



COMMUNITY SERVICES & ENVIRONMENT COMMISSION

Community Meeting Room
177 First Street West
Sonoma, CA 95476

Wednesday, September 14, 2016
6:30 P.M. Regular Meeting

Commissioners: Ken Brown-Chairman, Fred Allebach, Christina Cook, Amy Harrington, Inge Hutzler, Chris Petlock, Richard Pollack, Chris Rateaver, Denise Wilbanks, and Matt Metzler (Alternate)

DISCLAIMER: The timeframes identified in the agenda below are provided as a guideline for the meeting. These are subject to change as needed.

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. **Because of restrictions imposed by the Brown Act, the Commission may not engage in substantive discussion, nor take action on matters not described on the agenda.**

1. **6:30-6:35**—Approval of the Minutes from August 10, 2016 (attachment)
2. **6:35-7:00**—Post Event Reviews (attachments)
 - a. Sonoma Valley Historic Race Car Festival—June 4, 2016
 - b. Hit the Road Jack—June 5, 2016
 - c. Murrazzo/Furnanz Family Gathering—July 7, 2016
 - d. Napa to Sonoma Wine Country Marathon—July 17, 2016
3. **7:00-7:20**—Discussion, Consideration, and Possible Action to Approve the Proposed Time Change to the 2016 Farmers Market Application (attachments)
4. **7:20-7:45**—Plaza Bicycle Parking Review (attachment)
5. **7:45-7:55**—Subcommittee Report
 - a. Tree Committee (Standing Subcommittee)
Participates on Tree Committee as voting member; reviews Tree Removal applications and arborist reports. Chair Brown, Comm. Petlock (alternate), and Comm. Rateaver.
Next Tree Committee Meeting: September 22, 2016
 - Approval Letters (attachments)
 - Meeting Time Discussion
6. **7:55-8:10**—Bike Share Program Review (attachment)
7. **8:10-8:25**—Water Bottle Filling Station Review (attachment)
8. **8:25-8:30**—Future Agenda Items
9. **8:30**—Commissioner and Staff Comments
10. Adjournment (Next regular meeting is October 12, 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

Community Meeting Room
 177 First Street West
 Sonoma, CA 95476

August 10, 2016
 DRAFT Minutes

Commissioners Present: Comms. Brown-Chairman, Allebach, Cook, Hutzler, Metzler, Petlock, Pollack, Rateaver, and Wilbanks

Commissioners Absent: Comm. Harrington

Also Present: Public Works Administrative Manager Wall
 Special Events Manager Janson
 Honorable Mayor Gallian
Valley of the Moon Vintage Festival: Maria Toimil
Holiday Lighting of the Plaza: Jonny Westom
Williams-Sonoma Pancake Breakfast: Kristin Perrakis
Cinco de Mayo: Angie Sanchez
VOMAA 55th Annual Artist and Artisan Show; VOMAA 4th of July Art Show:
 Barbara Steen
Valley of the Moon Certified Farmers' Market: Chris Welch, Bill Dardon

Chair Brown called the meeting to order at 6:31 P.M.

1. Approval of the Minutes from July 13, 2016

It was moved by Comm. Pollack and seconded by Comm. Allebach to approve the minutes of July 13, 2016. The motion carried unanimously.

2. Exception to the 120 day submittal deadline

It was moved by Comm. Hutzler and seconded by Comm. Allebach to approve the exception to the 120 day submittal deadline for the Valley of the Moon Vintage Festival event. The CSEC voted 8-0 (with one commissioner absent) to approve the exception.

3. Event Reviews

a. Valley of the Moon Vintage Festival—September 23-25, 2016

It was moved by Comm. Cook and seconded by Comm. Allebach to approve the Valley of the Moon Vintage Festival event application for 2016 subject to the Conditions of Approval. The CSEC voted 8-0 (with one commissioner absent) to approve the application.

It was also moved by Comm. Petlock and seconded by Comm. Rateaver to not allow the Valley of the Moon Vintage Festival to put up a tent in front of City Hall. The CSEC voted 5-3 (with one commissioner absent; Comm. Hutzler, Pollack, Brown, Allebach, and Cook dissented) to deny this motion and allow the event organizers to put up their tent.

b. Holiday Lighting of the Plaza—November 12, 2016

It was moved by Comm. Petlock and seconded by Comm. Rateaver to approve the Holiday Lighting of the Plaza event application for 2016 subject to the Conditions of Approval. The CSEC voted 7-1 (with one commissioner absent; Comm. Pollack dissented) to approve the application.

It was also moved by Comm. Pollack and seconded by Comm. Allebach to recommend to City Council they not waive the event application fee for the Holiday Lighting of the Plaza. The CSEC voted 5-3 (with one commissioner absent; Comm. Rateaver, Petlock, and Hutzler dissented) to approve this motion.

4. Post Event Review

a. **Williams-Sonoma Pancake Breakfast—October 3, 2015**

It was moved by Comm. Petlock and seconded by Comm. Rateaver to approve the post event review of the Williams-Sonoma Pancake Breakfast event. The CSEC voted 8-0 (with one commissioner absent) to approve the post event review and to release the deposit.

b. **Cinco De Mayo—May 1, 2016**

It was moved by Comm. Pollack and seconded by Comm. Allebach to approve the post event review of the Cinco de Mayo event. The CSEC voted 8-0 (with one commissioner absent) to approve the post event review and to release the deposit.

c. **VOMAA 55th Annual Artist and Artisan Event—June 11, 2016**

It was moved by Comm. Petlock and seconded by Comm. Cook to approve the post event review of VOMAA 55th Annual Artist and Artisan Event. The CSEC voted 8-0 (with one commissioner absent) to approve the post event review, to release the deposit, and to allow for the event to have a two-day application.

d. **VOMAA 4th of July Show**

It was moved by Comm. Petlock and seconded by Comm. Rateaver to approve the post event review of the 4th of July Show event. The CSEC voted 8-0 (with one commissioner absent) to approve the post event review and to release the deposit.

5. Subcommittee Report

- a. Tree Committee (Standing Subcommittee).

6. Farmer's Market Update

The CSEC discussed the Farmers' Market process and its effectiveness. The Valley of the Moon Certified Farmers' Market presented during public comment.

The special meeting tentatively scheduled on August 17th at 6:30 PM was canceled.

7. Location of Event Bicycle Parking

Comm. Metzler reviewed bicycle parking within the Plaza. CSEC to review a bicycle parking proposal primarily prepared by Comm. Metzler during the September 14th CSEC regular meeting. Staff will invite the Sonoma Police Chief, an appropriate staff member from Public Works, and a California Department of Transportation representative.

8. Update on Existing Long-term Planning Documents

City staff reviewed the current existing long-term planning documents available for the City of Sonoma.

9. Future Agenda Items

The following items will be placed on the September 14, 2016 meeting agenda:

- Discussion, Consideration, and Possible Action to Approve the Proposed Time Change to the 2016 Farmers Market Application (requested by Comm. Cook)
- Event Bicycle Parking Review (requested by Comm. Metzler)
- Bike Share Program Review (requested by Comm. Metzler)

10. Commissioner and Staff Comments

Chair Brown adjourned the meeting at 9:30 P.M. The next regular meeting is scheduled for Wednesday, September 14, 2016 at 6:30 P.M.

Respectfully submitted,

Katherine Wall, Public Works Administrative Manager

MEMO

To: Community Services and Environment Commission
Staff: Lisa Janson /Special Events Manager
Agenda Item: Park Plaza Use Post Event Review

Sonoma Valley Historic Race Car Festival

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

City of Sonoma Special Events Policy includes the following:

Section D.4. Post-Event Review

Sponsoring Organizations must attend a post event review at the next meeting of the CSEC that is held not more than ninety days after the event. The event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the City Clerk within seventy days after the event. City staff shall provide completed post event evaluation for review and discussion at the post event review meeting. Payment of all post event invoices, charges, fees or penalties must be received within ten days subsequent to post event review.

Conditions of approval of subsequent years' events may be affected by the organization's failure to attend the mandatory post event review and/or to provide required information, which failure may also constitute grounds for denial of future years' event permits.

The purpose of this provision is to provide the opportunity for the CSEC to review an event's impact, compliance to conditions included with approval of its use application, and to provide comment/suggestion to an event organizer prior to submitting use applications for future events.

Additionally, this affords an event organizer opportunity to provide comment to post event evaluations completed by City staff.

Commission Action / Discussion Items:

- Issues: No complaints received by the public
- Review Financial Summary and 2016 Budget
- Sonoma Valley High School Earth Club Waste Management
- Ask questions of staff and/or the event representative
- Provide comments for 2017

Attachments:

Post Event Evaluation
Event Refund Request
2016 Financial Summary and Budget
Waste Minimization Summary
Application and CSEC Review

POST EVENT SUMMARY

STAFF: Special Events Manager, Janson

DATE: June 6, 2016

EVENT: S.V. Historic Race Car Festival
Post Event Comments for the June 4, 2016

Event Plaza: X
Location:

Event Dates 6/4/16 Event Time: 1pm till 8:30pm

Small Scale Event

OK to return deposit: Yes No X

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 Events Manager.
- 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
Parks Department

August 4, 2016

EVENT REFUND

TO: Finance

FROM: Lisa Janson, Special Event Manager

SUBJECT: SV Historic Race Car Festival
June 4, 2016
Refund Due

Costs incurred by Public Works associated with the June 4, 2016 event are in the amount of: \$0.

There were no extra charges this year.

Refund Due: \$ 400 damage deposit

Speedway Sonoma LLC
29355 Arnold Drive
Sonoma, CA 95476

Attached:
Application
Receipt Dated 3/1/16
Plaza Park Application Fee Sheet
Post Event Summary

Sonoma Valley Historic Race Car

Proposed Budget			
REVENUE	REVENUE	DESCRIPTION	BUDGETED REVENUE
	Individual Ticket & Car Entry		\$22,000.00
	TOTAL REVENUE		\$22,000.00
EXPENSE	EXPENSE	DESCRIPTION	BUDGETED EXPENSE
	Plaza Use Fees		3038
	Sound Expressions (PA)		1150
	Logo Wine Glasses		1000
	ABC & DMV Permit		100
	Restrooms & Trash		500
	Classic Party Rentals		300
	Restaurants Stipends		2500
	Misc		200
	Non-profit donations		500
	TOTAL EXPENSE		\$9,288.00
	NET PROFIT		\$13,639.00

Festival 2016	
Actual EXPENSES	
SVRA Ticket Sales	\$20,190.00
Individual tickets and gate sales	\$2,200.00
TOTAL INCOME	\$22,390.00
Misc.	\$44.32
Glacer Ice Truck	\$415.30
PA System, Sound Expressions	\$1,095.00
Printing	\$80.00
Site rental	\$2,519.00
CHP Escort	\$2,166.53
Trash and recycling cans	\$480.00
Licenses ABC	\$50.00
Bank fees	\$50.00
Restaurant Steipends	\$500.00
volunteer food	\$156.93
SVHS Ecology Club donation	\$250.00
Wine Glasses``	\$1,293.87
TOTAL EXPENSES	\$9,100.95
	NET
60% to SCC - 40% SVEF	\$13,289.05

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Name of Event: ^{SV} RACE CAR FESTIVAL Event Organizers Name: Jenny 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 / n/a
- b. Recycling (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: 2 Gal (50) 12
- Type: _____ Gal (50) _____
- Type: _____ Dumpster _____
- Type: _____ Dumpster _____
- c. Composting: 2 Gal (50) _____
- d. Other (describe) Dumpster 1

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 TRACK FOR BUNDLING/RECYCLING.

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; ^{HISTORIC}
SONOMA VALLEY RACE CAR FESTIVAL
- b. Description of event;
CLASSIC/VINTAGE RACE & LOCAL CARS DISPLAY -
• FOOD & WINE TASTING, FROM LOCAL RESTAURANTS
- c. Description of types of waste generated;
CARDBOARD - FOOD SCRAPS - PLATES - GLASS
(WINE BOTTLES)
- d. Types and amounts of waste disposed and diverted;
Filled 10 RECYCLE CANS,
1 DUMPSTER (NOT FULL)
- e. Description of solid waste reduction, reuse, and recycling programs; and
COMPOSTABLE PLATES, NAPKINS, ~~FOOD WASTE~~ FOLKS
(POTATO WARE) COMMERCATIVE WINE GLASS/REUSE
- f. If no programs were implemented, a description of why no programs have been identified or implemented.

