

# INDEPENDENCE DAY COMMITTEE MEETING AGENDA

*"We are a vibrant, livable, and inclusive community dedicated to quality services, safety, financial strength, sustainability, preservation, and progress with equal representation for our community."*

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Alexander Hughes Community Center  
1700 Danbury Rd  
Claremont, CA 91711



Thursday  
October 24, 2019  
7:00 p.m.

## COMMITTEE MEMBERS

JUDITH TANENBAUM CHAIR	MAURY FEINGOLD VICE CHAIR	RACHEL FORESTER CHS COMMISSION	MARTY AMARO
ELLEN BERKE	JIM BERKE	PHYLLIS BROST	STEVE COLLINS
TEENA COLLINS	BOB FAGG	JERRY FEINGOLD	CHARLIE GALE
ROBIN GOTTUSO	CARRIE HASSE	CAROL- LEE MARSHALL	
BARBARA RUGELEY	SONJA STUMP	LINDA WEIMER	

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**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CEREMONIAL MATTERS, PRESENTATIONS AND ANNOUNCEMENTS**

**PUBLIC COMMENT**

The Independence Day Committee has set aside this time for persons in the audience to comment on items that ARE NOT LISTED ON THIS AGENDA but are within the jurisdiction of the Independence Day Committee. Members of the audience will later have the opportunity to address the Independence Day Committee regarding ALL OTHER ITEMS ON THE AGENDA at the time the Independence Day Committee considers those items.

At this time the Independence Day Committee will take public comment for 30 minutes. Public Comment will resume later in the meeting if there are speakers who did not get an opportunity to speak because of the 30-minute time restriction.

The Brown Act prohibits the Independence Day Committee from taking action on oral requests relating to items that are not on the agenda. The Independence Day Committee may engage in a brief discussion, refer the matter to staff, and/or schedule requests for consideration at a subsequent meeting.

The Committee requests, but does not require, speakers to identify themselves. When you come up to speak, please state your name unless you wish to remain anonymous. Each speaker will be allowed four (4) continuous minutes.

## **CONSENT CALENDAR**

All matters listed on the consent calendar are considered to be routine. The Independence Day Committee may act on these items by one motion following public comment.

Only Committee Members may pull an item from the consent calendar for discussion.

Now is the time for those in the audience to provide public comment on the consent calendar. Each speaker will be allowed four (4) continuous minutes to comment on items on the consent calendar.

### **Routine Administrative Item**

1. APPROVAL OF THE INDEPENDENCE DAY COMMITTEE MINUTES FROM THE JULY 18, 2019 MEETING

Recommendation: Staff recommends the Independence Day Committee approve and file the July 18, 2019 meeting minutes.

◆◆ END OF CONSENT CALENDAR ◆◆

## **ADMINISTRATIVE ITEMS**

2. REPORTS (ORAL REPORT)

Recommendation: Staff recommends that the Committee receive the following reports:

- A. Chair
- B. Community & Human Services Commission
- C. Human Services Department

3. THEME CONTEST (ORAL REPORT)

Recommendation: Staff recommends the Independence Day Committee discontinue the theme contest and choose the event theme at its January meeting.

4. BOOTH REGULATIONS

Recommendation: Staff recommends the Independence Day Committee review and approve the revisions to the Booth Regulations.

5. PARADE REGULATIONS

Recommendation: Staff recommends the Independence Day Committee review and approve the revisions to the Parade Regulations.

### **CONTINUED PUBLIC COMMENT**

This time is reserved for those persons who were unable to speak earlier in the agenda because of the 30-minute time restriction.

