

MEETING DATE: December 3, 2007

AGENDA ITEM: Adoption of a Resolution Authorizing the Acceptance of a Sobriety Checkpoint Overtime Reimbursement Grant from the California Office of Traffic Safety.

ATTACHMENTS

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1. Grant information	1-3
2. Completed grant application	4-7
3. Grant award letter, No. SC08101	8-9
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**APPLICATION for the
SOBRIETY CHECKPOINT MINI-GRANT PROGRAM
FOR LOCAL LAW ENFORCEMENT AGENCIES**

October 1, 2007 – September 30, 2008

Mini-grant Information

The Office of Traffic Safety (OTS), through the National Highway Traffic Safety Administration (NHTSA), funds sobriety checkpoints throughout California. Grant funds are awarded on a competitive basis using several criteria including performances on previous grants and the value of the funding requested for the proposed activities. The goal is to reduce the number of victims killed and injured in alcohol-involved crashes in participating cities. The OTS mini-grants are administered by the University of California, Berkeley Traffic Safety Center (TSC).

Mini-grant Period: The mini-grant period is October 1, 2007 through September 30, 2008. This period cannot be extended.

Mini-grant Conditions: The Sobriety Checkpoint Program mini-grants are awarded only to cities with populations in excess of 20,000. Each mini-grant is awarded through a contract between the Regents of the University of California and the mini-grantee. All funding decisions are made subject to OTS approval.

Conducting checkpoints during the NHTSA-specified Winter Holiday and Labor Day Mobilization periods are a priority for OTS and NHTSA. The Winter Holiday Mobilization period is December 17, 2007 - January 3, 2008. The Labor Day Mobilization period is August 17 – September 3, 2008. Additional checkpoints may be conducted outside of these mobilization periods.

To maximize the traffic safety benefit of checkpoint operations, OTS recommends mini-grantees conduct combination DUI/Driver License (DL) checkpoints that include 30-day vehicle impounds. However, OTS does not require agencies to combine driver license checks with the sobriety checkpoint operations.

Mini-grantees are reimbursed only for the actual overtime cost for checkpoint operation(s) up to the contractual cost per checkpoint and up to the award amount. Indirect costs are not covered.

The TSC will conduct pre-operational training sessions in the Fall of 2007.

Mini-grant Requirements: All checkpoints must be conducted after 1800 hours. For combination DUI/DL checkpoints, mini-grantees must inform the public (via a press release) that driver licenses will be checked at the DUI/DL checkpoint. Also, in accordance with the California Attorney General's Office, all DUI/DL checkpoint operations must be set up with signs reading, "DUI/Driver License Checkpoint Ahead."

Claims must be submitted using TSC's claim form. Agencies must report checkpoint statistics to receive reimbursements. OTS-137 reporting forms must be submitted for checkpoints conducted during the Winter Holiday and Labor Day mobilization periods. OTS-138 reporting forms must be submitted for any checkpoints conducted outside of these two mobilization periods.

Mini-grantees are required to inform their AVOID County Coordinator of planned checkpoints at least fourteen (14) days in advance of the operation.

Applicant agencies that are not in compliance with the federal Single Audit Act will be notified and required to provide verification of compliance. Agencies can check their compliance status with their city finance department to avoid delays or problems in receiving a mini-grant.

**APPLICATION for the
SOBRIETY CHECKPOINT MINI-GRANT PROGRAM
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October 1, 2007 – September 30, 2008

Promotion Requirements:

- Develop and distribute a separate press release for each checkpoint operation unless multiple checkpoints are to be conducted within a seven (7) day period.
- Send a draft of each press release to pio@ots.ca.gov for approval at least fourteen (14) days in advance of the operation.
- Submit to the TSC, copies of all newspaper articles and short descriptions of broadcast news stories which relate to checkpoint operations or results.

