



# MEETING OF THE BOARD OF DIRECTORS

Wednesday, December 6, 2017 at 4:00 p.m.  
Pasadena Convention Center, Room 211  
300 East Green Street, Pasadena, CA 91101

## AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of October 25, 2017 Board Meeting Minutes: Motion to Approve**
- IV. **Financial Reports – October 2017: Phuong Wong - Motion to Approve**
- V. **Executive Committee Report: Dianne Philibosian**
  - Steam18
- VI. **Capital Improvement Project (CIP) Purchases: Michael Ross – Motion to Approve**  
**Authorize the CEO to enter into an agreement with Hufcor, Inc. for replacement of Operable Partitions for the Pasadena Center Operation Company for the price not to exceed \$330,000 that includes a 15% 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 8, 2017 submitted by Hufcor, Inc. for operable partitions for the Pasadena Center Operating Company and enter into an agreement with Hufcor, Inc. in an amount not to exceed \$330,000 that includes a 15% contingency. Competitive Bidding is not required pursuant to City Charter Section 1002(C) contracts for supplies only available from one vendor; and
  - (3) It is further recommended that the PCOC Board 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 interests are served. (See Staff Report)
- VII. **Directors Reports**
  - CVB and Convention Center Sales: Jeanne O’Grady
  - Civic Auditorium: Jeanne O’Grady
  - Marketing & Communications: Christine Susa
- VIII. **Chief Executive Officer Report: Michael Ross**
  - Tourism Business Improvement District (TBID) Update
- IX. **RBOC Report: Scott Boone**
- X. **Public Comment/Announcements**
- XI. **Adjournment: Next meeting: Wednesday, January 25, 2018 at 4:00 p.m.**

Dianne Philibosian, 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 1st day of December 2017 by 3:00 p.m. Copies were faxed/e-mailed to city departments and the media as listed below.

Eileen Collins, Recording Secretary

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