



AGENDA SPECIAL MEETING

Joint Work Session Visalia City Council & Parks and Recreation Commission
Visalia Convention Center, 303 E. Acequia, Visalia, CA
Monday, March 30, 2009 - 5:00 p.m.

City Council

Mayor: Jesus J. Gamboa
Vice Mayor: Bob Link
Council Member: Greg Collins
Council Member: Donald K. Landers
Council Member: Amy Shuklian

Parks & Recreation Commission

Chairperson: Robert Mijares
Vice-Chairperson: Lesa Mann
Commissioner: Carla Calhoun
Commissioner: Russ Desch
Commissioner: Jeff Boswell

5:00 p.m. PLEDGE OF ALLEGIANCE

INTRODUCTIONS

SPECIAL PRESENTATIONS/RECOGNITION

CITIZENS REQUESTS – This is the time for members of the public to comment on any matter within the jurisdiction of the Visalia City Council or the Visalia Parks and Recreation Commission. The Council and Commissioners ask that you keep your comments brief and positive. Creative criticism, presented with appropriate courtesy, is welcome. The Council/Commissioners cannot legally discuss or take official action on citizen request items that are introduced today. In fairness to all who wish to speak, each speaker from the public will be allowed three minutes. Please begin your comments by stating and spelling your name and providing your street name and city.

WORK SESSION

1. The Role of the Parks & Recreation Commission. Presentation by Robert Mijeras, Chairman (10 minutes)
 - a. Annual Letter of Transmittal
 - b. 2008 Annual Report
 - c. 2008-10 Goals of the Commission
 - d. 2008 Attendance Record (14 Public Meetings)
2. Status Report on Active Projects For Parks and Waterways For Fiscal Year 2008-10. Presentation by Vincent Elizondo, Director of Parks and Recreation. (15 minutes)
3. Overview of Recreation Programs For 2008-09. Presentation by Jeannie Greenwood, Recreation Manager (20 minutes)
4. Overview of Organized Youth & Adult Sports Programs in Visalia. Presentation by Jason Glick, Recreation Supervisor (10 minutes)
5. Review of Riverway Sports Park Activity For 2008. Presentation by Jason Glick, Recreation Supervisor (10 minutes)
6. Park Usage/Facility Management For 2008-09. Presentation by John Bradley, Recreation Supervisor (10 minutes)
7. Overview of City-Wide Special Events. Presentation by John Bradley, Recreation Supervisor (10 minutes)

Adjourn

Upcoming Council Meetings *Meeting dates/times are subject to change, check posted agenda for correct details.*

- Monday, April 6, 2009, Work Session 4:00 p.m.; Regular Meeting 7:00 p.m., Council Chambers 707 W. Acequia
- Monday, April 20, 2009, Work Session 4:00 p.m.; Regular Meeting 7:00 p.m., Council Chambers 707 W. Acequia
- Monday, April 27, 2009, 5:00 p.m., Joint Meeting with the Planning Commission, Convention Center, 303 E. Acequia.

The time listed for each work session item is an estimate of the time the Council and Commission will address that portion of the agenda. Members of the public should be aware that the estimated times may vary.

In compliance with the American Disabilities Act, if you need special assistance to participate in meetings call (559) 713-4512 48-hours in advance of the meeting. For Hearing-Impaired - Call (559) 713-4900 (TDD) 48-hours in advance of the scheduled meeting time to request signing services.

Any written materials relating to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the Office of the City Clerk, 425 E. Oak Street, Visalia, CA 93291, during normal business hours.

(Letterhead)
March 10, 2009

Dear Honorable Mayor and distinguished Council Members:

During this past year, the Parks and Recreation Commission and Department have witnessed a rise in the demand for new local programming, local events such as Visalia Teen Idol, Corporate Games, and Guitar Hero have provided outlets for families to enjoy quality affordable recreational activities while concurrently enabling youth to flourish and expose the local talent.

