



SOUTH GATE PUBLIC ACCESS CORPORATION MEETING AGENDA

Tuesday, October 24, 2017 at 7:30 p.m.

I. Call To Order/Roll Call

CALL TO ORDER
ROLL CALL

Maria Davila, Chairperson
Carmen Avalos, Secretary

II. City Officials

CHAIRPERSON
Maria Davila

PRESIDENT
Michael Flad

VICE CHAIRPERSON
Maria Belen Bernal

SECRETARY
Carmen Avalos

BOARD MEMBERS
Denise Diaz
Jorge Morales
Al Rios

TREASURER
Gregory Martinez

CHIEF LEGAL ADVISOR
Raul F. Salinas

III. Meeting Compensation Disclosure

Pursuant to Government Code Section 54952.3: Disclosure of compensation for meeting attendance by the Board of Directors is \$35 per meeting.

IV. Open Session Agenda

1. Budgeting Priorities

The Board of Directors will consider providing direction to staff on budgeting priorities for the Public Access Corporation. (ADMIN)

Documents:

[ITEM 1 REPORT 10242017 PAC.PDF](#)

2. Minutes

The Board of Directors will consider approving the Regular Meeting minutes of October 10, 2017. (CLERK)

Documents:

[ITEM 2 REPORT 10242017 PAC.PDF](#)

V. Comments From The Audience

During this time, members of the public and staff may address the Board of Directors regarding any items within the subject matter jurisdiction of the Public Access Corporation. Comments from the audience will be limited to five (5) minutes per speaker; unless authorized by the Chairperson, the time limit may not be extended by utilizing another member's time. There will be no debate or action on items not listed on the agenda unless authorized by law.

Note: The Board of Directors desires to provide all members of the public with the opportunity to address the Board. Nevertheless, obscene language, comments intended to disrupt or interfere with the progress of the meeting or slanderous comments will not be tolerated and may result in ejection and/or may constitute a violation of South Gate Municipal Code Section 1.04.110.

VI. Reports And Comments From City Officials

During this time, the Board of Directors will report on matters pertaining to their service on various intergovernmental boards and commissions as a representative of the City pursuant to Assembly Bill 1234. The Board of Directors will also have an opportunity to comment on matters not on the agenda.

Following the Board of Directors, reports and comments will be heard by the Secretary, Treasurer and President.

VII. Adjournment

I, Carmen Avalos, Secretary, certify that a true and correct copy of the foregoing Meeting Agenda was posted on October 18, 2017 at 2:00 p.m., as required by law.

Carmen Avalos,
City Clerk

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office

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RECEIVED

Item No. 1

OCT 11 2017

City of South Gate

PUBLIC ACCESS CORPORATION

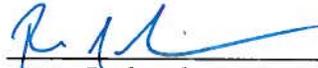
CITY OF SOUTH GATE
OFFICE OF THE CITY MANAGER

AGENDA BILL

For the Special Meeting of October 24, 2017

Originating Department: Administration

Management Analyst:


Richard J. Luna

City Manager:


Michael Flad

SUBJECT: PUBLIC ACCESS CORPORATION BUDGETING PRIORITIES

PURPOSE: This item was continued from the Special Meeting of October 10, 2017, and was added to the Agenda at the request of Chairperson Maria Davila, during the Special Meeting of September 12, 2017, to discuss future budgeting priorities for the Public Access Corporation (PAC).

RECOMMENDED ACTION: Provide direction to staff on budgeting priorities for the Public Access Corporation.

 **FISCAL IMPACT:** The current Fiscal Year 2017/18 PAC budget is \$51,751. Fund balance for the PAC fund is projected to be \$72,820 on June 30, 2018.

ANALYSIS: Since December 2014, the PAC fund has not received new revenues. This is a result of state legislation which eliminated the City's local franchise agreement with Time Warner Cable, now known as Spectrum. At the end of Fiscal Year 2014/15, the PAC fund balance was \$221,437. The City has been drawing down on the PAC fund balance to cover expenditures. At the current pace, staff expects the PAC fund will be depleted by the end of Fiscal Year 2018/19.

BACKGROUND: The PAC is responsible for content and programming on the City's government access channel (Spectrum Channel 3) and the City's website. With Chairperson Davila's request for this item, staff and the PAC sub-committee, comprised of Board Members Denise Diaz and Al Rios, were to present to the Board a menu of funding options for consideration. Those options are listed below:

Championship Games

At the Special Meeting of September 12, 2017, the Board requested that the City produce a video for any high school sports team that competes in a championship game. In the current PAC budget, there is a line item for \$5,000 for special event videos. Staff's intention is to use this budget for producing a video of the State of the City Address and filming of the Azalea Bowl football game. Staff recognizes that the current funding level is sufficient to add a championship game video; therefore, no new appropriation is needed for that request.

Playback Equipment for Channel 3

The equipment used to broadcast videos and operate a rotating bulletin board on Channel 3 was donated to the City by Time Warner Cable in October 2016. The equipment is outdated and has an estimated life span of two years. Because there is no backup equipment to operate the channel, it is important for the City to purchase new equipment if the Board of Directors desires to continue airing content on Channel 3.

