

RESOLUTION NO. 2016-81

RESOLUTION OF THE COUNCIL OF THE CITY OF ROHNERT PARK ACCEPTING A GRANT IN THE AMOUNT OF \$41,800 FROM THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL FOR GRANT ASSISTANCE PROGRAM FUNDS

WHEREAS, the City of Rohnert Park desires to undertake a certain project designated as the Rohnert Park Department of Public Safety and Cotati Police Department Joint ABC Grant to be funded from monies made available through the Grant Assistance Program (GAP) administered by the State of California's Department of Alcoholic Beverage Control ("ABC"), and;

WHEREAS, the grant funding is specifically targeted to mitigate alcohol-related nuisances and crimes, target problem premises with special emphasis on alcohol-related nuisance abatement, and reduce youth access to alcohol from licensed premises in the cities of Rohnert Park and Cotati. Acceptance of this grant will allow the agencies to focus on conducting a multitude of programs designed to mitigate alcohol-related nuisances and crimes such as Minor Decoy, Shoulder Tap, Trap Door, Task Force, IMPACT, Responsible Beverage Service (RBS) Trainings, and Teenage Party Enforcement operations. Because of the specialized nature of the grant terms, these programs are considered supplemental public safety services and are therefore developed and implemented on an overtime basis at no cost to the general fund.

IT IS AGREED that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipients and the authorizing agencies. The State of California and ABC disclaim responsibility for any such liability, and;

IT IS ALSO AGREED that this award is not subject to local hiring freezes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby accept a grant in the amount of \$41,800 from the State of California Department of Alcoholic Beverage Control for Grant Assistance Program (GAP) funds and authorizes the Director of Public Safety to be the Chief Authorizing Official, the City's Finance Director to be the Fiscal Official, and Sergeant Jeff Nicks to be the Program Director whose duties will be to execute the attached contract on behalf of the City Council of the City of Rohnert Park, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

DULY AND REGULARLY ADOPTED this 26th day of July, 2016.

CITY OF ROHNERT PARK


Gina Belforte, Mayor

ATTEST:


Caitlin Saldanha, Deputy City Clerk

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye BELFORTE: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

Attachment: Grant Contract

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

3927 Lennane Drive, Suite 100
Sacramento, CA 95834
(916) 419-2500 FAX (916) 419-2599



June 3, 2016

Brian Masterson, Director
Rohnert Park Department of Public Safety
500 City Center Drive
Rohnert Park, CA 94928

Subject: Grant Contract **16G-LA37**

Dear Mr. Brian Masterson:

Enclosed are three (3) copies of the Standard Agreement STD 213 contract to be entered into between the Department of Alcoholic Beverage Control and the **Rohnert Park Department of Public Safety** for the total amount of **\$41,800**.

To help expedite processing, please ensure below items are completed before returning documents.

1. **Budget Detail/Exhibit B** – Adjust dates and dollar amounts in the Travel category and resubmit Budget page.
2. Sign and return all three (3) copies to my attention. **Each contract must have an original signature.**
3. A copy of your Governing Body's Resolution in acceptance of this funding.
4. Include your Federal Taxpayer's Identification Number here _____ and return this document with the signed STD213's.

After we receive the above information from your agency, we will process the contract package for approval. Upon approval, we will execute a fully signed contract for your records.

If you have any questions, please feel free to me contact at (916) 419-2572.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Suzanne Pascual'.

Suzanne Pascual
Grant Coordinator

Enclosures

Cc: Sergeant Jeff Nicks, Project Director (enclosure not included)

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER

16G-LA37

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

CONTRACTOR'S NAME

City of Rohnert Park through the Rohnert Park Department of Public Safety

2. The term of this Agreement is: July 1, 2016 through June 30, 2017

3. The maximum amount of this Agreement is: \$ 41,800

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work 3 page(s)

Exhibit B – Budget Detail and Payment Provisions 3 page(s)

Exhibit C* – General Terms and Conditions GTC 610

Check mark one item below as Exhibit D:

☒
☐

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)

1 page(s)

Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions

page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of Rohnert Park through the Rohnert Park Department of Public Safety

BY (Authorized Signature)



DATE SIGNED (Do not type)

6-10-16

PRINTED NAME AND TITLE OF PERSON SIGNING

Brian Masterson, Director

ADDRESS

500 City Center Drive
Rohnert Park, CA 94928

STATE OF CALIFORNIA

AGENCY NAME

Department of Alcoholic Beverage Control

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Randall Deems, Assistant Director, Administration

ADDRESS

3927 Lennane Drive, Suite 100, Sacramento CA 95834

**California Department of General
Services Use Only**

☒ Exempt per: SCM 4.04.(A)(3)

SCOPE OF WORK

PROJECT NARRATIVE - ABC (GAP) GRANT - Fiscal Year 2016/2017

"Rohnert Park and Cotati Continue to Work Together to Reduce Alcohol Related Crimes"

Summary:

The City of Rohnert Park, or "Friendly City", is roughly seven square miles and according to the US Census Bureau is home to about 42,262 people. Rohnert Park is a tight knit community made up of a population of 76.1% White, 1.9% African Americans, 1.0% American Indian, 5.25% Asian and 22.1% Hispanic ethnicities. Rohnert Park is tucked away in the bustling county of Sonoma and is a suburb to San Francisco. The city itself was founded in 1962 and from its inception the Rohnert Park Department of Public Safety (RPDPS) was founded. RPDPS is currently made up of 63 sworn members serving in the Patrol, Detective, Motor and Fire divisions. RPDPS is one of two specialized departments that members are cross trained in both the police and fire disciplines.