Today we are proud to inform you that we are successfully fulfilling the challenge of the increasing demand for Parks and Recreation services. We recognize that our success is largely attributed to the innovation and hard work of the Parks and Recreation Department staff and the Council's support of the Department's efforts. It is imperative that this much appreciated Council support continue in order to maintain serving the community's rising needs with quality programs. Furthermore, we urge Council to strongly consider increasing its already generous political and funding support of the Parks and Recreation Department so we may strengthen and increase our community programming and upkeep the venues that showcase them. In particular, we have five new parks scheduled to open this year and we will need to add resources to maintain them.

We understand that these are challenging economic times, but it is particularly during these times of economic hardship that history has shown that families will continue to seek family activities that are local and less costly to the family budget. These are exactly the type of events that we provide. Not only that, our programming brings people into our community and stimulates local businesses and restaurants. Even more importantly, our programming provides a positive outlet for the youth to become involved in the community and direct their energy where it may otherwise be lost to activities deemed less than favorable.

As always, your Parks and Recreation Commission is eager to continue working with Council as we strive to strengthen our Visalia community by providing excellence through our people, parks, and programs.

Please accept our attached year end report and let us know if there is any way that we can better serve our community.

Thanks again for your continued support,

Robert Mijares, Chairman
Parks & Recreation Commission

Visalia Parks & Recreation Commission

2008 Annual Report

Joint Meeting Scheduled in Spring 2009

Honorable Mayor and Members of the City Council:

The Parks and Recreation Commission respectfully submit this annual report outlining our accomplishments for the past 12 month period. This has been a blossoming year as we have added several new committed volunteers to commission. Bringing their new ideas and enthusiasm are commissioners Carla Calhoun and Jeff Boswell. Also contributing his additional energy and perspective to the commission is Travis Griffith, our board alternate. Our Commission eagerly looks forward to working with Council and City Staff in serving the public interest through the continued strengthening and development our City's Parks and Recreation facilities and programs.

The Commission meets once a month with each regular meeting averaging 1½ to 2 hours. Commissioners also participate in special meetings as well as serve on various sub-committees on varying topics we have noted later in this report. Commissioners also participate in a number of community-wide special events coordinated by the Parks & Recreation Department staff.

In reviewing our agendas for the past 12 months, the following provides a listing of some of the issues we have worked on in support of the City Council:

Special Projects or Issues:

- Miki City Park Groundbreaking
- Make A Difference Day Program
- Adopt-A-Park Program
- Trees for Life Program
- Fee and Charges Update
- Smoking Ban Ordinance in Parks
- Establish Commission Goals 2008-2009 (Please See Attached)

Park Planning Projects:

- Mill Creek Park
- Soroptomist Park
- Neighborhood Parks: Babcock, Creekside, Village
- Dan's Lane and Recreation Park (Master Plan)
- Visalia Raw Hide Stadium

Review and Evaluate Facility Use Requests To Utilize City Parks & Recreation Facilities For Community-Wide Special Events or Programs. Some examples include:

- "Young At Hearts" Senior Dance Club Rental @ Senior Center
- Guild of St. Mortimer "Renaissance Festival" @ Plaza Park
- AYSO 30th Anniversary @ Riverway Sports Park
- 2008 Jug Fest @ Plaza Park

- Paintball League and Tournaments @ Plaza Park
- Plaza Park Racing Association Annual Permit @ Plaza Park
- BMX @ Riverway Sports Park

Commissioners Committee Involvement:

- Civic Center East Downtown Master Plan (Link/Calhoun)
- Riverway Sports Park Heritage Court “Pillars of Fame” (Dillberg)
- Senior Center Sub-Committee (Dillberg, Mann)
- Waterways & Pedestrian Committee (Desch, Calhoun)
- Cultural Arts Committee Task Force (Mann)
- Parks and Recreation Foundation (TBD)
- Northeast Visalia Framework Task Force (Mijares)
- Fee and Charges Task Force (Desch, Mijares)
- North Visalia Neighborhood Advisory (Desch)

Review of Annual City Staff Reports:

- Senior, Adult, and Volunteer Programs (Romero)
- Sports Program (Glick)
- Youth & Teen Program (Greenwood)
- Aquatic Program (Fitzgerald)
- Parks and Facility Management (Fultz)
- Annual Recreation Program (Greenwood)
- City’s Graffiti and Abatement Program (Bean)

Again, this outline provides some general information regarding the topics that the Commission has reviewed over the past 12 months. Also, In order that you may be aware of what may possibly lay ahead, the following are some items we are considering during the coming year.

