

# LOS ANGELES POLICE COMMISSION

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INSPECTOR GENERAL

EXECUTIVE OFFICE  
POLICE ADMINISTRATION BUILDING  
100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE  
(213) 236-1410 FAX  
(213) 236-1440 TDD

January 20, 2015

BPC #15-0008

The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
City Hall, Room 303  
Los Angeles, CA 90012

The Honorable City Council  
City of Los Angeles  
c/o City Clerk's Office

Attention Mandy Morales

Dear Honorable Mayor:

RE: TRANSMITTAL OF THE BUDGET MODIFICATION FOR THE FISCAL YEAR  
2014-2015 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT

At the regular meeting of the Board of Police Commissioners held Tuesday, January 20, 2015, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED

JAN 15 2015

POLICE COMMISSION

REVIEWED

January 16, 2015  
1.17

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

  
RICHARD M. STEFANK  
EXECUTIVE DIRECTOR  
1/15/15  
DATE

SUBJECT: TRANSMITTAL OF THE BUDGET MODIFICATION FOR THE FISCAL YEAR 2014-2015 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant modification for the Fiscal Year (FY) 2014-2015 Selective Traffic Enforcement Program (STEP) from the California Office of Traffic Safety (OTS), pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer (CAO), Chief Legislative Analyst and to the City Clerk for committee and City Council consideration.
3. That the Board REQUEST the Mayor and City Council to:
  - A. AUTHORIZE the Los Angeles Police Department (LAPD) to reprogram funds totaling \$20,000 within the FY 2014-2015 STEP Grant as follows:

<u>Category</u>	<u>Current</u>	<u>Change</u>	<u>New</u>
Personnel Costs	\$3,701,640	-\$20,000	\$3,681,640
Travel Expense	18,040	0	18,040
Contractual Services	0	20,000	20,000
Equipment	0	0	0
Other Direct Costs	30,320	0	30,320
Indirect Costs	0	0	0
<i>Total</i>	<u>\$3,750,000</u>	<u>\$ 0</u>	<u>\$3,750,000</u>

- B. AUTHORIZE the Los Angeles Police Department (LAPD) to utilize City of Los Angeles Professional Services Contract No. C-121496, for the services of Forensic Nursing Specialists, Inc., DBA Forensic Nurse Specialists, Inc. (FNS), during the period of October 1, 2014 through September 30, 2015, for a sum not to exceed \$20,000, for the provision of phlebotomist services;

- C. AUTHORIZE the Controller to increase appropriations as needed from the FY 2014-2015 STEP, account number to be determined, Fund No. 339, Department No. 70, to Fund No. 100, Department No. 70, account number and amount as follows:

Account No. 001092, Overtime Sworn, \$3,521,640  
Account No. 001090, Overtime Civilian, \$160,000; and


- D. AUTHORIZE the LAPD to prepare the Controller's instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE and INSTRUCT the Controller to implement the instructions.

## DISCUSSION

The LAPD requests approval to reprogram funds totaling \$20,000. The funds would be transferred from the Personnel Costs category to the Contractual Services category. The reprogramming of funds will allow the Department to utilize City Attorney Contract No. C-121496 to pay for the provision of phlebotomist services at the DUI checkpoints. In order to accomplish this, the Department requests approval to reduce the Personnel Costs, DUI/DL Checkpoints line item by \$20,000, and increase the Contractual Services category by the same amount. All other budget and program aspects of the 2014-15 STEP Grant remain unchanged.

If you have any questions regarding this matter, please contact Chief Information Officer Maggie Goodrich, Commanding Officer, Information Technology Bureau, at (213) 486-0370.

Respectfully,



CHARLIE BECK  
Chief of Police

BOARD OF  
POLICE COMMISSIONERS  
Approved *January 20, 2015*  
Secretary *Maria Silva*

Attachments

STATE OF CALIFORNIA

EDMUND G. BROWN JR., GOVERNOR

**OFFICE OF TRAFFIC SAFETY**

2208 KAUSEN DRIVE, SUITE 300  
ELK GROVE, CA 95758

[www.ots.ca.gov](http://www.ots.ca.gov)

(916) 509-3030

(800) 735-2929 (TT/TDD-Referral)

(916) 509-3055 (FAX)



December 23, 2014

Grant No. PT1551

Revision No. 1

Philip Fontanetta, Captain  
Emergency Operations Division  
Los Angeles Police Department  
100 West First Street, Room 469  
Los Angeles, CA 90012

Dear Captain Fontanetta:

Your November 6, 2014, request to transfer \$20,000.00 from Personnel Cost to Contractual Services for the Selective Traffic Enforcement Program is approved. The revision allows for a contract with a Phlebotomist for DUI Checkpoints.

