



## AGENDA REPORT

**Meeting Date:** September 2, 2008  
**Item Number:** F-5  
**To:** Honorable Mayor & City Council  
**From:** David L. Snowden  
**Subject:** **RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS  
ACCEPTING A GRANT AWARDED BY THE STATE OFFICE OF  
TRAFFIC SAFETY FOR SOBRIETY ENFORCEMENT AND  
APPROPRIATING FUNDS IN THE AMOUNT OF \$276,597 FOR  
POLICE OVERTIME, TRAVEL, EQUIPMENT, AND SUPPLIES**

**Attachments:**

1. Resolution
2. Grant Agreement

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### **RECOMMENDATION**

It is recommended that the City Council adopt the resolution accepting grant funding from the California Office of Traffic Safety and appropriating funds in the amount of \$276,597 for Police Department sobriety enforcement operations.

### **INTRODUCTION**

The Police Department intends to maintain its sobriety enforcement operations during FY08/09 and conduct DUI and driver's license checkpoints, DUI saturation patrols, special enforcement operations, and court stings. Under this grant, the California Office of Traffic Safety (OTS)—acting through the grant administration office of the School of Public Health at UC Berkeley—has agreed to reimburse the City for overtime, travel, equipment, and supplies expenses incurred for conducting authorized grant activities.

### **DISCUSSION**

The City has undertaken an aggressive campaign of public education and traffic enforcement relating to the hazards of drinking and driving. Grant funding through OTS has supported sobriety and driver's licensing checkpoint operations. This funding will continue the Police Department's public safety efforts.

Meeting Date: September 2, 2008

**FISCAL IMPACT**

An appropriation of \$276,597 is requested to fund Police sobriety enforcement operations. The City will be reimbursed by OTS for authorized expenditures.



\_\_\_\_\_  
Scott G. Miller, Director  
Finance Approval



\_\_\_\_\_  
David L. Snowden, Chief of Police  
Police Approval

# **Attachment 1**

## Resolution

RESOLUTION NO. 08-R-

RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS ACCEPTING A GRANT AWARDED BY THE STATE OFFICE OF TRAFFIC SAFETY FOR SOBRIETY ENFORCEMENT AND APPROPRIATING FUNDS IN THE AMOUNT OF \$276,597 FOR POLICE OVERTIME, TRAVEL, EQUIPMENT, AND SUPPLIES

The Council of the City of Beverly Hills does hereby resolve as follows:

Section 1. The City submitted a new grant application to the California Office of Traffic Safety (“OTS”) to fund a sobriety enforcement program.

Section 2. The OTS awarded the City funding in the amount of \$276,597 for the period of October 01, 2008 to September 30, 2009 to conduct DUI and driver’s license checkpoints, DUI saturation patrols, special enforcement operations, court stings, travel to grant-related meetings, and purchase of equipment and supplies.

Section 3. Appropriation of funds in the amount of \$276,597 is authorized as follows:

<u>FROM</u>		<u>TO</u>	
\$276,597	01-30000 General Fund- unrestricted fund balance	\$237,197	1902105S007-71300 Police – OTS STEP Grant Overtime Pay
		\$5,000	1902105S007-73160 Police – OTS STEP Grant Overtime Pay
		\$25,000	1902105S007-74130 Police – OTS STEP Grant Other Equipment
		\$6,400	1902105S007-74010 Police – OTS STEP Grant Photo and Precision Equip
		\$3,000	1902105S007-72200 Police – OTS STEP Grant Fire & Safety Supplies

Purpose: To fund Police Department sobriety enforcement operations

Section 4. The City hereby appoints the City Manager or his designee as agent of the City of Beverly Hills to accept the OTS DUI Awareness Grant PT0908 (or "Grant"), and to execute and submit all documents including, but not limited to, applications, agreements, amendments, and payment requests, which may be necessary for administration of the Grant.

Section 5. The City Clerk shall certify to the adoption of the Resolution and shall cause the Resolution and his certification to be entered in the Book of Resolutions of the Council of the City.

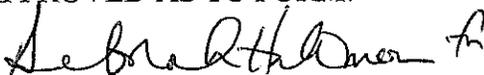
Adopted:

\_\_\_\_\_  
BARRY BRUCKER  
Mayor of the City of  
Beverly Hills, California

ATTEST:

\_\_\_\_\_(SEAL)  
BYRON POPE  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
RODERICK J. WOOD  
City Manager

  
\_\_\_\_\_  
SCOTT G. MILLER  
Director of Administrative Services/  
Chief Financial Officer

  
\_\_\_\_\_  
DAVID L. SNOWDEN  
Chief of Police

# **Attachment 2**

## Grant Agreement



State of California

OFFICE OF TRAFFIC SAFETY  
GRANT AGREEMENT

GRANT NUMBER  
PT0908

PAGE 1 (To be completed by applicant Agency)

1. GRANT TITLE  
**SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)**

2. NAME OF APPLICANT AGENCY  
**BEVERLY HILLS POLICE DEPARTMENT**

4. GRANT PERIOD  
Month - Day - Year

3. AGENCY UNIT TO HANDLE GRANT  
**TRAFFIC BUREAU**

From: **10-1-2008**  
To: **9-30-2009**

5. GRANT DESCRIPTION (Provide an overview of the grant activities that will address the problem statement, in approximately 100 words. Space is limited to six lines.)

