

City of Isleton

City Council Staff Report

DATE: May 14, 2024

ITEM#: 5.A

CATEGORY: Consent Calendar

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF APRIL 23, 2024 AND SPECIAL CITY COUNCIL MEETING OF MAY 2, 2024.

SUMMARY

A. Review of the Regular City Council Meeting minutes of April 23, 2024 and Special City Council Meeting of May 2, 2024.

FISCAL IMPACT


There is no fiscal impact associated with this action.

RECOMMENDATION

A. City Council review and approve the draft minutes of the Regular City Council Meeting of April 23, 2024 and Special City Council Meeting of May 2, 2024.

ATTACHMENTS

- Minutes of the Regular City Council Meeting of April 23, 2024 and Special City Council Meeting of May 2, 2024.

Reviewed by: Scott Baroni, Interim City Manager & Fire Chief 
Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk ___

CITY OF ISLETON

City Council Meeting Minutes

Tuesday, April 23, 2024 at 6:30pm
208 Jackson Boulevard
Isleton, California 95641

The public may participate and provide public comments in person. Please be advised that teleconferencing option is provided as a courtesy to the public. If, for any reason, there are technical difficulties, the City Council meeting will continue in person.

How to Listen to the City Council Meeting

<https://us02web.zoom.us/j/3379037904?pwd=cWdVNkN5aHUxcjVwRGRlMlBpajcwZz09>

Meeting ID: 337 903 7904

Passcode: 123456

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Pamela Bulahan called to order 6:31pm.
- B. Pledge of Allegiance
- C. Roll Call: Councilmember’s Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan.
- D. Staff Reports- Code Enforcement Report POP team here 6 hours’ door to door and spending more time down there. David Kent, Mr. Hume making crime illegal again. Benefit, positive, correct appropriate law enforcement. Scott Baroni- People taking advantage of the elderly. 2 properties vacated by the younger relatives. The DA met with last week and long term nuisances in the city NOV process. County knows we don’t have the money. We are not listing property owners name and address. Large pigs on 6th street are leaving. Wilson Park needs signage and ordinance to pass by council and be in compliance. Scott Baroni-Public Safety meeting. Gerry Zink retained by private company for sewer ponds. GHAD is taking over their own meetings and the board will stay intact. Kathy S. will bring to council the grant and consulting firm and manage GHAD. The next GHAD meeting is in May. RFQ to council then.
- E. Council Reports – Kelly Hutson-DryVac by product fertilizer funding to move forward but very expensive. David Kent refer to next meeting. Iva Walton move back to council chambers. LAFCo talked to them MSR and SOI, no big deal to process, need letter from Mayor or Interim City Manager until further notice to pause the MSR and SOI. Vice Mayor Paul Steele defer to next meeting. Mayor Pamela Bulahan-

AMERICANS WITH DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, persons needing a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, may contact Deputy City Clerk Yvonne Zepeda, at (916) 777-7770, by fax at (916) 777-7775 or by email to Yvonne.zepeda@cityofisleton.com at least 48 hours prior to the meeting.

GOV. CODE § 54957.5 NOTICE: Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at Isleton City Hall located at 101 Second Street, Isleton, California 95641.

None.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this Agenda. Speakers are requested to use the podium in front of the Council and to begin by stating their name, whether they reside in Isleton and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the rest of the Agenda. In the event comments are related to an item scheduled on the Agenda, speakers will be asked to wait to make their comments until that item is being considered.

ACTION: Aleida Suarez discussed restrooms and where do we send the public to use them. Porta John are removed from Main St. what do we do now? June things will be good-dock open again, over time? You need to be creative. Nothing changes if nothing changes. Sebastian M. Discussed the bands coming, Sugar Hill trying to get and carnival at school. Insurance looking good. Del Rio Hotel people looking at it. Restore it to how it was. One card license available. Scott Baroni crowd at next meeting. Michelle Burke changes to the zoning codes, most ordinances were not added to this version, online code, public meeting and wait for this process and talk about what we want, what it says and what they presented to us. Ruby Fowler porta potty/bathrooms-options business owners to get one and get it open. Couple of businesses willing to open and close. Public Works work hard for amount of work in this town. Closed.

4. COMMUNICATION

A. None.

5. CONSENT CALENDAR

A. **SUBJECT:** Approval of Minutes of the Regular City Council Meeting of March 26, 2024.

RECOMMENDATION: City Council review and approve draft minutes of the Regular City Council Meeting of March 26, 2024.

ACTION: Councilmember Iva Walton motion to approve minutes of the Regular City Council Meeting of March 26, 2024. Vice Mayor Paul Steele second the motion.

AYES: Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 5-0.** No public comment.

6. PUBLIC HEARING

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A. SUBJECT: None.

7. OLD BUSINESS

A. SUBJECT: City of Isleton Records Review, Retention, and Destruction Policy.

RECOMMENDATION: Staff recommends that City Council review and adopt the updated City of Isleton Records Review, Retention, and Destruction Policy.

ACTION: Councilmember David Kent motion to adopt the updated City of Isleton Records Review, Retention, and Destruction Policy. Councilmember Iva Walton second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 5-0.**

Councilmember Kelly Hutson reviewed and extended some of the retention and his remarks are written on the policy. This meets the minimum and or exceeds it. Public Comment- None. Closed.

8. NEW BUSINESS

A. SUBJECT: Resolution No. 10-24, A Resolution calling General Municipal Elections for the City of Isleton, Sacramento County, California November 5, 2024.

RECOMMENDATION: It is recommended that City Council approve the Resolution calling General Municipal Elections for the City of Isleton, Sacramento County, California November 5, 2024.

ACTION: Councilmember David Kent motion to approve Resolution No. 10-24, calling General Municipal Elections for the City of Isleton, Sacramento County, California November 5, 2024, with the correction date on the staff report to November 5, 2024. Councilmember Kelly Hutson second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 5-0.**

No public comments.

9. STAFF GENERAL REPORTS AND DISCUSSION

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- A. Future Agenda Items – Resolution for Skate Park signage, grants rescinded and draft budget.

10. CLOSED SESSION

11.1 Public Employee Performance Evaluation Pursuant to Government Section §54957, position: City Manager.

ACTION: Council decided to end City Manager job search and close May 9, 2024. First meeting after May 9, 2024 review resumes by City Council.

11. ADJOURNMENT

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR, Pamela Bulahan

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

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CITY OF ISLETON

Special City Council Meeting Minutes

Thursday, May 2, 2024 at 6:30pm
208 Jackson Boulevard
Isleton, California 95641

The public may participate and provide public comments in person. Please be advised that teleconferencing option is provided as a courtesy to the public. If, for any reason, there are technical difficulties, the City Council meeting will continue in person.

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Meeting ID: 337 903 7904

Passcode: 123456

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Pamela Bulahan called to order 6:30pm.
- B. Pledge of Allegiance
- C. Roll Call: PRESENT: Councilmember’s Kelly Hutson, David Kent, Mayor Pamela Bulahan. ABSENT: Councilmember Iva Walton and Vice Mayor Paul Steele.
- D. Staff Reports-None. Vice Mayor Steele and Councilmember Walton will not be in attendance. We are unable to do zoom as our internet is down and not sure when it will be restored.
- E. Council Reports – Councilmember David Kent met with UnWire and project is moving along. Mayor Pamela Bulahan none. Councilmember Kelly Hutson None.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

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rest of the Agenda. In the event comments are related to an item scheduled on the Agenda, speakers will be asked to wait to make their comments until that item is being considered.

ACTION: Michelle Burke 6th Street, public meeting about the zoning and what it actually changes. Ord. Last 6 years did they get it? Scott Baroni it will be circulated and public hearing.

4. COMMUNICATION

A. None.

5. CONSENT CALENDAR

A. SUBJECT: None.

6. PUBLIC HEARING

A. SUBJECT: None.

7. OLD BUSINESS

A. SUBJECT: Resolution No. 11-24, a Resolution of the City Council of the City of Isleton, California, establishing the utilization of a Galt-Isleton shared appointee to the Sacramento Transportation Authority Board of Directors.

RECOMMENDATION: It is recommended that the City Council a) approve Resolution No. 11-24, a two-year term for the Sacramento Transportation Authority Board of Director Isleton/Galt Seat, and b) that the Council Direct Staff to request permanent representation on the Sacramento Transportation Authority Board of Directors.

ACTION: Mayor Pamela Bulahan motion that the City Council Council a) approve Resolution No. 11-24, a two-year term for the Sacramento Transportation Authority Board of Director Isleton/Galt Seat, and b) that the Council Direct Staff to request permanent representation on the Sacramento Transportation Authority Board of Directors. Councilmember David Kent second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Mayor Pamela Bulahan. **NOES:** None. **ABSENT:** Councilmember Iva Walton and Vice Mayor Paul Steele. **ABSTAIN:** None. **PASSED 3-0-2 absent.**

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Interim City Manager Scott Baroni – Met with Galt and meeting in May of last year and board approved seat schedule. Allow Galt the remainder of this year and 2025 Isleton has seat for two years. Two Year rotation and open communication and encourage others. Councilmember David Kent

PUBLIC COMMENT: None.

8. NEW BUSINESS

A. SUBJECT: None.

9. STAFF GENERAL REPORTS AND DISCUSSION

A. Future Agenda Items – None.

10. CLOSED SESSION

11.1 None.

11. ADJOURNMENT

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR, Pamela Bulahan

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

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City of Isleton

City Council Staff Report

DATE: May 14, 2024

ITEM#: 7.A

CATEGORY: Old Business

THE CITY OF ISLETON CRAWDAD FESTIVAL FOR FATHER'S DAY WEEKEND - SPECIAL EVENT PERMIT APPLICATION

SUMMARY

The City has received an application from Isleton Crawdad Festival 2024, LLC for staging of The City of Isleton Crawdad Festival for the second weekend of June 2024.

The special event permit application has been made to stage The City of Isleton Crawdad Festival for Father's Day weekend in 2024. Kailani Haro and Sebastian Maldonado have submitted a special events application for this event. This application includes plans for parking, fire and emergency medical staging plan, security that is to include security officers and Sacramento County Sheriffs, a trash clean up schedule, insurance coverage, hold harmless agreement, state liquor license, food vendors, and entertainment and sponsors. Copy is attached.

The insurance minimum limits have been adjusted upward to \$2 million for occurrence, automobile and liquor liability and \$4 million for aggregate; up from \$1 million for all categories.

Update – The event coordinators will retain the insurance and provide proof to the city by end of month.

Staff recommends that this application be approved once all requirements have been met.

FISCAL IMPACT

The Fiscal Impact to the City is around 15,000.00 for staff time. The City should see significant sales tax increase from the festival.

RECOMMENDATION

Status report on the special event permit application for The City of Isleton Crawdad Festival for 15-16 June 2024.

ATTACHMENT

- Special Event Packet.

Reviewed by: Scott Baroni, Interim City Manager 

Submitted by: Yvonne Zepeda, City Clerk _____



City of Isleton

101 Second Street P.O. Box 716 Isleton, California 95641
Tel: 916-777-7770 Fax: 916-777-7775 Email: isletonfire_86@yahoo.com

Council,

Based off of past festival experiences and the cost of city time to assist with and staff a festival of this size appropriately, I am proposing the below cost's for councils approval to be used as the permit fee for the upcoming father's day weekend festival.

Encroachment Fee: \$5000.00
Fire Department Staffing: \$5004.00
Public Work's Staffing: \$1350.00
Code Enforcement Staffing: \$700.00
City Hall/Admin Time: \$640.00

Total Suggested Permit Fee: \$12,694.00

It is also recommended that we require the permit recipient to place a \$2500.00 garbage/damage deposit in case there is any unforeseen cost to the city for public works time on the Monday following the festival. If no city/public works time is needed following the festival then this money can be refunded to the event permit holder.

Respectfully,

Scott Baroni

Interim City Manager/Fire Chief
City of Isleton

BL# 202415

APPLICATION FOR CITY OF ISLETON BUSINESS OPERATION TAX

CITY OF ISLETON

PO Box 716, 101 Second Street, Isleton, CA 95641
Telephone (916) 777-7770 Fax (916) 777-7775

B/L FEE - \$80.00 INSPECTION FEE - \$30.00
Check No. _____ Amount _____ Date ____/____/____

PLEASE DO NOT WRITE ABOVE THIS LINE

DATE 04/04/24 FIRST DAY OF BUSINESS 01/01/24
NEW TAX RENEWAL _____ CHANGE OF OWNER _____ CHANGE OF ADDRESS _____
OWNER(S) (Last, First, MI) OR CORPORATION Isleton Crawdad Festival 2024, LLC
OWNER(S) OR CORPORATION MAILING ADDRESS PO Box Isleton CA 95641
NAME OF BUSINESS (D.B.A.) The City of Isleton Crawdad Festival
BUSINESS MAILING ADDRESS _____
BUSINESS SITE ADDRESS Main Street Isleton CA 95641
BUSINESS PHONE 666-6 EMERGENCY PHONE _____
(Must be different # than Business Phone)
FEDERAL EMPLOYER I.D. # (FEIN) (if applicable) 99-0643828
STATE EMPLOYER I.D. # (SEIN) (if applicable) _____
STATE BOARD OF EQUALIZATION RESALE PERMIT# _____
STATE CONTRACTOR'S LICENSE # _____ EXPIRATION DATE _____
BUSINESS CLASSIFICATION CODE (BCC) _____ OR STANDARD INDUSTRIAL CODE _____ (If known)
TYPE OF OWNERSHIP: Sole Ownership _____ Partnership Husband/Wife _____ Corporation _____ Joint Venture _____
NUMBER OF EMPLOYEES (not owners) _____
BUSINESS IN HOME: YES **NO** (i.e., Will your home be used to conduct all of part of your business?)
If yes, acknowledgment of "Home Occupation Regulations" _____ (Signature)
TYPE OF BUSINESS YOU INTEND TO OPERATE event management events
Describe the activities of your business (include type of product, services, etc.) _____

FOR CITY USE ONLY:

Date	Department	Action	Initials
____/____/____	Planning	_____	_____
____/____/____	Building	_____	_____
____/____/____	Fire	_____	_____

Staff Comments: _____

Special License Required: Yes _____ No _____

Current County Special License Number _____ Expiration Date: ____/____/____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

SM
Signature of Applicant

04/04/24
Date

APPLICATION FOR CITY OF ISLETON BUSINESS OPERATION TAX

- A. Will your business be equipped with an alarm system? Yes ___ No
- B. Will the following materials be dispensed, stored, distributed, or used in the normal course of your business activity?
1. Food or drink intended for human consumption Yes No ___
 2. Alcoholic beverages Yes No ___
 3. Concealable firearms or gunpowder Yes ___ No
 4. Over 500 junk tires Yes ___ No
 5. Do you anticipate the use, storage or handling of hazardous materials, (solvents, fuels, paint, etc.) in your business, which at any one time exceed the following amounts?
(The listed amounts apply regardless of the individual container size)
55 Gallons (liquids) 500 Pounds (solids) 200 Cubic Feet (gases) Yes ___ No
 6. Will your business operations result in the generation of any hazardous wastes? Yes ___ No

If the answer to 5 and 6 were both "no", skip question 7.

7. If you answered "yes" to either 5 or 6, will your business be located within 1000 feet of a school, daycare, or medical facility? Yes No ___
- C. Will you regularly or occasionally provide facilities for the following premises?
1. Live music, entertainment, or theatrical presentations Yes No ___
 2. Dancing Yes No ___
 3. Electronic, mechanical, or video games of skill. How many? _____ Yes ___ No
 4. Pools, billiards, or cards. How many? _____ Yes ___ No
 5. Swimming, sauna, steam room, or spa Yes ___ No
 6. Adult only, X-rated, or sexually oriented activities Yes ___ No
- D. Will you use or employ residential door-to-door solicitors or canvassers? Yes ___ No

SPECIAL BUSINESS OPERATION TAX REQUIREMENTS

Owner(s) Date of Birth: _____ / _____ / _____
Month Day Year Month Day Year

Acknowledge background check will be performed: _____ (initial here).

*****IMPORTANT - - - PLEASE READ THE INFORMATION BELOW*****

BUSINESS OPERATION TAXES ARE ISSUED SUBJECT IN PART TO THE INFORMATION PROVIDED BY APPLICANTS. ANY CHANGE IN THE INFORMATION PROVIDED MAY INVALIDATE THE BUSINESS OPERATIONS TAX. THE GENERAL BUSINESS OPERATION TAX IS NOT TRANSFERABLE TO A NEW OWNER, NEW TYPE OF BUSINESS ACTIVITY OR LOCATION.

IT IS THE RESPONSIBILITY OF ALL BUSINESS OPERATION TAX APPLICANTS TO IDENTIFY AND OBTAIN ALL SPECIAL PERMITS AND APPROVALS REQUIRED BY A FEDERAL, STATE, OR COUNTY REGULATIONS. IT IS ALSO THE RESPONSIBILITY OF THE APPLICANTS TO COMPLY WITH ALL CITY BUILDING AND ZONING REGULATIONS. IT IS ALSO THE RESPONSIBILITY OF THE APPLICANTS TO COMPLY WITH ALL CITY BUILDING AND ZONING REGULATIONS AND ORDINANCES. FAILURE TO DO SO MAY INVALIDATE YOUR RIGHT TO DO BUSINESS IN THIS CITY AND IN ADDITION MAY SUBJECT YOU TO PENALTIES AND LEGAL SANCTIONS.

A \$50.00 REFUND WILL BE ISSUED IN THE EVENT OF THE DENIAL OF A GENERAL BUSINESS OPERATION TAX. ALL OTHER TAXES AND/OR PERMIT FEES ARE NON-REFUNDABLE.

THIS APPLICATION IS PUBLIC RECORD.

I declare that under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

 Signature of Applicant

04/04/24
 Date



City of Isleton Encroachment Permit

101 2nd Street
Isleton, CA 95641

PHONE (916) 777-7770 E-mail: publicworks@cityofisleton.com

Permit Number

USA

PERMITTEE INFORMATION

October 202
Rev 1

Phone No. (800) 227-2600 or 811

(TO BE COMPLETED BY PERMITTEE, PLEASE PRINT)

Permit Type: MAJOR MINOR (Residential Owner) ANNUAL

LOCATION OF WORK OR PROJECT
Main Street, Union Street, 2nd St, D St, F St, E St
(see attached)

ASSESSOR'S PARCEL NUMBER

The City of Isleton Crowded Festival

PERMITTEE / BILLING INFORMATION

PERMITTEE NAME

ADDRESS 1 Main Street Isleton CA 95641
CITY / STATE / ZIP

PHONE NUMBER / EMAIL

Kalany turn

5/8/24

PERMITTEE SIGNATURE

DATE

PROPOSED START/END DATE: 6/13/25 - 6/16/24

PERMITTEE WORK ORDER NO. _____

CONTRACTOR INFORMATION

CONTRACTOR PERFORMING WORK

CONTACT NAME

ADDRESS CITY / STATE / ZIP

PHONE NUMBER

CONTRACTOR'S LICENSE NO. CLASS

BUSINESS LICENSE NO.

