

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: POLICE

AGENDA DATE: January 25, 2005

CONTACT PERSON/PHONE: ASSISTANT CHIEF PAUL CROSS / 564-7310  
MARTA GINER / 564-7119

DISTRICT(S) AFFECTED: ALL

CITY CLERK DEPT.  
05 JAN 20 PHL 05

**SUBJECT:**

Approve a resolution to authorize the Mayor to apply for, accept, reject, alter or terminate a Texas Highway Safety STEP-DWI, Alcohol and Other Drug Countermeasures-Speed, Police Traffic Services Program Grant Agreement. The grant is in the amount of \$588,400.00, with an in-kind contribution of \$333,105.00, for a total of \$921,505.00. The in-kind match will be funded through General Fund account numbers 21010050-21010055.

**BACKGROUND / DISCUSSION:**

The grant funds will be utilized to conduct selected traffic enforcement programs focusing on DWI and speeding violations throughout the City of El Paso. It will fund overtime, mileage and administrative costs.

**PRIOR COUNCIL ACTION:**

**Has the Council previously considered this item or a closely related one?**

This application is for a recurring grant. The current year grant application was originally approved on August 31, 2004.

**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

This item will be funded by State Grant Proceeds. The in-kind match will be funded through General Fund account numbers 21010050-21010055.

**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Mayor be authorized to sign a Texas Highway Traffic Safety Program Grant Agreement, including all necessary documents, letters, understandings and assurances contained therein, and accept a grant in the amount of \$588,400.00 from the Texas Department of Transportation, for a STEP-DWI, Alcohol and Other Drug Countermeasures-Speed, Police Traffic Services grant to conduct selected traffic enforcement programs focusing on DWI and speeding violations throughout the City of El Paso; that the Mayor be authorized to sign and submit any necessary revisions to the operational plan; that the grant officials be as designated in the agreement; and that the Mayor be authorized to execute on behalf of the City of El Paso, any grant amendments or corrections to the initial Grant Agreement which increase, decrease or deobligate program funds provided that no additional City funds are required, or which decrease the amount of matching funds, and any documents to request and accept an extension of the award ending date for the grant. In kind match required in the amount of \$333,105.00.

ADOPTED this 25th day of January, 2005

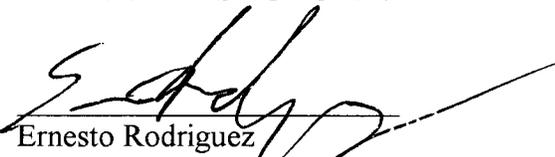
CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Ernesto Rodriguez  
Assistant City Attorney

**JOE WARDY**  
MAYOR

**JOYCE WILSON**  
CITY MANAGER



**CITY COUNCIL**

**SUSAN AUSTIN**  
DISTRICT NO. 1

**ROBERT A. CUSHING Jr.**  
DISTRICT NO. 2

**JOSE ALEXANDRO LOZANO**  
DISTRICT NO. 3

**JOHN COOK**  
DISTRICT NO. 4

**PRESI ORTEGA**  
DISTRICT NO. 5

**PAUL J. ESCOBAR**  
DISTRICT NO. 6

**VIVIAN ROJAS**  
DISTRICT NO. 7

**ANTHONY COBOS**  
DISTRICT NO. 8

January 28, 2005

Mr. Charles H. Berry, Jr., P.E.  
District Engineer  
Texas Department of Transportation  
13301 Gateway West  
El Paso, TX 79928-5410

RE: City of El Paso Police Department FY 05/06 TxDOT grant agreement – Vehicle Costs.

Dear Mr. Berry:

The City of El Paso – El Paso Police Department calculates the cost for vehicle usage for Special Traffic Enforcement Programs at a fixed rate of \$12.00 per hour. The fixed rate is the current rate used under the El Paso Municipal Code Chapter 13.32 and is in effect for all vehicle usage rate applications.

Sincerely,

Joe Wardy  
Mayor

**JOE WARDY**  
MAYOR

**JOYCE WILSON**  
CITY MANAGER



**CITY COUNCIL**

**SUSAN AUSTIN**  
DISTRICT NO. 1

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January 28, 2005

Mr. Charles H. Berry, Jr., P.E.  
District Engineer  
Texas Department of Transportation  
13301 Gateway West  
El Paso, TX 79928-5410

RE: City of El Paso Police Department FY 05/06 TxDOT grant agreement – Signature Authority.

