

**Terms, Conditions, and Certifications Specific to the Agreement
 Between the Office of Traffic Safety and the Applicant Agency**

APPLICANT AGENCY Hermosa Beach Police Department	OTS PROJECT NUMBER AL0542
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The following are included herein and constitute a part of this Agreement:

OTS-38 – Page 1	Schedule B-1 – Budget Narrative
Schedule A – Project Description	Schedule C – Quarterly Evaluation Data (when required)
Schedule A-1 – Administrative Support Statement	OTS-33 – Terms, Conditions, and Certifications Specific to the Agreement Between OTS and the Applicant Agency
Schedule B – Detailed Budget Estimate	General Terms, Conditions, and Certifications*

*See OTS **Grant Program Manual, Volume II, Chapter 6**. **Volume II** is available online at www.ots.ca.gov.

TERMS AND CONDITIONS

It is understood and agreed by the Project Director and Authorizing Official that any grant received as a result of this Agreement is subject to all federal and state regulations governing grants and to those controls expressed in the California Traffic Grant Program Manuals which include, but are not limited to:

1. Quarterly Performance Reports and Reimbursement Claims must be submitted by the Project Director to the Office of Traffic Safety by January 31, April 30, July 31, and October 31, during each year of project operation.
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 term or condition of the grant contract or program guidelines (**Volume II, Chapter 3.13**). This may include, but is not limited to, the following:
 - Failure to submit acceptable and timely reimbursement claims.
 - Failure to submit acceptable and timely quarterly performance reports; and
 - Failure to submit an acceptable and timely Schedule C (Quarterly Evaluation Data OTS-38g). (Applies only when a Schedule C has been required.)
3. If, during the term of the grant award, federal funds become reduced or eliminated, OTS may immediately terminate or reduce the grant award upon written notice to the project director.
4. By October 31, “continuing” projects must submit a September 30 claim and a written justification to support carrying forward prior year unexpended funds. September 30 claims and written justifications, supporting the carrying forward of prior year unexpended funds, submitted after November 30, will not be processed. 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,

prior year unexpended funds will be deobligated and allocated to new projects.

5. All documentation required to request a project revision (i.e., time extensions, budget category changes, and etc.) must be submitted to OTS prior to the effective date of change(s). For example: OTS will not consider a request for a grant period time extension unless all necessary paperwork is submitted prior to the existing grant termination date. Prior approval is required for all project revisions (**Volume II, Chapter 3.8**).
6. 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.
7. Additional terms and conditions identified in the OTS **Grant Program Manual, Volume II, Chapter 6, General Terms, Conditions, and Certifications (Exhibit 6-A)**, are incorporated herein by reference and made a part of this document.

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

PROJECT DIRECTOR'S NAME

Michael Lavin

DATE EXECUTED

07/19/2004

EXECUTED IN THE COUNTY OF

Los Angeles

PROJECT DIRECTOR'S SIGNATURE



TITLE

Chief of Police

AUTHORIZING OFFICIAL'S NAME

Stephen Burrell

DATE EXECUTED

07/19/2004

EXECUTED IN THE COUNTY OF

Los Angeles

AUTHORIZING OFFICIAL'S SIGNATURE



TITLE

City Manager



STATE OF CALIFORNIA
 BUSINESS, TRANSPORTATION & HOUSING AGENCY

PROJECT NUMBER
AL0542

**OFFICE OF TRAFFIC SAFETY
 GRANT AGREEMENT**

PAGE 1 (To be completed by applicant Agency)

1. PROJECT TITLE
 SOUTH BAY COMPREHENSIVE DUI ARREST, CITATION, AND COLLISION REPORTING, ANALYSIS AND TRACKING PROGRAM

2. NAME OF APPLICANT AGENCY
 CITY OF HERMOSA BEACH

4. PROJECT PERIOD
 Month – Day - Year

3. AGENCY UNIT TO HANDLE PROJECT
 HERMOSA BEACH POLICE DEPARTMENT

From: **10/01/2004**
 To: **12/31/2005**

5. PROJECT DESCRIPTION (Summarize the project plan covering the objectives, method of procedures, evaluation, and end product in approximately 100 words. Space is limited to six lines.)

