



# Heritage Festival Committee Agenda

June 12, 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

June 12, 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  
May 8, 2019  
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Sub-Committee Reports – Committees to review and discuss the area of responsibility.
  - a. Band Review
  - b. Business Expo
  - c. Car Show
  - d. Craft
  - e. Food
  - f. Games/Activities
  - g. Home-Based
  - h. Non-Profit
  - i. Parade

4. Update on Chip Reader Quotes – Committee and Staff to discuss chip reader quotes.
5. Follow Up on Traffic Cone Vendor – Committee and Staff to follow up on the status of rental vendor for traffic cones.
6. Staff Comments – Staff to provide updates and discuss areas of responsibilities.
7. Agenda Building – Committee and Staff to review agenda items for the next meeting.

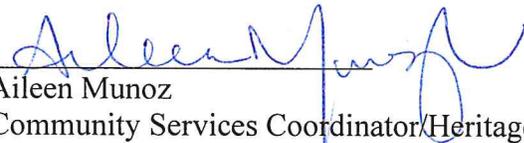
#### **ADJOURNMENT**

The Heritage Festival Committee Adjourn to the next regular meeting on Wednesday, July 10, 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 June 12, 2019 meeting of the Heritage Festival Committee was posted on Thursday, June 6, 2019.

  
Aileen Munoz

Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee  
MINUTES of May 8, 2019

**Meeting called to order at 6:41 p.m.**

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** Frank Perez.

**Guests:** Mayor Rhonda Shader.

**CITY STAFF:** Sandra Gonzalez, Community Services Director, Veronica Ortiz, Community Services Supervisor, Matthew Brand, Community Services Coordinator, Aileen Munoz, Community Services Coordinator, Marshè Samuel, Community Services Office Assistant.

**ORAL COMMUNICATIONS:** Mayor Shader presented to the Committee and City staff her “P-Town Heroes” initiative, which highlights recipients of the “Do the Right Thing” Award and celebrates heroes in the community. Mayor Shader suggested incorporating a superhero theme into the Festival. Mayor Shader also presented the possibility of having scooter demonstrations at the parade.

**COMMITTEE COMMENTS AND REPORTS:** The Committee and City staff discussed updating the City website to include Heritage Festival spotlights. The Committee and City staff also discussed updating applications to include the Mayor’s theme once confirmed, as well as suggesting to bands to play theme music to support the theme.

1. **MINUTES:** The minutes for April 10, 2019 were **MOTIONED** for approval by Vice chair Patti Martin. Committee member Lacher **SECONDED** this motion. Motion carried.
2. **TREASURER’S REPORT:** Committee member Nixon reported \$785 in income. Committee member Lacher **MOTIONED** to approve the Treasurer’s Report. Committee member Martin **SECONDED** the motion. Motion carried.
3. **SUB-COMMITTEE REPORTS:**
  - a. **BAND REVIEW:** Committee member Nixon reported that she would be sending out Band Review applications within the following week.
  - b. **BUSINESS EXPO:** There is currently 0 vendors.
  - c. **CAR SHOW:** There are currently 11 vendors.

- d. **CRAFT:** There is currently 1 vendor.
- e. **FOOD:** There is currently 1 vendor.
- f. **GAMES/ACTIVITIES:** Community Services Coordinator Munoz reported no entries in this category but reported that she has received interest from various organizations.
- g. **HOME BASED:** There is currently 1 vendor.
- h. **NON PROFIT:** Community Services Coordinator Munoz reported one application has been received and will update the Committee at the next meeting.
- i. **PARADE:** There is currently 0 vendors.

Community Services Supervisor Ortiz also provided an update to the Committee regarding new Orange County Health Department regulations. The Committee and City staff discussed regulations involving foods booth and grill enclosures, as well as three-compartment sinks. Supervisor Ortiz noted that the implementation of the new regulations will be a team effort.

4. **BUSINESS EXPO VS. HOME BASED DEFINITION:** The Committee and City staff engaged in discussion to determine the difference between Business Expo vendors and Home Based vendors. Coordinator Munoz reported that there are currently no guidelines differentiating the two. The Committee came to an agreement that any business requiring an official business license would be deemed as a Business Expo entry.
5. **REVIEW OF 2019 GRANT SUMMIT APPLICATION:** Committee member Lacher provided an overview of the 2019 PCF grant application. The application is to be submitted by May 9, 2019 by 5:00 p.m.
6. **ADVERTISEMENT:** Committee member Nixon provided an overview of advertisement quotes from the Orange County Register. The Committee and City staff discussed advertising for the event on the City's website, City Administrator's Weekly newsletter, and other social media platforms. Chairperson Binnings **MOTIONED** to have no newspaper advertisements for this year's festival. Motion carried.
7. **EQUIPMENT RENTAL BIDS:** Community Services Supervisor Brand provided bids for sound and stage equipment, traffic cones, generators and electrical equipment, restrooms and fencing, and tables and chairs. Caleb Darden provided a bid of \$2,200 for sound and stage equipment. JLC Traffic provided a bid of \$10,012 for traffic cones and barricades. Committee member Perez is to provide the Committee with an additional bid for this category. Sunstate provided a bid of \$5,380.64 for generators and electrical equipment. Chairperson Binnings suggested verifying with Sunstate the legality of the tax

charges on rentals, as well as the environmental charges and the protection plan included in the quote. Cal State Site Services provided a bid of \$4,020.96 for restrooms and fencing. HAZ provided a bid for \$5,965 for tables and chairs. Chairperson Binnings **MOTIONED** to book equipment vendors with the lowest cost. Committee member Lacher **SECONDED** this motion. Motion carried. Chairperson Binnings **MOTIONED** to review bids for traffic cones and barricades from Committee member Perez in the next week, and book the lowest cost vendor at that point. Committee member Martin **SECONDED** this motion. Motion carried.

8. **STAFF COMMENTS:** Community Services Coordinator Munoz provided an update on an advertisement submittal to Westways magazine. The magazine is to inform the City of the status of the submittal in late August. Community Services Coordinator Brand provided an update on card chip readers. The Committee is to revisit this topic at the next formal meeting.
9. **AGENDA BUILDING:** A follow-up on chip readers, an update on the traffic cone vendor, and an update on vendor applications is to be added to the agenda. Chairperson Binnings **MOTIONED** to have City staff decide on the traffic cones vendor to use within the next week. Committee member Lacher seconded this motion. Motion carried.

**ADJOURNMENT:** Chairperson Binnings **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee Member Martin. The meeting was adjourned at 8:35 p.m. to the next regular meeting on Wednesday, June 12, 2019 at 6:30 p.m.