

DATE SUBMITTED: October 28, 2020
 SUBMITTED BY: Ember Haller
 DATE ACTION REQUIRED: November 04, 2020

COUNCIL ACTION (x)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS [Signature]

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

| | |
|---|--|
| SUBJECT: | DISCUSSION/ACTION: <ol style="list-style-type: none"> 1. AUTHORIZATION OF IMPERIAL CHAMBER OF COMMERCE TO HOLD "CHRISTMAS IN A SMALL TOWN, A SMALL TOWN CHRISTMAS MARKET" ON CITY STREETS ON DECEMBER 12, 2020 FROM 9:00AM UNTIL 3:00PM CONTINGENT UPON THE APPROVAL BY THE IMPERIAL COUNTY PUBLIC HEALTH DEPARTMENT 2. AUTHORIZATION OF STREET CLOSURES AFFECTING IMPERIAL AVENUE FROM 6TH STREET THROUGH 9TH STREET AND BARIONI BOULEVARD FROM H STREET TO IMPERIAL AVENUE FROM 5:30AM UNTIL 5:00PM ON DECEMBER 12, 2020 3. AUTHORIZATION TO PROVIDE CITY RESOURCES AS REQUIRED AND REQUESTED BY THE IMPERIAL CHAMBER OF COMMERCE TO BE REIMBURSED BY THE CHAMBER NOT TO EXCEED \$3600.00. |
| DEPARTMENT INVOLVED: COMMUNITY SERVICES / PUBLIC SERVICES / POLICE / FIRE | |
| BACKGROUND/SUMMARY: The Imperial Chamber of Commerce is organizing it's "32nd Christmas in a Small Town" to be held December 12, 2020 from 9:00 a.m. until 3:00 p.m. Chamber requests to host the event in Downtown Imperial on Imperial Avenue from 6th Street through 9th Street and on Barioni Boulevard from H Street to Imperial Avenue which will require the requested streets to be closed from 5:30 a.m. until 5:00 p.m. City will provide support for the event and Chamber agrees to reimburse the City for staff time and material costs not to exceed \$3600.00 Due to the pandemic, the Chamber is working with the Imperial County Public Health Department to ensure compliance to its Guidelines for Reducing the Spread of COVID-19. Guidelines include but are not limited to spacing booths to meet physical distancing guidelines, promoting customers observation of social distancing, placing hand-washing and hand sanitizing stations throughout the market, and ensuring everyone over the age of two wears a face covering. The following will not be allowed due to the guidelines: live music, entertainment, kids activities, alcohol beverages, outdoor dining or seating areas. The Chamber has made arrangements for the use of "event monitors" to ensure guidelines are followed by vendors and shoppers. All vendors will be required to obtain a City business license and if applicable, a temporary food facility permit from the Imperial County Public Health Department. For additional information please see attachment. | |
| FISCAL IMPACT: NOT TO EXCEED Additional support to the Chamber event outside of the agreed reimbursement has minimal fiscal impact. | FINANCE INITIALS <u>[Signature]</u> |
| STAFF RECOMMENDATION: Planning Operations and the DRC Special Event Committee reviewed the special event application and supporting materials. It is the recommendation of both groups to authorize Imperial Chamber to host it's 32nd Christmas in a Small Town, A Small Town Market" contingent upon the approval by the Imperial County Health Department. | DEPT. INITIALS <u>[Signature]</u> |
| MANAGER'S RECOMMENDATION: <u>approve</u> | CITY MANAGER'S INITIALS <u>[Signature]</u> |
| MOTION: | |
| SECONDED: AYES: NAYES: ABSENT: | APPROVED () DISAPPROVED () REJECTED () DEFERRED () REFERRED TO: |

Imperial City Council

Below is a list of support materials attached:

- **Event Description**
- **ICPHD Farmers Markets Guidelines for Reducing the Spread of COVID-19**
- **Vendor Guidelines**
- **Site Map**
- **Outdoor Special Event Emergency Plan**
- **Certificate of Insurance**
- **2019 CIST Invoice**
- **2020 Estimate**

Christmas in a Small Town
A Small Town Christmas Market
December 12, 2020
9:00 am – 3:00 pm

PROJECT DESCRIPTION ADDITIONAL INFORMATION:

The Imperial Chamber will be hosting the 32nd Annual Christmas In A Small Town with COVID Compliance Regulations issued by the Imperial County Public Health Department.