Sobriety Checkpoint Mini-Grant Program Application and Award Timeline

September 14, 2007	Mini-grant applications due to UC Berkeley TSC. Must be postmarked (for mailed applications) or submitted on-line no later than September 14, 2007. TSC provides a confirmation of receipt.
September 2007	TSC and OTS review the applications. OTS makes the funding selections.
October 2007	Agencies provide information on the Authorizing Official for the Applicant Agency, Agency Office Authorized to Receive Payments, Tax I.D. Number, and Individuals Authorized to Sign Claims. TSC sends out the mini-grant contracts. Agencies review and sign the contracts. Agencies mail signed contract cover to the TSC by the specified deadline. TSC signs the contract cover and emails a PDF copy of the cover to the agency contact(s) and to OTS.
November 2007	TSC generates purchase orders for agencies that have returned signed agreements. TSC emails purchase orders to agencies and to OTS. Checkpoint operations begin <u>after</u> agencies receive the UC Berkeley purchase orders. Purchase orders are delayed if returned agreements are not properly and fully filled out or not mailed in by the TSC-specified deadline.
October - November	Mini-grant pre-operational trainings by the TSC at sites throughout California.
December 17, 2007 – January 3, 2008	Winter Holiday Mobilization Period
August 17, 2008 – September 3, 2008	Labor Day Mobilization Period

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**APPLICATION for the
SOBRIETY CHECKPOINT MINI-GRANT PROGRAM
FOR LOCAL LAW ENFORCEMENT AGENCIES**

October 1, 2007 – September 30, 2008

Instructions

You can apply on-line by going to: <http://www.tsc.berkeley.edu/checkpointminigrants/>

If you choose not to apply on-line, mail the signed application to:

Sobriety Checkpoint Program
University of California Berkeley-Traffic Safety Center
2614 Dwight Way, MC # 7374
Berkeley, CA 94720-7374
Fax: 510 643-9922

The application must be postmarked no later than September 14, 2007. It can be faxed or emailed ahead of the mailed application to ensure meeting the deadline. If you have any questions, email: checkpoint@berkeley.edu or call Sharleen Rauch at (510) 643-1774

When the mini-grant award decisions are completed, the TSC will email contracts to grantees for signature(s). *IMPORTANT: Applicant agencies that are not in compliance with the federal Single Audit Act will be notified and required to provide verification of compliance. Agencies can check their compliance status with their city finance department to avoid delays or problems in receiving a mini-grant.*

Note: In Section 3 of the application, use only the spaces provided to list the personnel categories/overtime hours/overtime hourly rates/benefits that form the basis for your mini-grant request. It is required to indicate the different overtime benefits in the spaces provided. Overtime benefits are usually between 9% - 12% of the hourly overtime rate.

1415 - 09/07/07

**APPLICATION
SOBRIETY CHECKPOINT MINI-GRANT PROGRAM
FOR LOCAL LAW ENFORCEMENT AGENCIES**

October 1, 2007 - September 30, 2008

Set printer to LANDSCAPE. Sign and mail to:

Sobriety Checkpoint Program
University of California Berkeley - Traffic Safety Center
2614 Dwight Way MC #7374, Berkeley, CA 94720-7374
Fax: 510 643-9822

If you have questions, email: checkpoint@berkeley.edu or call Sharleen Rauch at 510-643-1774

Section 1: Contact and City Information

Location of Checkpoints:	Culver City
Name of Agency:	Culver City Police Department
Agency Address Street (1):	4040 Duquesne Avenue
Street (2):	
City/Zip/County:	Culver City 90232 Los Angeles
Agency Contact Name/Title:	Manuel Ariza Lieutenant
Contact Telephone/Ext/Fax:	(310) 253-6260 (310) 253-6276
Contact Email Address:	manuel.ariza@culvercity.org

Section 2: Number of Checkpoints

Identify the maximum number of checkpoints in each time period. A minimum of one checkpoint is required in each of the two mobilization periods.

