



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Submitted on:  
(COB Stamp)

Department Name: Sheriff-Coroner  
Department No.: 032  
Agenda Date: June 3, 2025  
Placement: Administrative Agenda  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Director: Sheriff Bill Brown  
Contact Info: Lieutenant Frank Vasquez (805) 681-4133  
**SUBJECT:** Accept \$20,000 Grant for Traffic Records Improvement Project from the California Office of Traffic Safety/National Highway Traffic Safety Administration

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** CEO Budget

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Sheriff or his designee to execute a grant agreement with the State of California Office of Traffic Safety (OTS) for the Traffic Records Improvement Project (TRIP) for the period from October 1, 2024 through September 30, 2025 in the amount of \$20,000; and
- b) Approve Budget Journal Entry (BJE) #0010215 to establish appropriations of \$20,000 in Sheriff's Office General Fund for Services and Supplies (\$20,000) funded by Unanticipated Revenue from Intergovernmental Revenue – Federal; and
- c) Determine that the proposed action does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to 145 CCR 15378(b)(4), in that it is a government fiscal or funding activity that will not result in direct or indirect changes in the environment.

**Summary Text:**

This item is before your Board to authorize the Sheriff's Office to execute a grant agreement with OTS for funding to support traffic safety activities. This grant provides the Sheriff's Office with the ability to purchase software to conduct analytic review of traffic collision reports and complete tow forms electronically, both of which are compatible with the software already in use by the Sheriff's Office for collisions and citations.

**Background:**

Since 2002, the Sheriff's Office has been utilizing grants provided through OTS, through funding from the National Highway Traffic Safety Administration (NHTSA), for various traffic enforcement activities throughout the county.

The Sheriff's Office currently completes traffic collision reports using software (Crossroads) purchased and implemented through a previous grant. Analytic reviews of the collisions are conducted after data is manually input into a separate system. The purchase and implementation of the analytic software compatible with Crossroads will allow all analytic reviews to be conducted without additional data entry.

The Sheriff's Office also completes paper forms in the field whenever vehicles are towed. Through the use of Crossroads, the Sheriff's Office would be able to complete and submit this tow form electronically, improving productivity, reducing completion errors, reducing paper and reducing extra data entry by personnel.

This grant will allow the Sheriff's Office the ability to conduct analytic review of the traffic collision submitted electronically without having to rely on manual input into a separate database. We would also be able to complete tow forms electronically through this same system. Through this grant, the Sheriff's Office would have the ability to reduce the number of persons killed/injured in traffic collisions by providing increased directed patrol in areas determined to be high-impact areas based on better statistic collection and the ability to streamline tow form processing. These grant objectives would be applied countywide, including the contract cities (Carpinteria, Goleta, Buellton and Solvang) and the unincorporated area of the county.

**Performance Measure:**

Goals of upgrading the current electronic crash reporting solution to include the analytic software and the electronic tow form include reducing the number of persons killed and injured in traffic crashes throughout the county.

**Fiscal and Facilities Impacts:**

Budgeted: No; recommend approval of BJE #0010215 to recognize the grant revenue and appropriations in Services and Supplies (\$20,000) under project code GR0057.

**Fiscal Analysis:**

<b>Funding Source</b>	<b>FY 2024-25</b>	<b>Total</b>
General Fund		
State		
Federal – NHTSA	\$20,000	<b>\$20,000</b>
Fees		
<b>Total</b>	<b>\$20,000</b>	<b>\$20,000</b>

Funding from this grant will be used for the purchase and implementation of program/software for collision report analytics and electronic tow forms. There will be no negative impact on the General Fund as a result of accepting this grant. Any funds remaining at the end of FY 2024-25 will be carried forward into FY 2025-26.

**Special Instructions:**

Please send a copy of the minute order to Hope Vasquez, CFO, Sheriff's Office.

**Attachments:**

**Attachment A** – Grant #TR25016 agreement

**Attachment B** – Budget Journal Entry 0010215

**Authored by:**

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