

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
SUBJECT: AMENDMENT TO MEASURE O IMPLEMENTATION PLAN,  
FIRE STATION 5 RELOCATION, AND GANG PREVENTION  
AND RELATED BUDGET APPROPRIATIONS  
STAFF PRESENTER: MICHELLE COMERFORD, ADMINISTRATIVE SERVICES  
OFFICER, FINANCE DEPARTMENT  
AGENDA ACTION: RESOLUTION(S)

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ISSUE(S)

Shall the Council, by resolution, 1) amend the Transaction and Use Tax Implementation Plan for the Gang Prevention/Intervention and Fire Department, as presented, 2) amend the City's Classification and Salary Plan in GL 020400 to include a limited term 1.0 FTE Senior Administrative Assistant between January 1, 2014 and June 30, 2014, 3) increase appropriations in 020400-20 in the amount of \$125,000 for the Mayor's Gang Prevention Task Force (MGPTF) Strategic Plan Implementation and in 350610-21 in the amount of \$250,000 for the Responsive Grant Program, and 4) transfer \$500,000 of Measure O funds from CIP Project 05054 (New Fire Station-South Santa Rosa) and \$100,000 from CIP Project 05064 (Interim Fire Station-Southeast) and \$150,000 from CIP Project 05045 (Interim Fire Station-Fountaingrove) to Measure O funded CIP Project 05060 (New Fire Station-Fountaingrove Parkway)?

BACKGROUND

On August 3, 2004, the City Council adopted Ordinance No. 3680 adding Chapter 3-26 to the Santa Rosa City Code, which imposed a special Transactions and Use Tax. The special tax was subsequently approved as Measure O by a 2/3 majority of voters in the November 2004 election. The special tax generates revenues which are required to be split 40% - 40% - 20% and used for Police, Fire, and Gang Prevention and Intervention Programs, respectively.

In accordance with Chapter 3-26, the Council adopted a Transaction and Use Tax Implementation Plan on September 21, 2004, by Resolution No. 26069, which outlines the uses and purposes for which the special tax revenues may be used over time. The Ordinance specifies that the Plan may only be amended by six affirmative votes of the Council.

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### **Gang Prevention/Intervention Programs**

The current implementation plan for Gang Prevention and Intervention provided funding for salaries and program supplies in the Recreation & Parks Department to implement the objectives listed in Ordinance No. 3680, Section 3-26.120 (A)(3).

In August 2012, the MGPTF adopted the 2012-2016 MGPTF Strategic Plan which provides a framework for the community combining the latest research on successful approaches. The City Council included the efforts of the MGPTF in the 2013 – 2015 Council Goals and adopted the 2012-2016 MGPTF Strategic Plan in December 2012.

In August 2012, staff assessed the evolvement of the gang prevention and intervention programs offered through the Recreation & Parks Department and determined the need to move the administration of the Mayor's Gang Prevention Task Force (MGPTF) efforts to the City Manager's Office under the direction of the Assistant City Manager. Recreation staff assigned to the implementation of gang prevention/intervention programs remained in the Recreation & Parks Department under the direction of the Deputy Director of Recreation.

In September 2013, the City Manager and City Attorney directed staff to analyze the current implementation plan and gang prevention programming, and amend the structure of the implementation plan to provide clarity and flexibility of spending while reflecting the respective programs offered through the City Manager's Office and the Recreation & Parks Department.

### **Fire Department**

In 2004, the Santa Rosa General Plan was amended to include Policy PSF-E-7 noting the need to move the fire station on Parker Hill Road to a new location near Fountaingrove Parkway to improve response times.

In FY 2007/08, the Measure "O" Citizen Oversight Committee and City Council approved \$100,000 and an additional \$500,000 in FY 2012/13 towards future construction of the planned Southeast Fire Station. However, construction is on hold as there is no funding for staffing the station. Measure "O" has previously supported funding for construction of Fire Station 10, located on Circadian Way, and Fire Station 11, located on Lewis Road.

### **ANALYSIS**

1. Staff has reviewed the Measure O fund balance for the Gang Prevention/Intervention programs and for the Fire Department and determined

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there to be sufficient fund balance to implement the proposed one-time expenditures. The use of Measure O reserves for these purposes is one-time in nature, and not intended as an ongoing budget reduction.

2. Specific Implementation Plan changes are as follows:

**Gang Prevention and Youth Programs**

- a. As of June 30, 2013, the net fund balance for Gang Prevention and Intervention was \$984,041. The proposed amendment to the Gang Prevention and Intervention Implementation Plan is for FY 2013/14 and reflects three one-time costs to be expended out of the fund balance and administered by the City Manager's Office:
  - i. Limited Term 1.0 FTE Senior Administrative Assistant between January 1 and June 30, 2014 – to provide temporary help during the leave of absence of a Program Analyst. It is expected that the salary and benefit costs for this position will not exceed \$36,500.
  - ii. MGPTF Strategic Plan Implementation in the amount of \$125,000 – MGPTF is exploring opportunities to enhance efforts related to awareness, evaluation, realignment and community safety. The MGPTF strategic goals serve as the overarching guidelines for all action items.
  - iii. Responsive Grant Program – as a new component of the MGPTF, staff will create a new grant program specifically for school districts within Santa Rosa. These Responsive Grants will address the Ordinance objective of enhancing and improving *in-school* gang prevention and intervention curriculum and programs (i.e. restorative justice). The term of the grant will be from April 1, 2014 – June 30, 2015. The maximum amount per grant award will not exceed \$100,000; the total amount to be awarded will not exceed \$250,000.

**Fire Department**

- a. The City placed the Fire Station 5 Relocation Project to bid in early October 2013. The lowest bid was \$3,117,000. Added to this amount are other costs associated with the construction, such as inspections and contingency in the amount of \$790,765, for a total project cost of approximately \$3,907,765.
- b. Staff is proposing issuance of a private placement lease financing to fund an amount not to exceed \$3,600,000 in construction costs for the project in a separate agenda item. This request will also be presented to Council

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on December 10, 2013. As part of the FY 2013/14 budget, Council and the Measure O Citizen Oversight Committee approved \$350,000 annual debt service for twelve years from Measure O for the construction of a new fire station.

- c. Funding for the Fire Station consists of \$750,000, including \$150,000 from the current Fire Station 5 Relocation Project, and \$600,000 transfer from the Southeast Fire Station projects in the Measure O Implementation Plan.
  - d. The Southeast Fire Station project is currently on hold as there is no current funding for staffing the station. Staff is continuing to work with other agencies to seek a solution that may allow staffing of the station. The current project accounts total \$600,000 from Measure "O" reserves.
  - e. Staff is proposing a change to the Measure O Implementation Plan with the transfer of \$600,000 from the Southeast Fire Station projects to the Fire Station 5 Relocation Project. The funds will allow the project to be awarded for construction contingent upon approval of the proposed private placement lease funding that is also being presented on December 10, 2013. The proposed amended Fire Department Implementation Plan is included as Attachment 3.
3. The Measure O Citizen Oversight Committee has reviewed and approved by a 7-0 vote, the proposed changes to the Measure O Implementation Plan for the Gang Prevention/Intervention, and has reviewed and approved by a 7-0 vote, the proposed changes to the Measure O Implementation Plan for the Fire Department on December 2, 2013.
  4. Staff will closely monitor Fire Department's fund balance to ensure there are sufficient funds to cover the debt service payments throughout the Fire Station financing period.

RECOMMENDATION

It is recommended by the City Manager's Office, the Fire and Finance Departments that the Council, by two resolutions, 1) amend the Transaction and Use Tax Implementation Plan for the Gang Prevention/Intervention Program and the Fire Department, as presented, 2) amend the City's Classification and Salary Plan in GL 020400 to include a limited term 1.0 FTE Senior Administrative Assistant between January 1, 2014 and June 30, 2014, and 3) increase appropriations in 020400-20 in the amount of \$125,000 for the MGPTF Strategic Plan Implementation and in 350610-21 in the amount of \$250,000 for the Responsive Grant Program, source of funds being from Measure O reserves, and 4) transfer \$500,000 of Measure O funds from CIP Project

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05054 (New Fire Station-South Santa Rosa) and \$100,000 from CIP Project 05064 (Interim Fire Station-Southeast) and \$150,000 from CIP Project 05045 (Interim Fire Station-Fountaingrove) to Measure O funded CIP Project 05060 (New Fire Station-Fountaingrove Parkway).

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Attachments:

- Council Ordinance No. 3680
- Proposed Amended Transaction and Use Tax Implementation Plans for the Gang Prevention/Intervention Services
- Proposed Amended Transaction and Use Tax Implementation Plans for the Fire Department
- 2012 – 2016 MGPTF Strategic Plan Executive Summary
- Fire Station 5 Relocation Project Update