



**AGENDA**  
RECREATION AND PARKS COMMISSION  
REGULAR MEETING

**WEDNESDAY, NOVEMBER 20, 2024**  
**5:30 PM**

TOWN HALL  
549 MAIN STREET  
PLACERVILLE, CA 95667

**PUBLIC PARTICIPATION INFORMATION**

**You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum) on items listed on the agenda when they are called. Comments on items not on the agenda will be taken under Item 6. Comments must not be slanderous and must relate to business within the roles and responsibilities of the appointed Recreation Commission.**

**Advance Correspondence/Written Comments:** You may submit your comments by e-mail to [placervillerecreationandparks@gmail.com](mailto:placervillerecreationandparks@gmail.com), or you may submit your comments to the DEPARTMENT OF COMMUNITY SERVICES, 549 MAIN STREET, PLACERVILLE 95667 by 2:00 p.m. the day of the meeting. Written Comments received the day of the meeting will be provided to the Recreation Commission during the meeting. These comments may not be read aloud but will be acknowledged. All comments will be available for review in the office of the Department of Community Services.

**The Brown Act:** Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a public meeting. The Department of Community Services shall post the Agenda on Town Hall windows, and on the City's website: [www.cityofplacerville.org](http://www.cityofplacerville.org).

**Reasonable Accommodations:** In compliance with the Americans with Disabilities Act, if you are a person with a disability and you need a disability-related modification or accommodation to participate in this meeting, please contact the Department of Community Services Office at (530) 642-5232, or [placervillerecreationandparks@gmail.com](mailto:placervillerecreationandparks@gmail.com). Requests must be made as early as possible and at least two full business days before the start of the meeting. Some requests may be accommodated closer to the meeting.

**RECREATION COMMISSION MEMBERS**

LARISSA LUJAN, CHAIR  
MICHAEL POTTER, VICE-CHAIR  
ISSAC RUBALCAVA, COMMISSIONER  
LYNNE SPENCER, COMMISSIONER  
TONY WINDLE, COMMISSIONER

DENIS NISHIHARA  
DIRECTOR OF  
COMMUNITY SERVICES

MATT LISHMAN  
RECREATION  
SUPERINTENDENT

JULIE BURNSIDES  
COMMUNITY SERVICES  
SPECIALIST

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**5:30 P.M. OPEN SESSION**

**1. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO THE FLAG**

- 2. ROLL CALL:**            LARISSA LUJAN, CHAIR  
                                 MICHAEL POTTER, VICE-CHAIR  
                                 ISSAC RUBALCAVA, COMMISSIONER  
                                 LYNNE SPENCER, COMMISSIONER  
                                 TONY WINDLE, COMMISSIONER

**3. ADOPTION OF AGENDA**

**4. ANNOUNCEMENTS/PRESENTATIONS**

**6. PUBLIC COMMENT – NON-AGENDA ITEMS**

This portion of the meeting is reserved for persons wishing to address the Recreation Commission on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council.

The Commission Chair reserves the right to limit the speaker's time to **three minutes**. You are not allowed to make personal attacks on individuals or make comments which are slanderous, or which may invade an individual's personal privacy.

**6.1 Oral Communication**

**6.2 Written Communication**

**7. DISCUSSION/ACTION ITEMS**

**7.1 Special Events Permit Process Review of Revisions scheduled for proposed adoption and approval by City Council. (Mr. Nishihara)**

**Att. A:** Proposed Special Events Permit Application Instructions  
Special Events Fee Schedule (DRAFT)

**7.2 (Continued Item) Approve recommendation to reschedule monthly meetings from WEDNESDAY to the MONDAY of the month. (Mr. Nishihara)**

Att. A: 2025 Calendar – DRAFT  
2026 Calendar – DRAFT

**7.3 Rotary Park Infield Renovation Update (Mr. Nishihara)**

Att. A: Site Map

**7.4 2025 Youth NFL Flag Football Season Fee Increase (Mr. Lishman)**

**8. DIVISION UPDATES**

**8.1 Recreation Update –**

**8.2 Parks Update –**

**8.3 Facilities Update –**

**8.4 Special Events Update –**

- Trick or Treat on Main – Recap (Committee Chairperson Tony Windle)
- Hometown Holidays – Update (Committee Chairperson Michael Potter)

**9. REQUESTS FOR FUTURE AGENDA ITEMS – (*Requests for Future Agenda Items Requires a Majority Concurrence of the Commission*)**

**10. DIRECTOR UPDATE**

**10.1 Department Update – Mr. Nishihara**

**11. UPCOMING ITEMS**

Mosquito Park & Ride Renovation and facility upgrade in partnership with El Dorado Transit Authority, Renovation of Downtown Restrooms, Recreation Guide (Winter), Flag Football Fees and Officials, Rotary Park In-field Upgrade/Renovation, Georgetown Divide Youth Basketball MOU. Lion’s Park Irrigation and Drainage Project Plan.

**12. ADJOURNMENT**

The next scheduled meeting will be held on December 18, 2024 at Town Hall.

*We are a welcoming, active and business-friendly rural  
foothill community built on California's rich gold rush history.*



**Director's Report**

**November 20, 2024, Recreation and Parks Commission Meeting**

**Prepared by:** Denis Nishihara, MBA, CPRP, Director of Community Services

**Subject:** Special Events Permit Process Review of Revisions scheduled for proposed adoption and approval by City Council.

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**Recommendation:** Receive presentation pertaining to the revisions of the existing Special Event policies and procedures as recommended to City Council for adoption by resolution in December 2024.

**Purpose:** Review the recommendations based on input from previous public meetings, event surveys, and the Recreation and Parks Commission meeting in October. This will provide Commissioners an opportunity to ask for clarification and raise any potential concerns.

**Background:** The Recreation and Parks Division of the Department of Community Service is responsible for the oversight and management of the Special Events application process for events held on City property. Many large events are hosted on Main Street in Historic Downtown Placerville.

To support all event organizers, City Council has prioritized providing a clear set of guidelines, policies and procedures for managing requests for Special Events on Main Street. The City currently sponsors (co- or lead-) for approximately seven events approved by City Council annually. Based on the previously approved application and guidelines it has been determined by Staff a revision is required to support streamlining event planning, increasing the effectiveness of cost management and ensuring events are compliant with required regulations.

Approximately twelve Special Events had been requested for Main Street, many of them during the peak winter season. The increased volume of requests placed significant strain on DCS operations and created challenges for both staff and event applicants. Many submitted applications were either incomplete or failed to meet minimum compliance standards.

As a result, the City has facilitated a plethora of opportunities for business owners and residents to provide input as to how DCS can increase the quality of the existing Special Events Application Process and Procedure.

Actions Taken:

1. Placerville Economic Advisory Committee conducted a survey with over 100 respondents.
2. City Council and City Manager facilitated a community workshop in where over 60 local business owners and residents attended to provide direct feedback.
3. Department of Community Services hosted a Community Workshop with multiple attendees to review and discuss Special Events.
4. Department of Community Services conducted an additional online survey gathering feedback as to the Special Events Application Process and Procedures.
5. Recreation and Parks Commission Meeting presented the item in a public forum for an additional opportunity for community involvement and input.

Furthermore, DCS staff have been diligently meeting with main stakeholders in the Placerville community to discuss opportunities, options and reconsiderations.

Based on these findings there are several mitigating factors contributing to the importance of the revision, including, but not limited to:

1. Market Inflation
2. Increased demand for events (particularly Downtown Main Street)
3. Seasonal business trends
4. Limited staffing resources
5. Regulatory compliance requirements
6. Cost recovery concerns
7. Resource limitations
8. Procedural learning curves
9. Safety Compliance

City staff is recommending the following revisions to the Special Events process:

**\*\*Item 1\*\*** – Limit the total number of Special Events allowed in Historic Downtown Placerville to no more than 8 events per year impacting Downtown Main Street, with the possibility of one additional event per calendar-quarter, subject to approval by the City Manager and City Council.