Anticipated Agenda Items/Concerns for 2009:

- Multi-Generation Facilities
- Aquatic Center
- Increased Facility Program Use
- Encouragement of Sporting Tournaments and Regional Programming

Working with City staff, it is our goal to make Visalia a better place to live and work by providing quality parks and recreation facilities. Working together with the Council, we can make a positive difference in our community.

If there are any questions or concerns, the Commission is always open to discuss these topics with Council or have a joint meeting if desired.

Sincerely,

Robert Mijares, Chairman
On behalf of the Parks & Recreation Commission

COMMISSION GOALS 2008-10
CITY OF VISALIA PARKS AND RECREATION COMMISSION
 Last updated 07/15/2008

GOAL	OBJECTIVES	TASK	DATE	NOTES	CHAMPION
A. Revitalize Oval Park	A.1 Park to be a secure, viable, and relevant community resource A.2 Improve the quality of life for diverse North Visalia families, youth, and at-risk youth A.3 Decrease racial and cultural divisions aiming at lowering gang recruitment and involvement				Russ Desch
B. Advocate Healthy Lifestyles	B.1 City wide Non-smoking parks B.2 Healthy Snack and food choices at all City Recreation Venues B.3 City-Wide Fitness programs				Les Mann
C. Collaborate with City Council and other City Committees	C.1 Meet with jointly with City Council 1-2 times a year C.2 Set up Council and Commission Advocacy Partners C.3 Establish collaborating relationships with other City Committees				Carla Calhoun
D. Advocate Environmentally Friendly Practices at all P and R venues	D.1 Recycling at all sites D.2 Promote use of Transit, Biking, and Walking D.3 Conservation and efficient use of supplies in P and R programs				Robert Mijares
E. Prepare a Community Assessment and develop a strategy to address any concerns				Includes review of General Plan Update near 11/08	Bill Dillberg and Jeff Boswell
F. Reach out to diverse community groups					Travis Griffith

*During the 06/10/08 Commission meeting, the commission designated goals A, D, and B as the three predominant goals of focus for the coming year. (Oval Park, Environmental Issues, and Healthy Lifestyles) Commission Goals are not listed in any particular order.

**Commission Attendance
2008**

Commissioner	Jan 15	Feb 19	Mar 18	Apr 15	May 20	June 10	Jun 17	Jul 15	Jul 22	Aug 19	Sep 16	Oct 21	Nov 18	Dec 16
Robert Mijares	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Lesa Mann	P	P	A	P	P	P	P	P	P	P	P	P	P	P
Bill Dillberg	P	P	P	P	P	P	P	P	P	P	P	P	Term expired	
Tom Link	P	P	P	Term expired										
Russ Desch	P	P	A	P	P	P	P	P	P	P	P	P	P	P
Carla Calhoun	Effective 4/1/08			P	P	P	A	P	P	P	P	P	P	P
Jeff Boswell	Effective 10/08			P	P	P	P	P	P	P	P	P	P	P
Travis Griffith-Alt	Effective 4/1/08			P	P	P	A	A	P	P	A	P	P	P
Footnote: March 18 meeting was a joint session with the City Council														
P=Present A=Absent NQ=No Quorum														

