



Heritage Festival Committee Agenda

November 09, 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)

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

November 9, 2016, 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

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 COMMITTEE AGENDA

1. Minutes
 - a. Adjourned Regular meetings:
September 21, 2016
September 28, 2016
October 5, 2016
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Sub-Committee Report and 2016 event overview – Sub-Committees to review and discuss the 2016 event.
4. Staff Comments – Staff to review and discuss the 2016 event.
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, January 11, 2017 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 November 9, 2016 regular meeting of the Heritage Festival Committee was posted on November 3, 2016.



Veronica Ortiz

Community Services Supervisor/Heritage Festival Committee Staff Liaison

Heritage Festival Committee
MINUTES of September 21, 2016

Meeting called to order at 6:36 pm.

PLEDGE OF ALLEGIANCE

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

CITY STAFF: Aileen Salazar, Program Coordinator, Aileen Munoz, Clerical Aide, Veronica Rodarte, Community Services Coordinator, Matthew Brand, Community Services Coordinator, Maria Elena Maurer, Community Services Coordinator, Felipe Zambrano, Community Services Coordinator, Veronica Ortiz, Community Services Supervisor, and Sandra Gonzalez, Director of Community Services.

GUESTS: Peggie Yamaguchi, Anne Russell

ORAL COMMUNICATIONS: None.

3. SUB-COMMITTEE REPORTS:

Parade: Staff member Ortiz informed the Committee that there are a total of 39 parade entries. We are still waiting on applications from some members of the City Council for the parade. Quotes for new pole banners were obtained and six banners have been ordered. Ten to twelve volunteers were requested to work the parade route.

Band Review: Committee member Nixon informed the Committee that 35 bands will be in the parade. She also requested two volunteers to run the band scores from the judges to De Palma Terrace.

Car Show: 124 applications have been received and processed but more are expected to come in. Car show packets have been mailed out. The Car Show DJ is confirmed for the event. One part time staff is being requested to help with day of registration at the event. A reminder was made to keep all the grills from the food area far away from the car show area.

Craft: 23 applications have been received. The map is to be finalized soon.

Food: 18 applications have been received and approved by Committee member Nixon. The Health Department Meeting will be held on September 22, 2016 in the front conference room at 4:00pm.

Committee member Frank Perez arrived at 7:49 pm.

Games: Andre Simonian from Non-Stop Fun has submitted his insurance documentation. He has proposed to bring six inflatables and will not be bringing the rock wall due to ADA compliancy

regulations. The Bubble Rollers have sent in information about their inflatable games. They are interested in being part of the Heritage Festival. They have submitted an offer to the Committee. The Committee has requested that the City staff to get more information on possible price and hour changes to the proposal.

Non-Profit: 36 non-profit applications have been received.

Home Based: 15 applications been received.

Business Expo: 18 applications approved.

Entertainment: Discussion to change fees for the entertainers will be pushed to a future meeting. Lee Castner has agreed to do the sound for the event and the City will cover his insurance.

Advertising: Flyers have been taken to various businesses and schools around town. The event has also been advertised on the billboards off the 57 freeway.

1. APPROVAL OF MINUTES: Chairperson Lacher called for a motion to approve the September 7, 2016 minutes as they are. Committee member Hunt **MOTIONED** to approve the September 7, 2016 minutes. The motion was **SECONDED** by Committee member Nixon. The minutes were approved by a Voice Vote of 4-0-0-0.

2. TREASURER'S REPORT: Committee member Nixon gave a brief treasurer's report. The September 21, 2016 report shows a remaining balance in the Heritage Festival account as \$3,859.00. There were no expenses but there was income of \$3,940.00. The total balance in the Heritage Festival account is \$7,799.00 as of September 21, 2016. Committee member Nixon also presented some bills to be paid for the judges, trophies and banner updates.

4. STAFF COMMENTS: Staff member Ortiz distributed an equipment list for each Committee member to update for their area. Staff member Zambrano explained to the committee that the County of Orange is no longer requiring a fence around the beer garden; they only need flags and security around the designated area. This new update will save the Committee some money because chain link fencing will not need to be rented. Director Gonzalez would like the committee to obtain a new banner over Kraemer Blvd., and make a request to the City Council to shorten the parade route for next year's event.

5. AGENDA BUILDING: Keep the same.

ADJOURNMENT: Committee member Hunt **MOTIONED** to adjourn meeting. The motion was **SECONDED** by board member Nixon. The meeting was adjourned at 8:42 pm. The next adjourned regular meeting will be held on Wednesday, September 28, 2016 at 6:30 pm.

Heritage Festival Committee
MINUTES of September 28, 2016

Meeting called to order at 6:38 pm.

PLEDGE OF ALLEGIANCE

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

CITY STAFF: Aileen Salazar, Program Coordinator, Aileen Munoz, Clerical Aide, Veronica Rodarte, Community Services Coordinator, Matthew Brand, Community Services Coordinator, Maria Elena Maurer, Community Services Coordinator, Felipe Zambrano, Community Services Coordinator, and Veronica Ortiz, Community Services Supervisor.

