

**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."*

**Alexander Hughes Community Center
College Room
1700 Danbury Rd
Claremont, CA 91711**



**Thursday
March 26, 2026
7:00 PM**

COMMITTEE MEMBERS

**KRISTA CARSON ELHAI
CHAIR**

STACEY CAPONIGRO

CHARLIE GALE

CHRISTINE MOORE

JULIANNE SALTZER

Meetings are open to the public for in-person attendance.

OPTIONS FOR PUBLIC COMMENT:

Public comment may be provided by one of the following methods. Each speaker will be given up to three (3) minutes to provide their comment.

IN-PERSON LIVE COMMENTS

When the item you wish to speak to is announced, please proceed to the speaker's podium one by one.

E-MAIL/MAIL

Written comments sent to the Alexander Hughes Community Center will be distributed to the Independence Day Committee and imaged and made available in the record of the meeting in the document archive, which can be found on the City website: www.claremontca.gov Email: atudor@claremontca.gov Mail: 1700 Danbury Road, Claremont, CA 91711.

**For assistance, comments, or more information, please contact Amber Tudor:
(909) 399-5334.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

PUBLIC COMMENT

The Committee has set aside this time for persons who wish to comment on items that are not listed on the agenda but are within the jurisdiction of the Independence Day Committee. Members of the public will have the opportunity to address the Independence Day Committee regarding all items on the agenda at the time the Committee considers those items.

General public comment will be taken for 30 minutes and will resume later in the meeting if there are speakers who did not get an opportunity to speak because of the 30-minute time limit.

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

CONSENT CALENDAR

All matters listed on the Consent Calendar are considered 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.

1. INDEPENDENCE DAY COMMITTEE MEETING MINUTES OF JANUARY 22, 2026

Recommendation: Staff recommends the Independence Day Committee approve the Independence Day Committee meeting minutes of January 22, 2026.

ADMINISTRATIVE ITEMS

2. THEME CONTEST

Recommendation: Staff recommends the Independence Day Committee review submissions and select a theme for the 2026 4th of July Celebration.

3. COMMITTEE MEMBER SHIRT

Recommendation: Staff recommends the Independence Day Committee review shirt options and select a committee shirt.

4. BOOTH REGULATIONS

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

REPORTS

Staff

Committee

Liaison

ADJOURNMENT

THE NEXT REGULAR MEETING OF THE CLAREMONT INDEPENDENCE DAY COMMITTEE WILL BE HELD ON THURSDAY, MAY 28, 2026, AT 7:00 PM IN THE COLLEGE ROOM AT THE ALEXANDER HUGHES COMMUNITY CENTER, 1700 DANBURY ROAD, CLAREMONT, CA 91711.

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.

I, AMBER TUDOR, PROGRAM COORDINATOR 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, THURSDAY, MARCH 19, 2026, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

POST THROUGH: MARCH 27, 2026

**Independence Day Committee
Agenda Report**

TO: INDEPENDENCE DAY COMMITTEE

FROM: AMBER TUDOR, PROGRAM COORDINATOR

DATE: MARCH 26, 2026

**SUBJECT: INDEPENDENCE DAY COMMITTEE MEETING MINUTES OF
JANUARY 22, 2026**

RECOMMENDATION

Staff recommends the Independence Day Committee approve the Independence Day Committee meeting minutes of January 22, 2026.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Amber Tudor
Program Coordinator

Attachment:

Independence Day Committee Meeting Minutes of January 22, 2026

**INDEPENDENCE DAY COMMITTEE
MEETING MINUTES**

Thursday, January 22, 2026 – 7:00 PM
College Room - Alexander Hughes Community Center

CALL TO ORDER

Vice Chair Carson Elhai called the meeting to order at 7:08 PM.

ROLL CALL

PRESENT STACEY CAPONIGRO, KRISTA CARSON ELHAI, CHARLIE GALE,
JULIANNE SALTZER

ABSENT CHRISTINE MOORE

ALSO PRESENT

Nancy Brower, Community and Human Services Commission Liaison
Melissa Vollaro, Recreation and Human Services Director
Kelly Love, Recreation and Human Services Coordinator
Amber Tudor, Program Coordinator

PLEDGE OF ALLEGIANCE**CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS - None****PUBLIC COMMENT**

Vice Chair Carson Elhai invited public comment.

There were no requests to speak.

CONSENT CALENDAR

Vice Chair Carson Elhai invited public comment on the Consent Calendar.

There were no requests to speak.

