

DATE SUBMITTED 09/25/19
 SUBMITTED BY COMMUNITY SERVICES
 DATE ACTION REQUIRED 10/02/19

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS Y

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: IMPERIAL CHAMBER OF COMMERCE TO HOLD SPECIAL EVENT ON CITY STREETS	
<ol style="list-style-type: none"> 1. AUTHORIZATION OF IMPERIAL CHAMBER OF COMMERCE TO HOLD "CHRISTMAS IN A SMALL TOWN" EVENT ON CITY STREETS ON DECEMBER 7, 2019 FROM 9AM UNTIL 4PM; 2. AUTHORIZATION OF STREET CLOSURES AFFECTING IMPERIAL AVENUE FROM 6TH STREET THROUGH 9TH STREET AND BARIONI BOULEVARD FROM H STREET THROUGH IMPERIAL AVENUE ON DECEMBER 7TH, 2019 FROM 6AM UNTIL 5PM; 3. AUTHORIZATION OF BEER SALES AND CONSUMPTION DURING CHRISTMAS IN A SMALL TOWN EVENT ON CITY STREETS ON DECEMBER 7TH, 2019 FROM 9AM UNTIL 4PM; 4. AUTHORIZATION TO PROVIDE CITY RESOURCES REQUESTED BY THE IMPERIAL CHAMBER OF COMMERCE TO HOLD THE "CHRISTMAS IN A SMALL TOWN" EVENT ON CITY STREETS ON DECEMBER 7, 2019 FROM 9AM UNTIL 4PM. 	
DEPARTMENT INVOLVED: COMMUNITY SERVICES / PUBLIC SERVICES / POLICE / FIRE	
BACKGROUND/SUMMARY: <p>The Imperial Chamber of Commerce is organizing the annual "Christmas In A Small Town" street fair event to be held on December 7, 2019. The Chamber requests the City to provide services at no cost to the Chamber. Services requested include the street closure notices, set-up and take-down of barricades, in addition to police and fire services if needed. The Chamber stated that if they are determined responsible to reimburse the City for over-time of city staff that staff will be required to check-in and out with the Chamber on the day of the event or Chamber will not be financially responsible for the fiscal impact of the overtime created by the special event. Overtime created by the Chamber's street event is not budgeted in the 2019-20 fiscal year.</p> <p>"Christmas in a Small Town" is scheduled to be held from 9AM until 4PM. Set up time will start at 6AM and tear down will be completed by 5PM. Chamber requests to hold the event in Downtown Imperial on Imperial Avenue from 6th Street to 9th Street and on Barioni Boulevard from the intersection of Imperial Avenue to the intersection of H street. Authorization is requested to close the streets from 6AM until 5PM.</p> <p>The Imperial Chamber of Commerce requests the approval of selling and consumption of beer during the event. The Chamber will be required to obtain a temporary license to sell beer from the Alcoholic Beverage Control. The Imperial Chamber of Commerce has also requested to allow food and merchandise vendors at the event. All vendors will be required to obtain a City business license and if applicable, a temporary food facility permits from the Imperial County Health Department and compliant with the fire code.</p> <p>The Chamber stated that a contract has been arranged with a local security company to provide event security.</p> <p>The City has requested a certificate of insurance naming the City of Imperial as additionally insured.</p>	
FISCAL IMPACT: The estimated fiscal impact, based on previous years' support, is \$6,500.00 and is not budgeted in the 2019-20 fiscal year.	FINANCE INITIALS <u>WJ</u>
STAFF RECOMMENDATION: Staff requests City Council's consideration of the request and terms submitted by the Imperial Chamber of Commerce. Noting that the overtime created by this event is not budgeted and that the Chamber charges vendor fees for participation in this event; it is recommended that the Chamber be financially responsible for the public funds required to support this event.	DEPT. INITIALS <u>EH</u>
MANAGER'S RECOMMENDATION: <div style="text-align: center; color: blue; font-style: italic;"> Council w/ staff request </div>	CITY MANAGER'S INITIALS <u>[Signature]</u>
MOTION:	
SECONDED: AYES:	APPROVED () DISAPPROVED ()
	REJECTED () DEFERRED ()