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



Aswan, Arab Republic of Egypt
Chambolle-Musigny, France
Greve In Chianti, Italy
Kaniv, Ukraine
Patzcuaro, Mexico
Penglai, China
Tokaj, Hungary

April 21, 2016

Sonoma Valley Historic Race Car Festival
Attn: Jerry Wheeler
29355 Arnold Drive
Sonoma, CA 95476

Subject: Application for Plaza Permit Application: Sonoma Valley Historic Race Car Festival June 4, 2016

Dear Ms. Wheeler:

On Wednesday, April 13 2015, the Community Services and Environment Commission (CSEC) considered a Plaza Permit Application for the Sonoma Valley Historic Race Car Festival on June 4, 2016. After discussion and public testimony, the CSEC Commission voted 8-1 to approve the application with the following conditions of approval:

- Event organizers will contact the CHP to arrange the escort from the racetrack and around the Plaza.
- Adequately trained and equipped race monitors to be provided at all intersections.
- Applicant to meet with Parks and Street Supervisors and Special Event Manager two weeks before event. Mandatory post event meeting 8:00 a.m. first working day subsequent to the event.
- Seven Porta Potties will be provided with at least one hand washing station.
- Public restrooms will be locked at 4:30 p.m. on day of event (event organizers responsible only for Porta Potties).
- A vendor list shall be provided to Fire Marshal Jones and Wendy Atkins one week prior to the event.
- Maintain emergency vehicle access around vehicles, tight to curb, and parallel.
- Provide personnel to remove barricades in emergency.
- Provide 20 feet of clearance between cooking vendors.
- Fire extinguishers required for cooking and tents.
- Event day fire inspection required.
- If rain occurs, the event will be cancelled on the Plaza.
- Must obtain ABC permit. No alcohol allowed off the Plaza. Alcohol sales must be properly monitored.
- If staff monitoring is required it will occur at a rate not to exceed \$224 per hour.

- Recommended that volunteers serving alcohol attend the Responsible Beverage Training for Special Event Servers.

The Alcohol Permit will be mailed out to you as soon as it has been approved. If you have any questions regarding this matter, do not hesitate to contact me at 933-2204.

Sincerely,

A handwritten signature in black ink that reads "Wendy Atkins". The signature is written in a cursive style with a large, looping "W" and "A".

Wendy Atkins
Associate Planner

cc: Lisa Janson

RECEIVED

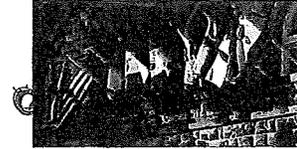


City of Sonoma
No. 1 The Plaza
Sonoma CA 95476

(707) 938-3681

PLAZA PERMIT APPLICATION

Revised 12/3/15



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 Platner 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
cplatner@racesonoma.com

Plaza Area(s) Requested

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

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:
# of Days x Fee	# of Areas	# 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>\$836</u>		

Application Fee Small scale vs. large scale event \$306-\$958	\$958	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$838	Park 100-00000-000-30702	Insurance provided by your organization: YES
Maintenance Fee	\$93	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$400	750-00000-000-22950	
Parking Fee	\$0		Other:
ALCOHOL PERMIT: \$230.00 (Attached form)	\$230	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: \$519.00 (Attached form)	\$519	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:	\$3038	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).

<p>Include on the map – location, dimensions and type of structure:</p> <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.
<p>Include a list (map key) of each structure:</p> <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
(2 10x10) | <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"/> Electricity Needed |
| <input checked="" type="checkbox"/> Food Vendors (Vendor list required) | <input type="checkbox"/> Food cooked on site | <input checked="" type="checkbox"/> Barricades (security) |
| <input checked="" type="checkbox"/> Alcohol Permit and ABC | <input type="checkbox"/> Booths, Temporary Structures | <input type="checkbox"/> Fencing or delineating areas (by permit only) |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input checked="" type="checkbox"/> Amplified Sound or Music | |

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). _____

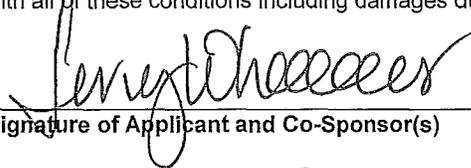
RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____

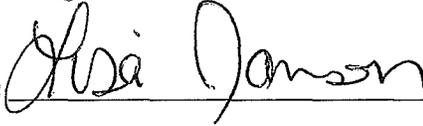
ADDITIONAL PERMITS REQUIRED:

- | | |
|--|--|
| <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: JERRY WHEELER	Cell Phone: 707-974-0216	Home Phone: 707-974-0216
---------------------------------------	------------------------------------	------------------------------------

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.

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

Approved:  City of Sonoma 4/21/16
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 BARRICADEMENT NEEDED! (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

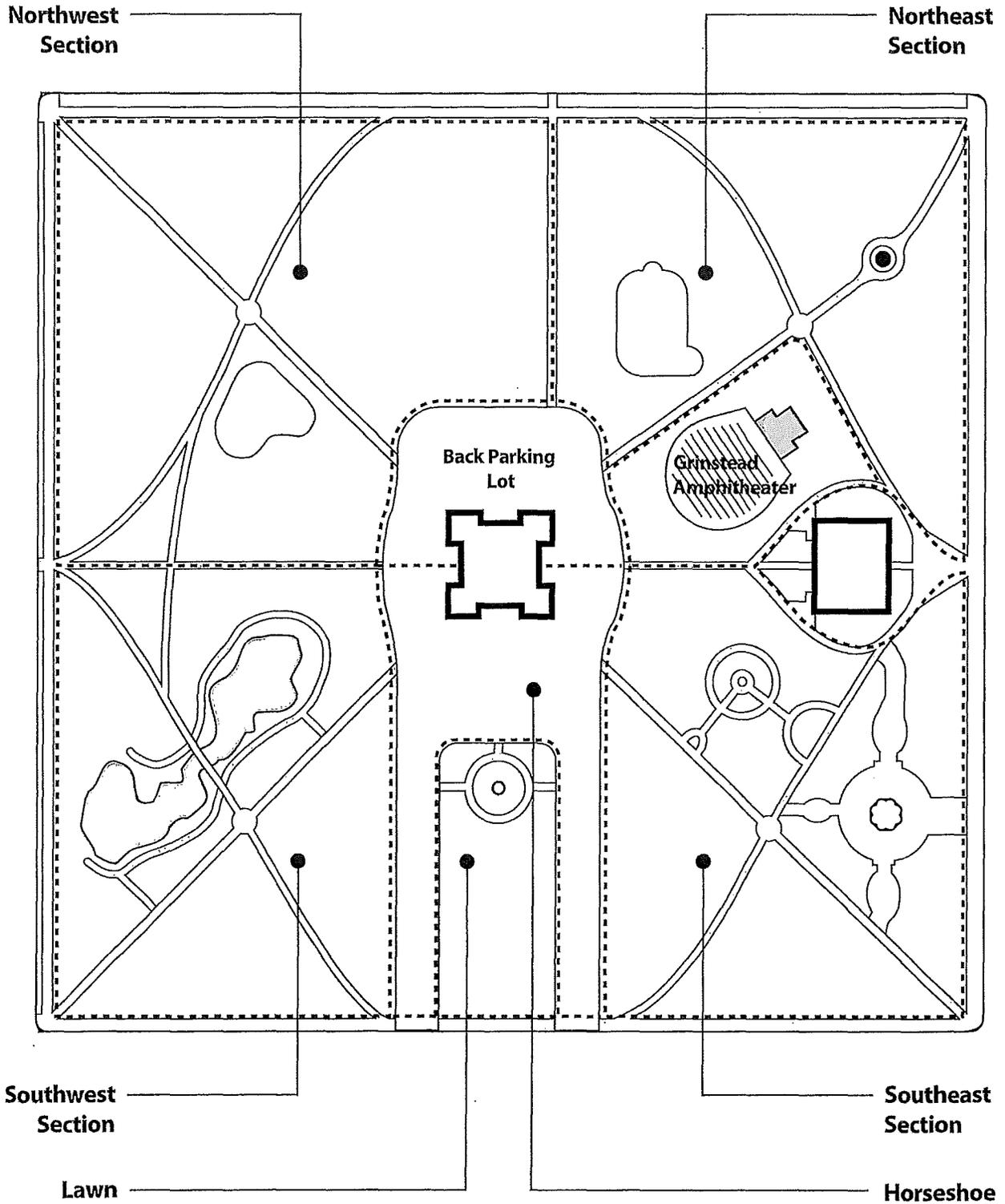
POLICE DEPARTMENT: CHP to escort procession to/from racetrack. Speedway must provide monitors for all intersections + crosswalks around the Plaza. City alcohol permit + ABC permit required. No additional police staff needed.

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 COORDINATOR: 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.

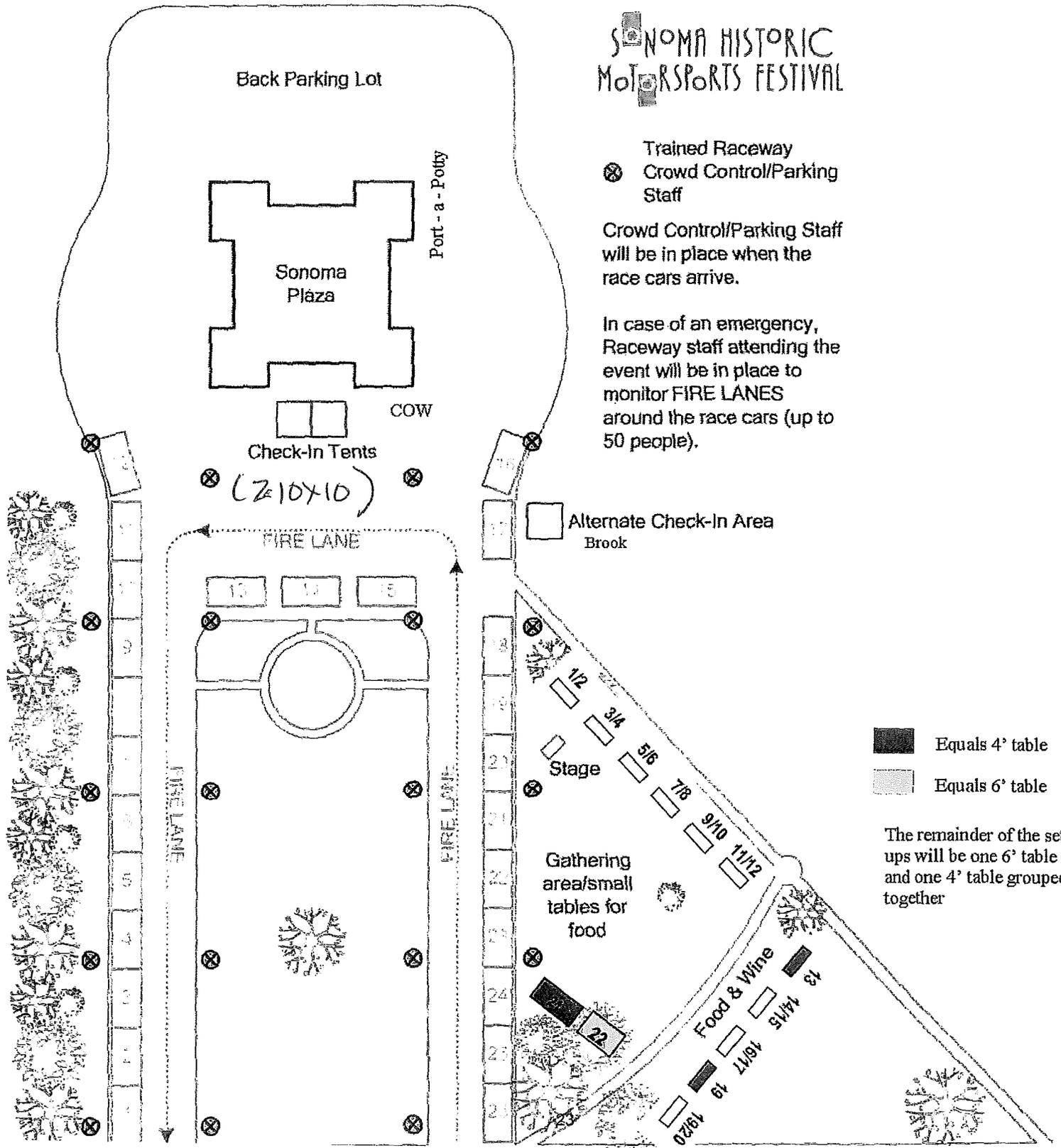


Please see attached
Wheelchair 2/25/16
22

Plaza Event Map

N

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

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 indecent 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. The 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

SPEEDWAY CHILDREN'S CHARITIES

P.O. BOX 18747
CHARLOTTE, NC 28218

BANK OF AMERICA
32-1-1110

25912

DATE

2/18/2016

AMOUNT

*****\$ 3,038.00

PAY THREE THOUSAND THIRTY-EIGHT AND 00/100 DOLLARS

TO THE
ORDER
OF

CITY OF SONOMA
NO 1 THE PLAZA
SONOMA, CA 95476

TWO SIGNATURES REQUIRED

Randall A. Stoney
Angela A. McDowell
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈025912⑈ ⑆111000012⑆ 375 035 0214⑈

SPEEDWAY CHILDREN'S CHARITIES

25912

		CIT010	CITY OF SONOMA	Check No	25912
DATE	INVOICE NUMBER		AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
2/10/2016	2/10/16		3,038.00	0.00	3,038.00

2/18/2016		TOTAL	3,038.00	0.00	3,038.00
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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.

