

AGENDA ADJOURNED/CONTINUED SPECIAL MEETING
Pursuant to Government Code Sections 54955/54955.1
PASADENA COMMUNITY ACCESS CORPORATION
Thursday, March 21, 2024
4:00 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)
James De Pietro (District 7)
Gail Schaper-Gordon, Treasurer (Mayor's Representative)
Lisa Derderian (City Manager's Representative)
Beth Leyden, Secretary (PUSD Representative)
Alexander Boekelheide (PCC Representative)

STAFF

George Falardeau, 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.

Items 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.

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NOTICE OF ADJOURNED/CONTINUED SPECIAL MEETING

PASADENA COMMUNITY ACCESS CORPORATION (PCAC) BOARD OF DIRECTORS

NOTICE IS HEREBY GIVEN that an adjourned/continued special meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media), pursuant to government code section 54955/54955.1, is scheduled for **Thursday, March 21, 2024**, starting at **4:00 p.m.** at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

PUBLIC SESSION

PUBLIC COMMENT: Public comment is limited to items on this special meeting agenda. An opportunity for public comment on items on the agenda will be provided when the items are discussed.

- INTRODUCTION OF MEMBERS/CALL TO ORDER/ROLL CALL
- PEG CAPITAL FUND REQUEST NOT TO EXCEED \$24,996: PCAC request for production van modifications.
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); and
 - Authorize the Executive Director CEO to enter a contract, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with TV Pro Gear for production van modifications including flooring, insulation, wall treatments, equipment anchoring, external power and cable management, lighting, air conditioning, and loading ramps in an amount not to exceed \$24,996.
 - Action Item
- ADJOURNMENT

Kim Washington, Vice 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 this 21st day of March, 2024.

Liza Rodriguez, Office Manager

Channel Managers Meeting - March 15, 2024

Respectfully submitted by Chris Miller, Chief Operating Officer

Alexander Boekelheide, PCC Representative / PCC TV, present

Lisa Derderian, City Manager Representative / KPAS, absent

Beth Leyden, PUSD Representative / KLRN, present

Chris Miller, PCAC COO / Arroyo, present

The Channel Managers met via Zoom to discuss PEG-related needs. Miller introduced the request to convert the new van for use as a control room in the field. Though staff discussed the necessity of this type of installation during the original van request, the specific items were not included at that time since there were a number of outstanding variables. The attached quote is time sensitive as it contains a significant discount for fitting into the vendor's production gap. In order to receive said discount, we need to accept the quote by March 22. The installation will include necessary augmentations to prepare the van for field shoots such as insulation, flooring, cable/power management, equipment anchoring, air conditioning, and loading ramps.

Leyden then introduced a time sensitive request to repair and replace equipment for KLRN's aging flypack. Leyden has a preliminary equipment quote from Key Code Media, with whom PUSD has a service contract with. The equipment list includes a new TriCaster switcher system, cameras, intercom system, and associated accessories. When the quote is finalized, the total cost is expected to be approximately \$300,000.

Motion to recommend both requests to PCAC board by Boekelheide, second by Leyden; approved unanimously. The KLRN request will be presented at the board meeting on April 2.

PEG CAPITAL FUND REQUEST NOT TO EXCEED \$24,996: PCAC request for production van modifications.

Staff has conducted an informal selection process by soliciting 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, after informal selection pursuant to Pasadena Municipal Code Section 4.08.050, with TV Pro Gear for production van modifications including flooring, insulation, wall treatments, equipment anchoring, external power and cable management, lighting, air conditioning, and loading ramps in an amount not to exceed \$24,996.



Quote

1630 Flower Street ♦ Glendale ♦ CA ♦ 91201 ♦ Ph (818) 246-7100

Customer Information

Company Name: Pasadena Media	Quote Num: 2403
Contact Person: Chris Miller	Quote Date: Mar 14th, 2024
Street Address: 150 S Los Robles Ave #101,	Customer ID: PASA
City, State, Zip: Pasadena, CA 91101 Phone	Client email: chris@pasadenamedia.org
Number: (626) 794-8585	Project Type: Van Conversion
Cell Phone:	TV Pro Gear: TV Pro Gear

Qty	Manufacturer	Model	Description	Unit Cost	Total
1	Ford	E-Transit	Low Roof Cargo Van (Customer Supplied)		
1	TVPG	Trasit Van Conversion to include the following:			
			Wall and Ceiling Insulation	200	200
			Non-Slip Flooring	700	700
			Wall Treaments/Covering	1,700	1,700
			900BTU Heat Pump HVAC system w/ext mnt brkt	850	850
			6 LED 12V Puck Lights in Ceiling with on/off switch	200	200
			4 LED Exterior Work Lights	160	160
			2 Exterior 120V 15-AMP Power Inlets	130	130
			2 Fifty Foot 10-Guage Power Cables with Twist Lock	190	190
			1 AC 120V Power Outlet in Driver Side Wall	20	20
			1 RV Access Panel (for camera and audio cable)	100	100
			Flypak Anchor / Mounting System	200	200
			4 D-Rings Mount to Floor	45	45
			Flypak Loading Ramps	2,000	2,000
				Equipment Sub-Total	6,495
				Sales Tax	831
				Equipment Total	7,326
32	TV Pro Gear	Hours of Labor	Design and Engineering Labor	225	7,200
160	TV Pro Gear	Hours of Labor	Installation and Fabrication labor	135	21,600
24	TV Pro Gear	Hours of Labor	Purchasing and Administrative Labor	75	1,800
				Labor Sub-Total	30,600
				Grand Total	37,926
				Special Quick Pay Discount	-12,930
				Grand Total After Special Discount	24,996

* All prices are FOB Los Angeles, CA in USA Dollars

**The attached price are based upon TV{PG receiving PO and payment by 3/22/24