

0220-00539-0185

TRANSMITTAL

TO The Council	DATE 06/26/19	COUNCIL FILE NO.
FROM The Mayor		COUNCIL DISTRICT ALL

Amendment No. 4 to the First Restated and Amended Grant Agreement with the Los Angeles Cable Television Access Corporation for the Operation of Channel 36

Transmitted for your consideration. See the City Administrative Officer report attached. The Council has 60 days from the date of receipt to act, otherwise the contract will be deemed approved pursuant to Administrative Code Section 10.5(a).



(Ana Guerrero) for

MAYOR

RHL:KDU:11190094t

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

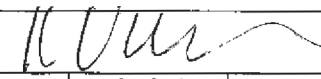

To: The Mayor	Date: 06-11-19	C.D. No. All	CAO File No.: 0220-00539-0185				
Contracting Department/Bureau: Information Technology Agency (ITA)		Contact: Laura Ito 213.473.3322; Leizl Soliman, 213.978.7596					
Reference: ITA Transmittal dated May 21, 2019							
Purpose of Contract: Provide grant funding in order to operate the City's Citywide Access Channel.							
Type of Contract: () New contract (x) Amendment, Contract No. C-108757		Contract Term Dates: July 1, 2005 – June 30, 2020; requested amendment effective July 1, 2019 through June 30, 2020					
Contract/Amendment Amount: \$505,000							
Proposed amount \$ 505,000 + Prior award(s) \$ 7,440,000 = Total \$7,945,000							
Source of funds: Telecommunications Development Account							
Name of Contractor: Los Angeles Cable Television Access Corporation (LACTAC)							
Address: 10370 Slusher Dr. #9, Santa Fe Springs, CA 90670							
	Yes	No	N/A	Contractor has complied with:	Yes	No	N/A
1. Council has approved the purpose	x			8. Business Inclusion Program			x
2. Appropriated funds are available	x			9. Equal Benefits & First Source Hiring Ordinances	x		
3. Charter Section 1022 findings completed	x			10. Contractor Responsibility Ordinance	x		
4. Proposals have been requested		x		11. Disclosure Ordinances	x		
5. Risk Management review completed	x			12. Bidder Certification CEC Form 50	x		
6. Standard Provisions for City Contracts included	x			13. Prohibited Contributors (Bidders) CEC Form 55	x		
7. Workforce that resides in the City: 70%				14. California Iran Contracting Act of 2010	x		

RECOMMENDATION

That the Council approve and authorize the General Manager of the Information Technology Agency (ITA) to execute Amendment No. 4 to the First Restated and Amended Grant Agreement C-108757 for the management and operation of Channel 36 with the Los Angeles Cable Television Access Corporation, to extend the term by one year for a new term of 15 years effective July 1, 2005 through June 30, 2020, and to increase compensation by \$505,000 for a new total contract compensation amount not to exceed \$7,945,000, subject to the review and approval of the City Attorney as to form and subject to ITA's release of a Request for Proposals initiating a new competitive process for these services.

SUMMARY

The Information Technology Agency (ITA) requests authority to execute Amendment No. 4 (Amendment) to the First Restated and Amended Grant Agreement C-108757 (Contract) with the Los Angeles Cable Television Access Corporation (LACTAC; Contractor) to manage and operate Channel 36 as a Citywide public access, educational, and community programming channel. The proposed Amendment will extend the term of the Contract by one year through June 30, 2020 and will increase compensation by \$505,000. The Amendment also includes administrative changes

			
KDU	Analyst	0220-00539-0185	City Administrative Officer

described below. The Contractor has provided Channel 36 management services since 1997 through similar predecessor agreements.

The Contract was initially executed in 2005 for a one-year term effective July 1, 2005 through June 30, 2006 with a maximum compensation of \$555,000. Since then, ITA has executed four amendments and four supplemental agreements, a first restated and amended grant agreement, and three amendments to the first restated and amended grant agreement, in order to extend the term for a total of 14 years. The current Contract expires on June 30, 2019 with compensation not to exceed \$7,440,000. The proposed Amendment will extend the Contract term by one year from July 1, 2019 through June 30, 2020 for a total term of 15 years, and authorize additional compensation of \$505,000 for a total contract compensation amount not to exceed \$7,945,000. The approval of this amendment is requested to continue services provided through the Contractor for Channel 36.

The following are among the services provided by the Contractor as outlined in the Amendment:

- 5,600 annual hours of community programming;
- 3,050 annual hours of educational programming;
- 700 annual hours of public access programming;
- 70 hours of public access user programming on air;
- 70 hours of public access user programming on the web;
- 12 interns sponsored; and,
- 12 educational entities receiving technical production assistance.

