



PASADENA
CENTER OPERATING COMPANY

SPECIAL MEETING OF THE BOARD OF DIRECTORS
Wednesday, January 25, 2017 at 3:50 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 December 7, 2016 Board Meeting Minutes: *Motion to Approve*
- IV. Financial Reports – December 2016: Phuong Wong
- V. Authorize the CEO to enter into an agreement with Staff Pro Inc. for Guest Services for the Pasadena Center Operating Company for a price not to exceed \$200,000 annually. All expenses are reimbursable from Center/Civic Clients:
 - (1) Find that the proposed contract is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 (Existing Facilities);
 - (2) Accept the Bid dated January 5, 2017 submitted by Pro Staff, Inc. in response to the Request for Proposal for Guest Services for the Pasadena Center Operating Company; and
 - (3) Authorize the CEO to execute an agreement with Staff Pro, Inc. for the Electrical Service Upgrade of the Pasadena Civic Center.
- VI. Frank R. Miller - Executive Director - Burbank-Glendale-Pasadena Airport Authority
- VII. Executive Committee Report: Gene E. Gregg, Jr.
- VIII. Directors Reports
 - CVB and Convention Center Sales: Jeanne O'Grady
 - Civic Auditorium: Jeanne O'Grady
 - Marketing & Communications: Christine Susa
- IX. Chief Executive Officer Report: Michael Ross
 - 2018 Budget
 - Amgen Tour of California – New Route
- X. RBOC Update: Scott Boone
- XI. Public Comments Limited to Items on the Agenda
- XII. Adjournment: Next meeting: Wednesday, February 22, 2017 at 4:00 p.m.

Gene E. Gregg Jr., Chairman, Board of Directors

I HEREBY CERTIFY that this Agenda, in its entirety, posted on the City of Pasadena rotunda area bulletin board at 400 N. Garfield Ave., and a copy distributed to the Central Library for posting this 23th day of January 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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