**\*\*Item 2\*\*** – Adoption of a fee schedule designed to recover the direct costs for municipal services, including, but not limited to staff hours, equipment, materials, and administrative fees.

**\*\*Item 3\*\*** – Establish permit requirements as regulated set by City, County, and State laws, such as County Health Permit Requirements and Liability Insurance Requirements.

**\*\*Item 4\*\*** – Identify five (5) Legacy Special Events for which the City of Placerville will serve as Lead-Sponsor, prioritizing the preservation and sustainability of the community's heritage. These events will be chosen for their cultural, historical, and traditional significance, and will play a key role in supporting the City's vision of maintaining a small-town atmosphere while safeguarding the long-standing traditions that are vital to the community.

**Discussion:** Staff have reviewed and compiled all the aforementioned information and will present the final recommended policies and procedures for Special Events as proposed.

**Cost:** Expenses will vary based on the type of event and other applicable variables. In where, the City shall manage a certain level of in-direct costs for co-sponsored events and none of the direct costs. Whereas the City shall hold a level of both in-direct and direct cost for lead-sponsored events. Co-sponsor applicants shall be responsible for holding all direct costs and manage a level of in-direct costs. Non-City sponsored events shall hold all costs.

**Budget Impact:** Expenses associated with organizing Legacy Special Events will be funded through sponsorships, event vendor fees, and the annual Recreation and Parks budget, as approved by the City Council. The event organizer (Applicant) will be responsible for paying all applicable fees to the City within thirty (30) days after the event and will also bear the costs of direct City Municipal Services.



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Department of Community Services Special Event Permit  
APPLICATION AND INSTRUCTIONS

**GENERAL INFORMATION**

Special Event qualifies as any formation, parade, assembly, street fair, or other gatherings to be conducted in or upon public property including but not limited to City streets, trails, or parks which involve the use of or have an impact on public property or facilities and the provisions of public safety services in response thereto. If you are planning to request an event and permit, please review the application packet in detail before submission.

This application packet is designed to provide the City of Placerville's Department of Community Services (DCS) with detailed information for a special event. Event organizers (**Applicants**) are required to comply with the SCOPE provided by the City of Placerville and regulated by DCS. The purpose of the process is to ensure a safe and well-planned event. DCS shall provide clear responsibilities for the Applicant to adhere to. Providing misinformation pertaining to the Special Event in violation of Federal and State laws, and County or City municipal code shall be the sole responsibility of the Applicant. All events must comply with all City of Placerville Ordinances, County and State Regulations.

Non-compliant Applicants may be subject to enforcement and directly responsible for citations or fees.

Submission of a complete **Special Events Permit Application PACKET** is due **60 DAYS** in advance of the event date. Event Applications for **MAIN STREET** events with street closures are required **NO LESS THAN ONE (1) YEAR PRIOR TO EVENT DATE**. Progressive Street closures may include but are not limited to, processions involving minimal period(s) of closure to allow attendees and event organizers to cross, pass, or stop within a public street. Street closure events are subject to change(s) based on the City of Placerville Police Department safety requirements for said event. *SUBMISSION AND RECEIPT OF A SPECIAL EVENT APPLICATION FORM OR PACKET DOES NOT GUARANTEE APPROVAL OF EVENT.*

***The City of Placerville reserve the right to conclude an event early or prohibit the start of an event should significant occurrences be deemed a serious health or safety issue by the Department of Community Services Director or designee. Applicant is subject to deposits being withheld and additional fees as applicable.***



## APPLICATION PROCESS

### STEP 1 SUBMIT APPLICATION FORM

Submit a completed **Special Event Permit Application Form** to the Department of Community Services (DCS) no later than 60 days prior to the event date for standard Special Events. **STREET CLOSURE REQUESTS FOR MAIN STREET PLACERVILLE EVENTS IN THE DOWNTOWN AREA ARE DUE BY THE LAST BUSINESS DAY IN JANUARY.\***

### STEP 2 SUBMIT *PRELIMINARY* SPECIAL EVENT PERMIT APPLICATION PACKET

Applicant shall provide a preliminary **Special Event Permit Application Packet**.

### STEP 3 APPLICATION REVIEW PERIOD

City of Placerville will review the **Special Event Permit Application Packet**. Public Safety Review is required for all events. \$150 fee for new events, \$50 fee for returning events paid to the Placerville Police Department.

### STEP 4 EVENT REVIEW MEETING

DCS Specialist will schedule an intake meeting with the Applicant to review all details.

### STEP 5 NON-REFUNDABLE DEPOSIT

Submit non-refundable deposit based on the details reviewed during Applicant intake meeting.

### STEP 6 PROVISIONAL SPECIAL EVENT PERMIT

DCS shall provide a detailed scope Applicants responsibilities and requirements for the Special Event. Provisional Use Permit shall be issued to Applicant by the Department of Community Services.

### STEP 7 CITY COUNCIL APPROVAL (*As needed*)

Full Street Closures tentatively approved by DCS must be formally approved formally by City Council. The calendared meeting date for City Council shall be the last meeting in February.

### STEP 8 DOCUMENT DEADLINE

Submit a completed **Special Event Permit Application Packet** in person with all applicable documents required no less than 30 days prior to event.

Missing items may result in revocation of **Provisional Permit** and the event is subject to denial.

***\* Timeline for Q1 events shall be modified upon approval of the Department of Community Services Director based on extenuating circumstances. All annual events must submit Application Form one (1) year in advance.***





**PLACERVILLE DOWNTOWN EVENTS**

Applicants requesting **FULL** closures of Downtown Placerville (Main Street) must be submitted by the **LAST BUSINESS DAY JANUARY** for the upcoming year. There shall be eight (8) total closures annually for Downtown Placerville (Main Street). The total amount of street closures annually shall not exceed eight (8), unless a written request for an exception is submitted to the Department of Community Services which must be approved by the City Manager.

<b>MONTHS</b>	<b>CALENDAR YEAR QUARTERS</b>	<b>AMOUNT OF CLOSURES</b>
<b>January-February-March</b>	Q1	1
<b>April-May-June</b>	Q2	2
<b>July-August-September</b>	Q3	2
<b>October-November-December</b>	Q4	3

*Next steps if approved shall be to present formal request to City Council for final approval.*

**APPEALS**

Applicants may request a secondary review with the Director of Community Services due to a denial of a Special Event Permit Application Form. Upon denial of the **Special Event Permit Application Form**, the Applicant shall have 3 business days to submit a written appeal in the form of a justification letter outlining the reasons the Special Event should be approved. The Department of Community Services shall respond in writing to the Applicant within 10 working days. Additional fees may be applied for an appeal. Timeline includes a review of original application, the justification letter and a potential interview with the Director and the Applicant.

**EXCEPTIONS**

The City of Placerville recognizes the community’s need for occasional adjustments benefitting or protecting the health and safety of our residents. Upon approval of the appeal the Department of Community Services will process the exception with the City Manager’s office and contact the Applicant within 10 working days to confirm next steps. Additional fees may be applied for an appeal. Timeline will include scheduling a meeting with the Applicant and the City Manager.

The following non-inclusive list of exceptions may apply:

- Celebration of Life Processions
- State of California mandated closures
- Regional Event Closures
- In the case of an emergency or significant safety issue

Requests for exceptions shall be upon approval of the Director of Community Services.



