

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

**DEPARTMENT:** POLICE

**AGENDA DATE:**

**CONTACT PERSON/PHONE:** A/C ROBERT FEIDNER, 564-7309

**DISTRICT (S) AFFECTED:** All

**SUBJECT:**

That the City Manager be authorized to sign and submit the grant application for the Texas Auto Burglary Theft Prevention Authority FY2014 (ABTPA-14) project to the Texas Department of Motor Public Safety including all understandings and assurances contained therein, in the amount of \$1,730,605.00, with a local cash match of \$443,688.00 and an in-kind match of \$1,691,771.00 for a total of \$3,866,064.00 for the purpose of continuing the efforts of the Police Department to reduce auto theft in the border community to ultimately improve the quality of life for the residents in the City of El Paso.

**BACKGROUND / DISCUSSION:**

The purpose of this grant is to continue the efforts of the El Paso Police Department's Auto Theft Task Force against auto theft and related crimes in the City of El Paso. The grant money will cover Auto Theft Task Force officers and civilian personnel salary, fringe benefits, overtime, equipment, training, and other direct operating expenses.

**PRIOR COUNCIL ACTION:**

Yes. 4/24/12

**AMOUNT AND SOURCE OF FUNDING:**

A cash match is required in the amount of \$443,688.00 from the General Fund.

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

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

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

Name

  
Signature

  
Date

CITY CLERK DEPT.  
2013 APR 18 PM 3:45

## RESOLUTION

**WHEREAS**, the El Paso City Council finds auto theft, burglary and other border criminal activity threaten the peace and security for the citizens of El Paso; and

**WHEREAS**, the El Paso City Council finds it in the best interest of the citizens of El Paso to apply for, submit, accept, reject, and amend the Auto Burglary & Theft Prevention Authority (ABTPA) grant project to the Texas Department of Motor Vehicle for period September 1, 2013—August 31, 2014.

### **NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO**

1. That the El Paso City Council approves submission of the grant application to the Auto Burglary & Theft Prevention Authority (“ABTPA”) for the benefit of the El Paso Police Department’s Auto Theft Task Force, also known as El Paso County Auto Burglary and Theft Prevention Task Force.
2. The City Manager be authorized to sign the grant application including all understandings and assurances contained therein, as well as apply for, accept, reject, alter or terminate the grant in the amount of \$1,730,605.00 from Auto Theft & Burglary Authority to the El Paso Police Department, for purpose of continuing the efforts of the El Paso Police Department’s against auto theft and related crimes for the City of El Paso.
3. The City of El Paso agrees to provide a cash match in the amount of \$ 443,688.00, and in-kind match in the amount of \$1,691,771.00.
4. The City Manager be authorized to accept the grant award including all understandings and assurances contained therein.
5. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City of El Paso receives or provides to its police department at or after the time the grant is awarded
6. The El Paso City Council agrees that in the event of loss or misuse of the funds, the El Paso City Council assures that the funds will be returned to the Texas Department of Motor Vehicle in full.

ADOPTED this      <sup>th</sup> day of April 2013.

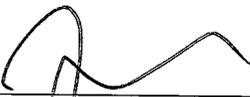
CITY OF EL PASO

\_\_\_\_\_  
John Cook  
Mayor

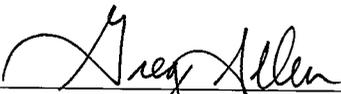
ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
John Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Greg Allen  
Chief of Police

CITY CLERK DEPT.  
2013 APR 18 PM 3:45

# AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

Form ABTPA-104  
(01/12)

## Application for State Assistance

1. ABTPA Use Only	3. a. Date Submitted May 4, 2013	b. Applicant Identifier												
2. State Program Classification (For ABTPA Use Only)	4. a. Date Received by State	b. State Application Identifier												
5. Applicant Information <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;">                             a. Legal Name:                              City of El Paso                         </td> <td style="width: 50%; border: none; vertical-align: top;">                             c. Organizational Unit:                         </td> </tr> <tr> <td style="border: none; vertical-align: top;">                             b. Address (give street or P. O. Box, City, County, State, and Zip Code)                              9600 Dyer St.                              El Paso, TX. 79924                         </td> <td style="border: none; vertical-align: top;">                             d. Name and telephone number of person to be contacted on matters involving this application (give area code)                              Lieutenant Reginald Moton (915) 298-9605                         </td> </tr> </table>			a. Legal Name: City of El Paso	c. Organizational Unit:	b. Address (give street or P. O. Box, City, County, State, and Zip Code) 9600 Dyer St. El Paso, TX. 79924	d. Name and telephone number of person to be contacted on matters involving this application (give area code) Lieutenant Reginald Moton (915) 298-9605								
a. Legal Name: City of El Paso	c. Organizational Unit:													
b. Address (give street or P. O. Box, City, County, State, and Zip Code) 9600 Dyer St. El Paso, TX. 79924	d. Name and telephone number of person to be contacted on matters involving this application (give area code) Lieutenant Reginald Moton (915) 298-9605													
6. State Payee Identification Number:	7. Type of Applicant (enter the appropriate letter in box) <span style="border: 1px solid black; padding: 2px;">C</span> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                             A. State                              B. County                              C. Municipal                              D. Township                              E. Interstate                              F. Intermunicipal                              G. Special District                         </td> <td style="width: 50%; border: none;">                             H. Independent School District                              I. State Controlled Institution of Higher Learning                              J. Private University                              K. Indian Tribe                              L. Individual                              M. Nonprofit Organization                              N. Other (specify): _____                         </td> </tr> </table>		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District	H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Nonprofit Organization N. Other (specify): _____										
A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District	H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Nonprofit Organization N. Other (specify): _____													
8. Type of Application:  <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, check appropriate box(es).  <input type="checkbox"/> Increase Award <input type="checkbox"/> Decrease Award <input type="checkbox"/> Other (specify) <input type="checkbox"/> Increase Duration <input type="checkbox"/> Decrease Duration	9. Name of Grantor Agency:  Texas Automobile Burglary & Theft Prevention Authority 4000 Jackson Avenue Austin, Texas 78731 Phone: (512) 374-5101 Fax: (512) 374-5110 Website: <a href="http://www.txwatchyourcar.com">www.txwatchyourcar.com</a>													
10. Title of Project:  El Paso County Auto Burglary & Theft Prevention Task Force	11. Areas of Project Activities (Cities, Counties, States, etc.)  City of El Paso County of El Paso / Within the State of Texas													
12. Proposed Project Start Date: 09/01/12 Ending Date: 08/31/13	13. Is application subject to review by state executive order 12372 process? <input type="checkbox"/> YES, this application was made available to the Texas Review and Comment System (TRACS) for review on _____ Date: _____  <input type="checkbox"/> Program is not covered by E. O. 12372 <input type="checkbox"/> Program has not been selected by state for review <input checked="" type="checkbox"/> NO													
14. Funding Summary: Total of a, b, & c must agree with d. <b>Note: Please enter whole dollars for the amounts requested.</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">a. Total State Grant Funds Requested (ABTPA)</td> <td style="width: 10%;">\$</td> <td style="width: 70%;">1,730,605</td> </tr> <tr> <td>b. Cash Match</td> <td>\$</td> <td>443,688</td> </tr> <tr> <td>c. In-Kind Match</td> <td>\$</td> <td>1,691,771</td> </tr> <tr> <td>d. TOTAL(s)</td> <td>\$</td> <td>3,866,064</td> </tr> </table>	a. Total State Grant Funds Requested (ABTPA)	\$	1,730,605	b. Cash Match	\$	443,688	c. In-Kind Match	\$	1,691,771	d. TOTAL(s)	\$	3,866,064	15. Is the applicant delinquent on any federal debt?  <input type="checkbox"/> YES    If "Yes" attach an explanation <input checked="" type="checkbox"/> NO	
a. Total State Grant Funds Requested (ABTPA)	\$	1,730,605												
b. Cash Match	\$	443,688												
c. In-Kind Match	\$	1,691,771												
d. TOTAL(s)	\$	3,866,064												
16. To the best of my knowledge and belief, all data in this application is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.														
a. Typed name of Authorized Official <u>Joyce Wilson</u> b. Title <u>City Manager</u> c. Telephone Number <u>(915) 541-4884</u>														
d. Signature of Authorized Official _____    e. Date Signed _____														

Approved as to form: John R. Batoon, Assistant City Attorney



PROJECT APPROVAL INFORMATION

**Item 1.**

Does this assistance request require state, local, regional, or other priority rating?

Yes No

Name of Governing Body \_\_\_\_\_

Priority Rating \_\_\_\_\_

**Item 2.**

Does this assistance request require state, or local advisory, educational, or health clearance?

Yes No

Name of Agency or Board \_\_\_\_\_

(Attach Documentation) \_\_\_\_\_

**Item 3.**

Does this assistance request require state, local, regional, or other planning approval?

Yes No

Name of Approving Agency ABTPA

**Item 4.**

Will the assistance requested serve a federal installation?

Yes No

Name of Federal Installation \_\_\_\_\_

Federal Population Benefiting from Project \_\_\_\_\_

**Item 5.**

Will the assistance requested have an impact or effect on the environment?

Yes No

See instructions for additional information to be provided.

**Item 6.**

Will the assistance requested cause the displacement of individuals, families, businesses or farms?

Yes No

Number of Individuals \_\_\_\_\_

Families \_\_\_\_\_

Businesses \_\_\_\_\_

Farms \_\_\_\_\_

**Item 7.**

Is there other related assistance on this project (previous, pending, or anticipated)?

Yes No

See instructions for additional information to be provided.



**BUDGET SUMMARY**

<b>Section A - Budget Summary</b>						
<b>Line</b>	<b>Schedule</b>	<b>Budget Categories</b>	<b>(1) ABTPA Funds</b>	<b>(2) Cash Match</b>	<b>(3) In-Kind Match</b>	<b>(4) Total</b>
1	A	Personnel (Direct Salaries)	798,739	40,000	1,186,829	2,025,568
2	A	Personnel (Fringe Benefits)	199,585	129,043	504,942	833,570
3	B	Professional and Contractual Services	93,061			93,061
4	C	Travel	13,000	40,000		53,000
5	D	Equipment	418,985			418,985
6	E	Supplies and Direct Operating Exp.	207,235	234,645		441,880
7		<b>Total Direct Charges</b> (Sum of 1-6)	1,730,605	443,688	1,691,771	3,866,064
8	F	Indirect Costs				
9		<b>TOTALS</b> (Sum of 7-8)	1,730,605	443,688	1,691,771	3,866,064

**Section B - Cash and/or In-Kind Match**  
 Enter separately each source of matching funds and the amounts.  
 Total Match must agree with the total of Line 9, Column 2 and Column 3 above and the total of lines 14 (b) and (c) on ABTPA-1.

<b>CASH</b>				<b>TOTAL</b>
<b>Source</b>	<b>Amount</b>	<b>Source</b>	<b>Amount</b>	
A	169,043		0	169,043
B	0		234,645	234,645
C	40,000			40,000
<b>PROGRAM INCOME</b> (To be utilized.)				<b>TOTAL 443,688</b>
<b>Total Program Income</b> (available) \$				
<b>IN-KIND</b> (Total must agree with ABTPA-1, Line 14c.)				<b>TOTAL 1,691,771</b>
<b>Source</b>	<b>Amount</b>	<b>Schedule</b>	<b>Amount</b>	
A	1,691,771	D		1,691,771
B		E		
C				
<b>TOTAL MATCH</b>				<b>2,135,459</b>



**SCHEDULE A**

**PERSONNEL**

1. Direct Salaries		(1)	(2)	(3)	(4)
Title or Position	% of Salary	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A) Police Lieutenant	100			94,948	94,948
(B) Police Sergeant	100	79,291			79,291
(C) Police Sergeant	100	80,771			80,771
(D) Police Sergeant	100			78,194	78,194
(E) Police Detective / Officer	100			71,147	71,147
(F) Police Detective / Officer	100			71,118	71,118
(G) Police Detective / Officer	100			71,019	71,019
(H) Police Detective / Officer	100			61,081	61,081
(I) Police Detective / Officer	100			71,019	71,019
(J) Police Detective / Officer	100			68,901	68,901
(K) Police Detective / Officer	100			70,342	70,342
(L) Police Detective / Officer	100			71,019	71,019
(M) Police Detective / Officer	100			71,513	71,513
(N) Police Detective / Officer	100			70,209	70,209
(O) Police Detective / Officer	100			71,216	71,216
(P) Police Detective / Officer	100			68,901	68,901
(Q) Police Detective / Officer	100			71,118	71,118
(R) Police Detective / Officer	100			70,314	70,314
(S) Police Detective / Officer	100	70,268			70,268
(T) Police Detective / Officer	100	69,604			69,604
(U) Police Detective / Officer	100	61,081			61,081
(V) Police Detective / Officer	100	64,709			64,709
(W) Police Detective / Officer	100	58,668			58,668
(X) Police Detective / Officer	100	70,268			70,268
(Y) Police Detective / Officer	100	65,637			65,637
(Z) Police Detective / Officer	100	71,266			71,266
(AA) Police Officer / Detective	100	64,709			64,709
(AB) Senior Office Assistant	100			34,770	34,770
Overtime		42,467	40,000		82,467

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<b>TOTAL Direct Salaries</b>	<b>2,800</b>	<b>798,739</b>	<b>40,000</b>	<b>1,186,829</b>	<b>2,025,568</b>
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**2. Fringe Benefits**

	<b>% of \$ Rate</b>				
FICA	@	18,378		18,238	36,616
Retirement	@	150,900		254,740	405,640
Insurance	@	115,678		164,280	279,958
Other: Unempl./Workers Comp.	@	43,672		67,684	111,356
Other: ABTPA funds 25% of FB	@	-129,043	129,043		0
<b>TOTAL Fringe Benefits</b>		<b>199,585</b>	<b>129,043</b>	<b>504,942</b>	<b>833,570</b>
<b>TOTAL PERSONNEL BUDGET</b>		<b>998,324</b>	<b>169,043</b>	<b>1,691,771</b>	<b>2,859,138</b>



**SCHEDULE A PERSONNEL NARRATIVE**

**1. Attach a description of the duties or responsibilities of each position. (Job posting can not substitute for descriptive narrative for each position.)**

