

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 8 / 16

Date of meeting 11 / 16 / 16

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Kim, Parks and Rec

Address: City Hall

Phone number and email address: 263-3674 / kwoodruff@sandpointidaho.gov

Authorized by: Kim

name of City official


City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: 2017 License to Utilize Parking Lots - Sun Bear Ice Cream Truck

Summary of what is being requested: Authorization for Clerk to sign agreement

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

Sent to all departments for review

Yes

3. Is there a need for a general public information or public involvement plan? Yes or No

If yes, please specify and suggest a method to accomplish the plan: Yes No

4. Is an enforcement plan needed? Yes or No Yes No Additional funds needed? Yes or No Yes No

5. Have all the affected departments been informed about this agenda item? Yes or No Yes No

This form must be submitted no later than 5 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 11/08/2016

TO: MAYOR AND CITY COUNCIL

FROM: Kim, Parks and Rec

SUBJECT: 2017 License to Utilize Parking Lots – Sun Bear Ice Cream

DESCRIPTION/BACKGROUND: Annual 2016 agreement updated for 2017

STAFF RECOMMENDATION: Authorize City Clerk to sign agreement

ACTION: Authorize City Clerk to sign agreement

WILL THERE BE ANY FINANCIAL IMPACT? no HAS THIS ITEM BEEN BUDGETED? n/a

ATTACHMENTS:

Agreement with “track changes” to communicate changes or edit from 2016 agreement.



201~~6~~7 License to Utilize Parking Lots

The City of Sandpoint (hereinafter “City”) hereby grants Abby Chavez, owner of Sun Bear Ice Cream, Etc. (hereinafter “Vendor”), a license for the non-exclusive use of the parking lots at the following parks for the purpose of selling pre-packaged ice cream:

1. Memorial Field
2. Travers Park
3. City Beach
4. Sand Creek Park

The following conditions apply:

1. Vendor shall not operate in City Beach Park and Sand Creek Park during City Beach Snack Shack hours of operation. The Snack Shack shall operate 7 days a week, from Memorial Day weekend through Labor Day, with hours determined by the Parks and Recreation Director. Unless otherwise noted by the Parks and Recreation Director, Snack Shack hours of operation will be from 11:00 a.m. to 6:00 p.m.
2. Vendor shall not operate at Lakeview Park or War Memorial Field and vicinity during the dates that the Festival at Sandpoint is holding performances. This prohibition includes all park property in addition to Ontario Street from Boyer Ave to the East and Florence Ave to the West.
3. Vendor shall follow and obey all applicable rules, regulations, codes and laws pertaining to the operation of her/his business.
4. Vendor shall hold City harmless from all damages and loss and defend all claims resulting from the operation of her/his business pursuant to this license.
5. Vendor shall maintain liability insurance coverage of at least \$100,000.
6. City reserves the right to revoke this license for good cause.
7. Vendor’s sales vehicle will be kept and maintained in good working order and will comply with all State of Idaho motor vehicle statutes.
8. Vendor is prohibited from operating in all city parks on July 4th or any other time as may be directed by the Parks and Recreation Director.
9. Traditional ice cream truck music is permitted in the parks.
10. Vendor agrees to abide by all other recommendations required by the Parks and Recreation Director and Police Chief.
11. Vendor shall maintain a City of Sandpoint business license and obtain a City sales tax permit.

Term: This License shall be valid from May 1, 201~~6~~7, through November 30, 201~~6~~7.

City Clerk (or designee)