



Report to the City Council  
Council Meeting of September 13, 2016

**Agenda Section:** Consent

**Subject:** Consideration and proposed approval of a resolution authorizing the St. Helena High School annual homecoming parade on Main Street and authorizing City staff to assist with traffic control before, during, and after the parade

**CEQA Status:** Categorically Exempt, Section 15323, Normal Operations of Facilities for Public Gatherings

**Prepared By:** Christina Cook, Public Works Administrative Assistant  
Steven Palmer, PE, Director of Public Works/City Engineer

**Approved By:** Jennifer Phillips, City Manager

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**BACKGROUND**

The St. Helena High School annual homecoming parade on Main Street is a long standing tradition.

**DISCUSSION**

The St. Helena High School requests approval from the City Council to hold its annual homecoming parade on Main Street. The parade will take place on Friday, October 21, 2016, from 2:10 pm to 2:30 pm, starting at Sunshine Market parking lot (Main St. and Mitchell) and ending with a rally at Lyman Park.

The Police Department also participates by controlling/detouring traffic during the parade festivities.

The St. Helena Unified School District is required to obtain an encroachment permit from CalTrans if required for the route traveled on Hwy 29.

**FISCAL IMPACT**

The City will provide staff to assist with pre-planning, setup and tear down of "no parking" and traffic control, and traffic control during the event. This will require approximately 15 man-hours from public works staff, and approximately 4 man-hours from police department.

**RECOMMENDED ACTION**

Staff recommends the City Council adopt the resolution authorizing the St. Helena High School annual homecoming parade on Main Street and authorizing City staff to assist with traffic control before, during, and after the parade.

**ATTACHMENTS**

1. Resolution
2. Encroachment Permit

**CITY OF ST. HELENA**  
**RESOLUTION NO. 2016-**

**AUTHORIZING THE ST. HELENA HIGH SCHOOL ANNUAL HOMECOMING  
PARADE ON MAIN STREET AND AUTHORIZING CITY STAFF TO PROVIDE  
TRAFFIC CONTROL BEFORE, DURING, AND AFTER THE PARADE**

**RECITALS**

- A. St. Helena High School students have requested authorization to conduct their annual Homecoming Parade on Main Street on Friday, October 21, 2016 at 2:10 p.m. until 2:30 p.m.
- B. The parade shall start at the Sunshine Market Parking Lot and proceed up Main Street to Lyman Park.
- C. City staff is able to provide the necessary controlling and detouring of traffic on Highway 29, Railroad Avenue, and the parade route.
- D. Section 21101(e) of the California Vehicle Code provides the local authorities may, by resolutions, temporarily close a portion of any street for celebrations, parades, local special events, and other purposes when, in the opinion of local authorities having jurisdiction or a public officer or employee that the local authority designated by resolution, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.

**RESOLUTION**

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. The City Council hereby approves the St. Helena High School request for a Homecoming Parade on Main Street on October 21, 2016 from 2:10 pm to 2:30 pm.
- 2. The City Council finds that the benefits derived from authorizing the St. Helena High School Homecoming Parade starting from Sunshine Market Parking Lot on Main Street and ending at Lyman Park outweigh the anticipated inconvenience to the businesses and citizens generally.
- 3. City staff is directed provide necessary traffic control for the safety and protection of persons who are to use the portion of Main Street during the Homecoming Parade.

4. Temporarily closing a portion of the subject streets is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.

Approved at a Regular Meeting of the St. Helena City Council on September 13, 2016 by the following vote:

Mayor Galbraith: \_\_\_\_\_

Vice Mayor White: \_\_\_\_\_

Councilmember Crull: \_\_\_\_\_

Councilmember Dohring: \_\_\_\_\_

Councilmember Pitts: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Alan Galbraith, Mayor

\_\_\_\_\_  
Cindy Black, City Clerk

CITY OF ST. HELENA  
ENCROACHMENT PERMIT  
APPLICATION

PERMIT # \_\_\_\_\_

TO: DEPARTMENT OF PUBLIC WORKS  
1480 MAIN STREET  
ST. HELENA, CA 94574

Applicant: St. Helena High School, Benjamin Scinto, Principal  
(Property Owner or Contractor)

Email: bscinto@sthelenaunified.org dcarra@sthelenaunified.org

Phone: (707) 967-2740 Diana Carr

Job Location: Pope Street to Pine Street (Lyman Park)

I (or we) hereby apply for an encroachment permit to carry out the following work:  
St. Helena High School Annual Homecoming Parade

Estimated Start Date 10/21/2016 (2:10 pm) Estimated Completion Date 10/21/2016 (2:30 pm)

**DIAGRAM OF LOCATION OF PROPOSED WORK**  
*Attach diagram on separate sheet(s) if necessary*

Permittee agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract. (See insurance requirements and general and special conditions pages).

