



COMMUNITY SERVICES & ENVIRONMENT COMMISSION

Community Meeting Room
177 First Street West
Sonoma, CA 95476

Wednesday, November 9, 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 October 12, 2016 (attachment)

2. **6:35-6:45**—Event Review (attachment)

a. Napa to Sonoma Wine Country Half Marathon—July 16, 2017

3. **6:45-7:10**—Post Event Reviews (attachments)

a. July 4th Parade and Celebration

b. Sonoma City Party—July 28, 2016

c. Oktoberfest—October 1, 2016

4. **7:10-7:40**—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: November 17, 2016

- Approval Letters (attachments)

b. Bike Share Program (Ad Hoc)

Commissioners: Petlock and Metzler

c. Greenhouse Gas Emissions Subcommittee (Ad Hoc)

Commissioners: Allebach, Harrington, and Petlock

5. **7:40-8:00**—Discussion about Parks and Recreation Activities in the City

6. **8:00-8:15**—Discussion of the CSEC Youth Commissioner

7. **8:15-8:30**—Future Agenda Items

8. **8:30**—Commissioner and Staff Comments

9. Adjournment (Next regular meeting is December 14, 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

October 12, 2016
 DRAFT Minutes

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

Commissioners Absent: Comms. Hutzler, Metzler, and Pollack

Also Present: Public Works Administrative Manager Wall
 Associate Planner Atkins
 Honorable Mayor Gallian
 Jack Wagner, Sonoma Resident and City Council Candidate
 Caitlin Cornwall, Sonoma Ecology Center
 Tom Conlon, Transition Sonoma Valley

Chair Brown called the meeting to order at 6:32 P.M.

1. Approval of the Minutes from September 14, 2016

It was moved by Comm. Harrington and seconded by Comm. Cook to approve the minutes of September 14, 2016. The motion carried unanimously.

2. Subcommittee Report

- a. **Tree Committee (Standing Subcommittee).** Chair Brown and Comm. Rateaver decided to continue holding the Tree Committee meetings on the third Thursday of every month in the City Hall Conference Room at 4:00 PM.
- b. **Bike Share Program (Ad Hoc).** Comm. Petlock stated the subcommittee would present information regarding the program to the CSEC in November.

3. Consider Recommending City Council Adopt Policy to Reduce Greenhouse Gas Emissions

The CSEC reviewed the policy options to reduce greenhouse gas emissions within the City. During this discussion, Caitlin Cornwall of the Sonoma Ecology Center gave a presentation on her findings and the City of Sonoma staff lead for the Climate Action 2020 Plan, Associate Planner Atkins, presented a staff report with recommendations on how the CSEC could proceed.

After review and public testimony, three motions were made under this item, including the following:

- **Motion 1:** It was moved by Comm. Harrington and seconded by Comm. Petlock to create a Greenhouse Gas Emissions subcommittee to assist with determining future greenhouse gas reduction measures for the City. The CSEC voted 7-0 (with two commissioners absent) to approve this motion.
- **Motion 2:** It was moved by Comm. Allebach and seconded by Comm. Harrington to ask the City Council for direction on the CSEC's role in supporting the implementation of local greenhouse gas reduction measures in the City. The CSEC requested their role include making recommendations to City Council on greenhouse gas emission reduction goals, measures, and alternatives, and to support staff in implementation and performance tracking. The CSEC also requested for the City Council to direct City staff to provide baseline data on each measure, tracking metrics, and periodic goal progress reports to CSEC and City Council. The CSEC voted 7-0 (with two commissioners absent) to approve this motion.

- **Motion 3:** It was moved by Comm. Harrington and seconded by Comm. Cook for the CSEC to prepare a memorandum to City Council recommending all the measures outlined in the letter written by Transition Sonoma Valley be approved and implemented in the City (these measures would include the following: 1-L2 [Outdoor Lighting], 1-L3 [Shade Tree Planting], 2-L1 [Solar in New Residential], 2-L2 [Solar in Existing Residential], 2-L3 [Solar in New Non-Residential], 2-L4 (Solar in Existing Non-Residential), 4-L1 (Mixed-Use Development in City Centers), 4-L2 [Increase Transit Accessibility], 4-L3 [Supporting Land Use Measures], 4-L4 [Affordable Housing Linked to Transit], 5-L4 [Supporting Bicycle/Pedestrian Measures], 5-L5 [Traffic Calming], 7-L3 [Reduce Fossil Fuel Use in Equipment]). The memorandum would also include a description of measures that should be prioritized based on the value of the greenhouse gas reduction. The CSEC voted 7-0 (with two commissioners absent) to approve this motion.

4. CSEC Student Member Discussion

Chair Brown and Comm. Harrington discussed the importance of having a student member as part of CSEC. City staff reviewed with the CSEC that the City Council selects members of the Commission when there is an opening. There is a term requirement and application process as identified in the City's Municipal Code. There currently are no openings in the CSEC, and the current youth representative position is filled by another Commissioner.

Chair Brown and Comm. Wilbanks plan to meet with the City Manager to further discuss this matter.

5. Future Agenda Items

The following item will be placed on the November 9, 2016 meeting agenda:

- Discussion about Parks and Recreation Activities in the City (requested by Comm. Petlock)

The following item will be incorporated into a future meeting agenda:

- Request for Farmer's Market Event Application to include an Allotted Time for Commissioners to Speak during the Event.

6. Commissioner and Staff Comments

Chair Brown adjourned the meeting at 8:43 P.M. The next regular meeting is scheduled for Wednesday, November 9, 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 Event Manager

Agenda Item: Napa to Sonoma Wine Country Half Marathon
Plaza Permit Application

Sponsor: Destination Races

2017 Date of use: July 15 and 16, 2017; Saturday Set-up, Race on Sunday
Areas of use: SE, NE, and NW Sections, Horseshoe Pavement, Rear Parking Lot

The Special Event Committee (SEC) considered the event application on September 7, 2016. The Street Use Application associated with the race is being considered by the City Council on November 7, 2016.

Special Event Committee Discussion and Conditions of Approval:

SECTION I. Road Closures

Destination Races has requested temporary use of city streets for the Napa to Sonoma Wine Country Half Marathon as follows:

1. Closure of East Napa Street between Broadway and First Street East 6:30 a.m. until 11:00 a.m. on Sunday July 16, 2017.
2. Closure of the north-bound far right lane of Broadway between East MacArthur and the Plaza (including Road closure signs at Chase, France and Patten Streets) 7:15 a.m. until 11:00 a.m. on Sunday July 16, 2017.
3. Closure of East MacArthur Street between Second Street East and Broadway 7:50 a.m. until 11:00 a.m. on Sunday July 16, 2017.
4. Closure of Denmark Street between High School and Napa Road 7:15 a.m. until 10:45 a.m. on Sunday July 16, 2017.
5. The applicant will be responsible for providing notice to all residents and business affected by street closures in the affected areas.
 - i. Denmark between High School and Napa Road from 7:15am to 10:45am

- ii. Macarthur between 2nd St East and Broadway from 7:50am to 11:00am
 - iii. Chase Street between Broadway and Austin Ave from 7:50am to 11:00am
 - iv. France Street between Broadway and Austin Ave from 7:50am to 11:00am
 - v. Patten Street between Broadway and 1st Street East from 7:50am to 11:00am
 - vi. Broadway between Macarthur and the Plaza from 7:50am to 11:00am
 - vii. E. Napa Street between Broadway and 1st St East
6. Applicant will be required to hire a professional traffic safety entity to assist with all detours within City limits.
 7. Notify Shell Vista Fire with the race route and times.

SECTION II Pre Event Meetings

1. Meet three weeks prior to event with the Streets Supervisor. Streets Supervisor to review and approve the Permit Application for Reservation of Public Parking.
2. Meet three weeks prior to event with the Parks Supervisor and invite entities responsible for recycling program, cleaning of the restrooms, and garbage.

SECTION III POLICE DEPARTMENT

1. 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.
2. Obtain necessary alcohol permits.
3. Provide 10 crowd managers for onsite, names to be provided to Lisa Janson Event Manager three weeks prior to the event.
4. Designate a "free speech area".

SECTION IV STREETS DEPARTMENT

1. Streets Supervisor to review and approve the Permit Application for Reservation of Public Parking. Work with the Street Supervisor to ensure that reserved parking spaces are released back into inventory for the public use as early as possible on Sunday afternoon.
2. If parking is proposed to be restricted at Depot Park a Depot Park Permit Application shall be submitted.
3. If parking is proposed to be restricted at Arnold Field the event coordinator shall coordinate with Mario Alioto at (707) 996-2911.

SECTION V PARKS DEPARTMENT

1. Water barrels for tent support shall not be filled with City water. After event the water can be used to water plants, please be sure to not dispose of the water in the storm water drains.
2. 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.
3. All food vendors need to have a protective barrier underneath all cooking devices to protect the ground from spills.
4. The organizer is responsible for monitoring and restocking the restrooms every ½ hour or as needed during the event. Post event the organizer is responsible for cleaning the restrooms and emptying the trash.

SECTION VI FIRE SAFETY

1. A standby ambulance is required 5 Hours of ALS ambulance stand-by cost is \$645.00 (\$129.00 per hour).
2. Keep horseshoe access clear. EVA is based on the dimensional needs of the jurisdictions vehicles. 20 feet is required around the entire horseshoe. Turns in the horseshoe for fire engines require a 32 foot radius. The recovery tent will need to be situated in a way that it doesn't impede this requirement.
3. Provide barricade monitors.
4. Generators require fire extinguishers.
5. Fire extinguishers are required for all cooking mediums (propane, charcoal).
6. Tents greater than 400 square feet require a separate permit/inspection.
7. Tents without sidewalls over 700 sq. ft. shall be permitted and inspected.
8. Tent Application requirements (Information must be provided by the tent vendor) *some items may not be applicable.
 - a. Site Plan (clearances to buildings, parking etc.
 - b. Tent interior plan
 - c. A statement which identifies the intended use of all the structures and the dates for which the permit is required. Dates shall include the specific dates of installation, use and removal
 - d. Location and dimensions of tables
 - e. Location and types of all other interior obstacles
 - f. Exit locations: dimensions required for exits as required by the CFC 3103.12
 - g. Location of all aisles and emergency exit pathways to be maintained per CFC 3103.12.5.1 and 3104.23
 - h. Location of NO SMOKING signs per CFC 3104.6
 - i. Location and types of means of egress illumination, including proposed power source(s) per CFC 3103.12.7
 - j. Location and types of EXIT signs, including the means of illumination per CFC 3103.12.6
 - k. Location of portable fire extinguishers per CFC 3104.12 and CFC 906

- l. Flame retardant certificate(s) for tent/canopy material per CFC 3104.2 treatment of tents, canopies, membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, shall meet the flame propagation performance of NFPA 701 or shall be treated with an approved flame retardant per 3104.2.
 - m. Location and type(s) of proposed heating and/or cooking equipment or open flame devices to be used in conjunction with the event: (CFC 3104.15)
 - n. The proposed maximum occupant load per CFC 3104.14 and CFC Chapter 10. Maximum occupant load shall be posted when the occupant load exceeds 50 persons.
9. Tent Application Permit Fees are \$127.00 and field inspections are \$127 per hour. The costs will likely be \$254.00 for 1 hour of permit review and 1 hour for inspections.
10. Resubmit a Public Safety Plan 30 days in advance and ensure that it has crowd managers' names and responsibilities listed. Please include names of individuals responsible for moving barricades onsite.

