



Transmitted via e-mail

December 19, 2013

Ms. Michele Meadows, Assistant Director of Administration (Acting)
Office of Traffic Safety
2208 Kausen Drive
Sacramento, CA 95758

Dear Ms. Meadows:

Final Report—Livermore Police Department, Traffic Safety Grant Audit

The Department of Finance, Office of State Audits and Evaluations, has completed its audit of the Livermore Police Department's (Department) Traffic Safety grant AL0995 for the period October 1, 2008 through September 30, 2011.

The enclosed report is for your information and use. The Department's response to the report observations and our evaluation of the response are incorporated into this final report. This report will be placed on our website.

We appreciate the assistance and cooperation of the Department. If you have any questions regarding this report, please contact Kimberly Tarvin, Manager, or Rebecca McAllister, Supervisor, at (916) 322-2985.

Sincerely,

Original signed by Kimberly Tarvin for:

Richard R. Sierra, CPA
Acting Chief, Office of State Audits and Evaluations

Enclosure

cc: Ms. Leslie Witten-Rood, Assistant Director of Operations, Office of Traffic Safety
Ms. Donna Black, Regional Coordinator, Office of Traffic Safety
Ms. Trina Nguyen, Associate Accounting Analyst, Office of Traffic Safety
Ms. Debbie Hrepich, Associate Accounting Analyst, Office of Traffic Safety
Mr. Michael Harris, Chief of Police, Livermore Police Department
Ms. Ava Garavatti, Lieutenant, Livermore Police Department
Ms. Robin Morris, Business Services Manager, Livermore Police Department

Livermore Police Department
Avoid the 21 DUI Campaign-Alameda County
Grant Agreement AL0995



Source: Livermore Police Department

Prepared By:
Office of State Audits and Evaluations
Department of Finance

MEMBERS OF THE TEAM

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Final reports are available on our website at <http://www.dof.ca.gov>

You can contact our office at:

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BACKGROUND, SCOPE AND METHODOLOGY

BACKGROUND

The Office of Traffic Safety's (OTS) mission is to effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic loss. OTS implements its mission by awarding grants to local and state public agencies from several federal funding sources. The ten priority areas of concentration for grant funding include the following: Alcohol-Impaired Driving, Distracted Driving, Drug-Impaired Driving, Occupant Protection, Pedestrian and Bicycle Safety, Traffic Records, Emergency Medical Services, Roadway Safety, Police Traffic Services, and Motorcycle Safety.¹

The Livermore Police Department (Department) received a \$893,467 grant from OTS to reduce alcohol involved fatalities and injuries and raise public awareness regarding the problems associated with drinking and driving. The participating agencies include police departments from Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City; Alameda County Sheriff's Department; East Bay Parks Police Department; Bay Area Rapid Transit Police; Department of Alcoholic Beverage Control; and the California Highway Patrol. Activities included Driving Under the Influence (DUI) checkpoints, DUI saturation patrols, DUI Task Force Operations, and Warrant/Probation Operations for repeat DUI offenders.²

SCOPE

In accordance with an interagency agreement, the Department of Finance, Office of State Audits and Evaluations, audited grant agreement AL0995 for the period October 1, 2008 through September 30, 2011.

The audit objectives were to determine whether the Department's grant expenditures claimed were in compliance with applicable laws, regulations, and grant requirements; and to determine whether the grant objectives were completed as required. We did not assess the efficiency or effectiveness of program operations.

Department management is responsible for ensuring accurate financial reporting and compliance with applicable laws, regulations, and grant requirements. OTS is responsible for the state-level administration of the grant program.

¹ Excerpts from www.OTS.ca.gov.

² Excerpts from grant agreement AL0995.

METHODOLOGY

To determine whether grant expenditures were in compliance with applicable laws, regulations, and the grant requirements; and if the grant objectives were completed, we performed the following procedures:

- Interviewed key personnel to obtain an understanding of the grant-related internal controls.
- Examined the grant files, the grant agreement, and applicable policies and procedures.
- Reviewed the Department's accounting records, payroll records, timesheets and overtime slips.
- Selected a sample of claimed expenditures and determined whether they were allowable, grant-related, incurred within the grant period, supported by accounting records, and properly recorded.
- Evaluated whether other revenue sources were used to reimburse expenditures claimed for reimbursement under the grant agreement.
- Evaluated whether a sample of grant objectives were met by reviewing supporting documentation.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our observations and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our observations and conclusions based on our audit objectives.