- ♦ **Include only one position per line.**
- ♦ **Percentage of salary to be funded by grant funds.**
- ♦ **Should reflect employee's gross salary attributable to the project.**
- ♦ **Include percent of time on auto theft for each position. (40 hours per week)**

<p>Police Lieutenant</p> <p>Under indirect supervision, oversees operation of the Auto theft Task Force. Administers and executes ABTPA grant and associated grants. Oversees operation of auto salvage, and related programs. Commands unit to assure Department goals and objectives are met. Interacts frequently with Department managers, other City departments, law enforcement agencies and governmental entities. Requires frequently changing work schedules, availability for call-out and occasional rotating shift work.</p> <p>Police Sergeant</p> <p>Under general supervision, directly supervises a tactical team to ensure quality and accuracy; makes assignments and coordinates activities of unit; ensures assignments are completed in a timely manner, monitors and reviews cases; prepares reports as assigned. Develops and implements Action Plans. Provides training and ensures logistical needs of unit are met. Assists in budget preparation, monitors budget, supplies and equipment. Interacts frequently with department supervisors, the general public, business community, civic organizations, and other city departments, law enforcement agencies and government agencies. Position will require shift work and call out availability.</p> <p>Police Detective</p> <p>Under direct and indirect supervision, prepares quality and accurate investigations of auto related offenses. Develops and works with informants. Conducts surveillance in plain clothes capacity checking for on-view vehicle thefts and other crimes while remaining responsive to the patrol division. The detective will use a proactive approach regarding auto thefts through participation of any and all related duties to include, but not limited to Crime Prevention Presentations; Border Partners (travel to Mexico); Surveillance; and Investigations. Will interact frequently with Department supervisors and managers; the general public; business community; other law enforcement agencies; and civil and regulatory governmental entities. Upon accepting this position, the detective acknowledges and agrees unconditionally that he/she will be required to frequently change work schedules; days off; be on continuous call-out status; travel; and/or work rotating shifts. The detective further agrees that if at any moment the detective is no longer able or willing to accept the position requirements the detective forfeits any position/assignment with the Auto Theft Task Force.</p> <p>Police Officer</p> <p>Under direct and indirect supervision, prepares quality and accurate investigations of auto related offenses. Develops and works with informants. Conducts surveillance in plain clothes capacity checking for on-view vehicle thefts and other crimes while remaining responsive to the patrol division. The officer will use a proactive approach regarding auto thefts through participation of any and all related duties to include, but not limited to Crime Prevention Presentations; Border Partners (travel to Mexico); Surveillance; and Investigations. Will interact frequently with Department supervisors and managers; the general public; business community; other law enforcement agencies; and civil and regulatory governmental entities. Upon accepting this position, the officer acknowledges and agrees unconditionally that he/she will be required to frequently change work schedules; days off; be on continuous call-out status; travel; and/or work rotating shifts. The officer further agrees that if at any moment the officer is no longer able or willing to accept the position requirements; the officer forfeits any position/assignment with the Auto Theft Task Force.</p> <p>Translation Specialist/Senior Secretary</p> <p>Interprets/Translates from Spanish to English and English to Spanish, official proceedings and any other communication and reduces to writing. Types memoranda, correspondence, reports, forms and related materials from rough copy, sound recordings or other sources; takes and transcribes dictation and minutes; composes routine correspondence for the project directors signature; composes all mail responses to public inquiries and complaints; screens and distributes departmental mail.</p>
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# AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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Establishes and maintains files and records; reviews documents for accuracy and completeness and corrects grammatical errors and alerts the project director to any errors pertaining to content. Compiles information for reports; maintains balances on budget accounts, inventory lists and related records. Greets visitors and provides information or refers visitors to the appropriate person; takes and relays messages, information and instructions to designated personnel. Schedules appointments for the project director and other department staff; arranges travel itineraries and reservations for department staff; arranges time and place of board, committee and staff meetings and notifies interested parties; prepares, posts and distributes agenda and related materials; takes/transcribes minutes of board, committee and staff meetings. Operate electronic office equipment including typewriters, word processing and computerized input and retrieval system.

## Auto Theft Public Awareness Manager

Duties include the following: Develops and manages specified marketing and communication programs regarding Texas Auto Burglary and Theft Prevention through planning and implementing specific public awareness and training events. Involves: Plan create, implement, and review a variety of promotional and explanatory campaigns. Recommend, implement and advise management and employees on departmental public relations policies and procedures. Provide support to the El Paso Police Department's Auto Theft Task Force in various projects and events. Write, compose, edit, layout, photograph, select, assemble, and communicate original material for internal and public distribution, as necessary, using journalistic styles and graphic designs suitable to its purpose, including but not limited to, radio, television, or oral and visual presentation scripts, speeches, regular and special reports, correspondence, news releases or advisories, association news letters and publicity packets. Prepare weekly and monthly statistical information. Involves: Assisting in the development of comprehensive documents for ABTPA grant funding activities, including assisting in the preparation of reports to federal agencies and long-term planning documents. Review and interpret reports received from the public sector and verify accuracy. Develop manage and participate in social media. Involves: Coordinate and participate in public speaking engagements, conferences exhibits, auto theft prevention training and various activities that support the statewide goal of vehicle crimes prevention and the "Watch Your Car" Campaign. Actively participate in a wide variety of social media activities such as blogging, community development and management, social bookmarking, or commenting. Coordinate with Auto Theft experts throughout Texas in developing comprehensive vehicle theft prevention training aimed at educating the Texas law enforcement officer. Promote and monitor Texas H.E.A.T. Registration Program. Work with private sector, insurance companies and local businesses for potential funding and/or resources for distribution of auto theft prevention information to vehicle owners and operators in Texas. Serve as a liaison between the El Paso County Auto Burglary and Theft Prevention Task Force and The El Paso Police Department Public Information Office to the media and keep communication with insurance companies, vehicle theft-related professional associations and other businesses with an interest in vehicle theft prevention. Establish rapport and maintain effective working relationships with community officials and representatives with an interest in vehicle theft prevention as well as new and used car dealers, to develop and implement auto theft awareness/prevention programs designed to educate customers purchasing new cars and trucks.

## Senior Office Assistant

Greet and assist city personnel, officials and the public in person and over the telephone. Involves: Greet and respond to visitors and personnel in a professional manner. Provide appropriate information and documents to city personnel and the public related to area of responsibility. Exercise of proper telephone etiquette, responding to inquiries, taking messages and forwarding inquiries to the appropriate party. Prepares and edits specialized documents and correspondence for review. Reviews and enters sensitive or complex data, maintains records and files, databases and record keeping sources. Update and prepare spreadsheets, and generate reports. Review computer generated printouts for accuracy. Assist users with printer problems. Perform a broad variety of related office clerical activities and support functions. Receive, review and sort mail, interoffice correspondence, packages and other communications.

## 2. Fringe Benefits Narrative

(Describe fringe benefits and how expenses were calculated).

Fringe Benefits include FICA, Unemployment, Insurance, Pension and Workers Compensation. Fringe Benefits were calculated using the figures provided on Form D from the City of El Paso HR Department. Direct Salaries were separated from Fringe Benefits and the total sum of FICA, Unemployment, Insurance, Pension and Workers Compensation were totaled to come up with the sum of Fringe Benefits.



**SCHEDULE A - OVERTIME NARRATIVE**

**REQUIRED NARRATIVE: Provide a brief summary on the use of overtime funds.**

- 1. Include description of work activity to be conducted.**
- 2. Estimate number of hours and cost for overtime activities.**

Overtime funds will be used towards combining our efforts with U.S. Customs to conduct bridge operations at the U.S. and Mexican ports of entry (both north and southbound lanes). This strategy needs to be implemented and carried out outside of our normal tour of duty in order to assist in recovering and preventing stolen vehicles from being taken into Mexico as well as recovering those brought back into the U.S. from Mexico. The overtime would also go toward conducting Salvage Inspections at various car lots, mechanic shops and junk yards. These Salvage Inspections are used to assist in the recovery of stolen vehicles, vehicle engines as well as other vehicle parts and to verify that car lots, mechanic shops and junk yards are operating in compliance with local and state laws. Overtime funds will be used to fund surveillance operations designed to locate and surveil Repeat Auto Thieves in an effort to hinder their ability to continuously commit Auto Theft and its associated crimes. In addition, certain investigations which require extensive time to process along with surveillance operations targeting Repeat Auto Thieves will require the use of overtime. All Task Force Members who work ABTPA Grant overtime will be required to complete and sign a log sheet documenting specific times locations and activity. Log Sheets will be reviewed and signed by the assigned immediate supervisor responsible for the Task Force Officer during the overtime operation. Log sheets will be turned in prior to the Task Force Officer being dismissed from the overtime operation. Administrative duties are also an essential element in the successful operation of this program. It is estimated that during FY14 overtime for the Auto Theft Task Force will cost \$42,467.



**SCHEDULE B**

**PROFESSIONAL AND CONTRACTUAL SERVICES**

Description of Service	(1) ABTPA Funds	(2) Cash Match	(3) In-Kind Match	(4) TOTAL
(A) Translator Specialist	43,053			43,053
(B) Public Awareness Manager	50,008			50,008
(C)				
(D)				
(E)				
(F)				
(G)				
(H)				
(I)				
(J)				
<b>TOTAL PROFESSIONAL AND CONTRACTUAL SERVICES</b>	93,061			93,061



**SCHEDULE B PROFESSIONAL AND CONTRACTUAL SERVICES NARRATIVE**

**REQUIRED NARRATIVE:** Briefly describe any anticipated contractual arrangement and work products expected. Describe basis for arriving at the cost of each line item. Professional services (such as consultants, trainers, counselors, evaluators, etc.) should be described by type of service, number of hours, rate per hour, and travel costs, if any.

Professional and Contractual Service Award would compensate the continued employment of a Senior Office Secretary (Class Code 11120 GS49) / Translator for use in the Border Partners Project portion of this grant application.

As per the City's Human Resources Department; the duties are based on the expected needs and requirements of the position closest related to any other clerical position available within the Personnel Department, which are subject to change without prior notice. Additionally, the salary shall also be the maximum according to the job description as it compares with other related clerical positions within the City of El Paso, i.e., Senior Secretary as noted above. The position will be carried out under a contractual agreement pre-approved by the Director of Human Resources of the City of El Paso. The Job Description as provided in the City's HR Website is listed in Section A (Personnel Narrative) of this application.

Attached earnings; which include fringe benefits provided in Form D or by the Director of Human Resources of the City of El Paso will verify and confirm the employees wages and benefits. Thereafter; upon ABTPA's approval, the contract will be fully grant funded. The Senior Secretary / Translator will work a forty-hour work week; and to prevent a violation of such contract; one hundred (100%) percent of the employee's time will be strictly directed and limited to the tasks directly associated with this grant (contract). All travel associated with this position will be conducted in accordance with the City of El Paso's most current Travel Policy.

Any and all other unrelated duties must be performed outside of the employee's forty-hour work week; thus shall be paid on an overtime basis, funded by a source outside of this grant. No ABTPA overtime monies may be utilized to fund duties outside the scope of this grant.

Professional Contractual Service Award would also be used to compensate an Auto Theft Public Awareness Manager (if approved) for use in the management of the Public Awareness /Crime Prevention portion of this grant application. This position would be a civilian managerial position and would be an additional position to the Auto Theft Task Force Public Awareness/Crime Prevention Program. The Auto Theft Public Awareness Manager would manage the activities associated with the Public Awareness/Crime Prevention Office and; would work closely with the Crime Prevention Officer to provide increased public awareness activities and displays in addition to collaborating with the media and businesses in the public sector; to promote Auto Theft and Auto Burglary Awareness within the City and County of El Paso.



**SCHEDULE C**

**TRAVEL**

**1. In-State Travel (Specify clearly and use continuation pages if necessary)**

		(1)	(2)	(3)	(4)
Purpose	Destination	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
4 ABTPA Meetings / Annual Conference	Austin, Texas				0
Grant Workshop	Austin, Texas	1,500	12,000		13,500
DPS Training Classes		2,000	5,000		7,000
3 TAVTI Meetings		4,000	8,000		12,000
		1,500	5,000		6,500
<b>TOTAL In-State Travel</b>		<b>9,000</b>	<b>30,000</b>		<b>39,000</b>

**2. Out-of-State Travel (Specify clearly and use continuation pages if necessary)**

		(1)	(2)	(3)	(4)
Purpose	Destination	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
IATTI	Unknown	4,000	10,000		14,000
<b>TOTAL Out-Of-State Travel</b>		<b>4,000</b>	<b>10,000</b>		<b>14,000</b>
<b>TOTAL TRAVEL BUDGET</b>		<b>13,000</b>	<b>40,000</b>		<b>53,000</b>



**SCHEDULE C TRAVEL NARRATIVE**

**REQUIRED NARRATIVE:** Briefly describe the applicant's travel policy (i.e., mileage rates and per diem rates). Specify purposes for each item of travel. Break out costs of each in-state and each out-of-state trip to separately show the specific costs of transportation and per diem. Describe travel purposes and expense calculations (example: purpose, number of participants, number of days/nights, costs for lodging/per diem, transportation, parking, etc).

Travel requests will be used to fund travel for out of town training as the continued emphasis on crime prevention and syndicated crime disruption requires the Task Force to stay a step ahead of the criminal element. The Task Force has made several contacts nationwide that specialize in the investigation of organized crime and strides will be made to receive training from these agencies throughout the nation. Every officer on the street knows that the auto thief is the most elusive of all criminals. With the increase in cartel activity in Mexico, the "Auto Theft Business" has become more lucrative in recent years, attracting new and more ambitious criminals to the ranks of the organized crime groups. The El Paso County Auto Burglary & Theft Prevention Task Force will utilize all resources, community support, and specialized training in its fight against auto theft.

The members of the El Paso County Auto Burglary & Theft Prevention Task Force will attend locally provided advanced auto theft courses related to criminal investigation, insurance fraud, crime prevention, community policing, maintaining and documenting informants, apprehension and identification of suspects, and stolen vehicles. The additional specialized training will assist the Task Force in the empowerment of the community and other law enforcement agencies by training them in the deterrence of auto theft.