SECTION VII CITY REQUIREMENTS

1. Please note all fees quoted and paid to date are based on 2016 fee schedule and the applicant will be responsible for paying the difference between the 2016 and 2017 set fees.
2. The Special Events policy Section 3.3 under Restrictions, Requirements, and Guidelines states a Minimum Contributions (not applicable to locally based tax-exempt non-profit organization)
 - Events that are sponsored by a for-profit organization (as defined in this policy) shall donate a minimum of 10% of gross revenue or 40% of the net profits (whichever is greater) to one or more locally based non-profit organizations. The amount of donation to each specified non-profit beneficiary shall be submitted at the post event review meeting.

If any special concession is going to be made to the minimum contribution required by any event, the CSEC can discuss and make a recommendation to City Council at which point City Council can vote on whether to approve or not.
3. The event organizer has been permitted to start set up earlier in the morning on Saturday July 15, 2017, by making this allowance the organizer shall erect the main tents prior to citizens arriving to enjoy the park. The organizer is not to erect any of the temporary fencing and table and chairs until after 3pm on Saturday in the North East section of the Plaza. Staging of tables, chairs, fences, etc. will be contained within the tent structures until the appropriate time.
4. The organizer will need to order 25 portable restrooms and 9 handwashing stations based on the expected attendance of 8000 people.
5. All busses in staging areas are required to turn off their engines.

6. A complete vendor (any supplier, sponsor, food vendor, volunteer organization) list is required 30 days in advance, the list must include full contact information (email and phone), the service they're providing, size of structure and type of structure (assignment of location on Plaza Map), if a cooking vendor type of cooking medium (propane, charcoal etc.)
7. All vendors will be responsible for obtaining a City of Sonoma Business License and appropriate certificate on insurance on file. An event day license can be purchased for a fee of \$23.
8. Certificate of Insurance is required to be on file one month prior to the event.
9. If monitoring is required for the 2017 event it will occur at a rate not to exceed \$51.75 per hour not to exceed six hours.
10. If additional food trucks and or sponsors are proposed in conjunction with the event a revised site plan shall be submitted by April 17, 2017.

Plaza Use Committee Members: Fire Marshal Jones, Sergeant Carver; Parks Supervisor Melberg; Street Supervisor Merrill, Special Event Manager Janson.

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:

- Plaza Permit Application (SEC Conditions)
- Picture of finish line delineation
- Event map (Plaza-North and Plaza-South)
- Map legend
- Permit Application Possession and Consumption of Alcoholic Beverages on City Property
- 2017 Financials
- Permit Application for Use of City Streets
- Resolution (xxx) Approving and Consenting to the Use of City Streets Wine Country Half Marathon 2017 (will hand out at the CSEC meeting)
- Waste diversion information

cc: Matt Dockstader, via email

Kevin Pool, via email



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476

(707) 938-3681

PLAZA PERMIT APPLICATION
 Revised 12/3/15



NAME OF EVENT: Napa to Sonoma Wine Country Half Marathon EVENT DATE(S): July 16, 2017

Sponsoring Organization: Destination Races / Hanna Boys Center

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

Event Contact Person Mark Dockstader Title: _____

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

Daytime phone: 707-933-1769 Email: mark@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>7/15/17</u>	<u>8am</u>		<u>8pm</u>		
Date(s): <u>7/16/17</u>		<u>8am</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>800</u>	___ x \$ 93 (1- 12 hrs) \$ ___	<u>2</u> x (SE Section) x \$200 \$ <u>400</u>
<u>2</u> x NE Section \$300 \$ <u>600</u>	___ x \$187 (12-24 hrs) \$ ___	<u>2</u> x (NE Section) x \$200 \$ <u>400</u>
___ x SW Section \$300 \$ ___	<u>5</u> x \$312 (24-36 hrs) \$ <u>1560</u>	___ x (SW Section) x \$200 \$ ___
<u>2</u> x NW Section \$300 \$ <u>600</u>	___ x \$500 (36-48 hrs) \$ ___	<u>2</u> x (NW Section) x \$200 \$ <u>400</u>
___ x \$200 Amphitheater \$ ___	___ x \$750 (> 48 hrs) \$ ___	___ x (Amphitheater) X \$200 \$ ___
<u>2</u> x \$200 Horseshoe Pavement \$ <u>400</u>	MAINTENANCE FEE: \$ <u>1560</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: \$238 + \$20 per # of spaces per day.	<u>2</u> x (Horseshoe Pavement) X \$200 \$ <u>400</u>
<u>1</u> \$238 Barricade: Plaza Entrance \$ <u>238</u>	PARKING FEE: \$ <u>TBD</u>	REFUNDABLE DAMAGE DEPOSIT: \$ <u>2000</u>
RENTAL FEE: \$ <u>3238⁰⁰</u>		

fees below are based on 2016 fees and subject to change. Event Organizer is responsible for 2017 fees

Application Fee Small scale vs. large scale event \$306-\$958	\$958	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two</u> weeks prior to the event.
Rental Fee	\$3238	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$1560	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$2000	750-00000-000-22950	
Parking Fee	\$TBD		Other:
ALCOHOL PERMIT: Attached form)	\$256	Park 100-00000-000-30702	Gales Creek www.galescreek.com
Fire Dept. Inspection Fees:			
STREET USE PERMIT: \$519.00 Attached form)	\$519.00	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:	\$8531	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). |
| <ul style="list-style-type: none"> Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval. |
| <ul style="list-style-type: none"> Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales. |

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

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

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

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 |

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.

	Matt Dockstader	8-28-16
Signature of Applicant and Co-Sponsor(s)	Print Name (s)	Date

Approved: _____
City of Sonoma
Date

SPECIAL EVENTS COMMITTEE REVIEW (SEC)
CONDITIONS OF APPROVAL

SECTION I. Road Closures

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SECTION V PARKS DEPARTMENT

1. Water barrels for tent support shall not be filled with City water. After event the water can be used to water plants, please be sure to not dispose of the water in the storm water drains.
2. 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.
3. All food vendors need to have a protective barrier underneath all cooking devices to protect the ground from spills.
4. The organizer is responsible for monitoring and restocking the restrooms every ½ hour or as needed during the event. Post event the organizer is responsible for cleaning the restrooms and emptying the trash.

SECTION VI FIRE SAFETY

1. A standby ambulance is required 5 Hours of ALS ambulance stand-by cost is \$645.00 (\$129.00 per hour).
2. Keep horseshoe access clear. EVA is based on the dimensional needs of the jurisdictions vehicles. 20 feet is required around the entire horseshoe. Turns in the horseshoe for fire engines require a 32 foot radius. The recovery tent will need to be situated in a way that it doesn't impede this requirement.
3. Provide barricade monitors.
4. Generators require fire extinguishers.
5. Fire extinguishers are required for cooking mediums (propane, charcoal).
6. Tents greater than 400 square feet require a separate permit/inspection.
7. Tents without sidewalls over 700 sq. ft. shall be permitted and inspected.

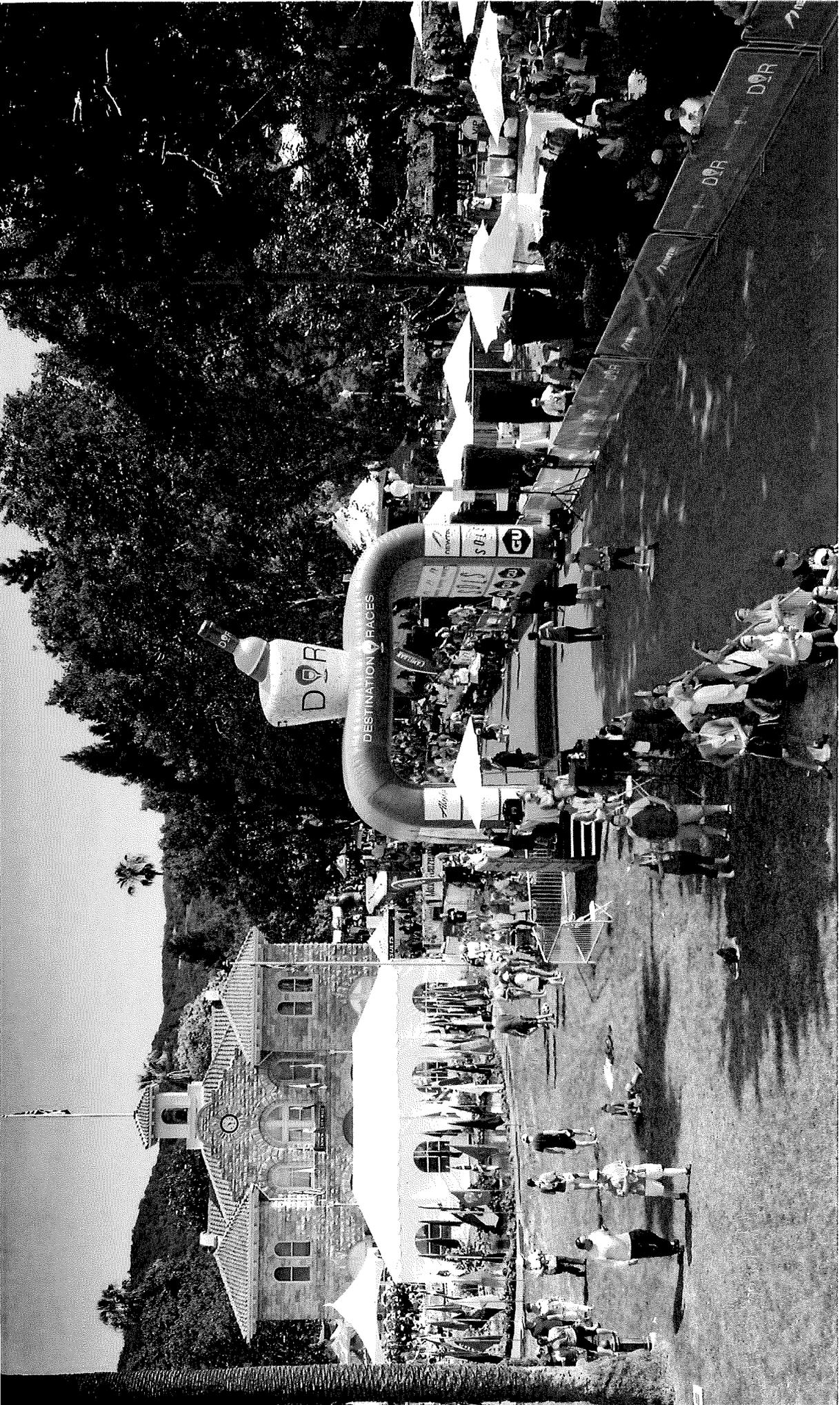
8. Tent Application requirements (Information must be provided by the tent vendor)
 - *some items may not be applicable.
 - a. Site Plan (clearances to buildings, parking etc.
 - b. Tent interior plan
 - c. A statement which identifies the intended use of all the structures and the dates for which the permit is required. Dates shall include the specific dates of installation, use and removal
 - d. Location and dimensions of tables
 - e. Location and types of all other interior obstacles
 - f. Exit locations: dimensions required for exits as required by the CFC 3103.12
 - g. Location of all aisles and emergency exit pathways to be maintained per CFC 3103.12.5.1 and 3104.23
 - h. Location of NO SMOKING signs per CFC 3104.6
 - i. Location and types of means of egress illumination, including proposed power source(s) per CFC 3103.12.7
 - j. Location and types of EXIT signs, including the means of illumination per CFC 3103.12.6
 - k. Location of portable fire extinguishers per CFC 3104.12 and CFC 906
 - l. Flame retardant certificate(s) for tent/canopy material per CFC 3104.2 treatment of tents, canopies, membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, shall meet the flame propagation performance of NFPA 701 or shall be treated with an approved flame retardant per 3104.2.
 - m. Location and type(s) of proposed heating and/or cooking equipment or open flame devices to be used in conjunction with the event: (CFC 3104.15)
 - n. The proposed maximum occupant load per CFC 3104.14 and CFC Chapter 10. Maximum occupant load shall be posted when the occupant load exceeds 50 persons.
9. Tent Application Permit Fees are \$127.00 and field inspections are \$127 per hour. The costs will likely be \$254.00 for 1 hour of permit review and 1 hour for inspections.
10. Resubmit a Public Safety Plan 30 days in advance and ensure that it has crowd managers' names and responsibilities listed. Please include names of individuals responsible for moving barricades onsite.

