



COMMUNITY SERVICES & ENVIRONMENT COMMISSION
EOC Room (Adjacent to the Police Department)
175 First Street West
Sonoma, CA 95476

Wednesday, April 13, 2016
6:30 P.M. Regular Meeting

Commissioners: Christopher Petlock-Chairman, Fred Allebach, Ken Brown, Christina Cook, Amy Harrington, Inge Hutzler, Richard Pollack, Chris Rateaver, Denise Wilbanks

COMMENTS FROM THE PUBLIC: At this time, members of the public may comment on any item not appearing on the agenda that are within the subject matter jurisdiction of the commission.

1. **6:30-6:40**—Approval of the Minutes from March 9, 2016
2. **6:40-7:00**—Brief Overview of the Draft Climate Action 2020 Plan
3. **7:00-7:05**—Bike to Work Day Energizer Station
4. **7:05**—Exception to the 120 day submittal deadline—Cinco de Mayo on May 1, 2016: the CSEC must vote with a 2/3 vote in affirmative to grant an exception (attachment)
5. **7:05-7:30**—Event Reviews (attachments)
 - a. July 4th Parade and Celebration
 - b. Sonoma Valley Vintage Race Car Festival—June 4, 2016
 - c. Cinco de Mayo—May 1, 2016
6. **7:30-7:35**—Subcommittee Reports
 - a. Tree Committee (Standing Subcommittee)

Participates on Tree Committee as voting member; reviews Tree Removal applications, arborist reports, research special projects. Comms. Rateaver and Brown.
Next Tree Committee Meeting: April 21, 2016

 - *Approval letter*: Attachments
7. **7:35-7:50**—PG&E Community Pipeline Safety Initiative Presentation (attachment)
8. **7:50-7:55**—Arbor Day Update
9. **7:55-8:05**—Update on Budget Template for Special Events (attachment)
10. **8:05-8:15**—Update on the Plaza Park Restrooms (attachment)
11. **8:15-8:20**—Agenda Timeframe Discussion
12. **8:20-8:25**—Discussion on appeal of Farmers' Market fees (attachment)
13. **8:25-8:30**—Future Agenda Items
14. **8:30**—Commissioner and Staff Comments
15. Adjournment (Next regular meeting is May 11, 2016)

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the City Council regarding any item on this agenda after the agenda has been distributed will be made available for inspection at City Hall, No. 1 The Plaza, Sonoma CA during regular business hours.

Katherine Wall, Public Works Administrative Manager

COMMUNITY SERVICES & ENVIRONMENT COMMISSION

City Hall, # 1 The Plaza
Sonoma, CA

March 9, 2016
DRAFT Minutes

Commissioners Present: Comms. Petlock-Chairman, Allebach, Brown, Cook, Harrington, Hutzel, Pollack, and Wilbanks

Commissioners Absent: Comm. Rateaver

Also Present: Special Event Coordinator/Associate Planner Atkins
Public Works Administrative Manager Wall
Bouquets to the Dead: Natasha Drengson
Vallejo Monument in the Plaza Park: Robert Demler, Peter Meyerhof, Martha Vallejo McGettigan, and Michael Ross
Valley of the Moon Certified Farmers' Market: Chris Welch, Emily Fitzpatrick, and Bill Dardon

Chair Petlock called the meeting to order at 6:31 p.m.

1. Approval of the Minutes from February 10, 2016

It was moved by Comm. Pollack, seconded by Comm. Cook to approve the minutes of February 10, 2016. The motion carried unanimously.

2. Post Event Reviews

2.a. Bouquets to the Dead—October 31, November 1, November 2, and November 3, 2015. Staff report received. CSEC requested City staff to cover this event at future CSEC meetings, and therefore, event applicant no longer needs to attend CSEC meetings.

3. Event Reviews

3.a. Tuesday Night Farmers' Market—May 3, 2016 through October 25, 2016, Tuesdays. It was moved by Comm. Pollack and seconded by Comm. Brown to approve the modified Plaza Permit Application for the 2016 Tuesday Night Farmers' Market subject to Special Event Committee conditions of approval. The CSEC voted 8-0 (with one commissioner absent) to approve the application.

4. Subcommittee Reports

Tree Committee (Standing Subcommittee). Chair Petlock was appointed as the alternate Commissioner for the Tree Committee.

5. Establish Fees for 2016 Tuesday Night Farmers' Market

It was moved by Comm. Pollack and seconded by Comm. Harrington to approve the established fees for the 2016 Tuesday Night Farmers' Market. After discussion and public testimony, the CSEC voted 8-0 (with one commissioner absent) to approve the rental fee due at the end of the year in the amount of \$750 provided the following actions are taken: \$2,000 shall be allocated by the Valley of the Moon Certified Farmers' Market (VOMCFM) for Electronic Benefit Transfer (EBT), \$500 for advertising in support of EBT, and \$750 for waving rental space fees for farmers

when sales are offered by the farmer. In addition, all vendors shall provide weekly sales information to the VOMCFM. Therefore, the total amount due for the 2016 Tuesday Night Farmers' Market is \$1,964. This includes the \$750 rental fee, the \$958 Large Scale Permit Application Fee, and \$256 Alcohol Permit fee.

6. Budget Template Discussion

Comm. Allebach introduced an example of a budget template for special events. Comm. Allebach to schedule a meeting with staff, the City Manager, and the Finance Director to discuss special event budget templates or summary page options that could accompany the full financial report.

7. Discussion on Rational for Events

Comm. Allebach reiterated the budget template discussion that was reviewed in the previous agenda item.

8. Notice of Review and Preparation of the 2015 Urban Water Management Plan Update

Information received.

9. Continued Consideration of Monument in the Plaza Park

It was moved by Comm. Brown and seconded by Comm. Harrington to approve the materials for the monument to Sonoma's Founder, General M.G. Vallejo that will be erected in the Plaza Park. After discussion and public testimony, the CSEC voted 7-1 (with one commissioner absent; Comm. Allebach dissented) to approve the plaques (including the plaque font and text), stone seating wall, and stone pavers as demonstrated to the CSEC.

10. Plaza park Restrooms

Comm. Wilbanks recounted the meeting with the Public Works Director and staff regarding the Plaza Park restroom improvements. Representatives from CSEC decided to move forward with bringing this item to City Council, either during the public comment period at a Council meeting or by proceeding through the proper channels to add the discussion item to a Council meeting agenda.

11. Future Agenda Items

The following items will be placed on the April 13, 2016 meeting agenda:

- Feedback on Plaza Park Restrooms (requested by Comm. Wilbanks).
- Update regarding the special event budget template (requested by Comm. Allebach).
- Arbor Day Update (requested by Comm. Brown).
- Discussion regarding adding a timeframe to future CSEC agendas (requested by Comm. Cook).

12. Commissioner and staff Comments

Chair Petlock adjourned the meeting at 9:10 p.m. The next meeting is scheduled for Wednesday, April 13, 2016 at 6:30 p.m.

Respectfully submitted,

Katherine Wall, Public Works Administrative Manager

M E M O

TO: Community Services and Environment Commission
FROM: Special Event Coordinator Atkins
RE: Cinco de Mayo Event--May 1, 2016

Section E.1.2 of the Special Events Policy states the following: "For all other events, complete applications must be submitted at least 120 days prior to the event. An exception to the 120 day submittal deadline may be granted provided 2/3 of the CSEC vote in the affirmative to grant the exception." Unfortunately, the application for 2016 will mark the second year in a row that the La Luz Center has submitted the Cinco de Mayo application less than 120 days prior to the event.

Staff recommends that the CSEC advise the La Luz Center to consider submitting the 2017 application no later than January 6, 2017.

cc: Angie Sanchez, via email

MEMO

To: Community Services and Environment Commission

Staff: Wendy Atkins Special Event Coordinator

Agenda Item: **July 4 parade and Celebration**
Plaza Park Use Application

Sponsor: Sonoma Community Center

Date of use: July 3, 2016 Sunday (booth set up) and July 4, 2016;
Monday

Area(s) of use: SE Quadrant, Horseshoe, Rear Parking Lot

Discussion

The Special Event Committee (SEC) considered the event application on March 30, 2016.

The City Council approved the Permit Application For Use of City Streets on April 4, 2016.

SEC Conditions of Approval:

- 18 portable restrooms and two hand washing stations required.
- Meet two weeks before event with Street Supervisor and Parks Supervisor.
- Sonoma Community Center to provide security (18) to monitor parade route.
- Provide contact information for security manager and Sonoma Community Center staff to Police Department.
- Sonoma Community Center staff must meet with Police Department two weeks prior to event.
- Sonoma Community Center staff will monitor Plaza set up to ensure items are not left in public right of way.
- Must get City Alcohol Permit and ABC Permit.
- Police Department will work with the Native Sons for road closures.
- Maintain emergency vehicle access around entire horseshoe.
- Provide personnel to remove barricades in an emergency.
- All cooking vendors and tents must have fire extinguishers.
- Event Day Fire Department inspection.
- Cooking areas must be segregated from Public.

Recommended Commission Action:

- Approve the Plaza Permit Application subject to the SEC conditions of approval.

Special Event Committee (SEC) Members Present:

Administrative Captain Jones, Police Chief Sackett, Parks Supervisor Melberg, Street Supervisor Merrill, Special Event Coordinator Atkins

Attachments:

2016 Plaza Use Application

2015 Post Event Evaluation

cc: Josh Cutler, Sonoma community Center, via email



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476

RECEIVED

FEB 03 2016



(707) 938-3681 CITY OF SONOMA
PLAZA PERMIT APPLICATION
 Revised 12/3/15

NAME OF EVENT: July 4 Parade and Celebration EVENT DATE(S): 7/4/2016

Sponsoring Organization: Sonoma Community Center

New Event Returning Event Non Profit Tax-exempt organization (Tax Exempt letter required)

Event Contact Person Josh Cutler Title: Administrative Coordinator

Mailing Address: 276 East Napa Street Sonoma CA 95476
Street or P.O. Box City State Zip

Daytime phone: 707 938 4626 Email: Josh@sonomacommunitycenter.org

Plaza Area(s) Requested

SE Section NW Section Amphitheater Horseshoe Pavement
 NE Section SW Section Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

EVENT DATES: YEAR: 2016	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
Date(s): <u>7/3/2016</u>	<u>1:00 PM</u>	<u>(Booth Setup)</u>		<u>6:00 PM</u>	<u>50</u>
Date(s): <u>7/4/2016</u>	<u>8:00 AM</u>				

THIS SECTION TO BE COMPLETED BY STAFF:

Rental Fees Per Day: # of Days x Fee	Maintenance Fees: # of Areas	Security Deposits: # of Days Fee x Area / Section
___ x SE Section \$400 \$ _____	___ x \$ 93 (1- 12 hrs) \$ _____	___ x (SE Section) x \$200 \$ _____
___ x NE Section \$300 \$ _____	___ x \$187 (12-24 hrs) \$ _____	___ x (NE Section) x \$200 \$ _____
___ X SW Section \$300 \$ _____	___ x \$312 (24-36 hrs) \$ _____	___ X (SW Section) x \$200 \$ _____
___ X NW Section \$300 \$ _____	___ x \$500 (36-48 hrs) \$ _____	___ X (NW Section) x \$200 \$ _____
___ X \$200 Amphitheater \$ _____	___ x \$750 (> 48 hrs) \$ _____	___ X (Amphitheater) X \$200 \$ _____
___ x \$200 Horseshoe Pavement \$ _____	MAINTENANCE FEE: \$ _____	___ X (Rear Parking) X \$200 \$ _____
___ X \$300 Rear Parking \$ _____	Reservation of Public Parking: \$238 + \$20 per # of spaces per day.	___ X(Horseshoe Pavement) X \$200 \$ _____
___ \$238 Barricade: Plaza Entrance \$ _____	PARKING FEE: \$ _____	REFUNDABLE DAMAGE DEPOSIT: \$ _____
RENTAL FEE: \$ _____		

Application Fee <small>Small scale vs. large scale event</small> \$306-\$958	\$	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$	750-00000-000-22950	
Parking Fee	\$		Other:
ALCOHOL PERMIT: \$230.00 <i>Attached form)</i>	\$	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: \$519.00 <i>Attached form)</i>	\$	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **		\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$	<u>Application is incomplete until all fees are paid.</u>	

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:
<ul style="list-style-type: none"> • Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.
Include a list (map key) of each structure:
<ul style="list-style-type: none"> • Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used).
<ul style="list-style-type: none"> • Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.
<ul style="list-style-type: none"> • Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.

* Attach additional sheets as necessary to describe event components below.

EVENT COMPONENTS: (Please indicate which of the following components are included in your event)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Canopies or Tents | <input checked="" type="checkbox"/> Use of City Streets | <input type="checkbox"/> Banner Sign on historic directory (by permit only) |
| | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> Water Needed |
| <input checked="" type="checkbox"/> Food Vendors (Vendor list required) | <input checked="" type="checkbox"/> Food cooked on site | <input checked="" type="checkbox"/> Electricity Needed |
| <input checked="" type="checkbox"/> Alcohol Permit and ABC | <input checked="" type="checkbox"/> Booths, Temporary Structures | <input checked="" type="checkbox"/> Barricades (security) |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input checked="" type="checkbox"/> Amplified Sound or Music | <input type="checkbox"/> Fencing or delineating areas (by permit only) |

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the **Fire Department** during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a **LIST** of all vendors before event (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

VENDORS – Vendors must have a one day event business license. A vendor list must be provided to staff one week before the start of the event. The event Manager will make one payment (\$23 for each vendor) to the City. If a for-profit vendor is selling direct to public/participants, they must contribute 40% to the non-profit sponsor.