Enclosed are the revised and approved grant agreement pages. These documents replace the existing corresponding pages in your grant agreement file.

If you have any questions, please contact Karen Coyle, Regional Coordinator, at (916) 509-3012 or e-mail at [karen.coyle@ots.ca.gov](mailto:karen.coyle@ots.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "David Doucette".

DAVID DOUCETTE  
Assistant Director of Operations  
Southern Division

KC:cc

Enclosures

cc: Charlie Beck  
Fiscal

<b>EFFECTIVE DATE OF AGREEMENT:</b> 10/1/2014		<b>GRANTEE</b> CITY OF LOS ANGELES	<b>GRANT NO.</b> PT1551
<b>Fin Action No.</b> 2	<b>Date:</b> 12/12/2014	<b>10. TYPE OF AGREEMENT</b>	
<b>Revision No.</b> 1	<b>Date:</b> 12/12/2014	Initial	Revision <input checked="" type="checkbox"/> Cont.
		PAID MEDIA	PROGRAM INCOME
		TASK NO.	F.F.Y.
		2	2015



**9. Action Taken**

Transfer of funds from Personnel Costs to Contractual Services. Total program funds remain unchanged.

<b>11. FUNDING DISPOSITION &amp; STATUS</b>	
Fiscal Year	Amount
2014-15	3,750,000.00
Total	3,750,000.00
Obligated This Action	0.00
Previously Obligated	3,750,000.00
Total Amount Obligated	3,750,000.00
Amount Suspended	0.00
<b>TOTAL FUNDS PROGRAMMED</b>	<b>3,750,000.00</b>

<b>FUNDING DETAIL</b>				
FUND	CFDA	ITEM/APPROPRIATION	FY	AMOUNT
402PT	20.600	0521-0890-101 (25/14)	2014	\$ 563,520.00
164AL	20.608	0521-0890-101 (25/14)	2014	\$ 3,186,480.00

<b>12. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING:</b>				9/30/2015
COST CATEGORY	2014-15 GRANT PERIOD	PRIOR GRANT	2014-15 TOTAL GRANT	TOTAL GRANT BUDGET ESTIMATE
Personnel Costs	(20,000.00)	3,701,640.00	3,681,640.00	3,681,640.00
B. Travel Expenses	0.00	18,040.00	18,040.00	18,040.00
C. Contractual Services	20,000.00	0.00	20,000.00	20,000.00
D. Equipment	0.00	0.00	0.00	0.00
E. Other Direct Costs	0.00	30,320.00	30,320.00	30,320.00
F. Indirect Costs	0.00	0.00	0.00	0.00
<b>TOTAL FEDERAL FUNDS</b>	<b>0.00</b>	<b>3,750,000.00</b>	<b>3,750,000.00</b>	<b>3,750,000.00</b>

<b>13. GRANT APPROVAL &amp; AUTHORIZATION TO EXPEND OBLIGATED FUNDS</b>	
<p><b>A. APPROVAL RECOMMENDED BY</b></p> <p><b>NAME:</b> KAREN COYLE  <b>TITLE:</b> Regional Coordinator  <b>PHONE:</b> (916) 509-3012  <b>E-MAIL:</b> karen.coyle@ots.ca.gov                  Office of Traffic Safety                  2208 Kausen Drive, Suite 300                  Elk Grove, CA 95758</p> <p>Signature <u></u></p>	<p><b>B. AGREEMENT &amp; FUNDING AUTHORIZED BY</b></p> <p><b>NAME:</b> DAVID DOUCETTE  <b>TITLE:</b> Assistant Director of Operations                  Office of Traffic Safety                  2208 Kausen Drive, Suite 300                  Elk Grove, CA 95758</p> <p>Signature <u></u></p>