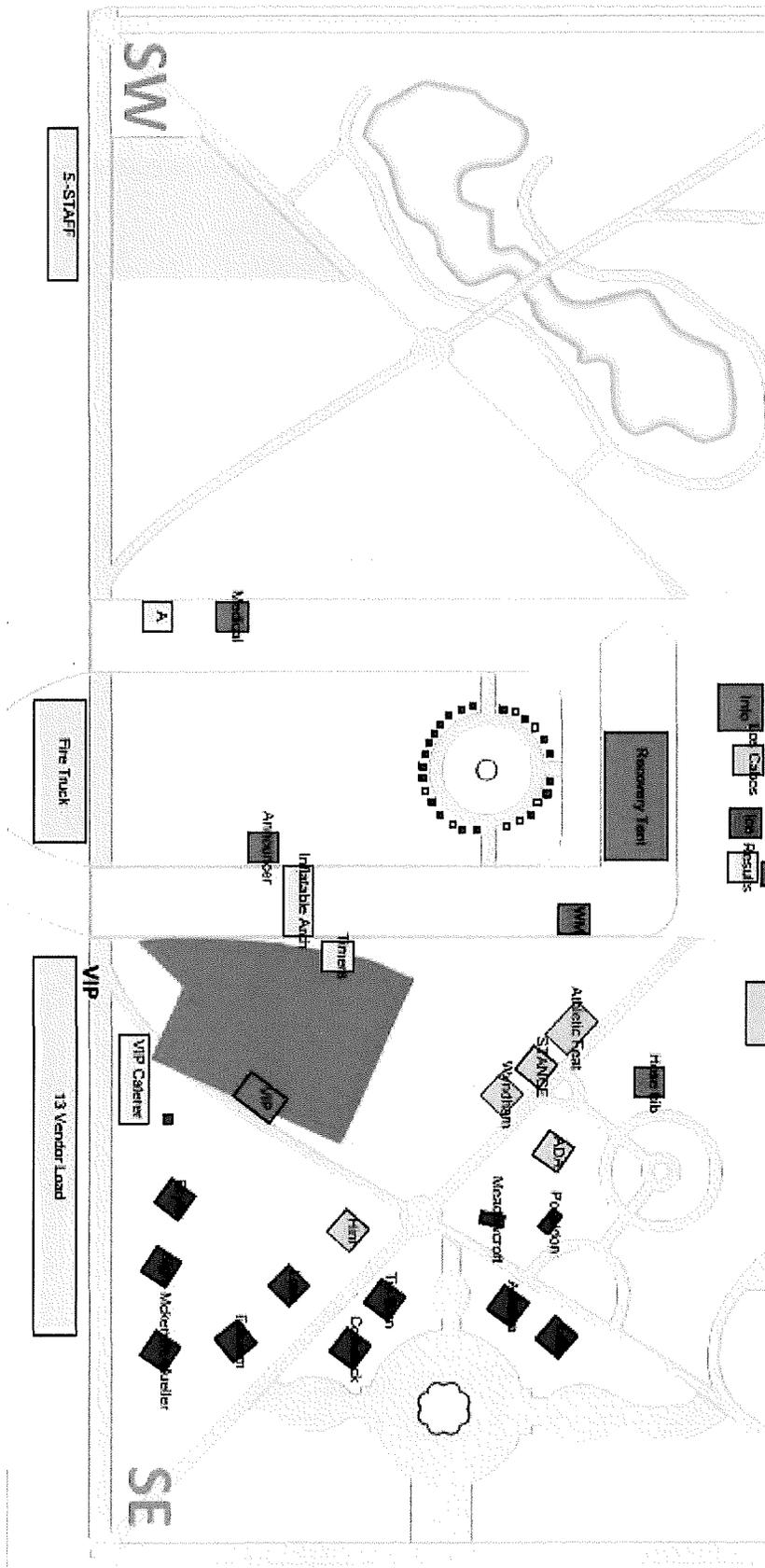
SECTION VII CITY REQUIREMENTS

1. Please note all fees quoted and paid to date are based on 2016 fee schedule and the applicant will be responsible for paying the difference between the 2016 and 2017 set fees.
2. The event organizer has been permitted to start set up earlier in the morning on Saturday July 15, 2017, by making this allowance the organizer shall erect the main tents prior to citizens arriving to enjoy the park. The organizer is not to erect

any of the temporary fencing and table and chairs until after 3pm on Saturday in the North East section of the Plaza. Staging of tables, chairs, fences, etc. will be contained within the tent structures until the appropriate time.

3. The organizer will need to order 25 portable restrooms and 9 handwashing stations based on the expected attendance of 8000 people.
4. All busses in staging areas are required to turn off their engines.
5. A complete vendor (any supplier, sponsor, food vendor, volunteer organization) list is required 30 days in advance, the list must include full contact information (email and phone), the service they're providing, size of structure and type of structure (assignment of location on Plaza Map), if a cooking vendor type of cooking medium (propane, charcoal etc.)
6. All vendors will be responsible for obtaining a City of Sonoma Business License. An event day license can be purchased for a fee of \$23.
7. If monitoring is required for the 2016 event it will occur at a rate not to exceed \$51.75 per hour not to exceed six hours.
8. If additional food trucks and or sponsors are proposed in conjunction with the event a revised site plan shall be submitted by April 17, 2017.





Napa to Sonoma Wine Country Half Marathon Legend

July 16, 2017

Exhibitors (10x10)=yellow

Wineries (two umbrellas at each)=red

CCFA-orange. 20x40 tent, 15x15 food tent (NE quadrant)

Recovery Tent-20x40 (in front of City Hall)

Wine Glass Tent-20x30 (behind dumpster enclosure)

Massage tent-15x15

Merchandise tent-20x20

Stage-16x24

VIP-10x10 tent, 4 umbrellas

Bus Staging

Participant Bus Staging and Loading:

5:15-7:15am-Buses will transport runners from **1st Street East** by Little League fields to the start of the races at Cuvaision Carneros and Gundlach Bundschu

10:00am-Noon: Buses will pull up **along the barracks on 1st Street East** to load passengers and depart to the various destinations.

8:00am-Noon: Gear Buses will stage on **East Spain St**

Team Challenge Bus Staging:

7:00am-Noon: 3 Team Challenge buses will stage at **Sonoma Valley High School**. After race, Team Challenge buses will pick up along **1st St East** (NE corner of Plaza), 1 bus picks up at a time.



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



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

Revised 12/3/15

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

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

Name of Applicant: Matt Dockstader

Name of Organization: Destination Races

Address: 1224 Sparring Rd, Sonoma 95476

Telephone Numbers: Day: 707-933-1288 Night: _____ Fax: _____ Email: matt@destinationraces.com

Name or Description of Event: Napa to Sonoma Wine Country Half Marathon

Date(s) of Event: July 16, 2017 Location of Event: Sonoma Plaza

Estimated Daily Attendance: 3200 Runners / 8000 total in Plaza

Will Alcohol be Sold or Dispensed Free of Charge? Must purchase wine glass

Will the Event be Open to the Public or by Invitation Only? Open to public with some restrictions

Is There a Charge for Admittance? Not to enter festival - for tasting, yes

Type of Alcoholic Beverages To Be Served: Wine & Beer

Dates and Times Alcohol Will Be Served: 9:30 AM - 12:00 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 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.