To reduce the persons killed and injured in alcohol involved crashes, 'best practice' strategies will be conducted on an overtime basis. The funded strategies include DUI/Driver's License checkpoints and DUI saturation patrols. This program will also develop a 'Hot Sheet' program. Court 'sting' operations will focus on DUI offenders with suspended or revoked driver licenses who get behind the wheel after leaving court. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: **\$ 276,597.00**

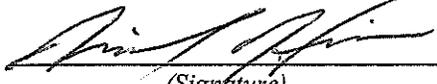
7. APPROVAL SIGNATURES

A. GRANT DIRECTOR

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: **Michael Hines** PHONE: (310) 285-2192  
TITLE: Traffic Lieutenant FAX: (310) 278-9631  
ADDRESS: Beverly Hills Police Department  
464 No. Rexford Drive  
Beverly Hills, CA 90210  
E-MAIL: **mhines@beverlyhills.org**

NAME: **David L. Snowden** PHONE: (310) 285-2100  
TITLE: Chief of Police FAX: (310) 246-9854  
ADDRESS: Beverly Hills Police Department  
464 No. Rexford Drive  
Beverly Hills, CA 90210  
E-MAIL: **dsnowden@beverlyhills.org**

  
(Signature) 7/7/2008  
(Date)

  
(Signature) 7/7/08  
(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: **Scott G. Miller, Ph.D** PHONE: (310) 285-2411  
TITLE: Director of Administrative Services/ CFO FAX: (310) 285-2441  
ADDRESS: City of Beverly Hills, City Hall  
455 No. Rexford Drive  
Beverly Hills, CA 90210  
E-MAIL: **sgmiller@beverlyhills.org**

NAME: **Finance Administration**  
ADDRESS: 455 No. Rexford Drive  
Beverly Hills, CA 90210

  
(Signature) 7/8/08  
(Date)

GRANTS MADE EASY - STEP  
Overtime  
SCHEDULE B - PAGE 1  
DETAILED BUDGET ESTIMATE

GRANT NO. PT0908

COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	FFY - 1 10/1/2008 Thru 9/30/2009			
<b>A. PERSONNEL COSTS</b>				
<u>OVERTIME</u>				
DUI/DL Checkpoints	\$62,820.00			\$62,820.00
DUI Saturation Patrols	23,280.00			23,280.00
Special Enforcement Operations	116,000.00			116,000.00
Court Stings	6,700.00			6,700.00
Overtime Benefits @ <u>13.60%</u>	28,397.00			28,397.00
Category Sub-Total	\$237,197.00			\$237,197.00
<b>B. TRAVEL EXPENSE</b>				
In State	\$5,000.00			\$5,000.00
Category Sub-Total	\$5,000.00			\$5,000.00
<b>C. CONTRACTUAL SERVICES</b>				
NONE				
Category Sub-Total	\$0.00			\$0.00

GRANTS MADE EASY - STEP  
Overtime  
SCHEDULE B - PAGE 2  
DETAILED BUDGET ESTIMATE

GRANT NO. PT0908

COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	FFY - 1 10/1/2008 Thru 9/30/2009			
<b>D. EQUIPMENT</b>				
Changeable Message Sign Trailer	\$25,000.00			\$25,000.00
<b>Category Sub-Total</b>	<b>\$25,000.00</b>			<b>\$25,000.00</b>
<b>E. OTHER DIRECT COSTS</b>				
Handheld Radar	\$3,600.00			\$3,600.00
PAS Devices/Calibration Units	2,800.00			2,800.00
Checkpoint Supplies	3,000.00			3,000.00
<b>Category Sub-Total</b>	<b>\$9,400.00</b>			<b>\$9,400.00</b>
<b>F. INDIRECT COSTS</b>				
NONE				
<b>Category Sub-Total</b>	<b>\$0.00</b>			<b>\$0.00</b>
<b>GRANT TOTAL</b>	<b>\$276,597.00</b>			<b>\$276,597.00</b>