Dear Mr. Berry:

I hereby authorize any of the following officials to sign documents relating to the aforementioned grants to include authorizing changes to pre-approved operational plans:

Comptroller – City of El Paso (requests for reimbursements)

Deputy Chief, Regional Operations (miscellaneous relevant documents)

Lieutenant, Headquarters Traffic Division (operational plan amendments)

These documents may include any information relevant to the aforementioned grants as deemed necessary and appropriate by either agency.

Sincerely,

Joe Wardy  
Mayor

**EL PASO POLICE DEPARTMENT  
MEMORANDUM**

**TO:** Ernesto Rodriguez, Assistant City Attorney  
**FROM:** Marta Giner  
**DATE:** January 18, 2005

THE ATTACHED IS SUBMITTED FOR:	ORIGINAL DOCUMENTS	PRIORITY LEVEL
<input type="checkbox"/> Review and Comments	<input checked="" type="checkbox"/> Attached	<input checked="" type="checkbox"/> ASAP
<input type="checkbox"/> Legal Opinion Requested	<input type="checkbox"/> Will be forwarded	<input type="checkbox"/> At your earliest convenience
<input checked="" type="checkbox"/> Council Action		
<input type="checkbox"/> Other		

**ADDITIONAL INFORMATION/REQUEST**

<input checked="" type="checkbox"/> City Council Meeting Date: <b>January 25, 2005</b>	
<input checked="" type="checkbox"/> Matching/In-Kind funds available in Acct. Nos: 21010050-21010055	Description <b>General Funds</b>
<input checked="" type="checkbox"/> Item is on a deadline, "Fast Track."	

**SPECIAL INSTRUCTIONS:**

Need Mayor to sign resolution to apply for a TXDOT-STEP-DWI, Alcohol and other Drug Countermeasures-Speed, Police Traffic Services in the amount of \$588,400, with an in-kind match of \$333,105 for a total of \$921,505.

**CONTACT PERSON:** Marta Giner 564-7119  
Name Telephone

**AUTHORIZED BY:** \_\_\_\_\_  
Name Telephone

**GRANT APPLICATION REVIEW**

DEPARTMENT  
**Police**

TYPE OF GRANT  
**State**  
STEP-DWI, Alcohol and other Drug  
Countermeasures-Speed, Police Traffic  
Services

CONTROL #  
**841**

GRANTOR  
**Texas Department of Transportation**

EFFECTIVE DATE  
**10/01/2005-09/30/2006**

MATCHING FUND REQ  
 YES  NO

SOURCE OF FUNDS (GRANT AMOUNT, MATCHING, IN-KIND, INTERGOVERN.)

<b>Grant</b>	<b>\$588,400</b>	
<b>In Kind</b>	<b>\$333,105</b>	from General Funds No. 21010050 & 21010055
	<b>\$921,505</b>	

PERSONNEL FUNDED BY GRANT

JAN 18 '05 PM 2:09

BRIEFLY DESCRIBE HOW GRANT WILL BE USED AND ANY SPECIAL CONDITIONS FOR GRANT:  
**This grant will be used to conduct selected traffic enforcement programs focusing on DWI and speeding violations throughout the City of El Paso. It will fund overtime, mileage and administrative costs.**

LEGAL <i>[Signature]</i>	OMB ANALYST <i>[Signature]</i> 1/18/05 <i>David A. Shortt</i> 1-18-05
FINANCIAL OFFICER <i>[Signature]</i>	GRANTS ACCOUNTING MANAGER <i>DT</i> 1/18/05
CITY MANAGER <i>Jayne G. Miller</i>	GRANTS COORDINATOR <i>Thomas M. Doyle</i> 1/18/05

COMMENTS  
 Internal Review Process: Department/Agency Grant > Grants Office > OMB Analyst > Grants Accounting Manager > Financial Officer > Legal > City Manager (and City Clerk > City Council > Mayor) > Department/Agency > Granting Agency



Form 1851-LE (rev. 12/17/2004)

# Fiscal Year 2006 Proposal for Highway Safety Funding for Selective Traffic Enforcement Program

For other highway safety programs use Form 1851

For instructions see: <http://www.dot.state.tx.us/trafficsafety/grants/forms/1851inLE.doc>

## Administrative Information

**Project Title:** Selective Traffic Enforcement Program - DWI, Alcohol and Other Drug Countermeasures - Speed, Police Traffic Services

**Proposing Agency/Organization:** City of El Paso

**Mailing Address:** 911 N. Raynor  
El Paso, Texas, 79903

**Physical Address:**  
(if different)

**Contact Person:** Raymond A. Chaires

**Title:** Sergeant

**Phone Number:** (915) 564-7044 **Fax Number:** (915) 564-7089

**E-mail Address:** ChairesR@elpasotexas.gov

### Goal and Strategy Addressed (see draft FY Performance Plan):

**Goal:** Reduce the number of DWI related crashes, injuries and fatalities and to reduce the number of speed related fatal and serious injury crashes.

**Strategy:** Increase enforcement of DWI laws and increase enforcement of traffic safety related laws.

**Project Period:** From: 10/01/2005 To: 09/30/2006 **Project Year:** 2  
(Year 1 of 1, 1 of 2, etc.)

	<b>Amount of Federal Funds Requested:</b>	<b>Local Match:</b>
FY2006:	\$588,400	\$333,105
FY2007:	\$	\$
FY2008:	\$	\$

- Attachments:**
- A. Proposed Project Description and Action Plan (Form 1852)
  - B. Proposed Project Budget (Form 2077LE)
  - C. Supporting Documentation (optional — see instructions)

**Proposing Agency Authentication:**

**Signature:**  **Date:** 01/28/2005

**Name:** Tom E. Whitten

**Title:** Deputy Chief

<b>TxDOT Use Only</b>	<b>Date Stamp &amp; Time</b>
Received by: _____ Office: _____ Date Received: _____	

**Attachment A – Proposed Project Description**

**I. Problem Identification.** Complete the table below to identify the traffic safety issues for your community. Crash and citation data must be from the same year. Data older than calendar year 2001 is not acceptable:

**Baseline Year: 2000**

Baseline Measure	Baseline Number
A. Number of speed-related crashes	3591
B. Number of speed citations (non STEP)	42402
C. Number of alcohol-related crashes	989
D. Number of Driving While Intoxicated (DWI) arrests (non STEP)	3676
E. Number of safety belt citations (non STEP)	N/A
F. Number of child safety seat citations (non STEP)	N/A
G. Number of crashes occurring at intersections	N/A
H. Number of Intersection Traffic Control (ITC) citations (non STEP)	N/A
I. Number of Commercial Motor Vehicle (CMV) speed related crashes	N/A
J. Number of CMV speed citations (non STEP)	N/A
K. Number of CMV safety belt citations (non STEP)	N/A
L. Number of CMV hazardous moving violation citations (non STEP)	N/A

The following measures were established by Subgrantee surveys:

Measure	Percentage	Month/Year of Survey
Percentage of speed compliance	46.01	10/2004
Percentage of safety belt usage		

**Note:** Speed and Occupant Protection sites must be justified by surveys conducted within six (6) months of proposal submission.

**Data Source:** The City of El Paso has an established 2000 for baseline measures, pre-grant numbers. Speed surveys were conducted October 2004.

**II. Project Plan**

**A. Problem Solution.**

Conduct a selective traffic enforcement project, including conducting public information and education efforts, concentrating on (select one or more components for your proposed STEP):

- Speed enforcement
- DWI enforcement
- Occupant protection use enforcement —  includes motorcycle helmet use enforcement
- Intersection traffic control enforcement

**Note:** Any special funding for mobilizations will be handled separately from year long STEPs

**B. Project Objectives and Performance Measures.**

**OBJECTIVE:** The objective of this proposal is to accomplish the following by September 30, 2006:

<b>Objectives/Performance Measures</b>	<b>Target Number</b>
<b>A. Number and type citations/arrests to be <u>issued under STEP</u></b>	
1. Increase speed citations by	18720
2. Increase DWI arrests by	1612
3. Increase safety belt citations by	N/A
4. Increase child safety seat citations by	N/A
5. Increase ITC citations by	N/A
6. Increase CMV HMV citations by	N/A
<b>B. Number of STEP enforcement hours to be worked</b>	15912
<b>C. Proposed total number of traffic related crashes</b>	
1. Reduce the number of speed-related crashes to	3223
2. Reduce the number of alcohol-related crashes to	891
3. Reduce the number of ITC-related crashes to	N/A
4. Reduce the number of CMV-related crashes to	N/A
<b>D. Increase the speed compliance rate to</b>	52%
<b>E. Increase the safety belt usage rate among drivers and front seat passengers to</b>	N/A
<b>F. Complete administrative and general grant requirements as defined in the Action Plan, Form 1852.</b>	
1. Submit the following number of Performance Reports, including the Final Performance Report and Administrative Evaluation Report.	12
2. Submit the following number of Requests for Reimbursement	4
<b>G. Support grant enforcement efforts with public information and education (PI&amp;E) as defined in the Action Plan, Form 1852.</b>	
1. Conduct a minimum of four (4) presentations.	50
2. Conduct a minimum of four (4) media exposures (e.g., news conferences, news releases, and interviews).	12
3. Conduct a minimum of two (2) community events (e.g., health fairs, booths).	4
4. Produce the following number of public information and education materials if applicable.	N/A
5. Distribute the following number of public information and education materials if applicable.	N/A

**Note:** Nothing in this proposal shall be interpreted as a requirement, formal or informal, that a peace officer issue a specified or predetermined number of citations in pursuance of the proposing organization's obligations hereunder. In addition to the STEP enforcement activities, the proposing organization agrees to maintain baseline non-STEP funded citation and arrest activity due to the prohibition of supplanting.

**C. Action Plan.** Specify the project activities and time frames by completing a Form 1852 for each appropriate area (see instructions). The Action Plan must support the performance objectives.



# Traffic Safety Project Budget

(for Law Enforcement Projects)

**Project Title:** Selective Traffic Enforcement Program - DWI, Alcohol and Other Drug Countermeasures - Speed, Police Traffic Services

**Name of Subgrantee:** City of El Paso

**Fiscal Year:** 06

Check here if this is a revised budget.

Date Revised: \_\_\_\_\_

(Round figures to nearest dollar)

<u>TxDOT</u>	<u>Other/ State/Local</u>	<u>TOTAL</u>
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## Budget Category I – Labor Costs

### (100) Salaries

Overtime or  Regular Time

Salary rates are estimated for budget purposes only.

Reimbursements will be based on actual costs per employee in accordance with Subgrantee's payroll policy and salary rate.

List details:

#### A. Enforcement (overtime)

1. Officers/Deputies: 14,664.00 hrs. @ \$34.00 per hr.

498,576 498,576

2. Sergeants: 1,248.00 hrs. @ \$43.00 per hr.

53,664 53,664

3. Lieutenants: \_\_\_\_\_ hrs. @ \$\_\_\_\_\_ per hr.

0 0

#### B. PI&E Activities (overtime)

See Grant Instructions.

240.00 hrs. @ \$34.00 per hr.

8,160 8,160

#### C. Other (i.e., overtime staff, supervisory support, conducting surveys)

See Grant Instructions.

Specify: Administrative Overtime

600.00 hrs. @ \$43.00 per hr.

25,800 25,800

**Total Salaries** .....

**586,200** **0** **586,200**

### (200) Fringe Benefits\*

Specify fringe rates:

A. Overtime: 23.76%

139,281 139,281

B. Part-Time: \_\_\_\_\_%

0 0

C. Regular Time: \_\_\_\_\_%

0 0

**Total Fringe Benefits** .....

**0** **139,281** **139,281**

**I. Total Labor Costs (100 + 200)** .....

**586,200** **139,281** **725,481**

**\* Budget Detail Required:** As an attachment to the budget, a justification and a detailed cost breakdown is required for all costs included for Fringe Benefits (200), Travel and Per Diem (300), Equipment (400), Supplies (500), Contractual Services (600), Other Miscellaneous (700), and Indirect Cost Rate (800)



Budget Justification: 200, 300, and 700.

**200:** Fringe Benefits: The fringe benefits percentage rate is 23.76% as per the contract between the Municipal Police Officers Association and the City of El Paso.

0.18 Pension

0.42 Workman's Comp

0.0011 Unemployment

0.0145 FICA

0.2376 Total

- 300:** A. This amount is for attendance to conferences supporting the STEP DWI, Alcohol and Other Drug Countermeasures – Speed, Police Traffic Services, with TxDOT approval.
- B. The City rate is calculated at \$12.00 per hour for police vehicle usage. See letter for Vehicle Costs. Enforcement hours equal 15,912 hours of vehicle use combined with 240 hours for presentations to total 16,152 hours of vehicle use at \$12.00 per hour for an in-kind total of \$193,824.
- 700:** A. This amount for registration to attend conferences supporting the STEP DWI, Alcohol and Other Drug Countermeasures – Speed, Police Traffic Services, with TxDOT approval.



