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| <b>MEETING DATE</b> |
| 12-4-23             |
|                     |
|                     |

# CITY OF LAKE CITY

## Report to Council

| COUNCIL AGENDA  |  |
|-----------------|--|
| <b>SECTION</b>  |  |
| <b>ITEM NO.</b> |  |

**SUBJECT: Application for Highway Traffic Safety Funds 2024**  
**Project OP-2024-00294**

**DEPT / OFFICE: Lake City Police Department**

|   |  |                        |
|---|--|------------------------|
| <b>Originator:</b><br>Chief Gerald Butler   |  |                        |
| <b>City Manager</b><br>Dee Johnson, Interim City Manager  | <b>Department Director</b><br>Chief Gerald Butler <i>hoo</i> | <b>Date</b><br>11-9-23 |
| <b>Recommended Action:</b><br>Approve request for the Police Department to apply for a pre-approved Grant from the Florida Department of Transportation Subgrant for Highway Traffic Safety Funds in the amount of \$30,000.00 for Strategic Traffic Enforcement Program (STEP) – <b>Occupant Protection</b> , and then accept and spend those funds. |  |                        |
| <b>Summary Explanation &amp; Background:</b><br>Grant will be used to fund overtime for officers doing enforcement of seat belts usage and child restraints.<br><br>Approximate Cost Breakdown: Overtime Salary and Benefits \$30,000.00<br><br><b>TOTAL GRANT AMOUNT: \$30,000.00</b>  |  |                        |
| <b>Alternatives:</b>  |  |                        |
| <b>Source of Funds:</b><br>Grant  |  |                        |
| <b>Financial Impact:</b><br>None-covered by Grant<br>Grant Amount: \$30,000.00  |  |                        |
| <b>Exhibits Attached:</b><br>Florida Department of Transportation-Grant awarded letter of 9-26-23<br>Highway Safety Funds Concept Paper   |  |                        |

**CITY COUNCIL RESOLUTION NO. 2023-137**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF AN APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING FOR THE ACCEPTANCE OF A PRE-APPROVED GRANT OF HIGHWAY TRAFFIC SAFETY FUNDS IN THE AMOUNT OF \$30,000.00 FOR A STRATEGIC TRAFFIC ENFORCEMENT PROGRAM INCLUDING OCCUPANT PROTECTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”) currently serves a large population of transient drivers as traffic enters the City via several large traffic corridors; and

**WHEREAS**, the Florida Department of Transportation (hereinafter the “FDOT”) funds a subgrant that will allow the City to better provide for the safety of not only those visitors driving through the community, but also those who live and work in the City and must share the roadways with the higher traffic levels; and

**WHEREAS**, the City of Lake City Police Department (hereinafter “LCPD”) has determined a need to fund overtime for officers doing enforcement of seatbelts and child restraints; and

**WHEREAS**, the City is pre-approved for the FDOT subgrant and the LCPD recommends application of the FDOT subgrant; and

**WHEREAS**, the City Council finds it necessary to submit an application for the pre-approved Subgrant for Highway Traffic Safety Funds (hereinafter the “Subgrant”) through the FDOT to facilitate the countermeasures necessary; and

**WHEREAS**, the City Council finds that it is in the best interests of the City and its citizens to authorize the execution of an application for the Subgrant.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this Resolution.

**Section 2.** The City Council directs the Mayor and city administration to sign all necessary certifications of the Subgrant for Highway Traffic Safety Funds.

**Section 3.** The City Council directs the Mayor or the city administration to execute and submit the Subgrant for Highway Traffic Safety Funds application to the Florida Department of Transportation for state approval.

**Section 4.** The City Council authorizes the Mayor or the city administration to submit additional information in a timely manner as may be required by the Florida Department of Transportation application, award agreement, or other State or Federal request related to said application and award agreement.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of December 2023.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Thomas J. Kennon, III,  
City Attorney



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

RECEIVED  
OCT 12 2023  
OFFICE OF THE CHIEF

September 26, 2023

Gerald Butler  
City of Lake City  
225 NW Main Blvd  
Lake City, Florida 32055

RE: FY2024 Highway Traffic Safety Concept Paper Selection - CPG-2024-LakeCity-P-00294

Dear Gerald Butler:

The Florida Department of Transportation (FDOT) State Safety Office is pleased to inform you that the following concept paper has been selected to receive subgrant funding in FY2024 for your traffic safety initiative.