The City of Cotati is nearly 2 square miles and according to the US Census Bureau is home to about 7,429 people. Cotati is known as the "Hub of Sonoma County" and is made up of 81.6% White, 1.7% African American, 1.0% American Indian, 3.9% Asian and 17.3% Hispanic. As of January 1, 2016, Cotati Police Department (CPD) is staffed by 7 full time Police Officers, 1 Reserve Officer, a Police Sergeant, a Lieutenant and the Chief of Police.

Tucked away in the eastern corner of Rohnert Park is Sonoma State University (SSU). According to the 2013 enrollment numbers there were nearly 10,000 undergraduate students enrolled at the school. The majority of students live, work and more importantly, play in the cities of Rohnert Park and Cotati. SSU is made up of 66.1% White, 2% African American, .8% American Indian, 4.5% Asian and 13.9% Hispanic. In 2014 SSU opened the Green Music Center. The Green Music Center is an attraction that offers various performance artists for entertainment. This venue attracts people from all over the North Bay to Rohnert Park and Cotati.

Rohnert Park and Cotati officers have a long history of working cooperatively together. Due to the geographic set up of the cities, many officers have formed strong working relationships. More often than not, officers rely on one another to offer mutual aid to serve the citizens of both communities. Officers from both agencies are trained in general law enforcement, traffic enforcement, criminal investigations, community oriented policing, and crime prevention. Officers in both agencies work within the patrol, detective, and traffic division at their respective departments. At both agencies there are subject matter experts in ABC related laws and regulations, gang enforcement, and narcotics and/or street crimes. RPDPS has 15 officers assigned full time, on a rotational basis, to the fire division. Officers assigned to the fire division keep their full peace officer powers and are responsible for fire prevention, fire suppression and basic life support medical care. RPDPS fire crews also assist the neighboring Ranch Adobe Fire District in serving the rural and urban areas of Cotati. The communities of Rohnert Park and Cotati truly share a symbiotic relationship to keep our communities safe.

The agencies will work cooperatively, without borders, to accomplish the goals and objectives through 57 enforcement operations, 25 Responsible Beverage Service (RBS) Trainings, and IMPACT inspections a majority of licensed premises in Rohnert Park and Cotati. In order to carry out the campaign both agencies are asking for a grant award of \$41,800.00. RPDPS and CPD have a proven track record for aggressively combating alcohol related nuisances and crimes. Past grants have resulted in a high level of arrest statistics. A strong working relationship has been established with Agents from the Department of Alcoholic Beverage Control Santa Rosa Office, including Tony Corrancho and Agent Dave Bickel of the GAP Unit.

Our goals and objectives in this grant cycle are to mitigate alcohol related nuisances and crimes as a result of the opening of the Graton Resort and Casino and Green Music Center in Rohnert Park; target problem premises with special emphasis on alcohol related nuisance abatement through education and enforcement; reduce alcohol related nuisances and crimes in the Downtown Cotati corridor (primary focus will be on Thursday nights); reduce youth access to alcohol through preventive measures, by keeping merchants informed, and enforcement. Prevention, compliance and enforcement tasks will utilize the proven methods of Responsible Beverage Service (RBS) Training, IMPACT, Trap Door, Shoulder Tap and Minor Decoy Operations along with uniformed and plainclothes officers observing behaviors and tendencies in and around licensed establishments.

The City of Rohnert Park currently has 94 (30 Off-Sale and 64 On-Sale) businesses licensed to sell alcoholic beverages as opposed to Cotati's 46 (14 Off-Sale and 32 On-Sale). There are 2 On-Sale licensees at Sonoma State University. Rohnert Park added 17 licensed establishments this past year. Since the opening of the Graton Rancheria and Casino the City of Rohnert Park has seen a sharp increase in violent, drug and theft related crimes throughout the city, especially in the area of the casino. The Downtown Cotati

Exhibit A

corridor has several licensed premises within a small concentrated area. This over concentration leads to an array of alcohol related nuisances and crimes. The Cotati Police Department's resources have been, specifically, strained on Thursday evenings as the five bars/ nightclubs in the "Downtown Corridor" tend to attract large crowds from Sonoma State University and Santa Rosa Junior College as well as the outlying area.

Problem Statement:

Since the opening of the Graton Rancheria and Casino, the City of Rohnert Park has seen a sharp increase in crime. The area that directly surrounds the Casino has seen the largest increase. Graton Casino is the largest Las Vegas style Indian Casino in the state of California. The Casino offers alcohol service at the slots and tables, offers a number of bars and alcohol lounges, nine casual dining outlets and four fine dining restaurants. Currently under construction on the grounds is a full scale high end hotel and event center. At its completion the hotel will have over 200 rooms, a 9,000 square foot event center, an outdoor pool area and full spa. Graton Casino offers full bus service to willing gamblers as far away as San Jose and Brentwood in the Bay Area.

Rohnert Park is home to Sonoma State University (SSU). The majority of the student population, roughly 6,00 students, live off-campus within the city of Rohnert Park. Due to an increased number of parties thrown by SSU students, the City of Rohnert Park enacted the "Loud and Unruly Party" municipal code. Many college aged parties will be made up 10 to 200 people at a time, many of which participate in heavy drinking. These parties are also attended by those who are under the legal drinking age. Area residents often times call in the middle of the night because of noise, vandalism to their property, fights in the streets, subjects attempting to enter their homes due to their intoxication, drunk driving and subjects trespassing on their property to urinate in their yards. SSU parties have caused calls for service in the evenings, at times, to nearly double to address these issues. Zero tolerance enforcement and posting of 160 day notices prohibiting the hosting of a party has made little impact. Weekend officers frequently find themselves moving from party call to party call. A grant team can dedicate resources at the scene to issue citations for alcohol related crimes.

