



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

TUESDAY, OCTOBER 1, 2024 at 7:00 P.M.

**SOUTH PASADENA CITY COUNCIL CHAMBERS
1424 MISSION STREET, 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 South Pasadena City Council Chambers, located at 1424 Mission Street, South Pasadena.

- In Person– South Pasadena City Council Chambers 1424 Mission Street
- 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 msnyder@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
Leland Glauz
James Jontz
Steve Fillingham
Lary Chiles (NV)
Sharon Mitchell (NV)

Chris Metcalf
Sandy Fielding
Alan Vlacich
Steve Inzunza (NV)
Bill Cullinane (NV)
Sara Cibak (NV)

Courtney Quinn
Wende Lee
Karie Reynolds
Bill Glazier (NV)
Rob Benjamin (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 msnyder@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

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 September 3, 2024**Recommendation

It is recommended that the Committee review and approve the September 3, 2024 Meeting Minutes

3. October Financials of the South Pasadena Tournament of Rose Committee

Recommendation

It is recommended that the Committee review and approve the October Financials

COMMITTEE COMMUNICATIONS

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

COMMUNICATIONS

- 18. **CITY COUNCIL LIAISON COMMUNICATIONS**
- 19. **STAFF LIAISON COMMUNICATIONS**
- 20. **COMMITTEE CHAIR COMMUNICATIONS**

PUBLIC COMMENT - CONTINUED

21. 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 5, 2024 AT 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 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. 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 1, 2024**, 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.*

9/26/2024

/S/

Date

Melissa Snyder, Community Services Supervisor



**CITY OF SOUTH PASADENA
SOUTH PASADENA TOURNAMENT OF ROSES REGULAR MEETING**

**MINUTES
TUESDAY, SEPTEMBER 3, 2024 AT 7:00 P.M.**

CALL TO ORDER:

The Regular Meeting of the South Pasadena Tournament of Roses Committee was called to order by Chair Ed Donnelly on Tuesday, September 3, 2024, at 7:05 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Ed Donnelly
Decoration Chair	Janet Benjamin
Treasurer & Souvenir Chair	Sandy Fielding
Event Site & Site/Design Chair	James Jontz
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Publicity Chair	Karie Reynolds
Non-Voting Member	Lary Chiles
Non-Voting Member	Sharon Mitchell
Mayor	Evelyn Zneimer

ABSENT

Secretary	Courtney Quinn
Decoration Assistant	Leland Glauz
Direct Mail/Yard Sign/Marketing Chair	Wende Lee
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Bill Glazier
Non-Voting Member	Steve Inzunza
Non-Voting Member	Rob Benjamin

Ed Donnelly, Chair, announced a quorum.

CITY STAFF PRESENT:

Lucy Hakobian, Community Services Deputy Director and Melissa Snyder, Community Services Supervisor were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Chair Donnelly.

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

None

PRESENTATION**2. PRESENTATION BY SPTOR FOUNDATION PRESIDENT SAM HERNANDEZ**

South Pasadena Tournament of Roses Foundation Sam Hernandez provided an update on the finalized resolution to begin the rendering of the float barn. The Foundation will work with the City to finalize an agreement for \$1.00 per year for 99 years. Will be looking for sponsor to assist with building the float barn in the future. Community Services Deputy Director Lucy provided a comment that staff will need to present a rendering to City Council during Closed Session before any negotiations take place.

ACTION/DISCUSSION**3. MINUTES OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING OF AUGUST 6, 2024.****Recommendation**

It is recommended that the Committee review and approve the August 6, 2024, Meeting Minutes.

COMMITTEE ACTION AND MOTION

A motion was made by Decoration Chair Benjamin, seconded by Design Chair Jontz and approved by roll call vote to approve Item No. 3 with amendments. The motion carried 7-0-3-0, by the following vote:

AYES: Donnelly, Benjamin, Fielding, Jontz, Metcalf, Vlacich, Reynolds

NOES: None

ABSENT: Quinn, Glauz, Lee

ABSTAINED: None

4. SEPTEMBER 2024 FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

September Financials were presented by Treasurer/Souvenir Chair Fielding. Ending totals for August 2024 for the Checking Account reflected \$2,990.88, the Checking 501c3 reflected \$82,623.57, and Savings 501c3 reflected \$140,081.10. Treasurer/Souvenir Chair Fielding provided an update that California taxes have been paid for a total of \$832. She reminded the Commission to turn in all receipts to ensure the highest return in taxes.

Recommendation

It is recommended that the Committee review and approve the September 2024 Financials presented by Treasurer/Souvenir Chair Fielding.

COMMISSION ACTION AND MOTION

A motion was made by Design Chair Jontz, seconded by Decoration Chair Benjamin, and approved by roll call vote to approve Item No. 4. The motion carried 7-0-3-0, by the following vote:

AYES: Donnelly, Benjamin, Fielding, Jontz, Metcalf, Vlacich, Reynolds
NOES: None
ABSENT: Quinn, Glauz, Lee
ABSTAINED: None

5. RECOMMENDATION OF A NOMINATION AND ELECTION OF A CONSTRUCTION CHAIR

Recommendation

It is recommended that the Committee nominate and elect a Construction Chair.