ALCOHOL SERVED – Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STREET CLOSURES – **Requires approval by the City Council and Police Department.** Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Department, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). _____ ✓

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). _____ ✓

RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____ ✓

ADDITIONAL PERMITS REQUIRED:

- | | |
|---|--|
| <input checked="" type="checkbox"/> City Alcohol Permit | <input checked="" type="checkbox"/> Caltrans Encroachment Permit |
| <input checked="" type="checkbox"/> City Street Use Permit (City Council) | <input type="checkbox"/> City Business License (all vendors) |
| <input checked="" type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Reservation of Public Parking |

SITE MANAGER: <u>Josh Cutler</u>	Cell Phone: <u>707 849 2843</u>	Home Phone:
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Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.

	<u>Josh Cutler</u>	<u>1/19/2016</u>
Signature of Applicant and Co-Sponsor(s)	Print Name (s)	Date

Approved: _____
City of Sonoma Date

JULY 4 PARADE AND CELEBRATION

Special Event Committee Review (SEC) Conditions of Approval

APPLICANT:

Must Schedule pre-event walk-through with **Parks Supervisor** Terry Melberg at (707) 933-2239 **two weeks before event** and attend a post-event site inspection (**1 day after event**).

Contact **Street Supervisor** Dean Merrill at (707) 933-2232 - **30 days prior to event**, for reserved parking, barricades, street closures, and reserved street parking.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS:

STREET SUPERVISOR: meet 2 weeks prior to event

PARKS SUPERVISOR: MEET 2 WEEKS PRIOR TO EVENT

Port-O-Potties required: 18 plus 2 hand washing stations

Notify Sonoma County Transit Authority if Horseshoe closed: (707) 585-7516

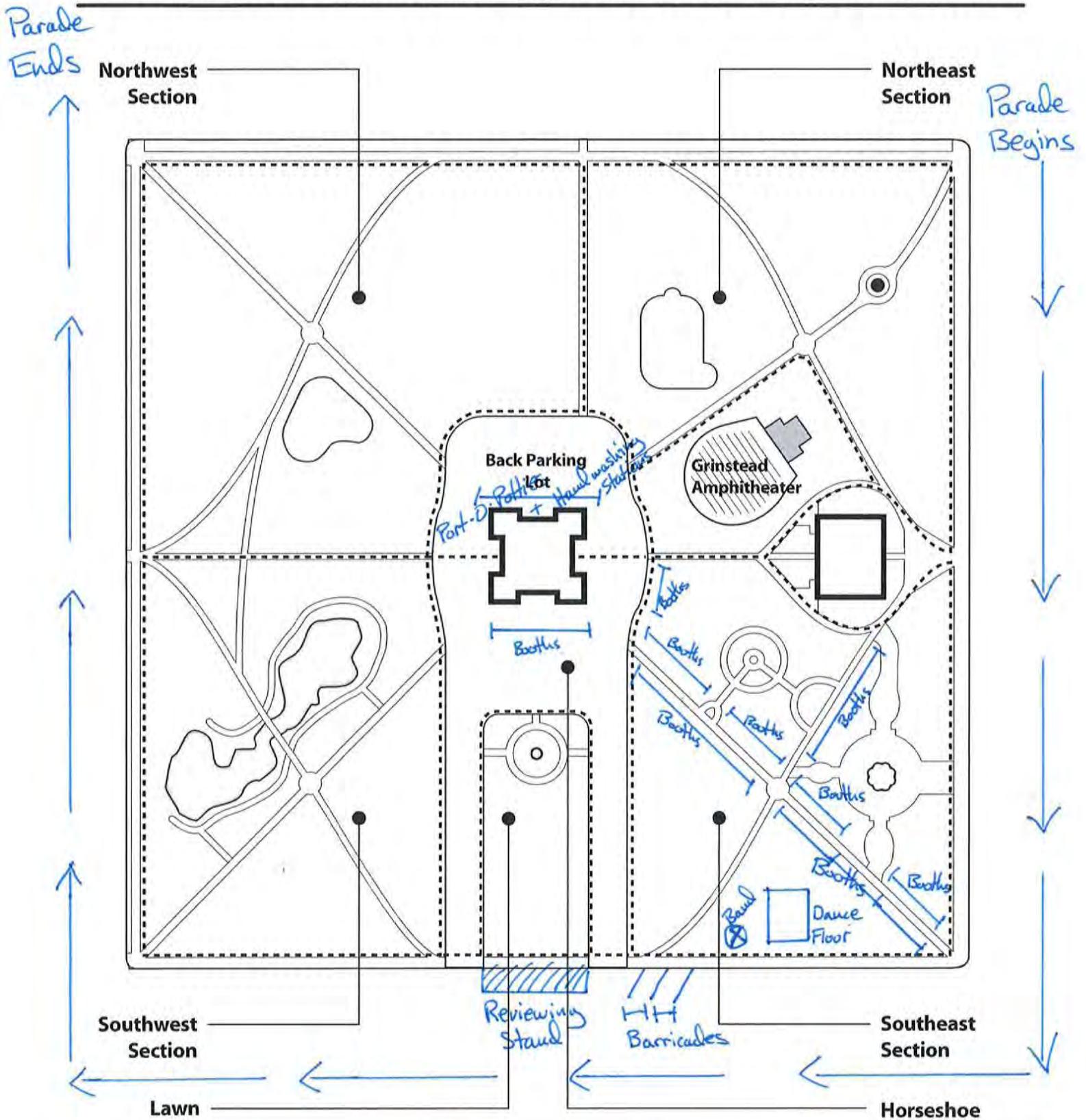
POLICE DEPARTMENT: They will hire private security (18) to monitor parade route. Request contact info for security mgr + SEC staff. Must meet w/ PD 2 weeks prior to event. SEC will monitor plaza set up to ensure items not left in public right of way. Must get city alcohol + ABC permit. PD will work w/ Native Sons for road closures.

FIRE DEPARTMENT: MAINTAIN EMERGENCY VEHICLE ACCESS AROUND ENTIRE HORSESHOE, PROVIDE PERSONNEL TO REMOVE BARRICADES IN AN EMERGENCY, PROVIDE VENDOR LIST, 20 FT CLEARANCE BETWEEN COOKING VENDORS, ALL COOKING VENDORS & TENTS HAVE FIRE EXTINGUISHERS, EVENT DAY INSPECTION, SEPARATED FROM PUBLIC

SPECIAL EVENT COORDIANTOR: Council to review Permit Application for use of City Streets on 4/4/16. CSEC review 4/13/16.

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.

Please indicate the location of all major features and activities associated with this event.



Plaza Event Map 

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
- Variation in type of waste
- Waste tends to be afterthought
- Diverse attendees
- Large amounts of single use items
- High level of food discards
- Contamination prevention

Remember, no Styrofoam!

1. What is the estimated amount and types of waste anticipated from this event?

- a. Garbage (landfill) 6 Dumpsters 50 Gal cans
- b. Recycling (indicate type e.g. glass, cans, plastic, aluminum, paper) . Totals can be combined for blue cans
- Type: 10 Blue Bins Gal (50) _____
- Type: 1 Cardboard Dumpster Gal (50) _____
- Type: _____ Gal (50) _____
- Type: _____ Gal (50) _____
- c. Other (describe) _____ Gal (50) _____

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps.

- Reusing signage from previous events, including banners and instructional signs.
- Using compostable wine glasses for serving.
- Encouraging vendors to purchase recycled or compostable materials wherever possible.
- Reusing construction and event setup materials from previous years.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?

- Rental of dedicated cardboard recycling dumpster along with ten blue recycling bins.
- Recycling bins will be paired with garbage receptacles along with highly visible signage.
- Volunteers will monitor for proper disposal and provide information to patrons as needed.
- Coordinating with vendors to facilitate recycling of materials during set-up and tear-down of booths.

4. Did you have a pre-event meeting with hauler and/or park staff (or review their criteria)?

We will be scheduling a meeting to take place before the event occurs.

5. Final report to be completed after event and sent to CSEC for review:
 - a. Name and location of event;
 - b. Description of event;
 - c. Description of types of waste generated;
 - d. Types and amounts of waste disposed and diverted;
 - e. Description of solid waste reduction, reuse, and recycling programs; and
 - f. If no programs were implemented, a description of why no programs have been identified or implemented.



**City of Sonoma
No. 1 The Plaza
Sonoma CA 95476**



**PERMIT APPLICATION
POSSESSION AND CONSUMPTION
OF ALCOHOLIC BEVERAGES ON CITY PROPERTY**

Revised 12/3/15

Application Fee: \$256.00 (Park 100-00000-000-30702)

Note: If charging a fee for alcohol or charging an admittance fee and serving alcohol, you must obtain a temporary sales permit from the Alcoholic Beverage Control Board @ 50 D St. Room 130, Santa Rosa 95404 707.576.2165

Name of Applicant: Josh Cutler

Name of Organization: Sonoma Community Center

Address: 276 East Napa Street Sonoma CA 95476

Telephone Numbers: Day: 938 4626 Night: - Fax: 938 4792 Email: Josh@sonoma-community-center.org

Name or Description of Event: July 4 Parade and Celebrations

Date(s) of Event: 7/4/2016 Location of Event: Sonoma Plaza

Estimated Daily Attendance: 5,000

Will Alcohol be Sold or Dispensed Free of Charge? Sold

Will the Event be Open to the Public or by Invitation Only? Open to Public

Is There a Charge for Admittance? No

Type of Alcoholic Beverages To Be Served: Beer and Wine

Dates and Times Alcohol Will Be Served: 11:00 AM - 5:00 PM

Any event that requires the Department of Alcoholic Beverage Control to issue an ABC license and anticipates at least 200 attendees shall be required to have at least one staff member properly trained to serve alcohol in a safe and responsible manner. For the purposes of this requirement, the staff member must successfully complete the Sonoma County Dept of Health Services' Responsible Beverage Service Training for special events or any other training class approved by the California Department of Alcoholic Beverage Control. The applicant shall provide a current certificate of completion by the person responsible for taking the Responsible Training Service Training course along with the alcohol permit application. In addition, the event organizer shall indicate in the event narrative how other event staff members will be trained.

I do hereby acknowledge and affirm that all information contained herein is accurate to the best of my knowledge and agree to assume full responsibility and liability for and indemnify, and suits for or by reason of injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever on in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, its agents or employees.

Josh Cutler
Applicant's Signature

1/19/2016
Date

For City Use Only

To Be a Valid Permit, This Application Must Have the Approval of the City Manager and the Police Chief
Date Event Approved: _____ Fee Paid: Date _____ Amount _____

APPROVED: (If not approved, please attach explanation)

City Manager Date

Bret Sadoff 2/1/16
Police Chief Date

CERTIFICATE of COMPLETION



This is to certify that

Josh Cutler

has completed the course

Responsible Beverage Service for Special Event (New)

July 28, 2015

This certificate expires 1 year from date of completion.





**City of Sonoma
No. 1 The Plaza
Sonoma CA 95476**



**PERMIT APPLICATION
FOR USE OF CITY STREETS**

Revised 12/3/15

Application Fee: \$576.00

(Encro 100-00000-000-30203)

Note: Events utilizing any portion of Highway 12 must also obtain permission from Caltrans, District 4, 111 Grand Avenue, Oakland 94612, (510) 286-4404.

Name of Applicant: Josh Cutler

Name of Sponsoring Organization: Sonoma Community Center

Address: 276 East Napa Street, Sonoma CA, 95476

Telephone Numbers: Day: 707.938.4626 Cell: 707.849.2843 Email: Josh@sonomacommunitycenter.org

Name of Event: 4th of July Parade & Celebration

Type of Event – Mark Appropriate Box

- Run or Walk Rally or Assembly Parade
 Other

Date(s) of Event: 7/4/2016

Street Closure(s) Requested:

Spain Street between 1st St East and 1st St West from 8AM am/pm to 12PM am/pm
1st St East between Napa Street and Blue Wing Drive from 8AM am/pm to 12PM am/pm
Napa Street between 1st St East and 1st St W from 8AM am/pm to 12PM am/pm
1st St West between Napa Street and Depot Park 8AM 12PM

Complete Description of Event. Using additional sheets if necessary, describe the number of participants; duration of the event; the number, type, size and material of all entries including any floats or banners; the number and type of animals and a plan for cleaning up after them; any seating being provided; and Judges Tables. Attach a map of the route to be used and indicating the location of the staging area, announcer's stand, barricade placement, vendors, banners, signs and booths, etc.: Annual 4th of July Parade, begins at 10AM and runs until 12PM.

Approximately 100 entries including floats, cars, banners, horses etc. There will be a reviewing stand on Napa Street in front of the horseshoe.

Estimated Daily Attendance: 5,000

If a Sound Amplification is be used, describe the type, location, purpose and hours of use: Reviewing stands (2) with announcers. Parade entrants may also play music.

General Conditions of Approval:

Applicant is responsible for obtaining permission from Caltrans for use of any portion of Highway 12. All facilities placed upon a City street are subject to continuing safety approval and inspection by the appropriate City departments. A clear path of a minimum width of 20 feet through the length of the portion of roadway being used must be maintained for emergency vehicle access. Obstructions shall not be placed along the curb or the roadway within 10 feet of any fire hydrant. All facilities used for the event shall be removed from City streets immediately after the close of the event. All costs for barricading, traffic control, street sweeping and clean up shall be borne by the applicant. Applicant will be required to submit a deposit equal to the amount estimated by the City for services performed by City personnel in relation to the event. The deposit is due no later than two weeks before the first day of the event. If actual costs exceed the amount of the deposit, applicant will be required to pay the difference. If actual costs are less than the deposit, the excess will be returned to applicant or applied to any other fees or charges owed to the City. Applicant must provide a certificate of insurance and a policy endorsement naming the City of Sonoma as additional insured as described in the City of Sonoma Facility Use Insurance Requirements.

I do hereby acknowledge and affirm that all information contained herein is accurate to the best of my knowledge and agree to assume full responsibility and liability for and indemnify, and suits for or by reason of injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever on in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, its agents or employees.