Administrative changes to the proposed Contract include updated agreements regarding reports, record keeping, and audits, including an annual audit that conforms with Generally Accepted Accounting Principles (GAAP) and the timing of release of funds to the Contractor. Additionally, an updated rules and procedures guide, performance measures, and expenditure plan for 2019-20 appear as Exhibits A through C of the Amendment.

In accordance with Charter Section 1022, the Personnel Department determined that City employees cannot perform the work proposed for contracting. Further, the City previously made a policy decision upon the creation of Channel 36 to keep its management and operation at arm's length from the City in order to avoid the appearance of City control over public and community programming content. In accordance with the Los Angeles Administrative Code Section 10.5(b)(2), Council approval of the proposed agreement is required because the term exceeds three years and the estimated annual compensation exceeds \$154,925.

Competitive Process for Services

ITA reports that the Contractor was initially selected on a sole-source basis because, at the time the Contractor was selected, there were no other providers that could manage and operate Channel 36. Since that time, ITA has not conducted a competitive procurement process to determine whether other providers would now be able to perform this service. When the Contract was last extended in 2018, Council instructed ITA to conduct a new competitive process for these services prior to consideration of additional extensions to the existing Contract. ITA indicates that while the Department has not yet released a Request for Proposals (RFP), a draft RFP is currently being reviewed by the City Attorney and is anticipated to be available for release in June 2019. It is

recommended that the execution of this Amendment be contingent upon ITA's release of an RFP initiating a new competitive process for the services in this Contract.

FISCAL IMPACT STATEMENT

Funding of \$505,000 is included in the Adopted 2019-20 Budget within the Telecommunications Development Account, Grants to Third Parties line item; there is no impact to the General Fund. Approval of the recommendation in this report complies with the City's Financial Policies as budgeted funds are available to support the proposed contract expenditures in 2019-20.

RHL:KDU:11190094

TED M. ROSS
GENERAL MANAGER
CHIEF INFORMATION OFFICER

JOYCE J. EDSON
EXECUTIVE OFFICER

JEANNE M. HOLM
ASSISTANT GENERAL MANAGER

ANTHONY MOORE
ASSISTANT GENERAL MANAGER

LAURA ITO
ASSISTANT GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

ITA

INFORMATION TECHNOLOGY AGENCY

CITY HALL EAST
200 N MAIN ST, ROOM 1400
LOS ANGELES, CA 90012
213.978.3311

ita.lacity.org

May 21, 2019

REF: FAS-166-19

Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
Los Angeles, CA 90012

Attention: Heleen Ramirez, Legislative Coordinator

SUBJECT: REQUEST FOR PERSONAL SERVICES CONTRACT – AMENDMENT NO. 4 TO THE FIRST RESTATED AND AMENDED GRANT AGREEMENT NO. C-108757 FOR FISCAL YEAR 2019-20 FUNDING OF THE LOS ANGELES CABLE TELEVISION ACCESS CORPORATION (LACTAC)

Dear Mayor Garcetti:

Attached for your review and approval is Amendment No. 4 to the First Restated and Amended Grant Agreement between the City of Los Angeles (hereinafter “City”) and the Los Angeles Cable Television Access Corporation (hereinafter “Grantee”) to continue providing educational, public and community access programming on the Citywide Access Channel for the period of July 1, 2019 through June 30, 2020 with grant funding up to \$505,000.

BACKGROUND

On July 1, 2005, the City and Grantee entered into Grant Agreement No. C-108757 to provide educational access programming on the Citywide interconnected educational access channel (Channel 36). The City has contracted with the Grantee for these services since 1995.

On July 1, 2016, the City and Grantee entered into Amendment No. 2 to the First Restated and Amended Grant Agreement regarding Contract C-108757 to extend the term of the Restated Grant Agreement to June 30, 2018 and to provide grant funding in the amount of \$505,000 for the term of the Restated Grant Agreement.

The Grantee has made an application for City grant funding in order to provide the same services to the City under the Restated Grant Agreement, as amended, for FY 2018-19.

The Grantee has agreed to and has amended its Bylaws and facility operating guidelines to provide and televise programming as an Educational/Public/Community Access

Honorable Eric Garcetti
May 21, 2019
Page 2

provider, thereby enabling new programming opportunities for Public Access users including internet access through Grantee's provision of Internet services.

The Grantee shall facilitate the Public Access users on a first-come, first-served basis as Grantee deems appropriate and reasonable to do so; the Grantee has demonstrated to the City that it is well qualified and responsible to perform the specified services in the Grant Agreement.

