

MICHAEL N. FEUER
CITY ATTORNEY

August 20, 2018

To: The Honorable Eric Garcetti
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Cary Gross

Honorable City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Holly Wolcott

From: Leela Kapur, Chief of Staff

Cc: Michiko Reyes, Budget Director
Janette Flintoft, Director of Grants

Date: August 21, 2018

Re: Acceptance of FY 2018-19 California Office of Traffic Safety Grant Award
Council File Number 11-1859

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$715,961 awarded by the Office of Traffic Safety, which is the pass through agency for the National Institute of Traffic and Highway Safety Agency. Now in its seventh year, this award will provide reimbursable funding for the salaries and fringe benefits for three Deputy City Attorney positions from October 1, 2018 through September 30, 2019. These attorneys will aggressively prosecute driving under the influence offenders (both alcohol and drugs) within the City of Los Angeles as part of the "Alcohol and Drug Impaired Driving Vertical Prosecution Program."

Impaired driving is a significant public safety issue. During FY 2017-18, the Los Angeles City Attorney's Office reviewed 8,572 driving while impaired referrals and filed 8,102 cases. Of these, 765 cases filed involved driving under the influence of drugs (DUID), which is an increase from 670 cases the prior year.

To meet the increase in DUID cases and broaden DUID vertical prosecution enforcement across the city, grant resources will support one new DCA I position. Because the grant provides full cost recovery there is no general fund impact.

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The vertical prosecutors' duties and responsibilities will include working in conjunction with the Los Angeles Police Department on DUID cases, increasing apprehension of defendants in bench warrant status, securing stronger sentencing penalties, training of local prosecutors and law enforcement personnel regarding emerging trends related to impaired driving, and raising critical awareness regarding the link between impaired driving and increased traffic fatality/injury rates. New data collection protocols will be implemented to help inform enforcement strategies and protocols. The grant award will also provide reimbursable funding for travel expenses for the three prosecutors to attend trainings and traffic safety conferences.

It is anticipated that grant funding will continue beyond FY 2018-19 as a result of grantee performance and the ongoing need for resources in this area.

Thank you for your consideration to this matter. Should you have any questions or require assistance please contact Michiko Reyes at (213) 978-7020 or Janette Flintoft at (310) 570-0686.

Sincerely,


Leela Kapur
Chief of Staff

cc: Richard Llewellyn, CAO
Sharon Lee, CAO

Recipient Department

This Grant Award is: New Continuation/Renewal Supplemental Suballocation

Grants Coordinator: Janette Flintoft E-Mail: janette.flintoft@lacity.org Phone: 310-570-0686
 Project Manager: Farhad Khadem E-Mail: farhad.khadem@lacity.org Phone: 213-978-2465
 Department/Bureau/Agency: City Attorney Date: 08/21/2018

Grant Information

Name of Grantor: National Highway Traffic Safety Administration Pass Through Agency: CA Office of Traffic Safety
 CA Transportation Agency
 Grant Program Title: Vertical Impaired Driving Unit Notification of Award Date: July, 2018
 California Office of Traffic Safety (OTS): General Grants - FY 2019

Funding Source (Public / State)	Grant Type: Competitive/Discretionary	Funds Disbursement: Reimbursement	Agency's Grant ID: CFDA#: Other ID#: eCivis ID#: CA1628
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Match Requirement: Yes Amount: \$0.00 %Match 0
 Match Type: N/A Identify Source of Match:

Fiscal Information:	Awarded Funds: \$715,961.00	Match/In-Kind Funds: \$0.00	Additional/Leverage Funds:	Total Project Budget: \$0.00
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Approved Grant Budget Summary

Category	Awarded	Match	Additional	Explanation
Personnel				
DCA II	\$143,638.55	\$0.00		Salary @ 100%
DCA II	\$66,246.10	\$0.00		Fringe
DCA II	\$126,339.20	\$0.00		Salary @ 100%
DCA II	\$58,267.64	\$0.00		Fringe
DCA I	\$120,973.32	\$0.00		Salary @ 100%
DCA I	\$55,792.90	\$0.00		Fringe
Travel				
In state travel	\$4,000.00	\$0.00		Annual OTS conference
Other				
DCA II	\$51,695.51	\$0.00		Indirects
DCA II	\$45,469.48	\$0.00		Indirects
DCA I	\$43,538.30	\$0.00		Indirects
Total	\$715,961.00	\$0.00		

Approved Project

Descriptive Title of Funded Project: Driving Under the Influence of Drugs Vertical Prosecution Program

Performance Period Start/End Dates (Month/Day/Year): Start: 10/01/2018 End: 09/30/2019 Citywide: yes.
 Affected Council District(s): all.
 Affected Congressional District(s):

Purpose: Impaired driving enforcement in the City of Los Angeles.
 Identify Internal Partners (City Dept/Bureau/Agency): LAPD.
 Identify External Partners: Los Angeles County District Attorney's Office; Orange County District Attorney's Office; California Highway Patrol.

Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

Funding to enforce drug impaired driving in the City of Los Angeles

Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

1. Authorize the City Attorney or his designee to APPROVE the accompanying grant award between the City and the Office of Traffic Safety and authorize the City Attorney or his designee to EXECUTE said grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality.
2. Authorize the City Attorney or his designee to ACCEPT the grant award in the amount of \$715,961 for funding the Alcohol and Drug Impaired Driving Prosecution Program for the period of October 1, 2018 through September 30, 2019.
3. Resolve an employment authority in the City Attorney's Office for the period October 1, 2018 to September 30, 2019, for one Deputy City Attorney I (0595) position is approved;
4. AUTHORIZE the Controller to:
 - a. ESTABLISH a receivable in the amount of \$715,961 within Fund 368, Department 12.
 - b. ESTABLISH Appropriation Account 12R231 - Impaired Driving Prosecution within Fund 368, Department 12 in the amount of \$715,961.
 - c. TRANSFER \$270,330 from Fund 368, Department 12, Account 12R231-Impaired Driving Prosecution to Fund 100, Department 12, Account 001010 Salaries General.
 - d. Upon receipt of grant funds, TRANSFER \$321,010 from Fund 368, Department 12, Account 12R231 - Impaired Driving Prosecution to Fund 100, Department 12, to Account Revenue Source #5631 Related Costs Reimbursement - Other.

Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

Because funding provides full cost recovery for three full-time vertical prosecutors there is no general fund impact.

Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

<input checked="" type="checkbox"/> Grant Award Notification and Acceptance	<input type="checkbox"/> Copy of Award Notice
<input type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input checked="" type="checkbox"/> Copy of Grant Agreement (if applicable)
<input type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input checked="" type="checkbox"/> Additional Documents (if applicable)
Department Head Name: _____	Department Head Signature: _____ Date: _____

For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

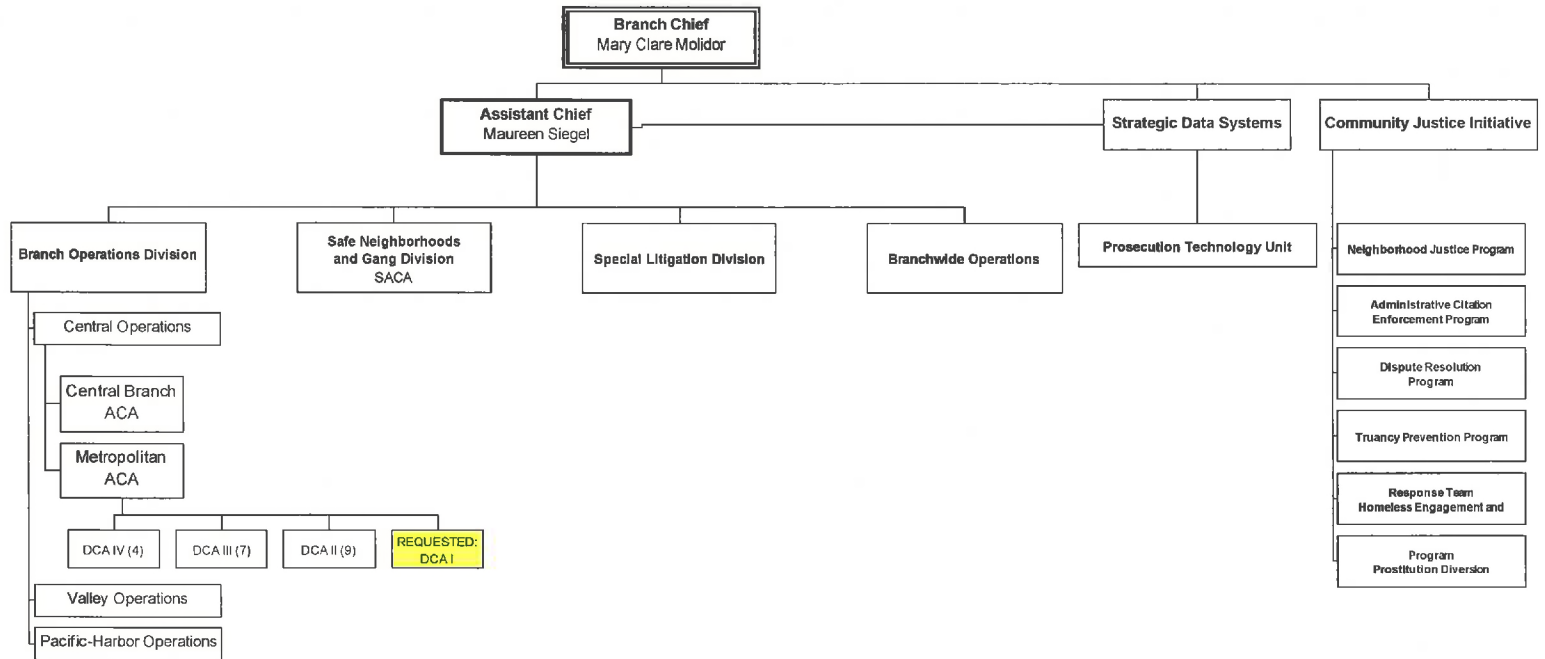
- Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
- Returned to Department (Additional information/documentation has been requested.
- Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature: _____ Date: _____

