



# Heritage Committee Agenda

February 9, 2022 – 6:00 p.m.  
Regular Meeting

## SPECIAL PROCEDURES NOTICE

**Kenny Binnings**  
Chair

**Patti Martin**  
Vice Chair

**Carole Nixon**  
Treasurer

**Frank Perez**

**Meredith Castillo**

**Martin Gonzalez**

**Michele Severson**

**Manpreet Chadha**

**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](http://www.placentia.org)

On March 4, 2020, pursuant to California Government Code Section 8625, Governor Newsom declared a State of Emergency as a result of the threat of the COVID-19 virus.

On September 17, 2021, Governor Newsom signed AB 361, which went into immediate effect as urgency legislation. AB 361 added subsection (e) to Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings. As of September 19, 2021 the COVID-19 pandemic had killed more than 67,612 Californians. Social distancing measures decrease the chance of the spread of COVID-19.

Given the health risks associated with COVID-19, please be advised that while the City Council Chambers are open to the public, some or all of the Placentia City Council Members may attend this meeting via teleconference. Those locations are not listed on the agenda and are not accessible to the public.

### Procedures for Addressing the Heritage 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 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 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 City Clerk's office at [cityclerk@placentia.org](mailto: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.

(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.

## REGULAR MEETING

February 9, 2022 6:00 p.m. – City Hall Front Community Room

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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  
Meredith Castillo  
Martin Gonzalez  
Michele Severson  
Manpreet Chadha

### 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

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1. Minutes
  - a. Adjourned Regular meeting  
November 10, 2021  
Recommended Action: Approve
2. Election of Officers – Committee to nominate and select the 2022 Committee Officers.
3. Event Budget – Staff and Committee to discuss and review the 2021 event budget.
4. 2022 Event theme, date, and parade logistics – Staff and Committee to discuss the 2022 event.
5. 2022 City Council item- Staff and Committee to discuss and review a draft of the 2022 City Council item presentation.
6. Staff Comments- Staff to provide updates and discuss areas of responsibilities.
7. Agenda Building- Staff and Committee to review agenda items for the next meeting.

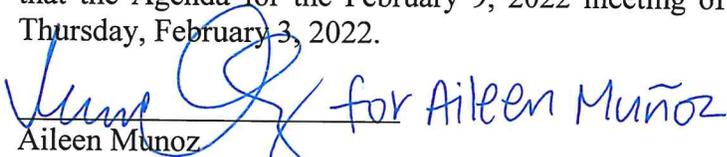
**ADJOURNMENT**

The Heritage Committee Adjourn to the next regular meeting on Wednesday, March 9, 2022 at 6:00 p.m. in the Community Meeting Room 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 February 9, 2022 meeting of the Heritage Committee was posted on Thursday, February 3, 2022.

 for Aileen Muñoz

Aileen Munoz

Community Services Coordinator/Heritage Committee Staff Liaison

Heritage Committee  
MINUTES of November 10, 2021

**Meeting called to order at 6:43 p.m.**

**PLEDGE OF ALLEGIANCE**

**HERITAGE COMMITTEE:** Kenny Binnings, Carole Nixon, Frank Perez, Meredith Castillo, Martin Gonzalez, Manpreet Chadha.

**ABSENT:** Patti Martin, Michele Severson.

**Guests:** Vivian Perez, Placentia Community Foundation Member.

**ORAL COMMUNICATIONS:** Vivian Perez, Placentia Community Foundation Member, shared the success of the Beer Garden area with the Committee Members. The Placentia Community Foundation raised approximately \$4,000 in grant funds that will directly benefit Placentia Community programs. Mrs. Perez thanked the Committee and staff for all their hard work at the event and mentioned the event sponsors who supported the Beer Garden area.

**CITY STAFF:** Veronica Ortiz, Community Services Supervisor, Aileen Munoz, Community Services Coordinator Madelinne Cuevas, Community Services Coordinator, Matthew Brand, Community Services Coordinator, Felipe Zambrano, Community Services Coordinator.

**COMMITTEE COMMENTS AND REPORTS:** None.

1. **MINUTES:** The minutes for September 15, 2021, and for September 29, 2021, were **MOTIONED** for approval by Committee Member Perez and were **SECONDED** by Committee Chairperson Binnings for the minutes of September 15, 2021, and **SECONDED** by Committee Member Castillo for September 29, 2021. Motions carried.
2. **2021 EVENT OVERVIEW:**
  - a. **Car Show:** Committee Member Perez reported the Car Show went well. Participants entered as early as 6:30 a.m. Set-up went smoothly and there were several day-of registrations received. 168 cars participated in the Car Show. There were a few other Car Shows occurring on the same day, which may have affected participation. Nicki Petroleum sponsored the show for \$1,000.00. Committee Member Perez thanked staff and OC Parks for their assistance at the event. He added that the Car Show DJ enjoyed the event and would like to return. Additionally, the coffee vendor raised \$280.00. Committee Member Perez will be looking into additional sponsors for the 2022 event.

