



Heritage Festival Committee Agenda

August 14, 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)

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

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

August 14, 2019, 6:30 p.m. – Placentia City Hall

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

1. Minutes
 - a. Adjourned Regular meeting
July 10, 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

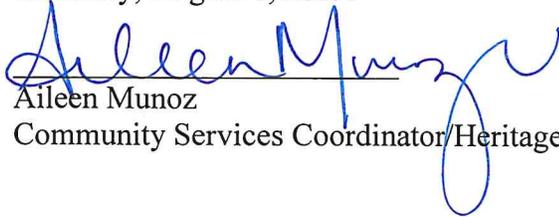
4. Update on Chip Reader Quotes – Committee and Staff to discuss chip reader quotes.
5. Update on Parade Grand Marshall – Committee and Staff to discuss the status of the parade Grand Marshalls.
6. Volunteers – Committee and Staff to discuss volunteers for the event.
7. Petting Zoo and Reptile Show – Committee and Staff to discuss a potential petting zoo and reptile show attraction.
8. Marketing Plan – Committee and Staff to discuss a marketing plan for the Festival.
9. Staff Comments – Staff to provide updates and discuss areas of responsibilities.
10. 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, September 11, 2019 at 6:30 p.m. in Community Meeting Room 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 August 14, 2019 meeting of the Heritage Festival Committee was posted on Thursday, August 8, 2019.



Aileen Munoz

Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee
MINUTES of July 10, 2019

Meeting called to order at 6:34 p.m.

PLEDGE OF ALLEGIANCE

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

ABSENT: Janice Lacher.

Guests: None.

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

ORAL COMMUNICATIONS: None.

COMMITTEE COMMENTS AND REPORTS: None.

1. **MINUTES:** The minutes for June 12, 2019 were **MOTIONED** for approval by Committee member Perez. Committee member Martin **SECONDED** this motion. Motion carried.
2. **TREASURER'S REPORT:** Committee member Nixon reported a starting total of \$1,380 and income of \$1,075. Committee member Nixon noted that the total in the account is \$2,455. Committee member Perez **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 an application for Katella High school and is awaiting payment.
 - b. **BUSINESS EXPO:** There are currently 0 vendors.
 - c. **CAR SHOW:** There are currently 39 entries. Committee member Perez reported that he has reached out to potential sponsors and awaiting responses from the sponsors soon. There was brief discussion regarding DJ services for the Car Show.
 - d. **CRAFT:** There are currently 6 vendors.
 - e. **FOOD:** There is currently 1 vendor. Community Services Coordinator Munoz shared plans to coordinate with the Placentia Chamber of Commerce and the City

of Placentia Finance Department to gather mailing information for local restaurants in the City.

- f. **GAMES/ACTIVITIES:** Community Services Coordinator Munoz noted that Fun Services is confirmed as the Games vendor for the Festival. Coordinator Munoz shared that she received an application for a face painting vendor.
 - g. **HOME BASED:** There are currently 2 entries. Coordinator Munoz shared the applications with the Committee. City staff will follow up with the County of Orange regarding their vendor guidelines. The Committee requested that City staff gather more information from the vendor in regards to what specifically the vendor plans to display and/or pass out at the booth. Director of Community Services Gonzalez reported that if necessary, any issues would be brought to the City's legal counsel to understand the legality of the situation.
 - h. **NON PROFIT:** There are currently 3 entries.
 - i. **PARADE:** There are currently 2 entries. Chairperson Binnings reported that WWII veteran graduate Phil Montano has confirmed to be the Honorary Grand Marshall for the parade and will lead the convoy.
4. **UPDATE ON CHIP READER QUOTES:** Community Services Coordinator Munoz shared with the Committee chip reader estimates from several chip reader services. There was brief discussion regarding the prices for each software. Community Services Coordinator Munoz suggested tabling the discussion for the next meeting date for a thorough comparison of all potential options.
 5. **UPDATE ON PARADE GRAND MARSHALL:** Chairperson Binnings reported to the Committee that newscaster Peter Daut has confirmed his interest in participating as the Celebrity Grand Marshall for this year's parade. Chairperson Binnings also reported that World War II veteran and recent high school graduate Phil Montano is interested in participating in this year's parade as well. The Committee and staff discussed having Lee Castner and "Do the Right Thing" award recipients as honorary Grand Marshall's in the parade.
 6. **VOLUNTEERS:** Chairperson Binnings shared that he is awaiting responses from local high schools in Placentia regarding volunteer opportunities for students. Community Services Coordinator Munoz suggested starting the Volunteer Match process at the beginning of August. Coordinator Munoz and Supervisor Ortiz discussed plans to hold 3-4 meetings with potential volunteers in the weeks leading up to the event.
 7. **STAFF COMMENTS:** Community Services Coordinator Munoz shared with the Committee that a check is being mailed out to the El Dorado High School Football Boosters

for advertisement of the Festival. The Committee and Staff engaged in brief discussion regarding ½ page advertisements in Valencia High School's football brochures and decided to move forward with the advertisement.

8. **AGENDA BUILDING:** An update on volunteers, chip readers, petting zoo and reptile show, Grand Marshall, motorized vehicle entertainer and marketing plan are to be added to the agenda.

ADJOURNMENT: Committee member Martin **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee Member Nixon. The meeting was adjourned at 7:55 p.m. to the next regular meeting on Wednesday, August 14, 2019 at 6:30 p.m.