The event will be from 9:00 am to 3:00 pm

The event will be locations on Imperial Avenue, between 6th Street and 9th Street.

Vendors will have one empty vendor booth space between each vendor to ensure social distancing. EXAMPLE: BOOTH SPACE 121 EMPTY, 122 (VENDOR), 123 EMPTY.

The Imperial Chamber will provide additional support in the form of "Street/Event Monitors". This will be individuals who will walk the street to ensure the following:

Proper signage throughout the event, per ICPHD Farmers Market Guidelines,
Free-standing Hand Sanitizing Stations throughout the event

Event Monitors: Individuals will be walking the event regularly and constantly ensuring:

- Traffic continually flows
- No gathering happens/crowd control
- Masks are worn by vendors and shoppers – those in non-compliance will be asked to leave
- Signage stays visible
- Vendors needs are immediately taken care of in the event they need:
 - Disinfectant Product
 - Signage
 - Masks

Farmers Markets

Guidelines for Reducing the Spread of COVID-19

Imperial County Public Health Department Division of Environmental Health is committed to allowing safe, permitted farmers markets to operate provided they abide by the most up-to-date guidance, directives, and procedures issued by the CDC, California Department of Public Health, and Imperial County Public Health Department. We respect the right of a farmers market to close temporarily or permanently should it determine that this is the best course of action for its community.

Our primary concern is the health and safety of our market shoppers, market staff, and the host community. Farmers markets take serious all safety precautions, including: revising market operations; reducing the number of vendors and changing the market layout; expecting shoppers and vendors to abide by public health directives and new market rules; and making a cultural shift from being highly social to proactively limiting time at the market and maintaining physical distances.

Market Set-up, Layout, and Signage:

- Space booths accordingly to meet physical distancing guidelines of 6 feet among patrons in line and walking about the market.
- Post prominent signage throughout the market asking customers to observe social distancing of 6 feet.
- Post prominent signage requiring face coverings throughout market areas.
- Chalk out/use cones or tape to demarcate lines for vendors with high customer volumes, that indicate where customers should wait to be served/pay in 6 foot increments.
- Post prominent signage for vendors' booths indicating where customers wait to get there order taken and where they wait to pay.
- Create directional "lanes" in the center aisle of the market to control flow of traffic
- All stands must have portable hand washing station or alcohol-based hand sanitizer, with at least 60% alcohol.
- All prepared and ready to eat food must be served as take-out and grab and go items.
- Create entry and exit points to create crowd control. Limit the amount of shoppers in the market to maintain social distancing measures.
- All vendors must sanitize their stands regularly, wiping down tables, terminals, cash boxes, etc., with approved disinfectants.
- Provide signage/cues indicating which way to walk inside of the market and placemarkers to stand in line ensuring physical distancing is adhered to.
- Keep shoppers in transit. Limit the number of shoppers in the market at any given time. Provide extra space for popular vendors to reduce crowding in line.
- Create extra space or barriers between vendors and shoppers (adding tables/barriers).

- Encourage expedited purchasing to avoid lingering to help minimize crowds within the market.
- Add signage to the market entrances outlining customer expectations.
- To create space between the vendor and customers, consider plexiglass barriers or placing a table in front of the table where vendors stand to keep customers at least 6 feet away from vendors at all times.

Market Safety & Hygiene:

- Post signs with COVID-19 safety and hygiene guidelines.
- Place handwashing and hand sanitizing stations throughout the market.
- Set up a schedule to frequently clean and disinfect all restrooms/port-a-potties, high contact surfaces, replenish soap, sanitizers, and paper products.
- Discourage shoppers from touching produce or other products prior to purchase. Encourage vendors to pre-bag produce.
- Vendors will assist with product selection Encourage cashless/contactless ordering and payment. For cash transactions, please try to pay with exact change. If change is needed, please exchange currency on the table or counter.
- Everyone must wear a face covering unless under the age of 2 or have a medical condition that prohibits them from wearing a mask. Individuals unable to wear a mask due to a medical condition can wear a face shield with a drape on the bottom edge.

