



# Heritage Festival Committee Agenda

November 8, 2017 – 6:30 p.m.

## Regular Meeting

### Heritage Festival Committee

**Janice Lacher**  
Chair

**Bruce Hunt**  
Vice Chair

**Carole Nixon**  
Treasurer

**Frank Perez**

**Paul Petty**

**Kenny Binnings**

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

**REGULAR MEETING**

November 8, 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  
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.

**HERITAGE FESTIVAL COMMITTEE AGENDA**

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1. Minutes
  - a. Regular meeting  
September 13, 2017  
Recommended Action: Approve
  - b. Adjourned Regular meeting  
October 4, 2017  
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Sub-Committee Reports and 2017 event overview– Sub-Committees to review and discuss the 2017 event.
4. Tuffree Middle School athletic field use – Committee and staff to discuss possible event parking areas for the 2018 festival.

5. Parade route logistics – Committee and staff to discuss possible parade route changes for the 2018 festival.
6. Staff Comments – Staff to review and discuss the 2017 event.
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, January 10, 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 November 8, 2017 adjourned regular meeting of the Heritage Festival Committee was posted on November 2, 2017.

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Veronica Ortiz  
Community Services Supervisor/Heritage Festival Committee Staff Liaison

Heritage Festival Committee  
MINUTES of October 4, 2017

**Meeting called to order 6:30 p.m.**

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** Kenny Binnings

**Guests:** None.

**CITY STAFF:** Aileen Salazar, Program Coordinator; Madeline Cuevas, Community Services Coordinator; Felipe Zambrano, Community Services Coordinator; Matthew Brand, Community Services Coordinator; Maria Elena Maurer, Community Services Coordinator; Aileen Munoz, Clerical Aid; Veronica Ortiz, Community Services Supervisor; Director of Community Services, Sandra Gonzalez.

**ORAL COMMUNICATIONS:** None.

**COMMENTS AND REPORTS:** The Committee discussed action items from the September 13<sup>th</sup> meeting. Committee member Nixon had not received confirmation from the Valencia Interact Club regarding volunteers. Community Services Supervisor Ortiz noted that about 15 volunteers have committed, with Haley Hunt from California State University, Fullerton and she is working to get more. Community Services Supervisor Ortiz also reported on the status of vehicles for invited dignitaries. City Council members will likely be the only dignitaries that need to have vehicles provided. The Grand Marshal applications were completed, and the invitations for veterans to participate in the parade were all sent out using local media outlets.

1. **MINUTES:** Minutes from the August 9<sup>th</sup> were up for approval. Chairperson Lacher noted that the September 13<sup>th</sup> minutes will be tabled because Committee members Binnings, Nixon, Perez, and Hunt were needed. Community Services Coordinator Zambrano noted that the September 13<sup>th</sup> minutes may need a correction regarding the ABC license application when the minutes are again up for approval. Committee member Petty made **MOTIONED** to approve the August 9<sup>th</sup> minutes. Committee member Nixon **SECONDED** the motion. The August 9<sup>th</sup> minutes were **APPROVED** after a voice vote 4-0-1-1.
2. **TREASURER'S REPORT:** Committee member Nixon gave a brief treasurer's report. The Committee has a balance of \$9,274.51 with \$7,475.00 in income. Committee member Nixon reported that the expenses amount to \$11,452.00, without all expenses being issued, leaving the Committee with a balance of \$5,297.51. The report was updated to include \$2,800 from

JB Bostick and \$500 from Cars Inc. Committee member Nixon reminded the Committee that Fairway Ford will send \$1,000. Committee member Nixon also reported the sum of \$1,925.00 from band review entry fees.

### **3. SUB-COMMITTEE REPORTS:**

- A. Parade:** Community Services Supervisor Ortiz reported that Gil Cisneros and other participants in the parade are not able to campaign on the parade route, and the participants who had planned to campaign or hand out items have been notified that items being distributed must not interfere with the procession of the parade. Chairperson Lacher discussed volunteers for the parade, noting that girl scouts will participate as volunteers. Community Services Coordinator Brand reported that two golf carts will have to be picked up the day of the event. The Committee discussed the parade route, noting that the Police Explorers will need to be notified of the necessity for Post Office employees to have access to blocked portions of the route. It was proposed that Post Office employees be given event passes. To add to the patrol unit of traffic in the parade route, RACES may provide bike patrols. It was reported that there have been 52 parade entries, independent of the bands that will participate. For the announcements of the parade participants, there will be 3 tables and 12 chairs provided at the first parade stand.
- B. Car Show:** Committee member Perez reported that there are 167 pre-registered participants. Committee member Hunt will examine the food area to ensure that those cooking will be away from the cars. Maps of the car show set-up ought to be provided at the registration area to sufficiently organize the vehicles as they arrive. “No parking” signs will be in the parking lot to ensure that participants have space for their vehicles. Furthermore, Committee member Perez noted that the signs on Rolling Hills must be covered. He also noted that the access road by the dam needs to be blocked so that there will be no outgoing traffic. Finally, Committee member Perez needs to send the car show t-shirt invoice to the City for payment.
- C. Advertising:** Chairperson Lacher began to discuss “Thank you” commemorations to be sent, among which will include the grand marshal.
- D. Band Review:** There will be 34 Bands that will participate with 28 bands competing. Committee member Petty noted that water is still needed. It was reported that 4,200 bottles of water are needed. Community Services Supervisor, Ortiz reported that the band review will have a rented stage that will be secured.
- E. Beer Garden:** Community Services Supervisor Ortiz noted that the ABC license was signed, their security established, and a walk through complete. An equipment list was sent to Committee member Binnings from the City for review.

- F. Entertainment:** Community Services Supervisor Ortiz reported that all entertainers have been booked. All entertainers have their packets with their payments ready.
- G. Food:** There are 18 food vendors, including the Pancake Breakfast and the Beer Garden, leaving 16 independent food vendors. Community Services Coordinator Zambrano reported that 3 vendors still needed health department approval.
- H. Crafts:** There are 30 craft vendors registered.
- I. Home Based:** There are 18 Home Based vendors.
- J. Non-Profit:** There are 37 Non-Profit vendors.
- K. Business Expo:** There are 19 vendors in the Business Expo.
- L. Games:** Committee Services Supervisor Ortiz informed the Committee that Fun Services has been chosen as the organization to provide the games. Fun Services will bring their own staff and equipment, including carnival games, fun Olympic-style races, potato sack races, and inflatables. Fun Services provides wrist bands to allow Heritage Festival goers to use the games throughout the day. UCI Health has been noted as a sponsor for the games sections.

**4. STAFF COMMENTS:** The Community Services Department reported possible ATM options. The first option would be from a vendor who charges \$300 to have ATM machines at the site with a \$5.00 surcharge for each transaction. The second option would not have a vendor charge with a \$2.50 surcharge per transaction. Committee member Hunt **MOTIONED** to approve the use of the second option in which no vendor fee is charge for ATM use. Chairperson Lacher **SECONDED** the motion. The use of the second option was **APPROVED** by the Committee. The Community Services Department is working to attain radios for communication during the event. Director of Community Services Gonzalez noted that for the 2018 event, the Committee will have to consider where to park the cars because Tuffree Middle School will no longer serve as the parking lot during the event. Lastly, updated equipment lists were given to Committee members.

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

**ADJOURNMENT:** Chairperson Lacher **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee member Petty. The meeting was adjourned at 8:17 p.m. The next Adjourned regular meeting will be held on Wednesday, November 8, 2017 at 6:30 pm.