In 2012, SSU unveiled their newest addition to the campus, the critically acclaimed Green Music Center. The Green Music Center is a state of the art indoor and outdoor entertainment venues that feature live music, comedians, speakers and other special events. The Green Music Center, at the direction of the onsite SSU Catering service, is also home to a full restaurant and event food services. Staff within the catering service department serve and manage alcohol sales to visitors at special events and their restaurant.

The downtown Cotati area continues to make a strain of the resources of CPD. The student populations of SSU, Santa Rosa Junior College (SRJC) and people coming from outside the area flood the streets of Cotati nearly every Thursday for the "Cotati Crawl". The "Crawl" creates an atmosphere that allows patrons to easily move from one bar to the next, often with increasing levels of intoxication. In the downtown corridor of Cotati there are a total of 17 on and off-sale licensees within two blocks. On the nights of the crawl it is not uncommon for the city to be inundated with 1,000 to 2,000 people.

Many of the patrons of the "crawl" are of college age. Frequently many of those, and more times than not, are under the legal drinking age. Within this population many of the patrons gain access to bars and alcohol with the use of a fake, borrowed or altered identification. This large influx of people has also shown to cause a sharp increase in fights, vandalism, urinating in public, various sex acts in public, littering, and has shown to become over intoxicated in the downtown area of Cotati. These nuisances and crimes pushed the local business owners and local residents to contact their city council and work towards the passing of a drinking, urinating and possessing an open container in public city ordinances.

In both communities there is a large transient population that frequently travels from town to town. Many of these persons are known to nearly all officers as habitual drunkards causing nuisances in neighborhoods, community parks, running trails and local businesses. Many of these individuals have been arrested numerous times for being under the influence of alcohol, loitering, urinating in public, vandalism, battery and other nuisance crimes. During many of the times they are arrested, they are also found to be in possession of alcohol, and on probation for alcohol related crimes. Many of these people congregate in their own areas of town and visit the same convenience stores to purchase alcohol. This population drinks steadily throughout the day and show increasingly more signs of being too intoxicated to consume more alcohol and/or care safely for themselves in public.

Goals and Objectives:

Project Goals:

1. Mitigate alcohol related nuisances and crime as a result of the opening of the Graton Rancheria and Casino, Green Music Center and a growing SSU student population in Rohnert Park and Cotati.
2. Reduce youth access to alcohol from licensed premises
3. Reduce alcohol related nuisances and crimes in the Downtown Cotati corridor
4. Mitigate the sales of alcohol to overly intoxicated persons at both on-sale and off-sale premises
5. Target problem premises with an emphasis on education, in conjunction with enforcement

Exhibit A

Project Objectives:

1. Complete a press release by August 1, 2016 to "kick off" and publicize the project. Issue periodic press releases regarding grant activity and e-mail copies of the press released to the GAP Agent.
2. Work with the Sonoma County District Attorney's Office to create a policy for dealing with the enforcement of selling alcohol to overly intoxicated patrons by August 1, 2016.
3. Create a list of habitual drunkards that frequent the cities of Rohnert Park and Cotati and contact licensed premises in an effort to stop the sales of alcohol to overly intoxicated individuals by June 30, 2017.
4. Conduct 6 "Cops in Shops" operations to combat the passing of fake, altered and forced identifications by June 30, 2017.
5. Conduct 26 Shoulder Tap, Minor Decoy, and/or Party Patrol Operations before June 30, 2017.
6. Conduct 2 Task Force Operations by June 30, 2017
7. Conduct 24 Downtown Enforcement Operation and/or Rohnert Park Cotati Party Patrol operations by June 30, 2017
8. Conduct 3 IMPACT Operations to inspect the majority of licensed premises in the City of Cotati by June 30, 2017. Continue compliance checks, as mandated by city ordinance, of the majority of licensed premises in the City of Rohnert Park; cost incurred to inspect Rohnert Park licensed premises will be funded by the City of Rohnert Park.
9. Host 25 Responsible Beverage Service (RBS) Trainings by June 30, 2017 (Courses for Graton Resort and Casino, Cotati Licensed Premises and Sonoma State University Catering Employees will be funded under the grant. An additional nineteen RBS Trainings will be scheduled to meet city ordinance mandate (Per city ordinance, new employees have 60 days to attend RBS training and refresher training every 3 years); cost incurred to host additional RBS Trainings will be funded by the City of Rohnert Park.
10. Conduct two "Outreach" meetings Sonoma State University student groups (fraternities, sororities, clubs, etc.) to maintain an open dialogue in regards to student conduct at local parties, in the Downtown Cotati corridor and the responsible use and possession of alcohol in our communities by June 30, 2017.
11. Host two "town hall" meetings with neighboring residences of the Downtown Cotati Corridor to identify problems and provide instruction on how to complete a Citizen's Log of Disruptive Behavior. To be completed by June 30, 2016.

Personnel:

As GAP Project Director I (Sgt. Jeff Nicks) have inherited, and have been a part, of a successful team of interested officers to conduct grant operations on an overtime basis. This team consists of motivated Sergeants and Officers whose main focus is to proactively combat alcohol related nuisances and crimes. Only dedicated members serve on this team as there is a high expectation to make an impact during prevention programs and enforcement operations. There is a ZERO tolerance expectation during these enforcement periods. The team members are as follows: Sergeants: J. Nicks, J. Justice, Officers assigned to patrol division: C. Kaupe, B. Gallo, K. Astley, M. Snodgrass, N. Miller, A. Savas, N. Bryse, L. Cooper; Officers assigned to fire division: M. Werle and J. Huffaker; Officer assigned to detective bureau: J. Kempf and T. Douglas. Each operation will be overseen by a sergeant or officer who is well versed in the Alcohol Beverage Control Act, ABC Enforcement Manual, Rule 141, and other related laws and procedures. The supervising officer will be joined by one additional officer and/ or the GAP Agent. The supervising officer will report results to the GAP Project Director. The Task Force Operation will consist of three-two officer teams and the GAP Agent. The Rohnert Department of Public Safety has consistently produced a reliable compliment of minor decoys through the years. Due to their dependability, our decoys are frequently used by other grant recipient agencies as well as ABC Agents throughout the state. Many decoys have found their way to becoming successful officers with various law enforcement agencies throughout the state. All decoys receive extensive training and must abide by ABC rules and regulations.