ADJOURNMENT

**THE NEXT MEETING OF THE INDEPENDENCE DAY COMMITTEE WILL BE HELD ON THURSDAY, JANUARY 23, 2020, AT 7:00 P.M. AT THE ALEXANDER HUGHES COMMUNITY CENTER, 1700 DANBURY ROAD, CLAREMONT.**

I, MELISSA VOLLARO, HUMAN SERVICES DEPUTY DIRECTOR OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE AND THE ALEXANDER HUGHES COMMUNITY CENTER, 1700 DANBURY ROAD, ON OCTOBER 17, 2019 PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

PLEASE NOTE: MATERIALS RELATED TO AN ITEM ON THIS AGENDA AND SUBMITTED TO THE INDEPENDENCE DAY COMMITTEE AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE ALEXANDER HUGHES COMMUNITY CENTER AT 1700 DANBURY ROAD, CLAREMONT, MONDAY THROUGH FRIDAY, 8 AM – 5 PM. SUBJECT MATERIALS WILL BE MADE AVAILABLE ON THE CITY WEBSITE AS SOON AS POSSIBLE - [www.ci.claremont.ca.us](http://www.ci.claremont.ca.us). FOR MORE INFORMATION, PLEASE CALL THE HUMAN SERVICES DEPARTMENT AT 909-399-5490.

ANY ITEMS WHICH HAVE NOT BEEN INITIATED BY 10:00 P.M. WILL BE CONTINUED TO THE NEXT REGULARLY SCHEDULED INDEPENDENCE DAY COMMITTEE MEETING. FURTHER, ANY ITEM INITIATED BEFORE 10:00 P.M. ON WHICH A CONCLUSION HAS NOT BEEN REACHED BY 10:15 P.M. WILL BE CONTINUED TO THE NEXT REGULARLY SCHEDULED MEETING OF THE INDEPENDENCE DAY COMMITTEE.

**IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.**

Post Through: October 25, 2019

**INDEPENDENCE DAY COMMITTEE  
MINUTES**

Thursday, July 18, 2019 – 7:00 p.m.  
Alexander Hughes Community Center - College Room  
1700 Danbury Road, Claremont, California

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**CALL TO ORDER**

Chair Carol-Lee Marshall called the meeting to order at 7:00 p.m.

**ROLL CALL**

**PRESENT**

COMMITTEE MEMBER: MARTY AMARO, ELLEN BERKE, JIM BERKE, NANCY BROWER, TEENA COLLINS, JERRY FEINGOLD, MAURY FEINGOLD, CAROL-LEE MARSHALL, KAREN ROSENTHAL, SONJA STUMP, JUDITH TANENBAUM, LINDA WEIMER.

**ABSENT**

COMMITTEE MEMBER: PHYLLIS BROST, STEVE COLLINS, CHARLIE GALE, ROBIN GOTTUSO, CARRIE HASSE, BARBARA RUGELEY.

**LATE ARRIVAL**

COMMITTEE MEMBER: BOB FAGG

**ALSO PRESENT**

Anne K. Turner, Human Services Director  
Melissa Vollaro, Human Services Deputy Director  
Amber Tudor, Human Services Part-Time Program Coordinator  
Bethany Barnes-Coloma, Special Events Site Coordinator

**PLEDGE OF ALLEGIANCE**

**CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS**

There were no ceremonial matters, presentations, and announcements.

**PUBLIC COMMENT**

Chair Marshall invited public comment.

Karen Rosenthal announced that the Monday Night Concerts are in progress and to support the Kiwanis Club food booth.

There were no other requests to speak.

**CONSENT CALENDAR**

Chair Marshall invited public comment on the Consent Calendar.

There were no requests to speak.

1. Independence Day Committee Minutes of May 23, 2019.  
Approved and filed.

**Committee Member M. Feingold moved to approve the Consent Calendar, seconded by Committee Member Stump, and carried on the following vote:**

**AYES:**            **Committee Member - Amaro, E. Berke, J. Berke, Brower, T. Collins, J. Feingold, M. Feingold, Marshall, Rosenthal, Stump, Tanenbaum, Weimer.**

**NOES:**            **Committee Member – None**

**ABSENT:**        **Committee Member –None**

## **ADMINISTRATIVE ITEMS**

### 2. Reports

#### A. Chair Report

Chair Marshall thanked the volunteers, staff, and Kiwanis Club for making the event a success.

