



Heritage Festival Committee Agenda

November 13, 2013 – 7:00 p.m.

Regular Meeting

Heritage Festival Committee

Bruce Hunt Jr.
Chair

Anne Russell
Vice Chair

Carole Nixon
Treasurer

Jim Cucalon
2nd Vice Chair

Bruce Hunt

Tommie Kalman

Frank Perez

Gerry Carnevali

Procedures for Addressing the Heritage Festival Committee

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the recording secretary BEFORE that portion of the agenda is called.

The Heritage Festival Committee encourages free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, Heritage Festival Committee discourages clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COMMITTEE IS IN SESSION.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (714) 993-8184. Notification 48 hours prior to the meeting will generally enable City staff to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)

City of Placentia
401 E Chapman Avenue
City of Placentia, CA 92870

Community Services Department
Phone: (714) 993-8184
Fax: (714) 961-0283
Website: www.placentia.org

Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the Community Services Department, (714) 993-8184, to make inquiry concerning the nature of the item described on the agenda.

In compliance with Senate Bill 343, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

REGULAR MEETING
7:00 p.m. – Placentia City Hall

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE: Janice Lacher

EXECUTIVE COMMITTEE

ROLL CALL: Chair / Bruce Hunt Jr.
Vice Chair / Anne Russell
2nd Vice Chair Jim Cucalon
Treasurer/Carole Nixon
Bruce Hunt
Tommie Kalman
Frank Perez
Gerry Carnevali

ORAL COMMUNICATIONS

At this time, the public is invited to address the Heritage Festival Committee concerning any agenda item, which is not a public hearing item or other items under the jurisdiction of the Heritage Festival Committee.

COMMITTEE COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Committee member would like formal action on any of the discussed items, it will be placed on a future Agenda.

HERITAGE FESTIVAL AGENDA

1. Minutes
 - a. Regular meeting – October 9, 2013
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Election of officers– Staff and Committee to nominate and elect officers.
4. Event theme and date – Staff and Committee to discuss possible themes and date for the 2014 Heritage Festival & Parade.
5. Sub-Committee Report – Sub-Committee chairpersons to review areas of responsibilities for discussion.

6. Staff Comments – Staff to review areas of responsibilities.
7. Agenda Building – Staff and committee to review agenda items for the next meeting.

ADJOURNMENT

The Heritage Festival Committee Adjourn to a Regular Meeting on Wednesday, December 11, 2013 at 7:00 p.m. in the front conference room located at City Hall, 401 East Chapman Avenue, Placentia.

CERTIFICATION OF POSTING

I, Veronica Ortiz, Community Services Coordinator/Heritage Festival Staff Liaison, hereby certify that the Agenda for the November 13, 2013 meeting of the Heritage Festival Committee was posted on November 7, 2013.

Veronica Ortiz

Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee
MINUTES of October 9, 2013

Meeting called to order 7:05 pm

PLEDGE OF ALLEGIANCE

EXECUTIVE HERITAGE COMMITTEE: Bruce Hunt Jr., Anne Russell, Carole Nixon, Bruce Hunt, Tommie Kalman, Gerry Carnevali, Jim Cucalon, and Frank Perez.

COMMITTEE: Janice Lacher

CITY STAFF: Jon Nicks, Deputy Director of Community Services, Veronica Ortiz, Community Services Coordinator, Michelle Munoz, Community Services Clerical Aide, Felipe Zambrano, Community Services Coordinator, and Matt Brand, Community Services Senior Specialist.

CHAMBER OF COMMERCE: None

GUESTS: Barbara Lyons, GR Hodges and Mark Garrett

1. APPROVAL OF MINUTES: Tar informed the committee that the volunteers would be attending a training on Friday and would therefore only be able to volunteer on Saturday. No changes were made to the minutes. A motion to approve the September 25, 2013 minutes was made by Anne and **SECONDED** by Gerry.

