

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: September 16, 2016

CAO File No. 0150-10742-0000  
Council File No. 16-0805  
Council District: --

To: The City Council

From: Miguel A. Santana, City Administrative Officer *MS*

Reference: Board of Police Commissioners Transmittal dated July 12, 2016.

Subject: **FISCAL YEAR 2016-17 RECORDS MANAGEMENT SYSTEM (RMS) TRAFFIC MODULE GRANT FROM THE CALIFORNIA OFFICE OF TRAFFIC SAFETY**

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### SUMMARY

The Los Angeles Police Department (LAPD) is seeking retroactive approval to apply for and accept a \$3 million grant award for the Fiscal Year 2016-17 Records Management System (RMS) Traffic Module Grant and to execute a grant award agreement between the City and the State of California, Office of Traffic Safety (OTS) for the period of April 1, 2016 through September 30, 2017. The grant will fund equipment and services necessary to upgrade the City's Traffic Collision Report Module for the LAPD's new RMS. This grant does not require matching funds.

### BACKGROUND

In 2015, the LAPD reported that 51,606 traffic collision reports were completed, which represents a 16-percent increase from 2013. The primary goal of the RMS Traffic Module Grant is to fund equipment and services necessary to upgrade the LAPD's existing Traffic Collision Report Module, a component of the RMS.

The LAPD reports that the current system utilized to report traffic collisions and perform traffic collision data entry is antiquated, time consuming, and incomplete. The new RMS will improve both the efficiency and the effectiveness of the existing system by allowing for traffic collision data to be entered one-time via mobile field reporting. It will also allow officers to collect and retrieve additional data on traffic collisions.

Since traffic collision data will be entered electronically beginning with the reporting officer, it will considerably reduce, if not eliminate, the paper-based reporting of traffic collision incidents and allow the LAPD, and outside agencies, to have "real time" information for trend analysis. These technological improvements will provide the capability to interface directly with the new

Statewide Integrated Traffic Records System (SWITRS) in development with the California Highway Patrol, which will enable the LAPD to submit electronic crash data to the State.

Grant funding in the amount of \$2.5 million will be used for the purchase and implementation of the Traffic Collision Database System. The RMS will be developed by a vendor, selected by the LAPD through a competitive bid process. The remaining grant award of \$500,000 will fund the purchase of approximately 200 handheld/mobile data entry devices to be acquired through a Purchase Agreement.

The LAPD will front-fund various expense items throughout the grant term and will reimburse its accounts for program expenditures upon receipt of grant reimbursements from the OTS. This grant does not require matching funds.

## **RECOMMENDATIONS**

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

1. Authorize the Chief of Police, or designee, to:
  - a. Retroactively apply for and accept the award of the Fiscal Year 2016-17 Records Management System (RMS) Traffic Module Grant from the California Office of Traffic Safety (OTS) in the amount of \$3,000,000 for the period of April 1, 2016, through September 30, 2017;
  - b. Execute the RMS Traffic Module Grant Agreement on behalf of the City and submit the necessary documents relative to the grant award, subject to the approval of the City Attorney as to form;
  - c. Negotiate and execute a Professional Services Agreement with a selected vendor for a term of twelve months within the applicable grant performance period, for a sum not to exceed \$2,500,000, to purchase and implement the Traffic Collision Report Module, a component of the Department's new RMS, subject to the approval of the City Attorney as to form;
  - d. Negotiate and execute a Purchase Agreement to acquire suitable handheld/mobile data entry devices for a sum not-to-exceed \$500,000 as reflected in the grant and within the applicable grant performance period, subject to the approval of the City Attorney as to form;
2. Authorize the Los Angeles Police Department (LAPD) to:
  - a. Submit grant reimbursement requests to the grantor and deposit grant receipts into Fund 339, Department No. 70;

- b. Spend up to the grant amount of \$3,000,000 in accordance with the Grant Agreement;
3. Authorize the Controller to set up a grant receivable and appropriate \$3,000,000 to appropriation account, account number to be determined, in Fund 339, Department No. 70, for the disbursement of the FY 2016-17 RMS Traffic Module Grant funds; and,
4. Authorize the LAPD to prepare the Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

### **FISCAL IMPACT STATEMENT**

Approval of the recommendations within this report will allow for the expenditure of the Fiscal Year 2016-17 Records Management System (RMS) Traffic Module Grant award totaling \$3,000,000. There is no impact to the General Fund as a result of these actions. These actions are in compliance with the City's Financial Policies in that grant funds are sufficient to support the grant activities. There are no matching funds required.

*MAS:MFC:04170020*