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Event Manager

Agenda Item: **Hit the Road Jack**
Plaza Park Event Review

Sponsor: Sonoma Volunteer Firefighters Association

Date of use: June 5, 2016

Area of use: North West Quadrant, Rear Parking

Section D.4. **Post-Event Review**

City of Sonoma Special Events Policy includes the following:

Sponsoring Organizations must attend a post event review at the next meeting of the CSEC that is held not more than ninety days after the event. The event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the Special Events Manager within seventy days after the event. City staff shall provide completed post event evaluation for review and discussion at the post event review meeting. Payment of all post event invoices, charges, fees or penalties must be received within ten days subsequent to post event review.

Conditions of approval of subsequent years' events may be affected by the organization's failure to attend the mandatory post event review and/or to provide required information, which failure may also constitute grounds for denial of future years' event permits.

The purpose of this provision is to provide the opportunity for the CSEC to review an event's impact, compliance to conditions included with approval of its Plaza Use Application, and to provide comment/suggestion to an event organizer prior to submitting use applications for future events.

Additionally, this affords an event organizer opportunity to provide comment to post event evaluations completed by City staff.

Commission Action / Discussion Items:

- Issues: No complaints received by the City
- Budget and Financial Summary sent.
- Invoice 2016
- Ask questions of staff and/or the event representative
- Provide suggestions for 2017

Attachments:

- Post Event Evaluation
- Invoice 2016
- 2016 Financial Summary and Budget- At the time of the report item had not been received
- Waste Minimization Summary- At the time of the report item had not been received
- 2016 Plaza Permit Application

POST EVENT SUMMARY

STAFF: Special Events Manager, Janson

DATE: June 6, 2016

EVENT: Hit the Road Jack
Post Event Comments for the June 5, 2016 Event

Location: Plaza: X

Event Dates June 5, 2016 Event Time 4am till 2pm

Small Scale Event

OK to return deposit: Yes No NO

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

.

Observation:

- There was a post event meeting with Event Manager.
- 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 bathrooms were left in a clean and tidy manor.
- 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
Parks Supervisor



DATE	INVOICE NO
7/13/2016	0001080

BILL TO
Sonoma Volunteer Firefighter's Association 630 Second Street West Sonoma, CA 95476

DUE DATE
8/8/2016

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS ACCOUNT BALANCE						0.00
Hit the Road Jack 2016:						
Misc	1.00	1,368.45	1,368.45	0.00	0.00	1,368.45
INVOICE TOTAL:			1,368.45	0.00	0.00	1,368.45

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (707) 933-2237

Customer Name: Sonoma Volunteer Firefighter's Association
Customer No: 016506
Account No: 0000084 - Hit the Road Jack 2016

DUE DATE	INVOICE NO
8/8/2016	0001080

Please remit payment by the due date to:

Sonoma
City of Sonoma
#1 The Plaza
Sonoma, CA 95476-

Invoice Total:	1,368.45
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	1,368.45

INVOICE BALANCE: \$1,368.45
AMOUNT PAID: _____

INVOICE

TO: Barbara Cates
FROM: Lisa Janson , Special Event Manager
DATE: June 16, 2016
SUBJECT: Hit the Road Jack
Invoice for Costs Associated with Race Barricades

Costs incurred by Public Works associated with the June 5, 2016 event are in the amount of \$ 1,768.45.

This amount represents the expenses associated with the efforts required of Public Works staff. Refer to the Post Event Summary and Cost Breakdown on the attached page.

Please submit an invoice in amount of \$1,368.45 (\$1,768.45 - \$400.00 deposit).

Hit The Road Jack
630 2nd St. West
Sonoma, CA 95476

Attached:
Post Event Summary
Public Works Cost Breakdown
Application
Receipt
Application Fee Sheet

Credit the invoice receipts to account# 100-00000-000-30702 (Park Rent/Reservations).

Hit The Road Jack
Post Event Invoice for 2016 Event

<u>LABOR</u>	\$ 680.20
<u>MATERIALS</u>	\$ 544.80
<u>EQUIPMENT</u>	\$ 312.78
<u>SUBTOTAL</u>	\$ 1,537.78
<u>OFFICE TIME AND OVERHEAD (15%)</u>	\$ 230.67
<u>TOTAL COST</u>	\$ 1,768.45



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476
 (707) 933-2229 or (707) 938-3332
PLAZA PERMIT APPLICATION



NAME OF EVENT: Hit The Road Jack EVENT DATE(S): 6/5/16

Sponsoring Organization: Sonoma Volunteer Firefighters Association

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

Event Contact Person Gary Johnson / Mark Aiton Title: Race Managers

Mailing Address: 630 Second St West Sonoma CA 95476
Street or P.O. Box City State Zip

Daytime phone: 707 249-4994 / 707 209-795-7832 Email: info@hittheroadjack.org
mark@onyourmarkevents.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: 2015	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
Date(s): <u>6/5/16</u>	<u>0400</u>	<u>0730</u>	<u>1400</u>	<u>1600</u>	<u>1200</u>
Date(s):					

THIS SECTION TO BE COMPLETED BY STAFF:

Rental Fees Per Day:	Maintenance Fees:	Damage Deposits:
# of Days x Fee	# of Areas x total event hours	# of Days Fee x Area / Section
___ x SE Section \$400 \$ _____	<u>2</u> x \$ 93 (1-12 hrs) \$ <u>186</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 \$ _____
<u>1</u> x NW Section \$300 \$ <u>300</u>	___ x \$500 (36-48 hrs) \$ _____	<u>1</u> x (NW Section) x \$200 \$ <u>200</u>
___ x \$200 Amphitheater \$ _____	___ x \$750 (> 48 hrs) \$ _____	___ x (Amphitheater) x \$200 \$ _____
___ x \$200 Horseshoe Pavement \$ _____	MAINTENANCE FEE: \$ <u>186</u>	<u>1</u> x (Rear Parking) x \$200 \$ <u>200</u>
<u>1</u> x \$300 Rear Parking \$ <u>300</u>	Reservation of Public Parking: \$276 + \$20 per # of spaces per day.	___ x (Horseshoe Pavement) x \$200 \$ _____
___ \$98 Barricade: Plaza Entrance \$ _____	PARKING FEE: \$ _____	RECEIVED
RENTAL FEE: \$ <u>600</u>		DEC 11 2015
		CITY OF SONOMA
		DAMAGE DEPOSIT: <u>400</u>

Application Fee Small scale vs. large scale event \$220-\$500 958.00	\$ 958	Park 100-00000-000-30702
Rental Fee	\$ 600	Park 100-00000-000-30702
Maintenance Fee	\$ 186	Park 100-00000-000-30702
Damage Deposit	\$ 400	750-00000-000-22950
Parking Fee	\$ —	
ALCOHOL PERMIT: \$200.00 Attached form) 256	\$ 256	Park 100-00000-000-30702
Fire Dept. Inspection Fees: \$230.00	—	
STREET USE PERMIT: \$502.00 Attached form)	\$ 576	Encro 100-00000-000-30203
Business License(s)	\$	For-profit vendors must have one day business license (\$23)
TOTAL DUE:	\$ 2976	

Insurance is required & must be submitted two weeks prior to the event.

Insurance provided by your organization:

Yes No

Other:

Gales Creek
www.galescreek.com
or

RVNA
<http://www.rvnuccio.com/specialevent.html>

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.

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.

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 checked="" type="checkbox"/> Banner Sign on historic directory (by permit only) |
| <input type="checkbox"/> Water Needed | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Food Vendors (Vendor list required) | <input type="checkbox"/> Food cooked on site | <input type="checkbox"/> Electricity Needed |
| <input checked="" 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 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 and obtain a Sonoma County Health Department Permit to Operate. Cooking safety reviewed by the Fire Department. Food vendors may use tents and canopies with CSEC event review and approval.

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 is 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). *See Attached*

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

RECYCLING PLAN: Special Events Waste Minimization Planning form. _____

ADDITIONAL PERMITS REQUIRED:

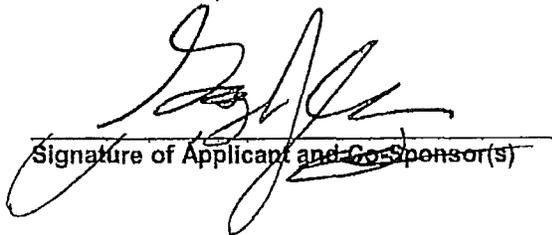
- | | |
|---|--|
| <input type="checkbox"/> City Alcohol Permit | <input type="checkbox"/> Caltrans Encroachment Permit |
| <input type="checkbox"/> City Street Use Permit (City Council approval) | <input type="checkbox"/> City Business License (all vendors) |
| <input type="checkbox"/> ABC Alcohol License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

SITE MANAGER: <i>Gary Johnson / Mark Aiten</i>	Cell Phone: <i>707-849-4994</i> <i>209-988-7870</i>	Home Phone: <i>Same</i> <i>209-795-7832</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

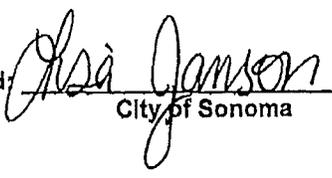
the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.



Signature of Applicant and Co-Sponsor(s)

Gary Johnson
Print Name (s)

10/3/2015
Date

Approved: 
City of Sonoma

5-19-16
Date

MEMO

To: Community Services and Environment Commission
Staff: Lisa Janson /Special Events Manager
Agenda Item: Depot Park Use Post Event Review

Marrazzo Furnanz Family Gathering Reception

Sponsor:

Date of use: July 9, 2016
Area(s) of use: Picnic Area 3 and Parking Lot

City of Sonoma Special Events Policy includes the following:

Section D.4. Post-Event Review

Sponsoring Organizations must attend a post event review at the next meeting of the CSEC that is held not more than ninety days after the event. The event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the City Clerk within seventy days after the event. City staff shall provide completed post event evaluation for review and discussion at the post event review meeting. Payment of all post event invoices, charges, fees or penalties must be received within ten days subsequent to post event review.

Conditions of approval of subsequent years' events may be affected by the organization's failure to attend the mandatory post event review and/or to provide required information, which failure may also constitute grounds for denial of future years' event permits.

The purpose of this provision is to provide the opportunity for the CSEC to review an event's impact, compliance to conditions included with approval of its use application, and to provide comment/suggestion to an event organizer prior to submitting use applications for future events.

Additionally, this affords an event organizer opportunity to provide comment to post event evaluations completed by City staff.

Commission Action / Discussion Items:

- Issues: No complaints received by the public
- Private Event / No Fees charged to attend
- Ask questions of staff/ Event Organizer Lives Out of Town
- One Time Event

Attachments:

Post Event Evaluation
Event Refund Request
Application and CSEC Review

POST EVENT SUMMARY

STAFF: Special Events Manager Janson

DATE: July 11, 2016

EVENT: Marrazzo Furnanz Family Gathering
Post Event Comments for the July 9, 2016 Event

Location: Depot Park: X

Use of City Streets: _____ Other: _____

Event Dates 7-9-16 Event Time 8:00am till 8:00pm

**Event pending CSEC
review**

OK to return deposit

Yes _____ No X

The area rented for and impacted by the event was left in a neat and clean condition. Extra work was not required of Parks staff for post event clean-up. All garbage was hauled off by catering company

cc

Parks Supervisor

September 8, 2016

EVENT DEPOSIT REFUND

TO: Rebecca Stewart

FROM: Lisa Janson, Special Event Manager

SUBJECT: Marrazzo Furnanz Family Gathering
July 9, 2016
Refund Due

Costs incurred by Public Works associated with the July 9, 2016 event are in the amount of: \$0.00 The following is a summary of the fees:

Refund Due: \$100 (\$100 deposit less costs incurred by Public Works).

Alison Marrazzo
7651 Princevalle St
Gilroy, CA 95020-5021

Attached:
Application
Fee Sheets
Receipt
Post Event Summary

MEMO

To: Community Services and Environment Commission

Staff: Wendy Atkins, Associate Planner/Special Event Coordinator

Agenda Item: **Marrazzo/Furnanz Family Gathering**
Depot Park Application

Applicant Name: Allison Marrazzo

Date of use: **July 9, 2016**

Area of use: Depot Park

Discussion

Under the Special Event Policy events more than eight hours are considered large events and requires review by the Special Event Committee (SEC) and the Community Services and Environment Commission (CSEC). The SEC reviewed the event on September 30, 2015.

