



**City of Santa Rosa**

637 First Street  
Santa Rosa, CA 95404

**PUBLIC SAFETY AND PREVENTION TAX  
CITIZENS' OVERSIGHT COMMITTEE  
(FORMERLY MEASURE O)  
SPECIAL MEETING NOTICE AND AGENDA -  
FINAL  
APRIL 10, 2024**

**PUBLIC SAFETY AND PREVENTION TAX CITIZENS' OVERSIGHT  
COMMITTEE  
SPECIAL MEETING AGENDA AND SUMMARY REPORT  
APRIL 10, 2024 - 4:00PM**

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY  
ATTENDING IN-PERSON FROM THE CHAMBER LARGE CONFERENCE  
ROOM LOCATED AT: 637 FIRST STREET. (IT IS RECOMMENDED THAT  
SOCIAL DISTANCING CONTINUE TO BE CONSIDERED).**

**OR VIEW AND LISTEN VIA ZOOM WEBINAR BY VISITING  
<https://srcity-org.zoom.us/j/83044301189>  
OR BY DIALING (877) 853-5257 AND ENTERING WEBINAR ID:  
830 4430 1189**

**A VIDEO RECORDING OF THE MEETING WILL BE AVAILABLE FOR  
VIEWING ONCE UPLOADED TO SANTA-ROSA.LEGISTAR.COM**

## **PUBLIC COMMENT/PARTICIPATION INFORMATION**

**Live Public Comment:** All public comments shall be in person. Each speaker is allowed up to three minutes to comment.

**E-mail Public Comment:** To submit an e-mailed public comment to the **PUBLIC SAFETY AND PREVENTION TAX (PSAP) (Formerly: Measure O) Oversight Committee**, please send to: [finance@srcity.org](mailto:finance@srcity.org) by 5:00PM., Monday, prior to the PSAP Oversight Committee meeting. E-mailed public comments will be added to the record prior to the start of the meeting and will be distributed to the PSAP Oversight Committee members and uploaded to the agenda prior to the start of the meeting for public access. Emails received will not be read into the record. Please note that all e-mails sent to the city are considered public records and subject to disclosure under the California Public Records Act.

### **1. CALL TO ORDER AND ROLL CALL**

### **2. PUBLIC COMMENTS NON-AGENDA MATTERS**

This is the time when any person may address matters, in-person, that are not listed on this agenda, but which are within the subject matter of the jurisdiction.

The public may comment in-person on agenda items when the agenda item is called. Each speaker is allowed up to three minutes.

### **3. APPROVAL OF MINUTES**

3.1 Special Meeting Minutes - November 8, 2023

**Attachments:** [Special Meeting Minutes November 8, 2023 draft](#)

### **4. COMMITTEE BUSINESS**

**Public Safety and Prevention Tax  
Citizens' Oversight Committee  
(Formerly Measure O)**

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- FINAL

APRIL 10, 2024

**4.1 VICE-CHAIR ELECTION**

Recommendation Action: The PSAP Citizens' Oversight Committee shall, by motion, nominate and by consensus appoint or re-appoint a Vice Chair, to be effective immediately.

MOTION:

SECOND:

AYE:

NAY:

**5. SCHEDULED ITEMS**

**5.1 FY 2024-25 Public Safety and Prevention Tax (formerly Measure O)  
Proposed Budget**

Presenter: Veronica Conner, Budget and Financial Analysis Manager

Purpose: Review the 24/25 Budget

Recommendation Action: The PSAP Citizens' Oversight Committee shall, by motion, make a recommendation to present item to Council.

MOTION:

SECOND:

AYE:

NAY:

**Attachments:** [FINAL Annual Implementation Plan 24-25](#)  
[Presentation - Public Safety Special Tax COC 2024-25](#)

**6. FUTURE AGENDA ITEMS**

**7. ADJOURNMENT**

**Public Safety and Prevention Tax  
Citizens' Oversight Committee  
(Formerly Measure O)**

**- FINAL**

**APRIL 10, 2024**

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Any writing or documents provided to a majority of the Public Safety and Prevention Tax (PSAP) Citizens' Oversight Committee regarding any item on this agenda can be made available for public inspection upon request to [finance@srcity.org](mailto:finance@srcity.org).



