



COMMUNITY SERVICES & ENVIRONMENT COMMISSION

Community Meeting Room
177 First Street West
Sonoma, CA 95476

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

Commissioners: Ken Brown-Chairman, Fred Allebach, Christina Cook, Matt Metzler, Chris Petlock, Richard Pollack, Chris Rateaver, and Denise Wilbanks

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**—Meeting Dedication to Inge Hutzler
2. **6:35-6:40**—Approval of the Minutes from November 9, 2016 (attachment)
3. **6:40-7:20**—Post Event Reviews (attachments)
 - a. Red and White Ball—August 27, 2016
 - b. Celebration of Mexican Independence—September 18, 2016
 - c. Valley of the Moon Vintage Festival—September 23-25, 2016
 - d. Tuesday Night Farmers' Market—May 3, 2016 through October 25, 2016
4. **7:20-7:35**—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: December 15, 2016
 - Approval Letter (attachment)
 - Arbor Day Discussion
 - b. Bike Share Program (Ad Hoc)
Commissioners: Petlock and Metzler
 - c. Climate Change Mitigation Subcommittee (Ad Hoc)
Commissioners: Allebach, Brown, and Petlock
5. **7:35-8:05**—Discussion about Parks and Recreation Activities in the City
6. **8:05-8:15**—Bike to Work Day Discussion
7. **8:15-8:30**—Future Agenda Items
8. **8:30**—Commissioner and Staff Comments
9. Adjournment (Next regular meeting is January 11, 2017)

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

November 9, 2016
DRAFT Minutes

Commissioners Present: Comms. Brown-Chairman, Allebach, Harrington, Metzler, Petlock, Pollack, and Rateaver

Commissioners Absent: Comms. Cook, Hutzel, and Wilbanks

Also Present: Public Works Administrative Manager Wall
Special Events Manager Janson
Napa to Sonoma Wine Country Half Marathon: Matt Dockstader, Kevin Pool
4th of July Celebration: Josh Cutler
Oktoberfest: Zach Lawrence

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

1. Approval of the Minutes from October 12, 2016

It was moved by Comm. Harrington and seconded by Comm. Pollack to approve the minutes of October 12, 2016. The motion carried unanimously.

2. Event Review

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

It was moved by Comm. Pollack and seconded by Comm. Rateaver to approve the Napa to Sonoma Wine Country Half Marathon event application for 2017 subject to the Conditions of Approval. The CSEC voted 6-0 (with three commissioners absent) to approve the application.

Prior to the event proceeding, the City Council will be reviewing the street closures application on November 21, 2016.

3. Post Event Review

a. **July 4th Parade and Celebration**

It was moved by Comm. Harrington and seconded by Comm. Pollack to approve the post event review of the July 4th Parade and Celebration event. The CSEC voted 6-0 (with three commissioners absent) to approve the post event review and to release the deposit.

b. **Oktoberfest—October 1, 2016**

It was moved by Comm. Petlock and seconded by Comm. Harrington to approve the post event review of the Oktoberfest event. The CSEC voted 6-0 (with three commissioners absent) to approve the post event review and to release the deposit.

c. **Sonoma City Party—July 28, 2016**

It was moved by Comm. Petlock and seconded by Comm. Harrington to approve the post event review of the Sonoma City Party event. The CSEC voted 6-0 (with three commissioners absent) to approve the post event review and to release the deposit.

4. Subcommittee Reports

a. **Tree Committee (Standing Subcommittee).**

b. **Bike Share Program (Ad Hoc).** Subcommittee presented their findings on the Bay Area Bike Share Program and the potential bike share options in Sonoma County.

- c. **Greenhouse Gas Emissions Subcommittee (Ad Hoc).** Staff notified the CSEC that the Climate Action 2020 Plan Greenhouse Gas Reduction Measures and further direction from the City Council on the role of the subcommittee is expected to be discussed during the November 21st City Council meeting.

Subcommittee requested to change their title to “Climate Change Mitigation Subcommittee.” This title will be used from this point forward.

Chair Brown joined the subcommittee.

5. Discussion about Parks and Recreation Activities in the City

This item was postponed to the December 14, 2016 CSEC regular meeting.

6. Discussion of the CSEC Youth Commissioner

Chair Brown expressed the importance of having a student member as part of the CSEC, and reviewed scenarios on how that could happen.

7. Future Agenda Items

The following item will be placed on the December 14, 2016 meeting agenda:

- Discussion about Parks and Recreation Activities in the City (requested by Comm. Petlock)
- Arbor Day Discussion (requested by Chair Brown)
- Bike to Work Day Discussion (requested by Comm. Petlock)

8. Commissioner and Staff Comments

Chair Brown adjourned the meeting at 9:23 P.M. The next regular meeting is scheduled for Wednesday, December 14, 2016 at 6:30 P.M.

Respectfully submitted,

Katherine Wall, Public Works Administrative Manager

December 14, 2016

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Events Manager

Agenda Item: **POST EVENT REVIEW 2016**

Red & White Ball, Sonoma Valley Education Foundation

Date of use: August 27, 2016

Area(s) of use: Plaza Park: Northeast Quadrant, Horseshoe Pavement,
Rear 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.

Discussion / Commission Action:

- Review Financial Summary
- Recycling Report
- Review event information provided by the event organizer
- Ask questions of event representative.
- Provide comments for 2017

Issues to be addressed:

No issues with Event

Attachments:

- Post Event Review
- Financial Summary
- Waste Summary Report

cc: Sallie Kyle-Moore, via email

POST EVENT SUMMARY

STAFF: Special Events Manager- Janson

DATE: September 1, 2016

EVENT: Red and White Ball

Location: Plaza: X

Event Dates August 27, 2016 Event Time 5pm to 10 p.m.

Small Scale Event

OK to return deposit: Yes No X

Large Scale Event:

Observation:

- Special Events Manager did a thorough walk of the reserved area on Sunday August 28th and 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.
- Ice machine and 2 portable toilets were still onsite Sunday at 9:30am.
- Ice dumped out on the grass was still present at 9:30am the following morning. Event organizer needs to instruct volunteers to scatter the ice so as not to have an impact on the lawn.

cc

Parks Supervisor

December 14, 2016

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Event Manager

Agenda Item: **POST EVENT REVIEW 2016**

Celebration of Mexican Independence Day

Date of use: September 18, 2016

Area(s) of use: Plaza Park: Horseshoe Pavement, Rear 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.

Discussion:

- Issues listed on Post Event Summary:
 - It was observed that trash was included in the recycling containers and lots of recyclables placed in the trash receptacles.
- Review Financial Summary
- Recycling Report

Attachments:

- 2016 Application
- 2016 Post Event Summary
- Waste Summary Report
- Financial Summary

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

July 25, 2016

Celebration of Mexican Independence Day
Attn: Alejandra Cervantes
P.O. Box 877
Boyes Hot Springs, CA 95416

Subject: Application for Plaza Park Permit: Celebration of Mexican Independence Day – September 18, 2016

Sponsor: Nuestra Voz of Sonoma

Dear Ms. Cervantes:

On Thursday, July 7, 2016, the Special Event Committee (SEC) considered the Plaza Permit Application for the Celebration of Mexican Independence Day event. On July 13, 2016 the CSEC reviewed your application.

After discussion, the CSEC approved the application with the following conditions of approval.

- Public Works and Planning Department:
 - Arrange for pre event walk through with Parks Supervisor Melberg two weeks prior to the event.
 - Horse manure shall be picked up from the point of origin through the entire path traveled, Plaza and back to original point of origin. It will need to be hauled off-site.
 - The event is required to provide a dedicated restroom monitor to clean, restock and monitor the restrooms hourly.
 - Trash cans in the immediate area of the event shall be emptied at the end of the event.

- Fire:
 - Provide monitors to move barricades in an emergency.
 - Maintain emergency vehicle access entire length of horseshoe.
 - Tents must have fire extinguishers.
 - Cooking areas must have fire extinguisher.
 - Follow Cooking vendor checklist.

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

- Provide 20 foot clearance from cooking area and the public.
- Complete and provide the vendor list 2 weeks in advance.
- Police:
 - Contact Sonoma Police Department for security: 1 deputy from 1 to 7 p.m. Contact Darcy Proctor at (707) 996-3602 to arrange contract. No alcohol will be served or sold as part of the event.
- Special Event Coordinator:
 - If staff is required to monitor the event the fee will occur at a rate of \$53 per hour (not to exceed ten hours).
 - A completed vendor list including suppliers need to be provided two weeks in advance of event.
 - Each vendor/supplier/non-profit is required to have a City of Sonoma business license on file.
 - Crowd managers are required a minimum of 6 individuals responsible for ensuring the safety of the attendees.
 - Event Organizer will need to send an event schedule. Schedule needs to include the rolling street closure of the horse procession from First Street East (behind the vets building) to City Hall, the civil ceremony, and any additional events.
 - Organizer needs to confirm schedule with other events occurring at Arnold Field and the Veterans building to ensure that there is adequate parking for 3-5 horse trailers for off-loading of animals. Organizer cannot block the street while preparing for the procession.

If you have any questions regarding this matter, do not hesitate to contact me at 415-259-9458.