Matt Dockstader
Applicant's Signature

10-2-16
Date

For City Use Only

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

APPROVED: (If not approved, please attach explanation)

City Manager Date

Police Chief Date

Event Budget/Project Funding

Income	2017 Budget	2016 Actual	2015 Actual
Registration / Admission Charge	572,000	539,949	-
Sponsorships	12,000	20,000	-
Wine Glass / Beer / Merchandise	18,000	4,988	-
Exhibitors (Expo and Festival)	10,000	10,625	-
Total Income	612,000	575,562	-

Direct/Operational			
Extra Staff	11,000	10,115	-
Course Operations	12,000	9,365	-
Speakers / Band	2,800	2,830	-
Law Enforcement / Security	8,000	6,351	-
Timing Company	16,000	15,241	-
Transportation	25,000	24,745	-
Medical	10,000	9,336	-
Waste Removal	4,000	2,994	-
Portable Toilets	12,000	11,523	-
Truck Rental	800	589	-
Other Equipment Rental and Party Rental	42,000	45,540	-
Signage	6,000	912	-
Permits/Licenses/Venue Fees (such as City Fees)	16,000	15,000	-
Insurance	4,000	3,000	-
Cost of Welcome Reception / Pre Race Dinner / Other Hospitality	40,000	38,082	-
Photographer/Videographer	4,000	3,936	-
Participant Awards (Shirts, Medals, Wine Glasses)	60,000	52,992	-
Staff Travel / Lodging	5,000	3,287	-
Event Supplies	5,000	3,964	-
Total Direct/ Operational Costs	283,600	259,802	-

Gross Margin	328,400	315,760	-
Margin %	54%	55%	0%

Overhead Expenses	2016 Budget	2016 Budget	2015 Actual
Administrative			
Salaries & Wages (provide breakdown by position on separate sheet)	200,000	190,000	-
Overhead (Facilities, Office Costs, Bank / Credit Card Fees, Legal and Accounting, Communications, Insurance)	40,000	40,000	-

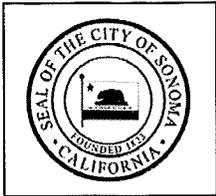
Marketing			
Advertising	32,000	28,000	-
Website Design / Maintenance	3,500	3,500	-
Graphic Design	3,000	2,000	-
Printing Costs/Posters/flyers	3,000	2,000	-
	-	-	-
	-	-	-
	-	-	-
Total Overhead Expenses	281,500	265,500	\$ -

Operating Profit	46,900	50,260	\$ -
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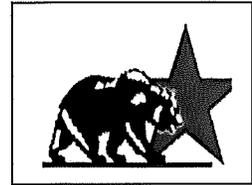
10% of Income:	61,200	57,556	\$ -
40% of Difference between Income and Expense	18,760	20,104	\$ -

If Expenses exceed 10% of Income please explain (attach additional pages as necessary):	
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Amount Contributed to Non-Profit Beneficiary:	30,740
Name of Non-profit:	Various



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476



PERMIT APPLICATION
FOR USE OF CITY STREETS

Revised 12/3/15

Application Fee: \$576.00

(Encro 100-00000-000-30203)

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

Name of Applicant: Wine Country Half Marathon / Matt Dockstader

Name of Sponsoring Organization: Destination Recces / Hanna Boys Center

Address: 1224 Sperring Rd, Sonoma, CA 95476

Telephone Numbers: Day: 707-933-1769 Cell: 415-717-5918 Email: matt@destinationrecces.com

Name of Event: Napa to Sonoma Wine Country Half Marathon

Type of Event – Mark Appropriate Box

- Run or Walk Rally or Assembly Parade
 Other

Date(s) of Event: Sunday, July 16, 2017

Street Closure(s) Requested:

Macarthur between 2nd St E and Broadway from 7:50 am to 11:00 am
N-Bound R-Lane Broadway between Macarthur and Plaza from 7:50 am to 11:00 am
Denmark between High School and Napa Rd from 7:15 am to 10:45 am
E. Napa St between Broadway and 1st St E from 6:30 am to 11:00 am

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

14th Annual Half Marathon running from Napa to Sonoma Plaza. Race finishes at 10:45 am. Post-race festival runs from 9:30 am to Noon. Announcer begins at 7:50 am

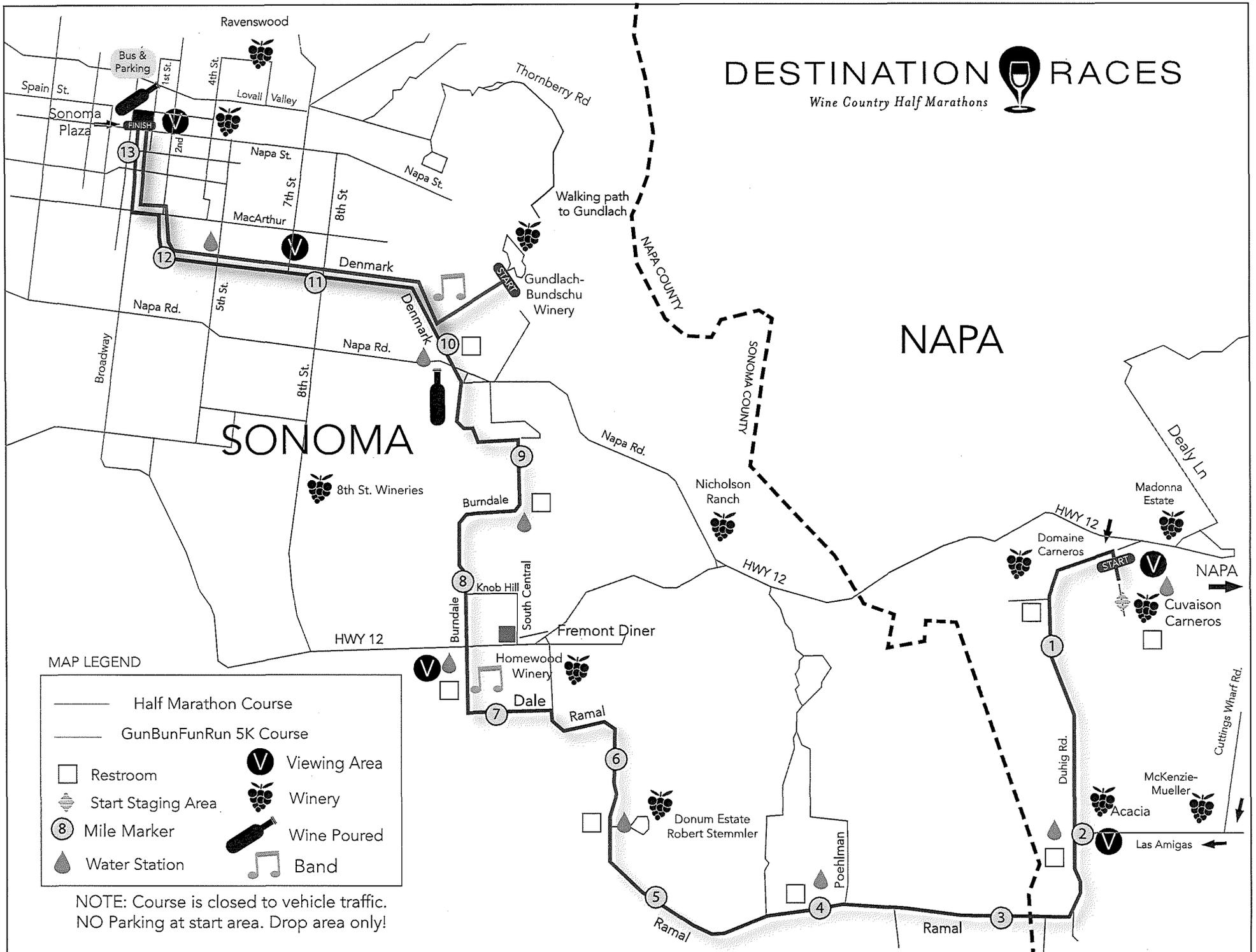
Estimated Daily Attendance: 3500 Runners / 8000 total in Plaza

If a Sound Amplification is be used, describe the type, location, purpose and hours of use:

Announcer at Race Finish from 7:50am to 10:30 am. Band in Plaza from 9:30am- 10:30 am & 11:30 am - noon.

DESTINATION RACES

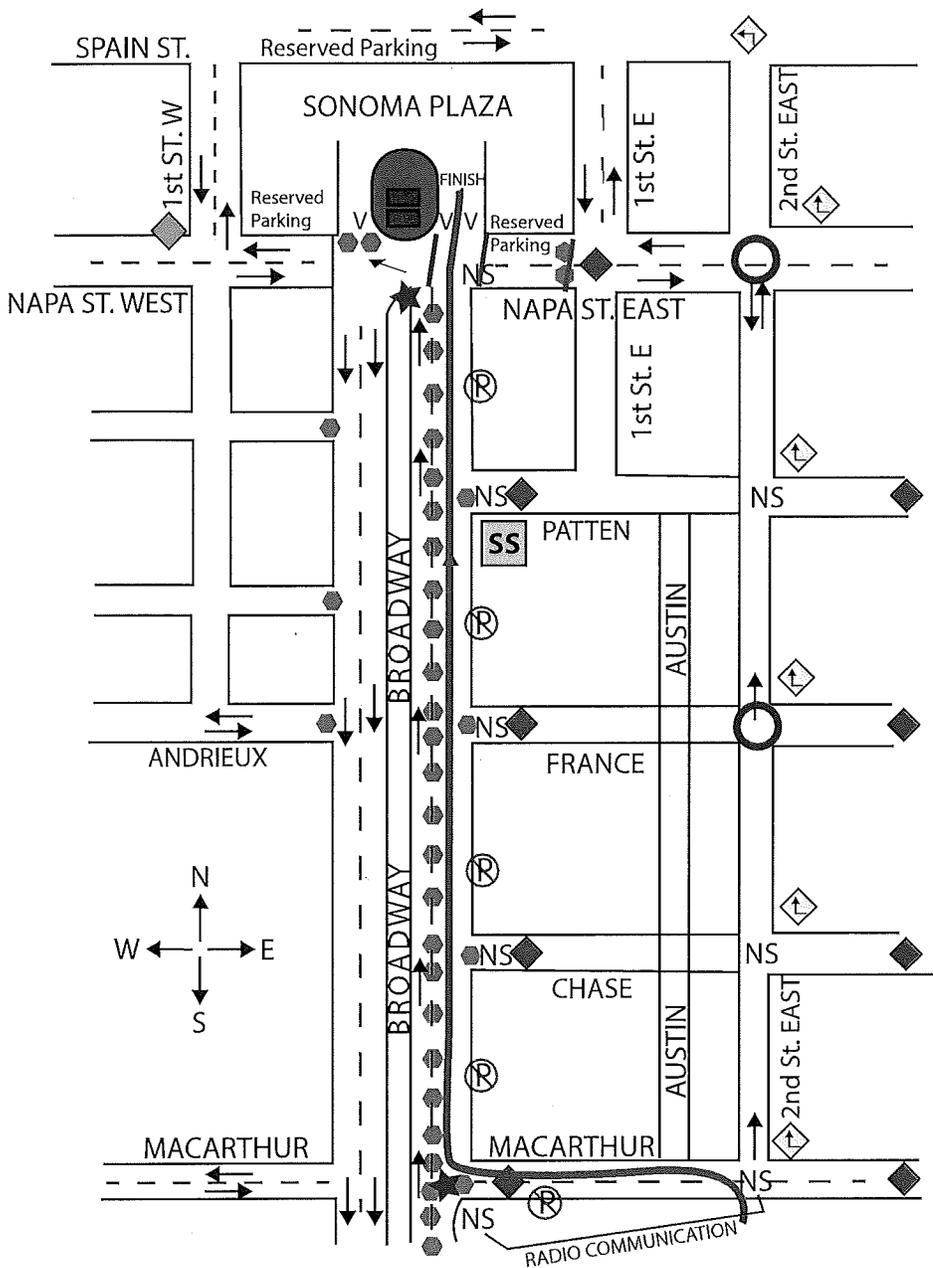
Wine Country Half Marathons



MAP LEGEND

- Half Marathon Course
- GunBunFunRun 5K Course
- Restroom
- Start Staging Area
- Mile Marker
- Water Station
- Viewing Area
- Winery
- Wine Poured
- Band

NOTE: Course is closed to vehicle traffic.
NO Parking at start area. Drop area only!

