



Heritage Festival Committee Agenda

May 13, 2015 – 7:00 p.m.

Regular Meeting

Heritage Festival Committee

Bruce Hunt Jr.
Chair

Vacant
Vice Chair

Carole Nixon
Treasurer

Jim Cucalon
2nd Vice Chair

Gerry Carnevali

Bruce Hunt

Tommie Kalman

Janice Lacher

Frank Perez

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

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)

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

EXECUTIVE COMMITTEE

ROLL CALL: Chair / Bruce Hunt Jr.
Vice Chair / Janice Lacher
Treasurer/Carole Nixon
Bruce Hunt
Frank Perez
Vacant
Vacant
Vacant
Vacant

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 – April 8, 2015
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Budget – Staff and Committee to discuss the 2015 event budget.
4. Sub-Committee Report – Sub-Committee chairpersons to review areas of responsibilities for discussion.
5. Staff Comments – Staff to review areas of responsibilities.
6. 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, June 10, 2015 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 May 13, 2015 meeting of the Heritage Festival Committee was posted on May 7, 2015.

Veronica Ortiz

Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee
MINUTES of April 8, 2015

Meeting called to order at 7:43pm.

PLEDGE OF ALLEGIANCE

EXECUTIVE HERITAGE COMMITTEE: Bruce Hunt Jr., Carole Nixon, Bruce Hunt, Janice Lacher, and Frank Perez.

ABSENT: Jim Cucalon, Tommie Kalman, and Gerry Carnevali.

CITY STAFF: Aileen Salazar, Community Services Parks and Recreation Coordinator, Aileen Munoz, Clerical Aide, Veronica Ortiz Community Service Coordinator

GUESTS: None

ORAL COMMUNICATIONS: None

1. APPROVAL OF MINUTES: Committee member Lacher motioned to approve the minutes of March 11, 2015 meeting. Committee member Hunt seconded. The minutes were approved.

2. TREASURERS REPORT: Committee member Nixon gave a brief treasure's report. The 2015 balance in the Heritage Festival account was \$0. There was an income of \$635.00 and expenditures of \$35.41 making the total balance as of April 8, 2015 \$559.59.

3. BUDGET:

Parade: Parade car rentals were not accounted for in last year's budget and may have been charged to the City's account. Ribbons will be left at \$850.00, sign/banners will be decreased to \$500.00 and an Honorarium will be left at \$1,000 in case one is selected. Sound equipment will be removed from the parade budget and left in the general budget.

Band Review- The budget for the band review judges will increase to \$3,000. All other items will remain the same as the previous budget.

Car Show- All budgeted items will remain the same as the 2014 event budget.

Crafters- The craft vendors' budget will be adjusted to reflect the average number of booths for the last four years.

Food- All budgeted items will remain the same as the 2014 event budget.

Non-Profit- All budgeted items will remain the same as the 2014 event budget.

Business Expo- Budgeted items will change to \$7,250 for the 2015 event.

Home Based- All budgeted items can remain the same as the 2014 event budget and a separate budget sheet will be kept to log revenues from this area of vendors.

Entertainment- All budgeted items will remain the same as the 2014 event budget.

Advertising- Committee member Nixon will confirm the prices for the OC Register and the Penny Saver. The high school football ads will return to \$210.00.

Executive Committee Budget- Remove the 50th Anniversary T-Shirts from the budget. Increase the Police Explorer to \$800 and add \$350 for parking tags.

Capital Expense- Increase the signs/banners budget to \$1,000 and barricades to \$3,500.

4. EVENT THEME: Committee member Lacher suggested various themes including “Innovation towards the Future,” “Our Now, Our Future,” “Investing in Our Future,” and “Stepping into the New Age.” A motion was made by Committee member Perez to approve “Our Now, Our Future.” The motion was seconded by Committee member Hunt. The motion was approved.

5. SUB-COMMITTEE REPORTS: All applications have been updated to include the event date and the theme will be added as well. Applications will be reposted and mailed out in the weeks to follow. A suggestion was made by Committee member Perez that Staff member Ortiz obtains a list of businesses within the City so that business expo applications could be mailed to them. Committee member Nixon confirmed that the 2015 Heritage Band Review is on the books with the Southern California School Band and Orchestra Association, but she will not be hearing about the fees until June. Staff member Ortiz will work with Committee members Lacher and Nixon to contact the entertainers and the Penny Saver to begin the process of placing the advertisements. Committee member Nixon reminded the other Committee members that a flat bed truck is needed for the parade judges.

6. STAFF COMMENTS: Staff member Ortiz informed the committee that there is going to be a Volunteer Appreciation Luncheon on April 22, 2015 at the Aguirre Building. A flyer was distributed about the event.

7. AGENDA BUILDING: Remove the event theme section but keep rest the same.

ADJOURNMENT: A motion to adjourn was made by Committee member Hunt and seconded by Committee member Lacher. The meeting adjourned at 8:34pm. The next regular meeting will be held on Wednesday, May 13, 2015 at 7:00pm.