

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, June 6, 2023
7:00 p.m. at 150 S. Los Robles Ave., Suite 101**

BOARD OF DIRECTORS

Kim Washington, Vice President (District 1)
Jan Sanders, Treasurer (District 2)
Anna Hawkey Jablonski (District 3)
Alan Clelland (District 4)
Michael Ocon (District 5)
Ken Chawkins, President (District 6)
Sally Howell (District 7)
Gail Schaper-Gordon (Mayor's Representative)
Lisa Derderian (City Manager's Representative)
Beth Leyden, Secretary (PUSD Representative)
Alexander Boekelheide (PCC Representative)

STAFF

George Falardeau, Executive Director CEO
Chris Miller, Chief Operating Officer
Bobbie Ferguson, Chief Production Officer
Liza Rodriguez, Office Administrator/Asst. to the Executive Director CEO

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 101, 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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Conversation Live

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

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, June 6, 2023**, starting at **7:00 p.m.**, at **PCAC** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

CLOSED SESSION

- BOARD OF DIRECTORS CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8
Property Location: 150 S. Los Robles Ave., Suite 101
Agency Negotiator: George Falardeau
Negotiating Party: Gloria French
Under Negotiation: Price and terms of payment

PUBLIC MEETING

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF May 2, 2023 SPECIAL 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
 - FY24 PCAC BOARD OFFICER NOMINATIONS AND ELECTION
 - Action Item
 - PEG CAPITAL FUND REQUEST NOT TO EXCEED \$81,293: PCAC request for an electric cargo van and studio flooring.
Recommendation:
 - Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption);
 - Authorize the Executive Director CEO to enter a contract, without competitive bidding pursuant to City Charter Section 1002(H), contracts with other governmental entities, with 72 Hour LLC dba Chevrolet of Watsonville/National Auto Fleet Group (72 Hour) for the purchase of an electric Ford E-Transit cargo van in an amount not to exceed \$71,661;
 - Grant the proposed contract with 72 Hour an exemption from the competitive selection process pursuant to Pasadena Municipal Code 4.08.049(A)(3), contracts with other governmental entities;
 - In the event the Executive Director CEO is unable to consummate the transaction directly with 72 Hour, authorize the abatement of the above-mentioned funds for the van to the City of Pasadena, so the City may procure the van from 72 Hour for PCAC; and
 - Authorize the Executive Director CEO to enter a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with Epoxy Masters LA for studio flooring in an amount not to exceed \$9,632.

- Action Item
- STRATEGIC PLAN DEVELOPMENT re: determining date, location and other details for board retreat
 - Information Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

Ken Chawkins, President, 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 2nd day of June, 2023.

Liza Rodriguez, Office Administrator

**PASADENA COMMUNITY ACCESS CORPORATION
BOARD OF DIRECTORS
REGULAR MEETING
150 S LOS ROBLES AVE
PASADENA, CA 91101**

Minutes of Pasadena Community Access Corporation

This regular meeting of the PCAC Board of Directors was held on Tuesday, May 2, 2023.

REGULAR MEETING – President Chawkins called the meeting to order at 7:06 p.m.

CLOSED SESSION – *No reportable action for the following agenda item:*

- **BOARD OF DIRECTORS CONFERENCE WITH REAL PROPERTY NEGOTIATOR** pursuant to Government Code Section 54956.8
 - Property Location: 150 S. Los Robles Ave., Suite 101
 - Agency Negotiator: George Falardeau
 - Negotiating Party: Gloria French
 - Under Negotiation: Price and terms of payment

PUBLIC MEETING

I. INTRODUCTION OF MEMBERS/CALL TO ORDER/ROLL CALL

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

Kimberly Washington, Vice President (District 1), present
Jan Sanders, Treasurer (District 2), present
Anna Hawkey Jablonski (District 3), present
Vacant (District 4)
Michael Ocon (District 5), present
Ken Chawkins, President (District 6), present
Sally Howell (District 7), present
Gail Schaper-Gordon (Mayor's Representative), present
Beth Leyden, Secretary (PUSD Representative), present
Alex Boekelheide (PCC Representative), present
Lisa Derderian (City/City Manager's Representative), absent

Staff:

George Falardeau, Executive Director/CEO, present
Chris Miller, Chief Operating Officer, present
Bobbie Ferguson, Director (Chief) of Production, present
Liza Rodriguez, Office Administrator/Asst. to the ED/CEO, present
Javan Rad, Chief Assistant City Attorney, present

II. APPROVAL OF APRIL 4, 2023 SPECIAL BOARD MEETING MINUTES

- **Motion to Approve:** *Beth Leyden moved to approve minutes for April 4, 2023. Seconded by Jan Sanders. The motion passed unanimously. No public comment.*

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA – Please limit comments to three minutes each.