As a dedicated representative of the two agency cooperative effort, I will be responsible for oversight of grant operations, preparation and submission of monthly and final reports, and will continue to be an agency liaison to the Department of Alcoholic Beverage Control. I have experience as a GAP Project Director under our last grant award, as a participant in several previous grants, as well as an ABC Mini-Grant Director. I will also participate in prevention activities and enforcement operations. We look forward to the opportunity to continue a proven and invaluable relationship with the Department of Alcoholic Beverage Control.

BUDGET DETAIL

Exhibit B

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts to nearest dollar)
A. Personnel Services (straight time salaries, overtime, and benefits)	
An average overtime rate of \$75.00 was used for all calculations. The budget projection is based on the following operations: 24 (5 hr.) Downtown Cotati, Problem Premise, Special Event General Enforcement & Trapdoor Operations (2 Officers - \$18,000); 16 (8 hr.) Shoulder Tap, Minor Decoy, and Party Patrol Operations (2 Officers - \$9,200); three (8 hr.) IMPACT Checks at Cotati Licensed Premises (\$1,800); two (8 hr.) Task Force Operation, (6 Officers - \$7,200), six (5 hr.) Responsible Beverage Service (RBS) Courses for Casino Employees, SSU Catering & Cotati Licensed Merchants (\$2,250). Two (1 hr.) "Town Hall" Meetings (\$150)	\$38,650.00
TOTAL PERSONNEL SERVICES	\$38,650.00
B. Operating Expenses (maximum \$2,500)	
"Buy money" for enforcement operations.	\$650.00
TOTAL OPERATING EXPENSES	\$650.00
C. Equipment (maximum \$2,500)	
	\$0.00
TOTAL EQUIPMENT	\$0.00
D. Travel Expense/Registration Fees (maximum \$2,500)	
(Registration fee for July 2016 GAP Conference attendees is \$275 each)	
Registration fee for 2016 GAP Conference. Two attendees at \$275 each	\$550.00
Lodging, per diem, and travel expense for 2016 GAP Conference.	\$1,950.00
TOTAL TRAVEL EXPENSE	\$2,500.00
TOTAL BUDGET DETAIL COST, ALL CATEGORIES	\$41,800.00

PAYMENT PROVISION

Exhibit B

Page 1 of 2

1. **INVOICING AND PAYMENT:** Payments of approved reimbursable costs (per Budget Detail attached) shall be in arrears and made via the State Controller's Office. Invoices shall be submitted in duplicate on a monthly basis in a format specified by the State. Failure to submit invoices and reports in the required format shall relieve the State from obligation of payment. Payments will be in arrears, within 30 days of Department acceptance of Contractor performance, pursuant to this agreement or receipt of an undisputed invoice, whichever occurs last. Nothing contained herein shall prohibit advance payments as authorized by Item 2100-101-3036, Budget Act, Statutes of 2016.
2. Revisions to the "Scope of Work" and the "Budget Detail" may be requested by a change request letter submitted by the Contractor. If approved by the State, the revised Grant Assistance Scope of Work and/or Budget Detail supersede and replace the previous documents bearing those names. No revision can exceed allotted amount as shown on Budget Detail. The total amount of the contract must remain unchanged.
3. Contractor agrees to refund to the State any amounts claimed for reimbursement and paid to Contractor which are later disallowed by the State after audit or inspection of records maintained by the Contractor.
4. Only the costs displayed in the "Budget Detail" are authorized for reimbursement by the State to Contractor under this agreement. Any other costs incurred by Contractor in the performance of this agreement are the sole responsibility of Contractor.
5. Title shall be reserved to the State for any State-furnished or State-financed property authorized by the State which is not fully consumed in the performance of this agreement. Contractor is responsible for the care, maintenance, repair, and protection of any such property. Inventory records shall be maintained by Contractor and submitted to the State upon request. All such property shall be returned to the State upon the expiration of this contract unless the State otherwise directs.
6. If travel is a reimbursable item, the reimbursement for necessary traveling expenses and per diem shall be at rates set in accordance with Department of Personnel Administration rates set for comparable classes of State employees. No travel outside of the State of California shall be authorized. No travel shall be authorized outside of the legal jurisdiction of Contractor without prior authorization by the State.