Special Event Committee Discussion and Conditions of Approval:

- Meet two weeks prior to event with the Parks Supervisor.
- The Police will not require extra staffing.
- A City alcohol permit is required and an ABC license is not required.
- Comply with City Noise Ordinance.
- Keep driving lanes in public parking area clear.
- Tents larger than 400 square feet require a permit.
- Submit site plan and tent interior plan to Watkins@sonomacity.org two weeks prior to event.
- If staff is required to monitor the event it will occur at a rate (not to exceed) \$136.50 per hour (not to exceed four hours).
- CSEC meeting October 14, 2015.

Plaza Use Committee Members: Fire Marshal Jones, Sergeant Crum; Parks Supervisor Melberg; Street Supervisor Merrill, Associate Planner/Special Event Coordinator Atkins.

Special Event Committee recommendation: Approve application subject to the conditions of approval.

Recommended CSEC Action:

- Approve the City Use Application subject to the Special Event Committee conditions of approval.

Attachments:

- Depot Park Permit Application
- Permit Application Possession and Consumption of Alcoholic Beverages on City Property

cc: Allison Marrazzo
17680 High Road
Sonoma, CA 95476



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476

(707) 933-2229 or (707) 938-3332



DEPOT PARK PERMIT APPLICATION

Name of Event: MARRAZZO / FURNANZ FAMILY Today's Date: 9/9/15

Sponsoring Organization: NONE Type of Event: FAMILY GATHERING/RECEPTION

Event Contact Person ALLISON MARRAZZO Title: _____

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

Mailing Address: 17680 HIGH RD SONOMA CA 95476
Street or PO Box City State Zip

Daytime phone: 408/221-5766 Evening phone: same

Cell Phone: SAME E-mail: agmarrazzo@gmail.com

Date(s) of Event YEAR: 201 <u>6</u>	Start Time For SET-UP	Event Start Time	Event End Time	End Time For TEAR DOWN	Estimated Attendance
Date: <u>JULY 9, 2016</u>	<u>8:00 AM</u>	<u>3:00 PM</u>	<u>7:00 PM</u>	<u>8:00 PM</u>	<u>200</u>

PARK AREAS REQUESTED: Please note that the playground facility is not included in any rental area.

Rental Fee: # days x area fee	Description:	Maintenance Fee (all events): # of event hours
<input type="checkbox"/> Picnic Area 1 OR 2 \$ 100 per area	Southwest Area, extends from First Street West to the south entry walkway of the Depot Museum	\$75 per section per day \$ _____
<input checked="" type="checkbox"/> Picnic Area 3 \$100 <u>\$100</u>	Southeast Area, extends from 1st Street East south to the bike path to the south entry walkway of the Depot Museum	\$75 per section per day \$ <u>75</u>
<input type="checkbox"/> Volleyball Area # 4 \$100	Volleyball Area, northeast area	\$75 per section per day \$ _____
<input checked="" type="checkbox"/> Parking Lot \$100 <u>\$100</u> By Exception Only	Parking Lot: City of Sonoma section (does not include County parking area) See map.	\$75 per section per day \$ <u>75</u>
Rental Fees:	Note: Inflatable jumpers are prohibited in City Parks	\$ _____

Application Fee Small scale vs. large scale event (\$229-\$719)	\$ <u>719</u>	Park 100-00000-000-30702	Insurance is required & must be submitted <u>three weeks</u> prior to the event.
Rental Fee	\$ <u>200</u>	Park 100-00000-000-30702	Insurance Provided:
Damage Deposit (refundable). Each area per day x \$100	\$ <u>100</u>	750-00000-000-22950	By City Of Sonoma, Gales Creek: Yes <input type="checkbox"/> No <input type="checkbox"/>
Maintenance Fee (all events) <u>Alcohol Beverage Permit</u>	\$ <u>150</u> <u>230</u>	Park 100-00000-000-30702	Other <input type="checkbox"/>
TOTAL DUE:	\$ <u>1399</u>		

Date Paid: 9/9/15 Check #: 1387 Receipt #: 021522 Insurance Rcvd: _____
9/30/15 1451 621615

Depot Park Use Permit Application

Page 1 of 3

EVENT IS A FAMILY GATHERING & BOCCIE TOURNAMENT.
WE UNDERSTAND BOCCIE COURTS ARE FIRST COME,
FIRST SERVE PER JOHN FINUCCI.

EVENT WILL UTILIZE THE FOLLOWING:

2 - 20' x 40' FESTIVAL TENTS (NO STAKES)

4 - 8' BANQUET TABLES

10-16 - 4' ROUND TABLES & CHAIRS ~~(100-100)~~ (100-100)
(CHAIRS)

10-12 - 9' ROUND SUN UMBRELLAS

6-8 - FANS WITH MISTING CAPABILITY

2 SPEAKERS

FOOD WILL BE PROVIDED FROM A LATERER
PARKED ON SITE & ALCOHOL WILL
BE SERVED.

Marrazzo/Furnanz Family Gathering

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 NEED TO MEET BEFORE EVENT.

Dezanne

PARKS SUPERVISOR:

MEET 2 WEEK PRIOR TO EVENT

Port-O-Potties required: 0

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

POLICE DEPARTMENT:

NO EXTRA STAFFING REQUIRED.

CITY ALCOHOL LICENSE REQUIRED, NO ABC LICENSE.

COMPLY WITH CITY NOISE ORDINANCE.

FIRE DEPARTMENT:

KEEP DRIVING LANES IN PUBLIC PARKING AREA CLEAR. TENTS LARGER THAN 400 SQ. FT REQUIRE A PERMIT. SUBMIT SITE PLAN AND TENT INTERIOR PLAN to Watkins@SonomaCity.org two weeks prior to event.

SPECIAL EVENT COORDINATOR:

IF staff is required to man for the event it will occur at a rate (not to exceed) \$136.50 per hour (not to exceed four hours). CSEC meeting 10/14/15 Alcohol Permit required.

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.

First St. West

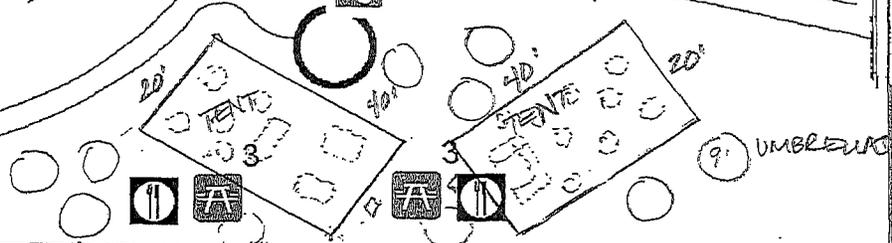
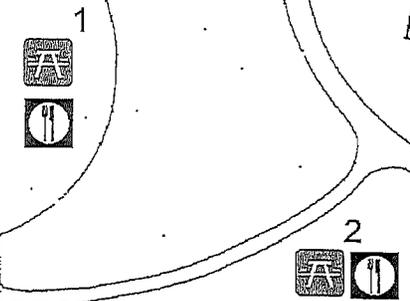
First St. East

Parking: County

Parking: City of Sonoma

CLEARING TRUCK

Volleyball Area
4



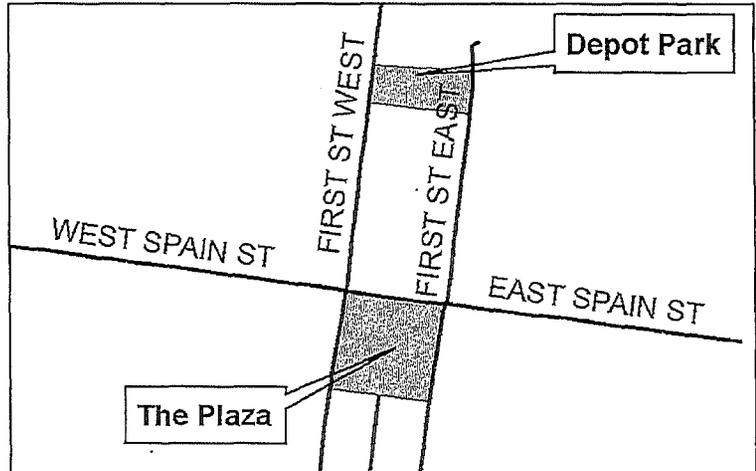
Depot Park Event Permit Map

-  Restroom
-  Electrical Outlets
-  Barbecues
-  Picnic Tables

Facilities:

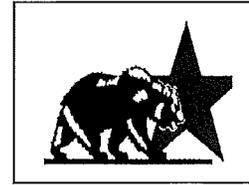
- 1: Picnic Area, 5 Tables, 2 Barbecues
- 2: Picnic Area, 4 Tables, 2 Barbecues
- 3: Picnic Area, 3 Tables, 2 Barbecues
- 4: Volleyball Net

Getting to Depot Park:





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



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

Application Fee: \$230.00 (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: ALISON MARRAZZO & GEORGE FURNANZ
 Name of Organization: MARRAZZO / FURNANZ FAMILY CATERING / RECEPTION
 Address: 17080 High Road Sonoma CA 95476
 Telephone Numbers: Day: ⁴⁰⁸221 5766 Night: ^{415 858}6732 Fax: _____ Email: agmarrazzo@gmail.com
 Name or Description of Event: Family Marrazzo / Furnanz Family Catering / Reception

Date(s) of Event: 7/9/16 Location of Event: Depot Park Area 3

Estimated Daily Attendance: 200

Will Alcohol be Sold or Dispensed Free of Charge? Free of Charge

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

Is There a Charge for Admittance? No

Type of Alcoholic Beverages To Be Served: beer, wine, cocktails

Dates and Times Alcohol Will Be Served: 3:00 pm - 7:00 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.

Applicant's Signature: [Signature] Date: 9-30-15

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: 10-14-15 Fee Paid: Date 9-30-15 Amount \$230

APPROVED: (If not approved, please attach explanation)
 Asst. City Manager: [Signature] Date: 10-19-15
 Police Chief: [Signature] Date: 10/15/15

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Events Manager

Agenda Item: Discussion of the 2016 post-event review for the Napa to Sonoma Wine Country Half Marathon Plaza Permit Application

Sponsor: **Destination Races/Hanna Boys Center**

2016 Date of use: July 16 and 17, 2016; Saturday Set-up, Race was on Sunday

2016 Area(s) of use: SE, NE, NW Sections, Horseshoe Pavement, Rear Parking Lot

The Special Event Committee (SEC) considered the event application on September 30, 2015. The Street Use Application associated with the race was approved by the City Council on August 17, 2015. The CSEC approved the event on October 14, 2015 with conditions of approval (see attached approval letter).

2016 Post Event Summary

City of Sonoma Special Events Policy includes the following:

Section D.4. Post-Event Review

Sponsoring Organizations must attend a post event review at the next meeting of the CSEC that is held not more than ninety days after the event. The event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the Event Manager within seventy days after the event. City staff shall provide completed post event evaluation for review and discussion at the post event review meeting. Payment of all post event invoices, charges, fees or penalties must be received within ten days subsequent to post event review.

Conditions of approval of subsequent years' events may be affected by the organization's failure to attend the mandatory post event review and/or to provide required information, which failure may also constitute grounds for denial of future years' event permits.

The purpose of this provision is to provide the opportunity for the CSEC to review an event's impact, compliance to conditions included with approval of its use application, and to provide comments/suggestions to an event organizer prior to submitting use applications for future events.

Post Event Summary:

Staff monitored the race on Saturday and Sunday. A complete Post Event Review is attached for reference. Staff has some concerns/suggestions with the set-up, street closure and special event policy requirements that need to be discussed, the concerns are summarized below:

- Need to address the move-in time of the two 20x40 tents in the North East quadrant move-in was scheduled to start at noon. The tents were in place to be erected but couldn't be put into place due to picnickers in the area until after 5pm. The tenting vendor had the tents semi erected on the ground waiting to be placed into location. The tents could potentially act like a large sails and could end up moving, concern is that a picnickers could be hurt. One solution would be to allow early access to the tent vendors so that tents can be in place prior to the park filling up with families. If they were placed early in the morning on Saturday, the areas around the tents could remain open to picnickers until 4pm. After 4pm the event organizer could place their temporary fences, tables and chairs. Therefore the park would remain open to the public during set up and free of tent poles and canopies spread across the grass. The area impacted by the larger tents should be posted in advance no picnicking between 8am and 10am to allow for the set-up of the larger tents and to keep the public safe.
- Need to discuss the rolling closures at 2nd Street and MacArthur the intersection wasn't opened to traffic until after 11:45am. That intersection was intended to be open to traffic. If the street is required to be closed than the neighbors need to be notified in advance and it needs to be posted 48 hour prior to closing using intelligent signs. There needs to be discussion regarding the use of city streets and the type of closures that are being requested. This information needs to be included on the Resolution approving and consenting to the use of City streets that gets approved by City Council.
- Notification to neighborhoods impacted by the event needs to go out two weeks prior to the event.
- Additional requirements for future events include notification of the public in advance of upcoming traffic delays due to a Special Event, by utilizing intelligent signs. Recommendation that all rolling closures are monitored by City Employees or individuals who attend a meeting with the Street Supervisor Dean Merrill to ensure that they are truly rolling closures opening to the traffic as necessary.
- Special Event Policy requires for profit events to donate either 10% of gross event revenue or 40% of net revenue which ever number is larger to local Sonoma Valley non-profit organizations. At the time of this report the 2016 final budget had not

been received but based on the 2016 preliminary budget numbers the annual contribution to local non-profits should be \$59,000. CSEC will need to make a determination on the contribution amount, during the Post Event meeting.

