

DATE SUBMITTED 04/12/23
 SUBMITTED BY PARKS AND REC
 DATE ACTION REQUIRED 04/19/23

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

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

| | |
|--|------------------------------------|
| SUBJECT: DISCUSSION/ACTION: IMPERIAL IRRIGATION DISTRICT EARTH DAY EVENT APPLICATION 1. APPROVE THE EVENT APPLICATION SUBMITTED BY IMPERIAL IRRIGATION DISTRICT FOR THEIR EARTH DAY EVENT. | |
| DEPARTMENT INVOLVED: PARKS AND RECREATION | |
| BACKGROUND/SUMMARY: In March of this year Imperial Irrigation District submitted an Earth Day event application to the City for review. This event will be held Saturday, April 29 th 10am- 2pm at their Imperial Headquarters location. The District is seeking City Council's approval to close a section of the street for their food vendors from the intersection of Barioni Blvd. in between N. K St. and E. Ninth St. The District will provide there own staff for traffic control and is only requesting the approval to close that section of the street. Please see attached application and map | |
| FISCAL IMPACT: N/A | FINANCE INITIALS <u>DP</u> |
| STAFF RECOMMENDATION: It is the department's recommendation for City Council to approve the event application and street closure for the Earth Day event | DEPT. INITIALS <u>[Signature]</u> |
| MANAGER'S RECOMMENDATION: <u>Agree with staff's recommendation</u> | CITY MANAGER'S INITIALS <u>OTM</u> |
| MOTION: SECONDED: _____ APPROVED () REJECTED () AYES: _____ DISAPPROVED () DEFERRED () NAYES: _____ ABSENT: _____ REFERRED TO: _____ | |



City of Imperial SPECIAL EVENT APPLICATION

\$ _____ Application Fee

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

| | | |
|---|--|----------------------------------|
| Event Location: <u>IID Headquarters Lawn 333 E. Barioni Blvd.</u> | | |
| Event Name: <u>IID Earth Day</u> | Date(s) of Event (Days/Dates): <u>04/22/2023</u> | |
| Set-Up Time: <u>6am to 10am</u> | Program Time: <u>10am to 2pm</u> | Clean-Up Time: <u>2pm to 5pm</u> |

| | | | |
|---|-------------|---|---------------------------------|
| Group/Organization: <u>Imperial Irrigation District</u> | | | |
| Contact Person: <u>Joe Denton</u> | | Alternate Contact Person: <u>Sabrina Barber</u> | |
| Address: <u>20300 P.O. Box 937</u> | | Address: <u>→ same</u> | |
| City & Zip Code: <u>Imperial, CA 92251</u> | | City & Zip Code: <u>→ same</u> | |
| Phone: <u>760-482-3602</u> | Cell Phone: | Phone: <u>760-482-3606</u> | Cell Phone: <u>760-650-6370</u> |
| Email Address: <u>jdenton@IID.com</u> | | Email address: <u>sbarber@IID.com</u> | |

Anticipated Total Event Attendance: < 500

Event Description (Please describe purpose of event and activities): Earth Day event to promote environmental stewardship

What Assistance is requested from the City? Street closure of N. Kth from E. Barioni Blvd. to E. 9th St.

| | | | |
|------------------------------------|---|--|---|
| Is this event open to the public? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, please describe accessible toilets & hand wash stations: | <u>ADA portable toilets & hand wash stations</u> |
| Will admission fees be charged? | Yes <input type="radio"/> No <input checked="" type="radio"/> | If yes, please provide fee amount: | _____ |
| Will food/beverages be sold? | Yes <input type="radio"/> No <input checked="" type="radio"/> | If yes, will a temporary food facility permit be obtained? | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Will alcohol be served? | Yes <input type="radio"/> No <input checked="" type="radio"/> | If yes, will an ABC permit be obtained? | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Will other items be sold? | Yes <input type="radio"/> No <input checked="" type="radio"/> | If yes, how many vendors? | _____ (Please attach vendor list) |
| Will security be provided? | <u>yes</u> | Will there be sound amplifications? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Describe the parking/traffic plan: | | <u>limited parking lots</u> | |

EVENT AGREEMENT

I/We hereby certify that we shall be personally responsible, on behalf of our group/organization, for any damage or abuse of buildings, grounds, fields, equipment, or other facilities through the use of said premises by our group/organization. I/We agree to indemnify, hold harmless, defend and reimburse the City, its officers, employees, volunteers and agents from any liability, damage, penalty, expense or loss of any nature, including but not limited to, liability for injury to or death of persons, or damage to property arising out of or in connection with the event or approximately caused by the negligent or intentional act or omission of the applicant, or any person who is under the applicant's control. I/We agree to abide by and enforce the rules and regulations of the City of Imperial.

