

**CITY COUNCIL OF PARLIER
SPECIAL MEETING
AGENDA**

This meeting of the City of Parlier City Council is live streamed and may be accessed at
<https://www.youtube.com/channel/UCJs3ylcM9NWQGLdwpBCmoAQ>

DATE: FRIDAY, MARCH 3, 2023
TIME: 4:30 PM
PLACE: Parlier City Hall
1100 E. Parlier Avenue
Parlier, CA 93648

CALL TO ORDER/WELCOME:

Roll Call: Mayor Alma M. Beltran, Council woman Juanita “Janie” Molina, Councilman Diego Garza, Council woman Sabrina Rodriguez, Council woman Cathryn “Kathy” Solorio, City Clerk Dorothy Garza and Treasurer Michelle Lopez.

FLAG SALUTE: Mayor Alma M. Beltran

INVOCATION:

REGULAR BUSINESS:

- 1. SUBJECT:** Consideration and Necessary Action on Request for Fee Waivers for Use of Earl Ruth Park on April 26 through 30, 2023, and the Senior Center for the “Round Up Queen” Coronation for Round Up Committee

RECOMMENDATION: Approve request for fee waivers for use of Earl Ruth Park on April 26 through 30, 2023 and the Senior Center for the Round Up Queen Coronation for the Round Up Committee.

- 2. SUBJECT:** Consideration and Necessary Action on Cancellation of all Credit Cards in Individual Names of Elected Officials, and Adopting Policy that City Credit Card must be checked in and out from the Finance Department.

RECOMMENDATION: Consider whether to cancel all Credit Cards in Individual Names of Elected Officials and Adopt Policy that City Credit Cards must checked in and out from the Finance Department.

ADJOURNMENT

ADA NOTICE

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (559) 646-3545 ext. 227. Notification 48 hours prior to the meeting will enable the city to make arrangements to ensure accessibility to this meeting.

DOCUMENTS

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the front counter at City Hall located at 1100 East Parlier Avenue, Parlier, CA during normal business hours. In addition, most documents are posted on the City's website at www.parlier.ca.us

**NOTICE AND CALL OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF PARLIER**

NOTICE IS HEREBY GIVEN, pursuant to Parlier Municipal Code Section 2.04.110 and the incorporated "Roberts Rules of Order" and Government Code §54956, that a special meeting of the City Council of the City of Parlier is hereby called to be held on March 3, 2023, commencing at 4:30 p.m. in the City Council Chambers at 1100 E. Parlier Avenue, Parlier, CA 93648 for the purpose of discussing the following matter:

Consideration and Necessary Action on allowing the Parlier Roundup Committee to hold its annual community event at Earl Ruth Park on April 27th through April 30th 2023 from 8:00am – 11:00pm.

Recommendation: Staff recommends council to approve the use of Earl Ruth Park and Flores Field Park on April 27th – 30th, 2023 from 8am-11:00pm; the closure of Fresno Street; the assistance of the Parlier Police Department and the Public Works Department Personnel; and the use of the Senior Center on April 26, 2023 from 3:00pm – 8:00pm.

Consideration and Necessary Action on Cancellation of all Credit Cards in Individual Names of Elected Officials, and Adopting Policy that City Credit Card Must be Checked in and Out from Finance Department.

Recommendation: Council recommends to cancel all Credit Cards in Individual Names of Election Officials and Adopt Policy that City Credit Cards Must be Checked in and Out from Finance Department.

No other business shall be discussed or conducted at the Special Meeting. The public will be provided with an opportunity to comment on the item on the special agenda. This call of a special meeting is by majority of the City Council as follows:

Dated: 2/28, 2023

By 
Diego Garza, Council Member

Dated: 2/28/23, 2023

By Juanita Molina
Juanita "Janie" Molina,
Council Member

Dated: 2/28, 2023

By [Signature]
Signature

By Sabrina Rodriguez
Print Name and Title



AGENDA ITEM: #1
MEETING DATE: 04/02/2020
DEPARTMENT: FINANCE DEPT.