The following is a list of information required for the post-event review:

- Financial summary- at the time of this report the financials had not been received.
- Recycling summary- Final is attached

Recommended Commission Discussion and Comments:

Discuss event impact on the Plaza and the streets of Sonoma.

Attachments:

- Approval letters
- Post Event Review
- Financial Summary Prelim
- Recycling summary Final

cc: Matt Dockstader, via email

Kevin Pool, via email

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



Aswan, Arab Republic of Egypt
Chambolle-Musigny, France
Greve In Chianti, Italy
Kaniv, Ukraine
Patzcuaro, Mexico
Penglai, China
Tokaj, Hungary

November 4, 2015

Destination Races/Hanna Boys Center
Attn: Matt Dockstader
1224 Sperring Road
Sonoma, CA 95476

Subject: Approved Plaza Permit Application for the Napa to Sonoma Wine Country Half Marathon on July 16, 2016 and July 17, 2016.

Dear Mr. Dockstader:

On Wednesday, October 14, 2015, the Community Services and Environment Commission (CSEC) considered a Plaza Permit Application for the Napa to Sonoma Wine Country Half Marathon on July 16, 2016 and July 17, 2016. After discussion and public testimony, the CSEC Commission voted 7-0 (with one commissioner absent) to approve the application contingent upon receipt of payment of the 2015 invoice and with the following conditions of approval:

- Meet two weeks prior to event with the Streets Supervisor.
- Streets Supervisor to review and approve the Permit Application for Reservation of Public Parking.
- Meet two weeks prior to event with the Parks Supervisor.
- 15 portable restrooms shall be required.
- The Police will require extra staffing as follows: 1 sergeant from 0700 to 1200 hours; 1 deputy from 0700 to 1400 hours; 1 community services officer from 0700 to 1200 hours.
- Obtain necessary alcohol permits.
- Buses starting early on the First Street East must turn engines off.
- Designate a "free speech area".
- A standby ambulance may be required.
- Tents greater than 400 square feet require a separate permit/inspection.
- Provide a list of vendors to Wendy Atkins two weeks prior to the event.
- Fire extinguishers are required for cooking mediums (propane, charcoal).
- Provide number of crowd managers to Wendy Atkins two weeks prior to the event.
- Keep horseshoe access clear.
- Provide barricade monitors.
- Generators require fire extinguishers.

- Notify Shell Vista Fire with the race route and times.
- Event day inspection required.
- A grape stomp is not included as part of the application for 2016. If a grape stomp is proposed in the future the CSEC shall consider a revised application no later than June 8, 2016.
- Fees in the amount of \$6,605 must be paid (fees do not include cost associated with proposed Plaza parking).
- Water barrels for tent support shall not be filled with City water.
- No trucks shall drive in the Plaza Park with the exception of the horseshoe pavement.
- ATV must be kept on hard surface unless turf tires are used. A golf cart may drive on the turf.
- If parking is proposed to be restricted at Depot Park a Depot Park Permit Application shall be submitted.
- If parking is proposed to be restricted at Arnold Field the event coordinator shall coordinate with Mario Alioto at (707) 996-2911.
- If monitoring is required for the 2016 event it will occur at a rate not to exceed \$136.50 per hour not to exceed six hours.
- If additional food trucks (one is currently indicated on the site plan) are proposed in conjunction with the event a revised site plan shall be submitted by October 5, 2015.

If you have any questions, please feel free to contact me at (707) 933-2204.

Sincerely,



Wendy Atkins
Associate Planner/Special Event Coordinator



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476

(707) 933-2229 or (707) 938-3332



PLAZA PERMIT APPLICATION

NAME OF EVENT: Napa to Sonoma Wine Country Half Marathon EVENT DATE(S): July 17-2016

Sponsoring Organization: Destination Races / Hanna Boys Center

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

Event Contact Person Matt Dockstader Title: President

Mailing Address: 1224 Sperring Rd Sonoma CA 95476
Street or P.O. Box City State Zip

Daytime phone: 707-933-1769 Email: matt@destinationraces.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>7/16/16</u>	<u>Noon</u>				
Date(s): <u>7/17/16</u>		<u>8 AM</u>	<u>Noon</u>	<u>Noon - 4pm</u>	<u>8000</u>

THIS SECTION TO BE COMPLETED BY STAFF:

Rental Fees Per Day:	Maintenance Fees:	Security Deposits:
# <u>2</u> of Days x Fee	# <u>5</u> of Areas	# <u>2</u> of Days Fee x Area / Section
<u>2</u> x SE Section \$400 <u>\$400</u>	<u> </u> x \$93 (1- 12 hrs) \$ <u> </u>	<u>2</u> x (SE Section) x \$200 <u>\$400</u>
<u>2</u> x NE Section \$300 <u>\$600</u>	<u>5</u> x \$187 (12-24 hrs) <u>\$935</u>	<u>2</u> x (NE Section) x \$200 <u>\$400</u>
<u> </u> x SW Section \$300 \$ <u> </u>	<u> </u> x \$312 (24-36 hrs) \$ <u> </u>	<u> </u> x (SW Section) x \$200 \$ <u> </u>
<u>2</u> x NW Section \$300 <u>\$600</u>	<u> </u> x \$500 (36-48 hrs) \$ <u> </u>	<u>2</u> x (NW Section) x \$200 <u>\$400</u>
<u> </u> x \$200 Amphitheater \$ <u> </u>	<u> </u> x \$750 (> 48 hrs) \$ <u> </u>	<u> </u> x (Amphitheater) X \$200 \$ <u> </u>
<u>2</u> x \$200 Horseshoe Pavement <u>\$400</u>	MAINTENANCE FEE: \$ <u>935</u>	<u>2</u> x (Rear Parking) X \$200 <u>\$400</u>
<u>2</u> x \$300 Rear Parking <u>\$600</u>	Reservation of Public Parking: \$218 + \$20 per # of spaces per day.	<u>2</u> X(Horseshoe Pavement) X \$200 <u>\$400</u>
<u>1</u> \$121 Barricade: Plaza Entrance <u>\$121</u>	PARKING FEE: \$ <u>TBD</u>	REFUNDABLE DAMAGE DEPOSIT: \$ <u>2,000</u>
RENTAL FEE: \$ <u>2721</u>		

Application Fee Small scale vs. large scale event \$229-\$719	\$719	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$2,721	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$935	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$2,000	750-00000-000-22950	
Parking Fee	\$TBD		Other:
ALCOHOL PERMIT: \$230.00 (Attached form)	\$230	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:	TBD		
STREET USE PERMIT: \$519.00 (Attached form)	\$519	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:	\$7,124	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).

<p>Include on the map – location, dimensions and type of structure:</p> <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.
<p>Include a list (map key) of each structure:</p> <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) **SEP 23 2015**

- | | | |
|---|---|---|
| <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 checked="" type="checkbox"/> Food Vendors (Vendor list required) | <input checked="" type="checkbox"/> Reservation of Public Parking | <input checked="" type="checkbox"/> Water Needed |
| <input checked="" type="checkbox"/> Alcohol Permit and ABC | <input checked="" type="checkbox"/> Food cooked on site | <input checked="" type="checkbox"/> Electricity Needed |
| <input checked="" type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input checked="" type="checkbox"/> Booths, Temporary Structures | <input checked="" type="checkbox"/> Barricades (security) |
| | <input checked="" type="checkbox"/> Amplified Sound or Music | <input checked="" 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). Attached

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). 2 Security Guards, 10 Crowd Monitors, Sheriff Officers, CHP for Traffic Control

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

ADDITIONAL PERMITS REQUIRED:

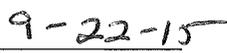
- | | |
|---|---|
| <input checked="" type="checkbox"/> City Alcohol Permit | <input checked="" type="checkbox"/> Caltrans Encroachment Permit |
| <input checked="" type="checkbox"/> City Street Use Permit (City Council) | <input checked="" type="checkbox"/> City Business License (all vendors) |
| <input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

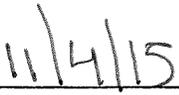
SEP 23 2015

SITE MANAGER: Kevin Pool	Cell Phone: 410-596-9189	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.




 Signature of Applicant and Co-Sponsor(s) Print Name (s) Date

Approved: 

 City of Sonoma Date

SEP 23 2015

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 two weeks prior to event
Request Dean to approve Permit Application for
Reservation of Public Parking

PARKS SUPERVISOR: MEET 2 WEEKS PRIOR TO EVENT

Port-O-Potties required: 15

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

POLICE DEPARTMENT: EXTRA STAFF REQUIRED: 1 SGT 0700-1200
1 DEPUTY 0700-1400, 1 CSO 0700-1200.
OBTAIN NECESSARY ALCOHOL PERMITS.

BUSES STAGING EARLY ON 1ST E NEED TO HAVE
ENGINEER OFF. Designate a Free Speech area.

STANDBY AMBULANCE MAY BE REQUIRED
FIRE DEPARTMENT: TENTS > 400 SQ FT REQ. SEPARATE PERMIT/INSPECTION
PROVIDE LIST VENDORS, COOKING MEDIUMS (PROPANE, CHARCOAL)
FOR EXTINGUISHER REQ., PROVIDE NUMBER OF CROWD MANAGERS
KEEP HORSESHOE ACCESS CLEAR, PROVIDE BARRICADE MONITORS
GENERATORS REQ. FIRE EXTINGUISHER NOTIFY SHEL USTA FIRE
FACE ROUTE AND TIMES. EVENT DAY INSPECTION REQUIRED
SPECIAL EVENT COORDIANTOR:

See attached

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.

Napa to Sonoma Wine Country Half Marathon
SEC Meeting
Special Event Coordinator Comments

- A grape stomp is not included as part of the application for 2016. If a grape stomp is proposed in the future the CSEC shall consider a revised application no later than June 8, 2016.
- Fees in the amount of \$6,605 must be paid by October 5, 2015, for the CSEC to consider the application on October 14, 2015 (fees do not include cost associated with proposed Plaza parking).
- Water barrels for tent support shall not be filled with city water.
- No trucks shall drive in the Plaza Park with the exception of the horseshoe pavement.
- ATV must be kept on hard surface unless turf tires are used. A golf cart may drive on the turf.
- If parking is proposed to be restricted at Depot Park at Depot Park Permit Application shall be submitted.
- If parking is proposed to be restricted at Arnold Field the event coordinator shall coordinate with Mario Alioto at (707) 996-2911.
- If monitoring is required for the 2016 event it will occur at a rate not to exceed \$136.50 per hour not to exceed six hours.
- If food trucks are proposed in conjunction with the event a revised site plan shall be submitted by October 5, 2015.

POST EVENT SUMMARY

STAFF: Special Events Manager- Janson

DATE: July 17, 2016

EVENT: Napa to Sonoma Wine Country Half Marathon

Location: Plaza: X

Event Dates July 16 and July 17, 2015 Event Time July 16 noon-7:30pm and July 17, 8:00am-6:00pm

Small Scale Event

OK to return deposit: Yes _____ No x

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

- Police reported one issue on the course the issue was in regards to trash left along the course on Burndale Rd to Napa Road. It was noted that the report might have been placed prior to the waste management team sweeping the course.
- Concerned pedestrian noted 8/1/16 lots of small pieces of debris littering the course; the debris is from the food supplement that was handed out to runners. Apparently this is an issue that occurred in previous years.
- The Public Works department noted No Parking barricades being moved to block off Brockman Street and Denmark Street in the morning on July 17. The event organizer does not have the authority to block off any roads without prior consent of Public Works, City Council, and CSEC. And furthermore they don't have the authority to move Public Works barricades.
- A citizen reported two cars left unoccupied on Napa Street at 11:55am on Sunday. Both vehicles had a D and R parking pass prominently placed in the window. The owners eventually showed up to move them but the police were called.
- Need to address the move-in time of the two 20x40 tents in the North East quadrant move-in was scheduled to start at noon. The tents were in place to be erected but couldn't be put into place due to picnickers in the area until after 5pm. The tenting vendor had the tents semi erected on the ground waiting to be placed into location. The tents could potentially act like a large sails and could end up moving, concern is that a picnickers could be hurt. One solution would be to allow early access to the tent vendors so that tents can be in place prior to the park filling up with families. If they were placed early in the morning on Saturday, the areas around the tents could remain open to picnickers until 4pm. After 4pm the event organizer could place their

temporary fences, tables and chairs. Therefore the park would remain open to the public during set up and free of tent poles and canopies spread across the grass. The area impacted by the larger tents should be posted in advance no picnicking between 8am and 10am to allow for the set-up of the larger tents and to keep the public safe.