1. Independence Day Committee Special Meeting Minutes of September 18, 2025
Approved and filed the Independence Day Committee special meeting minutes of September 18, 2025.

Committee Member Caponigro moved to approve the Consent Calendar, seconded by Committee Member Saltzer, and carried on the following vote:

AYES: ***Committee Member – Caponigro, Carson Elhai, Gale, Saltzer***
NOES: ***Committee Member – None***
ABSTENTION: ***Committee Member – Moore***

ADMINISTRATIVE ITEM

2. SELECTION OF CHAIR AND VICE CHAIR

Vice Chair Carson Elhai opened the floor for nominations for the office of Chair for the 2025-26 term.

Committee Member Caponigro nominated Krista Carson Elhai for the office of Chair.

Nominations were closed and Vice Chair Carson Elhai invited public comment.

There were no requests to speak.

Committee Member Caponigro moved to nominate Krista Carson Elhai for the position of Chair for the 2025-26 term, seconded by Committee Member Gale, and carried on the following vote:

AYES: **Committee Member –Caponigro, Carson Elhai, Gale, Saltzer**
NOES: **Committee Member – None**
ABSTENTION: **Committee Member – Moore**

Chair Carson Elhai opened the floor for nominations for the office of Vice Chair for the 2025-26 term.

Committee Member Gale nominated Stacey Caponigro for the office of Vice Chair.

Nominations were closed and Chair Carson Elhai invited public comment.

There were no requests to speak.

Committee Member Gale moved to nominate Committee Member Caponigro for the position of Vice Chair for the 2025-26 term, seconded by Committee Member Elhai, and carried on the following vote:

AYES: **Committee Member –Caponigro, Carson Elhai, Gale, Saltzer**
NOES: **Committee Member – None**
ABSTENTION: **Committee Member – Moore**

REPORTS

Staff

Melissa Vollaro, Recreation and Human Services Director, reported that the Winter/Spring Activity Guide is available now and Independence Day Committee member recruitment is ongoing. She also reported that the City Council priorities workshop will take place January 31st.

Amber Tudor, Program Coordinator, reported that Pomona College's field has been reserved, a pyrotechnic vendor has been secured, and entertainment has been booked. She also reported that the theme contest is accepting entries and that fundraising banner sales have begun. She asked the committee to assist with sharing the information about contests and banner sales with the community.

Committee

None.

Liaison

Commissioner Brower reported that Claraboya Pine Trees may be moving to a three-year trimming cycle pending City Council approval, the Committee on Aging has some fun trips in store including the Nixon library and a Route 66 tour, and that Larkin Park will be updated including the playground.

ADJOURNMENT

Vice Chair Carson Elhai adjourned the meeting at 7:36 PM. The next regular meeting of the Independence Day Committee will be held on Thursday, March 26, 2026, at 7:00 PM in the Alexander Hughes Community Center, 1700 Danbury Rd, Claremont.

ATTEST:

Krista Carson Elhai
Chair

Amber Tudor
Recording Secretary

**Independence Day Committee
Agenda Report**

TO: INDEPENDENCE DAY COMMITTEE
FROM: AMBER TUDOR, PROGRAM COORDINATOR
DATE: MARCH 26, 2026
SUBJECT: THEME CONTEST

RECOMMENDATION

Staff recommends the Independence Day Committee review submissions and select a theme for the 2026 4th of July Celebration.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Amber Tudor
Program Coordinator

Attachment:
2026 4th of July Celebration Theme Contest Entries

2026 Fourth of July Celebration Theme Entries

	1.	USA! United We Shine!
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**Independence Day Committee
Agenda Report**

TO: INDEPENDENCE DAY COMMITTEE
FROM: AMBER TUDOR, PROGRAM COORDINATOR
DATE: MARCH 26, 2026
SUBJECT: COMMITTEE MEMBER SHIRT

RECOMMENDATION

Staff recommends the Independence Day Committee review shirt options and select a committee shirt.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Amber Tudor
Program Coordinator

**Independence Day Committee
Agenda Report**

TO: INDEPENDENCE DAY COMMITTEE
FROM: AMBER TUDOR, PROGRAM COORDINATOR
DATE: MARCH 26, 2026
SUBJECT: BOOTH REGULATIONS

RECOMMENDATION

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

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Amber Tudor
Program Coordinator

Attachment:

Independence Day Committee Booth Regulations



CLAREMONT INDEPENDENCE DAY COMMITTEE

BOOTH REGULATIONS

A. GENERAL REGULATIONS

1. Booths will be reserved on a first come first served basis with priority going to Claremont based organizations.
- 1.2. Each booth must display a sign, at least 8 ½" x 11", stating the name of the non-profit organization.
- 2.3. Each booth space will be a 10' x 10'. Organizations may not use space outside of their assigned area for storage, seating, etc.
- 3.4. 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.
- 4.5. All organizations must comply with all fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety.
6. Organizations are responsible for unloading, set-up and clean-up of their booths.
7. Organizations may not enter the unloading zone until the time specified on the parking pass and may not leave their vehicle unattended.
- 5.8. Speed limit within the unloading zone is 5 MPH.
- 6.9. Booths must not open or close before times specified on the forms.
- 7.10. No refunds for cancellations. Organizations that fail to show up may be suspended from future participation.
- 8.11. Booth locations are not guaranteed and are made at the discretion of the Independence Day Committee and City of Claremont.
- 9.12. All tape, decorations, supplies and equipment must be completely removed. Booths and tables must be left in their original condition.
- 10.13. Portable generators are ~~not permitted~~ prohibited.
- 11.14. Amplified sound is prohibited. Prior approval is required for acapella music and/or entertainment at individual booths.
- ~~12. Each booth is to be decorated using the colors red, white, and blue.~~
- 13.15. All booths must have adult supervision at all times.
- 14.16. City of Claremont and event sponsor booths are exempt from booth regulations.

B. 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.

2. Each food booth must display a sign, ~~at least 11" x 17"~~, indicating the menu and prices.
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.
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~~ read the Health Department guidelines.
5. All organizations must meet Los Angeles County Health Department guidelines.
6. Los Angeles County Health Department permit must be displayed in food booth at all times.
- ~~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 prepackaged.~~
- ~~8.7.~~ 8.7. No non-food sale items, or opportunity drawings (raffles) are allowed.
- ~~9.8.~~ 9.8. Food sales may only take place at the food booth. No mobile sales are allowed.
- ~~10.9.~~ 10.9. Participants are responsible for paying their own sales taxes.
- ~~11.10.~~ 11.10. Booths will be provided with one 10'x10' portable canopy, one 8' table, netting for all four sides of the booth, and rubber flooring.

~~C. 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. A random drawing will be conducted if more than one organization wants to sell the same item.~~
- ~~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.~~
- ~~5. If all Los Angeles County Health Department requirements for fee-exemption are not met, additional fees may be required.~~
- ~~6. 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.~~

D.C. GAME/FEE-BASED ACTIVITY BOOTH

1. Only non-profit organizations may participate, with priority going to Claremont based organizations.
2. No sale items or opportunity drawings (raffles) are allowed.
3. Food or beverages may not be distributed, with the exception of a wrapped piece of candy.
4. A random drawing will be conducted if more than one group wants to have the same activity.
5. Each group must submit proof of 501(c)(3) Non-Profit Status upon request.
6. Participants are responsible for paying their own sales taxes.
7. Electricity is not available.
8. Booths will be provided with one 8' table. All other equipment must be provided by the organization.

E.D. INFORMATION/NON FEE-BASED ACTIVITY BOOTH

1. Only non-profit organizations may participate, with priority going to Claremont based organizations.
2. No items are to be sold and no donations may be accepted, including opportunity drawings (raffles).
3. Organization must provide a list of free giveaways.
4. Food or beverages may not be distributed, with the exception of a wrapped piece of candy.
5. Electricity is not available.
6. Booths will be provided with one 8' table. All other equipment must be provided by the organization.

F.E. SELLING BOOTHS

1. Only non-profit organizations may participate, with priority going to Claremont based organizations.
- ~~2. Maximum size of sign noting for-profit supplier is 8 ½" by 11".~~
- 3.2. All selling items must be listed on the application form and be approved in advance by the Independence Day Committee and City of Claremont.
- 4.3. A random drawing will be conducted if more than one group wants to sell the same item.
- 5.4. Each group must submit proof of 501(c)(3) Non-Profit Status upon request.
- 6.5. Participants are responsible for paying their own sales taxes.

~~7.6.~~ Opportunity Drawings (raffles) must be approved in advance by the City of Claremont and adhere to applicable state and local laws.

~~8.7.~~ Food or beverages may not be distributed, with the exception of a wrapped piece of candy.

~~9.8.~~ Electricity is not available.

~~10.9.~~ Sales may only take place at the selling table. No mobile sales are allowed.

~~11.10.~~ Booths will be provided with one 8' table. All other equipment must be provided by the organization.

Revised and Adopted 10/24/19

Adopted 3/26/26