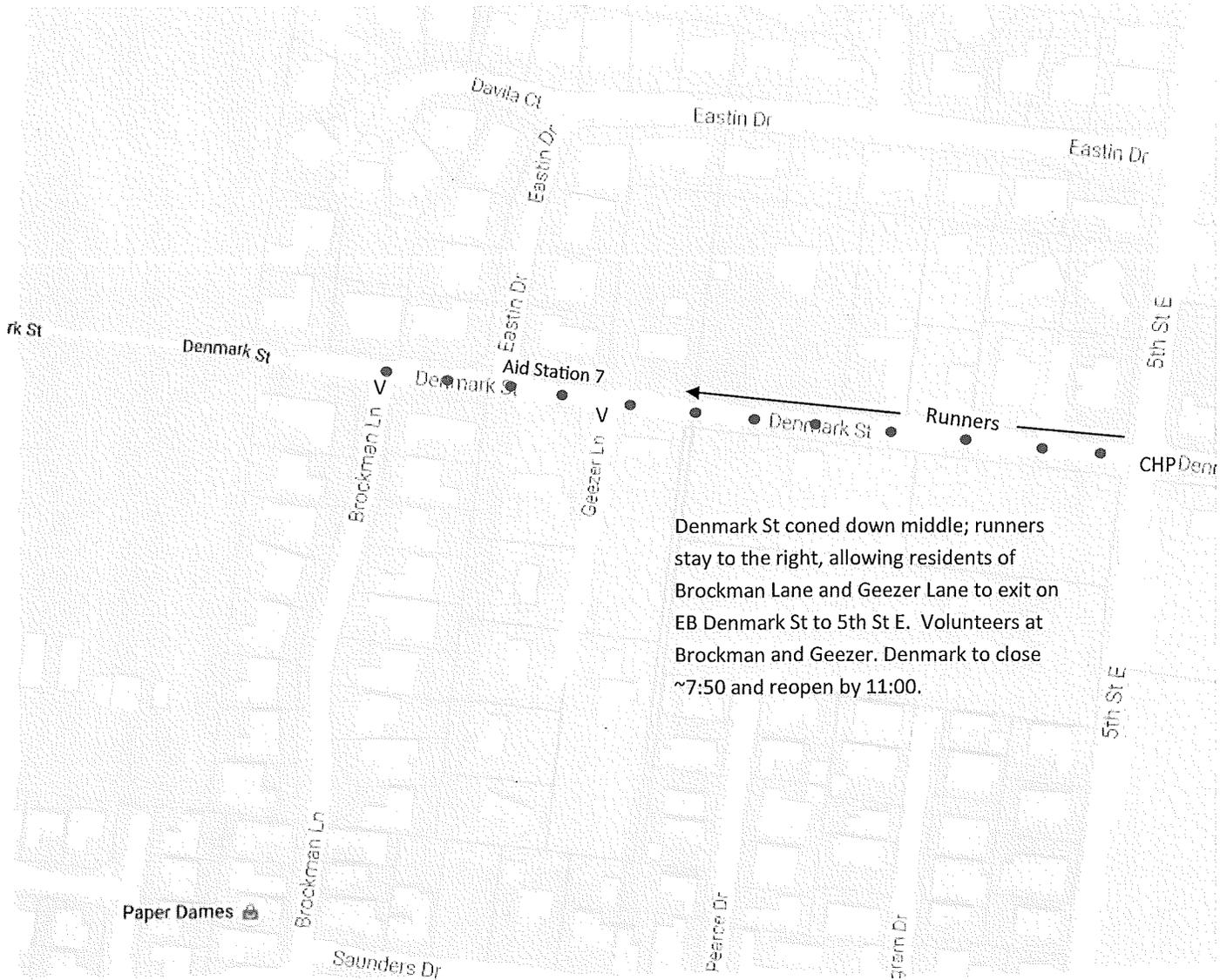


NOTES

1. Close Northbound far right Lane of Broadway to vehicles - 8:00 - 11:00am
2. Patten, France, Chase, and MacArthur closed at Broadway 8:00-11:00am.
3. Napa St. E closed from Broadway to 1st St. E - 7:00am to 11:30am. Barricades and police officer at Broadway.
4. Sonoma Police officer positioned at MacArthur and Broadway. -- Flaggers to implement detour plan at France/2nd St. E and at Napa St./2nd St. E.
5. Native Sons at 2nd St. E & MacArthur and at Broadway & MacArthur to be in radio communication.
6. Native Sons and signs placed at all other intersections on Broadway and 2nd St. East to detour traffic.
7. NO parking signs posted by city along northbound side of Broadway for closure Sun 2am to Sun 11:00am
8. Businesses on Broadway receive notification 10 days prior to event.
9. All residents east of 2nd St. E wanting to travel West between 8am and 11am will be detoured north to Spain St. and will be able to travel West on Spain.

KEY	◇ DETOUR SIGN	V VOLUNTEER
Ⓡ NO PARKING	◆ Caution: Runners on Road	★ POLICE
— BARRICADE	↪ RUNNER ROUTE	NS NATIVE SONS
◆ ROAD CLOSED SIGN	⬢ CONES	○ FLAGGER

Denmark St from 5th St E to High School



City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Name of Event: Napa to Sonoma Wine Country Half Marathon Event Organizers Name: Destination Races
 Phone #: 707-933-1769 Recycling Monitor(s): Green Mary

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) 10 50 Gal cans
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: Co-mingled (paper, bottle, can) Gal (50) 20
- Type: Cardboard Gal (50) 40
- Type: _____ Dumpster _____
- Type: _____ Dumpster _____
- c. **Composting**: Food scraps Gal (50) 28
- d. **Other** (describe) _____

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

- Provide event greening guidelines for food vendors, caterers
- Prepare signage for bins
- Provide truck for hauling organic waste to transfer station for composting
- Sort through bags to maximize recycling & composting

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

- Eco-Station signage - compost, recycling, trash
- Compost containers for food vendors
- Sort through bags to maximize recycling and composting at dumpsters

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

Yes

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

5. Post Event report:

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

MEMO

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

An Old Fashioned 4th of July Celebration, 2016

Sponsor: Sonoma Community Center
Date of use: July 3, 2016 and July 4, 2016
Area of use: South East, South West, Amphitheater, Horseshoe
Pavement, Rear Parking, Plaza Streets for Parade.

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.

Note: It should be noted that the event organizer submitted the post-event documents with the required time frame (ninety days), it was staff's error that the post-event review was not placed on the October, 2016, CSEC agenda.

Discussion:

- The Organizer will need to submit the Vendor/Supplier list 30 days in advance and ensure that all vendors have a valid City of Sonoma Business license and appropriate insurance on file prior to the event day.
- There was a lack of public sorting of recyclables and a lot of recyclables went directly into the trash receptacles. For future events the event organizer might want to consider contracting with a green business to help alleviate the amount of trash going into landfill.
- It was noted that there needs to be a first aid tent onsite or clear communication amongst the event organization on where the ambulance is stationed and what the protocol is in an emergency. There was an incident onsite and it wasn't clear where to go in case of an emergency.
- Security professionals patrolling the plaza need to be made aware of the plaza rules to help with the enforcement. It was noted that there were kids chasing ducks, dogs inside the plaza, underage drinking, skate boarding and biking inside the plaza.
- It is recommended that there are additional crowd monitors made available to assist in keeping walkways open for ADA individuals.
- All open flame barbeques need to be located away from City Hall.

Commission Action:

1. Review event information provided by staff and event organizer.
2. Provide comments.

Attachments:

1. Post-event Summary
2. 2016 Waste Report
3. Financial Summary and 2016 Budget

cc: Josh Cutler, Sonoma Community Center, via email

POST EVENT SUMMARY

STAFF: Special Events Manager – Janson

DATE: July 5, 2016

EVENT: July 4th Parade and Celebration
Post Event Comments for the July 3 & 4 2016 Event

Location: Plaza: X

Event Dates: 7-3 & 7-4 2016 Event Time: 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:

- There was a post event meeting with Special Events Manager Janson on July 5th.
- Future events all vendors will be required to have a valid City of Sonoma Business license on file prior to the event day.
- There was a lack of public sorting of recyclables and a lot of recyclables went directly into the trash receptacles. For future events the event organizer might want to consider contracting with a green business to help alleviate the amount of trash going into landfill.
- It was noted that there needs to be a first aid tent onsite or clear communication amongst the event organization on where the ambulance

is stationed and what the protocol is in an emergency. There was an incident onsite and it wasn't clear where to go in case of an emergency.

- Security professionals patrolling the plaza need to be made aware of the plaza rules to help with the enforcement. It was noted that there were kids chasing ducks, dogs inside the plaza, underage drinking, skate boarding and biking inside the plaza.
- It is recommended that there are additional crowd monitors made available to assist in keeping walkways open for ADA individuals.
- 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

Parks Supervisor



Sonoma Community Center

July 11, 2016

Sonoma Community Center
276 East Napa Street
Sonoma, CA 95476

Post Event Waste Minimization and Recycling Plan

A. Name and location of event:

Old Fashioned 4th of July Parade & Celebration. Sonoma Plaza, SE quadrant.

B. Description of event:

Traditional small-town 4th of July event including a parade around the Sonoma Plaza followed by a celebration in the SE quadrant including various information, game, and food booths.

C. Description of types of waste generated:

Recycling material consists primarily of cardboard, plastic bottles & cups, glass bottles, aluminum cans and various paper products. The garbage collected during the event is a combination of food waste, used food containers & service-ware, as well as miscellaneous waste both produced on the Plaza as well as brought in from outside by attendees and disposed of on site.

