



# Heritage Festival Committee Agenda

February 13, 2019 – 6:30 p.m.

## Regular Meeting

### Heritage Festival Committee

**Kenny Binnings**  
Chair

**Patti Martin**  
Vice Chair

**Carole Nixon**  
Treasurer

**Frank Perez**

**Janice Lacher**

**Vacant**

**Vacant**

**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)

#### **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

February 13, 2019, 6:30 p.m. – Placentia City Hall

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### MEETING CALLED TO ORDER

### PLEDGE OF ALLEGIANCE

### EXECUTIVE COMMITTEE

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

### 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  
January 9, 2019  
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Vendor Applications – Committee to review vendor applications for 2019 and provide staff with revisions.
4. Sponsorship – Staff and Committee to discuss sponsorship brochure and sponsorship opportunities.
5. Event budget – Staff and Committee to discuss and review the 2019 event budget.
6. 2019 Event theme – Staff and Committee to discuss the event theme.
7. 2019 City Council item – Staff and Committee to discuss and review a draft of the 2019 City Council item presentation.

8. Staff Comments – Staff to provide updates and discuss areas of responsibilities.
9. Agenda Building – Staff and committee to review agenda items for the next meeting.

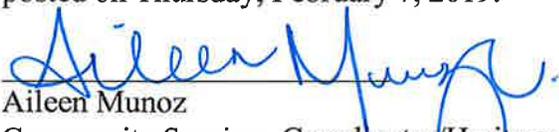
**ADJOURNMENT**

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

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**CERTIFICATION OF POSTING**

I, Aileen Munoz, Community Services Coordinator/Heritage Festival Staff Liaison, hereby certify that the Agenda for the February 15, 2019 special meeting of the Heritage Festival Committee was posted on Thursday, February 7, 2019.



Aileen Munoz

Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee  
MINUTES of January 9, 2019

**Meeting called to order at 6:37 p.m.**

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** None.

**Guests:** None.

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

**ORAL COMMUNICATIONS:** None.

**COMMITTEE COMMENTS AND REPORTS:** None.

1. **MINUTES:** A correction was made by Committee member Nixon to change “50 ft.” extension cord to “150 ft.” extension cord. The amended minutes for November 11, 2018 were **MOTIONED** for approval by Committee member Lacher and were **SECONDED** by Committee member Binnings.
2. **TREASURER’S REPORT:** Committee member Nixon reported that the total expenses for the 2018 Heritage Festival was \$29,455.82. There was income of \$2.50 from Car Show for unused funds and an expense of \$333.78 for the wrap up dinner. Vice Chair Binnings **MOTIONED** to accept the budget. Committee member Martin **SECONDED** the motion.
3. **ELECTION OF OFFICERS:** Supervisor Ortiz opened nominations for Chair of the 2019 Heritage Festival Committee. Committee member Perez nominated Kenny Binnings for 2019 Heritage Festival Committee Chair. Vice Chair Binnings accepted the nomination. Kenny Binnings was nominated as Chair of the Heritage Festival Committee. Chairperson Binnings opened nominations for Vice Chair. Committee member Lacher nominated Patti Martin, and was **SECONDED** by Committee member Nixon. Patti Martin was elected as Vice Chair of the Heritage Festival Committee. Chairperson Binnings opened nominations for Treasurer. Vice Chair Lacher nominated Carole Nixon for the position. Carole Nixon was elected as Treasurer of the Heritage Festival Committee with all in favor.
4. **EVENT BUDGET:** Committee member Nixon provided a review of the finalized 2019 Heritage Festival event budget. Vice Chair Martin and Supervisor Ortiz discussed the possibility of re-purposing old parade banners in the future to reduce costs. Committee

member Nixon reported a reduction in “day-of” Car Show registrations due to inclement weather. Committee member Lacher noted that food vendor registration fees are subject to increases to reflect new Health Department equipment costs. Committee member Lacher noted that there was a loss in revenue and participation due to inclement weather. Committee member Nixon offered a suggestion in moving the petting zoo from the entertainer section to the games section of the budget. Supervisor Ortiz reported that because Non-Profit displays will be charged a \$35 entry fee moving forward, the Committee is able to predict revenue for the coming year. Committee member Nixon reported moving tables, chairs, canopies, and electrical equipment rentals to the Executive Committee portion of the budget, and adding volunteer t-shirts to the City Festival Expense portion of the budget. Supervisor Ortiz reported that there will likely be sponsorship opportunities from the Placentia Community Foundation in 2019. Chairperson Binnings **MOTIONED** to accept the budget. The motion was **SECONDED** by Committee member Lacher.

5. **2019 EVENT THEME, DATE AND PARADE LOGISTICS:** Supervisor Ortiz reported that the Committee will soon need to present to the City Council the event’s date, theme, and parade route for approval. Supervisor Ortiz noted that past themes for the Heritage Festival have typically aligned with the Mayor’s State of the City address theme. Committee member Lacher suggested bringing ideas to the next Committee meeting.
6. **2019 CITY COUNCIL ITEM:** Supervisor Ortiz reported that a representative from the Committee is needed to present the 2019 event proposal to City Council. Supervisor Ortiz presented a draft of the City Council presentation and announced the intention to keep the same parade route as 2018. Committee member Lacher suggested reaching out to rental companies soon in order to secure a vendor that is able to fulfill the City’s need for barricades and cones. Supervisor Ortiz reported to the Committee the possibility that raising registration fees could be brought up at the City Council presentation. Chair Binnings suggested mentioning delayed approval in 2018 as a bullet item for the presentation as it relates to limited sponsorships. Supervisor Ortiz reported new regulations that the Orange County Health Department will be enforcing. Moving forward, an inspector will be on site at the event. Hand-washing stations and three compartment sinks with hot water will be required in the food area. The Committee discussed raising entry fees for food vendors to accommodate new equipment costs. Chair Binnings volunteered to present the 2019 Heritage Festival theme, date, and parade route to City Council, along with Supervisor Ortiz and Community Services Director Gonzalez.
7. **STAFF COMMENTS:** None.
8. **AGENDA BUILDING:** Election of officers is to be removed from the agenda. An update on vendor applications is to be discussed at the next meeting along with all other remaining items from this meeting’s agenda.

**ADJOURNMENT:** Chair Binnings **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee Member Lacher. The meeting was adjourned at 8:24 p.m. to the next regular meeting on Wednesday, February 13, 2019 at 6:30 p.m.