- Need to discuss the rolling closures at 2nd Street and MacArthur the intersection wasn't opened to traffic until after 11:45am. That intersection was intended to be open to traffic. If the street is required to be closed than the neighbors need to be notified in advance and it needs to be posted 48 hour prior to closing using intelligent signs. There needs to be discussion regarding the use of city streets and the type of closures that are being requested. This information needs to be included on the Resolution approving and consenting to the use of City streets that gets approved by City Council.
- Notification to neighborhoods impacted by the event needs to go out two weeks prior to the event.
- Additional requirements for future events include notification of the public in advance of upcoming traffic delays due to a Special Event, by utilizing intelligent signs. Recommendation that all rolling closures are monitored by City Employees or individuals who attend a meeting with the Street Supervisor Dean Merrill to ensure that they are truly rolling closures opening to the traffic as necessary.
- The Vendor list needs to arrive at a minimum two weeks in advance and fully completed.
- All Vendors who are onsite in the Plaza will be required to have a City of Sonoma Business License.
- Event rental company addressed the previous year's concerns regarding the use of water barrels as supports for structures and it was observed that cement support being used for this event.
- Staff observed the restrooms not being restocked or cleaned during the event. If this event takes place in 2017 it is a requirement that a representative from the recycling/clean up company (Green Mary 2016) participates in the SEC meeting. It is the event organization responsibility to clean and monitor the bathrooms every hour during their events. It was noted that the restrooms were restocked at the end of the event. The organization placed 4 rolls of toilet paper on each of the paper racks and therefore over filled them making them nearly impossible to dispense toilet paper.
- 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.
- Staff monitored the event on Saturday from 1:00-1:30pm, 2:30-2:45pm, 4:45-5:15p.m., 6:15-6:45p.m. and on Sunday 7:45-8:45am, 10:00-11:30am and post event meeting from 3:30-4:15pm

cc Terry Melberg, Parks Supervisor

Event Budget/Project Funding

Income	2016 Budget	2016 Actual	2015 Actual
Registration / Admission Charge	546,000	-	-
Sponsorships	20,000	-	-
Wine Glass / Beer / Merchandise	17,000	-	-
Exhibitors (Expo and Festival)	7,000	-	-
Total Income	590,000	-	-

Direct/Operational			
Extra Staff	10,000	-	-
Course Operations	15,000	-	-
Speakers / Band	5,000	-	-
Law Enforcement / Security	9,500	-	-
Timing Company	13,000	-	-
Transportation	17,000	-	-
Medical	10,000	-	-
Waste Removal	5,000	-	-
Portable Toilets	13,000	-	-
Truck Rental	6,000	-	-
Other Equipment Rental	60,000	-	-
Signage	2,000	-	-
Permits/Licenses/Venue Fees (such as City Fees)	15,000	-	-
Insurance	3,000	-	-
Cost of Welcome Reception / Pre Race Dinner	30,000	-	-
Photographer/Videographer	8,000	-	-
Participant Awards (Shirts, Medals, Wine Glasses)	50,000	-	-
Staff Travel / Lodging	6,000	-	-
Other	5,000.00		
Total Direct/ Operational Costs	282,500	-	-

Gross Margin	307,500	-	-
Margin %	52%	0%	0%

Overhead Expenses	2016 Budget	2016 Actual	2015 Actual
Administrative			
Salaries & Wages (provide breakdown by position on separate sheet)	190,000	-	-
Overhead (Facilities, Office Costs, Bank / Credit Card Fees, Legal and Accounting, Communications, Insurance)	40,000	-	-
Marketing			
Advertising	28,000	-	-

Website Design / Maintenance	3,500	-	-
Graphic Design	2,000	-	-
Printing Costs/Posters/flyers	2,000	-	-
	-	-	-
	-	-	-
Total Overhead Expenses	265,500	\$ -	\$ -

Operating Profit	42,000	\$ -	\$ -
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10% of Income:	59,000	\$ -	\$ -
40% of Difference between Income and Expense	16,800	\$ -	\$ -

If Expenses exceed 10% of Income please explain (attach additional pages as necessary):	
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Amount Contributed to Non-Profit Beneficiary:	32,000
Name of Non-profit:	Various

Estimated Event/Project Funding			
Event Income	2016 Budget	2016 Actual	2015 Actual
Registration / Admission Charge			
Half Marathon - 3,200 x \$165	\$ 528,000.00	\$ -	\$ -
Gun Bun 5K - 400 x \$45	18,000.00	-	-
Paid For Attendee Rate (Tier 3)	-	-	-
Total Registration/Admission Revenue	546,000.00	-	-
Additional Revenue			
	2016 Budget	2016 Actual	2015 Actual
Advertising	-	-	-
Auction Live	-	-	-
Auction Silent	-	-	-
Beer Concession	-	-	-
Beverage Concessions	-	-	-
Charges to Exhibitors	-	-	-
Donations (other than sponsorships)	-	-	-
Food Concessions	-	-	-
Food Concessions	-	-	-
Fund A Need	-	-	-
Fund-Raising/Donations	-	-	-
Sale of Merchandise - Royalty	2,000.00	-	-
Vendor / Exhibitor (Expo and Festival)	7,000.00	-	-
Wine Glass and Beer Sales	15,000.00	-	-
Total	24,000.00	-	-
Sponsorship Revenue (Broken down by item)			
	-	-	-
Sponsorships	20,000.00	-	-
	-	-	-
	-	-	-
	-	-	-
Total Sponsorship Revenue	\$ 20,000.00	\$ -	\$ -

Napa to Sonoma, 7.17.16

Waste Diversion Rate

Material Type	Dumpster size/contents/notes	Total conta	Container	Total yards	Density (lb/cu yd)	Event waste
Trash	2 four yard dumpsters	2	4	8	100	800
Commingled (Paper and Bottle & Can)	see toters below					
Cardboard	2 four yard dumpsters	2	4	8	400	3200
*Food Scraps, event organics	10 yards to SF			10	300	3000
Toters/other containers						
Cans and commingled	9 64 gallon mixed	9	0.32	2.88	425	1224
Glass	12 64 gallon	12	0.32	3.84	600	2304
Cardboard	3 64 gallon	3	0.32	0.96	400	384
Organics		0		0		
Trash		1	1	0.32	100	32
Diversion Rate Calculation						
Total Trash:						832
Total Recycled:						7112
Total Composted:						3000
Total Generation (Trash, Recycling, Composting):						10944
Diversion Rate:						92.40%

Other

Six bags of clean film

MEMORANDUM

Date: September 14, 2016

TO: Community Services and Environment Commission

FROM: Lisa Janson, Special Event Manager

SUBJ: Discussion, Consideration, and Possible Action to Approve the Proposed Time Change to the 2016 Farmers Market Application

Background

The Valley of the Moon Certified Farmers' Market has requested to move the farmers participating in the Tuesday night market to behind and sides of City Hall and allowing them to set up earlier at 3:45pm and open to the public between 4:15-4:30pm.

1. The Special Events Manager has reached out to members of the SEC and asked that they review the request. The following are conditions they would like to see implemented if the CSEC were to approve the request.
 - City requests barricades along the east and west side of City Hall with monitors telling individuals to not enter the front of the Horseshoe between 4:00-5:15pm.
 - Non Farmers/Vendors setting up on either the East or West side of the Horseshoe will need to start their set up no earlier than 4:00pm and at **no** point can they block the horseshoe from individuals who have official City business. This will need to be monitored to allow individuals time to offload their items and then move out of the way quickly so that a bottleneck doesn't occur. There needs to be a minimum of 20' fire access at all times during move-in (no cars parked in the fire lane to off load supplies)
 - Event Organizer will be responsible for ensuring that patrons to the Farmers Market do not park in front of City Hall between 3:30-5:00pm.
 - Event organizer will be responsible for distribution of the power to vendors and if it is necessary will need to ramp electrical cords to avoid tripping hazards.
 - Only Farmers are allowed to set up and open early to the public this doesn't include the sale of alcoholic beverages, food trucks or other vendors.
 - The request to change the time is approved based on the drawings provided with the original request on August 8, 2016. The area directly in front of City Hall will remain clear of all vendors (this includes the City Hall side and the Fountain side).

Recommended Commission Action:

Approve the request to change the event start time for the remainder of the 2016 event schedule contingent upon the conditions recommended by the Special Events Committee.

Attachments:

1. Documentation distributed during the August 8, 2016 CSEC meeting titled: Proposed Change to Farmers' Market

Cc: Valley of the Moon Certified Farmers Market
34 W Spain Street
Sonoma, CA 95476

Christopher Welch (email)

To: Community Services and Environment Commission

From: Valley of the Moon Certified Farmers' Market

Date: August 8, 2016

RE: Proposed Change to Farmers' Market

In our continuing efforts to better support our farmers, we are proposing a change to the Market, to take affect in early or mid-September until the Market ends on October 25, 2016. The only significant action item for the City related to this change is:

--To request that City employees remove their vehicles from behind City Hall by 3:30 p.m. instead of our current arrangement where they remove their vehicles by 4:00 p.m.

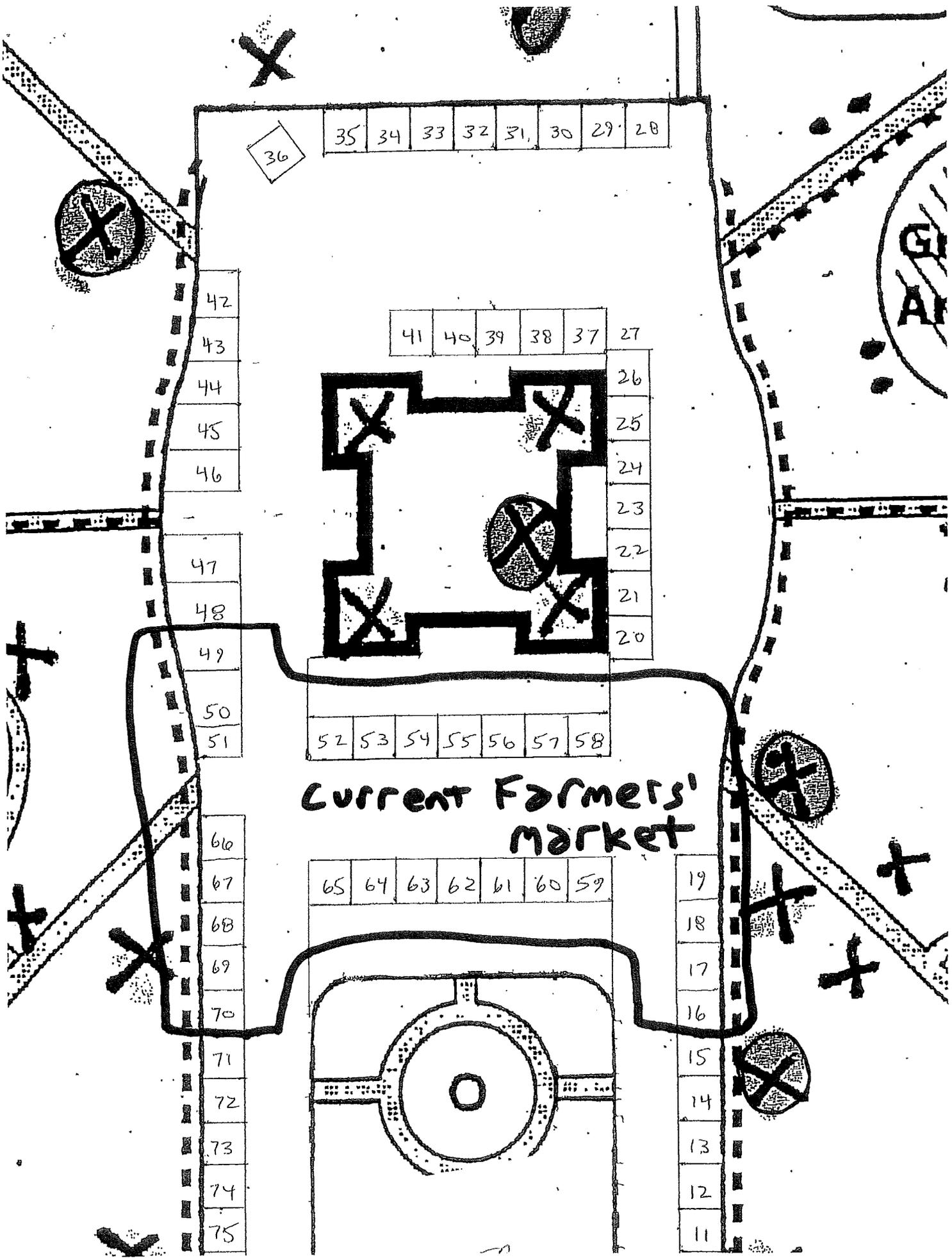
Representatives from our local farmers have told us that their revenues from selling produce have been declining over the last several years. Our Board has been working with them and brainstorming ways to make the Market work better for them. Changes we have already instituted include allowing all farmers to sell as soon as they are ready (instead of the non-farmer vendors who must wait to sell until the official Market start time of 5:30), moving the music start time later to 6:30 so that there is at least one hour of Farmers' (only) Market before the patrons get distracted by the entertainment, and offering our free "Veggie Valet" service to help patrons cart their produce purchases to their vehicles, wherever they may have parked.

