



**CITY OF SOUTH PASADENA  
SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE**

**TUESDAY, NOVEMBER 7, 2023 at 7:00 p.m.**

**SPECIAL MEETING**

**WAR MEMORIAL BUILDING  
425 FAIR OAKS AVENUE, SOUTH PASADENA, CA 91030**

**South Pasadena Tournament of Roses Committee Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena TOR Meeting will be conducted in person from the War Memorial Building, located at 435 Fair Oaks, South Pasadena.

- In Person– War Memorial Building, 435 Fair Oaks
- Via Zoom – **Meeting ID: 890 8724 6485**  
**Password: 185341**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to [Spautsch@southpasadenaca.gov](mailto:Spautsch@southpasadenaca.gov)
- Via Phone - +1-669-900-6833 and entering the Zoom Meeting ID listed above.
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Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us06web.zoom.us/j/89087246485?pwd=d0RGamJhTm1VR25CNzMwMmEzSXFwdz09> or

**CALL TO ORDER**

Chair Ed Donnelly

**ROLL CALL**

Chair Ed Donnelly

Janet Benjamin  
Courtney Dunlap  
Sandy Fielding  
James Jontz  
Chris Metcalf  
Sally Kilby  
Lary Chiles (NV)  
Sharon Mitchell (NV)

Rob Benjamin  
Leland Glauz  
Wende Lee  
Alan Vlacich  
Steve Inzunza (NV)  
Bill Glazier (NV)  
Bill Cullinane (NV)  
Sara Cibak (NV)

**PLEDGE OF ALLEGIANCE:**

Ed Donnelly

**PUBLIC COMMENT GUIDELINES** *(Public Comments are limited to 3 minutes)*

The City welcomes public input. Members of the public can comment on non-agenda subject under the jurisdiction of the South Pasadena Tournament of Roses Committee or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in person at the Sout Pasadena City Council Chambers

Option 2:

Public Comment speakers have three minutes to address the Committee, however, the Chair and Committee can adjust the time allotted as needed. Participants will be able to "raise their hand" using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to [spautsch@southpasadenaca.gov](mailto:spautsch@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record.

Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Committee to adjust public comment(s) to less than three minutes.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.*

**PUBLIC COMMENT**

**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comments will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**ACTION/DISCUSSION**

**2. Minutes of the South Pasadena Tournament of Roses Committee Meeting of October 3, 2023**

Recommendation

It is recommended that the Committee review and approve the October 3, 2023 Meeting Minutes

**3. September and November Financials of the South Pasadena Tournament of Rose Committee**

Recommendation

It is recommended that the Committee review and approve the September and November Financials.

**COMMITTEE COMMUNICATIONS**

4. Event and Site Chair Report — James Jontz
5. Design Chair Report— James Jontz
6. Construction Chair Report — Rob Benjamin
7. Decoration Chair Report — Janet Benjamin
8. Souvenir Booth – Sandy Fielding
9. Tent Banner – Wende Lee
10. Direct Mail – Wende Lee
11. Crunch Time Party – Wende Lee
12. Rummages Sale – Steve Fillingham
13. Misc. Fundraiser – Janet Benjamin
14. Raffle Tickets – Alan Vlacich
15. Publicity Chair Report — Sally Kilby
16. Digital Media Report — Chris Metcalf
17. Golf Tournament – Alan Vlacich
18. Other Committee Communications and Information

**COMMUNICATIONS**

19. **CITY COUNCIL LIAISON COMMUNICATIONS**
20. **STAFF LIAISON COMMUNICATIONS**

**21. COMMITTEE CHAIR COMMUNICATIONS**

**PUBLIC COMMENT - CONTINUED**

**22. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

**ADJOURNMENT**

**FUTURE COMMITTEE MEETINGS.**

November 7, 2023 7:00 P.M.  
December TBD, 2023 7:00 P.M.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**


Commission meeting agenda packets, any agenda-related documents, and additional documents are available online for public inspection on the City’s website:

<https://www.southpasadenaca.gov/government/boards-commissions>

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification, please contact the City Clerk’s Division via email at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or call (626) 403-7230.

**ACCOMMODATIONS**

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **October 3, 2023**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s, website as required by law, on the date listed below.*

9/28/23

/S/

Date

Sheila Pautsch, Community Services Director

# FINANCE REPORT

SEPTEMBER 5, 2023

## AUGUST 2023

CHECKING-----	11,912.71
CHECKING 501c3---	107,096.79
SAVINGS 501c3-----	100,024.63
TOTALS-----	219,034.13

## JULY 2023

CHECKING-----	6,276.54
CHECKING 501c3---	104,224.42
SAVINGS 501c3-----	100,024.63
TOTALS-----	210,525.59

## ACTIVITY

FOUNDATION ---20,000

YARD SALE + DONATION --EXPENSES  
6973.70 + 406.00 --134.60 = 7245.10

# FINANCE REPORT

NOVEMBER 7, 2023

## OCTOBER 2023

CHECKING-----	519.91
CHECKING 501c3-----	115,826.00
SAVINGS 501c3-----	102,037.11
TOTALS-----	218,383.02

## SEPTEMBER 2023

CHECKING-----	12,164.45
CHECKING 501c3 -----	109,128.74
SAVINGS 501c3-----	102,037.11
TOTALS-----	223,330.00

## ACTIVITY

BIT RECEIVED 12,000

MAIL DONATIONS (PRESENT) 7010.00

TENT BANNERS 11,600