



**CITY OF SOUTH PASADENA
FESTIVAL OF BALLOONS
SPECIAL AGENDA
Hybrid Meeting
Council Chamber
1424 Mission Street, South Pasadena, CA 91030
June 20, 2022 at 6:30 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 Balloons Committee Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (3), the Advisory Body may conduct its meeting remotely and may be held via video conference.

The Meeting will be available

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Via Zoom- Webinar ID: **Meeting ID: 864 7670 0327**
Passcode: 521835

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:
<https://us06web.zoom.us/j/86476700327?pwd=TKFmSEUvTVI3SHN3cTNYMXNXRHRsQT09>
- or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

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
Bill Glazier

Joe Payne – Vice-Chair

COUNCIL LIAISONS: Jon Primuth, Mayor Pro Tem

STAFF PRESENT: Sheila Pautsch, Community Services Director

PUBLIC COMMENT 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 May 25, 2022, Meeting Minutes

Recommendation

It is recommended that the Committee review and approve May 25, 2022, Meeting Minutes.

6. 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

| | |
|--------------------|----------|
| AUGUST 24, 2022 | 6:30 P.M |
| SEPTEMBER 28, 2022 | 6:30 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>

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/UCnR169ohzi1AIewD_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 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.

6/15/2022

Date

Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA
FOURTH OF JULY / FESTIVAL OF BALLOONS COMMITTEE
MINUTES – MAY 25, 2022**

CALL TO ORDER:

A Regular Meeting of the South Pasadena Festival of Balloons Committee was called to order by Vice-Chair Joe Payne on Wednesday, May 25, 2022, at 7:09 PM. The Meeting was held in person at the South Pasadena Senior Center.

ROLL CALL:

Present:

Vice-Chair Joe Payne, Committee Members Rosemary Whitney, Michael McCully, Bob McClain, Michael Schlaifer, Joan Shaw, Robert MacTavish, Bill Glazier (via Zoom)

Absent:

Chair Sam Hernandez, Committee Members Marlin Perry, Steve Lawrence, Erin Anderson, Marty Smith, Joan Payne, Jane Jackson

COUNCIL LIAISONS:

Jon Primuth, Mayor Pro Tem - Absent

STAFF PRESENT:

Melissa Snyder, Community Services Supervisor – Present

OTHER GUESTS:

None

PUBLIC COMMENT AND SUGGESTIONS

1. Public Comment – General

None

COMMUNICATIONS

2. City Council Liaison Communications

None

3. Committee Chair Communications

None

4. Staff Liaison Communications

Community Services Supervisor Snyder provided save the dates for the theatrical performance scheduled for July 3, 2022. She provided an update on the Facility Use Permit and the increase in staffing costs from \$1,800 to \$2,800. She also let the Committee know that street signs and

flags were up on Mission and the banner would be up on Fair Oaks across from Bristol Farms as of June 6.

The Committee discussed moving preparing balloons on July 3 to 4:00 PM to allow members to attend the theatrical performance.

ACTION/DISCUSSION

5. Approval of April 27, 2022 Meeting Minutes

A motion by Committee Member Whitney, second by Committee Member McCully. Motion carries 8-0 to approve the minutes of April 27, 2022.

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

Vice-Chair Payne led the discussion on the status of building a website for the Festival of Balloons. He stated Steve Lawrence has purchased the domain name, *festivalofballoons.org*, is gathering the information to update the website, and discussed option of who would own the domain name. The Committee briefly discussed current fundraising and that the Community Services Department will budget for Festival of Balloons for Fiscal Year 2022-2023. The Committee did not provide a recommendation regarding fundraising. A motion by Committee Member McClain, second by Committee Member Shaw. Motion carries 8-0 to accept the proposal to create the Festival of Balloons website.

7. Committee Discussion and Updates

Parade/Security/Posters – Vice-Chair Joe Payne

Vice-Chair Payne reported on the following: Waiting on responses from local dignitaries, Congresswoman Judy Chu will be in attendance; Will be meeting with the Police Department, Fire Department, and Public Works to coordinate day of events and security; Working on finalizing parade route; Received 95 posters, will work with SPARC to put up poster, and will present winners of the contest at the City Council Meeting scheduled for June 1.

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

Vice-Chair Payne reported that the Committee will need to perform a site walkthrough with pyro as the gates are too small to fit a truck through.

Food Booth – Jane Jackson (Absent) and Rosemary Whitney

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

Cars – Marlin and Tracey Perry (Absent)

Vice-Chair Payne reported that the Committee will need a reliable source for cars in the future now that the Santa Anita A's will no longer be available.

Decorations – Rob and Clare Williams (Absent)

Vice-Chair Payne reported that the Woman's Club of South Pasadena may be interested in taking on responsibilities of decorations in the future.

Parks/Sound/Youth – Bob McClain

Committee Member McClain will reach out to Deputy Community Services Director Hakobian to see if any Youth Commissioners will be available to volunteer.

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

Committee Member Glazier provided an update on the program within the newspaper that will include an overview of the parade, the theatrical performance, firework show, food booths, pancake breakfast. Committee Member Glazier recommended Vice-Chair Payne to get a photo of the poster winners to include in the newspaper. Additionally, Committee Member Glazier asked for Committee Member McClain’s assistance gathering Boy Scout volunteers to help with distribution.

Tickets – Robert MacTavish and Lindy Yuen (Absent)

Committee Member MacTavish provided an update on the following: Price for presale tickets will be \$11.00 and at the gate tickets will be sold for \$13.00; The Committee will look into getting more Squares to take credit card payments; Committee Member MacTavish stated he will reach out to Committee Member Smith for assistance with iPad for ticket sales on the day.

ADJOURNMENT

The meeting adjourned at 8:12 p.m. The next meeting will be held on June 22, 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 June 22, 2022.

Melissa Snyder
Community Services Supervisor

Sam Hernandez
Chair Festival of Balloons Committee