The funds will also pay for attendance to four ABTPA meetings; one grant workshop; one grant review. The Project Director, Administrative Sergeant, the Crime Prevention Officer from the Task Force, and/or a member of the Grants Unit, when necessary, will attend meetings to keep informed of any changes. In addition, other members of the Task Force as recommended by the Project Director may travel of the meetings to participate in subcommittees or other initiatives if required by ABTPA in writing.

Investigation and International Border Conferences are also included in this request, such as: TAVTI, IATTI & DPS Training and Conferences. El Paso's proximity to the Southwest states of New Mexico and Arizona as well as Mexico, makes investigative travel a necessity. The requested figures shown for travel is an estimate based on anticipated travel, both in and outside the State of Texas, including the need for investigative intelligence travels into Mexico and the State of New Mexico. Certain members of the Task Force will require travel into Mexico for training and prosecutorial purposes on behalf of U.S. cases acting as the representative of the complainant. The training will encompass the ever-changing protocol and procedures of law related to the recovery of stolen vehicles in Mexico. Border Partners Initiative will be working closely with local, state, and federal agencies from Mexico and as such will need the presence of these members in various Mexican cities. (Note: all interaction and/or travel into Mexico will be reviewed and approved by both the City Attorney's Office and the Chief's Office).

The members of the Auto Theft Task Force will also seek training on intelligence identification, trend analysis, and the recovery and seizure of assets involved with organized crime. The training and travel is anticipated both in and outside the State of Texas. This training will supplement the overall mission of the project which is the reduction of auto theft and the recovery of stolen vehicles in a foreign country. Attached you will find the "Administrative Directive" from the City of El Paso, Texas concerning travel authorization and expense allowances.

Attached you will find the "Administrative Directive" from the City of El Paso, Texas concerning travel authorization and expense allowances.



City of El Paso

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# **Travel Manual**

November 2007

Prepared by:  
Financial Services Department

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## Appendix A: Travel Request Form

Note: The administrative policies and procedures outlined in this manual supercede all previous administrative policies and procedures in place prior to October 31, 2007, that may have been included in memorandums, emails or other means of communication. All questions or conflicts with departmental procedures need to be directed to the Fiscal Operations Division of the Financial Services Department at (915) 541-4435.

# CITY OF EL PASO

## Travel Manual

### 1.0 Purpose of Manual

This manual outlines the administrative policies and procedures with respect to travel and related activities for the City of El Paso (the “*City*”). Travel policies are approved by the City Manager.

The policies and regulations for travel set forth in this procedure shall apply to all activities financed by any funds for which the City has fiduciary or oversight responsibility including state, federal or private grants unless the terms of the said grant require differently.

### 2.0 City Ordinances – Travel

*City Ordinances, originally established in 1986, governed City travel policies. Subsequent to this time, all related ordinances have been repealed and administrative regulations have been developed by the Financial Services Departments and approved by the City Manager that will govern travel and related activities for the City of El Paso.*

### 3.0 Definitions

- A. **Actual Expenses** – Expenses supported by actual receipts, detailing items purchased.
- B. **Advance** – Funds allotted to an employee prior to travel.
- C. **Emergency Travel** – Travel authorized by the City Manager for the conducting of business in an emergency.
- D. **Expense Reconciliation** – A reconciliation, usually prepared by the employee traveling, of the expenses incurred during a particular trip that is prepared after the travel, or upon the completion of the travel, to determine if actual travel expenses exceeded or were less than the approved amounts advanced.
- E. **Local Travel/Training (Intra-City)** – any same day travel to locations in El Paso County and in other locations such as Van Horn, Alamogordo, Las Cruces, Dell City which does not require overnight accommodations and for which approval is not required.

- F. **Necessary and Reasonable Expenses** – Criteria used to evaluate expenses which are not supported by actual receipts such as miscellaneous expenses.
- G. **P-card Purchases** – Any purchases paid on behalf of the employee on an employees’ procurement card for any necessary and reasonable expenses incurred as part of an authorized trip. See the City of El Paso’s Procurement Card Manual for policies and procedures related to an employee’s use of the P-card.
- H. **Per Diem Allowance** – Monetary allowance for lodging and/or meals.
- I. **Reimbursement** – Funds paid to an employee upon returning from travel when actual expenses exceed the amount advanced.
- J. **Refund** – Any advance in excess of actual expenses which must be returned to the City.
- K. **Travel Request** – Form prescribed by OMB and the Financial Services Department which is transmitted for approval to the authorizing department head and which is subsequently used for Expense Reconciliation.
  - a. **“Open” Travel Request** – An authorized Travel Request is considered “open” when an expense report has not been filed with the Department Head and any refund of travel advance due the City or reimbursement due the employee has **not** been paid.
  - b. **“Closed” Travel Request** – An authorized Travel Request is considered “closed” when an expense report has been filed, reconciled and any refund of travel advance due the City or reimbursement due the employee has been paid.
- L. **GSA Schedules** - 41 Code of Federal Regulations (CFR) chapters 300-304, which implements statutory requirements and executive branch policies for travel by federal civilian employees and others authorized to travel at government expense; these are the schedules that are adopted by the City and can be found at [www.gsa.gov/federaltravelregulation](http://www.gsa.gov/federaltravelregulation) or [www.gsa.gov](http://www.gsa.gov). Click on “Per Diem Rates.”

#### 4.0 General Travel Guidelines

Each department is responsible to plan, arrange and approve requested travel of employees so as to achieve maximum economy and efficiency. Travel should not be granted if the purpose of the trip could be handled by mail or telephone, available local training or other viable options.

All travel requests shall be approved in advance of the travel. Departments may establish different guidelines for this approval, but all travel arrangements and authorizations must be made in advance of the employee traveling. **Failure to adhere to this policy may result in the City's refusal to reimburse employee(s) for any costs associated with any particular trip.**

Planning of trips is essential to reduce travel costs. Travel should be requested far enough in advance for authorization to be granted in time to take advantage of reduced fees offered for early registration and discount airline fares. It is recommended that employees fill out a Travel Request at least fifteen (15) working days prior to the travel date.

Generally, all travel that requires an expenditure of funds should require department head or budgetary authority approval. Funds must be budgeted for travel PRIOR to making any arrangements for travel. Departments should exercise control of travel expense by keeping costs within established appropriations. All Travel Request(s) should be completed prior to taking a particular trip and reconciled at the completion of trips to ensure completeness and appropriateness of expenses claimed.

In general, the City assumes the following basic premises when Departments conduct travel:

1. Departments have adequate budget to support the expenditures to be incurred by all individuals traveling.
2. All costs for each individual trip do not exceed \$5,000 in total per individual. Travel costs in excess of \$5,000 per person should be approved by the City Manager or Deputy City Manager prior to incurring any costs of the trip, regardless of budget authority.
3. Trips outside of the continental United States should be approved by the City Manager or the Deputy City Manager prior to incurring any costs for the trip, regardless of budget authority.

Travel shall be approved only to transact official business, attend official and professional meetings, and participate in conferences and training sessions necessary to promote the efficient conduct of the City's affairs. Approved travel also applies to "No cost" travel as off-duty hours are part of oversight.

Departments should examine travel destinations to ensure that travel is to destinations, which are in closest proximity to the City. If there are seminars, conferences, etc., scheduled throughout the year at various locations and the determination is made to have an employee attend, choose the location closest to El Paso.

The mode of travel wherever feasible shall be air travel by commercial carrier and shall be the most economical available, but in any event shall never exceed coach fare by air. A cost analysis may be prepared to ensure that the travel shall be the most economical available and where various options exist, the chosen option shall be the most economical as demonstrated by the analysis.

Transportation and registration expenses incurred pursuant to an approved Travel Request shall be paid on the basis of actual costs. Lodging accommodations may be paid by per diem or actual cost of conference hotel as authorized by the Department Head. All other usual travel expenses will be paid on the basis of a per diem allowance.

The City shall not pay expenses resulting from indirect routes of travel and arriving earlier and leaving later than necessary to conduct official business. Adjustments must be made for any of these types of expenses to ensure that the City is not incurring these types of costs.

Vacation may be taken in conjunction with travel on official business at no additional cost to the City provided this fact is specifically indicated on the face of the Travel Request and is approved by the Department Head. The necessary paperwork (i.e. Human Resources leave forms) must be submitted in conjunction with the travel.

When a spouse or other members of an employee's family attend a conference or meeting, none of their expenses shall be borne by the City. The employee may not charge these expenses to the City either through a P-card or an advance. These costs should be incurred by the employee and the Travel Request shall reflect only those expenses incurred by the employee.

In instances where use of personal automobile is allowed for the convenience of the employee, lodging, meals, and other expenses will be allowed on the same basis as if the employee had traveled by air. Travel time will also be allowed on the same basis as if the employee had traveled by air. The employee will charge the City only the time that would have been required to make the trip using airline transportation. All time used in excess of air travel time shall be charged to employee leave time.

Travel requests should indicate the number of hours the employee is away from the duty station. Do not include weekend hours unless employee normally works on the weekend. The amount of time lost from regular City duties shall be considered in determining the mode of travel.

All travel requests should be screened to limit trips, number of individuals traveling, points to be visited, itineraries, and durations to those that are essential to the performance of department mission.

Departments may also limit the amount of costs allowable on the trips due to budgetary and other constraints. Allowable costs are only those authorized as documented on the Travel Request executed for each trip.

Departments should retain all files and forms related to trips authorized by the Department in good order and easily accessible in the event of an audit by the City's internal audit or external auditor as requested by the City Manager.

## **5.0 Methods of Payments for Travel**

Generally, there are three different ways to pay for travel expenses. A combination of these three methods can be used; any or all methods can be used to accommodate the travel expenses for employees. Regardless, however, of the method(s) used, they must be reconciled in accordance with Section 13 of this manual. The reconciliation process is critical to ensuring that all payment methods are reconciled at the completion of a travel. In addition, original receipts should be maintained for all expenses incurred.

Once a Travel Request has been approved, costs may be incurred using the following three methods:

1. P-Card
2. Departmental vouchering process
3. Travel advance

### **5.1 P-Card**

**The P-Card method is the preferred method of payment. All registration, conference fees, airline and car reservations, and hotel accommodations should be made using the P-Card. These expenses may be charged by the Central Booking Agent as defined in Section 14.1 of this manual or by individual P-Card holders. If more than one individual is traveling, one P-Card holder may book all travel for the group to his/her P-Card to expedite the travel process. This needs to be adequately documented in all of the corresponding related Travel Request(s). This should be approved by the Department Head on the Travel Request.**

**Since the P-card program has been implemented, departments should not use any "Ghost Cards". This has been a prior practice and should be discontinued immediately.**

**Per Diem and other costs may also be reimbursed to the employee through the Out-of-Pocket module in the P-card system. These types of costs should only be reimbursed at the completion of a trip and in conjunction with the reconciliation of the Travel Request.**

## 5.2 Departmental vouchering process

In the event that a P-Card is not acceptable method of payment, the next preferred method is the Departmental vouchering process. This requires the Department to process a voucher (i.e. check) for the registration and other costs. All supporting original documentation should be retained with the voucher with a COPY attached to the completed, approved Travel Request. A purchase order may also be issued and provided to the employee to hand-deliver to the organization as deemed appropriate.

## 5.3 Travel Advance

A travel advance may be prepared and processed through the Departmental vouchering process as indicated in 5.2 above. Travel advances are authorized on the basis of an approved Travel Request. Generally, travel advances will be made for hotel and meal per diem allowances. It is rare that a travel advance is made for the registration and/or seminar costs.

In lieu of a travel advance, employees with P-cards should consider a reimbursement through the P-card's Out-of-Pocket reimbursement system. See Section 13.0 for specific instructions regarding reimbursement.

## 6.0 Local Travel/Training (Intra-City)

- 6.1 Actual cost for registration fees (and meals if included in fee) at conference or meetings when attendance is approved in advance and is a requirement of the job or in the interest of the City because of essential information. Lunches for local travel/training outside of those included in the registration fee are not allowed unless strictly authorized by the department.
- 6.2 If a city vehicle is available for use, employees **must** use this method of transportation rather than a personal vehicle unless employee receives a monthly allowance for gasoline or a car allowance as described in Section 6.3 of this Manual. In instances where use of a personal vehicle is required, the employee will be reimbursed at forty-eight and one half cents (\$0.485) or latest amount set at the Standard Mileage Rate established by the Internal Revenue Service. When a personal vehicle is used for the convenience of the employee and approved by the Department Head, reimbursement will be at forty-eight and one half cents (\$0.485), or latest amount set at the Standard Mileage Rate established by the Internal Revenue Service.
- 6.3 City employees who receive a monthly allowance for gasoline or a car allowance shall not be entitled to receive any reimbursement for local

travel expenses in addition to the said gasoline or car allowance, and is prohibited from driving city-owned vehicles for other than emergency purposes.

- 6.4 Generally, a Travel Request Form is not necessary when traveling within the boundaries of the City of El Paso.
- 6.5 In any event, no payment will be made for travel expenses between a City employee residence and the assigned place of work. For example, if an employee drives from his place of residence directly to the location where the conference is being held and back to his residency, no payment shall be made.

## **7.0 Travel Other than Local**

All travel other than local shall necessitate a written document indicating approval. The City utilizes the Travel Request Form, or "Travel Request" to document such approval. A Travel Request must be prepared and submitted in accordance with the guidelines in this Manual. See Section 13.0 of this Manual for specific instructions on filling out the Travel Request. No reimbursements for any travel will be made unless this form is filled out in its entirety and appropriate signatures have been obtained.

A Department Head or budget authority shall approve all Travel Requests. In the case of the City Manager, the Mayor will approve the travel.

In the case of the Mayor and the City Council, the City Manager or his/her designee will review the travel. This review will be to ascertain the municipal purpose of travel, however, it is generally the responsibility of each member of Council and the Mayor to ensure that the travel is for such a purpose.

### **7.1 Prior to Travel**

A Travel Request must be submitted in advance of the travel. Each department is required to establish guidelines regarding this timeline.

### **7.2 After Travel**

After each travel, the Travel Request reconciliation shall be completed within ten (10) working days after the conclusion of the travel.

## **8.0 Registration Fees**

Requests for attendance at conferences, training sessions, or other meetings, must be supported by a program or other evidence of the opening and closing dates and

time, the fee rate, and meals that are included. The Department shall not pay for expenses for registration or tuition which are not allowed or are considered unreasonable. Registration costs are authorized to the extent necessary to transact official business; expenses of "tour packages," "golf excursions" or any other similar, extra-curricular activities offered in connection with conference registration are not allowed.