D. Types and amounts of waste disposed and diverted:

Cardboard waste produced during the event was collected and recycled in two specific cardboard dumpsters. Regular waste was collected in both stationary garbage receptacles and 55-gallon drums staged around the Plaza and emptied into six dumpsters. Eighteen 64-gallon recycling cans were rented for the Plaza and collected the morning after the event.

E. Description of solid waste reduction, reuse, and recycling programs:

Eighteen additional recycling cans to those normally placed on the Plaza were rented and staged next to each garbage receptacle with signage to notify attendees of their use. All food vendors were notified of what products are not allowed on the Plaza (i.e. Styrofoam, etc) and specifically informed to make use of both the cardboard dumpsters as well as the importance of recycling. Vendors were also requested to choose recyclable or compostable materials whenever possible for their products.

F. If no programs were implemented, a description of why no programs have been identified or implemented:

N/A

Sonoma Community Center
Fourth of July Parade
July 2015 through June 2016

	2016	
Income		pending
Grants		
City of Sonoma - Tier One Contract	25,000.00	City of Sonoma
Total Grants	25,000.00	
Sponsorship	21,800.00	
Program Fee/Sales Income		
Booth Vendor Fees & Donations	7,350.00	Rotary Club Hot Dog Sales (\$4K Est.)
Beer & Wine Sales	10,930.00	
Parade Entry Donations	8,584.00	
Total Contributions	26,864.00	
Total Income	73,664.00	
 Expense		
Other Expenses		
Misc. Event Supplies	3,415.00	
Beer & Wine Sales Supplies	1,850.00	
Post Event Thank you Ad	350.00	
Cal Trans Permit & ABC Licenses	567.00	
A/V Technician	950.00	
Live Bands (2)	450.00	
Truck Rental	150.00	
Sonoma Garbage Collectors	2,700.00	
TBC - Safety Barricades	1,400.00	
Wine Country Sanitary - Potties	2,000.00	
LaFrance - Security Guards	2,160.00	
Total Other Expenses	15,992.00	
Personnel		
Total Payroll	34,044.00	
Total Personnel	34,044.00	
subtotal	50,036.00	
Admin Allocation	8,137.00	
Total Expense	58,173.00	
Net Income	15,491.00	

MEMO

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

City Party, 2016

Sponsor: City of Sonoma
Date of use: July 28, 2016
Area of use: North East, North West, Horseshoe Pavement, Rear Parking.

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.

Discussion:

- City Party is a recurring event and implemented practices used in the past to deal with event issues i.e. attendees setting up to early, staking out territory, respecting the Plaza, and recycling. Articles in local papers, interviews on local radio stations, A-Frames located onsite all had a consistent message regarding the set up etiquette.
- The Sonoma City Party asked the Native Sons to handle all the Wine and Beer Sales and the disbursement of the revenue to local non-profits. The Beer and Wine sales generated \$8080.00 to local non-profits. The following Non-profits were the beneficiaries: Native Sons, AMVets, Sonoma Volunteer Firefighter Association Fireworks fund.
- All Food vendors were required to donate 10% of their proceeds to local Non-Profit, this is over and above what was collected by the Native Sons and Volunteer Fire Fighters Association. A partial list is provided as part of the Financial Summary.
- The Sonoma Volunteer Firefighters Association passed the boot and sold T-Shirts onsite at the event generating another \$1,283 in boot donations and \$271 in T-Shirt Sales.
- The Sonoma City Party hired a professional recycling company that reduced the waste to 1 -4 yard bin for Garbage, 1- 4 yard bin for Cardboard, 1- 2 yard bin for Card board, 4 – 96 gallon recycling cans, 2 -64 gallon cans for composting.
 - Items to note- Wine was served in Plastic GoVino wine cups which most individuals took home with them, very few were observed during the recycling efforts
 - Beer was served from Kegs and poured into plastic compostable “Potato” cups all cups retrieved from the waste were put into the recycling cans.
- A Free bicycle Valet was on site, however it wasn’t used at its capacity out of 100+ spaces only 26 individuals used the Bike Valet.
- Banners were made for the 2016 Sonoma City Party that can be re-used for future events
- Financial Summary Report

Commission Action:

1. Review event information provided by staff and event organizer.
2. Provide comments.

Attachments:

1. Post-event Summary
2. 2016 Waste Report
3. Financial Summary and 2016 Budget

POST EVENT SUMMARY

STAFF: Special Events – Manager Janson

DATE: July 28, 2016

EVENT: City Party
Post Event Comments for the July 28, 2016 Event

Location: Plaza: X

Event Dates 7-28-16 Event Time 8am till 11pm

Small Scale Event

OK to return deposit: Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

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.

cc

Public Works Director
Parks Supervisor

MR. CLEAN GREEN

SONOMA, CA 95476

707-343-5201

POST EVENT BILLING

LOCATION Sonoma Plaza

DATES Thur 7/28/14

EVENT City Party

ATTN USA

TIMES 4-9 pm scheduled

ATTENDING # 3500 ?

2 YARD BIN FOR ~~CARDBOARD~~ 1 @ _____ = _____

4 YARD BIN FOR ~~GARBAGE, CARDBOARD~~ OR RECYCLE 1 @ 1 = _____
Card. Garbage

96 GAL CAN FOR ~~RECYCLE~~ OR GARBAGE 4 @ _____ = _____

~~64~~ 32 GAL COMPOSTING CANS 2 @ _____ = _____

REMOVAL OF HAZARDOUS WASTE 0 @ 0 = _____

EMPLOYEES NEEDED FOR EVENT 4 @ 1 = _____

ANY MISCELANEOUS FEES THAT ARROSE FOR EVENT _____ @ _____ = _____

*3 pm set up party
4 pm set time for party to start.
9 pm over.
9 pm - 3 am clean up / recycle.
4 employees + my self*

**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;

Sunoma City Plaza

b. Description of event;

City Party

c. Description of types of waste generated;

Food, plastics, cups, straws, Diapers
Glass, Aluminium, cardboard

d. Types and amounts of waste disposed and diverted;

1 4 yard Garbage. , 2 64 gal compost.
4 66 gal cans.
1 4 yard + 1 2yd. cardboard.

e. Description of solid waste reduction, reuse, and recycling programs; and

Standard sorting of all waste
manually -

f. If no programs were implemented, a description of why no programs have been identified or implemented.

Mr. Clean Greens is in place.

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

Yes, way more recycled than
anticipated.

Event Budget/Project Funding

Income	2016 Budget	2016 Actual	2015 Actual
Advertising	\$ -	\$ -	\$ -
Auction Live	\$ -	\$ -	\$ -
Auction Silent	\$ -	\$ -	\$ -
Beer Concession (non profit Native Sons)	\$ 3,000.00	\$ 4,040.00	\$ 5,176.00
Beverage Concessions	\$ -	\$ -	\$ -
Charges to Exhibitors	\$ -	\$ -	\$ -
Donations (other than sponsorships)	\$ -	\$ -	\$ -
Food Concessions (doesn't include the 10% donation to the non profit)	\$ 1,350.00	\$ 2,750.00	\$ -
Sonoma Volunteer Firefighters Association Fund-Raising/Donations	\$ -	\$ 1,554.00	\$ -
Fund-Raising/Donations	\$ -	\$ -	\$ -
Registration / Admission Charge	\$ -	\$ -	\$ -
Sale of Merchandise	\$ 300.00	\$ -	\$ -
Sponsorships	\$ 13,350.00	\$ 7,800.00	\$ 6,000.00
Vendor	\$ -	\$ -	\$ -
Wine Concessions (non profit tbd)	\$ 3,000.00	\$ 4,040.00	\$ -
	\$ -	\$ -	\$ -
Total Income	\$ 21,000.00	\$ 20,184.00	\$ 11,176.00

Expenses	2016 Budget	2016 Actual	2015 Actual
Adminstrative			
Banking Fees	\$	\$	\$
Postage	\$	\$	\$
Salaries & Wages (provide breakdown by position on separate sheet)	\$ 14,000.00	\$ 14,000.00	\$ 19,554.00
Sponsorship Sales Commission	\$	\$	\$
Marketing			
Advertising	\$	\$	\$ 356.00
Website Design		\$	\$
Graphic Design		\$	\$
Printing Costs/Posters/flyers	\$ 200.00	\$ 111.20	\$
Operational			
Baricades/Fencing	\$	\$	\$
Beer Concession Expense		\$	\$
Catering Costs	\$	\$	\$
Clean Up/ Labor	\$	\$	\$
Decorations	\$		\$
Electricity/Generators	\$	\$	\$
Equipment / Rentals	\$ 350.00	\$ 585.00	\$ 716.00
Event Signs & Banner	\$ 700.00	\$ 932.59	\$

Food Concession Expense	\$	\$	\$
Hotels	\$	\$	\$
Insurance	\$	\$	\$
Lighting	\$	\$	\$
Merchandise Inventory (Costs of Goods Sold)* Maven Events is covering cost of merchandise	\$	\$	\$
Onsite Staffing/Labor *Bicycle Valet	\$ 350.00	\$ -	\$ 350.00
Permits/Licenses/Venue Fees (such as City Fees)	\$	\$	\$ 50.00
Photographer/Videographer	\$	\$	\$
Promotional Items/Items not sponsored or sold	\$	\$	\$
Registration	\$	\$	\$
Sanitation/Restrooms	\$ 800.00	\$ 960.94	\$ 858.00
Shipping/Trucking	\$	\$	\$
Sponsorship Expense	\$ 4,000.00	\$ 4,322.00	\$
Tents	\$	\$	\$
Transportation	\$	\$	\$
Waste, Recycling Services	\$ 1,200.00	\$ 800.00	\$ 808.00
Wine Concession Expense	\$	\$	\$
Fundraising			
Auction Function Expense	\$	\$	\$
Silent Auction Expense	\$	\$	\$
Entertainment			
Audio Visual		\$	
Entertainment/Musicians/DJ	\$ 3,400.00	\$ 2,800.00	\$ 1,500.00
Sound	\$ 950.00	\$ 1,500.00	\$ 900.00
Stage/Risers	\$ 1,600.00	\$ 2,200.00	\$ 1,600.00
Safety and Security			
Medical	\$	\$	\$
Security	\$ 500.00	\$ -	\$ 1,020.00
Other			
Total Expenses	\$ 28,050.00	\$ 28,211.73	\$ 27,712.00
	2016 Budget	2016 Actual	2015 Actual
Difference between Income and Expenses * Income accounted for in 2016 includes all the donations to non-profits	\$ (7,050.00)	\$ (8,027.73)	\$ (16,536.00)
Actual Cost to the City of Sonoma to produce the Sonoma City Party		\$ 17,661.73	\$ 19,554.00