**SPECIAL EVENT APPLICATION PACKET**

The Special Event Application Packet will include all forms and checklists applicable to Special Events within the City of Placerville. DCS shall calculate a total cost estimate based on the applicants request for City Municipal Services. Based on the level of services and the type of event, direct costs may include Police Services, Encroachment Permits, ABC Permitting Fee, City Business License, Portable Restroom estimates, Maintenance Staff, Administrative time and materials, and other applicable indirect or direct costs incurred while processing the permit and facilitating the event.

**PERMIT PERIOD**

Each stage of the permit period allows event planners a set amount of time to complete the required paperwork for the event and its activities. All required documents must be submitted to DCS by the established deadline. The finalized **Special Events Application Packet** must be complete. All required documents must be accurate upon submittal by the established deadline. Non-compliant Applicants will be subject to event cancelation or additional fees, as required.

TIMELINE:	DETAILS:
<b>DUE IN JANUARY</b> <i>(See dates below)</i>	SUBMIT SPECIAL EVENT PERMIT <b>APPLICATION FORM</b> TO THE DEPARTMENT OF COMMUNITY SERVICES (DCS).
<b>120 DAYS</b>	DCS WILL SCHEDULE EVENT APPLICATION MEETING WITH APPLICANT TO REVIEW REQUIREMENTS AND FEES. APPLICATION FEES DUE.
<b>90 DAYS</b>	DCS WILL PROVIDE AN ESTIMATED COST & DEPOSIT AMOUNT FOR CITY MUNICIPAL SERVICES.
<b>60 DAYS</b>	DCS SHALL ISSUE A PROVISIONAL SPECIAL EVENTS PERMIT. APPLICATION DEPOSIT DUE.
<b>45 DAYS</b>	FINAL DEADLINE FOR EVENT PERMIT MODIFICATIONS.
<b>30 DAYS</b>	COMPLETED SPECIAL EVENT PERMIT APPLICATION PACKET WITH ALL APPLICABLE DOCUMENTS.
<b>15 DAYS</b>	FINAL DEADLINE TO REQUEST PARTIAL DEPOSIT REFUND AND CANCEL EVENT.
<b>NET 30</b>	<b>FINAL INVOICE ISSUED FOR CITY MUNICIPAL SERVICES.</b>

<b>Application Form Due Dates:</b>	<b>Special Event Year:</b>
<i>January 31, 2025 (Friday)</i>	January 2025 – December 2025
<i>January 31, 2025 (Friday)</i>	January 2026 – December 2026
<i>January 30, 2026 (Friday)</i>	January 2027 – December 2027
<i>January 29, 2027(Friday)</i>	January 2028 – December 2028
<i>January 28, 2028 (Monday)</i>	January 2029 – December 2029
<i>January 31, 2029 (Wednesday)</i>	January 2030 – December 2030



### **SITE PLAN**

The Department of Community Services (DCS) requires a specific event site plan to be approved by the Department for all special events within the City of Placerville. Event site plan must be included with original application packet. Applicant must comply with the American Disabilities Act provisions.

### **EVENT MAP**

The map may require more than one page to adequately depict different segments such as requested roadway closures versus the layout of the event to include vendor locations, beer gardens, and other required information for the physical location of the event.

### **THE SITE PLAN / MAP MUST ADDRESS THE FOLLOWING:**

1. Hours of the event: Start and end time of the event,
2. Time of street closure requested to begin, Number of expected participants,
3. Fixed security posts and traffic control points (gates, specific venue locations, etc.)
4. Description of uniforms to be worn by any security, event volunteers for traffic control and event organizers, Information Booth/ Office,
5. First Aid Station, Restroom / Sanitation locations,
6. Areas where alcoholic beverages are to be served, the specific method of precluding minors from access to the alcoholic beverages (e.g., wristbands, hand stamping, physical barriers, ID check),
7. Routes where the event is to take place. Routes should indicate direction of travel, Barricades to be placed for traffic control (type, number and location). Also, include if the barricade will be staffed or unstaffed,
8. Emergency exit routes for participant in the event of an emergency, Emergency access points for public safety personnel in the event of an emergency.

Closed roadways must have one 20' unobstructed lane or two 10' unobstructed lanes with clear access for emergency vehicles such as a fire engine in the event of an emergency. Parking areas for event attendees (Adequate for number of expected attendees), Parking areas for vendors, Lost and Found station (include possessions and for children)

### **SECURITY PLAN**

The security plan must include the contact information for the security company to include name, address, phone number, insurance, and/ or bond. The security plan must also include a contact number for the security person in charge at the event. Security personnel, if required, shall have valid appropriate state license issued.

The following information is required in the security plan:

- Fixed security posts and traffic control points (gates, specific venue locations, etc.) staffed by security. Description of uniforms to be worn by any security,
- Areas where alcoholic beverages are to be served, the specific method of precluding minors from access to the alcoholic beverages (e.g., wristbands, hand stamping, physical barriers, ID check),
- Any vehicles to be utilized by security personnel, including type, markings, and specialized



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- equipment, Weapons carried by security personnel to include firearms, baton, mace, etc.
- A Central Command Post Area will be established as appropriate and authorized by the Chief of Police or his designee for facilitation of public safety operations.
  - The security plan shall identify any known potential safety problems to occur at the event in advance.
  - The police department field supervisor, or officer in charge of the event, shall be contacted and advised of any ongoing or anticipated problems affecting the safety and well-being of people and/or property.

**POLICE DEPARTMENT AUTHORIZATION**

The Police Department may provide special events and large gatherings police services as approved by the Chief of Police or his/her designee for the following:

- Street Closure for events of more than one block, parade processions, and organized run/walk events, limited to one block, must possess a completed permit with the Department of Community Services a minimum of 30 days in advance.
- Street closures for events not defined as a "Special Event," but requiring a closure limited to a single block, "*Block Party*;" must submit a different application directly to the City of Placerville Police Department.

There will be costs associated for street closure permits from the City (refer to the attached Fee Schedule). Costs are generally associated to the overhead for City municipal services and required equipment. Event organizers must meet schedule deadlines for application and permit review.

**SCOPE OF POLICE SERVICES POLICE DEPARTMENT PERSONNEL**

The City of Placerville Police Department may require uniformed officers to be present at designated special events and large gatherings. Some small events will not require police services. Requests for police services should be communicated with the police department upon application. Upon review of the event application the police department may deem police services are required due to a significant concern for public safety resulting from the event. The purpose of officers dedicated to the event is maintenance of the peace, traffic control, enforcement of state and local laws, and protection of life and property.

NOTE: Additional duties will not be performed by Uniformed Police Officers unless specifically contracted in advance in writing.

The police department field supervisor, or officer in charge of the event, shall be contacted and advised of any ongoing or anticipated problems affecting the safety and well-being of people and/or property.

**STREET CLOSURE PERSONNEL**

The organizers of the events shall provide staffing for all standing barricades for street closures. Police personnel will assist in traffic control to facilitate street closures when contracted to work the event. Police personnel will not maintain/staff traffic control points unless contracted for in advance. A request for police services must be indicated on the form and in writing with the street closure request.

**EQUIPMENT**

The event organizer is responsible for providing all traffic control barricades in accordance with the event



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plans. All barricades, signage and/or cones are available through local vendors. Public Works department may assist in providing cones and barricades for some community events. Event organizers will need to contact the Public Works Department to request assistance and coordinate street closure equipment.

All traffic cones and barricades shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) where applicable. The MUTCD is available through the Federal Highway Administration. The site plan should specify the type of cones and barricades to be used for traffic control.

All event personnel who are engaged in maintaining street barricades shall wear an ANSI Class III reflective vest as required under 23 CFR 634.3.