It is preferred that registration fees be paid directly by the Department Central Booking Agent using an issued P-Card to the sponsoring organization if feasible. The next preferred method is through the departmental vouchering process. A purchase order may also be issued to the employee and payment may be made from an invoice. Regardless of payment method, a receipt should document the amount of monies paid for the registration fee.

If none of these options exists, the registration fee will be advanced to the employee and it will be his responsibility to pay the vendor. A receipt or some other proof of the fee payment shall be submitted with the Travel Request reconciliation when the fee is paid by the employee out of advanced funds.

## **9.0 Transportation**

### **9.1 Commercial Air Transportation**

All commercial air transportation reservations shall be processed according to the following procedure:

- a. Travel should be planned sufficiently in advance to take advantage of reduced fares. Pricing may be obtained from the Internet, telephone or other means to be determined as the most expedient and most cost effective way to purchase the airfare.
- b. Coach fare shall be considered standard for air travel, however, the most economical available shall be utilized, i.e., discount fares where feasible.
- c. Tickets purchased from the Internet should be sent to the Department requesting the airline tickets.
- d. If a situation arises that during travel additional fees or fares are incurred they must be substantiated by a receipt and written justification, and will be subject to approval as provided.

### **9.2 Vehicular Transportation**

All vehicular transportation shall comply with the following:

- a. Travel in a City vehicle may be authorized if it is in the best interest of the City considering such factors as time required, destination, travel distance, and number of persons in the travel

group. Gas, oil, and other service station assistance are generally considered an authorized expense. The appropriate charges will be applied through the Internal Service Fund.

- b. Travel by personal vehicle for City business, at the reimbursement rate of \$.485 or the Standard Mileage Rate established by the Internal Revenue Service per mile, may be authorized if commercial transportation is not practical and a City vehicle is not available. Travel by personal vehicle for the convenience of the employee is reimbursable at \$.485 or the Standard Mileage Rate established by the Internal Revenue Service. Odometer readings from employee's residence or official work site (whichever is shorter distance) to final destination and return should be used to calculate mileage. Internet sites, such as MapQuest.com may be used to calculate mileage. However, the reimbursement shall not exceed the least expensive coach fare available, at the time of travel, as stated previously.
- c. When authorized, car rental reservations should be made by the Department or individual traveling in advance. A rental car may be authorized when determined to be necessary. "Necessary" is defined as a rental car is needed to conduct official business and other alternatives, such as public transportation, are either more costly or impractical due to the exigency of travel. Generally, a car rental should not exceed the full-size option and should be the most economical option available. Luxury vehicles are not considered an appropriate option unless there is specific justification for the rental. Insurance should be purchased from the rental car agency when personal insurance companies will not insure a driver using a rental car and must be supported by the receipt. Gasoline is considered an allowance expense. Travelers should fill up rental car gas tanks prior to returning to the agency in order to avoid exorbitant fuel charges. Gas receipts are to be submitted with the Travel Request Form when reconciling the form after the travel. Rental Cars are generally not an authorized expense if employee's lodging is at conference hotel.

### 9.3 Ground Transportation

Ground transportation shall be only for what is considered reasonable and necessary and must be supported by actual receipts. This includes expenses for use of taxis or airport limousine in connection with travel. It should be noted that most hotels provide a shuttle service to and from the airport free of charge.

## 10.0 Lodging/Hotel Accommodations

The allowance for lodging must be determined from information provided by the hotel when reservations are made, unless otherwise approved by the City Manager or Deputy City Managers in emergency travel situation. Such approval must be obtained in advance except for circumstances beyond the control of the employee and must be supported by actual receipts.

The City shall pay the actual cost of hotel room or use the basis of per diem as outlined in the GSA Schedules. When traveling abroad or outside of the continental United States, per diem rates for foreign travel will apply, otherwise use the domestic rates listed. In the case of the City paying for the actual cost, the room rate must be substantiated by an original hotel issued receipt that indicated all charges and payments credited. Reimbursement using the Per Diem rates need not have supporting receipts. Either method should be documented on the Travel Request.

## 11.0 Meals

The City will only reimburse for meals using the most current GSA Schedule and is the maximum amount that will be reimbursed. To determine the maximum per diem allowance, use the most current applicable Federal Register for that specific geographical destination. When traveling abroad or outside of the continental United States, per diem rates for foreign travel will apply, otherwise use the domestic rates listed. These schedules can be found at [www.gsa.gov/federaltravelregulation](http://www.gsa.gov/federaltravelregulation) or [www.gsa.gov](http://www.gsa.gov). Click on "Per Diem Rates."

Per Diem allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covers in accordance with the following schedules:

**Breakfast**-Between 6:00 a.m. and 11:00 a.m.

**Lunch**-Between 11:00 a.m. and 5:00 p.m.

**Dinner**-After 5:00 p.m.

Reimbursement percentages should be as follows:

a) At Designated Geographical Area

Breakfast-Between 6:00 a.m. and 11:00 a.m.	20%
Lunch-Between 11:00 a.m. and 5:00 p.m.	30%
Dinner-After 5:00 p.m.	50%

- b) Leaving and Returning to El Paso
  - (1) Flights leaving before 8:00 a.m. - Breakfast
  - (2) Flights leaving between 11:00 a.m. and 1:00 p.m. - Lunch
  - (3) Flights leaving between 5:00 p.m. and 8:00 p.m. - Dinner
  - (4) Flights returning between 8:00 a.m. and 11:00 a.m. - Breakfast
  - (5) Flights returning between 2:00 p.m. and 5:00 p.m. - Lunch
  - (6) Flights returning after 6:00 p.m. – Dinner
- c) Meals included in registration fees, or provided by another agency may be deducted from the per diem reimbursement allowance.

#### 11.1 Food and Beverage Policy

In order to ensure that the Food and Beverage Policy as approved by the City Manager is also adhered to during travel and related activities, it is included in this section of the manual. It is excerpted in its entirety as follows:

##### **Section I – Allowable expenses**

Elected Officials and Department Heads may use their discretion in authorizing limited purchases of food, beverages and meals for specific municipal purposes with City Funds. If a meal is an integral part of a function, then it is up to the Department Head to make a determination that the meal is allowable. Food, beverages and meals may be purchased in accordance with the following guidelines:

- 1. Items must be purchased for authorized “events” that serve a municipal purpose. Appropriate events include but are not limited to the following:
  - a. Parks dedication ceremony
  - b. City-recognized board meeting
  - c. City-sponsored awards presentation
  - d. Scheduled staff training session
  - e. Testing sessions where volunteer assessors and employees are not released or breaks or meal times
  - f. Council and Staff meetings held during normal meal hours where employees are not released from work
  - g. Expenses may be authorized to pay for meals for officials, dignitaries and others invited to City events, as authorized by the Department Head.
  - h. Expenses must adhere to City’s procurement, P-card and Travel Policy guidelines as outlined in the respective manuals.

2. Funds may only be used if budgeted
  - a. Only the funded food and beverage account (503115) may be used with the exception of discretionary funds as outlined in Section III below.
  - b. Prior to a purchase using petty cash or the P-card, the budget must be in the appropriate account.
3. Items may be purchased through the City's vouchering process, petty cash or using the City's P-card. All procedures are documented in the City's purchasing, petty cash and P-card manuals and should be followed accordingly. **IF USING A CITY P-CARD FOR FOOD, BEVERAGE AND MEAL PURCHASES, THE APPROPRIATE AUTHORIZATION MUST BE RECEIVED PRIOR TO USING THE P-CARD.** Regardless of the method used, receipts must be retained in order to document the specific municipal purposes.
  - a. In accordance with the P-card manual, P-Card holders must submit receipts on a timely basis. If food, beverage and meal expense receipts are not turned in on time, they will be specifically disallowed and individuals will have ten days to reimburse the City for these expenses. Failure to do so will result in the loss of P-card privileges indefinitely and individuals will have their paycheck garnished for the amount owed.

## **Section II – Non-allowable expenses**

City staff is prohibited from using City funds for any personal financial gain. The following must be adhered to:

1. Individuals are not permitted to use City funds, P-cards or petty cash in El Paso area restaurants for their personal meal regardless of function unless the meal is an integral part of the function.
2. Individuals may not seek reimbursement for meals for family members or non-business related guests.
3. Under no circumstances are City funds to be used for the purchase of alcoholic beverages, unless otherwise allowed by City ordinance.
4. Purchases of bottled water are disallowable unless a municipal purpose is specifically identified.
5. City employees are not to establish working lunches where the City pays for the meal unless meeting the event conditions specified in I-1 above.

6. Meals where only City employees are present unless meeting the “event” conditions specified in I-1 above.

### **Section III - Discretionary Funds**

In addition to the above requirements specifically outlined in Sections I and II, Mayor and Council are prohibited from using their discretionary funds for purchasing food locally unless it is for a specific municipal purchase as outlined in Section I above.

Discretionary funds should generally not be used for local meals and entertainment purposes since Mayor and Council representatives receive an expense allowance for these types of purposes. For example, a meal between a representative and a constituent or vendor should not be paid out of discretionary funds. See the Administrative Policy on the use of Discretionary Funds.

Additionally, P-cards should be used mainly for travel and related-travel expenses. Meals for travel can be purchased in accordance with the City’s travel policy.

### **Section III – Non-compliance**

Individuals violating this policy may be:

1. Required to reimburse the City for unauthorized personal expenses. If an individual fails to reimburse the City for unauthorized personal expenses upon request, the following will apply:
  - a. Possible permanent loss of use of P-card
  - b. Garnishment from paycheck.
2. Subject to disciplinary action up to suspension or possible termination.

### **Section IV – Other issues**

Adequate documentation must support all expenses, regardless of method of payment (i.e. P-card, voucher or petty cash reimbursement). An adequate description must be written on the face of every receipt to ensure that it may be easily identifiable as a City-related business purpose. For example, a description of the meeting date, purpose and attendees should be written on the face of the receipt. Any P-card purchases without

sufficient documentation will be deemed disallowable and the provisions of Section III-Non-compliance will apply.

All actual receipts for food and beverages must be retained by the department and be specific and detailed in nature to determine the actual items being purchased. For example, a receipt from a restaurant should be detailed to determine amount of meal, meal type purchased, and beverages purchased.

## **12.0 Other Expenses**

### **12.1 Long Distance Telephone Calls While Traveling**

Telephone calls shall be for what is reasonable and necessary, only for official City business and must be supported by appropriate documentations relative to cost and purchase and with the approval of the Department Head. Long distance telephone charges will be allowed for official business calls and will be governed by the following:

12.1.a Calls to City offices shall be made on a collect call basis; all other business related calls to locations other than City offices shall be paid by the employee, who will be reimbursed upon submission of appropriate documentation relative to cost and purpose and with the approval of the Department Head.

12.1.b. Calls for other than City business shall not be made at City expense. One (1) telephone call to the employee's family indicating a safe arrival is permissible for reimbursement.

### **12.2 Miscellaneous Expenses**

Other miscellaneous expenses shall be submitted along with the original receipts and are subject to approval if they were not documented on the original, approved Travel Request Form. No unauthorized expenses or payments shall be made for such expenditures as entertainment or for items that fall under City procurement guidelines. Items such as alcoholic beverages, dry cleaning service or any other personal service are not considered allowable and are not reimbursable.

**In no event** should an employee incur an expense while traveling over the \$3,000 small-purchase threshold. Expenses above this amount should be referred to the Departmental level for handling.

Porter services or tips shall only be what is reasonable and necessary and should not exceed \$10.00 total. Items under this limit shall not require any receipts.

If miscellaneous expenses are charged to an individual's P-card, these expenses will be reconciled at the time of the monthly P-card reconciliation and copies attached and noted on the approved Travel Request Form.

If a cardholder needs to purchase an item with personal cash, there are two ways to get reimbursed by the City. The first is to include this in the Travel Request reconciliation process and request the amount through the departmental vouchering process.

The second method is to enter this information in the 'Out of Pocket' expense section of the P-Card statement. The OOP module is designed for DEBIT only, which means that at the end of each P-card cycle, a DEBIT will be provided to an individual's checking account.

### **13.0 Travel Request Preparation and Reconciliation**

**The most important procedure related to travel is the Travel Request and its preparation and reconciliation.** The Travel Request is a form prescribed by OMB and the Financial Services Department that is prepared either by a Central Booking Agent or an individual and submitted for approval to the authorizing department head, which is subsequently used for Expense Reconciliation.

As defined in Section 3.0 of this manual, an "Open" Travel Request is one that is considered "open" when an expense report has not been filed with the Department Head and any refund of travel advance due the City or reimbursement due the employee has **not** been paid. A "Closed" Travel Request is an authorized Travel Request is considered "closed" when an expense report has been filed, reconciled and any refund of travel advance due the City or reimbursement due the employee has been paid. Only after a Travel Request is closed may it be filed for audit review purposes and is considered complete at the department level.

#### **13.1 Travel Request Preparation**

To open a Travel Request, an employee submits a Travel Request for travel to the Department Head for approval. The following basic information is necessary in order to complete an Open Travel Request:

- Name of employee traveling
- Employee's Identification Number
- Position or Title of Employee traveling
- Date submitted for approval
- Originating location of travel (usually City of El Paso)
- Final destination

- Times and dates of the trips
- Total number of hours away from duty
- Indication of intra-City travel

After the basic information is completed, the Travel Request should list all of the expenses that will be incurred as a result of the travel requested. Transportation, lodging, meals, registration costs and any other anticipated expenses should be listed on the Travel Request. Expenses requested should be in accordance with the policies outlined in this manual.

After approval and ONLY after approval, expenses can be paid for in three ways:

1. Expenses can be paid through the P-card.
2. Expenses can be paid through the Department's vouchering process system.
3. A travel advance can be made to the employee traveling.

#### 13.1.1 Pcard charges

Generally, the Pcard should be used to pay for expenses such as registration fees, airfare, rental car charges, gas charges and lodging. Meals may be charged, however, these charges must NOT exceed the per diem limits allowed by the policies outlined in this manual. See Section 11.0 – Meals in this manual. If meals are charged, the reconciliation process is even more critical to the process.

