



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

**Council Chamber
1102 Oxley Street, South Pasadena, CA 91030**

Front Classroom

May 25, 2022 at 7:00 p.m.

South Pasadena Festival of Balloons Committee Statement of Civility

As your elected 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 tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Festival of Balloon Committee meeting will be conducted in person from the South Pasadena Senior Center, located at 1102 Oxley Street, South Pasadena.

The Meeting will be available:

- In Person Hybrid – Senior Center 1102 Oxley Street
- Via Zoom - <https://us06web.zoom.us/j/85142547822?pwd=OFpTdlplNUFpZTBzc0g2WnISUXkwQT09>

To maximize public safety while 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 **Meeting ID: 851 4254 7822** **Passcode: 045157**
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/85142547822?pwd=OFpTdlplNUFpZTBzc0g2WnISUXkwQT09>
3. You may listen to the meeting by calling: **+1-669-900-6833** and entering the Zoom Meeting ID and Passcode when prompted to do so.

PUBLIC COMMENTS

The Festival of Balloons Committee welcome public input. If you would like to comment on an agenda item, or make a general public comment, members of the public may submit public comments in writing for Festival of Balloons Committee consideration by emailing comments or questions to spautsch@southpasadenaca.gov by 12:30 p.m. on Wednesday, May 25, 2022, to ensure adequate time to compile and post. Please provide: 1) your name, and 2) agenda item for the comments/questions. All comments/questions will be distributed to the Committee for consideration and will also be posted on the City's website prior to the meeting.

Pursuant to state law, the Festival of Balloons Committee may not discuss or take action on issues not on the meeting agenda, except that members of the Festival of Balloons Committee 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.

CALL TO ORDER: Sam Hernandez, Chair

ROLL CALL:	Rosemary Whitney	Michael Schlaifer
	Michael Mc Cully	Marty Smith
	Marlin Perry	Joan Payne
	Bob McClain	Joan Shaw
	Steve Lawrence	Jane Jackson
	Erin Anderson	Joe Payne – Vice-Chair
	Bill Glazier	

COUNCIL LIAISONS: Jon Primuth, Council Member

STAFF PRESENT: Melissa Snyder, Community Services Supervisor

PUBLIC COMMENTS AND SUGGESTIONS

1. Public Comment – General

COMMUNICATIONS

2. City Council Liaison Communications

3. Committee Chair Communications

4. Staff Liaison Communications

ACTION/DISCUSSION

5. Approval of April 27, 2022, Meeting Minutes

Recommendation

It is recommended that the Committee review and approve April 27, 2022, Meeting Minutes

6. Presentation, Discussion and Recommendation regarding fundraising and building a website for the Festival of Balloons

Recommendation

It is recommended that the Committee discuss and recommend the possibility of fundraising and building a website for the Festival of Balloons

7. Committee Discussion and Updates

Discussion regarding the individual committees for the event:

- Parade/Security/Posters – Joe Payne

- Fireworks/Stadium/Special Event Coordinator – Mart Smith
- Food Booth – Jane Jackson and Rosemary Whitney
- Cars – Marlin and Tracey Perry
- Decorations – Rob and Clare Williams
- Park/Sound/Youth – Bob McClain
- Programs/Publicity – Bill Glazier and Steve Lawrence
- Tickets – Robert Mac Tavish and Lindy Yuen

ADJOURNMENT

FUTURE FESTIVAL OF BALLOONS COMMITTEE MEETINGS

JUNE 22, 2022

7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City’s website at:

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

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 via e-mail at CityClerk@southpasadenaca.gov or by calling (626) 403-7230. 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).

I declare under penalty of perjury that I posted this notice of agenda 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.

5/20/2022

Date

Sheila Pautsch

Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA
FOURTH OF JULY / FESTIVAL OF BALLOONS COMMITTEE
MINUTES – APRIL 27, 2022**

CALL TO ORDER:

A Regular Meeting of the South Pasadena Festival of Balloons Committee was called to order by Chair Hernandez on Wednesday, April 27, 2022, at 7:07 PM. The Meeting was held in person at the South Pasadena Senior Center.

ROLL CALL:

Present: Chair Hernandez, Committee Members Rosemary Whitney, Michael Mc Cully, Michael Schlaifer (arrived at 7:15 p.m.) Joe Payne, Bill Glazier (via Zoom), Joan Shaw, Steve Lawrence (via Zoom)

Absent: Committee Members Marlin Perry, Marty Smith, Joan Payne, and Bob McClain

COUNCIL LIAISONS: Jon Primuth, Mayor Pro Tem - Absent

STAFF PRESENT: Lucy Hakobian, Deputy Community Services Director – Present

OTHER GUESTS: None

PUBLIC COMMENT AND SUGGESTIONS

1. **Public Comment – General**- No public comments via email.

Public Comments on Zoom

Janna Philpot provided comment and is excited to have the parade back this year. She is with Vecinos and has submitted an entry to participate at the parade.

John Aboud provided is also excited for the parade to come back. He is representing the South Pasadena Amateur Radio Club, they frequently marched in the parade in past years, and this year they will be setting up a portable radio station.

COMMUNICATIONS

2. **City Council Liaison Communications** – None

3. **Committee Chair Communications** – None
4. **Staff Liaison Communications** – Deputy Community Services Director Hakobian let the Committee know the Facility Use request was submitted to the high school, waiting the final approval and permit. The school district staff cost is \$1800, one staff from 7am-3:30pm and 2 staff from 2:30pm-12am.

ACTION/DISCUSSION

5. **Approval of March 7, 2022 Meeting Minutes**

A motion by Committee member Whitney, second by Committee member Joe Payne. Motion carries 8-0 to approve the minutes of March 23, 2022.

6. **Committee Discussion and Updates**

Parade/Security/Posters-Joe Payne

Committee member Payne reported on the following: Distribution of posters to 5th graders at all elementary schools and Holy Family; Enlisted SPARC's help with the transition to poster chairmanship; Poster winners will be selected by City Council and winners will ride in the parade and families will get tickets to the firework show; Traffic plan meeting in May; Will use Senior Center restrooms so there is no need to rent Port-O-Potties.

Fireworks/Stadium/Special Event Coordinator –Marty Smith (absent)

The deposit has been submitted; Walkthrough with the Committee and Pyro

Food Booth- Jane Jackson (absent) and Rosemary Whitney

Four food booths have been confirmed. Committee member Jackson will be leaving her position on the Committee and will need to find someone to take over her duties.

Cars – Marlin and Tracey Perry (absent)

Committee member Payne reported that the Committee will be scrambling for cars. Committee member Shaw will provide a list of antique car owners to seek some entries.

Decorations- Rob and Clare Williams (absent)

Committee member Whitney reported that Committee member Rob Williams may not be able to coordinate the decorations on the 4th as he will be out of town. Committee member Payne spoke about the use of balloons and how the City Council is not in favor of balloons.

Parks/Sound/Youth –Bob McClain (absent)

Deputy Community Services Director Hakobian relayed information from Committee member McClain that all is set for July 4th. Deputy Hakobian will reach out to Youth Commissioners seeking volunteers to run the games.

Committee Member Lawrence provided a presentation and had ideas on fundraising and building a website for the Festival of Balloons. This item will be added on the agenda for the next meeting.

Committee member Glazier will coordinate advertising.

ADJOURNMENT

The meeting adjourned at 8:18 p.m. The next meeting will be held on May 25, 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 April 27, 2022.

Lucy Hakobian
Deputy Community Services Director

Sam Hernandez
Chair Festival of Balloons Committee