CONTRACTOR SIGNATURE

DATE

- I have read, understand, and agree to comply with the permit conditions which are a part of this permit. I further agree to comply with the current City of Isleton Standard Specifications and Details, City of Isleton Municipal Code, and conditional requirements. Issued under authority and in compliance with IMC Chapter 8.01 Encroachments.
- Insurance Requirements: Applicant must provide a certificate of insurance evidencing \$_____ (amount shall be determined by the City upon submittal) combined single limit for Bodily Injury Liability and Property Damage Liability. An endorsement must be attached naming the City of Isleton, its officers, officials, employees, agents and volunteers as Additional Insured.
- In consideration of the granting of this Application, it is agreed by the Applicant that the Applicant shall indemnify, protect, defend, and hold harmless the City, its officers, officials, employees, agents and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage property, loss of use of property, economic loss or otherwise arising out of any activity undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the Applicant. It is further agreed that if any part of the activity interferes with the further use of the highway/roadway it must be removed or relocated immediately, as designated by the Director of Public Works, at the expense of the Applicant.
- Applicant must check with all Utility Companies serving the area covered by this permit, for location of existing underground pipes, conduits, or cables. This includes calling USA prior to digging.
- Before starting work, the Permittee shall notify City of Isleton Construction Inspection at (916) 777-7770, 24 hours in advance of the date work is to begin.
- Attention is directed to the General Provisions attached hereto and to any specific conditions made a part of hereof.
- Costs incurred by the City of Isleton Public Works Department, for processing and inspection shall be billed to the Permittee, Chapter 8 Permit fees of the City of Isleton Municipal Code relating to Construction in Streets and California Streets and Highways Code, Section 1462.
- The Permittee shall take necessary measures to prevent any non-storm water discharge (pollutants) from entering the storm drain conveyance system. This shall include use of Best Management Practices (BMPs) as necessary. Construction Projects disturbing one acre or more will be required to submit a Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP).

DESCRIPTION OF CONSTRUCTION: The festival

GENERAL PROVISIONS

City of Isleton

101 2nd Street, Isleton, CA 95641

Phone: 916-777-7770 E-mail: publicworks@cityofisleton.com

PERMIT. The permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 8.12 of the City of Isleton Municipal Code.

ACCEPTANCE OF PROVISIONS. It is understood and agreed by the Applicant that any work performed under this permit shall constitute an acceptance of all the general and specific conditions hereof.

AS-BUILTS. Upon completion of underground or surface work of consequence, the Applicant shall furnish as-built drawings to Public Works showing location and details of work performed.

BACKFILL AND RESTORATION OF SURFACES. Compacted backfill on all roads shall be made in compliance with the City of Isleton Construction Specifications and Standards.

CLEANUP. All roadside drainage ditches shall be restored to a true grade and intake and outlet ends of all culverts shall be left free from all excess material and debris.

DRIVEWAYS. Driveways will comply with City of Isleton Municipal Code.

FUTURE MOVING OF INSTALLATION. The installation authorized herein shall, upon demand of the City Engineer, be relocated in a timely manner by, and the sole expense of the Applicant whenever construction, reconstruction, maintenance, or traffic conditions on the highway may require such relocation. The Applicant must commence such relocation within the time specified in said demand and thereafter diligently prosecute the same to completion.

GUARANTEE. Should any failure of the work occur within a period of one year after completion and Public Works acceptance (i.e., sign off of permit and as-built drawings) of the permitted work, the refilled excavation settles, or if the resurfacing or restoration of the roadway disintegrates or develops ruts or holes or if found to have used materials not in compliance with the City of Isleton Specifications, the Applicant shall be required to repair and/or resurface to the satisfaction of the City to eliminate all such reconstruction failures. If the Applicant fails or refuses to do such corrective work, the City may elect to complete the corrective work and collect the cost of the work from the Applicant, or to pursue such other remedies as may be available to complete the corrective work at the Applicant's expense.

MAINTAINING AND PROTECTING TRAFFIC CONTROL FACILITIES. Metal objects (such as manhole frames and lids, valve boxes, bore casings, or similar), shall not be installed within 72 inches of a traffic detector loop. Any signal or detector operation disruption shall be repaired and the system made operational within eight hours of the damage. Should the City elect to provide repair or replacement services, the Applicant shall be required to reimburse the City for all costs involved.

MAINTENANCE. The Applicant agrees by the acceptance of this permit to safely and properly as called for under the highest of its industry standards to maintain any encroachment placed by Permittee in the City right-of-way. If the Applicant fails to meet this requirement to the sole satisfaction of the City as determined by the City Engineer, the Applicant will be liable for all loss, damage, expense, or claim incurred by the City by reason of this encroachment. Expenses include but are not limited to: correcting, repairing or eliminating the encroachment and any tort liabilities.

MONUMENTS. All survey monuments disturbed/removed shall be replaced. Pursuant to Section 8771 of the California Business and Professions Code.

PROSECUTION OF WORK. Any work authorized by this permit shall be performed in a workmanlike, diligent and expeditious manner to the satisfaction of the Director.

ROAD CLOSURE. No highway or street may be closed without first obtaining approval in writing from the City Public Work's Department, telephone (916) 777-7770. If permission to close a street is granted, it shall be the Applicant's responsibility to notify the Police and Fire Department prior to closing the street.

STRIPING AND PAVEMENT MARKINGS. Any removed or disturbed traffic markings and striping shall be replaced in kind.

TREES. Unless specifically approved on the face of this permit, the removal or trimming of a tree(s) requires a separate tree permit pursuant to Isleton's Municipal Code. Please call the Planning Department at (916) 777-7770.

TRENCHING. Not more than one-half of the width of a traveled way shall be disturbed at one time and remaining width shall be kept open to traffic by bridging or backfilling. Pedestrian and bicycle facilities shall be maintained through the work site at all times unless provisions have been shown on the approved permit.

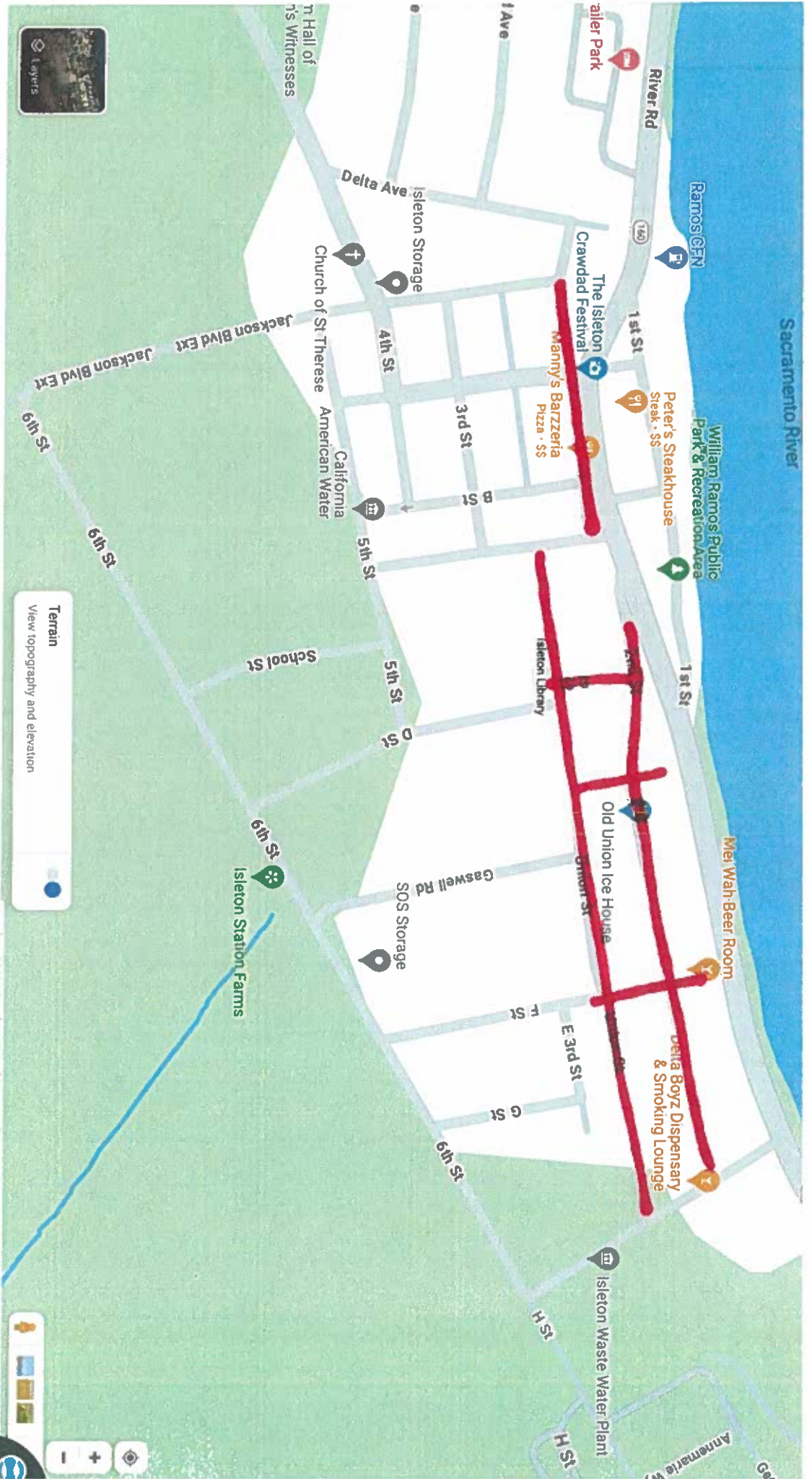
TUNNELING. No Tunneling will be permitted except on major work as may be specifically approved and set forth on the face hereof.

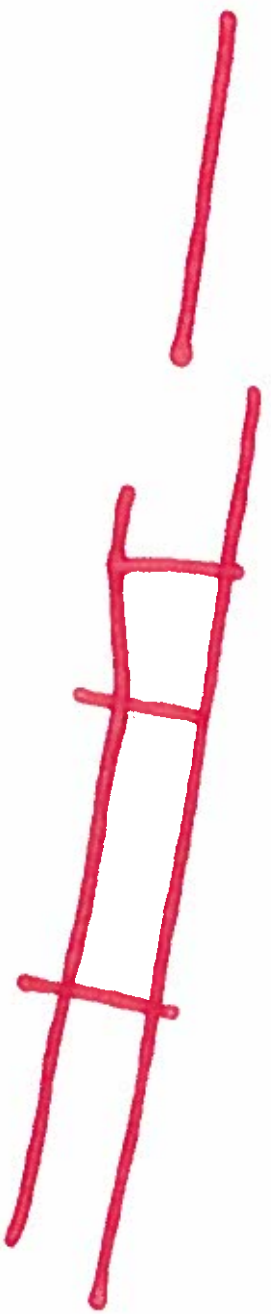
UNDERGROUND UTILITIES. Disregard of or destruction of underground utilities may be cause for revocation of this permit or denial of future permits at the discretion of the City Engineer.

U.S.A. NOTIFICATION REQUIRED. The Applicant shall notify Underground Service Alert two working days in advance of performing excavation work by calling the toll-free number (800) 227-2600 or 811. U.S.A. notification to be renewed at no less than 14 calendar-day intervals.

WORK AND MATERIALS. All work and materials shall be in accordance with the current edition of the City of Isleton's "Standard Construction Specifications". All work shall be in compliance with the Americans with Disabilities Act.

encroachment-permit area:





Enclonpment-beruf over:

Prüfung: 21.11.2023

Isleton Residents Complimentary Tickets

1. Isleton residents living in the City of Isleton will receive 2 wristbands per household.
2. Must show proof of address. Proof of address acceptable forms:
 - a. ID or Driver License
 - b. Mail with your name and address. Must show ID or driver license for proof of name.
3. Ticket pickups are week of June 3rd - 7th.
4. Ticket pickup location: 45 Main Street Isleton Ca 95641 between 10am-5pm.
5. Isleton Residents who live outside of the city can qualify for a free entry if they sign up to Volunteer for a 6 hour shift on Saturday. Please email info@theisletoncrawdadjournal.com if you would like to volunteer. Volunteer Signups close on May 24th. Volunteers will receive entry tickets directly from the Event Coordinator.

If you live within this bounty you qualify for the 2 Isleton resident complimentary tickets:

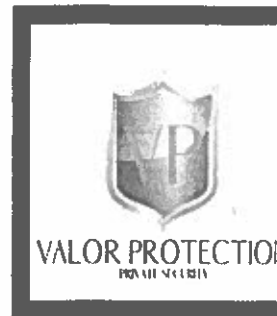


VALOR PROTECTION INC

"Providing security, the right way"

04/22/2024

Valor Protection Inc.
2378 Maritime Drive, Suite 200
Elk Grove, CA 95758
1-800-501-6292



Event Protection Services Agreement

On 4/22/2024, Valor Protection Inc. agreed to provide UNARMED Security Officers for protection services for the The City of Isleton Crawdad Festival. Located at Main Street, Isleton, CA 95641.

Valor Protection will Perform these duties:

- Dates & Time: June 14th: 9am - 10pm
- 2 – Overnight Guards patrolling festival grounds 9:30pm-7:30am (20hrs x \$30.hr = \$600.00)
- Dates & Time: June 15th: 9am - 10pm
- Security Equipment: (6) Metal Detector Wands & Baskets
- Provide 15 On-Site Security Personnel
- H Street/Main St. Entrance - 3 Metal Detector Wanding Guards (39hrs x \$30.hr = \$1,170.00)
- River Rd/2nd St. Entrance - 3 Metal Detector Wanding Guards (39hrs x \$30.hr = \$1,170.00)
- 4 – Main Street Guard Roamers (52hrs x \$30.hr = \$1,560.00)
- 1 - Entrance/exit of Rancho Grande ensuring people are not buying beer and drinking it in the streets (13hrs x \$30.hr = \$390.00)
- 1 – Guard backstage at the Union Stage (13hrs x \$30.hr = \$390.00)
- 1 – Guard at Union/F St. (Delta Queen) (13hrs x \$30.hr = \$390.00)
- 1 – Guard at Union/Gaswell (13hrs x \$30.hr = \$390.00)
- 1 – Guard at Union/D St. (13hrs x \$30.hr = \$390.00)
- 3 – Overnight Guards patrolling festival grounds 9:30pm-9:30am (36hrs x \$30.hr = \$1,080.00)

VALOR PROTECTION INC

"Providing security, the right way"

- Dates & Time: June 16th: 8:30am-7:30pm
- Security Equipment: (6) Metal Detector Wands & Baskets
- Provide 15 On-Site Security Personnel
- H Street/Main St. Entrance 3 Metal Detector Wanding Guard (33hrs x \$30.hr = \$990.00)
- River Rd/2nd St. Entrance 3 Metal Detector Wanding Guards (33hrs x \$30.hr = \$990.00)
- 4 – Main Street Guard Roamers (44hrs x \$30.hr = \$1,320.00)
- 1 - entrance/exit of Rancho Grande ensuring people are not buying beer and drinking it in the streets (11hrs x \$30.hr = \$330.00)
- 1 – Guard Backstage Union Stage (11hrs x \$30.hr = \$330.00)
- 1 – Guard at Union/F St. (Delta Queen) (11hrs x \$30.hr = \$330.00)
- 1 – Guard at Union/Gaswell (11hrs x \$30.hr = \$330.00)
- 1 – Guard at Union/D St. (11hrs x \$30.hr = \$330.00)
- 2- Overnight Guards patrolling festival grounds 9:30pm-7:30am (20hrs x \$30.hr = \$600.00)

TOTAL HRS: 436 X \$30.00HR = \$13,080.00

The only forms of acceptable payments are Business Check, or ACH/Bank Wire. The original bid for this event is \$30.00 per hr for unarmed. We will collect a deposit of 50% before the event, and the remaining 50% after the event. Cancellation must be made 24 hours in advance of the event start time.

Client Print Name: Kaulan Han _____
Client Signature: [Signature] _____
Date: 5/11/24 _____





CITY OF ISLETON

RECREATION AND COMMUNITY SERVICES

101 2nd Street • Isleton, CA 95641
(916)-777-7770 • FAX: (916) 777-7775

TEMPORARY USE APPLICATION: SPECIAL EVENT QUESTIONNAIRE

Please complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. **Incomplete Applications will not be processed.** Please use dark blue or black ink. A non-refundable Application Fee is due upon submittal of this proposal.

Event Information

Name of Event: The City of Isleton Crawdad Festival

Description of Event: Festival including live entertainment,
Food, alcohol, car show

Set-up Date(s): 06/13/24 / 06/14/24 / 06/15/24
List each set-up date

Set-up Time(s): 8am-7pm / 8am-11pm / 5AM-10AM
List hours for each date indicated above (e.g., 9 a.m. - 10 a.m.)

Event Date(s): 06/15/24 / 06/16/24 /
List each event date

Event Time(s): 10am-10pm / 10am-7pm /
List hours for each date indicated above (e.g., 10 a.m. - 5 p.m.)

Tear-down Date(s): 06/17/24 /
List each tear-down date

Tear-down Time(s): 6AM-5PM /
List hours for each date indicated above (e.g., 10 a.m. - 5 p.m.)

Proposed Location of Event: Please list all facilities to be used, including buildings, parking lots, streets, parks, etc. Baseball Field (parking) water front parking lot

Facility Isleton Elementary Location(s) _____

Facility Main Street Location(s) _____

Facility tower parking lot Location(s) _____

Facility new development Location(s) between HWY 160 + 6th St.

Name of property owner where event is to be held: _____ Pallet lot
Facility: 101 4 Street - Vandalon Parking lot / Facility: Drinking lot TRUCKS + 6th

Has this event ever been held at other location(s)?

Yes

No

If yes, where and when? _____

Will there be an admission charge?

No

Yes

Amount: \$ 20

Expected daily attendance: 25K Peak attendance: 25K

Time of Day: _____ Qty: _____

Describe audience and anticipated demographics: families within 50 mile

radius

Will there be amplified entertainment or speeches?

Yes

No

If yes, describe: live music

Will there be any items sold?

Yes

No

If yes, describe: Food, drinks, commercial

Will there be contracted concessionaires?

Yes

No

If yes, describe: vendors

How close are the nearest residences? inside festival grounds

Garbage receptacles are mandatory.

City services will be needed for garbage receptacles (fees apply).

Garbage receptacles will be provided, maintained, and emptied by the applicant.

Recycling containers are mandatory.

City services will be needed for recycling containers (fees apply).

Recycling containers will be provided, maintained, and emptied by the applicant.

Will you need City water connections (fees apply)?

Yes

No

If yes, describe: _____

What time will water need to be supplied? _____

Will you need City electrical connections (fees apply)?

Yes

No

If yes, describe (Include voltage; 110v or 220v, and number of amps used by each item of equipment, and a total amperage). Submit an Electrical Service Plan:

Please indicate whether any of the following will be at the event.

Tents?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Size(s)/Quantity:
Canopies?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Size(s)/Quantity:
Open Flames/Cooking?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Explain: <i>crowdads + Food vendors</i>
Self-Contained Cooking Trailers?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Explain: <i>crowdads + Food vendors</i>
Fireworks?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Explain:
Temporary Fencing?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Height:
First Aid Stations?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <i>1</i>
Portable Toilets?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <i>60</i>
Electric Generators?*	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <i>10-20</i>
Carnival/Amusements?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity:
Spotlights?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Explain: <i>tower lights</i>

*If generators are required, an electrical permit must be obtained from Community Development (fees apply).

Description of any other activities at the event: *car show, carnival*

List sponsor(s) of the event: _____

What type of advertising/promotion will you be doing prior to the event?

<input checked="" type="checkbox"/> Radio	What Stations?	# of spots?
<input type="checkbox"/> Television	What Stations?	# of spots?
<input checked="" type="checkbox"/> Newspaper Ads	Which ones?	# of ads?
<input checked="" type="checkbox"/> Press Releases	Where Distributed?	
<input checked="" type="checkbox"/> Flyers/Posters	Where Posted?	

By checking this box, I certify that no advertising/promotional materials will have information that conflicts with the information provided in this questionnaire. Copies of all event flyers, posters, and advertisements to be used for the event are attached.

What type of advertising/promotion will be displayed during the event?

	Describe:	Size?
<input checked="" type="checkbox"/> Banners		
<input checked="" type="checkbox"/> Inflatables	mechanical Bull	
<input type="checkbox"/> Other		

Alcohol Information

Will there be alcohol?
If No, skip to Security Information Section.

Yes No

Will alcohol be sold at the event?

Yes No

Will alcohol be given away at the event?

Yes No

Will alcohol be brought into the event by attendees?

Yes No

Will alcohol be included in ticket/admission price?

Yes No

Is event within 300' of a church or school property line?

Yes No

Will 50% or more of the gross revenues from the event be derived from alcohol sales?

Yes No

Has the applicant/organization ever had a liquor license or event permit denied, revoked, or suspended?

Yes No

If yes, explain: _____

How will event attendees of legal drinking age (21) be identified?

ID checked @ gate and special 21+ wrist Bands

Attach a copy of approved Special Event Liquor License Application or Permit.

Security Information

Name of Responsible Person to be present at event: Brian Len clay JR.

Home Address: _____

Business Address: 937 Enterprise Dr. Sacramento CA 95825

Home Phone: _____ Business Phone: _____

Pager Number/Cell Phone No. of Person at event: _____

Type of Private Security Personnel/Company Name* Brian Clay Jr. / Lead Star Security

Number of Security Personnel: 12

How will they be identified? Uniform

***After reviewing the permit application, the City may require the use of off duty Sacramento County Sheriffs, paid for by the applicant.**

Parades, Motorcades, Running/Walking/Cycling/Skating Events (if applicable)

Location of Assembly Area: _____ Assembly Time: _____

Location of Disassembly Area: _____ Disassembly Time: _____

Description of Participating Units (motorized, animals, floats): _____

Number of Participating Units: _____

Illustrative Site Plans

Site Plan - A Site Plan of the event area indicating the location(s) of equipment and activities must be submitted with this Application. Please include location of:

- | | | |
|------------------------------------|-----------------------------------|--------------------|
| Stage(s)/Amplified sound equipment | Controlled access/Admission areas | Water service |
| Merchandise/Food vendors | Open flames/Cooking areas | Tents/Canopies |
| First aide/Emergency stations | Carnival/Amusement rides | Fencing |
| Activity/Amusement area | Handicap parking/Access areas | Emergency access |
| Recycling/Trash receptacles | Liquor distribution/Control areas | Portable restrooms |

Street Closures and Public Access - A Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs and barricades, and street closures must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area. Include/indicate the proposed parade/race route, if applicable. Street closures are primarily intended for parades, races, and events that must take place within the street. Applicant must notify merchants and/or residents affected by the street closure no later than 14 business days prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the Recreation and Community Services office no less than 14 business days prior to the event.

Electrical Service Plan - An additional plan must be submitted for electrical service usage showing layout of extension cords, spider boxes, generators and anticipated amperage draw.

Note: Please submit all plans on 8 ½ x 11" paper and attach to Application.

Vendor Information

Applicant/Organizer is required to provide a list of all individuals scheduled to sell merchandise, food, or other items. The information must include company names, contact persons, addresses, phone numbers and city Business License numbers if applicable. Vendors must have a current Isleton Business License or obtain a one-day Business License.

Applicant Information

Name of Primary Contact (first, middle, last): Sebastian Maldonado

Street Address: Main St.

City: Isleton State: CA Zip: 95641

Home Phone: --- Work Phone: --- FAX: --- #: ---

Cell Phone: --- Email Address: info@isletonco.com

Driver's License Number/State: ---

Name of Corporation/Organization (include D.B.A. name if applicable): ---

Isleton Crowdad Festival 2024 UC DBA The City of Isleton Crowdad Festival

State of Incorporation: CA Tax I.D. No.: 99-0643828

Sales Tax No.: ---

Business Street Address: Main Street

City: Isleton CA State: CA Zip: 95641

Mailing Address (if different than above): PO BOX

City: Isleton State: CA Zip: 95641

Insurance

For events occurring on City-owned property, the applicant must provide evidence of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Isleton as additional insured. The endorsement must indicate the dates, times, and location of the event. The person/organization listed on the endorsement must be the applicant. Please have your insurance provider address the insurance documents to the attention of Parks and Recreation, no later than **2 business days prior** to the event date. Minimum limits are as follows:

- \$ 1,000,000 per occurrence
- \$ 1,000,000 aggregate
- \$ 1,000,000 automobile liability (or non-owned automobile liability)
- \$ 1,000,000 liquor liability insurance

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement.

Indemnity

The applicant agrees to defend, indemnify, and hold harmless the City of Isleton, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including, but not limited to, attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.

Certification

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the Temporary Use Permit for this Special Event permit is not transferable to any other individual or group.

Applicant's Signature: SM

Date: 4/4/24

OFFICE USE ONLY	
Date Rec'd. _____	Staff Initials _____
Fee Paid _____	Receipt # _____
Level Assignment (A, B or C): _____	

City of Isleton Crawdada Festival

WELCOME

HWY 160



City of Isleton Crawdada Festival 2024

Downtown Historic Main Street

Isleton, California

June 15-16, 2024

- 
Crawdada Booth
- 
Water Tower Parking Lot
- 
Bathroom
- 
Entrance/Exit
- 
Stage
- 
Food, Drink & Commercial vendors
- 
Car Show
- 
Parking
- 
Street Signs



3 Way Flagging (10AM-4PM)

2 Way Flagging (10AM-4PM)

- Legend**
- Festival Area
 - Festival Parking Detour
 - No Thru Traffic - Residents Only
 - PARKING
 - Road Closure
 - Vendor Access
 - Volunteer
 - Way Flagging (10AM-4PM)

Google Earth

© 2008 Google

500 FT



Legend

- Festival Area
- Residents Only
- Road Closure
- Vendor Access
- Volunteer

Google Earth

0.00 ft



- Legend**
- Festival Area
 - Festival Parking Detour
 - No Thru Traffic - Residents Only
 - Parking
 - Road Closure
 - Vendor Access
 - ▲ Volunteer

Google Earth

500 ft



City of Isleton

101 Second Street P.O. Box 716 Isleton, California 95641
Tel: 916-777-7770 Fax: 916-777-7775 Info: yvonne.zepeda@cityofisleton.com

Release of Liability

The undersigned hereby releases the City of Isleton from liability for any act of negligence or want of ordinary care on the part of the City of Isleton and/or any of its agents. In consideration of its participation, the sponsoring organization holding the event/festival, its representatives, any and all other participants hereby waive, release, and discharge the City of Isleton, its directors, officers, agents, and employees from any and all claims of liability for injury or damages to the organization, its animals, or property arising out of its participation. This agreement is binding upon its executors, heirs, and assigns.

The undersigned hereby acknowledges that this Release of Liability has volunteers read and understands in full all contents contained therein.

Name: Isleton Crowdad Festival 2024, LLC Address: 7 Main Street Isleton CA 95641 Signature: SM
Please Print Please Print

Phone #: _____ Cell #: _____

Name: _____ Address: _____ Signature: _____

Phone #: _____ Cell #: _____

Name: _____ Address: _____ Signature: _____

Phone #: _____ Cell #: _____

Signed by: SM Signed by: [Signature]
(President or Representative) (Secretary or Representative)

Phone #: _____ Cell #: _____

Event Date(s): 06/15/24 + 06/16/24 Email: info@theisletoncrowdadfestival.com

Hours: from: 10am to: 10pm

===== Staff Only =====

EXPIRES: 6/16/24

Witnessed By: [Signature] Date: 4/4/24

Title: City Clerk Fire Chief City Manager

SPECIAL EVENT PACKAGE CHECK OFF LIST

CHECK OFF	ITEM	DESCRIPTION	CITY RCV'D DATE
	1	Special Event License Application	
	2	Special Event Questionnaire	
	3	City of Isleton Use Permit (Revised 2-27-09)	
	4	Release of Liability – Organization	
	5	Alliant Event Application OR provide proof of insurance	
	6	Encroachment Permit (If public property utilized)	
	7	Business License (if event is for-profit and run by business entity)	
	8	Safety for Special Events	
	9	ABC218.- Catering Authorization	
	10	ABC - Instructions to obtaining a daily license	
	11	City of Isleton Special Event Guidelines	
	12	Special Event Package Check Off List	

Additional Informational Items Provided:

- Fire Safety Guide
- If Alcohol is sold or consumed at event a license for the State Department of Alcohol Beverage Control (ABC) will need to be obtained and submitted with application packet (ABC Form 218 and/or 221). For more information visit <https://www.abc.ca.gov/licensing/license-forms/>

Per Ordinance CC 2015-05 Section 1.24 Permit Fee:

The applicant for a special event permit shall make an initial payment of \$50.00 at the time the special event permit is requested. City staff shall charge for its actual time in preparing and issuing the permit at the rate of \$250.00 per hour.

I, Sebastian Maldonado (print name), received the Special Events Package. I understand that all items must be completed.


Signature

9/4/24
Date

APPLICATION FOR SPECIAL EVENT LICENSE

CITY OF ISLETON

PO Box 716, 101 Second Street, Isleton, CA 95641

Telephone (916) 777-7770 Fax (916) 777-7775

DATE: 04 / 04 / 24 FIRST DAY OF BUSINESS: 01 / 01 / 24

NAME OF EVENT The City of Isleton crawdad Festival

OWNER(S) (Last, First, MI) OR CORPORATION Isleton crawdad Festival 2024, LLC

MAILING ADDRESS PO BOX --- Isleton CA 95641

NAME OF BUSINESS (D.B.A.) The City of Isleton crawdad Festival

BUSINESS MAILING ADDRESS PO BOX --- Isleton CA 95641

PHONE NUMBER --- EMERGENCY PHONE ---

OWNER(S) SOCIAL SECURITY NUMBER(S) _____

FEDERAL EMPLOYER I.D. # (FEIN) 99-0643828

STATE EMPLOYER I.D. # (SEIN) _____

STATE BOARD OF EQUALIZATION RESALE PERMIT # _____

TYPE OF OWNERSHIP: Sole Ownership Partnership Husband/Wife Corporation Joint Venture

TYPE OF BUSINESS YOU INTEND TO OPERATE event management

Describe the activities of your business (include type of product, services, etc.) events

Will the following materials be dispensed, stored, distributed, or used in the normal course of your business activity?

1. Food or drink intended for human consumption Yes No

2. Alcoholic Beverages Yes No

3. Do you anticipate the use, storage, or handling of hazardous materials, (solvents, fuels, paint, Etc) in your business, which at any one time will exceed the following amounts?

(The listed amounts apply regardless of the individual container size)
55 Gallons (Liquids) 500 Pounds (Solids) 200 cubic Feet (Gases) Yes No

4. Will your business operations result in the generation of any hazardous wastes? Yes No

*****IMPORTANT - - - PLEASE READ THE INFORMATION BELOW*****

BUSINESS LICENSES ARE ISSUED SUBJECT IN PART TO THE INFORMATION PROVIDED BY APPLICANTS. ANY CHANGE IN THE INFORMATION PROVIDED MAY INVALIDATE THE BUSINESS LICENSE. THE GENERAL BUSINESS LICENSE IS NOT TRANSFERABLE TO A NEW OWNER, NEW TYPE OF BUSINESS ACTIVITY, OR LOCATION.

IT IS THE RESPONSIBILITY OF ALL BUSINESS LICENSE APPLICANTS TO IDENTIFY AND OBTAIN ALL SPECIAL PERMITS AND APPROVALS REQUIRED BY FEDERAL, STATE, OR COUNTY REGULATION. IT IS ALSO THE RESPONSIBILITY OF THE APPLICANTS TO COMPLY WITH ALL CITY BUILDING AND ZONING REGULATIONS AND ORDINANCES. FAILURE TO DO SO MAY INVALIDATE YOUR RIGHT TO DO BUSINESS IN THIS CITY AND IN ADDITION MAY SUBJECT YOU TO PENALTIES AND LEGAL SANCTIONS. ALL OTHER LICENSE AND/OR PERMIT FEES ARE NON-REFUNDABLE.

THIS APPLICATION IS PUBLIC RECORD.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

SM
Signature of Applicant

4/4/24
Date



City of Isleton

101 Second Street

P.O. Box 716

Isleton, California 95641

Tel: 916-777-7770

SPECIAL EVENT GUIDELINES

Is my event a "Special Event" requiring the completion of a Special Event Questionnaire?

Answer the following questions to find out.

Will the event be held outdoors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is attendance expected to exceed 100 people (includes production personnel and participants/spectators)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event include <u>any</u> of the following: a) Entertainment, dancing, music, live theater, film projection, athletics, craft booths, art displays, other event equipment, carnival rides, amusement park activities, and/or parades? b) The sale or distribution of merchandise and/or food? c) The sale or distribution of alcoholic beverages?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the event include amplified sound (excluding announcements and boom boxes)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If you answered **yes to all** of the above, you will need to submit a Special Event Questionnaire in order to obtain a Special Event License.

If you answered **no to all** of the above, you will not need to submit a Special Event Questionnaire.

If you answered **yes to some** of the above, please call the City Manager to discuss your event at (916) 777-7770.

Special Event Levels

Please review these definitions to determine how you should proceed.

Level A	Level B	Level C
<ul style="list-style-type: none"> • Event will occur during a single day or multiple days. 	<ul style="list-style-type: none"> • The event will occur during a single day or multiple days. 	<ul style="list-style-type: none"> • Event will occur during a single day.
<ul style="list-style-type: none"> • Event involves street closures and detouring or stopping traffic. 	<ul style="list-style-type: none"> • Event involves use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event. 	<ul style="list-style-type: none"> • Event will not extend beyond the park/facility area.
<ul style="list-style-type: none"> • Admission will be charged. 	<ul style="list-style-type: none"> • Event is free to the public. 	<ul style="list-style-type: none"> • Event is free to the public.
<ul style="list-style-type: none"> • Food will be sold and/or distributed to the general public. 	<ul style="list-style-type: none"> • Food will be sold and/or distributed to the general public. 	<ul style="list-style-type: none"> • There will be no food sales.
<ul style="list-style-type: none"> • Merchandise will be sold. 	<ul style="list-style-type: none"> • Merchandise will be sold. 	<ul style="list-style-type: none"> • No merchandise sales.
<ul style="list-style-type: none"> • There will be live entertainment. 	<ul style="list-style-type: none"> • There will be live entertainment. 	<ul style="list-style-type: none"> • May or may not involve live entertainment.
<ul style="list-style-type: none"> • Extensive use of event equipment, i.e., bands, stage, sound system, booths, tents, fencing, etc. 	<ul style="list-style-type: none"> • Moderate use of event equipment, i.e., bands, stage, PA system, chairs, tables. 	<ul style="list-style-type: none"> • Minimal use of event equipment, i.e., PA system.
<ul style="list-style-type: none"> • Event requires electricity and other utilities. 	<ul style="list-style-type: none"> • May or may not require electricity. 	<ul style="list-style-type: none"> • May or may not require electricity.
<ul style="list-style-type: none"> • Alcohol may or may not be sold and/or distributed to the general public. 	<ul style="list-style-type: none"> • Alcohol will NOT be sold and/or distributed to the general public. 	<ul style="list-style-type: none"> • Alcohol will NOT be sold and/or distributed to the general public.

TUP Application - Routing Process

Level A	Level B	Level C
<p align="center">Applications must be submitted a minimum of 60 days prior to the event.</p> <p>Applications submitted after 60 Calendar Days prior to the event date will be charged a \$25 late fee.</p> <p align="center">Applications will not be accepted 45 calendar days prior to event.</p>	<p align="center">Applications must be submitted a minimum of 30 days prior to the event.</p> <p>Applications submitted after 30 Calendar Days prior to the event date will be charged a \$25 late fee.</p> <p align="center">Applications will not be accepted 15 calendar days prior to event.</p>	<p align="center">Applications must be submitted a minimum of 5 days prior to the event.</p> <p>Applications submitted after 5 Calendar Days prior to the event date will be charged a \$25 late fee.</p> <p align="center">Applications will not be accepted 2 calendar days prior to event.</p>
◆ Sacramento County Sheriff/Security	[Sacramento County Sheriff/Security	◆ Recreation and Community Services
◆ Fire	[Fire	◆ Public Works
◆ Community Development	[Community Development	
◆ Public Works	[Public Works	
◆ Recreation and Community Services	[Recreation and Community	

* Tables illustrated above are provided as a guideline and may vary per unique Special Event.