Josh Cutler
Applicant's Signature

1/19/16
Date

For City Use Only

POLICE DEPARTMENT RECOMMENDATION:		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Amount of Deposit Required: \$ _____		COMMENTS:	
_____		_____	
Authorized Signature		Date	
PUBLIC WORKS DEPARTMENT RECOMMENDATION:		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Amount of Deposit Required: \$ _____		COMMENTS:	
_____		_____	
Authorized Signature		Date	
Date Approved by CSEC: _____			
Date Approved by City Council: _____			

Sonoma Community Center
 4th of July Operating Budget
 2016

Income		
	Donations	13,700.00
	City of Sonoma*	28,000.00
	Fees Collected	1,100.00
	Merch & Concession Sales	14,100.00
	Corporate Sponsorship	-
	Total Income	56,900.00
Expense		
	Overhead	6,100.00
	SCC Wages & Taxes	33,100.00
	Security Personnel	1,400.00
	Barricades	1,400.00
	Publicity	400.00
	Supplies	6,400.00
	Permits & Fees	700.00
	Stage Rental	-
	Potties	2,000.00
	Garbage	2,600.00
	Live Music / performers	400.00
	Bicycle Valet	500.00
	A/V Technician	1,000.00
	Total Expenses	56,000.00
	NET	900.00
	*Pending City of Sonoma approval	

INTERNAL REVENUE SERVICE
EP/EO

Internal Revenue Service
EP/EO Disclosure Desk
P.O. Box 2350 Los Angeles, CA 90053

Sonoma Community Center
276 East Napa St.
Sonoma, CA 95476

Person to Contact:
L. Barragan (A to K)
F. Miraflor (L to Z)

Telephone Number:
(213) 894-2336

Refer Reply to:
91-280

Date:

APR 15 1991

RE: **94-1566728**
SONOMA COMMUNITY CENTER

Gentlemen:

This is in response to your request for a determination letter of the above-named organization.

A review of our records indicates that the above-named organization was recognized to be exempt from Federal income tax in November 1953, as an organization described in Internal Revenue Code section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in section 509(a) of the code, because it is an organization described in section 509(A)(2).

This letter is to verify your exempt status and the fact that the determination letter issued in November 1953 continues to be in effect.

If you are in need of further assistance, please feel free to contact me at the above address.

We appreciate your cooperation in this regard.

Sincerely,

F. C. Miraflor

Disclosure Assistant

POST EVENT SUMMARY

STAFF: Parks Department Supervisor Melberg

DATE: July 8, 2015

EVENT: An Old Fashioned 4th of July Celebration
Post Event Comments for the July 3rd & 4th, 2015 Event

Location: Plaza: X

Event Dates 7-3-15 & 7-4-15 Event Time 7am till 6:30pm

Small Scale Event

OK to return deposit: Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

- There was a post event meeting with Parks staff.
- The area rented and impacted by the event was left in a neat and clean condition. Extra work was not required of City staff for post event clean up.
- The Plaza turf suffered minor damage due to heavy foot traffic. The impacted turf should recover with minimal efforts such as regular scheduled aeration and fertilization. The contributing impact to deeper soil compaction will be monitored for future comments.

cc

Public Works Director
Debra Rogers
Planning Administrative Assistant

MEMO

To: Community Services and Environment Commission
Staff: Wendy Atkins, Special Event Coordinator
Agenda Item: Plaza Park Use Application

2016 Sonoma Valley Vintage Race Car Festival

Sponsor: Speedway Children's Charities
Date(s) of use: June 4, 2016, Saturday
Area(s) of use: Plaza Horseshoe Pavement, SE Quadrant

The Special Event Committee (SEC) considered the event application on March 30, 2016.

SEC Conditions of Approval:

- Seven portable restrooms shall be required.
- If staff monitoring is required it shall occur at a rate not to exceed \$224 per hour.
- Event organizers will contact the CHP to arrange the escort down Broadway and around the Plaza.
- Caltrans will not require an Encroachment Permit since the parade does not impede Hwy 12 traffic for more than 20 minutes. Likewise, the City of Sonoma will not require a Street Permit. The historic cars drive around the Plaza, impede pedestrian crossings briefly at the four Plaza corners. Pedestrian safety will be managed by Sonoma Raceway track safety personnel monitoring all affected intersections.
- Applicant to meet Parks and Street Supervisors two weeks before event. Mandatory post event meeting 8:00 a.m. first working day subsequent to the event.
- City Alcohol Permit and ABC Permit required. Speedway Children's Charities will hire security to monitor for alcohol wrist bands.
- Sonoma Raceway Track Ambassadors posted at the perimeter of the event.
- Maintain emergency vehicle access around horseshoe. Vehicles shall be parked tight to curb and parked in a parallel fashion.
- Provide personnel to remove barricades in emergency.
- Provide vendor list two weeks prior to event to Alan Jones and Wendy Atkins
- A minimum of 20 feet clearance is required between cooking vendors.
- Fire extinguishers are required for cooking and tents.
- Fire Department event day inspection required.

Recommended Commission Action:

SEC recommendation for the 2016 Sonoma Valley Vintage Race Car Festival: Approve the Plaza Park Use Application as submitted with SEC conditions of approval.

SEC Members: Fire Marshal Jones, Police Chief Sackett, Parks Supervisor Melberg, Street Supervisor Merrill, Associate Planner/Special Event Coordinator Atkins.

Attachments:

- Plaza Use Application – 2016 Sonoma Valley Historic Race Car Festival
- 2015 Post-Event Review

cc: Jerry Wheeler, Sonoma Raceway, Speedway Children's Charities, via email



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476

(707) 938-3681

PLAZA PERMIT APPLICATION

Revised 12/3/15

RECEIVED



NAME OF EVENT: 51 VINTAGE RACE CAR FESTIVAL EVENT DATE(S): June 4 2016

Sponsoring Organization: SPEEDWAY CHILDREN'S CHARITIES

New Event Returning Event Non Profit Tax-exempt organization (Tax Exempt letter required)

Event Contact Person Jerry Wheeler/Cheri Platter Title: TRUSTEE/DIRECTOR

Mailing Address: 29355 ARNOLD DR SONOMA, CA 95476
Street or P.O. Box City State Zip

Daytime phone: 707-974-0216 / 707-933-3950 Email: jwheeler@racesonoma.com
cplatter@racesonoma.com

Plaza Area(s) Requested

- SE Section NW Section Amphitheater Horseshoe Pavement
 NE Section SW Section Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

EVENT DATES: YEAR: 2016	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
Date(s): <u>6/4/2016</u>	<u>1:00 PM</u>	<u>5:30 PM</u>	<u>7:30 PM</u>	<u>8:30 PM</u>	<u>350</u>
Date(s):					

THIS SECTION TO BE COMPLETED BY STAFF:

Rental Fees Per Day:	Maintenance Fees:	Security Deposits:
# <u>1</u> of Days x Fee	# <u>1</u> of Areas	# <u>1</u> of Days Fee x Area / Section
<u>1</u> x SE Section \$400 \$ <u>400</u>	<u>1</u> x \$ 93 (1- 12 hrs) \$ <u>93</u>	<u>1</u> x (SE Section) x \$200 \$ <u>200</u>
___ x NE Section \$300 \$ _____	___ x \$187 (12-24 hrs) \$ _____	___ x (NE Section) x \$200 \$ _____
___ x SW Section \$300 \$ _____	___ x \$312 (24-36 hrs) \$ _____	___ x (SW Section) x \$200 \$ _____
___ x NW Section \$300 \$ _____	___ x \$500 (36-48 hrs) \$ _____	___ x (NW Section) x \$200 \$ _____
___ x \$200 Amphitheater \$ _____	___ x \$750 (> 48 hrs) \$ _____	___ x (Amphitheater) X \$200 \$ _____
<u>1</u> x \$200 Horseshoe Pavement \$ <u>200</u>	MAINTENANCE FEE: \$ <u>93</u>	___ x (Rear Parking) X \$200 \$ _____
___ x \$300 Rear Parking \$ _____	Reservation of Public Parking: \$238 + \$20 per # of spaces per day.	<u>1</u> X(Horseshoe Pavement) X \$200 \$ <u>200</u>
<u>1</u> \$238 Barricade: Plaza Entrance \$ <u>238</u>	PARKING FEE: \$ <u>0</u>	REFUNDABLE DAMAGE DEPOSIT: \$ <u>400</u>
RENTAL FEE: \$ <u>838</u>		

Application Fee <small>Small scale vs. large scale event</small> \rightarrow <u>\$306-\$958</u>	\$ <u>958</u>	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$ <u>838</u>	Park 100-00000-000-30702	Insurance provided by your organization: <u>YES</u>
Maintenance Fee	\$ <u>93</u>	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$ <u>400</u>	750-00000-000-22950	
Parking Fee	\$ <u>0</u>		Other:
ALCOHOL PERMIT: \$230.00 <i>Attached form)</i>	\$ <u>230</u>	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: \$519.00 <i>Attached form)</i>	\$ <u>519</u>	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **		\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$ <u>3038</u>	<u>Application is incomplete until all fees are paid.</u>	

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:
<ul style="list-style-type: none"> • Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.
Include a list (map key) of each structure:
<ul style="list-style-type: none"> • Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used). • Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.
<ul style="list-style-type: none"> • Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.

* Attach additional sheets as necessary to describe event components below.

EVENT COMPONENTS: (Please indicate which of the following components are included in your event)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Canopies or Tents
<i>(2 10x10)</i> | <input checked="" type="checkbox"/> Use of City Streets | <input type="checkbox"/> Banner Sign on historic directory (by permit only) |
| <input checked="" type="checkbox"/> Food Vendors (Vendor list required) | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> Water Needed |
| <input checked="" type="checkbox"/> Alcohol Permit and ABC | <input type="checkbox"/> Food cooked on site | <input checked="" type="checkbox"/> Electricity Needed |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input type="checkbox"/> Booths, Temporary Structures | <input checked="" type="checkbox"/> Barricades (security) |
| | <input checked="" type="checkbox"/> Amplified Sound or Music | <input type="checkbox"/> Fencing or delineating areas (by permit only) |

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the **Fire Department** during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a **LIST** of all vendors before event (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

VENDORS – Vendors must have a one day event business license. A vendor list must be provided to staff one week before the start of the event. The event Manager will make one payment (\$23 for each vendor) to the City. If a for-profit vendor is selling direct to public/participants, they must contribute 40% to the non-profit sponsor.

ALCOHOL SERVED – Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STREET CLOSURES – Requires approval by the **City Council and Police Department**. Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Department, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). _____

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). _____

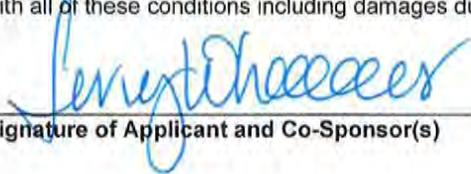
RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____

ADDITIONAL PERMITS REQUIRED:

- | | |
|--|--|
| <input type="checkbox"/> City Alcohol Permit | <input type="checkbox"/> Caltrans Encroachment Permit |
| <input type="checkbox"/> City Street Use Permit (City Council) | <input type="checkbox"/> City Business License (all vendors) |
| <input type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Reservation of Public Parking |

SITE MANAGER: <i>JERRY WHEELER</i>	Cell Phone: <i>707-974-0216</i>	Home Phone: <i>707-974-0216</i>
---------------------------------------	------------------------------------	------------------------------------

Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.

	<i>JERRY WHEELER</i>	<i>2/25/16</i>
Signature of Applicant and Co-Sponsor(s)	Print Name (s)	Date

Approved: _____
City of Sonoma
Date

SONOMA VALLEY VINTAGE CAR RACE

Special Event Committee Review (SEC) Conditions of Approval

APPLICANT:

Must Schedule pre-event walk-through with **Parks Supervisor** Terry Melberg at (707) 933-2239 **two weeks before event** and attend a post-event site inspection (**1 day after event**).

Contact **Street Supervisor** Dean Merrill at (707) 933-2232 - **30 days prior to event**, for reserved parking, barricades, street closures, and reserved street parking.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS: _____