Form 1852 (rev. 7/21/2003)

## ACTION PLAN FY 2006

Attachment D

**PROJECT TITLE:** Selective Traffic Enforcement Program - DWI, Alcohol and Other Drug Countermeasures - Speed, Police Traffic Services

**SUBGRANTEE:** City of El Paso

**OBJECTIVE:** To complete administrative and general grant requirements by 9/30/2006, as defined below:

**KEY:**  
 p = planned activity  
 c = completed activity  
 r = revised

ACTIVITY	RESPONSIBLE	PROJECT MONTH													
		OC	NO	DE	JA	FE	MR	AP	MY	JN	JL	AU	SE	OC	NO
1. Submit letter regarding signature authority.	Subgrantee	p													
2. Submit operational cost per vehicle mile (If applicable).	Subgrantee	p													
3. Hold Grant delivery meeting.	Department	p													
4. Attend TxDOT Project Management Course	Subgrantee														
5. Submit Performance Reports.	Subgrantee		p	p	p	p	p	p	p	p	p	p	p	p	
6. Submit Requests for Reimbursement.	Subgrantee				p			p			p			p	
7. Submit Final Performance Report and Administrative Evaluation Report.	Subgrantee													p	
8. Hold Grant progress review meeting.	Subgrantee & Dept.									p					
9. Conduct on-site monitoring visit.	Department									p					
10. Submit documentation of any grant-required training (if applicable)	Subgrantee	p													



Form 1852 (rev. 7/21/2003)

## ACTION PLAN FY 2006

Attachment D

**PROJECT TITLE:** Selective Traffic Enforcement Program - DWI, Alcohol and Other Drug Countermeasures - Speed, Police Traffic Services

**SUBGRANTEE:** City of El Paso

**OBJECTIVE:** To support grant efforts with a public information and education (PI&E) program by 9/30/2006, as defined below:

**KEY:**  
 p = planned activity  
 c = completed activity  
 r = revised

ACTIVITY	RESPONSIBLE	PROJECT MONTH													
		OC	NO	DE	JA	FE	MR	AP	MY	JN	JL	AU	SE	OC	NO
1. Determine types of materials needed.	Subgrantee														
2. Develop proposed materials.	Subgrantee														
3. Submit proposed materials and the PI&E plan to the Department for approval.	Subgrantee														
4. Approve materials and plan.	Department														
5. Produce/distribute materials.	Subgrantee														
6. Maintain records of all PI & E material received/distributed.	Subgrantee														
7. Conduct news conference(s)	Subgrantee	p													p
8. Issue news release(s).	Subgrantee	p	p	p	p	p	p	p	p	p	p	p	p	p	p
9. Conduct presentations.	Subgrantee	p	p	p	p	p	p	p	p	p	p	p	p	p	p
10. Participate in community events (e.g., health or safety fairs, booths).	Subgrantee		p	p			p				p				



Form 1852 (rev. 7/21/2003)

## ACTION PLAN FY 2006

Attachment D

**PROJECT TITLE:** Selective Traffic Enforcement Program - DWI, Alcohol and Other Drug Countermeasures - Speed, Police Traffic Services

**SUBGRANTEE:** City of El Paso

**OBJECTIVE:** To complete requirements of general grant requirements by 09/30/2006, as defined below

**KEY:**  
 p = planned activity  
 c = completed activity  
 r = revised

ACTIVITY	RESPONSIBLE	PROJECT MONTH													
		OC	NO	DE	JA	FE	MR	AP	MY	JN	JL	AU	SE	OC	NO
1. Conduct DWI Enforcement	Subgrantee	p	p	p	p	p	p	p	p	p	p	p	p		
2. Conduct Speed Enforcement	Subgrantee	p	p	p	p	p	p	p	p	p	p	p	p		
3. Submit Operation Plan if Site(s) Changes	Subgrantee														
4. Surveys	Subgrantee	p													
5.															p
6.															
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### Pedestrian Fatalities 2003