### **ENCROACHMENT PERMITS**

Encroachment permits are required by the State of California for any event affecting traffic on state highways. Event organizers are ultimately responsible for ensuring that all necessary Encroachment Permits are obtained. DCS will assist in obtaining encroachment permits for large community events such as those held in the downtown Main Street area. Encroachment Permits should be obtained at least (30) days in advance of the event.

The City of Placerville is adjacent to HWY 50. Cal Trans also requires notification at the time a street closure begins as authorized under the encroachment permit and when the roads are opened again. The event organizers must coordinate with DCS, City Police and other departments as required by State and Local Laws.

City Public Works Department should be contact for street closures and to file an encroachment permit for appropriate activities.

### **EMERGENCY VEHICLE ACCESS ROUTE**

Closed roadways must keep a 20' unobstructed lane or two 10' unobstructed lanes with clear access for emergency vehicles such as a fire engine in the event of an emergency.

Unobstructed lane means free from static displays or vendor booths, etc. that may free travel of an emergency vehicle. Failure to maintain the open access for emergency vehicles is a safety issue and may result in suspension or closure of the event.

### **PARADE EVENT REQUESTS**

Parade approval is required for all parades, marches, show, exhibition, pageant or procession of any kind (MC§4-13.02). A parade request will be process as a street closure request. The Police Department shall provide final approval. A Parade request must include the following information. The name, address, and telephone number of the person seeking to conduct such parade; If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization and the authorized and responsible heads of such organization; The name, address, and telephone number of the person who will be the parade chairman and who will be responsible for its conduct; The date when the parade is to be conducted; The route to be traveled, the starting point, and the termination point; The approximate number of persons who, and animals and vehicles which, will constitute such parade, the type of animals, and a description of the vehicles;



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The times when such parade will start and terminate; A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed; The location by streets of any assembly areas for such parade; The time when units of the parade will begin to assemble at any such assembly area or areas; If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade authorizing the applicant to apply for the permit on his behalf; and Any additional information which the Chief of Police shall find reasonably necessary to a fair determination as to whether a permit shall be issued. A parade, march, procession, etc. would include those intended to be conducted in the street and those limited to the sidewalks. In the event a parade will require street closures additional advance notification is required as indicated for street closures. Additional Rules & Conditions have been established for parades and can be provided upon request.

**VENUE LOCATION**

Event organizers are responsible for site selection and acquiring approval for use of the property to include adjacent property owners. DCS will review the location of the event and evaluate among other considerations the impact upon traffic flow and emergency vehicle access before approving a street closure request.

**ELECTRICITY**

Special Event electricity shall be provided for by the applicant. Request for the use of electricity on public property must be indicated on the site map and preapproved at the time of application for a special event.

**MUSIC AND ENTERTAINMENT**

Event organizers planning entertainment, which will require sound amplification, should review the city ordinance pertaining to noise variances under § Chapter # MC.

- City municipal code prohibits loud and raucous noise between 10:00 p.m. and 7:00a.m. on any day.
- Factors which may be considered in determining a violation of the noise ordinance include, but shall not be limited to the following:
  - The volume of the noise,
  - The proximity of the noise to residential sleeping facilities,
  - The nature and zoning of the area within which the noise emanates,
  - The density of the inhabitation of the area within which the noise emanates; The time of day or night the noise occurs,
  - The days of week the noise occurs,
  - The duration of the noise,
  - Whether the noise is recurrent, intermittent or constant.
- The noise ordinance provides further clarification and definition of unreasonable sounds and violations. The municipal code should be reviewed when the event shall include louds sounds.



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**PARKING**

Parking area(s) should be identified on the site plan. Event Organizers must obtain permission from property owners where parking for event attendees will be located. Efforts should be made to minimize impacts to residential areas. Parking area should be adequate for number of expected attendees. Events may require mitigation of parking impacts.

Depending on event characteristics, the Chief of Police or designee, may determine some areas as no vehicle parking based upon safety concerns. No parking areas may be both within the venue and in adjacent areas as determined necessary for public safety. No Parking signs approved by the City must be posted in advance. §4- 9.818 MC. Vehicles determined in violation of the No Parking postings may be towed at owner expense §4- 9.820

**TENTS**

Approval from the Fire Department is required for the erection of a tent in excess of 20'x20' on public property. The special event sponsor shall apply for a tent permit for each tent erected which includes a fire inspection fee.

**BANNERS**

Special Events requesting to hang banners within the City of Placerville must follow the City's Banner Policies.

**PARKS & FACILITIES**

Event organizers must acquire authorization from DCS for use of any park or City owned facility. Events at City Parks will require approval and additional use fees. No vehicles or heavy equipment may be parked on the grass areas within public parks within the City of Placerville.

**SANITATION & CLEAN UP**

Event Organizers are responsible for sanitation issues during the event and clean up after the event. Trash Event organizers are required to meet all local, State and Federal laws and regulations for waste disposal. Event Organizers shall develop and implement plans to ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. Event organizers must provide recycling or trash containers for special events. If street sweeping is necessary, the event organizers must make provisions with a private service provider or contract with City Public Works for such service. At the conclusion of your event, the event venue and surrounding areas must be cleaned to a condition equal or better than prior to the onset of your event activities. Clean up should be completed no more than 10 hours after the completion of the event in accordance with the event plan.

NOTE: Failure to perform adequate clean-up and/or repair damages to City property and facilities due to your event will result in the City providing the services and billing the Host Organization at full cost recovery rates for clean-up and/or repair. The host organization shall be liable for and pay the City for said costs.

**RESTROOMS & HAND WASHING**

Organizers shall ensure there are at least adequate restroom and hand washing facilities for the event



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taking into consideration the number of expected participants and requirements by the El Dorado County Health Department. Restroom / Sanitation locations should be noted on your site plan. Restroom / Sanitation standards shall be in accordance with State and local regulations and as approved by the El Dorado Health Department. DCS shall ensure that facilities are provided and added cost will be included to permit fee total.

**ANIMALS**

In the event animals, such as horses, cows or dogs are involved in a parade or other event on public property, organizers shall ensure entrants provide muck collectors immediately following the animals to pick up their own manure. Muck collectors shall not be the same individuals as side walkers. Side walkers are people who help control the horses or carry banners. Recommended number of side walkers: One per every four mounted or led horses, one per every carriage or cart, and one per every two horses in a multi-horse hitch.

**SECURITY**

While Police Personnel may provide some security, the event organizers may hire or even be required to provide additional private security that are licensed through the State of California. Any private security should be identified in advance and approved by the City of Placerville Police Department in accordance with the security plan.

**SAFETY AND AMERICANS WITH DISABILITIES ACT (ADA) OSHA**

The event organizers and concessionaires are responsible for ensuring all contract personnel, their equipment, and activities meet or exceed the State of California, California Administrative Code Title 8 (CAL OSHA) requirements.

**AMERICAN WITH DISABILITIES ACT**

Event organizers are also responsible for ensuring compliance with all American with Disabilities Act (ADA) requirements under Title 42 USC including all concessionaires and vendors connected to the event.

**FOOD AND ALCOHOLIC BEVERAGE CONCESSIONAIRE REQUIREMENTS PERMITS AND LICENSES**

All concessionaires and vendors are required to be in compliance with the City Municipal Code as it pertains to business licenses. Licenses may be obtained by contacting the City of Placerville, Police Department.

All food and drink concessions invited to operate in the City of Placerville will require a El Dorado County Health Department Permit (Temporary Food sales Permit) in order to operate. All booths and concessions will be operated in accordance with current El Dorado County Environmental Health

Department rules and regulations. Further information on Environmental Health requirements may be obtained online. All vendors are required to be added to the application packet listing. Non-compliance may result in forfeiture of future years events.

