



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

Wednesday, September 25, 2019 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  
Dianne Philibosian, Past Chair  
Emina Darakjy  
Eric Duyshart  
Paul little  
Louisa Nelson  
Phil Hosp  
Blair Salisbury  
Siamak Nassirpour  
David Eads

#### **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/>.

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Pasadena Convention Center, Room 211  
300 East Green Street, Pasadena, CA 91101

### AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **New Board Member Introduction:** Tyron Hampton
  - David Eads, Tournament of Roses (TOR) Representative
- IV. **Past Board Member Recognition:** Dianne Philibosian
- V. **Public Comments/Announcements:** 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.
- VI. **Approval of June 26, 2019 Board Meeting Minutes:** *Motion to Approve*
- VII. **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 including installation for the Pasadena Center Operating Company for the price not to exceed \$467,884 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 July 12, 2019 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 \$467,884 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)

- VIII. **Reports**
  - A. **Financial Reports – July/August 2019:** Phuong Wong, *Motion to Approve*
    - Fiscal Year 2019 Year End Financial Summary
  - B. **Executive Committee Report**
    - Succession Plan
    - Dr. Robert Winter Event – November 2, 2019
  - C. **CVB TBID Annual Management Plan**
  - D. **Directors Reports**
    - Civic Auditorium and Convention Center Sales: Jeanne O'Grady Goldschmidt



# PASADENA

CENTER OPERATING COMPANY

- CVB & Sales Activities: Jeanne O'Grady Goldschmidt
- Marketing & Communications: Christine Susa
- Center Operations: Naz Sabripour
- Ice Rink Center: Michael Ross

## E. CEO Reports

- Vision Study Update to be presented at the November 20, 2019 Board Meeting
- Presentation on Amended Rules of Conduct at Meetings
- PCOC 101

## F. RBOC Report

IX. **Adjournment:** Next meeting: Wednesday, November 20, 2019 at 4:00 p.m.

*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 20th day of September 2019 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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