#### B. Community & Human Services Commission

Commissioner Brower reported that are several park improvement projects that have received City Council approval including El Barrio Park, Memorial Park and Blaisdell Park. She also reported the removal of liquid amber trees because Xylella disease that is affecting them.

#### C. Human Services Department

Deputy Director Vollaro reported that fundraising goals were met, there were 50 booths, and approximately 50 parade entries. She also reported that traffic control was increased and that there was a new pyrotechnics vendor this year. The fireworks show did not sell out, with 5,439 out of 6,000 tickets sold. The 1K/5K had 1,142 registered participants.

### 3. Committee Member Reports

#### A. 1K/5K

Chair Marshall reported that the t-shirts were great as well as the Claremont Club trial certificates. Committee Member M. Feingold stated that she would like to see the results in the Claremont Courier or announced at the Monday Night Concerts.

#### B. Festival

There as discussion about adding a booth regulation asking booths to decorate and be more festive. It was suggested that sample photos be placed on city website with applications. Committee Member Amaro stated that the barbershop quartet needs to move around the pancake tables and not stay in one place so everyone can hear. Committee Member Stump reported that the Turtle Guy was thrilled. Committee Member J. Feingold said that there needs to be improvement to the handicap parking on 8<sup>th</sup> street to allow park access. Committee Member T. Collins stated trashcans at the park were falling over and need weights. Committee Member Rosenthal stated a trash can is needed near Speakers Corner.

Committee Member Fagg arrived.

There was discussion about the Kiwanis Club truck and the noise it makes during Speakers Corner. Committee Member Rosenthal suggested starting Speakers Corner later. There was also discussion about the lines being long at the food booths at 2:00 p.m. and that OLA Church ran out of hot dogs. There was discussion of the policy regarding dogs in public parks and how to address that in the future.

C. Parade

Committee Member T. Collins stated that the start of the parade has gaps between entries that made it look sloppy. Chair Marshall stated that the jeeps were nice. There as discussion about entries not looking patriotic enough and whether some requirements can be added to regulations. Committee Member T. Collins stated that the parade has no sense of competition, no music and a lack of patriotism. Vice Chair Tanenbaum stated that she enjoyed the diversity of the parade entries. Committee Member M. Feingold stated that there was a lack of safety in some entries.

D. Fireworks Show

Committee Member M. Feingold stated she liked the trash sorting. Committee Member Stump stated that some of the fireworks music was not patriotic. Deputy Director Vollaro stated that some new and popular songs are standard in the company's soundtrack. Chair Marshall reported that the sound was better this year and that some glow items sold out.

4. Nominations for Chair & Vice Chair for 2019-20

***Committee Member M. Feingold nominated Judith Tanenbaum for Chair, seconded by Chair Marshall, and carried on the following vote:***

**AYES:** Committee Member - Amaro, E. Berke, J. Berke, Brower, T. Collins, Fagg, J. Feingold, M. Feingold, Marshall, Rosenthal, Stump, Tanenbaum, Weimer.

**NOES:** Committee Member – None

**ABSENT:** Committee Member –None

***Vice Chair Tanenbaum nominated Maury Feingold for Vice Chair, seconded by Committee Member Rosenthal and carried on the following vote:***

**AYES:** Committee Member - Amaro, E. Berke, J. Berke, Brower, T. Collins, Fagg, J. Feingold, M. Feingold, Marshall, Rosenthal, Stump, Tanenbaum, Weimer.

**NOES:** Committee Member – None

**ABSENT:** Committee Member –None

**ADJOURNMENT**

Chair Marshall adjourned the meeting at 8:05 p.m. The next regular meeting of the Independence Day Committee will be held on Thursday, October 24, 2019 at 7:00 p.m. in the Alexander Hughes Community Center, 1700 Danbury Rd, Claremont.