STREET SUPERVISOR: no street barricading need! (DSD) 3/30/16

PARKS SUPERVISOR: MEET 2-WEEKS PRIOR TO EVENT

Port-O-Potties required: 7

Notify Sonoma County Transit Authority if Horseshoe closed: (707) 585-7516

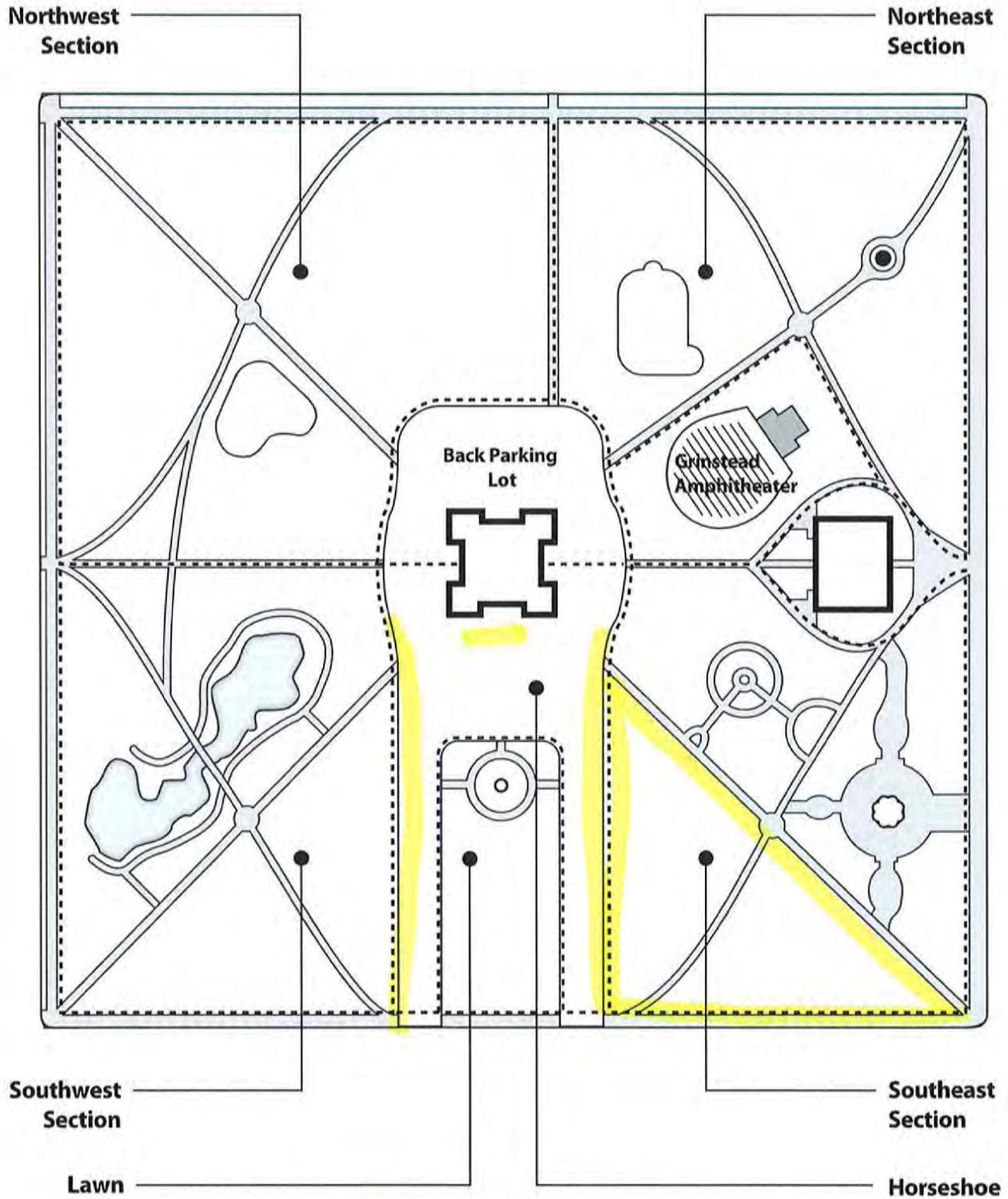
POLICE DEPARTMENT: CHP to escort procession to/from racetrack. Speedway must provide monitors for all intersections + crosswalks around the Plaza. City alcohol permit + ABC permit required. No additional police staff needed.

FIRE DEPARTMENT: MAINTAIN EMERGENCY VEHICLE ACCESS AROUND, VEHICLES TIGHT TO CURB AND PARALLEL. PROVIDE PERSONNEL TO REMOVE BARRICADES IN EMERGENCY. PROVIDE VENDOR LIST (20' CLEARANCE BETWEEN COOKING VENDORS, FIRE EXTINGUISHERS FOR COOKING + TENTS. EVENT DAY INSPECTION.

SPECIAL EVENT COORDIANTOR: IF staff monitoring is required it will occur at a rate not to exceed \$224 per hour

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.

Please indicate the location of all major features and activities associated with this event.

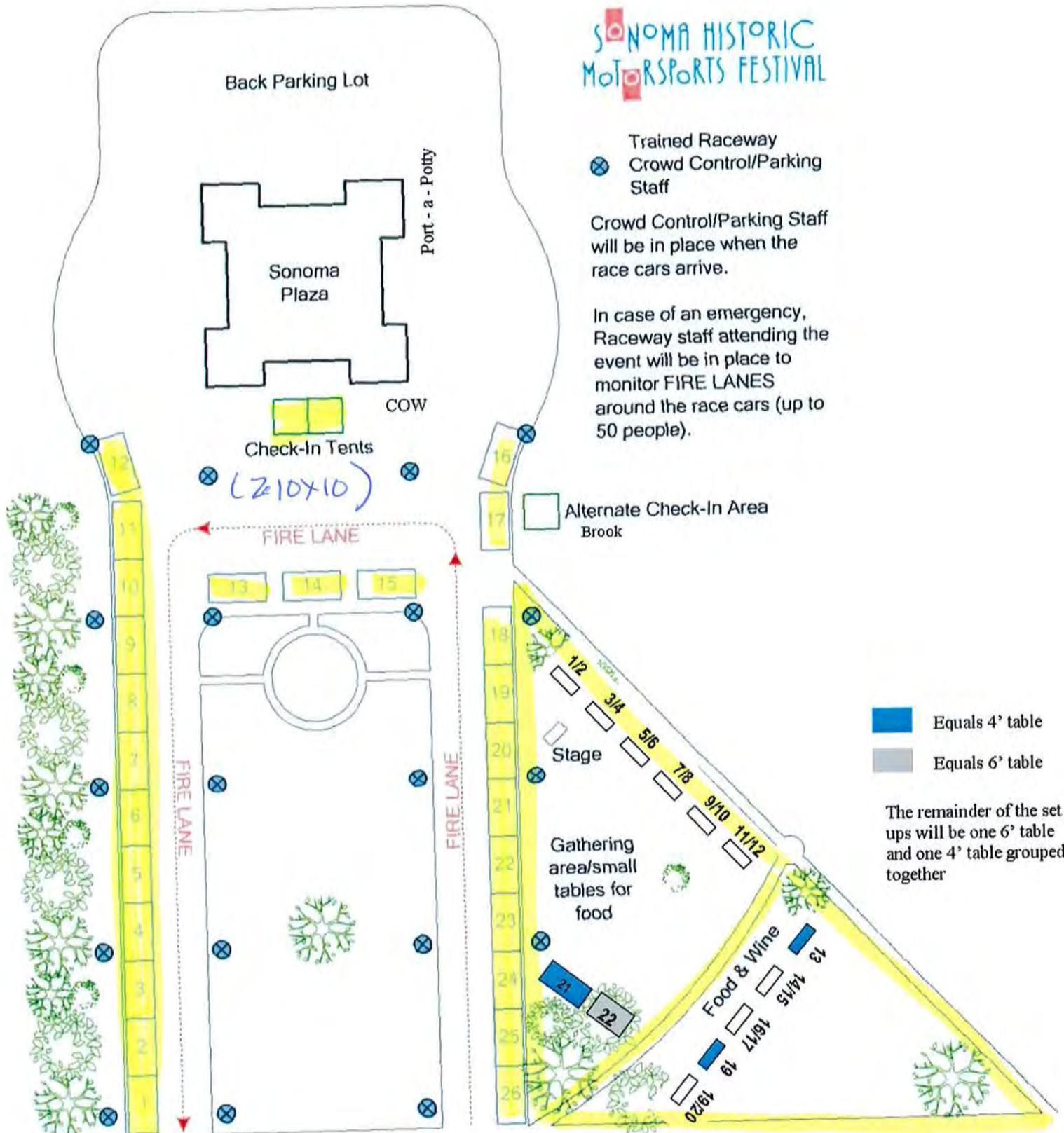


*Please see attached
Site plan 2/25/16*

Plaza Event Map



SONOMA HISTORIC MOTORSPORTS FESTIVAL



- Trained Raceway
- ⊗ Crowd Control/Parking Staff

Crowd Control/Parking Staff will be in place when the race cars arrive.

In case of an emergency, Raceway staff attending the event will be in place to monitor FIRE LANES around the race cars (up to 50 people).

Alternate Check-In Area Brook

- Equals 4' table
- Equals 6' table

The remainder of the set ups will be one 6' table and one 4' table grouped together



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476



RECEIVED

PERMIT APPLICATION
POSSESSION AND CONSUMPTION
OF ALCOHOLIC BEVERAGES ON CITY PROPERTY
 Revised 12/3/15

MAR 01 2016

CITY OF SONOMA

Application Fee: \$256.00 (Park 100-00000-000-30702)

Note: If charging a fee for alcohol or charging an admittance fee and serving alcohol, you must obtain a temporary sales permit from the Alcoholic Beverage Control Board @ 50 D St. Room 130, Santa Rosa 95404 707.576.2165

Name of Applicant: SPEEDWAY CHILDREN'S CHARITIES

Name of Organization: SPEEDWAY CHILDREN'S CHARITIES

Address: 29355 ARNOLD DR

Telephone Numbers: Day: 707-938-3980 Night: 707-974-0216 Fax: _____ Email: jwheeler@sonomacounty.gov

Name or Description of Event: PARADE OF VINTAGE CARS AROUND THE PLAZA
DISPLAY IN THE HORSESHOE w/SAMPLING OF ~~THE~~ SONOMA WINE & RESTAURANTS

Date(s) of Event: JUNE 4, 2016 Location of Event: SE & HORSESHOE AREA OF SONOMA PLAZA

Estimated Daily Attendance: 400

Will Alcohol be Sold or Dispensed Free of Charge? DRINK TICKET w/PURCHASE OF EVENT

Will the Event be Open to the Public or by Invitation Only? PURCHASE OF EVENT TICKET TICKETS

Is There a Charge for Admittance? \$30 - PRE SALE / \$35 DAY OF EVENT

Type of Alcoholic Beverages To Be Served: WINE/BEER

Dates and Times Alcohol Will Be Served: 5:30 pm - 7:30 pm

Any event that requires the Department of Alcoholic Beverage Control to issue an ABC license and anticipates at least 200 attendees shall be required to have at least one staff member properly trained to serve alcohol in a safe and responsible manner. For the purposes of this requirement, the staff member must successfully complete the Sonoma County Dept of Health Services' Responsible Beverage Service Training for special events or any other training class approved by the California Department of Alcoholic Beverage Control. The applicant shall provide a current certificate of completion by the person responsible for taking the Responsible Training Service Training course along with the alcohol permit application. In addition, the event organizer shall indicate in the event narrative how other event staff members will be trained.

I do hereby acknowledge and affirm that all information contained herein is accurate to the best of my knowledge and agree to assume full responsibility and liability for and indemnify, and suits for or by reason of injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever on in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, its agents or employees.

Jerry Wheeler
 Applicant's Signature

2/25/16
 Date

For City Use Only

To Be a Valid Permit, This Application Must Have the Approval of the City Manager and the Police Chief
 Date Event Approved: _____ Fee Paid: Date _____ Amount _____

APPROVED: (If not approved, please attach explanation)

 City Manager Date

 Police Chief Date

Sonoma Race Car Festival

Public Safety Plan

The Sonoma Race Car Festival has requested to use the SE quadrant and the paved horseshoe area of Sonoma City Hall, June 4, 2016. Our event is open the public from 5:30pm – 7:30pm

Display cars will be escorted from Sonoma Raceway to the Plaza by CHP. CHP will remain on site for the durations of the event and escort the vintage cars back to Sonoma Raceway. CHP will roam the event area and will be available should any should any unfortunate incident arise. In the event of a emergency requiring outside services, they will be the point of contact with the Sonoma Sherriff Department.

Additionally, Sonoma Raceway will provide two staffed fire/safety truck that will arrive with the car parade and they will also be available to assist in any incident that may happen. Safety trucks are equipped with first aid supplies. They are also responsible for maintaining an open fire lane in the horseshoe in the event additional emergency services are needed.

Speedway Children's Charities has hired two security guards to monitor alcohol ticket sales. They will be stationed at the front of City Hall monitoring ID's. They will be stationary and first point of contact.

All of these agencies work very closely together at the race track, and have constant communication between each other.

Respectfully submitted,

Jerry Wheeler

Speedway Children's Charities, Sonoma Chapter 2015 Grants

No.	Organization	Actual 2015	City	Stat	Name of Program
1	Boys & Girls Club of Sonoma Valley	\$30,000	Sonoma	CA	Project Learn
2	California Parenting Institute	\$8,000	Santa Rosa	CA	Parent Support Services,
3	Committee on the Shelterless - COTS	\$10,000	Petaluma	CA	Children's Programs at COTS
4	Friends in Sonoma Helping (F.I.S.H.)	\$8,000	Sonoma	CA	Food Baskets
5	Habitat for Humanity International, Inc.	\$5,000	Santa Rosa	CA	Home Build Program (Woodland Hills Affordable Subdivision Project)
6	Hanna Boys Center	\$10,000	Sonoma	CA	Preventing, Asserting and Treating Childhood Adversity & Trauma
7	HC2 - The Healthy Community Consortium	\$4,000	Petaluma	CA	Pasitos/Little Steps:
8	Legal Aid of Sonoma County	\$5,000	Santa Rosa	CA	Child Abuse Prevention Program (C.A.P.P.)
9	Matrix, a Parent Network and Resource Center	\$8,000	Novato	CA	Parent to Parent Support for Sonoma Families of Children with Special Needs
10	New Vision Santa Rosa Foundation	\$3,000	Santa Rosa	CA	Mike Hauser Algebra Academy
11	Presbyterian Church of the Roses	\$4,000	Santa Rosa	CA	Montgomery High School Free Breakfast
12	Redwood Empire Food Bank	\$10,000	Santa Rosa	CA	Farm to Family School Pantry
13	Redwood Empire Foster Parent Assn.	\$2,500	Santa Rosa	CA	Blue Bag Program
14	River to Coast Children's Services	\$4,000	Guernville	CA	Child Safety Seat Program
15	Sonoma County Public Library Foundation	\$5,000	Santa Rosa	CA	Free Bookmobile of Sonoma County
16	The Living Room Center, Inc	\$8,000	Santa Rosa	CA	Mother and Child (MAC) Program
17	Young Women's Christian Association of Sonoma County	\$10,000	Santa Rosa	CA	Safe House Children's Program
18	Community Action Partnership of Sonoma County	\$7,500	Santa Rosa	CA	Save Our Smiles dental program
19	Forget Me Not Children's Services (FMNC)	\$5,000	Santa Rosa	CA	Project HOME: Healthy Organic Meals & Education
20	Girls on the Run Sonoma County	\$5,000	Santa Rosa	CA	Program & Shoe Scholarships
21	Hope Counseling Services	\$2,500	Petaluma	CA	Sonoma Speedway Children's Gift of Hope
22	Jewish Community Free Clinic	\$4,000	Santa Rosa	CA	Well Child and Vaccination Services for Underserved Sonoma County Children
23	La Luz Center	\$8,000	Sonoma	CA	Community Cares: working towards healthy families and children
24	LandPaths	\$8,000	Santa Rosa	CA	Bayer Farm - Vamos Afuera (Let's go outside) gardening program
25	North Bay Children's Center, Inc.	\$7,500	Novato	CA	Garden of Eatin' Health and Nutrition Program
26	Pediatric Dental Initiative of the North Coast	\$8,000	Windsor	CA	Project Lifetime Smiles (PLS)
27	Petaluma Health Center Inc	\$5,000	Petaluma	CA	Nutrition Assistance for Healthier Kids
28	Petaluma People Services Center	\$8,000	Petaluma	CA	Youth Prevention & intervention
29	Santa Rosa Community Health CTR	\$3,710	Santa Rosa	CA	Elsie Allen Health Center

