



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/17/2023

ITEM NO: 12

DATE: October 5, 2023
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize Revenue and Expenditure Budget Adjustments in the Amount of \$76,700 to Recognize Receipt and Expenditure for State of California Office of Traffic Safety (OTS) Grant Funds

RECOMMENDATION:

Authorize revenue and expenditure budget adjustments in the amount of \$76,700 to recognize receipt and expenditure for State of California Office of Traffic Safety (OTS) grant funds.

REMARKS:

The Police Department has been successful in obtaining a \$76,700 grant from the State of California Office of Traffic Safety (OTS). State and local agencies need timely, accurate, complete, accessible, and uniform traffic records to identify and prioritize traffic safety issues, choose appropriate safety countermeasures, and evaluate their effectiveness. Traffic records improvement grants provide recipients with the ability to plan and initiate traffic records improvement projects, such as the purchase and implementation of traffic crash reporting systems as well as electronic citation equipment and software.

The Los Gatos-Monte Sereno Police Department (LGMSPD) will use the awarded grant funds to purchase the Crossroads Collisions Database Analytics System and E-Citation Ticket Writer System.

Traffic Collision software would allow LGMSPD to obtain summaries of traffic collisions and citations. The software also runs traffic-related queries by cause, type, conditions, locations, location rankings, and injuries.

PREPARED BY: Heather St. John
Administrative Analyst

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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REMARKS (continued):

E-Citation Writer technology would be used to process citation data more effectively in the field by uploading the data through an interface with the Town's current Records Management System (RMS). This results in an automatic data entry, which would streamline the Town's efforts to prepare the records for the judicial proceedings. The improved efficiencies through the data interface using the e-citation software allows Officers to write citations faster and more accurately, with the ability to generate comprehensive reports. The handheld devices are part of the equipment that has been issued and is in use by sworn staff. The additional equipment involved will be purchased through the grant funds to allow the printing of the citation.

FISCAL IMPACT:

With Council approval to receive the Office of Traffic Safety grant funds, a budget adjustment is needed to the General Fund. The budget adjustment recognizes an increase in expenditures in the amount up to \$76,700 that would be offset by grant revenue of an equal amount. The grant will be recorded to Fiscal Year 2023/24.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Draft OTS Grant Agreement