



**CITY OF SOUTH PASADENA
SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE**

TUESDAY, OCTOBER 7, 2025 at 7:00 P.M.

**SOUTH PASADENA CITY COUNCIL CHAMBERS
1424 MISSION STREET, 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 TOR Meeting will be conducted in person from the South Pasadena City Council Chambers, located at 1424 Mission Street, 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
Ed Donnelly
James Jontz
Vicky Rea
Alan Vlacich

Janet Benjamin
Brandon Carlson
Sandy Fielding
Wende Lee
Karie Reynolds

Rob Benjamin
Lary Chiles
Leland Glauz
Dianne Parker
Alex Strong

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 South Pasadena City Council Chambers

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 SEPTEMBER 2, 2025**Recommendation

It is recommended that the Committee consider approval of the minutes for the South Pasadena Tournament of Roses Committee Meeting on September 2, 2025.

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

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

4. DISCUSSION AND APPROVAL OF TICKET PRICE AND CATERING VENDOR FOR CRUNCH TIME PARTYRecommendation

It is recommended that the Committee discuss and approve ticket price and catering vendor for the Crunch Time Party.

COMMITTEE COMMUNICATIONS

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

COMMUNICATIONS

19. STAFF LIAISON COMMUNICATIONS**20. COMMITTEE CHAIR COMMUNICATIONS****PUBLIC COMMENT - CONTINUED**

21. 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.**

NOVEMBER 4, 2025 AT 7:00 P.M.

DECEMBER 2, 2025 AT 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 **October 7, 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.*

10/02/2025

/S/

Date

Melissa Snyder, Community Services Deputy Director



South Pasadena Tournament of Roses Committee Agenda Report

ITEM NO. 2

DATE: October 7, 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 SEPTEMBER 2, 2025**

Recommendation

It is recommended that the Committee consider approval of the minutes for the South Pasadena Tournament of Roses Committee Meeting on September 2, 2025.

Attachments:

1. Draft South Pasadena Tournament of Roses Committee September 2, 2025 Meeting Minutes

ATTACHMENT 1

Draft South Pasadena Tournament of Roses
Committee September 2, 2025 Meeting Minutes



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

**MINUTES
TUESDAY, SEPTEMBER 2, 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, September 2, 2025, at 7:05 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair/President	Ed Donnelly
Treasurer	Sandy Fielding (on Zoom)
Design/Event & Site Chair	James Jontz
Construction Chair	Brandon Carlson
Decoration Co-Chair	Janet Benjamin
Decoration Co-Chair	Leland Glauz
Decoration Assistant	Vicky Rea
Publicity Chair	Karie Reynolds
Committee Member	Rob Benjamin
Committee Member	Lary Chiles
Assistant Construction Chair	Jeremy Bruce
Committee Member	Alex Strong

ABSENT

Vice President	John Adamson
Assistant Treasurer	Dianne Parker
Secretary	Wende Lee
Golf Tournament Chair	Alan Vlacich

Melissa Snyder, Deputy Community Services Director, announced a quorum.

CITY STAFF PRESENT:

Lucy Hakobian, Community Services Director and Melissa Snyder, Community Services Deputy Director were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Chair Donnelly.

PUBLIC COMMENT

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

None

ACTION/DISCUSSION

2. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING MINUTES FOR AUGUST 5, 2025

Recommendation

It is recommended that the Committee approve the minutes for the South Pasadena Tournament of Roses Committee Meeting on August 5, 2025.

COMMISSION ACTION AND MOTION

A motion was made by Decoration Co-Chair Benjamin, seconded by Construction Chair Carlson, and approved by roll call vote to approve Item No. 2. The motion carried 10-0-5-1, by the following vote:

AYES: Donnelly, J. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong

NOES: None

ABSENT: Adamson, R. Benjamin, Lee, Parker, Vlacich

ABSTAINED: Fielding

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

Treasurer Fielding presented this item.

Recommendation

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

COMMISSION ACTION AND MOTION

A motion was made by Decoration Co-Chair Glauz, seconded by Board Member Chiles, and approved by roll call vote to approve Item No. 3. The motion carried 10-0-5-1, by the following vote:

AYES: Donnelly, J. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong

NOES: None

ABSENT: Adamson, R. Benjamin, Lee, Parker, Vlacich

ABSTAINED: Fielding

4. RECOMMENDATION OF A NOMINATION AND ELECTION OF A CONSTRUCTION CHAIR AND ASSISTANT CONSTRUCTION CHAIR

Chair Donnelly presented this item.

Recommendation

It is recommended that the Committee nominate and elect a Construction Chair and Assistant Construction Chair

COMMISSION ACTION AND MOTION

A nomination for Brandon Carlson for Construction Chair and Jeremy Bruce for Assistant Construction Chair was made by Decoration Co-Chair Glauz, and approved by roll call vote to approve Item No. 4. The motion carried 10-0-5-1, by the following vote:

AYES: Donnelly, J. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong
NOES: None
ABSENT: Adamson, R. Benjamin, Lee, Parker, Vlacich
ABSTAINED: Fielding

5. RECOMMENDATION OF A NOMINATION AND ELECTION OF A SOCIAL MEDIA CHAIR

Chair Donnelly presented this item.