- No public comment.

IV. TREASURER REPORT

- Treasurer's report presented by Chris Miller in lieu of Treasurer Jan Sanders, who was sick, per agenda packet. *Information item only. No public comment.*

V. EXECUTIVE DIRECTOR REPORT

- Executive Director's report presented by ED/CEO George Falardeau and staff per agenda packet. *Information item only. No public comment.*

VI. OLD BUSINESS

- None

VII. NEW BUSINESS

- **PEG CAPITAL FUND REQUEST NOT TO EXCEED \$88,000; PCC-TV request for fixed A/V equipment upgrades, an electric cart vehicle, and general A/V production equipment.**
 - **Recommendation:**
 1. **Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption); and**
 2. **Authorize the Executive Director/CEO to distribute PEG capital funds to Pasadena City College in an amount not to exceed \$88,000 for the purchase of PEG capital equipment described in the staff report accompanying this agenda.**
 3. *Action Item: Gail Schaper-Gordon moved to approve the PEG Fund Request. Seconded by Anna Hawkey Jablonski. The motion passed unanimously.*

VIII. NEW BUSINESS

- **PCAC TAX RETURN: SUBMISSION OF THE ANNUAL IRS FORM 990**
 - Information Item

IX. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

- Various announcements by Board Members and Staff

X. ADJOURNMENT

- *Chair/President Chawkins adjourned the meeting at 7:55pm.*

FUTURE MEETING DATES

- **June 6, 2023**
- **July 4, 2023**

Pasadena Community Access Corporation		
Statement of Financial Position		
As of May 31, 2023		
	Total	
	As of May 31, 2023	As of Jun 30, 2022 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	200	200
1120 Bank of America Checking (1018)	374,826	235,853
1130 Bank of America Capital - Restricted (9451)	565,474	474,874
1160 Paypal	1,081	1,000
1170 PFCU Savings (7181)	123,976	123,930
Total Bank Accounts	\$ 1,065,558	\$ 835,857
Accounts Receivable		
1200 Accounts Receivable	2,150	100
Total Accounts Receivable	\$ 2,150	\$ 100
Other Current Assets		
1190 Undeposited Funds	50	200
1330 Prepaid Insurance	279	10,384
Total Other Current Assets	\$ 329	\$ 10,584
Total Current Assets	\$ 1,068,037	\$ 846,541
Fixed Assets		
1600 Production Equipment	437,419	437,419
1635 Leasehold Improvements	93,898	93,898
1640 Right-to-Use Lease Assets	361,848	361,848
1650 Accumulated Depreciation	-375,642	-375,642
1660 Accumulated Depreciation - LHI	-70,423	-70,423
1670 Accumulated Amortization	-167,007	-167,007
Total Fixed Assets	\$ 280,092	\$ 280,092
Other Assets		
1800 Security Deposit	12,420	12,420
Total Other Assets	\$ 12,420	\$ 12,420
TOTAL ASSETS	\$ 1,360,549	\$ 1,139,053
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
2050 Chase Visa Credit Card	1,450	7,964
2060 Divvy Credit Card	-63	57
Total Credit Cards	\$ 1,387	\$ 8,020
Other Current Liabilities		
2070 Accrued Interest	35	35
2100 Payroll Liabilities	-10,162	24,320
2200 Accrued Vacation	-18,031	30,259
2500 Current Lease Liability	169,339	169,339
2800 Deferred Income	0	0
Total Other Current Liabilities	\$ 141,181	\$ 223,953
Total Current Liabilities	\$ 142,568	\$ 231,974
Long-Term Liabilities		
Lease Payables	28,403	28,403
Total Long-Term Liabilities	\$ 28,403	\$ 28,403
Total Liabilities	\$ 170,971	\$ 260,377
Equity		
3000 Opening Bal Equity	-36,271	-36,271
3100 Retained Earnings	249,491	440,073
3200 Temporarily Restricted Assets	665,456	474,874
Net Income	310,902	
Total Equity	\$ 1,189,578	\$ 878,676
TOTAL LIABILITIES AND EQUITY	\$ 1,360,549	\$ 1,139,053

