



**CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: June 16, 2026**

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**To:** Honorable Mayor and City Councilmembers  
**From:** Oriana Hart, Public Works Director  
**Department:** Public Works Department  
**Subject:** Consideration of Approval of Waiver of Special Event Permit Fees and staff time for July 3<sup>rd</sup> Fireworks Event at the Community Center. Total Fees: \$700.00 and Public Works staff time: \$1,417.00, and Police staff time: \$4,146.

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**RECOMMENDATION(S):**

That the City Council approve the waiver of Special Event Permit fees for the July 3<sup>rd</sup> Fireworks community event held on July 3, 2026, at the Sebastopol Community Center. This amount includes the Special Event Permit Application Fee of \$150.00, the Daily Use Fee of \$500.00, the amplified sound fee of \$50.00, Public Works staff time: \$1,417.00, and Police staff time: \$4,146.

**PROCESS OF AGENDA ITEM:**

- a. Presentation by staff
- b. Council questions and discussion
- c. Public comment
- d. Council deliberation and action

**EXECUTIVE SUMMARY:**

The City of Sebastopol has eliminated funding to the Community Benefit Grants Program as well as the City Sponsorship Program. These programs historically provided funding assistance to nonprofit organizations and community events to help offset operational costs. The City Council has also suspended the policy for fee waivers and City sponsorships. Since that suspension, the City has continued to receive requests for support associated with community events and activities.

**BACKGROUND:**

The July 3<sup>rd</sup> Fireworks Event is a longstanding community tradition that provides a family-oriented celebration associated with the Independence Day holiday. The event attracts residents and visitors to Sebastopol and provides recreational and community gathering opportunities for the public.

The event typically includes fireworks activities, entertainment, food vendors, and associated traffic control and public safety operations requiring coordination between event organizers, Public Works staff, Police services, and outside contractors.

**DISCUSSION:**

The event organizer has requested waiver of Special Event Permit fees and City support associated with staffing, traffic control, materials, and event coordination services.

The requested support includes Public Works staff time associated with traffic control setup and breakdown, delivery and retrieval of barricades and signage, and cleanup activities. Additional support includes Police staffing associated with public safety and traffic management during the event.

Historically, the City has supported certain community events through allocation of staff resources and waiver of fees where directed by the City Council. In previous fiscal years, the July 3<sup>rd</sup> Fireworks Event received approximately \$6,930 in waived fees and City support services.

The Kiwanis has requested a waiver of the following Special Event Permit fees, estimated staff time, and estimated

materials as follows:

| Fees                           | Amount            | Fee Waiver Request |
|--------------------------------|-------------------|--------------------|
| Application                    | \$150.00          | \$150.00           |
| Amplified Sound                | \$50.00           | \$50.00            |
| Daily Use Fee                  | \$500.00          | \$500.00           |
| Public Works Staff Time        | \$1,417.00        | \$1,417.00         |
| Police Staff Time              | \$4,146.00        | \$4,146.00         |
| <b>Total Fees</b>              | <b>\$6,263.00</b> | <b>\$6,263.00</b>  |
| <b>Total Fees to be Waived</b> | <b>\$6,263.00</b> | <b>\$6,263.00</b>  |

To date in the current fiscal year, five special events have been approved for fee waivers.

In Fiscal Year 2024–2025, several community events were granted fee waivers by the City Council. A summary of those waivers is provided below.

| Fiscal Year            | Number of Events with Fee Waivers    | Total Fees Waived |
|------------------------|--------------------------------------|-------------------|
| FY 2024–2025           | Chamber Tree Lighting                | \$450             |
|                        | Apple Blossom Parade/Fair            | \$14,620          |
|                        | Rotary Centennial Celebration        | \$500             |
|                        | Kiwanis Easter Egg Hunt              | \$400             |
|                        | Summer Concerts                      | \$1,550           |
|                        | Many Moons                           | \$1,200           |
|                        | July 3 <sup>rd</sup> Fireworks       | \$6,930           |
|                        | <b>Total</b>                         | <b>\$25,650</b>   |
| FY 2025–2026 (to date) | Living Peace Wall Induction Ceremony | \$450             |
|                        | Porch Fest                           | \$500             |
|                        | Kiwanis Easter Egg Hunt              | \$400             |
|                        | Apple Blossom Festival               | \$950.00          |
|                        | Micah’s Hugs                         | \$275             |
|                        | <b>Total</b>                         | <b>\$2,575</b>    |

Many of the community events that historically occur in Sebastopol are currently in the process of reapplying for their Special Event Permits for the upcoming year. At the time of preparation of this staff report, those events have not yet submitted requests for fee waivers.

**STAFF ANALYSIS:**

The July 3rd Fireworks Event is a well-attended community event that provides recreational opportunities and contributes to community identity and vitality. The event also creates activity for local businesses and attracts visitors to the community during the holiday period.

The requested waiver includes both direct permit fee waivers and indirect operational support associated with Police and Public Works staffing and materials. These services include traffic control implementation, public safety coordination, event setup support, and cleanup activities.

While the event provides community benefit, support for large-scale events also creates operational impacts to City staff resources and public facilities. Event related staffing and material costs are absorbed within existing departmental budgets unless otherwise reimbursed through permit fees or direct payment by the event organizer.

Use of City parks and public infrastructure for large events may also result in additional maintenance needs related to turf, landscaping, irrigation systems, and public facilities. Special event fees are intended, in part, to help offset these operational and maintenance impacts.

This item is before the City Council to consider whether to continue support for the July 3rd Fireworks Event through waiver of fees and provision of City staff support services.

**CITY COUNCIL GOALS/PRIORTIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council goals priorities as follows:

- Goal 1 - Community Vitality: Enhance Sebastopol as a great place to live that values community health and well-being. Preserve Sebastopol’s unique character.
  - Priority 5: Festive Activities/Holiday Events

This agenda item represents the City Council General Plan consistency:

- General Plan Policy - Conservation and Open Space
  - COS10-9: Continue to support and promote annual festivals and community events that celebrate Sebastopol’s cultural heritage.

**PUBLIC COMMENT:**

As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

**COMMUNITY OUTREACH:**

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

**FISCAL IMPACT:**

Approval of the request would result in City costs associated with Public Works staffing, Police staffing, traffic control materials, event setup, and cleanup operations, as well as waiver of applicable permit fees. These costs are not currently offset by a dedicated funding source and would be absorbed within existing departmental operating budgets and the General Fund.

**RESTATED RECOMMENDATION:**

That the City Council approves the waiver of Special Event Permit fees for the July 3 Fireworks event held on July 3, 2026 in the amount of \$6,263.00.

**CITY COUNCIL OPTIONS:**

1. Deny the waiver fee in the amount of \$6,263.00
2. Reduce the fee waiver in the amount of \$6,263.00

**ATTACHMENT(S):**

- 1. Application
- 2. Special Permit Waiver Request

**APPROVALS:**

Department Head Approval: Approval Date: 5/14/26

CEQA Determination (Planning): Approval Date: NA

The proposed action is not a project under the California Environmental Quality Act (CEQA).

General Plan Goal (Planning): Approval Date:

Administrative Services (Financial) Approval Date:

Costs authorized in City Approved Budget:  Yes  No  N/A

Account Code (f applicable) \_\_\_\_\_

City Attorney Approval: Approval Date:

City Manager Approval: Approval Date: