



safety message in the forefront of everyone's mind and to aggressively enforce the law to those violators who do not buckle up.

FINANCIAL IMPACT

Using OTS money to help fund the seatbelt saturation creates no burden on the City's General Fund.

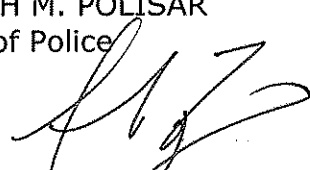
RECOMMENDATION

It is recommended that the City Council:

- Accept the Office of Traffic Safety Grants funds in the amount of \$6,255.36; and
- Allocate these grant monies to fund seatbelt enforcement patrols.



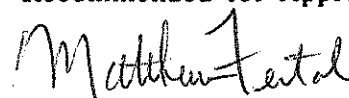
JOSEPH M. POLISAR  
Chief of Police



By: Adam Zmija  
Master Officer I

Attachment 1: Grant document from OTS and Program Narrative.

- Recommended for Approval



Matthew Fertal  
City Manager



The Regents of the University of California  
 School of Public Health, Berkeley,  
 with Primary Funding from the  
 California Office of Traffic Safety

GRANT NUMBER

CT11154

## GRANT

## 1. Title of Program

Next Generation - Click It or Ticket 2010 - 2011

## 2. Name of Applicant Agency

GARDEN GROVE, CITY OF

3. University of California Berkeley, Safe Transportation Research and Education Center  
DAVID RAGLAND, PRINCIPAL INVESTIGATOR, SAFE TRANSPORTATION RESEARCH AND  
EDUCATION CENTER

## 4. Period of Grant

Month - Day - Year

From: 11/15/10

To: 06/06/11

## 5. Description of Program

California will initiate "Next Generation - Click It or Ticket" for FY 2011 by conducting: 1) a seat belt enforcement campaign November 15 - 28, 2010 in support of the California Office of Traffic Safety (OTS) mobilization period, 2) a seat belt enforcement campaign May 23 - June 5, 2011 in support of the national, NHTSA mobilization period. Grant funds will be used to increase the number of hours incurred by first line supervisors, officers, and clerical/administrative personnel in Garden Grove Police Department to conduct/support seat belt enforcements in Garden Grove. Incorporated into this grant are attached: Schedule A - Description, Schedule B - Detailed Budget Estimate, Schedule B-1 - Budget Narrative, and Schedule C - Terms and Conditions.

## 6. Federal Funds Allocated Under This Grant Shall Not Exceed:

\$6,255.36

7. Approval Signatures (By signing this page, Agency agrees to the terms and conditions which follow and are attached)A. The Regents of the University of California Authorized  
Signature

Name: Jyl Baldwin  
 Title: Associate Director, SPO

Phone: 510 642-8110  
 Fax: 510 642-8236

Address: UC Berkeley Sponsored Projects Office  
 2150 Shattuck Avenue, Suite 313

Berkeley, CA 94720  
 Email: jlbaldwin@berkeley.edu

(Signature)

(Date)

## B. Authorizing Official For Applicant Agency

Name: Joseph Polisar  
 Title: Chief of Police

Phone: (714) 741-5705  
 Fax: (714) 741-5765

Address: 11301 Acacia Pkwy.  
 Garden Grove, CA 92840

Email: josephp@ci.garden-grove.ca.us

*Joseph Polisar*  
 (Signature)

10-11-10

(Date)

## C. Agency Office Authorized to Receive Payments

Agency: Garden Grove, City of

Phone: (714) 741-5577

Office: Finance Department

Address: 11222 Acacia Pkwy.  
 Garden Grove, CA 92840

Tax ID #: 95-6005848

Contact Person: Rhonda Kawell

Email: rhondak@ci.garden-grove.ca.us

D. Optional: Individuals Authorized to Sign Claims (in  
addition to the Authorizing Official for Applicant Agency)

Name: Hershhal Skidmore Title: Financial Services  
 Manager

*Hershhal Skidmore*  
 (Signature)

10/13/10

(Date)

Name: Kingsley Okereke Title: Finance Director

*Kingsley Okereke*  
 (Signature)

10/12/10

(Date)

Schedule A - Description

Next Generation - Click It or Ticket  
Grant No. CT11154

GOAL

To increase seat belt use, statewide, to 96% by 2011.