If you have any questions regarding whether your event is a Level A, B, or C event, please call the City Manager to discuss your event at (916) 777-7770.

Special Event License Process

STEP 1: The applicant completes a Special event License Application for the event that includes all necessary attachments, and returns the completed Application to the Facilities Manager. If the event constitutes a Special Event, a Special Event Questionnaire must also be completed. The City Manager will then review the Application for completeness and accuracy.

A non-refundable Application fee of \$100.00 will be charged upon submitting the Application and is payable to the Finance Department. A non-refundable Application fee of \$25.00 applies to not-for-profit organizations.

Failure to return a completed Application within the timeline prescribed by the event level (explained in table on page 3), will result in a \$25.00 late fee or may be denied if past the minimum time requirement needed.

STEP 2: The Application is routed for review by City Staff. If the nature of the event warrants, the City Manager will schedule the event for an "informal review" by pertinent City Staff. The applicant will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the applicant of all department special-use conditions.

STEP 3: Applicant obtains and pays for any necessary permits.

STEP 4: Upon meeting all requirements and payment of all applicable fees - including any deposits - an approved Permit is issued to the applicant.

STEP 5: If necessary, applicant should schedule an "on-site" walk-thru with the City Manager and all other pertinent staff no later than one (1) week prior to the event to inspect the condition of City property, and discuss any changes to the event plan.

STEP 6: Applicant holds event abiding by all City issued guidelines and procedures, as well as federal, state and local law.

STEP 7: The event holder will attend a debriefing meeting with Department Heads after the event to take note of any problems that have occurred at the event. The applicant will also be apprised of the possibility of denial of future event permits, if warranted (i.e., if significant conditions established by the City were not followed). Cost of cleaning and/or damages will be assessed and billed to applicant.

License Holder's Agreement

By affixing a signature to the Special Event License Application, the applicant(s) acknowledge and agree that they:

- a. Are aware of the non-refundable application fee.
- b. Are aware of hazards to the safety of personnel and property that is inherent in the operations of the event and any related equipment.
- c. Will operate the event and use of any related equipment in a safe manner.
- d. Will maintain in force, throughout the duration of the event, liability insurance coverage.
- e. Will operate only within the areas specifically designated for the event.
- f. Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area. Applicant will remove all equipment or items associated with the event by the end of their allotted reservation.
- g. Will provide the City of Isleton with all necessary deposits (i.e., key, damage).

- e. Will provide security as required and be responsible for the control of spectators assembling as a result of the activity.
- f. Will be responsible for any privately-owned equipment left at the facility. City of Isleton is not responsible for loss or damage.
- g. Will abide by all conditions of use.
- h. Will provide access to event in accordance and compliance with American Disabilities Act Standards

Special Event Date and Reservation of Location

Applications and/or Advanced Requests are available a maximum of one (1) year in advance of the event. Priority consideration will be given to organizations repeating an annual community event at the same event venue.

Events held historically during the same time each year will take precedence over any other submitted event proposed for the same timeframe. The City of Isleton has the right to decline proposals for events that are located in areas of close proximity to historical or already permitted events. The City of Isleton also has the right to allow events requiring special consideration due to the nature of the event and benefit to the community. Event priorities are defined in the next section.

Any event or the use of City property shall not be granted when, as determined by the City of Isleton's designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.

Priorities for Assigning City-Owned Facilities for Special Events

Priority 1: Events organized by the City of Isleton.

Priority 2: Events organized by the River Delta Unified School District.

Priority 3: Events organized by Isleton based non-profit organizations with proceeds providing assistance to the organizer or another Isleton based non-profit organization (requires proof of 501-C status).

Priority 4: Events organized by private businesses, non-profit organizations not based in Isleton, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than those Isleton based non-profit organizations

Site Plan

An illustration of the event area or route, indicating the location of equipment and specific activity areas must be submitted with the Application.

Applications will not be accepted without the Site Plan. The Site Plan must include all fencing, or blockage of any area. Electrical panels and fire hydrants must be accessible from the street. Any changes to the Site Plan must immediately be communicated to the City Manager and a new illustrated Site Plan is required.

Location of equipment and parking must be provided in the Site Plan. The City Manager or designee has the right to adjust Site Plans in order to protect the well-being of the public.

Isleton Fire Department Service Information

The Isleton Fire Department will consider and require the following items.

1. A Site Plan showing all locations and aspects of the event must be included with Application.
2. Tents greater than 200 square feet and canopies greater than 400 square feet require a permit from the Isleton Fire Department.
3. Vendors using heat spark, or flame producing equipment shall keep same equipment well away from combustible materials and have an approved portable fire extinguisher close at hand.
4. Food preparation inside an enclosed self-contained structure, producing grease laden vapors, shall be equipped with an approved, type one, grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
5. Heating and/or cooking equipment inside of or under membrane structures will require prior location approval from the Isleton Fire Department and verification from the product manufacturer that the membrane material is flame retardant.
6. Compressed gas bottles/cylinders shall be stabilized to prevent tipping or falling over.
7. Extension cords shall be of the heavy duty, grounded type (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and shall only be plugged into a 3-pronged receptacle.
8. Liquid or gas fueled appliances shall be in good repair without fuel leaks or frayed electrical cords. Extra fuel shall be kept in containers approved for that use and shall not exceed 5 gallons in capacity.
9. ***When closing streets, Fire Lanes are required; they shall be approved and indicated on the Site Plan and Traffic Control Plan.*** They shall be identified with signs indicating "Temporary Fire Lane – No Parking." Additionally, parking on adjacent streets shall be monitored to insure passage is not obstructed and temporary "No Parking" signs shall be installed where needed.
10. Upon review of the Application, the Isleton Fire Department may require that an on-site inspection take place. If so, the applicant will be notified and will then have 5 working days, prior to the event, to schedule an inspection.

Sacramento County Sheriff's Department Service Information

For Special Events, the Sacramento County Sheriff's Department requires at least one (1) California licensed and bonded security guard or off-duty police officer for every one hundred (100) attendees. The Sacramento County Sheriff's Department may require more or less security guards or off-duty officers based on the security risk of the proposed event, based on articulated facts justifying more or less security.

The Sacramento County Sheriff's Department will determine the necessity and make the final determination on whether uniformed off-duty police officers must be present at a Special Event.

Special Events that generally require Sacramento County Sheriff's Department presence are those that:

- Involve the sale and consumption of alcohol.
- Generate profit for the applicant.
- Involve other public safety risk such as parades, carnivals or other factors potentially adverse to community tranquility and peace.

Police officers assigned to work Special Events are generally off-duty officers working at overtime pay rates. *Applicants will be billed at the full overtime rate of the individual officer(s) working the event.* Applicants are reminded that officers working Special Events, although assigned specifically to the particular event, are employees of the City of Isleton, and do not work for the applicant.

Applicants should consider these factors early in the Special Event planning process and coordinate with the Sacramento County Sheriff's Office as soon as possible. The Sacramento County Sheriff's Office may be reached at (916) 874-5115.

Alcohol

An approved Special Event Liquor License Application must be obtained from the Alcoholic Beverage Control Board (ABC) prior to submitting the Application and is required at the time of the submission of the Application. Liquor licenses are distributed by the state, but require the approval of the municipality and/or county in which the event is being proposed.

Special Event Liquor License Applications are available from ABC. After completing the Application, the applicant must deliver or send the Application to the Police Department for review no later than 75 days prior to the event.

The Sacramento County Sheriff's Office will not approve an Application for a Special Event Liquor License if the Application involves the closure of a street for the primary purpose of providing more square footage to the applicant for the sale and consumption of alcoholic beverages.

The recommendation of the Sacramento County Sheriff's Office regarding approval or denial of the license will be a final decision, not subject to appeal.

Food Booths and Vending

- a. Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed. Vendors must have a current Business License with the City of Isleton or obtain a one-day Business License.
- b. Event organizer will provide all vendors with a list of legal overnight parking/camping facilities (list available from the office in City Hall).
- c. Applicants will specify the location of all proposed food booths, proposed menu items, loading and unloading locations/routes and times, and the person in charge of each booth.
- d. Include location of vendors on Site Plan submitted with your Application. Vendors are not to extend beyond the boundaries of the Site Plan when loading or unloading supplies.
- e. Applicants are responsible for obtaining County Health permits as applicable.
- f. Food vendors must be self-contained.
- g. Fire extinguishers are required per Fire Department regulations.
- h. Permit holder is responsible for the proper disposal of grease and other materials/items, and removing them completely from the site.
- i. Provide electrical amperage draws for equipment when submitting your Application.
- j. Permit holder will be required to provide a list of all individuals scheduled to sell merchandise, food or other items. The information must include company name, contact person, address, phone number and current city Business License number if applicable. All information is confidential and is for Community Development use only.

Noise Control

If event staff decides not to comply with police submissions, the Sacramento County Sheriff's Department has the authority to close an event or a portion of an event when responding to a legitimate citizen complaint. A police service fee for responding to two (2) or more complaints (after having received a written notice) may be assessed to the event producer.

Proximity to Residential Areas

Due to the nature of some of City of Isleton parks being within a short proximity to residential neighborhoods, the following sound regulations shall apply to special events:

- a. Speakers will be directed away from neighborhood areas.
- b. Decibel levels shall not exceed either: (a) 100 db, when measured from 100 feet from the sound equipment; or (b) 60 db, when measured from the nearest private residence real property boundary.
- c. Event producers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored and remain within the above guidelines.

Street Use and Closures

Street closures may occur when affiliated with outdoor Special Events, including, but not limited to, parades, races, competitions, displays, fairs, and festivals. **An Encroachment Permit must be obtained for closure of streets and sidewalks.** The proposed street closure will be illustrated through a Site Plan and Traffic Control Plan which are required with the TUP Application. Traffic Control Plans must comply with the current Manual of Uniform Traffic Control Devices and are subject to approval by Public Works Department. *The applicant is responsible for providing all required barricades and traffic control signs.*

All street closures must allow for Fire Lane access during the event.

The Sacramento County Sheriff's will determine if the Special Event and street closure requires uniformed personnel present at the event.

The applicant must notify merchants and residents affected by the street closure *no later than two (2) weeks (14 calendar days) prior to the event.* Copies of the notification letters or flyers with a list of recipients must be submitted to City Hall

The applicant must post notice of any approved street closure at least **72 hours** before the closure of said street. Such notice must be posted at all entrances to the designated street. Such notices shall comply with California law, including, but not limited to, section 21103 of the Vehicle Code.

Parades, Motorcades, Walks and Races

Detailed illustration of event routes, assembly, and disassembly areas are to be submitted with the TUP Application. *When street closures are proposed, a Traffic Control Plan must be included, along with an Encroachment Permit Application.*

Throwing items from parade floats is prohibited.

When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (state highways, railroad, etc.). The approval must be submitted with the Application.

The applicant is responsible for cleaning the parade, motorcade, walk, or race route. Scheduling street sweepers may be required. Removing trash from spectator areas (i.e., sidewalks) is also the responsibility of the event producer.

Contact the Sacramento County Sheriff's Department to discuss police escorts.

Insurance

For events and series of events occurring on City-owned property, the applicant must provide evidence of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Isleton as additional insured. The endorsement must indicate the dates, times, and location of the event. The person/organization listed on the endorsement must be the applicant. The applicant must ensure that insurance providers address the insurance documents to the attention of the City of Isleton and Human Resources Manager, and submit such documents with the Application. Minimum limits are as follows:

- \$ 1,000,000 per occurrence
- \$ 1,000,000 aggregate
- \$ 1,000,000 automobile liability (or non-owned automobile liability)
- \$ 1,000,000 liquor liability insurance (if applicable)

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement on the Application and Use Permit.

Banner Guidelines

- Intent to display banners must be indicated on the Application.
- Identify banner locations on the Site Plan. Visual markers must be attached to cords between the banner's lower corners and the pole.
- Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the permit holder.
- Banners may not be affixed to permanent structures located on the permit site such as benches, rails/fences, trees, porches or trellises.
- Banners may not be displayed on buildings or within rights-of-way.
- Event banners must remain within the event site.
- Banners may not promote products that are illegal to consume by the patrons attending the event.
- Banners with liquor references are allowed only if the Special Event has

obtained a liquor license. In this case, display of the banners is restricted to the designated drinking area or “beer garden.” The banners must face inward to the event area.

- Banner language or depictions may not be profane or obscene.

Trash & Recycling

For events and series of events occurring on City-owned property, the applicant must arrange dumpsters or container services for refuse and recycling. Complete the following steps to assure that waste will be handled efficiently and effectively at your Special Event.

1. Before calling to arrange trash and recycling services, answer the following questions:
 - What types of materials will be disposed of at the event?
 - Which of these materials could be recycled versus land filled?
2. Determine the following information:
 - a. What types of containers will work best for my event?
 - b. It is important that trash and recycling bins do not become overloaded, causing a litter problem. How many containers will I need to manage the waste from the event?
 - c. Applicants are responsible to see that all bins are emptied as needed. Determine how often the containers will need to be serviced.
 - d. Where will the containers be placed at the event site?

NOTE: Event organizers are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the teardown time stated on the permit, applicants may be billed an additional service charge to be determined according to time spent cleaning the waste.

Portable & Permanent Restrooms

Portable restrooms are required for any event estimating an attendance of 100 or more people. The following are City of Isleton staff recommendations. If no permanent restrooms are on-site and the event expects less than 100 attendees, Department of Public Works may suggest the number of portable restrooms needed. The applicant should contact portable restroom vendors. Vendors can help refine an order to best suit the needs of the event.

No. of Attendees	No. of Hours Per Event/Day	No. of A.D.A. Accessible Restrooms	Total No. of Recommended Restrooms
100	1-5 hrs.	1	1
	5-10 hrs.	1	2
250	1-5 hrs.	1	2
	5-10 hrs.	1	3
500	1-5 hrs.	1	5
	5-10 hrs.	2	6
1,000	1-5 hrs.	4	10
	5-10 hrs.	5	12
2,000	1-5 hrs.	6	20
	5-10 hrs.	7	24

- For locations with space constraints, an option to reduce the total number of recommended restrooms is to clean and replenish five (5) hours into the event in order to maintain appropriate health and sanitation standards.
- For multiple day events, restrooms must be cleaned at the end of each day in order to maintain health and sanitation standards.
- It is up to the event organizer to fully consider all aspects of their event (i.e., alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
- Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required (any person may use these).
- The City will charge the applicant for associated costs when City of Isleton provided restrooms facilities are not cleaned and restocked following use.
- Portable units may not be placed on sidewalks or grass areas.
- Portable restrooms should be removed immediately after the event or teardown time specified within the event Application. Fees may apply for additional rental of space or removal of the portable restrooms.

Tents or Canopies

Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Public Works Department. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the permit holder. When staking is not approved, tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.

All tent locations and sizes must be marked on the submitted Site Plan. Tents over 200 square feet and canopies over 400 square feet must be flame retardant, and will require approval and inspection from the Fire Department. Attach a flame retardant certificate to the Application. Tent services providers will provide a copy of certificate.

Equipment Rental

The permit holder and City staff must mutually inspect and agree on the condition of the rented equipment prior to the event and upon return of the items. It is the responsibility of the renter to demonstrate to staff that they fully understand the safe operation of any equipment rented. Rentals are available on a first-come, first served basis. It is the responsibility of the permit holder to pay the cost to replace or repair any damaged equipment.

CITY OF ISLETON USE PERMIT

This Permit ("Permit") is issued as of _____ 2019, by the City of Isleton, a municipal corporation, ("City") to _____, a California public benefit non-profit corporation, ("Permittee").

1. City grants Permittee permission to use the City-owned property described in Attachment 1, attached hereto, (the Property).
2. Permittee shall use the Property solely for the purpose of performing the activities described in Attachment 1, attached hereto.
3. Permittee may use the Property during the period described in Attachment 1, attached hereto.
4. Permittee shall pay City a "permit fee" determined in the manner described in Attachment 1, attached hereto.
5. Permittee shall comply with the provisions of Attachment 2, attached hereto.
6. City agrees not to grant permission to any other person or entity to conduct a festival, bazaar, or other public festival on City-owned property during the period described in Attachment 1, attached hereto.

THE CITY OF ISLETON

By: _____ By: _____
Charles Bergson, P.E., City Manager Yvonne Zepeda, Deputy City Clerk

The undersigned accepts this Permit subject to the forgoing provisions. Each person signing below certifies that he or she has authority to sign this Permit on Permittee's behave.

By: _____ By: _____
President Secretary

USE PERMIT SCHEDULED DATES AND TIMES FOR THE USE OF THE ISLETON BALLPARK

(PLEASE CIRCLE ALL THAT APPLY, ATTACH SCHEDULE)

MONTH OF: JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC
DAY'S OF THE WEEK: MON TUE WED THUR FRI SAT SUN
SCHEDULED TIME: _____ am / pm **TO** _____ am / pm

Diana Obrien

From: Event Coordinator <info@theisletoncrawdadjestival.com>
Sent: Monday, March 11, 2024 12:59 PM
To: Diana Obrien
Cc: Yvonne Zepeda; Scott Baroni; Sebastian Maldonado
Subject: Re: FW: Special Event Application Package
Attachments: largest site map .jpeg; Traffic Control 2 of 3 Crawdadj Festival.jpeg; Traffic Control 3 of 3 Crawdadj Festival (2).jpeg; Traffic Control 1 of 3 Crawdadj Festival.jpeg; Traffic Control Crawdadj Festival_OAT24-125 (002).pdf; CRAWDAD FEST FLYER .jpeg

Hello,

I just spoke to Sebastian, we like to schedule this meeting for April 4th at 10 am because I am going on vacation this thursday to the 22nd, Sebastian is on vacation 25th - 29th. We will have everything finalized by the end of March and we will have all of these documents completed and turned in.

Festival Update:

1. Our site map is in progress (See attached)
2. Traffic Control plan is in progress with BATS traffic Control (See attached)
3. Insurance applications have been sent out, working with a broker
4. Will be using Delta Queen's catering license for alcohol. We need to take this to the Sheriff for a sign-off but we need to provide the Sheriff's office with a signed security contract before they will sign off.
5. Waiting for quotes from 2 security companies. Scott will be present for walk-through meeting.
6. Scott approved first aid, ambulance and fire area on site map last Friday.
7. Once our vendor list is finalized we will take to Sac County Health Dept and submit the Community Event Organizer Packet.
8. Cal-waste is donating 2 dumpsters and 50 cans.

