



Heritage Festival Committee Agenda

May 11, 2016 – 6:30 p.m.

Regular Meeting

Heritage Festival Committee

Janice Lacher
Chair

Bruce Hunt
Vice Chair

Carole Nixon
Treasurer

Dwayne De Rose

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)

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.

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

ADJOURNED REGULAR MEETING

6:30 p.m. – Placentia City Hall

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

EXECUTIVE COMMITTEE

ROLL CALL: Chair / Janice Lacher
Vice Chair / Bruce Hunt
Treasurer / Carole Nixon
Dwayne De Rose
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. Regular meeting – April 13, 2016
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Grand Marshal– Staff and Committee to discuss possible Grand Marshal ideas.
4. Multi-Day Event Discussion– Staff and Committee to continue the discussion of a possible multi-day event in the future.
5. Sub- Committee Reports – 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, June 8, 2016 at 6:30 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 May 11, 2016 regular meeting of the Heritage Festival Committee was posted on May 5, 2016.



Veronica Ortiz
Community Services Supervisor/Heritage Festival Committee Staff Liaison

Heritage Festival Committee
MINUTES of April 13, 2016

Meeting called to order at 6:35pm.

PLEDGE OF ALLEGIANCE

EXECUTIVE HERITAGE COMMITTEE: Carole Nixon, Bruce Hunt, Janice Lacher, Frank Perez, and Dwayne De Rose.

CITY STAFF: Aileen Salazar, Program Coordinator and Veronica Ortiz, Community Services Supervisor.

ORAL COMMUNICATIONS: None.

COMMITTEE COMMENTS AND REPORTS: None.

1. APPROVAL OF MINUTES: Chair person Lacher **MOTIONED** to approve the March 9, 2016 minutes. The motion was **SECONDED** by Committee member Hunt. The minutes were approved by a Voice Vote of 4-0-1-0. Committee member Perez arrived after the vote.

2. TREASURER'S REPORT: Committee member Nixon gave a brief treasurer's report. She updated the 2015 Treasurer's Report to show the late band review entry fee of \$150 making the deficit -\$4059.02. The April 13, 2016 report shows a remaining balance in the Heritage Festival account as \$0.00. There was neither income nor expenses, keeping the total balance as of April 13, 2016 \$0.00. The budget for the 2016 Heritage Festival was reviewed.

Parade: The parade car rentals item was increased to \$250.00 and parade ribbons were decreased to \$800.00. The rest of the items listed under parade budget will stay the same as the 2015 event budget.

Band Review: An increase in entry fees was made from \$3000.00 to \$3500.00 in the band review budget to reflect the 20 band entries that were received in 2015 at \$175.00 each.

Car Show: All budgeted items will remain the same as the 2015 event budget.

Crafters: All budgeted items will remain the same as the 2015 event budget.

Food: Booth fees for food will be \$100.00 for resident non-profits and \$150.00 for non-resident non-profits for the 2016 event.

Games: All budgeted items will remain the same as the 2015 event budget.

Non-Profit: All budgeted items will remain the same as the 2015 event budget.

Business Expo: All budgeted items will remain the same as the 2015 event budget.

Home Based: All budgeted items will remain the same as the 2015 event budget.

Entertainment: All budgeted items will remain the same as the 2015 event budget.

Advertising: All budgeted items will remain the same as the 2015 event budget.

Executive Committee Budget: The committee decided to add petty cash as revenue to cancel out petty cash in the expenses. The budget for the awards expense will increase to \$150.00. Park Decorations will be removed from the budget. A \$300.00 budget will be added to the sponsorship brochures and a \$300.00 supply item has been added into the expenses.

Capital Expenses: The rental for Portable Restrooms was increased to \$3,000.00 and the tables, chairs, and canopies were increased to \$5,200.00

3. 2016 HERITAGE FESTIVAL VENDOR APPLICATIONS: The address on the final page was updated, possible theme was introduced and other discussed changes were made. The language was revised to read "hold harmless" on the indemnification agreements. There was a suggestion to change the font for the theme and move it further down on the page. Applications will be mailed. Electronic versions will be available upon request.

Car Show: All items will remain the same with theme font and spacing to be updated.

Parade: The parade applications will now include the following statements:

Parade line-up positions are not guaranteed.

Please plan on bringing water for your group.

Breakfast: On the breakfast application the meeting time was amended from 7pm to 6:30pm.

Beer Garden: On the beer garden application the meeting time was amended from 7pm to 6:30pm.

Food: All items will remain the same with theme font and spacing to be updated.

Business Expo, Band Review, Craft, Home Based, Non-Profit, and Games: All items will remain the same with theme font and spacing to be updated.

4. GRAND MARSHAL: Chair Person Lacher spoke with Stan Freese whose sons are in the band Green Day. Freese's son said they would not be able to attend the 2016 Heritage Festival due to conflicting tour dates but would be interested in coming in 2017. Chair Person Lacher then requested the committee to reach out to any of their contacts.

5. MULTI-DAY EVENT DISCUSSION: There was further discussion on a possible multi-day event. It was decided that the 2016 event will remain as a one day event. A multi event will

require much more advanced planning and will be considered in the next few years. There was a suggestion made to survey this year's vendors to gauge their interest in a possible multi-day event. The Committee recognized that more sponsors would definitely be needed for a multi-event. There was also some discussion on possibly adding another event through the Chamber of Commerce leadership that could be related to the Heritage Festival instead of making the Heritage event 3 days long. Some logistical and cost items would need to be further addressed and discussed if the event is expanded. City Council will have final approval on a multi-day event and on the budget. It was decided that a preliminary estimated budget and a discussion on a preliminary logistical plan can be discussed at the June meeting.

6. SUB-COMMITTEE REPORTS: Committee member Nixon explained that some bands were willing to pay up to \$200.00 to be in the Band Review for this year, however it was decided it would be best to keep the price for middle schools at \$150.00 and high schools at \$175.00.

7. STAFF COMMENTS: Staff member Ortiz gave the committee a report of the City's staff cost and a breakdown of the petty cash for the 2015 festival.

8. AGENDA BUILDING: Keep the same and remove applications.

ADJOURNMENT: Committee member Hunt **MOTIONED** to adjourn meeting. The motion was **SECONDED** by board member Nixon. The meeting was adjourned at 7:48pm. The next regular meeting will be held on Wednesday, May 11, 2016 at 6:30pm.