**ALCOHOLIC BEVERAGE**

In the event alcoholic beverages are served, all concessioners and vendors must be in compliance with California Department of Alcoholic Beverage Control regulations and obtain the appropriate license as





**CITY OF PLACERVILLE**  
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APPLICATION AND INSTRUCTIONS

required under California law.

ABC may be contacted and an Application for Daily License (Special One-day Event Permit) may be obtained: <http://www.abc.ca.gov/Forms/PDFSp.html>

All persons obtaining permits for the sale of alcoholic beverages shall comply with all state and local laws including day use approval by the City Police Department.

The Event Organizers shall be notified upon the approval of an application by the Special Events Coordinator. All licenses should be posted in a conspicuous place at the site of the special event or the party must be able to produce it upon request. The sponsor is encouraged and may be required to use some type of wristband or other method for distinguishing that persons are of legal drinking age. The use of a wristband for those consuming alcoholic beverages will allow the City Police Department personnel or other security personnel at an event to identify minors in possession of alcohol.

The sale of alcoholic beverages will not be permitted at special events where the majority of the participants are under twenty-one (21) years of age.

#### **INSURANCE**

Applicants (Event Organizers), at their own cost and expense, shall purchase and maintain, for the duration of the agreement and duration of the event the following insurance coverage described below as appropriate; Workers' Compensation Coverage Organizers shall maintain Workers' Compensation Insurance for his/her employees in accordance with the laws of the State of California and Employers Liability Insurance in an amount not less than one million dollars (\$1,000,000) per accident for bodily injury and/or disease. In addition, Event organizers shall require each concessionaire and vendor to similarly maintain Workers' Compensation Insurance in accordance with the laws of the State of California and Employers Liability Insurance in an amount not less than one million dollars (\$1,000,000) per accident for bodily injury and/or disease. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the City, its officers, agents, employees and volunteers for losses arising from activities related to the event. This provision shall not apply if event organizers, vendors and concessionaires have no employees performing work under this Agreement.

Applicants may decide to purchase insurance from the City.

#### **GENERAL LIABILITY COVERAGE**

Organizers shall maintain general liability insurance in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

#### **AUTOMOBILE LIABILITY COVERAGE**



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Event organizers are responsible to ensure all vehicles operated on roadways in connection with the event are covered by automobile liability insurance covering bodily injury and property damage. Automobile insurance shall be in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

**ENDORSEMENTS**

Each general liability and automobile liability insurance policy shall be with insurers possessing a current A.M. Best's rating of no less than A:VII and shall be endorsed with the following specific language or equivalent: The City, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insured with respect to liability arising out of the special event or large gathering associated to this agreement. This policy shall be considered primary insurance as respects to the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.

This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

The insurer waives all rights of subrogation against the City, its elected or appointed officers, officials, employees or agents. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage except after thirty (30) days written notice has been received by the City. Certificates of Insurance. Event Organizers shall provide certificates of insurance with original endorsements to City, as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City (30) days in advance of the event before the final agreement is signed. Current certification of insurance shall be always kept on file with the City during the term of this Agreement.

**RIGHT TO CANCEL OR DENY SERVICE**

City Reserved Rights - The City of Placerville reserves the right to cancel any event that does not comply with requirements and time schedules detailed within this agreement. The City Police Department may also refuse service due to event history, prior experience or background of the promoters, and employees as deemed appropriate by the department. The City reserves the right to deny approval of the event based upon findings of the background check.

**APPLICANT'S RIGHTS & APPEAL PROCESS**

The deposit will be returned to the applicant provided applicant has provided City with at least fifteen (15) days prior notice of cancellation of the event. If the Applicant cancels the event with less than fifteen (15) days of notice to the Community Service Specialist of the scheduled event, the applicant may forfeit the deposit and said deposit will be retained by the City.

**DEPOSIT, FEES & PAYMENT ESTIMATE**

DCS will review the site plan, event history, routes and location, the complexity of street closures required and number of expected participants to evaluate the number of police personnel required to provide law enforcement services. Unforeseen expenses due to extended event hours or other unforeseen issues



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requiring Police personnel incurring more time directly associated to the event may increase the actual costs for City Municipal services. Additional fees will be billed to the event organizers and included the final invoice. DCS shall provide the organizer the estimate no less than (30) days in advance of the event. Permit deposit shall be required prior to event as indicated in the Permit Period.

**COSTS**

Costs are determined based on compensation for personnel, and materials required to process permit request and to facilitate the event. Additional costs may be assessed if special equipment is needed in preparation or response to the event or overhead costs become significant. Special equipment will be identified and communicated with the event organizers in advance of entering into the service contract. While all efforts will be made to identify and estimate costs associated to providing services for the event, event organizers agree to pay for any increase in services required due to changing circumstances associated to the event requiring an increase in services. Each rate based on complete cost for assignments and is adjusted based on the amount of time required to facilitate assignment.

**DEPOSIT**

The **NON-REFUNDABLE DEPOSIT** is required in advance. The cost shall not exceed 5% of the estimated event costs for City Municipal Services. The Deposit supports offsetting the overhead for administrative processing and permit review. Fees are listed in the attached fee schedule. Failure to submit deposit in a timely manner may extend the application process and could negatively impact the approval process. Deposit amount shall be calculated as a percentage based on the initial cost estimate of the permit.

Final invoice will depend upon actual costs incurred by the City of Placerville and Applicant shall submit payment no later than 30 days from the date of invoice.

**FEES**

While all efforts will be made to identify and estimate costs associated to providing police services for the event, event organizers agree to pay for any increase in police services required due to changing circumstances requiring an increase in police services. If the event goes longer or police personnel are needed beyond the times indicated, the event organizer will incur the extended costs. The final invoice provided to the event organizer will be based on actual costs by position and equipment. Tax exempt organizations must submit proof of tax-exempt status with application packet.

**EQUIPMENT**

Special equipment needs will be identified and communicated with the event organizers in advance of entering into the service contract. All fees, in addition to the reservation deposit, will be paid no more than (30) days after the final billing date. The invoice will detail the components of the service expenses, and the deposit paid in advance along with the remaining balance to be paid.

**PAYMENTS**

*Final payment shall be made to:*

City of Placerville  
Department of Community Services  
549 Main Street  
Placerville, CA 95667



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Department of Community Services Special Event Permit  
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*Payment arrangements shall be outlined when the FINAL Special Events Permit is issued.*

**APPROVAL PROCESS (Main Street Closures – ONLY!)**

Applications will be accepted and prioritized in the order received. Precedence will be provided to Special Events with a clear and concise description of the event and the direct historical, cultural, and economical direct benefit to the residents of the City of Placerville.

Information included on the Special Events Application shall be weighted based on the following factors:

- 1. How does your event directly benefit the residents in the City of Placerville?*
- 2. How does your event directly benefit the City of Placerville?*
- 3. How does your event directly benefit the local business community within the City of Placerville?*

Scoring and force ranks shall be based on quantitative and qualitative information (data) provided by the Applicant and included the Special Events Application Packet.

Applications will be received at the front desk of the Department of Community Services during normal business hours. Once received the Community Services Specialist will review the application for processing and upon verification of accuracy will forward the application to the Department Superintendent for review and approval. The final list of qualified quarterly requests will be developed by DCS Staff and forwarded to the Director for processing. Processing shall include, but is not limited to City Manager review, Department Directors overview and final approval with City Council during a public meeting.

**APPROVAL PROCESS (Non-Main Street Closures)**

Applications will be accepted and prioritized in the order received. Precedence will be provided to Special Events with a clear and concise description of the event and the direct historical, cultural, and economical direct benefit to the residents of the City of Placerville.

