



Heritage Committee Agenda

April 8, 2020 – 6:30 p.m.

Regular Meeting

Heritage Committee

Kenny Binnings
Chair

Patti Martin
Vice Chair

Carole Nixon
Treasurer

Frank Perez

Bob Nixon

Meredith Castillo

SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

On March 4, 2020, Governor Newsom proclaimed a State of Emergency as a result of the threat of the COVID-19 virus.

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which temporarily suspends requirements of the Brown Act allowing City Council Members to hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the City Council.

Given the health risks associated with COVID-19, please be advised that the City Council Chambers are closed to the public and some, or all, of the Placentia City Council Members may attend this meeting telephonically.

How to Submit Public Comment

Members of the public may provide public comment by sending comments for the Heritage Committee meeting consideration by email to the Community Services Coordinator at aimunoz@placentia.org. Please limit to 200 words or less. Comments received before or during a Committee meeting, until the close of the **Oral Communications** portion of the agenda, will be read into the public record, subject to the regular time limitations per speaker. Longer submittals will be included in the public record. If you are unable to provide your comments in writing, please contact the Community Services Department office for assistance at (714) 993-8232.

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

Americans with Disabilities Act Accommodation

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at cityclerk@placentia.org or by calling (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility while maintaining public safety. (28 CFR 35.102.35.104 ADA Title II)

Until further notice the City will implement the guidelines of the California Department of Public Health in regard to social distancing.

The city of Placentia thanks you in advance for taking all precautions to prevent the spread of the COVID-19 virus.

The City will return to normal City Council meeting procedures as soon as the emergency has ended.

REGULAR MEETING

April 8, 2020, 6:30 p.m. –Teleconference

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

EXECUTIVE COMMITTEE

ROLL CALL: Chair / Kenny Binnings
Vice Chair / Patti Martin
Treasurer / Carole Nixon
Frank Perez
Bob Nixon
Meredith Castillo

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 COMMITTEE AGENDA

1. Minutes
 - a. Adjourned Regular meeting
February 12, 2020
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. 2020 Event Vendor Application – Committee and staff to review 2020 event vendor applications
4. Grand Marshall – Staff and Committee to discuss potential Grand Marshalls for the parade.
5. Sponsorships – Staff and Committee to discuss sponsorship opportunities.
6. Games Services and Entertainment – Staff and Committee to discuss games vendors and entertainment for the event.
7. Staff Comments – Staff to provide updates and discuss areas of responsibilities.
8. Agenda Building – Staff and committee to review agenda items for the next meeting.

ADJOURNMENT

The Heritage Committee Adjourn to the next regular meeting on Wednesday, May 13, 2020 at 6:30 p.m. in the 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 the April 8, 2020 meeting of the Heritage Committee was posted on Thursday, April 2, 2020.

Aileen Munoz

Community Services Coordinator/Heritage Committee Staff Liaison

Heritage Committee
MINUTES of February 12, 2020

Meeting called to order at 6:33 p.m.

PLEDGE OF ALLEGIANCE

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

ABSENT: None.

Guests: None.

CITY STAFF: 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 January 8, 2020 were **MOTIONED** for approval by Committee member Nixon and were **SECONDED** by Committee member Martin. Motion carried.
- 2. TREASURER'S REPORT:** There was no Treasurer's Report.
- 3. ELECTION OF OFFICERS:** Community Services Supervisor Ortiz opened the floor for nominations for Chairperson. Chairperson Binnings nominated Patti Martin for Chairperson. Patti Martin accepted the nomination. Supervisor Ortiz closed nominations for Chairperson. Committee Member Perez nominate chairperson Kenny Binnings. In a 6-0 unanimous voice vote, Kenny Binnings was elected as Chairperson for the 2020 Heritage Committee with all in favor. Chairperson Binnings opened the floor for nominations for Vice Chair. Chairperson Binnings and Committee member Carole Nixon nominated Patti Martin for Vice Chair. Patti Martin accepted the nomination. Supervisor Ortiz closed nominations for this position. In a 6-0 unanimous voice vote, Patti Martin was elected as Vice Chair for the 2020 Heritage Committee with all in favor. Supervisor Ortiz opened the floor for nominations for Treasurer. Vice Chair Martin nominated Carole Nixon for Treasurer. Carole Nixon accepted the nomination. Supervisor Ortiz closed nominations for Treasurer. In a 6-0 unanimous voice vote, Carole Nixon was elected as Treasurer for the 2020 Heritage Committee with all in favor.
- 4. EVENT BUDGET:** Committee member Carole Nixon provided a brief overview of the draft 2020 event budget. Committee member Nixon noted that the total budget for the event

is \$75,178.87, which includes additional expenses such as porta-potties and barriers, amongst other items. Supervisor Ortiz clarified that the Committee will be requesting City Council appropriate funds to cover supply costs, not staff costs, as staff costs are will be allocated in the City's general budget. Committee member Nixon noted that canopy rentals, electrical hook-up, and late fees are listed as single line items on the budget to clearly list the revenue from each item. A line item was also included for potential refunds.

There was brief discussion regarding Fun Services, which has provided games and inflatable attractions for the Heritage Festival in previous years. Community Services Coordinator Munoz reported that she spoke to a representative from Fun Services regarding revenue to be paid back to the City after the event. Coordinator Munoz reported that Fun Services generated revenue of \$2,912. From this amount, \$2,800 covered their operational costs. The net total was \$112.00. With a 10% return to the City, Fun Services proposed \$11.20 in revenue back to the City. Coordinator Munoz reported that Fun Services offered a discount in costs for 2020 in place of the 10% return.

5. **2020 EVENT VENDOR APPLICATION:** Committee member Nixon suggested minor changes to the Band Review app. After brief discussion the Beer and Wine Garden vendor was selected as the Placentia Community Foundation. Supervisor Ortiz set the Food vendor application deadline as August 17th, and the Beer and Wine Garden deadline as August 31st. There was brief discussion regarding the grill used by the Rotary Club for the Pancake Breakfast. Committee member Nixon suggested adding the late fee to all applications. Supervisor Ortiz and Coordinator Munoz suggested raising fees for electrical hook-up and canopy rentals. Electrical hook-up costs increased to \$50.00 per booth, and \$75.00 for canopy rentals. The Food vendor application and discussion regarding potentially charging food trucks an application fee was tabled until the next regular meeting. The booth fee for craft vendors increased to \$85.00.
6. **2020 CITY COUNCIL ITEM:** Supervisor Ortiz shared that the 2020 event presentation is scheduled for the February 18th City Council meeting as a regular agenda item. The presentation will propose the suggested date, theme, and parade route. It will also include details regarding entertainers, games and inflatables, the potential to add a second band and more food trucks, and an inclement weather parking plan.
7. **STAFF COMMENTS:** None.
8. **AGENDA BUILDING:** 2020 Event Vendor Application is to remain on the agenda. Grand Marshall, Sponsorships, and Games Services and Entertainment are to be added to the agenda. Election of officers, 2020 Event Budget, and 2020 City Council item are to be removed from the agenda.

ADJOURNMENT: Committee member Castillo **MOTIONED** to adjourn the meeting. The motion was **SECONDED** by Committee Member Martin. The meeting was adjourned at 8:27 p.m. to the next regular meeting on Wednesday, March 11, 2020 at 6:30 p.m.