PAYMENT PROVISION

Exhibit B

Page 2 of 2

7. Prior authorization by the State in writing is required before Contractor will be reimbursed for any purchase order or subcontract exceeding \$2,500 for any articles, supplies, equipment, or services to be purchased by Contractor and claimed for reimbursement. Contractor must justify the necessity for the purchase and the reasonableness of the price or cost by submitting three competitive quotations or justifying the absence of bidding.
8. Prior approval by the State in writing is required for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop or conference, and over any reimbursable publicity or educational materials to be made available for distribution. Contractor is required to acknowledge the support of the State whenever publicizing the work under the contract in any media.
9. It is understood between the parties that this contract may have been written before ascertaining the availability of appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contracts were executed after that determination was made.
10. **BUDGET CONTINGENCY CLAUSE** - It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

Special Terms and Conditions

1. Disputes: Any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Director, Department of Alcoholic Beverage Control, or designee, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Department shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the State a written appeal addressed to the Director, Department of Alcoholic Beverage Control. The decision of the Director of Alcoholic Beverage Control or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, Contractor shall proceed diligently with the performance of the contract and in accordance with the decision of the State.
2. Termination Without Cause: Either party may terminate this agreement at any time for any reason upon ten (10) days written notice. No penalty shall accrue to either party because of contract termination.
3. Contract Validity: This contract is valid and enforceable only if adequate funds are appropriated in Item 2100-101-3036, Budget Act of 2016, for the purposes of this program.
4. Contractor Certifications: By signing this agreement, Contractor certifies compliance with the provisions of CCC 307, Standard Contractor Certification Clauses. This document may be viewed at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>.
5. If the State determines that the grant project is not achieving its goals and objectives on schedule, funding may be reduced by the State to reflect this lower level of project activity.

GRANT ASSISTANCE PROGRAM (GAP)
2016-2017

GRANT FORMS



EDMUND G. BROWN JR., *Governor*
State of California

JACOB A. APPELSMITH, *Director*
Department of Alcoholic Beverage Control

March 2016

GRANT FORMS

Includes:

- Proposal Cover Sheet
- Scope of Work
- Budget Detail
- Other Funding Sources
- Resolution of Governing Body (Sample)
Resolution not needed with RFP package. This will be requested from agencies awarded a grant.



State of California

Department of Alcoholic Beverage Control

Grant Assistance Program

PROPOSAL COVER SHEET

(TO BE COMPLETED BY APPLICANT AGENCY)

1. Name of Applicant Agency: Rohnert Park Department of Public Safety, Cotati Police Department	
2. Description of Applicant Agency: The Cities of Rohnert Park and Cotati share common borders and it is not uncommon for officers from these adjoining agencies to provide mutual aid assistance to one another; therefore, an established and favorable working relationship exists. Both agencies have worked for years, amicably, together during past grants. Currently, the Rohnert Park Department of Public Safety has 63 sworn Public Safety Officers and the Cotati Police Department has 11 sworn Police Officers. Both agencies have felt the impact of a rising student population of Sonoma State University and the opening of the largest Las Vegas style casino in the state of California, Graton Rancheria and Casino. Both cities have seen a significant rise in Part 1 crimes in the past three years.	
3. Number of Licenses in Project Area: 140	4. Population of Service Area: 49,691
5. Project Description: The goals are to mitigate alcohol related issues as a result of the opening of the Graton Resort and Casino, the Green Music Center at Sonoma State University in Rohnert Park and the student population at Sonoma State University and Rancho Cotate High School, target problem premises with special emphasis on alcohol related nuisance abatement through education and enforcement; reduce alcohol related nuisances and crimes in the Downtown Cotati corridor (primary focus will be on Thursday nights); reduce youth access to alcohol through preventive measures, by keeping merchants informed, and enforcement. Prevention, compliance and enforcement objectives will be carried out through the proven methods of Responsible Beverage Service Training, IMPACT, Shoulder Tap, Minor Decoy, and Trap Door Operations, along with officers observing behaviors and tendencies in and around licensed establishments. The agencies will work jointly and without borders to accomplish these goals and objectives. There will be at least 40 Enforcement Operations, 25 Responsible Beverage Service (RBS) Trainings, and IMPACT inspections at local licensed premises.	
6. Funds Requested: \$42,150.00	7. Project Period: July 1, 2016 - June 30, 2017
8. Acceptance of Conditions: By submitting this proposal, the applicant signifies acceptance of the responsibility to comply with all requirements stated in the Request for Proposals. The applicant understands that ABC is not obligated to fund the project until the applicant submits correctly completed documents required for the contract.	
A. Project Director (person having day-to-day responsibility for the project) Name: Jeff Nicks Address: 500 City Center Drive Rohnert Park, Ca. 94928 Phone: 707 584-2600 Fax: 707 584-2683 E. Mail Address: jnicks@rpcity.org Signature:	B. Chief of Police or Sheriff (authorizing official) Name: Brian Masterson Address: 500 City Center Drive Rohnert Park, Ca. 94928 Phone: 707 584-2600 Fax: 707 584-2636 E. Mail Address: bmasterson@rpcity.org Signature:
Title: Sergeant	Title: Director of Public Safety
C. Fiscal or Accounting Official Name: Betsy Howze Address: 130 Avram Avenue Rohnert Park, Ca. 94928 Phone: 707 585-6717 Fax: 707 794-9248 E. Mail Address: bhowze@rpcity.org Signature:	D. ABC USE ONLY
Title: Finance Manager	

SCOPE OF WORK

Maximum of 4 pages for scope of work
Font size no smaller than 12 pitch, standard format

1. Summary

- a. Agency Description – Describe your agency, including size, structure, staffing, demographics of jurisdiction, and number of ABC licensed locations.
- b. Funding Requested – Dollar amount requested.
- c. Goals and Objectives – List the goals and objectives of your project.
- d. Number of ABC Licensed Locations – List the number of on-sale and off-sale licenses in your jurisdiction.

2. Problem Statement - Describe the issues or problems to be addressed with grant funds.

- a. Clearly identify the area to be served, any specific problem locations, any specific community concerns, and the factors contributing to the problem.

3. Project Description - What are the goals and objectives of the proposed project?

- a. Describe in detail the goals and objectives you wish to accomplish.
- b. Objectives should be measurable, concise, deal with a specific item, and be realistic with a reasonable probability of achievement.
- c. You are encouraged to be creative and to state your objectives by describing them in terms of tasks that you want to accomplish.
- d. You are also encouraged to utilize ABC enforcement strategies that target the illegal purchasing of alcoholic beverages as well as the illegal sale of alcoholic beverages.

