



## MINUTES

### Land Park Community Association

Eskaton Monroe Lodge  
3225 Freeport Boulevard

**September 20, 2017 - 6:30 p.m. - 8:30pm**

Board members present: Steve Winlock - President, Craig Rutledge - Vice President, Alison Leary-Secretary, Mitch Rohrer- Treasurer, Art Taylor, Dana Moore, John Schade, Joleen Lonigan, Lisa Riley, Pinki Cockrell, Shannel LaDue, Stephanie Duncan, and Steve Walker.

**6:31 pm- Steve called the meeting to order and the board members briefly introduced themselves.**

#### **I. Consent Calendar:**

- A. Minutes of Previous Board Meeting – Alison noted that the minutes from the July meeting had been posted to the website.
- B. Budget and Board Expenditure Report – Mitch distributed the LPCA budget information. The LPCA currently has \$31,686.63 in its checking account, \$29,118.74 in its savings account, and \$8,066 in a separate savings account dedicated for the rock garden.
- C. John Schade moved to approve the consent calendar, Craig Rutledge seconded the motion, and the motion passed unanimously.

#### **II. Announcements/ Presentations**

- A. Recycling Business Information –
  - a. John Goldberg and his son, Jack, gave a presentation on Jack's recycling business. Jack is collecting aluminum cans and plastic bottles in the Land Park neighborhood. Those interested in donating their recyclables can visit <https://www.facebook.com/JacksRecycling/> or email johngoldberg@hotmail.com
- B. Sacramento Police Dept. –
  - a. Officer Tyson Butler, of the Sac PD traffic division, gave a presentation on his work in the Land Park area. He is one of 8 motorcycle cops in the city and his territory covers Land Park.
  - b. He explained that his work often involves writing citations for speeding, and that the Sac PD's motorcycle cops are stationed in areas based on traffic complaints.
  - c. He encourages LPCA members to submit complaints to the Sac PD if they are experiencing a problem with traffic in the neighborhood, and suggests that such complaints be as specific as possible (exact time, place, behavior, etc.) so that they can address the problem in an appropriate way. To submit a complaint you can email him at tbutler@pd.cityofsacramento.org, call the complaint line at (916) 808-6145, or call the operator at (916) 264-5471.

- d. Officer Butler also answered several questions for members in attendance and noted that he will return to our meetings as needed to answer any additional questions and provide us with updates on issues that arise in the neighborhood.
- C. Steve Hansen's office (Consuelo Hernandez) –
- a. Update on McClatchy construction:
    - i. The field should be complete by October 31.
    - ii. The theater should be complete by December 19th.
  - b. The restroom at Sutterville and Freeport is under construction.
    - i. Consuelo will confirm that this will be a self-locking bathroom. Consuelo explained that they can't retrofit the old bathrooms to have self-locking doors because it is cost prohibitive, as the wires for the self-locking doors have to be imbedded in the walls themselves to prevent vandalism.
  - c. The pond work should be continuing now.
  - d. Tiny Tots play area: A small play area will be fenced in immediately adjacent to the tiny tots building. It will only be closed during Tiny Tots hours.
  - e. Two new city ordinances relating to homelessness were heard at a legislative committee meeting recently:
    - i. Parks ordinance: Under an existing ordinance the city manager, a peace officer, or a park ranger may cause to be removed any and all persons whose presence in the park, building, or portion thereof is disruptive to the normal and safe use and enjoyment of the park or building. The proposed amendment would make it a misdemeanor if a disruptive and uncooperative individual refuses to leave the park, park building, or recreational facility.
    - ii. Aggressive panhandling: limits the places where panhandling can occur.
      - 1. Consuelo noted that the county also passed an aggressive panhandling ordinance recently.
  - f. Steve Hansen has asked the city to research whether there are successful models for providing restroom facilities for the homeless.
  - g. The City has proposed creating a 300 bed winter shelter that is open 24 hours near Woodlake and Del Paso.
  - h. The city is also working to open a permanent 200 bed homeless triage center. A private developer is working on a 150 bed low income housing building across the street from this triage center.
  - i. The city is continuing to work with Caltrans, Union Pacific, and SacRT, to try to address homelessness under the WX freeway underpass.
  - j. Police staffing is based on reporting, so if you see something that you want to be addressed you must report it to 311.
  - k. Consuelo also introduced Tony Ulep, the new Park Supervisor for Land Park.
- D. Representative from Assemblymember McCarty's Office –
- a. Provided Legislative Highlights for the 2017 legislative year:
    - i. Budget wins for Sacramento in 2017:
      - 1. \$1 million to enhance and protect the Lower American River Parkway
      - 2. \$1.9 million to expand educational programs at the B Street Theater
      - 3. \$10 million to help refugee students in Sacramento and throughout CA
      - 4. \$14 million for a new Superior Courthouse in Sacramento's railyards.
    - ii. State Assembly priorities for 2017:

1. Degrees not debt: expands access and affordability for California's public college and university students.
  2. Access to childcare and preschool: Increases funding to ensure that all children have access to high quality early education in California.
  3. Cap and Trade: extends California's landmark cap and trade program to fight climate change.
  4. Housing: package of housing bills targets low-income housing development and proactive homeless prevention services to be administered by cities and counties.
- iii. McCarty legislation that passed in 2017:
1. CA Welcomes Refugees (AB 343): expands veteran immediate eligibility for in-state tuition to SIV holders.
  2. Gun Free Schools (AB 424): fixes California's Gun Free Schools law to keep students and teachers safe on campus.
  3. Fair Chance Act (AB 10008) gives job seekers a fair chance at employment by prohibiting past conviction inquiry on initial applications.
  4. Higher Ed Outsourcing (AB 848): Prohibits the University of California and California State University from outsourcing contractors.
- b. Bills that McCarty will continue working on next year:
- i. Officer involved shootings (AB 284) – Requires the Attorney General to collect data on peace-officer-involved shootings resulting in injury or death.
  - ii. Opioid Addiction (AB 1512) – funds county addiction, prevention, intervention and rehabilitation programs.
- E. President's Report/Announcements –
- a. Steve thanked Noah's Bagels and Goodie Tuchews for the refreshments
  - b. Steve informed the board that the LPCA received a request for funding from Rick Stevenson for the Swanston Stream Restoration (see Attachments). The Board referred the matter to the grants committee.
  - c. LPCA meetings calendar and establishment of Communication Committee.
    - i. Steve distributed the new meeting dates calendar that includes community and board-only meetings. (See Attachments)
    - ii. Board members explained that the purpose of the board-only meetings is to provide board members with an opportunity to discuss issues in the community and administrative issues, and not to have presentations take up the bulk of the agenda. This allows board members to become familiar with the issues and identify items that should be presented on at a community meeting. LPCA members are welcome to attend board-only meetings.
  - d. The Land Park Volunteer Corps has requested a letter of support from the LPCA that they can use in the community to solicit donations for their park cleanup days. Steve Winlock will draft such a letter and circulate it to the board.
  - e. Administrative Asst.: the LPCA board is seeking an administrative assistant. The board approved the following list of tasks to be completed by the admin assistant:
    - i. Clerical/bookkeeping
    - ii. Processes involved with obtaining permits
    - iii. Booking event locations, making arrangements
    - iv. Assisting with keeping the website up to date

- v. Filing tax paperwork and 501(c)(3)
  - vi. Management of new board binders and info
  - vii. Assisting with correspondence (i.e. thank you letters, responses)
  - viii. Keeping track of digital and physical copies of LPCA minutes, agendas, letters, committee notes, decisions, etc.
  - ix. Monthly bills and invoices/tracking expenses
  - x. Attendance at LPCA board meetings
  - xi. Assist with meeting preparation (i.e. agenda, logistics, etc.)
  - xii. Assist with committee chair duties as needed
- F. Joint Community Associations Homeless Seminar Oct. 23-
- a. Stephanie Duncan provided an overview of the event, noting that we will have several public officials and staff members of resource agencies available at the seminar to discuss homelessness.
- G. Discussion on Cannabis Development (Land Use Committee) –
- a. Steve Walker presented the proposal for a cannabis cultivation site on Broadway.
  - b. Steve Winlock then solicited views from the LPCA members present at the meeting. One member asked what the pros and cons of having a cannabis business in LP would be. Stephanie, Alison, and Pinki offered a few ideas.
  - c. Dana suggested that we add a more robust presentation and discussion on commercial cannabis issues to a future agenda.

