



*Central Marin Police Authority*  
Staff Report

**TO:** Police Council

**FROM:** Michael A. Norton, Chief of Police

**DATE:** August 2, 20178

**RE:** Participation in the 2018 GAP Project funded in part by the Department of Alcoholic Beverage Control

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**ACTION REQUESTED**

That Council hear the staff presentation, make comments, and adopt Resolution No. 2018/13 authorizing the Central Marin Police Authority to participate in the 2018 GAP Project funded in part by the Department of Alcoholic Beverage Control.

**SUMMARY AND BACKGROUND**

The State of California Alcoholic Beverage Control administers the provisions of the Alcoholic Beverage Control Act. This includes working with local communities to meet licensing, enforcement, and regulatory mandates.

The Central Marin Police Authority provides police services to the City of Larkspur, the Town of Corte Madera, and the Town of San Anselmo. Within this jurisdiction there are 137 issued licenses to serve alcoholic beverages.

In 2018, the Central Marin Police applied for a Grant Assistance Program through the State of California Alcoholic Beverage Control (refer to attached). The application for the grant requested funds in the amount of \$25,452. The purpose of the funds is to perform targeted prevention, education, and enforcement towards youth and parents in the communities, as well as to retail and non-retail establishments. The majority of the requested funds were proposed for overtime, to use personnel to conduct training, perform compliance checks, and conduct enforcement.

In May 2018, we received notice that the Central Marin Police Authority was awarded a GAP Project grant in the amount of \$25,452 pursuant to our application. The project timeline of the grant is July 1, 2018 to June 30, 2019. In order to receive this grant, the Central Marin Police Authority Police Council must pass a resolution that authorizes Central Marin Police Authority



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Staff Report

to participate in the 2018 GAP Project funded in part by the Department of Alcoholic Beverage Control.

**FISCAL IMPACT**

If passed, the Central Marin Police Authority will receive \$25,242 from the State of California Department of Alcoholic Beverage Control to be used for targeted prevention, education, and enforcement towards youth and parents in our communities, as well as to retail and non-retail establishments.

**RECOMMENDATION**

It is recommended that the Police Council adopt Resolution No. 2018/13 authorizing the Central Marin Police Authority to participate in the 2018 GAP Project funded in part by the Department of Alcoholic Beverage Control.

Respectfully Submitted,

Michael A . Norton  
Chief of Police

**Attachments:**

1. 2018 GAP Project Proposal submitted by the Central Marin Police Authority to the State of California Alcoholic Beverage Control
2. Award letter received from the Department of Alcoholic Beverage Control dated May 16, 2018
3. Resolution No. 2018/13

# **GRANT ASSISTANCE PROGRAM (GAP)**

**2018 – 2019**

## **GRANT FORMS**



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

**Jacob Appelsmith, *Director***  
**Department of Alcoholic Beverage Control**

January, 2018



# 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)

<b>1. Name of Applicant Agency: Central Marin Police Authority</b>	
<b>2. Description of Applicant Agency: Provide your city or county and a brief summary of department size, staffing, and structure.</b> The Central Marin Police Authority (CMPA), located in Marin County, provides police services to 37,600 citizens in the Towns of Corte Madera and San Anselmo, City of Larkspur, and portions of Greenbrae. CMPA has 48 sworn employees and is administered by (1) Chief, (1) Captain, (2) Lieutenants, (5) Sergeants, (8) Corporals, and (22) Patrol Officers. We provide the following services: Patrol, Investigations, Traffic, Training, Records, (2) School Resource Officers, and a Special Response Team. We are members of The Coalition Connection, of which CMPA has oversight, as well as oversight of the Twin Cities Disaster Council. We also work very closely with the Marin County Health and Human Services Prevention Network.	
<b>3. Number of Licenses in Project Area: 137</b>	<b>4. Population of Service Area: 37,600</b>
<b>5. Project Description: Provide a list of your projects goals and objectives and briefly summarize.</b> Our goals are to educate businesses, police personnel, and the community about ABC and law enforcement procedures and regulations, as well as to provide training for more responsible alcohol sales, service, and compliance in an effort to reduce the use and abuse of alcohol by the public, including reducing youth access. We will disseminate educational materials via media sources, and community/school presentations. We will conduct minor decoy, LEADS, off-sale operations, alcohol theft, and Impact operations, which are proven methods for prevention, compliance and enforcement. We will also work collaboratively with our local coalitions to establish responsible marketing techniques for off-sale alcohol licensees. Marin County, and our jurisdiction specifically, has some of the highest numbers of substance abuse/binge drinking statistics for adults and youths.	
<b>6. Funds Requested: \$25,452</b>	<b>7. Project Period: July 1, 2018 – June 30, 2019</b>
<b>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.</b>	
<b>A. Project Director (person having day-to-day responsibility for the project)</b>	<b>B. Chief of Police or Sheriff (authorizing official)</b>
Name: Jenna McVeigh Address: 250 Doherty Drive Larkspur, CA 94939  Phone: 415-927-5150 ext 8217 Fax: 415-927-5074 E. Mail Address: jmcveigh@centralmarinpolice.org Signature:	Name: Michael Norton Address: 250 Doherty Drive Larkspur, CA 94939  Phone: 415-927-5150 ext. 5177 Fax: 415-927-5074 E. Mail Address: mnorton@centralmarinpolice.org Signature:
Title: Corporal/CMPA Grant Manager	Title: Chief of Police
<b>C. Fiscal or Accounting Official</b>	<b>D. ABC USE ONLY</b>
Name: Cathy Orme Address: 400 Magnolia Ave. Larkspur, CA 94939  Phone: 415-927-5019 Fax: 415-927-5022 E. Mail Address: corne@cityoflarkspur.org Signature:	
Title: Finance Director	

## **SCOPE OF WORK Guide**

- Maximum of 4 pages for Scope Of Work
- Font size no smaller than 12 pitch, standard format
- Title each Scope of Work page **Exhibit A**

### **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

### 1. Summary:

**Agency Description:** On January 1, 2013 the Twin Cities Police Authority (TCPA) merged with the San Anselmo Police Department to become the Central Marin Police Authority (CMPA). Originally, the TCPA was formed in 1980, by the Town of Corte Madera and the City of Larkspur combining their individual police departments in an effort to provide better police services to their communities while decreasing costs of operating a police department for each community. With this current merger, the Authority provides outstanding police services for three communities. The budget for the CMPA is based on a funding formula that includes calls for service and population size, amongst other factors.

The CMPA is divided into the Patrol Division, staffed by Patrol Officers, Cadets, Volunteers, a Special Response Team and a Traffic Division. The Support Services Division consists of Investigations, Training, and a School Resource Officer. The staff currently consists of 48 sworn and 14 non-sworn personnel. The Command Staff consists of (1) Chief, (1) Captain, (2) Lieutenants, (5) Sergeants and (8) Corporals.

Our communities are located in central Marin County, 15 miles north of San Francisco. Larkspur and Corte Madera have a total area of more than 7 square miles. San Anselmo, which is separated by a small area that is not policed by our jurisdiction, is approximately 2.5 square miles. The population for our jurisdiction is as follows: Corte Madera has a population of 9,916; Larkspur, which has incorporated parts of Greenbrae has a population of 15,000; and San Anselmo has a population of 12,676. This makes the total resident service population of the CMPA approximately 37,600. The population increases exponentially throughout the day with roughly 6900 students attending many of our public, private schools and two major high schools, one of which is the largest in the County. We also have two of the largest shopping centers in Marin County.

Marin County has had a long-standing reputation as being an open-minded and accepting community, welcoming diversity and unique approaches to problem-solving. This also creates a wide variety of opinions in the tolerance and/or acceptance of the use of alcohol, tobacco and other drugs, not only for our adult community, but for our youth population as well. According to 2016 County Health Rankings, Marin County's excessive drinking rate is considerably above the national benchmark as well as the California average. For the 53<sup>rd</sup> year in a row, Marin ranks poorly for excessive alcohol use according to the report.

The CMPA is a founding member of The Coalition Connection, a joint effort that spans seven towns, and includes county health directors, community members, school directors, Town/City Council members, and county social service personnel to combat underage alcohol and drug use. The Coalition was created to change community norms with respect to underage use of these substances, and has mobilized across all sectors of the community and works collaboratively to significantly reduce the incidents of underage substance use and abuse. CMPA has a strong working relationship with The Coalition Connection, and Marin Prevention Network and has been recognized by its Board Members, and involved members of the community, as having a substantial positive impact on reducing underage drinking. The Coalition Connection recognizes the substantial impact CMPA has had on the community via our current ABC Grant. CMPA was also honored to receive the ABC Significant Achievement Award for the 2016-2017 grant year, and we are excited to continue our work!

**Funding Requested:** CMPA is requesting \$25,452 from this grant. This funding will allow targeted prevention, education and enforcement efforts directed toward youth and parents in our communities, as well as to retail and non-retail establishments. The majority of these funds will go towards overtime for personnel used to attend and conduct trainings, work enforcement operations and compliance checks. We would like to bridge the gap between enforcement action (citations/arrests), and results, which don't clearly reflect the alcohol



abuse/misuse issue we have. Unfortunately, local, county and state law enforcement agencies throughout the

## Exhibit A

### SCOPE OF WORK

State of California are under-staffed and rely heavily on grant subsidized programs that allot overtime hours for special enforcement activities. When implemented correctly these programs have proven to be very effective. A portion of the funds will be used for educational materials. Additional funds will also be used to purchase an audio surveillance device, which will be used when working with decoys to monitor illegal alcohol sales transactions while also ensuring the safety of the decoy.

**Goals and Objectives:** Our project goals and objectives are through education and enforcement, to target problem locations, and other alcohol related crime, and reduce the availability of alcoholic beverages to minors. Prevention, compliance and enforcement techniques will utilize the proven methods of LEADS, IMPACT, Trap Door, Shoulder Tap and Minor Decoy Operations along with uniformed and plainclothes officers observing behaviors and tendencies in and around licensed establishments. Our agency will accomplish our objectives through 19 enforcement programs to be conducted as a result of the \$25,452.00 award. Based on a previous ABC grant award, strong working relationships have been established with Department of Alcoholic Beverage Control Agent David Bickel and Supervising Agent- Grants Unit, Truc Vo. We plan to increase compliance with alcohol sales regulations by conducting regular compliance checks, to identify problem establishments within our communities and work in partnership with the ABC to provide tools for identifying potential ABC violations. A primary goal is to reduce underage alcohol use, and provide a “youth access to alcohol” program focused on prevention, education and enforcement. Emphasis will be placed on identifying alcohol sales businesses in our communities which are easily accessed by minors. Additionally, CMPA will continue to assist businesses that suffer losses due to shoplifting of alcohol by minors by providing loss-prevention education, information regarding loss-prevention devices, and off-sale retail theft operations. CMPA will train officers to conduct RBS/LEADS trainings. CMPA plans to educate parents and schools in the classroom, PTSA and community presentations. Success rates will be measured by arrest data and ongoing statistical analysis of ABC violations.

Number of ABC Licensed Locations: The Town of Corte Madera has a total of 38 ABC Licenses. The City of Larkspur has a total of 42 ABC Licenses, as well as a total of 14 ABC Licenses with addresses in Greenbrae. The Town of San Anselmo has a total of 43 ABC Licenses. For the three communities, this is a total of 137 ABC Licenses, an increase of 6 licenses from 2017. The CMPA has previously been awarded a GAP Grant in 2017.

#### **2. Problem Statement:**

The communities of Corte Madera, Larkspur and San Anselmo are home to 137 ABC licensees. There have been prior violations of ABC regulations in all three of these communities. Problem establishments have also been identified by arrests of minors, information from community members, feedback from The Coalition Connection, schools (and other youth-focused alcohol/drug use prevention networks such as Be The Influence, Alcohol Justice, Rx Safe Marin, and Redwood Night Live), patrol officer observations and calls for service. In the past, there have been enforcement and prevention efforts such as; meetings with business owners, assigned directed patrol units, decoy stings, high visibility foot and vehicle patrols and enlisting the assistance of ABC investigators. This has resulted in good, but not complete, success.

Marin County is known for its affluence, and binge drinking among youth in our communities is higher than both state and national averages. Within the CMPA communities there are two mainstream high schools, Redwood High School (RHS) and Sir Francis Drake High School (Drake), and two alternative high schools, San Andreas High School (SAHS) and Tamiscal High School. These four High Schools (in addition to

Tamalpais High School in Mill Valley) comprise the Tamalpais Union High School District (TUHSD). According to the 2015/2016 California Healthy Kids Survey (CHKS), 37% of Redwood High School 11th

## SCOPE OF WORK

graders, 32% of Sir Francis Drake High School 11<sup>th</sup> graders, 39% of San Andreas High School students and 23% of Tamiscal High School students reported binge drinking (5 drinks within 2 hours) within the past thirty days. The survey noted the overall Marin County average for 11th graders is 30%.

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Some underlying environmental issues that play a contributing role in binge drinking among youth are the accessibility and availability of alcohol. According to the 2015/2016 CHKS, 83% of both 9th and 11th graders at RHS; 80% of 9th graders and 86% of 11th graders at Drake; 88% of SAHS and 84% of Tamiscal High School students reported that alcohol was easy or very easy to obtain. Alcohol is widely available within CMPA communities and Marin County, along with an already strikingly high density of liquor outlets.

The CMPA has taken an active role in The Coalition Connection (TCC), a community coalition specifically focusing on youth use of alcohol, tobacco and other drugs. One of the strategies of TCC is to combat youth use of alcohol by focusing on youth access to alcohol. As a result of data collection from various sources, it has identified local conditions that affect easy youth access to alcohol. These include; 1) unaccounted for alcohol in homes, 2) merchants selling alcohol to high school aged youth, 3) use of fake ID's, 4) shoplifting and 5) parents and family members providing alcohol.

In the past three (plus) years we have issued 46 citations for Minor in Possession of Marijuana, 2 minor DUI arrests, 26 Minor in Possession of Alcohol citations, and 19 minor-in-public intoxication arrests. During this time frame, we also issued 20 citations for Social Host violations in Corte Madera, Larkspur, and San Anselmo. We have also seen an increase in minors in possession of marijuana/drugs for sale, and issued (3) citations for this crime in the last month of 2017 alone. These numbers do not clearly reflect our youth use based on more viable survey statistics as noted. We recognize it is also important to consider marijuana and tobacco violations as well when dealing with alcohol abuse issues since they are regularly seen used hand in hand.

### **3. Project Description:**

In 2010 the Twin Cities Police Authority (now CMPA) assisted in forming The Coalition Connection (formerly known as the Twin Cities Coalition for Healthy Youth) in order to encourage responsible behavior and change community norms regarding alcohol sales, alcohol consumption, and the ways alcohol was obtained by youth. This also led us to examine the peripheral issues of teen parties and Social Host Violations, youth public intoxication and youth DUI's. CMPA recently worked with Larkspur, Corte Madera, and San Anselmo Councils individually to expand the Social Host parameters to include party buses, vacation rentals, and non-residential party locations. Our objective is to strengthen and enhance these efforts to address CMPA's youth alcohol problem by targeting youth access to alcohol year round and to support CMPA's commitment to Zero Tolerance of youth access. This is done through citing youths for individual possession, issuing citations to parents and youth for Social Host violations, and increasing community awareness. We recognize that we have a significant problem in our community and have merged our efforts with parents, the schools, and the community at large. We plan on pursuing a reduction in the use of and obtainment alcohol, by maintaining pressure on businesses, youth and parents. To obtain this vital reduction in alcohol abuse amongst our teens, we must increase our enforcement and have a proactive approach. This grant funding will ensure we are able to do so and will help us meet the goals of the program.

## SCOPE OF WORK

*The following goals and objectives have been identified:*

- Compliance checks of ABC licensed establishments in our communities.
- Training of a CMPA Officer as LEAD/RBS Instructor
- Preparation of a brochure providing information on compliance with ABC regulations
- Community outreach to licensed establishments and encourage attendance at a LEAD/RBS class.
- Schedule (4) LEAD/RBS classes; two in 2017 and two in 2018.
- Coordinate and conduct (5) IMPACT Operations contacting 50% of the licensed premises within our jurisdiction.
- Conduct (4) Minor Decoy and (4) Shoulder Tap Operations with one supervisor and two officers in plain clothes, with either one or two minor decoys. The decoys will either attempt to purchase alcohol from licensed on and off sale establishments; or will solicit patrons entering licensed establishments to purchase alcohol.
- Conduct (4) Off-Sale Retail Theft Enforcement operations with one supervisor and two officers in plain clothes, and patrol retail stores known to experience thefts of alcohol.
- Ensure ABC receives reports within five days of the violation.
- Issue a press release to "Kick off" and publicize this project. Issue periodic press releases regarding grant activity.
- Inform youth in local schools about increased proactive enforcement and provide education, including continued dissemination of The Coalition Connection/CMPA brochures on consequences of Social Host and youth alcohol use violations.
- Develop and implement training for new and existing officers on alcohol related issues and related enforcement.
- Prevention and education done through the use of press releases, brochures, compliance checks and LEAD/RBS classes will help the licensed establishments in CMPA jurisdiction to have ample tools to identify when youth may be involved in an alcohol transaction.
- Work with parents and schools during Homecoming and Prom season to ensure safe celebrations.

#### **4. Measurable Results:**

- As we re-start these programs, we expect a shoulder tap success rate would be set at 70%. Each operation and enforcement effort will be tracked and the data calculated. We believe that after our initial enforcement actions and dissemination of results, we can decrease shoulder taps and underage purchases.
- Representation from at least 25% of licensed establishments in each LEAD/RBS class.
- Issued press releases will be distributed to all Marin County news outlets to ensure greater awareness.

#### **5. Project Personnel:**

CMPA will administer the grant awarded and use officers on an overtime basis who are motivated and whose main focus is to reduce alcohol related nuisances and crimes. There will be a high expectation to produce results during enforcement operations. One Sergeant or Corporal, and at least two officers will oversee each operation. This supervision will help ensure operations are conducted according to ABC regulations. The project manager will prepare and submit monthly and final reports, reports analyzing the statistics, and document if the project goals were met.

The following personnel will be involved in the program as trained instructors or regularly staff ABC operations: Sergeant Toby Miller, Corporal Jenna McVeigh, and School Resource Officer Scott McKenna,

however all CMPA sworn officers will be invited participate in operations to maximize training and awareness.

**BUDGET DETAIL**

**Exhibit B**

<b>BUDGET CATEGORY AND LINE-ITEM DETAIL</b>	<b>COST</b> (Round budget amounts to nearest dollar)
<b>A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)</b>	
<b>A.1 Straight Time</b> None (to be paid by CMPA)	\$0
<b>A.2 Overtime</b>	\$18,952
Sergeant 93 hours @ \$83.16/hour	
Corporal 40 hours @ \$77.91/hour	
Detective 109 hours @ \$74.33/hour	
<b>A.3 Benefits</b>	\$0
<b>TOTAL PERSONNEL SERVICES</b>	\$18,952
<b>B. Operating Expenses (maximum \$2,500)</b>	
Shoulder Tap Operations/Decoy Operations “buy money”	\$1,500
Meals/refreshments for decoy volunteers	
<b>TOTAL OPERATING EXPENSES</b>	\$1,500
<b>C. Equipment (maximum \$2,500)</b> (Attach receipts for all equipment purchases to monthly billing invoice)	
Audio surveillance equipment	\$2,500
<b>TOTAL EQUIPMENT</b>	\$2,500
<b>D. Travel Expense/Registration Fees (maximum \$2,500)</b> (Registration fee for July 2018 GAP Conference attendee is \$325 each)	
Registration fee for July 2018 GAP Conference attendee	\$650
Airfare for conference	\$500
Room, food, per diem	\$1,350
<b>TOTAL TRAVEL EXPENSE</b>	\$2,500
<b>TOTAL BUDGET DETAIL COST, ALL CATEGORIES</b>	\$25,452

## 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—No Cents.)**

BUDGET CATEGORY	GRANT FUNDS	OTHER FUNDS	PROGRAM TOTAL
Personnel Services	\$18,952	\$7,000	\$25,952
Operating Expenses	\$1,500	\$500	\$2,000
Travel/Registration Fees	\$2,500		\$2,500
Equipment	\$2,500		\$2,500
<b>TOTALS</b>	<b>\$25,452</b>	<b>\$7,500</b>	<b>\$32,952</b>

**This form does not become part of the contract but is required in the Request for Proposals package.**

**SAMPLE**

**RESOLUTION OF THE GOVERNING BOARD**

WHEREAS, THE (1) (applicant) desires to undertake a certain project designated as (2) (project title) to be funded in part from funds made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW, THEREFORE, BE IT RESOLVED that the (3) (designated official by title only) of the (4) (County or City) is authorized to execute on behalf of (5) (Governing Board) the attached contract, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

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 recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

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

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

I hereby certify that the foregoing is a true copy of the resolution adopted by the (6) (governing body) of (7) (unit of local government or organization) in a meeting thereof held on (8) (date) by the following:

Vote: (9)

Ayes:

Nays:

Absent:

Signature: (10) \_\_\_\_\_ Date: (11) \_\_\_\_\_

Typed Name and Title: (12) \_\_\_\_\_

ATTEST: Signature: (13) \_\_\_\_\_ Date: (14) \_\_\_\_\_

Typed Name and Title: (15) \_\_\_\_\_



## RESOLUTION INSTRUCTIONS

**Note: The resolution must include all of the elements contained in the sample. Unless there is a compelling reason not to do so, ABC strongly suggests that the project follow the exact format and language provided in the sample Resolution. This will assure that the processing of the grant award is not seriously delayed because the language of the Resolution does not meet ABC's requirements.**

- (1) Enter the full name of the board or council making the resolution.
- (2) Enter the title of the proposed project. This should be the same as the title of the proposed project on the Proposal Cover Sheet.
- (3) Enter the full title of the administrator or executive who is authorized to submit the application.
- (4) Enter the full title of the organization that will submit the application.
- (5) Enter board or council, whichever is appropriate.
- (6) Enter the same as item (1).
- (7) Enter the same as item (5).
- (8) Enter the date of the meeting in which the resolution was adopted.
- (9) Enter the votes of the members in the appropriate category.
- (10) Enter the signature of the person signing on behalf of the board or council.
- (11) Enter the date of the certification.
- (12) Enter the typed name and title of the person making the certification.
- (13) Enter the signature of the person attesting that this is a true copy of the resolution. This must be a person other than the person who signed on behalf of the board or council (see item (10)).
- (14) Enter the date attested.
- (15) Enter the typed name and title of the person attesting.

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

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



May 16, 2018

Chief Michael Norton  
Central Marin Police Authority  
250 Doherty Drive  
Larkspur, CA 94939

Dear Chief Norton:

Congratulations! Your agency has been selected by the Department of Alcoholic Beverage Control to receive funding for your 2018/2019 Alcohol Policing Partnership grant proposal in the amount of \$25,452. We look forward to working with your department to meet the goals and objectives in your proposal.

A grant contract will be forthcoming within the next couple of weeks which requires a resolution from your agency's governing body. A sample resolution was included in the Request for Proposal packet. **Due to the fact that these resolutions have to be put on your governing body's calendar, we ask that you do this as soon as possible.**

We are planning a two and a half-day training conference July 10 – 12, 2018, at the Embassy Suites by Hilton San Luis Obispo, 333 Madonna Road, San Luis Obispo. The conference can accommodate two attendees from each agency and it is recommended that your Project Director and the officer/deputy assigned to the grant program attend.

This conference will offer valuable training in alcohol enforcement and will also be an excellent opportunity for the officers and deputies from your agency to meet and share information with others. Attendees are encouraged to utilize a pre-registration session on Monday, July 9, 2018, from 4:00 – 5:00 p.m. in order to expedite the registration on the next day.

A block of rooms at a special conference rate of \$159.00 plus tax has been reserved for grant agency participants.<sup>1</sup> **PLEASE NOTE THAT ATTENDEES MUST MAKE RESERVATIONS BY THE HOTEL'S DEADLINE OF JUNE 15, 2018**, to guarantee the special room rate or availability. There will be a \$325.00 registration fee per person for the

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<sup>1</sup> Based on the State regulations we are unable to reimburse those agencies that are within a 50 mile radius from the Embassy Suites by Hilton San Luis Obispo. The distance is based on the agency's physical headquarters address. Agency(s) that fall in this category are: **Cal Poly University Police Dept, Grover Beach Police Dept, and Santa Maria Police Dept.** Travel reimbursable costs for the aforementioned agency(s) will be limited to the registration fee only.

training that is reimbursable through the grant. Space at the hotel is limited and late registrants may be referred to nearby hotels.


Participants must contact the Embassy Suites Hotel **directly** to make reservations. Below are three options:

1. Call (805) 549-0800 and ask for the Alcohol Beverage Control discount rate.
2. Go to [www.embassysuitessanluisobispo.com](http://www.embassysuitessanluisobispo.com) and make a reservation using the Group Code XAB.
3. Go to website: [http://embassysuites.hilton.com/en/es/groups/personalized/S/SLOCAES-XAB-20180709/index.jhtml?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/S/SLOCAES-XAB-20180709/index.jhtml?WT.mc_id=POG)

**Due to the short time frame for registering at the hotel, your prompt attention is appreciated.** The special room rate will only be available until June 15, 2018, or until the group block is sold out, whichever comes first. We have also enclosed a conference registration form to be filled out and returned using the same time frame.

If you have any questions, please call grant Coordinator Suzanne Pascual at (916) 419-2572.

Sincerely,



Jacob Appelsmith  
Director

Enclosure

Cc: Corporal Jenna McVeigh, Project Director

**CENTRAL MARIN POLICE AUTHORITY  
RESOLUTION NO. 2018/13**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL  
MARIN POLICE AUTHORITY TO PARTICIPATE IN 2018 GAP PROJECT FUNDED  
IN PART BY THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

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**WHEREAS**, the Central Marin Police Authority desires to undertake a certain project designated as the 2018 GAP Project to be funded in part from the funds made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control, hereafter referred to as ABC; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Chief of Police of the Central Marin Police Authority is authorized to execute on behalf of the Central Marin Police Council the attached contract, including any extensions or amendments thereof any subsequent contract with the State in relation thereto; and

**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 recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

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

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

**IT IS HEREBY CERTIFIED**, that the forgoing resolution was duly introduced and adopted at a public meeting of the Central Marin Police Council of the Central Marin Police Authority held on the 2<sup>nd</sup> day of August, 2018 by the following vote, to wit:

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AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:  
ATTEST:

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Zaneta Feleo, Authority Clerk  
Central Marin Police Authority

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John Wright, Council Chair  
Central Marin Police Authority