Sincerely,

Lisa Janson
Special Event Manager



City of Sonoma RECEIVED
No. 1 The Plaza
Sonoma CA 95476 MAR 15 2016
 (707) 938-3681



PLAZA PERMIT APPLICATION
 Revised 12/3/15

CITY OF SONOMA
 NAME OF EVENT: Celebration of Mexican Independence Day EVENT DATE(S): Sep. 18/2016

Sponsoring Organization: Nuestra Voz of Sonoma

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

Event Contact Person Alejandra Cervantes Title: Director & Founder

Mailing Address: P.O. Box 877 Boyes Hot Springs, CA. 95416
Street or P.O. Box City State Zip

Daytime phone: (707) 939-9369 Email: alexcervantes63@gmail.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>09/18</u>	<u>Noon</u>	<u>1:00PM</u>	<u>7:00PM</u>	<u>10:00PM</u>	<u>3000</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
___ x SE Section \$400 \$ _____	<u>1</u> x \$ 93 (1- 12 hrs) \$ <u>93</u>	___ x (SE Section) x \$200 \$ _____
___ x NE Section \$300 \$ _____	___ x \$187 (12-24 hrs) \$ _____	___ x (NE Section) x \$200 \$ _____
___ X SW Section \$300 \$ _____	___ x \$312 (24-36 hrs) \$ _____	___ X (SW Section) x \$200 \$ _____
___ X NW Section \$300 \$ _____	___ x \$500 (36-48 hrs) \$ _____	___ X (NW Section) x \$200 \$ _____
___ X \$200 Amphitheater \$ _____	___ x \$750 (> 48 hrs) \$ _____	___ X (Amphitheater) X \$200 \$ _____
<input checked="" type="checkbox"/> x \$200 Horseshoe Pavement \$ <u>200</u>	MAINTENANCE FEE: \$ <u>93</u>	<input checked="" type="checkbox"/> X (Rear Parking) X \$200 \$ <u>200</u>
<input checked="" type="checkbox"/> X \$300 Rear Parking \$ <u>300</u>	Reservation of Public Parking: \$238 + \$20 per # of spaces per day.	<input checked="" type="checkbox"/> X(Horseshoe Pavement) X \$200 \$ <u>200</u>
<input checked="" type="checkbox"/> \$238 Barricade: Plaza Entrance \$ <u>238</u>	PARKING FEE: \$ _____	REFUNDABLE DAMAGE DEPOSIT: \$ <u>400</u>
RENTAL FEE: \$ <u>738</u>		

Application Fee <small>Small scale vs. large scale event</small> \$306-\$958	\$ 958	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$ 738	Park 100-00000-000-30702	Insurance provided by your organization:
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	\$ —		Other:
ALCOHOL PERMIT: \$230.00 <i>Attached form) 256.00</i>	\$	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:	—		
STREET USE PERMIT: <u>\$519.00</u> <i>Attached form)</i>	\$ —	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **		\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$ 2189	<u>Application is incomplete until</u> <u>all fees are paid.</u>	

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

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

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

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

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

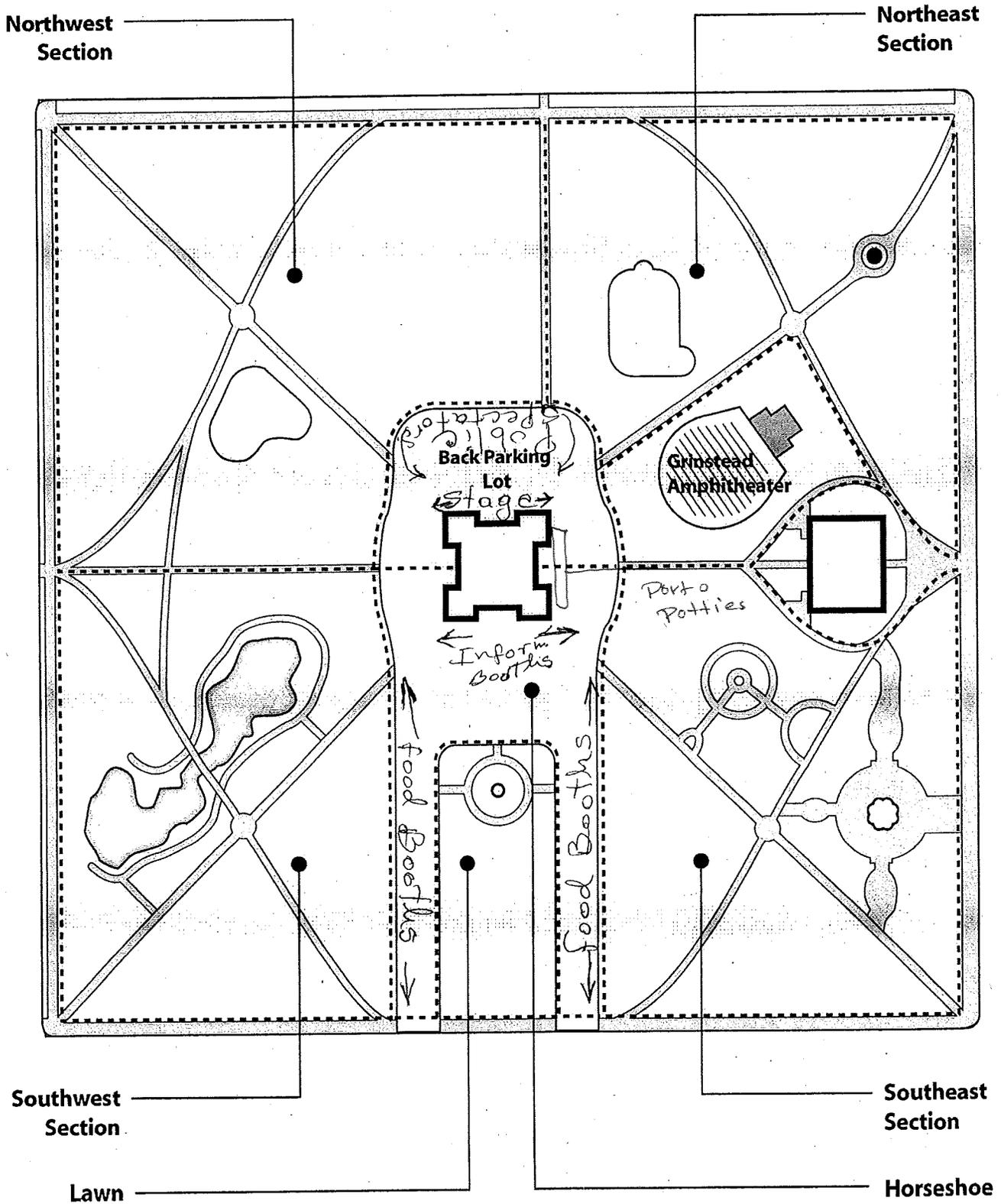
SITE MANAGER:	Cell Phone:	Home Phone:
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Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage 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.

Ina Alejandra Cervantes C. Alejandra Cervantes 03/14/16
 Signature of Applicant and Co-Sponsor(s) Print Name (s) Date

Approved: *Rosa Janson* Events Manager 7/25/16
 City of Sonoma Date

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



Set up stage at the back of the building for performances
Public will accommodate along the back parking lot.

17

Plaza Event Map 

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: OK Regular

PARKS SUPERVISOR: MEET 2-WEEKS PRIOR TO EVENT

Port-O-Potties required: _____

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

POLICE DEPARTMENT: SAME AS PREVIOUS YEAR

FIRE DEPARTMENT: MAINTAIN EMERGENCY VEHICLE ACCESS ENTIRE HORSESHOE, PROVIDE PERSONNEL TO REMOVE BARRICADES IN ANY EMERGENCY, PROVIDE VENDOR LIST (WITH COOKING MEDIUMS FOR COOKING VENDORS, FOLLOW COOKING VENDOR CHECKLIST. EVENT DAY INSPECTION.

SPECIAL EVENT COORDIANTOR: _____

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.

POST EVENT SUMMARY

STAFF: Special Events Manager- Janson

DATE: September 19, 2016

EVENT: Mexican Independence Day Celebration

Post Event Comments for the September 18, 2016 Event

Location: Plaza: X

Event Dates 9-18-16 Event Time 1 to 7 p.m.

Small Scale Event
OK to return deposit: Yes No X

Pending CSEC Post Event Review on December 12, 2016

Observation:

- There was a post event meeting with Special Events Manager.
- It was observed that trash was included in the recycling containers and lots of recyclables placed in the trash receptacles.
- 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 Parks Supervisor

Recycling Plan

Required for all special events

Name of Event: C.M.I.D. Event Organizers Name: Alejandra Cervantes

Phone #: 332-3234 Recycling Monitor(s): _____

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: 8 Gal (50) _____
- Type: 2 Gal (50) _____
- Type: _____ Gal (50) _____
- Type: _____ Gal (50) _____
- c. **Composting:** _____ Gal (50) _____
- d. **Other** (describe) _____ Gal (50) _____

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

Recycling monitoring by N.V. Volunteers along the event

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

Recycling clearly marked, garbage separate,



CELEBRATION OF MEXICAN INDEPENDENCE DAY REPORT 12/07/2016

ASSETS

Sponsors-----	\$5,300.00
Aguas frescas booth-----	\$1,230.00
Vendors-----	\$2,000.00

TOTAL _____
 align="right">\$8,530.00

EXPENSES

Plaza Fees-----	\$2,189.00
Insurance-----	\$ 813.16
Food Vendors License-----	\$ 115.00
Publicity & thank you volunteers-----	\$1,108.76
Aztec Dancers, In- Lak- Ech-----	\$ 350.00
Folkloric Dance Troupe-----	\$ 350.00
Banda Valle Alegre-----	\$1,500.00
Sound System Nathaniel Aslaksen-----	\$ 800.00
Wine Country Sanitary, Inc. Portable potties-----	\$ 452.80
Rental Place (booth' canopies)-----	\$ 140.00
Sonoma Garbage Collectors-----	\$ 480.00
Other expenses-----	\$ 180.00

TOTAL _____
 align="right">\$8,478.72

MEMO

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

2016 Valley of the Moon Vintage Festival

Date of use: September 23, 24, and 25, 2016
Area(s) of use: SE Section, SW Section, NW Section, NE Section,
Amphitheater, Rear Parking Lot, Horseshoe Pavement

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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 / Commission Action:

- Review Financial Summary
- Recycling Report
- Review event information provided by the event organizer
- Ask questions of event representative.