Information included on the Special Events Application shall be weighted based on the following factors:

- 1. How does your event directly benefit the residents in the City of Placerville?*
- 2. How does your event directly benefit the City of Placerville?*
- 3. How does your event directly benefit the local business community within the City of Placerville?*

Applications will be received at the front desk of the Department of Community Services during normal business hours. Once received the Community Services Specialist will review the application for processing and upon verification of accuracy will forward the application to the Department Superintendent for approval and processing. The final list of qualified quarterly requests will be developed by DCS Staff and forwarded to the DCS Department Director. Processing shall include, but is not limited to City Manager review, Department Directors overview and final approval with City Council during a public meeting.



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**GLOSSARY OF TERMS:**

<b>Full</b>	Full Street Closure, Temporary closing of the entire street consisting of multiple blocks or sections for a period of time.
<b>Partial</b>	Partial Street Closure, Temporary closing of a single block or section of a street for a period of time.
<b>Rolling Stops / Procession</b>	Continual Open and Close (ex. Parade), Briefly closing the street periodically for a procession and reopening the street as the event progresses.
<b>Bell Tower Closure</b>	Bell Tower Closure, the section near the tower.
<b>Community Event</b>	Direct Benefit to community and residents
<b>Commercial Event</b>	Direct benefit to local businesses
<b>Recreation Programs or Services</b>	Service provided by city for the benefit of the residents
<b>Mardian Barricade</b>	Moveable road closure barricade
<b>Applicant</b>	Event Director Contact Person
<b>Director</b>	Department Director
<b>Specialist</b>	Community Service Specialist (DCS)
<b>Site Map</b>	Aerial view of the entire event with icons identifying activities and actions; including but not limited to restrooms, security, street access, and medical services.
<b>Festivals</b>	Defined as an event/celebration by a community group with more than 100 attendees.
<b>Street Fairs</b>	A community-sponsored event that takes place in a public space, usually on a neighborhood's main street, to celebrate the character of the area. Street fairs are typically free and open to the public.
<b>Concerts</b>	Musical or theatrical performance in public, typically by several types of performers, which may include but are not limited to bands, comedians, school groups, or choirs. With or without amplified sound.
<b>Community Based Organization</b>	Community Based Organizations (CBO) are groups organized within the city limits of the City of Placerville incorporated for the primary purpose to benefit the residents of Placerville directly.
<b>Non-Profit Organization</b>	Tax classification of 501-c3 status as regulated by State and Federal law.
<b>For-Profit Organization</b>	Commercial operational business not within the city limits of the City of Placerville formed to indirectly benefit residents.
<b>Legacy Event</b>	A long-standing traditional event occurring annually with a focus on upholding the heritage of the City of Placerville's culture and history. These events focus on creating opportunities to build community, enrich positive relationships throughout the city and has a direct impact to the residents of the City of Placerville.
<b>Cultural Event</b>	Event based on customs, arts, social institutions, and achievements of a particular nation, people, ethnicity or other social group.
<b>City Event</b>	Coordinated and led by the Recreation and Parks Department and/or other City Department provided for by the City and their donors.



**CITY OF PLACERVILLE**  
Department of Community Services Special Event Permit  
APPLICATION AND INSTRUCTIONS

**Local Business Event** Facilitated by a residential business owner within the City of Placerville

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**CITY OF PLACERVILLE**  
Department of Community Services Special Event Permit  
APPLICATION AND INSTRUCTIONS

**ADD FEE SCHEDULE**  
**ADD APPLICATION FORM**  
**ADD SUPPLEMENTAL DOCUMENTS (As needed)**

**DRAFT**

2024	2025	2026	2027	2028	2029	2030
Wednesday 1/31/2024	Friday 1/31/2025	Friday 1/30/2026	Friday 1/29/2027	Monday 1/28/2028	Wednesday 1/31/2029	Thursday 1/31/2030
January	January	January	January	January	January	January
February	February	February	February	February	February	February
March	March	March	March	March	March	March
<b>Current</b> April	April	April	April	April	April	April
May	May	May	May	May	May	May
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November	November	November	November	November	November	November
December	December	December	December	December	December	December

***For the initial year 2-applications will need to be submitted and DCS Staff will work with the applicant to support tentative dates as needed.***

For Q1 of 2025 DCS is taking applications from November to December or as needed.



*We are a welcoming, active and business-friendly rural  
foothill community built on California's rich gold rush history.*



**Director's Report**

**November 20, 2024, Recreation and Parks Commission Meeting**

**Prepared by:** Denis Nishihara, MBA, CPRP, Director of Community Services

**Subject:** Approve recommendation to reschedule monthly meetings from WEDNESDAY to the MONDAY of the month.

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**Recommendation:** Approve Staff recommendation to reschedule monthly meetings from the 3<sup>rd</sup> WEDNESDAY of the month to the 3<sup>rd</sup> MONDAY of the month.

**Purpose:** To coordinate use of Townhall facility which provides compliant access for public, technology to support record retention, and to accommodate offset of multiple calendared public meetings in correlation to City Council Meetings, Planning Commission Meetings,

**Background:** Recreation and Parks Commission Meetings traditionally meet in various locations based on the items indicated on each agenda. Remote meetings are an essential part of facilitating parks and programs, which shall be used in conjunction with items the Recreation and Parks Commission has prevue to advise City Council regarding. There shall be occasions remote meetings at various locations are hosted, however the standard of regular ongoing calendared meetings shall be hosted at Townhall. Effective communication and planning will occur should occasional offsite meetings be planned. Townhall provides a foundational component for the public to attend. Consistency, formal access and compliant facilities offer multiple benefits to residents, Commissioners and City Staff.

**Discussion:** During the months of January and February there are holidays scheduled on the 3<sup>rd</sup> Mondays. Staff recommends alternative dates for those months for both access to the facility and to provide proactive annual strategic planning. During the month of January, Staff recommends facilitating a Commission orientation and review session for the upcoming year. During the month of February, Staff recommends facilitating a Commission Strategic Planning Session to outline the goals and milestones aimed to accomplish for the upcoming year. These meetings shall be scheduled based on Commissioner's availability and the facility calendar. It is recommended that these meetings be scheduled to be moderately longer compared to monthly meetings to provide both the public, Commissioners and Staff to develop significant conversations and dialog as to the needs of the community, the resources allocated by the City and the goals outlined in the Recreation and Parks Master Plan 2017. The session will be structured, posted in accordance with regulations and planned during a time of day available to majority of the public.

**Cost:** None

**Budget Impact:** None

# CITY OF PLACERVILLE - Public Meeting Calendar

# 2025

Recreation Commission Meeting
  City Council Meeting
  Planning Commission Meeting
  Strategic Planning Session
  Commission Orientation

### January

Su	Mo	Tu	We	Th	Fr	Sa
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### August

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# CITY OF PLACERVILLE - Public Meeting Calendar

# 2026

Recreation Commission Meeting
  City Council Meeting
  Planning Commission Meeting
  Strategic Planning Session
  Commission Orientation

### January

Su	Mo	Tu	We	Th	Fr	Sa
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### March

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### April

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### July

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### September

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### November

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### December

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*We are a welcoming, active and business-friendly rural  
foothill community built on California's rich gold rush history.*



**Director's Report**

**November 20, 2024, Recreation and Parks Commission Meeting**

**Prepared by:** Denis Nishihara, MBA, CPRP, Director of Community Services

**Subject:** Receive update regarding Rotary Park Infield Renovation Project as constructed in partnership with Hangtown Little League (HTLL)

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**Recommendation:** Receive and provide feedback regarding installation of new sod for infield, infield dirt leveling and irrigation repair.

**Purpose:** Review the status of the project with HTLL involvement, leadership and financing of the infield renovation project.