PROJECT OBJECTIVES

1. Conduct a seat belt enforcement campaign during each of the Next Generation mobilization periods **November 15 – 28, 2010 and May 23 – June 5, 2011.**
2. Conduct pre- and post-operational seat belt compliance surveys for each of the Next Generation mobilization periods. Personnel time and any costs required to conduct the surveys will be considered as the agency's contribution to the mini-grant and will not be reimbursed.
3. Have the individual who will be conducting occupant protection roll call training complete the pre-operational training.
4. Ensure that officers who participate in the enforcement activities receive occupant protection roll call training (to ensure familiarity with the *California Vehicle Code* provisions covering occupant restraint).
5. Report statistics for each mobilization:
  - Number of seat belt citations by mini-grant-funded officers
  - Number of "other" types of enforcement actions (citations and tows) by mini-grant-funded personnel

Additional reporting for the mobilization periods:

- Description of the enforcement strategy (i.e., saturation patrol and/or enforcement zone)
  - Number of overtime hours by personnel classification
  - Pre- and post-mobilization seat belt use survey results
  - Number of seat belt citations by the department in the same time period as the mini-grant-funded work
  - Number of "other" types of enforcement actions (citations and tows) by the department in the same time period as the mini-grant-funded work.
6. Prepare claims in accordance with *Schedule B-1 – Budget Narrative*. The grant covers only overtime personnel costs. Other direct costs are not reimbursable. Indirect costs are not reimbursable.
  7. Submit a final claim by July 15, 2011.
  8. Certify by signing the November 2010 and May - June 2011 mobilization reports that an occupant protection roll call training session(s) was conducted.

Schedule A - Description (continued)

Next Generation - Click It or Ticket

Grant No. CT11154

MEDIA OBJECTIVES

1. Issue a press release prior to each of the mobilization periods.
2. Embargo the mobilization period press release until the day of the California Office of Traffic Safety (OTS) press release (to be determined).
3. When using the OTS press release template provided by SafeTREC, forward press releases, media advisories, alerts, and other press materials to SafeTREC concurrently with distribution to the media. If **any other press release format** or copy is used, submittal of the press release to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) is **required** for his review and approval at least **14 days in advance** of the mobilization. The approved press releases must also be sent to the SafeTREC.
4. 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."

METHOD OF PROCEDURE

November - December 2010

- 1) The individual(s) responsible for the occupant protection roll call training complete the SafeTREC pre-operational training. The program coordinator or designee must complete the test.
- 2) Hold occupant protection roll call training.
- 3) Complete a pre-operational seat belt compliance survey in the week before the mobilization period, i.e., November 8 -14. (Note: Pre- and Post- Operational Surveys are not covered by the grant)
- 4) Issue a press release using the OTS template to announce the mobilization.
- 5) Conduct the mobilization in November 15 – 28.
- 6) Complete a post-operational seat belt compliance survey in the week after the mobilization, i.e., November 29 – December 5.
- 7) Submit the November mobilization report to the SafeTREC (using their on-line reporting system) no later than December 31. Send the signed report to the SafeTREC.



## Schedule B - Detailed Budget Estimate

### Next Generation - Click It or Ticket

Grant No. CT11154

The total claim amounts must not exceed the grant total of \$6,255.36.

### Schedule B-1 - Budget Narrative

Garden Grove, City of will be reimbursed up to the limit stated in *Schedule B – Detailed Budget Estimate*.

Overtime reimbursement will reflect actual costs (overtime hourly rate and overtime hourly benefit rates) of the personnel conducting the seatbelt enforcements. Other direct costs are not reimbursable. Indirect costs are not reimbursable.

Only employee fringe benefits earned as a percentage of hourly pay and are allowed. Benefit costs for overtime hourly rates are always lower than benefit costs for regular hourly rates.