The results of the audit are based on our review of documentation, other information made available to us, and interviews with staff directly responsible for administering grant funds.

The claimed grant expenditures complied with the grant agreement requirements; however, the grant objectives were not fully met. The Schedule of Claimed Amounts is presented in Table 1, with observations presented below.

Table 1: Schedule of Claimed Amounts

Grant Agreement AL0995	
Category	Claimed¹
Personnel Costs	\$ 118,997
Travel Expenses	2,096
Contractual Services	662,887
Equipment	32,297
Other Direct Costs	61,533
Indirect Costs	12,705
Total Expenditures	\$ 890,515

Observation 1: Grant Objectives Not Fully Met

The Department did not fully meet 4 of 20 grant/media objectives or could not provide documentation demonstrating the objective was met. (See Tables 2 and 3 below.) The grant agreement outlines the objectives required to be accomplished by the Department. Failure to meet the objectives may result in withholding or disallowance of grant reimbursements, the reduction or termination of grant funding, or denial of future grant funding.

¹ OTS awarded \$893,467 and the Department claimed \$890,515.

Table 2: Schedule of Grant Objectives Not Met

Objective	Requirement	Results
2	To conduct a minimum of 30 DUI/Driver's License (DL) checkpoints	The Final Quarterly Progress Report stated 40 DUI/DL checkpoints were completed during the grant period. However, the Department could not provide the DUI/DL checkpoint dates. This information was previously reported in an online portal which is no longer accessible. While we observed overtime slips indicating that some DUI/DL checkpoints were performed, we could not verify whether all the reported DUI/DL checkpoints were conducted.
3	To conduct 467 saturation patrols by September 30, 2011.	The Final Quarterly Report stated 1,159 saturation patrols were completed during the grant period. However, the Department could not provide the saturation patrol dates. This information was reported in an online portal which is no longer accessible. While we observed overtime slips indicating that some saturation patrols were performed, we could not verify whether all the reported saturation patrols were conducted.
7	To increase the calendar 2007 base year DUI arrests by 5 percent each holiday enforcement period for a total of 7,913 arrests.	The Final Quarterly Report stated 5,517 DUI arrests were made during the grant period.

Table 3: Schedule of Media Objectives Not Met

Objective	Requirement	Results
8	To issue eight Independence Day Holiday news stories via email or fax to daily and weekly newspapers, radio and television, wire services, and to OTS each project year for a total of 24 news stories.	The Department indicated they issued 34 Independence Day holiday news stories. However, they could only provide documentation for 8 news stories.

Recommendations:

For future grants, the Department should do the following:

- Effectively plan and monitor grant activities to ensure that objectives are fully met.
- Ensure adequate supporting documentation is retained to demonstrate the required objectives were met.

OTS will determine the actions, if any, to take related to the unmet objectives.

LIVERMORE

CALIFORNIA

November 25, 2013

Mr. Richard R. Sierra, CPA
Acting Chief, Office of State Audits and Evaluations
915 L Street
Sacramento, Ca. 95814-3706

Dear Mr. Sierra,

This letter is in response to the completed audit findings for the Livermore Police Department's Traffic Safety grant AL0095 for the period of October 1, 2008 through September 30, 2011. Per your letter, the Livermore Police Department was to respond in writing within ten days of November 18, 2013 upon review of your findings.

The Livermore Police Department welcomed the opportunity to host the AL0095 grant for the Office of Traffic Safety and worked diligently with their staff to ensure specified goals and guidelines were being met. At the time we received approval, Livermore staff closely reviewed the specific requirements outlined in the Grant Manual to grasp the directives expected of us and to assist with our attentiveness to the desired obligations. Although we were aware of the necessity to retain documentation for grant activity, there were no specific requests as to the types of records we needed to retain noted in the Grant Manual.