The participating South Bay Police Departments will develop a ten agency comprehensive DUI arrest, citation, collision-reporting, and traffic management system. The project funds software development for the hand-held device systems, traffic management database capabilities, and 100 hand-held devices with accessories. The goals of this project are to decrease the time to issue citations and process DUI arrests; it will also have the capabilities to compare citation data within the participating agencies to investigate additional crimes. The hand-held systems will be used to reduce and in some cases eliminate redundancies and reporting writing errors while significantly decreasing the time and resources needed to write, edit, store and manage citation, collision and DUI records. In addition, a centralized citation database will be developed with all South Bay agencies downloading citation data to the database in which can be used for investigations through partial plate searches. The end result will be an increase in the productivity of Departments traffic enforcement personnel and an overall improvement in the Departments efficiency. In addition, the project will enable the secure and confidential exchange of electronic citation data between the police departments and the courts.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: \$ 711,845.00

7. APPROVAL SIGNATURES

A. PROJECT DIRECTOR

NAME: **Michael Lavin** PHONE: (310) 318-0300
 TITLE: Chief of Police FAX: (310)
 ADDRESS 540 Pier Avenue
 : Hermosa Beach, CA 90254
 E-MAIL: **mlavin@hermosabch.org**

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: **Stephen Burrell** PHONE: (310) 318-0216
 TITLE: City Manager FAX:
 ADDRESS 1315 Valley Drive
 : Hermosa Beach, CA 90254
 E-MAIL: **sburrell@hermosabch.org**

 (Signature) (Date)

 (Signature) (Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: **Viki Copeland** PHONE: (310) 318-0226
 TITLE: Finance Director FAX:

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: **Finance Department**
 ATTN: **VALERIE MOHLER**

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ADDRESS 1315 Valley Drive
: Hermosa Beach, CA 90254

ADDRESS 1315 Valley Drive
: Hermosa Beach, CA 90254

E-MAIL: **vcopeland@hermosabch.org**

(Signature)

(Date)

BACKGROUND

A. GENERAL CHARACTERISTICS

The total population of the area this grant will cover is 482,500 people. The cities of El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Palos Verdes Estates, and Redondo Beach have an area the size of almost 50 square miles. The Office of Traffic Safety rankings show diverse problems within the cities, some with minor problems and some cities with major DUI and speed problems. DUI rankings run from 6 to 66 in the 1000 population group. As the statistics above clearly indicate, the number of fatal and injury collisions are of great concern to the members of the South Bay Police Departments and their communities.

B. STREET AND HIGHWAYS

The agencies in the South Bay DUI Task Force are located in the South Bay region of Los Angeles County and are approximately twelve miles southwest of downtown Los Angeles. Major state routes include Hawthorne Boulevard (SR-107), Pacific Coast Highway (SR-1), Western Avenue, and Artesia Boulevard (SR-91). Other major roadways include Crenshaw Boulevard, Sepulveda Boulevard, Carson Street, Torrance Boulevard, 190th Street, Rosecrans, El Segundo Blvd, and Century Blvd. The freeways that transverse these areas are the 105 (to the north), 110 (to the east), and the 405 down the center.

C. OPERATING DEPARTMENTS

The ten cities and the El Camino College Police have traffic units that specialize in traffic enforcement and collision investigation. These cities participate in the South Bay DUI Task Force concentrating on DUI enforcement. Each city has a traffic-engineering department, which will benefit from the use of the traffic management program.

D. EXISTING SYSTEMS

Foreseeing the need for an integrated, automated reporting system, the South Bay agencies have been in the process of moving away from handwritten reports and manual data entry toward a more modern approach for several years. Installation of Mobile Data Computers in the police cars and the addition of computer workstations throughout the Police Facilities and Substations are recent evidence of these efforts. With this new hardware and corresponding software, we are moving toward a fully automated system. Our Crime, Investigative Supplemental, Continuation (narrative), and many other reports used primarily by Patrol and Investigative personnel are currently available in electronic form. Unfortunately, the same is not true of the reports commonly used by Traffic Officers. Traffic investigation and DUI reporting is still handled the old fashioned way - by pen and paper. There is a computer program for the CHP 555 – Traffic Collision Report, but the program does not put the information into our computer system, which would allow us to do traffic studies. The program is not on our computers in the police units, and officers still need to come into the station if they want to use the CARS program.

PROBLEM STATEMENT

The South Bay agencies all face the same problems of manpower and handwriting all citations, collision reports and DUI reports. We cannot do much about the manpower issues, but we can address the efficiency by which we perform our duties. The current system is slow and the error rate on citations and reports are high. There is also a legibility problem and the time consuming effort to correct these errors. Every agency except two does not have in house traffic collision database systems to accurately look at current traffic data and take appropriate actions in enforcement and engineering. All of the cities on the grant use civilian personnel



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to enter all of the handwritten information from citations and reports into the computer, which adds to the errors. Court liaison personnel must enter each citation on a transmittal form and then hand carry the citations to the courthouse.