- Provide comments for 2017

Issues to be addressed:

- All Vendors will be required to have a City of Sonoma Business License in 2017 the event organizer will be required to provide a Vendor list with full contact information 30 days in advance of the event. The Event Organizer will need to ensure all vendors receive the appropriate Business License form as part of their pre-event materials.
- All Vendors need to be reminded that they cannot drive on the grass inside the Plaza, there are main water lines, sprinklers and electrical conduit under the grass that could be crushed if driven over.

Attachments:

- Post Event Evaluation
- Invoice 2016
- 2016 Financial Summary/ Budget
- Waste Minimization Summary

POST EVENT SUMMARY

STAFF: Event Manager Janson

DATE: October 20, 2017

EVENT: Valley of the Moon Vintage Festival
Post Event Comments for the September 23-25th, 2016 Event

Location: Plaza: X

Event Dates September 23-25, 2016 Event Time 6am till 11pm

Small Scale Event

OK to return deposit: Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

- Friday: A tub of grapes was left to the east of City Hall, in future years it would be wise to cover the grapes so that kids don't take the grapes and spread them across the Plaza prior to the event.
- Friday the Beer vendor was spotted driving on the Plaza turf in the North West quadrant. In future years it will be important that all Vendors are notified in advance that their vehicles and trailers must stay on the concrete and are not allowed to drive on the grass.
- Tent Vendor didn't have the appropriate schematic of Tent structure, time was spent guiding him on how to structure the internal room and entrances and exits on all the tents.
- Encroachment permit might be needed if the Vintage Festival plans to install temporary fence structure at the Barracks in 2017. Schematic needs to be provided to the City showing the set back of the temporary fence as it pertains to the City sidewalk.
- Refer to Streets Department invoice for applicable fees.
- There was a post event meeting with Parks staff.

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

cc

Park Supervisor

POST EVENT INVOICE

DATE OCTOBER 21, 2016

TO: FINANCE
FROM: LISA JANSON/SPECIAL EVENTS MANAGER

EVENT: Valley of the Moon Vintage Festival
DATE OF EVENT: September 23-25, 2016

INVOICE SENT TO: Valley of the Moon Vintage Festival
P.O. Box 652
SONOMA, CA 95476

The invoice needs to be issued in the amount of: **\$3,520.93**

NOTES:

Costs incurred by Public Works associated with the September 23-25, 2016_event, minus the \$3,400 Damage Deposit fee and the initial payment of the parking spaces adjacent to the Plaza.

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.

FEE SHEET

PAYMENT RECEIVED		FEE	RECIEPT NUMBER
7/7/2016	Application Fee (30702)	\$958.00	22769
7/7/2016	Rental Fees (30702)	\$5,038.00	22769
7/7/2016	Maintenance (30702)	\$2,184.00	22769
7/7/2016	Damage Deposit (22950)	\$3,400.00	22769
7/7/2016	Reservation of Public Parking (application fee \$238) + \$20x 7 x 2 days	\$518.00	22769
7/7/2016	Street Use Fee (30203)	\$576.00	22769
7/7/2016	Possession and Consumption of Alcohol (30702)	\$256.00	22769
	Total Fees Paid	\$12,930.00	

ATTACHMENTS:

- POST EVENT REVIEW
- PUBLIC WORKS COST BREAK DOWN
- APPLICATION FEES

PUBLIC WORKS COSTS INCURRED		
LABOR		\$4,549.00
MATERIALS:	Long Barricades, Detour Signs, No Parking Signs, Street Closure Signs, A Frames (this does include parking on Spain Street for the 2 day Street Closure)	\$4,652.50
	Less Parking fees for all of the street closures (100 parking stalls x \$20.00x 2 days) These fees will be assessed in 2017	-\$4,000.00
EQUIPMENT:		\$606.12
SUBTOTAL:		\$5,807.62
OFFICE TIME AND OVERHEAD (15%):		\$871.14
TOTAL COST FOR PUBLIC WORKS:		\$6,678.76

SPECIAL EVENTS MANAGER HOURLY FEE \$51.67		
	The Special Event Manager monitored this event at a rate of \$51.67 for 1 hour on 9/23	\$51.67

FIRE MARSHAL FEES ASSOCIATED WITH TENT APPLICATION		
TENT APPLICATION		\$127.00
FIELD INSPECTION COST \$127 PER HOUR		
	1/2 HOUR OF FIRE MARSHAL TIME	\$63.50
TOTAL TIME FOR TENT APPLICATION		\$190.50

TOTAL FEES	\$6,920.93
LESS DEPOSIT	-\$3,400.00
TOTAL AMOUNT OF INVOICE TO EVENT ORGANIZER	\$3,520.93

2016 Budget								
		Income 2015	Expense 2015	Forecasted Income 2016	Forecasted Expenses 2016	Actual Income 2016	Actual Expense 2016	Profit
1	Race	15,710.00	14,383.73	18,000.00	14,535.00	13,362.00	14,824.48	-1,462.48
2	12K	5,825.00				5,507.00		
3	5K	5,400.00				5,425.00		
4	Day Of	4,485.00				2,430.00		
5	Awards		2,905.81		3,000.00		3,288.20	
6	Time Keeping Fee		1,750.00		2,000.00		1,825.00	
7	Porto Potties		390.00		435.00		290.00	
8	T-Shirts		5,669.15		5,500.00		5,511.41	
9	Bib's		59.50		100.00		86.89	
10	CHP/Sheriff		1,420.87		1,200.00		1,676.98	
11	Rentals							
12	Permits		1,800.00		1,800.00		1,800.00	
13	Garbage/Recycle							
14	Other		388.40		500.00		346.00	
15								
16	Marketing	0.00	21,564.36		21,000.00	0.00	28,451.06	
17								
18								
19	A. Bright Idea						17,750.00	
20	Website		1,847.50		3,000.00		1,875.00	
21	Radio/Billboard		3,070.00		7,000.00	Graphic Artist	2,937.50	
22	Print Advertising		5,805.99		8,000.00		3,424.22	
23	Copies		3,038.87		500.00		1,370.71	
24	Other		7,802.00		2,500.00		1,093.63	
25								
26	Beer	11,718.00	1,881.87	12,000.00	2,000.00	11,163.00	939.55	10,223.45
27								
28	Bar Needs		564.33		600.00		359.55	
29	Beer		1,112.00		1,200.00		580.00	
30	Other		205.54		200.00			
31								
32	Business Expenses	0.00	395.00		400.00	0.00	420.00	
33								
34	Taxes/fees		10.00				10.00	
35	CPA		385.00		400.00		410.00	
36								

		Income 2015	Expense 2015	Forecasted Income 2016	Forecasted Expenses 2016	Actual Income 2016	Actual Expense 2016	
37								
38	Facilities & Equipment	0.00	3,076.99		3,710.00	0.00	4,272.48	
39								
40	Stor-it-all		2,880.00		3,300.00		3,300.00	
41	Go Daddy Hosting		9.99		100.00		281.75	
42	Domain Name Reg				40.00			
43	Cart Manager/Shopify		187.00		170.00		68.00	
44	Radios/Misc				100.00	Containers &	622.73	
45						Hand Trucks		
46	Festival Tent Weekend	4,068.00	1,793.33	3,500.00	2,110.00	3,758.27	3,376.26	382.01
47								
48								
49	T-Shirts		1,793.33		1,600.00	3,017.27	2,879.50	
50	Poster				260.00	630.00	83.09	
51	Pens							
52	Other				250.00	111.00	413.67	
53								
54	Gala Night	40,738.10	17,189.25	39,000.00	21,635.00	37,528.73	22,066.54	15,462.19
55	Pre	30,252.95		32,000.00		29,135.00		
56	Night	2,935.15		2,000.00		1,798.73		
57	Wine Locker	2,000.00		2,000.00		2,000.00		
58	SA Income	5,550.00		5,000.00		4,595.00		
59	Lighting		0.00		200.00		362.62	
60	Music		2,500.00		3,500.00		4,210.00	
61	Sound/Other		2,000.00		2,000.00		2,000.00	
62	Rentals		4,000.00		6,500.00		6,131.75	
63	Security		569.36		100.00		346.20	
64	Silent Auction		300.00		150.00		354.22	
65	Tickets		0.00		60.00	Recycle	750.00	
66	Charms		543.54		625.00		543.54	
67	Wine Glasses		1,176.69		2,000.00		1,847.32	
68	Permits/Fees		4,291.00		4,300.00		4,116.00	
69	Signage		0.00		100.00	Wine Vault	565.50	
70	Port-O-Potties		550.00		600.00		450.00	
71	Ice						341.44	
72	Misc		1,258.66		1,500.00		47.95	
73								

