



# Heritage Festival Committee Agenda

September 9, 2015 – 7:00 p.m.

## Regular Meeting

### Heritage Festival Committee

**Bruce Hunt Jr.**  
Chair

**Janice Lacher**  
Vice Chair

**Carole Nixon**  
Treasurer

**Bruce Hunt**

**Frank Perez**

**Vacant**

**Vacant**

**Vacant**

**Vacant**

#### 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.

**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](http://www.placentia.org)

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

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**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**

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1. Minutes
  - a. Regular meeting – August 12, 2015  
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Sub-Committee Report – Sub-Committee chairpersons to review areas of responsibilities for discussion.
4. Staff Comments – Staff to review areas of responsibilities.
5. 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, October 14, 2015 at 7:00 p.m. in the front conference room located at City Hall, 401 East Chapman Avenue, Placentia.

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## **CERTIFICATION OF POSTING**

I, Veronica Ortiz, Community Services Coordinator/Heritage Festival Staff Liaison, hereby certify that the Agenda for the September 9, 2015 meeting of the Heritage Festival Committee was posted on September 3, 2015.



Veronica Ortiz  
Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee  
MINUTES of August 12, 2015

**Meeting called to order at 7:10pm.**

**PLEDGE OF ALLEGIANCE**

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

**CITY STAFF:** Aileen Salazar, Program Coordinator, Veronica Ortiz Community Service Coordinator

**GUESTS:** Glenn Baldwin, Rotary Club of Placentia.

**ORAL COMMUNICATIONS:** Glenn Baldwin from the Rotary Club of Placentia spoke to the committee about the Pancake Breakfast. He explained the price and provided more details to the committee.

**COMMITTEE COMMENTS AND REPORTS:** Chair Person Bruce Hunt Jr. suggested having the City Council recognize the past Executive Board Members for their years of hard work and dedication. Staff member Ortiz suggested that they be presented with a plaque with the Heritage Logo on it at a future council meeting.

**1. APPROVAL OF MINUTES:** Chair Person Hunt Jr. called for a motion to approve the minutes of June 17, 2015 meeting. Committee member Perez made a motion and Committee member Nixon seconded. The minutes were approved.

**2. TREASURERS REPORT:** Committee member Nixon gave a brief treasure's report. The balance in the Heritage Festival account was \$2,972.76. There was an income of \$2530.00 and expense of \$405.00 making the total balance as of August 12, 2015 \$15,097.76.

**3. SUB-COMMITTEE REPORTS:**

**Parade-** Applications for dignitaries will go out soon. 12 parade applications have been processed. The committee will ask someone who has done the parade scripts in the past to do them again.

**Band Review-** Possibly 30 bands will be in the parade this year. A trailer or stage rental may be needed for the band.

**Car Show-** Two mailings will go out in September. Over 25 people have been pre-registered. There are vendors lined up for the car show.

**Crafters-** Applications coming in slow. There are currently 17 crafters registered and more still needing to be processed.

**Food-** There are 10 food vendors already 10 more are needed. The Health Department meeting will be held in September. The Friendly Center has turned in their application and paid for the Beer Garden area and are going to sell; wine, water, beer, pretzels and bratwurst.

**Non-Profit-** Applications are coming in slow. There are 17 non-profits that have been processed. The Community Foundation Grant application is in but there is no word on if the festival was selected as a grant recipient.

**Business Expo-** 8 applications have been processed but we can continue to contact more.

**Home Based-** Applications are coming in. 9 have already paid.

**Entertainment-** Several of the entertainers will be returning. Staff member Ortiz will contact the stilt walkers. Southland Band is available and willing to perform during the festival for the same price as last year. The band would like to be facing the tables instead of away from them. A stage may be needed to fix this issue.

**Advertising-** Staff member Ortiz presented a sample of the advertisement to the committee. She explained that the final copy will look more polished and asked if there were any changes that the committee would like to make. She also explained that a smaller version will be made with key points for the football programs.

**Games-** Staff member Ortiz has talked to the game vendor and he is good to go. He will let the committee know what he plans to bring soon. He will also bring his own ticket takers. Staff member Ortiz will finalize the contract soon.

**4. STAFF COMMENTS:** None.

**5. AGENDA BUILDING:** Keep the same.

**ADJOURNMENT:** A motion to adjourn was made by Committee member Nixon and seconded by Committee member Hunt. The meeting adjourned at 8:18pm. The next regular meeting will be held on Wednesday, September 9, 2015 at 7:00pm.