartercomplaints@chartercom.com. I see you've already contacted Councilmember Madison regarding this issue. As I mentioned in a previous email, CPUC is the regulatory commission to address these issues in California, so you may want to contact them here: <http://www.cpuc.ca.gov/cab/>

In addition, Assemblymember Chris Holden is another representative who you could share your issues with: <https://a41.asmdc.org/committees>

Chris Miller

Chief Operations Officer

Pasadena Media

150 S. Los Robles Ave., Suite 101

Pasadena, CA 91101

626-794-8585 x 105

On Sun, Apr 23, 2017 at 4:52 PM, G** H***** <g**.h*****@att.net> wrote:

Sorry to report but after 10 weeks since my message we do not have a satisfactory resolution to the problems with Charter. Initially I did have a number of technical staff monitor the line and was told the equipment has been replaced and updated. While that solved the problem for a short time, the original complaints have now returned. Throughout this, I have kept their staff notified of the occurrences with evidence of specific times and symptoms, even recordings. Now I do not receive acknowledgement or follow up.

I do not have assurances from Charter they either understand the problems or can fix them. After 16 months of deficient service, it is time for some higher-level attention to this. It's especially ironic that I invest in this outfit.

Kindly provide your points of contact at the regulatory authorities or other recommendations.

Thanks. G** H*****.

On Monday, February 13, 2017 1:41 PM, g**.h***** <g**.h*****@att.net> wrote:

Good afternoon. I believe you represent my district in Pasadena.

As suggested I am forwarding messages to date.

G** H*****

<div>----- Original message -----</div><div>From: "g**.h*****"
<g**.h*****@att.net> </div><div>Date:02/13/2017 1:26 PM (GMT-08:00) </div><div>To: Chris
Miller <chris@pasadenamedia.org> </div><div>Subject: Re: Cable Complaint - H***** G
2017-02-13 </div><div>
</div>

Thank you for your prompt response. I will let you know how this matter progresses.

Agenda Report

Fiber Optic Cable Installation

May 2, 2017

Recommendation:

It is recommended that the Board of Directors:

- A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
- B. Authorize the Executive Director to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(D), for installation, splicing, testing, and emergency troubleshooting and repair of fiber optic cable as described in this Agenda Report with HHS Construction, Inc., in an amount not-to-exceed \$10,000 for a one year contract. Competitive selection is not required pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

Background:

When staff approached the City's Department of Information Technology (DoIT) about this project, they recommended utilizing HHS Construction for design and implementation. HHS operates a local office in Pasadena and currently contracts with DoIT for other projects. The City of Pasadena has approved the referenced exemptions from the competitive bidding and selection process.

Staff has been utilizing two playback systems since 2013 - one at Pasadena Media and one at City Hall. The scheduling process for The Arroyo Channel, KPAS and PCC-TV currently begins with staff building the schedules at Pasadena Media, generally with high definition content. Then staff transcodes all of this content to standard definition, physically carries a hard drive to City Hall, transfers the content and duplicates the schedules on the older system. Much of this legacy system was in place at the former Hen's Teeth location and has outlived its life expectancy, though failures are happening frequently now. As this fiber connection will allow transfer of live video and files, it will not just eliminate the secondary playout system but also restore the ability to deliver live video from our studio to the Charter cable system. The proposed fiber installation will be concurrent with office tenant improvements in Suite 101.

Fiscal Impact:

On April 4, 2017, the Board of Directors approved the use of \$10,000 in PEG capital funds for this project, and the staff recommendation is for \$10,000 for this project.

Respectfully submitted,
Chris Miller
COO

Agenda Report

Space Consolidation Design

May 2, 2017

Recommendation:

It is recommended that the Board of Directors:

- A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
- B. Retroactively authorize the Executive Director to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(F), for design of office tenant improvement, including new partitions, ceilings, lighting, electrical, HVAC modifications and finishes for Suite 101 with gkkworks, in an amount not-to-exceed \$10,000 for a one year contract, dating back to November, 2016. Competitive selection is not required pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

Background:

The current lease for the Suite 450 administrative office ends on May 31, 2017. To develop a scope of work consisting of office tenant improvements in Suite 101 to consolidate the two spaces, staff approached gkkworks in November 2016. The vendor currently contracts with the City for other projects and has produced quality, fast and cost-effective results in past projects known by the Executive Director. The City of Pasadena has approved the referenced exemptions from the competitive bidding and selection process.

Fiscal Impact:

On April 4, 2017, the Board of Directors approved the use of \$9,000 in PEG capital funds for this project. The not to exceed amount of \$10,000 recommended today includes the initial design cost of \$8,928.50 and allows the Executive Director the authority to approve change orders up to \$1071.50.

