



Heritage Festival Committee Agenda

November 13, 2019 – 6:30 p.m.

Regular Meeting

Heritage Festival Committee

Kenny Binnings
Chair

Patti Martin
Vice Chair

Carole Nixon
Treasurer

Frank Perez

Meredith Castillo

Bob Nixon

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) 993-8232, 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) 993-8232
Fax: (714) 961-0283
Website: www.placentia.org

REGULAR MEETING

November 13, 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
Meredith Castillo
Bob Nixon

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

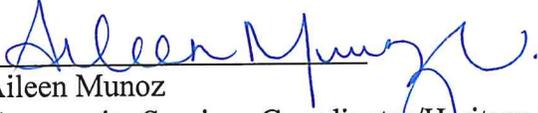
1. Oath of Office- Newly appointed committee members to receive the oath of office.
2. Minutes
 - a. Adjourned Regular meeting
September 25, 2019 and October 2, 2019
Recommended Action: Approve
3. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
4. 2019 Event Overview – Committee and staff to review and discuss the 2019 event.
5. Staff Comments – Staff to provide updates and discuss areas of responsibilities.
6. 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, January 8, 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 November 13, 2019 meeting of the Heritage Festival Committee was posted on Thursday, November 7, 2019.


Aileen Munoz
Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee
MINUTES of September 25, 2019

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

PLEDGE OF ALLEGIANCE

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

ABSENT: Kenny Binnings.

Guests: Meredith Castillo.

CITY STAFF: Felipe Zambrano, Community Services Coordinator, Aileen Munoz, Community Services Coordinator, Marshè Samuel, Community Services Office Assistant.

ORAL COMMUNICATIONS: Community member Meredith Castillo provided some feedback regarding the parade. Mr. Castillo suggested awarding trophies to parade participants. There was brief discussion regarding street closures and parking placards for parade participants.

COMMITTEE COMMENTS AND REPORTS: None.

1. **MINUTES:** The minutes for September 11, 2019 were **MOTIONED** for approval by Committee member Lacher. Committee member Perez **SECONDED** this motion. Motion carried.
2. **TREASURER'S REPORT:** Committee member Nixon provided an updated Treasurer's Report. The starting balance in the account was \$12,198.71, with income of \$6,210 and an expense of \$2,340. This brings the current total to \$16,068.71. 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 28 bands participating in the parade. There was brief discussion regarding the parade line-up.
 - b. **BUSINESS EXPO:** There are currently 17 vendors.
 - c. **CAR SHOW:** There are currently 125 entries.
 - d. **CRAFT:** There are currently 33 vendors.

- e. **FOOD:** There are currently 12 vendors, including the Beer Garden and Pancake Breakfast.
 - f. **GAMES/ACTIVITIES:** There are currently 3 games and activities vendors.
 - g. **HOME BASED:** There are currently 6 entries.
 - h. **NON PROFIT:** There are currently 29 entries.
 - i. **PARADE:** There are currently 33 entries.
4. **UPDATE ON VOLUNTEERS:** Community Services Coordinator Munoz confirmed that Valencia High School and Cal State Fullerton students are confirmed to volunteer for the event. There was brief discussion regarding where volunteers would be needed during the event.
 5. **UPDATE ON FOOD TRUCKS:** Community Services Coordinator Zambrano reported that there are 4 food trucks confirmed for the event. Coordinator Zambrano also confirmed that all 4 trucks have agreed to donate 5% of their sales back to the Heritage Festival. There was brief discussion regarding the Orange County Health Department paperwork and regulations.
 6. **STAFF COMMENTS:** There was brief discussion regarding set-up for the event. Community Services Office Assistant Samuel provided an updated on the “Do the Right Thing” award recipient parade entries. There was brief discussion regarding parade entry and festival logistics.
 7. **AGENDA BUILDING:** Sub-committee reports, update on volunteers, and staff comments are to remain on the agenda. An update on vendor layout and maps are to be added to the agenda. An approval of minutes, treasurer’s report, and update on food trucks are to be removed from the agenda.

ADJOURNMENT: The meeting was adjourned at 7:50 p.m. to a special meeting on Wednesday, October 2, 2019 at 6:30 p.m.

Heritage Festival Committee
MINUTES of October 2, 2019

Meeting called to order at 6:38 p.m.

PLEDGE OF ALLEGIANCE

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

ABSENT: None.

Guests: Steven Torrence.

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

ORAL COMMUNICATIONS: Emergency Services Coordinator Steven Torrence shared the emergency operations plan for the event. Coordinator Torrence shared that the Emergency Services Division would be initiating an emergency operations centers. Steven Torrence shared emergency plans for the parade.

COMMITTEE COMMENTS AND REPORTS: None.

1. SUB-COMMITTEE REPORTS:

- a. **BAND REVIEW:** Committee member Nixon reported 28 bands participating in the parade. There was brief discussion regarding the parade line-up.
- b. **BUSINESS EXPO:** There are currently 22 vendors.
- c. **CAR SHOW:** There are currently 136 entries.
- d. **CRAFT:** There are currently 33 vendors.
- e. **FOOD:** There are currently 18 vendors, including the Beer Garden and Pancake Breakfast.
- f. **GAMES/ACTIVITIES:** There are currently 3 games and activities vendors.
- g. **HOME BASED:** There are currently 6 vendors.
- h. **NON PROFIT:** There are currently 31 vendors.
- i. **PARADE:** There are currently 46 entries.

2. **UPDATE ON VOLUNTEERS:** Community Services Coordinator Munoz confirmed that Valencia High School and Cal State Fullerton students are confirmed to volunteer for the event. There was brief discussion regarding where volunteers would be needed during the event.
3. **UPDATE ON EVENT MAPS:** Community Services Coordinator Munoz provided updated vendor maps for the event. There was brief discussion regarding moving Home Based vendors along the main path.
4. **STAFF COMMENTS:** There was brief discussion regarding Car Show vehicle placement and parade line-up. Committee member Lacher announced her resignation effective after the November 13 meeting.
5. **AGENDA BUILDING** Approval of minutes, Treasurer's Report, and 2019 Event Wrap-Up, staff comments, and agenda building are to be added to the agenda. The update on volunteers and event maps are to be removed from the agenda.

ADJOURNMENT: Committee member Lacher **MOTIONED** to adjourn the meeting. Committee member Martin **SECONDED** the motion. The meeting was adjourned at 8:24 p.m. to the next regular meeting on Wednesday, November 13, 2019 at 6:30 p.m.