



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

**REGULAR MEETING AGENDA  
Wednesday, April 26, 2023 at 7:00 p.m.**

**South Pasadena Senior Center  
1102 Oxley Street**

**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 1102 Oxley Street, South Pasadena.

The Meeting will be available:

- In Person– South Pasadena Senior Center, 1102 Oxley Street, South Pasadena
- Via Zoom – **Webinar ID: Meeting ID: 838 2254 9970**  
**Passcode: 643273**

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/83822549970?pwd=M3R0OG1wYmJlM3ZFSmNidE9YS2RhZD09> 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 Mc Cully  
Joe Payne  
Bob McClain

Michael Schlaifer  
Marty Smith  
Steve Lawrence  
Joan Shaw

Tracey Macrum  
Erin Anderson

Robert MacTavish

**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](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 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, April 26, 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 March 6, 2023 Minutes of the Festival of Balloons / Fourth of July Committee meeting.**

Recommendation

It is recommended that the Committee review and approve the March 6, 2023 Meeting Minutes.

**3. Update Regarding the Fireworks Show for the Fourth of July Event**

**COMMUNICATIONS**

- 4. Parade – Committee Member Joe Payne and City Staff Member Nathalie Wilcox
- 5. Party at the Park – Committee member Bob McClain and City Staff Member Jordon Bell
- 6. Fireworks Show – Committee Marty Smith and City Staff Member Melissa Snyder
- 7. Councilmember Comments
- 8. Committee Member Comments
- 9. Staff Comments

**ADJOURNMENT**

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City’s website, [www.southpasadenaca.gov](http://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](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](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 **April 26, 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.*

March 20, 2023

*Sheila Pautsch*

Date

Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA  
FOURTH OF JULY / FESTIVAL OF BALLOONS COMMITTEE  
SPECIAL MINUTES – MARCH 6, 2023**

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**CALL TO ORDER:**

A Special Meeting of the South Pasadena Festival of Balloons Committee was called to order by Chair Hernandez on Monday, March 6, 2023, at 7:04 PM. The Meeting was held in person at the South Pasadena Senior Center.

**ROLL CALL:**

**Present:** Chair Sam Hernandez, Vice-Chair Joe Payne, Committee Members Rosemary Whitney, Michael McCully, Joan Shaw, Bob McClain, Michael Schlaifer, Robert MacTavish, Tracy Macrum

**Absent:** Committee Members Bill Glazier, Marty Smith, and Erin Anderson

**COUNCIL LIAISONS:** Jon Primuth, Mayor Pro Tem - Absent

**STAFF PRESENT:** Sheila Pautsch, Community Services Director  
Lucy Hakobian, Deputy Director of Community Services

**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 June 20, 2022 Meeting Minutes**

A motion by Committee Member McClain, second by Committee Vice-Chair Payne. Motion carries 8-0 to approve the minutes of June 20, 2022.

**6. Discussion and Recommendation Regarding the Fireworks Show for the Fourth of July Event**

Tabled to the next meeting to explore a possible ground display of fireworks at Garfield Park.

**7. Discussion regarding the Theme for 2023**

A motion by Vice-Chair Payne and second by Committee member Whitney. Motion carries 8-0 to approve the Theme for 2023 of “Red, White & Blue, Bold Stripes, Bright Stars & Braveheart, too”.

**ADJOURNMENT**

The meeting adjourned at 8:17 p.m. The next meeting will be held on March 29, 2023, 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 March 29, 2023.

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Sheila Pautsch  
Community Services Director

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Sam Hernandez  
Chair Festival of Balloons Committee