4. Project Personnel – Describe the staffing required to carry out the grant objectives as supported by the proposed budget.

- a. Include the number of staff, type of staff, and staff qualifications.
- b. Include unit/division that will be responsible for the grant.
- c. Include the names, rank, and current assignment of personnel involved.

5. Budget

- a. Budget Detail – A sample budget display appears in the Grantee Handbook. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must be detailed and cover the entire grant period. Include only those items specifically authorized; i.e., salaries, overtime, employee benefits, travel, operating expenses, and certain items of equipment. (Refer to Grantee Handbook, Section I, for details on preparing your budget.)
- b. Other Funding Sources-Describe other funds that your Department will contribute towards the success of this project.

SCOPE OF WORK**PROJECT NARRATIVE - ABC (GAP) GRANT - Fiscal Year 2016/2017*****"Rohnert Park and Cotati Continue to Work Together to Reduce Alcohol Related Crimes"*****Summary:**

The City of Rohnert Park, or "Friendly City", is roughly seven square miles and according to the US Census Bureau is home to about 42,262 people. Rohnert Park is a tight knit community made up of a population of 76.1% White, 1.9% African Americans, 1.0% American Indian, 5.25% Asian and 22.1% Hispanic ethnicities. Rohnert Park is tucked away in the bustling county of Sonoma and is a suburb to San Francisco. The city itself was founded in 1962 and from its inception the Rohnert Park Department of Public Safety (RPDPS) was founded. RPDPS is currently made up of 63 sworn members serving in the Patrol, Detective, Motor and Fire divisions. RPDPS is one of two specialized departments that members are cross trained in both the police and fire disciplines.

The City of Cotati is nearly 2 square miles and according to the US Census Bureau is home to about 7,429 people. Cotati is known as the "Hub of Sonoma County" and is made up of 81.6% White, 1.7% African American, 1.0% American Indian, 3.9% Asian and 17.3% Hispanic. As of January 1, 2016, Cotati Police Department (CPD) is staffed by 7 full time Police Officers, 1 Reserve Officer, a Police Sergeant, a Lieutenant and the Chief of Police.

Tucked away in the eastern corner of Rohnert Park is Sonoma State University (SSU). According to the 2013 enrollment numbers there were nearly 10,000 undergraduate students enrolled at the school. The majority of students live, work and more importantly, play in the cities of Rohnert Park and Cotati. SSU is made up of 66.1% White, 2% African American, .8% American Indian, 4.5% Asian and 13.9% Hispanic. In 2014 SSU opened the Green Music Center. The Green Music Center is an attraction that offers various performance artists for entertainment. This venue attracts people from all over the North Bay to Rohnert Park and Cotati.

Rohnert Park and Cotati officers have a long history of working cooperatively together. Due to the geographic set up of the cities, many officers have formed strong working relationships. More often than not, officers rely on one another to offer mutual aid to serve the citizens of both communities. Officers from both agencies are trained in general law enforcement, traffic enforcement, criminal investigations, community oriented policing, and crime prevention. Officers in both agencies work within the patrol, detective, and traffic division at their respective departments. At both agencies there are subject matter experts in ABC related laws and regulations, gang enforcement, and narcotics and/or street crimes. RPDPS has 15 officers assigned full time, on a rotational basis, to the fire division. Officers assigned to the fire division keep their full peace officer powers and are responsible for fire prevention, fire suppression and basic life support medical care. RPDPS fire crews also assist the neighboring Ranch Adobe Fire District in serving the rural and urban areas of Cotati. The communities of Rohnert Park and Cotati truly share a symbiotic relationship to keep our communities safe.

The agencies will work cooperatively, without borders, to accomplish the goals and objectives through 57 enforcement operations, 25 Responsible Beverage Service (RBS) Trainings, and IMPACT inspections a majority of licensed premises in Rohnert Park and Cotati. In order to carry out the campaign both agencies are asking for a grant award of \$41,800.00. RPDPS and CPD have a proven track record for aggressively combating alcohol related nuisances and crimes. Past grants have resulted in a high level of arrest statistics. A strong working relationship has been established with Agents from the Department of Alcoholic Beverage Control Santa Rosa Office, including Tony Corrancho and Agent Dave Bickel of the GAP Unit.

Our goals and objectives in this grant cycle are to mitigate alcohol related nuisances and crimes as a result of the opening of the Graton Resort and Casino and Green Music Center in Rohnert Park; target problem premises with special emphasis on alcohol related nuisance abatement through education and enforcement; reduce alcohol related nuisances and crimes in the Downtown Cotati corridor (primary focus will be on Thursday nights); reduce youth access to alcohol through preventive measures, by keeping merchants informed, and enforcement. Prevention, compliance and enforcement tasks will utilize the proven methods of Responsible Beverage Service (RBS) Training, IMPACT, Trap Door, Shoulder Tap and Minor Decoy Operations along with uniformed and plainclothes officers observing behaviors and tendencies in and around licensed establishments.

The City of Rohnert Park currently has 94 (30 Off-Sale and 64 On-Sale) businesses licensed to sell alcoholic beverages as opposed to Cotati's 46 (14 Off-Sale and 32 On-Sale). There are 2 On-Sale licensees at Sonoma State University. Rohnert Park added 17 licensed establishments this past year. Since the opening of the Graton Rancheria and Casino the City of Rohnert Park has seen a sharp increase in violent, drug and theft related crimes throughout the city, especially in the area of the casino. The Downtown Cotati

corridor has several licensed premises within a small concentrated area. This over concentration leads to an array of alcohol related nuisances and crimes. The Cotati Police Department's resources have been, specifically, strained on Thursday evenings as the five bars/ nightclubs in the "Downtown Corridor" tend to attract large crowds from Sonoma State University and Santa Rosa Junior College as well as the outlying area.