Organizations that benefited through the Sonoma City Party	2016 Budget	2016 Actual	2015 Actual
Name of Organization that donation was made to via Native Sons:			
AM Vet		\$ 2,796.00	
Relay for Life		\$ 1,500.00	
Kids Scoop		\$ 300.00	

Fireworks, SVFD		\$ 750.00	
Native Sons		\$ 2,734.00	
Total Contributed to Non-Profit by the sale of Alcohol	\$ 7,350.00	\$ 8,080.00	\$ 5,176.00
Additional Donations through pass the boot and T-Shirt Sales to the SV Fire Fighters for Fireworks 2017		\$1,554.00	SCC 2015
Donations made from Food Vendors 10% of Gross Revenue			
Uber Spud Donated to ----- New Vintage Church		\$100.00	
Fig Rig-- La Luz Bilingual Center			
Tips Trip Tips			
Essan Thai			
Rocket Sushi ----- Sonoma Teen Center			
Croques and Toques -----Sonoma Humane Center \$66.00		\$66.00	
Anna's Corn Dogs -----Boys and Girls Club \$200		\$200.00	
Sweet Scoops -----Sense of Security for Women			
Total Contributions to Non-Profits 2016:		\$10,000.00	

Estimated Event/Project Funding			
Event Income	2016 Budget	2016 Actual	2015 Actual
Registration / Admission Charge			
Paid For Attendee Rate (Tier 1)	\$ -	\$ -	\$ -
Paid For Attendee Rate (Tier 2)	\$ -	\$ -	\$ -
Paid For Attendee Rate (Tier 3)	\$ -	\$ -	\$ -
Total Registration/Admission Revenue	\$ -	\$ -	\$ -
Additional Revenue			
	2016 Budget	2016 Actual	2015 Actual
Advertising	\$ -	\$ -	\$ -
Auction Live	\$ -	\$ -	\$ -
Auction Silent	\$ -	\$ -	\$ -
Beer Concession	\$ 3,000.00	\$ 4,040.00	\$ 5,176.00
Beverage Concessions	\$ -	\$ -	\$ -
Charges to Exhibitors	\$ -	\$ -	\$ -
Donations (other than sponsorships)	\$ -	\$ -	\$ -
Food Concessions (doesn't include 10% donation to non-profit)	\$ 1,350.00	\$ 2,750.00	\$ -
Sonoma Volunteer Fire Fighter Assoc	\$ -	\$ 1,554.00	\$ -
Fund A Need	\$ -	\$ -	\$ -
Fund-Raising/Donations	\$ -	\$ -	\$ -
Sale of Merchandise	\$ 500.00	\$ -	\$ -
Sponsorship Revenue	\$ 13,350.00	\$ 7,800.00	\$ 6,000.00
Wine Concessions	\$ 3,000.00	\$ 4,040.00	\$ -
Total Revenue	\$ 21,200.00	\$ 20,184.00	\$ 11,176.00
Revenue (Broken down by item)			
Redwood Credit Union (wine glasses)		\$ 2,900.00	\$ 6,000.00
Real Care Insurance ((beer cups)		\$ 2,900.00	\$ -
Esaan		\$ 300.00	\$ -
Fig Rig		\$ 300.00	
Tri Tip Trolley		\$ 200.00	
Aunt Betty's Corn Dogs		\$ 300.00	
Sonoma Raceway		\$ 1,000.00	
Krave (Sample Booth)		\$ 150.00	\$ -
Sonoma Clean Power (recycling)		\$ 800.00	
El Brinquinto		\$ 300.00	
Sweet Scoops		\$ 300.00	
Rocket Sushi		\$ 300.00	
Uber Spuds		\$ 300.00	
Black Bear Dinner		\$ 200.00	
C and T Marketing		\$ 300.00	
Total Sponsorship Revenue	\$ -	\$ 10,550.00	\$ 6,000.00

Salaries & Wages Detailed (Position)			
	2016 Budget	2016 Actual	2015 Actual
Event Manager	\$ 6,000.00	\$ 5,600.00	\$ -
Sales	\$ 3,000.00	\$ 2,650.00	\$
Marketing	\$ 1,000.00	\$ 650.00	\$
Onsite Staffing	\$ 1,000.00	\$ 1,200.00	\$
Website Design and updating with current information	\$ 2,500.00	\$ 3,150.00	\$
Graphic Design for posters, banners, website, T-Shirts, Wine Glasses	\$ 500.00	\$ 750.00	\$
	\$	\$	\$
	\$	\$	\$
Total Salaries and Wages	\$ 14,000.00	\$ 14,000.00	\$ 19,554.00

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Events Manager

Agenda Item: Discussion of the 2016 post-event review for Sonoma Valley Youth Soccer Association Plaza Permit Application

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

2016 Date of use: Saturday October 1, 2016

2016 Area(s) of use: NW Section, SW Section, Rear Parking Lot

The Special Event Committee (SEC) considered the event application on May 25, 2016. The CSEC approved the event on June 8, 2016.

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 event on Saturday morning during set-up, attended the event and met with event organizer post event. Staff has some concerns/suggestions with the set-up, the event and

special event policy requirements that need to be discussed, the concerns are summarized below:

- There was straw left in the rear parking lot and in the North West quadrant of the Plaza, creating additional work for Park staff to remove.
- The organizer needs to be aware of the consumption of water during the event. The Dunk tank was filled using City water and then dumped on to the black top. If the organizer wishes to have a dunk tank for future events the City would like to see the water recycled and used to water the plants and not dumped into the storm drains. Please note that the City could require the Organizer to bring in their own water trucks to fill water features i.e. Dunk Tanks or Water barrels to hold Canopies in place.
- The organizer needs to instruct all Vendors that driving on the lawn inside the Plaza is strictly forbidden. Under the grass there are main water lines; irrigation pipes, electrical conduit all of which could be destroyed if driven over.
- The applicant placed A-Frame signs in the Street on Napa in front of City Hall, if applicant would like additional exposure they will need to complete a Sign application in advance and have the CSEC approve it during the application process.
- The organizer needs to provide a comprehensive Vendor list 30 days in advance for future events and ensure that all Vendors/Suppliers have the appropriate City of Sonoma Business License on file and certificate of insurance at least 2 weeks prior to the event.
- The event organizer needs to instruct vendors to not park in front of City Hall during the event and to not leave their cars unattended in front of the barricades.

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

- Financial summary – is attached
- Recycling summary- Final is attached

Recommended Commission Discussion and Comments:

Discuss event impact on the Plaza.

Attachments:

- Post Event Review
- Financial Summary
- Recycling summary Final

cc: Zac Lawrence, via email

POST EVENT SUMMARY

STAFF: Event Manager Janson

DATE: October, 2017

EVENT: Oktoberfest

Post Event Comments for the October 1, 2016 Event

Location: Plaza: X

Event Dates October 1, 2016 Event Time 5am till 10pm

Small Scale Event

OK to return deposit: Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

- There was straw left in the rear parking lot and in the North West quadrant of the Plaza.
- The organizer needs to be aware of the consumption of water the Dunk tank was filled using City water and then dumped on to the black top. If the organizer wishes to have a dunk tank for future events the City would like to see the water recycled and used to water the plants and not dumped into the storm drains.
- The organizer needs to instruct all Vendors that driving on the lawn inside the Plaza is strictly forbidden. Under the grass there are main water lines, irrigation pipes, electrical conduit all of which could be destroyed if driven over.
- The applicant placed A-Frame signs in the Street on Napa in front of City Hall, if applicant would like additional exposure they will need to complete a Sign application in advance and have the CSEC approve it during the application process.
- There was a post event meeting with Event Manager.

- There was Extra work (Due to the Hay) required of City staff for post event clean up, however the cost was covered in the Maintenance fees.