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Carol-Lee Marshall  
Chair

ATTEST:

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Amber Tudor  
Recording Secretary

# Claremont Independence Day Committee

## Booth Regulations

### General Regulations

- ~~1. Only non-profit organizations may participate, with priority going to Claremont based organizations.~~
- 2-1. Each booth must display a sign, at least 8 ½" x 11", stating the name of the non-profit organization.
- 3-2. Each booth space will be a 10' x 10'.
- 4-3. All organizations must agree to abide by all deadlines, rules and regulations set forth by the Independence Day Committee and City of Claremont. Infractions may result in suspension from future participation.
- 5-4. All organizations must comply with all fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety.
- 6-5. Organizations are responsible for unloading, set-up and clean-up of their booths.
- 7-6. Booths must not open or close before times specified on the forms. No refunds for cancellations. Organizations that fail to show up may be suspended from future participation.
- 8-7. Booth locations are not guaranteed and are made at the discretion of the Independence Day Committee and City of Claremont.
- 9-8. All tape, decorations, supplies and equipment must be completely removed. Booths and tables must be left in their original condition.
- 10-9. Portable generators are not permitted.
10. Prior approval is required for music and/or entertainment at individual booths.
11. Booths are encouraged to decorate utilizing the event theme and the colors red, white, and blue.
12. All booths must have adult supervision at all times.
13. City of Claremont and event sponsor booths are exempt from booth regulations.

### Food Booth General Regulations

1. Priority registration will be given to Claremont based non-profit organizations. If there are any remaining booth spaces after the non-profit application period closes, commercial food booths may be accepted at the discretion of the Independence Day Committee and City of Claremont.
- 1-2. Each food booth must display a sign, at least 11" x 17", indicating the menu.
- 2-3. All food items must be listed on the application form and be approved in advance by the Independence Day Committee and the City of Claremont.
- 3-4. All organizations must attend a mandatory meeting at the Hughes Community Center to fill out Los Angeles County Health Department forms and go over booth guidelines.
- 4-5. All organizations must meet Los Angeles County Health Department guidelines.

- ~~5-6.~~ Los Angeles County Health Department permit must be displayed in food booth at all times.
- ~~6-7.~~ Organizations may sell one major food item and up to three items total. Examples of major food items include: hamburgers, hotdogs, tacos, burritos, sandwiches, etc. The major food item may not be packaged.
- ~~7-8.~~ No non-food sale items or opportunity drawings (raffles) are allowed.
- ~~8-9.~~ Food sales may only take place at the food booth. No mobile sales are allowed.
- ~~9-10.~~ Participants are responsible for paying their own sales taxes.
- ~~10-11.~~ Booths will be provided with one 10'x10' portable canopy, one 8' table, netting for all four sides of the booth, and rubber flooring.

### **Non-Profit Food Booth Regulations**

1. Maximum size of sign noting for-profit supplier is 11" x 17".
2. For-profit suppliers may supply goods, but employees may not be on-site.
- ~~3. Organizations utilizing a for-profit supplier must show that at least 30% of the gross sales are directed to the Claremont non-profit organization. The committee reserves the right to audit booth gross sales to enforce this requirement.~~
- ~~4-3.~~ A random drawing will be conducted if more than one organization wants to sell the same item.
- ~~5-4.~~ Each organization must submit a copy of the organization's stamped Articles of Incorporation and proof of 501(c)(3) Non-Profit Status. Additional paperwork may be requested by the Los Angeles County Health Department or the City of Claremont.
- ~~6-5.~~ If all Los Angeles County Health Department requirements for fee-exemption are not met, additional fees may be required.
- ~~7.~~ To become a priority vendor, an organization must sell the same food items for three consecutive years. A list of organizations and food items in the priority system will be maintained by the Independence Day Committee. These foods are already "taken" if the organization listed chooses to sell that item and submits all application materials by the deadline. Organizations will be removed from the priority list if there is a lapse in their participation and/or their group fails to sell the food item listed.