ATTEMPTS TO SOLVE THE PROBLEM

Each agency involved in the grant has attempted to improve traffic safety through different means. Only Torrance P.D. has been using the Auto Cite program to electronically write traffic citations. The old Auto Cite program is no longer accepted at court because it does not accept an electronic signature. Torrance PD is currently working on providing a handheld computer to officers running the Crossroads software. The South Bay DUI Task Force came up with a standardized DUI form to be used by the Task Force and is accepted by all of the participating agencies. The form is not computerized and does not have the full NHTSA standardized field sobriety test instructions on the form. It is also up to the officer to record start times for each test, which results in inconsistencies and problems in courtroom testimony, which means less convictions and/or plea bargain to a lesser charge.


PROJECT GOALS

 The overall goal of this program is to improve efficiency of our DUI arrest, citation, and collision reporting, analysis and tracking. Specifically, our goals include the following:

1. To purchase and install new PDA-based hand-held computers by November 31, 2004.
2. To purchase and install traffic management software program within the Police Department for tracking collisions and citations by March 31, 2005.
3. To reduce the time involved in traffic collision data transfers between the Police Department and the Traffic Planners and Engineers within the City's Planning and Engineering Departments from the current time frame of one year to one week by December 31, 2005.
4.  To reduce the average time spent by Traffic Officers completing traffic collision reports 15 percent from 60 minutes to 51 minutes by December 31, 2005.
5. To reduce the time to process DUI reports from the base year rate of 3 hours to 2.5 hours by December 31, 2005.
6. To increase seat belt compliance 2 percentage points from the calendar 2002 base year total of 92% to 94% by December 31, 2005.

PROJECT OBJECTIVES

To achieve the above listed goals,

1. To issue a press release announcing the kick-off of the project by December 31, 2004. The press releases and media advisories, alerts, and materials must be forwarded to your OTS Regional Coordinator and the OTS Public Information Officer at pio@ots.ca.gov for approval 5 days prior to the issuance date of the release.
2.  Use the following language in all press materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the Business, Transportation, and Housing Agency."
3. To submit print clip articles **by 9 a.m.** to the OTS Public Information Officer by e-mail at pio@ots.ca.gov and OTS Regional Coordinator, or via fax at (916) 262-2960. Include publication name and date the article was published on all clips.
4. To e-mail all press releases or media advisories, alerts, and material to the OTS Public Information Officer at pio@ots.ca.gov and OTS Regional Coordinator for approval prior to their release.
5. To e-mail to the OTS Public Information Officer at pio@ots.ca.gov and OTS Regional Coordinator at least one month in advance, a short description of any new traffic safety event or program.
6. To purchase and install new PDA-based hand-held computers by November 31, 2004.
7. To purchase and install traffic management software program within the Police Departments for tracking collisions and citations by March 31, 2005.

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8. To conduct seat belt usage surveys during the months of March and September of each grant year.
9. To conduct special seat belt enforcement campaigns once a month for four hours during the grant from January 1, 2005 to December 31, 2005.
10. To conduct seatbelt enforcement during the National Click it or ticket campaigns.
11. To implement PDA-based hand-held computers with automated the traffic citation software by March 31, 2005.
12. To implement software capable of generating daily, weekly, monthly, and annual traffic activity reports by March 31, 2005.
13. To identify 5 critical intersections and 5 critical street segments where collisions exceed established definitions of a high collision location in each participating city March 31, 2005.
14. To implement PDA-based hand-held computer applications to automate the traffic collision and DUI investigation and report writing processes by September 30, 2005.
15. To implement software for our computer network to prepare collision and DUI reports by September 30, 2005.
16. To enable the secure and confidential exchange of electronic citation data between the Police Department and the courts by September 30, 2005.
17. To train all Traffic and Special Events Division field personnel in the usage and maintenance of the hand-held software and data management systems by September 30, 2005.
18. To train all Traffic Office staff in the use of the hand-held software and data management systems by December 31, 2005.
19. To train all field officers in the use of the automated traffic collision and DUI reports by December 31, 2005.
20. To establish a centralized database that will contain all collision and citation data for the ten participating agencies by December 31, 2005. Each agency would have access to the database to conduct investigations or collision analysis.

Note: Nothing in this agreement shall be interpreted as a requirement, formal or informal, that a police officer issue a specified or predetermined number of citations in pursuance of the obligations hereunder.