		Income 2015	Expense 2015	Forecasted Income 2016	Forecasted Expenses 2016	Actual Income 2016	Actual Expense 2016	
74								
75	Grape Stomp	4,626.50	3,369.44	4,800.00	4,175.00	5,446.50	1,410.98	4,035.52
76								
77	Awards		30.00		50.00		58.00	
78	Sound				600.00			
79	T-shirts		1,339.44		1,400.00		1,352.98	
80	Misc		2,000.00	Bus Ben donations	2,125.00	Bus Ben donations		
81								
82	Operations		9,060.14		8,900.00	197.73	7,998.16	
83								
84	Board Meals		399.82		500.00		1,149.85	
85	Insurance		3,332.00		4,000.00		2,582.00	
86	Merchant Services		1,403.09		1,400.00		1,259.07	
87	Postage & Mailing		448.99		500.00		184.64	
88	Printing & Copying		266.08		300.00		720.58	
89	Supplies		31.47		500.00		306.17	
90	Fees/Misc, Bank etc.					8.53	593.62	
91	Membership Fees		835.00		900.00		1,100.00	
92	Board Shirts				300.00			
93	Misc/SCRIP		2,343.69		500.00	189.20	102.23	
94								
95	Parade	325.00	883.77	0.00	1,147.50	200.00	474.04	
96								
97	Announcer Needs		0.00		0.00			
98	Awards		333.20		350.00		128.00	
99	Permits/Facilities		316.00		500.00	Security	251.04	
100	Port-O-Potties				72.50		95.00	
101	Misc		234.57		225.00			
102								
103	Presidential Costs				0.00	0.00		
104								

		Income 2015	Expense 2015	Forecasted Income 2016	Forecasted Expenses 2016	Actual Income 2016	Actual Expense 2016	
105								
106	Weekend Event		51,803.28		54,975.00		49,390.93	32,226.07
107		69,137.00		83,200.00		81,617.00		
108	Art	22,675.00		22,000.00		22,175.00		
109	Food	5,047.50		4,400.00		5,620.00		
110	Food 10%	109.50		0.00		0.00		
111	Game/Info Booth	265.00		300.00		250.00		
112	Sponsor	12,750.00		20,000.00		13,992.00		
113	Grants					18,000.00		
114	Wine	27,892.00		34,000.00		21,580.00		
115	Festival Pass	398.00		2,500.00		0.00		
116								
117	Blessing		200.00		200.00		250.00	
118	Garbage/Recycling		5,600.00		5,600.00		5,686.80	
119	Music		10,750.00		9,000.00		7,500.00	
120	Sound/Other		4,000.00		5,000.00		4,000.00	
121	Permits		11,797.75		12,000.00		16,414.93	
122	Poster Contest Winner		830.66		900.00		782.86	
123	Rentals		10,468.91		12,000.00		6,174.50	
124	Security		2,515.90		3,500.00		1,627.08	
125	Misc		2,051.83		2,500.00		1,119.85	
126	Wine Taste Glasses		2,294.00		2,500.00	Port-O-Pots	2,402.13	
127	Charms		1,087.09		1,225.00		1,087.09	
128	Ice						800.00	
129	Signage						655.99	
130	Wine Taste Tickets/Wristbands		207.14		300.00		889.70	
131	Wine Taste Misc		0.00		250.00			
132								

		Income 2015	Expense 2015	Forecasted Income 2016	Forecasted Expenses 2016	Actual Income 2016	Actual Expense 2016	
133								
134	TOTAL	146,322.60	125,401.16	160,500.00	134,587.50	153,273.23	133,624.48	
135								
136	Estimated Profit		20,921.44		25,912.50		19,648.75	
137								
138		Balance	20,921.44			Balance	19,648.75	
139								
140	Per Bylaws Expense Reserve 20%		4,184.29				3,929.75	
141								
142	Proposed Expense Reserve		904.51					
143	Proposed Scholarship Reserve		0.00				0.00	
144	Balance		15,832.64				15,719.00	
145								
146	Proposed Donations				Proposed Donations			
147	Sonoma Bar Battle	Complete	500.00		Sonoma Bar Battle		500.00	
148	SVHS Photography	Complete	100.00		AMVETS Post 55		3,000.00	
149	Native Sons		9,000.00		Native Sons		7,000.00	
150	Jr. Dragons		2,500.00		Iron Order		1,000.00	
151	Hanna Boys Center		1,500.00		Hanna Boys Center		2,000.00	
152	SVHS Wrestlers		1,500.00		SVHS Wrestlers		2,000.00	
153	Girl Scouts		1,000.00		Girl Scouts		1,000.00	
154	SV Cross Country		500.00		SV Cross Country		1,000.00	
155	Volunteers in Policing		500.00		Volunteers in Policing		1,000.00	
156	Fire Department		1,000.00		Fire Department		2,000.00	
157					Misc			
158								
159								
160			-2,267.36				-4,781.00	

RECEIVED

OCT 16 2015

CITY OF SONOMA

MR. CLEAN GREEN



REDUCE ♻ REUSE ♻ RECYCLE

REDUCE ♻ REUSE ♻ RECYCLE

SPECIAL EVENT RECYCLING

We strive for the highest diversion rate possible!

TODAYS DATE 10-3-15 EVENT 2015 VOM VINTAGE FESTIVAL

EVENT DATES 9-25, 26, 27TH / 2015 EVENT LOCATION BARRAKS / SONOMA CITY PLAZA

EVENT CONTACTS MARIA TOEMEL CELL# (707)695.9031 HOME _____
PRESIDENT

AMY TOEMEL CELL# _____ HOME _____

DESCRIPTION OF SERVICES

SETUP ALL RECYCLE/GARBAGE BINS AT EVENT, (the night before event if applicable), SETUP ONSITE DESIGNATED WORKING/RECYCLE AREA. TRANSPORTING ALL BINS TO WORK AREA FOR SEPARATING & DISTRIBUTING RECYCLE/TRASH INTO CORRECT HOLDING BINS. (Cardboard, glass, cans, plastic, paper, aluminum, food waste, Styrofoam and hazardous waste items. CONTINUOUS CLEAN UP OF ALL RECYCLE/TRASH AREAS THROUGHOUT EVENT. FINAL CLEAN UP OF ALL AREAS OF RECYCLE/GARBAGE BINS & ONSITE WORK SEPARATION AREA WHEN EVENT IS OVER. REMOVAL & TRANSPORT OF ALL RECYCLE/GARBAGE.

EXTRA CHARGES ACCRUED BY EVENT IF APPLICABLE

- 2 YARD BIN FOR CARDBOARD
- 4 YARD BIN FOR GARBAGE, CARDBOARD, OR RECYCLE
- 96 GAL CAN FOR RECYCLE OR GARBAGE
- 32 GAL COMPOSTING CANS
- REMOVAL OF HAZARDOUS WASTE
- ADDITIONAL EMPLOYEES IF NEEDED FOR EVENT
- ANY MISCELANEOUS FEES THAT ARRISE FOR EVENT

WE APPRECIATE YOUR BUSINESS, AND KEEPING IT LOCAL
 MATTHEW LUCE * ENRIQUE SARCO
 610 ANDRIEUX STREET
 707-343-5201

MR. GREEN CLEAN

SONOMA, CA. 95476

707-343-5201

SPECIAL EVENT PROPOSAL

LOCATION SONOMA CITY PLAZA

DATES SEPT 25 26 27 - 2015

EVENT 2015 VINTAGE FESTIVAL

ATTN MARIA TOOMEY/PRESIDENT

TIMES FRI 4pm - 12pm.

ATTENDING # 2,500 - 5,000

SAT. - SUN. 6.A.M. - 12.P.M.

MR. GREEN CLEAN WILL PROVIDE ALL NECESSARY MEANS FOR ALL TRASH AND RECYCLING SORTING FOR 2015 FESTIVAL FOR AMOUNT OF \$4,750.00 MATT LUCE WILL BE ON SITE FOR MR. GREEN CLEAN (707) 343-5201 IF ANYTHING SUBS ARRISE FOR ADDITIONAL SERVICES OR PROBLEMS THAT CAN OCCUR. TOTAL OF ESTIMATED YDS OF GARBAGE 16 YDS, TYPES OF RECYCABLES ALL STANDARD FROM SUCH A EVENT, ALUMENUM CANS, GLASS, WINE BOTTES, CARDBOARD, FOOD WASTE, PLASTIC CUPS, AND CRV CONTAINERS, TEN CANS. AND ETC. IF ANY QUESTIONS CONTACT MATT LUCE (707) 343.5201 MR GREEN CLEAN KEEPS A LOG ON ALL MATERIALS RECEIVED AND SORTED. SEE ATTACHMENT

WE APPRECIATE YOUR BUSINESS, AND KEEPING IT LOCAL

MATTHEW LUCE * ENRIQUE SARCO

610 ANDRIEUX STREET

707-343-5201

We strive for the highest diversion rate possible

MR. CLEAN GREEN

SONOMA, CA 95476

707-343-5201

POST EVENT ~~ESTIMATE~~ TOTALS

LOCATION BARACKS/PIAZA
EVENT VOM VINTAGE FEST 2015
TIMES FRI SAT SUN.