Problem Statement:

Since the opening of the Graton Rancheria and Casino, the City of Rohnert Park has seen a sharp increase in crime. The area that directly surrounds the Casino has seen the largest increase. Graton Casino is the largest Las Vegas style Indian Casino in the state of California. The Casino offers alcohol service at the slots and tables, offers a number of bars and alcohol lounges, nine casual dining outlets and four fine dining restaurants. Currently under construction on the grounds is a full scale high end hotel and event center. At its completion the hotel will have over 200 rooms, a 9,000 square foot event center, an outdoor pool area and full spa. Graton Casino offers full bus service to willing gamblers as far away as San Jose and Brentwood in the Bay Area.

Rohnert Park is home to Sonoma State University (SSU). The majority of the student population, roughly 6,000 students, live off-campus within the city of Rohnert Park. Due to an increased number of parties thrown by SSU students, the City of Rohnert Park enacted the "Loud and Unruly Party" municipal code. Many college aged parties will be made up 10 to 200 people at a time, many of which participate in heavy drinking. These parties are also attended by those who are under the legal drinking age. Area residents often times call in the middle of the night because of noise, vandalism to their property, fights in the streets, subjects attempting to enter their homes due to their intoxication, drunk driving and subjects trespassing on their property to urinate in their yards. SSU parties have caused calls for service in the evenings, at times, to nearly double to address these issues. Zero tolerance enforcement and posting of 160 day notices prohibiting the hosting of a party has made little impact. Weekend officers frequently find themselves moving from party call to party call. A grant team can dedicate resources at the scene to issue citations for alcohol related crimes.

In 2012, SSU unveiled their newest addition to the campus, the critically acclaimed Green Music Center. The Green Music Center is a state of the art indoor and outdoor entertainment venues that feature live music, comedians, speakers and other special events. The Green Music Center, at the direction of the onsite SSU Catering service, is also home to a full restaurant and event food services. Staff within the catering service department serve and manage alcohol sales to visitors at special events and their restaurant.

The downtown Cotati area continues to make a strain of the resources of CPD. The student populations of SSU, Santa Rosa Junior College (SRJC) and people coming from outside the area flood the streets of Cotati nearly every Thursday for the "Cotati Crawl". The "Crawl" creates an atmosphere that allows patrons to easily move from one bar to the next, often with increasing levels of intoxication. In the downtown corridor of Cotati there are a total of 17 on and off-sale licensees within two blocks. On the nights of the crawl it is not uncommon for the city to be inundated with 1,000 to 2,000 people.

Many of the patrons of the "crawl" are of college age. Frequently many of those, and more times than not, are under the legal drinking age. Within this population many of the patrons gain access to bars and alcohol with the use of a fake, borrowed or altered identification. This large influx of people has also shown to cause a sharp increase in fights, vandalism, urinating in public, various sex acts in public, littering, and has shown to become over intoxicated in the downtown area of Cotati. These nuisances and crimes pushed the local business owners and local residents to contact their city council and work towards the passing of a drinking, urinating and possessing an open container in public city ordinances.

In both communities there is a large transient population that frequently travels from town to town. Many of these persons are known to nearly all officers as habitual drunkards causing nuisances in neighborhoods, community parks, running trails and local businesses. Many of these individuals have been arrested numerous times for being under the influence of alcohol, loitering, urinating in public, vandalism, battery and other nuisance crimes. During many of the times they are arrested, they are also found to be in possession of alcohol, and on probation for alcohol related crimes. Many of these people congregate in their own areas of town and visit the same convenience stores to purchase alcohol. This population drinks steadily throughout the day and show increasingly more signs of being too intoxicated to consume more alcohol and/or care safely for themselves in public.

Goals and Objectives:

Project Goals:

1. Mitigate alcohol related nuisances and crime as a result of the opening of the Graton Rancheria and Casino, Green Music Center and a growing SSU student population in Rohnert Park and Cotati.
2. Reduce youth access to alcohol from licensed premises
3. Reduce alcohol related nuisances and crimes in the Downtown Cotati corridor
4. Mitigate the sales of alcohol to overly intoxicated persons at both on-sale and off-sale premises
5. Target problem premises with an emphasis on education, in conjunction with enforcement

Project Objectives:

1. Complete a press release by August 1, 2016 to "kick off" and publicize the project. Issue periodic press releases regarding grant activity and e-mail copies of the press released to the GAP Agent.
2. Work with the Sonoma County District Attorney's Office to create a policy for dealing with the enforcement of selling alcohol to overly intoxicated patrons by August 1, 2016.
3. Create a list of habitual drunkards that frequent the cities of Rohnert Park and Cotati and contact licensed premises in an effort to stop the sales of alcohol to overly intoxicated individuals by June 30, 2017.
4. Conduct 6 "Cops in Shops" operations to combat the passing of fake, altered and forced identifications by June 30, 2017.
5. Conduct 16 Shoulder Tap, Minor Decoy, and/or Party Patrol Operations before June 30, 2017.
6. Conduct 2 Task Force Operations by June 30, 2017
7. Conduct 24 Downtown Enforcement Operation and/or Rohnert Park Cotati Party Patrol operations by June 30, 2017
8. Conduct 3 IMPACT Operations to inspect the majority of licensed premises in the City of Cotati by June 30, 2017. Continue compliance checks, as mandated by city ordinance, of the majority of licensed premises in the City of Rohnert Park; cost incurred to inspect Rohnert Park licensed premises will be funded by the City of Rohnert Park.
9. Host 25 Responsible Beverage Service (RBS) Trainings by June 30, 2017 (Courses for Graton Resort and Casino, Cotati Licensed Premises and Sonoma State University Catering Employees will be funded under the grant. An additional nineteen RBS Trainings will be scheduled to meet city ordinance mandate (Per city ordinance, new employees have 60 days to attend RBS training and refresher training every 3 years); cost incurred to host additional RBS Trainings will be funded by the City of Rohnert Park.
10. Conduct two "Outreach" meetings Sonoma State University student groups (fraternities, sororities, clubs, etc.) to maintain an open dialogue in regards to student conduct at local parties, in the Downtown Cotati corridor and the responsible use and possession of alcohol in our communities by June 30, 2017.
11. Host two "town hall" meetings with neighboring residences of the Downtown Cotati Corridor to identify problems and provide instruction on how to complete a Citizen's Log of Disruptive Behavior. To be completed by June 30, 2016.