As the Fall days get shorter and the Market ends earlier, we propose to let *just the farmers* start selling even earlier. This proposal only affects the farmers—the rest of the Market would start at the usual time (as the days get shorter we already try to move the official start time to 5:15 for all vendors). Since City Hall must remain open for business with available parking in front until 5:00 p.m., allowing the farmers to start selling at 4-4:30 would necessitate rearranging the Market so that the farmers are located BEHIND and to the sides of City Hall. We have plotted out a rearrangement that would work well. In order for it to work, however, we would need to have City employees remove their vehicles from behind City Hall one half hour earlier than they already do—3:30 instead of 4:00. We would allow farmers to arrive at 3:45 and begin selling as soon as they were set up and ready, about 4:15-4:30.

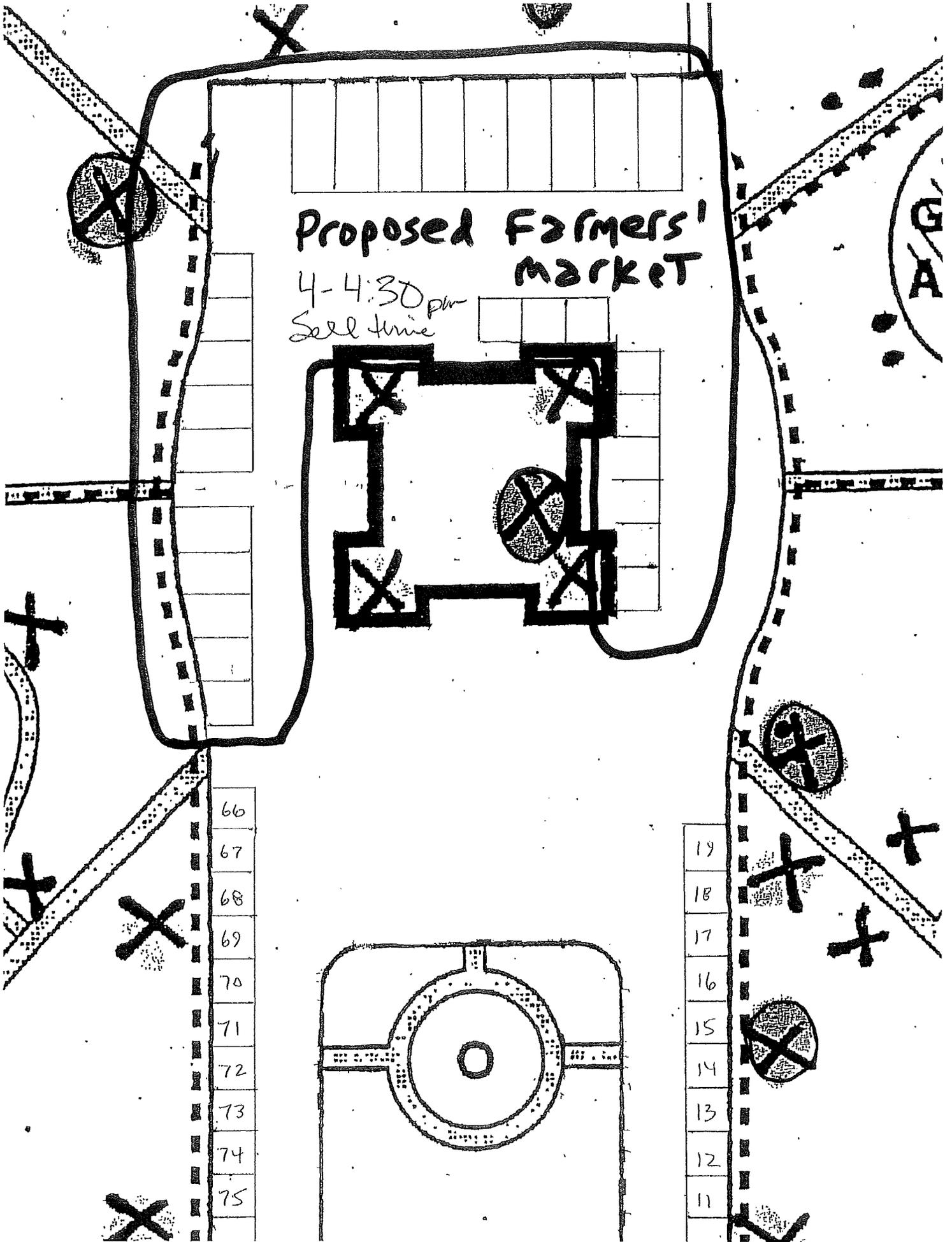
We could also consider this a test of concept, separating the Farmers' Market somewhat from the Community Event, and allowing the public to have access to the Plaza, parking, and the farmers without the Community Event overlapping quite as much as it currently does. If our late-season test works well, we could consider, for future years, a similar arrangement to support the farmers and the community by having better separation (both in location and schedule) of the two events.

Attached are two drawings: One of the current arrangement of stalls around City Hall, and a second with the modified arrangement of farmers relocated to the back parking area/sides.

We have surveyed our current farmers and 90% were enthusiastically in favor of the proposed change, with the remaining few interested and willing to give it a try.



Current Farmers' Market



MEMORANDUM

Date: September 14, 2016

TO: Community Services and Environment Commission

FROM: Katherine Wall, Public Works Administrative Manager

SUBJ: City Staff Report on Plaza Bicycle Parking Proposal

This staff report is in response to the Plaza bicycle parking proposal prepared by Matt Metzler of the Community Services and Environment Commission (see proposal attached).

Background

On November 19, 2008, the City Council adopted the Plaza Bicycle Parking Plan (Parking Plan), which followed the approval of the Sonoma Bicycle and Pedestrian Plan that occurred in September of 2008. The Parking Plan identified several options for bicycle parking within the Plaza, and please see attached for specific locations. To date, the Phase 1 Bollards identified in the Parking Plan have been installed (see photos attached); however, the wooden post bike racks that are shown as existing were removed as well as the Phase 1 Inverted-U racks due to vandalism. The proposed Phase 2 Bollards have not been installed as a funding source has not yet been identified. City staff would support the installation of the Phase 2 Bollards if funding was identified by a viable source.

Utilizing existing vehicle parking for permanent bicycle parking would be difficult within the Plaza as there is currently evidence of significant vehicle parking needs, which will continue to grow in the coming years. City staff, in coordination with a consultant, has recently completed a draft of the Downtown Sonoma Parking Study, which evaluates the current vehicle parking needs in the Plaza area as well as the future demands. This Study will soon be brought to the Planning Commission and then to City Council for approval. With this Study in mind, City staff would like to avoid using vehicle parking spaces as permanent bicycle parking. However, City staff would be in support of temporary bicycle parking in vehicle parking spaces during special events.

Recommended Commission Action:

The CSEC proceed with researching and identifying funding sources for the installation of the already Council-approved Phase 2 Bollards that would create additional permanent bicycle parking in the Plaza.

Attachments:

1. Plaza Bicycle Parking Proposal
2. Approved Plaza Bicycle Parking Plan
3. Photographs of Existing Bollards within the Plaza Park

Cc: Dan Takasugi, Public Works Director

A proposal to meet the need for bike parking on the Sonoma Plaza.

According to the Sonoma General Plan (p. 39): “. . .many residents continue to use automobiles because the city lacks the facilities and amenities to render biking an efficient alternative to driving . The second goal and policy set in the Circulation Element promotes bicycling as a means of reducing the number of vehicle trips on the local roadway network, recognizing it as more than just a recreational activity.”

Adding on-street bike parking is proposed to meet this goal. Determining the exact need for more bike parking (through research, traffic studies, etc.,) is not practicable because the lack of such bike parking is probably a major limiting factor in discouraging residents and visitors from choosing to bike rather than drive to the Plaza. If visible, convenient, on-street bike parking was made available, more would probably choose to bike instead of drive. The Bicycle and Pedestrian Master Plan lists Existing and Proposed Bicycle Parking Locations, p. 31-33. However, there are no proposed bicycle parking locations listed.

This proposal is to convert two or more on-street car parking spaces on the perimeter of the Plaza to permanent bike parking. I propose converting two car parking to bike parking on the north side of West Napa Street just west of the horseshoe. There are currently three car parking spaces there, one handicapped and two regular car parking spaces. This would be an ideal place for on-street bike parking because it is very visible to those arriving at the Plaza on Broadway from the South. In addition, just west of these three car parking spaces is a large tree with a curb that sticks out into the street much farther than a parked car, making parallel parking a car into the adjacent space very difficult.

The exact location of the proposed on-street bike parking is to be decided. It has also been suggested that additionally or instead the on-street bike parking should be located on the west, north, or east side of the Plaza because more cyclists may arrive from those directions.

Information on providing on-street bike parking on the Sonoma Plaza:

According to GARY HELFRICH, Executive Director of the Sonoma County Bicycle Coalition, visibility and ease of access is the best thing for a bike parking location

A point to make in favor of taking up a few parking places is that we can generally park 10-12 bikes in a single car parking spot. This means that literally 10 times as many customers can be accommodated in the same space. Bike valet also needs to be marketed as an amenity at the market - I'm sure there are lots of people who are still hesitant to go to the market because parking a car is impossible and they are unsure if their bike will be safe.

Tina Panza with the Sonoma County Bicycle Coalition did check in with Adrian Palanchar, and he indicated that the current location was chosen for its “central” location & b/c riders are coming into town from every direction – but he also indicated that he would support moving the bike parking to anywhere the town/community would like it to be.

Unfortunately, there is very little research on bicycle parking.

Visibility and ease of access is the best thing for a bike parking location.

For more information, go to

http://bikeportland.org/wp-content/uploads/2010/05/PDX_Bike_Corral_Study.pdf

or

<http://grist.org/biking/2011-04-11-the-economic-case-for-on-street-bike-parking/>

The economic case for on-street bike parking

We bend over backwards to make car parking easy and cheap. The costs never seem to be too high, the urban real estate too valuable, or alternatives to driving worthy enough of actually incentivizing. Even though we can never build enough to keep up with demand, we keep demanding — and constructing — more. And to hell with the price.

Bike parking, on the other hand, is an afterthought in many municipalities, if it exists at all. Which is a real shame — because it can be a powerful economic development engine.

A recent study in Melbourne found that bike parking spaces are better at generating revenue than car parking spaces. In part, this is simply because bicycles take up so little space, and parking can provide more opportunities for paying customers to park right at a business's front door.

And those customers may have more disposable income, not to mention more incentive and motivation to spend locally. Researchers have found that people who bike (and walk) to local retail businesses spend more money there [PDF].

Another finding in the latter study is that the business owners who benefited from this greater spending power were often unaware of it. Business owners are often the most powerful forces in maintaining unmetered street parking spaces for cars.

But in some of the emerging bike-friendly cities of the U.S. — take Santa Monica, Calif., as an example — business owners are among the first to catch on that well designed, visible bike parking, built in accordance with best practices, makes it easy and attractive for customers to ride to a business.

This doesn't have to be expensive. Your basic on-sidewalk bike staple provides two parking spaces and costs between \$100 and \$300 to buy and install. In Seattle and Baltimore, they're reusing old parking meter posts to curb the costs of transitioning to digital meters and create attractive bike parking all at once.

To compare: By one estimate, the average cost to build a single car parking space in the U.S. is *\$15,000*.

Good bike racks also serve as a giant billboard trumpeting a business's commitment to its bicycling customers and to sustainability and livability. On the other hand, when bike parking is poorly installed or hard to find, it says a lot about how little the business values those things.

Bike parking, along with bike lanes and reduced car traffic speeds, can be an important element in a multifaceted approach to making an area more bicycle friendly.

Take the example of Fort Worth, Texas, which recently paid just over \$12,000 to purchase and install 80 new bike staples in its Near Southside shopping district, (thanks to Fort Worthology's Kevin Buchanan for the tip). Each staple holds two bicycles, so the total cost was \$78 per space. An additional \$160,000 is being spent to restripe the streets in the district, replacing two car traffic lanes with bike lanes. According to Buchanan the changes have resulted in a nearly 200 percent increase in business for restaurants on the district's popular Magnolia Street.

Buchanan said that a car-parking garage in the district built in 2004 cost more than \$5 million for 320 spaces — that's more than \$16,000 per space.

That's right: It cost more to create a space to store a single car than it does to provide 160 bike parking spaces in the same area.