cc

Park Supervisor

SONOMA VALLEY YOUTH SOCCER ASSOCIATION - 2016 OKTOBERFEST & NIGHT WITH THE SOL

FINAL ANALYSIS - As of October 10, 2016

FINANCIAL DETAIL

INFLOWS	Note	OUTFLOWS	Note		
Pre-Event Sales		Admin			
Food & Drink Ticket Pre-Sales	1,120 ZAL Count	ABC License	ABC \$25.00 paid		
Price Per Ticket	\$2.50	Insurance	North Bay \$449.95 paid		
Total Food & Drink Ticket Pre-Sales Revenue	\$2,800.00 Calculated	Credit Card Processing	Paypal \$76.52 paid		
		Total Admin	\$551.47		
Wristband Pre-Sales	185 ZAL Count	Site Use			
Price Per Wristband	\$5.00	Sonoma Plaza	City of Sonoma \$2,188.00 paid		
Total Wristband Pre-Sales Revenue	\$925.00 Calculated	Arnold Field (field & lights)	SVAC \$332.00 paid		
Sol Game Ticket Pre-Sales	549 470 through reg,	Garbage Removal	Sonoma Garbage \$880.00		
Price Per Game Ticket	\$10.00 52 with pre-sale	Porta-Potties	United Services \$412.85 paid		
Total Sol Game Ticket Pre-Sales Revenue	\$5,490.00 Calculated	Garbage sorting, bathroom cleaning	Mr. Clean Green \$550.00 paid		
		Total Site Use	\$4,362.85		
Event Day Sales		Musicians			
Food Tickets Collected - During Event	2,459 ZAL Count	Band - URS	URS \$2,000.00 paid		
Price Per Ticket	\$2.50	Sound Support	Treblemaker Ent. \$300.00 paid		
Total Food Ticket Revenue	\$6,147.50 Calculated	Total Musicians	\$2,300.00		
Drink Tickets Collected - During Event	2,784 ZAL Count	Rentals			
Price Per Ticket	\$2.50	Rock Climbing Wall	Rockzilla \$700.00 paid		
Total Drink Ticket Revenue	\$6,960.00 Calculated	Dunk Tank	Astro Jump \$299.00 paid		
Wristband Sales - During Event	141 ZAL Count	Video Game Truck	Rolling Video Games \$525.00 paid		
Average Price Per Ticket	\$10.00	Cotton Candy, Popcorn, Snowcone Mach.	Contrera's Jumpers \$500.00 paid		
Total Wristbands Sold During Event Revenue	\$1,410.00 Calculated	Rentals - Tables, Chairs, Stage, Linens	Bright Rentals \$3,491.58 paid		
Sol Game Ticket Sales - During Event	4 ZAL Count	Total Rentals	\$5,515.58		
Average Price Per Ticket	\$10.00	Food/Drink and Misc.			
Total Sol Game Ticket Sales During Event Revenue	\$40.00 Calculated	Gatorade/Soda/Water/Plates/Burgers/Buns	Costco \$880.71 paid		
Total Tickets Sold	6,508 Calculated	Ice	Lucky \$58.63 paid		
Average Price Per Ticket	\$3.65 Calculated	Ginger Beer/ Bar Tools	BevMo \$162.45 paid		
Total Ticket and Wristband Revenue	\$23,772.50 Calculated	Bar Tools	Amazon \$118.26 paid		
		Serving Utensils	Party City \$23.89 paid		
Alcohol Sales (for reconciliation - total already included above)		Pizza	Mary's Pizza \$875.00 paid		
Drink and Treat Tickets Collected		BBQ - pulled pork, buns, beans	Rossi's \$1,041.00 paid		
Total Drink Tickets Collected	2784 ZAL Count	Tacos	El Coyote \$1,290.00 paid		
Total Tickets collected at Beer	1600 ZAL Count	Total Food/Drink and Misc.	\$4,449.94		
Total Tickets collected at Wine	824 ZAL Count	Other			
Total Tickets collected at Cocktails	360 ZAL Count	Volunteer T-Shirts	T-Shirt Underground \$386.00 paid		
Total Tickets collected for Souvenir Glasses	516 Calculated	Wristbands	Customized Wristband \$46.73 paid		
Total Alcohol Tickets Collected	2268 Calculated	Newspaper Advertisement	Sonoma Sun \$175.00 paid		
Total Alcohol Revenue (taxable)	\$5,670.00 Calculated	Newspaper Advertisement	Sonoma I-T \$858.96 paid		
Sponsorship Sales		Marketing - Signage/Tickets	Staples \$591.41 paid		
Root Down Orchards	\$2,500.00 received	Souvenir Glasses	The U Apparel \$1,883.12 paid		
Google	\$2,500.00 invoiced	Total Other	\$3,941.22		
Daniel Casabonne	\$2,000.00 received	Sol Partnership			
Peterson Mechanical	\$1,000.00 received	Sol Ticket "Commission"	Sol FC \$1,283.50 \$600 paid		
Northern Pacific Corporation	\$1,000.00 received	Total Sol Partnership	\$1,283.50		
Excelsior Metals	\$1,000.00	Subtotal Cash Outflows	\$22,404.56 Calculated		
Onque Technologies	\$1,000.00	TOTAL CASH OUTFLOWS	\$22,404.56		
Axia Architects	\$1,000.00 received	YOY Comparison			
Julland/Rany	\$900.00	2016	2015	Δ	
Sylvia and August Sebastiani Foundation	\$600.00	Revenues (Gross)			
Ramekins	\$500.00	Event Sponsorship	\$16,750.00	\$11,202.00	\$5,548.00
Laurent Orthodontics	\$500.00 received	Pre-Sell Tix and WB	\$4,245.00	\$2,635.00	\$1,610.00
Sonoma Chevrolet	\$500.00	Event Day Tix and WB	\$14,557.50	\$9,956.00	\$4,601.50
JKT Associates	\$500.00 received	Sol Game Tix during Reg.	\$4,700.00	\$11,990.00	-\$7,290.00
Fidelity National Title	\$300.00 received	Total:	\$40,522.50	\$35,783.00	\$4,739.50
First Republic Bank	\$300.00 received	Expenses			
Ginger Martin	\$150.00 received	Event:	\$21,121.06	\$13,562.00	\$7,559.06
Selma Blanusa	\$100.00 received	Sol Game:	\$1,283.50	\$4,364.00	-\$3,080.50
Studio M Pilates	\$100.00 received	Total:	\$22,404.56	\$17,926.00	\$4,478.56
Sonoma Fit	\$100.00				
Total Sponsorship Revenue	\$16,750.00 Calculated				
Subtotal Inflow	\$40,522.50 Calculated				
TOTAL INFLOWS	\$40,522.50				
TOTAL CASH MARGIN	\$18,117.94	REVENUE (NET):	\$18,117.94	\$17,857.00	\$260.94

EVENT SUMMARY

Financial Summary	Actuals	Budget	Delta	In-Kind and Discount Revenue	Vendor Value Received
Ticket Sales				In-Kind Donations	
Food & Drink Ticket Sales	6,363	0	6,363	Food Preparation (Catering) = 5 at \$200/day	Rotary of Sonoma Valley \$1,000.00
Wristband Sales	326	0	326	Beer - 10 kegs at \$190 each	Lagunitas Brewing \$1,900.00
Sol Game Ticket Sales	553	1,200	(647)	Beer - 2 kegs at \$250 each	Sonoma Springs Brewing \$500.00
Revenue Streams				Wine - 8 Cases Lease-Fitch and Pennywise	3 Badge Beverage \$1,400.00
Total Food & Drink Ticket Pre-Sales Revenue	\$2,800.00	\$30,000.00	(\$27,200.00)	Wine - 2 kegs Custard Chardonnay	Don and Son's \$900.00
Total Food Ticket Revenue	\$6,147.50	\$0.00	\$6,147.50	Wine - 4 Cases - Merlot and Zinfandel	Trincher Family Estates \$800.00
Total Drink Ticket Revenue	\$6,960.00	\$0.00	\$6,960.00	Taquilla, Bourbon, Mixer	Trincher Family Estates \$1,100.00
Total Wristband Pre-Sales Revenue	\$925.00	\$0.00	\$925.00	Beer Cooler/Tap Trailer	Columbia Distributing \$650.00
Total Sol Game Ticket Pre-Sales Revenue	\$5,490.00	\$12,000.00	(\$6,510.00)	Beef Jerky for Giveaway	Krave Jerky \$75.00
Total Sponsorship Revenue	\$16,750.00	\$0.00	\$16,750.00	Shirts for Volunteers and Youth	Chevy Youth Soccer Program \$600.00
Total Wristbands Sold During Event Revenue	\$1,410.00	\$0.00	\$1,410.00	Merchandise for halftime raffie	Sonoma County Sol FC \$150.00
Total Sol Game Ticket Sales During Event Revenue	\$40.00	\$0.00	\$40.00	Total In-Kind Donations	\$8,975.00
Total Inflows	\$40,522.50	\$42,000.00	(\$1,477.50)	Discounts	
Total Cash Outflows	\$22,404.56	\$27,000.00	(\$4,595.44)	Rentals - 20% discount off total invoice	Bright Event Rentals \$872.90
Net Cash Margin	\$18,117.94	\$15,000.00	\$3,117.94	Food - \$11 Large Pizza and Pizza Warmer	Mary's Pizza Shack \$720.00
		% of Budget:	120.8%	Ice - donation and discount	Lucky Supermarket \$130.00
Total Cost of Event	2016	2015		Comhole Boards	CA Cornhole \$80.00
Total In-Kind and Discount Revenue	\$13,836.86	\$16,022.88		Dumpster Rental - non-profit discount	Sonoma Garbage Collector \$200.00
Total Cash Outflows	\$22,404.56	\$17,925.73		Musicians - discount for non-profit	Unauthorized Rolling Stones \$2,000.00
Total Cost of Event	\$36,241.42	\$33,948.61		Advertising - 2-for-1 discount for non-profit	Sonoma Index-Tribune \$858.96
Net Margin (total Inflows - total cost of event)	\$4,281.08	1,834.39		Total Discounts	\$4,861.86
				Total In-Kind and Discount Revenue	\$13,836.86

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Name of Event: SVYSA Oktoberfest Event Organizers Name: Sonoma Valley Youth Soccer

Phone #: 707-815-8061 Recycling Monitor(s): Zach Lawrence

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) 10 50 Gal cans
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: Plastic, Paper, Glass Gal (50) 6
- Type: _____ Gal (50) _____
- Type: _____ Dumpster _____
- Type: _____ Dumpster _____
- c. **Composting:** Plates, Cutlery Gal (50) 3
- d. **Other** (describe) _____

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

The only component that we predict will produce any waste will be that associated with Food & Beverage. Food & Beverage vendors will provide items to customers with as little packaging as possible, and we will encourage the use of recyclable beverage containers and composting food containers.

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

Separate Cans will be made available for patrons to separate materials at the time that items are disposed

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

n/a, will plan to do so as event approaches

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

5. Post Event report:

a. Name and location of event;

b. Description of event;

c. Description of types of waste generated;

d. Types and amounts of waste disposed and diverted;

13 - 96 Gallon Blue Recycling
5 - 64 Gallon Compost
1 - 4 Yard Garbage

2 - 4 yard
Cardboard

e. Description of solid waste reduction, reuse, and recycling programs; and

If Mr Clean Green hadn't sorted through all trash then estimate the ~~ans~~ additional 4-yards of trash would of been sent to landfill.

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

Yes. there were more people than expected

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



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Penglai China
Tokaj Hungary

October 24, 2016

Deleyse Langdale
853 First St. West
Sonoma, Ca. 95476

Subject: Tree Removal Review – 853 First St. West (APN 018-830-027).

Deleyse:

At your request, the Tree Committee has approved your application for the removal of 1 Liquid Amber tree located in the front yard of the property at 853 First St. West. 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.

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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October 24, 2016

Mike & Susan Bobbitt
1182 Larkin Drive
Sonoma, Ca. 95476

Subject: Tree Removal Review – 1182 Larkin Drive (APN 023-040-008).

Mike & Susan:

At your request, the Tree Committee has approved your application for the removal of 1 Douglas Fir tree located in the front yard on the south side of the garage of the property at 1182 Larkin Dr. 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.

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

**Email Communication from Dana Turr y of the Sonoma County
Transportation Authority to Matt Metzler of CSEC:**

Hi Matt,

I just came across your email. I am glad to hear that there is a subcommittee looking in to a bike share program in Sonoma.

As far as progress toward a bike share program in Sonoma County goes, the Sonoma County Transportation Authority (SCTA) and the Transportation Authority of Marin (TAM) submitted a joint letter of interest for capital funding from MTC for a system along the SMART corridor. We are now trying to figure out details of the proposal, including where operations funding could come from, before moving forward with the full application. This could be a challenge since operations generally needs to be heavily subsidized in the initial years of a new system. While this could be a long process before getting bikes on the ground, I could see the potential for an initial system to expand into new cities and neighborhoods.

I would be happy to speak to you in more detail about this potential program or about how we may be able to help with the research your subcommittee is undertaking.

Dana Turr y | Transportation Planner

dana.turrey@scta.ca.gov

[Sonoma County Transportation Authority](#)

[Sonoma County Regional Climate Protection Authority](#)

490 Mendocino Ave. #206, Santa Rosa, CA 95401

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