GUESTS: Paul Petty

ORAL COMMUNICATIONS: None.

1. SUB-COMMITTEE REPORTS:

Parade/Band Review: The ribbons for the parade have been picked up and individual ribbons for the Grand Marshal, Pony Baseball team have also been picked up. Parade cars are still needed for many dignitaries. The Committee will later discuss possibly only allowing City dignitaries to ask for a vehicle for future events. There are a total of 47 parade entries. There are a total of 35 bands going through the band review. The Committee informed City staff that a stage will need to be rented again for the judging of the band review.

Car Show: 157 applications have been received and processed but more are expected on the day of the event. Car show t-shirts have been ordered and Action Embroidery also donated some shirts to be sold. The packets for the Car Show vendors have been sent out to all the vendors.

Craft: 25 applications have been received. Vendor packets have been sent out and no more will be accepted after Monday.

Food: 17 food vendors are approved. This includes the beer garden and the pancake breakfast vendors.

Games: Discussion was made on the new offer for the Bubble Rollers to be at the festival for six hours for a total price of \$1,500.00 Chairperson Lacher made a **MOTION** to approve the addition of Bubble Rollers and allow the company to charge \$5.00 a ride on behalf of the Committee. Committee member Nixon **SECONDED** the motion. The motion to add the Bubble Rollers and charger \$5.00 was approved by a Voice Vote 4-0-0-0. There will be two ticket booths in the game area. Non-Stop Fun will be bringing six inflatables for the event.

Non-Profit: 40 non-profit applications have been approved.

Home Based: 19 applications been approved.

Business Expo: 25 applications approved.

Entertainment: All the entertainers have accepted and received their packets.

3. STAFF COMMENTS: Staff member Ortiz asked the Committee to once again review the equipment lists and confirm that they have everything they will need for the event. Staff member Rodarte also informed the Committee that she was not able to get many volunteers and would need help from the Committee to get more volunteers. Staff and Committee will continue to work on gathering event volunteers.

4. AGENDA BUILDING: Keep the same.

ADJOURNMENT: Committee member Lacher **MOTIONED** to adjourn meeting. The motion was **SECONDED** by board member Nixon. The meeting was adjourned at 7:59 pm. The next adjourned regular meeting will be held on Wednesday, October 5, 2016 at 6:30 pm.

Heritage Festival Committee
MINUTES of October 5, 2016

Meeting called to order at 6:35 pm.

PLEDGE OF ALLEGIANCE

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

CITY STAFF: Aileen Salazar, Program Coordinator, Aileen Munoz, Clerical Aide, Veronica Rodarte, Community Services Coordinator, Matthew Brand, Community Services Coordinator, Maria Elena Maurer, Community Services Coordinator, Felipe Zambrano, Community Services Coordinator, Veronica Ortiz, Community Services Supervisor, and Sandra Gonzalez, Director of Community Services.

GUESTS: Peggie Yamaguchi, Anne Russell, and Jeanette Contreras

ORAL COMMUNICATIONS: Jeanette Contreras from the Placentia Library asked the Committee to consider moving the Placentia Library Board closer towards the front of the parade with all of the other dignitaries because they are also elected officials. The Committee will consider her request.

1. SUB-COMMITTEE REPORTS:

Parade/Band Review: As per the decision made during the Heat Index meeting, the bands that are going to be walking in the parade, have been told not to wear jackets and hats in order to prevent any heat related incidents. It is forecasted to be over 90 degrees on the day of the event. The uniforms they do wear while in the Band Review must all match per SCSBOA guidelines. A total of 18 bands have agreed to continue to walk in the parade. Ten Girl Scouts have agreed to be banner holders for the parade.

Car Show: There are a total of 164 cars registered and more are expected to register the day of the event.

Craft: 26 applications have been approved.

Food: 17 food vendors are approved; this includes the beer garden and the pancake breakfast.

Games: The Bubble Rollers have agreed to be at the festival for six hours and charge \$5.00 per ride on behalf of the Committee. The City will provide staff to help with crowd control, and electrical needs.

Non-Profit: 44 applications have been approved.

Home Based: 20 applications been approved.

Business Expo: 29 applications approved.

Entertainment: All the entertainment is confirmed for the event.

3. STAFF COMMENTS: Director of Community Services Sandra Gonzalez explained to the Committee that the Community Services Department will have a staff meeting for all of the part time staff working the event to explain what is expected of them during the event on Thursday, October 6, 2016 at 6:00pm. She invited the Committee members to attend. Staff member, Veronica Rodarte explained to the Committee that she was able to get 6 volunteers for the morning of the event. Staff and Committee will continue to seek event volunteers.

4. AGENDA BUILDING: Keep the same.

ADJOURNMENT: Committee member Lacher **MOTIONED** to adjourn meeting. The motion was **SECONDED** by board member Nixon. The meeting was adjourned at 8:10 pm. The next regular meeting will be held on Wednesday, November 9, 2016 at 6:30 pm.