**Visalia Parks and Recreation
2008 Visalia Youth Sports Leagues**

<u>Season</u>	<u>Sport</u>	<u>Agency</u>	<u>Ages</u>	<u>Players</u>	<u>Teams</u>	<u>Primary Facility</u>
Spring	Baseball	Visalia Youth Baseball	K-8	1000	98	Linwood School
Spring	Baseball	Visalia National League	K-6	450	45	Green Acres
Spring	Baseball	Visalia American League	K-6	400	40	Divisadero
Spring	Baseball	City of Visalia	K-3	400	40	Riverway
Spring	Softball	Visalia Girl's ASA	K-8	420	35	Whitendale Park
Spring/Fall	Volleyball	City of Visalia	3-8	380	42	ACC Gym
Summer	Swimming	City of Visalia	K-12	500	3	All City Pool
Winter	Basketball	N	K-6	300	38	Golden West
Winter	Basketball	City of Visalia	K-8	515	54	ACC Gym
Winter	Basketball	Visalia Nazarene Church	K-6	260	27	Nazarene Church
Fall	Flag Football	City of Visalia	K-6	380	38	Whitendale Park
Fall	Flag Football	Visalia Nazarene Church	K-6	240	24	Nazarene Church

Fall	Tackle Football	Visalia Youth Football	K-8	525	16	Golden West
Fall	Tackle Football	West Yosemite League	3-8	240	8	CVC
Fall	Soccer	Visalia AYSO	K-8	1980	198	Riverway
Fall	Soccer	South Valley United	K-8	350	23	Neighborhood
Fall	Soccer	Tecos Academy	K-8	240	24	Riverway
Totals				8,580	753	

Please Note:

All-Star, Travel, & Club Teams are not included in this report.

Visalia Parks & Recreation Department

Visalia Riverway Sports Park 2008 Soccer Usage

League Play:

<u>Group</u>	<u>Dates</u>	<u>Age</u>	<u>Teams</u>	<u>Participants</u>
SJVSL	Jan - Dec	Adult	12	180
Tecos Academy	Jan - Dec	Youth	24	240
City League (Spring)	Feb - May	Adult	30	300
YMCA	March - May	Youth	14	140
City League (Summer)	Jun - Aug	Adult	24	240
AYSO	Aug - Nov	Youth	198	1,980
City League (Fall)	Sep - Dec	Adult	28	280
AYSO All-Stars	Dec - March	Youth	22	220

Tournaments:

<u>Group</u>	<u>Dates</u>	<u>Teams</u>	<u>Visalia Teams</u>	<u>Non-Visalia Teams</u>
CYSA	Aug. 30 & 31	55	9	46
CYSA	Sept. 28	46	8	38
AYSO	Nov. 22 & 23	62	20	42
Mt. Whitney HS Invitational	Dec. 13	24	8	16

Note: Practice usage and hours are not included in this document.

**Visalia Parks Recreation Department
City Park Rentals 2008**

PARK	LOCATION	2008	2007	2006	2005	2004
Blain Park	3101 S Court St					
<i>Arbor 1</i>		72	63	64	62	59
<i>Arbor 2</i>		27	32	23	30	33
<i>Arbor 3</i>		45	41	48	38	34
<i>Arbor 4</i>		70	65	69	76	64
Houk Park	2640 Royal Oaks					
<i>Arbor 1</i>		16	20	21	14	17
Oval Park	800 N Court @NW 2nd					
<i>Arbor 1</i>		4	2	2	3	2
Plaza Park	1800 S Plaza Drive					
<i>Arbor 1</i>		25	34	53	46	39
<i>Arbor 2</i>		28	36	52	46	52
<i>Arbor 3</i>		21	40	39	46	48
<i>Arbor 4</i>		43	53	81	70	71
<i>Arbor 5</i>		37	49	69	57	66
<i>Arbor 6</i>		52	61	75	59	59
<i>Arbor 7</i>		20	27	45	38	40
<i>Arbor 8</i>		41	57	77	56	67
<i>Island</i>		1				
Recreation Park	345 N. Jacob					
<i>Arbor 1</i>		5	3			
Riverbend Park	N Court & Wren/<i>No Restrooms</i>					
<i>Arbor 1</i>		3	1			
Riverway Sports Park						
<i>Food 4 Less Shelter</i>		77	13			
<i>Lions Shelter</i>		51	6			
<i>Oak Liquidators Shelter</i>		72	6			
Ruiz Park	N Burke & Buena Vista/<i>No Restrooms</i>					
<i>Arbor 1</i>		2	2			
Seven Oaks Park	900 Edison & Tulare Ave					
<i>Arbor 1</i>		15	11			
Whitendale Park	500 W Beech					
<i>Arbor 1</i>		30	22	54	40	30
<i>Arbor 2</i>		29	25	48	31	16
<i>Arbor 3</i>		33	27	43	22	15
Woodland Park	1701 N Woodland & Prospect/<i>No Restrooms</i>					
<i>Arbor 1</i>		8	8			
	Grand Totals	827	704	863	734	712