Vendors and Shoppers:

- Wash hands often with soap & water for at least 20 seconds especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are unavailable, use an alcohol-based hand sanitizer, with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then discard in a trash receptacle.
- Minimize close contact with others by avoiding handshaking or hugging.
- Vendors and shoppers are directed to maintain 6 foot distancing at all times.
- Stay home when you are sick.

Non-Essential Activities and Serves:

- No Live music, entertainment, or kid activities (face painting, bouncer, games, rides, etc.).
- No alcohol beverage booths, food competitions, onsite food consumption, or food sampling.
- No outdoor dining or seating areas.

Please show kindness and respect to vendors and your fellow market shoppers.

Thank you for your support!

Christmas In A Small Town
A Small Town Christmas Market
Guidelines for Reducing the Spread of COVID
In Compliance with the Imperial County Public Health Department

The Imperial Chamber of Commerce will be hosting the 32nd Annual Christmas in a Small Town, A Small Town Christmas Market on Saturday, December 12, 2020.

The list of COVID Compliance Guidelines, Rule & Regulations are listed below. All vendors must read and acknowledge the COVID Rules & Regulations. Any vendor who does not comply on the day of the event, will be shut down, will not receive a refund and may be banned from participating in future Imperial Chamber Events.

MARKET SET-UP, LAYOUT AND SIGNAGE

All vendor booth will be separated by 12 feet, or one booth space on both sides of their designated space.

All vendors and people working the booth must wear masks at all times.

All Vendors **MUST** display the following signs, which will be provided by the Imperial Chamber:

2 individuals people at a time at the booth or 1 family of 2 or more at a time per booth

No Mask, No Service

Please practice social distancing of 6'

All vendors must provide designated spacing of 6' for vendors with high customer volumes, which would indicate where customers should wait to be served. Bright colored tape is to be used and will be provided by the Imperial Chamber of Commerce. Chalk or spray paint is forbidden.

Vendors are to have a designated area for customers to pay and should be clearly marked.

All vendors must bring their own masks, hand sanitizer, gloves and cleaning supplies to the event.

All vendors must sanitize their stands after a customer leaves their booth, wiping down tables, terminals, cash boxes, etc. with approved disinfectants.

All vendors must have a barrier between the vendor/product and customer. This can be either a plexi-glass barrier or a folding table in front of their booth in order to promote 6' social distancing.

At no time should a customer be able to "walk into" a booth.

Discourage shoppers from touching any products prior to purchase.

Produce vendors are encouraged to "pre-bag" the product.

FOOD VENDORS

In addition to the above mentioned, Food Vendors must have separate areas to order, pay and pick-up. Signage must be displayed so that customers can follow directives.

All prepared and ready to eat food **MUST** be served as take-out and grab and go items.

Fountain drinks of any kind are forbidden. Only can or plastic bottle drinks may be sold.

By signing this form, I acknowledge that I have read and agree to comply with the COVID Rules & Regulations set forth by the Imperial Chamber of Commerce and the Imperial County Public Health Department.

Signature of Vendor

Date

Print Name

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, a Small Town Christmas Market

Date of Event: December 12, 2020 Time: 6:00 am – 5:00 pm

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/08/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|----------|--|--|------------------------------|
| PRODUCER | Cooperswest Insurance Agency LLC PO Box 88 564 Holt Avenue Holtville CA 92250-0088 | CONTACT NAME: Courtney Dizon PHONE (A/C, No, Ext): (760)356-2986 E-MAIL: courtney@cooperswest.com ADDRESS: | FAX (A/C, No): (760)356-5312 |
| | INSURED | INSURER(S) AFFORDING COVERAGE NAIC # | |
| | Imperial Chamber of Commerce P O. Box 296 Imperial CA 92251- | INSURER A: Nationwide Insurance Co of America INSURER B: Technology Insurance Company INSURER C: INSURER D: INSURER E: INSURER F: | 25453 |


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

| INSR LTR | TYPE OF INSURANCE | ADDL. SUBR. INSD. WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-------------------------------------|----------------|-------------------------|-------------------------|--|
| A | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | ACP 3019546358 | 10/28/2020 | 10/28/2021 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N <input type="checkbox"/> N/A | QWC1108603 | 05/01/2020 | 05/01/2021 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Imperial is listed as additional insured for event Christmas In A Small Town on December 12, 2020.