DATES SEPT 25 26 27
ATTN WENDY ATKINS/CITY
ATTENDING # 2500-3,000

2 YARD BIN FOR CARDBOARD @ =

4 YARD BIN FOR GARBAGE, ~~CARDBOARD~~ OR RECYCLE 2 @ 4 yd = 8 yds

96 GAL CAN FOR ~~RECYCLE~~ OR GARBAGE 36 @ 96 gal = 20 yds

32 GAL COMPOSTING CANS 8 @ 32 gal = 1/2 yd

REMOVAL OF HAZARDOUS WASTE 0 @ 0 = 0

EMPLOYEES NEEDED FOR EVENT 5 @ \$45.00 = AN HOUR SAT/SUN

FRI 3 @ \$45.00 = AN HOUR

ANY MISCELANEOUS FEES THAT ARROSE FOR EVENT 0 @ 0 = 0

8 TOTAL YARDS OF WASTE TO LANDFILL

14 yds mixed Recycle

52 IBS. ALUMINUM CANS

PLASTIC CRV CONTAINERS 105 IBS

ANY QUESTIONS CONTACT MATT LUCE / MR. GREEN CLEAN

MR. CLEAN GREEN

EVENT NOTES

WAS EVENT STAFF AVAILABLE IF NEEDED FOR QUESTIONS OR CONCERNS DURING THE ENTIRE EVENT? Y N

WAS THE CITY EASY TO WORK WITH FOR YOU? Y N

WAS THERE ADEQUATE PARKING FOR YOU AND YOUR WORKERS? Y N BUT WOULD LIKE TO HAVE PERMITS IF DOING AGAIN FROM CITY
DID EVENT RUN SMOOTHLY? Y N

ANY PROBLEMS OR OCCURRENCES ARISE DURING EVENT WITH PATRONS? Y N

IF YES, HOW AND WERE THEY RESOLVED?

HAD ONE INDIVIDUAL COMING THRU PIAZZA GOING THROUGH GARBAGE RECEPTACIES THAT WAS ASKED TO PLEASE STOP. WHAT IS CITY'S OR EVENTS WERE THERE ENOUGH RECYCLE/GARBAGE BINS FOR AS MANY PEOPLE AT EVENT? Y N PROTOCOL?

DID EVENT GUESSTIMATE PEOPLE ATTENDING RATIO? Y N

ANY PROBLEMS ARISE WITH YOUR EMPLOYEES FOR EVENT? Y/ N

ENOUGH FOOD & WATER FOR YOUR STAFF? Y N

ANYTHING YOU WOULD CHANGE RE YOUR BUSINESS AT EVENT? Y N

SEE SUGGESTION BELOW / HANDLING OF WINE BOXES AND BOTTLES

ANY SUGGESTIONS FOR EVENT STAFF THAT WOULD OR COULD MAKE A DIFFERENCE? Y N

BANNER FOR BLOCKING OFF SORTING AREA FROM PUBLIC EYE.

WOULD MR CLEAN GREEN DO THIS EVENT AGAIN? Y N

ANY EXTRA COMMENTS OR NOTES

THANKS PERSONALLY *Matthew Luce*

WE APPRECIATE YOUR BUSINESS, AND KEEPING IT LOCAL

MATTHEW LUCE * ENRIQUE SARCO

610 ANDRIEUX STREET

707-343-5201

*MR GREEN
CREW*

We strive for the highest diversion rate possible

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OCT 16 2015

City of Sonoma Special Events Waste Minimization and Recycling Plan -

CITY OF SONOMA

Required for all special events

Valley of the Moon Vintage Festival

Name of Event: _____ Event Organizers Name: Maria Toimil-President

Phone #: Cell-695-9031 Recycling Monitor(s): MR. GREEN CLEAN/MATT LUCE

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) 16 yds
- b. Recycling (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- | | |
|---------------------------------|---------------|
| Type: <u>ALUMINUM</u> | <u>20 LBS</u> |
| Type: <u>GLASS</u> | <u>4 yds</u> |
| Type: <u>PLASTIC CRV</u> | <u>50 LBS</u> |
| Type: <u>ALL OTHER PLASTICS</u> | <u>4 yds</u> |
- c. Composting: FOOD SCRAP 1 yd
- d. Other (describe) CARDBOARD Gal (50) 4 yds

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

ALL TRASH AND RECYCLING WILL BE SORTED AND GONE THROUGH BY MR. GREEN CLEAN

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

ALL LISTED THROUGH A AND D ABOVE.

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

YES, MEET WITH HAULER AND PARK STAFF

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;
2015 VALLEY OF THE MOON VINTAGE FESTIVAL
CITY PLAZA / BARRACKS
- b. Description of event;
FRIDAY NIGHT GAIA AT BARRACKS, SAT + SUN
FESTIVAL WITH BOOTHS OF WINE, ART, & FOOD
VENDORS, TOPPED OFF WITH PARADE SUNDAY EVENING
- c. Description of types of waste generated;
FOOD WASTE, PLASTIC CUPS, GLASS, PLASTIC UTENSILS
WRAPPERS, ALUMINUM CANS, WINE BOTTLES AND
BOXES, GENERAL RUBBISH
- d. Types and amounts of waste disposed and diverted;
SEE ATTACHMENT FROM MR. GREEN CLEAN
OWN EVENT POST FINAL REPORT.
- e. Description of solid waste reduction, reuse, and recycling programs; and
ALL MATERIALS ARE SORTED ON SITE AND
PUT IN PROPER BINS BY MR. GREEN CLEAN
- f. If no programs were implemented, a description of why no programs have been
identified or implemented.

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

YES, NEXT YEAR I WILL HAVE BETTER
ESTIMATE IF MR. GREEN CLEAN DOBS
EVENT, IF ANY QUESTIONS REGARDING
THIS REPORT CONTACT MATT LUCE AT
(707) 343-5201 / MR. GREEN CLEAN

THANK YOU

AMNEO [Signature]

December 14, 2016

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Event Manager

Agenda Item: **POST EVENT REVIEW 2016**

Tuesday Night Farmers' Market

Date of use: Tuesday, May 3, 2016 through Tuesday, October 25, 2016

Area(s) of use: Plaza Park: Horseshoe Pavement, Rear 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.

Discussion:

- Issues listed on Parks Post Event Summary:
 - Staff observed issues with vendors not having the appropriate fire extinguishers onsite. The Fire Marshal would like to see all vendors with the appropriate extinguishers on the opening day of the Farmers Market.
 - Fire Marshal would like to see a vendors maintain a consistent fire lane around the Horseshoe, throughout the season it was noted that Vendors were encroaching on the fire lane.
 - Parks Supervisor and staff has identified an excess of trash left in all sections of the Plaza not just the sections identified on the application. On 9 occasions Park staff had to spend time on Wednesday mornings picking up the excess trash.
 - Staff has observed the need for a recycling/sorting program. Citizens aren't sorting their own trash and an abundance of recyclables are ending up in the landfill.
 - On more than 3 occasions trash, vomit and/or food items have been left on the front steps of Carnegie Building. There was one incidence of the items being pushed through the mail slot to be found the following morning by Visitor Center staff.
 - Complaints from locals have been made to staff regarding underage drinking in the Plaza during the Market.
 - Staff has observed that there is a consistent issue of enforcement of the Plaza rules (no dogs, bikes and skateboards etc.) This isn't an issue specific to the Farmers Market but all events at the Plaza.

- Review Financial Summary

- Recycling Report

Attachments:

- 2016 Approval Letter
- 2016 Application
- 2016 Post Event Summary
- Financial Summary
- Waste Summary Report

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

February 12, 2016

Valley of The Moon Certified Farmers' Market
Attn: Chris Welch/Emily Fitzpatrick
34 West Spain Street
Sonoma, CA 95476

RE: 2016 Tuesday Night Farmers' Market Plaza Permit Application

On February 10, 2016 the Community Services and Environment Commission (CSEC) considered the 2016 Tuesday Night Farmers' Market (May 3 through October 25) Plaza Permit Application. After discussion and public testimony, the CSEC voted 8-0 (with one commissioner absent) to approve the event as proposed subject to the following conditions of approval as recommended by the Special Event Committee:

Applicant shall:

- Meet with the Parks Supervisor and Special Event Coordinator two weeks prior to the event.
- Contract with the Police Department for security services: Without the service of alcohol, one deputy, 13 days, 3 hours per day; if alcohol is served, one deputy 18 days, 3 hours per day.
- Reimburse the City when an on-site monitor is required at the rate of \$224 per hour—not to exceed 7 hours per night.
- Comply with the City's Standard Special Event Insurance Requirements (attached).
- Please submit the policy certificate and endorsement prior to the first market.
- Comply with the attached City of Sonoma Outdoor special Events Standards

In addition, subject to section G.3. of the Special Events Policy, the CSEC establishes the rental fee for the Farmers' Market, as part of its annual review of the Farmers' Market Plaza Use Application. The rental fees shall be established at the March 9, 2016 CSEC meeting. Please submit any information that you would like to have included in the agenda item packet to my attention no later than March 1, 2016.

Sincerely,

Wendy Atkins
Associate Planner/Special Event Coordinator

M E M O

TO: Community Services and Environment Commission
FROM: Special Event Coordinator/Associate Planner Atkins
RE: Modification to Approved Plaza Permit Application for the Tuesday Night Farmers Market

On February 10, 2016, the CSEC approved the 2016 Tuesday Night Farmers' Market Plaza Permit Application, subject to conditions of approval (see attached approval letter). At this time the applicant is requesting a modification to the approved permit to allow the sales of wine and beer and wine tasting (see attached Supplementary Information for Valley of the Moon Certified Farmers' Market Permit Application for Possession and Consumption of Alcoholic Beverages on City Property).

Recommended Commission Action:

Approve the Plaza Park Permit modifications subject to the following Special Event Committee recommended conditions of approval:

- Meet with the Parks Supervisor and Special Event Coordinator two weeks prior to the event.
- Contract with the Police Department for security services: Without the service of alcohol, one deputy, 13 days, 3 hours per day; if alcohol is served, one deputy 18 days, 3 hours per day.
- Reimburse the City when an on-site monitor is required at the rate of \$224 per hour—not to exceed 7 hours per night.
- Comply with the City's Standard Special Event Insurance Requirements (attached).
- Please submit the policy certificate and endorsement prior to the first market.
- Comply with the attached City of Sonoma Outdoor special Events Standards.