STATE OF CALIFORNIA • OFFICE OF TRAFFIC SAFETY  
**ACCEPTANCE OF CONDITIONS AND CERTIFICATIONS**  
 OTS-33 (Rev. 09/07)

APPLICANT AGENCY <b>Beverly Hills Police Department</b>	OTS GRANT NUMBER <b>PT0908</b>
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The following attachments are included herein and constitute a part of this Grant Agreement:

1. OTS-38 – Page 1	5. Schedule C – Quarterly Evaluation Data (when required)
2. Schedule A – Grant Description	6. OTS-33 – Acceptance of Conditions and Certifications
3. Schedule B – Detailed Budget Estimate for Grant Costs	7. General Terms, Conditions, and Certifications (OTS Grant Program Manual (GPM), Exhibit 6A. GPM available on-line at <a href="http://www.ots.ca.gov">www.ots.ca.gov</a> )
4. Schedule B-1 – Budget Narrative	

**TERMS AND CONDITIONS**

It is understood and agreed by the Grantee that grant funds received as a result of this Agreement are subject to all applicable federal and state regulations governing grants and to the following applicable controls, terms and consideration expressed in the OTS Grant Program Manual which includes but is not limited to:

**REPORTS/ CLAIMS FOR REIMBURSEMENT**

1. Quarterly Performance Reports and Reimbursement Claims must be submitted by the Grantee to the Office of Traffic Safety (OTS) by January 30, April 30, July 30, and October 30, during each year of grant operation. The failure to timely submit complete and correct claims within sixty (60) days of their due dates may constitute Grantees irrevocable waiver of any right to thereafter recover from Grantor any part of those waived grant sums which may thereafter be reallocated or reverted by Grantor.
2. OTS will withhold or disallow grant payments, reduce or terminate grant funds, and/or deny future grant funding anytime a Grantee fails to comply with any applicable term or condition of this Grant Agreement or program guidelines (**GPM, Chapter 3.11**). This may include, but is not limited to, the following:
  - Failure to submit acceptable and timely reimbursements claims;
  - Failure to submit acceptable and timely quarterly performance reports;
  - Failure to submit an acceptable and timely Schedule C, Quarterly Evaluation Data (OTS-38g, applies only when a Schedule C has been required);
  - Failure to comply with requirement of the Single Audit Act (**GPM, Chapter 4.11**); and
3. By October 30, “continuing” grants must submit a September 30 claim and a written justification to support carrying forward the remaining grant year unexpended funds. September 30 claims and written justifications, supporting the carrying forward of these prior year unexpended funds submitted after November 30 may not be processed and the prior claim (i.e., June 30) will be considered the year-end claim in order to close out the federal fiscal year ending September 30. In addition, these unexpended funds will be de-obligated and allocated to new grants.

## **SUB-CONTRACTS**

Grantee may enter into subcontract(s) to perform applicable provisions of this Grant Agreement. The Grantee is responsible for ensuring that all activities delegated to subcontractors are in support of this Grant Agreement.

- A. Grantee is the responsible party and shall remain liable for the performance of the terms, conditions, assurances, and certifications of this Grant Agreement, without recourse to the State, regarding the settlement and satisfaction of all contractual and administrative issues arising out of subcontract agreement(s) entered into in support of this Grant Agreement, including disputes, claims, or other matters of a contractual nature as well as civil liability arising out of negligence or intentional misconduct of the subcontractor(s).
  - B. Nothing contained in this Grant Agreement shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
4. Consultants and/or sub-contractors shall be selected in accordance with the grantee agency procurement policies and procedures in order to comply with the terms of this agreement and in accordance with OTS GPM Chapter 6 Procurement & Contract Administration and Exhibit 6-A General Terms, Conditions, and Certifications.

The Grantee, consultant, contractor and/or sub-contractor are subject to all applicable terms and conditions and are bound by the applicable certifications of the Grant Agreement and 49 CFR Part 18, and/or CFR Part 19 whichever is applicable.

Grantor is not obligated to make any payment under any agreement prior to final execution or outside the terms of the sub-contract period. Contractor/Grantee Agency expenditures incurred prior to final sub-contract execution are taken at the risk of that Contractor/Grantee Agency and will be considered unallowable if that agreement/sub-contract is not executed.

## **AVAILABILITY OF FUNDS**

5. If, during the term of the Grant award, federal funds become reduced or eliminated, OTS may immediately terminate or reduce the Grant award sum for allowable and uncancelable grant costs incurred following receipt of Grantor's written notice to the Grantee.
6. Funds Awarded under Catalog of Federal Domestic Assistance (CFDA) Number 20.600.

## **REVISIONS**

7. Grant Agreement revisions are allowed in accordance with the guidelines detailed in the OTS GPM,

Chapter 3.8 and conforming to the revision examples provided in Chapter 3.9. All appropriate documentation required to request a grant revision requiring Grantor's approval (i.e. budget category increases, etc.) must be timely submitted to Grantor.

