



**Council Meeting: December 13, 2011**

**SUBJECT: Budget Modification No. 20 to Appropriate \$30,634 of Office of Traffic Safety Grant Funds for Sobriety Checkpoints**

**GRANT SUMMARY**

On December 2, 2011, the City Manager accepted grant funds in the amount of \$30,634 to the Department of Public Safety (DPS) for funding overtime expenses associated with the operation of four sobriety checkpoints to be conducted between December 16, 2011 and September 4, 2012.

**GRANTING AGENCY**

The mission of the Office of Traffic Safety (OTS) is to obtain and effectively administer traffic safety grant funds to reduce deaths, injuries, and economic losses resulting from traffic-related collisions. Each year OTS, through its partnership with the Traffic Safety Center at University of California, Berkeley, offers grant funds to law enforcement agencies to cover overtime expenses associated with the operation of sobriety checkpoints.

**EXISTING POLICY**

**Council Policy 7.1.5 Donations, Contributions and Sponsorships:**

The City Manager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued. Council approval of a budget modification to appropriate grant monies is required before funds can be expended by staff. Such a budget modification shall include the use to which the grant would be placed; the objectives or goals of the City which will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant. For grants under the amount of \$5,000 that do not have any external reporting requirements or any local match requirement, Council approval of a budget modification is not required. The City Manager is authorized to accept and administratively appropriate the grant funds.

This grant does not meet all of the criteria to be administratively appropriated by the City Manager; therefore a budget modification is required. Grant funds from OTS have external reporting requirements back to OTS and fall under the federal single audit guidelines.

Goal 4.1A: Provide a safe and secure environment for people and property in the community.

Policy 4.1A.5: Facilitate the safe movement of pedestrians, bicyclists and vehicles.

Action Statement 4.1A.5g: Participate in activities that enhance the successful detection, apprehension, rehabilitation and prevention of persons driving under the influence of alcohol/drugs.

Action Statement 4.1A5h: Participate in prevention and enforcement activities directed at minimizing personal injury in traffic collisions.

Policy 4.1D.2: Provide effective and efficient management of Public Safety resources in order to meet the needs of: the community, the internal organization, and those mandated by regional, State, and Federal agencies.

Action Statement 4.1D.2b: Develop proposals and apply for appropriate governmental grants.

### **DISCUSSION**

The OTS grant funds were awarded to cover overtime expenses associated with the operation of four sobriety checkpoints between December 16, 2011 and September 4, 2012. Of the four checkpoints, OTS requires that one occur during the winter holidays (December/January) and one during the Labor Day holiday (August/September). The remaining two may be conducted at any other time during the grant period. The Patrol Operations Traffic Unit will conduct the checkpoints.

The Strategic Services Division in DPS will be responsible for managing the grant. As with all grants, the Department of Finance provides oversight and accounting support. Finance has confirmed the City has available resources to administer the grant.

### **FISCAL IMPACT**

The OTS grant funds are awarded to cover overtime expenses associated with the operation of sobriety checkpoints during the winter holidays and the Labor Day weekend. Expenditures for each OTS approved checkpoint are reimbursable up to a cumulative total of \$30,634. Grant guidelines stipulate that the maximum allowed cost per checkpoint is \$7,658.42, which will cover all overtime costs associated with each checkpoint.

### **Required Local Match**

NONE

Increased Cost to City Upon Grant Termination  
 NONE

Budget Modification No. 20 has been prepared to appropriate Traffic Safety Sobriety Checkpoint Grant funds in the amount of \$30,634 to a new project – 2011/2012 OTS Sobriety Checkpoints.

**Budget Modification No. 20**  
**FY 2011/2012**

	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>General Fund</b>			
<u>Revenues</u>			
1017 — Office of Traffic Safety	\$12,051	\$30,634	\$42,685
 <u>Expenditures</u>			
New Project — 2011/2012 OTS Sobriety Checkpoints	\$0	\$30,634	\$30,634

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center, and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk, and on the City’s Web site.

**ALTERNATIVES**

1. Approve Budget Modification No. 20 to appropriate Office of Traffic Safety Sobriety Checkpoint Grant funds in the amount of \$30,634 to a new project – 2011/2012 OTS Sobriety Checkpoints.
  
2. Do not approve Budget Modification No. 20 to appropriate Office of Traffic Safety Sobriety Checkpoint Grant funds in the amount of \$30,634 to a new project – 2011/2012 OTS Sobriety Checkpoints.

**RECOMMENDATION**

Staff recommends Alternative #1: Approve Budget Modification No. 20 to appropriate Office of Traffic Safety Sobriety Checkpoint Grant funds in the amount of \$30,634 to a new project – 2011/2012 OTS Sobriety Checkpoints.

Reviewed by:

Frank J. Grgurina, Director of Public Safety  
Prepared by: Ann Durkes, Manager

Reviewed by:

Grace Leung, Director of Finance

Approved by:

Gary M. Luebbers  
City Manager