February 12, 2009

MEMO TO: Vince Elizondo, Parks & Recreation Director

FROM: Jim Bean, Parks & Urban Forestry Manager

SUBJECT: 2008 Park Ranger Annual Review

BACKGROUND:

In March 2007, the city initiated a Park Ranger program in the City of Visalia. The Park Ranger is a full-time employee of the City and performs specific law enforcement duties in all of the City's parks.

The Ranger has the authority to issue citations for specific violations but is not armed. In addition to the law enforcement activities, the Park Ranger performs many types of maintenance and construction tasks, as well as public relations duties.

The Ranger works a regular forty hour-a-week schedule. Thirty two of those hours are spent in Park Maintenance and the other eight hours as a Park Ranger enforcing laws and order during the weekends only. Those hours will increase to 16 hours per week once the water feature's maintenance is outsourced to a private company.

PUBLIC SAFETY:

The following details activity related to law enforcement duties performed by the Park Ranger on Saturdays and Sundays for the period March 1, 2008 through October 26, 2008.

CITATION – NOTICE TO APPEAR: (91)

Major Problem Areas:

- Illegal parking (91)

WRITTEN WARNINGS – NOTICE OF VIOLATION: (0)

VERBAL WARNINGS: (234)

Major Problem Areas:

- Illegal parking (63)
- Damage/litter at park or arbor (42)
- Illegal use of alcohol (29)
- Illegal bounce house activity (25)
- Picnic reservation conflicts (22)
- Illegal vehicle on park (20)
- Illegal use of park (13)
- Illegal commercial activity (7)

- Illegal amplified sound (5)
- Dogs off leash (4)
- Illegal speeding(4)

ASSISTANCE RENDERED BY RANGER FROM VISALIA POLICE: (17)

Major Problem Areas:

- Illegal use of alcohol (17)

ANIMAL CONTROL BY RANGER: (4)

Major Problems Areas:

- Contacted S.P.C.A. to remove abandoned dogs at Plaza Park (4)

EMERGENCY MEDICAL SERVICES RENEDED BY RANGER: (1)

- Provided ice pack for a 6 yr old boy who slipped and fell in the water play area at Riverway Sports Park.

In addition, the Park Ranger has been an effective resource at the new Riverway Sports Park attending to the water feature, arbor issues and weekend events.

Historically, the Park Ranger will spend an average of 8 hours of his time dealing with law enforcement issues. The remaining time is spent in park maintenance and construction.

The following outlines some of the benefits of the Park Ranger program since its inception:

- 1) Reduction in vandalism which has led to the savings of material and labor.
- 2) Reduction in loitering and violators of park rules. The families are returning to our parks and feeling safer about the park atmosphere.
- 3) Increased satisfaction to our arbor renters. The presence of the Ranger has been an asset when dealing with rental issues, bounce houses and alcohol consumption.
- 4) Enhanced the relationship between Visalia Police Department and the Parks & Recreation divisions.