Pasadena Community Access Corporation

Pro Forma P&L - May 2023

FY 2023 YTD Actual vs FY 2023 Adopted Budget

		vs. 11 mo. Budget			vs. Full Year Budget		
	YTD Actual	YTD Budget	\$	%	FY23 Budget	\$	%
Income							
City of Pasadena	1,052,000	1,052,000	-	0.0%	1,052,000	-	0.0%
Contributions & Grants	6,587	7,333	(747)	-10.2%	8,000	(1,413)	-17.7%
Production Services	29,825	30,833	(1,008)	-3.3%	32,000	(2,175)	-6.8%
Program Services	3,775	5,500	(1,725)	-31.4%	8,000	(4,225)	-52.8%
Other Revenue	47	917	(870)	-94.9%	1,000	(953)	-95.3%
Total Income	1,092,233	1,096,583	(4,350)	-0.4%	1,101,000	(8,767)	-0.8%
Expenses							
Payroll Expenses	567,783	566,865	(918)	-0.2%	614,104	46,321	7.5%
Payroll Taxes	45,459	49,884	4,425	8.9%	54,041	8,582	15.9%
Employee Benefits	84,156	104,169	20,012	19.2%	112,589	28,433	25.3%
Occupancy Expenses	178,320	209,841	31,521	15.0%	227,924	49,604	21.8%
Accounting & Audit	17,765	16,495	(1,270)	-7.7%	16,945	(820)	-4.8%
Advertising & Marketing	2,229	2,750	521	19.0%	3,000	771	25.7%
Automobile Expense	556	1,329	773	58.1%	1,450	894	61.6%
Bank & Payroll Processing Fees	1,313	1,558	245	15.7%	1,700	387	22.8%
Board Materials & Expenses	10	110	100	90.9%	120	110	91.7%
Cable Drop Fees	9,162	9,067	(95)	-1.0%	9,263	101	1.1%
Contract Labor	2,156	1,100	(1,056)	-96.0%	1,200	(956)	-79.7%
Dues and Subscriptions	2,190	3,500	1,310	37.4%	3,500	1,310	37.4%
Legal & Professional Fees	-	-	-		20,000	20,000	100.0%
Licenses, Permits & Other Fees	243	174	(69)	-39.5%	174	(69)	-39.5%
Meals & Entertainment	2,253	1,595	(658)	-41.3%	1,740	(513)	-29.5%
Office Expense	8,064	6,875	(1,189)	-17.3%	7,500	(564)	-7.5%
Production Expense	13,129	19,867	6,738	33.9%	21,000	7,871	37.5%
Professional Development	3,650	1,925	(1,725)	-89.6%	2,100	(1,550)	-73.8%
Travel & Lodging	2,015	2,350	335	14.2%	2,650	635	23.9%
Total Expenses	940,455	999,454	58,999	5.9%	1,101,000	160,545	14.6%
Net Operating Income	151,778	97,130	54,649	56.3%	-	151,778	
PEG Capital Income Recognized	141,713	142,500	(787)	-0.6%	190,000	(48,287)	-25.4%
PEG Capital Equipment Expense	99,982	174,167	74,185	42.6%	190,000	(90,018)	-47.4%

