



SPECIAL MEETING

CITY OF SOUTH PASADENA SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

TUESDAY, DECEMBER 2, 2025 at 7:00 P.M.

**WAR MEMORIAL BUILDING
435 FAIR OAKS AVENUE, SOUTH PASADENA, CA 91030**

South Pasadena Tournament of Roses 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

The South Pasadena Tournament of Roses Meeting will be conducted in person from the War Memorial Building, located at 435 Fair Oaks Avenue, South Pasadena.

- In Person– South Pasadena City Council Chambers 1424 Mission Street
- Via Zoom – **Meeting ID: 881 3231 9295**
Password: 564222
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to msnyder@southpasadenaca.gov.
- Via Phone - +1-669-900-6833 and entering the Zoom Meeting ID listed above.
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Meeting may be viewed at:

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/88132319295?pwd=ovkO8dXoTj9r57fjPD2qmaVc0AWOOX.1> or

CALL TO ORDER

Chair Ed Donnelly

ROLL CALL

Secretary Wende Lee

John Adamson
Jeremy Bruce
Chris Colburn
Leland Glauz
Dianne Parker
Alex Strong

Janet Benjamin
Brandon Carlson
Ed Donnelly
James Jontz
Vicky Rea
Alan Vlacich

Rob Benjamin
Lary Chiles
Sandy Fielding
Wende Lee
Karie Reynolds

PLEDGE OF ALLEGIANCE: Chair Ed Donnelly

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on non-agenda subject under the jurisdiction of the South Pasadena Tournament of Roses Committee or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in person at the War Memorial Building

Option 2:

Public Comment speakers have three minutes to address the Committee, however, the Chair and Committee can adjust the time allotted as needed. 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.

Option 3:

Email public comment(s) to msnyder@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. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair’s discretion, subject to the approval of the majority of the Committee to adjust public comment(s) to less than three minutes.

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

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

General Public Comments will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

ACTION/DISCUSSION

2. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING MINUTES FOR NOVEMBER 4, 2025

Recommendation

It is recommended that the Committee consider approval of the minutes for the South Pasadena Tournament of Roses Committee Meeting on November 4, 2025.

3. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE NOVEMBER FINANCIALS

Recommendation

It is recommended that the Committee consider approval of the South Pasadena Tournament of Roses Committee November Financials.

COMMITTEE COMMUNICATIONS

4. **EVENT AND SITE CHAIR REPORT** (James Jontz)
5. **DESIGN CHAIR REPORT** (James Jontz)
6. **CONSTRUCTION CHAIR REPORT** (Brandon Carlson)
7. **DECORATION CHAIR REPORT** (Janet Benjamin & Leland Glauz)
8. **SOUVENIR BOOTH REPORT** (Sandy Fielding)
9. **TENT BANNER / DIRECT MAIL / YARD SIGNS REPORT** (Wende Lee)
10. **CRUNCH TIME PARTY REPORT** (Ed Donnelly)
11. **RUMMAGE SALE REPORT** (Steve Fillingham)
12. **MISCELLANEOUS FUNDRAISER REPORT**
13. **RAFFLE TICKETS REPORT** (Alan Vlacich)
14. **PUBLICITY CHAIR REPORT** (Karie Reynolds)
15. **DIGITAL MEDIA REPORT** (Chris Colburn)
16. **GOLF TOURNAMENT REPORT** (Alan Vlacich)
17. **OTHER COMMITTEE COMMUNICATIONS AND INFORMATION**

COMMUNICATIONS

18. **STAFF LIAISON COMMUNICATIONS**
19. **COMMITTEE CHAIR COMMUNICATIONS**

PUBLIC COMMENT - CONTINUED

20. This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT**FUTURE COMMITTEE MEETINGS**

January 6, 2026	Cancelled	7:00 P.M.
February 3, 2026	Regular Committee Meeting	7:00 P.M.
March 3, 2026	Regular Committee Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission meeting agenda packets, any agenda-related documents, and additional documents are available online for public inspection on the City's website:

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

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

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 **December 2, 2025**, 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, on the date listed below.*

11/20/2025

/S/

Date

Melissa Snyder, Community Services Deputy Director



South Pasadena Tournament of Roses Committee Agenda Report

ITEM NO. 2

DATE: December 2, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA
TOURNAMENT OF ROSES COMMITTEE MEETING MINUTES
FOR NOVEMBER 4, 2025**

Recommendation

It is recommended that the Committee consider approval of the minutes for the South Pasadena Tournament of Roses Committee Meeting on November 4, 2025.

