

SUBGRANT APPLICATION FOR HIGHWAY SAFETY FUNDS**Part IV: REPORTS****Quarterly Progress Report Narrative for the FIRST quarter.**Project Title: E-Citation Preparation StandardsProject Number: K9-11-18-05Implementing Agency: Florida Department of Highway Safety and Motor VehiclesProject Director: Bonnie Scott-Walls

Describe the subgrant activities that took place during the quarter. Attach newspaper clippings, press releases, photos and other items that document activities. Use additional sheets if necessary. The *Quarterly Progress Report of Performance Indicators* should be sent to the DOT Safety Office along with the narrative within 30 days of the end of each quarter.

During the first quarterly reporting period, the Department of Highway Safety and Motor Vehicles (DHSMV) received the grant approval letter dated October 22nd from FDOT Chief Safety Officer Randall G. Smith. An OPS Analyst was successfully interviewed and hired. The first E-Citation Preparation Workgroup was successfully planned and executed on December 14th, 2010 at the Neil Kirkman building in Tallahassee, Florida; Preliminary structure testing needs and solutions to the barriers of e-citation use were the primary issues discussed.

The following activities took place during this reporting period:

- Linda Vickers was employed effective November 9, 2010, in the OPS Operations Analyst position. Ms. Vickers had been retired from the department for 1 year and returned to employment to fill the OPS Operations Analyst position. Ms. Vickers submitted her letter of resignation from the OPS position on December 6, 2010. The reason was to return to retirement. Jeremy Peacock was employed effective December 10, 2010, in the OPS Operations Analyst position following Linda Vickers's resignation.
- Various E-Citation Stakeholders including representatives from the Florida Association of Court Clerks and Comptrollers (FACC), Clerks of Court (COC), Law Enforcement (LE) agencies and two E-Citation Vendors were invited to attend the E-Citation preparation standards workgroup meeting. The first E-Citation Preparation Standards Workgroup meeting was held on December 14th, 2010 at the Neil Kirkman building in Tallahassee, FL from 9:00am – 4:30pm. Representatives from the following stakeholders attended the workgroup: Advanced Public Safety (APS), Largo Police Department, Altamonte Springs Police Department, Clay County Sheriff's Office, Florida Highway Patrol, Bay County Clerk of the Court, Leon County Clerk of Court, FACC and DHSMV. See attached documents for details of the first work group.
- Preparation for the second E-Citation Workgroup is ongoing. This next meeting will be held in Orlando on February 3, 2011 at Central Florida Safety Council, 1505 E. Colonial Drive. Attendees have been identified and travel is being arranged. Workgroup materials, including the notes and outcome documents from the first meeting are being assembled.
- Negotiations with FACC for the E-Citation Structure testing are near completion. The final proposal including the required detail list of deliverables was received on 1/10/2011.

The successful outcome of the initial E-Citation Data Standards workgroup produced valuable information from Law Enforcement, E-Citation Vendors, COC and FACC members. Their feedback from questions asked during the first meeting produced a greater understanding of roadblocks that hinder the widespread use of E-Citations. Minor modifications will be made to the structure of future workgroups in order to produce an increase in valuable feedback.

QUARTERLY PROGRESS REPORT OF PERFORMANCE INDICATORS

for the FIRST quarter.

Project Title: <u>E-Citation Preparation Standards</u>						
Project Number: <u>K9-11-18-05</u>						
Implementing Agency: <u>Florida Department of Highway Safety and Motor Vehicles</u>						
Project Director: <u>Bonnie Scott-Walls</u>						
Performance Indicators	Milestones Accomplished					
	Quarter Ending December 31	Quarter Ending March 31	Six-Month Totals	Quarter Ending June 30	Quarter Ending September 30	Project Totals
Number of surveys distributed to Law Enforcement	0	0	0	0	0	0
Number of surveys returned from Law Enforcement	0	0	0	0	0	0
Number of Law Enforcement Agencies chosen to participate in E-Citation Preparation workgroup	4	0	0	0	0	0
Number of Clerk of Court chosen to participate in E-Citation Preparation workgroup	2	0	0	0	0	0
Number of E-Citation Vendors chosen to participate in E-Citation Preparation workgroup	1	0	0	0	0	0
Number of Law Enforcement Agencies attending E-Citation Preparation workgroup	4	0	0	0	0	0
Number of Clerk of Court attending E-Citation Preparation workgroup	3	0	0	0	0	0
Number of E-Citation Vendors attending E-Citation Preparation workgroup	1	0	0	0	0	0
	0	0	0	0	0	0