**Background:** Hangtown Little League (HTLL) requested due to safety concerns the infield grass area be renovated as the grass area and mound needs repair. Recreation and Parks staff have been working directly with League President, Kristy Romney and their League Field Manager, Anthony Middleton to address the overall need for the field. This includes irrigation, grading and new turf. Due to the level of need for the repairs the City requested that HTLL present an itemized formal plan of action to resolve the issues. HTLL developed a project plan including funding support, irrigation repair, grading of infield and the planting of new grass.

Mr. Middleton met with Gordon Vicini (Joe Vicini, Inc.) and Miguel Garcia (MAG Landscaping, Inc.) to plan a phased approach and review requirements in order to complete the repair project at Rotary Field Park by February 2025, which is the beginning of Spring Little League season.

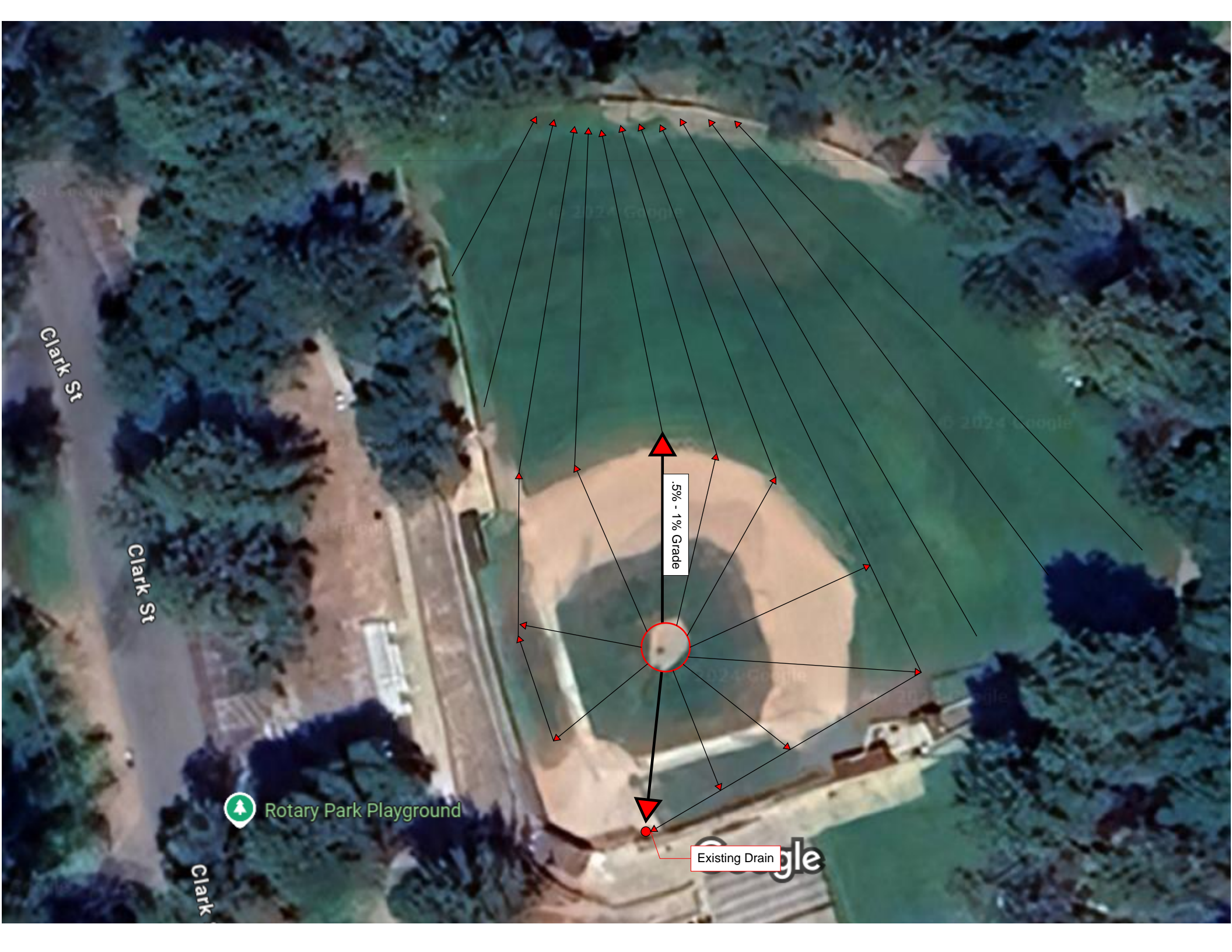
**Discussion:** The time to complete the 1<sup>st</sup> phase of work is estimated at one weekend which shall be completed by Vicini with Miguel on site in under the supervision of HTLL which will also assist with the project. This phase would be grading the infield at a .5% - 1% grade toward the existing drain on the South side of the field and North, towards the outfield, (Left Field). Gordon stressed the importance of this phase starting as soon as possible to beat any wet weather that would impede his work and delay the project. HTLL was approved by the Director to complete this phase ASAP and schedule Vicini the soonest weekend he is available.

The 2nd phase of work will be the irrigation completed by Miguel Garcia. This will entail investigation of the existing irrigation system in the infield, repair or replace as needed. HTLL communicated to Miguel the need for an irrigation map after work is complete to submit to the City to have on file. This phase will be completed based on Miguel's availability. During this time HTLL will delineate the infield portion of the field and add temporary fencing until the project's completion. The outfield portion will still be open and due to the winter season.

The 3rd phase will be to stake base pegs, replace home plate and rebuild the pitcher's mound. This phase would be completed by Miguel Garcia based on his availability. The final phase would be installing the new sod for the infield and replacing the dirt. This would require 2 days to complete. Following this phase of the project HTLL would test and adjust the irrigation system as needed. HTLL will also retain temporary barricading on the infield at Miguel's discretion, for retaining the integrity of the installed sod until set.

**Cost:** HTLL will be responsible for all repair project costs, a majority of which will be donated by local businesses.