- 8. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
- 9. Those additional applicable terms and conditions identified in the **OTS GPM, Chapter 6, General Terms, Conditions, and Certifications (Exhibit 6-A)**, are incorporated herein by reference and made a part of this Agreement.

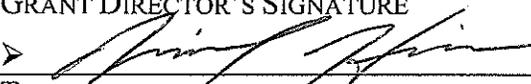
**TRAFFIC ENFORCEMENT AGENCIES ONLY:**

- 10. Full time Grantee traffic enforcement personnel and any equipment funded under this Grant shall be dedicated solely to Grant supported enforcement tasks unless a criminal offense is committed in the officer's presence and response to an officer in distress is initiated, and a riot requires that all available enforcement personnel be committed in response.
- 11. By signing this document the Grantee certifies that it is not suspended or debarred from doing business with the Federal Government.

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We, the officials named below, hereby swear that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. Executed on the date and in the county named below and made under penalty of perjury under the laws of the State of California.

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GRANT DIRECTOR'S NAME	EXECUTED IN THE COUNTY OF
<u>Michael Hines</u>	<u>Los Angeles</u>
GRANT DIRECTOR'S SIGNATURE	DATE EXECUTED
<u></u>	<u>7/7/2008</u>
TITLE	
<u>Traffic Lieutenant</u>	
AUTHORIZING OFFICIAL'S NAME	EXECUTED IN THE COUNTY OF
<u>David L. Snowden</u>	<u>Los Angeles</u>
AUTHORIZING OFFICIAL'S SIGNATURE	DATE EXECUTED
<u></u>	<u>7/7/08</u>
TITLE	
<u>Chief of Police</u>	

**GRANTS MADE EASY – STEP  
Overtime  
SCHEDULE A**

**GRANT NO: PT0908**

**GRANT DESCRIPTION**

Page 1

**GRANT TITLE: SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)**

**AGENCY: BEVERLY HILLS POLICE DEPARTMENT**

**PROPOSED BEGINNING DATE: 10/1/08**

**PROPOSED ENDING DATE: 9/30/09**

**PROBLEM STATEMENT:**

Using local data (not OTS Rankings or SWITRS), complete the table below.

Collision Type	2004				2005				2006			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal	1		1		4		4		7		7	
Injury	426		599		446		614		409		539	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol Involved	0	15	0	21	4	26	4	33	3	36	3	51
Hit & Run	0	37	0	48	0	45	0	52	1	39	1	46
Nighttime (2100-0259 hours)	0	40	0	61	4	48	4	61	3	49	3	78

**Please provide detailed answers to the following questions as part of the Problem Statement:**

1. How many sobriety checkpoints did your department conduct between October 1, 2006 and September 30, 2007? (Include checkpoints from all funding sources, i.e. OTS grants or mini-grants, and department funded)

6

2. What is the average number of DUI arrests and vehicles impounded per checkpoint?

Average of 4 DUI arrests & 7 impound vehicles, per checkpoint

3. What percent of your total DUI arrests between October 1, 2006 and September 30, 2007 were made as a result of a collision?

19 %

4. What percent of your total fatal and injury collisions October 1, 2006 and September 30, 2007 occurred at intersections?

48%

5. Describe the problem caused by red light running in your city.

Over the period of 2005-07, an average of 46 reported intersection collisions have occurred annually with the PCF noted as a signal violation. This represents about 10% of all injury and fatal collisions at intersections. One mitigating factor is the City's photo red light enforcement program, which is now in transition with testing of a new system at just two intersections. Though not fully implemented currently, the program is still a deterrent due to a full array of signage and the reputation of long standing enforcement.

**GRANTS MADE EASY – STEP  
Overtime  
SCHEDULE A**

**GRANT NO: PT0908**

**GRANT DESCRIPTION**

Page 2

6. Is illegal street racing a problem in your city? If illegal street racing is a problem in your city, has your department received training through San Diego Police Department's "DragNet" program on how to conduct inspections of vehicles suspected of being equipped with illegal street equipment?

Not currently a serious problem, though we have seen tire marks and property damage indicative of street racing or exhibition of speed, in recent months, as well as sporadic citizen complaints of vehicles racing. Our affluent demographic lends itself to the vehicles and the opportunity to become involved in street racing, though it is not occurring in our jurisdiction on an organized level. We may have some of the players, but the activity is most likely elsewhere for now. To keep abreast of current trends in activity and equipment, we have had 6 officers attend the training on street racing.

