

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 28, 2015

CAO File No. 0220-00540-1121

Council File No. 14-0065

Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Housing and Community Investment Department transmittal dated December 29, 2014; Received by the City Administrative Officer on January 23, 2015

Subject: **HOUSING AND COMMUNITY INVESTMENT DEPARTMENT REQUEST FOR APPROVAL TO ACCEPT A \$450,000 TRAFFIC SAFETY GRANT FROM THE STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY**

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute a grant agreement with the State of California Office of Traffic Safety (OTS) for \$450,000 for the period from October 1, 2014 through September 30, 2015, to provide child passenger safety education, training and free car seats to City residents. The OTS requires that providers must apply annually for grant funding to continue the provision of these services. The grant funds will finance City personnel implementing program services, the procurement of car seats, related administrative expenses, travel, and program supplies.

Additionally, the recommendations of this report include Controller instructions to appropriate funds within Office of Traffic Safety Grant Fund No. 45C and HCID Fund No. 100/43 related to the implementation of the grant. This Office concurs with the recommendations of HCID. There is no impact to the General Fund.

BACKGROUND

The City has applied for and been awarded an OTS grant to provide child passenger safety education classes and free car seats to low income residents for fourteen consecutive years. The OTS grant funds pay for the salaries and related costs of three full-time HCID resolution authority employees (one Senior Project Coordinator and two Program Aides) who comprise the child passenger safety team and are Certified Child Passenger Safety Technicians. These staff members educate parents on the proper selection, use, and installation of car seats. The child passenger safety team works through the City's FamilySource Centers (FSCs), other non-profit health and welfare agencies, and participates in community events and health fairs.

On December 1, 2013, OTS announced traffic-safety grant opportunities for Federal Fiscal Year (FFY) 2014-15 to be awarded on a competitive basis to state and local jurisdictions. In response to the announcement, HCID submitted a proposal to provide traffic safety education designed to increase car seat safety and compliance. On June 18, 2014, OTS notified HCID of its grant award in the amount of \$450,000 for the proposed Child Passenger Safety Program to: 1) provide 200 car seat safety education classes to 3,000 low-income residents; 2) conduct 12 booster seat presentations at community events impacting 2,000 City residents; and, 3) distribute 3,500 free car seats to low-income residents who complete a training course. The grant requirements are specified in the attachment to this report which is also attached to the HCID transmittal.

In FFY 2013-14 of the OTS program, which ended on September 30, 2014, HCID staff conducted 171 car seat safety education classes for 3,200 clients, participated in 14 community events citywide that were attended by approximately 4,380 residents, and distributed 3,069 free car seats to low-income program participants. Additionally, HCID staff evaluated and corrected the installation of car seats through safety check-up events. The FFY 2014-15 grant award will allow HCID to continue the provision of these services at the current level.

Included in the recommendations of this report are Controller instructions to appropriate funds to HCID accounts to fund the implementation of the OTS program and to reduce the balances of accounts, which were established for prior year grants and have been closed. The reductions are necessary to align the appropriations to grant sources.

The grant is awarded to the City with HCID as the Grant Administrator. The grant award is based on the specific budget proposal submitted by HCID. The conditions, requirements and limitations of the grant award include certain goals and deliverables to be accomplished within the grant period, which are described in the attachment to this report.

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, Housing and Community Investment Department (HCID), or designee, to:
 - a. Accept and execute a grant agreement with the State of California Office of Traffic Safety (OTS) for a grant award of \$450,000 for the Child Passenger Safety Program for the period October 1, 2014, through September 30, 2015, subject to the approval of the City Attorney as to form and legality;
 - b. Prepare Controller instructions and any necessary technical corrections consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions;

2. Authorize the Controller to adjust appropriation amounts within Fund 45C as follows:

- a. Increase accounts within the Office of Traffic Safety Grant Fund No. 45C and appropriate as follows:

Account	Title	Amount
43L143	Housing and Community Investment	\$ 323,909
43L299	Reimbursements to the General Fund	61,070
43L343	HCIDLA Costs	65,021
TOTAL		\$ 450,000

- b. Increase appropriations in the amount of \$323,909 within the HCID Fund No. 100/43 as follows:

Account	Title	Amount
001010	Salaries - General	\$ 146,456
001090	Overtime - General	9,675
003040	Contractual Services	8,800
006010	Office and Administrative Expenses	146,149
006030	Leasing	12,829
TOTAL		\$ 323,909

- c. Decrease appropriations within the Office of Traffic Safety Grant Fund No. 45C as follows:

Account	Title	Amount
22H122	HCIDLA	\$ (213.31)
22J122	HCIDLA	(2,767.52)
43K143	HCIDLA	(49,663.14)
TOTAL		\$ (52,643.97)

- d. Expend funds upon the proper demand of the General Manager, HCID, or designee.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommended actions comply with City Financial Policies in that they are fully funded by the State of California Office of Traffic Safety grant award in the amount of \$450,000.

MAS:MMR:NSC:02150057C

Attachment