



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

TUESDAY, APRIL 7, 2026, 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 Tournament of Roses 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 John Adamson

ROLL CALL

Secretary Courtney Quinn

John Adamson
Jason Bergman
Lary Chiles
Ed Donnelly (non-voting)
Nathalie Gould (non-voting)
Dianne Parker
Alex Strong

Janet Benjamin
Jeremy Bruce
Chris Colburn
Sandy Fielding
James Jontz
Vicky Rae
Alan Vlacich

Rob Benjamin
Brandon Carlson
Brant Dunlap
Leland Glauz
Wende Lee
Karie Reynolds

PLEDGE OF ALLEGIANCE: Chair John Adamson

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 REGULAR MEETING MINUTES FOR MARCH 3, 2026

Recommendation

It is recommended that the Committee consider approval of the minutes for the South Pasadena Tournament of Roses Committee Meeting on March 3, 2026.

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

Recommendation

It is recommended that the Committee consider approval of the South Pasadena Tournament of Roses Committee Financials including Balance Sheet and Profit and Loss as of March 31, 2026.

COMMITTEE COMMUNICATIONS

4. **DESIGN AND SITE CHAIR REPORT** (James Jontz)
5. **CONSTRUCTION CHAIR REPORT** (Brandon Carlson)
6. **DECORATION CHAIR REPORT** (Leland Glauz)
7. **SOUVENIR BOOTH REPORT** (Sandy Fielding)
8. **MARKETING CHAIR** (Wende Lee)
9. **VOLUNTEER CHAIR** (Lary Chiles)
10. **WEBSITE CHAIR** (Alex Strong)
11. **CRUNCH TIME PARTY REPORT**
12. **YARD SALE REPORT**
13. **MISCELLANEOUS FUNDRAISER REPORT**
14. **RAFFLE TICKETS REPORT** (Jason Bergman)
15. **PUBLICITY CHAIR REPORT** (Karie Reynolds)
16. **SOCIAL 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

May 5, 2026	Regular Committee Meeting	7:00 P.M.
June 2, 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 **April 7, 2026**, 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.*

4/1/2026

/S/

Date

Melissa Snyder, Community Services Director



South Pasadena Tournament of Roses Committee Agenda Report

ITEM NO. 2

DATE: April 7, 2026

FROM: Melissa Snyder, Community Services Director

PREPARED BY: Lucy Hakobian, Senior Management Analyst

SUBJECT: **CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA
TOURNAMENT OF ROSES COMMITTEE REGULAR MEETING
MINUTES FOR MARCH 3, 2026**

Recommendation

It is recommended that the Committee consider approval of the minutes for the South Pasadena Tournament of Roses Committee Regular Meeting on March 3, 2026.

Attachment:

1. Draft South Pasadena Tournament of Roses Committee March 3, 2026, Regular Meeting Minutes



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

**MINUTES
TUESDAY, MARCH 3, 2026, AT 7:00 P.M.**

CALL TO ORDER:

The regular meeting of the South Pasadena Tournament of Roses Committee was called to order by President Donnelly on Tuesday, March 3, 2026, at 7:05 p.m. at the City Council Chambers, located at 1424 Mission Street, South Pasadena, California.

PRESENT

President/Nominations	Ed Donnelly
Vice President	John Adamson
Treasurer	Sandy Fielding
Assistant Treasurer	Dianne Parker
Construction Chair	Brandon Carlson
Asst. Construction Chair	Jeremy Bruce
Decoration Chair	Janet Benjamin
Decoration Co-Chair	Leland Glauz
Decoration Assistant	Vicky Rea
Golf Tournament	Alan Vlacich
Committee Member	Rob Benjamin
Volunteer Chair	Lary Chiles
Website Chair	Alex Strong
Publicity Chair	Karie Reynolds (Zoom)

ABSENT

Secretary/Marketing/Direct Mail	Wende Lee
Design Chair/Event & Site Chair	James Jontz
Social Media Chair	Chris Colburn

President Donnelly recognized that we have a quorum.

CITY STAFF PRESENT:

Lucy Hakobian-Senior Management Analyst and Nathalie Wilcox-Community Services Supervisor were both 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 FEBRUARY 3, 2026

Recommendation

It is recommended that the Committee approve the minutes for South Pasadena Tournament of Roses Committee Meeting from February 4, 2026.

A motion was made by J. Benjamin , second by Adamson, and approved by roll call vote to approve Item 2. The motion carries 13-0-3-1, by the following vote:

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

NOES: None

ABSENT: Jontz, Lee, Colburn

ABSTAINED: Reynolds

3. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES YEAR ENDING 2025 FINANCIALS

Treasurer Fielding presented this item. Dianne Parker was also introduced to the Committee, she has been assisting Treasurer Fielding with financials in preparation for taxes.

Recommendation

It is recommended that the Committee consider approval of South Pasadena Tournament of Roses year ending 2025 Financials.