### **Game/Fee-based Activity Booth**

1. Only non-profit organizations may participate, with priority going to Claremont based organizations.
- ~~1-2.~~ No sale items or opportunity drawings (raffles) are allowed.
- ~~2-3.~~ Food or beverages may not be distributed, with the exception of a wrapped piece of candy.
- ~~3-4.~~ A random drawing will be conducted if more than one group wants to have the same activity.
- ~~4-5.~~ Each group must submit proof of 501(c)(3) Non-Profit Status.
- ~~5-6.~~ Participants are responsible for paying their own sales taxes.
- ~~6-7.~~ Electricity is not available.



~~7-8.~~ Booths will be provided with one 8' table. All other equipment must be provided by the organization.

### **Information/Non Fee-based Activity Booth**

~~1.~~ Only non-profit organizations may participate, with priority going to Claremont based organizations.

~~4-2.~~ No items are to be sold and no donations may be accepted, including opportunity drawings (raffles).

~~2-3.~~ Organization must provide a list of free giveaways.

~~3-4.~~ Food or beverages may not be distributed, with the exception of a wrapped piece of candy.

~~4-5.~~ Electricity is not available.

~~5-6.~~ Booths will be provided with one 8' table. All other equipment must be provided by the organization.

### **Selling Booths**

~~1.~~ Only non-profit organizations may participate, with priority going to Claremont based organizations.

~~4-2.~~ Maximum size of sign noting for-profit supplier is 8 ½" by 11".

~~2-3.~~ All selling items must be listed on the application form and be approved in advance by the Independence Day Committee and City of Claremont.

~~3-4.~~ A random drawing will be conducted if more than one group wants to sell the same item.

~~4-5.~~ Each group must submit proof of 501(c)(3) Non-Profit Status.

~~5-6.~~ Participants are responsible for paying their own sales taxes.

~~6-7.~~ Opportunity Drawings (raffles) must be approved in advance by the City of Claremont and adhere to applicable state and local laws.

~~7-8.~~ Food or beverages may not be distributed, with the exception of a wrapped piece of candy.

~~8-9.~~ Electricity is not available.

~~9-10.~~ Sales may only take place at the selling table. No mobile sales are allowed.

~~10-11.~~ Booths will be provided with one 8' table. All other equipment must be provided by the organization.

# Claremont Independence Day Committee

## Parade Regulations

*The regulations listed below have been developed to maintain the spirit of this long-standing Claremont tradition.*

### **Entrants**

1. All interested non-commercial groups are welcome. However, if the parade exceeds its length limits, Claremont residents will be given priority and groups may be limited to one 40-foot staging space per organization. Approval by the Independence Day Committee and City of Claremont is required and will be indicated by return of a confirmation letter with entry number.
2. Commercial groups may not participate in the parade in any way.
3. Parade participants may not advertise or recognize any commercial entity, product, or service through audible or written messages.
4. The American Flag may be used only in accordance with the recognized Flag Code.
5. All entries must be identified so that judges and spectators can easily see the name of each unit. The minimum individual letter size should be ten to twelve inches and readable at approximately 100 feet.
6. Entries may not contain elements higher than 14 feet for overhead clearance. Entries must be able to negotiate 90 degree turns to and from the Claremont streets of 10<sup>th</sup> Street, Indian Hill Boulevard, and the Harrison Avenue entrance to Larkin Park at the end of the Parade.
7. Entries must be able to move at a rate of approximately 2-3 miles per hour for the entire two-mile parade route.
8. Vehicles must have the year, make, and model on a placard placed on each side of the vehicle with a minimum size of 8 ½" x 14".
9. City of Claremont and parade presenting sponsor entries are exempt from parade regulations.
- ~~9-10.~~ All entries are encouraged to decorate in a manner that reflects the spirit of the parade through the use of the event theme and the colors red, white, and blue. The addition of music to entries is highly encouraged.

