

DATE SUBMITTED 11/12/2020
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 11/18/2020

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

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: SPECIAL EVENT PERMIT PROCESS 1. APPROVAL OF RESOLUTION NO. 2020- <u>62</u> TO ESTABLISH THE PROCEES AND FEE STRUCTURE FOR SPECIAL EVENTS IN THE CITY OF IMPERIAL	
DEPARTMENT INVOLVED: City Manager's Office/Community Services/Administrative Services	
BACKGROUND/SUMMARY: The City of Imperial has recognized a need for a separate permit process and fee structure as it relates to special events. After review and feedback gathered from event organizers in the city, the Staff is proposing the attached permit application, process, and fees. If passed, the process would be implemented in January 2021. We believe this is a more business-friendly approach that promotes local vendors and allows for an efficient streamlined process. The current process requires event organizers to complete a Planning Permit application, provide a map and explanation of the area at which the event is to be held. Separately, vendors are required to obtain business licenses individually from the Administrative Services Department. This presents an opportunity for miscommunication and/or confusion between city staff, event organizers, and vendors. The new process will eliminate most of this and keep communication directly between event organizers and designated city staff. Attached for your review you'll find the draft documents and resolution to implement the process.	
FISCAL IMPACT: N/A	ADMIN SERV INITIALS <u>DD</u>
STAFF RECOMMENDATION: It is staff's recommendation to approve and adopt the proposed resolution to implement the necessary changes for better efficiency and communication.	DEPT. INITIALS <u>AB</u>
MANAGER'S RECOMMENDATION: Agrees with staff's recommendation	CITY MANAGER'S INITIALS <u>DM</u>
MOTION: SECONDED: APPROVED () REJECTED () AYES: DISAPPROVED () DEFERRED () NAYES: ABSENT: REFERRED TO:	

Resolution No. 2020 - 62

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL TO
ESTABLISH PROCESS AND FEE STRUCTURE RELATING TO SPECIAL
EVENTS IN THE CITY OF IMPERIAL

Whereas, the City Council is considering means of encouraging economic growth in the City of Imperial to boost the local economy; and,

Whereas, in the interest of facilitating the economic recovery of businesses, it is desirable to establish a "special event" process that would provide for issuance of permits and licenses necessary to protect the public health and safety while minimizing the governmental barriers associated with staging such events.

Now, Therefore, the City Council of the City of Imperial does hereby resolve, find, determine, and order as follows:

- The City Council recognizes the need for and establishes by way of this resolution a Special Event Permit Process and Fee Structure
- Staff is directed to establish and implement a written application process consistent with the intent of this resolution.
- The application fee charged for the review prior to issuance of the Special Event Permit will consist of a deposit of no more than \$100.00.
- The fees charged for a one-day business license as established in Chapter 12.3 of the City of Imperial's Municipal Code are hereby reduced to \$10.00 per business, per day.
- The insurance requirement for liability is hereby established at \$1,000,000.00 per occurrence for those businesses who intend to use City sidewalks and streets.
- This action is exempt under Section 15061 (b)(3) of the California Environmental Quality Act (CEQA) Guidelines because it is not a "project" as defined by CEQA that would have significant effects on the environment. To the extent this action is determined to be a project, adoption of this Resolution is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to section 21080(b)(4) and CEQA Guidelines section 15269(c) regarding actions to mitigate or prevent an emergency.

This Resolution shall remain in effect unless modified or rescinded by further action of the City of Imperial City Council.

Passed and adopted this 18th day of November, 2020.

Darrell Pechtl, Mayor

ATTEST:

Debra Jackson, City Clerk

APPROVED AS TO FORM:

Dennis H. Morita, City Attorney