Up to how many checkpoints during the Winter Holiday Mobilization, December 17, 2007 through January 3, 2008 (minimum one)?	1
Up to how many checkpoints during the Labor Day Mobilization, August 17, 2008 through September 3, 2008 (minimum one)?	1
Up to how many checkpoints in the months outside the above mobilization periods (no minimum)?	0
The proposed Maximum Number of Checkpoints is	2

Will your department conduct combination DUI/DL (30 day impounds) checkpoints? ☐ Yes ☐ No

How many DUI arrests do you average from a single checkpoint operation? _____

How many 30 day impounds do you average from a single checkpoint operation? _____

Section 3: Personnel Overtime Hours and Rates

The Traffic Safety Center reimburses only the actual overtime costs (hourly rate and benefits) for the personnel categories listed below, UP TO THE MAXIMUM COST PER CHECKPOINT. Personnel activities are budgets by activity. List the types of personnel that will be working the grant. Indicate the percentages of the different overtime benefits (REQUIRED). Benefit overtime costs are always lower than benefit costs for regular hourly rates. Only benefits earned as a percentage of hourly pay are allowable. Overtime benefits are usually between 9% - 12% of the hourly overtime rate.

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.

Personnel	Average No. Personnel/Checkpoint	Average No. of OT Hours/Person Per Checkpoint	Maximum Hourly OT Rate Without Benefits	Total OT Cost Without Benefits (a x b x c)	% OASDI	% Workers Comp	% Medicare	% Other Benefits (Specify below)	% Other Benefits (Specify below)	Total % Benefits (e+f+g+h+i)	Total % Benefit Amount (d x j/100)
Supervisor	2	7.0	\$81.38	\$1,139.32	0.000	0.000	0.000	0.000	0.000	0.000	\$0.00
Officer Category (1)	20	7.0	\$68.95	\$9,653.00	0.000	0.000	0.000	0.000	0.000	0.000	\$0.00
Officer Category (2)											
CSO											
Dispatcher											
Clerical											
Criminalist											
Other (1)											
Other (2)											

Total OT Without Benefits (sum of column d):	\$10,792.32	Total Benefit Amount (sum of column k):	\$0.00
The Maximum Cost per Checkpoint Is (Total OT without Benefits + Total Benefits):			
\$10,792.32			
Specify Additional Benefits: (if any listed in column h and i):			
None			

Section 4: Total Amount Requested

Maximum No. Checkpoints (Section 2) (a)	Maximum Cost per Checkpoint (Section 3) (b)	Total Amount Requested (c) = (a) x (b)
2	\$10,792.32	\$21,584.64

Submitted by:

Manuel Ariza

Signature

MANUEL ARIZA

Print Name

Date

9/7/2007

Title/Rank

LIEUTENANT.

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Traffic Safety Center

Setting New Directions in Traffic Safety

November 16, 2007

Grant No. SC08101

Manuel Ariza
Culver City Police Department
4040 Duquesne Avenue
Culver City, CA 90232

Subject: 2008 Sobriety Checkpoint Mini-Grant Award

Dear Lieutenant Ariza,

The UC Berkeley (UCB) Traffic Safety Center (TSC) is very pleased to inform you that a mini-grant of \$21,584.64 has been approved for the operation of up to 2 sobriety checkpoints in Culver City. The Sobriety Checkpoint mini-grant funds are being provided by the California Office of Traffic Safety (OTS). The TSC is administering the mini-grant funds for the OTS. The mini-grant period is October 01, 2007 to September 04, 2008. The maximum allowed cost per checkpoint is \$10,792.32.

Please provide us with the information listed below via an on-line form. An e-mail will be sent to you today that will contain a login, password and a link to the website. We require this information by November 21, 2007 to complete a contract for your signature.

Required Information:

1. The name of the Authorizing Official of the Applicant Agency where the Applicant Agency is "Anytown, City of". This individual's signature binds the applicant agency to the terms of the mini-grant. Only the Authorizing Official may sign claim forms unless additional individuals are named (see item # 5 below).
2. The title, address, phone number and fax number of the Authorizing Official of the Applicant Agency.
3. The name of the Office Authorized to Receive Payments, the office's address, phone and fax numbers, a contact person name and email.
4. The Applicant Agency's Tax I.D. number.
5. The names and titles of any individuals who are authorized to sign claims (in addition to Authorizing Official).