The City wishes to extend the term of the Restated Grant Agreement to June 30, 2020 and to provide grant funding for the maximum allowable amount of \$505,000 per City fiscal year, subject to and conditioned upon final approval by City Council.

The Personnel Department determined that another Charter 1022 determination was not required since the scope of work for this amendment has not changed and this contract requires work in mixed access programming station, and currently there are no civil service classifications that can perform these duties.

The Grantee has previously submitted and complied with the ordinances and other contracting requirements listed below:

	Yes	No	N/A
Equal Benefits Ordinance/First Source Hiring Ordinance (EBO/FSHO)	X		
Contractor Responsibility Ordinance (CRO) Pledge & Questionnaire	X		
Disclosure Ordinance (Slavery, Border Wall and NRA)	X		
City Ethics (CEC Forms 50 & 55)	X		
Iran Contracting Act 2010 Compliance	X		
% of Workforce residing in the City		70%	

The Grantee has uploaded both EBO/FSHO and Disclosure ordinance affidavits in BAVN website and was verified by Public Works Bureau of Contract Administration (BCA) on May 16, 2019.

The Grantee's General and Automobile Liability insurance expires on July 1, 2019. Grantee is aware of the need for the Insurance Agent to upload renewed ACORD certificate of insurance.

The Grantee has a valid Business Tax Registration Certificate (BTRC) and current tax status on file is in the clear and has submitted a copy of their W-9 and BTRC forms on May 15, 2019.

The Grantee has reviewed and has no exemptions nor objections to the terms and conditions of the latest Standard Provisions for City Service Contracts (Rev 10/17) [v.3].

The attached draft Amendment No. 4 to the First Restated and Amended Grant Agreement has been reviewed by the Grantee, and by the City Attorney as to form.

Honorable Eric Garcetti
May 21, 2019
Page 3

The headquarters address is as follows:

Los Angeles Cable Television Access Corporation
10370 Slusher Dr. #9
Santa Fe Springs, CA 90670

Per our City Attorney's recommendation, ITA is preparing to issue a Request for Proposal (RFP) to seek qualified providers for the continued operation of the City's mixed-use Public, Educational and Community Access Channel. The RFP document has been drafted, and ITA anticipates it to be finalized and released in the next couple of months.

FISCAL IMPACT STATEMENT

The annual contract authority will be based on the amount approved in the FY 2019-20 adopted budget. The source of funding is fees paid by cable providers. Funding will be appropriated in the Telecommunications Development Account, Grants to Third Parties, Account 013R and Reserve PEG Access Capital Cost Account, 013S. There is no impact to the General Fund.

RECOMMENDATION

That the Council approve and authorize the General Manager of ITA or his designee to execute Amendment No. 4 to the First Restated and Amended Grant Agreement with the Los Angeles Cable Television Access Corporation (LACTAC) for a one-year extension commencing July 1, 2019 thru June 30, 2020 for up to \$505,000 to provide Educational, Public and Community Access programming on the City's Channel 36.

If you have any questions, please contact Laura Ito at 213-978-3322 or William Imperial at 213-922-8383.

Respectfully Submitted,



Ted Ross
General Manager

Attachment

ec: Trina Unzicker, CAO
Laura Ito, ITA
William Imperial, ITA
Tita Zara, ITA
Irene Mayeda, ITA
Leizi Soliman, ITA

AMENDMENT NO. 4 TO THE FIRST RESTATED AND AMENDED

GRANT AGREEMENT NO. C-108757

Between

CITY OF LOS ANGELES

and

LOS ANGELES CABLE TELEVISION ACCESS CORPORATION

This AMENDMENT NO. 4 (this "Amendment") TO THE FIRST RESTATED AND AMENDED GRANT AGREEMENT NO. C-108757 (the "Restated Grant Agreement") is made and entered into effective as of this 1st day of July, 2019 between the City of Los Angeles (hereinafter "City"), a California municipal corporation, acting by and through the Information Technology Agency, and the Los Angeles Cable Television Access Corporation (hereinafter "Grantee"), a California nonprofit corporation with a principal place of business at 10370 Slusher Dr. #9, Santa Fe Springs, CA 90670.

