



Heritage Festival Committee Agenda

January 9, 2019 – 6:30 p.m.

Regular Meeting

Heritage Festival Committee

Paul Petty
Chair

Kenny Binnings
Vice Chair

Carole Nixon
Treasurer

Frank Perez

Janice Lacher

Bruce Hunt

Patti Martin

City of Placentia
401 E Chapman Avenue
City of Placentia, CA 92870

Community Services Department
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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.

REGULAR MEETING

January 9, 2019, 6:30 p.m. – Placentia City Hall

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

EXECUTIVE COMMITTEE

ROLL CALL: Vice Chair / Kenny Binnings
Treasurer / Carole Nixon
Frank Perez
Janice Lacher
Bruce Hunt
Patti Martin

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 meeting
November 14, 2018
Recommended Action: Approve
2. Election of Officers – Committee to nominate and select the 2019 Committee officers.
3. Event budget – Staff and Committee to discuss and review the 2019 event budget.
4. 2019 Event theme, date and parade logistics – Staff and Committee to discuss the event theme, “Do the Right Thing”, and date.
5. 2019 City Council item – Staff and Committee to discuss and review a draft of the 2019 City Council item presentation.
6. Staff Comments – Staff to provide updates and discuss areas of responsibilities.
7. Agenda Building – Staff and committee to review agenda items for the next meeting.

ADJOURNMENT

The Heritage Festival Committee Adjourn to the next regular meeting on Wednesday, February 13, 2019 at 6:30 p.m. in Administration Conference Room 1 located at City Hall, 401 East Chapman Avenue, Placentia.

CERTIFICATION OF POSTING

I, Aileen Munoz, Community Services Coordinator/Heritage Festival Staff Liaison, hereby certify that the Agenda for the January 9, 2019 special meeting of the Heritage Festival Committee was posted on Thursday, December 20, 2018.

Aileen Munoz
Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee
MINUTES of November 11, 2018

Meeting called to order 6:35 p.m.

PLEDGE OF ALLEGIANCE

EXECUTIVE HERITAGE COMMITTEE: Paul Petty, Kenny Binnings, Carole Nixon, Frank Perez, Janice Lacher, and Patti Martin.

ABSENT: Bruce Hunt.

Guests: Bob Nixon

CITY STAFF: Aileen Munoz, Community Services Coordinator, Maddie Cuevas, Community Services Coordinator, Marshè Samuel, Community Services Office Assistant, Veronica Ortiz, Community Services Supervisor.

ORAL COMMUNICATIONS: Committee member Petty announced his resignation from the Heritage Festival Committee effective December 1, 2018.

COMMITTEE COMMENTS AND REPORTS: None.

1. **MINUTES:** Minutes for September 26th and October 3rd were **MOTIONED** for approval and were **SECONDED** by Committee member Martin. A correction was made by Treasurer Nixon to change “Belmont” to “Beaumont” in the September 26th Minutes.
2. **TREASURER’S REPORT:** Committee member Nixon gave a brief treasurer’s report. The Committee has a balance of \$8,315.71 with \$15,447.77 in income. Committee member Nixon reported that the expenses amount to \$52,888.02, without all expenses being issued, leaving the Committee with a balance of \$29,124.54. Committee member Nixon commented that City costs of \$2,590.68 was an add-in expense to the total expenses. Supervisor Ortiz commented that the Committee is not being asked to cover staff costs from the total revenue. Mr. Nixon commented on the rising cost of barricade and cone rentals. Supervisor Ortiz reported that the City gathered 6 rental quotes, and none were able to fulfil the order needed for the event. The Committee discussed the potential for exploring other rental, purchase, and vendor options to potentially lower City expenses. Supervisor Ortiz acknowledged the potential of receiving rental quotes earlier in the year to potentially lower the rental costs. Committee Member Lacher reported spelling corrections; one correction being changing “T-Shirts” to “TJ-Shirts” and the second correction clarifying the correction acronym for SCSBOA. Supervisor Ortiz reported that radios were purchased for the event. Committee member Binnings requested an inventory of canopies, tables, and

chairs that were rented. Committee member Binnings **MOTIONED** to submit an amended treasurer's report. Committee member Lacher **SECONDED** the motion.

3. SUB-COMMITTEE REPORTS:

- A. **Band Review:** Committee member Petty commented that due to the inclement weather, many bands only wanted to go through the judging area rather than march through the entire route. Chairperson Petty reported that no middle school bands and one high school participated in the event. Chairperson Petty suggested requiring that all participants march the entire route regardless of the weather. Committee member Nixon reported that 4 middle schools and 16 high schools participated. Committee member Nixon requested 4 canopies, a silent generator and a 50 ft. extension cord. Supervisor Ortiz reported that the City purchased the silent generator used in event, and will be provided for band review in the future. Committee member Petty suggested a provision in Band Review paperwork emphasizing that the event will occur rain or shine, and bands not interested in participating in the event will be sent home. Committee Member Martin suggested a provision in that band uniforms are optional during inclement weather, so long as the band appears as a cohesive unit.
- B. **Parade:** Chairperson Petty reported issues in situating bands and buses in the designated staging areas due to inclement weather. Chairperson Petty reported miscommunications with parking officers patrolling the street closures. Committee Member Martin suggests that in the future, the Committee discusses with the Police and Fire Departments to allow the Committee to make changes and accommodate for inclement weather. Mr. Nixon expressed the possibility of coordinating with the PYLUSD in regards to Valencia High School's annual fundraiser. Committee member Binnings **MOTIONED** to invite Peter Daut back as Grand Marshall for 2019. Committee member Lacher **SECONDED** this motion.
- C. **Volunteers:** Chairperson Petty reported that the volunteers that were provided to him did not speak English. Supervisor Ortiz reported that the volunteers came through the website Volunteermatch.com, and the City was not made aware that they did not speak English.
- D. **Car Show:** Committee member Perez reported that about 80 entries out of 165 showed up the day of the event. Committee member Perez reported that he will package the t-shirts and bring them to the City to be mailed out to those who paid for their shirts.
- E. **Honor Convoy:** Committee member Binnings reported at all but one car entry showed up the day of the event. Committee member Binnings reported that the Original Pancake House restaurant provided breakfast for the veterans participating in the Honor Convoy; a donation from Nux4Life paid for 100 breakfast plates. Committee member

Binnings reported that Chick-Fil-A was asked not to participate in providing meals to the veterans, as Chick-Fil-A had pulled out at the last minute as the Food Vendor partner for CRPA. Committee member Binnings reported having issues with the parking officers in the Honor Convoy participants not being allowed through certain barricades, even though the participants had the necessary parking placards.

F. **Home Based:** Committee member Martin reported two Mary Kay vendors at the event.

4. **TUFFREE MIDDLE SCHOOL ATHLETIC FIELD USE:** Supervisor Ortiz reported that there was no alternative plan in place to accommodate for the inclement weather. Supervisor Ortiz reported that the City of Placentia Community Services Department was responsible for athletic field repair costs, and repairs were done within 4 days of the event with minimal downtime. Supervisor Ortiz reported that the repairs amount to about \$4,800.
5. **STAFF COMMENTS:** Supervisor Ortiz reported issues with vendors not knowing whether or not they wanted to stay for the event. Supervisor Ortiz reported the ATM Guy expressed concern regarding the ATM machines, but resolved the issue by setting up canopies on top of the machines. Supervisor Ortiz reported that inflatables were unable to be set up due the inclement weather. Supervisor Ortiz reported that she allowed shaved ice vendors to leave the event early. Supervisor Ortiz and Committee member Perez reported that the Placentia Community Foundation is interested in coming back in 2019 as the Beer Garden Vendor and they continue to be a great partner of the City of Placentia. The Committee recognized the improvised parade route as a success. Chairperson Petty and Committee member Martin recognized that it was a joint decision made by the Committee on the day of the event to allow bands that showed up the day of the event not to participate in the parade. Supervisor Ortiz suggested charging Non-Profit display booths a nominal fee in the future. Committee member Martin **MOTIONED** to begin charging Non-Profit display booths a \$35 application fee. Committee member Lacher **SECONDED** this motion.
6. **AGENDA-BUILDING:** Supervisor Ortiz reported that January 9, 2019 would be the next meeting date to prepare information to be presented to City Council. Supervisor Ortiz reported that the office of the City Clerk is currently accepting applications for the Heritage Festival Committee. Supervisor Ortiz reported that the Committee will be taking Councilmember Petty's resignation to City Council.

ADJOURNMENT: Committee Member Petty **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee Member Martin. The meeting was adjourned at 7:54 p.m. to the next regular meeting on Wednesday, January 9, 2019 at 6:30 p.m.