University of California Berkeley Traffic Safety Center
2614 Dwight Way, MC #7374
Berkeley, CA 94720-7374
(T) 510/642-0566 (F) 510/643-9922
www.tsc.berkeley.edu

Optional Information:

6. The individual who will be preparing the claims, their email and phone number.
7. Alternate (additional) contacts for the mini grant besides the contact listed in the application.
8. Is City Council approval required? If so, is a UCB-signed contract required?

When all the above information has been received, the TSC will email (or send via mail if a UCB-signed contract is needed to seek city council approval) a contract to you for the signature(s) of the Authorizing Official and any additional individuals authorized to sign claims.

We will issue a purchase order when you return a signed grant document.

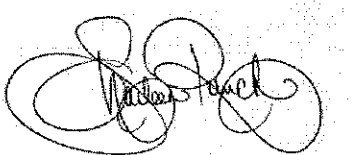
For your reference, the Catalogue of Federal Domestic Assistance (CFDA) number is 20.600.

The TSC will be conducting pre-operational training in December to review the contract provisions and answer any questions you may have.

OTS is requiring mini-grantees to distribute grant kickoff press releases, but only after the December 19 statewide kickoff press event. Mini-grantees are still required to issue checkpoint-specific press releases prior to any checkpoint operation. TSC will provide mini-grantees with OTS-approved grant kickoff and checkpoint release templates.

Please reference your Grant Number, SC08101 in your correspondence regarding this project. If you have any questions, please contact me at 510-643-1774 or by email at checkpoint@berkeley.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sharleen Rauch', enclosed within a large, loopy circular flourish.

Sharleen Rauch
Sobriety Checkpoint Program

University of California Berkeley Traffic Safety Center
2614 Dwight Way, MC #7374
Berkeley, CA 94720-7374
(T) 510/642-0566 (F) 510/643-9922
www.tsc.berkeley.edu

1 RESOLUTION NO. 2007-R _____

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
3 CULVER CITY AUTHORIZING THE ACCEPTANCE OF A
4 SOBRIETY CHECKPOINT OVERTIME REIMBURSEMENT
5 GRANT FROM THE CALIFORNIA OFFICE OF TRAFFIC
6 SAFETY.

7 WHEREAS, Sobriety checkpoints are an effective way to maximize the
8 deterrent effect and increase the apprehension of motorists who would operate a vehicle
9 while impaired by alcohol; and

10 WHEREAS, Studies in California and in other states point to the fact that
11 cities conducting sobriety checkpoints report substantial reduction in alcohol related
12 crashes; and

13 WHEREAS, The Culver City Police Department is eligible to receive up to
14 \$21,584.64 for the reimbursement of overtime in conducting two sobriety checkpoints
15 during the winter holiday season of 2007/2008 and during the Labor Day holiday of 2008;
16 and
17

18 WHEREAS, The Culver City Police Department's application was accepted
19 (Grant No. SC08101); and
20

21 NOW, THEREFORE, the City Council of the City of Culver City, California,
22 DOES HEREBY RESOLVE, as follows:

23 The City Council of the City of Culver City does hereby approve the
24 acceptance of the Sobriety Checkpoint Overtime Reimbursement Grant from the California

25 ///

26 ///

27 ///

Office of Traffic Safety to fund overtime reimbursement for two sobriety checkpoints.

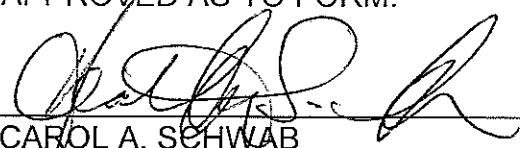
APPROVED and ADOPTED this _____ day of _____ 2007.

ALAN CORLIN, MAYOR
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

CHRISTOPHER ARMENTA
City Clerk


for CAROL A. SCHWAB
City Attorney