WITNESSETH:

WHEREAS, Grantee has made an application for City grant funding in order to operate the City's Citywide Access Channel; and

WHEREAS, the Grantee agrees to use such grant funding to provide mixed-use access programming on one Citywide interconnected public, community and educational access channel in accordance with the provisions of the Restated Grant Agreement, as amended by this Amendment; and

WHEREAS, as a result of changes imposed under the State's Digital Infrastructure and Video Competition Act (DIVCA), Grantee agrees to provide mixed-use access programming management for video programming carried via cable, telephone and internet in accordance with the December 3, 2008 action of City Council and concurrence of the Mayor (CF 06-2818) and DIVCA; and

WHEREAS, the grant funds, if provided by City, shall be used by Grantee to provide Educational, Public and Community access programming on the Citywide Access Channel; and

WHEREAS, effective July 1, 2013, the City and Grantee entered into that certain First Restated and Amended Grant Agreement regarding Contract C-108757 (the "Restated Grant Agreement"), whereby the City provided Grantee grant funding in the amount of \$505,000 to operate and manage the Citywide Access Channel, with a term commencing July 1, 2013 and terminating on June 30, 2014; and

WHEREAS, effective July 1, 2014, the City and Grantee entered into Amendment No. 1 to the First Restated and Amended Grant Agreement regarding Contract C-108757 to extend the term of the Restated Grant Agreement to June 30, 2016 and to provide grant funding in the amount of \$505,000 per City fiscal year for the term of the Restated Grant Agreement; and

WHEREAS, effective July 1, 2016, the City and Grantee entered into Amendment No. 2 to the First Restated and Amended Grant Agreement regarding Contract C-108757 to extend the term of the Restated Grant Agreement to June 30, 2018 and to provide grant funding in the amount of \$505,000 per City fiscal year for the term of the Restated Grant Agreement; and

WHEREAS, effective July 1, 2018, the City and Grantee entered into Amendment No. 3 to the First Restated and Amended Grant Agreement regarding Contract C-108757 to extend the term of the Restated Grant Agreement to June 30, 2019 and to provide grant funding in the amount of \$505,000 per City fiscal year for the term of the Restated Grant Agreement; and

WHEREAS, Grantee has made an application for City grant funding in order to provide the same services provided to the City under the Restated Grant Agreement, as amended, for Fiscal Year 2019-2020; and

WHEREAS, Grantee has agreed to and has amended its Bylaws and facility operating guidelines to provide and air programming as an Educational/Public/Community Access provider, thereby enabling new programming opportunities for Public Access users including internet access through Grantee's provision of Internet services; and

WHEREAS, the Grantee shall facilitate the Public Access users on a first-come, first-served basis as Grantee deems appropriate and reasonable to do so; and

WHEREAS, Grantee has demonstrated to the City that it is well qualified and responsible in performing the specified services in the Grant Agreement; and

WHEREAS, the City wishes to extend the term of the Restated Grant Agreement to June 30, 2020 and to provide grant funding in the maximum allowable amount of \$505,000 per City fiscal year for such extended term, subject to and conditioned upon final approval by City Council and Mayor.

NOW THEREFORE, in consideration of the foregoing conditions, promises and covenants hereinafter contained the parties hereto agree to amend the Restated Grant Agreement, as previously amended, as follows:

1. **PURPOSES OF THE GRANT AGREEMENT, Paragraph No. 1**, as previously amended, is hereby amended in its entirety to read as follows:

The purpose of this Restated Grant Agreement is to set forth the terms and conditions for Grantee's use of the Citywide interconnected access channel as

contemplated in this Restated Grant Agreement. Upon submission and approval of all financial documents required under Restated Grant Agreement, Grantee will be provided funding on a quarterly basis. All grant money shall be used to finance Grantee's annual budget, attached as Exhibit A. Any significant deviations from budgets submitted pursuant to this Restated Grant Agreement must be approved in advance in writing by the Information Technology Agency (ITA) or its designee. Significant deviations shall be defined as any category deviations that exceed 10% in a fiscal year. The term of this Restated Grant Agreement shall commence on July 1, 2013 and shall terminate on June 30, 2020. This Restated Grant Agreement shall be subject to termination by the City if funds are not appropriated for these services in each ensuing fiscal year commencing July 1. If this Restated Grant Agreement is terminated for non-appropriated funds, the City shall provide Grantee with notice of any termination or reduction of funds after July 1st.

2. **REPORTS, RECORDS AND AUDITS, Paragraph No. 18, Subparagraph F**, as previously amended, is hereby amended in its entirety to read as follows:

F. A description of any changes to the "Guide to Rules and Procedures for Educational Access Users," (Exhibit B), including the addition of opportunities for Public Access users to have access to programming time slots after June 30, 2019, and shall include the provision of Internet services available to Public Access users.