**SCHEDULE B**  
**DETAILED BUDGET ESTIMATE**  
**GRANT NO. PT1551**

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PT	20.600	STATE AND COMMUNITY HIGHWAY SAFETY	\$ 563,520.00
164AL	20.608	MINIMUM PENALTIES FOR REPEAT OFFENDERS FOR DRIVING WHILE INTOXICATED	\$ 3,186,480.00

COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	CFDA	FY-1 10/1/14 thru 9/30/15		
<b>A. PERSONNEL COSTS</b>				
Positions and Salaries				
<b>Overtime</b>				
DUI/DL Checkpoints	20.608	\$ 2,181,600.00		\$2,181,600.00
DUI Saturations	20.608	\$ 732,000.00		\$ 732,000.00
Court Stings	20.608	\$ 222,560.00		\$ 222,560.00
Traffic Enforcement Operations	20.600	\$ 89,880.00		\$ 89,880.00
Distracted Driving Operations	20.600	\$ 111,280.00		\$ 111,280.00
Motorcycle Safety Enforcement Operations	20.600	\$ 48,800.00		\$ 48,800.00
Night-time Click It or Ticket Operations	20.600	\$ 34,240.00		\$ 34,240.00
Traffic Safety Educational Presentations	20.600	\$ 7,520.00		\$ 7,520.00
Bicycle and Pedestrian Operations	20.600	\$ 222,560.00		\$ 222,560.00
Street Racing and Modified Vehicle Training	20.600	\$ 31,200.00		\$ 31,200.00
Category Sub-Total		\$ 3,681,640.00		\$3,681,640.00
<b>B. TRAVEL EXPENSE</b>				
In-State	20.600	\$ 10,040.00		\$ 10,040.00
Out-of-State	20.600	\$ 8,000.00		\$ 8,000.00
Category Sub-Total		\$ 18,040.00		\$ 18,040.00
<b>C. CONTRACTUAL SERVICES</b>				
Phlebotomist	20.608	\$ 20,000.00		\$ 20,000.00
Category Sub-Total		\$ 20,000.00		\$ 20,000.00
<b>D. EQUIPMENT</b>				
None				
<b>E. OTHER DIRECT COSTS</b>				
DUI Checkpoint Supplies	20.608	\$ 6,320.00		\$ 6,320.00
PAS Device/Calibration Supplies	20.608	\$ 24,000.00		\$ 24,000.00
Category Sub-Total		\$ 30,320.00		\$ 30,320.00
<b>F. INDIRECT COSTS</b>				
None				
<b>GRANT TOTAL</b>		<b>\$ 3,750,000.00</b>		<b>\$3,750,000.00</b>

SCHEDULE B-1

GRANT NO. PT1551

**BUDGET NARRATIVE**

Page 1

**PERSONNEL COSTS**

**Overtime**

Overtime for grant funded law enforcement operations may be conducted by personnel such as a Lieutenant, Sergeant, Corporal, Deputy, Officer, Community Services Officer, Dispatcher, etc., depending on the titles used by the agency and the grantees overtime policy. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Costs are estimated based on an overtime hourly rate range of \$35.00/hour to \$110.00/hour.

No benefits will be paid in this grant.

**TRAVEL EXPENSE**

**In State**

Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the DUID Seminar. *All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

**Out-Of-State**

Appropriate staff may attend Lifesavers (Chicago, IL) and GHSA annual meeting (Nashville, TN) in support of the grant goals and objectives. *All out-of-state travel not specifically identified in the Schedule B-1 (Budget Narrative) must receive written approval from the OTS Director. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

**CONTRACTUAL SERVICES**

**Phlebotomist:** To draw and collect blood samples from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law. (Contracted at \$50 per hour x 400 hours – no benefits)

**EQUIPMENT**

None

**OTHER DIRECT COSTS**

**DUI Checkpoint Supplies** - on-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS device supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. *Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.*

**SCHEDULE B  
DETAILED BUDGET ESTIMATE  
GRANT NO. PT1551**

**Sub-Budget: Phlebotomist**

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL	20.608	MINIMUM PENALTIES FOR REPEAT OFFENDERS FOR DRIVING WHILE INTOXICATED	\$ 20,000.00

COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	CFDA	FY-1 10/1/14 thru 9/30/15		
<b>A. PERSONNEL COSTS</b>				
Positions and Salaries				
<u>Part-Time</u>				
Phlebotomist				
\$50 x 400 hours	20.608	\$ 20,000.00		\$ 20,000.00
Category Sub-Total		\$ 20,000.00		\$ 20,000.00
<b>B. TRAVEL EXPENSE</b>				
None				
Category Sub-Total				
<b>C. CONTRACTUAL SERVICES</b>				
None				
<b>D. EQUIPMENT</b>				
None				
<b>E. OTHER DIRECT COSTS</b>				
None				
<b>F. INDIRECT COSTS</b>				
None				
<b>GRANT TOTAL</b>				



**SCHEDULE B-1**

**GRANT NO. PT1551**

**SUB BUDGET: PHLEBOTOMIST**

**BUDGET NARRATIVE**

Page 1

**PERSONNEL COSTS**

**Part-Time**

**Phlebotomist:** To draw and collect blood samples from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law. (Contracted at \$50 per hour x 400 hours – no benefits)

**TRAVEL EXPENSE**

None

**CONTRACTUAL SERVICES**

None

**EQUIPMENT**

None

**OTHER DIRECT COSTS**

None

**INDIRECT COSTS**

None

**PROGRAM INCOME**

There will be no program income generated from this grant.

SCHEDULE B-1

GRANT NO. PT1551

**BUDGET NARRATIVE**

Page 2

**24 PAS Device/Calibration Supplies** - preliminary alcohol screening devices to detect the presence of alcohol in a person's breath and calibration supplies to ensure accuracy. Costs may include mouth pieces, gas and accessories.

**INDIRECT COSTS**

None

**PROGRAM INCOME**

There will be no program income generated from this grant.

# LOS ANGELES POLICE DEPARTMENT

**CHARLIE BECK**  
Chief of Police



**ERIC GARCETTI**  
Mayor

P. O. Box 30158  
Los Angeles, California 90030  
Telephone: (213) 486-0380  
TDD: (877) 275-5273  
Ref #: 1.17

December 10, 2014

The Honorable Michael N. Feuer  
City Attorney  
200 North Main Street, Room 800  
City Hall East  
Los Angeles, California 90012

Attn: Janette Flintoft, Deputy City Attorney

Dear City Attorney Feuer,

The Los Angeles Police Department (LAPD) requests authorization to use Forensic Nursing Specialists, Inc., DBA Forensic Nurse Specialists, Inc. (FNS) Contract Number C-121496, that is administered by the City Attorney's Office in order to pay phlebotomist invoices for services provided at driving under the influence (DUI) checkpoints Citywide.

This authorization will allow the LAPD to encumber funds using Department 70, Fund 339, Appropriations Account to be determined pending City Council and Mayor approvals. Sufficient funds are available to pay FNS invoices.

The Office of the City Attorney will be responsible for requesting in writing the Office of the City Controller to set up authority for LAPD, Department 70, to utilize the professional services contract.

If you have any questions or require additional information about this request, please contact Senior Management Analyst Stella Larracas, Grants Section, at (213) 486-0393.

Very truly yours,

**CHARLIE BECK**  
Chief of Police

A handwritten signature in black ink, appearing to be "C. Beck", written over a horizontal line.

MAGGIE GOODRICH, Chief Information Officer  
Commanding Officer  
Information Technology Bureau

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[www.LAPDOnline.org](http://www.LAPDOnline.org)  
[www.joinLAPD.com](http://www.joinLAPD.com)



**MICHAEL N. FEUER**  
CITY ATTORNEY

December 22, 2014

Los Angeles Police Department  
Maggie Goodrich, Chief Information Officer  
Information Technology Bureau  
P.O. Box 30158  
Los Angeles, California 90030

Dear Commanding Officer Goodrich,

In response to your letter dated December 10, 2014, I hereby grant permission to the Los Angeles Police Department to use authorization under professional services Contract # C-121496 between the Los Angeles City Attorney's Office and Forensic Nursing Specialists (FNS) to continue phlebotomy services at sobriety checkpoints during FY 2014-15.

The Office of the City Attorney will provide written request to the Office of the City Controller to establish authority for LAPD, Department 70, to utilize Contact # C-121496.

Any phlebotomy expenses incurred under Contract # C-121496 from October 1, 2014 through September 30, 2016 will be paid for in full through Department 70, Fund 339, Appropriations Account by the LAPD.

Sincerely,

  
Leela Kapur  
Chief of Staff

cc: Mitchi Reyes  
Janette Flintoft