CERTIFICATE HOLDER CANCELLATION AI 009744

| | |
|--|---|
| City of Imperial 420 South Imperial Avenue Imperial CA 92251- | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|---|



CITY OF IMPERIAL

420 SOUTH IMPERIAL AVENUE
IMPERIAL, CA 92251
TEL (760) 355-4371
FAX (760) 355-4718

INVOICE

| | |
|----------------------|-----------|
| Invoice Number | Date |
| 2020-0010 | 1/22/2020 |
| Reference Number | |
| Xmas in a Small Town | |

| |
|--|
| IMPERIAL CHAMBER OF COMMERCE P.O. BOX 296 IMPERIAL, CA 92251 |
|--|

| Quantity | Description | Price | Total |
|----------|--|-----------|-----------|
| 1 | Invoice Christmas in a Small Town Expenses 12/07/19 | | |
| 1 | Personnel Wages (4 Public Services Employees- 5 Hours worked) (1 PD Supervisor & 2 Officers/Corporals) | 2,089.00 | 2,089.00 |
| 1 | Command Center Fuel | 80.00 | 80.00 |
| 1 | Credit card #321221 9/30/20 | -2,169.00 | -2,169.00 |

Please note that there will be a 10% penalty fee if not paid by due date.

Total: \$0.00

For questions parting to this invoice please call (760) 355-3050 or E-mail dquintana@cityofimperial.org

PLEASE MAKE CHECK PAYABLE TO: CITY OF IMPERIAL

CITY OF IMPERIAL
420 SOUTH IMPERIAL AVENUE
IMPERIAL, CA 92251
TEL: (760) 355-4371

| | |
|-----------------------|----------------------|
| Invoice Number | 2020-0010 |
| Date | 1/22/2020 |
| Due Date: | 2/21/2020 |
| Reference: | Xmas in a Small Town |
| Amount Due: | \$0.00 |

IMPERIAL CHAMBER OF COMMERCE
P.O. BOX 296
IMPERIAL, CA 92251

Event Hours 9:00am - 3:00pm
Vendor Setup 6:00-8:30am
Vendor Teardown 3:00pm - 5:00pm
Street Closure 5:30am - 5:00pm
Estimated Expenses

| Description | |
|---|-------------------|
| Parks | |
| No Parking 72 Hour Notice - City will Provide | |
| Pressure Wash Sidewalks Pre & Post Event | |
| Quantity of Staff Required | 2 |
| Staff Hours Each Staff | 10 |
| Personnel Wages | \$505.50 |
| Materials: City will provide | |
| SUBTOTAL | \$505.00 |
| Fire Department | |
| *There is not a cost for a unit to be onsite not dedicated to event | |
| **If a unit is dedicated to the event, there is a cost | |
| Police Department | |
| Staff Required | |
| 1 Supervisor | |
| 3 Officers/Corporals | |
| *City will provide 1 of the 3 Officers | |
| 1 Community Liaison/Dispatcher | |
| Personnel Wages | \$2,054.97 |
| Materials | |
| Command Center Fuel | \$80.00 |
| SUBTOTAL | \$2,134.97 |
| Public Services | |
| Set-Up, Breakdown Water Barrier and Barricades | |
| Quantity of Staff Required | 4 |
| Staff Hours | 6 |
| Personnel Wages | \$954.36 |
| Materials: Water Truck | |
| SUBTOTAL | \$954.36 |
| Post Event Clean Up | |
| Street Sweeping | |
| Garbage Services | |
| Additional Required Services not Identified | |
| | |
| | |
| TOTAL ESTIMATE | \$3,594.33 |