7. What are your primary collision factors?

The most prevalent of primary collision factors seen in BH traffic collision reports are violations for speed (22350), red light (21453a), failure to yield/ROW (21801a), unsafe turn (22107), unsafe lane change (21658), and failure to yield by pedestrians outside crosswalk (21954).

8. Seat belt citations make up what percent of all hazardous citations issued?

Seat belt citations represented 17% of all hazardous cites for 2006 and 18.5% for 2007

9. What is your current administrative recovery fee for vehicles impounded for up to 30 days and how much of the fee goes to the General Fund vs. a special Traffic Offender account? How is it used?

At present we charge \$195 for the basic administrative vehicle release fee, including 30-day storages. These fees are funneled to the City's General Fund. City staff will soon meet to consider an increase for this and related fees, with the excess going to a special Traffic Offender fund.

**PERFORMANCE MEASURES:**

**Goals:** Goals serve as the foundation upon which the grant is built. Goals are what you hope to accomplish by implementing a traffic safety grant program.

1. To reduce the number of persons killed in traffic collisions.
2. To reduce the number of person injured in traffic collisions.
3. To reduce the number of persons killed in alcohol-involved collisions.
4. To reduce the number of persons injured in alcohol-involved collisions.
5. To reduce hit & run fatal collisions.
6. To reduce hit & run injury collisions.

**GRANTS MADE EASY – STEP  
Overtime  
SCHEDULE A**

**GRANT NO: PT0908**

**GRANT DESCRIPTION**

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7. To reduce nighttime (2100 - 0259 hours) fatal collisions.
8. To reduce nighttime (2100 - 0259 hours) injury collisions.
9. To reduce fatal collisions at intersections.
10. To reduce injury collisions at intersections.
11. To reduce fatal collisions involving red light runners.
12. To reduce injury collisions involving red light runners.
13. To reduce fatal collisions where unsafe speed was the primary collision factor.
14. To reduce injury collisions where unsafe speed was the primary collision factor.
15. To increase seat belt use.

**Objectives:** Objectives are the tasks or activities undertaken during the grant period to make the goals a reality. Objectives are designed to move you closer to achieving your overall goals. *Objectives are used to measure a grantee's success.*

1. To issue a press release announcing the kick-off of the grant by November 15, 2008. The press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copied to your OTS Coordinator for approval 14-days prior to the issuance date of the release.
2. To email a draft of all grant-related media releases, media advisories, alerts and materials to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copied to your OTS Coordinator for approval 14-days prior to the issuance date of the release (media communications reporting the results of grant activities such as checkpoints and saturation patrols are exempt from this requirement).
3. To use the following standard language in all press, media, and printed materials: ***“Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.”***

GRANTS MADE EASY – STEP  
Overtime  
SCHEDULE A

GRANT NO: PT0908

GRANT DESCRIPTION

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4. To submit applications for the California Law Enforcement Challenge <http://www.chp.ca.gov/clec/index.html> by the deadline of March 31, 2009 OTS and

California Law Enforcement Challenge  
P.O. Box 942898  
Sacramento, CA 94298-0001  
Attention: Special Projects Section (052)

5. To conduct seat belt usage surveys during September 2009. (A pre-agreement survey will be required to determine the base year seat belt use rate. Go to <http://www.ots.ca.gov/Grants/files/pdf/seatbelt/belt.pdf> for survey methodology and forms.)
6. To conduct Standardized Field Sobriety Testing (SFST) training for 6 officers by March 31, 2009.
7. To conduct 6 DUI/DL checkpoints by September 30, 2009.

*Note:* For combination DUI/DL checkpoints, departments must issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Also, according to the Attorney General's Office all DUI/DL checkpoint operations must have signs reading "DUI/Driver's License Checkpoint Ahead."

To maximize effectiveness, it may be necessary to conduct a checkpoint operation at more than one location on any given day/ night. Each checkpoint should be highly publicized and visible. No occupant restraint citations will be issued at the checkpoints. **OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval, will OTS fund checkpoint operations that begin prior to 1800 hours.**

8. To conduct 4 DUI saturation patrols by September 30, 2009.
9. To conduct 4 special enforcement operations targeting red light running enforcement by September 30, 2009.
10. To conduct 4 special enforcement operations at or near intersections with a disproportionate number of traffic collisions by September 30, 2009.
11. To conduct 4 special enforcement operations targeting drivers exhibiting excessive speed by September 30, 2009.
12. To train 2 officers to properly conduct inspections of vehicles suspected of being equipped with illegal street racing equipment by January 1, 2009.