With those kinds of numbers, it's no surprise that some cities and businesses are upping their bike parking budgets to get even more bang for their buck.

Portland businesses are lining up to have car parking replaced with bike parking corrals. Photo: Kevin Buchanan Enter the bike corral, a bit of infrastructure that replaces one on-street car parking space with as many as 11 bicycle parking spaces at the cost of about \$4,000.

Portland, Ore., began to build these slowly, working out design kinks in partnership with business owners who desperately needed more bike parking. Despite initial grumbling about the removal of car parking, the corrals have taken off like wildfire. When business owners are lining up to complain that their car parking hasn't been replaced with bike parking fast enough, and some of them start taking the project into their own hands, you know you're onto something.

As of this writing, there are 59 well-used bike corrals replacing on-street car parking throughout the city, with a waiting list. More are being built all the time.

It's not just Portland. Bike corrals are cropping up across the country, in places as far flung as Ashland, Ore., Los Angeles, Baltimore, and Cincinnati.

These articles basically goes over the concept of cyclists spending more money, because they are more akin to foot traffic than cars.

<http://bicyclecoalition.org/facts-biking-improves-business/#sthash.y8HViR13.dpbs>

and

<http://colabradio.mit.edu/changing-car-parking-to-bike-parking-in-melbourne/>

[A Case for Reallocating Parking to Bikes](#)

Firstly, let's be clear: car drivers *do* spend more money shopping when they park than cyclists do. But because bikes are more space-efficient the space used to park bikes produces more economic activity in a shopping strip than if it were used by a car.

- **Space used for car parking is less efficient at generating expenditure than bike parking**

It may initially seem logical to conclude that if car users spend more, then public space should be dominated by car parking to attract more 'high spenders' to make the retail precinct successful and vibrant. However, the relative space efficiency of each mode needs to be considered. Table 1 shows that average cyclists' expenditure in Lygon Street is 73% of a car users', however the space required to park a bike is 12% of the space required to park a car. There are much smaller financial returns which result from the investment in land for car parking compared by bike parking although the potential for increases in bike trips may be limited in current circumstances. Each square metre of space allocated to cars reaps just \$6 per hour in expenditure, whereas each square metre of space allocated to bikes reaps five times as much (\$31 per hour).

Table 1: Comparison of average expenditure and space efficiency

Mode	\$ spent per hour	parking space measurement	hourly revenue generated per m2*
BIKE	\$47	1.5m2	\$31
CAR	\$65	13m2	\$6

*Based on car occupancy of 1.2 people per car and bike occupancy of 1 person per bike.

• **Incrementally replacing car parking with bike parking makes economic sense**

The financial benefits of replacing car parking with bike parking only makes sense where people cycle. Replacing car parking with bike parking which is then unoccupied would reduce the amount of expenditure derived from that public space. So how many car parking spaces should be removed and replaced with bike parking?

It's fairly laborious and inexact to determine precisely, however the best bet is to take an area which has a high demand for bike parking, and replace two car spaces to begin with and see if demand then justifies more.

In 2008 the Melbourne City Council constructed a semi-permanent curb-outstand, removing two car parking spaces for bike parking spaces. Some months later the Council made it permanent with the curb-outstand shown in the image below. The project was extremely successful, with the bike parking allocated full at peak periods, from about 6:00 p.m. to 8:00 p.m., and very full around lunch time also.



City of Sonoma
 Plaza Bicycle Parking Plan
 10/23/08WA



-  Existing; Cement Slots
-  Existing; Wood Posts
-  Proposed; Bollard; Phase 1
-  Proposed; Inverted-U; Phase 1
-  Proposed; Bollard; Phase 2
-  Existing; Hitching Post



City of Sonoma

Sonoma Sister Cities:

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

August 25, 2016

Monica Rowland
 486 Montini Way
 Sonoma, Ca. 95476

Subject: Tree Removal Review – 486 Montini Way (APN 018-870-023).

Monica:

At your request, the Tree Committee has approved your application for the removal of 3 Sycamore trees located in the front parkway strip of the property fronting 486 Montini Way. It is the property owner's responsibility to remove and replace the trees.

The replacement tree shall consist of at least 1-15 gallon or larger tree, from the City Tree List if planted in the parkway strip, or of your choice if planted on the house side of the sidewalk.

The arborists suggested consulting with a qualified landscaper to deal with what they believe is a compacted soil issue.

An Encroachment Permit shall be required for all work performed in the public right-of-way (including removal and replacement of the trees). 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

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Sonoma, California 95476-6618
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August 25, 2016

Rocky Seffens
1283 Larkin Drive
Sonoma, Ca. 95476

Subject: Tree Removal Review – 1283 Larkin Drive (APN 023-040-034).

Rocky:

At your request, the Tree Committee has approved your application for the removal of 1 Ginkgo Biloba tree located in the front parkway strip of the property fronting 1283 Larkin Drive. It is the property owner's responsibility to remove and replace the tree.

The replacement tree shall consist of 1-15 gallon or larger tree, from the City Tree List if planted in the parkway strip, or of your choice if planted on the house side of the sidewalk.

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

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September 1, 2016

Michael Marino
158-172 West Napa St.
Sonoma, Ca. 95476

Subject: Arborist Report Peer Review – 158-172 W Napa St (APN 018-202-009, 018-202-010)

Michael:

At your request, the Tree Committee has approved your projects tree removal with the following conditions: No tree preservation required, you must protect the palm trees and their roots on the neighboring property to the East and 1 for 1 tree replacement with the follow exceptions: you can plant 1- 24 inch box tree for 2 trees removed, 1-48 inch box tree for 3 trees removed, or 1-60 inch box tree for 4 trees removed.

It is the property owner's responsibility to remove and replace the trees.

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

BIKE SHARE 101

WHAT IS BIKE SHARING, AND HOW DOES IT DIFFER FROM TRADITIONAL BIKE RENTAL?

Similar to car sharing, "bicycle sharing" is a membership-based system for short-term bicycle rental. Members can check out a bicycle from a network of automated stations, ride to the station nearest their destination, and leave the bicycle safely locked for someone else to use. While traditional bike rentals are loaned out for half-day or longer, bike sharing is designed for short, quick trips. Stations connect users to transit, businesses and other destinations, often providing the "last-mile connection." To reflect system design, pricing is set to discourage trips longer than 30 minutes. Users can take an unlimited number of 30-minute trips during their membership period; however, any individual trip over 30 minutes will incur an additional fee.

IS BIKE SHARE SAFE?

Bay Area Bike Share bikes are extremely stable and sturdy. They are routinely maintained by professional mechanics to check safety features such as always-on lights, reflectors, chain guards, and bells.

Bay Area Bike Share's visibility and a growing volume in the number of cyclists on city streets create an opportunity to educate all users on how to safely share roadways.

WHO CAN USE BIKE SHARE?

Bay Area Bike Share is available to everyone 18 years and older with a credit or debit card. The system is not just for tourists - bike share in cities all over the world are used by a wide range of people for an almost infinite variety of trips. In the Bay Area, bike share is used by commuters and tourists alike, whether they are trying to get across town at rush hour, traveling to and from BART and Caltrain stations, or meeting friends at night.

ABOUT BAY AREA BIKE SHARE

The Bay Area Bike Share is the region's bike sharing system with 700 bikes and 70 stations across the region, with locations in San Francisco, Mountain View, Palo Alto, and San Jose. Intended to provide Bay Area residents and visitors with an additional transportation option for getting around the region, the Bay Area Bike Share is fun, easy, and affordable.

A bike sharing system consists of a fleet of specially designed, heavy-duty, very durable bikes that are locked into a network of docking stations located throughout a region. Bay Area bikes can be rented from and returned to any station in the system, creating an efficient network with many possible combinations of start and end points.

With hundreds of bikes at stations, the system is available for use 24 hours a day, 365 days a year. The station network provides twice as many docking points as bicycles, assuring that an available dock to return your bike is always nearby.

ABOUT THE OPERATOR

Bay Area Bike Share is operated by Motivate (<http://www.motivateco.com/>), an American firm that is the only company in the world focused on operating large-scale bike share systems. Motivate designed, launched, and operates Capital Bikeshare (<http://www.capitalbikeshare.com>) in Washington DC and Arlington and Alexandria VA, Hubway (<http://www.thehubway.com>) in the Boston, MA metro region, Citibike (<http://www.citibikenyc.com>) in New York City, NY, Divvy (<http://www.divvybikes.com>) in Chicago, IL, Bike Chattanooga (<http://www.bikechattanooga.com>) in Chattanooga, TN, CoGo (<https://www.cogobikeshare.com>) in Columbus, OH, and Melbourne Bike Share (<http://www.melbournebikeshare.com.au>) in Melbourne, Australia.

ABOUT THE MANUFACTURER

Public Bike System Company (PBSC, also known as Bixi) (<http://www.publicbikesystem.com/>) created the first large-scale solar-power bikeshare system in the world, launching their 3,000 bike system in Montreal in 2008 (it has expanded to 5,000 bikes since). It is portable, wirelessly integrated and sturdy enough to handle the demands of the Bay Area's urban environment. PBSC is Motivate's supplier in bringing best-in-class technology and equipment to bike share systems that it operates around the world including Melbourne, AU; Washington, D.C; and Boston, MA. Over 14,600 PBSC bikes are used every day, across the globe.

In 2008, the PBSC Bike Share System was named the 19th Best Invention of 2008 by Time Magazine – only 1 place behind the NASA Mars Mission Rover. In addition, PBSC has also recently been awarded the GOLD Award for best product of 2009 in the Energy & Sustainability category of the prestigious Edison Best New Products Awards. In 2009, PBSC won the Bronze Prize (transport category) from the International Design Excellence Awards (IDEA). In 2011, PBSC was also awarded the Good Design gold medal for environmental products. The Good Design Award is the World's Most Prestigious Global Awards for New Product Design and Graphics. It is awarded by the Chicago Athenaeum Museum of Architecture and Design and the European Center for Architecture Art Design and Urban Studies.

HOW IT WORKS



1. JOIN

Purchase an annual membership [online \(https://bayareabikeshare.com/signup/\)](https://bayareabikeshare.com/signup/) or get a 24-hour or 3-day membership from any station kiosk. Annual members will receive a membership key in the mail.



2. RIDE

24-hour and 3-day members will receive a ride code from the station kiosk. Enter this code on the keypad next to any available bike. Annual members can bypass the kiosk and insert their membership key at any available dock. Wait for the green light, and pull the bike out while lifting the seat.



3. RETURN

After your trip, return the bike to any station in your service area. Push the bike firmly into an available dock, and wait for the green light to confirm your trip has ended.



4. REPEAT

Enjoy unlimited trips up to 30 minutes each at no additional cost! Remember, trips longer than 30 minutes will incur overtime fees. 24-hour and 3-day members must request a new ride code for each trip by swiping their credit or debit card at the kiosk.

MEMORANDUM

Date: September 14, 2016

TO: Community Services and Environment Commission

FROM: Katherine Wall, Public Works Administrative Manager

SUBJ: Discussion, Consideration, and Possible Recommendations Regarding a Water Bottle Filling Station in the Plaza Park

Background

City staff has researched and identified a viable option for satisfying the City Council Infrastructure goal to install a water bottle filling water fountain on the Plaza.

The Elkay Outdoor Bottle Filling Station that has a non-filtered and non-refrigerated bi-level pedestal is the desired option to meet the needs of the Council and support a more "green" community (see attached). City staff is in support of the bi-level pedestal design, which includes one bottle filling station and one drinking fountain, in the color "evergreen." This color and design would blend well in the Plaza Park. Currently, the station is expected to replace an existing drinking fountain near the Rose Garden on the North side of the Sonoma Valley Visitor's Bureau (see photographs attached).

If the CSEC supports this Elkay water bottle filling station to be placed in the Plaza Park, a motion could be made to recommend that the City Council approve the station in the suggested design and color.

Recommended Commission Action:

City Staff recommends the CSEC approve the Elkay Outdoor Bottle Filling Station in the design and color described above to meet the Fiscal Year 2016/2017 City Council Infrastructure goal.

Attachments:

1. Proposed Elkay Outdoor Bottle Filling Station
2. Photographs of Existing Drinking Fountain

Cc: Dan Takasugi, Public Works Director

DRINKING SOLUTIONS

DRINKING SOLUTIONS / BOTTLE FILLING STATIONS / ELKAY OUTDOOR EZH2O BOTTLE FILLING STATION, BI-LEVEL PEDESTAL, NON-FILTERED, NON-REFRIGERATED



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Elkay Outdoor EZH2O Bottle Filling Station, Bi-Level Pedestal, Non-filtered, Non-refrigerated
LK4420BF1U

AVAILABLE FINISHES/MATERIALS



PRODUCT FEATURES

PRODUCT SPECIFICATIONS

DOWNLOADS

Outdoor Bottle Filling Stations ideal for educational campuses recreational areas office complex grounds golf courses and parks. Configurable to fit your needs.