Respectfully submitted,

Jim Bean
Parks & Urban Forestry Manager

	SPECIAL EVENTS COMMITTEE		2008	
#	Event Name	Date	Location	
1	Mardi Gras Street Dance	02-Feb	Garden Street Plaza	
2	St. Patrick's Parade	15-Mar	Downtown	
3	Eggstravaganza	15-Mar	Sports Park	
4	Sequoia Cycling Classic	18-Mar	Downtown	
5	PAL Easter Egg Hunt	22-Mar	Oval Park	
6	Light of Hope Vigil-Blue Ribbon Thursday	27-Mar	Garden Street Plaza	
7	Farmer's Market	ongoing	Church and Main Street	
8	Blues, Brews & BBQ	ongoing	Garden Street Plaza	
9	22nd Annual Sierra K-9 Trial	03-Apr	Plaza Park	
10	Watchstar Project Car Show	12-Apr	Corner of Floral/Murray	
11	Vi-Tri Sprint & Kids Race	13-Apr	El Diamante High School	
12	13th Annual Walk for Life	19-Apr	Plaza Park	
13	Earth Day	19-Apr	Recreation Park	
14	Renaissance Faire	April 26-27	Plaza Park	
15	Chalk Art Festival	26-Apr	COS	
16	Tulare-Kings Counties Parkinson's Support	03-May	Blaine Park	
17	SPCA Walk a Dog a Thon Fundraiser	03-May	Plaza Park	
18	El Diamante High School Miner Foundation	10-May	Airport	
19	7th Annual Mothers Day in the Park	11-May	Mill Creek Park	
20	Leukemia and Lymphoma Society Bike Ride	13-May	Blaine Park	
21	Fishing Derby	24-May	Plaza Pond	
22	20th Annual Downtown Visalia Car Show	24-May	Downtown	
23	Salsa Nite	31-May	Downtown/Church Street	
24	Jugfest	07-Jun	Plaza Park	
25	Spring Block Party/Wittman Center	07-Jun	Village Park	
26	Art in the Park	14-Jun	Recreation Park	
27	Tulare County Association of Realtors/Car Show	19-Jun	Plaza Park	
28	City July 4th	04-Jul	Mineral King Bowl	
29	Block Party	04-Jul	2107 S. Ashton Ct.	
30	SPCA-Homeless Animal's Day Candlelight Vigil	16-Aug	Garden Street Plaza	
31	Breast Cancer 3-Day Benefit Concert	30-Aug	Garden Street Plaza	
32	Shave The Brave	06-Sep	Plaza Park	

33	Fairview Park Block Party	13-Sep	Fairview Park	
34	16th of September	16-Sep	Wittman Center	
35	Waiters Race	25-Sep	Downtown	
36	Dog Daze of Summer 08	27-Sep	Recreation Park	
37	Oval Park Concert Series	ongoing	Oval Park	
38	Fire Department-Prevention Week	04-Oct	Stations	
39	DaVita KAT Walks Across America	05-Oct	Constitution Park	
40	Allensworth Centennial Celebration	10-Oct	County Library	
41	Murder Mystery Caper	11-Oct	Garden St. Plaza	
42	Health & Fitness Expo/Radio Campesina	12-Oct	Sportspark	
43	Band Review	18-Oct	Downtown	
44	Halloween Concert	31-Oct	Oaks Stadium	
45	Halloween Carnival	31-Oct	Church/Giddings	
46	Movies in the Park	ongoing	Blain Park & Riverway Park	
47	Bikers for Kids	02-Nov	GA Motorsports, 730 E. Mineral King	
48	3rd Annual Veterans Day Run/Walk	08-Nov	Plaza Park	
49	IRMA Network	14-Nov	Garden Street Plaza	
50	Race Against Hunger/5k & 2 mile walk	28-Nov	Garden Street Plaza	
51	Candy Land Lane Parade	01-Dec	Main Street	
52	Tamale Festival	06-Dec	Manuel Hernandez Community Center	
	Reviewed in 2008 for next year			
53	Bicycle Rodeo/ Tour of California	24-Jan-09	Boys & Girls Club	
54	Tour of California Bicycle Race	19-Feb	Acequia & Church (Route in town)	
	*Cancelled Events on Record-			
55	Surplus City			
56	Festival del Nopal/St John's 10K Run			
57	Victory Outreach			
58	7 Straight Nights			
	*NOTE: THERE ARE MANY MORE EVENTS THAT ARE CANCELLED PRIOR TO COMMITTEE REVIEW			



City of Visalia Special Event Application

WELCOME

The City of Visalia’s Special Event process is designed to ensure that your event is successful while taking into consideration the protection of the public’s health and safety. Thank you for your interest in our community, and we wish you the best with your special event.