The Office of Traffic Safety conducted annual Grant Performance Reviews to ensure grant objectives were being met and reports were completed in a timely manner. Overall, the Livermore Police Department received commendable reviews with no indication of inefficiency or areas of concern. Any noted deficiencies identified by the Office of Traffic Safety were immediately rectified in order to maintain compliance.

In response to Observation 1, Objective 2: The Quarterly Progress Reports prepared by this office noted the number of Checkpoint Operations throughout the quarter and indicated the agencies hosting the Checkpoint Operations. Checkpoint Operation Orders were not required to be retained by this agency during the inception of this grant and proofs for Checkpoint Operations were maintained through overtime slips and payroll timecards provided by the agencies. Because of the length of time that had transpired from the time of the grant operations until the audit, agencies did not retain their Operational Orders for checkpoints from the previous years, therefore, we were unable to provide them to you. We were, however, able to provide the overtime slips which indicated the date the officer(s) had worked the Checkpoint Operations.

In response to Observation 1, Objective 3: Although the online portal was no longer accessible, our office has maintained overtime slips for Saturation Patrols conducted through this grant. It was our understanding that only a sampling of overtime slips were going to be examined to show proof of the Saturation Patrols. Our office does have the overtime slips in its possession for review if you so choose. These overtime slips should provide you the necessary proofs that you need to coincide with the Saturation Patrols.



Police Department

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In response to Observation 1, Objective 7: The goal to increase DUI arrests by 5% was strictly a forecast in hopes to continue the momentum of DUI enforcement efforts. As noted in the Quarterly Progress Report in 2009, officers from the county reported seeing fewer impaired drivers on the roads and when speaking to those contacted, many reported they attributed this to the high visibility announcements via the media. Although we do not possess any tangible data to support this idea, there is a possibility that may have been the case for the lower number of overall DUI arrests.

In response to Observation 1, Objective 8: All media documentation was forwarded to the Office of Traffic Safety attached to the Quarterly Progress Reports. It was never identified in the Grant Manual that copies of the media materials be retained by this office. The Livermore Police Department outsourced media requirements to a contracted Public Information Officer and we reached out to her upon your request for further documentation. However, because of the length of time that had transpired from the time of the grant media objectives to the audit, the Public Information Officer did not retain media stories from those previous years, therefore, we were unable to provide them to you.

We appreciate your scrutiny of our efforts and will make every attempt to rectify your identified concerns. We will apply your recommendations for future grants and thank you for your efforts.

Sincerely,

Original Signed by:

Michael D. Harris
Chief of Police
Livermore Police Department

EVALUATION OF RESPONSE

The Livermore Police Department's (Department) response to the draft report has been reviewed and incorporated into the final report. In evaluating the Department's response, we provide the following comments:

Grant Objectives 2 and 3

The Department stated in its response that evidence of completed checkpoint operations and saturation patrols was maintained through overtime slips and payroll timecards provided by the agencies.

While the Department provided overtime slips and payroll records, a complete listing of the dates and times of the checkpoints and saturation patrols was not available for audit to support that the grant objectives were met. OTS Grant Manual, Chapter 4, section 10, states the Department must retain all grant source documents and records and make them available for federal and state audits for a period of three years following the date of the final reimbursement of grant expenditures. Source documents and records would include the actual dates of the checkpoints and saturation patrols claimed, and related documentation such as the overtime slips and payroll timecards that correlate to the dates of the checkpoints and saturation patrols. The Department did not provide any additional documentation. Therefore, the observation will remain as stated in the audit report.

Grant Objective 7

The Department stated in its response that the goal to increase DUI arrests by 5 percent was strictly a forecast. However, the agreement was not amended to reflect any changes to the objective approved by OTS. Therefore, the observation will remain as stated in the audit report.

Grant Objective 8

The Department stated the OTS Grant Manual never identified that copies of the media materials be retained by their office. However, as noted above, OTS Grant Manual, Chapter 4, section 10, states the Department must retain all grant source documents and records and make them available for federal and state audits for a period of three years following the date of the final reimbursement of grant expenditures. Therefore, the observation will remain as stated in the audit report.