# City of Santa Rosa

## Text File

File Number: 24-202PSAP

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**Agenda Date:** 4/10/2024

**Version:** 1

**Status:** In Committee

**In Control:** Public Safety and Prevention Tax Citizens' Oversight Committee (Form

**File Type:** PSAP-Minutes

**Agenda Number:** 3.1



**Measure O Oversight Committee  
Special Meeting Minutes - Draft**

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Wednesday, November 8, 2023

4:00 PM

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**Special Meeting**

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Chair Minor at 4:00pm

\* Member Cosgrove arrived at 4:03pm

\*\*Member Holmes arrived at 4:05pm

Also Present:

City Manager, Maraskeshia Smith (virtual)

Assistant City Manager, Daryel Dunston

CFO, Alan Alton

Deputy Director-Finance, Scott Wagner (virtual)

Police Chief, John Creegan

ASO (Police), Pam Lorence

Fire Chief, Scott Westrope

Director of Recreation and Parks, Donte Watson

Deputy Director of Recreation, Jeff Tibbetts

ASO (R/P), Jason Parrish

**Present** 6 - Chair Evette Minor, Vice Chair Nicholas Caston, Committee Member Ellen Bailey, Committee Member Elias Hinit, Committee Member Jennielynn Holmes, and Committee Member Ethan Cosgrove

**Absent** 1 - Committee Member Manza Atkinson

**2. PUBLIC COMMENTS NON-AGENDA MATTERS**

No Public Comment

**3. APPROVAL OF MINUTES**

- 3.1 Special Meeting Minutes - April 20, 2023  
approved as submitted

**4. SCHEDULED ITEMS**

#### 4.1 PROPOSED COMMITTEE NAME CHANGE

Veronica Conner, Budget and Financial Analysis Manager, presented recommended options for the Committee that addressed the passage of the new tax measure to determine if a new name is appropriate.

Recommendation Action: The Measure O Citizens Oversight Committee shall, by motion, determine if by consensus a new Committee name is supported.

Discussion ensued amongst the Committee Members. After the Presentation a new Motion was made to precede the scheduled motion that two(2) Committee name changes be presented at Council, one from the list provided during the presentation, the other from a verbal recommendation.

Per the first Motion - that two(2) Committee names be presented to Council:

Motion was made by: Chair Minor

Seconded by: Member Hinit

Roll Call Vote:

Chair Minor: Yes

Vice Chair Caston: No

Member Atkinson: Absent

Member Bailey: No

Member Cosgrove: No

Member Hinit: Yes

Member Holmes: No

1st Motion does not pass:

2 - Yes, 4 - No, 1 - Absent

Per the Second Motion

Motion was made by: Vice Chair Caston

Seconded by: Member Cosgrove

2nd Motion passes:

4 - Yes, 2 - No, 1 - Absent

**Per the Second Motion - that one (1) Committee name be presented to Council, selected from the suggestions during the presentation - Public Safety and Prevention Tax Citizen's Oversight Committee (formerly Measure O COC) :**

**Yes:** 4 - Vice Chair Caston, Committee Member Bailey, Committee Member Holmes and Committee Member Cosgrove

**No:** 2 - Chair Minor and Committee Member Hinit

**Absent:** 1 - Committee Member Atkinson

#### 4.2 PROPOSED IMPLEMENTATION PLAN CHANGE

Veronica Conner, Budget and Financial Analysis Manager, presented a proposed change to the Implementation Plan, to be presented to Council.

Recommendation Action: It is recommended that the Measure O Citizens Oversight Committee shall, by motion, vote to present to Council the recommended change.

Discussion ensued amongst the Committee Members.

**Member Caston moved to approve the FY 22-23 Annual Report Motion was Seconded by Member Cosgrove**

**Yes:** 6 - Chair Minor, Vice Chair Caston, Committee Member Bailey, Committee Member Hinit, Committee Member Holmes and Committee Member Cosgrove

**Absent:** 1 - Committee Member Atkinson

#### 4.3 FY 22-23 ANNUAL REPORT

This was a three-part presentation to review and approve the 22-23 Annual Report.