30	St Joseph's Mobile Dental	\$8,000	Santa Rosa	CA	Mighty Mouth Dental Disease
31	Sonoma County Family YMCA	\$2,500	Santa Rosa	CA	YMCA SPLASH - Begin to Swim
32	Sonoma Valley Education Foundation	\$6,000	Sonoma	CA	Sonoma Valley School Garden Project
33	Sonoma Valley Education Foundation	\$4,733	Sonoma	CA	Proceeds from Race Car Festival
34	VOM Children's Foundation	\$8,000	Santa Rosa	CA	Dental Program
35	Big Brothers Big Sisters	\$8,000	San Rafael	CA	Sonoma 75: Race to the Future
36	Boys & Girls Clubs of Central Sonoma CO.	\$8,000	Santa Rosa	CA	The Club at Juvenile Hall/REACH
37	Conservation Corps North Bay, Inc	\$8,000	San Rafael	CA	Leadership & Life Skills Development
38	Court Appointed Special Advocates of Sonoma County	\$8,000	Kenwood	CA	Delinquency and Gang Prevention Services
39	DeMeo Teen Club Inc.	\$4,000	Santa Rosa	CA	Awesome Pretzel Cart Work Ready Program
40	Fence at the Top, Inc	\$8,000	Rohnert Park	CA	Fence at the Top Tutoring and Mentoring
41	Girl Scouts of Northern California	\$4,000	San Jose	CA	Got Choices
42	Lifeworks of Sonoma County	\$6,000	Santa Rosa	CA	El Puente (The Bridge)
43	Loco Bloco	\$2,500	San Francisco	CA	Windsor Bloco Youth Drum & Dance
44	Martial Arts Youth Institute	\$5,000	Santa Rosa	CA	Youth and Family Development through Martial Arts
45	McDowell Drug Task Forge	\$14,000	Petaluma	CA	Every 15 Minutes high school drinking and driving program
46	Mentor Me	\$5,414	Petaluma	CA	Mentee Resource Library Addition and Rebuilding of La Tercera Elementary Mentor Center and Mentee Resource Library
47	On the Move	\$8,000	Napa	CA	VOICES Leadership and Employment Project
48	Polly Klaas Foundation	\$2,500	Petaluma	CA	Missing and Endangered Runaways
49	Roseland Charter School	\$8,000	Santa Rosa	CA	Through College Mentor Program
50	Social Advocates for Youth (SAY)	\$8,000	Santa Rosa	CA	Dr. James E. Coffee Emergency Teen Shelter
51	Sonoma Valley Mentoring Alliance	\$8,000	Sonoma	CA	Mentoring Program 'Stand by Me'
52	Sunny Hills Services	\$5,000	San Anselmo	CA	YouThrive
53	Teen Services	\$8,000	Sonoma	CA	Ready to Work (RTW)
54	The Ceres Community Project	\$5,000	Sebastopol	CA	Sonoma Valley Healing Meals Teen Program
55	The Salvation Army	\$5,000	Santa Rosa	CA	Double Punches Boxing Club
56	Verity-Compassion, Safety, Support	\$5,000	Santa Rosa	CA	YES - Youth Empowerment and Support

\$379,357

Ride of a Lifetime driver Charities

\$7,750

\$387,107



29355 Arnold Drive • Sonoma, CA 95476 • (707) 938-8448

Sonoma Valley Historic Race Car Festival

Date: Saturday, June 4, 2016

RECEIVED

Time: 5:30 pm – 7:30pm Event
1:00pm – 9:00pm set-up and clean-up

MAR 01 2016

CITY OF SONOMA

Where: Sonoma Plaza, SE Quadrant, Paved Horseshoe Area, Sonoma, CA 95476

Sponsored by: Speedway Children's Charities
Sonoma Chapter
29355 Arnold Drive
Sonoma, CA 95476

Contact: Jerry Wheeler
707/974-0216 mobile
707/933-3980 direct
Cheri Plattner
707/481-4402 mobile
707-933-3950 direct

To Benefit: Sonoma Valley Education Foundation
Speedway Children's Charities
(100% of proceeds are distributed to the above non-profits)

Event Description:

This event will mark the 30th annual Sonoma Historic Race at Sonoma Raceway. We invite approximately 20 race cars and 10 local classic cars to participate in exhibiting their vehicles along the pavement area of the horseshoe in the plaza. The cars will have a full CHP escort from Sonoma Raceway to the Sonoma Plaza. The parade of cars plan to make 1 lap around the Plaza and park in the paved horseshoe area in front of City Hall. Car enthusiasts are encouraged to look under the hood of these timeless machines and chat with the owners while sampling some of Sonoma Valley's finest wines and foods.

Local Restaurants and Wineries are invited to participate and showcase their favorite dish and Sonoma Valley wine. In previous years we have approximately 10-12 restaurants and as many winery participate.

Tickets are \$30.00 in advance, and \$35.00 at the door. Each guest is given a wristband

Plaza History

In 2014 we expanded the event area to include the SE quadrant of the Plaza, as well as the paved horseshoe area for park display cars. This has worked well for us in the past two years and we are once again submitting the same request. In 2013 our event was rescheduled to mid May and we found in necessary to move the event to Sebastiani Winery as the Plaza had already scheduled an event for the same weekend. In 2011, we cancelled the event to due to impending rain. This event has been held in the Plaza, using the horseshoe lawn area beginning in 2002, cancelling one other time during that period as a result of rain. We have consistently received exceptional comments from the Parks and Recreation department regarding our post site evaluation.

Distribution of Funds

100% of the proceeds from this event are donated to Sonoma Valley Education Foundation, and Speedway Children's Charities. Additional donations are made to Hanna Boys Center, and Sonoma Valley High School Ecology Club in exchange for assistance in set-up, clean-up and recycling.

Security Plan

Security will be hired by Sonoma Raceway. Historically, we have employed two security guards from the hours of 5:00 – 8:30pm. One guard is stations at the tickets sales book monitoring ID's for the purchasing of food and wine tickets and the other has been a floater. Additionally we have Sonoma Raceway Track Ambassadors posted at the perimeter of the event.

Proposed budget

2016 Race Car Festival Budget			
Expenses:		Income	
Plaza Use Fees	3038	Competitor Tickets (racers)	21000
Sound Expressions (PA)	1150	staff sales	800
Logo Wine Glasses	1000	advance sales & gate	3500
ABC & DMV Permit	100		
Restrooms & Trash	500		
Classic Party Rentals	300	expenses	9288
Restaurants Stipends	2500	Event NET	\$16,012
Misc	200		
Non-profit donations	500		
Total expenses	\$9,288		

Crowd Control

Two areas of concern are the parade laps around the Plaza and parking the parade cars.

Parade Lap and Parking: The CHP will control the Broadway & West Napa Street intersections allowing cars to proceed to West Napa Street around the Plaza. Native Sons and Sonoma Raceway Fire/safety parking crew will control the intersections around the Plaza. Our track Ambassadors and Operations department will pit the cars on the horseshoe paved area of the Plaza for viewing. Cars will be parked parallel to the outside curb instead of turning the cars around for display. This will eliminate the back-up of cars in the staging area and also create a larger fire lane throughout the paved area of the horseshoe.

Event Components

We intend to use umbrellas (with bases) bordering the Plaza lawn area and local restaurants and wineries at tables under them.

Speedway Children's Charities Financial

The Sonoma Chapter is one of 8 chapters throughout the United States of Speedway Children's Charities. Our local chapter has issued over \$5M in grants since 2003. In 2015, we granted \$379,357 to Sonoma County non-profits assisting children in need. I have enclosed a report of approved and funded grants for 2015.

Enclosed please find:

Event Plan with Budget

Plaza Permit Application & Map

Permit Application Possession and Consumption of Alcoholic Beverage on City Property

Permit Application for Use of City Streets

Race Car Festival Safety Plan

2015 Approved Grant financial

Check #29512, \$3,038.00

If you have any further questions, please let me know.



Jerry Wheeler, Trustee

Speedway Children's Charities

RECEIVED

MAR 30 2016

CITY OF SONOMA

Internal Revenue Service Date

Department of the Treasury

P. O. Box 2508 Cincinnati, OH 45201

Date: July 13, 2001

Speedway Childrens Charities
PO Box 18747 Charlotte NC
282180747

Person to Contact:

Shawndea Krebs 31-02330 Customer Service Representative

Toll Free Telephone Number:

8:00 am to 9:30 p.m. EST

877-829-SS00

Fax Number:

513-263-3756

Federal Identification Number:

56-1331429

Copy
Original
Located at
SMI, Inc.

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in July 1982 granted your organization exemption from federal income tax under section 501(c) (3) of the Internal Revenue Code. That letter is still in effect

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 17Q(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

RECEIVED

MAR 30 2016

City of Sonoma Special Events Waste Minimization and Recycling Plan

CITY OF SONOMA

Required for all special events

Name of Event: ^{SV} RACE CAR FESTIVAL Event Organizers Name: Jerry Wheeler

Phone #: 707-974-0216 Recycling Monitor(s): Sonoma Valley High School EARTH CLUB.

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
• Variation in type of waste
• Waste tends to be afterthought
• Diverse attendees
• Large amounts of single use items
• High level of food discards
• Contamination prevention

Remember, no Styrofoam!

1. What is the estimated amount and types of waste anticipated from this event?

- a. Garbage (landfill) 1 50 Gal cans
b. Recycling (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans
Type: 2 Gal (50)
Type: Gal (50)
Type: Dumpster
Type: Dumpster
c. Composting: 2 Gal (50)
d. Other (describe)

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps.

THIS IS THE THIRD YEAR WE HAVE ELIMINATED PLASTIC WATER BOTTLES - USING INSTEAD HYDRATION STATIONS, RECYCLABLE CUPS WITH LARGE ALHAMBRA BOTTLES. CARDBOARD CONTAINERS FROM THE WINE GLASSES WILL BE RETURNED TO THE TRAP. FOR BUILDINGS/REPAIRING.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?

SONOMA VALLEY HIGH SCHOOL EARTH CLUB WILL OVERSEE THE SEPERATION, AND COLLECTION OF MATERIALS.

4. Did you have a pre-event meeting with hauler and/or park staff (or review their criteria)?

WE PLAN TO.

FINAL REPORT (POST EVENT)
TO BE COMPLETED AFTER EVENT & SENT TO CITY HALL
FOR CSEC REVIEW:

5. Post Event report:

- a. Name and location of event;
- b. Description of event;
- c. Description of types of waste generated;
- d. Types and amounts of waste disposed and diverted;
- e. Description of solid waste reduction, reuse, and recycling programs; and
- f. If no programs were implemented, a description of why no programs have been identified or implemented.

POST EVENT SUMMARY

STAFF: Parks Department Supervisor Melberg

DATE: June 4, 2015

EVENT: S.V. Historic Race Car Festival
Post Event Comments for the May 30, 2015 Event

Location: Plaza: X

Event Dates 5-30-15 Event Time Noon till 9pm

Small Scale Event

OK to return deposit: Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

.

Observation:

- At the event organizers request, the Plaza public restrooms were locked prior to the start of the event. This eliminated any restroom related issues. The event had an adequate amount of porta potties available.
- There was a post event meeting with Parks staff.
- The area rented and impacted by the event was left in a neat and clean condition. Extra work was not required of City staff for post event clean up.
- The Plaza turf suffered minor damage due to heavy foot traffic. The impacted turf should recover with minimal efforts such as regular scheduled aeration and fertilization. The contributing impact to deeper soil compaction will be monitored for future comments.

cc

Public Works Director
Debra Rogers
Planning Administrative Assistant

MEMO

To: Community Services and Environment Commission
Staff: Wendy Atkins, Special Event Coordinator
Agenda Item: Plaza Permit Application

2016 Cinco de Mayo

Sponsor: La Luz Center
Date(s) of use: May 1, 2016
Area(s) of use: Amphitheater, Horseshoe Pavement, Horseshoe Lawn

Discussion: The Special Event Committee (SEC) considered the event application on March 30, 2016.

La Luz Center is requesting an exception. With approval on July 20, 2015 of the new Special Event Policy, the CSEC may approve the exception.

1. Use of Horseshoe Lawn for Aztec dancer performance, a kids music performance, and a mariachi performance.
 - a. **Policy: Appendix A, Plaza Park, 1.b. Limitations – Event Activities**
 - i. The Plaza Horseshoe Lawn shall not be available for active use, such as, but not limited to, tents, booths, umbrellas, tables, signs etc. during special events. This restriction is intended to allow an unobstructed view of City Hall a National Historic Landmark and to minimize damage to the lawn.
 - ii. With the approval of the CSEC, an exception may be granted for limited active use of the Plaza Horseshoe Lawn.