Recommendation

It is recommended that the Committee nominate and elect a Social Media Chair.

COMMISSION ACTION AND MOTION

A nomination for Chris Colburn was made by Decoration Co-Chair Benjamin, and approved by roll call vote to approve Item No. 5. The motion carried 10-0-5-1, by the following vote:

AYES: Donnelly, J. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong
NOES: None
ABSENT: Adamson, R. Benjamin, Lee, Parker, Vlacich
ABSTAINED: Fielding

6. DISCUSSION ON MUSIC LICENSING FOR THE 2026 ROSE PARADE FLOAT

Chair Donnelly presented this item.

Recommendation

It is recommended that the Committee discuss potential music licensing needs and requirements for the 2026 Rose Parade float, including any next steps or approvals needed.

COMMISSION ACTION AND MOTION

A motion was made to use sound effects around TV corner, unless there is a fee associated for sound effects, then the float will go silent around TV corner, by Design/Event & Site Chair Jontz, seconded by Assistant Construction Chair Bruce, and approved by roll call vote to approve Item No. 6. The motion carried 11-0-4-1, by the following vote:

AYES: Donnelly, J. Benjamin, R. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong
NOES: None
ABSENT: Adamson, Lee, Parker, Vlacich

ABSTAINED: Fielding

COMMITTEE COMMUNICATIONS

7. EVENT AND SITE CHAIR REPORT

Event and Site Chair Jontz provided an update on restrooms, lighting, and notified the Committee that the volunteer tent would be delivered in November closer to Thanksgiving. He provided additional information regarding tree trimming.

8. DESIGN CHAIR REPORT

Design Chair Jontz provided an update on two outstanding items that would be forthcoming including the decision regarding music and adding participants to the back of the float. He would be attending a meeting in the upcoming week to get more information.

9. CONSTRUCTION CHAIR REPORT

Construction Chair Carlson reported that progress on the float is moving along with many of the sculpted items in production. The construction team will continue to provide photos to Digital Media Chair Colburn.

10. DECORATION CHAIR REPORT

Decoration Co-Chair Benjamin provided an update on inventory and organization that is being conducted at the site. Additionally, a schedule for volunteers will be available online through Sign Up Genius.

11. SOUVENIR BOOTH REPORT

Treasurer Fielding is working on t-shirts and aprons to be added to the booth. She provided an update that she is working on adding additional items to the credit card machine.

12. TENT BANNER/DIRECT MAIL/YARD SIGNS REPORT

None

13. CRUNCH TIME PARTY REPORT

None

14. RUMMAGE SALE REPORT

Decoration Co-Chair Benjamin has posters that need to be distributed to businesses and also has a schedule out for volunteers.

15. MISCELLANEOUS FUNDRAISERS REPORT

Treasurer Fielding reminded the Committee of the need for raffle items for Bingo. Publicity Chair Reynolds suggested coordinating across the committee to ensure we are not asking the same businesses for donations for each separate fundraising event.

16. RAFFLE TICKETS REPORT

None

17. PUBLICITY CHAIR REPORT

Publicity Reynolds provided an update on publicity for the yard sale through the school district and local press. She also provided an update on the newsletter and requested interviewing the new board members.

18. DIGITAL MEDIA REPORT

Digital Media Chair Colburn provided an update on the increase in engagement on social media platforms. The Committee discussed getting more content including videos to the Digital Media Chair for posting.

19. GOLF TOURNAMENT REPORT

None

20. OTHER COMMITTEE COMMUNICATIONS AND INFORMATION

Committee Member Chiles requested an update the volunteer release forms. No updates from staff.

COMMUNICATIONS

21. STAFF LIAISON COMMUNICATIONS

None

22. COMMITTEE CHAIR COMMUNICATIONS

Chair Donnelly thanked the Committee for building rapport amongst those at the float site and encourage the Committee to keep up the good work.

PUBLIC COMMENT- CONTINUED

23. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the South Pasadena Tournament of Roses Committee at 7:36 P.M. to the next South Pasadena Tournament of Roses Committee meeting scheduled for October 7, 2025.

Respectfully submitted:

Melissa Snyder
Community Services Deputy Director

APPROVED:

Ed Donnelly
President

ATTEST:

Melissa Snyder
Community Services Deputy Director

Approved at South Pasadena Tournament of Roses Committee Meeting: October 7, 2025

DRAFT



South Pasadena Tournament of Roses Committee Agenda Report

ITEM NO. 3

DATE: October 7, 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 OCTOBER
FINANCIALS**

Recommendation

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

Attachments:

1. South Pasadena Tournament of Roses Committee October Financials

ATTACHMENT 1

South Pasadena Tournament of Roses Committee
October Financials

OCTOBER 7, 2025

FINANCE REPORT

SEPTEMBER 2025

CHECKING -----	9082.99
CHECKING 501c3-----	88,466.27
SAVINGS 501c3-----	180,157.27
TOTALS-----	277,706.53

AUGUST 2025

CHECKING-----	3204.64
CHECKING 501c3-----	93,490.28
SAVING501c3-----	180,157.46
TOTALS-----	276,852.38

ACTIVITY

YARD SALE	INCOME:5180.53
	EXPENSES: 71.14

PROFIT: 5109.39

TICKETS PROFIT: 831.00