For expenses incurred out-of-pocket such as meals and for which no travel advance has been provided, employees should enter per diem or actual receipts (to the extent allowed by the Travel Request) in the P-card OOPs module. Reimbursements through the OOPS module are submitted through a batch file of ACH on the midnight of the last day of the approval period. It will take 4-5 business days to reimburse the user's account.

#### 13.1.2 Payments through Departmental Voucher (including Advances)

For payments through the Department's voucher system, the original receipts for lodging, transportation, and registration fees shall be retained with the voucher. A COPY of the voucher and the receipts shall be attached to the Travel Request and noted in the space provided on the Travel Form. The voucher number and amount should be listed in the Estimated Expenses Column under "PAID DIRECTLY TO VENDOR THROUGH VOUCHER."

Any advance shall also be listed under the AMOUNTS PAID TO EMPLOYEE column under Estimated Expenses on the Travel Request form. A copy of the Travel Request should be attached to the Original Voucher requesting the advance. A copy of the voucher and check should be attached to the Travel Request.

Travel advances will **not** be made in the following circumstances:

1. No travel advances shall be made to employees who have a prior "Open" Travel Request. Such Open Travel Request is a failure to file the required Expense Report(s) and/or repay the unused portion of any travel advance within the ten (10) days after the conclusion of travel, unless such delay has been authorized by the City Manager, or designee.
2. Travel advance is less than \$50.00 for the employee traveling. Employees will be reimbursed at the end of the trip when the Travel Request is reconciled.

### 13.2 Final Reconciliation

After the trip has been completed, employees should complete the "Expense Report" section of the Travel Request and provide all receipts necessary to CLOSE the Travel Request.

The employee should determine the amount due to the City or from the City to the employee. If funds are due to the City (i.e. if the advance exceeds expenses reimbursable under provisions of this directive or in the event of the cancellation or indefinite postponement of travel for which an expense advance has been issued), monies due the City shall be paid within ten (10) days to the Department's Central Booking Agent. The employee should submit a check or cash for the amount due **in full**.

If reimbursement is due, a check may be issued directly to the traveler or the reimbursement can be made through the P-Card's OOPs module as indicated in 13.1 above. Reimbursements under \$1.00 will not be necessary. If an employee does not wish to receive a reimbursement, then that must be indicated on the reconciliation.

The Department shall retain the applicable Travel Request along with all related documentation for audit purposes. The Travel Request will then be considered closed.

## **14.0 Responsibilities of Department**

Department Heads may establish internal guidelines in order to manage travel more efficiently within their department. Any additional guidelines may not be less stringent than those outlined in this manual.

It is the Department's sole responsibility to ascertain that funding is available for travel incurred by their employees as well as for travel of others traveling on departmental business.

It is the Department's responsibility to ensure that both the Department Head and the Assistant Department Head are not absent from the Department at the same time or arrangements have been made to ensure coverage at the department level.

### **14.1 Central Booking Agent**

Departments may designate an employee as a Central Booking Agent in order to centralize all travel for employees within the department. The Central Booking Agent will handle all travel and may be issued a P-Card through the Financial Services Department to conduct travel transactions such as airline reservations, hotel accommodations, etc. The Central Booking Agent should ensure that sufficient purchasing authorization as well as travel authorization is set up for use on the assigned P-Card. Refer to the P-Card Manual for specific procedures on the use of the P-Card. All authorized P-Cardholders agree to abide by the guidelines set out by the P-card manual, and all other City procurement policies and procedures.

The Central Booking Agent must also have access to the PeopleSoft Financials system in order to determine if adequate funding is available PRIOR to the approval and authorization of the travel. The necessary budget transfers should be processed prior to the travel to ensure funding availability.

The Central Booking Agent MUST fill out a Travel Request Form for each individual that is traveling and must obtain approval from the Department Head or budget authority prior to finalizing and incurring costs on behalf of the City. All Travel Request Forms should be maintained in a central location for audit purposes.

### **14.2 Individually-managed Travel**

Employees may also be allowed to handle travel arrangements on a individual basis. Employees that travel MUST fill out and submit a Travel Request Form prior to making reservations. Generally, an estimate of the costs of the trip should be submitted to the department head or budget authority for advance approval. It is the Department's

responsibility to determine whether there are sufficient funds in the accounts prior to approving the travel. Only after approval has been obtained, should an employee proceed with incurring actual costs for the trip.

Employees that travel should request a P-Card to be issued under the City's P-Card procedures. The employee (traveler) will need to gain P-Card authorization 4 weeks prior to the expected departure date. All authorized P-Cardholders agree to abide by the guidelines set out by the City of El Paso P-card Manual, the City of El Paso Procurement Manual, and all other City policies and procedures.

## **Appendix A**

### **Travel Request Form**

**CITY OF EL PASO  
TRAVEL REQUEST**

**At Least 15 Working Days PRIOR to Travel, Complete Form and Submit To: Department Head  
Within 10 Days AFTER Return Attach All Receipts and Submit To: Department Head**

NAME:	EMPLOYEE NO:	POSITION/TITLE:	DEPARTMENT:	DATE SUBMITTED:
PURPOSE OF TRAVEL:		MODE OF TRAVEL:		DATE COMPLETED*
<b>DEPARTING LOCATION:</b>				
Date, Hour, Departure		From		HOURS AWAY FROM DUTY:
Date, Hour, Arrival		Destination		
<b>FINAL DESTINATION:</b>				
Date, Hour, Departure		From		Intra-City Travel?    YES
Date, Hour, Arrival		Destination		

**TRAVEL EXPENSES**

Prior to travel fill out "ESTIMATED EXPENSES" section. After return fill out "EXPENSE REPORT" section.

ITEM	ESTIMATED EXPENSES				Expense Report				
	Expenses paid by P-Card		Paid Directly to Vendor through Voucher		Amounts Paid to Employee		Receipts?	(Items Advanced to Employee or to be Reimbursed through OOPs module)	
	Transaction Date	Amount	Voucher No.	Amount	Advanced Paid through Voucher (List No/Amount)	Out-of-Pocket Module through Pcard			
<b>1 TRANSPORTATION:</b>							Yes/ No	Amount	Comments
Airfare <input type="checkbox"/> Round <input type="checkbox"/> One way		\$ -		\$ -	\$ -	\$ -			
Airline									
Vehicle <input type="checkbox"/> City Miles		\$ -		\$ -	\$ -	\$ -			
<input type="checkbox"/> Personal Miles		\$ -		\$ -	\$ -	\$ -			
Rental Car # Days Rate		\$ -		\$ -	\$ -	\$ -			
Company									
Ground Transportation		\$ -		\$ -	\$ -	\$ -			
Describe									
Gas Credit Card Requested <input type="checkbox"/> Yes		\$ -		\$ -	\$ -	\$ -			
<b>2 LODGING AND MEALS:</b>									
Lodging Per Diem or Actual (circle one)									
Nights Rate \$/night		\$ -		\$ -	\$ -	\$ -			
Hotel (specify)									
Meals Days Rate \$/day		\$ -		\$ -	\$ -	\$ -			
<b>3 REGISTRATION COSTS:</b>									
Total Cost of Seminar/Registration fees		\$ -		\$ -	\$ -	\$ -			
Vendor:									
Address:									
<b>4 OTHER (Describe)</b>		\$ -		\$ -	\$ -	\$ -			
TOTAL		(1) \$ -		(2) \$ -	(3) \$ -	(4) \$ -			
Sum of Total Columns (1 + 2 + 3 + 4)						\$0.00			

Account/Fund/Dept/ID/Class/Grant or Project: \_\_\_\_\_

**Employee Acknowledgement:** I have received and read the City Travel Manual and understand that I am responsible to account for all expenses of this trip with receipts where appropriate. I also understand that I have ten (10) working days from the date of my return to complete the "Expense Report" section of this form to request additional funds reimbursement from the City or pay back any unused funds that have been advanced to me. If I fail to do so I authorize the City to deduct any amount I owe as a salary deduction.

**APPROVALS PRIOR TO TRAVEL:**

Employee:		Date
Department Head/Budget Authority:		Date
City Manager, if applicable:		Date

APPROVALS AFTER TRAVEL:		EXPENSE RECONCILIATION	
Staff Assigned to Travel:	Date	TOTAL APPROVED EXPENSES:	\$ -
Department Head/Budget Authority:	Date	LESS: Amount Paid by Pcard	\$ -
		Amount paid directly to vendor(s)	\$ -
		Amount advanced to employee through voucher	\$ -
		Amount paid through OOH's module in Pcard	\$ -
		AMOUNT DUE TO EMPLOYEE:	
		AMOUNT DUE FROM EMPLOYEE:	

Distribution: Department Head and Employee \*Date Completed to be filled out upon return of travel.



**SCHEDULE D**

**EQUIPMENT PURCHASES**

	(1)	(2)	(3)	(4)
<b>Equipment Name or Description and Quantity (Do Not List Brand Names)</b>	<b>ABTPA Funds</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>TOTAL</b>
(A) Laptops (6)	13,985			13,985
(B) High Profile Vehicles (10)	350,000			350,000
(C) License Plate Reader & Software (1)	55,000			55,000
(D)				
(E)				
(F)				
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
<b>TOTAL EQUIPMENT PURCHASES</b>	<b>418,985</b>			<b>418,985</b>



SCHEDULE D EQUIPMENT NARRATIVE

**REQUIRED NARRATIVE:** Briefly describe the use of equipment and the cost of each line item.

Laptops (6): \$13,985

The Auto Theft Task Force is in need of additional laptops. The laptop computers will assist detectives / officers with case management / presentation administrative work while outside of the office. These laptop computers come with an Intel Core 17-2677M Processor 1.8 GHz (2.8 GHz with Turbo Boost Technology), 3MB LG Cache and a 13.3 inch HD TruBrite LED Backlit Screen Display. The 1.8 GHz processor will enable the system to be compatible in operating the latest technology related to any of the bait vehicles. The 13.3 inch screen display will be utilized to view maps when tracking vehicles in motion.

The system has wireless built-in networking cards that will enable the user to log onto the Internet where wireless internet is available. This system can be used in conjunction with MapQuest to find the location of vehicles that OnStar has tracked down in Mexico. This operation will enable the user to receive information such as vehicle descriptions, photos, and maps through the internet and via e-mail. Detectives conducting follow-ups will be able to log onto the system and take statements when victims are unable to come to the office to provide a statement.

The package consists of Microsoft Office 2010, which includes: Word, Excel, Outlook, and PowerPoint. The package also contains an additional 9-cell lithium battery for longer portability for users in the field. In addition, the system would allow our Crime Prevention Officer to make site presentations in an effort to combat auto theft.

High Profile Vehicles (10): \$350,000

With the ongoing increase in thefts of high profile cars and trucks, the vehicles would serve a two-fold purpose in the effort to fight auto theft. The vehicles would supplement the already existing fleet (replacing rental cars) and could be utilized as bait vehicles where special equipment could be installed to aid the fight against auto theft. These 10 vehicles would be different makes to include: Ford, Chevrolet, Honda, Chrysler, Dodge; as well as other makes which have proven to be the top targeted and stolen vehicles in the City and County of El Paso.

License Plate Reader & Software (LPR): \$55,000

Technology has enabled the Auto Theft Task Force to check for stolen vehicles in an efficient manner by using automated license plate readers. An Automated License Plate Reader (ALPR) is an imaging / data system that can read numerous license plates either on the roadway or within parking lots. The ALPR obtains an image of a vehicle license plate and compares the license plate number in real time, against a database which is updated hourly and notifies the officer if the vehicle is stolen or otherwise wanted. Using this system can greatly improve The El Paso Police Department's vehicle identification and recovery results. The system can read 3000-4000 plates during an 8 hour shift and can be used in the identification of wanted felons through automations such as "Be on the Look Outs", AMBER and Silver Alerts, and any violent crime in literal seconds after such an alert or broadcast is activated.



**SCHEDULE E**

**SUPPLIES AND DIRECT OPERATING EXPENSES**

	(1)	(2)	(3)	(4)
<b>Directly Charged Supplies and Other Operating Expenses</b>	<b>ABTPA Funds</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>TOTAL</b>
(A) Leased vehicles (26) @ 865 / vehicle	121,235	148,645		269,880
(B) Office, Operating, and Safety Supplies	4,000	4,000		8,000
(C) Public Awareness	5,000	5,000		10,000
(D) Fuel and Vehicle Maintenance	40,000	40,000		80,000
(E) Communication Devices	32,000	32,000		64,000
(F) Comprehensive & Collision Ins.	5,000	5,000		10,000
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
<b>TOTAL SUPPLIES AND DIRECT OPERATING EXPENSES</b>	<b>207,235</b>	<b>234,645</b>		<b>441,880</b>

**SCHEDULE E SUPPLIES AND DIRECT OPERATING EXPENSES NARRATIVE****REQUIRED NARRATIVE: Briefly describe the basis for arriving at the cost of each line item AND THE USE OF EACH ITEM.**

(A) Leased Vehicles - The Task Force requires the use of unmarked vehicles for their daily tactical and field operations. The nature of the undercover work makes it necessary for the field officer to blend in with the vehicles of the general public. The average cost per vehicle is \$865 dollars a month for the fiscal year. The total combined price includes a cash match of \$135,000 dollars to offset the cost incurred by the grant for the fiscal year.

Total cost combined: 269,880

(B) Office, Operating, Equipment, & Safety Supplies - This item provides a budget to the Task Force for all daily necessities, which allows the Unit to have a safe, efficient, professional working environment with efficient; office equipment and supplies; tools; and safety supplies. Printing publications of materials for investigation and intelligence is a daily requirement. Additionally, the cost of binding presentations, shredding confidential police documents, purchasing safety equipment supplies, publications and subscriptions, photography supplies, and other office equipment or operating expenses are covered in this budget. This budget is also used to purchase audio/video recorders or digital camera batteries or memory chips used during undercover operations, and low cost equipment maintenance expenses. In addition, this will cover minor supplies to facilitate locating confidential Vehicle Identification Numbers while conducting daily inspection of suspected vehicles, at bridge operation, numerous salvage yard inspections or out in the field, which require the use of small tools and cleaning agents (acids/chemicals) for the investigator to find numerous confidential identifying markings. Also, because every contingency is difficult to anticipate; this item will also cover any item not mentioned, which will enable the Unit to perform its mission twenty-four hours, seven days a week.

