



## **SPECIAL MEETING OF THE BOARD OF DIRECTORS**

Wednesday, December 2, 2020 at 4:00 pm  
Pasadena Convention Center  
300 East Green Street, Pasadena, CA 91101

### **AGENDA**

#### **Board of Directors**

Tyron Hampton, Chair  
Archie Purvis, Vice Chair  
Paul Leclerc, Treasurer  
Joseph Titizian, Secretary  
William Chu  
Emina Darakjy  
Eric Duyshart  
David Eads  
Kim Ferreira  
Phil Hosp  
Blair Salisbury  
Robert Montano  
Siamak Nassirpour  
Mike Owen

#### **PCOC Staff**

Michael Ross, CEO

#### **PCOC Mission Statement**

The mission of the Pasadena Center Operating company (PCOC) is to promote Pasadena as a meeting and travel destination in an effort to maximize economic impact through the development of meetings, conventions, entertainment events and tourism by providing professionally managed facilities and first-class service.

Copies of this agenda and past agendas are posted at the Neighborhood Information Services at the Pasadena Central Library, Pasadena City Hall and available for download online at

<https://www.visitpasadena.com/board-agendas/>.

**PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN  
NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE  
SOLELY BY TELECONFERENCE/VIDEOCONFERENCE**



**PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE SOLELY BY TELECONFERENCE/VIDEOCONFERENCE.**

PCOC Board of Directors  
Wed, December 2, 2020 4:00 PM - 6:00 PM (PDT)

**TO ACCESS THE MEETING:**

**Dial in using your phone: [+1 \(872\) 240-3212](tel:+18722403212)  
Access Code: [537-440-221](tel:+18722403212)**

-- OF --

**To join the meeting from your computer, tablet or smartphone, click:**  
<https://global.gotomeeting.com/join/537440221>

New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/537440221>

**MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY IN THE OPEN SESSION PORTION OF THE MEETING AS FOLLOWS**

- I. BY SUBMITTING PUBLIC COMMENT OF ANY LENGTH TO [publiccomment@pasadenacenter.com](mailto:publiccomment@pasadenacenter.com) UP TO TWO HOURS PRIOR TO THE START OF THE MEETING. PLEASE BE AWARE THAT, WHILE THESE COMMENTS WILL BE PROVIDED TO THE MEMBERS OF THE BODY AND WILL BECOME PART OF THE MEETING RECORD, THEY WILL NOT BE READ ALOUD.
  
2. DURING THE MEETING, MEMBERS OF THE PUBLIC MAY SUBMIT UP TO 200 WORDS REGARDING ITEMS ON THE AGENDA TO [publiccomment@pasadenacenter.com](mailto:publiccomment@pasadenacenter.com) • *IF YOU WANT YOUR COMMENTS TO BE READ ALOUD DURING THE MEETING, INDICATE SO AT THE TOP OF YOUR EMAIL.* IF YOU SUBMIT MORE THAN ONE EMAIL, ONLY THE FIRST ONE RECEIVED WILL BE READ ALOUD. THE PCOC RESERVES THE RIGHT TO SUMMARIZE COMMENTS IF NECESSARY, FOR THE ORDERLY AND TIMELY FLOW OF THE MEETING. ALL COMMENTS IN THEIR ENTIRETY WILL BECOME PART OF THE MEETING RECORD.

IF YOU NEED A REASONABLE MODIFICATION OR ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT BECAUSE YOU ARE UNABLE TO PARTICIPATE ELECTRONICALLY AS SET FORTH ABOVE, PLEASE CONTACT THE PCOC AT LEAST 24 HRS IN ADVANCE AT [publiccomment@pasadenacenter.com](mailto:publiccomment@pasadenacenter.com)



**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
Wednesday, December 2, 2020 at 4:00 pm

**PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE SOLELY BY TELECONFERENCE/VIDEOCONFERENCE**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Public Comments/Announcements (Limited to Items on Agenda):** Any member of the public wishing to address this body may do so at this time. The President/Chair reserves the right to place a time limit on each presentation. A maximum of three minutes allowed per speaker.
- IV. Approval of September 23, 2020 and October 28, 2020 Special Board Meeting Minutes:** *Motion to Approve*
- V. Executive Committee Report – Tyron Hampton**
- VI. Emergency Repair of Pasadena Ice Skating Center - Michael Ross**  
*Motion to Approve*

Authorize the CEO to enter into an agreement with Vision Building Systems LLC., for replacement of roof fabric panels (\$144,808.37 which includes tax and shipping and handling) and Dillion Construction, Inc for installation (not to exceed \$135,808.00) of the roof fabric panels for the Pasadena Center Operating Company for a total price not to exceed \$308,518.00 which includes a 10% contingency.

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301 (Existing Facilities)
- (2) Authorize the CEO to accept the proposal dated November 16, 2020 submitted by Vision Building Systems, LLC., for replacement of roof fabric panels (\$144,808.37 which includes tax and shipping and handling) and Dillion Construction, Inc for installation (not to exceed \$135,808.00) of the roof fabric panels for the Pasadena Center Operating Company for a total price not to exceed \$308,518.00 which includes a 10% contingency; and
- (3) Grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049 (B) contracts for which the City's best interest are served.

- VII. Directors Reports**
  - Financial Reports, October 2020 - Phuong Wong: *Motion to Approve*
  - Sales, Center, Civic, CVB - Jeanne O'Grady Goldschmidt
  - Operations – Naz Sabripour
  - Marketing – Christine Susa



- VIII. **Chief Executive Officer Report - Van Halen Memorial discussion:** Michael Ross  
Information Only
- IX. **RBOC Report** - Richard Schammel
- X. **Tournament of Roses Report** - David Eads, CEO
- XI. **Adjournment:** Next meeting: Wednesday, February 3, 2020, at 4:00 p.m.

A handwritten signature in black ink, appearing to read "T. Hampton", is positioned above a horizontal line.

*Tyron Hampton, Chair, Board of Directors*

I HEREBY CERTIFY that this Agenda, in its entirety, posted on the City of Pasadena rotunda area bulletin board at 100 N. Garfield Ave., and a copy distributed to the Central Library for posting this 23rd day of November 2020 by 3:00 p.m.

A handwritten signature in blue ink, appearing to read "Margie Christ", is positioned above a horizontal line.

*Margie Christ, Recording Secretary*