



# Heritage Festival Committee Agenda

May 10, 2017 – 6:30 p.m.

## Regular Meeting

### Heritage Festival Committee

**Janice Lacher**  
Chair

**Bruce Hunt**  
Vice Chair

**Carole Nixon**  
Treasurer

**Dwayne De Rose**

**Frank Perez**

**Paul Petty**

**Kenny Binnings**

#### **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](http://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

May 10, 2017, 6:30 p.m. – Placentia City Hall

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### 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  
Paul Petty  
Kenny Binnings

#### 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.

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### HERITAGE FESTIVAL COMMITTEE AGENDA

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1. Minutes
  - a. Regular meeting  
April 12, 2017  
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Sub-Committee Reports– Sub-Committees to review and discuss the areas of responsibilities.
4. Staff Comments – Staff to provide updates and discuss 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, June 14, 2017 at 6:30 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 Supervisor/Heritage Festival Staff Liaison, hereby certify that the Agenda for the May 10, 2017 regular meeting of the Heritage Festival Committee was posted on May 4, 2017.



Veronica Ortiz

Community Services Supervisor/Heritage Festival Committee Staff Liaison

## **Action Items from April 12, 2017 meeting:**

- \*Paul Petty to make contact with a Wounded Warrior Family.**
- \*Janice Lacher to make contact with Channel 2 or 9 anchor.**
- \*City Staff to create labels for those who have registered for the Car Show for the past 5 years and remove any duplicates.**
- \*Dwayne De Rose to reach out to Nicky Petroleum to become a Festival Sponsor.**
- \*Paul Petty to reach out to Suburban Propane to become a Festival Sponsor.**
- \*Car show and Band Review to provide Dwayne De Rose trophy specs and obtain quotes from other trophy vendors.**
- \*City staff to have Heritage Committee Festival business cards for each Committee Member.**
- \*Paul Petty to find out when school booster club meetings will be held.**

Heritage Festival Committee  
MINUTES of April 12, 2017

**Meeting called to order 6:34pm.**

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** None.

**CITY STAFF:** Aileen Salazar, Program Coordinator; Aileen Munoz, Clerical Aid; Veronica Ortiz, Community Services Supervisor.

**GUESTS:** Ward Smith, Councilman.

**ORAL COMMUNICATIONS:** None.

**1. MINUTES:** Chair Person Lacher called for a motion to approve the March 8, 2017 minutes. Committee member Petty **MOTIONED** for their approval. The motion was **SECONDED** by Committee Member Hunt. The minutes were approved by a Voice Vote of 6-0-1-0.

**2. TREASURER'S REPORT:** Committee member Nixon gave a brief treasurer's report. The March, report shows a remaining balance in the Heritage Festival account as \$0. There were expenses of \$0 and income of \$125. The total balance in the Heritage Festival account is currently \$125 as of April 6, 2017.

**3. FLOAT DISCUSSION:** The Committee decided to move Float Discussion to Oral Communications if the Girl Scout Troop come to the next meeting. They decided that there were no requirements except that the theme for the float must be in line with the Mayor's Theme, and they will need to fill out a parade application.

**4. SUB-COMMITTEE REPORTS:** Committee member Petty informed the Committee that he asked for 5,000 bottles of water from Nestle, but it is unclear how many bottles they will donate at this time. Discussions were made regarding possible Grand Marshals. Paul Petty suggested that the Committee reach out to a Wounded Warrior or their family. It was also suggested that the Committee reach out to the Channel 2 and Channel 9 anchorman that is from the Placentia area. Committee member De Rose asked the Committee to obtain quotes for the trophies and asked for the specs so that he could get new quotes from the various vendors in town. Committee members Perez and Hunt requested that the address on each of the Car Show Applications be checked against the address provided on the check. They also requested 2,500 flyers to be printed for them to distribute. It was suggested that the Committee reach out to Nicky Petroleum and Suburban Propane to become sponsors of the Festival. Committee Member Hunt asked how

to get the Festival promoted on the digital billboard on the side of the freeway. Staff member Ortiz informed the Committee that the City Administration Department manages the billboard information and that it would not be an issue to get the Heritage Festival up on the billboard. Staff member Ortiz informed the Committee that the IT Department is working on having fillable PDF versions of the applications available online. She also let them know that the applications will be mailed out in May. A generic sponsorship letter and brochure was presented to the Committee for them to review and send revisions to City Staff. It was suggested that each member of the Committee head a sub-committee to evenly distribute the work between the members of the Committee.

Paul Petty brought to the attention of the Committee that in the By-Laws it states that regular meetings will begin at 7pm. He **MOTIONED** to have the By-Laws state that regular meetings will be begin at 6:30pm to reflect the recent change in the meeting time. The motion was **SECONDED** by Chairperson Lacher. The motion passed with a voice vote of 6-0-1-0.

**5. STAFF COMMENTS:** Supervisor Ortiz shared with the Committee the various upcoming events in the City, such as Love Placentia on April 29, and the Community Services Department Community Walks during the summer.

**8. AGENDA BUILDING:** Remove float discussion.

**ADJOURNMENT:** Committee member Petty **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee member Nixon. The meeting was adjourned at 8:02pm. The next adjourned regular meeting will be held on Wednesday, May 10, 2017 at 6:30 pm.