Signature of Applicant: [Signature] Joe Denton Date: 02/13/2023

| FOR OFFICE USE ONLY | | |
|--|--|--|
| Date Received/Initials: | Applicant Contacted: | SPECIAL EVENTS COMMITTEE |
| DOCUMENT CHECKLIST Site Map <input checked="" type="checkbox"/> Rec'd <u>2/13/23</u> N/A Insurance <input checked="" type="checkbox"/> Rec'd <u>2/13/23</u> N/A Property Approval <input checked="" type="checkbox"/> Rec'd <u>2/13/23</u> N/A Fees Due <input type="checkbox"/> Rec'd _____ Receipt # _____ | ADDITIONAL REQUIREMENTS Business License <input type="checkbox"/> N/A Rec'd Vendor List <input type="checkbox"/> N/A Rec'd Health Permit <input type="checkbox"/> N/A Rec'd ABC License <input type="checkbox"/> N/A Rec'd Security <input type="checkbox"/> N/A Rec'd | Emailed to Committee: COMMITTEE REVIEW DATE: Police _____ Fire _____ Public Works _____ Community Development _____ Administrative Services _____ Event Approved _____ |
| Notes: _____ | | |



City of Imperial SPECIAL EVENT PERMIT INFORMATION

THE APPLICATION PROCESS CONTINUED

FEES

- The application fee of \$100 per event is due once a Special Event Application has begun the review process. Please do not submit payment with the initial application, applicants will be notified of payment date.
- The fee charged for one-day business license as established by Resolution No. 2020-62 is \$10.00 per business, per day.
- In addition to the payment of the permit application fee, an applicant may be asked to provide a deposit for the estimated cost to the City to support the event. The applicant is required to pay the City for all departmental service expenses incurred in connection with or due to the applicant's activities under the permit. Additionally, if city property is destroyed or damaged by reason of the applicant's use, event or activity, the applicant shall reimburse the city for the actual replacement or repair cost of the destroyed or damaged property.

CHECKLIST

Please see the checklist below for the basic documents necessary to process an application. Additional items may be requested depending on the scope/size of event.

- Special Event Application A Legible Site Plan
- A copy of your **Certificate of Liability Insurance**
Document **MUST** list the **City of Imperial as additionally insured** with the same coverage as the insured in the minimum amount of one million dollars (\$1,000,000).
- A **Written Lease or Agreement** from the owner of the property granting permission to host a special event. *own facility*
- A **Food and Vendor List** may be required, depending on type of event. All vendors are required to have a City of Imperial Business License. *TBD*



Insurance | Risk Management | Consulting

1225 W. Main St.
Imperial, CA 92243
CA 92243

760-402-2701
www.iig.com
01221213

February 9, 2023

City of Imperial Department of Community Services
420 South Imperial Ave.
Imperial, CA 92251

RE: Imperial Irrigation District

Letter/Certificate of Insurance
Liability and Property Self Insurance with respect to Earth Day Special Event
Period of October 14, 2022 to October 14, 2023

Our agency handles insurance for the Imperial Irrigation District (IID). IID, in the course of conducting business with other companies, is frequently asked to provide a Certificate of Insurance showing that they carry liability insurance in the amount of \$1,000,000 per occurrence.

As in the case with many other large companies, IID does not carry commercial general/automobile liability insurance at levels below \$1,000,000 per occurrence. IID also self-insures their Workers' Compensation exposure, as well as physical damage to automobiles and equipment.

Therefore, this letter is being provided in lieu of a Certificate of Insurance indicating excess insurance of IID's self-insured retentions.

Please be assured that IID is financially able to respond to losses in the uninsured level. Such self-insurance does not change any obligations assumed by IID under the provisions of their agreements. IID will respond directly to any losses or claims arising from such obligations.

Please call me at (760) 352-2611 if you have any questions or concerns regarding this matter.

Yours truly,

Allen Tyler, CPCU, ARM

CC: Jennifer Goodsell, IID.