GRANTS MADE EASY – STEP  
Overtime  
SCHEDULE A

GRANT NO: PT0908

**GRANT DESCRIPTION**

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13. To conduct 2 special enforcement operations targeting vehicles suspected of being equipped with illegal street racing equipment by September 30, 2009.
14. To increase total department-wide seat belt citations as a percent of total hazardous or moving citations issued by 3 percentage points from the FFY 2007 base year rate (October 1, 2006 – September 30, 2006) of 17 % to 20 % by September 30, 2009.
15. To develop a “Hot Sheet” program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with suspended or revoked licenses as a result of DUI convictions by December 31, 2008. Updated Hot Sheets will be distributed to patrol and traffic officers every three to four weeks.
16. To conduct 4 “Court Sting” operations to cite individuals driving from court after having their license suspended or revoked by September 30, 2009.
17. To increase the total department-wide number of vehicles impounded (30 day holds) by 10 % from the FFY 2007 base year total (October 1, 2006 – September 30, 2007) of 327 to 360 by September 30, 2009.
18. To increase the Department’s enforcement index 3 points from the FFY 2007 base year rate (October 1, 2006 – September 30, 2007) of 25 to 28 by September 30, 2009.

*Note:* To determine your department’s appropriate hazardous citation level analyze your traffic enforcement index (total hazardous citations divided by fatal and injury collisions). Northwestern University teaches that a minimum traffic enforcement index of 25 is required to reach the citation threshold of effectiveness in reducing traffic collisions. If your city has a large number of out-of-town drivers, a traffic enforcement index in the 25-35 range may be more desirable. Out-of-town drivers are generally not reached through education and voluntary compliance programs. The recommended traffic enforcement index is a guide and not necessarily a rule.

*NOTE:* Nothing in this “agreement” shall be interpreted as a requirement, formal or informal, that a particular police officer issue a specified or predetermined number of citations in pursuance of the goals and objectives hereunder.

**METHOD OF PROCEDURE:**

Phase I: Program Preparation, Training, and Implementation (October 1, 2008 – December 31, 2008)

- The police department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- A draft news release will be submitted to OTS to announce the grant program.

**GRANTS MADE EASY – STEP  
Overtime  
SCHEDULE A**

**GRANT NO: PT0908**

**GRANT DESCRIPTION**

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- If necessary, an ordinance or resolution will be submitted to allow for the establishment of the “Vehicle Impound Program” administrative tow fee.
- All training needed to implement the program will be conducted this quarter.
- All grant related purchases needed to implement the program will be made this quarter.
- A seat belt survey will be conducted in October to determine the base year seat belt use rate.
- In order to develop the “Hot Sheets”, research will be conducted to identify the “worst of the worst” repeat DUI offenders with suspended or revoked licenses as a result of DUI convictions. The Hot Sheets may include the driver’s name, last known address, DOB, description, current license status, with the number of times suspended or revoked for DUI. Hot Sheets will be updated and distributed to traffic and patrol officers every three to four weeks.
- The police department will meet with appropriate court personnel to help develop an operational plan to conduct court stings.
- Implementation of the STEP program will be accomplished by deploying on an overtime basis personnel at high collision locations. DUI/Driver’s License checkpoint site locations will have a history of significant alcohol involved collisions and/or DUI arrests.

**Phase II: Community Awareness** (Throughout Grant Period)

- The police department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

**Phase III: Data Gathering and Analysis** (Throughout Grant Period)

- The police department will submit a Quarterly Performance Report (QPR) and Quarterly Evaluation Data Form, Schedule C within 30 days following each calendar quarter.
- The final QPR, Schedule C and Executive Summary are due to OTS by October 31, 2009.

**METHOD OF EVALUATION:**

The Office of Traffic Safety will use the QPR data to determine whether the grant was successful. OTS will also select grants for monitoring reviews to ensure the accuracy of claimed costs. For example, OTS will review claimed costs to ensure they are supported by time sheets, vouchers, invoices, purchases, etc.

**ADMINISTRATIVE SUPPORT:**

This program has full support of the city and every effort will be made to continue the activities after the grant conclusion. The City Council has endorsed this grant by resolution.

GRANTS MADE EASY – STEP

Overtime

SCHEDULE B-1

GRANT NO. PT0908

**BUDGET NARRATIVE**

Page 1

**PERSONNEL COSTS:**

**Overtime** -

Budgeted grant activities will be conducted by agency personnel on an overtime basis. Grant funded operations may be conducted by personnel such as an Officer, Lieutenant, Sergeant, Corporal, Deputy, Community Services Officer, Dispatcher etc., depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Costs are estimated based on an overtime hourly rate range of \$37.00/hr to \$114.00/hr.

Overtime reimbursement will reflect actual costs of the personnel conducting the appropriate operation up to the maximum range specified.