**PLEASE NOTE: THIS IS NOT A NOTICE TO PROCEED WITH ANY ACTIVITIES OR PURCHASES ASSOCIATED WITH THE SELECTED CONCEPT PAPER.** A separate subgrant agreement must be signed and executed by both your agency and the FDOT State Safety Office before any activity or purchases are authorized for reimbursement. Step-by-step instructions for subgrant development are provided later in this letter.

Funding amounts allocated in FY2024 are based upon funding levels awarded to the State of Florida for the federal fiscal year by the National Highway Traffic Safety Administration (NHTSA) and may not be the same as the amount requested in your concept paper and does not mean that everything listed in the concept paper, including any equipment requests, were approved and/or funded.

For FY2024 your agency applied for funding with the following Concept Paper Information:

**Concept Paper Number**  
CPG-2024-LakeCity-P-00294

**Implementing Agency**  
Lake City Police Department

**Project Title:**  
STEP - Occupant Protection

**Amount Requested**  
\$30,000

After a comprehensive review, CPG-2024-LakeCity-P-00294 was funded for FY2024 with the following project number, title, and funding levels below:

**FY2024 Project Number**  
OP-2024-00294

**Implementing Agency**  
Lake City Police Department

**Project Title:**  
STEP - Occupant Protection

**Amount to be Awarded**  
**\$30,000**

Subgrant agreement forms are now accessible in the FDOT Traffic Safety Subgrant Management System and include guidance and program manager notes regarding anything that was unallowable or restricted.

The following video link provides step-by-step instructions for accessing the forms and completing subgrant development and execution within the Subgrant Management System: [“Congratulations, your concept has been selected! Here are the next steps required for subgrant development!”](#)

We look forward to working with you on this project. If you have any questions after reviewing the provided video instructions, please feel free to reach out the FDOT State Safety Office at 850-414-4017 and ask to speak with a Subgrant Program Manager. Additional information can also be found on our website at: <https://www.fdot.gov/Safety/grants/grants-home.shtm>.

Sincerely,



Chris Craig, CPM, FCCM  
Traffic Safety Administrator  
Florida Department of Transportation



*Gerald Butler*  
Chief of Police

LAKE CITY OFFICER  
**POLICE**  
DEPARTMENT



[www.lcflapd.com](http://www.lcflapd.com)



@LCFlaPD



February 22, 2023

Chris Craig, Traffic Safety Administrator  
Florida Department of Transportation Safety Office  
605 Suwannee Street, MS 17  
Tallahassee FL 32399-0450

Dear Mr. Craig:

Attached is a concept paper requesting use of Highway Safety Funds for the Lake City Police Department. I fully support the proposed project and believe a continued partnership between our agencies will greatly improve the safety of our roadways.

The City of Lake City is located at the nexus of Interstate 10 and Interstate 75, as well as US 90, US 41, US 441, and several major State Roads. With the resources of a smaller agency, we are forced to face the issues associated with large amounts of traffic using these roadways. The Highway Safety Funds help supplement our efforts and better equip us in our goal of reducing crash injuries and fatalities.

I would like to thank you in advance for your consideration as we ask that you continue to support our efforts as described in the enclosed concept paper.

Sincerely,

Gerald Butler  
Chief of Police

SENT TO: Sgt Lee  
DATE: 2-23-23  
BY: rd



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## Tuell, Susan

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**From:** Lee, Michael  
**Sent:** Wednesday, February 22, 2023 12:15 AM  
**To:** Butler, Gerald; Miles, Elizabeth  
**Cc:** Tuell, Susan; Register, Garrett  
**Subject:** Traffic Grants / Concept Papers  
**Attachments:** FDOT\_Subgrant\_Agreement\_2022\_occupant.pdf; FDOT\_Subgrant\_Agreement\_2022\_Speed.pdf; FDOT\_Subgrant\_Agreement\_2022\_DUI.pdf; 2024 Supporting Crash Data.xlsx; concept cover letter.docx

I have completed the necessary research to provided updated stats for this year's concept papers.

I forgot that these are now submitted entirely online, so I don't have a "full" paper to send you for approval, it will generate a PDF later in the process.