METHOD OF PROCEDURE

In order to meet the objectives and goals of this project, the South Bay Police Departments will follow the below listed phases:

Phase 1 – Program Preparation (10/01/04 to 12/31/05)

Phase one will include finalizing all contracts for service related to software design and installation of the citation, collision, and DUI report forms on the handheld computers.

A member of the Department's Information Technology Section will be assigned to serve as technical advisor and liaison between the Police and Planning Departments.

The purchase of all software and equipment listed in Schedule B will be made.

A training program will be developed for all personnel who will receive the handheld computer systems to include the goals and objectives of the project.

A program will be developed to train field officers in the use of the automated traffic collision reports.

Meetings will be set with representatives of the Los Angeles County Court system to ensure that electronic citation formats are acceptable.

We will meet with the Los Angeles County Court's information technology group to ensure compatibility of the electronic citations with the County's computer system, and that we meet their standards for automated data transfers.

The new electronic citation format will be submitted to the California Judicial Council for review and approval.

Once software and hardware is received, installations will be completed and tested for proper operation.

Phase 2 – Implementation (Jan 05)

The training developed in Phase 1 will be conducted.

The handheld computers will be deployed and field use began.

Use of electronic report formats will be initiated.

Collision data will be gathered to focus enforcement efforts on primary collision locations.

Preliminary analyses of functionality, processes, accuracy, and time requirements will be conducted to identify whether or not initial goals and objectives are being met.

Software and hardware, procedures, and systems will be modified as necessary to ensure optimum efficiency.

Phase 3 – Data Gathering & Analysis (Throughout Project Period)

Statistical data relating to the project goals and objectives will be collected, analyzed, and incorporated in the Quarterly Reports. Quarterly Reports will include cumulative data and comparisons with goals and objectives.

The Quarterly Reports will compare actual project accomplishments with those planned. The reports will include information concerning changes made by the project director in managing the project efforts.

The following are some of the methods to be used in monitoring and evaluating the project:

A. Computerized Reports

Statistical information concerning data listed in the project goals and objectives will be available on a timely basis throughout this project. In addition, statistical information will be obtained from the Los Angeles County Court system as to the value of this project or improvement that result in the Court's processes and procedures.

B. Activity Logs

The handheld computer system will keep accurate activity information relative to each citation, collision report, and DUI report. The Department's Computer-Aided Dispatch (CAD) system tracks the activity of field units. In addition, each Hermosa Beach motor officer completes a daily log detailing his/her activity.

C. Supervision

The Project Manager, Traffic Sergeants, and the ITS Liaison will maintain close supervision of the project and involved personnel to maximize program effectiveness. We will also encourage and solicit suggestions for continuous improvement throughout the project period.

Phase 4 – Final Report and Executive Summary (October 1, 2004 to December 31, 2005)

We will begin the Final Report and Executive Summary in accordance with OTS requirements specified in the Grant Program Manual, Chapter 7. Both will be submitted to OTS within 60 days after the grant ends

METHOD OF EVALUATION

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Using the data compiled, the Project Manager will evaluate: (1) how well the stated project goals(s) and objectives were accomplished; (2) if all the activities outlined in the Method of procedures were performed in accordance with the grant agreement; and (3) was the project cost effective?

STATEMENT OF INTENT

We have considered the continuing operational costs of implementing this program and it is the intent of the Ten cities and El Camino College to continue *Comprehensive DUI Arrest, Citation, and Collision Reporting, Analysis and Tracking Program* developed by this project as an on-going function of the police department’s traffic safety efforts. The Cities intend to absorb the full cost of this project after the expiration date.

ADMINISTRATIVE SUPPORT STATEMENT – Explain what type of priority this project has in your jurisdiction.

The ten South Bay Cities involved in this grant gives traffic safety a very high priority. All the involved cities have worked together on numerous traffic safety projects. The most notable is the South Bay DUI Task Force, which currently has a grant through the Office of Traffic Safety. The City of Hermosa Beach has an established Traffic Safety Committee, purchased a speed monitoring devices for traffic engineering, and pedestrian crossing warning signs that were erected in the middle of the street to educate driver’s to “Yield to Pedestrians”. All the cities continually evaluate traffic safety and conduct projects in education, enforcement, or engineering.

The South Bay DUI Task Force not only conducts DUI Checkpoints and roving patrols, but also targets problem areas through the South Bay such as drivers failing to yield to pedestrians, the problem of illegal “pocket rockets”, and warrant details.