Presenters:

POLICE: Police Chief, John Cregan and Administrative Services Officer, Pam Lorence

VIOLENCE PREVENTION: Deputy Director of Recreation, Jeff Tibbetts, Administrative Services Officer, Jason Parrish, Program Manager VPP, Danielle Garduno and Recreation Supervisor, Joanna Moore

FIRE DEPARTMENT: Fire Chief, Scott Westrope and Administrative Analyst, Sara Roberts

Recommendation Action: It is recommended that the Measure O Citizens Oversight Committee, by motion, approve the FY 2022-2023 Annual Report.

Discussion ensued amongst the Committee Members.

**Member Cosgrove moved to accept the FY 22-23 Annual Report  
Motion was Seconded by Vice Chair Caston**

**Yes:** 6 - Chair Minor, Vice Chair Caston, Committee Member Bailey, Committee Member Hinit, Committee Member Holmes and Committee Member Cosgrove

**Absent:** 1 - Committee Member Atkinson

## 5. FUTURE AGENDA ITEMS

If the Countywide tax passes - the Board would like to see if the interplay and connectivity is an enhancement.

## 6. ADJOURNMENT

The meeting was adjourned by Chair Minor at 5:55pm

Approved on: \_\_\_\_\_

Shelley McClure, Recording Secretary



# City of Santa Rosa

## Text File

File Number: 24301PSAP

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**Agenda Date:** 4/10/2024

**Version:** 1

**Status:** In Committee

**In Control:** Public Safety and Prevention Tax Citizens' Oversight Committee (Form

**File Type:** PSAP-Report

**Agenda Number:** 4.1



# City of Santa Rosa

## Text File

File Number: 24302PSAP

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**Agenda Date:** 4/10/2024

**Version:** 1

**Status:** In Committee

**In Control:** Public Safety and Prevention Tax Citizens' Oversight Committee (Form

**File Type:** PSAP-Report

**Agenda Number:** 5.1

## Implementation Plan

**Violence Prevention Partnership Public Safety & Prevention Tax  
(Formerly Measure O) (20%)**

**Proposed Budget  
FY 2024-25**

<b>Projected Fund Balance</b>	<b>1,216,332</b>
<b>Projected Revenue</b> <i>includes interest earnings</i>	<b>2,506,800</b>
Proposed Implementation Plan:	
Community Engagement 5 FTEs - 1 VPP Manager, 1 Research & Program Coordinator, 2 Community Outreach Specialists, 1 Admin Secretary	
Salaries	382,215
Benefits	266,066
Services & Supplies:	
Professional Services	27,125
Vehicle Expenses	6,200
Operating Supplies	58,500
Computers/Phones	41,900
Administration	29,898
VPP Conference	15,819
CHOICE Grants	800,000
CHOICE Services & Supplies	-
Subtotal Community Engagement Programs	1,627,723
Recreation 4 FTEs - 1 Rec Supervisor, 2 Rec Coordinators, 1 Rec Specialist	
Salaries	274,091
Benefits	207,454
Seasonal Temps	301,662
Services & Supplies:	
Professional Services	18,734
Vehicle Expense	11,290
Insurance	28,356
Operating Supplies	33,800
Computers/Phones	3,842
Administration	29,898
Subtotal Recreation Programs	909,127
<b>Projected Expenditures</b>	<b>2,536,850</b>
Surplus/(Deficit)	(30,050)
<b>Projected Ending Fund Balance</b>	<b>1,186,282</b>

## Implementation Plan

**Police - Public Safety & Prevention Tax  
(Formerly Measure O) (40%)**

**Proposed Budget  
FY 2024-25**

<b>Projected Fund Balance</b>	<b>285,948</b>
<b>Projected Revenue</b> <i>includes interest earnings and rental income</i>	5,138,600
Proposed Implementation Plan:	
17 FTEs - 1 Lieutenant, 2 Sergeants, 9 Officers, 2 Field & Evidence Technicians, 1 Community Service Officer, 1 Communications Supervisor, 1 Police Technician	
Salaries	2,431,474
Benefits	1,838,518
Services & Supplies:	
Supplies and Uniforms	10,000
Professional Services	4,200
Outside Services	165,000
Vehicle Expense	117,000
Insurance	72,592
Administration	119,592
Computers/Phones	8,248
Department Substation(s)	68,808
<b>Projected Expenditures</b>	<b>4,835,432</b>
Surplus/(Deficit)	303,168
<b>Projected Ending Fund Balance</b>	<b>589,116</b>

