



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Grant Yates, City Manager

Through: Johnathan O. Skinner, Community Services Director

Prepared by: Melissa Houtz, Special Events Coordinator

Date: October 24, 2017

Subject: Winterfest Event - Road Closures

Recommendation

1. Approve Temporary Road Closures for the Winterfest Event on Saturday, December 2, 2017.

Background

The City of Lake Elsinore will be hosting our annual Winterfest and Tree Lighting Event on Saturday, December 2, 2017. The event is held in Downtown Lake Elsinore with a variety of holiday craft vendors, food booths, free activity booths, food vendors, snow sled area, Santa's Village, a holiday parade, entertainment, tree lighting ceremony, and visits with Santa. Local downtown merchants often stay open late as we kick off the festive holiday season with the lighting of the Holiday Tree and Santa's arrival.

Discussion

This year, the event is planned to take place on Main Street in Downtown Lake Elsinore from 4 p.m. to 9 p.m. and include a parade at the beginning of the event. Staff anticipate approximately 10,000 attendees. As a result, staff are recommending road closures for event staging and event festivities. The Sheriff's Department, Fire Department, Public Works Department and Community Services Department will coordinate resources to ensure the event is a safe and memorable experience. In order to ensure the safety of the participants, staff is recommending the following road closures, as detailed in Exhibit A:

- Library St. - Spring St. to Main St.
- Main St. – Lakeshore Dr. to Heald Ave.
- Lakeshore Dr. - closed at Main St.
- Main St. – Temp. from Heald to St.
- Limited Ave. – Spring St. to Main St
- Peck St. - Main St. to northern alley
- Sulphur St. – Spring St. to Main St.

- Peck St. – Spring St. to northern alley.
- Chestnut St. – Peck St. to Prospect Ave
- Prospect St. – Main St. to Chestnut St.
- Various Alley Ways (as indicated on Road Closure/Detour Plan)

It is recommended that these road closures remain in place from 11:00 a.m. to 11:00 p.m. and be enforced by Law Enforcement personnel. The road closures and timing of the closures is necessary to accommodate set up and tear down of stages, equipment and materials utilized for the event. Parking for the event will be available at the vacant lot at the corner of Peck Street and Main Street and along the surrounding public streets.

Fiscal Impact

The event expenditures would include equipment, materials, event preparations, and personnel. The total cost for the event is approximately \$25,000. Approximately \$15,500 is accommodated via the Community Services Department 2017-18 fiscal budget. In addition, the City receives donations from a number of organizations to partially offset expenses. This year, we anticipate approximately \$1,000 in donations. In addition, vendor fee revenues are estimated to be approximately \$3,375.

Exhibits

A – Winterfest Road Closure/Detour Map