AGENCY CONTRIBUTION – Explain what services or funds are being contributed by your agency in support of this project.

All of the cities will provide services necessary for the coordination, supervision, administration, training, and evaluation of this project. The fifteen month contribution will be as follows:

Contributed Item	%	FY-1	FY-2	FY-3
Program Manager	15		\$15,000	\$5,000
Traffic Sergeant Supervision (10 Sergeants)	10	\$60,000	\$15,000	
Training of patrol/traffic personnel	100	\$75,000	\$20,000	
Total Agency Contribution			\$150,000	\$40,000

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COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1 10/01/04 09/30/05	FY-2 10/01/05 12/31/05	FY-3	FY-4	
A. PERSONNEL COSTS					
<u>Positions and Salaries</u>					\$0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Employee Benefits @					0.00
Category Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B. TRAVEL EXPENSE					
In-State Travel	\$2,000.00				\$2,000.00
					0.00
					0.00
Category Sub-Total	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
C. CONTRACTUAL SERVICES					
Hand Held Citation Software, Training, and Devices	709,845.00				709,845.00

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					0.00
Category Sub-Total	\$709,845.00	\$0.00	\$0.00	\$0.00	\$709,845.00

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1 10/01/04 09/30/05	FY-2 10/01/05 12/31/05	FY-3	FY-4	
D. EQUIPMENT					
					\$0.00
					0.00
					0.00
					0.00
Category Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

E. OTHER DIRECT COSTS					
					\$0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Category Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

F. INDIRECT COSTS					
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					\$0.00
Category Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROJECT TOTAL	\$711,845.00	\$0.00	\$0.00	\$0.00	\$711,845.00

TRAVEL EXPENSES

Travel funds will be utilized for staff-travel expenses to attend the annual OTS Summit and Police Traffic Services Seminar. Funds may be used to attend OTS approved training. *All conferences, seminars or training not specifically identified in Schedule B, whether in state, or out-of-state, must receive prior approval from OTS. All travel claimed would be at the City of Hermosa Beach's approved rate. Per Diem may not be claimed for meals provided at conferences where registration fees were paid with OTS grant funds.*

II. CONTRACTUAL SERVICES

Crossroads Software company will provide the following services and equipment:

100 handheld computers and associated accessories will be purchased in FY -1 to be used for electronic ticket writing, collision investigation, and driving under the influence investigations. The accessories include an expansion battery pack, SD memory card, SD card reader, magnetic strip reader, camera, thumb print reader, printer, and rolls of paper.

The software package for the handheld computers will provide ticket writing, collision investigation, and DUI investigation capabilities. The program also provides the sharing of officer safety information through a networked data base system.

The traffic management software will provide agencies with statewide-integrated traffic collision data to see where problems are occurring and directing appropriate enforcement, education, and/or engineering. This data interfaces with the citation data and maps can be generated to show where both occur. A module will be established to manage a central repository for web based querying for participating agencies.

Crossroads Software personnel will conduct training for officers to use the handheld computer and traffic management software. We will conduct training for the trainers so there are knowledgeable personnel at each department to be the main contact.

The company will provide two years worth of maintenance of support to each department on the software for the ticket writers and traffic management systems.

The total amount for Crossroads involvement is \$671,300.00.

COMPUTER TECHNICAL SUPPORT

The software for the ticket writers and the traffic management software will be downloaded on each departments network. It is estimated that some system technical assistance will be needed to make the conversions work. The Software company and the RMS companies involved gave a cost for their services. The technicians that know each departments network and how it works at each terminal will be needed to complete the process. None of the departments involved have extra funds available for this expenditure. It is estimated that the cost would be a maximum of \$6,700.00.

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RECORDS MANAGEMENT CONVERSION

There are four departments that currently use Tiburon (Hermosa Beach, Manhattan Beach, Hawthorne, and Gardena). Inglewood Police is going to change to Tiburon during the grant year. Torrance Police Department is also planning a change to Tiburon. Tiburon gave an amount \$10,845.00 to make Crossroads data download into the records management system automatically. This price covers any department connected to Tiburon.

The city of Palos Verdes Estates uses LEADS for their records management system. LEADS gave a maximum cost of \$6,000.00 for the conversion. This is an estimate and the actual cost may be lower.

The city of Redondo Beach uses Hi-Tech and will need to convert there system to read into the new developed system. Cost 15,000.

PROGRAM INCOME

No program income will be generated from this project.



SCHEDULE A

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SCHEDULE A

PROJECT NO: _____

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