Budgeted grant activities will be conducted by personnel on an overtime basis. The mini-grant covers only the costs of police department personnel. Mini-grants do not cover contractual services (with the exception of contract cities). Grant-funded operations may be conducted by personnel such as an officer, sergeant, corporal, deputy, community services officer, dispatcher, clerical/administrative, etc. depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goals and objectives. Costs for preparing claims are not reimbursable.

Clerical/administrative/CSO time incurred during and following enforcements are reimbursable for overtime work on administrative duties including, but not limited to, the collection/reporting of seat belt enforcement data.

Reimbursements are contingent upon the following (note: exceptions must be approved by SafeTREC):

- i. The enforcement statistics are reported using the SafeTREC's on-line reporting system.
- ii. The mobilization press releases are issued for each mobilization.
- iii. The pre- and post-operational seat belt compliance surveys are performed for each of the mobilizations.
- iv. The claims do not exceed the award amount.
- v. The claim form is correctly filled out, using the SafeTREC Excel-based claim form.
- vi. The information in the overtime slips and the ledger report are consistent and fully support the claim.
- vii. A ledger report(s) supporting the claim amount is attached to the claim. Only source documents are accepted to support the claim amount. Explanatory documentation such as spread sheets may be submitted to provide additional information but cannot be accepted in lieu of a ledger report(s).
- viii. **Contract cities only: A contract city must also provide the sheriff's department's invoice to the contract city for the seatbelt enforcement overtime costs described in the contract city's claim. The invoice (or an attachment to the invoice) must contain the contract rates that are the basis for the sheriff's department's invoiced amount.** The contract city must provide a ledger report showing payment of the invoice amount. If a sheriff's department or police department is administering the mini-grant for a contract city, then that administering agency must provide the ledger report only.
- ix. The claim is signed by the Authorizing Official (Box B of the grant cover page) or Individuals Authorized to Sign Claims (Box D) as designated in the grant cover page.
- x. Changes in the Authorizing Official of the Applicant Agency or the designation of any other additional individual(s) to sign claims are documented in accordance with SafeTREC documentation requirements.

**Schedule C - Terms and Conditions**

**Next Generation - Click It or Ticket  
Grant No. CT11154**

**A. INDEMNIFICATION**

Applicant Agency agrees to indemnify, defend, and save harmless the State of California, its officers, agents, and employees, the Regents of the University of California, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this grant, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Applicant Agency in the performance of this grant.

**B. GOVERNING LAW**

This Grant shall be governed by and construed in accordance with the laws of the State of California.

**C. NON-ASSIGNABILITY**

The obligations of the applicant agency under this Grant are not assignable to any third party.

**D. USE OF UNIVERSITY NAME/TRADEMARKS**

Applicant Agency shall not use the name of the University of California or any abbreviation thereof, or any name of which "University of California " is a part, or any trademarks of the University, in any commercial context, such as may appear on products, in media (including web sites) and print advertisements in cases when such use may imply an endorsement or sponsorship of the Applicant Agency, its products or services. All uses of the University's name and trademarks, therefore, must first receive prior written consent of The Regents of the University of California through the Office of Marketing & Business Outreach. This policy is in compliance with the State of California Education Code Section 92000.

**E. TERMINATION**

Each party has the right to suspend, terminate or abandon the execution of any work by the Applicant Agency without cause at any time upon giving prior written notice. In the event that this grant is suspended, terminated or abandoned, the Regents of the University of California shall pay the Applicant Agency for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. Said payment shall be computed in accordance with the *Schedule B - Detailed Budget Estimate*, provided that the maximum amount payable to the Applicant Agency for its services shall not exceed the Grant Total on Schedule B for services provided hereunder prior to the effective date of suspension, termination, or abandonment.

**F. STATE OF CALIFORNIA TERMS AND CONDITIONS**

Applicant Agency agrees to abide by the General Terms, Conditions, and Certifications contained in OTS Grant Program Manual, Chapter 6, Exhibit 6-A [www.ots.ca.gov](http://www.ots.ca.gov).