### **III. Committee Reports and Discussion**

#### **A. Policy Committees:**

- a. Land Use (*Steve Walker, Chair*): the only matter pending before the land use committee is the cannabis business discussed earlier.
- b. Public Safety (*Art Taylor, Chair*): See Attachment for update.
- c. Parks (*Pinki Cockrell, Chair*): See Attachments for update.

#### **B. Community Services Committees:** Stephanie Duncan gave an update on the joint meeting for the following committees on September 6<sup>th</sup> at Iron Steaks. She noted that the grants committee is in the process of updating the grant application, that the communications committee is working on the newsletter, that the membership committee is preparing for the membership barbecue to be held on October 1<sup>st</sup>, and that the holiday party committee is working on the holiday party.

- a. Grants Committee (*Lisa Riley, Chair*)
- b. Membership (*Joleen Lonigan, Chair*)
- c. Communications (*Stephanie Duncan, Chair*)
- d. TOLP (*Craig Rutledge, Chair*): Craig provided the board with a list of proposed duties for Taste of Land Park. (See Attachments).

#### **C. Executive Committee (*Steve Winlock, Chair*):** Steve noted that the executive committee met on September 12<sup>th</sup> to discuss the administrative assistant position.

### **IV. New Business**

- A. Comments and suggestions from members and audience – None.
- B. Comments and suggestions from board members – None.

**Adjourn: 8:25 p.m.**

**Next LPCA Meeting: October 18, 2017 (Board-Only).**

## **Land Park Community Association**

### **Community Meetings: Board, LPCA Members, Public**

Topics: business of the board, announcements/presentations, updates on various projects; updates and discussions with elected city officials, committee reports and discussion,

### **Board Only Meetings: Board, LPCA Members**

Topics: focus on board generated agenda items, the items will be discussed and reviewed by the board to assist with building understanding of the item, for discussion on stance or outlining a course of direction; business of the board

#### **Calendar for 2017-2018**

September 20      Community Meeting

October    18      Board Only Meeting

November 15      Community Meeting

No meetings in December

January    17      Board Only Meeting

February   21      Community Meeting

March      21      Community Meeting (All membership Meeting/Board Elections)

April       21      Board Only Retreat

May        16      Community Board Meeting

June       20      Board Only Meeting

July        18      Community Meeting

No meeting in August

# ASSEMBLYMEMBER KEVIN MCCARTY

## 2017 Legislative Highlights

### BUDGET WINS FOR SACRAMENTO

- \$1 million to enhance and protect the Lower American River Parkway.
- \$1.9 million to expand educational programs at B Street Theatre
- \$10 million to help refugee students in Sacramento and throughout California
- \$14 million for a new Superior Courthouse in Sacramento's rail yards

### STATE ASSEMBLY PRIORITIES

#### ***Degrees Not Debt***

Expands access and affordability for California's public college and university students.

#### ***Cap & Trade***

Extends California's landmark Cap & Trade program to fight climate change.

#### ***Access to Childcare & Preschool***

Increases funding to ensure that all children have access to high quality early education in California.

#### ***Housing***

Package of housing bills targets low-income housing development and proactive homeless prevention services – cities & counties to administer

### MCCARTY LEGISLATIVE HIGHLIGHTS

***CA Welcomes Refugees (AB 343) ✓***  
Expands veteran immediate eligibility for in-state tuition to SIV holders.

***Higher Ed Outsourcing (AB 848) ✓***  
Prohibits the University of California and California State Universities from outsourcing contractors.

***Gun Free Schools (AB 424) ✓***  
Fixes California's Gun Free Schools law to keep students & teachers safe on campus.

***Officer Involved Shootings (AB 284)***  
Requires the Attorney General to collect data on peace officer-involved shootings resulting in or injury

***Fair Chance Act (AB 1008) ✓***  
Gives job seekers a fair chance at employment by prohibiting past conviction inquiry on initial applications.

***Opioid Addiction (AB 1512)***  
Funds county addiction, prevention, intervention, & rehabilitation programs to fight California's opioid epidemic.