101 East 4th Street
P.O. Box 296
Imperial, CA 92251
760.355.1609 (P)
760.355.3920 (F)
www.imperialchamber.org
Tax ID # 95-2293903

September 25, 2019

Alexis Chalupnik
City of Imperial
124 west 9th Street
Imperial, CA 92251

RE: 2019 CIST Permit Application

Dear Alexis:

This letter serves as a response to your email dated Monday, September 23, 2019. Please disregard all prior applications and supporting documentation. Please see revised information attached and addressed in this letter.

SITE MAP: Has been updated and is attached.

EVENT DATE: At the Council's suggestion, two application dates are being submitted. New permit applications are attached.

REQUESTED RESOURCES/LOGISTICS: The Chamber is proposing three options:

1. The Chamber's request is that the City provide these services in-kind, as in years past. This would be set-up, take down and notification signs. It is our estimate that this should take no more than 6 hours total, using 2-4 staff.
2. The Chamber has in the past, put up and taken town barricades for member street events. The City's Public Works has dropped barricades off, and the Chamber/Member has set the barricades up and taken them down. The Chamber would be happy to pick-up barricades on the Friday prior to the event and return the barricades at a date and time agreed upon by city staff.
3. Should the City Council wish to have city staff handle this, the Chamber will require and approve prior to the event, a list of the designated personnel, estimated time, estimated budget and contact information for those employees working the event. Additionally, personnel will be required to check in at the Chamber booth and check out at the Chamber booth when work begins and ends. Should this information not be provided prior to the event, the Chamber will not assume any financial responsibility to the City and will not reimburse the City for staff time.

September 25, 2019

A. Chalupnik

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SECURITY: The Imperial Chamber has contracted with Triad Security. After discussion with Officer Sheffield of the IPD and at his suggestion, Triad Security Inc. will provide 5 Security Officers for the event. With respect to the Emergency Response Plan, Triad Security will be the first line of contact and will communicate directly with the Imperial Police Department if assistance is needed. This being said, should there be an incident, and while volunteers and vendors will be advised, the Chamber cannot control others that may call 911 or the Imperial Police Department.

EMERGENCY OPERATIONS PLAN COMMENTS:

SECTION IV-B: Please see updated ERP.

SECTION IV-D: The IC Fire Department has been notified of the event. Deputy Fire Marshal, Robert Malek is working with the Imperial Chamber to ensure all food vendors are in compliance with the Fire Code. A copy of the ERP has been sent to Fire Chief Estrada and Deputy Fire Marshal Malek.

SECTION IV-F: Please see revised plan attached.

SECTION IV-H: Please see updated plan attached. The Imperial Chamber spoke with the owner of the property, who will only allow parking on his lot, provided he receives 10% commission on the entire event. The Chamber will advise vendors they are not allowed to park in the dirt lot.

Please let me know if you have any questions or concerns.

Sincerely,



Susan J Paradis

Executive Director



101 East 4th Street
P.O. Box 296
Imperial, CA 92251
760.355.1609 (P)
760.355.3920 (F)
www.imperialchamber.org
Tax ID # 95-2293903

September 18, 2019

Mrs. Ember Haller
City of Imperial
124 West 9th Street
Imperial, CA 92251

Dear Ember:

Please find attached our completed application for Christmas In A Small Town. Also attached is a Site Map and Emergency Response Plan, which has been reviewed by the Imperial Police Department.

EVENT: CHRISTMAS IN A SMALL TOWN

- Per the Council's suggestion, The Imperial Chamber of Commerce is requesting the following dates and times for Christmas In A Small Town in order of preference.
 - Saturday, December 14, 2019 – 9:00 am – 4:00 pm, set up 6:00 am, take-down by 5:00 pm
 - Saturday, December 7, 2019 - 9:00 am – 4:00 pm, set up 6:00 am, take-down by 5:00 pm

REQUESTED RESOURCES:

- Barricades (I will speak with Jackie Loper with respect to how many is required)

LOGISTICS:

- It is the Chamber's request to hold Christmas In A Small Town on Imperial Avenue from 6th Street to 9th Street, and Barioni from H Street to Circle K as indicated by the XXXX on the Site Map.
- The Streets will be blocked off from 5:30 am until 5:30 pm.
- The Imperial Chamber will be responsible for closing the streets and keeping personnel/volunteers at each intersection.
- The Imperial Chamber is requesting barricades from the City of Imperial and will pick them up the Friday prior to the event and return them to an agreed upon designated location at the end of the event.

SECURITY:

- The Imperial Chamber will provide security

September 18, 2019
E. Haller, City of Imperial
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TRASH & RECYCLE:

- Republic Waste/Allied Waste will remove/dump trash and debris and will sweep the streets on Sunday AM.

VENDORS / LICENSES:

- All vendors will be required to show proof of a business license with the City of Imperial when submitting their application.
- Should the Chamber choose to sell alcoholic beverages, we will obtain an ABC license. No vendor will be allowed to sell alcoholic beverages.
- All Food Vendors will provide a sign-off of inspection form from the ICFD.
- All Food Vendors will display their County Health Department Permit during the event.

Please let me know if additional information is required.

Sincerely,



Susan J Paradis
Executive Director



Planning Permit Application Form

City of Imperial
Community Development
Department
420 South Imperial Avenue
Imperial, CA 92251
Phone (760)355-1152 | Fax (760)355-4718

Permit Numbers _____

Applicant/Owner Information

Applicant: Imperial Chamber
Contact Person: Susan Paradis
Mailing Address: PO Box 2910
Imperial CA 92251
Phone: 760 355 1609
Fax: 760 355 3920

Owner Name(s): City of Imperial
Mailing Address: 420 S. Imperial Ave
Phone: 760-355-1152
Fax: 760-355-4718

Permit Information

Administrative Review

- Lot Line Adjustment
- Parcel Map Waiver
- Downtown Architectural Permit
- Off-Site Improvements
- Other 2019 CIST

Commission/Council Review

- Zoning & Code Text Amendment
- Zone Change / Pre-Zone
- General Plan Amendment
- Planned Unit Development
- Specific Plan / Specific Plan Amendment
- Variance
- Conditional Use Permit
- Land Use Classification
- Tentative Map
- Annexation
- Other _____

Project Information

Project Location (address): Downtown Imperial
Avenue from 10th - 9th &
Baroni from H to Hwy 80
Existing Zoning: _____
Proposed Zoning: _____

Assessor's Parcel Number(s): _____

Parcel/Lot Size: _____
Building Sq Ft: _____

Detailed Project Description (attach additional sheets if necessary): 31st annual CIST - Vendor/Market
to be held on SAT 12/14/19 from 9 AM - 4 pm.
Set-up @ 6 AM - take down by 5 pm. It is the Chambers
request that the City provide public works services with set-up
and take down. at no charge.

Indemnification Agreement

Applicant and Owner agree, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of Imperial ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:

- a. Any approvals issued in connection with any of the above described application(s) by City; and/or
- b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council. Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

Executed at Imperial California on 9-25, 2002019

Applicant

Property Owner (If different from Applicant)

By: Signature: Sparadis
Printed Name Susan Paradis
Title: Executive Director

By: Signature: _____
Printed Name _____
Title: _____

Signatures

The undersigned hereby declare and certify that they are all the owners of the property described in this application and that the information stated above and on forms, plans and other materials submitted herewith in support of the application is true and correct to the best of our knowledge.