REPORT TO CITY COUNCIL

SUBJECT: Consideration and Necessary Action on allowing the Parlier Roundup Committee to hold its annual community event at Earl Ruth Park and Richard Flores Field on April 27th through April 30th 2023 from 8:00am – 11:00pm. This years theme is “Parlier Alumni Weekend”.

The parade will be held on 29th of April. The parade will be held on Fresno St between Zediker & Newmark Ave from 8:00am – 1:00pm. The Round up Committee is requesting to close Fresno St from Zediker to Newmark Ave. They are also requesting the assistance of the Parlier Police Department and Public Works for patrol and to set up barricades.

The event notification and “NO PARKING” signs are to be set up a week prior to the event notifying all businesses and residents of the closure of Fresno Street.

The Parlier Roundup Committee is also requesting the use of the Senior Center for April 26, 2023 for the Queen Coronation Dinner from 3:00 pm – 8:00pm.

RECOMMENDATION:

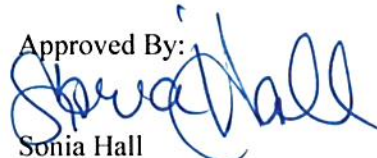
Staff recommends council to approve the use of Earl Ruth Park on April 27th – 30th, 2023 from 8am-11:00pm; the closure of Fresno Street; the assistance of the Parlier Police Department and the Public Works Department Personnel; and the use of the Senior Center on April 26, 2023 from 3:00pm – 8:00pm.

BACKGROUND: The Parlier Roundup Committee is PROUD and HONORED to bring back the community event. The Parlier Roundup Committee is a group of community members who came together to bring back a longtime staple in our community. This year’s Roundup is going to consist of four days of carnival rides, live music, an array of foods & crafts for the community. The Parlier Roundup is a tradition the committee would like to continue along with your support, we could make this a Community Event to remember and one to look forward to year after year.

Prepared By:


Bertha A. Augustine

Approved By:


Sonia Hall

**CITY OF PARLIER**

Finance Department

1100 E. Parlier Ave

Parlier, Ca 93648

PHONE: (559) 646-3545 FAX: (559) 646-0416

BUSINESS LICENSE SPECIAL EVENT - APPLICATION

The Event Coordinator must submit all Special Event applications together as one packet at least 30 days before the event. Any applications received directly from a Vendor and/or Participant within 14 days of the event will not be accepted. Incomplete applications will not be accepted.

NAME OF THE EVENT: Parlier Roundup DATE(S) OF EVENT: APRIL 27-30, 2023

CONTACT INFORMATION**EVENT PRIMARY CONTACT:**NAME OF EVENT MANAGER/COORDINATOR: PARLIER ROUNDUP / PATRICK MOLINACOMPANY/ORGANIZATION NAME (if applicable): PARLIER ROUNDUP

EMAIL ADDRESS: _____ FEDERAL TAX ID or 501(c)(3) NUMBER: _____

PHONE: N/A CELL PHONE: _____ FAX: N/A**EVENT SECONDARY CONTACT:**NAME: DUBY TREVINOPHONE: N/A CELL PHONE: _____ EMAIL: patrick.molina21@gmail.com**EVENT PRODUCER:**

Are you, the applicant, producing this event on behalf of another organization?

☐ NO☒ YES THE PRODUCING ORGANIZATION ASSUMES ALL FINANCIAL LIABILITY☐ YES THE SPONSOR ORGANIZATION ASSUMES ALL FINANCIAL LIABILITY

If yes, name and address or organization: _____

Is the sponsor a 501c3? ☐ YES ☐ NO FEDERAL TAX ID or 501(c)(3) NUMBER: _____**EVENT DETAILS****TYPE OF EVENT:**☒ CONCERT ☐ FESTIVAL ☒ PARADE ☐ RALLY ☐ RUNNING EVENT ☐ BIKE EVENT ☐ PICNIC☒ OTHER COMMUNITY EVENT

Parlier Roundup Requesting:
- West Park with Park
- Police Works Assistance
- Police Dept Assistance
- Street Closure for Parade
Senior Center.
For Queen Dinner
April 26th 2023
Start 3pm

Briefly Describe Event In More Detail (you will have space at end of form to provide more information)

Parlier Roundup is a group of Community members who came together to bring back a longtime staple of our community....the Parlier Roundup. It is a 4 day event offering live music, array of foods & crafts for the community to enjoy.