## Implementation Plan

Fire - Public Safety & Prevention Tax (Formerly Measure O) (40%)	Proposed Budget FY 2024-25
<b>Projected Fund Balance</b>	<b>3,532,298</b>
<b>Projected Revenue</b> <i>includes interest earnings</i>	5,023,600
Proposed Implementation Plan:	
10 FTEs - 1 Training Captain, 3 Captains, 3 Engineers, 3 Firefighters and 25% EMS Division Chief	
Salaries	2,158,470
Benefits	1,501,427
Additional Paramedic Incentive FTEs	57,635
Services & Supplies:	
Vehicle Expense	94,690
Insurance	64,840
Supplies and Uniforms	6,178
Professional Services	87,250
Specialized Equipment:	
Purchase of 2 Transport Fire Vehicles	500,000
Fire Stations:	
Fire Station 5 Capital Lease Debt Service	275,795
Administration	119,592
<b>Projected Expenditures</b>	<b>4,865,877</b>
Surplus/(Deficit)	157,723
<b>Projected Ending Fund Balance</b>	<b>3,690,021</b>

# **Public Safety and Prevention Tax (PSAP) (Formerly Measure O) Proposed Budget FY 2024-25**

# Agenda

- Recreation – Neighborhood Services
- Violence Prevention Partnership
- Police Department
- Fire Department

# Recreation – Neighborhood Services



# Recreation – Neighborhood Services

	<b>Adopted Budget FY 2023-24</b>	<b>Proposed Budget FY 2024-25</b>	<b>\$ Change</b>
Salaries	\$584,117	\$575,753	\$-8,364
Benefits	216,419	207,454	-8,965
Services and Supplies	96,483	96,022	-461
Administration	30,081	29,898	-183
<b>TOTAL</b>	<b>\$927,100</b>	<b>\$909,127</b>	<b>\$-17,973</b>

# Recreation – Neighborhood Services

- Staff include 1.0 FTE Rec Supervisor, 2.0 FTE Rec Coordinators, 1.0 FTE Rec Specialists
  - Temporary Employee hours total 15,089 (8.3 FTE equivalent)
  - Additionally, 50% of a Recreation Supervisor is charged to Neighborhood Services.
- Public Safety Special Tax funds are used for:
  - Support of youth/families during out of school time (After-School Programs, Summer Camps, Break Camps)
  - Providing extra-curricular activities (Futsal, Baseball/Softball, Basketball, Cheer, Flag Football, Dance, MS Soccer, Girls Circle, STEM)
  - Creating Experiences (Community/Family Events and Field Trips)

# Recreation – Neighborhood Services

- Leveraging PSAP Tax funds
  - General Fund baseline, Burbank Housing, Santa Rosa City Schools
- New Program Keys
  - 350501 – Family Fun Times
  - 350502 – Camps Neighborhood Services

# Violence Prevention Partnership



# Violence Prevention Partnership

	<b>Adopted Budget FY 2023-24</b>	<b>Proposed Budget FY 2024-25</b>	<b>\$ Change</b>
Salaries	\$398,355	\$382,215	\$-16,140
Benefits	245,579	266,066	20,487
Services and Supplies	65,464	149,544	84,080
CHOICE Grant Program	914,884	800,000	-114,884
Administration	30,081	29,898	-183
<b>TOTAL</b>	<b>\$1,654,363</b>	<b>\$1,627,723</b>	<b>\$-26,640</b>

# Violence Prevention Partnership

- Staff include 1.0 FTE Program Manager, 2.0 FTE Community Outreach Specialists, 1.0 Research and Program Coordinator and 1.0 FTE Administrative Secretary
  - 1 COS position reimbursed through Sonoma County Probation to implement Guiding People Successfully – limited term
  - 1 additional COS position through PG&E funds for street outreach and crisis response – limited term
- Public Safety Special Tax funds are used for:
  - Developing and implementing intervention programs: Safe Campus Intervention Program; Clean Slate Tattoo Removal Program; and a hospital-based intervention program
  - Implementing the CHOICE Grant Program
  - Implementing community awareness campaign and professional development for staff and community partners
  - Facilitating the Policy and Operational teams