Updating this technology would require a budget of \$40,000 for the equipment and \$8,000 for consultant fees to assist in the transition. New equipment would ensure Channel 3 remains viable and a community resource for additional years. If the Board of Directors were to provide direction in updating the equipment to broadcast on Channel 3, the cost for this project would substantially reduce the PAC fund balance. Staff would return with a mid-year budget adjustment to accommodate these two expenditures.

Mobile App

At the Special Meeting of September 12, 2017, Board Member Diaz asked if PAC funds could be used to update the City's mobile app. The answer is yes, PAC funds are eligible for this purpose. On August 26, 2014, the PAC Board approved bylaw changes to include the allowance of dedicated resources to support public access through the City's Internet-based applications. This change allowed PAC funds to be used for the City's website.

Included in the Fiscal Year 2017/18 Work Program is an objective for staff to update the City's mobile app. Staff is considering a few options, including bringing a vendor on board to design and build a new and improved app. Additional cost research is needed before this item is presented to the City Council for further consideration.

On-going PAC Expenditures

There is approximately \$40,000 in on-going PAC expenditures that will need to be transitioned to the General Fund once PAC funding has expired. Those annual expenditures include:

- \$9,270 – Website hosting fees.
- \$11,300 – Spectrum cable and internet for public use.
- \$7,200 – This Week in South Gate videos.
- \$7,056 – Fiber line maintenance to operate Channel 3.
- \$5,000 – Special event videos (i.e. State of the City, Azalea Bowl, and Championship Games).

When staff presents the Fiscal Year 2018/19 Municipal Budget, some of the items may need to be transitioned to the General Fund beginning next fiscal year. If updating Channel 3's playback equipment is approved, then the majority of those expenditures will be moved to the City's General Fund.

It is staff's intention to discontinue PAC Board meetings once the funding has been depleted; however, staff recommends continuing meetings with the PAC sub-committee. The sub-committee will monitor programming and functions of the PAC. Any new sub-committee policy directions or funding requests would then be presented to the City Council for consideration.

ATTACHMENT: PAC Budget for Fiscal Year 2017/18 as adopted by the City Council

**CITY OF SOUTH GATE
 2017/2018 BUDGET DETAIL
 DEPARTMENT: ADMINISTRATION
 DIVISION: PAC**

ACCOUNT# 263-150-12

<u>OBJECT DESCRIPTION/DETAIL</u>	<u>Subtotal</u>	<u>Adopted</u>
BUDGET DETAIL: SUPPLIES & SERVICES (OBJECT 6XXX)		
6101 PROFESSIONAL SERVICES	29,470	
Website annual maintenance hosting		9,270
South Gate Informed monthly videos (@\$600 episode)		7,200
Produce special event videos for the City		5,000
Archiving & publishing online meeting audio		5,000
Photographer for high quality images		3,000
6201 OFFICE SUPPLIES	1,500	
Misc office supplies		1,500
6207 COMPUTER SOFTWARE	500	
Misc computer software		500
6301 PRINTING	400	
Misc printing		400
6311 COMMISSION EXPENSE	525	
Commission stipends (5 members at \$35 each for 3 meetings)		525
6315 CABLE EXPENSE	11,300	
Spectrum cable services		11,300
TOTAL:	43,695	43,695
BUDGET DETAIL: CAPITAL OUTLAY (OBJECT 9XXX)		
9005 MACHINERY AND EQUIPMENT	1,000	
Misc equipment replacement		1,000
9006 COMPUTER EQUIPMENT & SOFTWARE	7,056	
Fiber line maintenance for Channel 3 (at \$588/month)		7,056
TOTAL:	8,056	8,056
TOTAL	<u>51,751</u>	<u>51,751</u>
AVAILABLE FUNDS (as of 6/30/17)	<u>124,571</u>	<u>124,571</u>
FUND BALANCE (on 6/30/18)	<u>72,820</u>	<u>72,820</u>

Item No. 2

CITY OF SOUTH GATE PUBLIC ACCESS CORPORATION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, OCTOBER 10, 2017

CALL TO ORDER A meeting of the South Gate Public Access Corporation Board of Directors was called to order by Chairwoman Maria Davila at 9:25 p.m.

ROLL CALL Carmen Avalos, Secretary

PRESENT Chairwoman Maria Davila, Vice Chairwoman Maria Belen Bernal, Director Jorge Morales, Director Al Rios and Director Denise Diaz; President Michael Flad, Chief Legal Advisor Raul F. Salinas

ABSENT Treasurer Gregory Martinez

1
PAC BUDGET ADMIN The Board of Directors considered providing direction to staff on budgeting priorities for the Public Access Corporation.

Item 1 was unanimously continued to the meeting of October 24, 2017.

2
MINUTES The Board of Directors unanimously approved the Regular Meeting minutes of September 12, 2017 by motion of Chairwoman Davila and seconded by Board Member Rios.

3
COMMENTS FROM
THE AUDIENCE None

4
REPORTS AND COMMENTS
FROM CITY OFFICIALS None

ADJOURNMENT Chairwoman Davila unanimously adjourned the meeting at 9:26 p.m. and seconded by Vice Chairwoman Bernal.

PASSED and APPROVED this day of , 2017.

ATTEST:

Maria Davila, Chairman

Carmen Avalos, City Clerk