SEC Applicant Discussion and Conditions of Approval:

- No additional law enforcement staff needed. The SPD / SCSO will have an information booth at the event.
- No Alcohol will be served.
- Four portable restrooms required plus one washing station.
- On site monitoring (if required) shall occur at a rate not to exceed \$224 per hour.
- Meet two weeks prior with the Parks Supervisor.
- Provide vendor list to Alan Jones and Wendy Atkins two weeks prior to the event.
- Each vendor to have a fire extinguisher.
- Maintain emergency vehicle access around entire horseshoe and vendors shall be located tight to the curb.
- Provide personnel to move barricades in case of an emergency.
- Fire Department event day inspection required.

Recommended Commission Action:

- Approve the Plaza Park Permit Application subject to the SEC conditions of approval.

SEC Members: Administrative Captain Jones, Police Chief Sackett, Parks Supervisor Melberg, Street Supervisor Merrill, Associate Planner/Special Event Coordinator Atkins.

Attachments:

- Plaza Permit Application – 2016 Cinco de May
- Post-Event Review 205

cc: Angie Sanchez, La Luz Center, via email

Wendy Atkins

From: Angie Sanchez <angie@laluzcenter.org>
Sent: Wednesday, March 30, 2016 12:38 PM
To: Wendy Atkins
Subject: Re: SEC Meeting

Hi Wendy,

I am sending an email in regards to my question at the meeting today and the usage of the horseshoe lawn. We would like to use the horseshoe for the purpose of having the aztec dancers perform on there, a kids music performance and the mariachi will sing for one hour on the lawn. Let me know if this email is suffice for the request or if you need me to send another letter with the request.

Thank you!

On Wed, Mar 30, 2016 at 9:28 AM, Angie Sanchez <angie@laluzcenter.org> wrote:
will do, thank you!

On Wed, Mar 30, 2016 at 9:21 AM, Wendy Atkins <WendyA@sonomacity.org> wrote:

Hi Angie,

The events could go fast today--I would recommend you arrive close to 10 a.m.

Wendy Atkins

Associate Planner

City of Sonoma

No. 1 The Plaza

Sonoma, CA 95476

(707) 933-2204

watkins@sonomacity.org

From: Angie Sanchez [mailto:angie@laluzcenter.org]
Sent: Wednesday, March 30, 2016 9:20 AM
To: Wendy Atkins
Subject: Re: SEC Meeting



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476

(707) 938-3681

PLAZA PERMIT APPLICATION

Revised 12/3/15



NAME OF EVENT: Cinco de Mayo EVENT DATE(S): 05/01/16

Sponsoring Organization: La Luz Center

New Event Returning Event Non Profit Tax-exempt organization (Tax Exempt letter required)

Event Contact Person Angie Sanchez Title: Family Resource Center Coord.

Mailing Address: 17560 Greger St Sonoma CA 95476
Street or P.O. Box City State Zip

Daytime phone: 707 935 6025 Email: angie@laluzcenter.org
 cell 707 466 1891

Plaza Area(s) Requested
 SE Section NW Section Amphitheater Horseshoe Pavement
 NE Section SW Section Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

EVENT DATES: YEAR: 2016	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
Date(s): <u>05/01/16</u>	<u>10:00am</u>	<u>1:00pm</u>	<u>7:00pm</u>	<u>8:00pm</u>	<u>380</u>
Date(s):					

THIS SECTION TO BE COMPLETED BY STAFF:

Rental Fees Per Day:	Maintenance Fees:	Security Deposits:
# <u>1</u> of Days x Fee	# <u>2</u> of Areas	# <u>1</u> of Days Fee x Area / Section
___ x SE Section \$400 \$ _____	<u>2</u> x \$ 93 (1- 12 hrs) \$ <u>186⁰⁰</u>	___ x (SE Section) x \$200 \$ _____
___ x NE Section \$300 \$ _____	___ x \$187 (12-24 hrs) \$ _____	___ x (NE Section) x \$200 \$ _____
___ x SW Section \$300 \$ _____	___ x \$312 (24-36 hrs) \$ _____	___ x (SW Section) x \$200 \$ _____
___ x NW Section \$300 \$ _____	___ x \$500 (36-48 hrs) \$ _____	___ x (NW Section) x \$200 \$ _____
<u>1</u> x \$200 Amphitheater \$ <u>200⁰⁰</u>	___ x \$750 (> 48 hrs) \$ _____	<u>1</u> x (Amphitheater) X \$200 \$ <u>200⁰⁰</u>
<u>1</u> x \$200 Horseshoe Pavement \$ <u>200⁰⁰</u>	MAINTENANCE FEE: \$ <u>186⁰⁰</u>	___ x (Rear Parking) X \$200 \$ _____
___ x \$300 Rear Parking \$ _____	Reservation of Public Parking: \$238 + \$20 per # of spaces per day.	<u>1</u> x (Horseshoe Pavement) X \$200 \$ <u>200⁰⁰</u>
<input checked="" type="checkbox"/> \$238 Barricade: Plaza Entrance \$ <u>238.00</u>	PARKING FEE: \$ _____	REFUNDABLE DAMAGE DEPOSIT: \$ <u>400⁰⁰</u>
RENTAL FEE: \$ <u>638</u>		

Application Fee <small>Small scale vs. large scale event</small> \$306-\$958	\$ <u>958</u>	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$ <u>638</u>	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$ <u>186⁰⁰</u>	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$ <u>400⁰⁰</u>	750-00000-000-22950	
Parking Fee	\$		Other:
ALCOHOL PERMIT: \$230.00 <i>Attached form)</i>	\$ /	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: \$519.00 <i>Attached form)</i>	\$	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **	TBD	\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$ <u>2182</u>	Application is incomplete until all fees are paid.	

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:
<ul style="list-style-type: none"> Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.
Include a list (map key) of each structure:
<ul style="list-style-type: none"> Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used). Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.
<ul style="list-style-type: none"> Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.

* Attach additional sheets as necessary to describe event components below.

EVENT COMPONENTS: (Please indicate which of the following components are included in your event)

- | | | |
|--|--|---|
| <input type="checkbox"/> Canopies or Tents | <input type="checkbox"/> Use of City Streets | <input type="checkbox"/> Banner Sign on historic directory (by permit only) |
| | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> Water Needed |
| <input type="checkbox"/> Food Vendors (Vendor list required) | <input type="checkbox"/> Food cooked on site | <input type="checkbox"/> Electricity Needed |
| <input type="checkbox"/> Alcohol Permit and ABC | <input type="checkbox"/> Booths, Temporary Structures | <input type="checkbox"/> Barricades (security) |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input type="checkbox"/> Amplified Sound or Music | <input type="checkbox"/> Fencing or delineating areas (by permit only) |

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the **Fire Department** during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a **LIST** of all vendors before event (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

VENDORS – Vendors must have a one day event business license. A vendor list must be provided to staff one week before the start of the event. The event Manager will make one payment (\$23 for each vendor) to the City. If a for-profit vendor is selling direct to public/participants, they must contribute 40% to the non-profit sponsor.

ALCOHOL SERVED – Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STREET CLOSURES – **Requires approval by the City Council and Police Department.** Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Department, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). \$1,500⁰⁰

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). _____

RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____

ADDITIONAL PERMITS REQUIRED:

- | | |
|--|--|
| <input type="checkbox"/> City Alcohol Permit | <input type="checkbox"/> Caltrans Encroachment Permit |
| <input type="checkbox"/> City Street Use Permit (City Council) | <input type="checkbox"/> City Business License (all vendors) |
| <input type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Reservation of Public Parking |

SITE MANAGER:	Cell Phone:	Home Phone:
---------------	-------------	-------------

Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.


Angie Sanchez
3/01/16
 Signature of Applicant and Co-Sponsor(s) Print Name (s) Date

Approved: _____
City of Sonoma
Date

CINCO DE MAYO
Special Event Committee Review (SEC)
Conditions of Approval

APPLICANT:

- Must Schedule pre-event walk-through with **Parks Supervisor** Terry Melberg at (707) 933-2239 **two weeks before event** and attend a post-event site inspection (**1 day after event**).
- Contact **Street Supervisor** Dean Merrill at (707) 933-2232 - **30 days prior to event**, for reserved parking, barricades, street closures, and reserved street parking.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS: _____

STREET SUPERVISOR: NO meeting needed. (DSW) Streets

PARKS SUPERVISOR: MEET 2-WEEKS PRIOR TO EVENT

Port-O-Potties required: 4 plus 1 hand washing station

Notify Sonoma County Transit Authority if Horseshoe closed: (707) 585-7516

POLICE DEPARTMENT: No additional LE staff needed. No alcohol to be served. They will monitor level of noise/music.

FIRE DEPARTMENT: PROVIDE VENDOR LIST, EACH VENDOR TO HAVE FIRE EXTINGUISHER. MAINTAIN EMERGENCY VEHICLE ACCESS AROUND ENTIRE HORSESHOE (VENDORS TIGHT TO CURB) PROVIDE PERSONNEL TO MOVE BARRICADES (IF USED) IN EMERGENCY EVENT DAY INSPECTION.

SPECIAL EVENT COORDIANTOR: CSEC must grant exception to 120 day Submittal Deadline - Submit 2017 application by 11/2017. On site monitoring (if required) shall occur at a rate not to exceed \$224 per hour.

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248567571
Aug. 04, 2010 LTR 4168C E0
68-0228235 000000 00

00016391
BODC: TE

LA LUZ BILINGUAL CENTER
17560 GREGER ST
SONOMA CA 95476-3617



126433

Employer Identification Number: 68-0228235
Person to Contact: MS.LEE
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your July 28, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in AUGUST 1995.

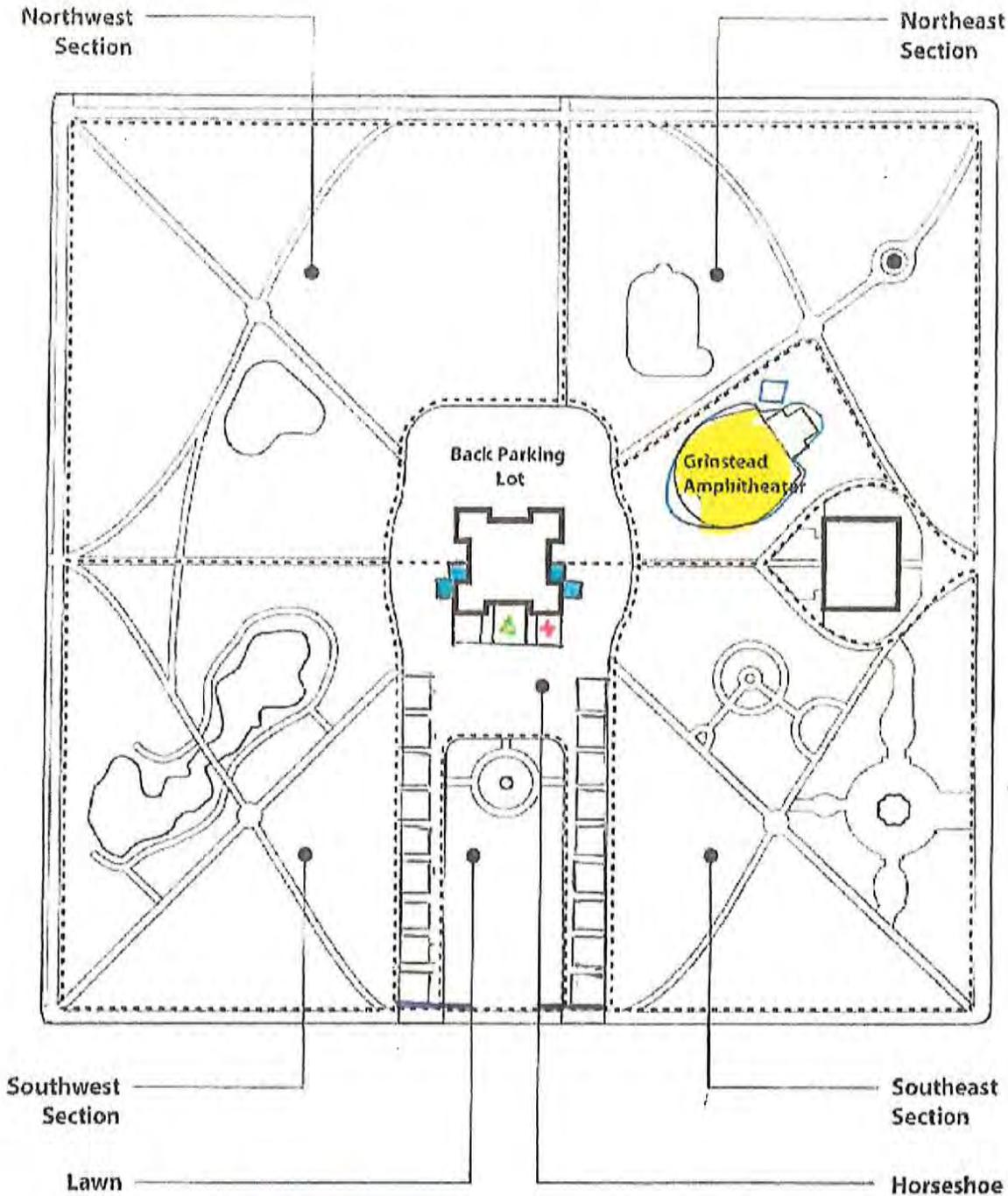
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

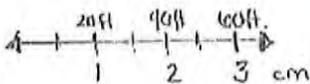
Please indicate the location of all major features and activities associated with this event.



Map Key:

- ENTERTAINMENT
- Porter Potties
- First Aid Booth
- Barracks
- La Loz
- Booths

Plaza Event Map N ▲



NOTE: Booths will be 10ft by 10ft, with \approx 2ft in between



March 2, 2016

To Community Services and Environment Commission:

17560 Greger St
Sonoma, CA 95476
(707) 938-5131 p.
(707) 996-1287 f.

Board of Directors

President
Marcelo Defreitas

Founder/Emeritus
Ligia Booker

Ken Adelson

Kimberly Blattner

Sal Chavez

Rayne Dessayer

Kathleen Hill

Kathe Hodgson

Maité Iturri

Bob Kowal

Michael Muscardini

Lisa Nevins

Molly Curley O'Brien

Anna Pier

Martha Rosenblatt

Dave Stollmeyer

Vicki Stollmeyer

Marcie Waldron

Executive Director
Juan Hernandez III

La Luz is a 501(c) 3
Nonprofit organization
Tax ID # 68-0228235
www.laluzcenter.org

Legacy Giving ...
please include
La Luz Center in your
estate planning.