**Maximum Overtime Benefit Rate**

Workers Compensation	12.15%
Medicare	1.45%
Total Benefit Rate	13.60%

**TRAVEL EXPENSE:**

**In-State:**

Costs are included for appropriate staff to attend conferences and training events supporting the grants goals and objectives and/or traffic safety. Funds may be used to attend OTS approved training. Anticipated travel and events include local mileage for grant activities and meetings, Vehicle Homicide Conference and the OTS Summit. *All conferences, seminars or training not specifically identified in the Schedule B-1, must be approved by OTS. All travel claimed would be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fee are with OTS grant funds.*

Note: To be eligible to attend the Vehicular Homicide Conference the grantee must have successfully completed the POST DWI Detection and SFST course along with completion of the Accident Scene Investigation course. The officer/detective selected to attend the Vehicle Homicide conference should be currently assigned to work on DUI fatal collisions for their agency.

**CONTRACTUAL SERVICES:**

**None**

GRANTS MADE EASY – STEP  
Overtime  
SCHEDULE B-1  
GRANT NO. PT0908

**BUDGET NARRATIVE**

Page 2

**EQUIPMENT:**

**Changeable Message Sign Trailer** -- 1 fully equipped changeable message sign trailer will be purchased to serve in a traffic calming capacity in or around school zones, work zones, or residential streets. This portable trailer is fully programmable and capable of displaying messages in alphanumeric text

**OTHER DIRECT COSTS:**

**Radar Device** – 2 instruments that transmits microwave energy, monitors the reflected signal from moving vehicles within the microwave beam, processes the Doppler shift of the reflected signal to display the speed of the vehicle that is being tracked, and if applicable, the speed of the patrol vehicle and the direction of the target vehicle. These devices will be used for speed enforcement.

**PAS Devices/Calibration Units**- 4 Preliminary Alcohol Screening Devices will assist officers in enhanced enforcement efforts related to DUI. PAS calibration units are used to ensure accuracy of the device.

**Checkpoint Supplies** – On-scene supplies are needed to appropriately conduct sobriety checkpoints. Items included are cones, checkpoint signage, vests, portable generator, lighting, reflective banners, flares, PAS device supplies, portable heater, fan, and canopy. *Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.*

**INDIRECT COSTS:**

None

**PROGRAM INCOME:**

There will be no program income generated from this grant.

Quarterly Evaluation Form - Schedule C

GRANT#AL0908 AGENCY GME STEP GRANT	2007 FED/FISCAL BASE YEAR								2009 FED/FISCAL OPERATIONAL YEAR							
	10-01-06 QTR 1	01-01-07 QTR 2	04-01-07 QTR 3	07-01-07 QTR 4	TOTAL	10-01-08 QTR 1	01-01-09 QTR 2	04-01-09 QTR 3	07-01-09 QTR 4	10-01-08 QTR 1	01-01-09 QTR 2	04-01-09 QTR 3	07-01-09 QTR 4	YEAR TO		
	12-31-06	03-31-07	06-30-07	09-30-07		12-31-08	03-31-09	06-30-09	09-30-09	12-31-08	03-31-09	06-30-09	09-30-09	DATE		
CITIES USE LOCAL STATS - COUNTYWIDE USE SWITRS					ENTER STATS AND SEPARATE BY QUARTERS					ENTER STATS AND SEPARATE BY QUARTERS						
Total Traffic Fatalities - Victims	2	0	0	1	3	0	0	0	0	0	0	0	0	0		
Total Traffic Injuries - Victims	121	128	136	188	573	0	0	0	0	0	0	0	0	0		
Alcohol Involved Fatalities - Victims	2	0	0	0	2	0	0	0	0	0	0	0	0	0		
Alcohol Involved Injuries - Victims	8	4	5	9	26	0	0	0	0	0	0	0	0	0		
Hit and Run Fatal Collisions	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Hit and Run Injury Collisions	6	9	16	15	46	0	0	0	0	0	0	0	0	0		
Nighttime (2100 - 0259 HRS) Fatal Collisions	1	0	0	1	2	0	0	0	0	0	0	0	0	0		
Nighttime (2100 - 0259 HRS) Injury Collisions	10	7	13	17	47	0	0	0	0	0	0	0	0	0		
Intersection Fatal Collisions	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
Intersection Injury Collisions	44	59	50	68	221	0	0	0	0	0	0	0	0	0		
Red Light Running Fatal Collisions - CVC 21453(a)	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Red Light Running Injury Collisions - CVC 21453(a)	10	8	8	15	41	0	0	0	0	0	0	0	0	0		
Speed as the PCF in Fatal Collisions	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Speed as the PCF in Injury Collisions	11	18	26	36	91	0	0	0	0	0	0	0	0	0		
Seat Belt Use Rate (from Observational Surveys)	87%	91%	91%	95%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
CITIES USE LOCAL STATS - COUNTYWIDE USE SWITRS					ENTER STATS AND SEPARATE BY QUARTERS					ENTER STATS AND SEPARATE BY QUARTERS						
<b>Officers Trained in Standardized Field Sobriety Testing (SFST)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>DUI/Driver's License Checkpoints Conducted</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Vehicles Through Checkpoints	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Drivers Screened at Checkpoints	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Field Sobriety Tests Administered at Checkpoints	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
DUI Arrests from Checkpoints	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