**Budget Impact:** None



Clark St

Clark St

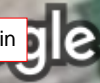
Clark

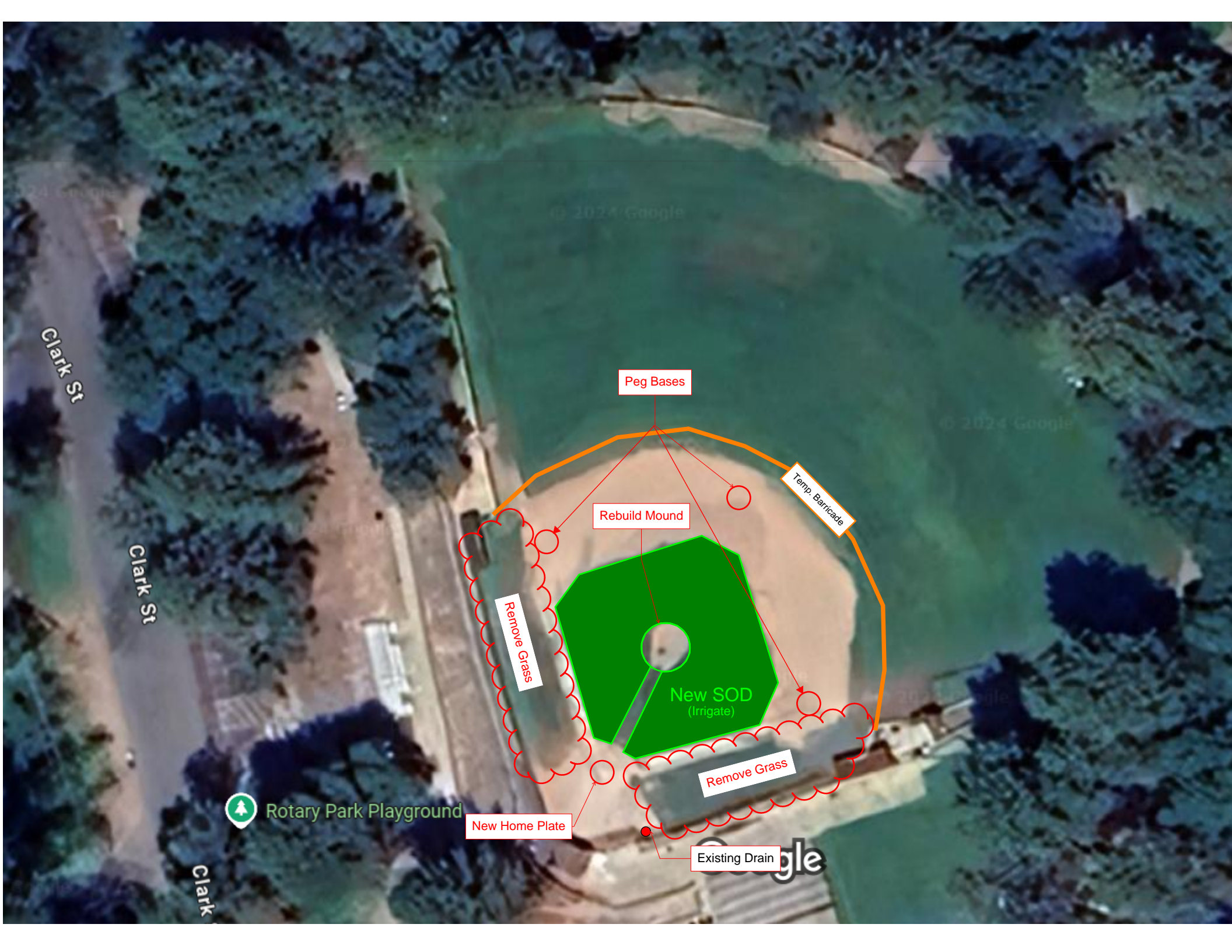


Rotary Park Playground

.5% - 1% Grade

Existing Drain





Clark St

Clark St

Clark



Rotary Park Playground

Peg Bases

Temp. Barricade

Rebuild Mound

Remove Grass

New SOD  
(Irrigate)

Remove Grass

New Home Plate

Existing Drain





**November 18, 2024, Recreation and Parks Commission**

**Prepared by:** Matt Lishman, Recreation Superintendent

**Subject:** Support Staff's recommendation:

- 1.) Increasing the Youth NFL Flag Football early bird player registration fee by \$8.00 from \$179.00 to \$187.00 per player effective January 1, 2025; and
- 2.) Increasing the Youth NFL Flag Football post early bird player registration fee by \$8.00 from \$189.00 to \$197.00 per player effective January 1, 2025.

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**Purpose:** To adjust the City's Youth NFL Flag Football Program fees to offset the associated cost increase.

**Discussion:** The Youth NFL Flag Football League has been a popular program conducted by staff and volunteer Coaches since 2022. The program started out with 12 teams and grew to 23 teams in 2024. This program is offered to children ages 5-14 years old. Included in the cost of the league, each child will receive a set of flags, a reversible jersey, 10 practices, 8 games, and each player on the 1<sup>st</sup> place team in each division will receive an award. Practices will be held at Lions Park during the week and games will be held at El Dorado High School on Saturdays. The City's Youth NFL Flag Football League runs from April through June. During the past 2 years there was an average of 191 players participating on 22 teams. Registration fees have not been increased since the program's inception in 2022.

On January 1, 2024, California's minimum wage increased by \$.50 to \$16.00 per hour. In addition, the costs of jerseys will be increasing as well. These increases will have a financial impact to the City's Youth NFL Flag Football program. In addition, the costs of jerseys and flags have increased \$5.00 per player from \$25.00 to \$30.00 per player.

**Analysis:** To establish new fees, staff surveyed similar agencies (see Attachment A), analyzed current user data, and attempted to establish fees that would generate additional revenue without discouraging program participation. Staff recognize the importance of recreation programs remaining self-supporting. It is important to maintain a balance between revenue and direct expenditures within all programs.

The following table shows the actual number of players and teams over the past two years and the projected numbers for Fiscal Year 2024/2025:

	<b>2022-23 Fiscal Year</b>	<b>2023-24 Fiscal Year</b>	<b>Projected 2024-25 Fiscal Year</b>
Number of Teams	22	23	23
Number of Players	189	194	194

As a thank you for all of their time and hard work and as an incentive to find enough volunteer coaches, the Head Coaches' child's registration is free. During the 2024 season, there were 23 players in the league who were the coaches' children.



The following table shows the anticipated costs before and after the increases in the minimum wage and uniforms:

	Projected 2021/2022 Costs	Projected 2024/2025 Costs	Total Increase
Part-Time Personnel Costs	\$5,611	\$5,986	\$375
Uniforms	\$4,850	\$5,820	\$970
<b>Total Increase</b>	<b>\$10,461</b>	<b>\$11,806</b>	<b>\$1,345</b>

These increases will have a financial impact on the Recreation Division’s annual operating budget for the 2024-25 fiscal year. To offset the additional expenditures in the Youth NFL Flag Football League, Staff is recommending a fee increase, effective January 1, 2025, of \$8.00 from \$179.00 to \$187.00 per player for early bird registration and from \$189.00 to \$197.00 per player for players who sign up after the early bird registration. The increase in registration fees will put the City’s fees in line with similar agencies. (See Attachment A)

The following table shows the total projected revenue increase based on the proposed \$8.00 fee increase and last season’s 171 paid participants:

2023-2024 Paid Participants	Additional Expenditures	Additional Revenue
171	\$1,345	\$1,368

**Options:**

- 1.) Increase NFL Flag Football Registration fees as recommended by staff.
- 2.) Do not approve registration fee increases and provide direction to staff.

**Cost:** Staff projects the Youth NFL Flag Football program will experience \$1,345.00 in additional costs in Fiscal Year 2024/2025.

**Budget Impact:** With these recommended fees in place, Youth NFL Flag Football will likely remain self-supporting, assuming participation levels remain consistent. Staff will continue to implement strategies to increase participation and analyze the effects of the proposed fee increases.

**Recommendation:** Support Staff’s recommendation:

- 1.) Increasing the Youth NFL Flag Football early bird player registration fee by \$8.00 from \$179.00 to \$187.00 per player effective January 1, 2025; and
- 2.) Increasing the Youth NFL Flag Football post early bird player registration fee by \$8.00 from \$189.00 to \$197.00 per player effective January 1, 2025.

Attachment A – Fee Comparison

Attachment B – Proposed Fee Schedule

*“Placerville, a Unique Historical Past Forging into a Golden Future”*



**ATTACHMENT A**

**AGENCY PROGRAM FEE COMPARISON  
AS OF OCTOBER 2024**

<b>City of Placerville Proposed</b>	<b>City of Folsom</b>	<b>Auburn ARD</b>	<b>El Dorado Hills CSD</b>
<b>Registration Fee \$197.00</b>	Registration Fee \$221.00	N/A	Registration Fee \$210.00
<b>Early Bird Fee \$187.00</b>	Early Bird Fee \$205.00		

*“Placerville, a Unique Historical Past Forging into a Golden Future”*



**ATTACHMENT B**

**City of Placerville Community Services Department**

**Proposed Fees for NFL Flag Football  
Fees to be effective December 16, 2024**

	<b>PROPOSED FEES</b>
Registration Fee	<b>\$197.00</b>
Early Bird Fee	<b>\$187.00</b>
Coaches Child	<b>Free</b>