La Luz Center is planning on holding a Cinco de Mayo celebration on May 1st, 2016 from 1:00 pm to 7:00 p.m. La Luz Center's Cinco de Mayo celebration is put on with the goal of creating an event that brings our Sonoma Valley community together. La Luz Center strives to create an alcohol-free, friendly, fun, family atmosphere through a variety of entertainment, children activities and food booths.

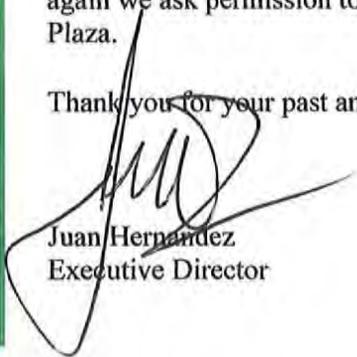
We intend to host approximately 30 booths with non-profit organizations, schools and commercial vendors participating. Vendors will be providing informational booths, activities and others selling food. Vendors will be required to bring their own 6' or 8' tables in a 10' by 10' space with free standing canopies in the paved area only. Vendors will also have the proper emergency exits, fire extinguishers as needed. La Luz will provide adequate clearance for emergency vehicles in the event of an emergency. Further, cables and tie-ins will be used to secure minimizing trip hazards around the canopies if needed. Please see the attached form that we will require vendors to fill out. Also vendors will be required to do a walkthrough of the event venue so that they can be instructed where they will be located with the appropriate emergency exits.

It is not anticipated that more than 300 people will gather at the Plaza venue at any given time. We will be using at least 4 volunteer supervisors as crowd managers and also to assist with the logistics and troubleshooting of the set-up and event management. In addition to the restrooms available on the Sonoma Plaza we will be providing 4 portable restrooms during the event.

In the event of a minor or major accident a volunteer supervisor will call the appropriate emergency telephone number: Sonoma Police Dispatch for incidents requiring police action or 911 for emergencies. He or she will calm the associated individuals, create a safe space around the incident and prepare for the arrival of emergency vehicles. In addition, we will have a first aid station.

We are blessed that our events have been so well received in the past and supported by our community. The wonderful years of collaboration between you, the city of Sonoma, and La Luz Center has always been greatly appreciated. So again we ask permission to continue this wonderful event on the historic Sonoma Plaza.

Thank you for your past and continued support.



Juan Hernandez
Executive Director



17560 Greger St
Sonoma, CA 95476
(707) 938-5131 p.
(707) 996-1287 f.

Board of Directors

President
Marcelo Defreitas

Founder/Emeritus
Ligia Booker

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Kimberly Blattner

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Rayne Dessayer

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Kathe Hodgson

Maite Iturri

Bob Kowal

Michael Muscardini

Lisa Nevins

Molly Curley O'Brien

Anna Pler

Martha Rosenblatt

Dave Stollmeyer

Vicki Stollmeyer

Marcie Waldron

Executive Director
Juan Hernandez III

La Luz is a 501(c) 3
Nonprofit organization
Tax ID # 68-0228235
www.laluzcenter.org

Legacy Giving ...
please include
La Luz Center in your
estate planning.

March 2nd, 2016

To City of Sonoma,

Re: La Luz 5 de Mayo, Recycling and Solid Waste Plan

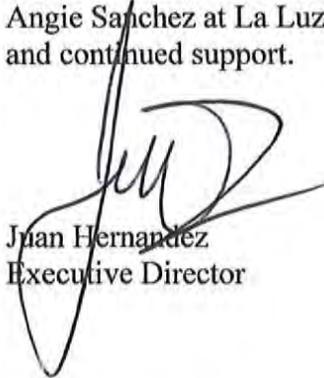
To Whom It May Concern:

La Luz Center will be holding its annual Cinco de Mayo celebration on Sunday, May 1, 2016 from 1:00pm-7:00pm. Our plan for recycling is to offer 1 garbage bin and 1 recycling receptacle for every 10 vendors. We anticipate that a total of 30 vendors will participate in this event and all vendors are responsible for hauling away any additional waste as well. They must leave the area surrounding their booth as they found it. There will be 4 volunteer supervisors and the vendor booth committee walking throughout the event on the day to ensure that participants are properly disposing of waste and recycling.

We will be renting four portable units for event participants and placing them where they are most convenient after consulting with the City of Sonoma staff.

In regards to our budget we have an initial budget of \$1500.00 for our out of pocket expenses and expect to bring in additional funds through donors, sponsors and 20% of all commercial vendor sales. With that budget we hope to bring in funds to pay for the entertainment, portable restrooms and permit fees.

If you have any additional concerns or questions please feel free to contact Angie Sanchez at La Luz Center 707-935-6025. Thank you for your past and continued support.


Juan Hernandez
Executive Director

RECEIVED

MAR 23 2016

City of Sonoma Special Events Waste Minimization and Recycling Plan

CITY OF SONOMA

Required for all special events

Name of Event: Cinco de Mayo Event Organizers Name: Angie Sanchez / La Luz Center
Phone #: 707 935 6025 Recycling Monitor(s): Volunteer Coordinator w/ volunteers

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
- Variation in type of waste
- Waste tends to be afterthought
- Diverse attendees
- Large amounts of single use items
- High level of food discards
- Contamination prevention

Remember, no Styrofoam!

1. What is the estimated amount and types of waste anticipated from this event?

- a. **Garbage** (landfill) 1 4yard Bin 50 Gal cans
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: 6 Recycling Gal ⁽⁹⁶⁾ 50 glass, plastic, aluminum
- Type: 6 Recycling Gal ⁽⁹⁶⁾ 50 mixed paper
- Type: _____ Dumpster _____
- Type: _____ Dumpster _____
- c. **Composting:** N/A Gal (50) _____
- d. **Other** (describe) _____

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps.

1. All vendors are responsible for hauling away all their waste & recycle
2. 12 Blue cans will be placed around event for recycling purposes
3. 1 4yard waste bin will be rented
4. waste & Recycle volunteer crew will be working throughout event
5. Sonoma Garbage Collector will pick up all waste & recycling from Plaza after event.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?

We will have 12 Blue 96 gallon recycling bins that will be placed around the ~~entire~~ event. 6 will be for glass, plastic etc and the other 6 will be for mixed paper. Each blue can will have a picture of what goes in which.

4. Did you have a pre-event meeting with hauler and/or park staff (or review their criteria)?

We will have a walk through meeting with volunteers explaining garbage/recycling duties.

**FINAL REPORT (POST EVENT)
TO BE COMPLETED AFTER EVENT & SENT TO CITY HALL
FOR CSEC REVIEW:**

5. Post Event report:

- a. Name and location of event;
- b. Description of event;
- c. Description of types of waste generated;
- d. Types and amounts of waste disposed and diverted;
- e. Description of solid waste reduction, reuse, and recycling programs; and
- f. If no programs were implemented, a description of why no programs have been identified or implemented.

g. **Was the amount of waste generated/recycled different from your pre-event anticipated in your plan?**

RECEIVED

MAR 23 2016

CITY OF SONOMA

Cinco Expenses 2016					
Name		Proposed Cost	Budget 2010	Actual Cost	
Plaza Use Fee		\$2,182.00	\$1,800.00	\$1,782.00	(\$400) Deposit
Wine Country Sanitary, Inc.	Total for Below	\$1,299.95	\$700.00		
	10 Single Units				
	1 Handicapped Unit				
	1 Hand Washing Stand				
Sonoma Garbage Collectors	Total for Below	\$475.00	\$500.00	\$475.00	
	Sonoma Garbage Collectors				
	1 4 yard waste bin & 12 Recycle Cans				
Event Posters			\$200.00		
	Staples	\$100.00			
	Sonoma Office Supply	\$50.00			
	Prizes for Winners	\$50.00			
Entertainment					
	Aztec Dancers	\$500.00			
	Ballet Folkorico	\$300.00			
	Sound Equipment	\$200.00			
	Mariachi	\$900.00			
	Live Band	\$700.00			

We are currently outreaching for sponsors for our event and our entertainment fee's are being negotiated to be waived for our community members to enjoy the event free and for free publicity for the entertainment.

For the vendors we plan to use the 20% donated back to the organizations to cover other fees and/or to stipend volunteers

POST EVENT SUMMARY

STAFF: Parks Department Supervisor Melberg

DATE: May 12, 2015

EVENT: Cinco de Mayo
Post Event Comments for the May 3, 2015 Event

Location: Plaza: X

Event Dates 5-3-15 Event Time 9am till 6:30pm

Small Scale Event

OK to return deposit: Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

- The porta-potties were still in back of City Hall on Monday morning. This created a parking issue with City Hall staff. I would recommend going forward that the porta-potties be staged on either the East or West side of City Hall thus eliminating the parking issue if the porta-potties cannot be picked up before 8 A.M.
- There was a post event meeting with Parks staff.
- The area rented and impacted by the event was left in a neat and clean condition. Extra work was not required of City staff for post event clean up.
- The Plaza turf suffered minor damage due to heavy foot traffic. The impacted turf should recover with minimal efforts such as regular scheduled aeration and fertilization. The contributing impact to deeper soil compaction will be monitored for future comments.

cc

Public Works Director
Debra Rogers

No. 1 The Plaza
Sonoma, California 95476-6618
Phone (707) 938-3681 Fax (707) 938-8775
E-Mail: cityhall@sonomacity.org



Aswan Egypt
Chambolle-Musigny France
Greve Italy
Kaniv Ukraine
Patzcuaro Mexico
Penglai China
Tokaj Hungary

March 23, 2016

Chester & Frances Arnold
443 East Napa Street
Sonoma, Ca. 95476

Subject: Tree Removal Review – 443 East Napa St. (APN 018-272-020).

Chester & Frances:

At your request, the Tree Committee has approved your application for the removal of 1 Oak tree located in the front yard on the property line between the properties at 443 & 453 East Napa St. It is the property owner's responsibility to remove and replace the tree.

The replacement tree shall consist of 1-24" box tree.

An Encroachment Permit shall be required for all work performed in the public right-of-way (including removal and replacement of the tree). Please contact the Building Department at (707) 938-3681 for information regarding City Encroachment Permits.

Sincerely,

Trent Hudson
Public Works Operations Manager

cc: Dean Merrill, Streets Supervisor

No. 1 The Plaza
Sonoma, California 95476-6618
Phone (707) 938-3681 Fax (707) 938-8775
E-Mail: cityhall@sonomacity.org



Aswan Egypt
Chambolle-Musigny France
Greve Italy
Kaniv Ukraine
Patzcuaro Mexico
Penglai China
Tokaj Hungary

March 23, 2016

Elizabeth Cain
453 East Napa Street
Sonoma, Ca. 95476

Subject: Tree Removal Review – 453 East Napa St. (APN 018-272-006).

Elizabeth:

At your request, the Tree Committee has approved your application for the removal of 1 Oak tree located in the front yard on the property line between the properties at 443 & 453 East Napa St. It is the property owner's responsibility to remove and replace the tree.

The replacement tree shall consist of 1-24" box tree.

An Encroachment Permit shall be required for all work performed in the public right-of-way (including removal and replacement of the tree). Please contact the Building Department at (707) 938-3681 for information regarding City Encroachment Permits.

Sincerely,

Trent Hudson
Public Works Operations Manager

cc: Dean Merrill, Streets Supervisor

No. 1 The Plaza
Sonoma, California 95476-6618
Phone (707) 938-3681 Fax (707) 938-8775
E-Mail: cityhall@sonomacity.org



Aswan Egypt
Chambolle-Musigny France
Greve Italy
Kaniv Ukraine
Patzcuaro Mexico
Penglai China
Tokaj Hungary

March 23, 2016

Suzi & Daniel Pignataro
502 Este Madera Lane
Sonoma, Ca. 95476

Subject: Tree Removal Review – 502 Este Madera Ln. (APN 018-491-014).

Suzi & Daniel:

At your request, the Tree Committee has approved your application for the removal of 1 Magnolia tree located in the front yard of the property at 502 Este Madera Ln. It is the property owner's responsibility to remove and replace the tree.

The replacement tree shall consist of 1-15 gallon, small stature tree.

An Encroachment Permit shall be required for all work performed in the public right-of-way (including removal and replacement of the tree). Please contact the Building Department at (707) 938-3681 for information regarding City Encroachment Permits.