Attachments:

1. Draft South Pasadena Tournament of Roses Committee November 4, 2025 Meeting Minutes

ATTACHMENT 1

Draft South Pasadena Tournament of Roses
Committee November 4, 2025 Meeting Minutes



**CITY OF SOUTH PASADENA
SOUTH PASADENA TOURNAMENT OF ROSES – REGULAR MEETING**

**MINUTES
TUESDAY, NOVEMBER 4, 2025, AT 7:00 P.M.**

CALL TO ORDER:

The Regular Meeting of the South Pasadena Tournament of Roses Committee was called to order by Chair Donnelly on Tuesday November 4 at 7:02 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

PRESENT

Chair/Crunch/Digital Media	Ed Donnelly
Vice Chair	John Adamson (Via Zoom)
Treasurer	Sandy Fielding
Secretary/Marketing/Direct Mail	Wende Lee
Construction Chair	Brandon Carlson
Asst. Construction Chair	Jeremy Bruce
Decoration Chair	Janet Benjamin
Decoration Assistant	Vicky Rea
Golf Tournament & Nominations Chair	Alan Vlacich
Committee Member	Rob Benjamin
Volunteer Chair	Lary Chiles
Website Chair	Alex Strong

ABSENT

Assistant Treasurer	Dianne Parker
Design Chair/Event & Site Chair	James Jontz
Decoration Co-Chair	Leland Glauz
Social Media Chair	Chris Colburn
Publicity Chair	Karie Reynolds

Chair recognized that we have a quorum.

CITY STAFF PRESENT:

Melissa Snyder, Community Services Deputy Director was present at roll call.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Ed Donnelly

PUBLIC COMMENTS

1. PUBLIC COMMENTS -GENERAL (NON-AGENDA ITEMS)

None.

ACTION / DISCUSSION

2. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING MINUTES FOR OCTOBER 7, 2025Recommendation

It is recommended that the Committee approve the minutes for the South Pasadena Tournament of Roses Committee Meeting on October 7, 2025.

A motion was made by Decoration Co-Chair Benjamin, seconded by Construction Chair Carlson, and approved by roll call vote to approve Item 2. The motion carries 12-0-5-0, by the following vote:

AYES: Donnelly, Adamson, Fielding, Lee, Carlson, Bruce, J. Benjamin, Rea, Vlacich, Chiles, Strong, R. Benjamin

NOES: None

ABSENT: Parker, Jontz, Glauz, Reynolds

ABSTAINED: None

3. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE OCTOBER FINANCIALS

Treasurer Fielding presented this item.

Recommendation

It is recommended that the Committee consider approval of the South Pasadena Tournament of Roses October Financials

A motion was made by Asst. Construction Chair Bruce, seconded by Volunteer Chair Chiles, and approved by roll call vote to approve Item 3. The motion carries 12-0-5-0, by the following vote:

AYES: Donnelly, Adamson, Fielding, Lee, Carlson, Bruce, J. Benjamin, Rea, Vlacich, Chiles, Strong, R. Benjamin

NOES: None

ABSENT: Parker, Jontz, Glauz, Reynolds

ABSTAINED: None

4. CONSIDERATION OF APPROVAL OF SPECIAL MEETING DATE AND CANCELLATION OF JANUARY REGULAR MEETING

Chair Donnelly presented this item.

Recommendation

It is recommended that the Committee consider approval of a Special Meeting on December 2, 2025 at War Memorial Building and cancel the regularly scheduled meeting of January 6, 2026.

A motion was made by Decoration Chair J. Benjamin, MOTION: Janet, seconded by Volunteer Chair Chiles, and approved by roll call vote to approve Item 4. The motion carries 12-0-5-0, by the following vote:

AYES: Donnelly, Adamson, Fielding, Lee, Carlson, Bruce, J. Benjamin, Rea, Vlacich, Chiles, Strong, R. Benjamin

NOES: None

ABSENT: Parker, Jontz, Glauz, Reynolds

ABSTAINED: None

COMMITTEE CHAIR REPORTS

5. EVENT AND SITE CHAIR REPORT

Nothing to report.