Permittee shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Permittee to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

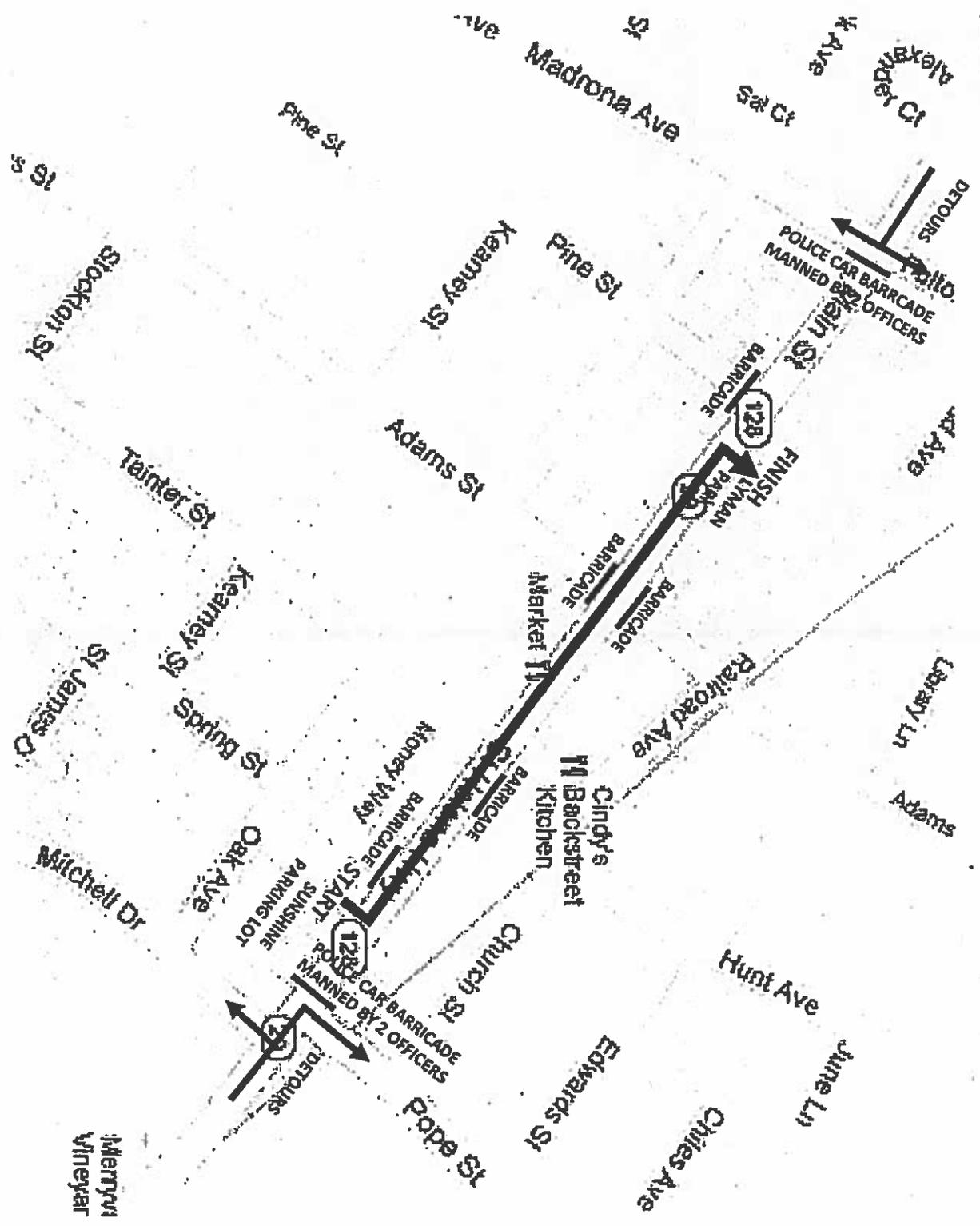
\*\*\*State Law required U.S.A. to be alerted for all underground work two (2) working days prior to start date\*\*\*

Applicant: \_\_\_\_\_  
Signature: [Signature] Title: Principal Date: 8/24/16

Conditions: \_\_\_\_\_

Approved By: \_\_\_\_\_  
Public Works/Arborist Staff Date

ST. HELENA HIGH SCHOOL: HOMECOMING PARADE  
 1401 Grayson Avenue  
 St. Helena, CA 94574  
 707 967-2740



Kerry  
 Vinegar