



**CITY OF SOUTH PASADENA
FESTIVAL OF BALLOONS /FOURTH OF JULY COMMITTEE
HYBRID MEETING**

**REGULAR MEETING AGENDA
Wednesday, January 25, 2023 at 7:00 p.m.**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030**

Festival of Balloons / Fourth of July 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

Festival of Balloons / Fourth of July Committee Meeting will be conducted in-person at the South Pasadena Council Chamber, located at 1424 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Advisory Body may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – South Pasadena Council Chambers, 1424 Mission Street, South Pasadena
- Via Zoom – **Webinar ID: Meeting ID: 814 4104 7299**
Passcode: 628102

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

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: Join Zoom Meeting
<https://us06web.zoom.us/j/81441047299?pwd=aU10Snp3SnhVdk1GdIJOSGJnaElzQT09>

or

3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER Sam Hernandez, Chair

ROLL CALL	Rosemary Whitney	Michael Schlaifer
	Michael Mc Cully	Marty Smith
	Jane Jackson	Marlin Perry
	Bob McClain	Joan Payne
	Bill Glazier	Joan Shaw
	Jim Anderson	Joe Payne

COUNCIL LIAISON: John Primuth, Mayor

STAFF PRESENT: Sheila Pautsch, Community Services Director
Lucy Hakobian, Community Services Deputy Director
Nathalie Wilcox, Community Services Supervisor
Melissa Snyder, Community Services Supervisor

PUBLIC COMMENT GUIDELINES

The City welcomes public input. If you would like to comment on non-agenda items and an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

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 for up to 3 minutes per item.

Option 2:

Email public comment(s) to 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 and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:30 p.m. on Wednesday, January 25, 2023.

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.

1. Public Comment

ACTION/DISCUSSION

2. Approval of June 20, 2022 Minutes of the Festival of Balloons / Fourth of July Committee meeting.

Recommendation

It is recommended that the Committee review and approve the June 20, 2022 Meeting Minutes.

3. Election of a Vice Chair of the Festival of Balloons Committee

Recommendation

It is recommended that the Committee nominate and elect a Vice Chair of the Festival of Balloons Committee.

4. Discussion Regarding Themes for 2023

Recommendation

It is recommended that the Committee discuss themes for the 2023 Festival of Balloons Parade.

COMMUNICATIONS

5. Councilmember Comments

6. Committee Member Comments

7. Staff Comments

ADJOURNMENT

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City’s website, www.southpasadenaca.gov.

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting.

The City’s YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

ACCOMMODATIONS



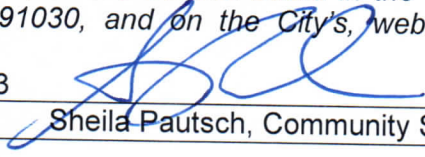
The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available 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 **January 25, 2023**, on the bulletin board in the courtyard of City Hall at 1424 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law, on the date listed below.

January 19, 2023

Date



Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA
FOURTH OF JULY / FESTIVAL OF BALLOONS COMMITTEE
SPECIAL MINUTES – JUNE 20, 2022**

CALL TO ORDER:

A Special Meeting of the South Pasadena Festival of Balloons Committee was called to order by Vice-Chair Joe Payne on Monday, June 22, 2022, at 7:05 PM. The Meeting was held in person at the South Pasadena Council Chambers and via Zoom

ROLL CALL:

Present: Vice-Chair Joe Payne, Committee Members Rosemary Whitney, Michael McCully, Joan Shaw, (via Zoom) Marty Smith, Steve Lawrence, Bob McClain, Michael Schlaifer, and Erin Anderson

Absent: Chair Sam Hernandez, Committee Members Marlin Perry, Jane Jackson, Bill Glazier

COUNCIL LIAISONS: Jon Primuth, Mayor Pro Tem - Absent

STAFF PRESENT: Sheila Pautsch, Community Services Director

OTHER GUESTS: None

PUBLIC COMMENT AND SUGGESTIONS

1. Public Comment – General

No comments in person, via zoom or by email

COMMUNICATIONS

2. City Council Liaison Communications

None

3. Committee Chair Communications

None

4. Staff Liaison Communications

None

ACTION/DISCUSSION**5. Approval of May 25, 2022 Meeting Minutes**

A motion by Committee Member Shaw, second by Committee Member Whitney. Motion carries 9-0 to approve the minutes of May 25, 2022.

6. Committee Discussion and Updates**Parade/Security/Posters – Vice-Chair Joe Payne**

Vice-Chair Payne reported on the following: Has all dignitaries confirmed for the parade. Meeting with the Police Department, Fire Department, and Public Works to coordinate day of events and security; Working on finalizing parade participation as he has about 50 confirmed; and 90 posters were put up with help of SPARC

Fireworks/Stadium/Special Event Coordinator – Marty Smith

Committee Member Smith reported that the sound and stage are ready, need a forklift to move on firework equipment (has to have balloon tire), needs A-frames move to the field after parade, and reserving light towers for Diamond.

Food Booth – Jane Jackson (Absent) and Rosemary Whitney

Committee Member Whitney stated no update as the committee has confirmed four food booths.

Parks/Sound/Youth – Bob McClain

Committee Member McClain is ready with everything but need volunteers

Programs/Publicity – Bill Glazier (Absent) and Steve Lawrence

Committee Member Lawrence provided an update on the publicity of the event, He will push pre-sale tickets and accept credit cards at his business and create an online ticket sale at South Pasadena, and asked for assistance gathering Boy Scout volunteers to help with distribution.

Tickets – Robert MacTavish and Lindy Yuen (Absent)

Vice Chair Payne reported that Robert MacTavish delivered tickets to the business for pre-sale.

Decorations – Rob and Carrie Williams (Absent)

Vice Chair Payne asked that the Senior center be open at 4pm on Sunday for deco prep and again at 8:30 on Monday for use of the restrooms.

ADJOURNMENT

The meeting adjourned at 7:33 p.m. The next meeting will be held on ?????? 2022, at 7:00 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Festival of Balloons Committee of South Pasadena at the Meeting held on ?????? 2022.

Sheila Pautsch
Community Services Director

Sam Hernandez
Chair Festival of Balloons Committee

DRAFT