PCAC Administrative Report – May 2023

Respectfully submitted by George Falardeau, Chris Miller & Bobbie Ferguson

- Presented PCAC's FY2024 business plan to the City Council's EDTech Committee chaired by Councilmember Tyron Hampton. Modified our original request for funding to \$43K to cover additional staff needed for an increased number of committee meetings. Councilmembers asked various questions, including how we determine viewership. We responded by indicating that no viewership available through Spectrum. However, internet traffic and anecdotal information received through community contact and social media suggests an increase in viewership overall. The city is looking to add additional meetings for newly formed committees. Staff is providing estimates for additional costs. We received strong support from members of our Citizens Advisory Committee (CAC), who were in attendance, including Committee Chair Phil Hopkins, CAC members Sheryl Turner, Martin Sweeney, and resident/member Lory Kohn. Each addressed the council and expressed their strong support for Pasadena Media's mission and accomplishments.
- Attended and recorded the Mayor's Annual Interfaith Prayer Breakfast at the Pasadena Convention Center. Pasadena Media coverage aired on KPAS. The event was hosted by Pasadena non-profit Friends In Deed. Mayor Gordo gave opening remarks with a change in format featuring a local choir performing songs of inspiration. I organized two Rotary sponsored tables of 10 adding to the event's successful fundraiser.
- Attended Connect Pas4 event at the Pasadena Convention Center. Hosted by Harambee Ministries with remarks from Mayor Gordo and Councilmember Hampton. This event allowed local non-profits to connect and share initiatives and projects. Also in attendance was Pasadena Media staff and *Arroyo Live* producer Kevin Bruce. Mr. Bruce engaged participants for show ideas and connections.
- *Pasadena Media News* continues to highlight stories in the city providing one and a half to two and a half minutes of news each. These stories included library week, the city's purchase of a Kaiser building for a new mental health, housing, and retail site, the text before tow program, Asian American Pacific Islander Heritage Month, water conservation awareness, mental health awareness, police reform, parks & rec seeking input from city constituents, pride month, housing assistance waitlist, and gun violence awareness.
- Covered the annual Pasadena Police and Fire Memorial held at the steps of City Hall. The event went well with presentations from both police and fire personnel honoring those who heroically served our city.

- We've identified a candidate for the position of Director of Community Engagement. We received applications from both internal and external candidates. There was a strong interest in this position with many qualified candidates who applied. This position will cover not only community engagement overall but also grant writing, training, community-based projects, and social media. We are anticipating this new employee's start date to be July 5th.
- Attended and recorded the annual West Pasadena Residents' Association (WPRA) meeting at Maranatha High School. Guest speakers were City Manager Miguel Márquez, PWP General Manager Sidney Jackson, and Pasadena Libraries and Information Services Acting Director Tim McDonald. Opening remarks from Mayor Gordo and Councilmember Steve Madison. The event went well and had strong attendance.
- We were pleased to receive a donation of \$1000 from Pasadena resident and new member Greg Mansur. He and his son Phillip, are enrolled in our producer training program.
- In discussion with City Manager Miguel Márquez, he suggested we provide support to Jens Weiden, CEO and General Manager for the Rose Bowl Operating Company, to produce a video regarding Rose Bowl's plans for new income revenue; details forthcoming.
- As a member of Steve Madison's Advisory Committee, I attended a meeting at his residence. Topics discussed were the big ditch project, Caltrans, and Rose Bowl updates.
- Pasadena staff member Aylin Acosta and volunteer host Melissa Rocha created a new podcasting program focusing on the LatinX community; details forthcoming.
- PCAC CAC members expressed an interest in holding quarterly meetings to stay connected with what's going on with Pasadena Media. A special CAC meeting will be scheduled this summer to discuss.
- Met with Pasadena Deputy City Manager Alex Souto, Assistant City Attorney Lesley Cheung, Chief Assistant City Attorney Javan Rad, and COO Chris Miller to finalize HR matters for Pasadena Media. Wrote letters of appreciation to both City Manager and City Attorney for their support, guidance, and professionalism.
- Provided information to the city so that they could create indemnification language in their insurance policy regarding PCAC.