LOCATION:

<input type="checkbox"/> VETERANS MEMORIAL PARK Concession Stand Required? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> RICHARD FLORES FIELD Concession Stand Required? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input checked="" type="checkbox"/> EARL RUTH PARK Concession Stand Required? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> HERITAGE PARK Concession Stand Required? <input type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/> COMMUNITY CENTER Kitchen Required? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> SENIOR CENTER	<input checked="" type="checkbox"/> OTHER PROPERTY empty lot accross from Earl Ruth park	

If Using a Specific Area - Briefly Describe Here: *Please attach a map with location area boundaries.

MAP ATTACHED.

DATE(S):

START DATE: APRIL 27, 2023 END DATE: APRIL 30, 2023

TIME:

START TIME: 8:00 AM END TIME: 11:00 PM

MULTI-DAY EVENTS:

If event will be more than one day, describe here:

Roundup is a 4 day event that kicks off on Thursday with a fun filled carnival and ends on Sunday. During the 4 days we will provide live music, various food vendors & crafts as well as a beer garden.

PARTICIPANTS/ATTENDANCE:

ANTICIPATED NUMBER OF PARTICIPANTS: _____

ANTICIPATED NUMBER OF ATTENDEES: _____

AMPLIFIED SOUND:

WILL THERE BE AMPLIFIED SOUND AT YOUR EVENT? ☐ NO ☒ YES

IF YES, WHAT WILL BE THE HOURS OF AMPLIFIED SOUND? _____

Please describe the nature of the amplified sound:

WE WILL HAVE A SOUND SYSTEM THAT WILL BE SET UP FOR OUR BANDS TO UTILIZE

Please describe any musical instruments that might be played during your event even if not amplified:

DRUMS, ACCORDIAN, GUITAR, SAXAPHONE

FOOD & NON-ALCOHOLIC BEVERAGES: If yes, please complete a Food Vendor Application for each participant. (attached)

Are you requesting permission to SERVE food or beverages?

- ☐ YES, to event participants only
☒ YES, to public
☐ NO

Describe Food:

YES, WE WILL HAVE SEVERAL FOOD VENDORS IN ATTENDANCE SELLING SEVERAL DIFFERENT TYPES OF FOOD.

Are you requesting permission to SELL food or beverages?

- ☐ YES, to event participants only
☒ YES, to public
☐ NO

Describe Food: Yes, we will have vendors selling food & drinks.

ALCOHOLIC BEVERAGES:

Are you requesting permission to SERVE alcoholic beverages?

If yes, please attach a copy of your ABC alcoholic beverage license.

- ☐ YES, to event participants only
☒ YES, to public
☐ NO

Describe type of alcohol: Yes, we will have a beer garden available for over 21 community members. We will security posted checking ID's

Are you requesting permission to SELL alcoholic beverages?

If yes, please attach a copy of your ABC alcoholic beverage license.

- ☐ YES, to event participants only
☒ YES, to public
☐ NO

Describe type of alcohol: Yes, we will sell alcohol in beer garden.

MERCHANDISE:

Are you requesting permission to DISPLAY merchandise?

- ☐ YES, to event participants only
☒ YES, to public
☐ NO

Describe merchandise:
Yes, vendors will be selling merch such as toys, cups, clothing ect.

Are you requesting permission to SELL merchandise?

- ☐ YES, to event participants only
☒ YES, to public
☐ NO

Describe merchandise:
Yes, vendors will be selling merch such as toys, cups, clothing ect.

BOOTHS, TABLES, TENTS, FENCES, STAGES, ANIMALS:

Will your event have booth(s) or table(s)?

☐ NO ☒ YES

If yes, describe size, number and purpose here:

Yes our local PD will have a tent set up as well tables. we will have vendor booths as well

Will your event have tents?

☐ NO ☐ YES

If yes, please describe size and number here:

Will your event have stages?