Application Fee Small scale vs. large scale event \$306-\$958	\$ 719	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$ 4025	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$	750-00000-000-22950	
Parking Fee	\$		Other:
ALCOHOL PERMIT: \$230.00 <i>Attached form</i>)	\$ 460	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: \$519.00 <i>Attached form</i>)	\$	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **		\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$ 5204	<u>Application is incomplete until all fees are paid.</u>	

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

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

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

Include on the map – location, dimensions and type of structure:

- 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:

- 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.

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

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

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

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

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

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

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

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

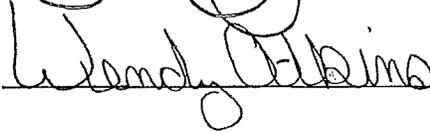
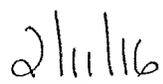
RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. Attached

ADDITIONAL PERMITS REQUIRED:

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

SITE MANAGER: Christopher Welch	Cell Phone: 707-694-3611	Home Phone: 707-241-3433
------------------------------------	-----------------------------	-----------------------------

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.

	Emily Fitzpatrick	January 19, 2016
Signature of Applicant and Co-Sponsor(s)	Print Name (s)	Date
	Executive Administrator	
Approved: 	City of Sonoma	 Date

Tuesday Night Farmers Market
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: STREET Dept NO ISSUES. (DJD)

PARKS SUPERVISOR: MEET 2-WEEKS PRIOR TO START OF EVENT 7.A.M.

Port-O-Potties required: _____

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

POLICE DEPARTMENT: MINIMUM REQUIREMENT OF LAST YEARS Police Security. or more based on projected attendance and rising popularity. J. COVETZ
Contract with Police for security.

FIRE DEPARTMENT: ARRANGE MEETING WITH FIRE DEPARTMENT.

SPECIAL EVENT COORDIANTOR: IF STAFF IS REQUIRED TO MONITOR THE EVENT IT SHALL OCCUR AT A RATE NOT TO EXCEED \$224 PER HOUR. Comply with the City's standard special event insurance requirements. Please submit the policy certificate

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.

and endorsement prior to the first market.

City of Sonoma OUTDOOR SPECIAL EVENTS STANDARDS

All Outdoor Special Events within the jurisdiction of the City of Sonoma shall comply with all applicable regulations pursuant to the California Health and Safety Code and California Fire Code.

SCOPE

This standard shall apply to all individual cooking booths, mobile food trucks, vendor booths, tents, and any other **permitted activities** within a Special Event template.

PERMITS AND APPROVAL

Permits and approval may be required based upon the scope of operation and information submitted in the special event application.

DEFINITIONS

Cooking Booth: Any food service location that prepares food in a fixed location by a heating or cooking process including but not limited to grilling, frying, barbecuing, flambéing, deep fat frying, baking, warming and boiling.

Vendor Booth: All booths except cooking booths.

Food Truck: A mobile food facility that prepares food by a heating or cooking process including but not limited to grilling, frying, barbecuing, flambéing, deep fat frying, baking, warming and boiling.

Tent: A structure, enclosure or shelter, with sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Canopy: A structure, enclosure or shelter, without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

COOKING BOOTHS & VENDOR BOOTHS (Cooking booths to be shown on the final site map)

1. All fabrics or membranes covering food booths shall bear a conspicuous and durable label indicating the material is flame resistant. Labeling and wording must be consistent with the requirements of Title 19 of the California Code of Regulations.
2. Decorative materials must be inherently fire resistive, or must be treated with fire retardant paint or spray.
3. Flooring material used within a cooking booth and under cooking equipment shall be non-combustible or fire retardant treated material.
4. Each cooking booth and vendor booth shall have an exit, minimum 3 feet wide by 6'8" in height. (Booth framing shall not intersect exit path.)
5. Cooking booths shall have a minimum clearance of 10 feet on at least two sides, and a minimum clearance of 10 feet from all vendor booths. Cooking booths must be adjacent to each other to meet this requirement.

6. Each vendor booth shall have a minimum clearance of 20 feet on at least one side with a minimum distance of 10 feet from any cooking booth.
7. Each vendor booth that utilizes a 10'x 10' canopy shall provide a means for securing the canopy to the ground/surface or it shall be removed.

FIRE DEPARTMENT ACCESS

1. All outdoor special events shall provide an unobstructed fire department access lane to accommodate emergency vehicle traffic. Fire Department access is required around the entire horseshoe. Vendors must be as close as possible to the outer perimeter as possible to provide the maximum width. An adequate turning radius must be provided in front of City Hall that will accommodate a fire engine. A fire engine may be used to verify.
2. Fire hydrants and fire department connections (FDC) shall have a minimum clearance of 5 feet on all sides from all outdoor event activities, structures, and vehicles.

FIRE EXTINGUISHERS (Locations to be included on the final site map and consistent for the duration of the Farmers Market. If not each vendor will be required to have a 2A:10B:C fire extinguisher)

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of 2A:10B:C. (5lb dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C shall not exceed 75 feet.
3. Booths that will be frying shall have a **Class K** Type fire extinguisher. (wet chemical)
4. Fire extinguishers shall be visible and accessible at all times.
5. Fire extinguishers shall be serviced annually and have a tag affixed indicating date of service.
6. Each generator location shall be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times. Generator locations if used to be shown on the final site map.

FRYING & OPEN FLAME COOKING (Locations shown on final site map)

1. Frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. Frying is prohibited inside booths and shall be located a minimum distance of 18 inches from booth sidewalls and drops and 3 feet from open flame cooking devices.
3. Frying locations shall not be accessible to the general public.
4. Frying equipment shall be equipped with a temperature regulating device or another SVFRA approved method of regulating temperature.
5. Each frying booth shall have a **Class K** Type fire extinguisher.

CHARCOAL COOKING (Locations shown on final site map)

1. Charcoal cooking and storage of lighter fluid is prohibited inside booths.
2. Charcoal cooking shall be located a minimum distance of 10 feet away from tents, canopies, and membrane structures.
3. Charcoal cooking shall be located a minimum distance of 10 feet away from combustible structures and combustible materials including trees and vehicles.
4. Coals shall be disposed in metal containers approved by SVFRA. Containers will be filled

with water and coals soaked for a minimum of 30 minutes prior to disposal. Containers shall be provided by the vendor or event organizer.

5. Area around cooking apparatus shall be cordoned off with caution tape and a minimum distance of 10 feet from public access.

HEATING EQUIPMENT

1. All interior heating equipment shall be of an approved type and located a minimum distance of 18 inches from booth, tent, canopy, or membrane structure sidewalls and drop materials.

2. Heating equipment shall not be located within 18 inches of exits or combustible materials.

3. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 10 feet of a tent, canopy, or membrane structure.

4. Electrical heating equipment shall comply with the California Electrical Code and be UL listed.

5. Two burner camp type stoves or equivalent may be used only with approved fuel under the following conditions:

Do not add liquid fuel to stoves in booth, tent, canopy, or membrane structure.

Maximum of two gallons of fuel capacity on each appliance with no additional storage inside.

Gasoline and Kerosene are not permitted. No fuel storage is permitted within the booth, tent, canopy, or membrane structure.

LIQUEFIED PETROLEUM GAS (LPG)

1. The use of Propane as a source of fuel for heating is regulated by the National Fire Codes (NFPA58) and the California Fire Code (Chapters 24 and 38).

2. LP-gas equipment such as containers, tanks, piping, hoses, fitting, valves, tubing and other related components shall be approved and in accordance with the California Fire Code and California Mechanical Code.

3. LP-gas containers shall be located outside. All safety release valves shall be facing away from the tent, canopy, or membrane structure. Containers shall not be located in approved fire lanes.

4. Portable LP-gas containers with a capacity of more than 5 gallons shall have a minimum separation of 10 feet from combustible construction, tents, canopies, and membrane structures.

5. Portable LP-gas containers, piping, valves and fittings which are located outside and are used to fuel equipment inside a tent, canopy, or membrane structure shall be protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. LP-gas containers shall be secured in an upright position and separated by a minimum distance of 5 feet.

6. Rubber hoses or flexible metal hoses connecting the LP-gas cylinders with appliances must be approved for propane. The letters "LPG" and the symbol "U/L" on the hose are sufficient evidence of acceptability. Rubber hoses shall be fitted with factory made metal fittings.

