



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

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

**Front Classroom**

**April 27, 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/87158838698?pwd=ZWxnN0doU1hCQ2paSG5PUXBRR1QzUT09>

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: 871 5883 8698 Passcode: 835197**
2. Click on the following unique Zoom meeting link:  
<https://us06web.zoom.us/j/87158838698?pwd=ZWxnN0doU1hCQ2paSG5PUXBRR1QzUT09>
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](mailto:spautsch@southpasadenaca.gov) by 12:30 p.m. on Wednesday, April 27, 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

<b>ROLL CALL:</b>	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:** Sheila Pautsch, Community Services Director

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 March 23, 2022, Meeting Minutes Recommendation

It is recommended that the Committee review and approve March 23, 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**

MAY 25, 2022	7:00 P.M.
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](mailto: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.*

4/22/2022  
 Date

***Sheila Pautsch***  
 Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA  
FOURTH OF JULY / FESTIVAL OF BALLOONS COMMITTEE  
MINUTES – MARCH 23, 2022**

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**CALL TO ORDER:**

A Regular Meeting of the South Pasadena Festival of Balloons Committee was called to order by Chair Hernandez on Wednesday, March 23, 2022, at 7:15 PM. The Meeting was held in person at the City of South Pasadena Council Chambers.

**ROLL CALL:**

**Present:** Chair Hernandez, Committee Members Rosemary Whitney, Michael Schlaifer, Michael Mc Cully, Joe Payne, Joan Payne, Bob McClain, and Bill Glazier

**Absent:** Committee Members Marlin Perry, Joan Shaw, Marty Smith, Steve Lawrence

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

**STAFF PRESENT:** Sheila Pautsch, Community Services Director – Present

**OTHER GUESTS:** Michael Cacciotti, Mayor - Present  
Evelyn Zneimer, Council Member - Present

**PUBLIC COMMENT AND SUGGESTIONS**

1. **Public Comment – General** No public comments via email or on Zoom

**COMMUNICATIONS**

2. **City Council Liaison Communications** - Primuth was happy to have the event planning underway. He brought up the Fire Arms Safety Ordinance, support for Catalytic Converter legislation and Council having a special meeting regarding the golf course. Cacciotti discussed planning events to happen before the event relating to the American Revolution. Zneimer discussed the 2050 Water Plan and what the Public Works Commission was working on and the short meeting that had happened. She would like to see horse-drawn carriages in the parade and not cars for the council to be in.

3. **Committee Chair Communications** – Hernandez discussed each position within the committee.
4. **Staff Liaison Communications** Pautsch let the Committee know the discretionary check will be sent directly to PyroSpectacular

<b>ACTION/DISCUSSION</b>
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5. **Approval of March 7, 2022 Meeting Minutes**

A motion by Committee member McClain, second by Committee member Whitney carries 8-0 to approve the minutes of March 7, 2022.

6. **Discussion Regarding Fundraising for the Festival of Balloons Events**

This item was discussed but no recommendation was given.

7. **Discussion and Approval of Fireworks Show Ticket Price Pre-Sale and at the Door**

A motion by Vice-Chair Payne, seconded by Committee Member McClain to approve the increase of firework show tickets to pre-sale \$11 and at the door \$13. The motion carries 8-0

8. **Committee Discussion and Updates**

Park/Sound/Youth – Bob McClain discussed his areas of the event. He will have the sound set up outside the community room, at the start of the parade, at the stage in front of city hall, and at Garfield Park. The games he is planning for are hula hoops, water balloon toss, and a 3-legged race. He is working to secure volunteers.

Posters - Joe and Joan Payne Joe discussed that he is working with SPARC to take over the poster contest. The contest is for 5<sup>th</sup> graders only. They average about 200 posters. SPARC will put the posters up around Mission Street. Joe will walk SPARC through the voting process with City Council. The winners get to ride in the parade and get a family pack of firework show tickets. Poster boards need to be purchased, laminated, and put up by the first week of June.

Program/Publicity – Bill Glazier and Steve Lawrence Bill discussed that the parade lineup will be posted in the paper along with the event times. He will publish articles regarding the parade and events in the paper leading up to the event.

Security – Joe Payne Joe works with the Police Department on event security. There is a standing traffic plan in Public Works along with a work order for Public Works, Police, Fire, and Community Services.

Food Booth – Jane Jackson and Rosemary Whitney Rose sent an email stating she had 4 food booths and the tent cost would be the same

Cars – Marlin Perry and Tracey Perry Santa Anita A's vintage Cars

Fireworks Show / Stadium – Marty Smith high school reservation is being worked on

Decorations – Rob and Clare Williams No update

Parade – Joe Payne no update

Tickets – Robert Mac Tavish and Linda Yuen no update

Meeting with the Principal on Wednesday, March 23 at 9:00 am with Hernandez, Payne, Smith, and Pautsch

**ADJOURNMENT**

The meeting adjourned at 8:10 p.m. The next meeting will be held on April 27, 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.

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Sheila Pautsch  
Community Services Director

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Sam Hernandez  
Chair FOB Committee

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