## Sept 2017-LPCA Public Safety Committee Meeting

1. LP Dr. & Riverside Blvd. Safety Improvements & Crosswalk Safety- Stalled, pending new info. /updates from outside sources, assisting in discussion with City Reps. Cal-Trans. Has a Grant to provide assistance in improvements. In discussion with City, now.
2. Stephanie has advised that Homeless Presentation will be held, Mon. Oct. 23, 6:30-8 pm, Curtis Park@ Sierra II.
3. Fall Safety & Security Presentation planned for fall, Nov. 2017, Crocker Riverside Elem.; Recommend- Presentation by Mary Barbara Falcon, Sac. PD Training, RX-Topics-Neighborhood Watch, Sac PD-Q&A, LP Private Security-Emily Hannon/Katy Grimes, HD-Static Display-Home Safety Items. All with Q&A.
4. SHRA Presentation. No date yet, as Steve Winlock was to liaison with Hansen/SHRA, date/time/make-up. I suggest a Neighborhood (LP) Forum, to include SHRA intro. /overview, pre-selected questions, Q&A. 10 questions of 46 for SHRA Selected.
5. Parking by Parents/Friends to drop off & pick up CKM students in marked NO PARKING areas, continues. 7<sup>th</sup>, 8<sup>th</sup> Ave. near Freeport is heavily impacted. Mitch can testify. I found no assistance, when I started taking pictures and attempting to assist. Parking Enforcement has appeared, to 'ask' people to leave, not aggressive or being sterner and not giving parking tickets, last school and this school year. Have had 20-30 plus parked cars on each street. I continue to take pictures and contact CKM, City PD, Parking Enforcement, Jay Hansen, SCUSD Board Pres., etc.
6. Assisted Eskaton resident Merrill Starr with issue of 7/30/17' sidewalk fall accident. Took pictures, assisted with transportation and references of Lawyer. She submitted Claim to City.

## LPCA QUESTIONS TO SHRA 9/17'

1. What portions of the SHRA's TRANSPARENCY STATEMENT does SHRA abide by?

### Transparency

Sacramento Housing and Redevelopment Agency is committed to openness, transparency, accountability and responsiveness as we work to provide a broad range of services and programs for residents and communities in the City and County of Sacramento.

We highly value the public's trust in our performance as a public agency. We seek to inform and engage all stakeholders in our communities and neighborhoods by providing timely information and access to reports, documents, and opportunities which will enable the public to take an active role in the decision making process.

2. Upper Land Park (ULP) is already absorbing an abnormally high number of PH Units, in which the 751 units of the LP PH make up 44% of Sacramento's PH. Per the national standard of what is considered healthy for a community, how is increasing this number going to enrich the lives of those impacted?

3. Should Sacramento PD have a presence or sub-station at the LP PH in ULP as they did in the past. Why or why not?

4. Do you agree that the existing over-concentrated public housing in this one little area has caused decades of major problems and costs for this community and Sacramento. Why or why not?

5. All across this country, States are moving towards more modern and successful subsidized housing models for the poor, including scatter site and housing voucher programs that integrate low income in a number of economically viable communities, with smaller numbers in any one area. Should these more modern and successful models be used? Why or why not?

6. How many and where are the other affordable housing and public housing units throughout the City?

7. Will equal size units for Homeless/Low/ No income/large families be available at the relocation sites, and in the final inventory of the rebuilt neighborhood? (The report indicated smaller units.)

8. Why has Land Park specifically been designated to receive this expansion?

9. Is it likely, or not, that money for this project expansion will be included in the projected HUD agency budget given the current emphasis for more infrastructure and defense spending by the current Administration?

10. In addition to the questions set forth I would want to know if SHRA has considered the impact on the local schools of the addition of 400-600 new homes and how many children would there be in each of the schools-elementary, middle and high school?