Rest assured we are on it!

Event Flyer also attached.

Thank you,
Kailani Haro

On Mon, Mar 11, 2024 at 11:51 AM Diana Obrien <DianaObrien@cityofisleton.com> wrote:

Hi Kailani,

Please confirm receipt.

Thanks,

Diana

From: Diana O'Brien [mailto:DianaO'Brien@cityofisleton.com]
Sent: Monday, March 11, 2024 11:12 AM
To: 'Kailani Haro' <info@isletonfoundation.org>
Cc: 'Yvonne Zepeda' <yvonne.zepeda@cityofisleton.com>; 'Isletonfire@icloud.com' <Isletonfire@icloud.com>
Subject: Special Event Application Package

Good Morning Kailani,

Per our conversation this morning, the attached documents are to be completed for the Festival. Item #12 is the check off list that will help you make sure all documentation and requirements have been submitted and completed.

If you have insurance, please disregard #5 and submit the insurance certification you do have.

Please bring in your completed package to the meeting that will be set up with Scott and Dean.

If you have any questions, please let me know.

Diana O'Brien

Administrative Assistant/Grants Manager

City of Isleton

P.O. Box 716

Isleton, CA 95641

Tel: 916-777-7770

Fax: 916-777-7775

Email: dianaobrien@cityofisleton.com

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Kailani Haro

Event Coordinator

[City of Isleton Crawdad Festival](#)

209-639-3506



"Crawdads are to the river what lobsters are to the sea."



2 Way Flagger (10AM-4PM)

ing (10AM-4PM)

160

River Rd

PARKING

Olivia Ln

George Apple Dr

Stevens

Natalie Ln

Bernadette Pl

Wyandham Rd

Joseph Pl

Annemarie Way

6th St

5th St

4th St

3rd St

2nd St

1st St

H-S





TRAFFIC SAFETY MADE SIMPLE!



Main office: 44800 Industrial Blvd Fremont 94538

Quote #: OAT24-125

Customer: Crawdad Festival

Sr Estimator

Contact: Kailani Haro

Tony Trevino

Phone/Email: info@theisletoncrawdadfestival.com

(510) 657-2543 ext. 663

Quote Info: Crawdad Festival

2/20/2024 Page 1 of 3

Offices in: Fremont, Lodi, Fresno, Martinez & Citrus Heights

Contractor State License Board (CSLB) # 1067575 (WBE) #14110017 (Supplier Clearing House) DIR #1000623333

Weekday Rates - Event Breakdown	Daily Rate	Quantity	Total
4 Techs 2 Trucks 4hr Weekday Shift	\$2,278.00	1	\$2,278.00
4 Techs 2 Truck 8hr Weekday Shift	\$3,802.00	0	\$0.00
Saturday Rates - Intial Event Setup/Flagging	Daily Rate	Quantity	Total
6 Techs 3 Trucks 10hr Saturday Shift	\$9,660.00	1	\$9,660.00
Sunday Rates - Flagging	Daily Rate	Quantity	Total
6 Techs 3 Trucks 8hr Sunday Shift	\$10,434.00	1	\$10,434.00
Estimated Traffic Control Cost			\$22,372.00

Signature and or email acceptance also confirms compliance with the terms and conditions
I acknowledge that I have read the terms and conditions on the last page of this agreement

Name: _____

Company: _____

Title: _____

PO #: _____

Signature: _____

Date: _____

Note:

*Labor rates include travel time and mobilization costs. Crews will be billed for all time on site.
Each truck is equipped with standard MUTCD signage, and can tow an arrowboard. Standard crew size is 2 Techs 1 Truck.
Cancellation notifications made within 2 hrs of start time will be billed at a 4-hour minimum.
Crews working 0-4 hours will be billed at a 4-hour minimum. Crews working 4-8 hours will be billed at an 8-hour minimum.
Overtime rate per technician per hour is \$154 per Weekday and Saturday, \$206 per Sunday/Holiday
Shifts over 12 hrs will be billed at double time.
Deposit may be required for special events*

Additional Equipment and Services			
Item	Quantity	Unit \$	Extended \$
Traffic Control Plan rates (lead times may vary contact TCP for ETA)			
Engineer Stamped Traffic Control Plan (3-5 business days), per sheet	8	\$500.00	\$4,000.00
Additional Services			
Permitting by City Rise Safety (Billed at an hourly rate of \$100/hr)	8	\$100.00	\$800.00
Permit fee from City/county (permit fee is a passthrough cost)	0	TBD	TBD
Sale Items			
Custom signs – 24"x36"	11	\$97.00	\$1,067.00
Rental items			
PCMS/Message Board, rental per week, Each*	2	\$575.00	\$1,150.00
48x48 Roll up sign w/stand, rental per day, Each	12	\$15.00	\$180.00
MUTCD Corrugated Plastic Sign, rental per day, Each	12	\$2.50	\$30.00
Type I barricade, rental per day, Each	23	\$1.00	\$23.00
Type III barricade, rental per day, Each	36	\$3.00	\$108.00
Placement, Delivery & Pickup Fees - PCMS			
Placement Fee	2	\$100.00	\$200.00
Delivery Fee - TBD	2	\$65.00	\$130.00
*Towable items may require extra truck/Delivery fee			
Additional Equipment and Services Estimated Total			\$7,688.00

Estimated total of all items quoted	\$30,060.00
--	--------------------

This quote shall remain valid for 30 days past the posted date. After 30 days, please call to confirm prices

Safety is our top priority. For projects involving a high rate of speed or limited visibility additional trucks/equipment may be required for crew safety. Additional fees may apply.

If City Rise Safety is pulling a Caltrans encroachment permit for the client it may take up to 60 days for an approval. City Rise Safety will also need a 15 business day notice to submit for a LCS request prior to job starting. The permit and LCS are two different requirements for Caltrans projects.

Double-time rates will be billed for any work after the 12th hour.

Any project quoted with out approved traffic control plans may need to be revised.

If city requires specialty no parking signs or equipment additional fee may apply.

A minimum of 48 hour notice shall be given prior to any non traffic control move in (C.A.S, Rental install, etc)

If job exceeds posted working days, B.A.T.S. reserves the rights to adjust rates accordingly

City rise Safety shall not accept any charges or back charges, and any change orders must be submitted in writing

Traffic control plans include 2 free revisions. If scope of work changes new sheet(s) may be required.

Contractor shall be liable for any and all Lost, Stolen, or Damaged equipment in Contractors care

In the event there is any issue or concern with respect to work done by City Rise Safety, Contractor shall notify City Rise Safety and give City Rise Safety the first opportunity to correct the said error

Delivery of additional equipment may incur additional cost (Fee is based off of location and day of week)

Unless agreed upon in writing, no retention shall be held for work done by City Rise Safety.

Above prices are rates, and will vary based upon the nature and duration of the Contractors work. Final billing will be based upon these factors

If contractor has any questions or requires any clarification, call the estimator prior to work

Per diem will apply as needed for areas remote to City Rise Safety offices requiring lodging

City Rise Safety shall be paid a finance charge of 1.5% for all late payments as required by the Public Contract Code

Jobs under \$10,000.00 will be placed on Purchase order

This quote must be signed and returned or specifically accepted via email prior to the start of work

Unless otherwise agreed upon in writing, payment terms are NET 30

If City Rise Safety provides any services per the clients request the client is responsible for all fees regardless if project is cancelled.

To avoid cancellation fees, all cancellations MUST be reported via email to BATS dispatch (Dispatch@GoBATS.net) no later than 2 hours before the scheduled start time. Cancellations after the scheduled start time will incur the daily minimum charge (4Hr Rate).

The Original



HOME OF THE ISLETON CRAWDAD FESTIVAL "CRAWDAD TOWN, USA"

LIVE MUSIC · CAJUN SPECIALS · CRAWFISH · HURRICANES

CARVINAL · CAR SHOW · BEER · BBQ · SHOPPING

2ND LINE NEW ORLEANS PARADE · KID ZONE · CRAFT & FOOD VENDORS

Fun

FATHER'S DAY WEEKEND

MAIN STREET - DOWNTOWN HISTORIC ISLETON, CA

JUNE 15th & 16th

**BUCK FORD · HUCKLEBERRY · DELTA WIRE
ELEMENT WITH NOLACAL SECOND LINERS
DIRTY CHOPS · HOME TEAM BFA · BLUES TONE
WHOVILLE · DELTA OG · TERMINOUS · GROOVY JUDY**

PURCHASE TICKETS HERE
theisletoncrawdadfestival.com





**\$20 PER DAY EARLY BIRD SPECIAL - \$15 SENIORS (65+) & VETERANS
KIDS 12 & UNDER FREE WITH ADULT**


City of Isleton C


Do





- 

Crawdad Booth
- 

Water Tower Parking Lot
- 

Stage
- 

Food, Drink & Commercial vendors
- 

Entrance/Exit
- 

Bathroom

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12-7-23
yc

Isleton Foundation LLC

49 Main Street
Isleton ca 95641

City of Isleton Crawfish and Seafood Festival

June 14-16th 2024

Primary Contacts

Kailani Haro, Event Coordinator

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Sebastian Maldonado, Event Promoter

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Description of Signature Event

The City of Isleton Crawfish & Seafood Festival, held annually in the charming town of Isleton, California, is a vibrant and exciting event celebrating the local culture, community, and, most importantly, the star of the show, delicious crawfish. With a history stretching back several decades, this festival has become a significant part of Isleton's identity, drawing visitors from all over the region.

The festival's origin dates back to the 1980s, when it was initially established to boost the local economy and showcase the area's rich Cajun culture. Over the years, it has evolved into a much-anticipated event, symbolizing more than just a celebration of the crawfish; it's a tribute to the diverse cultural tapestry of the region, which includes influences from the Delta region, Cajun and Creole cultures, and the local farming community.

One of the main attractions of the City of Isleton Crawfish & Seafood Festival is undoubtedly the food. Crawfish, prepared in a variety of ways, takes center stage. Festival-goers can enjoy these delicacies boiled in large pots with a mix of spices, herbs, and vegetables, creating a mouth-watering aroma that permeates the festival grounds. Besides crawfish, there are numerous other food vendors offering a wide array of choices, ranging from traditional American fare to exotic international cuisine, ensuring that there's something for every palate.

Music and entertainment are other key elements of the festival. Live bands and performers, often specializing in Cajun and Zydeco music, create a lively and upbeat atmosphere. The sounds of accordions, fiddles, and washboards blend seamlessly with the buzzing crowd, adding to the authentic experience. Additionally, the festival features dance floors where attendees can learn and enjoy traditional dances, contributing to the immersive cultural experience.

The City of Isleton Crawfish & Seafood Festival is a family-friendly event, with activities and attractions for all ages. Children can engage in various games and activities, while adults can explore craft booths, art displays, and local product stands.

These booths not only provide an opportunity for local artisans and businesses to showcase their work but also allow festival-goers to take home a piece of the festival's unique charm.

Community involvement is a significant aspect of the festival. Local organizations, volunteers, and residents come together to organize and run the event, demonstrating a strong sense of community spirit and pride. This collective effort not only ensures the festival's success year after year but also strengthens the bond within the community.

The City of Isleton Crawfish & Seafood Festival has a positive economic impact on the town and the surrounding area. It draws tourists, boosts local business, and provides a platform for small vendors and artists. This influx of visitors and the resulting economic activity are crucial for the small town, highlighting the festival's importance beyond its cultural significance.

In summary, the City of Isleton Crawfish & Seafood Festival is a multifaceted event that celebrates local culture, cuisine, music, and community spirit. It's a place where tradition meets fun, culinary delights meet cultural diversity, and community engagement meets economic vitality. The festival not only honors the Delta's local crawfish but also serves as a testament to the rich cultural heritage and strong community bonds of Isleton, California.

Project Plan & Scope of work

Key Deliverables

Key Deliverable 1: Our foremost objective is to orchestrate a seamlessly executed and meticulously organized event by implementing comprehensive Pre and Post Event Management Plans, Marketing Plans, Traffic Plans, Parking Plans, Trash & Cleaning Plans, and Security Plans.

Key Deliverable 2: Significantly enhance Isleton's Main Street Awareness by leveraging the City of Isleton Crawfish & Seafood Festival as a powerful catalyst.

Key Deliverable 3: Fostering Community Unity and Engagement.

Key Deliverable 4: Educating Festival Attendees About Our Cherished Delta.

Scope of Work

- A. Develop, manage and execute event logistical plan and timeline.
- B. Manage and reconcile event budgets, expenses and timelines. Adhere to project timelines and budget guidelines.
- C. Implementation of the marketing campaign.
- D. Manage event planning teams in the planning and implementation process for all aspects of the event; including attending regular meetings. Event planning teams will consist of: Internal Isleton Foundation Team and Community Stake-holder Team.
- E. Manage Preevent and On Site Registration.
- F. Oversee the Creation and Production of Event Materials including signs, programs and ticket sales.
- G. Develop and manage event theme and decor.
- H. Deliver project deliverables ontime, onbudget and to expectations.
- I. Direct and manage volunteer committees, both preevent and onsite.

- J. Conduct negotiations and manage relationships with event vendors including but not limited to Food, Craft, Entertainment, Audio/Visual, Photographer and Videographer.
- K. Direct and manage onsite event set up and clean up.
- L. Manage and execute event debrief including analyzing surveys as well as recommended improvements/changes.

Project Timeline

The operational timeline highlighted in **Table 1 Operational Timeline** has been prepared based on Isleton Foundation’s Owners’ and Event Coordinators’ experience with similar projects.

If awarded the Event Permit by the City Isleton Foundation anticipates the following timeline:

Table 1 Operational Timeline	
Timeline	Operational Activities
December 2023	<ul style="list-style-type: none"> · Submit RFP · Budget Completion · Business Plan Completion
January 2024	<ul style="list-style-type: none"> · Receive Results of RFP · File Permits & Event License with City · File ABC Daily License · Finalize Sheriff, Highway Patrol, Security, Traffic Control, Cal-waste, restroom Contracts · Meetings: City, Internal team · Launch event website and social media pages · Create & Finalize promotional materials · Create Sponsorship Packages and send to market · Create Vendor Packages and send to market · Finalize Entertainment Contracts
February 2024	<ul style="list-style-type: none"> · Create Main Street Stakeholder Planning Group begin meetings · Vendor & Sponsorship Management

	<ul style="list-style-type: none"> • Meetings: City, Internal team
March 2024	<ul style="list-style-type: none"> • Vendor & Sponsorship Management • Meetings: City, Mainstreet Stakeholders, Internal team • Finalize Event Merch Designs
April 2024	<ul style="list-style-type: none"> • Event Tickets Go Live on website • Finalize Sponsorship List • Finalize Vendor List • Order Event Merch • Event Advertisement goes Live • Launch Volunteer/Staff Recruitment Program • Order wristbands • Meetings: City, Mainstreet Stakeholders, Internal team • Finalize Cash Handling Logistic Plans
May 2024	<ul style="list-style-type: none"> • Turn in Organizer package to Sac County Health • Finalize Vendor Site Map • Send out Vendor informational packets • Select & Finalize event staff and volunteer schedules • Purchase all Misc event supplies • Meetings: City, Mainstreet Stakeholders, Internal team
June 1 st – 12 th	<ul style="list-style-type: none"> • Distribute Isleton Resident Wristbands • Event staff & volunteers Meeting & Instruction
June 13 th 2024	<ul style="list-style-type: none"> • Encroachment permit enforcement
June 14 th 2024	<ul style="list-style-type: none"> • Event Set Up • Event Walk through • Soft Opening
June 15 th & 16 th	<ul style="list-style-type: none"> • Event is Live
June 17 th 2024	<ul style="list-style-type: none"> • Event Breakdown • Final Clean Up • Dumpster Pick Up
June 19 th 2024	<ul style="list-style-type: none"> • Finalize Finances: Pay final invoices & fees • Recap Meetings: City, Mainstreet Stakeholders, Internal

Project Team: Management & Experience

Isleton Foundation's ownership comprises a diverse and highly experienced group of local talent and individuals from neighboring areas with extensive backgrounds in event production, business management and community engagement. This invaluable combination of skills and experience positions us well to spearhead a prosperous and regulation-compliant event in Isleton that will significantly bolster the local economy.

Our ownership group has united with a shared vision: to create a festival that is not only for Isleton but also by Isleton. While each owner brings a unique set of strengths to the table, our collective objective remains unwavering — to advance the Isleton community by orchestrating a meticulously executed, accessible, secure, and regulation-compliant event.

Sebastian Maldonado, Managing Partner

Operation and supply chain management Major Cal State EastBay. Long time Local Resident local business owner event coordinator and promoter.

Essex Cook, Managing Partner

Well Known Event promoter, Experience working with the yolo county santa clara county and sacramento county fairgrounds.

Michael Maldonado, Managing Partner

Project Manager for an Automotive Management Company which operates 20 Dealerships. Deeply involved in the Solano County Youth and High school Sports Community.

Rocky, Managing Partner

Rafael "Rocky" Vidal is the owner of R. Vidal Trucking, LLC. His trucking company is based in Suisun, Ca. and specializes in transportation of intermodal containers throughout Northern California, to and from the Port of Oakland. Rafael has been a resident of Solano County his entire life, currently residing in Vacaville with his wife of 21 years, Dema, and their three sons; Rafael Jr., Elijah and Noah. Rafael is an avid outdoorsman and car enthusiast.

Vincent Purdue, Managing Partner

Isleton Resident General Manager WookBros, LLC Handles project management and timelines for company.

Mike Scott, Managing Partner

Amazon Best Selling Author...Weight... It Might Be Your Thyroid, Owner of Medizen[®] Doctor Founded #TAKEYOURMEDIZEN CBD company, Former President of Analytical Labs Cannabis Testing Inducted into Who's Who of America's Top Doctors 2017, Happy Father, avid Golfer, Mentor and finally a great fisherman.

Mark Yandow, Managing Partner

Began his career as Accountant at Lockheed Missiles & Space, migrated into Information Technology, recruited to implement manufacturing, traceability and yield management computer applications systems for the Trident Nuclear Missile Program; shifted into the semiconductor and software industry, launched initial internet presence for LSI Logic; rearchitected Seagate Technology Global Supply Chain to provide real-time visibility to all inventory worldwide; Seagate subsequently named Forbes Company of the Year in 2006 and went public with a \$7 billion IPO. Mr. Yandow has been a licensed real estate broker in California since 1977, and currently owns and operates River Storage in Isleton California.

Tania Wright Yandow, Managing Partner

Studied Business Management at Clark Atlanta University whose motto is "I'll find a way or make one". This entrepreneur opened her first business, Queens Hair Palace (QHP) in Merced a week before the COVID shutdown in 2020 and is going strong. Tania and owner of the CEO of the Delta Queen Lodge, Bar and Restaurant in Isleton California, a two-story historic 11,000 square foot commercial property acquired in January 2022 with 15 employees.

Kailani Haro, Event Coordinator

Main Street stakeholder, Managing Partner of Delta Boyz Dispensary & Lounge (Standing Business Member of the Isleton Chamber of Commerce) from 2019-Present. Served as the Event Coordinator for the Isleton Summer Festival, a successful festival in Isleton in 2019. Participated in Isleton Civic Lab leading to the Isleton Merchants Pop-Up in 2019. Isleton is my home away from home.

Michael Binninger, Financial Consultant

CO-Founder and Former CEO and Chairman of Java Detour 2004-2018. Bay Area Business Consultant and Owner of Delta Development Group LLC. UC Berkeley Graduate.

Partnerships + Vendors + Live music acts

1. Partnerships/Sponsors

Isleton Chamber of Commerce, Delta Life Magazine, Bank of Stockton, F&M Bank, Delta Boyz, Wookbros, LLC, Delta Agricultural Holdings, Oddfellows, Isleton Coffee Company, Java Jack, Mei Wah Beer Room, Peter's Steakhouse, Point Restaurant, Lira's Supermarket, Run The Sweets, The McBoodery, Black Oak Casino, Oxbow Marina, B&W Resort, Delta Paradise Island, KO-Ket Resort, Cal - Waste, California American Water, Consumnes River Farm, Delta Diamond Farms, Calivirgin Lodi Olive Oil, Rio Vista Lions Club, Yogi Bear's Jellystone Resort, Federal Ink, Isleton Company, etc.

2. Vendors

A. Craft & Shopping Vendors We are proud to offer a diverse array of vendors that cater to a wide range of tastes, ensuring a delightful shopping experience for all attendees. To support our commitment to the local community, we have carefully curated vendors that do not compete with Main Street businesses, safeguarding the vitality of our local economy. Our primary objective is to stimulate economic prosperity for local artists and craftspeople, and to that end, we are providing them with complimentary exhibition spaces to showcase their exceptional products. Our vendors will be strategically positioned throughout the festival grounds, with larger booth spaces allocated to those with a proven track record of high customer demand. This approach will guarantee a smooth flow of attendees,

preventing any inconvenience to neighboring Main Street storefronts or adjacent vendors.

B. Festival Merch: The Isleton Foundation will be selling festival branded t-shirts and hats.

C. Food & Beverage Vendors: Isleton is a unique place where Asian Culture and Cajun Culture meet and is celebrated. We are excited to give festival goers a multi-cultural taste of Isleton!

1. Crawfish: The crawfish booths will be managed in-house. We will have 5 crawfish booths strategically stationed throughout the festival in order to meet customer demands and reduce wait times

2. Food Businesses on Main Street: Businesses Located Off Main Street will be given the opportunity to set up a booth space on Main Street to increase visibility and accessibility. Spaces in front of businesses located on main street will be highlighted, outside vendor booths or lines will not block them.

Mei Wah (Beer), McBoodery (Sandwiches), Pineapples (Chinese Cuisine), Isleton Coffee Shop (Coffee, Teas, Soft Serve Ice Cream), Manny's (Pizza & Pasta), Peter's (Steak), Mexican Market, (Mexican Cuisine), Isleton Chamber of Commerce (Serving Margaritas), Delta Queen (crawdad and cajun specials).

3. Other Food Vendors: Lockeford Sausage (Local Favorite Sausage Company), Run The Sweets (Local Ice-Cream), Drewski's Hot Rod Chicken (Pulled Pork, Chicken Tenders), BubbleCone (Savory & Sweet Waffles), NolaOysteria (Oysters), BunBao (Chinese Bao & Dumplings), J&A Eloteria (Corn), Cajun Foods (Alligator), Japanese Cuisine (Sushi), Country Girl Lemonade (Lemonade), Allen BBQ (BBQ Chicken, Brisket, Hamburgers), etc.

Live Entertainment

Headliner: Buck Ford- 30 YEAR OLD BUCK FORD IS A SINGING AND RECORDING COUNTRY MUSIC.

Nashville recording artist Buck Ford focuses on keeping that authentic country sound mixed in with his modern style edginess. Bucks influences consist of George Strait, Haggard, Mark Chesnutt, Daryle Singletary, Keith Whiteley, just to name a few. Buck and his band pride themselves on the fact that their performances "bring back to life" that authentic country sound with an edgy modern new flavor.

Buck is now 30 with a wife and two boys. Buck began his story as a professional motocross racer, riding the circuit for over a decade. He received a full ride endorsement with a Honda team through the West Coast Super Cross Series in 2009. He placed his riding career on hold to pursue his love and passion for country music. Despite his dedication and talent in the professional motocross scene, his heart has always been in country music. Buck is now headlining his own shows playing his own music all over the states as well as internationally. Buck and his hometown band have been successfully playing for over a decade now and Buck has 5 Nashville records under his belt. Buck has performed from major stage concert venues to fairs, festivals, rodeos, clubs, private events, weddings, and corporate events. He and the band have shared the stage with so many of the big names. Daryle Singletary, Jason Micheal Carrol, Steve Azar, Easton Corbin, Justin Moore, Chris Young, Wynonna Judd, Steel Magnolias, Ty Herdon, Cody Johnson, John Michael Montgomery, Aaron Tippin, Jon Pardi, Arron Watson, Clint Black, Wade Hayes, Dustin Lynch and many times with Mark Chestnut. Buck has been able to combine the creative heart of country music with his values learned from his motocross endeavors, of dedication, discipline and perseverance. He has the strong professional work ethic to back up his notable vocal talent. He exudes the charisma that audiences, both young and old, appreciate and relate well to; people seem to like Buck for his authenticity to the country sound and his ability to get out and party with any audience/stage that's thrown in front of him.

Huckleberry Road- Huckleberry Road keeps the shows about the music and you might even hear your favorite cover during their set. They keep it clean with a family friendly environment, guaranteed for every member to have a good time. They can break it down into a stripped back acoustic or show off why Nevada should still be considered the Wild West with the full 3 piece show.

More live music by: Terminous and Delta OG (Local and upcoming Bands), Sacramento Brass band Collective, Beaufunk, Mldnight Players, NolaCal Second Liners, and much more!

Community & Economic Impact

1. The City of Isleton Crawfish & Seafood Festival will significantly enhance Isleton's Main Street Awareness by leveraging the Crawfish & Seafood Festival as a powerful catalyst. Our approach is strategically designed to achieve the following goals:

- a. **Attract Diverse Audiences:** We will draw a substantial number of visitors from neighboring areas, captivating both new generations and reminding older generations of the charming history Isleton was once renowned for during the golden era of the Crawdad Festival. Our intended audience encompasses individuals residing within a 50-mile radius of Isleton. We expect an estimated attendance of 50,000 individuals.
- b. **Showcasing Main Street:** While the City of Isleton Crawfish & Seafood Festival serves as the initial attraction, our focus extends beyond the crustaceans. We emphasize the prominence of Main Street businesses, positioning them front and center in the festival narrative.
- c. **Spotlighting Year-Round Businesses:** Our efforts will spotlight the vibrant brick-and-mortar establishments that operate throughout the year. By doing so, we aim to create lasting impressions that inspire return visits, shopping excursions, and an appreciation for Isleton's unique and eclectic offerings.
- d. **Beyond a Weekend Event:** The festival's impact extends beyond the Father's Day weekend, as it serves as a gateway to showcasing Isleton as a year-round destination. This commitment to sustained appeal is a cornerstone of our strategic approach.

2. A pivotal component of our mission is to foster unity within the community, offering every member a platform to actively participate in the planning process and relish the festival experience. Our approach is dedicated to ensuring the involvement of all stakeholders and the seamless collaboration of community members:

- a. **Inclusive Planning:** We are committed to engaging the entire community, giving every resident an opportunity to contribute to the festival's planning and success. We will collaborate closely with The Isleton Chamber of

Commerce and Main Street business owners, valuing their insights and needs as integral to the event's preparation. Bi-Monthly Review For all businesses and stakeholders at the delta queen.

- b. **Community Access:** As part of our commitment to our community, we will provide complimentary festival access to local residents. The City of Isleton Crawfish & Seafood Festival is not solely an attraction for neighboring areas but a celebration orchestrated by and for our community.
- c. **Community Participation:** We believe in the strength of our community members, who are invited to actively participate as volunteers or paid event staff. Local involvement ensures a deep sense of care, dedication, and pride in preserving and showcasing the unique essence of Isleton.

3. One of our paramount objectives is to provide festival-goers with a comprehensive education about the rich heritage of our beloved delta region. To achieve this, we will forge collaborative partnerships with local Delta Organizations, leveraging their expertise to impart knowledge on the region's culture, tourism opportunities, and historical significance.

Compliance with Festival Guidelines

City of Isleton Compensation Plan

Isleton Foundation will adhere to the following requirement:

1. **Special Event License Fees**
2. **Encroachment Permit Fees**
3. **Gate Percentage Fees @ 5% of Ticket Sales**
4. **City Parking Tax @ \$2 per car**
5. **Deposit Fees:**
 - a. Security Bond \$25,000.00
 - b. Trash Bond \$20,000.00
 - c. Traffic Bond \$25,000.00

City of Isleton Compliance Plan

Isleton Foundation will adhere to the following compliance requirements:

1. Event Insurance

Event Insurance will be obtained immediately after we are awarded the event license. We will meet all of the City's event insurance requirements. The city and all other stakeholders will be listed as additionally insured on our policy.

2. Permits To Be Obtained

- a. Special Events Permit
- b. Encroachment Permit
- c. ABC Permit
- d. Health Department Permit

3. Traffic

a. BATS Traffic Solutions Inc:

We will contract with the top Traffic Control Company in Northern California, BATS Traffic Solutions Inc. BATS is the industry leader in professional event-traffic management. Our partnership with BATS will ensure all traffic and parking plans are created and performed with care and consideration for the needs of all road users—motorists, bicyclists, and pedestrians—in the public right of way and on private roads open to public travel. BATS will ensure we are in compliance with all MUTCD Standards and that we operate in accordance with the Americans with Disabilities Act. Bats's highly qualified Drafting Technicians have extensive experience working with a majority of city and county governments in Northern California, as well as with Caltrans. They provide top-quality traffic and parking control plans to ensure the safety of all workers, drivers, and pedestrians. Our plans will both put safety first and minimize inconvenience to the public. All BATS flaggers are Certified Flaggers by ATSSA, trained at our own state-of-the-art facility. They are trained to protect the project work zone and work-zone personnel and to provide safe, courteous, and authoritative directions to the public. BATS flaggers come onsite fully prepared with PPE clothing and equipment

that exceeds the required minimum. BATS Traffic Control Technicians are certified in the art of highway and freeway lane closures. BATS lane closure crews arrive on site with a commanding knowledge of traffic regulations, ready to ensure all of our encroachment, traffic and parking goals are met.

- b. **Cal-Trans:** Cal-Trans will play an integral role in the development and implementation of the Traffic Control Plan, working in collaboration with BATS Traffic Control.
- c. **Highway patrol:** Highway Patrol will play an integral role in the development and implementation of the Traffic Control Plan, working in collaboration with BATS Traffic Control.

4. Security

- a. **Sheriff:** We will contract with Sacramento County Sheriff Off Duty Program. They have recommended we have 1 supervisor, 1 manager, 8 officers and 2 vehicles for the scale of this event.
- b. **Unarmed Security:** Event security staff will provide and safety and protection for all attendees and staff by performing the following:
 - 1. **Gate Screening:** Bag checking and hand wandung all attendees upon entering. Ensuring alcohol does not enter or leave the gates.
 - 2. **Parking:** Responsible for ensuring the protection of vehicles parked in event parking lots
 - 3. **Access:** Responsible for ensuring people cannot gain entry to the premise except via the approved access points.
 - 4. **Crowd Control & Incident Response:** Respond quickly to potential crowd control issues, provide escorts to unruly attendees, ensuring all exits remain clear.
 - 5. **Monitoring:** Monitoring event grounds looking for signs of crime, identifying trespassers, reporting suspicious activity.
 - 6. **Customer Service:** Answering or directing attendees when approached in a kind & Courteous manner. All guards must be knowledgeable on where the information tent is located in relation to their post.
 - 7. **Work in collaboration with Sacramento County Sheriff Officers.**
 - 8. **Event Security guards will be unarmed.**
 - 9. **Overnight Security:** 2 overnight guards on vehicle patrol to protect the event grounds and property left overnight.

5. Emergency Services

- a. **Isleton Fire Department:** Will contract with the Isleton Fire Department and ensure full compliance with all of their specified requirements.
- b. **Ambulance:** Will Contract with Medic Ambulance. They will be on site and parked near the first aid tent.
- c. **First Aid Tent:** Will be located centrally and maned by event staff and medics. The medical tent will be stocked with supplies necessary for providing basic first aid care.
- d. **Cooling Tent:** Will be located alongside of the First Aid Tent and managed by event staff. The tent will provide attendees relief from the summer high temperatures. The cooling tent will consist of: Shaded tent, seating, chilled water dispensers, fans, and misters.

6. Trash Management Plan

We are proud to announce that Cal-Waste has generously offered to provide trash services for our event. To ensure a clean and well-maintained festival environment, we have devised a comprehensive trash management plan:

- a. **Strategic Placement of Trash Bins:** We will position 100 large trash bins strategically throughout the festival grounds, including entrances, exits, and parking lots. This placement is intended to maximize convenience for attendees and minimize littering.
- b. **Dumpster Locations:** Four forty-yard dumpsters will be stationed at opposite ends of the town to efficiently handle larger volumes of waste. These dumpsters will serve as central collection points for event-generated trash.
- c. **Dedicated Waste Event Staff:** We will have a team of three Waste Event Staff members per day, responsible for overseeing specialized clean-up efforts and maintaining a tidy festival environment.
- d. **Specialized Equipment:** Each Waste Event Staff member will be equipped with a specialized golf cart parked outside the event area. The golf carts will be used to facilitate trash collection efficiently.

e. Ongoing Bin Replacement: Waste Event Staff members will employ a systematic approach to bin replacement throughout the event. They will exchange full bins with clean ones, utilizing the golf carts to transport the full bins to the nearest dumpster for disposal.

f. Daily Dumpster Emptying: At the end of each day, Waste Event Staff will ensure that all trash bins are emptied into the dumpsters, maintaining a clean and uncluttered festival environment for the next day.

This comprehensive trash management plan reflects our commitment to environmental responsibility and maintaining a pleasant festival experience for all attendees.

7. Parking Plan - Sebastian

We have meticulously planned our parking strategy to ensure the smooth flow of vehicles and a seamless parking experience for festival attendees. Here is an overview of our designated event parking lots:

1. Anthony Garcia Lot
2. B&W Dry Storage Lot
3. Delta Paradise Island Lot
4. Farm Outside of Isleton Lot
5. 402 Jackson Lot
6. 100 H Street Lot
7. Potentially Meadows Lot
8. Ballpark Lot
9. Isleton Storage ADA Lot
10. ADA City Parking Lot

Among these lots, both the 100 H Street Lot and the City Dock Parking Lot have been earmarked as our official ADA-designated spaces, providing accessibility and convenience to those with special needs.

To ensure safe and efficient parking operations, we will employ professional flaggers from BATS Traffic Solutions at all parking lot entrances and exits. These trained personnel will facilitate the orderly flow of vehicles and guide attendees to available parking spaces.

For the convenience of our attendees, parking will be available at a rate of \$10 per vehicle.

Additionally, we will dedicate a parking lot exclusively for VIP Ticket holders, ensuring premium access and convenience for our valued guests.

8. Bathrooms

ADA compliant and regular bathrooms will be strategically located throughout the festival, near festival entrances and exits, near parking lots, and in the center of town near the gallery building.

9. Ticket Plan

We will utilize Eventbrite Services as our chosen platform for selling event tickets through our official website. This ticketing plan is designed to streamline the ticket purchase process, provide options for different attendee categories, and maintain a secure and welcoming festival environment.

a. General Admission: A one-day wristband per person will be priced at \$20 for attendees aged 12 years and older. Children aged 11 or younger will enjoy free admission when accompanied by an adult.

b. Pre-Sales: Attendees purchasing tickets in advance will receive instructions to print their QR code tickets and have them ready for scanning at the entrance gate. QR codes on printed tickets will be scanned using cell phones for gate entry.

c. Gate Ticket Sales: On-site gate ticket sales will provide attendees with a one-day wristband and grant them entry into the festival.

d. VIP Access: VIP wristbands will be exclusively provided to Residents, Main Street Business Owners, Volunteers, and Vendors. These VIP wristbands will be crafted from nylon material for comfortable wear throughout the entire event weekend and will not be removable without being cut off.

e. Gate Management: To ensure a secure and organized event, gates will be supervised by a combination of trained security personnel, volunteers, and event staff. Attendees will have the convenience of re-entry with their wristbands, enhancing their festival experience.

10. Marketing Plan

Our marketing plan is strategically designed to engage our primary target demographic, which includes individuals aged 18 years and older, as well as families residing within a 50-mile radius of Isleton, California. We are thrilled to announce that we have secured the coveted Back Page advertisement slot in the prestigious Delta Life Magazine, giving us a powerful and strategic advertising advantage.

In addition to this prominent placement, our comprehensive marketing strategy encompasses a diverse range of channels to ensure widespread visibility and engagement. These channels include:

a. Television: We will run compelling television advertisements to captivate our audience and generate excitement about the event.

b. Radio: Engaging radio spots will be broadcast to reach a wide range of listeners and build anticipation for the festival.

c. Billboards: Strategically placed billboards in key locations will grab the attention of passersby and create buzz in the community.

d. Social Media Platforms: We will leverage the power of social media, utilizing platforms such as Facebook, Instagram, and Twitter to engage with our audience, share event updates, and spark conversations.

e. Google Ads: Targeted online advertising campaigns will ensure that our event remains visible to those actively searching for related content.

f. Newspaper Publications: Collaborating with local newspapers, we will publish informative articles and advertisements to reach a broader readership. We have secured the back page of the Delta Life Magazine.

g. Road and Lawn Signs: Eye-catching signage will be strategically placed to guide attendees and generate excitement as they approach the festival.

h. Informative Flyers: The distribution of informative flyers in the community will provide residents with key event details and encourage attendance.

