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DEPARTMENT OF
FINANCE

BUDGET DIVISION

CITY OF SACRAMENTO
CALIFORNIA

May 19, 1989
FA:89077:MB:KMF

CITY HALL
ROOM 14
915 I STREET
SACRAMENTO, CA
95814-2696

916-449-5845

Budget and Finance/
Transportation and Community Development Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Agreement to Implement an Adult Safe Ride Service
In Sacramento

SUMMARY

The City of Sacramento has been awarded a grant for \$332,000 from the office of Traffic Safety to sponsor an Adult Safe Ride Service in Sacramento. This report recommends implementation of the Adult Safe Ride Service which is to be administered by the International Good Samaritans (IGS). To accommodate the IGS representatives who are from out of town, this item is scheduled to be considered by the City Council this evening.

BACKGROUND

Originally brought before the Budget and Finance Committee and City Council in February, 1989, this program was met with objections from local taxi cab companies. A provision of the program includes providing rides home to intoxicated individuals who would otherwise drive their own car. The cab companies objected to this particular area of the program and believed it would adversely effect their business.

At the request of Committee Chairperson Joe Serna, Jr., staff met several times with the concerned cab companies and IGS to work toward a solution. Councilmember Lynn Robie assisted in gaining a compromise between IGS and the cab companies. Key areas of the compromise are:

1. The service of the taxi cabs in Sacramento will be used as part of the program. The majority of rides will be provided by the taxi cabs.
2. IGS will be limited to 750 rides annually for training, program visibility and education. After the first year

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of the program, consideration will be taken to reduce that number.

3. Sufficient funds will be raised by IGS to support rides provided by taxi cab companies prior to implementation of the "rides" portion of the program.

Several additions pertaining to the compromise have been made and are included in Article I of the agreement between the City and IGS (See Exhibit I). For informational purposes, the original staff report is also attached (See Exhibit II).

POLICY CONSIDERATIONS

Refer to original staff report.

FINANCIAL DATA

Refer to original staff report.

MBE/WBE IMPACT

Refer to original staff report.

RECOMMENDATION

It is recommended that the Budget and Finance/Transportation and Community Development Committee recommend to the City Council the adoption of the attached resolution authorizing the City Manager to execute an agreement with International Good Samaritans to implement an adult safe ride program in Sacramento.

Respectfully submitted,

Michelle M. Basurto

MICHELLE M. BASURTO
Budget Technician

RECOMMENDATION APPROVED:

Solon Wisham, Jr.

SOLON WISHAM, JR.
Assistant City Manager

Attachments

All Districts
May 30, 1989

CONTACT PERSON: Michelle M. Basurto
Finance Department
449-5845

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF SACRAMENTO
AND INTERNATIONAL GOOD SAMARITANS
IMPLEMENTING A \$332,000 GRANT AND ESTABLISHING AN
ADULT SAFE RIDE SERVICE IN SACRAMENTO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

1. The City Manager is hereby authorized to execute, on behalf of the City of Sacramento, an agreement with International Good Samaritans (IGS) establishing an adult safe ride service in Sacramento.
2. The FY 1988/89 Operating Budget is hereby amended by offsetting the General Fund:

OFFSET

101-110-1130-4101	\$ 1,500
101-110-1140-4101	500
101-110-1130-4715	< 1,500>
101-110-1140-4715	< 500>

3. Any unexpended operating funds shall be carried over to the following fiscal year to offset City costs associated with the administration of the reimbursement of grant funds to IGS.

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

4. The Grant Budget is hereby amended by \$332,000 and will be appropriated as follows:

REVENUE

250-OGR-G381-3511	\$332,000
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EXPENDITURES

250-OGR-G381-4258	\$300,000
250-OGR-G381-4715	32,000

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

AGREEMENT FOR GRANT IMPLEMENTATION SERVICES

DRIVING UNDER THE INFLUENCE PREVENTION/INTERVENTION

This Agreement is made as of and commences on _____, 1989 by and between the CITY OF SACRAMENTO, a municipal corporation (hereinafter known as "CITY") and INTERNATIONAL GOOD SAMARITANS, a California non-profit corporation (hereinafter known as "IGS") and

W I T N E S S E T H:

WHEREAS, the problem of drunk driving has reached critical proportions and must be addressed by all levels of government, and

WITNESSETH; That IGS for and in consideration of the covenants, conditions, agreements, and stipulations of the CITY herein expressed will develop a city wide ADULT SAFE RIDE PROGRAM, as follows:

ARTICLE 1 - Statement of Work:

The California Office of Traffic Safety (OTS) has made grant funds available to the CITY for development and implementation of an ADULT SAFE RIDE PROGRAM by IGS. IGS agrees to develop and implement the program described in the OTS Traffic Safety Project Agreement attached hereto as Exhibit A. All terms and conditions of Exhibit A are hereby incorporated herein by reference.

The following additional conditions are hereby imposed:

1. The services of Sacramento licensed taxi cab companies will be used to provide a majority of the "safe rides" during the contract period.
2. No more than seven hundred fifty (750) "safe rides" per year will be exclusively provided by IGS personnel or volunteers. After the first year of the program the advisory board shall review the number of rides provided by IGS to determine if the level can be reduced. These rides will be utilized for training, education, and program visibility.
3. No grant funds will be used to pay taxi cab companies for their services.
4. Prior to providing "safe rides", IGS must raise sufficient funds to pay for "safe rides" provided by

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Sacramento licensed taxi cabs.

5. City of Sacramento staff will assist IGS in the formation of the program's advisory board.
6. The City of Sacramento will support this program as long as the program is operated as specified in the project agreement between OTS and IGS.

ARTICLE II - Cost Limitations:

CITY agrees to reimburse IGS for actual costs incurred in the implementation and administration of the SAFE RIDE PROGRAM, in accordance with the following limitations:

1. The maximum amount of the reimbursement to IGS shall not exceed \$300,000.00 (three hundred thousand dollars), allocated as follows:
 - a) five (5) month start up period (\$50,000.00 maximum);
 - b) one (1) year program operation (\$150,000.00 maximum);
 - c) second year program operation subject to OTS review of first year results and extension of grant funding (\$100,000.00 maximum).
2. Reimbursement shall be limited to actual costs incurred by IGS and allowable under the funding terms and conditions of the grant.
3. Reimbursement for travel expenses shall not exceed allowable reimbursement under existing CITY travel policy as attached hereto as Exhibit B. All terms and conditions of Exhibit B are hereby incorporated herein by reference.

CITY shall have no obligation to reimburse IGS for any costs incurred unless CITY receives funding for that purpose from OTS.

IGS acknowledges that it has read and understands the funding terms and conditions of the grant, and the CITY'S existing travel policy.

ARTICLE III - Method of Payment:

CITY agrees to advance to IGS an amount equal to the first two months operating budget, not to exceed \$20,000.00 (twenty thousand dollars). Such advance shall be repaid with interest to the City by reducing the expense reimbursement to IGS in the 6th and 7th months of the program. The interest rate applied to the loan will be at 8% which approximates the City's Pool A investment earning rate. In the event IGS is not entitled to expense reimbursement

in the 6th and 7th months of the program which will reimburse City for advance, including interest, IGS shall reimburse City from other funds.

IGS shall, by the 5th day of each month, submit to CITY a claim for reimbursement for actual expenses incurred by the 25th day of the prior month. Such claims for reimbursement shall be completed in accordance with the guidelines set forth in the OTS grant program manual.

Claims received in proper order by the 5th of the month will be processed for payment on or about the 15th of each month. Claims received after the 10th of the month will not be processed until the following month. Reimbursement for claims received by the 5th should be received by IGS prior to the end of the month.

Any amount paid to IGS by CITY that disallowed by OTS shall be reimbursed to CITY upon demand for reimbursement. Any amount in excess of actual and allowable expenses at the end of the grant period which remains in the possession of IGS shall be remitted to CITY within 30 days of the end of the grant period.

ARTICLE IV - Independent Contractor; not Agent:

At all times during the term of this Agreement, IGS shall be an independent contractor and shall not be an employee of the CITY. CITY shall have the right to control IGS only insofar as the results of IGS' services rendered pursuant to this contract; however, City shall not have the right to control the means by which IGS accomplishes services rendered pursuant to this Agreement.

IGS shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. IGS shall have no authority, express or implied, pursuant to this Agreement to bind CITY to any obligation whatsoever.

IGS shall not use the name of the CITY without the prior written approval of the CITY Manager.

ARTICLE V - Reports:

IGS shall furnish to CITY and OTS quarterly interim reports as to the progress of the program, and provide such other reports as may be requested by OTS or CITY. IGS shall prepare a draft final report thirty (30) days prior to termination of the SAFE RIDE PROGRAM and submit it to the CITY for review. After such review, IGS shall incorporate the comments into a final report, and submit one (1) copy of said report to CITY and twelve (12) copies of said report to the OTS not later than sixty (60) days after project completion.

Costs incident to the report preparation or delivery subsequent to termination of the SAFE RIDE PROGRAM are not reimbursable.

ARTICLE VI - Contract Term and Program Time Requirements:

The contract term for this Agreement is twenty-nine months, commencing on the date set forth above.

IGS shall complete the investigative portion of the work within ten (10) months of the commencement date.

IGS shall implement the ADULT SAFE RIDE PROGRAM within one (1) year of the commencement date.

ARTICLE VII - Publication:

- A. IGS shall not be authorized to copyright the final report without written approval from the National Highway Traffic Safety Administrator and the Office of Traffic Safety. IGS shall also be prohibited during the term of the contract from copyrighting any papers, interim reports, forms, or other material which is a part of the work under the contract.
- B. Publication rights to any documents produced are to be reserved to the National Highway Traffic Safety Administrator and the Office of Traffic Safety.
- C. All reports published by IGS shall contain the following statement on the credit sheet: "The opinions, findings, and conclusions expressed in this publication are those of the authors and not necessarily those of the Office of Traffic Safety, the National Highway Traffic Safety Administration or the Federal Highway Administration.
- D. Both written and oral releases are considered to be within the context of publication. However, there is no intention to limit discussion of the study with small technical groups or lectures to employees or students. Lectures to other groups which describe the project but disclose neither data nor results are permissible without advance approval.
- E. All reports shall contain the following credit line: "In cooperation with State of

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California, Business, Transportation and Housing Agency, Office of Traffic Safety, the U.S. Department of Transportation, National Highway Traffic Safety Administration and Federal Highway Administration."

ARTICLE VIII - Project Inspection:

The OTS, the National Highway Traffic Safety Administration, the Federal Highway Administration, and the City of Sacramento may review and inspect the IGS activities at any time during the progress of the program.

ARTICLE IX - Accounting Records:

IGS shall maintain detailed accounting records and complete documentation of all costs incurred in connection with its work on the program during the contract term and for three years thereafter. These records and documentation shall be available for inspection by CITY, OTS, the National Highway Traffic Safety Administration, and the Federal Highway Administration at any reasonable time.

ARTICLE X - Ownership of Data:

All data, maps, photographs, and other material collected or prepared under the contract shall become the joint property of the IGS and the Office of Traffic Safety.

ARTICLE XI - Contract Termination:

This contract may be terminated at any time for breach and the CITY may terminate unilaterally and without cause upon thirty (30) days written notice to the IGS. All work performed pursuant to the contract and prior to the date of termination may be claimed for reimbursement. Upon termination prior to the end of the contract term, IGS shall prepare a final report as required by Article V.

ARTICLE XII - Assignment/Subcontracting:

IGS shall not assign or transfer any interest in this Agreement without the prior written consent of CITY and OTS.

IGS shall not subcontract any portion of the work to be performed without the prior written consent of CITY and OTS.

ARTICLE XIII - Amendment:

It is mutually understood and agreed that no alteration or variation of the terms of this contract, or any subcontract requiring the approval of the CITY and/or the Office of Traffic Safety, shall be valid unless made in writing, signed by the

parties hereto, and approved by all necessary parties.

ARTICLE XIV - Non-Solicitation Clause:

"IGS warrants that they have not employed or retained any company or persons, other than a bona fide employee working solely for the consultant, or paid any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the State shall have the right to annul this contract without liability, or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee."

ARTICLE XV - Equal Opportunity Assurance:

During the performance of this contract, the IGS agrees as follows:

- A. The IGS will not discriminate against any employee or applicant for employment because of race, sex, creed, color, national origin, handicap, age or sexual orientation. The IGS will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, creed, color, national origin, handicap, age or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. IGS agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. IGS will, in all solicitations or advertisements for employees placed by or on behalf of IGS, state that all qualified applicants will receive consideration for employment without regard to race, sex, creed, color, national origin, handicap, age or sexual orientation.
- C. IGS will send to each labor union or representative of workers with which he has a

collective bargaining agreement or contract or understanding, a notice advising the labor union or worker's representative of the IGS commitments under this nondiscrimination clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- D. IGS will permit access to their books, records and accounts by the City of Sacramento, the State, the Federal Highway Administration and/or the National Highway Traffic Safety Administration for purposes of investigation to ascertain compliance with this nondiscrimination clause.
- E. In the event of IGS noncompliance with the nondiscrimination clauses of this contract, this contract may be cancelled, terminated or suspended in whole or in part.

ARTICLE XVI - Indemnification and Insurance:

IGS shall assume the defense of, indemnify, and hold harmless the CITY, its officers, agents and employees from and against all actions, damages, costs, liability, claims, losses and expenses of every type and description, including but not limited to bodily injury or death or property damage, to which any or all of them may be subjected, by reason of, arising from, or resulting from directly or indirectly, the performance of this contract by IGS whether within or without the scope of this contract, excepting those arising from the sole negligence of CITY. The foregoing shall include, but not be limited to, any attorney fees reasonably incurred by CITY.

During the term of this Agreement IGS shall maintain in full force and effect, the following types of insurance:

<u>TYPE</u>	<u>AMOUNT</u>
Comprehensive General Liability including personal injury, bodily injury, property damage & contractual	\$1.0 million per occurrence
Automobile Liability, including owned, hired, and non-owned autos	\$1.0 million per occurrence
Worker's Compensation	Statutory

- A. The CITY, its officials, employees and volunteers shall

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be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the IGS; premises owned, leased or used by IGS; or automobiles owned, leased, hired or borrowed by IGS. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officials, employees or volunteers.

- B. IGS's insurance coverage shall be primary insurance as respects the CITY, its officials, employees and volunteers. Any insurance or self-insurance maintained by the CITY, its officials, employees or volunteers shall be excess of IGS's insurance and shall not contribute with it.
- C. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officials, employees or volunteers.
- D. Coverage shall state that IGS's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurance's liability.

IGS shall provide a Certificate of Insurance, in a form approved by the City Attorney evidencing the existence of the insurance. The certificate shall provide at least thirty (30) days written notice to CITY prior to cancellation or reduction of coverage.

ARTICLE XVII - Notice to Parties:

Notices to parties shall be delivered or mailed, U.S. first-class postage prepaid, addressed as follows:

CITY

Solon Wisham, Jr.
Assistant City Manager
City of Sacramento
915 I Street, Rm. 101
Sacramento, CA 95814

IGS

Thomas Argo
IGS
Box 7007
Stateline, NV 89449

Either party may amend the address for notice by giving notice to the other party.

This is an integrated Agreement. It contains the complete understanding of the parties, and may be amended only by an instrument in writing signed by both parties.

IN WITNESS WHEREOF, the City of Sacramento, a municipal

corporation, has authorized the execution of this Agreement in duplicate by its City Manager and Attestation by its City Clerk, under the authority of Resolution No. _____, adopted by the Council of the City of Sacramento on the _____ day of _____, 19____, and IGS has caused this Agreement to be executed.

CITY OF SACRAMENTO,
A Municipal Corporation

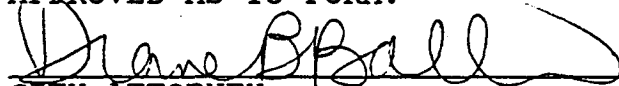
INTERNATIONAL GOOD SAMARITANS,
A California non-profit
corporation

BY: _____
WALTER J. SLIPE
City Manager

BY: _____
THOMAS ARGO
Executive Director

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

~~2/11~~
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EXHIBIT A

(OTS Traffic Safety Project Agreement)



State of California
Business, Transportation & Housing Agency
OFFICE OF TRAFFIC SAFETY

TRAFFIC SAFETY PROJECT AGREEMENT

OTS USE ONLY

PROJECT NUMBER _____
PSP NO. _____
REVISION NUMBER _____
DATE _____

PROJECT BUDGET ESTIMATE

Fiscal Yr.	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

PAGE 1 (To be Completed by Applicant Agency)

1. PROJECT TITLE

INTERNATIONAL GOOD SAMARITANS, CITY OF SACRAMENTO
ADULT SAFE RIDE SERVICE

2. NAME OF APPLICANT AGENCY

CITY OF SACRAMENTO

3. AGENCY UNIT TO HANDLE PROJECT

CITY OF SACRAMENTO

4. PROJECT PERIOD

Month - Day - Year

From: 07 - 01-88

To : 06 - 30 - 91

5. PROJECT DESCRIPTION (Summarize the proposed project plan covering the objectives, method of procedure, evaluation and end product in approximately 100 words)

The City of Sacramento shall act as host agency for International Good Samaritans to develop an adult safe ride program. IGS, in cooperation with the City of Sacramento, will initiate a comprehensive adult safe-ride alternative which will provide teams of drivers to transport unlicensed drivers, their passengers and their vehicles to a place of safety throughout the city and its surrounding residential areas. Included in the program will be the development of an implementation manual and community awareness program. The project evaluation will include how well the objectives were met and compare the Sacramento program to a test city not receiving a safe-ride program.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED \$ 332,000

7. ACCEPTANCE OF CONDITIONS - The provisions on the reverse side hereof constitute a part of this agreement

A. PROJECT DIRECTOR

Name: Solon Wisham, Jr. Phone: 916/
Address: 915 I Street 449-5704
Sacramento, CA 95814

Signature

Title

Assistant City Manager

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

Name: Walter J. Slipe Phone: 916
Address: 915 I Street 449-5704
Sacramento, CA 95814

Signature

Title

City Manager

C. FISCAL OR ACCOUNTING OFFICIAL

Name: Betty A. Masuoka
Title: Finance Director

Phone: _____

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

Name: Betty A. Masuoka
Address: 915 I Street
Sacramento, CA 95814

ATTACHMENTS

Project Description	Schedule A
Adm. Support & Contribution	Schedule A-1
Detailed Budget Estimate	Schedule B
Budget Narrative	Schedule B-1

Initial Evaluation Data Form	Schedule C
Certification, California	
Traffic Safety Program (OTS-33)	



State of California
Business, Transportation & Housing Agency
OFFICE OF TRAFFIC SAFETY

TRAFFIC SAFETY PROJECT AGREEMENT

OTS USE ONLY

PROJECT NUMBER _____

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PROJECT BUDGET ESTIMATE

Fiscal Yr. _____

Amount _____

\$ _____

\$ _____

\$ _____

\$ _____

Total

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B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

Name: Solon Wisham, Jr. Phone: 916/
Address: 915 I Street 449-5704
Sacramento, CA 95814

Name: Walter J. Slipe Phone: 916
Address: 915 I Street 449-5704
Sacramento, CA 95814

Signature

Solon Wisham Jr.

Signature

Walter J. Slipe

Title

Assistant City Manager

Title

City Manager

C. FISCAL OR ACCOUNTING OFFICIAL

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

Name: Betty A. Masuoka

Name: Betty A. Masuoka

Title: Finance Director

Address: 915 I Street

Sacramento, CA 95814

Phone:

ATTACHMENTS

Project Description

Schedule A

Adm. Support & Contribution

Schedule A-1

Detailed Budget Estimate

Schedule B

Budget Narrative

Schedule B-1

Initial Evaluation Data Form Schedule C
Certification, California
Traffic Safety Program (OTS-33)

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BACKGROUND

A. General Characteristics

Sacramento County has a population of approximately 889,806 (California Department of Finance, 1985), and is the seventh most populated county in California. It covers 995 square miles of which 250 square miles is urban in nature. The remaining nonurbanized 745 square miles includes approximately 250 square miles of Delta Islands.

The county is located in the southern portion of the Sacramento Valley. Its climate is of the Mediterranean and subtropical types, and characterized by hot, dry summers, and cool, moist winters. Heavy winter fog, known as "tule" fog, is experienced in Sacramento County, especially along the waterways. The annual rainfall in Sacramento County varies from thirteen to twenty-five inches depending on location in the county. Most rainfall occurs between October and May (98 percent). Snowfall is rare in Sacramento and melts quickly.

B. Streets and Highways

The county contains 3,650 miles of roadway, including city roadways (1,217); unincorporated state highways (159); and county roadways (4,274). (California Highway Patrol 1982 annual report).

Four major freeway systems connect the city; Interstate 80 and U.S. 50 running east/west, and interstate 5 and U.S. 99 running north/south, the City of Sacramento has more than 1,000 miles of city streets.

C. Existing Systems

The existing transportation systems operating within the Sacramento County area consist of a new "light rail" public transportation system consisting of 26 units. This system working in conjunction with the older regional transit districts metro that includes all buses is projected to transport approximately 15 million passengers per year. Many private taxi companies also operate throughout the city. None of these systems offer the opportunity for

individuals to get their cars transported to their home or to a place of safety. The only organized safe-ride program available has been free taxi services, offered during the Christmas holiday season. No on-going safe-ride services exist nor is there any guarantee that holiday services will continue.

D. Operating Departments

The City of Sacramento, through the City Manager's office, will serve as the prime contractor with the California Office of Traffic Safety to administer funds for a Good Samaritan Adult Safe Ride Program to extend throughout the City of Sacramento and surrounding residential areas.

Statement of the Problems

Currently, it is estimated that there are ten million problem drinkers (including alcoholic people) in the United States, and each of them directly affects the lives of many others - family members, co-workers, employers, friends, innocent bystanders - so that literally tens of millions of Americans face some form of negative consequences due to alcohol misuse.

The following estimates are based on national rates of problem drinkers (including alcoholics) and may be conservative, as alcoholism is one of the major health and social problems of our community.

Estimated Number of Persons with Alcohol Problems
Sacramento County - 1986

10% of all adult males	=	44,368
3% of all adult females	=	13,854
19% of all 14-17 year olds	=	<u>11,000</u>
TOTAL	=	<u>69,222</u>

Source: Third Special Report to the U.S. Congress on Alcohol and Health, DHEW, 1978

1986 estimated census of population - Sacramento, State Department of Finance - January 1, 1986

A May, 1985 Louis Harris poll showed that the public's number one health and safety priority now is the avoidance of driving after drinking. Significantly, only two years ago, a gallop poll showed that 80 percent of American drivers would not hesitate to drive after drinking.

Kent Milton of the California Highway Patrol states "in 1982 and 1983, organizations such as Mothers Against Drunk Driving were continually in the news, demanding and getting new laws. Fines and potential jail terms were increased. Jail became mandatory for repeat offenders and judges were given less discretion in sentencing.

In response, casualties dropped meaningfully for the first time in years, with deaths at a low of 2,386 in 1983. Since 1984, however, fatalities have been creeping up again, especially in fast growing counties such as Sacramento."

"We've got to find a better way to keep people from getting into a lethal machine in an impaired condition," said Clyde Blackmon, a Sacramento attorney who handles felony drunken driver cases. "Punishment hasn't done it. Tougher laws haven't done it."

Drunken Driving Toll
Deaths, Injuries in Accidents Involving Alcohol

<u>Deaths</u>			<u>Injuries</u>	
<u>California</u>	<u>Sacramento County</u>		<u>California</u>	<u>Sacramento County</u>
1986	2,543	105	69,876	2,602
1985	2,412	85	66,667	2,339
1984	2,607	89	67,835	2,246
1983	2,386	71	66,909	2,479
1982	2,422	75	65,726	2,391
1981	2,754	88	73,204	2,576

IGS believes people who continue to drink and drive, in spite of warnings, do so for basically three reasons:

1. They spend all their money and can't afford the taxi fare home at the end of the evening;

2. They need their car the next morning or fear it will be vandalized, stolen, or towed away if left behind;
3. They use poor judgment concerning their ability to handle their alcohol intake and to safely operate their vehicle.

Alcohol consumption is the largest single factor contributing to fatal accidents. Drivers who drink are involved in over 50% of all traffic accidents in the United States each year. The National Safety Council estimates the average cost of a fatal accident at \$268,727.00 and each personal injury accident at \$4,724.00.

Drinking is not illegal. When used with responsibility, drinking does not present a problem, i.e., weddings, social celebrations, and religious ceremonies. However, in today's society, the use of alcohol and other drugs to deal with stress has become very prevalent. The reality is that we have abusers of these substances who put others and themselves at risk, creating serious problems on our nation's highways and on our community streets.

People who drink need a responsible alternative that fits THEIR needs. A service which meets the needs of both social and habitual drinkers who find themselves at times overextended has long been overdue. For these reasons, we wish to provide an alternative that everyone can live with. Our program allows those who drink to take responsibility for themselves when they recognize their need for assistance.

Attempts to Solve the Problem

In Sacramento in 1984, 12,825 arrests were made for "drink driving." The majority of these arrests (12,529) were misdemeanor violations of Section 23152 of the California Vehicle Code. Under this section, a violation occurs when a person drives a vehicle on any highway under the influence of liquor or the combined influence of liquor and drugs. The remaining 296 arrests were for felony violations of Section 23153 of the same code. Under Section 23153, a violation occurs when a person driving under the influence of liquor and/or liquor and drugs causes death or bodily injury to another person.

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PROJECT DESCRIPTION

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The number of felony and misdemeanor arrests for driving under the influence have increased annually in Sacramento County, as shown in the following table. Arrests for misdemeanor driving under the influence violations (23,152) account for the largest number of arrests in Sacramento County for any one type of offense in the year 1984.

Adult & Juvenile, Driving Under the Influence Arrests
Sacramento County, 1977 - 1984

Arrest Code	1984	1983	1982	1981	1980	1979	1978	1977
23153	296	303	253	285	250	207	206	171
23152	12,529	12,816	11,200	10,284	11,284	10,295	11,076	10,283
Totals:	12,825	13,121	11,453	10,784	11,534	10,702	11,282	10,454

Source: California Department of Justice, Division of Law
Enforcement, Bureau of Criminal Statistics

Sacramento County has contracted with the Sacramento Safety Council and the Mexican-American Alcoholism Program to conduct multiple-offender drinking driver programs as defined and operated in accordance with State legislation and regulation (aka SB-38 Program). Sacramento County's Municipal Court has elected not to implement the State of California authorized First Offender Driving Under the Influence (DUI) alcohol treatment education program due to expressed doubts about the effectiveness of the concept. MADD (Mothers Against Drunk Drivers), advocating strong legal penalties against offenders, was founded in Sacramento County.

Statistics from a survey by Pacific Institute for Research and Evaluation of Walnut Creek show that over sixty percent of drivers stopped for a DUI knew they were "somewhat intoxicated" yet they were still driving. Much education as to the dangers of drunk driving have raised the general public awareness in the past five years and new drunk driver laws have resulted in both increased severity of penalties and number of arrests made.

Much attention has been focused on the youth of Sacramento through the very successful Friday Night Live Program. This program deals with not only positive education but also a positive alternative for the drinking driver by providing a safe ride home. Free taxi service is also available during certain holiday periods.

Since February 1985, in South Lake Tahoe, California, and Stateline, Nevada, a positive alternative in the form of an adult safe-ride program has had a dramatic and positive impact on the drunk driving problems of that high elevation community of 30,000 people. For the first time in over twenty years there has been a "definite reduction" in drunk driving incidents according to Chief Dean Shelton, South Lake Tahoe Police Department.

In two and one-half years, teams of volunteer drivers have driven home over 11,000 drinking drivers and their cars without an accident or an adverse incident.

Many previous solutions proposed for the problem of drinking and driving have been of a negative nature. IGS's slogan, "When You Drink, Let Us Drive You and Your Car Home" embodies a service that is viable, responsible, and most importantly, it is a positive solution for drinking drivers. It is felt that if more individuals had this service available to them, the possibility of injury to themselves or others, or the risk of a DUI, would be greatly reduced.

The City of Sacramento, through the City Manager's Office, will serve as the prime contractor with the California Office of Traffic Safety to administer funds to the International Good Samaritans so that they can continue to develop programs that will allow a Good Samaritan adult safe-ride program to be started in the City of Sacramento.

Project Objectives

The primary goal of this project is to contract with IGS, the only adult safe-ride program available, to develop a comprehensive community program that is high energy and volunteer oriented in its approach. Implementation includes the following goals:

1. IGS recognizes that the foundation for any safe ride alternative is in preventing drivers from consuming too much alcohol and then trying to drive their vehicles. 1/5/85

- will provide education for servers of alcohol in ways to prevent intoxication in their customers and how to deal with customers who might have gotten intoxicated somewhere else. IGS will also train all our drivers in ways to recognize intoxication in others and how to actively intervene when they see someone too intoxicated to drive, while they (the drivers) are out cruising.
2. IGS staff members will also introduce and maintain awareness signage in all support bars. This signage will warn of the consequences and dangers of drinking and driving, and will point out responsibility alternatives such as: 1) Drinking at a responsible rate, 2) having a designated driver for your group, 3) calling a taxi or using a bus, 4) and if you have a car and must have it at home with you, or need it for work the next day, calling Good Samaritans. Signage will be changed regularly and will help bar owners insure that they are preventing someone who needs a ride from being unaware of the availability of IGS services.
 3. IGS will continually work with the media to produce awareness messages that point out the availability of all safe ride alternatives and the dangers of driving after drinking.
 4. A manual that explains how to start up a Good Samaritans Safe Ride Service Club will be developed for distribution throughout California by November 1989. The staff of the International Good Samaritans will be responsible for its development and will meet with and provide technical assistance to a minimum of ten cities.
 5. A training and motivational awareness film of approximately thirty minutes in length will be produced by September 1989 which will be made available to schools, PTA, service clubs, churches, and other concerned groups across California.
 6. At the heart of any safe ride program is the need for improved awareness in safe driving practices. IGS staff members working with insurance companies, police officers, and other professional driving school instructors will develop and initiate, by December 1989, a safe driving school that all IGS drivers must attend and pass.

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9. A local advisory board for the IGS program consisting of least twenty community members will be created by December 1989.
 10. A minimum of 6000 safe rides will be provided during the two year grant period, ending June 31, 1991. The number of safe rides given will be limited only by the number of volunteer drivers and vehicles we can acquire during the start up period. /
 11. Motivational and awareness orientations will be given by IGS staff and volunteers to at least 100 churches, service clubs and civic groups before June 1990, in order to invite input and secure volunteers for all aspects of the Good Samaritan organization.
 12. As IGS gets started in Sacramento, we must by necessity, start in a few select zones providing start-up service to only 10-20 bars. As manpower and vehicles become available we intend to subscribe the support and provide service to at least 100 bars and restaurants in the Sacramento area by June 1991.

The monetary support from the bars subscribing to full IGS service will become one of the budgetary foundations for the continued existence and independence from federal subsidy. Depending on the number of rides given from these support bars, the annual expected donation will be approximately \$1000 per bar.

13. Samaritan Express Gold Card Membership will also become a source of program income that will be vital toward ongoing financial self-sufficiency. The safe-ride club membership is also unique to the IGS program as it allows concerned and safety conscience members of the community to become a part of this program, insuring unlimited free rides for themselves, their families, and other people they observe who might need a safe ride. Membership also includes participation in our safe driving class, club members will qualify for good driver auto insurance discounts from participating insurance companies. These specially trained club members will also be expected to drive at least five shifts per year, thereby insuring concerned drivers for the Good Samaritan Safe Ride Club. Only members with acceptable driving records

PROJECT DESCRIPTION

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can participate as IGS drivers. All other club members will be expected to volunteer equal number of hours in office or clerical duties to retain membership.

Driver and volunteer incentive programs will be initiated with the expected outcome to be over 4000 club members being trained and infiltrated back into the community by June 1990. These club members are expected to actively intervene whenever drinking and driving situations are observed. The goal of all IGS members being to raise awareness as to the responsible alternatives that are available and to help change the public attitude that it is not ok to drink and drive in Sacramento.

Method of Procedure

The IGS adult safe-ride program as a comprehensive community project is divided into three major areas:

1. Education as to dangers of drinking and driving and the need for responsible alternatives for the general public. Server training with emphasis on how to recognize, prevent and deal with an intoxicated patron using responsible service practices.
2. Development of safe driving schools and other guidelines for volunteers so they can actively intervene in drunk driver situations.
3. Initiation of adult safe-ride service.

The project is divided in five phases, as follows:

Phase I: Contracting and Pre-testing, October 1988 - February 1989.

The City of Sacramento will contract with International Good Samaritans to develop and initiate adult safe-ride program. Integrated Research Services of Eugene, Oregon have agreed to conduct pre-service surveys and active on-going evaluation as safe-ride program develops.

Phase II: Recruit Advisory Board of at least 20 Sacramento Business People to give direction for Sacramento expansion, February 1989 - December 1989.

- A. Develop safe-ride start-up manual for any sized city.
- B. Produce training films to demonstrate service in action.
- C. Develop safe driver school and training curriculum.
- D. Actively seek out additional funding sources in Sacramento.
- E. Initiate research into problem areas confronting expansion into Sacramento.

PROJECT DESCRIPTION

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Phase III: February 1989 - July 1989

- A. Recruitment of volunteers and staff through community presentations. Training of staff and drivers to begin.
- B. Acquire vehicles, office equipment and space through corporate sponsorships, donations or loans from city.

Phase IV: Safe-Ride Service will be implemented, July 1989.

Phase V: February 1989 throughout the project. Initiation of community education and awareness Program as to the availability of Good Samaritans Safe-Ride service through Public Media Advertisements and signage placed in support bars and liquor selling establishments.

Phase VI: Data gathering and analysis: final report. IGS is working in cooperation with Integrated Research Services of Eugene, Oregon, to evaluate the effectiveness of an adult safe-ride service for Sacramento. Testing and evaluation of drinking attitudes and DUI statistics will be conducted before, during, and after the implementation of IGS' safe-ride service in Sacramento (see attached Plan, "Drinking and Driving Prevention: A Controlled Investigation in Two Major California Cities.")

Method of Evaluation

New areas of drinking and driving statistics will be gathered and evaluated using log sheets and trained driver observation. Distance traveled from bar to home, level of intoxication, and age and sex of people asking for a ride, are just part of the statistics gathered for a large city before and will be carefully evaluated and shared with other government safety programs to develop guidelines for safe ride programs for any size city.

The impact of this safe ride alternative and awareness program will be carefully monitored through the police records, and an overall impact evaluation will be conducted by Integrated Research Corporation of Eugene, Oregon at no cost to the program.

Using information gathered by Integrated Research Services of Eugene, Oregon, and reports from the CHP concerning DUI statistics for Sacramento area taken throughout the project period, the impact on the Sacramento area will be evaluated.

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The Good Samaritan Safe-Ride Project Director will also evaluate how well the project objectives were accomplished. The following questions will be addressed:

1. Was a local Advisory Board created?
2. Was a start-up Manual and Training Films developed by November 1989?
3. Were at least 365 nights of safe rides, providing a minimum of 6,000 safe rides home, given by June 1991?
4. Were 100 motivational orientations given by June 1990?
5. Was a safe driver school developed and conducted by December 1989?
6. Were at least 100 support bars subscribing to full IGS service by June 1991?
7. Was a marketing campaign and PSA message developed and implemented through television, radio and newspaper media?
8. Were 500,000 community members made aware of the responsibility and dangers of driving under the influence primarily through PSA's and posted signage in support establishments?
9. Was assistance rendered by IGS in reaching the teenage population and their parents in conjunction with the Friday Night Live Program regarding general public awareness of drinking and driving?
10. Were at least 4,000 "Samaritan Express" membership cards issued to the Sacramento Community for joining the IGS SAFETY CLUB?

Statement of Intent

It is anticipated that the Good Samaritan safe-ride program will become largely self-supporting through corporate sponsorship and support bar donations so that the program will continue uninterrupted in the City of Sacramento and other communities throughout California.

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ADMINISTRATIVE SUPPORT STATEMENT - Explain what type of priority this project has in your jurisdiction.

The City of Sacramento does not currently offer any drug and alcohol abuse services, but is willing to serve as the local government sponsor of the Safe Ride Program. Assuming the success of the South Lake Tahoe model in Sacramento, we envision the program operating free of government involvement at the conclusion of the grant period. The City of Sacramento enthusiastically supports this effort to reduce the number of deaths and injuries caused by persons driving under the influence of alcohol.

AGENCY CONTRIBUTION - Explain what services or funds are being contributed by your agency in support of this project.

International Good Samaritans' contributions toward the operational costs for the Sacramento Save-Ride Service from private and corporate donations will exceed \$290,000. This money will be raised from the following sources at these approximate percentages:

- | | |
|--|-----|
| a) Special Community Fund-raising events | 20% |
| b) Bar and Restaurant Support | 25% |
| c) Private and Membership Contributions | 15% |
| d) Corporate Contributions | 40% |

Based on our experience in South Lake Tahoe, we anticipate that the twenty automobiles required will be donated by local Dealers, Manufacturers and/or other agencies.

Program income generated as a result of this project will be utilized to further the objectives of the project. The estimate for program income is \$72,500 (Bar and Restaurant Support - item "b" above - 290,000 x 25%).

SCHEDULE B
DETAILED BUDGET ESTIMATE

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COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1	FY-2	FY-3	FY-4	
	7/1/88 - 9/30/88	10/1/88 - 9/30/89	10/1/89 - 9/30/90	10/1/90 - 6/30/91	
A. PERSONNEL COSTS					
<u>Positions and Salaries</u>					
Employee Benefits &					
Total Personnel Costs	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
B. TRAVEL EXPENSE					
Total Travel Expense	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
C. CONTRACTUAL SERVICES					
International Good Samaritans (See Attached Detail)	\$ -0-	\$ 87,500	\$ 137,500	\$ 75,000	\$ 300,000

SCHEDULE B
DETAILED BUDGET ESTIMATE

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COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1	FY-2	FY-3	FY-4	
D. NON-EXPENDABLE PROPERTY	7/1/88 - 9/30/88	10/1/88 9/30/89	10/1/89 9/30/90	10/1/90 6/30/91	
Total Non-Expendable Property	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
E. OTHER DIRECT COSTS					
Total Other Direct Costs	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
F. INDIRECT COSTS					
City of Sacramento 10% Maximum	\$ 2,000	\$ 8,750	\$ 23,750	\$ 7,500	\$ 32,000
Total Indirect Costs	\$ 2,000	\$ 8,750	\$ 23,750	\$ 7,500	\$ 32,000

TOTAL BUDGET ESTIMATE

INTERNATIONAL GOOD SAMARITANS
SACRAMENTO PROGRAM - DETAILED BUDGET ESTIMATE

REVISED: 1/1/89

Cost Category	FY 2/1/89 - 6/30/89 SACRAMENTO		FY 7/1/89 - 9/30/89 SACRAMENTO		FY 10/1/89 - 6/30/90 SACRAMENTO		TOTAL - SEVENTEEN MONTH SUMMARY	
	Total	OTS Portion	Total	OTS Portion	Total	OTS Portion	Total	OTS Portion
PERSONNEL COSTS								
Director 50%	10,000	7,000	6,000	4,200	18,000	12,600	34,000	23,800
Director 100%	12,500	12,500	7,500	7,500	22,500	22,500	42,500	42,500
Wages	9,000	4,000	10,800	6,600	32,400	19,800	52,200	30,400
Benefits 15%	4,745	3,225	3,645	2,745	10,935	8,235	19,325	14,205
Roll Taxes (WC, FICA, UI @ 17%)	5,055	3,655	4,131	3,111	12,393	9,333	21,579	16,099
TOTAL	41,300	30,380	32,076	24,156	96,228	72,468	169,604	127,004
TRAVEL EXPENSES								
State	1,000	1,000	3,000	1,000	9,000	3,000	13,000	5,000
Out-of-State	5,000	2,000	500	0	1,000	0	6,500	2,000
TOTAL	6,000	3,000	3,500	1,000	10,000	3,000	19,500	7,000
CONTRACTUAL SERVICES								
Contract Manual Preparation	2,500	375	0	0	0	0	2,500	375
Accounting and Legal	2,000	2,000	1,125	1,125	3,375	3,375	6,500	6,500
Audio Production	21,000	7,000	7,000	0	14,000	0	42,000	7,000
TOTAL	25,500	9,375	8,125	1,125	17,375	3,375	51,000	13,875
NON-EXPENDABLE PROPERTY								
Phones	0	0	3,500	0	4,500	0	8,000	0
Office furniture, equip.	900	0	400	0	200	0	1,500	0
Computer	3,500	0	0	0	0	0	3,500	0
TOTAL	4,400	0	3,900	0	4,700	0	13,000	0
OTHER DIRECT COSTS								
Auto. Office/Garage Rent	2,500	1,000	3,000	1,000	9,000	3,000	14,500	5,000
Auto. Utilities	850	450	900	300	1,750	600	3,500	1,350
Telephone/Answering Svc/Pagers	2,000	500	3,000	1,000	9,000	1,000	14,000	2,500
Postage Expense	2,950	950	4,500	0	11,500	0	18,950	950
Printing Expense	4,300	2,300	300	0	5,300	0	9,900	2,300
Insurance	4,000	0	9,000	3,000	30,000	9,000	43,000	12,000
Stage	450	450	6,000	0	2,400	0	8,850	450
Advertising	3,000	595	5,000	0	7,200	0	15,200	595
Automobile Gas, Maint., Repairs	1,750	1,000	10,500	5,919	41,500	20,057	53,750	26,976
Sec.	2,200	0	1,500	0	3,646	0	7,346	0
Tickets	2,000	0	0	0	0	0	2,000	0
TOTAL	26,000	7,245	43,700	11,219	121,296	33,657	190,996	52,121
TOTAL ALL CATEGORIES	103,200	50,000	91,301	37,500	249,599	112,500	444,100	200,000

SCHEDULE B-1

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The City of Sacramento requires a total of \$ 332,000 to implement the Adult Safe Ride Program. The funds will be used for Contractural Services and Indirect Costs as follows:

CONTRACTURAL SERVICES \$ 300,000 :

A contract will be implemented with the International Good Samaritans (IGS) to perform the services of this agreement. A detailed budget to be incorporated into the agreement between the City of Sacramento and IGS is attached as information. Budget expenditures are as follows:

Personnel Costs

Personnel costs for this project will include:

- o Executive Director - Half Time
- o Sacramento Director - Full Time
- o Staff Wages - Various staff will be employed for running the office. In addition, stipends will be provided for drivers.
- o Payroll Taxes as neccessary.

Travel Expenses

Project related travel and per diem expenses will be allowed for enhancement or expansion of the program. Such travel may include participation in conferences and sharing the program with other cities. Out-of-State travel requires advanced written approval from the Office of Traffic Safety. Travel reimbursement will be in accordance with established State per diem rates.

Contractural Services

Various services will be provided through contractural services. included will be:

- o Manual Preparation
- o Accounting and Leagal Services
- o Video Production

Non-Expendable Property

Non-Expendable property purchased for this program will be through private donations.

SCHEDULE B-1

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Other Direct Costs

Reimbursement for expenditures directly related to the project will be:

- o Rent
- o Utilities
- o Telephone
- o Office supplies
- o Printing
- o Insurance
- o Postage
- o Promotional Expenses (Not to include paid advertising space or air time)
- o Automobile Gas, Maintenance, Repairs

Items identified during the project period which are not included above may be reimbursed with prior approval of OTS.

INDIRECT COSTS \$ 32,000

An Indirect Cost reimbursement not to exceed 10% of the contractors actual expenditures will be provided to the City of Sacramento for administration of the project.

Reimbursement will be based on the actual administrative processing costs provided by the City.

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CERTIFICATION

CALIFORNIA TRAFFIC SAFETY PROGRAM

EQUAL OPPORTUNITY ASSURANCE

Pursuant to the requirements of Title VI provisions of the Civil Rights Act of 1964, the certifying applicant acting through its chief administrative officer, desiring to avail itself of the benefits of Chapter 1, Title 23, United States Code, and as a condition to obtaining the approval of the Secretary of Transportation and Governor of California of any highway safety projects as provided for in Title 23, United States Code, Section 105(a), hereby gives its assurance that all provisions of Equal Opportunity Assurance with regard to the Highway Safety Program will be complied with fully.

MINORITY BUSINESS ENTERPRISE

- (1) "Policy. It is the policy of the Office of Traffic Safety and the certifying applicant that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR Part 23 apply to this agreement."
- (2) "MBE Obligation. The certifying applicant or its contractor agrees to ensure that minority business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard the certifying applicant and all contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. The certifying applicant and its contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts."

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EXHIBIT B
(City Travel Policy)

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EXHIBIT B
(City Travel Policy)

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CITY OF SACRAMENTO

FINANCIAL POLICY INSTRUCTION

Topic: Travel Request Procedure and Expense Reimbursement Process FPI Number 13
Pages: 1-8
From: Department of Finance Effective Date: 7-1-88
To: All FPI Manual Holders Last Revision: 4-1-88
Approved: Betty Masuoka
Betty Masuoka
Director of Finance

SUMMARY OF CONTENTS

		<u>Page</u>	<u>Last Revision</u>
13.1	Purpose and Scope	2	4-1-88
13.2	Policy	2-4	4-1-88
13.3	Procedure/Form Process	4-6	4-1-88
13.4	Appendices	7-8	4-1-88

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Travel Request Procedure and Expense Reimbursement Process

13.1 Purpose and Scope

- 13.1.1 To establish the policy, procedures and guidelines for officials and employees of the City of Sacramento on official business or representing the City and applies to expenses incurred both inside and outside the City of Sacramento.
- 13.1.2 Examples of travel and expense reimbursement covered by this instruction are as follows:
- A. Department approved attendance at conferences, conventions, hearings, schools, seminars, symposia, or other meetings regardless of the distance traveled to the location of the event;
 - B. To interview persons, inspect facilities or institutions, conduct surveys, exchange professional information, or otherwise travel for the administrative benefit of the City;
 - C. To transport equipment to and from distant points for repair, modification, etc.;
 - D. Transporting prisoners; and
 - E. Other such activities requiring expenditures for travel and/or subsistence as are clearly necessary for the best interests of the City.

13.2 Policy

- 13.2.1 It is the policy of the City that no employee shall sustain personal financial loss for reasonable and necessary costs as a result of representing the City of Sacramento, within the guidelines set forth in the following expense reimbursement process.
- 13.2.2 The following expense and subsistence allowances have been established by Resolution 88-600.
- A. The Mayor and City Council members are authorized to claim the actual cost of lodging for a standard single room rate supported by an itemized receipt, \$35 per diem for meals including tip, and incidental expenses

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Travel Request Procedure and Expense Reimbursement Process

when traveling in lieu of vouchered claims for actual cost of meals in lieu of per diem. They may receive full reimbursement to cover actual costs when an itemized voucher for the actual meals including tip individually exceeding \$10.00 and incidental expenses individually exceeding \$5.00 is submitted to the Department of Finance.

- B. All other City employees and officials are authorized the actual cost of standard single room rate lodging, a per diem maximum of \$35 for meals including tip, and incidental expenses when traveling within California when conducting official City business. The per diem maximum for meals in the City of San Francisco only is \$45 including tip. An itemized voucher claim must be submitted to the Department of Finance to claim reimbursement.
- C. All other City employees and officials are authorized the actual cost of standard single room rate lodging, and a per diem maximum of \$35 for meals including tip, and incidental expenses when traveling outside California when conducting official City business. If the anticipated meal expenses exceeds the \$35 per diem maximum, a waiver must be approved in advance by the Director of Finance. In these cases, the Director of Finance shall establish the per diem maximum based upon an established per location schedule. An itemized voucher claim must be submitted to the Department of Finance to claim reimbursement.

- 13.2.3 The City will not reimburse any expense associated with travel without prior departmental approval.
- 13.2.4 Except for the Mayor and City Council members who are authorized to claim actual lodging costs plus \$35 per diem for meals, including tip and incidental expenses in lieu of vouchered claims (Ref 13.2.2A above), meal claims exceeding \$10.00 and all other claims (lodging, transportation, registration) individually exceeding \$5.00 must be supported by a receipt and a copy of the conference program. Travel Expense Reimbursement Requests exceeding the maximum exemption not supported by receipts and program will be returned without payment to the employee's department for written justification by the Department Director to support the claimed expenses and to indicate why receipts supporting the claimed expenditures are not available.
- 13.2.5 The City will only reimburse its designated travel service agent for commercial transportation costs (i.e., air fares, train fares).

Travel Request Procedure and Expense Reimbursement Process

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- 13.2.6 The City will reimburse for private vehicle mileage at the rate of \$.28 per mile. Employees who receive automobile allowances must deduct 25 miles from the total miles traveled. However, the City's maximum mileage reimbursement will not exceed the lowest commercial travel cost available seven days prior to the date travel status begins.
- 13.2.7 The City will not reimburse an employee for the following expenses:
- A. Spouse's transportation, lodging and meals;
 - B. Meals included in the program covered by the registration fee;
 - C. Claims submitted for reimbursement more than ten (10) working days following the employee's return from the approved trip.
 - D. Non essential program activities such as sports tournaments, social activities, tours, etc.
- 13.2.8 For travel that is reimbursed by an agency other than the City of Sacramento, a Travel Request Form must be completed and processed in advance for the protection of the employee.
- 13.2.9 The City Manager's approval for travel is only required for travel requests not budgeted or outside the State of California. Department directors have the authority to approve budgeted in-state travel requests.
- 13.2.10 Employees who fail to return travel advances received in excess of claimed expenses under the auspices of 13.3.1G below may be subject to disciplinary action.
- 13.2.11 Every department/division will designate a travel coordinator to carry out this Financial Policy Instruction.

13.3 Procedure/Form Process

- 13.3.1 The preparation and completion process for the Travel Request Form 22 (revised 5/88) is as follows:
- A. Provide account number (fund, agency, organization, job number if applicable and object code) and complete items numbered 1 through 13 (see Appendix 13.4.1);
 - B. Forward completed Travel Request Form for approval to Department Director (for budgeted in-state travel) City Manager for unbudgeted and/or out-of-state travel (i.e., items #14 and #15 signature).

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Travel Request Procedure and Expense Reimbursement Process

- C. Upon approval of Travel Request, the Department/Division travel coordinator will contact Accounting to be assigned a Travel Request Number. Department/Division travel coordinator will write number in box at top of Travel Request form, along with fund, agency, organization, and job number (if any) to charge. Under the authorization of the Travel Request Number followed by the organization number to charge, department will make arrangements with the City's authorized travel agent for commercial transportation and lodging. Commercial travel must be booked through the City's travel agent. Conference sponsored lodging does not need to be arranged through the travel agent. Other commercial lodging must be arranged through the travel agent. The department will provide the travel agent with Travel Request Number followed by the organization number to charge, employee's name, destination, departure and return date/times, etc. Travel agent will forward all tickets and confirmations to a designated drop off location.
- D. Upon completion of booking travel, transportation, and lodging arrangements, the designee will remove Copy 2 of Travel Request for department files and forward Copies 1, 3, and 4 to the Accounting Division with completed Payment Vouchers for travel advance and other prepayments requested.
- E. Accounting will date and log in the approved Travel Request form. Accounting will prepare checks for travel advance and prepayments requested. Along with Copies 3 and 4 of Travel Request, travel advances and prepayments to accompany employee will be either held for employee or travel coordinator to pick up at Accounting Division or forwarded to the Department/Division travel coordinator, depending on time available. Accounting will mail other prepayments directly to payees for registration fees, etc. Copy 1 of the Travel Request will be filed in Accounting.
- F. The originating Department/Division travel coordinator will advise the employee that the approved Travel Request Form (Copies 3 and 4), commercial transportation tickets, lodging confirmation, and any requested travel advance are available.
- G. Within ten (10) working days following return from approved trip, the employee will complete item 16 and 17 on Travel Request Form (Copies 3 and 4) and attach required receipts for meals, lodging, taxi, etc., copy of conference program, if applicable, any travel

Travel Request Procedure and Expense Reimbursement Process

advance in excess of claimed expenses in the form of a check or money order payable to the City of Sacramento, and return Copies 3 and 4 to the Department Director for approval. (See Appendix 13.4.2)

- H. The Department Director reviews travel reimbursement claims to assure reasonableness and that required support documentation is provided, completes item #18 on Travel Request, and forwards copies 3 and 4 of

Travel Request with attachments to the Accounting Division. Accounting reconciles the Travel Request and returns closed Travel Request Copy 4 to the Department with check, if applicable, for any travel expense reimbursement.

- I. For reimbursement of expenses incurred for one (1) day trips, etc., where there are no claims for commercial travel, lodging or prepayments, reimbursement may be claimed as follows:

1. For reimbursements of less than \$50, use the Petty Cash process, or
2. For reimbursements in excess of \$50, use a Payment Voucher Form (FV 31505).

NOTE: Again, claims must be supported by receipts.

13.4 Appendices

- 13.4.1 Travel Request - Form 22, Copy 1
- 13.4.2 Travel Request - Form 22, Copy 3



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FORM 22 (7/88)

TRAVEL REQUEST — CITY OF SACRAMENTO

TRAVEL REQUEST NUMBER:		ACCOUNT NUMBER TO CHARGE	FUND	AGENCY	ORGANIZATION	JOB NUMBER (IF ANY)	DATE:				
1 NAME, POSITION TITLE & PHONE # OF EMPLOYEE:			2 NAME OF ORGANIZATION:								
			3 IS TRAVEL ADVANCE REQUESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES AMOUNT \$								
			4 PREPAYMENTS REQUESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES (ITEMIZE HERE AND ATTACH SUPPORT)								
			REGISTRATION OBJ 4272	LODGING OBJ 4283	OTHER EXPENSE OBJ 4282/4287	TRANSPORTATION OBJ 4281	TOTAL				
5 DESTINATIONS:			\$	\$	\$	\$	\$				
6 PURPOSE OF TRIP:											
7 NAME AND PHONE # OF TRAVEL COORDINATOR:											
8 IF TRIP WAS NOT BUDGETED, INDICATE HOW IT WILL BE FINANCED:											
9 MODE OF TRAVEL: AIR <input type="checkbox"/> RAIL <input type="checkbox"/> BUS <input type="checkbox"/> PRIVATE CAR <input type="checkbox"/> MILEAGE REIMBURSEMENT <input type="checkbox"/>											
10 COST ESTIMATE	NO. OF MEALS	B	L	D	NO. OF NIGHTS LODGING	ESTIMATED COSTS \$	MEALS \$	LODGING \$	OTHER EXPENSE \$	TRANSPORTATION \$	TOTAL \$
11 ESTIMATED DEPARTURE		ESTIMATED RETURN		12 OTHER EMPLOYEES TRAVELING UNDER THIS REQUEST:							
MONTH-DAY-YEAR		MONTH-DAY-YEAR									
13 I HEREBY SUBMIT THIS REQUEST				14 I HEREBY APPROVE THIS REQUEST				15 FOR USE OF CITY MANAGER			
SIGNATURE OF EMPLOYEE				DEPARTMENT HEAD				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
BY:				BY:				CITY MANAGER DATE			

TRAVEL POLICY GUIDELINES

The following City Travel Policy Guidelines are provided for informational purposes. You should refer to Finance Policy Instruction No.13 for comprehensive details regarding allowable expenses, procedures, etc.

When you travel:

- The trip must be properly authorized.
- Transportation must be arranged by the City Travel Agent.
- Only an equivalent of a standard, single room rate for lodging will be reimbursed per employee.
- Expenditure claims must be submitted with the required documentation.
- Reimbursement claims must be filed within ten (10) days after the trip ends.
- Advances in excess of authorized expenses must be repaid to the City within ten (10) days after the trip ends.
- The City will not reimburse an employee for the following expenses:
 - A. Spouse's transportation, lodging or meals;
 - B. Meals included in the program covered by the registration fee;
 - C. Claims submitted for reimbursement more than ten (10) working days following the last day of each travel;
 - D. Non essential program activities such as sports tournaments, social activities, tour, etc.

Please remember that you are representing the City of Sacramento and present yourself accordingly.
Enjoy your trip and best wishes.

Walter J. Slips
WALTER J. SLIPS
City Manager



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DEPARTMENT OF
FINANCE

BUDGET DIVISION

CITY OF SACRAMENTO
CALIFORNIA

January 25, 1989

CITY HALL
ROOM 14
915 I STREET
SACRAMENTO, CA
95814-2696

916-449-5845

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: AGREEMENT TO IMPLEMENT AN ADULT SAFE RIDE
SERVICE IN SACRAMENTO

SUMMARY

In February, 1988, the City Council approved submittal of a grant application to the State Office of Traffic Safety which would implement an adult safe ride program. The program would be modeled after a similar program in South Lake Tahoe, California and be administered by the International Good Samaritans under contract with the City.

RECOMMENDATION

It is requested that the Budget and Finance Committee review the attached report and recommend to the City Council the adoption of the attached resolution authorizing the City Manager to execute the attached grant agreement in the amount of \$332,000 to implement an adult safe ride program in Sacramento.


RECOMMENDATION APPROVED:


JACK R. CRIST
Deputy City Manager

Respectfully submitted,



Michelle M. Basurto
Budget Technician


Ric Elkins
Accountant/Auditor

Attachments

ALL DISTRICTS
February 7, 1989



DEPARTMENT OF
FINANCE

BUDGET DIVISION

CITY OF SACRAMENTO
CALIFORNIA

January 25, 1989

CITY HALL
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915 I STREET
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City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: AGREEMENT TO IMPLEMENT AN ADULT SAFE RIDE
SERVICE IN SACRAMENTO

SUMMARY

In February, 1988, the City Council approved the submittal of a grant application to the State Office of Traffic Safety (OTS) which would implement an adult safe ride program. The program would be modeled after a similar program in South Lake Tahoe, California and be administered by the International Good Samaritans (IGS) under contract with the City.

The grant has been awarded to the City of Sacramento and now it is requested that the City be allowed to implement the program and execute an agreement between the City of Sacramento and the IGS.

The original date for program implementation was to have been July 1, 1988 but due to a delay at the Federal Review level, OTS approval for project implementation has just now been received, therefore, this item was heard by the Budget and Finance Committee this afternoon.

BACKGROUND

On February 16, 1988, the City Council adopted Resolution 88-135 authorizing the City Manager to submit a grant application to OTS to implement an Adult Safe Ride Program in Sacramento. The program, administered by IGS, would:

- o offer free rides home to persons who consider their ability to drive impaired due to alcohol consumption;
- o provide a driver to return the person's vehicle home, and;

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- o promote public awareness of the dangers of driving under the influence of alcohol.

Since February 1985 the IGS adult safe ride program has serviced South Lake Tahoe. The IGS Safe-Ride Service provides teams of volunteer drivers who respond to requests for free rides home from intoxicated persons who have driven a vehicle to the site of their alcohol consumption. One team member drives the impaired person home in the impaired person's vehicle while a second member follows in a program owned vehicle. Persons who are intoxicated but do not have access to a vehicle are not serviced by the IGS service unless they are the passenger of a now intoxicated driver.

POLICY CONSIDERATIONS

Since federal highway safety funds must be awarded to a unit of local government, OTS approached the City of Sacramento to serve as the recipient agency for the grant to replicate the Safe-Ride program in Sacramento. The State, interested in testing the transferability of the South Lake Tahoe program to a larger community, hopes to develop a model that could later be offered at a state and nationwide level. The City Manager's Office is serving as the lead for the purposes of the grant award.

FINANCIAL DATA

The City of Sacramento, not required to provide matching funds, will be serving as the grant recipient for a \$332,000 grant from OTS. A maximum reimbursement of \$32,000 will be set aside for the City to recover the direct costs associated with administering the grant. Below, the grant and operating budget augmentation is outlined:

GRANT REVENUE		
250-OGR-G381-3511	\$332,000	
GRANT EXPENDITURES		
250-OGR-G381-4258	\$300,000	(Project Budget)
250-OGR-G381-4715	<u>32,000</u>	(Maximum Operating Offset)
	<u>\$332,000</u>	
1988-89 OPERATING OFFSET		
101-110-11XX-4101	\$ 2,000	(Reimbursement for
101-110-11XX-4715	< <u>2,000</u> >	Administrative
	<u>-0-</u>	Expenses

No City personnel or equipment will be directly involved in the implementation or operation of the grant program. The City has no ongoing financial responsibility for the program

but will dispense the grant funds for approximately a two and a half year period. At the conclusion of the grant period it is envisioned that the program will continue with only community support.

The Finance Department and OTS have sent representatives to the IGS South Lake Tahoe Headquarters to review their accounting policies and procedures. The attached agreement has been reviewed by the City Attorney and Risk Manager with assurance that the City has been adequately protected from potential liability associated with this program.

MBE/WBE

No impact.

RECOMMENDATION

The Budget and Finance Committee heard this item this afternoon. It is recommended that the City Council adopt the attached resolution authorizing the City Manager to implement the OTS Safe-Ride Service Grant for \$332,000 and execute the agreement between IGS and the City of Sacramento.

RECOMMENDATION APPROVED:

WALTER J. SLIPE
City Manager

Respectfully submitted,

Michelle M. Basurto

Michelle M. Basurto
Budget Technician

Ric Elkins

Ric Elkins
Accountant/Auditor III

Attachments: Resolution
Agreement For
Grant Implementation

ALL DISTRICTS
February 7, 1989

Contact Person to Answer Questions:

Ric Elkins, Accountant/Auditor III
449-5838