## September 2017 LPCA PARKS UPDATES

1. Old City Cemetery: Parks director Chris Conlin will present a report at today's Preservation Commission ( 9/20/17.). The long-promised Technical Advisory Committee for preservation and renovation was appointed and will first meet at the end of October .LPCA is a patron!
2. A fence to separate the Tiny Tots program from the general Land Park playground will begin construction September 25, 2017. LPCA previously endorsed the plan.
3. Demolition of the Village Green restroom burned in June 2016 occurred in mid-September. LPCA and the Land Park Volunteer Corp previously expressed support of a three unisex stalls that would fit in the footprint of the previous two, but current reports reflects just two. The new parks supervisor noted that old pipes should be replaced with larger pipes to minimize clogging by vandalism. The planned amenity can be remotely locked after hours. Project is expected to be completed by the end of the year, so it is too late to advocate for a third stall.
4. Maintenance issues reported to the city by LPCA Parks chair: (A.) a dangerous bleacher at the soccer field nearest the golf course with a missing riser, exposed metal supports, and a loose plank that injured players, and (B.)dying vegetation in Cervantes Plaza in which LPCA had an investment, and requested examination of the irrigation to see if there was vandal caused damage. **Resolution:** the bench was removed immediately, dying Cervantes plants were removed, and irrigation that was watering the street instead of the beds was corrected.
5. **Thank you to Steve Hansens's office and Parks staff.** Soccer coaches complained to the league for two years about the bench; there was no indication that it was elevated to the city!  
**If members notice dangers, facility abuse, possible neglect, or other concerns in parks within our boundaries, please report to the parks committee for examination or escalation.**
6. Most large, uprooted tree trunks in Land Park were addressed over the summer. Although limbs that could be chipped were dealt with in the storm's aftermath, large trunks require specialized equipment. A large trunk and root remains near the golf course,
7. Cash donations for the Front Street Animal Shelter collected at the August 19th movie in the park was **\$70.53**, up from last year. Donations of used bedding, towels, unopened food etc. was disappointing compared to last year. Foster animals were a big hit and attracted several serious adoption inquiries. **Request a 2018 movie date after local schools are in session (as in 2016) for optimal charitable community response.**
8. The new parks supervisor for within LPCA boundaries is Tony Ulep. I (Pinki) met with him to discuss mutual concerns. He comes to us well-recommended from McKinley Park.
9. LPVC worked to restore the Swanston fountain, waterway and statue over several years. Among other grants for the final step to restore the waterway for re-circulation, maintenance, wildlife, and Lily Pond health, the corp requests \$2,500 from LPCA. **The October timeline doesn't fit introduction at the next Parks meeting and to return to the board for a vote, I request the matter be considered now through Grants Committee.** A copy of the request is available. The amount is comparable to LPCA donations to Bright Underbelly and Art Street.
10. The Zoo sadly reports the death of a flamingo chick. See their Web site for Fall activities..
11. Under auspices of Parks committee, interested members and many of the board met with Fairytale Town onsite, July 10<sup>th</sup> to clarify expansion, fundraising, and building plans, to see sightlines first hand, and allayed concerns. FTT will return to LPCA in time for permits.
- 12.. Parks committee meets the second Monday at 6:30 when issues need vetting, often onsite..

September 12, 2017

TO: Land Park Community Association (LPCA)  
Board of Directors  
FROM: Rick Stevenson (916) 452-9716  
Land Park Volunteer Corps (LPVC)  
RE: Swanston Stream Restoration  
Contribution Request (\$2500)

The Swanston statue (1926), which originally included a drinking fountain, and stream are amongst the first amenities in William land Park. The LPVC put the stream back into operation several years ago receiving a large number of compliments from park visitors. We turned it off by city request during the drought. We put it back into service for a few weeks earlier this summer as a demonstration to get photos. It had been over thirty years since the city had it in regular service.

We are raising funds to make the Swanston stream recirculating to deal with severe algae problems and to save water that would otherwise overflow through Lilly Pond and into a storm drain.

When in operation, the stream served as a magnet for wildlife, experts telling us that species of birds unusual to the area were attracted by the running water, as opposed to the still water of park ponds. Lizards, squirrels, raccoons and others frequented the water and on hot days dogs frequently jumped into the water.

Several years back the Parks Department estimated the stream project alone would cost them \$159,600, while the LPVC is seeking a total of \$20,000 to complete that work and more. The volunteer heading the project is headed by a water engineer and former head of Roseville Utilities, so the contributors can be confident of the quality of work. The project will include instillation of a 1926 drinking fountain and any remaining funds will be used for irrigation in the statue area, which is now hand done by a volunteer.