Furthermore, our commitment to providing a seamless and informative experience extends to the launch of a dedicated event website. Upon receiving the event license, we will promptly unveil the website, offering our audience up-to-date information, easy access to event details, and the ability to stay informed as the festival approaches.

We are confident that this comprehensive and multifaceted marketing strategy will not only raise awareness but also generate excitement and anticipation within our target demographic, ensuring the success and visibility of our event in Isleton and the surrounding communities.

11. Isleton Resident Plan

As part of our resident program, each Isleton household will be entitled to receive two complimentary tickets. Isleton residents are kindly requested to collect their cloth wristbands for free admission on all event days, which must be worn from Friday to Sunday. To facilitate this process, Isleton residents are encouraged to complete check-in one week prior to the event at our designated location, 49 Main Street, during the hours of 12:00 PM to 5:00 PM, where they will receive their complimentary tickets.

Furthermore, we will conduct informative sessions tailored for Main Street Residents, offering clear and convenient parking instructions designed to address any inconveniences related to the encroachment permit process.

12. Main Street Business Plan

We are committed to upholding a collaborative and inclusive approach by conducting monthly Main Street Stakeholder meetings. As an expression of our appreciation for Main Street Business Owners, we will extend complimentary tickets and parking privileges to both business owners and their employees.

We will ensure that vendors do not impede the operations of Main Street businesses. Specifically, we will rigorously adhere to a policy that prohibits vendors from offering products or services in direct competition with those already established on Main Street. This approach is designed to safeguard the interests and vitality of our valued local businesses.

13. Volunteer plan

a. Volunteer Recruitment:

1. **Youth Clubs:** Collaborate with local youth clubs to identify enthusiastic volunteers who are eager to contribute to the festival. Promote the opportunity through club meetings, social media, and direct outreach.
2. **Lions Club:** Engage with the Lions Club to enlist volunteers who are passionate about community involvement and can assist in various festival areas.
3. **Chamber of Commerce:** Seek support from the Chamber of Commerce to recruit volunteers with strong ties to the local business community, as they can provide valuable insights and assistance.
4. **Rio Vista High School Students:** Partner with Rio Vista High School to offer students the chance to earn community service hours by volunteering at the festival. Coordinate with school administrators to ensure proper documentation and recognition.

b. Volunteer Roles and Responsibilities:

1. Volunteer roles will include: ticketing, information desk, vendor assistance, stage management, set-up, clean-up and more.
2. Clear outlines of the responsibilities and expectations for each role, will be sent to volunteers so they understand their duties and the level of commitment required.

c. Recruitment Materials:

1. Informative recruitment materials will be sent out, such as flyers, posters, and online posts, to attract potential volunteers. We will highlight the benefits of volunteering, such as community involvement, skill development, and the opportunity to be part of a successful event.

d. Training and Orientation:

1. Conduct volunteer orientation sessions to familiarize volunteers with the festival's mission, goals, and schedule.
2. Provide training specific to each role to ensure that volunteers are well-prepared for their responsibilities.

e. Volunteer Coordination:

1. Select a Volunteer Coordinator responsible for managing volunteer schedules, communications, volunteer packages and on-site coordination.
2. Establish a communication platform (e.g., a dedicated email group or text app) to keep volunteers informed of updates, shifts, and important information.

f. Recognition and Incentives:

1. Recognize and appreciate volunteers for their contributions through certificates, letters of appreciation, or a volunteer appreciation event.
2. Provide incentives such as festival merchandise, food vouchers, or discounts from local businesses.

14. Information Tent

The Information Tent, strategically situated at the heart of the festival grounds, will function as a comprehensive resource hub, catering to the diverse needs of attendees. This centralized facility will offer a wide range of services, including:

- a. **Information and Assistance:** Knowledgeable staff will be on hand to address inquiries related to the festival schedule, event layout, and the precise locations of specific attractions, ensuring that attendees have a seamless and informed festival experience.
- b. **Lost and Found Services:** The Information Tent will serve as a dedicated point for reporting and retrieving lost personal items. Additionally, it will offer support for individuals who have temporarily misplaced their companions, including lost persons or children.

-
- c. **Accessibility Information:** Attendees with disabilities will find valuable resources at the tent, including information about accessible facilities and accommodations designed to enhance their festival participation.

15. Seating area

The primary seating area will be situated within the food court, conveniently located at the Water Tower Parking Lot on Main Street. Our event is committed to ensuring the utmost comfort and convenience for all attendees, providing ample shaded seating options. A noteworthy feature of this seating arrangement is the incorporation of treated hay barrels, which have received approval from the local fire department. This charming addition not only serves a functional purpose but also evokes a sense of nostalgia, harkening back to the cherished memories of the classic Crawdad festivals. In addition to the hay barrel seating, alternative shaded seating zones will be strategically placed near the main stage and in various other key areas throughout the festival grounds. Your comfort and enjoyment are our top priorities, and we look forward to creating a memorable experience for you at this year's event.

16. Power

We will contact PG&E to activate Main Street Power Boxes. We will use power generators with approval from Isleton Fire Department.

17. Car Show Plan

We will collaborate closely with local car enthusiast groups to curate a captivating showcase of exceptional automobiles, highlighting the pride and passion of our community members. Car shows present a distinctive fusion of entertainment, nostalgia, and cultural richness, amplifying the overall allure of our festivals. Their unique ability to attract a diverse audience and create visually captivating spectacles renders them a valuable and versatile festival attraction.

To further engage our attendees, we will implement an interactive voting system that empowers festival-goers to cast their ballots. This participatory element will culminate in the announcement of our esteemed Car Show winners and the

presentation of well-deserved trophies, adding an element of competition and celebration to the event.

18. Kids Zone

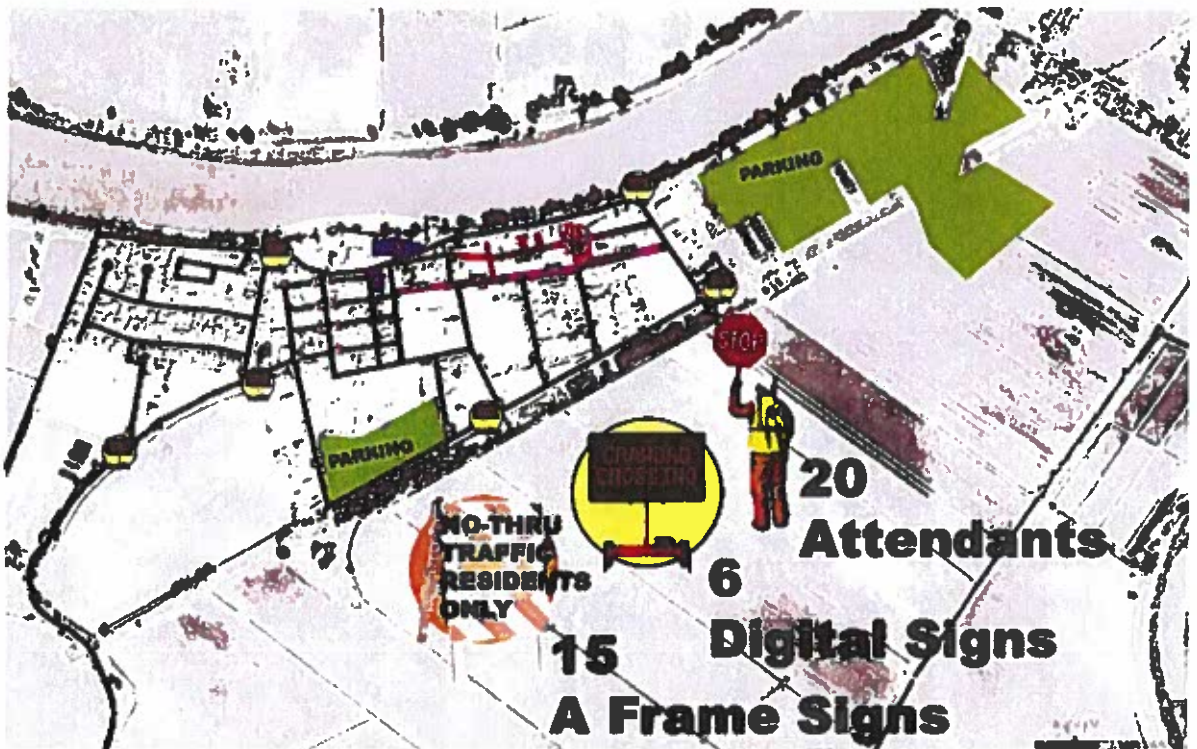
Complimentary Children's Activities:

- a. Bubble Sensory Play Area and Corn Kernel Sensory Play Area.
- c. Collaboration with the Isleton Library to establish a Story Walk area and Coloring Station.

Non-complimentary Children's Activity

- a. Face Painting Booth
- b. Balloon Twisting Booth

19. Site Map



Budget

1. Summary of Fiscal Capacity to Stage Large Festival Events:

The ownership group has demonstrated a strong fiscal capacity to stage large festival events, evidenced by its ability to secure significant personal funding (Bank statements and written funding checks attached), sponsorships and partnerships. These financial collaborations, along with efficient budget management and a financial consultant, enable the organization to cover event expenses effectively. Additionally, the organization's diversified revenue streams, including ticket sales and vendor fees, contribute to its fiscal stability, ensuring the successful execution of large-scale festival events.

2. Event Proforma Table 2

Here are the budget considerations crucial to our festival's success while addressing our commitment to compliance with all pertinent City parking and event fees, permit fees, performance bonds, and municipal code regulations. As part of our responsible event planning, we prioritize adherence to Isleton Municipal Code Sections 4.28 governing Special Events and 3.36 regarding the Excise Tax on Short Term Parking. Our dedication to financial transparency and regulatory compliance forms the bedrock of our fiscal planning and ensures a seamless execution of our festival events.

City of Isleton

City Council Staff Report

DATE: May 14, 2024

ITEM#: 7.B

CATEGORY: Old Business

SACRAMENTO TRANSPORTATION AUTHORITY BOARD OF DIRECTORS APPOINTMENT OF CITY OF ISLETON REPRESENTATIVE AND ALTERNATE

SUBJECT:

Sacramento Transportation Authority Board of Directors appointment of City of Isleton representative and alternate.

DISCUSSION

The Isleton/Galt seat is to be held by an official “appointed by and serve during his/her term of office at the concurrent pleasure of the City Councils of the Cities of Galt and Isleton”. Staff has discovered that the seat has not had an Isleton representative for at least ten years.

Isleton is wedged between Highway 160 and Highway 12, is proximate to Interstate 5, and is traversed by State designate truck route. The City’s road and traffic facilities are in poor condition and in need of significant repair. Also, the City has no pragmatic public transportation. Representation at this Board is critical to the City’s street and traffic infrastructure.

After Isleton’s raising this matter to the attention of Galt this past June, the Galt city manager submitted a letter proposing the seat be a two- year term and that Isleton assume the role in 2025, two years from now. Isleton City Council has agreed to the two-year term and now we need to appoint one representative and one alternate.

Separately the City has requested that the STA establish a STA Board seat for the City of Isleton.

FISCAL IMPACT

The fiscal impact is unknown at this time.

RECOMMENDATION

It is recommended that City Council appoint a representative and alternate to the Sacramento Transportation Authority Board (STA).

Prepared and Submitted by: Deputy City Clerk, Yvonne Zepeda _____

Reviewed by: Interim City Manager, Scott Baroni 

City of Isleton

City Council Staff Report

DATE: May 14, 2024

ITEM#: 8.A

CATEGORY: New Business

A RESOLUTION 09-24 OF THE CITY COUNCIL OF THE CITY OF ISLETON INITIATING ASSESSMENT PROCEEDINGS, INDICATING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS, AND SETTING A PUBLIC HEARING DATE FOR THE CITY OF ISLETON VILLAGE ON THE DELTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 2007-1, FISCAL YEAR 2024-25

BACKGROUND

Village on the Delta Landscaping and Lighting Assessment District (LLAD) was created in 2007 as a means to provide the maintenance for the landscaping and lighting for the Village on the Delta development. The assessments began in 2017. Assessments and costs are reviewed annually. Council is requested to initiate assessment proceedings, to declare its intent to levy the District Assessments, and set the public hearing for the Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 for Fiscal Year 2024-25. Public hearing date is proposed for Tuesday, June 11, 2024.

DISCUSSION

Council is being requested to take the action to update the Landscaping and Lighting District assessments for this District for the Fiscal Year 2024-25. This recommended action are: to initiate proceedings, to indicate Council's intention to levy and collect annual assessments, and set a public hearing date - Tuesday, June 11, 2024. Proposed revenues amount to approximately \$16,000 annually. Last year's revenues were \$24,340. The main difference from the prior year's assessment is due to the reduction in assessment of the vacant lots of approximately \$136 per lot.

The proposed annual rates are:

1. Single-Family Residential ("West 14") = \$456.04
Single-Family Residential ("East 4") = \$288.88
2. Live/Work Units \$1,242.15
3. Vacant/Empty Lots/Public \$106.02

FISCAL IMPACT

This Assessment will generate the funds necessary to landscape and light the Village on the Delta development by properly assessing the properties and allocating the appropriate funds. The level of revenue to be generated for the upcoming fiscal year is approximately \$16,000.


The Council will be asked to levy assessments at the June 11, 2024 public hearing and meeting.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 09-24 to: a) initiate assessment proceedings, b) indicate the City's intention to levy and collect annual assessment for Fiscal Year 2024-25, and c) set a public hearing date for the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1. Public hearing date is proposed for Tuesday, June 11, 2024.

ATTACHMENTS

1. Resolution 09-24 of The City Council of the City of Isleton Initiating Assessment Proceedings, Indicating Its Intention to Levy and Collect Annual Assessments, And Setting a Public Hearing Date for The City of Isleton Village On The Delta Landscaping and Lighting Assessment District No. 2007-1, Fiscal Year 2024-25

Reviewed by Scott Baroni, Interim City Manager 
Submitted by Yvonne Zepeda, Deputy City Clerk

RESOLUTION NO. 09-24

A RESOLUTION OF INTENTION BY THE CITY COUNCIL OF THE CITY OF ISLETON INITIATING ASSESSMENT PROCEEDINGS INDICATING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR THE VILLAGE ON THE DELTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 2007-1 (LLAD), FISCAL YEAR 2024-25, AND SET THE TIME AND DATE OF THE PUBLIC HEARING

(Pursuant to the Landscaping & Lighting Act of 1972)

WHEREAS, the City Council intends to levy and collect assessments within the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 during the Fiscal Year 2024-25 and land to be assessed is located in the City of Isleton, Sacramento County; and

WHEREAS, the 2017 Engineer's Report has been filed outlining the proposed budgets, the description of the proposed improvements and/or changes, the boundaries of the assessment district, any zones therein and the proposed assessments upon assessable lots and parcels within the assessment district as required by the Landscape and Lighting Act of 1972; and

WHEREAS, the components and the operation and maintenance to be made to the improvements for the upcoming fiscal year 2024-25 in LLAD-2007-1 are generally described as follows: landscaping in the public rights-of-way and public landscape easements between the property and State Route 160, adjacent to the Village on the Delta, landscaping in the public rights-of-way and public easements between the property and Sixth Street, a share of public park maintenance costs for parks serving the development including two basin parks along Sixth Street, maintenance of public street lights along and within the boundaries of the Village on the Delta, and maintenance of the storm water lift station and associated elements; and

WHEREAS, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvement, the proposed operation and maintenance costs, the boundaries of the LLAD and the proposed assessments upon assessable lots and parcels of land within the LLAD; and

WHEREAS, for Fiscal Year 2024-25, the proposed annual assessments are - per single family residential unit West is \$456.04, per single family residential unit East is \$288.88, per live/work unit is \$1,242.15; and per vacant/empty/public lot is \$106.02; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Isleton hereby notices the intention to levy and collect the annual assessments with the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 during the Fiscal Year 2024-25; and

BE IT FURTHER RESOLVED that in order to take inflation into account, the City Council approves the allowance for an annual increase to estimated assessments in accordance with the annual Consumer Price Index as applied to the San Francisco-Oakland-San Jose county Area for All Urban Consumers as developed by the United States Bureau of Labor Statistics for a similar period of time;

BE IT FURTHER RESOLVED that a public hearing will be held by the City Council on Tuesday, July 9, 2024 at 6:30 p.m. or as soon thereafter as the matter may be heard in the City Council Chambers, Isleton

Community Center, City of Isleton, 208 Jackson Blvd., California 95641. At the public hearing, the City Council will consider the changes to the assessment amounts and authorization to levy and collect assessment for Fiscal Year 2024-25; and

BE IT FURTHER RESOLVED that the Isleton Deputy City Clerk is authorized and directed to give the Notice of Hearing as required by the Landscaping and Lighting Act of 1972 for said public hearing; and

BE IT FURTHER RESOLVED that this Resolution is adopted pursuant to Section 22610 and 22620 et al of the California Streets and Highway Code.

PASSED, APPROVED, AND ADOPTED this 14th day of May 2025, by the following vote:

AYES: Councilmember's

NOES: Councilmember's

ABSTAIN: Councilmember's

ABSENT: Councilmember's

MAYOR, Pamela Bulahan

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

City of Isleton

City Council Staff Report

DATE: May 14, 2024

ITEM# 8.B

CATEGORY: Old Business

ISLETON HISTORICAL PRESERVATION REVIEW BOARD (IHPRB) UPDATE MAY 14, 2024 FOR REVIEW, STAFF DIRECTION AND APPROVAL WHERE NEEDED

SUMMARY

The Isleton Historical Preservation Review Board (IHPRB) report for City Council for review, staff direction and approval where needed.

DISCUSSION

The IHPRB will present the following documents to the City Council for review, staff direction and approval where needed:

1. IHPRB Update to City Council May 14, 2024
2. Important Notice to Property and Business Owners, Residents, and Tenants along the Isleton's Historic Chinese and Japanese Commercial District fronting Main Street
3. Chapter 8.17 of the Historical Preservation Ordinance (for reference only)
4. Email request: IHPRB@cityofisleton.com

FISCAL IMPACT

Fiscal Impact to the City is nominal for printing notices and email address.