I have included last year's final submissions to this email for language review, if you feel the general content needs any updating, since when we go to actually submit this year's concept papers I will copy and paste last year's then update the necessary statistics and numbers. Unless you desire otherwise, the "fluff" won't change.

### **General Stats / Updates**

Lake City's Highest Average Daily Traffic Report (2021) > 54,500 (down slightly from 55,000 in 2019)  
Matrix Ranking

2015-2019: 1 (worst in our category)

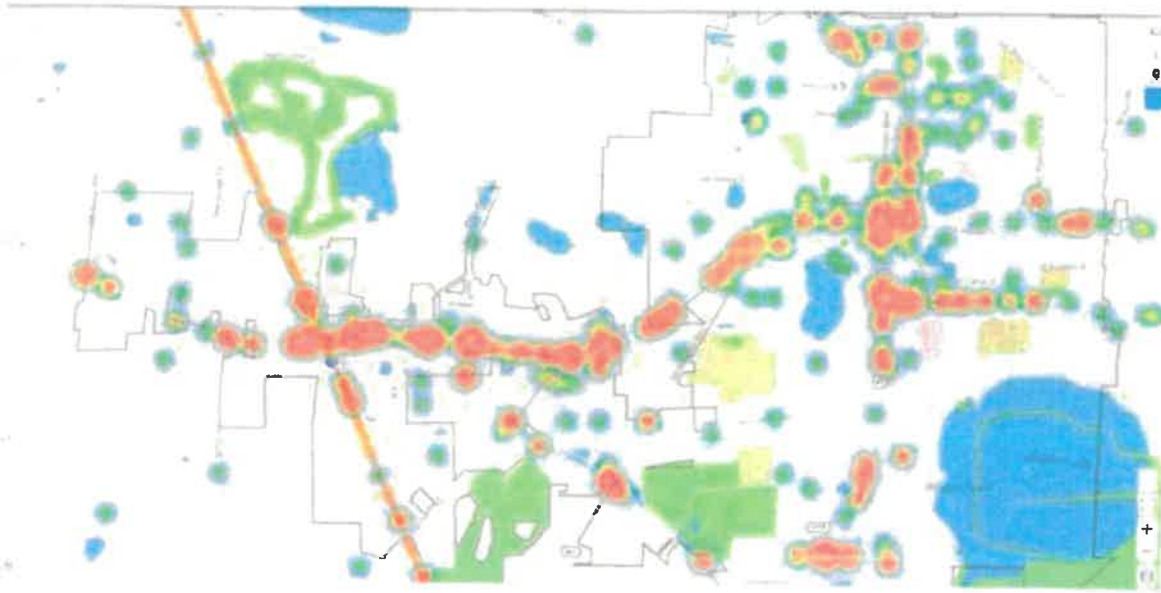
Impaired, Speed & Aggressive, Occupant Protection, Distracted Driving, Teen Driver. Aging Road Users – 3, Motorcycles and Bicycle/Pedestrian – 7.

2017-2021 (newest available data)

Motorcycles – 6, Bicycle / Pedestrian – 9. All other categories, still #1 (worst) in our city group.

Also attached to this email is the spreadsheet containing our crash stats from 2017 on. The "last 3 year average" is what we actually report to FDOT, but I keep a running total now in case I have to refer back to what we used on previous reports.





### Impaired Driving

- For 2022, we requested \$30,000 for enforcement overtime and \$7,000 for training overtime. We received \$30,000 for enforcement overtime. We also requested funding for a vehicle + equipment (this has been requested for several years, it's always been rejected – NHTSA doesn't normally fund vehicles – but we were told "you can always ask, sometimes theres extra funding")
- For 2023, we requested \$37,000 for enforcement overtime (plus the vehicle mentioned above).

For 2024, I suggest requesting \$30,000 for enforcement overtime, plus (based on Chief Miles' recommendation) \$5,000 for DUI Checkpoint Safety Supplies (to include LED Road Flares – such as the kit shown below which has 6 flares each, comes in a case, and are rechargeable)

[https://trafficsafetyzone.com/product/led-safety-flare-6-pc-kit-amber-with-charging-case/?wmc-currency=USD&gclid=EA1aIQobChMIq7Tc96Oo\\_QIVmenICh13Rex-EAQYBCABEgJ0OvD\\_BwE](https://trafficsafetyzone.com/product/led-safety-flare-6-pc-kit-amber-with-charging-case/?wmc-currency=USD&gclid=EA1aIQobChMIq7Tc96Oo_QIVmenICh13Rex-EAQYBCABEgJ0OvD_BwE)

\$5,000 would be enough for us to buy 25 of these kits, plus some additional for purchasing new cones / cone poles / etc for conducting checkpoints.

