



Heritage Festival Committee Agenda

September 11, 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

REGULAR MEETING

September 11, 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
August 14, 2019
Recommended Action: Approve
2. Update on R.A.C.E.S. - Staff to provide update on R.A.C.E.S. invitation to the event.
3. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
4. 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

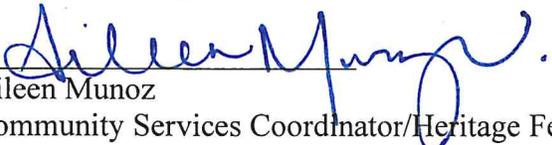
5. Update on Parade Grand Marshall – Committee and Staff to discuss the status of the parade Grand Marshalls.
6. Update on Volunteers – Committee and Staff to discuss updates on volunteers for the event.
7. Update on Petting Zoo and Reptile Show – Committee and Staff to discuss a potential petting zoo and reptile show attraction.
8. Vendor Layout- Committee and Staff to discuss the layout of vendors for the event.
9. Tuffree Parking – Committee and Staff to discuss a contingency plan for parking in inclement weather.
10. Staff Comments – Staff to provide updates and discuss areas of responsibilities.
11. 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, October 9, 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 September 11, 2019 meeting of the Heritage Festival Committee was posted on Thursday, September 5, 2019.


Aileen Munoz
Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee
MINUTES of August 14, 2019

Meeting called to order at 6:35 p.m.

PLEDGE OF ALLEGIANCE

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

ABSENT: None.

Guests: None.

CITY STAFF: Veronica Ortiz, Community Services Supervisor, 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 July 10, 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 \$2,455. Committee member Nixon noted that the total in the account is \$4,455. Committee member Nixon reported expenses of \$500 for Car Show prizes, \$350 for El Dorado football program advertisement, and \$500 for Valencia HS football program advertisement for a total of expenses at \$1,350. Committee member Nixon reported that the net total is \$5,560. Committee member Martin **MOTIONED** to approve the Treasurer's Report. Committee member Perez **SECONDED** the motion. Motion carried.
3. **SUB-COMMITTEE REPORTS:**
 - a. **BAND REVIEW:** Committee member Nixon reported that all bands have paid in full. Committee member Nixon reported a \$200 check from Kennedy High School.
 - b. **BUSINESS EXPO:** There are currently 6 vendors. Committee member Nixon provided City staff with Crescendo Senior Living's Business Expo application.
 - c. **CAR SHOW:** There are currently 58 entries.
 - d. **CRAFT:** There are currently 15 vendors.

- e. **FOOD:** There is currently 8 vendors. Community Services Coordinator Munoz shared plans to reach out to Mayor Pro Tem Ward Smith to confirm their interest in being the Pancake Breakfast vendor. Community Services Supervisor Ortiz commented that the Food Vendor application was extended until September 3rd. There was discussion regarding kettle corn vendors and food vendor exclusivity at the event. The Committee and staff reiterated that no food vendor has exclusivity rights and all vendors are welcome to participate within reason.
 - f. **GAMES/ACTIVITIES:** Community Services Coordinator Munoz reported to the Committee that vendor contracts were sent to Circus Joy, Jeff Abbit, the Darden Sisters, Van Nguyen, and Art Zippel. Coordinator Munoz reported that she had received interest from several entertainers wanting to perform at the Festival. There was brief discussion regarding sound system set-up for the festival. The Committee expressed interest in researching other bands.
 - g. **HOME BASED:** There are currently 3 entries.
 - h. **NON PROFIT:** There are currently 3 entries. There was brief discussion regarding additional fees for Non Profit booth who wish to sell items for the benefit of the organization. City Staff verified that there is an additional fee for booths that intend to sell items.
 - i. **PARADE:** Committee member Nixon reported that she had received quotes for ribbons and trophies for Band Review.
4. **UPDATE ON PARADE GRAND MARSHALL:** The Committee and City staff confirmed that Peter Daut is to be the Celebrity Grand Marshall, Phil Montano will be the Honorary Grand Marshall, and the Placentia Pony Baseball 2019 World Series Champions are the confirmed Parade Grand Marshall.
 5. **UPDATE ON CHIP READER QUOTES:** Community Services Coordinator Brand reviewed several quotes for chip reading equipment. Committee member Martin **MOTIONED** to utilize WorldPay chip reader software. Committee member Perez **SECONDED** this motion. Motion carried.
 6. **VOLUNTEERS:** Chairperson Binnings reported that he would be reaching out to El Dorado and Valencia High School with information regarding volunteer opportunities for local high school students. There was brief discussion regarding meetings with volunteers to discuss logistical details.
 7. **UPDATE ON PETTING ZOO AND REPTILE SHOW:** Community Services Coordinator Munoz shared quotes from Mobile Zoo and Kreepy Kreatures. There was brief discussion amongst Committee members and City staff regarding the budget for the petting

zoo entertainment for the festival. The Committee recommended to work within the same budget as last year. Committee member Martin **MOTIONED** to stay within the same 2018 entertainment budget parameters. Committee member Lacher **SECONDED** this motion. Motion carried.

8. **MARKETING PLAN:** Coordinator Munoz reported that the Heritage Festival spotlight is now live on the City website. Supervisor Ortiz shared a draft of the flyer for the event. Several Committee members offered changes and updates to the flyer.
9. **STAFF COMMENTS:** Coordinator Munoz reported that OC Parks would not allow any CBD oil vendors or any motorized Jeep attractions. Supervisor Ortiz shared that it is imperative to solidify a back-up parking plan in the event of inclement weather, which would not allow Tuffree fields to be used for parking. Committee member Perez suggested contacting local businesses to discuss potential parking for the event.
10. **AGENDA BUILDING:** Vendor layouts, Tuffree parking contingency plan, R.A.C.E.S., and a review of signage are to be added to the agenda. Updates on Parade Grand Marshall, volunteers, and petting zoo and reptile show are to be kept on the agenda. The update on chip reader quotes are to be removed from the agenda.

ADJOURNMENT: Committee member Martin **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee Member Martin. The meeting was adjourned at 8:34 p.m. to the next regular meeting on Wednesday, September 11, 2019 at 6:30 p.m.