



## STAFF REPORT

**DATE:** December 7, 2021  
**TO:** Kent Cagle, City Manager  
**FROM:** Charles Kimble, Chief of Police  
**SUBJECT:** FY 2022 TXDOT STEP Grant

### **BACKGROUND AND FINDINGS:**

The Police Department has applied for and received funds to conduct traffic safety education and enforcement through the Texas Department of Transportation (TXDOT) with their Special Traffic Enforcement Program (STEP) grant in past years. This year, the department applied for funding and was offered a comprehensive STEP grant in the amount of \$60,965.10 with a matching requirement of \$15,446.80; for a total grant project amount of \$76,411.90.

The grant period is for FY2022, ending September 30, 2022. The grant funds will be utilized for additional focused traffic enforcement on an overtime basis; the additional STEP officers will not respond to routine calls for service and will concentrate on concerns with speed, driving under the influence, distracted driving, intersection-related crashes, etc., to impact the safety of the driving community, increase awareness and decrease violations. Additionally, the STEP officers will conduct several public education sessions to further increase the impact on traffic safety.

The matching funds will be provided by an in-kind match. The grant allows for matching funds to be calculated based on vehicle mileage, a portion of the salary for the person managing the program and certain fringe benefits.

If approved, the grant would be accepted via digital signature through the eGrants system.

### **THE ALTERNATIVES CONSIDERED:**

- 1) Decline the grant offer and seek another source of funding to provide these services
- 2) Decline the grant offer and do not provide these services
- 3) Accept the grant to allow the police department to provide additional traffic safety enforcement.

### **Which alternative is recommended? Why?**

Staff recommends accepting the grant, in order to have additional resources to promote the traffic safety mission and improve safety and quality of life for the citizens and visitors of Killeen.

### **CONFORMITY TO CITY POLICY:**

Conforms to City Policy

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

Grant award for FY2022 is \$60,965.10; the in-kind match is \$15,446.80.

**Is this a one-time or recurring expenditure?**

This is a one-time expenditure.

**Is this expenditure budgeted?**

Yes, the expenditure is included in the overtime budget in the General Fund account 010-6035-441.40-15. Revenue in the amount of \$60,965 is budgeted in 010-0000-331.01-04.

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes

**RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager or his designee to accept the 2022 TXDOT STEP grant and enter into the grant agreement. The City is committed to providing all applicable matching funds. Staff also recommends that the Police Department be authorized to administer the duties required for the grant with the oversight of the City's Finance Department. In the event of loss or misuse of grants funds, the City agrees to return all funds to Texas Department of Transportation.

**DEPARTMENTAL CLEARANCES:**

Finance  
Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Grant Agreement