

CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: May 6<sup>th</sup>, 2025

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**To:** Honorable Mayor and City Councilmembers  
**From:** Sean McDonagh, Chief of Police  
 Responsible Department: Police  
**Subject:** Consider of City Co Sponsorship and Fee Waiver for Police Staff Time for Gravenstein Apple fair in the amount of \$2957.64. The event organizers for the Gravenstein Apple Fair have requested policing services for this event and requests the City waive the fee for staff time for two (2) officers and one (1) sergeant per day, for two days, totaling 36 hours of overtime for all officers

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**RECOMMENDATIONS:**

That City Council Consider Approval of City Co Sponsorship and Fee Waiver for Police Staff Time for Gravenstein Apple fair in the amount of \$2957.64. The event organizers have requested policing services for this event and requests the City waive the fee for staff time for two (2) officers and one (1) sergeant per day, for two days, totaling 36 hours of overtime for all officers

**EXECUTIVE SUMMARY:**

Since 1973, Sonoma County Farm Trails has produced the Gravenstein Apple Fair which is a fair and music festival and the Farm Trails primary annual fundraiser. The event is held every August during peak Gravenstein season.

The heart of the Fair is first and foremost the celebrated heirloom Gravenstein Apple, intimately tied to our region and praised by horticulturist Luther Burbank as the most exceptional apple of all for flavor and versatility.

**BACKGROUND AND DISCUSSION:**

The City of Sebastopol has a history of supporting the Gravenstein Apple Fair, recognizing its regional significance, community engagement value, and its operational impact within city limits—particularly related to traffic and pedestrian management.

In 2021, the City Council approved a \$2,000 sponsorship of the "Bite-Sized" Gravenstein Apple Fair at Ragle Ranch Park, along with an in-kind donation of Sebastopol Police Department (SPD) services to support traffic control at Covert Lane and Ragle Road.

In 2022, although no formal Council action was taken, SPD continued its support by providing traffic and safety services for the one-day event as an in-kind contribution.

In 2023, the Gravenstein Apple Fair requested a \$7,500 sponsorship; however, the Council approved a \$400 waiver for banner permit fees. Despite the lack of formal sponsorship, SPD once again provided services on an in-kind basis for the one-day event.

Historically, the Sebastopol Police Department has supplemented services provided by the Sonoma County Sheriff's Office during this event, which—though technically held outside of city limits—creates measurable impacts within city jurisdiction due to increased traffic and pedestrian activity.

For the upcoming 2025 Gravenstein Apple Fair, event organizers have formally requested that the City continue its tradition of providing in-kind police services. Specifically, they have requested the City waive the associated fees, estimated at \$2,957.64, for:

- Two (2) officers and one (1) sergeant per day,
- Over a two-day period,
- Totaling 36 hours of overtime..

**STAFF ANALYSIS:**

This is a community event and while not specifically in the jurisdiction of the City of Sebastopol, it is considered Sebastopol by attendees and largely reflects on our city and its reputation. Our community engagement is important and we consider our involvement in this event to be vital.

3 x officers per day (1 x Sergeant and 2 x officers) for a total of 6 officers across the two day event. The total for the services provided equates to \$2957.64.

As of the writing of this report, the City Council has approved City Co Sponsorship/Waiver of Fees/Staff Time/Materials for this current fiscal year as follows:

Event	Permit Fees	Council Action
Trashlantis	\$825.00	October 1, 2024 Council approved request to waive permit fees
Apple Blossom	\$14,620.00	April 15, 2025 Council approved request to waive permit fees, materials/rentals and staff time
Rotary Centennial Celebration	\$500.00	April 15, 2025 Council approved request to waive permit fees, and staff time
Kiwanis Easter Egg Hung	\$400.00	April 15, 2025 Council approved request to waive permit fees.

**PUBLIC COMMENT:**

As of the writing of this staff report, staff has not received any public comments. If staff receives public comment from interested parties following the publication and distribution of this staff report such comments will be provided to the City Council as supplemental materials before or at 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. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

**FISCAL IMPACT:**

Loss of \$2957.64 in service costs if staff time costs are waived for this event.  
To date, the City Council has approved a total amount of \$16,345.00 in waivers.

**Recommendation Restated:**

That City Council Consider Approval of City Co Sponsorship and Fee Waiver for Police Staff Time for Gravenstein Apple fair in the amount of \$2957.64.

**OPTIONS:**

- That the City Council deny the waiver of staff time costs;
- That the City Council consider a reduced waiver of staff time costs

**ATTACHMENTS:**

Fee Waiver Request from Gravenstein Apple Fair

APPROVALS:

Department Head Approval: RN Approval Date: 4-29-2025

CEQA Determination (Planning): N/A Approval Date: N/A

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

Administrative Services (Financial) N/A Approval Date: N/A

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

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

City Attorney Approval: N/A Approval Date: N/A

City Manager Approval: DS Approval Date: 4-30-2025



## SEBASTOPOL POLICE DEPARTMENT

6850 Laguna Park Way, Sebastopol, CA 95472

Telephone: (707) 829-4400 / Fax: (707) 829-0967 / City Hall: (707) 823-1153

*Sean McDonagh*  
Chief of Police

# City of Sebastopol Outside Contract Proposal

**Issued:** April 14th, 2025

**Issued to:** Pamela Davis/Aubrey Doherty

**Contact:** Pamela Davis/Aubrey Doherty  
Operations Manager  
Gravenstein Apple Fair  
[pam@farmtrails.org](mailto:pam@farmtrails.org)  
[aubury@farmtrails.org](mailto:aubury@farmtrails.org)

The proposed coverage would be for 3 officers working each day over the two days of the event, to include Saturday August 10<sup>th</sup> and Sunday August 11<sup>th</sup> 9:00am – 3:00 pm. Of the three (3) officers each day, one (1) of those will be a supervisor/sergeant. These hours are flexible and may be changed depending on need.