2. TREASURERS REPORT: Treasurer, Carole Nixon, provided the committee with an updated copy of the budget. She explained that the month began with a balance of -\$1,405.03. The month's income totaled \$12,175.00 and the expenses added up to \$3,800. The running income for the event was \$6,696.97. Overall the committee felt content with this year's budgeting and was looking forward to receiving even more income from the Car Show and games on the day of the event.

3. SUB-COMMITTEE REPORTS:

PARADE: Bruce Hunt Jr. commented that he needs parade packets for the drivers and bags filled with ribbon and a line up number. Staff Ortiz assured him that she would have those done as soon as possible. It was arranged that Committee member and City staff would be marking the parade streets at 1:00 p.m. on Friday, October 11, 2013. G.R. mentioned that he lined up rental cars for a couple of drivers. The cars need to be picked up and paid for on Friday afternoon. City staff and Committee members arranged to pick up the rental cars and pay for them via a City credit card.

BAND REVIEW: Carole Nixon announced that 30 bands would be participating and that everything was set for the event. She informed the Committee and Staff that she would have

some volunteers for helping with buses and water for the bands. It was discussed that the buses and trailers would be parking on Golden and Valencia when necessary. Committee Member Nixon also mentioned that the band review area needed to be cleaned before the event.

GAMES: Staff Veronica Ortiz suggested the Game Vendors arrive Friday for set-up and Committee Member Anne Russell explained that they would probably not be able to arrive until early Saturday morning. Staff Felipe Zambrano commented that as a parent he believed the prices of game tickets to be very high. Staff and Committee briefly discussed the possibility of exploring different game vendors for next year's event.

ADVERTISING: Tommie Kalman mentioned that all posters went out and the businesses were happy to receive them. Advertisements were placed in the newspaper and the Penny Saver. Committee and Staff discussed who needed to be thanked and decided to place names in alphabetical order.

ENTERTAINMENT: Tommie Kalman informed Committee and Staff members that entertainment for the event was all set. She mentioned that two students from the El Dorado Media Arts Department would be making announcements from 9:00 a.m. until the awards begin at the Festival.

CAR SHOW: Bruce Hunt Senior assured the Committee that Car Show business was going fine. He suggested signs be placed on some of the portable restrooms like last year in order to indicate which porta potties would be solely for female use. Mr. Hunt also suggested there be staff directing vendors to the parking lot in order to make sure they do not park in the designated Car Show area.

FOOD: No comments.

VOLUNTEERS: Tar informed the committee that all volunteer positions had been filled and they would move forward with the original 60-20-60 plan and that extra volunteers would be located by the staff tent if needed. He mentioned that all lead volunteer coordinators would be wearing navy blue shirts and the others would wear royal blue shirts. Tar said that he would be at the event all day. Mark Garrett informed the committee that RACES volunteers will be on the parade and will be in direct contact with the police via mobile command.

SPECIAL ENTERTAINMENT: Jim Cucalon informed the committee that he had received confirmation from Vera Jimenez from Channel 5, the Santa Ana Zoo mascot, and Snoopy. He mentioned that Snoopy would need a totally enclosed tent and Staff Ortiz confirmed that Snoopy would be provided with one enclosed 10x10 tent, a table, and chairs. Jim and Committee discussed driving routes for transporting Vera Jimenez. Lastly, Mr. Cucalon shared the Star Cars attending the event would be the Scooby Doo van, the original Kitt Knight Rider, the new Kitt Knight Rider, and the Back to the Future DeLorean. R2D2 will not be attending the event and the Knott's haunted hearse will be arriving at 8:30 a.m. via the Tuffree entrance.

CRAFTS: 29 crafters will be attending the event.

NON- PROFITS: 44 non-profit groups will be attending the event.

4. STAFF COMMENTS: Veronica read a heartfelt letter written by Staff Steve Pischel on behalf of the City and Council thanking the Committee for their commitment to the event.

5. AGENDA BUILDING: Add a discussion on the theme for the 50th annual event.

ADJOURNMENT: Meeting adjourned at 8:45pm. The next regular meeting will be held on Wednesday, November 13, 2013 in order to recap the event.