



MEETING OF THE BOARD OF DIRECTORS

Wednesday, February 28, 2018 at 4:00 pm
Pasadena Convention Center, Room 211
300 East Green Street, Pasadena, CA 91101

AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of January 24, 2018 Board Meeting Minutes: *Motion to Approve***
- IV. **Financial Reports – January 2018: Phuong Wong, *Motion to Approve***
- V. **2017 Financial Audit – LSL CPA's Advisors: *Motion to Accept***
- VI. **Capital Improvement Project (CIP) Purchases: Michael Ross – *Motion to Approve***

Authorize the CEO to enter into an agreement with Mohawk Carpet Distribution Inc., for replacement of carpet and base including installation for the Pasadena Center Operating Company for the price not to exceed \$498,432.11 that 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 February 13, 2018 submitted by Mohawk Carpet Distribution Inc., for carpet and base replacement for the Pasadena Center Operating Company and enter into an agreement with Mohawk Carpet Distribution Inc., in an amount not to exceed \$498,432.11 that includes a 10% contingency. Competitive Bidding is not required pursuant to City Charter Section 1002(H) contracts with other governmental entities; 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 interest are served.
(See Staff Report)

- VII. **Renewal of Bank of America Letter of Credit Related to Certificates of Participation, Series 2008A (Conference Center Project): Phuong Wong**
- VIII. **Executive Committee Report: Dianne Philibosian**
- IX. **Facilities Ad Hoc Committee: Dianne Philibosian**
- X. **Directors Reports**
 - CVB and Convention Center Sales: Jean-Ann Pavoni-Biller
 - Civic Auditorium: Michael Ross
 - Marketing & Communications: Christine Susa

- XI. **Chief Executive Officer Report:** Michael Ross
 - Tourism Business Improvement District (TBID) Update
- XII. **RBOC Report:** Scott Boone
- XIII. **Public Comment/Announcements**
- XIV. **Adjournment:** Next meeting: Wednesday, March 28, 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 12th day of February 2018 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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