Thus far donations have been received from the Sacramento Regional Community Foundation and two real estate entities have committed to donate and we have applied for two local grant programs that should announcing grantees over the next few weeks.

The objective is to complete the Swanston stream project in the October-November time frame.

# Homelessness in Sacramento

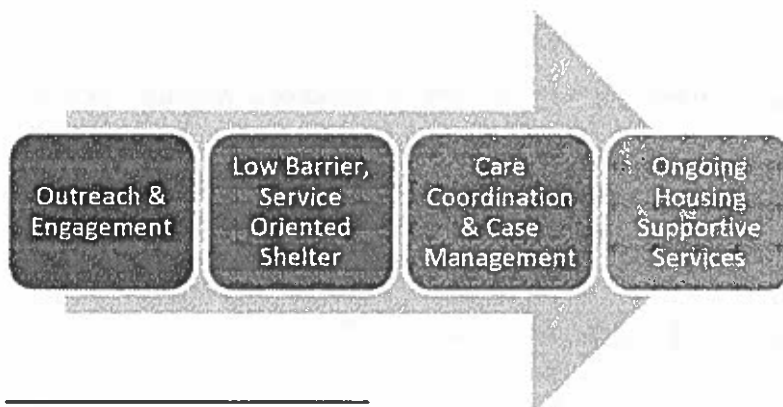
On any given night in Sacramento County, it is estimated that **approximately 3,665 persons experience homelessness**. Over one half of these people are unsheltered.<sup>1</sup>

	Unsheltered	Sheltered	Total
<i>Single Adults (25+)</i>	1,917	957	2,874
<i>Persons in Families</i>	17	572	589
<i>Unaccompanied Youth (18-24)</i>	118	84	202
<b>Total</b>	<b>2,052</b>	<b>1,613</b>	<b>3,665</b>

Region-wide efforts to prevent and end homelessness are coordinated through **Sacramento Steps Forward**, the lead agency in Sacramento County responsible for overseeing our homeless Continuum of Care.<sup>2</sup> Sacramento Steps Forward’s responsibilities include:

- Overseeing approximately **\$19 million in federal funding** for a variety of housing and service programs for persons and families experiencing homelessness administered by over 20 different non-profit organizations; and
- Administering the federally required **database** that collects and reports out data on the performance of homeless serving programs; and
- Reporting out on a bi-ennial basis the **count of sheltered and unsheltered people** in the community experiencing homelessness; and
- Coordinating the variety of programs available for persons experiencing homelessness in Sacramento under a **Coordinated Entry and Assessment Process** where people in need have a coordinated access point into the system of care and are commonly assessed and linked with services that align with their needs and vulnerability.

In addition to the efforts of Sacramento Steps Forward, the City of Sacramento takes a leadership role in augmenting these services, funding over \$3 million annually in outreach, shelter, services and housing. In June, 2017, the City was awarded \$64 million through the



**Whole Person Care** program to expand these services and support and enhance existing services to ensure the most vulnerable among the homeless population are provided deep, on-going and client centered services.

<sup>1</sup> 2015 Sacramento Countywide Homeless Count Report: <http://sacramentostepsforward.org/news-events/publications/>

<sup>2</sup> For detailed information on the roles and responsibilities of homeless Continuums of Care, see: <http://www.endhomelessness.org/library/entry/fact-sheet-what-is-a-continuum-of-care>.

# Homelessness in Sacramento:

## How Can I Help?

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- 1) If you witness criminal activity, either perpetrated by a person experiencing homelessness or where a person experiencing homelessness is the victim, call 9-1-1 immediately.
- 2) If there are signs of homeless encampments in or around your neighborhood (within the City of Sacramento limits), you should report them via the **City's 311 Call Center**, <http://portal.cityofsacramento.org/Information-Technology/311/About-311>. You can call, email, or use the 311 app to report encampments.
  - ✓ 311 staff will dispatch appropriate response from Police, Parks, and/or Code.
  - ✓ 311 strives to make an initial inspection on these complaints within 72-hours of receipt.
- 3) If you are experiencing homelessness or are in need of assistance, please call or visit 211 Sacramento: [www.211sacramento.org](http://www.211sacramento.org).
- 4) If you know someone experiencing homelessness and want to link them with services or if you want more information on homelessness in Sacramento and how you can help with efforts to reduce and end homelessness, contact either:

**Sacramento Steps Forward**  
[info@sacstepsforward.org](mailto:info@sacstepsforward.org)  
916.577.9770

**City of Sacramento Homeless Services Coordinator**  
Emily Halcon  
[ehalcon@cityofsacramento.org](mailto:ehalcon@cityofsacramento.org)  
916.808.7896

- 5) If you know of a family (with minor children) who is literally homeless or in a housing crisis, please refer them to:

**Sacramento County Department of Human Assistance**  
[www.mybenefitscalwin.org](http://www.mybenefitscalwin.org)  
916.874.3100

- 6) If you know someone in need of mental health support or resources, whether they are homeless or not, contact either:

**Sacramento County Community Support Team (CST)**  
916.874.6015

**TLCS Crisis Respite Center**  
916.737.7483 \*this is a 24 hour a day/7 days a week resource

- 7) If you want information on how to better prevent crime in your neighborhood and on your property, including how to deter homeless encampments from forming, contact the Sacramento Police Neighborhood Watch Coordinator at 916.808.0813.

## **A Taste Of Land Park 2018**

**Date: May 20, 2018**

### **Roles and Responsibilities:**

**Chair:** Recruits and oversees all the Committee chairs and works closely with the LPCA Board, oversees the event organizer, approve actions, controls the budget, call meetings of committee chairs and event organizer.

**Event Organizer:** The Event Organizer oversees all pre-event nuts and bolts as well as day-of event management including but not limited to: Logistics, schedule, budget, permits, purchase of glasses/plates, ticket sales, rentals, decorations (flowers, signage), Printing (branding, flyers, tickets, signs), and event set-up.

**Sponsorships Chair:** Purpose is to solicit and obtain sponsorships to cover cost of the event. Committee proposes sponsorship levels, prepares flyer, identifies potential sponsors, sends out letters of inquiry, follows up on letters, secure commitments, maintains current list of sponsors and amounts, reminds sponsors to submit logos for newsletter and wine glasses as appropriate, sends out thank you letters after event.

**Beverage Vendors Chair:** Purpose is to secure beer and wine vendors for Taste. Committee seeks out vendors by sending letters of inquiry with agreement forms, maintains list of vendors contacted and commitments received, follow-up with vendors to submit participation forms and logos (if new vendor), sends out instructions for day-of to vendors prior to event, greets vendors day-of and makes sure they have everything they need, sends out thank you letters after event.

**Entertainment Chair:** Purpose is to secure a band to play during event .

**Food Vendors Chair:** Purpose is to secure food vendors for Taste. Committee seeks out vendors by sending letters of inquiry with participation agreement forms, maintains list of vendors contacted and commitments received, follow-up with vendors to submit participation and craven act forms and logos (if new vendor), sends out instructions for day of to vendors prior to event, greets vendors day of and makes sure they have everything they need, sends out thank you letters after event.

**Neighbors Chair:** Purpose is to get permission from all residents on block for road closure and event on their block. Prepare letter to neighbors explaining the event and what will happen that day. Get their support in writing. Walk the block with the Chair to keep good relations early on with the letter and two days before the event with instructions about closure and parking.

**Media and Communications Chair:** Purpose is to create awareness and maintain interest in Taste. Prepare and disseminate in coordination with Event Organizer a Save the Date flyer for inclusion in social media and newsletters. Put ads in Land Park News. Advertise in newsletter and social media sites, list all sponsors and vendors in newsletter and social media sites as appropriate, ensure photos are taken day of event, prepare article for inclusion in newsletter.

**Volunteers Chair:** Purpose is to secure volunteers for day of event. Committee works with local schools to gather students who can help out setting up and tearing down day of event. Also secures three students who will be paid to be gophers for vendors and to clean up during the event. Also secures adult volunteers from membership who want to work the day of the event taking tickets, handing out wine glasses, or setting up.

**Artisan's Corner Chair:** Purpose is to create an artisan's corner for local artists to display and sell their creations. Committee to seek out and get commitments from artists to be there day of event with their art or crafts to sell. Must coordinate with event organizer regarding number and location.