GRANT#AL0908 AGENCY GME STEP GRANT	2007 FED/FISCAL BASE YEAR								2009 FED/FISCAL OPERATIONAL YEAR			
	10-01-06 QTR 1	01-01-07 QTR 2	04-01-07 QTR 3	07-01-07 QTR 4	TOTAL	10-01-08 QTR 1	01-01-09 QTR 2	04-01-09 QTR 3	07-01-09 QTR 4	YEAR TO		
	12-31-06	03-31-07	06-30-07	09-30-07		12-31-08	03-31-09	06-30-09	09-30-09	DATE		
Vehicles Impounded at Checkpoints (30-day impounds only)	0	0	0	0	0	0	0	0	0	0		
Criminal (in custody) Arrests at Checkpoints	0	0	0	0	0	0	0	0	0	0		
<b>DUI Roving/Saturation Patrols Conducted</b>	0	0	0	0	0	0	0	0	0	0		
DUI Arrests Resulting from DUI Saturation Patrols	0	0	0	0	0	0	0	0	0	0		
Criminal Arrests from DUI Saturation Patrols	0	0	0	0	0	0	0	0	0	0		
<b>Total Departmentwide DUI arrests</b>	99	80	74	78	331	0	0	0	0	0		
<b>Enforcement Operations Conducted Targeting Red Light Running Violations</b>	0	0	0	0	0	0	0	0	0	0		
Red Light Running Citations Issued	0	0	0	0	0	0	0	0	0	0		
<b>Enforcement Operations Conducted Targeting Other PCF Violations at or Near Intersections</b>	0	0	0	0	0	0	0	0	0	0		
Citations Issued (excluding citations for red light running violations)	0	0	0	0	0	0	0	0	0	0		
<b>Enforcement Operations Conducted Targeting Drivers Exhibiting Excessive Speed</b>	0	0	0	0	0	0	0	0	0	0		
Citations Issued	0	0	0	0	0	0	0	0	0	0		
<b># of Smog Referee Referral Citations Issued CVC 27156 (Gross Polluter)</b>	0	0	0	0	0	0	0	0	0	0		
<b># of Speed Contest Citations Issued CVC 23109</b>	0	0	0	0	0	0	0	0	0	0		
<b>Number of Officers Trained to Conduct Vehicle Inspections</b>	0	0	0	0	0	0	0	0	0	0		

Quarterly Evaluation Form - Schedule C

GRANT#AL0908 AGENCY GME STEP GRANT	2007 FED/FISCAL BASE YEAR								2009 FED/FISCAL OPERATIONAL YEAR			
	10-01-06 QTR 1	01-01-07 QTR 2	04-01-07 QTR 3	07-01-07 QTR 4	TOTAL	10-01-08 QTR 1	01-01-09 QTR 2	04-01-09 QTR 3	07-01-09 QTR 4	YEAR TO		
	12-31-06	03-31-07	06-30-07	09-30-07		12-31-08	03-31-09	06-30-09	09-30-09	DATE		
Inspection Operations Conducted Targeting Vehicles Suspected of Being Equipped With Illegal Street Racing Equipment	0	0	0	0	0	0	0	0	0	0		
Special Enforcement Operations Conducted	0	0	0	0	0	0	0	0	0	0		
Hazardous Citations Issued	0	0	0	0	0	0	0	0	0	0		
Criminal Arrests	0	0	0	0	0	0	0	0	0	0		
Court Sting Operations Conducted	0	0	0	0	0	0	0	0	0	0		
Arrests from Court Sting Operations	0	0	0	0	0	0	0	0	0	0		
Total Departmentwide Seatbelt Citations	311	310	974	342	1937	0	0	0	0	0		
Seat Belt Citations as a Percent of Total Hazardous Citations Issued	14%	12%	29%	15%	19%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Total Departmentwide 30-Day Vehicle Impounds (includes impounds from Checkpoints, Special Enforcement Operations and Patrols)	88	80	79	80	327	0	0	0	0	0		
Departmentwide Enforcement Index	23	25	31	16	23	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Total Departmentwide Hazardous Citations Issued	2245	2538	3336	2211	10330	0	0	0	0	0		
Total Departmentwide Fatal and Injury Collisions	96	102	106	142	446	0	0	0	0	0		