3. **REPORTS, RECORDS AND AUDITS, Paragraph No. 21**, as previously amended, is hereby further amended to include the following paragraph:

For City fiscal year 2019-20, Grantee shall submit to the ITA a report prepared by an independent public accountant ("Auditor") certified to perform audits that conform to GAAP no later than November 15, 2019. The yearly audit performed in accordance with GAAP, shall state the complete financial position of the Grantee as of the 30th day of June 2019, and shall cover the period July 1, 2018 through June 30, 2019. The methodology employed in this audit must be approved in writing by the City prior to the Auditor beginning this audit.

4. **METHOD OF FUNDS RELEASED TO GRANTEE, Paragraph No. 24**, as previously amended, is hereby further amended to include the following paragraph:

For City fiscal year 2019-20, the funding amount shall be released in four (4) quarterly payments on or before the 31st day of August, the 30th of November, the 28th day of February, and the 31th day of May of each year for the period July 1, 2019 to June 30, 2020, provided that ITA has timely received and approved all financial reports and other required documents under the terms of

this and previous Grant Agreements. Such payments shall be made in accordance with the provisions of this Paragraph 24.

5. **GENERAL TERMS AND CONDITIONS, Paragraph No. 32**, as previously amended, is hereby further amended to include the following paragraph:

For City fiscal year 2019-20, proof shall be submitted in the first semi-annual report due on or before the 15th day of January 2020 for the period covering the preceding fiscal year of July 1, 2018 through June 30, 2019. All other provisions of this Paragraph 32 shall apply.

6. **APPENDIX AND EXHIBITS**

The following appendix and exhibits of the Restated Grant Agreement, as previously amended, are further amended as follows:

- a. Exhibit A is amended to include the LACTAC 2019-20 Proposed Budget as attached hereto as Exhibit A of this Amendment.
 - b. Exhibit B is replaced in its entirety with the Guide to Rules and Procedures for Educational Access Users (Rev. 1/1/19) as attached hereto as Exhibit B of this Amendment.
 - c. Exhibit C is amended to include the 2019-20 Performance Measures (Rev. 1/1/19) as attached hereto as Exhibit C of this Amendment.
8. Due to the need for the Grantee's services to be provided continuously on an ongoing basis, Grantee may have provided services prior to the execution of this Amendment. To the extent that said services were performed in accordance with the terms and conditions of the Restated Grant Agreement, as amended by this Amendment, those services are hereby ratified.
9. Except as amended herein, all other provisions of the Restated Grant Agreement, as previously amended, shall remain in full force and effect.

IN WITNESS THEREOF, the Grantee and the City have caused this AMENDMENT NO. 4 (this "Amendment") TO THE FIRST RESTATED AND AMENDED GRANT AGREEMENT NO. C-108757 to be signed by their respective duly authorized officers:

APPROVED AS TO FORM:
MICHAEL N. FEUER, City Attorney

CITY OF LOS ANGELES

By: _____
Steven H. Hong
Deputy City Attorney

Laura Ito
Assistant General Manager
Information Technology Agency

Date: _____

Date: _____

ATTEST: HOLLY WOLCOTT
City Clerk

LOS ANGELES CABLE TELEVISION
ACCESS CORPORATION

By: _____

Signature

Date: _____

Printed Name

Title

Date

Los Angeles Cable Television Access Corporation
City & LA36 Budget

	LA City	LA36	Total	LA City	LA36	Total
	Budget	Budget	Budget	Budget	Budget	Budget
	2018 - 2019	2018 - 2019	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020
Operations Income/Expense						
Income						
420-00 · Grant Income City of LA	255,000.00	0.00	255,000.00	255,000.00	0.00	255,000.00
425-00 · Other Production Income	0.00	746,000.00	746,000.00	0.00	758,000.00	758,000.00
Total Operations Income	255,000.00	746,000.00	1,001,000.00	255,000.00	758,000.00	1,013,000.00
Gross Profit	255,000.00	746,000.00	1,001,000.00	255,000.00	758,000.00	1,013,000.00
Operations Expense						
1 · Personnel						
1.1 · Wages & Salaries	161,050.00	0.00	161,050.00	161,050.00	0.00	161,050.00
1.2 · Payroll Taxes	16,200.00	23,800.00	40,000.00	16,200.00	23,800.00	40,000.00
1.3 · Group Term Liability	0.00	3,000.00	3,000.00	0.00	4,000.00	4,000.00
1.4 · Workers Compensation	2,000.00	6,200.00	8,200.00	2,000.00	7,000.00	9,000.00
1.5 · 401k	0.00	6,500.00	6,500.00	0.00	7,000.00	7,000.00
1.6 · Health Insurance	4,000.00	49,460.00	53,460.00	4,000.00	54,460.00	58,460.00
1.8 · Payroll Expenses/Services	0.00	5,500.00	5,500.00	0.00	5,600.00	5,600.00
1.9 · Staff Development & Training	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
Total 1 · Personnel	183,250.00	95,460.00	278,710.00	183,250.00	102,860.00	286,110.00
2 · Technical Consultants						
2.1 · Accountant Fees	0.00	11,000.00	11,000.00	0.00	12,000.00	12,000.00
2.2 · Auditors	0.00	9,000.00	9,000.00	0.00	9,500.00	9,500.00
2.9 · Outside Services	0.00	3,400.00	3,400.00	0.00	100.00	100.00
Total 2 · Technical Consultants	0.00	23,400.00	23,400.00	0.00	21,600.00	21,600.00
3 · Occupancy						
3.1 · Rent	30,000.00	4,500.00	34,500.00	30,000.00	5,600.00	35,600.00
3.3 · Other Occupancy Costs	5,000.00	3,000.00	8,000.00	5,000.00	3,000.00	8,000.00
3.4 · Telephone/Fax/Pager/On-line Svc	2,000.00	16,000.00	18,000.00	2,000.00	16,000.00	18,000.00
3.5 · Connectivity	2,000.00	25,000.00	27,000.00	2,000.00	27,000.00	29,000.00
Total 3 · Occupancy	39,000.00	48,500.00	87,500.00	39,000.00	51,600.00	90,600.00
4 · Supplies						
4.2 · General	1,500.00	3,500.00	5,000.00	1,500.00	3,500.00	5,000.00
Total 4 · Supplies	1,500.00	3,500.00	5,000.00	1,500.00	3,500.00	5,000.00
5 · Insurance						
5.1 · Broadcasters Liability/E&O	1,000.00	5,840.00	6,840.00	1,000.00	5,840.00	6,840.00
5.2 · General Liability	1,000.00	16,000.00	17,000.00	1,000.00	16,000.00	17,000.00
5.3 · Directors & Officers	1,000.00	450.00	1,450.00	1,000.00	450.00	1,450.00
Total 5 · Insurance	3,000.00	22,290.00	25,290.00	3,000.00	22,290.00	25,290.00
6 · Travel						
6.2 · Conference/Training	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
6.3 · Gasoline	0.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
6.4 · Local Travel/Mileage/Parking	200.00	7,300.00	7,500.00	200.00	8,000.00	8,200.00
6.5 · Meals/Lodging	0.00	16,000.00	16,000.00	0.00	16,000.00	16,000.00
6.7 · Production Vehicles	1,000.00	2,000.00	3,000.00	1,000.00	2,000.00	3,000.00
6.8 · Transportation/Vehicle Rental	0.00	500.00	500.00	0.00	500.00	500.00
Total 6 · Travel	1,200.00	37,800.00	39,000.00	1,200.00	38,500.00	39,700.00

	Budget 2018 - 2019	Budget 2018 - 2019	Budget 2018 -2019	Budget 2019 - 2020	Budget 2019 - 2020	Budget 2019 - 2020
7 - Publications						
7.1 - Stationery Production/Printing	0.00	500.00	500.00	0.00	500.00	500.00
Total 7 - Publications	0.00	500.00	500.00	0.00	500.00	500.00
8 - Other						
8.1 - Bank fees/penalties/permits&fee	0.00	3,600.00	3,600.00	0.00	3,600.00	3,600.00
8.4 - LA 36 PR/Promotions	0.00	4,500.00	4,500.00	0.00	4,500.00	4,500.00
8.5 - Membership-Dues	0.00	750.00	750.00	0.00	750.00	750.00
8.6 - Postage & Delivery	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
8.7 - Marketing & Social Media	0.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
8.8 - Subscriptions	0.00	300.00	300.00	0.00	300.00	300.00
8.9 - Other	0.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
Total 8 - Other	0.00	20,650.00	20,650.00	0.00	20,650.00	20,650.00
9 - Production & Programming	27,050.00	488,866.00	515,916.00	27,050.00	488,866.00	515,916.00
Total Operations Expense	255,000.00	740,966.00	995,966.00	255,000.00	750,366.00	1,005,366.00
Net Operations Income	0.00	5,034.00	5,034.00	0.00	7,634.00	7,634.00
Capital Income/Expense						
Capital Income						
18 - Grant - LA City Capital Campaign	250,000.00	0.00	0.00	250,000.00	0.00	0.00
Total Other Income	250,000.00	0.00	0.00	250,000.00	0.00	0.00
Capital Expense						
19 - Capital Grant Expenses						
19.3 - Audio Visual New	40,000.00	0.00	0.00	40,000.00	0.00	0.00
19.4 - Equip Repair & Maintenance	14,800.00	0.00	0.00	14,800.00	0.00	0.00
19.5 - Equipment Rental	46,200.00	0.00	0.00	46,200.00	0.00	0.00
19.6 - Library	149,000.00	0.00	0.00	149,000.00	0.00	0.00
Total 19 - Capital Grant Expenses	250,000.00	0.00	0.00	250,000.00	0.00	0.00
Total Capital Expense	250,000.00	0.00	0.00	250,000.00	0.00	0.00
Net Capital Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	0.00	5,034.00	5,034.00	0.00	7,634.00	7,634.00