Applicant

Property Owner (If different from Applicant)

By: Signature: Sparadis
Printed Name Susan Paradis
Title: Executive Director

By: Signature: _____
Printed Name _____
Title: _____



Planning Permit Application Form

City of Imperial
Community Development
Department
420 South Imperial Avenue
Imperial, CA 92251
Phone (760)355-1152 | Fax (760)355-4718

Permit Numbers _____

Applicant/Owner Information

Applicant: Imperial Chamber
Contact Person: Susan Paradis
Mailing Address: PO Box 2916
Imperial CA 92251
Phone: 760 355 1109
Fax: 760 355 3920

Owner Name(s): City of Imperial
Mailing Address: 420 S. Imperial Ave
Phone: 760-355-1152
Fax: 760-355-4718

Permit Information

Administrative Review

- Lot Line Adjustment
- Parcel Map Waiver
- Downtown Architectural Permit
- Off-Site Improvements
- Other 2019 CIST

Commission/Council Review

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- General Plan Amendment
- Planned Unit Development
- Specific Plan / Specific Plan Amendment
- Variance
- Conditional Use Permit
- Land Use Classification
- Tentative Map
- Annexation
- Other _____

Project Information

Project Location (address): Downtown Imperial
Avenue from 10th - 9th &
Baroni from H to Hwy 86
Existing Zoning: _____
Proposed Zoning: _____

Assessor's Parcel Number(s): _____

Parcel/Lot Size: _____
Building Sq Ft: _____

Detailed Project Description (attach additional sheets if necessary): 31st annual Christmas in a
Small town - Vendor market. SAT 12/21/19 from
9 Am - 4 pm. Set up @ 12 Am - take down by
5:00 pm. It is the chambers request that the city
provide public works services as outlined with set-up/take-down
at no charge.

Indemnification Agreement

Applicant and Owner agree, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of Imperial ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:

- a. Any approvals issued in connection with any of the above described application(s) by City; and/or
- b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council. Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

Executed at Imperial California on 9-25, 200~~0~~19

Applicant

Property Owner (If different from Applicant)

By: Signature: *Sparadis*
Printed Name Susan Paradis
Title: Executive Director

By: Signature: _____
Printed Name _____
Title: _____

Signatures

The undersigned hereby declare and certify that they are all the owners of the property described in this application and that the information stated above and on forms, plans and other materials submitted herewith in support of the application is true and correct to the best of our knowledge.