WHAT CONSTITUTES A SPECIAL EVENT?

Any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas.

ARE THERE COSTS ASSOCIATED WITH HOSTING A SPECIAL EVENT?

Usually there are additional costs associated with the hosting of any special event, in particular, assistance required from Police, Fire, or Public Works staff. Rental payments for city facilities or parks will also be required.

APPLICATION TIMELINE AND PROCESS

1. A completed application may be filed as early as *one year* before the event, but must be received to the Parks and Recreation Department no later than **sixty (60) days prior** to the event. **(Events that are turned in after the required timeline are not guaranteed to be ready by the event date.)**
2. It is recommended that applicants set up a meeting with Committee Chairman, John Bradley to review needed items on special event committee.
3. The application will be reviewed by the Special Event Committee. This committee is composed of professionals from various city departments. The sponsor of the event will be invited to a Special Events Committee meeting to review their event.
4. The Special Event Committee Chairman will assist the sponsor to assure all required elements of the application are completed.
5. Event sponsor will be given a “summary checklist” to assure that all required elements are completed.

CONTACT INFORMATION

John Bradley
Parks and Recreation Department
345 N Jacob Street
Visalia, CA 93291

Phone: (559) 713-4585
Fax: (559) 713-4819
Email: jbradley@ci.visalia.ca.us

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General Information

ORGANIZATION INFORMATION

Applicant's Name: _____

Organization You Represent: _____

Non Profit Tax Status Identification Number: _____ (If applicable)

Address: _____

Business Telephone: _____ Home Telephone: _____

Cell Phone: _____ Email address: _____

EVENT INFORMATION

Name of Event: _____

Type of Event: _____

Event Date (s): _____ Set-Up Time: _____

Event Start Time: _____ Event End Time: _____

Location: _____

Expected Attendance: _____

Event Description: _____

THE EVENT PRE-CHECKLIST IS PROVIDED TO ASSIST YOU IN PLANNING YOUR EVENT. NOT ALL ITEMS WILL APPLY TO YOUR EVENT. PLEASE CHECK THE AREAS THAT YOU WILL NEED TO ACCOMPLISH.

Parks & Facilities Reservations

- Any event that is planned for a city park or facility needs to fill out a Park Reservation Form or Facility Reservation Form. This can be accomplished at the Anthony Community Center, 345 N Jacob. Park or Facility rental fees will be applied. (Phone: 713-4365)
- Garden Street Plaza** is a unique location that is considered a city park. It provides event users a downtown location with an outdoor appeal. Common questions for plaza rentals will be: Will you need electricity? Will want the fountain turned on or off? Have you checked with the Enchanted Playhouse about any potential conflicts between your event and their schedule? Coinciding events reduce event parking and limit outdoor music.

Bounce Houses at City Parks

- YES-I WILL BE USING A BOUNCE HOUSE AT A CITY PARK

Bounce houses must be rented from an authorized agent as defined by the Parks and Recreation Department. Bounce house must be set up in designated locations in City of Visalia parks.

- o Anthony Community Center, 345 N. Jacob (559)713-4365

Security

Security Guards must be registered with a certified agency.

- SECURITY GUARDS NEEDED

Good Rule of Thumb:

- 1 security guard per 50 people.
- Events with Alcohol will require at least 2 security guards

Note: Visalia Police Department will give recommendation for number of security guards needed, based on the type of event.

Event Map & Traffic/Barricade Plan

Depending on the scope of your event, your event site plan & map should include the following:

- An overview map of the event venue, including the names of all streets surrounding it.
- The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, dumpsters, and other temporary structures.
- Location of generator(s) and/or source of electricity
- A traffic/barricade plan. A map showing street names, moving route of any kind, indicating the direction of travel, and all street or lane closures.

