



Heritage Festival Committee Agenda

February 10, 2016 – 7:00 p.m.

Adjourned Regular Meeting

Heritage Festival Committee

Vacant
Chair

Janice Lacher
Vice Chair

Carole Nixon
Treasurer

Bruce Hunt

Frank Perez

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)

City of Placentia
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City of Placentia, CA 92870

Community Services Department
Phone: (714) 993-8184
Fax: (714) 961-0283
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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.

ADJOURNED REGULAR MEETING

7:00 p.m. – Placentia City Hall

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

EXECUTIVE COMMITTEE

ROLL CALL:

Chair / Vacant
Vice Chair / Janice Lacher
Treasurer/Carole Nixon
Bruce Hunt
Frank Perez
Vacant
Vacant

PUBLIC OATH OF OFFICE

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. Adjourned Regular meeting – November 18, 2015
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. Meeting time and schedule– Consideration to change meeting time.
5. Event theme and date – Staff and Committee to discuss possible themes and date for the 2016 Heritage Festival & Parade.
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, March 9, 2016 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 Supervisor/Heritage Festival Staff Liaison, hereby certify that the Agenda for the February 10, 2016 regular meeting of the Heritage Festival Committee was posted on February 4, 2016.

Veronica Ortiz

Community Services Supervisor/Heritage Festival Committee Staff Liaison

MINUTES
Heritage Festival Committee
November 18, 2015

1. **Meeting called to order at 7:08pm.**
2. **PLEDGE OF ALLEGIANCE**
3. **EXECUTIVE HERITAGE COMMITTEE:** Bruce Hunt Jr., Janice Lacher, Bruce Hunt, Frank Perez
4. **ABSENT:** Carole Nixon
5. **CITY STAFF:** Aileen Salazar, Program Coordinator, Veronica Ortiz, Community Services Supervisor, Matthew Brand, Community Services Coordinator, Aileen Munoz, Clerical Aid, Maria Elena Maurer, Community Services Coordinator, and Felipe Zambrano, Community Service Coordinator.
6. **GUESTS:** Gerry Hodges, Peggy Yamaguchi, Vivian Perez, Placentia Community Foundation, Steve Pischel, Director of Administrative Services, Ward Smith, Chief of Police
7. **ORAL COMMUNICATIONS:** The Committee honored G.R. Hodges by giving a plaque and flowers to Gerry Hodges, his wife. G.R. Hodges contributed many years of dedicated service to the Heritage Festival Committee. Following Hodges' recognition, Bruce Hunt Jr. announced his resignation from the Heritage Festival Committee Board, effective January 1st, 2016. Committee Member Hunt Jr. stated that the decision did not come easy since he has participated in the event for over twenty-five years. Committee Member Hunt Jr. declared his intention to support committee members in the planning of the next event and his hope to continue handling some of the parade activities, such as the creation of the line-up. Committee Member Hunt Jr. expressed his appreciation for the support of others over the years, his enjoyment working on the Committee, and his gratitude for the opportunity to be a part of the Committee. Director of Administrative Services, Steve Pischel, commended Hunt Jr. with a plaque on behalf of the City of Placentia and the Heritage Festival Committee.
8. **APPROVAL OF MINUTES:** Committee Member Lacher **motioned** to approve the minutes of the October 7, 2015 meeting. Committee Member Hunt **seconded** the motion. The minutes were approved by a **Voice Vote** of 4-0-0-1. Guest Peggy Yamaguchi commented a request that two vacant spots be removed to show that a quorum existed.
9. **TREASURER'S REPORT:** Community Services Supervisor Ortiz spoke on the treasurer's report, informing the Committee that Committee Member Nixon held all of the required information. Committee member Nixon had all of the necessary paperwork. The finalization of the treasury was tabled and will be picked up during the Committee's next meeting.
10. **ELECTION OF OFFICERS:** Committee Chair Person Bruce Hunt Jr. motioned to postpone the elections for new officers until there was clarification if the Heritage Festival will continue next year.

Committee member Russell seconded the motion. Staff member Nicks stated that he would make sure the Heritage Festival would be placed on a future City Council agenda for direction on the event.

11. SUB-COMMITTEE REPORTS:

Car Show: Committee Member Hunt Jr. stated that car show went very well. There were 247 cars registered and 16 cars registered the day of the event. There were 22 no-shows. There were a few problems with registration. Some people had shown up that registered but there was no paperwork to support they registered. There were also numbers on the paperwork that did not match the cars that were registered. There were also barricades that were not put up and the porta potties were not marked “men” and “women” this year. There were also a few food vendors that set up in the car show area and cooked on the grass.

Food: Some food vendors were setting up in the car show area and cooking food on the grass. Committee Members agreed that next year the food vendors will need to be monitored. Community Services Coordinator Brand suggested to put up tape or fencing behind the vendors. It was also suggested that next year that the application should state that there will be no cooking on the grass. Committee Member Perez suggested that there is an extra attachment in the vendor packet with more guidelines on the day of the event. Committee Members also discussed making the spots 10x20 instead of just offering a 10x10.

Entertainment/Advertising: Entertainment and advertising went well. All entertainers were paid on time and there were no issues or complaints.

Crafters/Home Based/Business Expo: There was only one complaint from a Business Expo vendor because they did not like their spot. Community Services Supervisor Ortiz discussed with the Committee about the refund the vendor requested. Committee Members did not approve to give that vendor a refund due to committee policies.

Parade: Committee Members were unaware of any problems on the parade route until EMS personnel arrived. Committee Members discussed ways to improve the parade route in case of extreme heat. OCFA, the school districts, and police will be working closer together to ensure safety of participants. Water can be passed out at the start of the parade instead of at the end of it. Participants can be given paperwork that states they need to be hydrated, bring water, and possibly a change of clothes to get out of their uniform. Some other suggestions made by participants were to start the parade earlier or shorten the route. Committee Members discussed adding a line item in the parade paperwork that reminds participants to do the best they can to arrive on time. One other suggestion not regarding the weather was to put more porta potties near the beginning of the parade route.

Band Review: Nothing to report.

Games: Nothing to report.

Non-Profit: Nothing to report.

Volunteers: Nothing to report.

12. STAFF COMMENTS: There was a complaint that the car show was too loud to hear the band playing. There was a discussion regarding the meeting schedule. It was decided to not have a meeting in December and January and reconvene in February.

13. . AGENDA BUILDING: Keep the same.

14. ADJOURNMENT: A motion to adjourn was made by Committee Member Hunt and seconded by Committee Member Lacher. The meeting adjourned at 8:38pm. The next regular meeting will be held on Wednesday, February 10, 2016 at 7:00pm.