Total combined cost: \$8,000

(C) Public Awareness /Crime Prevention - With crime prevention being a key component in the reduction of auto theft, this funding will be used to purchase equipment, materials, supplies or attire aimed at public awareness such as a vehicle body wrap promoting public awareness, hand-outs, stickers, flyers, pencils, key chains, shirts, vests, jackets, and any other items promoting the 'Watch Your Car' campaign and/or any other ABTPA program.

Total cost combined: \$10,000

(D) Fuel & Vehicle Maintenance - The Project Director allows an assigned vehicle to be housed (take-home) at an officer's residence provided the officer is designated to respond to investigative call-outs. This is done because the time spent traveling to and from a police facility in order to obtain a police vehicle is reduced causing a reduction of overtime and improved call-out response times. However, any member of this grant who is removed from the call-out list by the Project Director or otherwise doesn't qualify to be in the call-out list will forfeit the privilege of a take home vehicle.

Total cost combined: \$40,000

(E) Communication Device - In order to maintain excellent communication within the members of the task force while alleviating the potential of being monitored through scanners; mobile phones with push-to-talk feature are essential items for a tactical section such as the Task Force. Officers / Detectives will utilize the phones in their daily operations keeping constant communication with the teams. As previously mentioned, the proximity to the border has given the auto thieves access to scanning devices, which in turn allows them to listen to police radios. The instant "push to talk" (phone to phone two-way) capability allows the officers / detectives the freedom to communicate without compromising their operations. In addition, the Auto Theft Task Force has been upgrading the use of technology by introducing License Plate Readers (LPR), Bait Vehicle Equipment, and Tracking Devices to assist in the continuous efforts to combat auto theft. As a result, the utilization of this equipment requires monitoring of this equipment by using the listed laptops and/or Netbooks equipped with either internal or external air cards. This will enable the Task Force to respond accordingly such as in the case of the detection of a stolen vehicle through the use of the LPR or to catch auto thieves through the use of tracking devices monitored with fully equipped laptops while out in the field. Lastly, completing criminal or administrative reports out in the field enhances the productivity of the task force members.

Total cost combined: \$64,000

(F) Comprehensive & Collision Insurance - On occasion situations may arise involving damage sustained by leased vehicles as a result of automobile collisions. Comprehensive Insurance covers the cost (up to the fair market value) if the vehicle is stolen or damaged due to anything other than collision. Collision Insurance covers the cost of damage (up to the fair market value) whether the leased vehicle hits another vehicle or is hit by another vehicle.

Total Cost Combined: \$10,000



# AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

Form ABTPA-104  
(01/12)

Note: Any member of this grant program who is removed from the call-out list by the Project Director will forfeit the privilege of any and all equipment.



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**SCHEDULE F NARRATIVE**

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**Currently ABTPA does not fund indirect costs, except for the Council of Governments agencies. Applicants may not use option (A) without having an official cost allocation plan developed in accordance with OMB Circular No. A-87. The amount may be entered as ABTPA funds or cash match for those applicants having such an approved plan.**



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**PROGRAM NARRATIVE**

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**I. To be considered for funding, a proposed grant project:**

1. Must address a problem that is clearly identified, is measurable and is supported by relevant statistical evidence;
2. Must minimize duplication or overlapping of existing programs;
3. Must have a design wherein the activities and objectives are realistic and attainable;
4. Preferably should, but is not required to, be innovative in its concept/ design/operation; (a project is considered innovative if it provides a new and different strategy or approach that prevents, deters, intervenes, or stops a criminal act from occurring);
5. Must have a cost structure which is realistic when compared to its goals;
6. Must cooperate and coordinate its activities with other appropriate agencies/projects;
7. Must include a proposed evaluation design that provides relevant data to measure the effectiveness of the project and a plan for performing such evaluation; and,
8. Must include measurable objectives to reach the standard goals of the authority's mission, listed below for each category of funding:

**Standard Goals for Categories Listed Below:**

The categories below reflect more enforcement activity, thus the suggested goals are directed more towards similar activities.

**(T01) Law enforcement, detection and apprehension; (T03) Prevention, anti-theft devices and automobile registration; (T04) Reduction of the sale of stolen vehicles and parts**

- Goal 1: Reduce the incident of Motor Vehicle Theft.
- Goal 2: Reduce the incident of Theft from a Motor Vehicle.
- Goal 3: Public Awareness methods used to educate the citizens of Texas and training of qualified personnel in the detection and prevention of auto burglary & theft.
- Goal 4: Help increase the recovery rate of stolen motor vehicles
- Goal 5: The number of persons arrested from motor vehicle theft.
- Goal 6: The clearance rate of motor vehicle thefts
- Goal 7: Prevent the incident of fraudulent titles and registration of stolen vehicles.
- Goal 8: Reduce the incident of automobile insurance fraud.

**(T02) Prosecution, adjudication and conviction**

- Goal 1: Prosecute auto burglary & theft cases as presented by law enforcement.
- Goal 2: Accept referrals on at least auto burglary & theft cases as presented.
- Goal 3: Obtain indictments involving organized auto theft rings and/or insurance fraud.
- Goal 4: Obtain convictions on auto burglary & theft cases.

**(T05) Public awareness and crime prevention**

- Goal 1: Public Awareness methods used to educate the citizens of Texas and training of qualified personnel in the detection and prevention of auto burglary & theft.
- Goal 2: Assists ABTPA grantees with public awareness activities across the state.
- Goal 3: Raise awareness of vehicle crimes and knowledge of prevention methods.



PROGRAM NARRATIVE

II. The Program Narrative should present the information by which the eligibility and merit of the project can be assessed. Applications will be evaluated for funding consideration, according to the congruence of the project with the criteria stated above. The Program Narrative should include but is not limited to the following information:

1. **PROBLEM STATEMENT & HISTORICAL INFORMATION:**

(Please limit information to 300 words)

a. Provide an assessment of the auto theft problem in the areas of coverage and existing activities that address the problem. Identify the target population and the geographic target area.

See Attachment

b. Describe the extent to which this project will duplicate or overlap existing activities, and why that (if any) is necessary.

This project will continue to use strategies which have proven successful in the investigation of Auto Theft and Auto Burglary; however, this project keeps up with the latest techniques and strategies involving best practices in auto theft investigations and regularly seeks to employ new and effective strategies to address these crimes.

c. Describe and document trends of the problem and the need that makes this grant necessary.

See Attachment

d. Using the spreadsheet below, provide accurate statistical data for problem in project area. (e.g., cite 3 years of UCR data) Please provide all data that is available for your agency or agencies:

<b>Vehicle Theft Data</b>	FY10	FY11	FY12
Number of Stolen Vehicles	1887	1385	1298
Number of Recovered Vehicles	859	938	807
Number of Arrests	229	211	169
Number of Auto Theft Training Classes	60	14	15
Number of (other)			

<b>Theft from a Motor Vehicle Data</b>	FY10	FY11	FY12
Number of Burglaries of a Vehicle	2434	2296	2008
Number of Recovered Items			
Number of Arrests	346	329	240
Number of (other)			
Number of (other)			

<b>Other Motor Vehicle Crimes</b>	FY10	FY11	FY12
68A Inspections	805	522	19
Salvage Inspections	868	535	860
Number of Stolen Vehicle Inquiries	N/A	4913	5883
Number of (other)	65	6	14

# **ATTACHMENT**

## **Problem Statement and Historical Information**

Land Ports and Border Areas have been identified as special targets for vehicle theft according to the National Insurance Crime Bureau (NICB). NICB has reported that nine of the top ten metropolitan areas for vehicle theft are in or near land ports, i.e., Canadian and Mexican borders. Many of the stolen vehicles are shipped overseas or driven across international borders. NICB estimates approximately 200,000 stolen vehicles are illegally exported out of the country each year. There is a growth in well-organized, professional theft rings that direct stolen vehicles to "chop shops" or illegal exportation. These alarming trends and projected increases demand increased vigilance and the continuation of anti-auto theft initiatives and strategies. Modifications of previous tactics and the introduction of new strategies have been implemented to maintain proactive approaches to vehicle theft and related crimes. Despite successful operations, four major issues continue to plague El Paso County: Demographics, Isolation, Commercial Profit Thefts supported by organized criminal activities, and continued incidents of auto thefts.

### **DEMOGRAPHICS AND TARGET POPULATION**

The estimated population of El Paso, Texas is 703,447 within the city limits and another 135,975 for the remainder of the county for a total of 839,442. The population is represented by 81% Hispanic, 13% Non-Hispanic/White, 4% Black, and 2% other. Fort Bliss, Texas (which is located within the El Paso City limits) is the second largest army post and has supported 15,000 permanent military and approximately 68,500 family members. Due to expansion as a result of the BRAC expansion program, the base has expanded by approximately 30,000 permanent troops. El Paso's sister city of Ciudad Juarez has a population of nearly 2.5 million. The El Paso/Juarez Metro-plex is the largest International Metro-plex in the world with a combined population of about 3.3 million people. There were approximately 593,692 vehicles registered in El Paso County for the 2012 fiscal year. In addition to the vehicle theft crimes, criminal activity includes registration violations, fraud, counterfeit operations and non-title state operations.

### **ISOLATION**

The isolation of El Paso as part of Texas creates an atmosphere demanding residence in or near the city limits. El Paso County encompasses 1,058 square miles. Sixty-miles of the southern edge share the international border with Mexico dominated by the City of Juarez. El Paso's surrounding area consists of numerous smaller communities that house an excessive number of salvage yards and chop shops. The northern and western edge of the county abuts New Mexico. In addition to salvage yards and chop shops, these organized criminal organizations utilize jurisdictional restrictions to provide a pipeline for the distribution of stolen vehicles into New Mexico and other destinations northward. The eastern side of the county abuts Fort Hancock, and Esperanza, which

are at the locations of two additional ports-of-entry into Mexico that are minimally staffed. El Paso County has four international ports-of-entry into Mexico. El Paso is the largest International Metro-plex in the world, and according to US Customs. It represents the highest number of pedestrian and automobile traffic in the United States. Interstate 10 passes through the County, east and west, and provides easy access to the international border. The close proximity to international boundaries and state lines provide a means to rapidly move stolen property from El Paso through this thoroughfare. The jurisdictional issues, legal issues, and recovery issues are obstacles that hinder successful operational, investigative and intervention initiatives. El Paso serves as a direct pipeline between the identified crime episode (anywhere in the U.S. or Mexico), and an extensive distribution network that disposes of stolen vehicles and parts to both national and foreign markets.

Auto theft has become a sophisticated business and is one of the 'staple' enterprises of many organized crime groups. Export Rings, Fonterra Rings, Chops Shops, Distribution Networks, etc. satisfy the supply and demand needs of illegal activity. Recent activities and events have demonstrated a direct correlation between auto thefts, narcotics, homicides, human trafficking, and other smuggling operations in El Paso. As a result, auto theft has developed into a significant indicator of major crime activity. Conspiracy cases that associate auto thieves with business entities have increased. These operations include import/export operations, salvage yards, insurance distributors, registration facilities, criminal street/prison gangs, motorcycle clubs, and narcotic cartels in Mexico.

## **REORGANIZATION**

In spite of recent budget reductions (federal, state and local), the department has undertaken measures to adopt a set of organizational activities on the part of management designed to improve organizational efficiency, productivity, and/or competitiveness.

## **HOMELAND SECURITY**

With historic and statistical data supporting the value of stolen vehicles to terrorist activity, the Auto Theft Task Force has been identified as a security measure and prevention tool in the war against terrorism. Worldwide, stolen vehicles have been a resource for terrorists as a funding source and also to commit crimes such as car bombings, kidnappings, and other illegal activities. Unlike first responders that react to criminal activity resulting from terrorist acts, the goals and objectives of the Auto Theft Task Force are in prevention, detection, identification, and intelligence. The tactics and strategies being developed to address these tasks will assist in anti-auto theft initiatives.

## **SUMMARY**

The demographics, project site's isolation, organized criminal activity, reorganization, and homeland security responsibilities demand substantial staff to manage intensive time consuming operations to successfully target ongoing criminal activity that involves stolen vehicles and related crimes in the City and County of El Paso. Key priorities call for domestic law enforcement projects and an international strategy. These problems are unique to border cities; however, these problems are compounded by El Paso's size and role in the scheme of its Metro-plex design.

### **HISTORICAL DATA – UCR Stats, City of El Paso:**

#### **Theft of Vehicles**

2006 – 3,290 (33% increase)  
2007 – 3,049 (14% decrease)  
2008 – 2,753 (10% decrease)  
2009 – 1,823 (34% decrease)  
2010 – 1,495 (18% decrease)  
2011 – 1,385 (7% decrease)  
2012 – 1,298 (6% decrease)

#### **Burglary of Vehicles**

2006 – 3,257  
2007 – 3,212 (1% decrease)  
2008 – 2,933 (9% decrease)  
2009 – 3,235 (10% increase)  
2010 – 2,433 (25% decrease)  
2011 – 2,296 (6% decrease)  
2012 – 2,008 (13% decrease)



**PROGRAM NARRATIVE**

**2. PROPOSED OBJECTIVES:**

- ♦ The applicant must provide specific objectives for the project that are consistent with the proposal. The objectives should reflect the overall impact that you intend the project to attain in reaching the standard goal for the authority.
  - ♦ The objectives should explain how the goal will be accomplished. The activities described should support the goal and be Specific, Measurable, Action-oriented, Realistic, and Time-oriented.
  - ♦ The applicant must include an objective that addresses *auto theft, auto burglary, and crime prevention* that you intend the project to attain.
- a. State the standard goal and describe the specific objectives of the project. Include any quantifiable data by which activities measure.

The following Proposed Goals and Objectives address auto theft along with its associated crimes, as well as auto burglary and crime prevention in the City / County of El Paso, Texas. UCR numbers indicate that the City of El Paso had a decrease in auto thefts from 2011 to 2012 of 87 vehicles (an 6% decrease). For the purpose of this grant: a motor vehicle is a self propelled vehicle, which is registered and designed to transport passengers while being driven on city, state, or federal roadways. This does not include heavy equipment, utility trailers, semi-trailers, dirt bikes or other motorcycles which do not meet safety and equipment regulations which would allow them to be operated on roadways.