7. Shut-off valves shall be provided at each fuel source. Tanks not in use shall be secured with all valves capped.

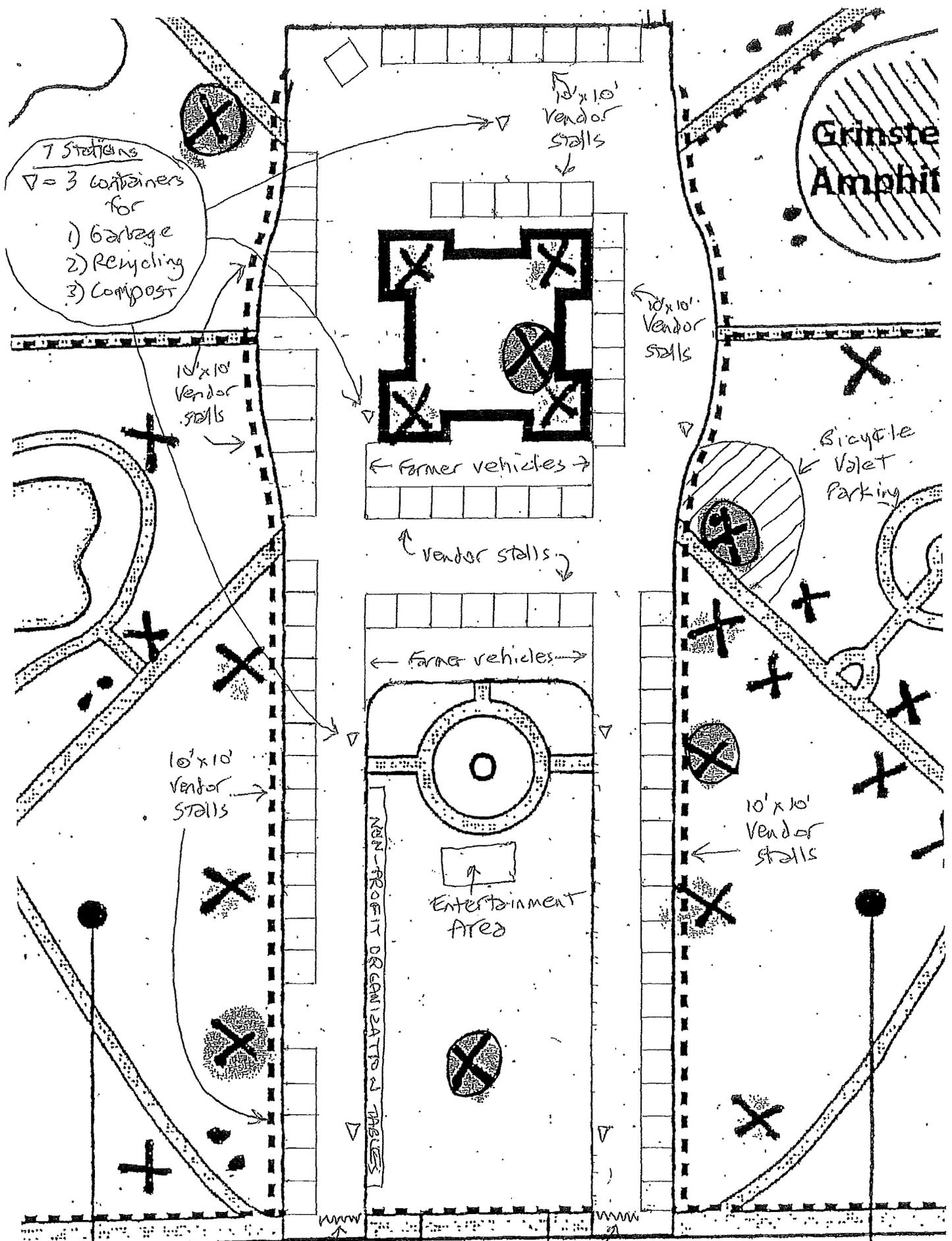
8. Storage of extra butane or propane tanks within tents, canopies, or membrane structures is not permitted.
9. Maximum outside storage of LP-gas containers is 10 gallon capacity per booth.

ELECTRICAL POWER

1. Generators shall be placed in locations approved by SVFRA for Outdoor Special Events use. Generator placement shall be a minimum of 20 feet away from tents and canopies and their locations shall be inaccessible to the public and cordoned off with caution tape.
2. Only **Diesel** or **Propane** portable generators are permitted for use during Special Events. Each generator shall have a minimum 40B:C rated fire extinguisher near its location and accessible for use.
3. Food trucks with pre-plumbed (inboard) gasoline generators are allowed to operate provided they are compliant with the California Mechanical and Electrical Codes.
4. Under no circumstances shall gasoline be stored in Food Trucks. Portable gasoline generators (outboard, mounted, or free-standing) are not permitted for use during Outdoor Special Events.
5. Refueling of approved generators is prohibited during event hours. No additional fuel shall be stored on site during event hours. During approved refueling times, no smoking or open flames shall be within 25 feet of refueling operations.
6. Extension cords and cables shall be of a grounded type and approved for outdoor use. Extension cords shall not be frayed, worn, or in pedestrian traffic areas unless they are secured. Cables shall be provided with cable ramps.
7. All electrical power shall be in locations free from potential water intrusion and not located near gutters or storm drains.

FIRE SAFETY TIPS

1. Know where the nearest fire extinguisher is located and how to use it.
2. DO NOT leave cooking operations unattended.
3. DO NOT wear loose fitting clothing while cooking.
4. DO NOT spray lighter fluid on charcoal that has been previously ignited.
5. Keep combustibles away from heat sources.
6. In case of emergency, stay calm and **DIAL 9-1-1**



7 Stations
 ▽ = 3 containers for
 1) Garbage
 2) Recycling
 3) Compost

Grinste Amphit

10'x10' Vendor stalls

10'x10' Vendor stalls

10'x10' Vendor stalls

← Farmer vehicles →

↑ vendor stalls ↓

← Farm vehicles →

10'x10' Vendor stalls

10'x10' Vendor stalls

↑ Entertainment Area

NON-PROFIT ORGANIZATIONS TABLES

x = 110
 ⊗ = 110 & 220

BARRICADES during market hours 54

10:43 AM
02/03/16
Cash Basis

Valley of the Moon Certified Farmers' Market
Proposed Budget
January through December 2016

RECEIVED

FEB 04 2016

CITY OF SONOMA

Income	
Application Fees	2,500.00
Market Products Sales (Net)	200.00
Rental & Use Fees Income	500.00
Sponsorships	10,000.00
Total Stall Fees	<u>63,000.00</u>
Total Income	76,200.00
Expense	
Automotive Expense	1,500.00
Dues/Memberships	600.00
Insurance	500.00
Market Operational Expenses	
Advertising/ Marketing	1,750.00
CDFA Quarterly Fees	2,750.00
Employee Payroll	30,000.00
Entertainment	10,000.00
Garbage/Recycling	1,900.00
Market Supplies	600.00
Security/Crowd Control	6,500.00
Total Market Operational Expenses	53,500.00
Meeting/Board Expense	1,500.00
Office Expenses	1,400.00
Payroll Expense	8,000.00
Permits & Plaza Fees	4,500.00
Professional Services/Consultants	750.00
Office Rent	600.00
Scholarships & Donations	2,500.00
Taxes	400.00
Telephone Expense	<u>150.00</u>
Total Expense	<u>75,900.00</u>
Net Income (-Loss)	<u><u>300.00</u></u>



Valley of the Moon Certified Farmers' Market
34 West Spain Street, Sonoma, CA 95476

707-694-3611

Name of Event: Tuesday Night Farmers Market

Sponsoring Organization: Valley of the Moon Certified Farmers' Market

2016 Security Plan

[Changes to this plan may be made after meeting with Chief of Police Sackett. We expect to meet with him in February or March.]

MARKET-PROVIDED SECURITY DETAILS:

Personnel:	Every Market, three VOMCFM Personnel are in attendance (VOMCFM Board President Bill Dardon, VOMCFM Executive Administrator Emily Fitzpatrick, VOMCFM Market Manager Chris Welch), walking the Market, connected by walkie-talkies.
Signage:	City-provided a-frame signs are posted at four corners of the horseshoe lawn area, two near Napa St. and two near City Hall, advising patrons that no dogs are allowed on the Plaza. An a-frame sign, provided by VOMCFM, directs patrons to the Manager's table for questions and information. City-provided signs, alerting patrons that no alcohol is allowed in the Plaza after dark, will be posted in front of the entertainment area, or wherever City specifies.
Information:	VOMCFM Board President Bill Dardon announces to the patrons at least once per Market reminders about dog and alcohol policies, trash & recycling containers. Market Manager Chris Welch staffs a Market Table on the west side of City Hall, where patrons can ask questions and get printed information.
Advertising:	The biweekly Sonoma Sun VOMCFM ad has a "Market Notes" section where regular reminders of dog and alcohol policies are disseminated.

ADDITIONAL SECURITY:

Per the request of the Sonoma Police Department, a Security contract with Sonoma County Sheriff's Office has been in place for 2013, 2014, and 2015. We will be meeting with Sonoma Police in February or March to prepare the 2016 contract. This agreement ensures that additional Sheriff's deputy hours are scheduled to monitor and respond to the large Tuesday night Market crowd and any disturbances or criminal activities that may occur. Working in cooperation with the Sonoma Police, Market personnel do not hesitate to enlist their aid as necessary.

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Name of Event: Tuesday Night Farmers Market Event Organizers Name: Valley of the Moon Certified Farmers' Market

Phone #: 707-694-3611 Recycling Monitor(s): Bill Dardon, Christopher Welch, David Jalo

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? (PER EACH TUESDAY NIGHT MARKET)

- a. **Garbage** (landfill) 5-7 90 Gal cans ~~50 Gal cans~~
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
 - Type: Mixed Blue ~~50 Gal cans~~ 2 90 Gal cans
 - Type: _____ Gal (50) _____
 - Type: _____ Dumpster _____
 - Type: _____ Dumpster _____
- c. **Composting:** TBD ~~Gal (50)~~ We are evaluating composting options
- 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.

Vendor education (no styrofoam packaging); Continuing education and information to market patrons through Sonoma Valley Sun advertisements, announcements multiple times at each market, clear signage on containers with pictures of appropriate materials; Extensive sorting of discarded garbage and recycling at the end of each night by our Maintenance/Recycling technician.

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

Clearly marked containers for garbage, recycling, compost throughout the Market at 7 locations, always grouped together. David Jalo, our Maintenance/Recycling technician, re-sorts and separates all discarded garbage/recycling at the end of each Market. Because of contamination and limited options for compost, VOMCFM is evaluating compost options for 2016 to attempt to improve our sorting and decrease our trash.