6. DESIGN CHAIR

Nothing to report.

7. CONSTRUCTION CHAIR

It was reported that all is good, 95% completed, successful T1, making progress. Good teamwork.

8. DECORATION

The flower order will be placed tomorrow through two vendors. Cost control measures are being implemented to avoid over-ordering. The new compressor has arrived, and cocooning may now begin.

9. SOUVENIR BOOTH

Treasurer Fielding reported that the booth is fully stocked and ready for shoppers. The booth was repainted and looks great.

10. TENT BANNER/DIRECT MAIL/YARD SIGNS REPORT

Secretary Lee reported that the direct mailer went out in mid October and envelopes are still being accepted. Collection for the tent banners is in the final stretch with a total revenue of \$11,450.

11. CRUNCH TIME PARTY REPORT: Chair Donnelly reported that operations are fully underway. Tickets are now available for sale and promotional efforts are in progress. All vendors have been confirmed, auction items are being collected, and Kevin Bourland will be invited to serve as auctioneer.

12. RUMMAGE SALE REPORT:

Nothing to report.

13. MISCELLANEOUS FUNDRAISERS: See's Candy is being sold; orders must be submitted by November 25th (the day before Thanksgiving). It can be done online and it can be shipped to them directly.

14. RAFFLE TICKETS REPORT: Solicitation emails have been distributed to ticket sellers. Sales updates indicate that Gerry Poulin and Ernest Arnold have sold their complete allotments, while Lin Vlacich has sold 10 tickets and Alan Vlacich has sold 20 tickets. Chair Vlacich and Website Chair Alex will work directly with Alan and Ed to address GoDaddy reporting issues. All ticket stubs and proceeds are due by December 1 for the December 3 drawing.

15. PUBLICITY REPORT:

Nothing to report.

16. DIGITAL MEDIA REPORT:

Nothing to report.

17. GOLF TOURNAMENT REPORT:

Nothing to report.

18. OTHER COMMITTEE COMMUNICATIONS AND INFORMATION:

IMPORTANT DATES TO REMEMBER:

December 3 – Raffle Drawing at City Council Meeting

December 11 – Chamber Coffee (8:30 at the Float Site)

December 26-31 – DECO WEEK

December 28 – Crunch Set-Up (Center Pieces, tables & chairs)

December 29 – Appetizers in Hall, Crunch Time Party

TOY DRIVE:

The committee has done a toy drive for the American Legion Auxiliary Los Angeles Unit 8 in past years, and all members agreed to continue this tradition. No specific wish list has been established; any unwrapped toys are welcome. The American Legion Auxiliary

is assisting the committee in securing a produce vendor this year. Deco Co-Chair J. Benjamin will notify volunteers through her weekly email communications.

COMMUNICATIONS

19. CITY STAFF LIAISON COMMUNICATIONS

No report. Melissa thanked the Committee for the SPTOR Jackets.

20. COMMITTEE CHAIR COMMUNICATION

Barn Update: At Chair Donnelly's request, Vice Chair Adamson provided an update on the barn project. A comprehensive proposal has been compiled for city review, including lease terms, landscape design, and building plans. The proposal will be presented to the city this month.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:33 p.m.

Respectfully submitted:

Wende Lee, Acting Secretary

Approved:

Ed Donnelly, Chair

ATTEST:

Melissa Snyder, Community Services Deputy Director



South Pasadena Tournament of Roses Committee Agenda Report

ITEM NO. 3

DATE: December 2, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA
TOURNAMENT OF ROSES COMMITTEE NOVEMBER
FINANCIALS**

Recommendation

It is recommended that the Committee consider approval of the South Pasadena Tournament of Roses Committee November Financials.

Attachments:

1. South Pasadena Tournament of Roses Committee November Financials

ATTACHMENT 1

South Pasadena Tournament of Roses Committee
November Financials

DECEMBER 2, 2025

FINANCE REPORT

NOVEMBER 2025

CHECKING-----3849.13
CHECKING 501c3---102,151.07
SAVINGS 501c3-----185,180.16

TOTALS-----291,180.36

OCTOBER 2025

CHECKING-----4477.43
CHECKING 501c3---80,166.75
SAVINGS 501c3-----180,180.16

TOTALS-----264,824.34

RAFFLE TO DATE---CC-\$2500 CKS \$11,800

DONATION---\$9680