



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

**Department Name:** Sheriff  
**Department No.:** 032  
**For Agenda Of:** 11/01/2022  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Director(s) Sheriff Bill Brown  
Contact Info: Lieutenant Richard Brittingham (805-681-4133)  
**SUBJECT:** Accept \$86,550 grant for Traffic Records Improvement Project from the California Office of Traffic Safety/National Highway Traffic Safety Association.

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve 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, 2022 through September 30, 2023 in the amount of \$86,550;
- b) Approve Budget Journal Entry 0008570, appropriating \$86,550 in grant revenue and corresponding expenses; and
- c) Determine that the proposed action does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to 14 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 grant provides the Sheriff's Office with the ability to plan/purchase the implementation of a complete traffic collision and reporting system, as well as electronic citation equipment and software.

**Background:**

State and local agencies need timely, accurate, complete, accessible, and uniform traffic records to identify and prioritize traffic safety issues, to choose appropriate safety countermeasures and evaluate their effectiveness. Traffic records improvement grants provide agencies with the ability to plan and initiate the purchase and implementation of traffic crash reporting systems as well as electronic citation equipment and software.

This traffic crash reporting system will enable the Sheriff's Office the ability to:

1. Conduct all data entry once, when the deputy authors a traffic collision report (reduce redundant manual data entry)
2. Author and approve traffic collision reports in a paperless format
3. Send electronic data to the California Highway Patrol to reduce manual data entry on their part
4. Electronically transfer data to the main Record Management System.

The electronic citation equipment will enable the Sheriff's Office the ability to

1. Electronically collect and issue citations in the field;
2. Electronically transfer data to the main Records Management System;
3. Electronically send citation data to the Superior Court;
4. Electronically collect collision data in the field and transfer to the traffic collision reporting system for authoring a report (paperless);
5. Lead towards other abilities to become paperless and reduce redundant data entry.

The Sheriff's Office has been utilizing grants provided through the California Office of Traffic Safety, through funding from the National Highway Traffic Safety Administration, since 2002 for various traffic and DUI enforcement activities throughout the county. These grant objectives would be useful for the entire Sheriff's Office, with specific areas being the contract cities (Carpinteria, Goleta, Buellton and Solvang).

**Performance Measure:**

This grant will allow the Sheriff's Office the ability to electronically collect/send collision reports and traffic citations to other involved agencies. 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 citation writing in the field to allow for a shorter violator contact in the roadway.

**Fiscal and Facilities Impacts:**

Budgeted: No

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Current FY Cost:</b>	<b>Annualized On-Going Cost:</b>	<b>Total One-Time Project Cost:</b>
General Fund			
State			
Federal	\$86,550		\$86,550
Fees			
Other			
Total	\$86,550		\$86,550

Narrative:

This grant has not been budgeted in FY2022-2023. Budget Journal Entry 0008570 recognizes the grant revenue and appropriations in Capital Assets (\$86,550) under Project Code GR0023. The expenditures are for the purchase and implantation of program/software for collision reports and electronic citations. There will be no negative impact on the General Fund as a result of accepting this grant. Any funds remaining at the end of FY2022-23 will be budgeted in the FY2023-24 budget process.

**Special Instructions:**

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

**Attachments:**

Grant #TR23007 agreement  
Budget Journal Entry 0008570

**Authored by:** Senior Deputy Jeff Farmer, Santa Barbara Sheriff's Office