**Los Angeles Cable Television Access Corporation (LACTAC)
Public Access Guidelines**

Public Access In The City Of Los Angeles

The Los Angeles City Council adopted Option One of the recommendations and options provided by the Board of Information Technology Commissioners for Public, Educational and Governmental Access (PEG) commencing January 1, 2009.

Until further notice, LA36 (LACTAC) will carry the "Best Of" Public Access programming in the City of Los Angeles. "Best Of" will be decided by an advisory committee who will review content on a quarterly basis. Approved content will then be schedule on a First-come, First-serve basis in the station's allocated time slots. The remainder of submitted content will be housed on a website hosted by LA36 (same submission rules apply). The City will be unable to provide Public Access studios due to changes in state law. In addition, LA36 does not have studio capacity or equipment for loan. However, LA36 does provide production services for a minimum fee of \$500 dollars per show. Please contact the LA36 offices for more information.

Submission Guidelines:

These guidelines apply to Public Access content supplied to LA36 by Los Angeles stakeholders. All submissions must include a signed compliance form and a completed playback request form. Do not submit masters as no submissions will not be returned, regardless of whether or not the program is selected for cablecasting or not. LACTAC and its advisory board will base its decisions to air programming based on many factors including the following guidelines:

Who can submit programming:

Any individual over 18 years of age or non-profit stakeholder in the City of Los Angeles. There is no fee associated with airing on LA36.

When to submit programs:

LACTAC will accept programming via mail on a quarterly basis. The Public Access Advisory committee will review program submissions once a quarter. Please submit content by the following dates: February 1, May 1, August 1 and December 1. Any content submitted after the aforementioned dates will be judged in the next quarter. You may submit as many programs as you would like at one time up to 26 hours (29 or 59 minute shows or one year's worth) of content in a calendar year.

Program restrictions:

Programs must not contain any of the following: gambling, obscenity, sexual content, solicitation of funds, advertising, promotion of commercial products and/or services, misrepresentation of illegalities such as libel, slander, defamation, invasion of privacy or publicity rights, unfair competition or copyright violation.

Episodes will receive no more than 2 airings in a year. Ideally shows will be the standard lengths of 29:30 or 59:00 minutes. No single public access community producer shall monopolize the channel time or a

specific time slot. No single public access producer may have more than one hour of public access channel space in any given week and a maximum of two hours of channel space per month. Individual episodes only need to be submitted once. Once selected to air on LA36 you may request a second airing by writing to publicaccess@lchannel36.com.

The Advisory Committee makes all final decisions in regard to what it deems the “Best Of” Public Access. While LA36 generally conducts business in English, you are welcome to submit programs in any language. Programs submitted in languages other than English MUST also be submitted with an English transcript.

Once my program is selected for air how will my program be scheduled?

LACTAC will, to the best of its ability, provide channel time on a first-come, first-served basis, subject to the policies and guidelines herein. LA36 will exercise scheduling discretion to ensure access for new channel users, single programs, series and special events. Channel time is made available on a reasonable, nondiscriminatory basis. Locally produced works take precedence over programs produced outside of Los Angeles. Notification of cablecast dates will be given via email.

Single Show:

A “special” or stand-alone single program (not part of a series) will receive no more than 2 airings in a calendar year and will be scheduled on a first-come, first served basis. No than one hour of public access channel space in any given week and a maximum of two hours of channel space per month.

Series Show

Series program producers are allotted 4 (30 minute) blocks per month. We are unable to guarantee specific time slots to anyone.

We reserve the right to make changes to the scheduled air date and time without advanced notice . We are not liable for any mistakes, omissions or interruptions in the cablecast and any other means of distribution of programs.

Where to submit:

Please see digital file sharing category below.

WE DO NOT ACCEPT WALK INS OR DROP OFFS.