- b. Parade:** Committee Member Nixon mentioned that Mr. Lyons will not be able to participate as a parade announcer in 2022. The Committee will have to obtain a new announcer. The band organization in the parade went smoothly. Chairperson Binnings mentioned the need for radios to be provided to the Committee Members in the future to ensure good communication. Supervisor Ortiz agreed with Chairperson Binnings. Committee Member Gonzalez reiterated the need for radios on the parade route for Committee Members and added that additional golf carts may also be needed on the route. Supervisor Ortiz explained that for the 2022 event, we can explore options for additional golf cart vendors.

Chairperson Binnings added that in the future it would be ideal to have a person who can organize a VIP area near parade start to welcome the Grand Marshals and Dignitaries to the event. Supervisor Ortiz explained that in the past, a VIP area was organized by former Committee Members and the area was well received. It would be ideal to assign a new volunteer to take ownership of the area and solicit sponsorships and donations for the 2022 event.

Chairperson Binnings also added that the scripts for the honor convoy during the parade were not read accurately. It is ideal to ensure that the scripts are read accurately. Supervisor Ortiz explained that in the future we need to take into consideration how much time the announcers have to read the scripts and ensure the scripts are read accurately. The Committee and staff will work together to make sure the scripts are concise and easy to read in the future.

- c. Band Review:** Committee Member Nixon provided staff with a check for sponsorship of \$1,600.00 and a receipt for reimbursement of \$54.00 for postage. The head judge from SCSBOA was very pleased with the judging area set-up and would like the same set-up in the future. Some extra trophies will need to be stored at the City because some groups were unable to attend due to the pandemic.

The Men in Black were helpful with the busses and with the submission of the score sheets. The high school volunteers were on site but did not have clear direction on their assignment. In the future, they will be utilized to assist in the submission of the score sheets. Committee Member Nixon added that the event and Band Review went well overall.

- d. Crafters:** Committee Member Nixon mentioned that some of the craft vendors said they never received their vendor packet. Supervisor Ortiz suggested adding the Community Services Department email address on the applications to ensure vendors can email the Department should they not receive their packets.

- 3. COMMITTEE COMMENTS:** The entertainment went smoothly and the bands that performed did a good job. In the future, the Committee agrees to continue with providing two bands at the event.

Committee Member Perez explained renting radios for communications purposes is an option. The City has a stock of radios that can be utilized for specific areas and for key staff and volunteers.

At the Band Review, Placentia PD established that one traffic lane on Yorba Linda will need to stay open for emergency purposes.

- 4. STAFF COMMENTS:** Coordinator Zambrano reported that the PYLUSD shuttle drivers mentioned that after 2:00 p.m. there were no shuttle riders. In the future, the Committee and staff will adjust the timeframe the shuttles will be operating. Supervisor Ortiz suggested utilizing the Nixle system to better advertise the shuttle service.

Coordinator Zambrano also mentioned that the Food vendors were very busy, and the Health Department did inspect the event with no issues. As a reminder to Committee and staff, the water station is meant for vendors to utilize as a utensil washing station. The City usually monitors this area to ensure the Food area has enough water throughout the day. Some vendors were using the washing station for their personal use and that was addressed by City staff. Additionally, Coordinator Zambrano mentioned that some food vendors do take more than the allotted 10x10 space because they have a lot of equipment. In the future, we will need address how much space each vendor needs.

Coordinator Cuevas mentioned that Placentia PD closed the parade streets sooner and that was a big help in getting the parade set-up quickly. Some volunteers showed up late and did not know where to go. Lynch ambulance was able to assist with one heat exhausted participant. Overall, the parade went well.

Coordinator Zambrano reported that in the Craft/Homebased area, two vendors had a heated verbal exchange that needed to be addressed by staff due to spacing. The Committee discussed the option of not allowing vendors who violate the code of conduct to return to the event. City staff will look into identifying which vendors were involved in the exchange. Staff will provide the names of the vendors to Committee Member Nixon.

Coordinator Brand shared that the City purchased additional whisper generators for use at the Parade and worked very well. They will be used for next year's event.

Supervisor Ortiz shared that the City's Holiday Closure will occur from December 17<sup>th</sup> through January 2<sup>nd</sup>, the Tree Lighting event will be held on December 3<sup>rd</sup> and the Tamale Festival will be held on December 9<sup>th</sup>.

5. **AGENDA BUILDING:** The December meeting will be dark. The next meeting agenda will include budget information, a draft of the City Council report to request approval for the 2022 event. No sub-committee reports will be on the agenda.

**ADJOURNMENT:** Committee member Castillo **MOTIONED** to adjourn the meeting. Chairperson Binnings **SECONDED** the motion. Motion carried. The meeting adjourned at 8:25 p.m. to the next regular meeting on Wednesday, January 12, 2022, at 6:00 p.m.