



# Heritage Festival Committee Agenda

January 17, 2018 – 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

January 17, 2018, 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. Adjourned Regular meeting  
November 8, 2017  
Recommended Action: Approve
2. Election of Officers – Committee to nominate and select the 2018 Committee officers.
3. Event budget – Staff and Committee to discuss and review the 2018 event budget.
4. 2018 Event theme, date and parade logistics – Staff and Committee to discuss the event theme, date and possible 2018 parade route changes.
5. 2018 City Council item – Staff and Committee to discuss and review a draft of the 2018 City Council item presentation.
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, February 14, 2018 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 January 17, 2018 adjourned regular meeting of the Heritage Festival Committee was posted on Thursday, January 11, 2018.



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Veronica Ortiz  
Community Services Supervisor/Heritage Festival Committee Staff Liaison

Heritage Festival Committee  
MINUTES of November 8, 2017

**Meeting called to order 6:28 p.m.**

**PLEDGE OF ALLEGIANCE-** the Committee decided to waive the Pledge of Allegiance due to not having a flag present.

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

**Guests:** Sandra Binnings, Phillip Johnson; OCFA Battalion Chief, Patti Martin, Donald McLacaren; RACES, James McElhinney; Placentia Police Department and Council Member Ward Smith.

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

**ORAL COMMUNICATIONS:** None.

**COMMENTS AND REPORTS:** Committee member Binnings informed the Committee that the Veterans who participated in the parade enjoyed it. He has heard positive feedback.

1. **MINUTES:** Minutes from October 4<sup>th</sup> were up for approval. Committee member Petty **MOTIONED** to approve the October 4<sup>th</sup> minutes. Committee member Perez **SECONDED** the motion. The October 4<sup>th</sup> minutes were **APPROVED**.

2. **TREASURER'S REPORT:** Committee member Nixon gave a brief treasurer's report. Committee member Nixon reported that the Heritage Festival account balance reflected \$5,797.51. The total income from the festival and other areas was reported as \$16,590.54. The expenses were \$37,798.96, indicating that the festival is in the negative \$15,410.71. Committee member Nixon will present in the January meeting the complete 2017 budget and the 2016 report so that the committee can compare the two.

3. **SUB-COMMITTEE REPORTS:**

A. **Parade/Band Review:** Committee member Nixon informed the Committee that the Band Review started on time. There was discussion regarding the band line up in the parade as there was a large amount of bands this year. It also suggested to possibly

start the Band Review earlier to avoid it from going too late and have the bands feed into the parade at Palm and Yorba Linda.

- B. Car Show:** Committee members Perez and Hunt explained to the Committee that the Car Show went as well as expected. They informed the Committee that they had a total of 184 pre-registered and 27 the day of the event for a total of 205 cars. Some of the critiques they had for the festival are that they would like for the gate of the park to be open for them at 5:30 a.m. so that they can be ready by 7:00 a.m. They would also like to have a City Staff member monitor the traffic driving the wrong way at Tuffree and Tri-City. They explained that the bathrooms were not open on time and the "Women's" signs for the portable restrooms and the "No dogs or skateboard" signs were not posted. They requested that OC Parks provide a full list of rules and regulations prior to the event so that they are not surprised by anything the day of the event.
  - C. Entertainment:** It was suggested that the table for the awards be moved to another area so that the band is able to perform for an audience.
  - D. Business Expo:** Committee member Perez suggested moving the Business Expo area to give them more visibility because they pay more to be in the event.
  - E. PD/Fire:** Lieutenant McElhinney suggested having a shorter parade route to reduce the number of incidents. He also suggested having more first aid stations and roving first aid golf carts. Phillip Johnson from OCFA suggested having another ambulance during the event.
  - F. RACES:** Donald McLaren provided a list of suggestions that came from the RACES organization. He advised that the bus traffic on Golden was restricting access for emergency vehicles. He also suggested that there be more porta potties near George Key Elementary for the bus drivers.
- 4. TUFFREE MIDDLE SCHOOL ATHLETIC FIELD USE:** City staff informed the Committee that the School District is no longer allowing them to use the field free of cost. They advised the District sent them a bill for \$336 for custodial fees, but the City has not paid it. Community Services Coordinator Brand informed the Committee that up to 500 cars can park on the field. It was suggested if that field is not available to use next year for parking, the north dirt lot at the corner of Tri-City Park could be used. Community Services Coordinator Brand mentioned that area only fits up to 150 cars. Committee member Petty suggested moving bus parking from Golden to George Key, allowing Golden to be used for public and vendor parking. Chair Person Lacher suggested that the Committee ask the industrial area off of Kraemer for use of their lots during the day of the event, possibly even having a shuttle to the park.

5. **PARADE ROUTE LOGISTICS:** Director of Community Services Gonzalez explained that the City will present a new route to City Council and suggested that the Committee start drafting ideas for discussion at the January meeting. It was suggested that the parade start at Yorba Linda and have band participants be feed in at Palm and Yorba Linda.
6. **STAFF COMMENTS:** Community Services Supervisor Ortiz informed the Committee that the equestrian groups really enjoyed being part of the parade and will be returning next year. She also informed the Committee that the community really enjoyed the hands on experience of the reptile show and petting zoo. Director of Community Services Gonzalez presented the Committee of a survey that would be sent to all vendors to gather information from the vendors. She would also like to send out a survey to all the non-profit food vendors to gather information on their revenue. Community Service Supervisor Ortiz informed the Committee that she received a request from a Home Based vendor asking for a refund. The vendors reasoning for the refund was due to there being another Lula Roe vendor. The Committee was advised that each Lula Roe vendor sells different items. Committee member Petty made a **MOTION** to deny the refund per Committee guidelines. Committee member Hunt **SECONDED** the motion. The motion to deny the refund was **APPROVED**. Community Services Director Gonzalez informed the Committee that the plaques on the trophies had the incorrect year. Committee member Nixon advised that she would reach out to Brea Trophy to have them fixed.
7. **AGENDA BUILDING:** Keep the same and add budget, Council Action Presentation, date, and election of officers.

**ADJOURNMENT:** Committee member Petty **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee member Perez. The meeting was adjourned at 8:35 p.m. The next Adjourned regular meeting will be held on Wednesday, January 10, 2018 at 6:30 pm.