RECOMMENDATION

It is recommended and requested for City Council to review, give staff direction and approval as needed for the IHPRB Update May 14, 2024, Important Notice to Property and Business Owners, Residents, and Tenants along the Isleton's Historic Chinese and Japanese Commercial District fronting Main Street and approve IHPRB@cityofisleton.com email address.

ATTACHMENT:

1. IHPRB Update to City Council May 14, 2024 Report
2. Important Notice to Property and Business Owners, Residents, and Tenants along the Isleton's Historic Chinese and Japanese Commercial District fronting Main Street
3. Chapter 8.17 Historical Preservation Ordinance (for reference only)

Prepared by: Diana O'Brien, Admin. Asst./Grants Manager
Reviewed by: Scott Baroni, Interim City manager
Submitted by: Yvonne Zepeda, Deputy City Clerk

IHPRB Update to City Council May 14, 2024

Swim Lane	Closed Activities	Date
Administrative	Created Digital working IHPRB Site	Jan-24
Legal	Updated Isleton Code	Mar-24
Administrative	Expanded IHPRB Board Members	Mar-24
		May-24
	Open Activities	
Historic Preservation	Information packets to be sent to Historic District Building Owners and Tenants	May-24
	Via Mail and email (Tenants - Lori w/ Diana)	WIP
	To Realtors (check with Sac County i.e Zoning or Planning - John)	WIP
	Posted on Post Office bulletin board	Apr-24
	To be informed via Sewer Bill (Owners)	WIP
	Posted notices on City of Isleton web site	Apr-24
	Posted information on City of Isleton Community Notices	Apr-24
Business Development	Starting work with Guy Fieri Diner, Drive Ins and Dives	
	Inquiring about an episode of Isleton and or the Delta Region	Apr-24
	Starting work with Sherwin Williams to acquire a possible pilot Program, Free Paint for one lucky building owner	Apr-24
	Contacted Home Town Takeover for possible Isleton makeover	Apr-24
Historic Preservation	Collaborating with the Chamber of Commerce	May-24
	Main Street COA Issues	
	Worked out an agreement with Code Enforcement Officer Nate Anderson: When a Notice of Violation is issued by him, he will include a letter from the IHPRB (to be drafted) offering to assist with the COA process.	May-24
	18 Main Street Exterior alterations (e.g. exterior painting, roofing, fencing, landscaping, glazing, and installation of light fixtures) to a designated historic landmark	May-24
	38 Main Street Exterior Paint and Facades added to Roof without COA	May-24
	40 Main Street Repair to bricks on side - done without COA	May-24
	46 Main Street 2nd floor center window replaced with white vinyl window, no COA	May-24
60 Main Street Siding repaired without COA, Nate approved due to rain had to be quickly repaired	May-24	



Important Notice

To Property and Business Owners, Residents, and Tenants along Isleton's Historic Chinese and Japanese Commercial District fronting Main Street

Dear Citizens of Isleton,

As part of our commitment to preserving the rich heritage of our Isleton community, the City of Isleton has a newly appointed Isleton Historic Preservation Review Board (IHPRB), to support all who own, work, or reside within the National Heritage Area which is designated on the National Register of Historic Places known as Isleton's Chinese and Japanese Commercial Districts – specifically all addresses that front Main St. come under this Ordinance.

Isleton's nationally recognized honorary listing bestowed by the US Congress and National Park Service (NPS), has been in place since 1991 and carries with it significant responsibility. It is a shared role where every citizen must work together in the maintenance and betterment of the quality and character of our time-honored and storied Main Street.

Our traditionally Chinese and Japanese Commercial District has intrinsically significant cultural, historic, and entrepreneurial value. For this reason, the IHPRB is now in place to uphold current guidelines and to provide any qualified applicant with guidance to resolve design Proposals – as well as potential funding and building resources that may pertain to your Projects.

For any proposed change to your building within Isleton's Chinese and Japanese Commercial Districts, its Guidelines and Regulations have been amended and applied to support our District's heritage, preservation, and historic integrity.

The National Heritage Area Act and National Register of Historic Places regulations provide the legal framework that the Isleton Historic Preservation Review Board (IHPRB) interprets to protect and conserve the cultural, architectural, and historic significance of our community.

National Historic Integrity - Isleton's Chinese and Japanese Commercial Districts

The Sacramento-San Joaquin Delta National Heritage Area Act (NHA). The Sacramento San Joaquin Delta National Heritage Area was created by Congress in 2019. It is the first – and so far the only – NHA in California, a distinction that underscores the region's historic and cultural value in a state better known nationally for its coastal cities and resources. The Delta NHA boundary extends from Sacramento to Stockton to Vallejo with the junction of the Sacramento and San Joaquin rivers at its heart.

The history of California's Delta and Carquinez Strait is a rich tapestry of indigenous peoples and immigrants from around the world, natural beauty and wildlife, engineering marvels, bustling metropolitan areas, and picturesque rural towns. The native peat soils provide fertile cropland and its water supports 27 million Californians.

The National Register of Historic Places (NRHP)

The National Register of Historic Places is the United States federal government's official list of districts, sites, buildings, structures, and objects deemed worthy of preservation for their historic significance or "great artistic value". A property listed in the National Register or located within an NRHP District may qualify for tax incentives derived from the total value of expenses incurred in preserving the property.

Community Responsibilities, Compliance Requirements, And What You Need to Know

Property Owners, Business Owners, Residents, and their Tenants all contribute to the overall character of this district and are responsible for maintaining the historic integrity of its buildings, and any modifications must be aligned with historic preservation standards. This includes adhering to specific Planning and Building guidelines that govern all forms of renovations, repair, and alteration to the exterior of your property – such as additions, material changes to façades, roofing, windows, siding, paint, etc.

Certificate Of Appropriateness (COA)

For all Main Street buildings, you are required to submit a COA for Review and Approval in advance of any changes to your building, street front landscaping, or fencing. The COA Form is available on the City's website and at Isleton City Hall. **Please note: Administrative and Civil penalties may apply for non-compliance.**

City Hall: 101 Second Street, Isleton CA 95641

Telephone: 916-777-7770 / Fax: 916-777-7775

dianaobrien@cityofisleton.com

<https://cityofisleton.com/historical-review-board/>

Hours: Mon – Thu 8:00 am - 5:00 pm / Fridays: 7:00 am - 3:30 pm

Closed: 12 noon - 1:00 pm for Lunch / *Closed on Weekends and Holidays*

Resources, References, and Assistance

We encourage you to explore the following available resources, including:

- Local Preservation Office [IHPRB]: Guide compliance and offer assistance.
- Historic Societies: These organizations often host workshops and educational events.
- Financial Incentives: Some programs offer tax credits for historic preservation efforts.
- National Heritage Area Act
- Historic Districts in the United States
- California State Laws Relating to Historic Preservation
- Federal Laws Relating to Historic Preservation
- Understanding How Accessibility and the ADA Applies to Historic Properties

By preserving our historic district, we contribute to the unique character and charm of our neighborhood. Let's work together to maintain Isleton's legacy for current and future generations.

We appreciate your cooperation in safeguarding Isleton's heritage. If you have any questions or need further information, we are here to help. So, please contact the Isleton Historic Preservation Review Board (IHPRB) by email at dianaobrien@cityofisleton.com, or by calling City Hall directly at (916) 777-7770.

Thank you,

Paul Cantelli and Lori Kent, IHPRB Co-chairs

John Randolph, IHPRB Board Member

Pamela Bulahan, Mayor of Isleton and IHPRB Board Member



CHAPTER 8.17 HISTORIC PRESERVATION ORDINANCE

8.17.010 Purpose

The purpose of this chapter is to promote the public health, safety, and welfare by providing for the identification, protection, enhancement and perpetuation of such things as buildings, structures, signs, features and sites within the city, that reflect the city's historical, architectural, archaeological and cultural heritage. The way this chapter has accomplished this is by establishing a historic review board which: (i) makes recommendations to the city council concerning the designation of historic landmarks and districts; (ii) oversees the issuance of certificates of appropriateness which are required in order to make specified changes to historic landmarks and districts; and (iii) makes recommendations to the city council concerning the issuance of hardship certificates which are available under specified circumstances to allow an owner to be relieved from the strict application of this chapter. City council is sensitive to the competing needs of preserving its heritage as provided herein while at the same time avoiding unnecessary regulation of private property. Accordingly, city council has directed the board to distinguish between "minor" and "major" repairs, modifications, alterations and construction as the board develops its operating rules and regulations, which rules and regulations shall be reviewed and adopted by city council resolution and bound in an operational manual together with adopted policies for easy counter reference.

(Ord. No. 2011-05, § 1, 8-24-2011)

8.17.030 Designation of historic landmarks and districts

A. *Procedure for designation of historic landmarks and districts.*

1. The development and amendment of the city's list of historic landmarks and districts may be initiated:
 - a. At the recommendation of staff;
 - b. By recommendation of the board, or;
 - c. By application of the property owner.
2. Upon initiation, the board shall review the request and make a recommendation to be considered at a public hearing before the city council, which will make the final decision concerning adoption or amendment of the list.
3. The city council hearing shall be noticed as follows in addition to the extent otherwise required by law:
 - a. In the case of a historic landmark, notice of the hearing shall be given to the owners and occupants (if any) of the historic landmark and advertised in a newspaper of general circulation at least ten days prior to the public hearing;
 - b. In the case of a historic district, notice of the hearing shall be given to the applicants and owners of all properties within the proposed historic district and advertised in a newspaper of general circulation at least ten days prior to the public hearing;
 - c. At the conclusion of the public hearing city council shall make a decision supported by written findings, and;
 - d. If city council makes a designation, the city clerk will forthwith cause to be recorded notice that such property has been designated and placed on the city's register of historic landmarks and districts and said notice shall state that the designation runs with the land.

B. *Criteria for designation of landmarks and districts.*

1. In designating a landmark or district as being of historical or cultural significance and worthy of protection under this article, the property must be found to have historical or cultural interest or special character to the public.
2. The criteria to be used is that the place, site, building, structure, object, or improvement possesses integrity of location, design, setting, materials, and workmanship; and meets one or more of the following:
 - a. The proposed landmark or district reflects interest or value as part of the heritage of the city;
 - b. The proposed landmark or district was the location of a significant historic event;
 - c. The proposed landmark or district identifies with a person(s) who significantly contributed to the history and development of the city; or whose work has influenced the heritage of the city, state or country;
 - d. The proposed landmark or district contains outstanding or exemplary elements of attention to architectural design, detail, materials or craftsmanship of a particular historic period;
 - e. The proposed landmark or district is in a unique location or contains one or more physical characteristics representing an established and familiar visual feature of a neighborhood;
 - f. The proposed landmark or district is a source, site or repository of archeological interest, or;
 - g. The proposed resource or district contains a natural setting that strongly contributes to the well being of the people of the city.

C. *Additional criteria for districts.* Where the designation of an historic district is being considered, the following additional criteria will be considered:

1. Whether it is a geographically definable area, urban or rural, possessing a significant concentration of objects, sites or structures unified by past events, or aesthetically by plan of development, or;
2. Whether the collective value of the area is greater than the value of each individual component.

D. *Automatic designations.* Any property listed in the National Register of Historic Places or the California Register of Historic Resources will automatically be designated as a local historic landmark, and any neighborhood so designated will automatically be designated as a local historic district. Any property identified as a contributing structure (e.g. one that enhances the historical nature of the area) to a district so listed will also be considered a contributing structure to the local historic district.

E. *Findings for deletion of historic landmarks or historic districts.* The deletion of any designated historic landmark or district may be approved only if city council first finds that the historic landmark or district no longer qualifies as such based on the criteria in section 8.17.030 B or is otherwise entitled to a certificate of hardship.

(Ord. No. 2011-05, § 1, 8-24-2011)

8.17.040 Certificates of appropriateness

- A. When certificates of appropriateness are required. Except as provided herein, the following activities are only allowed after the city has issued a certificate of appropriateness:
1. Exterior alterations (e.g. exterior painting, roofing, fencing, landscaping, glazing, and installation of light fixtures) to a designated historic landmark;
 2. New construction on the site of a designated historic landmark;

-
3. Moving of a historic landmark;
 4. A lot split or subdivision of a historic landmark;
 5. The erection or relocation of a sign in a historic district, and;
 6. New construction on property in a historic district.
- B. *Applying for a certificate of appropriateness.* Applications shall be made on a form prescribed by the building official and shall be accompanied by a fee set by resolution of the city council. The application shall include information required by the building official including elevation drawings, proposed colors and materials, plan view of new construction, and color photographs of all sides of all existing onsite structures.
- C. *Processing of a certificate of appropriateness.*
1. The building official will use a "preservation check list" to determine if a proposal is "minor" or "major," and shall use design guidelines to determine if the proposal is compatible with the existing surroundings. All requests for new construction, subdivision, lot splits, demolition, or moving of a historic landmark shall be considered a major alteration. Applications for a certificate of appropriateness for major alterations, except demolition, shall be reviewed by the board. A certificate for demolition shall be reviewed by city council.
 2. A certificate of appropriateness for minor improvements may be approved by the building official unless otherwise determined by the board.
 3. The building official shall inform the board in writing of all decisions made regarding minor alterations within ten calendar days thereafter.
 4. To approve an application, the proposed activity must be found to be consistent with this section and with the secretary of interior's standards and not detrimental to a historic landmark or district.
 5. The board's decision will be supported by written findings.
 6. A certificate of appropriateness shall become void unless construction is commenced and diligently pursued within 18 months of the date of issuance. Certificates of appropriateness may be renewed for up to 36 months through the building official.
- D. *Additional criteria for moving a historic landmark or structure.* Approval of a certificate of appropriateness for the moving of a historic landmark or structure in a designated historic district may only be granted if, in addition to the above, the board determines that:
1. The moving will not have a significant negative effect on the applicable goals and objectives of this section; and
 2. The structure in its original setting is not of such interest or quality that it would reasonably meet federal or state criteria for designation as a historic landmark.
- E. *Additional criteria for demolishing a historic landmark or structure.* Approval of a certificate of appropriateness for the demolition of a historic landmark or structure in a designated historic district may only be granted if, in addition to the above, the board determines that:
1. The demolition will not have a significant negative effect on the applicable goals and objectives of this chapter;
 2. The structure is not of such unusual design, texture or materials that it cannot be reproduced or can only be reproduced with great difficulty and expense;
 3. The structure is not of such interest or quality that it would reasonably meet federal or state criteria for designation as a historic landmark; and
 4. Conversion to a new use, rehabilitation and preservation are unfeasible.

F. *Demolition mitigation measures.* Prior to the issuance of a certificate allowing demolition the following mitigation measures in addition to any others required by law shall be completed by the applicant:

1. Each historic structure shall be documented as follows:
 - a. Plans shall be prepared which include a site plan, floor plans, elevations, and detailed drawings of character defining features such as moldings, light fixtures, trim patterns and stairs, and given to the city for preservation, and;
 - b. Photographs shall be taken which include the exterior and interior of the structure, along with interior and exterior character defining features, and given to the city for preservation.
2. In an effort to preserve features and artifacts from historic structures, a determination whether items within or on the building should be salvaged will be made by the city prior to the issuance of a demolition permit.

(Ord. No. 2011-05, § 1, 8-24-2011)

8.17.050 Certificates of hardship

A certificate of hardship permitting demolition, moving, subdivision, or a lot split, new construction, or alteration, etc., for which a certificate of appropriateness has been refused, may be granted by the city council under the conditions described below. Application shall be made in the form required by the building official, and the same procedure required for a certificate of appropriateness shall be followed. A certificate of hardship may only be granted if the city finds:

1. Reasonable use or return on the property is not likely, and;
2. Alternative plans in keeping with this section are infeasible.

(Ord. No. 2011-05, § 1, 8-24-2011)

8.17.060 Appeals

- A. *Appeal of building official's decision.* Any two members of the board or a member of the public may appeal a decision of the building official made pursuant to this section within five calendar days thereafter. The appeal must be in writing, explain the basis and be delivered to the city clerk within that time.
- B. *Appeal of board decision.* Any member of the city council or of the public may appeal a decision of the board made pursuant to this section within five calendar days thereafter. The appeal must be in writing, explain the basis and be delivered to the city clerk within that time.
- C. *Stay of approval.* All approvals shall be stayed pending the outcome of an appeal.

(Ord. No. 2011-05, § 1, 8-24-2011)

8.17.070 Duty to maintain

The owner, or other person in charge of a historical landmark or a contributing structure in a historic district has a duty to keep in good repair all of the exterior features of such landmark, and all interior features thereof which, if not maintained, may cause or tend to cause the exterior features of such resource to deteriorate, decay become damaged or fall into a state of disrepair.

(Ord. No. 2011-05, § 1, 8-24-2011)

8.17.080 Unsafe or dangerous conditions

Nothing in this section shall be interpreted to prohibit the construction, alteration, restoration, demolition, or relocation of any historical resource if such would jeopardize public safety or result in an unsafe or dangerous condition which cannot be satisfactorily rectified in the professional opinion of the building official.

(Ord. No. 2011-05, § 1, 8-24-2011)

8.17.090 Penalties

- A. *Misdemeanor.* Violation of any provision in this section shall constitute a misdemeanor.
- B. *Nuisance.* The unauthorized alteration or demolition of a historical landmark in violation of this section is expressly declared to be a nuisance and shall be abated by restoring or reconstructing the property to its condition prior to the violation.
- C. *Civil penalties.* Any person or entity which demolishes or substantially alters or causes substantial alteration or demolition of a structure, in violation of the provisions of this section, shall be liable for a civil penalty. In the case of demolition, the civil penalty shall be one-half the assessed value of the landmark or structure prior to demolition. In the case of alteration, the civil penalty shall be one-half the cost of restoration of the altered portion of the landmark or structure.
- D. *Moratorium.* Alteration or demolition of a landmark or structure in violation of this section shall authorize the city to issue a temporary moratorium for the development of the subject property for a period not to exceed 24 months from the date the city becomes aware of the unauthorized alteration or demolition. The purpose of the moratorium is to provide the city an opportunity to study and determine appropriate mitigation measures for the alteration or removal of the landmark or structure, and to ensure measures are incorporated into any future development plans and approvals for the subject property.

The city clerk shall cause this chapter to be posted at the following three locations within the city within 15 days after it is certified to be entered in the Code of Ordinances of the city:

Isleton City Hall, 101 Second Street;

Isleton Post Office, 202-205 Second and C Street, and;

The market at 106-107 Second Street.

(Ord. No. 2011-05, § 1, 8-24-2011)