### **General Regulations**

1. All parade participants must agree to abide by all deadlines, rules, and regulations set forth by the Independence Day Committee and City of Claremont. Infractions may result in suspension from future participation.
2. All parade participants must comply with all laws, ordinances, and regulations pertinent to health and public safety.
3. Parade officials will inspect all entries and reserve the right to eliminate any entry that is in violation or is deemed unsafe by law enforcement.
4. All parade participants must abide by the Los Angeles County Fire Code, including any applicable Los Angeles County Fire Department permit requirements and fees.
5. Parade participants must obey all directions by parade volunteers, city staff, police, and safety personnel. Non-conforming units may be removed from the parade at any time.
6. All parade entries with participants under 18 years old are required to have at least one responsible adult to supervise during the parade. All units with children under age 8 will be

expected to station persons along the parade route to assist tired marchers. All children must be dropped off and met by a responsible adult at the beginning and end of the parade.

7. All parade entries with participants under 18 years old operating, or riding as a passenger on a bicycle, any type of scooter, or while wearing in-line or roller skates must wear a helmet. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.
8. All parade participants are prohibited from throwing any objects or matter into the parade audience while in the parade. For example, no pyrotechnics, water gun shooting, food, candy, toys, paper, discharge of firearms (including blanks), etc. will be allowed. The purpose of this restriction is to maintain a safe, clean parade route and maintain the parade traffic flow.
9. For public safety, as well as general cleanliness, items may not be distributed from the parade route.

Opportunities to speak and/or distribute literature (or other items) are as follows:

- a. Participate in the T. Willard Hunter Speakers Corner
- b. Sign-up to have a booth at the Festival
- c. Pass out materials in the park during the festival
- d. Pass out materials from the sidewalk during the parade

10. Parade participants are expected to perform and/or drive courteously, in good taste, and with safety in mind at all times during the formation, performance in and dispersal of the parade.
11. All motorized parade entries are to be operated in the center lanes of the streets along the parade route.
12. Motorized parade entries will not be driven directly at or toward spectators at any time.
13. Motorized parade entries will not be operated within 8 feet of spectators and must be operated in such a manner as to not affect the safety of spectators or other parade units.
- ~~10-14.~~ Entries must maintain steady movement of the parade with 20-30 feet between each entry. At no time may any vehicle travel at more than 3mph to help reduce gaps.
- ~~11-15.~~ The staging areas for the parade (Larkin Park and the streets adjacent to Memorial Park) are recognized as a part of the parade route and provide a controlled area for parade participants to safely assemble and disperse.
- ~~12-16.~~ Only licensed drivers may drive vehicles in the parade. Each vehicle driver must be 18 or older and be the holder of a valid driver's license and current insurance.
- ~~13-17.~~ Each vehicle in the parade must carry current insurance that is in compliance with California State Law. Parade participants should consult their insurance company about protection for their parade entry.
- ~~14-18.~~ Each vehicle in the parade must carry current insurance that is in compliance with California State Law. Each vehicle's registration, insurance, and rental agreement (if applicable) must be available for inspection upon request.
- ~~15-19.~~ Vehicles that disperse smoke or fumes are not allowed in the parade.
20. Parade entries with animals are responsible for cleaning up animal waste.
- ~~16-21.~~ Alcoholic beverages and other controlled substances are forbidden on and along the parade route. This policy includes all staging and disbanding areas. Participants consuming said substances prior to or during the parade will not be allowed to participate and will be removed from the line of march.
22. . No one is allowed to ride on running boards, hoods, roofs, fenders, or external platforms.
- ~~17-23.~~ Each entry must send one representative to attend a mandatory safety meeting at the Hughes Community Center in June. Failure to attend will result in removal from the parade.

## **Parade Judging**

1. Judges must be Claremont residents or Independence Day Committee Members.
2. Categories
  - a. Walking Group
  - b. Marching Band
  - c. Float
  - d. Equestrian
  - e. Vehicles (Individual or group)
  - f. Novelty (Golf carts, tractors, or something not included in any other category)
3. First, second, and third place will be awarded for each category.
4. There are three criteria for judging which are equally weighted:
  - a. Spirit/Theme
  - b. Appearance
  - c. Creativity
5. Winners in each of the categories will receive a certificate of achievement.

Amended

~~9/27/18~~10/24/19