COMMITTEE ACTION AND MOTION

A motion was made by Nominations Chair Vlacich, seconded by Decoration Chair Benjamin and approved by roll call vote to approve Steve Fillingham as Construction Chair. The motion carried 7-0-3-0, by the following vote:

AYES: Donnelly, Benjamin, Fielding, Jontz, Metcalf, Vlacich, Reynolds
NOES: None
ABSENT: Quinn, Glauz, Lee
ABSTAINED: None

6. **EVENT & SITE CHAIR REPORT:** Event & Site/Design Chair Jontz provided an update on the tent installation. Lights will need to be installed later. Volunteer tent will arrive in early November.
7. **DESIGN CHAIR REPORT:** Event & Site/Design Chair Jontz reported on a discrepancy in the title of the float. He is currently working on getting it fixed prior to printing the program for the event.
8. **CONSTRUCTION CHAIR REPORT:** Construction Chair Fillingham the great crew working on sculpting on Sundays only. The three major animals should be completed by the end of the month. When the animals are close to completion, they will bring in more volunteers to learn how to sculpt.
9. **DECORATION CHAIR REPORT:** Decoration Chair Benjamin reminded the group of the workday this Saturday, September 7, 2024 and will be completing an inventory on September 4, 2024. She also reminded the group to provide any updates they would like to go out in the email blast.
10. **SOUVENIR BOOTH REPORT:** Treasurer/Souvenir Booth Chair Fielding noted that the float pin has arrived. The small rose pins are being discontinued, but we have purchased an additional 250 pins. The souvenir booth maintenance has been completed.
11. **TENT BANNER REPORT:** None
12. **YARD SIGN REPORT:** None
13. **DIRECT MAIL REPORT:** None

14. **CRUNCH TIME PARTY REPORT:** None
15. **RUMMAGE SALES REPORT:** Construction Chair Fillingham noted that they will be looking at October 2024 for the next rummage sale.
16. **MISCELLANEOUS FUNDRAISERS REPORT:** Treasurer/Souvenir Booth Chair Fielding reported that the See's Candy forms are available and ready for fundraising. Forms are due by Thanksgiving week to have the candy ready by the first week of December.
17. **RAFFLE TICKETS REPORT:** Raffle Ticket/Golf Tournament/Nominating Chair Vlacich reported that 250 tickets have been distributed ahead of schedule. In total that is a potential of \$25,000 in fundraising minus 3 free tickets. Vlacich informed the committee that when tickets are sold online, he receives the receipt, and then issues a stub to the purchaser. No tickets should be distributed until payment is made.
18. **PUBLICITY CHAIR REPORT:** Publicity Chair Reynolds reported on the coverage that Colorado Blvd has done. She noted that she will work on publicity of the fundraising efforts and publicity of Anita Scott at the Senior Champion Awards.
19. **DIGITAL MEDIA CHAIR REPORT:** Digital Media Chair Metcalf reported on the tickets being available online and will do a push on social media. The online store sales are improving and noted that postage has increased so the committee may need to adjust some of the items available online.
20. **GOLF TOURNAMENT REPORT:** Raffle Ticket/Golf Tournament/Nominating Chair Vlacich reported on planning for the future date, tentatively planned for Father's Day weekend.
21. **OTHER COMMITTEE COMMUNICATIONS & INFORMATION:** None

COMMUNICATIONS

22. **CITY COUNCIL LIAISON COMMUNICATIONS**

Mayor Zneimer reported that the Acting City Manager has appointed Lucy Hakobian as the new Community Services Director.

23. **STAFF LIAISON COMMUNICATIONS**

None

24. **COMMITTEE CHAIR COMMUNICATIONS**

Chair Donnelly will be speaking at Kiwanis and Oneonta to seek additional volunteers and fundraising efforts. He also provided an update on the Senior Champion Award night honoring Anita Scott. Sally Kilby will set up additional meetings with organizations in the coming months. Chair Donnelly will also work to attend PTA meetings to access younger adult volunteers.

25. **CONTINUED PUBLIC COMMENT - GENERAL**

None

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the South Pasadena Tournament of Roses Committee at 7:43 P.M. to the next Regular Community Services Committee Meeting scheduled for October 1, 2024.

Respectfully submitted:

Melissa Snyder
Community Services Supervisor

APPROVED:

Ed Donnelly
Chair

ATTEST:

Lucy Hakobian
Community Services Director

Approved at South Pasadena Tournament of Roses Committee Meeting: October 1, 2024

FINANCE REPORT

OCTOBER 1, 2024

SEPTEMBER 2024

CHECKING-----	5,144.46
CHECKING 501c3-----	83,873.12
SAVINGS 501c3-----	140,081.10
TOTALS-----	229,098.68

AUGUST 2024

CHECKING -----	2990.88
CHECKING 501c3-----	82,623.57
SAVING 501c3-----	140,081.10
TOTALS-----	225,695.55