The standard goals for this project are geared toward the following:

- \* Law enforcement, detection and apprehension
- \* Prevention, anti-theft devices and automobile registration
- \* Reduction of the sale of stolen vehicles and parts

Goal 1: Reduce the incident of Motor Vehicle Theft by 15.

- Objective 1: The Auto Theft Task Force will initiate forty eight (48) bait vehicle operations
- Objective 2: The Auto Theft Task Force will conduct twelve (12) salvage yard inspections
- Objective 3: The Auto Theft Task Force will conduct twelve (12) field operations utilizing the LPR's
- Objective 4: The Auto Theft Task Force will conduct no less than twenty four (24) Bridge or Surveillance Operations designed to identify auto thieves through Border Security or ABTPA overtime funding (when available) affecting the impact of ongoing investigations and/or surveillance of auto thieves.

Goal 2: Reduce the incident of Theft from a Motor Vehicle (Burglary of Vehicle) by 25.

- Objective 1: The Auto Theft Task Force will Initiate forty eight (48) bait vehicle operations
- Objective 2: Effective and efficient information sharing along with surveillance of targets by Regional Command Officers/ Detectives will place an emphasis on the profile of a career burglar. The Auto Theft Task Force will coordinate field intelligence for the timely identification of burglary offenders and their known areas of operation. This aggressive stance against burglary offenders will help to reduce the number of vehicles burglarized and help Police Department reach targeted goals.
- Objective 3: The Auto Theft Task Force will issue weekly crime analysis bulletins for intelligence sharing with patrol.

Goal 3: Public Awareness methods used to educate the citizens of Texas and training of qualified personnel in the detection and prevention of auto burglary and theft.

- Objective 1: The Auto Theft Task Force will work One Hundred (100) public awareness events .
- Objective 2: The Auto Theft Task Force will increase the number of H.E.A.T registered vehicles in the County of El Paso by 250 for the fiscal year and encourage re-activation of expired H.E.A.T. registrations in the County of El Paso. The number of registrations will be recorded by the Crime Prevention Officer in order to keep up with our progress in achieving this goal. The H.E.A.T. registration is free to the public.
- Objective 3: The Auto Theft Task Force will display a promotional vehicle wrapped Auto Burglary & Theft Prevention graphics.



## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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- Objective 4: VIN etching events will be held during 'Watch Your Car' month and throughout additional events to promote and provide vehicle identification labeling to positively deter the sale of stolen vehicles or vehicle parts.
- Objective 5: Anti-theft devices or vouchers for discounted anti-theft products, when available through either business donations or ABTPA funding, will be given to citizens attending H.E.A.T. drives provided certain criterion is met.
- Objective 6: Initiatives such as passing out 'Stick It' flyers during traffic checkpoints and placing "50-ways to Watch Your Car" flyers on high profile vehicles will be conducted.
- Objective 7: The Auto Burglary & Theft Prevention Task Force will encourage companies to test experimental equipment that is considered and designed for auto theft deterrence.
- Objective 8: Media releases or announcements photos of offenders of auto crimes will be posted in the department's website.

### Goal 4: Help increase the recovery rate of stolen motor vehicles

- Objective 1: The Auto Theft Task Force will conduct a minimum of 12 salvage yard, car dealership or mechanic shop inspections.
- Objective 2: License Plate Readers will be used daily in an effort to locate and recover stolen vehicles.
- Objective 3: The Auto Theft Task Force will share information regarding stolen vehicles with patrol through the use of Weekly Crime Analysis Bulletins.
- Objective 4: The Auto Theft Task Force will work closely with Mexican law enforcement agencies to promote the exchange of information related to auto theft in the area. At least one weekly contact through e-mail, fax or phone; or visit (when possible) with Mexican officials will be conducted over the term of the fiscal year.
- Objective 5: The Auto Burglary & Theft Prevention Task Force will conduct two (2) training sessions for its Mexican counterparts on topics related to auto burglary and theft over the next fiscal year.

### Goal 5: Increase the number of persons arrested from motor vehicle theft by five (5)

- Objective 1: The Auto Theft Task Force will conduct forty eight (48) bait vehicle operations targeting auto thieves and auto burglars.
- Objective 2: The Auto Theft Task Force will conduct twelve (12) surveillance operations specifically targeting known Repeat Auto Thieves (RATS).
- Objective 3: The Auto Theft Task Force will continuously update and maintain the Repeat Auto Thief (RAT) File.

### Goal 6: The Auto Theft Task Force will increase the clearance rate of motor vehicle thefts by twenty five (25).

- Objective 1: The Auto Theft Task Force has identified several rental agencies and car dealerships which reported vehicles stolen months after they were initially stolen. This was as a result of poor and inefficient inventory practices. The failure to report these vehicles stolen in a timely manner resulted in difficulty in clearing these cases. The Auto Theft Task Force will work with Rental Car Companies and Car Dealerships to establish a more efficient way of controlling their inventory in an effort to prevent reported vehicle thefts which are reported as a result of poor inventory practices.
- Objective 2: The Auto Theft Task Force will conduct quarterly training for patrol officers on detection methods, evidence collection and the trends and patterns associated with auto burglary and theft.

### Goal 7: Prevent the incident of fraudulent titles and registration of stolen vehicles

- Objective 1: The Auto Theft Task Force will conduct a minimum of 12 salvage yard, car dealership or mechanic shop inspections.
- Objective 2: The Auto Theft Task Force will work in coordination with the Abandoned Auto Section to conduct weekly 68-A Inspections for the public
- Objective 3: The Auto Theft Task Force will maintain contact and collaborate quarterly with the EL Paso County Tax Office regarding information and strategies related to the investigation and enforcement of fraudulent titles and the registration of stolen vehicles.

### Goal 8: Reduce the incident of automobile insurance fraud



## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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- Objective 1: The auto Theft Task Force will maintain contact with and collaborate its efforts with the NICB on a quarterly basis.
- Objective 2: The Auto Theft Task Force will investigate suspected insurance fraud/false reports and make arrests in every legitimate case.
- Objective 3: Media releases or announcements along with photos of offenders in Insurance Fraud/False Report crimes will be posted on the department's website.

b. Describe how the project will impact the stated problem.

Law Enforcement/Detection / Apprehension Projects:

The Auto Burglary & Theft Prevention Task Force will impose an integrated and coordinated enforcement effort with Regional Commands to target both domestic and international auto theft issues. Taking into account differing criminal thresholds, the Auto Burglary & Theft Prevention Task Force will dismantle and eliminate illegal resources operating in the project area with targeted investigations on various charges.

Prevention / Anti-Theft Devices / Automobile Registration Projects:

The Auto Burglary & Theft Prevention Task Force will actively seek out and arrange for testing of experimental equipment for best products and prototypes related to auto theft prevention. All products will be displayed to the public at crime prevention fairs. Additionally, the Crime Prevention Officer will provide direct service to the community, oversee and equip his counterparts at the five regional commands to continue promotion of registration projects. This will introduce the public to the latest tools and resources used to deter auto theft while additionally providing automobile registration opportunities.

Reduction of the Sale of Stolen Vehicles or Parts Projects:

The Crime Prevention Officer through the C.H.O.P. Shop project and upon request will offer VIN etching to vehicle owners. Property identification through markings that include the person's Texas Driver's License Number continues to be the responsibility of the Crime Prevention Officer through coordination with the Fire Department. The utilization of salvage yard, dealership and mechanic shop inspections; in addition to the continued monitoring of vehicles and vehicle parts being sold on Craig's List, will reduce the incidents of stolen vehicles and their parts being sold and purchased.

c. Describe proposed plan for auto theft crime prevention, education and training.

The El Paso County Auto Burglary & Theft Prevention Task Force will continue its efforts in the H.E.A.T. program and the Protect Our Parts (POP) training and instruction program, which increases community involvement. The task force will also incorporate the following into their prevention strategies:

C.H.O.P. Shop:

The concept of "Citizens Helping Other People" is to advertise the importance of the auto theft related issues, especially prevention. The Prevention Officer also conducts several major crime prevention fairs at the four major malls to showcase accomplishments, reach out to educate and empower the public, explore new relationships, and develop sources of information. To conduct these



## **AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

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prevention fairs, the Prevention Officer will utilize the assistance of former victims obtained through volunteer programs, active solicitation, theft acknowledgement letters, quality control surveys and victim surveys.

### **Consortium of Law Enforcement and Private Security:**

The Auto Burglary & Theft Prevention Task Force regards private security as a private adjunct to the public criminal justice system. As a result, the Auto Burglary & Theft Prevention Task Force will utilize the efforts of both entities to focus on auto theft issues. Law enforcement is designed to detect and apprehend (reactive), where private security is designed to prevent and protect (proactive). The dimensions of private security can complement the goals of the task force, especially in the area of personnel, resources, and sources of information.

### **Keeping Auto Theft Activity Out of Rental Property:**

Apartment complexes and motel parking lots are significant problem sites for vehicle thefts and are often used as temporary storage facilities by thieves. The development and implementation of Landlord Training Programs will help the Auto Burglary & Theft Prevention Task Force assist property owners, property managers, and residents keep illegal activity out of rental property. The Crime Prevention Officer will encourage landlords and apartment managers to utilize theft prevention tools such as the Hide, Lock, Take signs to help deter auto theft and auto burglary at Apartment Complexes.

### **Media/Press Releases:**

Working with print and electronic media, the Auto Burglary & Theft Prevention Task Force will provide community alerts on trends and patterns to area residents to reinforce the importance of auto theft crimes promote education to the public and promote community involvement.



**PROGRAM NARRATIVE**

**3. FUNCTIONS OF PROPOSED PROJECT:**

The functions of the project should: (Please limit information to 300 words)

- ♦ Identify the service needs to be met by this project and the applicant's experience or qualifications.
- ♦ Describe how this project will cooperate/coordinate activities with other appropriate agencies/ projects.
- ♦ Describe in what way (if any) is this project innovative and what methods taken to assure that the project demonstrates cross-cultural awareness in all project activities and in its staffing and training.

See Attachment

**4. EVALUATION DESIGN:**

- ♦ The program evaluation should indicate how the applicant will assess the success of the project and the extent to which the strategy achieved the project's goals and objectives.
  - a. Describe the design of a plan for local evaluation of this project.

The Auto Burglary & Theft Prevention Task Force maintains statistical data for ABTPA through Departmental weekly, monthly, quarterly, and annual reports. The quarterly reports include arrest ratios, recovery amounts, recoveries, and auto theft rates. The Task Force maintains daily activity logs which also provides a record of activity and statistics.

- b. Cite relevant data that will be used to measure the effectiveness of this project.

Arrests: Adults/Juveniles, in U.S. / In Mexico  
 Other Arrests  
 Bait vehicle  
 Vehicles located/recovered/returned  
 Criminal Cases filed  
 Civil Cases filed-Right of Possession  
 Regulatory Enforcement  
 Subject checks  
 Recovered vehicles  
 Tampered vehicles  
 Self-initiated cases  
 HEAT registrations  
 CHOP Shop  
 Special events  
 Salvage checks  
 Mall Checks

Citations  
 Seizure Cases filed  
 Enforcement action  
 Bridge checks  
 Value of vehicles recovered  
 Prosecutions  
 Assistance to other agencies  
 Vehicle Checks  
 Seized Vehicles  
 Assigned cases  
 Crime prevention  
 Surveillance  
 Training programs  
 Presentations  
 Call-outs  
 Insurance investigations

- c. Describe the mechanism to evaluate the program's progress.

Each objective in this project will be evaluated in a concise standardized report form using statistical and narrative data. These reports will provide sufficient data to measure the effectiveness of the project on a scheduled basis to address the monthly activity report and annual report to ABTPA. The combination of the requested data for the reports provides an abundance of quantifiable data to determine the quality of the project.

## **AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

### **DESCRIPTION OF PROPOSED PROJECT**

The El Paso County Auto Theft Task Force (ATTF) represents a "continuation" program entering its twenty first year and operating with grant funding from the Texas Auto Burglary & Theft Prevention Authority. The El Paso Police Department is the agency funded through this grant.

For the purpose of this grant: a motor vehicle is a self propelled vehicle, which is registered and designed to transport passengers while being driven on city, state, or federal roadways. This does not include heavy equipment, utility trailers, semi-trailers, dirt bikes or other motorcycles, which do not meet safety and equipment regulations allowing them to be operated on roadways.

Operationally, the El Paso County ATTF works directly with local, state, federal, domestic and international agencies. The El Paso County ATTF has ongoing working relationships with New Mexico Law Enforcement Agencies and legal representatives in Mexico as part of their participation in Border Solutions. Private cooperatives include OCRA (Oficina Coordinadora de Riesgo Asegurados) and AMIS (Asociación Mexicana de Instituciones de Seguros), representing insurance companies in Mexico and the National Insurance Crime Bureau (NICB) in the United States.

The goals of the program represented by this grant application are to reduce auto theft / burglary rates; Increased Public Awareness methods used to educate the citizens of Texas and training of qualified personnel in the detection and prevention of auto burglary and theft.; Increase the recovery rate of stolen motor vehicles; Increased motor vehicle theft arrest rates; Increased clearance rates involving cases of motor vehicle theft; Prevent the incident of fraudulent titles and registration of stolen vehicles and; Reduce the incident of automobile insurance fraud.

Furthermore, ATTF has been tasked with managing several ALPRs (Automated License Plate Readers) purchased by the City of El Paso (non-ABTPA funds) to be used by other officers throughout the police department. This added responsibility has enabled ATTF to expand its effectiveness in the ongoing effort to combat auto thefts in El Paso. As such, the Project Director has created an additional spoke to the wheel of the Auto Burglary & Theft Task Force. Therefore, this grant application proposes additional uniform personnel to be funded by ABTPA, but with a guaranteed, one for one, matching personnel funded as an In-Kind Match. All personnel listed in this application shall dedicate 100% of their time to achieve the goals and objectives in this contract as mandated by ABTPA.

**In conclusion, the program represented by this application is both a holistic and cyclical approach to impacting the auto thefts in the City and County of El Paso. The unit is structured to address prevention, enforcement, investigations, intelligence, information dissemination, training and instruction. The unit's goals and objectives, which will be accomplished with current or additional staffing as needed to satisfy the requirements of this grant, can be found in ABTPA-21/36.**



# AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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(01/12)

A Morning Report is a narrative that details any event, which results in arrest and / or seizures. This report is used to document significant incidents / arrests. This report is mandatory and will be forwarded to the department's PIOs for a press release.

d. Charts need to be fillable for 3 years.