Standard barricades with “Street Closed to Thru Traffic” signs must be placed across the streets at each intersection of the designated closure. The permittee/ sponsor of event will be held responsible for meeting this requirement. The required barricades and signs **will not be furnished by the City** but can be rented from the following companies: *(Note this is not an all inclusive list of rental companies — refer to the Yellow Pages for a complete list)*

BS&E Co. Inc.
1924 E. Main Street
Visalia CA 732-5621

AAA Traffic Control Systems, Inc.
1561 N. Clark
Fresno CA 264-0456

KRC Safety
6084 W. Hurley Avenue
Visalia CA 732-0393

Alert-O-Lite Inc.
2379 5. “G” Street
Fresno CA 486-4570

Temporary Street Closures

- Temporary Street Closure/ Block Party Permit.** Pick up form at:
 - See Traffic Safety Division, 315 E. Acequia, (559) 713-4264
 - Anthony Community Center, 345 N. Jacob (559)713-4365

Applications for Temporary Street Closure Permits shall be made in person or in writing as early as practical, but in no event less than ten (10) working days prior to the event.

- Parade/ Assembly Permit.** Pick up form at:
 - See Visalia Police Department, 303 S. Johnson, (559) 713-4250
 - Anthony Community Center, 345 N. Jacob (559)713-4365
- Good Neighbor Policy.** The Applicant must submit a petition with signatures and addresses showing that **at least sixty percent (60%)** of the residents or merchants along the block and/or street are in favor of the party.

Public Signage

- Signage Temporary Conditional Use Permit** (TCUP) is required for **temporary signage** advertising non-profit organization events. There is no fee for this permit, but a complete TCUP Sign package must be completed and submitted for approval. Process time: Approximately 10 business days.

Planning Division - Planning Permits - Temporary Use Permit.

- Contact City Hall East, 315 E. Acequia Ave., (559) 713-4359

Recycling

The City of Visalia encourages recycling efforts at all events. Events will vary depending on the type of products that are sold. Recycle containers are available at no additional charge.

- RECYCLING NEEDED**
 - City of Visalia Natural Resource Conservation Division. Call: (559) 713-4532
Number of bins requested: _____
 - CSET: Call 805-0417

Solid Waste

Successful special events are kept clean for event participants and leave event sites clean for public use. The number of waste containers and bins needed vary depending on the event.

- Portable Trash Bins are available:
 - Call Solid Waste Division at (559) 713-4500.

Porta-Potties

Successful special events provide enough restrooms for event use. Hand-washing units are also needed to provide event participant sanitation and good user experience.

- Porta-Potty company contacts are available from search of Yellow Pages.*

Food Vendors

- If your event will be cooking and selling concessions, you will need a permit from the **Tulare County Health Department**. To obtain a permit:
 - Call Tulare County Health Department, (559) 733-6441.
- Fire Department inspections are also required if food booths are cooking on site.
 - Call City of Visalia Fire Department(559) 713-4266

Business Tax Certificate

- Business License.** All vendors and show promoters need to have a City of Visalia Business Tax Certificate. If they do not have one already, they can obtain a Business Tax Certificate at:
 - City Hall East, 315 E Acequia Ave, (559) 713-4326

Liability Insurance

- Comprehensive General Liability Insurance** coverage in amount of \$1,000,000 (one million dollars) minimum, combined single limit per occurrence **naming the City of Visalia as additionally insured** is required. One time event permits are available for purchase:
 - See Risk Management at City Hall, 707 W. Acequia, (559) 713-4475.
- Liquor Legal Liability Insurance** is required if selling alcohol.
 - See Risk Management, 707 W. Acequia, (559) 713-4475.

Additional Required Permits

- Alcohol Beverage Control License to Sell Permit.** Pick up form at:
 - See Visalia Police Department, 303 S. Johnson, (559) 713-4250
 - Anthony Community Center, 345 N. Jacob (559)713-4365
- Dance Permit.** Pick up form at:
 - See Visalia Police Department, 303 S. Johnson, (559) 713-4301
 - Anthony Community Center, 345 N. Jacob (559)713-4365
- Temporary Conditional Use Permit** (TCUP) is required for public assembly events being held on **private property**. There is a fee of \$124.00 due at the time of application. Process time: Approximately 10 business days.

Planning Division - Planning Permits - Temporary Use Permit.

- Contact City Hall East, 315 E. Acequia Ave., (559) 713-4359