A motion was made by Carlson, second by Chiles, and approved by roll call vote to approve Item 3. The motion carries 13-0-3-1, by the following vote:

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

NOES: None

ABSENT: Jontz, Lee, Colburn

ABSTAINED: Reynolds

4. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES FEBRUARY FINANCIALS

Treasurer Fielding presented this item. It was noted that the 2027 parade entry fee has been paid.

Recommendation

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

A motion was made by Bruce, second by Carlson, and approved by roll call vote to approve Item 4. The motion carries 13-0-3-1, by the following vote:

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

NOES: None

ABSENT: Jontz, Lee, Colburn

ABSTAINED: Reynolds

5. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES 2026 BOARD OF DIRECTORS

Nominations Chair Donnelly presented the proposed slate as follows:

John Adamson-President
Treasurer-Sandy Fielding
Secretary-Courtney Quinn
Construction Chair-Brandon Carlson
Assistant Construction/Site Chair-Jeremy Bruce
Decoration Chair-Leland Glauz
Decoration Co-Chair-Vicky Rea
Assistant Decoration Chair-Nathalie Gould (NV)
Design & Site Chair- James Jontz
Raffle Ticket Chair- Jason Bergman
Golf Chair-Alan Vlacich
Social Media Chair-Chris Colburn
Souvenir/Online Store Chair-Sandy Fielding
Bingo Fundraising Chair-Sandy Fielding
Volunteer Chair- Lary Chiles
Direct Marketing Chair- Wende Lee
Tent Banner Chair- Brant Dunlap (NV)
Publicity Chair-Karrie Reynolds
Website Chair- Alex Strong
Committee Member-Janet Benjamin
Committee Member- Rob Benjamin
Historian- Ed Donnelly
Staff Liaison- Melissa Snyder

Recommendation

It is recommended that the Committee consider approval of the South Pasadena Tournament of Roses 2026 Board of Directors.

A motion was made by Vlacich, second by Carlson, and approved by roll call vote to approve Item 5. The motion carries 13-0-3-1, by the following vote:

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

NOES: None

ABSENT: Jontz, Lee, Colburn

ABSTAINED: Reynolds

President John Adamson took over the remainder of meeting after his nomination of President was approved.

COMMITTEE CHAIR REPORTS

6. EVENT AND SITE CHAIR REPORT

Absent, no report

7. DESIGN CHAIR

Adamson reported the design committee will be meeting this week to work on the rendering with artist Rene. Our concept has been approved; next step is to complete the rendering for TOR approval.

8. CONSTRUCTION CHAIR

Carlson reported that we have rented a storage unit, this will allow us to store some items that are not used as often, freeing up some room in the containers on site. Construction will begin moving items around soon.

9. DECORATION

Glauz reported the decoration team is going to be working on the rendering as well as planning for materials. Tentative inventory of the container is scheduled for early April.

10. SOUVENIR BOOTH

Fielding reported 2027 theme pins have been ordered. There is a continued issue with the Verizon internet/phone bill that she has been trying to resolve. Adamson offered assistance if needed.

11. TENT BANNER/DIRECT MAIL/YARD SIGNS REPORT

No report, absent.

12. CRUNCH TIME PARTY REPORT:

No report.

13. RUMMAGE SALE REPORT:

J. Benjamin reported we have the date set for the first weekend in May, however, unless we have more commitment of volunteers, we will not be able to do this event.

14. MISCELLANEOUS FUNDRAISERS:

Fielding reported Bingo is happening on Friday March 6th. So far 79 tickets have sold, the goal is 100 tickets.

15. RAFFLE TICKETS REPORT:

No report. Alan Vlacich introduced Jason Bergman as the new chair.

16. PUBLICITY REPORT:

Reynolds reported her recent focus has been on promoting Bingo. Articles went out to the SP Review, South Pasadenan.com, Pasadena Now, Chamber Newsletter as well as three SPTOR email blast. Next focus is promoting the yard sale and then sharing our rendering once approved followed by the Golf Tournament.

17. SOCIAL MEDIA REPORT:

No report, absent.

18. GOLF TOURNAMENT REPORT:

Vlacich reported the Golf Tournament will take place on June 20th. In the next month he will begin planning and coordinating volunteer needs.

19. OTHER COMMITTEE COMMUNICATIONS AND INFORMATION:

Ed Donnelly is our new SPTOR Historian. He has begun to work with Iron Works Museum to decorate a 6ft. display case that will be upstairs. He reported on the permanent building update. In November, the proposed location was denied by the Fire Chief. Since then, the committee has re-designed the building to be located where our tent currently goes, the City has no objections to the location. Next step is for the City Attorney to look at the lease proposal and building listing classification.

COMMUNICATIONS

20. CITY STAFF LIAISON COMMUNICATIONS

No report.

21. COMMITTEE CHAIR COMMUNICATION

Adamson thanked the committee for the approval of his nomination. He is here to help and is excited to step into this role.

ADJOURNMENT

There being no further matters, President Adamson adjourned the meeting of the Committee at 7:40 p.m.

Respectfully submitted:

Courtney Quinn, Acting Secretary

Approved:

John Adamson, President

ATTEST:

Melissa Snyder, Community Services Director

DRAFT



South Pasadena Tournament of Roses Committee Agenda Report

ITEM NO. 3

DATE: March 3, 2026

FROM: Melissa Snyder, Community Services Director

PREPARED BY: Lucy Hakobian, Senior Management Analyst

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

Recommendation

It is recommended that the Committee consider approval of the South Pasadena Tournament of Roses Committee Balance Sheet, and Profit and Loss as of March 31, 2026.

Attachments:

1. South Pasadena Tournament of Roses Committee Balance Sheet
2. South Pasadena Tournament of Roses Committee Profit and Loss

ATTACHMENT 1

Item No. 3 – South Pasadena Tournament of Roses
Committee Balance Sheet

Balance Sheet

South Pasadena Tournament of Roses

As of March 31, 2026

	TOTAL
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Assets	
Current Assets	
Bank Accounts	
1001 CBB Committee Checking 2333	4,599.91
1002 CBB Association Checking 2694	74,087.17
1003 CBB Association Savings 0471	220,203.15
Total for Bank Accounts	\$298,890.23
Other Current Assets	
1050 Petty Cash - Bills	300.00
1051 Petty Cash - Coins	31.00
Total for Other Current Assets	\$331.00
Total for Current Assets	\$299,221.23
Total for Assets	\$299,221.23
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Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3100 Hench Foundation Grant	12,533.33
3150 Credit Card Payables	0.00
Total for Other Current Liabilities	\$12,533.33
Total for Current Liabilities	\$12,533.33
Total for Liabilities	\$12,533.33
Equity	
4000 Opening Balance Equity	251,169.78
4200 Retained Earnings	35,184.66
Net Income	333.46
Total for Equity	\$286,687.90
Total for Liabilities and Equity	\$299,221.23
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ATTACHMENT 2

Item No. 3 – South Pasadena Tournament of Roses
Committee Profit and Loss

Profit and Loss

South Pasadena Tournament of Roses

February 1-March 31, 2026

	TOTAL
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Income	
5100 Donations Revenue	
5103 Donations - Cash/Check	665.00
5110 Donations - In Kind	-51.80
Total for 5100 Donations Revenue	\$613.20
5400 Crunch Time Party Revenue	
5403 Crunch Silent Auction	480.00
5404 Crunch Online Auction	160.00
Total for 5400 Crunch Time Party Revenue	\$640.00
5500 Legendary Bingo Revenue	
5501 Bingo Ticket Sales	4,060.00
5502 Bingo Raffle Tickets	1,215.00
5503 Bingo Extra Card	30.00
5504 Bingo Bar	1,132.00
5505 Bingo Food	385.00
5506 Bingo Donations (Cash)	90.00
5507 Bingo Donations (Unused Entry Fees)	245.00
5508 Bingo Donations (In Kind)	1,281.47
Total for 5500 Legendary Bingo Revenue	\$8,438.47
5900 Miscellaneous Income	
5904 Credit Card Fees Recovered	127.16
Total for 5900 Miscellaneous Income	\$127.16
Total for Income	\$9,818.83
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Gross Profit	\$9,818.83
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Expenses	
6001 Construction Expense	
6003 Construction - Consumables (welding, propane, etc)	70.90
Total for 6001 Construction Expense	\$70.90
6040 Event Site Expense	
6042 Event Site - Waste Disposal	0.00
6046 Event Site - Miscellaneous Event Site Expense	375.00
Total for 6040 Event Site Expense	\$375.00
6500 Legendary Bingo Expense	
6501 Bingo Company Fees	1,015.00
6502 Bingo Company % Commission	303.75
6504 Bingo Bar	330.66
6505 Bingo Miscellaneous Expense	1,852.00
Total for 6500 Legendary Bingo Expense	\$3,501.41
6700 Souvenir Booth Expense	
6711 Souvenir Booth - Shipping Costs	0.00
Total for 6700 Souvenir Booth Expense	\$0.00

Profit and Loss

South Pasadena Tournament of Roses

February 1-March 31, 2026

	TOTAL
6900 Administration Expense	
6901 Admin - Parade Entry Fee	5,000.00
6905 Admin - Bank Charges	27.35
6906 Admin - Credit Card Processor	26.00
6907 Admin - Credit Card Fees	218.67
6911 Admin - Online Subscriptions	105.98
6925 Admin - Gifts	88.82
6927 Admin - Miscellaneous Administrative Expenses	71.24
Total for 6900 Administration Expense	\$5,538.06
Total for Expenses	\$9,485.37
Net Operating Income	\$333.46
Net Other Income	
Net Income	\$333.46