

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Derek Rayner, Deputy Public Works Director  
**DATE:** January 5, 2016  
**SUBJECT:** Consideration of a Resolution Approving the 2016 Parade/Event List and Authorizing the Public Works Department to Apply for Encroachment Permits from Caltrans

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APPROVAL FOR FORWARDING:

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Michael T. Kirn, Interim City Manager

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2 **ISSUE:** Consideration of a resolution approving the 2016 Parade/Event list and  
3 authorizing Public Works to apply for encroachment permits from Caltrans.  
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5 **RECOMMENDATION:** Adopt Resolution.  
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7 **BACKGROUND/DISCUSSION:** Annually several local organizations apply to the City  
8 for parades/processions/events along Lincoln Avenue. As a State Highway  
9 encroachment permits for these special events are required from the California  
10 Department of Transportation. The Public Works Department typically has applied for  
11 these permits on behalf of the applicants. Attached is a list of the applicants planning  
12 parades/processions/events in 2016.  
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14 **CONSISTENCY WITH CITY COUNCIL GOALS AND OBJECTIVES:** This  
15 recommended resolution is consistent with Goal 1: Maintain and enhance the economic  
16 vitality of the community and the financial stability of the City; Objective 2: Promote the  
17 qualities of Calistoga that are attractive to residents and visitors.  
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19 **FISCAL IMPACT:** None. All conditions of approval are the responsibility of the event  
20 sponsor. Expenditure of City staff time is invoiced to the event sponsor as a condition  
21 of approval. Due to the increased risk associated with the Tractor Parade and the  
22 Harvest Table events staff recommends that these events be conditioned with general  
23 liability insurance coverage set at \$5m listing the City and its agents as also insured.

*Consideration of a Resolution Approving the 2015 Parade/Event List and Authorizing the Public Works  
Department to Apply for Encroachment Permits from Caltrans*  
City Council Staff Report  
January 20, 2015  
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25 **ATTACHMENTS:**

26

27 1. Resolution

28 2. Parade List

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**RESOLUTION 2016-XXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,  
COUNTY OF NAPA, STATE OF CALIFORNIA, APPROVING THE ANNUAL  
PARADE/EVENT LIST AND AUTHORIZING THE PUBLIC WORKS  
DEPARTMENT TO APPLY FOR ENCROACHMENT PERMITS FROM  
CALTRANS**

**WHEREAS**, the City Council of the City of Calistoga has received requests for the following annual parades/events to be held during the year 2016:

- Napa County Fair 4<sup>th</sup> of July Parade.....July 4
  - Chamber of Commerce Harvest Table Event.....Sept 11\*
  - Calistoga High School Annual Homecoming Parade.....October 21\*
  - Calistoga Lions Club Annual Halloween Parade .....October 31
  - Chamber of Commerce Holiday Tractor Parade .....December 3
  - Our Lady of Perpetual Help Church Procession .....December 12
- \*Date subject to change.*

**WHEREAS**, the Public Works Department has typically taken the lead on applying for encroachment permits from Caltrans for these community sponsored events; and

**WHEREAS**, Caltrans requires a Resolution from the City Council approving the parades/events and the applications for the encroachment permits.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Calistoga hereby approves the above-mentioned parade/event list; and

**BE IT FURTHER RESOLVED** that the Public Works Department is authorized to apply to Caltrans for the required encroachment permits.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this **5<sup>th</sup> day of January, 2016**, by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

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**CHRIS CANNING, Mayor**

**ATTEST:**

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**KATHY FLAMSON, City Clerk**

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**2016 PARADE/EVENT LIST**

<b>ORGANIZATION/ INDIVIDUAL</b>	<b>EVENT</b>	<b>RIGHT-OF-WAY</b>	<b>DATE</b>
Napa County Fair	4 <sup>th</sup> of July Parade	Lincoln Avenue	July 4, 2016
Chamber of Commerce	Harvest Table	Lincoln Avenue	September 11, 2016*
Calistoga High School	Homecoming Parade	Lincoln Avenue	October 21, 2016*
Lion's Club	Halloween Parade	Lincoln Avenue	October 31, 2016
Chamber of Commerce	Holiday Tractor Parade	Lincoln Avenue	December 3, 2016
OLPH Church	Procession	Lincoln Avenue	December 12, 2016

\*Subject to Change