OFFICE OF THE LOS ANGELES CITY ATTORNEY

Criminal & Special Litigation Branch



POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate
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4. Reason for Preparing Description: DCA I PAR (NEW)	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared: 5/25/2018
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5. Location of office or place of work: Metropolitan Branch, 1945 S. Hill Street, Los Angeles, CA 90007	6. Name of Department: City Attorney
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name: **Rob Frattiane** Title: **Supervisor, Metropolitan Branch**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME

100%

DUTIES

100%
(overall)

The new DCA will perform prosecutorial functions to meet all programmatic aspects of the Office of Traffic Safety vertical prosecution program. This includes full-time vertical DUID enforcement (reviewing case referrals, filing cases, and appearing in court for pre-trial, trial, and post-conviction matters). Additional duties will include training law enforcement and deputy city attorneys, participation in stakeholder meetings, participation in LAPD ride alongs and injury/fatality scene visits, roundtable coordination, statewide DUID Blueprint input and development, and data input/collection.

9. How long have the duties been substantially as described above? *N/A* (new position)

10. List any machinery or equipment operated and any unusual or hazardous working conditions. *N/A*

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). *N/A*

12. Indicate the number of employees supervised by class titles. *N/A*

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____

Date _____

Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described. N/A
15. SUPERVISION RECEIVED: Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed. The new DCA will be a direct report to the Tobacco Enforcement Program supervisor and receive ongoing supervision consistent with the management of the other DCAs in the Tobacco Enforcement Program.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
- (a) Education (include specific matter). Attorney licensed to practice law in California.
- (b) Experience (type and length; list appropriate city classes, if any). Prior experience prosecuting gun-related cases preferred.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job. N/A

Hours per
week

_____ Strength to: _____ Lift _____ Push _____ Pull _____ Average weight _____ Heaviest weight _____ _____ Climbing (stairs, ladders, poles) _____ How far _____ _____ Face severe work conditions _____ Outdoors _____ on/near water _____ _____ Other/explain _____	SPECIAL NEED FOR: _____ Vision, to read fine print/numbers _____ Hearing, for telephones/alarms _____ Balance, for working heights _____ Other/explain _____ _____ _____	EXTENSIVE USE OF: _____ Legs, for walking/standing _____ _____ Hands and fingers _____ _____ Back, for strenuous labor _____ _____ Other/explain _____ _____ _____
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(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

- (a) Policy and Methods: N/A
- (b) Materials or Products: Describe the responsibility for bringing about economies and /or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same. N/A
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies. N/A.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month. Is position bonded? N/A
- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted. The DCA will interface with various law enforcement partners, including, but not limited to, Los Angeles Police Department, Los Angeles County District Attorney's Office, and United States Attorney's Office. In addition, the DCA will work with the community and other stakeholders within the CGIC area as deemed appropriate by the project parameters.
- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. The DCA will track, input and maintain data for program reporting purposes.

Signature of the immediate supervisor _____ Celina Porras

Date _____

Class Title _____

Extension _____

Signature of department head _____

Date _____