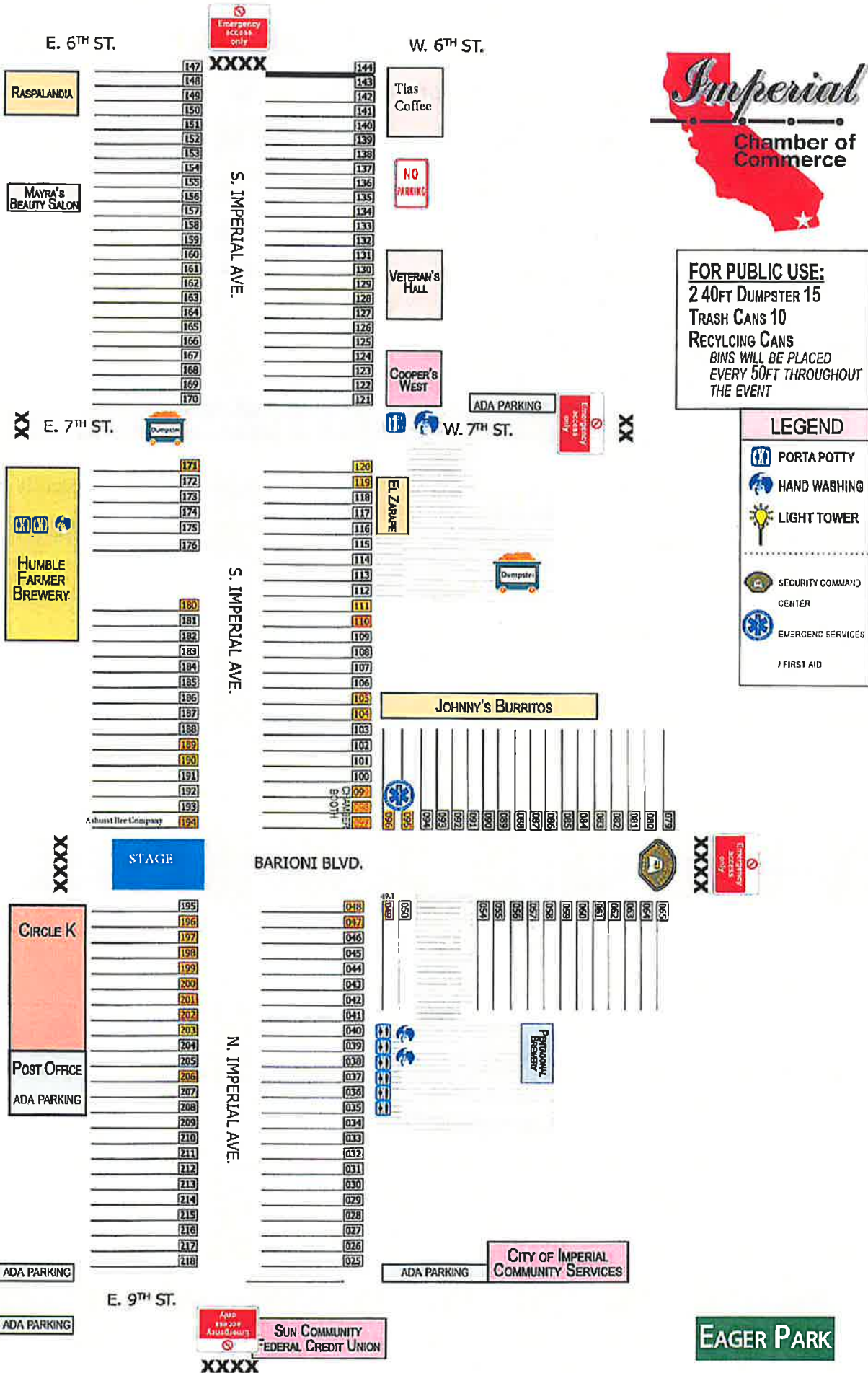
Applicant

Property Owner (If different from Applicant)

By: Signature: *Sparadis*
Printed Name Susan Paradis
Title: Executive Director

By: Signature: _____
Printed Name _____
Title: _____

CHRISTMAS IN A SMALL TOWN - 2019



FOR PUBLIC USE:
 2 40FT DUMPSTER 15
 TRASH CANS 10
 RECYCLING CANS
 BINS WILL BE PLACED
 EVERY 50FT THROUGHOUT
 THE EVENT

LEGEND

- PORTA POTTY
- HAND WASHING
- LIGHT TOWER
- SECURITY COMMAND CENTER
- EMERGENCY SERVICES
- / FIRST AID

XXXX
 Emergency Services only

EAGER PARK

Imperial Chamber of Commerce

Outdoor Special Event Emergency Plan

Conduct a pre-event briefing among managers, staff, volunteers, ushers, and others, review:

- Details of the venue, including entrances and exits, number of people attending, and specific information about the audience/attendees (ages, special needs etc.)
- Evacuation and shelter-in-place plan
- Give clear direction on unacceptable behavior
- Potential weather issues. If inclement weather is expected, assign someone to monitor it.
- Determine a communications structure for severe weather warnings. Also, determine who may need assistance evacuating, and who may assist them (adults with children, or the elderly).
- Hazardous weather plans - Details on emergency communications plans (if a weather alert is issued, who receives and or disseminates that information).
- Details on medical plans (if audience/attendee gets sick)
- Location of first aid kit.

Outdoor Special Event Emergency Plan

I. GENERAL

Event Name: Christmas in a Small Town

Date of Event: TBD

Location/ Address/ Facility Name: Downtown Imperial Avenue, Imperial CA. From 6th Street to 9th Street and Barioni Boulevard from H Street, West to SR HWY 86.