**DESIGNATION OF GRANT OFFICIALS**

ABTPA rules require that three persons be designated to the positions of Authorized Official, Project Director, and Financial Officer for the purposes of administering a grant. The Project Director and the Financial Officer may not be the same person, but under extenuating circumstances, one person may otherwise fill two positions. In accordance with the criteria and definition of responsibilities set forth in the Financial and Administrative Requirements section of the ABTPA Grant Application and Administration Guidelines governing submission of this application, the following designations are made:

**APPLICANT:** City of El Paso

**PROJECT TITLE:** El Paso County Auto Burglary & Theft Prevention Task Force

**Project Director**

**Project Manager**

Reginald                      Moton  
First Name                      Last Name

\_\_\_\_\_  
First Name                      Last Name

Lieutenant / El Paso Police Department  
Title and Agency

\_\_\_\_\_  
Title and Agency

9600 Dyer St.  
Business Address (Street or P.O. Box)

\_\_\_\_\_  
Business Address (Street or P.O. Box)

El Paso                      Texas      79924  
City                      State      Zip

\_\_\_\_\_  
City                      State      Zip

(915) 298-9605      (915) 298-9806  
Telephone and Fax Numbers

\_\_\_\_\_  
Telephone and Fax Numbers

1349@elpasotexas.gov  
E-Mail

\_\_\_\_\_  
E-Mail

**Financial Officer**

**Authorized Official**

The Authorized Official is the Chief Executive Officer, or designee of the Agency.

Carmen                      Arrieta-Candelaria  
First Name                      Last Name

Joyce                      Wilson  
First Name                      Last Name

Deputy City Manager for Financial Services  
Title and Agency

City Manager - City of El Paso  
Title and Agency

2 Civic Center Plaza (7th Floor)  
Business Address (Street or P.O. Box)

2 Civic Center Plaza  
Business Address (Street or P.O. Box)

El Paso                      Texas      79901  
City                      State      Zip

El Paso                      Texas      79901  
City                      State      Zip

(915) 541-4293      (915) 544-4446  
Telephone and Fax Numbers

(915) 541-4844      (915) 541-4866  
Telephone and Fax Numbers

ArrietaCX@elpasotexas.gov  
E-Mail

SutterM@elpasotexas.gov  
E-Mail



**SPECIAL CONDITION**

**AMERICANS WITH DISABILITIES ACT CERTIFICATION**

The Grantee hereby assures and certifies compliance with Subchapter II, Part A of the Americans with Disabilities Act (ADA), 42 U.S.C., Sections 12131-12134, and Department of Justice ADA regulations, 28 CFR Part 35.

\_\_\_\_\_  
**Authorized Official**

\_\_\_\_\_  
**Date**

City of El Paso, El Paso Police Department  
\_\_\_\_\_

**Grantee**

El Paso County Auto Theft Prevention Task Force  
\_\_\_\_\_

**Project Title**

Approved as to form: \_\_\_\_\_  
John R. Batoon, Assistant City Attorney



**SPECIAL CONDITION**

**Non Supplanting Certification**

I certify that the programs proposed in this application meet all the requirements of the Texas Civil Statutes, Article 4413(32a), §6(a)(7), (a) Texas Civil Statutes, Article 4413(32a), §6(a)(7), requires that state funds provided by this Act shall not be used to supplant state or local funds. Public Law 98-473 requires that federal funds provided by that Act shall not be used to supplant state or local funds.

I further certify that ABTPA funds have not been used to replace state or local funds that would have been available in the absence of ABTPA funds. The certification shall be incorporated in each grantee's report of expenditure and status of funds referred to under §57.3(6) of this title (relating to Adoption by Reference).

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

City of El Paso, El Paso Police Department  
\_\_\_\_\_  
Grantee

Approved as to form: \_\_\_\_\_  
John R. Batoon, Assistant City Attorney



**SPECIAL CONDITION**

**COMPLIANCE REQUIREMENT**

The attached digest of your grant application represents the Automobile Burglary & Theft Prevention Authority Board's approved amount. The digest represents budgeted amounts only and does not approve any items that conflict with the participating agency's personnel, procurement, travel, or local government code policies and procedures.

The grantee will be responsible in determining that the following requirements are being met prior to the release of funds:

- 1) Salaries are in accordance with local policy of the participating agencies.
- 2) Personnel are classified in accordance with the needed qualification for the position.
- 3) Fringe Benefits are in accordance with local policy of the participating agencies.
- 4) Travel Policy is in accordance with the travel policy of the participating agencies.

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

City of El Paso, El Paso Police Department  
\_\_\_\_\_  
Grantee

Approved as to form: \_\_\_\_\_  
John R. Batoon, Assistant City Attorney



SPECIAL CONDITION

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

I, Joyce Wilson, City Manager , certify that:

This agency employs fewer than 50 people; therefore, the \_\_\_\_\_  
(Agency)

is not required to file an equal opportunity program in accordance with 28 CFR 42.301 et seq., Subpart E.

or

This agency employs 50 or more people and has received or applied to the Automobile Burglary & Theft Prevention Authority for total funds in excess of \$25,000; therefore, the  
El Paso Police Department has formulated an equal employment opportunity  
(Agency)

program in accordance with 28 CFR 42.301 et seq., Subpart E and that it is on file in the office of:

Ms. Linda Thomas  
(name)

Director of Human Resources  
(title)

2 Civic Center Plaza; El Paso, Texas 79901  
(address)

for review or audit by an official of the Automobile Burglary & Theft Prevention Authority as required by relevant laws and regulations.

PROJECT TITLE: El Paso County Auto Theft Prevention Task Force

\_\_\_\_\_  
Authorized Official (signature)

[Signature]  
Project Director (signature)

\_\_\_\_\_  
Date

4-15-13  
Date

Approved as to form: \_\_\_\_\_  
John R. Batoon, Assistant City Attorney



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**SPECIAL CONDITION**

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**ASSURANCES**

**A Grantee and the Applicant hereby makes and certifies that as grantee, it and any subgrantee shall comply with the following conditions:**

- 1. A grantee and subgrantee must comply with ABTPA grant rules and UGMS.**
- 2. A grantee and subgrantee must comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any persons related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.**
- 3. A grantee and subgrantee must insure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.**
- 4. A grantee and subgrantee must comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law.**
- 5. A grantee and subgrantee must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child payments.**
- 6. No health and human services agency or public safety or law enforcement agency may contact with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.**
- 7. A grantee and subgrantee that is a law enforcement agency regulated by Texas Government Code, Chapter 415, must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in process of achieving compliance with such rules.**



## SPECIAL CONDITION

## ASSURANCES (continued)

8. When incorporated into a grant award or contract, these standards assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local subrecipients shall maintain an appropriate contact administration system to insure that all terms, conditions, and specifications are met. (See Section \_\_\_\_\_.36 for additional guidance on contract provisions.)
9. A grantee and subgrantee must comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees and subgrantees shall also ensure that all program personnel are properly trained and aware of this requirement.
10. Grantees and subgrantees will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Grantees and subgrantees will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
12. Grantees and subgrantees will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.



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**SPECIAL CONDITION**

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**ASSURANCES (continued)**

13. Grantees and subgrantees will comply with the provisions of the Hatch Political Activity Act (5 U.S.C. § 7321-29) which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.
14. Grantees and subgrantees will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.
15. Grantees and subgrantees will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA. (EO11738)
16. Grantees and subgrantees will comply with Article IX, Section 5 of the state appropriations act which prohibit the use of state funds to influence the outcome of any election or the passage or defeat of any legislative measure.



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**SPECIAL CONDITION**

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**ASSURANCES CERTIFICATION**

I certify that the programs proposed in this application meet all the requirements of the Texas Automobile Burglary & Theft Prevention Authority Program, that all the information presented is correct, and that the applicant will comply with the provisions of the Automobile Burglary & Theft Prevention Authority and all other federal and state laws, regulations, and guidelines. By appropriate language incorporated in each grant, subgrant, or other document under which funds are to be disbursed, the undersigned shall assure that the applicable conditions above apply to all recipients of assistance.

---

**Authorized Official**

---

**Date**

Approved as to form: John R. Batoon, Assistant City Attorney



**SPECIAL CONDITION**

**INDEPENDENT ANNUAL AUDIT CERTIFICATION**

The grantee hereby assures compliance by itself and its applicable sub-recipients (contractors) with the Single Audit Act Amendments of 1996, PL 104 - 156 and, particularly, with the requirements of OMB Circular A-133 as follows (check one):

- 1. Grant(s) expenditures of \$300,000 or more in federal funds - An annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
- 2. Grant(s) expenditures of \$300,000 or more in state funds - An annual single audit by an independent auditor made in accordance with the Uniform Grant and Contract Management Standards (UGCMS).
- 3. Grant(s) expenditures of less than \$300,000 in federal funds - Exempt from the Single Audit Act. However, ABTPA may require a limited scope audit as defined in OMB Circular A-133.
- 4. Grant(s) expenditures less than \$300,000 but \$50,000 or more in state funds - A program-specific audit.
- 5. Grant(s) expenditures less than a total of \$50,000 in state funds - Financial Statements audited in accordance with Generally Accepted Auditing Standards (GASS).

**NOTE:** Grantees exempt from the Single Audit Act requirements (i.e. those expending less than \$300,000 in total federal financial assistance) are prohibited from charging the cost of a Single Audit to a Federal Award.

\_\_\_\_\_  
Authorized Official (signature)

\_\_\_\_\_  
Financial Officer (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
El Paso Police Department

\_\_\_\_\_  
Grantee Organization

\_\_\_\_\_  
Grant Number

Regardless of items checked above, the grantee should, within 60 days following the date of the grant award, furnish the following information:

1. The identity of the organization conducting the audit.
2. Approximate time audit will be conducted.
3. Audit coverage to be provided.

Approved as to form: \_\_\_\_\_

John R. Batoon, Assistant City Attorney

## GRANT INFORMATION FORM (GIF)

### Complete either Side A or Side B

This form is to be used to inform the Grants Services Division (GSD) of grant applications that have been submitting for funding and for grants that have been awarded. After completing either side, please forward to the Grants Office at [Grants-1@elpasotexas.gov](mailto:Grants-1@elpasotexas.gov). Please complete SIDE A for grant applications. Once a grant has been awarded and a contract/agreement needs to be processed, please complete SIDE B and forward to the GSD prior to sending for Legal Review and further processing (such as obtaining City Manager signature or placing on City Council Agenda, if required). Please contact the GSD at 541-4445 if any questions.

A. GRANT APPLICATION	B. CONTRACT/AGREEMENT														
<b>1. Department Grant Contact Person</b> Name: Luis Guerra Title: Grant Project Manager Phone No: 915-564-7119 Email: guerralm@elpasotexas.gov	<b>1. Department Grant Contact Person</b> Grant Point of Contact: Lt. Reginal Moton Title: Lieutenant Phone No: 915-564-7100 Email: 1349@elpasotexas.gov														
<b>2. Grant Data</b> Funding Agency: Texas Department of Motor Vehicle Grant Title: ABTPA FY2014 CFDA No: (if applicable) Application Due Date: 05/3/13  Requires Signature or Review from: Mayor <input type="checkbox"/> City Manager <input checked="" type="checkbox"/> Legal Review <input checked="" type="checkbox"/>	<b>2. Grant Data</b> Funding Agency: Texas Department of Motor Vehicle Name of Grant: ABTPA FY2014 Project Name: CFDA or Grant No. Date of Award:														
<b>3. Financial Data (Skip if not applicable)</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Amount of Funding Request:</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 1,730,605.00</td> </tr> <tr> <td>Amount of Matching Funds:</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 443,688.00</td> </tr> <tr> <td>Amount of In-kind Funds:</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 1,691,771.00</td> </tr> <tr> <td>Total Amount Requested:</td> <td style="text-align: right; border-bottom: 3px double black;"><b>\$ 3,866,064.00</b></td> </tr> </table>	Amount of Funding Request:	\$ 1,730,605.00	Amount of Matching Funds:	\$ 443,688.00	Amount of In-kind Funds:	\$ 1,691,771.00	Total Amount Requested:	<b>\$ 3,866,064.00</b>	<b>3. Financial Data</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Post-Award Amount: (as indicated in the grant contract/agreement)</td> <td style="text-align: right; border-bottom: 1px solid black;">\$</td> </tr> <tr> <td>Actual Amount of Cash Match:</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 0.00</td> </tr> <tr> <td>Actual Amount of In-kind:</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 0.00</td> </tr> </table>	Post-Award Amount: (as indicated in the grant contract/agreement)	\$	Actual Amount of Cash Match:	\$ 0.00	Actual Amount of In-kind:	\$ 0.00
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Post-Award Amount: (as indicated in the grant contract/agreement)	\$														
Actual Amount of Cash Match:	\$ 0.00														
Actual Amount of In-kind:	\$ 0.00														
<b>4. Grant Classification/Phase</b>  <input type="checkbox"/> Competitive (award based on competition applications) <input type="checkbox"/> Entitlement (a set of funds determined under a formula) <input checked="" type="checkbox"/> Continuation (ongoing funding)	<b>4. Legal Review &amp; Other Signatures</b>  <input type="checkbox"/> Contract or Agreement requires Legal review <input type="checkbox"/> Signature required from CM <input type="checkbox"/> Signature required from Mayor <input type="checkbox"/> City Council approval required														
<b>5. Cash Match Certification</b> Cash match has been certified by the Department Director? Yes <input type="checkbox"/> No <input type="checkbox"/> Account Number for matching funds: _____ Grant allows for operating/administrative costs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If there's a change in Column A that occurred after the application process and there's no place for the change in Side B, please use this box to specify (e.g., phone number, etc.)														

**Brief Description of Grant:**

### REQUIRED SIGNATURES

(Legal review necessary only if council action is required, if granting agency requires signature from top authority or contracts)

1. <b>Department Director</b>	<b>Date</b>
2. <b>Grants Services Division</b>	<b>Date</b>
3. <b>Legal Department</b>	

Questions? Call Grants Services Division at (915) 541-4445