1. All submissions must include a signed compliance form and a completed playback request form.
2. Submit the show with a copy of a photo I.D. with your birth date
3. A copy of a document with your current Los Angeles address such as a utility bill
4. LACTAC will not return any submitted content.
5. You may submit as many programs as you would like at one time up to 26 hours (29 or 59 minute shows or one year’s worth) of content in a calendar year.

TECHNICAL STANDARDS

These standards are required for every submitted program — individual and series.

1. AUDIO FORMAT REQUIREMENTS

- a) Program audio shall be recorded on both channels (stereo preferred or dual mono). Programming consisting exclusively of dialog on one channel and ambience on the other audio channel must be mixed to mono and recorded on both audio channels. Audio shall be recorded in phase.
- b) Maintain optimum audio level at -10 db. Do not go over – 4 db to avoid sound distortions.
- c) Any language. (If any other language other than English it MUST be submitted with a English transcription)

1. DIGITAL FILE REQUIREMENTS

- No menus
- Episodes should start with 10 seconds of black
- Slate with program title, producer or organization name, segment or episode title, date and tape number
- Program begins, fade in from black
- Program ends with credits, fade out to black.
- Shows may include underwriting at the start or end of the program. Logos only for 10 seconds. No voice over, business mailing address, phone or fax number or web address may be included with underwriting acknowledgements.
- Stable control track throughout.
- Video and audio tracks well synchronized to avoid lip-synch problems.

3. MEDIA QUALITY

The program DVD must have good audio and video quality. When a question of adequate content quality arises, the advisory committee will decide whether or not the program meets LA36's quality standards.

- DVD's submitted should ideally be recorded at the lowest compression rate
- No menus
- Must have zero or very low noise content.
- Must have no color smearing.
- Horizontal stability (sync) in all modes.
- Free from break-up, glitch, noise, snow or dropouts, creases or damage
- Clear, audible and understandable sound track with equal volume level on two channels.
- Program must be delivered in a jewel case, jacket, sleeve or box to protect from dust and dirt that can damage LA36 equipment
- Program must be properly labeled.
- Do not submit Program Masters.

4. LABELING

- Program Title
- Community Producer or Organization Name and phone number
- TRT (total running time – hour : minutes : seconds)
- Episode or program number or subtitle
- Date program was made
- Any other optional information

- Brief Description of Episode Content

1. EDITING

All programs must be professionally edited on a nonlinear editing system.

- Camera or VCR edits made by turning the camera (or VCR) off and on while shooting are not acceptable.
- LA36 does not air programming that is unprofessionally mastered because it introduces glitches, breakups and/or snow, and lowers picture quality— resulting in transmission problems.

2. TOTAL RUNNING TIME

LA36 accepts Public Access programs in two lengths.

- Programs for half-hour time slots must be from 28 to a maximum of 29:30 minutes long.
- Programs for hour long time slots must be 58 to a maximum of 59 minutes long.
- Ideally shows will be the standard lengths of 29:30 or 59:00 minutes

DIGITAL FILE SHARING

ALL producers must send content via file share to strumbo@lchannel36.com. Digital files must be in MP4 format. There are many file sharing websites to choose from i.e. Dropbox, Google Docs, WeTransfer, PEGMedia. Choose one that works best for you. Send us a notification via email to inform us that episodes are ready for download.

For more information:

LA36 Public Access Line – 213-346-3864 ext. 311
www.la36.org

Revised on 1/1/19
Subject to change or review

LOS ANGELES CABLE TELEVISION ACCESS CORPORATION (LA36)**FY 2019-2020 PERFORMANCE MEASURES****SERVICES**

1. AVG ANNUAL HOURS OF CABLECAST – COMMUNITY PROGRAMMING	<u>5600</u>
2. AVG ANNUAL HOURS OF CABLECAST – EDUCATIONAL PROGRAMMING	<u>3050</u>
3. AVG ANNUAL HOURS OF CABLECAST – PUBLIC ACCESS PROGRAMMING	<u>700</u>
4. TOTAL NUMBER OF PUBLIC ACCESS USERS SCHEDULING PROGRAMMING ON AIR	<u>70</u>
5. TOTAL NUMBER OF PUBLIC ACCESS USERS SCHEDULING PROGRAMMING ON WEB	<u>70</u>
6. NUMBER OF INTERNS	<u>12</u>
7. NUMBER OF EDUCATIONAL ENTITIES RECEIVING TECHNICAL PRODUCTION ASSISTANCE	<u>12</u>

REVENUE

1. INCOME FROM PRODUCTION SERVICES	<u>\$758,000</u>
2. LA CITY GRANT INCOME	<u>\$505,000</u>