

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Joseph Fiss, Economic Development & Planning Manager 

**DATE:** September 29, 2016 (CC Meeting of 10/5/16)

**SUBJECT:** Consider Request from the Moorpark Chamber of Commerce to Co-Sponsor the Country Days Parade and Street Fair: Use Certain City Owned Downtown Properties to Support the Country Days Parade and Street Fair; and Request Waiver of Rental Fees

**BACKGROUND & DISCUSSION**

The Moorpark Chamber of Commerce has filed an application for a Temporary Use Permit for the 2016 Country Days and Street Fair event to occur on Saturday, October 8, from 9:00 a.m. to 5:00 p.m. on High Street. This event has been held in Moorpark for over 30 years.

The Chamber is requesting the City to once again be a co-sponsor of the event and waive fees for the parade and street fair, and for use of certain City owned downtown properties. Fees for a Temporary Use Permit are waived for one event per year for Moorpark based non-profit organizations.

The parade and street fair require approval of an Encroachment Permit for the use of right-of-way on High Street, Poindexter Avenue, Walnut Street, Bard Street, and Magnolia Street. The Chamber of Commerce has requested the use of the Moorpark Community Center and vacant City properties on the south side of High Street, from Moorpark Avenue to Spring Road. The use of City properties requires approval of a Lease Agreement. The minimum fee for leasing City property is \$1.00. The ongoing use of 18 High Street by the Chamber of Commerce is governed by an existing lease agreement.

The Chamber of Commerce has provided the City with a General Liability Insurance Policy and Endorsement naming the City and its agents as additional insureds. It is staff's intent to purchase special event insurance in an amount not to exceed \$1,102.00.

A budget amendment is not required at this time because the existing City budget anticipates the purchase of additional insurance from time to time.

The City has traditionally granted the request to waive fees for the parade, street fair, and use of certain City properties because this event promotes the City of Moorpark, and local businesses benefit from increased visibility.

**FISCAL IMPACT**

In anticipation of this event, the FY 2016/17 Operating and Capital Improvement Projects Budget includes \$7,300.00 for Police Department parade and event security.

**STAFF RECOMMENDATION**

1. Agree to co-sponsor the October 8, 2016 Country Days Event.
2. Authorize the City Manager to execute a short-term lease agreement for use of the Moorpark Community Center, and vacant City properties on the south side of High Street, from Moorpark Avenue to Spring Road.
3. Waive fees for the Encroachment Permit.
4. Require the Chamber of Commerce to provide the City with an indemnification agreement and provide a General Liability Insurance Policy and Endorsement naming the City and its agents as additional insureds.
5. Authorize purchase of special event and parade insurance, if necessary.
6. Authorize the City Manager or his designee to set other conditions or requirements as may be determined necessary

Attachment: Chamber of Commerce Letter

# Moorpark Chamber of Commerce

18 High St  
Moorpark, CA 93021  
805.529.0322  
[www.MoorparkChamber.com](http://www.MoorparkChamber.com)

Bruce Rokos  
Chairman  
Vogue Signs

#### Directors

Dale Parvin  
President / CEO  
Rotary Club of Moorpark

Richard Buchalter  
Chairman Elect  
California Kettle Corn

Marilyn Peake  
Chair Elect in waiting  
Ventura County Credit Union

Michelle Barrett  
Los Robles Imaging Center

Bill Gomez  
State Farm Insurance

Kam Holland  
Pacific Coast Auto Body

Robert Perez  
Perez Family Funeral Home

Rick Siemons  
Moorpark Country Club

Ken Simons  
NAI Capital

Kathryn Stiles  
Simi Valley Hospital

Dan Waldman  
Toastmasters

Celina Zacarias  
CSUCI

Staff  
Valeria Auer  
Office Manager

Steve Carlson  
Membership Sales

Sue FitzGerald  
The Haircut Place  
Membership Sales

July 27, 2016

Mr. Fiss,

On behalf of the Moorpark Chamber of Commerce and the Country Days Committee, I am requesting the use of City Facilities on Saturday, October 8 and Sunday October 9, 2016 in downtown Moorpark and at Mammoth Park and the surrounding area.

The Facilities we request to utilize include properties on High St., Moorpark Ave. Poindexter St. and Elk Run Loop.

The event prep on Saturday will start at 6:00 am on Poindexter Avenue and run the usual route through Moorpark Avenue and High Street, ending at Magnolia Street. The event will conclude by 5pm. On Sunday, setup may start as early as 5am and will conclude by 5pm.

We request your assistance in marking the Metrolink lot and High St. with appropriate Tow Away zone signage.

Thank you for partnering with us during our annual celebration of Moorpark. If you have any questions, please feel free to contact us or check our website for a complete schedule of events.

[www.MoorparkCountryDays.com](http://www.MoorparkCountryDays.com) 805-529-0322

Sincerely,

**Bruce Rokos**

Bruce Rokos  
Country Days Committee Chair