Personnel:

As GAP Project Director I (Sgt. Jeff Nicks) have inherited, and have been a part, of a successful team of interested officers to conduct grant operations on an overtime basis. This team consists of motivated Sergeants and Officers whose main focus is to proactively combat alcohol related nuisances and crimes. Only dedicated members serve on this team as there is a high expectation to make an impact during prevention programs and enforcement operations. There is a ZERO tolerance expectation during these enforcement periods. The team members are as follows: Sergeants: J. Nicks, J. Justice, Officers assigned to patrol division: C. Kaupé, B. Gallo, K. Astley, M. Snodgrass, N. Miller, A. Savas, N. Bryse, L. Cooper; Officers assigned to fire division: M. Werle and J. Huffaker; Officer assigned to detective bureau: J. Kempf and T. Douglas. Each operation will be overseen by a sergeant or officer who is well versed in the Alcohol Beverage Control Act, ABC Enforcement Manual, Rule 141, and other related laws and procedures. The supervising officer will be joined by one additional officer and/ or the GAP Agent. The supervising officer will report results to the GAP Project Director. The Task Force Operation will consist of three-two officer teams and the GAP Agent. The Rohnert Department of Public Safety has consistently produced a reliable compliment of minor decoys through the years. Due to their dependability, our decoys are frequently used by other grant recipient agencies as well as ABC Agents throughout the state. Many decoys have found their way to becoming successful officers with various law enforcement agencies throughout the state. All decoys receive extensive training and must abide by ABC rules and regulations.

As a dedicated representative of the two agency cooperative effort, I will be responsible for oversight of grant operations, preparation and submission of monthly and final reports, and will continue to be an agency liaison to the Department of Alcoholic Beverage Control. I have experience as a GAP Project Director under our last grant award, as a participant in several previous grants, as well as an ABC Mini-Grant Director. I will also participate in prevention activities and enforcement operations. We look forward to the opportunity to continue a proven and invaluable relationship with the Department of Alcoholic Beverage Control.

BUDGET DETAIL

Exhibit B

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts to nearest dollar)
A. Personnel Services (straight time salaries, overtime, and benefits)	
An average overtime rate of \$75.00 was used for all calculations. The budget projection is based on the following operations: 24 (5 hr.) Downtown Cotati, Problem Premise, Special Event General Enforcement & Trapdoor Operations (2 Officers - \$18,000); 16 (8 hr.) Shoulder Tap, Minor Decoy, and Party Patrol Operations (2 Officers - \$9,600); three (8 hr.) IMPACT Checks at Cotati Licensed Premises (\$1,800); two (8 hr.) Task Force Operation, (6 Officers - \$7,200), five (5 hr.) Responsible Beverage Service (RBS) Courses for Casino Employees, SSU Catering & Cotati Licensed Merchants (\$1,875); two 1/3 (1 hr.) "Town Hall" Meetings (\$175)	\$38,650.00
TOTAL PERSONNEL SERVICES	\$38,650.00
B. Operating Expenses (maximum \$2,500)	
"Buy money" for enforcement operations.	\$650.00
TOTAL OPERATING EXPENSES	\$650.00
C. Equipment (maximum \$2,500)	
	\$0.00
TOTAL EQUIPMENT	\$0.00
D. Travel Expense/Registration Fees (maximum \$2,000)	
(Registration fee for July 2015 GAP Conference attendees is \$225 each)	
Registration fee for 2015 GAP Conference. Two attendees at \$225	\$550.00
Lodging, per diem, and travel expense for 2015 GAP Conference.	\$1,950.00
TOTAL TRAVEL EXPENSE	\$2,500.00
TOTAL BUDGET DETAIL COST, ALL CATEGORIES	\$41,800.00

OTHER FUNDING SOURCES

Complete the following to report the total funds available to support the activities related to accomplishing the goals and objectives of the contract. In the "Grant Funds" column, report the ABC funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category (if none, leave blank). Then calculate the totals by category in the "Program Total" column. Total each column down to arrive at the total program funds available. (Round all budget amounts to the nearest dollar.)

BUDGET CATEGORY	GRANT FUNDS	OTHER FUNDS	PROGRAM TOTAL
Personnel Services	\$38,650.00	\$31,550.00 (To include 19 Responsible Beverage Service Trainings and 75 IMPACT Checks in Rohnert Park)	\$70,200.00
Operating Expenses	\$650.00	\$750.00 (For office supplies, fuel for vehicles, etc.)	\$1,400.00
Travel/Registration Fees	\$2,500.00	\$100.00 (Fuel Cost)	\$2,600.00
Equipment	\$0.00	\$0.00	\$0.00
TOTALS	\$41,800.00	\$32,400.00	\$74,200.00

(This form does not become part of the contract.)