Respectfully submitted,
Chris Miller
COO

Agenda Report

Space Consolidation Construction - Partitions

May 2, 2017

Recommendation:

It is recommended that the Board of Directors:

- A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
- B. Authorize the Executive Director to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(D), for new partitions, ceilings and finishes for Suite 101 with Halsted Construction, Inc., in an amount not-to-exceed \$24,999 for a one year contract. Competitive selection is not required pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

Background:

The current lease for the Suite 450 administrative office ends on May 31, 2017. Staff developed a scope of work consisting of office tenant improvements in Suite 101 to consolidate the two spaces. Staff obtained three informal bids to determine a general cost for the entire project. Staff selected Halsted Construction to construct the partitions, ceilings and finishes portion of the project based on this bid process. The City of Pasadena has approved the referenced exemptions from the competitive bidding and selection process.

Staff currently occupies 1932 sq. ft. of office space in suite 450, consisting of four offices, a staff break area / conference room, staff editing suites and a reception area. In order to effectively house these activities in suite 101, the current edit space and studio B will be converted to three offices, a break room and staff edit area. In addition, a new equipment checkout locker will be constructed. This project will require new partitions, ceilings, lighting, electrical, HVAC modifications and finishes.

Fiscal Impact:

On April 4, 2017, the Board of Directors approved the use of \$65,000 in PEG capital funds for the entirety of the space consolidation construction project. Together with the other portions of this project, approximately \$10,000 will be spent from our previously projected FY17 budget surplus of \$20,000, reducing the surplus to approximately \$10,000. The discontinuation of the suite 450 lease will result in a savings of approximately \$60,000 per year, based on the expiring lease.

Respectfully submitted,
Chris Miller
COO

Agenda Report

Space Consolidation Construction - Electrical

May 2, 2017

Recommendation:

It is recommended that the Board of Directors:

- A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
- B. Authorize the Executive Director to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(D), for electrical and lighting for Suite 101 with Sieco Electrical, Inc., in an amount not-to-exceed \$24,999 for a one year contract. Competitive selection is not required pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

Background:

The current lease for the Suite 450 administrative office ends on May 31, 2017. Staff developed a scope of work consisting of office tenant improvements in Suite 101 to consolidate the two spaces. Staff obtained three informal bids to determine a general cost for the entire project. Staff selected Sieco Electrical, Inc. to construct the lighting and electrical portion of the project based on this bid process. The City of Pasadena has approved the referenced exemptions from the competitive bidding and selection process.

Staff currently occupies 1932 sq. ft. of office space in suite 450, consisting of four offices, a staff break area / conference room, staff editing suites and a reception area. In order to effectively house these activities in suite 101, the current edit space and studio B will be converted to three offices, a break room and staff edit area. In addition, a new equipment checkout locker will be constructed. This project will require new partitions, ceilings, lighting, electrical, HVAC modifications and finishes.

Fiscal Impact:

On April 4, 2017, the Board of Directors approved the use of \$65,000 in PEG capital funds for the entirety of the space consolidation construction project. Together with the other portions of this project, approximately \$10,000 will be spent from our previously projected FY17 budget surplus of \$20,000, reducing the surplus to approximately \$10,000. The discontinuation of the suite 450 lease will result in a savings of approximately \$60,000 per year, based on the expiring lease.

Respectfully submitted,
Chris Miller
COO

Agenda Report

Space Consolidation Construction - HVAC

May 2, 2017

Recommendation:

It is recommended that the Board of Directors:

- A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
- B. Authorize the Executive Director to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(D), for HVAC modifications for Suite 101 with A & B Heating And Air Conditioning, in an amount not-to-exceed \$24,999 for a one year contract. Competitive selection is not required pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

Background:

The current lease for the Suite 450 administrative office ends on May 31, 2017. Staff developed a scope of work consisting of office tenant improvements in Suite 101 to consolidate the two spaces. Staff obtained three informal bids to determine a general cost for the entire project. Staff selected A & B Heating And Air Conditioning to construct the HVAC portion of the project based on this bid process. The City of Pasadena has approved the referenced exemptions from the competitive bidding and selection process.

Staff currently occupies 1932 sq. ft. of office space in suite 450, consisting of four offices, a staff break area / conference room, staff editing suites and a reception area. In order to effectively house these activities in suite 101, the current edit space and studio B will be converted to three offices, a break room and staff edit area. In addition, a new equipment checkout locker will be constructed. This project will require new partitions, ceilings, lighting, electrical, HVAC modifications and finishes.

Fiscal Impact:

On April 4, 2017, the Board of Directors approved the use of \$65,000 in PEG capital funds for the entirety of the space consolidation construction project. Together with the other portions of this project, approximately \$10,000 will be spent from our previously projected FY17 budget surplus of \$20,000, reducing the surplus to approximately \$10,000. The discontinuation of the suite 450 lease will result in a savings of approximately \$60,000 per year, based on the expiring lease.

Respectfully submitted,
Chris Miller
COO