



To: Mayor Chris Holden
From: Randy Polk, PCAC
Re: PCAC Business Plan

This letter confirms our conversation on Monday March 15.

After going through several versions of the business plan over the last few months, the one we received from our Executive Director at our last board meeting on March 6 has come closest to meeting our needs. At the same meeting we also received the first draft of a plan that the chair of the merger committee had been working on. It was decided that we should attempt to take the best of both plans and consolidate them, bearing in mind the input provided by the entire board. It was moved that the plans should go to our merger committee for final action and completion as soon as possible. The board also expressed a willingness to convene an emergency meeting to approve the final document as soon as it is ready so that it can be sent on to the Council post haste.

There are several reasons for our tardiness in delivering this business plan. The recent addition of new board members (Dave Jacobs, Barry Gordon, Daniel Park, and Sarah Smith Orr -- who, at her first meeting bravely volunteered to join the merger committee to help hammer out this final version) has provided us with additional valuable input into the development of the plan. This input has steadily increased the quality and breadth of the plan over the course of its development. We know that the plan will be scrutinized closely so we want it to be the best that we can come up with. Also, our recent move to Hen's Teeth Square and configuration of that facility to meet our needs has occupied a great deal of time of our staff.

We are confident that the final plan that we deliver will meet the high standards of the Council. We are also well aware of the necessity of getting this plan to you in a timely matter. The board wishes to thank you, the council, and the city manager's office for their support and patience in this matter.

Randy Polk
President
Board of Directors,
Pasadena Community Access Corporation

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MAYOR - -

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