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

Operations Report – May 2023

Respectfully submitted by Chris Miller, Chief Operating Officer

- **UPDATE - Threat to Franchise Fees & PEG: Ongoing**
Rep. Chu joined Rep. Schiff and Sen. Feinstein again as co-sponsors of the reintroduced Protecting Community Television Act in their respective houses of Congress. We will continue pursuing Sen. Padilla.
- **Threat to Local Franchising & PEG: Ongoing**
A new bill known as the “American Broadband Act of 2023,” H.R. 3557, purports to “streamline” permitting to increase broadband availability, but instead would eliminate local and state rights in wireless siting and cable franchising – allowing franchising itself to be effectively eliminated. This will have disastrous effects for local communities. As the bill is moving through Committee in the House with no companion bill yet in the Senate, we are asking Rep. Chu and Rep. Schiff to vote no on the legislation.
- **PEG Requests: In Progress**
Requests for a mobile production video system (flypack), cameras, and other needs are forthcoming. Please refer to “Channel Managers Meeting - June 5, 2023” in your packet for information about tonight’s request for an electric cargo van and studio flooring.
- **Director of Community Engagement Hiring: In Progress**
We have identified a candidate with an expected start date of July 5.
- **Alliance for Community Media West: Elected Board President**
At the May 25th ACM West Board meeting, I was elected president after the previous president retired last month.
- **City Council Chamber Upgrade: In Progress**
The City’s Dept. of Information Technology (DoIT) is leading development of a bid specification for council chamber upgrades with guidance from the City Clerk and PCAC staff. PEG funds that have stayed in the City’s account are expected to pay for the upgrades which will include new cameras, a switcher, low profile monitors around the dais, and new components for the AMX meeting management system.s

Community Development Report – May 2023

Respectfully submitted by Chris Miller, Chief Operating Officer

MEMBERS	New Volunteers (Free)	Active Trainees & Producers (Paid) Current Total
2023 Season 1 (May)	8	26
2023 Season 1 (Jan - Apr)	20	26

PROGRAMMING	New Series	Local Episodes	Bicycled Episodes	Community Productions in Progress
2023 Season 1 (May)	1	36	17	24
2023 Season 1 (Jan - Apr)	9	88	82	24

TRAINING	Orientation	Other Classes
2023 Season 1 (May)	8	34
2023 Season 1 (Jan - Apr)	22	54

Total Membership Class Enrollments for 2023: 118

Community Development:

- **Productions**
 - In Production: *Arroyo Live*, *Pasadena Media News*, *Pasadena Monthly* with Justin Chapman, and *Pan & Zoom* with Satie Gossett
- **Trainings**
 - Orientation - 8, DaVinci Editing 1 - 1, Da Vinci Editing 2 - 4, Podcasting - 6, Intro to On-Location/Single Camera Production - 10, Director/Studio Camera/Floor Management - 4, Audio - 2, CG/Teleprompter/On-Camera Talent - 4, and Producer Bootcamp - 3

Social Media Analytics

*Facebook Page	May 2023	Jan - Apr 2023	Definition
Reach	5,980	36,055	The number of accounts that saw and interacted with any content from your Page including posts, stories, and ads.
Visits	222	843	The total number of times your Facebook Page was viewed.
Likes	5	31	The number of new likes of your Facebook Page.

*Instagram	May 2023	Jan - Apr 2023	Definition
Reach	79	1,041	The number of unique accounts that saw any of your posts or stories at least once.
Visits	85	352	The total number of times your Profile was viewed.
*Followers	61	156	The number of accounts that started following your account.

*Meta's new analytics for Facebook and Instagram platforms has changed reporting from previous years.

YouTube Channel	May 2023	Jan - Apr 2023	Definition
Views	4,489	43,283	The total number of times the YouTube channel was viewed.
Likes	43	429	People who Like a video in your channel.
Subscribers	23	140	People who chose to "follow" your channel to stay updated with your latest videos.

TikTok	Followers	Likes	Twitter	Followers
	80	809		2,130

Production Report – May 2023

Respectfully submitted by Bobbie Ferguson, Chief Production Officer

Type of Production	Number of Productions
Member Productions & Preproduction Meetings	9
Arroyo Originals - Studio	4
Arroyo Originals - Field (Includes <i>PMN</i>)	10
KPAS/City Productions	29
Pro Services	2
Special Projects	0

Program Highlights:

- Pasadena Media covered the Mayor's Interfaith Annual Prayer Breakfast at the Pasadena Convention Center and the annual Police and Fire Memorial at Pasadena City Hall Centennial Square.
- Pasadena Media crew captured the Pasadena Bio Cluster Expansion Tour for the Economic Development Department which should be edited during June.
- Pasadena Media provided coverage of community meetings for District 1, District 6, West Pasadena Residents' Association, and the Pasadena Central Library Seismic Retrofit and Renovations project.
- Pro Services: Western Justice Center hired Pasadena Media to cover the Azusa Unified Youth Summit at the Maxwell House.
- Pasadena Media recorded an internal budget breakdown video for Pasadena Fire Department staff with Chief Chad Augustin and Deputy Chiefs Tim Sell and Anthony James.
- Pasadena Media captured the Older American Month Celebration at McDonald Park.
- The 2023 Leadership Pasadena cohort's Arts Field Trip session was held at Pasadena Media studios, where participants enjoyed a performance by the Ukelele Orchestra of the Western Hemisphere and created public service announcements for Pasadena tourism.

Channel Managers Meeting - June 5, 2023

Prepared by Chris Miller

Alexander Boekelheide, PCC Representative / PCC TV, present

Lisa Derderian, City Manager Representative / KPAS, present

Beth Leyden, PUSD Representative / KLRN, absent

Chris Miller, PCAC COO / Arroyo, present

The Channel Managers met via Zoom to discuss current and future PEG-related needs. Miller briefly mentioned the previously discussed needs regarding a production fly pack, cameras, laptops, and various other needs at Pasadena Media that are estimated to be around \$200,000. Miller also cited a discussion last week where Leyden stated that KLRN also has upcoming needs including cameras. Both requests are expected for the next board of directors meeting.

Miller then introduced the request for a new production vehicle and upgraded studio flooring that are more time sensitive. The studio will be cleaned and ready for the epoxy coating during this month's June hiatus. According to the vehicle vendor, orders for the current model year will end July 1 or sooner and they do not expect the next model year to be available for order until late summer or early fall. Given that the City ordered two of these vehicles last summer and have not received delivery yet, we do not want to wait an extra several months. It should be noted that the City opted to purchase the more expensive 2023 model when production stalled on the 2022 model that was originally ordered. While we will order at the same unit price, a 5% contingency has been added in case we are faced with a similar situation.

PEG CAPITAL FUND REQUEST NOT TO EXCEED \$81,293: PCAC request for an electric cargo van and studio flooring.

1. Ford E-Transit cargo van: \$71,661.00
2. Epoxy Studio Flooring: \$9,632.00

Motion to recommend to PCAC board by Boekelheide, second by Derderian; approved unanimously

For the van, the same contract prices, terms, and conditions the City secured are available under Sourcewell government contract #091521-NAF. Competitive bidding and competitive selection is not required pursuant to Pasadena Charter Section 1002(H) and Pasadena Municipal Code Section 4.08.049(A)(3), contracts with other governmental entities.

For the flooring, staff has conducted an informal selection process by obtaining quotes from at least three vendors for the items being purchased. Competitive bidding is not required pursuant to Pasadena Charter Section 1002(D), contracts under \$75,000, and Pasadena Municipal Code Section 4.08.045, contracts under \$25,000; and competitive selection is not required, pursuant to Pasadena Municipal Code Section 4.08.047, contracts under \$25,000.

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) (Common Sense Exemption); and
- B. Authorize the Executive Director CEO to enter a contract, without competitive bidding pursuant to City Charter Section 1002(H), contracts with other governmental entities, with 72 Hour LLC dba Chevrolet of Watsonville/National Auto Fleet Group (72 Hour) for the purchase of an electric Ford E-Transit cargo van in an amount not to exceed \$71,661;
- C. Grant the proposed contract with 72 Hour an exemption from the competitive selection process pursuant to Pasadena Municipal Code 4.08.049(A)(3), contracts with other governmental entities;
- D. In the event the Executive Director CEO is unable to consummate the transaction directly with 72 Hour, authorize the abatement of the above-mentioned funds for the van to the City of Pasadena, so the City may procure the van from 72 Hour for PCAC; and
- E. Authorize the Executive Director CEO to enter a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with Epoxy Masters LA for studio flooring in an amount not to exceed \$9,632.

Respectfully submitted,
Chris Miller
COO