Sincerely,

Trent Hudson
Public Works Operations Manager

cc: Dean Merrill, Streets Supervisor

Community Pipeline Safety Initiative

Sonoma Community Services and Environment Commission

April 13, 2016



Improving Pipeline Safety and Reliability

- PG&E's top priority is the safety of our customers and communities – we are testing, studying and upgrading our gas system, including:
 - **Hydrostatic pressure testing** which verifies the pipeline's strength and safe operating pressure
 - **Internal pipe inspection robots** to check for signs of corrosion
 - **Valve automation** to allow faster response during gas emergencies
 - **Leak survey** of our entire gas pipeline system more frequently
 - **Aerial and ground patrols** to identify any excavations, signs of construction and other potential safety concerns



Program at a Glance

WHAT WE'RE DOING



Checking the area above the gas transmission pipeline for trees and structures that pose an emergency access or safety concern



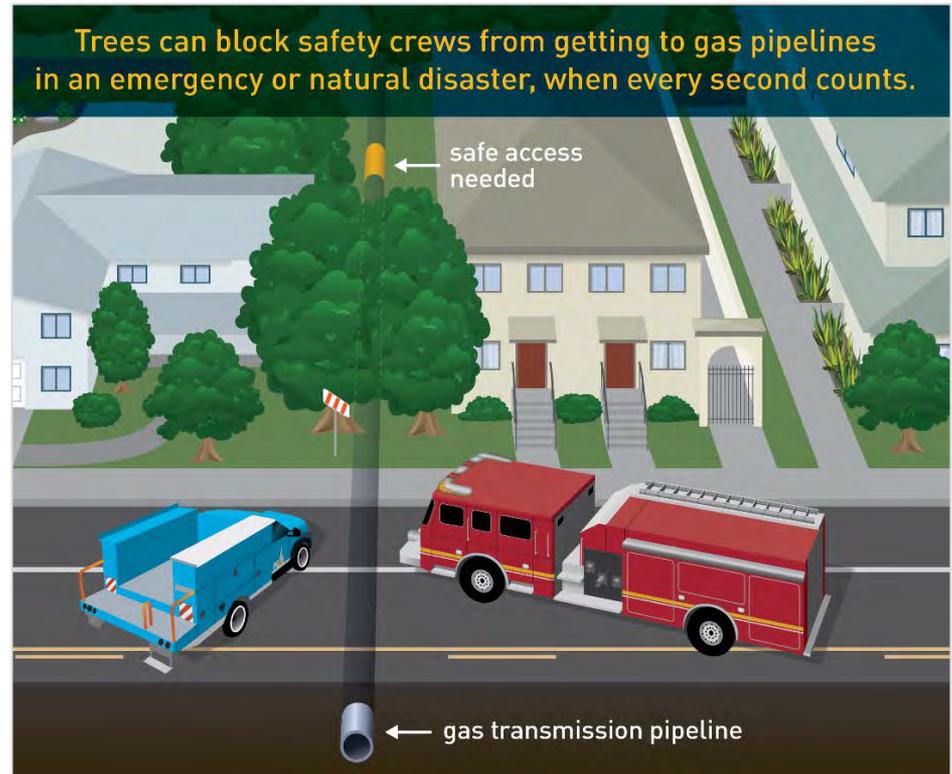
Helping to ensure immediate access for safety crews, and preventing potential damage to the pipe



Working with our customers and communities where a safety risk has been identified to develop shared solutions



Planting new trees at a safe distance from the pipeline and restoring the area to preserve the natural beauty of our communities



Working with First Responders

"Keeping Novato safe is my number one priority every day. PG&E is a partner in helping my department keep this community safe by safely maintaining our energy infrastructure, providing easy access to gas pipelines and training our first responders so they can respond effectively to emergency situations near utilities."

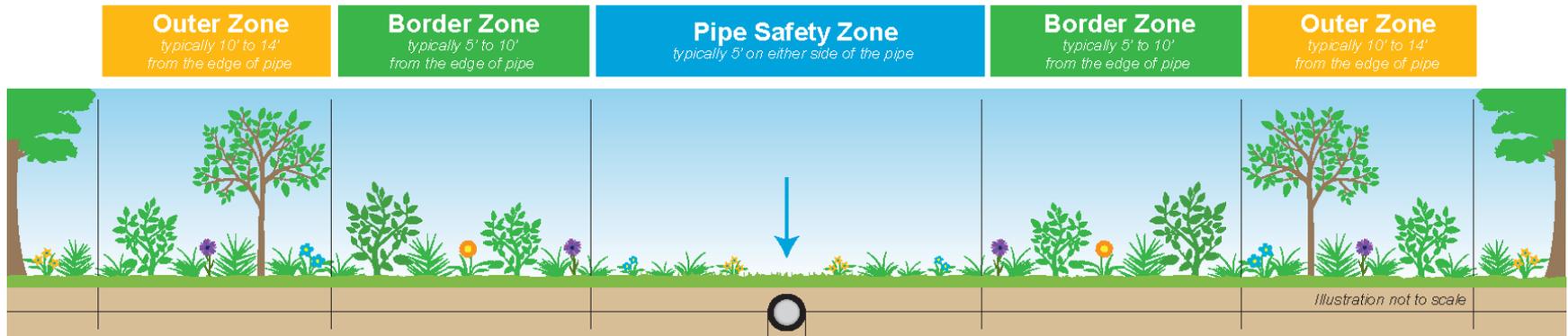
Mark Heine, Fire Chief, Novato Fire Protection District



First responders depend on immediate access in an emergency

Guide to Safe Landscaping

Making sure the right plants and trees are located in the right location adds to the safety and natural beauty of your community



Pipe Safety Zone	Lawns, flowers, low-profile grasses and low-growing herbaceous plants work well within the Pipe Safety Zone.
Border Zone	Small to medium shrubs with a trunk or main branch less than 8" in diameter at full maturity work well within the Border Zone. Diameter is measured 4.5 feet above the ground.
Outer Zone	Large shrubs and small trees with a trunk or main branch less than 36" in diameter at full maturity work well within the Outer Zone. Diameter is measured 4.5 feet above the ground.

Please note easement widths can vary and the above represents best practices and guidance for safe landscaping near gas pipelines.

Tree-by-Tree Review

- We understand how important trees are to your community and the environment
- To ensure we are only replacing trees that pose an emergency access or safety concern, we conduct a review of all trees near the gas pipelines
- The review is completed by gas safety experts and involves analyzing factors such as tree height, species and distance from the pipe
- We share the results with the city or property owner and, together, work to develop a path forward
- If a tree poses a safety concern and needs to be replaced, PG&E works together with the property owner to offer replacement trees and restore the area



Tree Replacement and Restoration

- When a tree needs to be replaced for safety reasons, PG&E will work with the private property owner to offer the following:
 - **Replacement:** Provide replacement tree(s) or an in-lieu payment for each tree removed
 - **Delivery:** Coordinate with the property owner and deliver the replacement tree(s) to be planted by the property owner
 - **Restoration:** Work together to develop a landscape plan that restores the area with native, drought-tolerant landscaping such as grasses, mulch or bark

- We recognize every customer and yard is different, and we will address special circumstances on a case-by-case basis



Community Partnership and Outreach

- It is important to us that our customers and communities fully understand and support this safety work
- Our outreach includes:
 - Meeting with city leaders to discuss the safety risks and work together to plan for gas safety work in public areas
 - Communicating about gas pipeline safety and the planned work to nearby residents prior to any work taking place
 - Contacting private property owners regarding any safety work proposed for their property
- We will not move forward with any planned work until we have a signed agreement in place with the customer



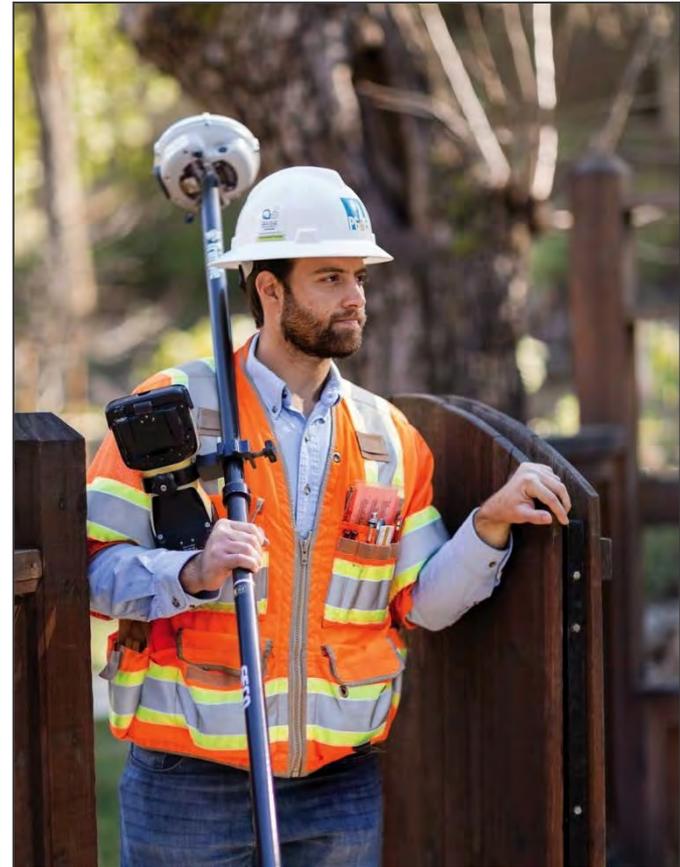
Next Steps

- Answer all of your questions
- Gather feedback and recommendations
- Reach agreement on a plan forward
- Begin outreach to private property owners



Contact Information

- For questions regarding the upcoming pipeline safety work, please contact Greg Gillis, Local Customer Outreach Specialist, at **1-415-815-7286** or by email at **greg.gillis@pge.com**
- For more information, visit us at **pge.com/GasSafety**
- To learn more about our gas transmission pipeline in your neighborhood, visit us at **pge.com/pipelinelocations**



Thank You



Estimated Program/Project Funding			Estimated Program/Project Expenditures		
Event Income	Budget	Actual	Event Expenses	Budget	Actual
Registration / Admission Charge	\$	\$	Salaries & Wages (provide breakdown by position on separate sheet)	\$	\$
Fund-Raising/Donations	\$	\$	Equipment / Supplies	\$	\$
Sale of Promotional Items	\$	\$	Inventory (Costs of Goods Sold)	\$	\$
Charges to Exhibitors	\$	\$	Promotional Items	\$	\$
Sponsorships	\$	\$	Advertising Marketing	\$	\$
Donations (other than sponsorships)	\$	\$	Permits/Licenses/Venue Fees (such as City Fees)	\$	\$
Advertising	\$	\$	Other Services	\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
Total Revenue for the Event	\$	\$	Total Expenditure for the Event	\$	\$
			Difference between Revenue and Expenses (Net Profit)		

If Overhead Exceeds 10% of revenues, explain:

- 10% of Revenue
- 40% of Net Profit

Amount Contributed to benefitting Non-Profit:

Name of Non-profit

Subject: RE: CSEC Business

-----Original Message-----

From: Carol Giovanatto <carolg@sonomacity.org>
To: 'Denise Wilbanks' <denisewilbanks1@aol.com>
Sent: Mon, Mar 28, 2016 7:53 am
Subject: RE: CSEC Business

Hi Denise,

The agenda is set by myself and the Mayor based on current issues and direction from City Councilmembers. Many times the agenda list will shift based on changes in workload or priorities. It is predominately based on timing of issues necessary to be addressed by the Council (such as future ordinances or appeals), items being prepared by staff for Council action which were directly or indirectly proposed by Council through the Budget or Council Goals (such as purchase of vehicles or Housing Impact Fee Consultant). Lastly, an individual Councilmember can ask staff to research a topic up to 1 hour research time, but if additional time is needed then it must be brought forward to request support from other Councilmembers at the next available agenda. The issue you are referring to was presented by yourself at the last Council meeting at which time any member of Council could have directed it be placed on a future agenda for discussion. None have chosen to do so at this point.

I am aware that Dan Takasugi made a presentation to the CSEC on the remodel plans of the bathrooms. This project is scheduled for the FY 2016-17 Budget year which begins July 1st. As with every project, funds must be allocated to fund the costs. This will be discussed during the upcoming draft budget deliberations (budget workshop scheduled for June 9th). You might want to prepare a CSEC proposal to be submitted for that budget meeting. Funding for the remodel is set-aside under our Long-term building maintenance fund. Any remodel must be reviewed carefully as it must comply with ADA requirements no matter how small the project as once any remodel it opens up the obligation fully so the design of the project must be done correctly.

I hope this adds some clarification on the process and your request in particular.

Sincerely,

~Carol

Carol E. Giovanatto, City Manager
City of Sonoma
No. 1 The Plaza
Sonoma, CA 95476

[707] 933-2213 Phone
[707] 938-2559 Fax
cgiovanatto@sonomacity.org
www.sonomacity.org

From: Denise Wilbanks [<mailto:denisewilbanks1@aol.com>]
Sent: Sunday, March 27, 2016 9:32 PM
To: Carol Giovanatto
Subject: CSEC Business

Hi Carol,

My name is Denise Wilbanks. I am a member of the Community Services and Environment Committee. The committee has been discussing the condition of the Plaza restrooms and our desire to see them remodeled, or some immediate fixes done in the interim until a remodel can take place. We would like to have this added to the next City Council Agenda, but have realized we are not clear on the protocol for doing this. Can you please clarify so that we can move forward with this issue.

Thank you for your assistance.

Denise Wilbanks
696-1292

Carol Giovanatto
#1 The Plaza
Sonoma CA, 95476

3/21/16

Dear Carol

In reviewing the last CSEC meetings I am troubled by the vote of a reduction in Fees Detailed in the upcoming season of the TUESDAY MARKET. My concern is that in our last public session at the Council level the discussion of cost to the city for this weekly Event has risen dramatically and while the overuse of the Plaza was discussed at that meeting. We continue to Grow this Tuesday Event. The infrastructure of the Plaza is Crumbling, The Restroom Facilities are in need of major repair and with 1500 People attending per week that is nearly 40,000 people per season, The Concentration of most of the activity being directly on the Horseshoe Lawn area with the Bands ,Dancing etc. I am concerned that the Grinstead Amphitheatre is not being used for this purpose. To reduce the extremely low rate of 3800.00 per year to 750.00 is ridiculous, I believe it is time to peel back the onion and see what it really cost to have this activity of this size week after week. In reviewing the Website I see the VOMCFM is charging fees well in excess of the cost to the city just for an application. Not to mention the weekly fees . Other considerations are to the loss of Revenue for the Tax paying businesses around the Plaza and the Wages to the serving community who lose revenue right along with the City. In the words of the Operators there are "More Non Farmers than Farmers at this Event". I would like to Appeal the CSEC decision and add to an agenda at a future meeting of the Full Council. I would like a complete review of the Use of the Plaza in regard to the This weekly Event. As a side note we Charged the "Mexican Independence Day" 1900.00 for single days use. This does not seem fair to all concerned in our Community.

Council Member
Gary Edwards

A handwritten signature in black ink, appearing to read "Gary Edwards", written over a horizontal line.