# Violence Prevention Partnership

## Next steps for The Partnership:

- Strategic plan update – completed: wrapping up first year of implementation
- CHOICE Cycle XII grantee selection
- Violence Prevention Awareness Seminar – October 10, 2024
- Identifying other funding sources outside Public Safety Special Tax for:
  - Additional intervention staff to effectively address needs of youth and their families
    - Case management, referrals, Boys Council and Girls Circle groups
    - Hospital-based intervention programming
  - Ongoing tattoo removal services

# Questions / Comments

# Police Department



# Police Department

	<b>Adopted Budget FY 2023-24</b>	<b>Proposed Budget FY 2024-25</b>	<b>\$ Change</b>
Salaries	\$2,381,058	\$2,431,474	\$50,416
Benefits	1,761,841	1,838,518	76,677
Services and Supplies	397,326	377,040	-20,286
Administration	120,325	119,592	-733
DET Lease	70,000	68,808	-1,192
Roseland Substation	2,600,000	0	-2,600,000
<b>TOTAL</b>	<b>\$7,330,550</b>	<b>\$4,835,432</b>	<b>\$-2,495,118</b>

# Police Department

The Public Safety and Prevention tax funds are critical to the department and the community we serve. The majority of these funds are used to hire the additional 17.0 FTE positions and 2.0 Student Intern positions.

- 1.0 Lieutenant
- 2.0 Sergeant
- 9.0 Police Officers
- 1.0 Police Technician
- 2.0 Field and Evidence Technicians
- 1.0 Communications Supervisor
- 1.0 Community Services Officer
- 2.0 Community Outreach Student Interns



# Police Department

The Public Safety and Prevention tax funds enhance police services each year with an emphasis on:

- Increasing patrol services in downtown, Railroad Square, Roseland, Prince Memorial Greenway, and SMART
- Enhanced homeless response through the Downtown Enforcement Team
- Expanded community engagement and outreach
- Increasing traffic safety and enforcement
- Improved response time to local emergencies
- In-car cameras for all marked patrol cars
- Lease of DET substation in the Transit Mall



# Police Department

Over the past year the Public Safety and Prevention tax funds have facilitated significant advancements, empowering the department to:

- Purchase the Roseland Library for a public facing Police substation- \$2.2 Million
  - Lease and open the temporary Roseland substation providing more visible presence in the neighborhood
- Reinstated the Gang Crimes Team-adding the Sergeant position
- Dedicate staff to past missing persons cases and launch a social media campaign



# Police Department

In FY 24/25 the Public Safety and Prevention tax funds will continue to provide these critical resources and services to the public with a focus on violence reduction, traffic safety and public safety innovation as well as an increase in community engagement.



# Questions / Comments

# Fire Department



# Fire Department

	<b>Adopted Budget FY 2023-24</b>	<b>Proposed Budget FY 2024-25</b>	<b>\$ Change</b>
Salaries	\$2,288,678	\$2,216,105	\$-72,573
Benefits	1,421,305	1,501,427	80,122
Services and Supplies	154,642	252,958	98,316
Administration	120,325	119,592	-733
Specialized Transport Vehicles	-	500,000	500,000
Transfer Out - Debt	367,727	275,795	-91,932
<b>TOTAL</b>	<b>\$4,352,677</b>	<b>\$4,865,877</b>	<b>\$513,200</b>

# Fire Department

Major budget changes include the following:

- Services budget increased \$55k to include SRFD Recruitment and Diversity Strategic Plan program funding.
- One time \$25k funding to begin Fire Explorer program.
- Funding for two transport capable squad units at \$247k each.

# Fire Department

The Public Safety and Prevention tax currently funds the hiring of additional firefighters and deployment of additional paramedic units throughout the City with the following 10.0 Fire Positions:

- 3.0 Paramedic Captains
- 3.0 Paramedic Engineers
- 3.0 Paramedic Firefighters
- 1.0 Training Captain
- Additionally, 25% of the EMS Division Chief and paramedic incentive pay for an additional 3 firefighters and 2 engineers.

# Fire Department

The Public Safety and Prevention tax funds are also used for the purchase of specialized equipment for emergency response. Since inception, the following apparatus and accessory vehicle purchases were funded:

- 55 dual band mobile radios and eight mobile repeaters
- Two Type-I fire engines
- Type-III wildland fire engine
- Four command vehicles
- Swift Water Rescue Trailer

# Questions / Comments