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

We have already discussed the upcoming season and options with Sonoma Garbage Collectors. Prior to the first Market in May, we will also be meeting with Park Staff.

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

5. Post Event report:

- a. Name and location of event;

- b. Description of event;

- c. Description of types of waste generated;

- d. Types and amounts of waste disposed and diverted;

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

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

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

Name of Event: Tuesday Night Farmers Market

Sponsoring Organization: Valley of the Moon Certified Farmers' Market

Food Vendor List 2016

Vendor selection will not be completed and finalized until late March, 2016. A list of food vendors will be provided by early April.

Name of Event: Tuesday Night Farmers Market

Sponsoring Organization: Valley of the Moon Certified Farmers' Market

Alcohol Permits 2016

Vendor selection will not be completed and finalized until late March, 2016. Although we anticipate accepting one beer vendor and a wine vendor, we do not know at this time who will apply, if anyone. As soon as we have (conditionally) accepted either wine or beer vendors, we will submit Alcohol Permits at that time.



State of California
Franchise Tax Board

PO Box 1286
Rancho Cordova CA 95741-1286

VALLEY OF THE MOON CERTIFIED FARMERS MARKET
ATTN: BILL DARDON
34 W SPAIN ST
SONOMA CA 95476

Date: 11.06.15
Case: 26600577799565610
Case Unit: 26600577799565613
In reply refer to: 760:VMD:F120

Regarding : Tax-Exempt Status
Organization's Name : Valley of the Moon Certified Farmers Market
CCN : 3381374
Purpose : Social welfare
R&TC § : 23701f
Form of Organization : Incorporated
Accounting Period Ending : 12/31
Tax-Exempt Status Effective : 03/18/2011

Exempt Determination Letter

We have determined the organization is tax-exempt from California franchise or income tax as stated in the above Revenue and Taxation Code (R&TC) section (§).

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

We have based our decision on the information submitted and the assumption that the organization's present operations will continue unchanged or conform to those proposed in the organization's application. In order for us to determine any affect on the tax-exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

Our determination may no longer be applicable, if these changes occur:

- Material facts or circumstances relating to the organization application.
- Relevant statutory, administrative, or judicial case law.
- Federal interpretation of federal law in cases where our decision was based on such interpretation.

It is the organization's responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of R&TC §21012(a)(2).

For filing requirements, get Pub. 1068, *Exempt Organizations - Filing Requirements and Filing Fees*. Go to ftb.ca.gov and search for **1068**.

This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the State Board of Equalization at 800.400.7115, or go to their website at boe.ca.gov.

Virginia M. Davis-Bell
Telephone: 916.845.4171
Fax: 916.843.6197

POST EVENT SUMMARY

STAFF: Special Events Manager- Janson

DATE: November 30, 2016

EVENT: Tuesday Night Farmers Market

Location:	Plaza: <u> X </u>
Event Time:	<u>5:30pm till Dusk</u>
Event Dates:	<u>May 3 thru Oct. 25, 2016</u>

Small Scale Event

OK to return deposit:	Yes <u> </u>	No <u> x </u>
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Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

- Staff observed issues with vendors not having the appropriate fire extinguishers onsite. The Fire Marshal would like to see all vendors with the appropriate extinguishers on the opening day of the Farmers Market.
- Fire Marshal would like to see a vendors maintain a consistent fire lane around the Horseshoe, throughout the season it was noted that Vendors were encroaching on the fire lane.
- Parks Supervisor and staff have identified an excess of trash left in all sections of the Plaza not just the sections identified on the application. On 9 occasions Park staff had to spend time on Wednesday mornings picking up the excess trash.
- Staff has observed the need for a recycling/sorting program. Citizens aren't sorting their own trash and an abundance of recyclables are ending up in the landfill.
- On more than 3 occasion's trash, vomit and/or food items have been left on the front steps of Carnegie Building. There was one incidence of the items being pushed through the mail slot to be found the following morning by Visitor Center staff.
- Complaints from locals have been made to staff regarding underage drinking in the Plaza during the Market.
- Staff has observed that there is a consistent issue of enforcement of the Plaza rules (no dogs, bikes and skateboards etc.) This isn't an issue specific to the Farmers Market but all events at the Plaza.

cc

Parks Supervisor
Police Department
Fire Department

10:43 AM
02/03/16
Cash Basis

Valley of the Moon Certified Farmers' Market
Proposed Budget vs. Actual
Budget: January through December 2016
Actual: January through October 2016

	Budget	Actual
	Jan-Dec 2016	Jan-Oct 2016
Income		
Application Fees	2,500.00	3,780.00
Market Products Sales (Net)	200.00	584.00
Rental & Use Fees Income	500.00	500.00
Sponsorships	10,000.00	12,000.00
Total Stall Fees	<u>63,000.00</u>	<u>70,526.00</u>
Total Income	76,200.00	87,390.00
Expense		
Automotive Expense	1,500.00	821.00
Dues/Memberships	600.00	335.00
Insurance	500.00	454.00
Market Operational Expenses		
Advertising/ Marketing	1,750.00	1,953.00
CDFA Quarterly Fees	2,750.00	2,454.00
Employee Payroll	30,000.00	32,970.00
Entertainment	10,000.00	10,174.00
Garbage/Recycling	1,900.00	2,097.00
Market Supplies	600.00	2,878.00
Security/Crowd Control	<u>6,500.00</u>	<u>0.00</u>
Total Market Operational Expenses	53,500.00	52,526.00
Meeting/Board Expense	1,500.00	1,629.00
Office Expenses	1,400.00	882.00
Payroll Expense	8,000.00	7,738.00
Permits & Plaza Fees	4,500.00	6,134.00
Professional Services/Consultants	750.00	410.00
Office Rent	600.00	600.00
Scholarships & Donations	2,500.00	2,867.00
Taxes	400.00	10.00
Telephone Expense	<u>150.00</u>	<u>113.00</u>
Total Expense	<u>75,900.00</u>	<u>74,519.00</u>
Net Income (-Loss)	<u>300.00</u>	<u>12,871.00</u>

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Name of Event: Tuesday Night Farmers Market **Event Organizers Name:** Valley of the Moon Certified Farmers' Market

Phone #: 707-694-3611 **Recycling Monitor(s):** Bill Dardon, Christopher Welch, David Jalo

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? (PER EACH TUESDAY NIGHT MARKET)

- a. **Garbage** (landfill) 5-7 90 Gal cans ~~50 90 Gal cans~~
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
 - Type: Mixed Blue ~~50 90 Gal cans~~ 2 90 Gal cans
 - Type: _____ Gal (50) _____
 - Type: _____ Dumpster _____
 - Type: _____ Dumpster _____
- c. **Composting:** TBD ~~50 90 Gal cans~~ We are evaluating composting options
- 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.

Vendor education (no styrofoam packaging); Continuing education and information to market patrons through Sonoma Valley Sun advertisements, announcements multiple times at each market, clear signage on containers with pictures of appropriate materials; Extensive sorting of discarded garbage and recycling at the end of each night by our Maintenance/Recycling technician.

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

Clearly marked containers for garbage, recycling, compost throughout the Market at 7 locations, always grouped together. David Jalo, our Maintenance/Recycling technician, re-sorts and separates all discarded garbage/recycling at the end of each Market. Because of contamination and limited options for compost, VOMCFM is evaluating compost options for 2016 to attempt to improve our sorting and decrease our trash.

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

We have already discussed the upcoming season and options with Sonoma Garbage Collectors. Prior to the first Market in May, we will also be meeting with Park Staff.

**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; *Tuesday Night Farmers' Market
Driveway & horseshoe area in
front of City Hall, The Plaza*
- b. Description of event; *Tuesday Night Farmers' Market with
Entertainment. Every Tuesday, May Through
October, 2016*
- c. Description of types of waste generated;
*Trash, recycling (bottles, cans, paper & plastic),
Compostables*
- d. Types and amounts of waste disposed and diverted;
*1/3 or less of waste was trash; 1/3 or more was
recyclables; approximately 1/3 was compostables.
Sonoma Garbage Collectors took all waste - trash &
diverted.*
- e. Description of solid waste reduction, reuse, and recycling programs; and
*on-going patron education, continual monitoring of
waste cans, clear signage on all cans, re-sorting of waste
at end of each evening. We had regular discussions*
- f. If no programs were implemented, a description of why no programs have been
identified or implemented.
N/A
- 67 *with Sonoma Garbage over ways
to compost effectively. We
also met with Sonoma Ecology
Center to discuss enlisting their
student "Enviro-Leaders" to
assist in our patron education.
These discussions will be on-going
as we endeavor to improve.*

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

Early in season we saw an increase of recyclables and trash. More recycling cans were ordered from Sonoma Garbage Collectors, and a dumpster replaced most trash cans, with 4 90 gallon cans kept for use as mobile collection cans to empty out-lying plaza garbage receptacles. Our monthly waste bill doubled, from \$270 to \$540.

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

December 1, 2016

Ron Vitt
405 Second St. East
Sonoma, Ca. 95476

Subject: Tree Removal Review – 405 Second St. East (APN 018-221-043).

Ron:

At your request, the Tree Committee has approved your application for the removal of 2 dead Magnolia trees and denied the removal of 1 Apple tree, located in the front yard on the south side of the property at 405 Second St. East. It is the property owner's responsibility to remove and replace the trees.

The replacement trees shall consist of 2-24" or 1-48" box 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