The rate of \$90.89 will be the rate for a supervisor/sergeant. \$77.79 an hour will be charged per officer, per hour. We anticipate a total of 36 hours in total. Referencing the above, the total is anticipated to be \$2957.64 for all hours worked across the two day event. As with last year an audit of actual hours will be conducted and you will only be billed for actual hours worked.

Respectfully,

Sean McDonagh  
Chief of Police  
Sebastopol Police Department  
6850 Laguna Park Way,  
Sebastopol, CA 95472  
(707) 829-4400



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*Ron Nelson*  
Chief of Police

January 30, 2025

Sonoma County Regional Parks Department  
2300 County Center Drive Ste: A-120  
Santa Rosa, Ca 95403

Re: 2024 Gravenstein Apple Fair

The Sonoma County Farm Trails is sponsoring the Gravenstein Apple fair, which will be held on Saturday, August 9, 2025 and Sunday August 10, 2025 at the Ragle Ranch County Park in Sebastopol, Ca.

We have been working in conjunction with the event organizer, Pamela Davis, in planning for security and traffic control for the event. The Sebastopol Police Department supports the security and traffic plan designed for the event.

Our department will continue to have discussions with the Sonoma County Farm Trails representatives regarding event planning in the coming months to ensure the safety and to mitigate any negative impacts to attendee, as well as to the community residents who may not be attending but may be affected during the duration of the event. I am confident that our collaborative efforts will result in a safe, enjoyable and successful event that will minimize any negative impacts on the community at large.

Should you have any questions or need to speak to me regarding any aspects of this event, please email me at: [jhickey@cityofsebastopol.gov](mailto:jhickey@cityofsebastopol.gov) or phone me at 707-829-4400

Regards,

A handwritten signature in black ink, appearing to read "Jim Hickey", is written over a white background.

Jim Hickey  
Police Captain





January 28, 2025

Captain James Hickey  
Sebastopol Police Department  
6850 Laguna Park Way Sebastopol CA 95472

Dear Jim,

Sonoma County Farm Trails is preparing for the 2025 Gravenstein Apple Fair on August 9 and 10. This event will mark our 52nd anniversary of Sonoma County Farm Trails and the Gravenstein Apple Fair.

To obtain our county use permit, we need a letter from your department stating that you approve of our plans for security procedures.

To have a smooth and safe event, Farm Trails is contracting with various security and law enforcement, as well as implementing procedures to help assure a successful event.

Below are the security personnel we will have on site leading up to, during, and following the event:

- We will contract with the Sonoma County Sheriff to again have their presence on site during the open hours of 10 am to 6 pm on each weekend day, August 9 and 10.
- We are again contracting with the private security firm, D-Block Security, to provide 'round the clock security starting on Friday, August 8<sup>th</sup> through Monday, August 11<sup>th</sup>. D Block will also be onsite each night starting Wednesday August 6<sup>th</sup> through Tuesday August 12.
- We are requesting the City of Sebastopol Police Department provide a police presence and manage incoming traffic at the main gate at Ragle Road and Covert Lane to facilitate optimal traffic flow through that intersection.
- As in years past, we are requesting to have the Sebastopol Police Department's Community Service Volunteers on site.
- Gold Ridge Fire Protection District will have a minimum of two staffed first aid and emergency response teams on site during open hours.

In addition, we are taking the following steps to assure smooth traffic flow:

To minimize traffic impacts on Ragle Road, we open the main gate and parking lots each day at 9:30am to improve flow and allow early arrivals to enter the grounds, rather than queue on the roadway. The fair entrances open to foot traffic at 10:00am and close at 6:00 pm on Saturday and Sunday.

P.O. Box 452, Sebastopol, CA 95473    707-837-8896farmtrails@farmtrails.org

- We provide directional signage on the roadways and use the same traffic flow plans developed over the years. Signage directs Fair traffic north through downtown Sebastopol on Highway 116, turning on Mill Station Road and then onto Ragle Road.
- We contract with O'Reilly Media and the Holy Ghost Hall to utilize their parking lots for off-site parking. These lots are serviced by Thunderstar Shuttles throughout the day on Saturday and Sunday, transporting passengers to and from Ragle Ranch Park.
- We encourage local attendees to bike or walk to the event by offering a free bike parking valet service at the park.
- To reduce unauthorized entry to the site before and during the fair, we fence off the perimeter of the "fairgrounds" in the park.

The local police department, Sonoma County Sheriff, CHP, community service volunteers, county park officials, our security firm, the Gold Ridge Fire Protection District, and our staff are invited to attend planning meetings prior to the fair to address any concerns or questions.

For your convenience, please find a copy of the letter of approval submitted to us in 2024.

Thank you for your continued support. We look forward to receiving a letter of approval for the 2025 Gravenstein Apple Fair. Please let me know if you have any questions.

Sincerely,



Pamela Davis  
Operations Support  
Gravenstein Apple Fair  
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