



# Heritage Festival Committee Agenda

July 10, 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**

#### **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

July 10, 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  
June 12, 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. Update on Parade Grand Marshall – Committee and Staff to discuss the status of the parade Grand Marshall.
6. Volunteers – Committee and Staff to discuss volunteer search.
7. Staff Comments – Staff to provide updates and discuss areas of responsibilities.
8. 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, August 14, 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 July 10, 2019 meeting of the Heritage Festival Committee was posted on Wednesday, July 3, 2019.

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Aileen Munoz

Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee  
MINUTES of June 12, 2019

**Meeting called to order at 6:40 p.m.**

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** None.

**Guests:** None.

**CITY STAFF:** Matthew Brand, Community Services Coordinator, Aileen Munoz, Community Services Coordinator, Marshè Samuel, Community Services Office Assistant.

**ORAL COMMUNICATIONS:** None.

**COMMITTEE COMMENTS AND REPORTS:** None.

1. **MINUTES:** The minutes for May 8, 2019 were **MOTIONED** for approval by Committee member Lacher. Committee member Martin **SECONDED** this motion. Motion carried.
2. **TREASURER’S REPORT:** Committee member Nixon reported a starting total of \$785 and income of \$595. Committee member Nixon noted that the total in the account is \$1,380. Committee member Nixon also reported a Band Review check from Kennedy High School was recieved. Committee member Martin **MOTIONED** to approve the Treasurer’s Report. Committee member Lacher **SECONDED** the motion. Motion carried.
3. **SUB-COMMITTEE REPORTS:**
  - a. **BAND REVIEW:** Committee member Nixon reported 4 bands confirmed.
  - b. **BUSINESS EXPO:** There are currently 0 vendors.
  - c. **CAR SHOW:** There are currently 30 entries.
  - d. **CRAFT:** There are currently 3 vendors.
  - e. **FOOD:** There is currently 1 vendor.
  - f. **GAMES/ACTIVITIES:** There are currently 0 vendors. Community Services Coordinator Munoz reported that she received a quote from Fun Services. A detailed update is to be discussed in the Staff Comments portion of the agenda.

- g. **HOME BASED:** There are currently 2 vendors.
  - h. **NON PROFIT:** There are currently 2 entries.
  - i. **PARADE:** There are currently 2 entries. There was a discussion on the Grand Marshall for this year's parade.
4. **UPDATE ON CHIP READER QUOTES:** Community Services Coordinator Brand reported that he has not yet received an update from the City's Finance Department regarding whether or not the City's bank offers chip reader equipment for use at the Festival. Coordinator Brand reiterated that the previously discussed quotes from the vendors are nearly equitable to one another. Coordinator Brand reported that he will have a more detailed update at the next Committee meeting.
  5. **FOLLOW UP ON TRAFFIC CONE VENDOR:** Community Services Coordinator Brand reported that he has confirmed the equipment rental reservation with JLC Traffic for traffic cones.
  6. **STAFF COMMENTS:** Community Services Coordinator Brand reported that he has confirmed equipment rental orders with all vendors. Community Services Coordinator Munoz reported that vendor applications had been updated to include Mayor Shader's theme and uploaded to the City website. Coordinator Munoz shared an estimate from Fun Services that included various games and attractions. Community Services Office Assistant Samuel provided an update regarding the newly upgraded Placentia Teen Center, Prop 68 grant for park renovations, and the Atwood Community Mural project.
  7. **AGENDA BUILDING:** There was brief discussion regarding the Grand Marshall for the Parade. An update on sub-committee reports, chip readers, the parade Grand Marshall, and volunteers are to be added to the agenda.

**ADJOURNMENT:** Chairperson Binnings **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee Member Lacher. The meeting was adjourned at 7:57 p.m. to the next regular meeting on Wednesday, July 10, 2019 at 6:30 p.m.