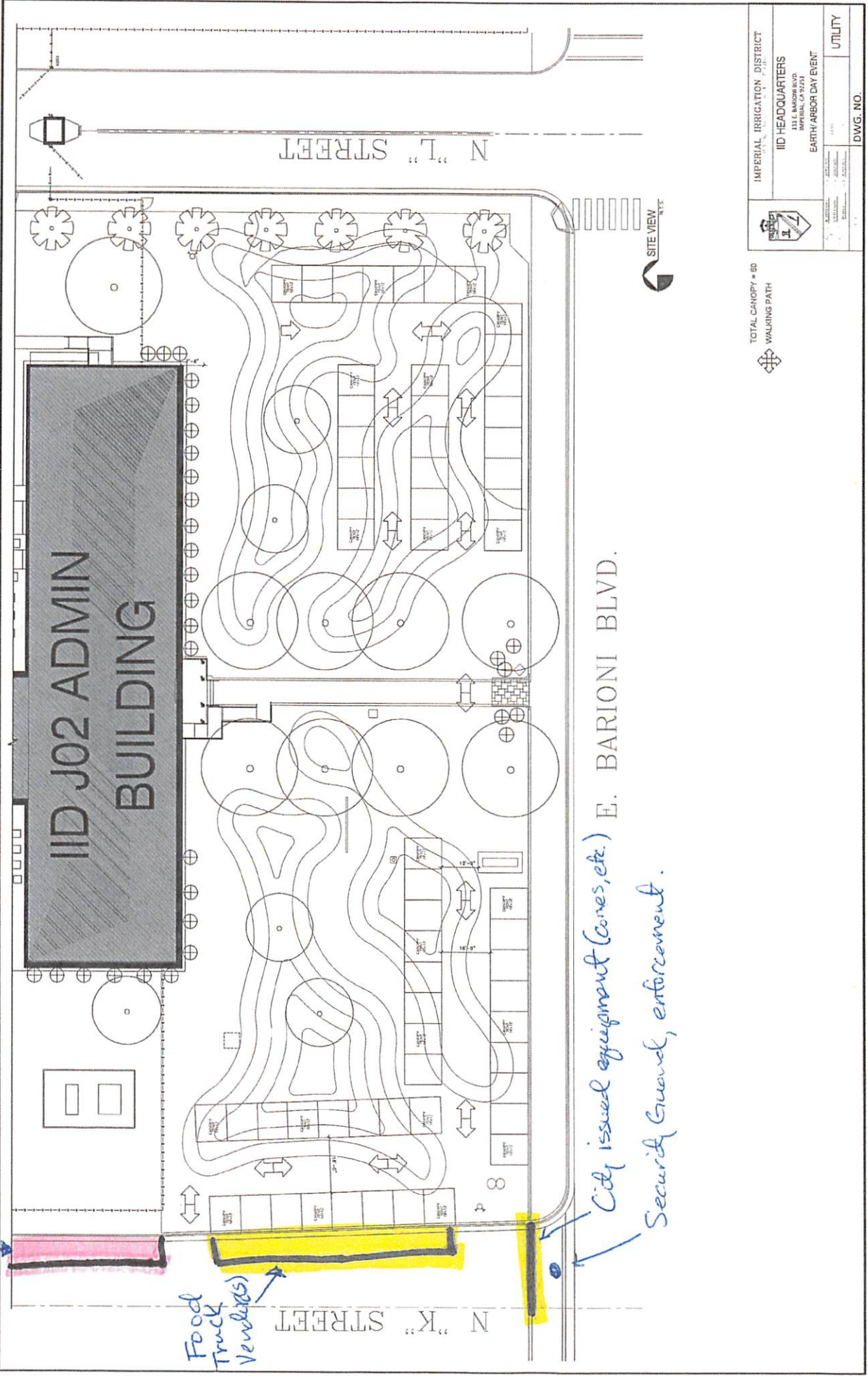


- The proposed street closure of N. K Street at the intersection of E. Barioni Blvd. will occur at the cross walk of the northwest and northeast corners; and will not obstruct or impeded Barioni Blvd. traffic. A security guard will be used as traffic enforcement at this location.
- The proposed street closure of N. K Street at the intersection of E. 9th St. will occur at the southwest street corner, across N. K Street to IID's northeast driveway approach apron; and will not obstruct or impeded E. 9th St. traffic. A security guard will be used as traffic enforcement at this location.
- City of Imperial staff has offered to provide equipment (cones, etc.) for IID staff to close off the street for the day, to reduce the need for City staff resources and eliminate any potential expenses.
- The proposed street closure will occur between the hours of 6am – 6pm the day of the event.
- IID has verified with both businesses, Filter Service and Supply and Chula Vista Electric that they are closed on weekends and the proposed street closure will not affect them.
- The proposed street closure will be used to support portable toiletry amenities and proposed food truck vendor(s) along the east curb of N. K Street.
- IID will utilize the employ parking lot located on N. K Street and the north entrance for event attendees.
- The south parking lot entrance will be closed, and utilized for foot traffic and safe passage along the proposed N. K Street closure to the event at the front lawn.

Portable Toilets

Food Truck Vendors

City issued equipment (cones, etc.)
Security Guard, enforcement.



N "L" STREET

N "K" STREET

E. BARIONI BLVD.



TOTAL CANOPY = 80
WALKING PATH



| | |
|------------------------------|-------------------------|
| IMPERIAL IRRIGATION DISTRICT | |
| IID HEADQUARTERS | |
| 111 E. BARIONI BLVD | |
| IMPERIAL, CA 92521 | |
| EARTH ARBOR DAY EVENT | |
| DATE: 11/11/11 | SCALE: 1" = 20'-0" |
| DRAWN BY: J. B. BROWN | CHECKED BY: J. B. BROWN |
| DATE: 11/11/11 | SCALE: 1" = 20'-0" |
| UTILITY | DWG. NO. |