☐ NO ☒ YES

If yes, please describe size and number here:

We will utilize the Stage at Earl Ruth Park

Will your event have fences or barricades?

☐ NO ☒ YES

If yes, please describe size and number here: (Note: additional fee)

we will have fences around the carnival and signage to guide community to entrance and exit.

Will your event have street closures? ☐ NO ☒ YES

If yes, please describe areas here: (Also, attach a map indicating the streets that will need to be closed)

Possibly for parade and will update as soon as we know for sure.

Will your event have animals? ☒ NO ☐ YES

If yes, please describe in detail here:

PROMOTIONAL FEATURES:

Will your event have any inflatables, banners, parked cars, or other promotional element/features? ☐ NO ☒ YES

If yes, please describe here:

TRASH:

Will your event require additional trash receptacles? ☐ NO ☒ YES

If yes, please describe size and number here: Contact: Mid-Valley Disposal at 559-237-9425 for trash bins.

we will update as soon as we know.

ELECTRICITY:

Will your event require electricity? ☐ NO ☒ YES (Note: additional fee)

If yes, there will be an additional fee.

WATER (Fire Hydrant Application)

Will your event require water? ☐ NO ☒ YES (Note: additional fee)

If yes, there will be an additional fee.

PORTABLE TOILETS:

Will your event have portable toilets? ☐ NO ☒ YES

If yes, please describe size and number here: (Include company name and number)

we will provide port o potties for the community

SECURITY:

Name of Security Company (if required): _____ # of Security Guards: _____

* Events will require Police Department presence if attendance exceeds 1,000 persons per day.

1 Officer per 1,000 persons in attendance (Note: additional fee)

SET UP & TAKE DOWN

SET UP:

SET UP DATE: carnival week of _____ START TIME: 8am _____ END TIME: 11pm _____

TAKE DOWN:

TAKE DOWN DATE: sunday 30 _____ START TIME: 11am _____ END TIME: 11 pm _____

EVENT OVERVIEW

Describe in detail your proposed event or activity: (A diagram/map of the layout of your event must be submitted with your check and this application)

If this is a repeat event, please describe below any proposed changes to your event compared to last year:

APPLICATION PROCESSING

ACKNOWLEDGMENT: By signing below, I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of the business. I understand that the permit is granted on the basis of the information supplied in the application, and that the permit may be denied or revoked if found to be incorrect and/or incomplete. If my event changes, I must file a new amended application. I further understand that the City may monitor the event, and that failure to comply with any conditions placed on the permit approval or local law may result in the immediate revocation of the permit.

SIGNATURE: _____ TITLE: _____ DATE: _____

PRINT NAME: _____

APPLICATION PROCESSING: In order to begin the process of considering your application, you must submit a \$_____ nonrefundable deposit to the address below. If approved there will be, in addition to the deposit, a daily fee of \$35.

☐ I Understand I must submit a \$_____ nonrefundable deposit to start the processing of my application.

Please submit application and \$_____ processing fee to:

City of Parlier
Recreation & Community Development Services
1100 E. Parlier Avenue
Parlier, CA 93648

Required Documents: (upon approval)

- ☐ Seller's Permit (if any)
- ☐ Written Letter of Permission from the Property Owner
- ☐ Liability Insurance of Coverage, naming the City of Parlier as additional insured, in minimum of \$1,000,000
- ☐ Copy of ID/Driver's License

For Office Use Only - Special Events

Number of Days	Fees	Total (100.42100)	Stamp
	\$35 Daily Fee, Non-Profit \$75 Daily Fee, For-Profit \$200 Annual Fee		

For Office Use Only - Additional Service Fees

Description	Amount	Date	Received By:	Stamp
Park	\$35 Deposit & \$35 Hourly			
Trash	See Chart			
Electricity	\$25 per hour			
Street Closure	\$200 Clean up Deposit, w/ noise control permit			
Barracade	\$5 each & \$50 Deposit			
Community Center	\$400 Deposit & \$1500 Hall Use			
Senior Center	\$400 Deposit & \$800 Hall Use			
Community Center & Senior Center, Non-Profit	\$200 Deposit & City Council individual approval			

APPROVED BY: _____

DATE: _____