### Occupant Protection

- For 2022, we requested \$30,000 for enforcement overtime and \$17,000 for a Variable Message Board. We received \$25,000 in overtime and no equipment.
- For 2023 we requested the same.

For 2024, I suggest we request \$30,000 for overtime and removing the request for the message board to simplify it.

### Speed & Aggressive Driving

- For 2022, we requested \$30,000 for enforcement overtime and \$10,000 for speed measurement devices. We received what we requested.
- We requested the same amounts for 2023.

I suggest repeating this request for 2024. We do not need to specify this in the grant, but the last year we received funding we purchased in-car RADARs. The year before that, we used funds to purchase handheld LASERS. We still have



people who are certified but do not have devices. Possibly split the difference this year and get Handheld RADARS (we have 2, but they are both older)

## **Bicycle / Pedestrian**

For 2023 we requested \$15,000 for enforcement overtime. Since we received none of the grants for 2023, it's hard to tell how they felt about this emphasis area for us, but I suggest making the same request for 2024

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Please let me know if there is any other information you want included this year, any other equipment you think we should request, or if you have any other questions.

If my outline above is approved, I will submit the concept papers online. During the online submission process I can print out a combined PDF of the new requests, so we have them for our records, and of course there is still opportunity to make changes before final award later in the year.

Lastly, we have to include a signed "cover letter" – I have attached one to this email as well. If you could please print, sign, and scan this – and I will include it with the submissions.

Thanks

|                                       | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 |
|---------------------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>Total Crashes</b>                  | 1775      | 1330      | 1124      | 1482      | 1249      |
| <b>Total Injuries</b>                 | 551       | 359       | 309       | 382       | 317       |
| <b>Total Fatalities</b>               | 9         | 1         | 4         | 2         | 2         |
| <b>Speed &amp; Aggressive Related</b> | 65        | 44        | 42        | 57        | 32        |
| <b>Serious Injuries</b>               | 13        | 3         | 3         | 2         | 2         |
| <b>Fatalities</b>                     | 2         | 0         | 1         | 1         | 1         |
| <b>Occupant Protection Related</b>    | 80        | 36        | 30        | 80        | 51        |
| <b>Serious Injuries</b>               | 15        | 10        | 4         | 8         | 6         |
| <b>Fatalities</b>                     | 3         | 1         | 0         | 2         | 1         |
| <b>Impaired Driving Related</b>       | 55        | 38        | 21        | 65        | 39        |
| <b>Serious Injuries</b>               | 7         | 8         | 1         | 4         | 3         |
| <b>Fatalities</b>                     | 5         | 0         | 1         | 2         | 0         |
| <b>Distracted Driving Related</b>     | 198       | 144       | 99        | 292       | 230       |
| <b>Serious Injuries</b>               | 24        | 6         | 5         | 13        | 9         |
| <b>Fatalities</b>                     | 1         | 0         | 0         | 2         | 1         |
| <b>Bicycle/Pedestrian Related</b>     | 42        | 32        | 28        | 27        | 26        |
| <b>Serious Injuries</b>               | 8         | 6         | 2         | 5         | 2         |
| <b>Fatalities</b>                     | 6         | 0         | 0         | 0         | 1         |
| <b>Enforcement Data</b>               |           |           |           |           |           |
| <b>All Citations</b>                  | 3431      | 4089      | 3821      | 1390      | 1671      |
| <b>DUI Arrests</b>                    | 33        | 19        | 11        | 5         | 50        |
| <b>Speed</b>                          | 676       | 1229      | 1180      | 480       | 149       |
| <b>Occupant Protection</b>            | 482       | 358       | 184       | 32        | 131       |
| <b>Pedestrian / Bicycle</b>           | 0         | 6         | 2         | 2         | 7         |
| <b>Distracted Driving Contacts</b>    | 4         | 4         | 10        | 2         | 2         |

All data shown  
Oct 1 - Sept 30