II. PURPOSE

A. This emergency action plan predetermines actions to take before and during the event in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel and attendees. These actions represent those required prior to the event in preparation for those required during an emergency.

B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. EAP Event Representative

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as:

Primary Contact: Susan Paradis

Cell Phone: 760-623-8015

Secondary Contact: Alma Silva

Cell Phone: 760-457-7109

B. Emergency Notification

1. In the Event of an emergency, notification of the emergency will first be to Triad Security, with the use of a 2-way radio. IPD will also be in contact with Triad Security, in order that officers are kept abreast any situation that may arise. The callers should have the following information available to give to the Emergency Command Officer: Nature of emergency, location and contact person with call back number.
2. Will on-site Emergency Medical Services be provided?

- a. Yes No If yes, insert contact name/phone: Licensed Ambulance Service and/or the American Red Cross. Will be provide contact information once date is approved.

C. Severe Weather

1. Weather forecasts and current conditions will be monitored through the National Weather Service's website at www.weather.gov.
2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.
3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since the thunder was last heard.

D. Fire

1. Has a specific hazard been identified as an increased risk of fire at this event?
 - a. Yes No If yes, what was identified? _____
2. Food Vendors: The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:
 - a. All Must have a valid fire extinguisher, 2A10BC or Class K.
 - b. Each vendor is allowed 1 LP tank per cooking device and only one spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in a n approved manner (tied, strapped, chained, etc.).
 - c. All Food Vendors will be approved by the Imperial County Fire Department
3. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to give to the 911 operator: nature of emergency, location, and contact person with a callback number.

D. Evacuation

You may be asked to evacuate for a number of reasons, including fire, fire alarm, flooding, power outage, etc.

- A. Designate primary and secondary assembly locations

1. Eager Park, H & 10th Street, Imperial, CA 92251

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.

2. Are there limited provisions for on-site Emergency Medical Services at this event?

Yes No

3. Should an incident occur that requires Emergency Medical Services, contact as indicated below to request this resource. The caller will have the following information ready: nature of emergency, precise location, and contact person with callback number.

On-site EMS officer will be contacted. EMS will be stationed at the Corner of Barioni & Imperial Avenue on the Barioni side, in front of Johnny's burritos.

F. Law Enforcement

1. Has a need for constant Law Enforcement presence been identified at this event?

Yes No

2. Should an incident report occur that requires Law Enforcement, contact as indicated below to request this resource. The caller will have the following information ready: nature of emergency, location, and contact person with a callback number.

The Imperial Chamber has contracted with Triad Security. Triad security will be the first line of communication, using 2-way radios. The IPD will be in contact with Triad Security, should assistance be needed. This being stated, the Chamber cannot control other individuals that may call 911 or the IPD directly.

G. Unwanted Guest Procedure

Should an unwanted guest or person of concern need to be addressed or removed from the event, notify Triad Security Command Center using the 2-way radio. This will also advise the Imperial Police Department of the situation as the IPD will have access to the 2-way radio channel.

H. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
4. Crowd control will be managed by:
 - a. Staff OR On-site Security Officers
5. Parking for vendor, staff and attendee vehicles will be:
6. Side Streets, 6th, 7th, 9th. dirt lot on the southwest corner of 6th and Imperial Avenue.

V. THINGS TO REMEMBER

EAP Event Representative

- Stay calm.
- Be assertive.
- Be honest and empathetic with the situation.
- Give the audience as much information as possible, but do not overwhelm them with details.
- Let them know when you will be communication again.
- Try to manage their expectations.

VI. CONTACT INFORMATION

Primary Contact: Susan Paradis Cell phone:760-623-8015

Secondary Contact: Alma Silva Cell phone:760-457-7109

EMERGENCY: Imperial Valley Emergency Communications Authority | 911

NON-EMERGENCY: Imperial Police Department | (760) 355-1158