



Council Meeting: September 18, 2012

SUBJECT: Acceptance of \$13,347 in FFY 2012 Justice Assistance Grant Funds to Purchase Electronic Citation Writers

BACKGROUND

On August 13, 2012, the City Manager accepted grant funds in the amount of \$13,347 to the Department of Public Safety (DPS) to purchase electronic citation (e-cite) writers. These funds were included in the FY 2012/2013 Adopted Budget because the City's exact allocation amount had been announced in March 2012 by the U.S. Office of Justice Programs, Bureau of Justice Assistance (OJP/BJA). As the funds were appropriated with Council's approval of the Budget, no Budget Modification is presented for Council approval.

Although City Policy authorizes the City Manager to accept and administratively appropriate grant funds, OJP/BJA grant awards include reporting requirements and fall under the federal single audit guidelines; the federal grant guidelines governing the 2012 JAG allocation explicitly requires Council approval for accepting the funds and approving their specific use to purchase electronic citation (e-cite) writers.

GRANTING AGENCY

U.S. Office of Justice Programs, Bureau of Justice Assistance

EXISTING POLICY

Council Policy 7.1.5 Donations, Contributions and Sponsorships:

The City Manager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued. Council approval of a budget modification to appropriate grant monies is required before funds can be expended by staff. Such a budget modification shall include the use to which the grant would be placed; the objectives or goals of the City which will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant. For grants under the amount of \$5,000 that do not have any external reporting requirements or any local match requirement, Council approval of a budget modification is not required. The City Manager is authorized to accept and administratively appropriate the grant funds.

Sunnyvale General Plan — Police, Fire and Emergency Services

Goal SN-3, Safe and Secure City: Ensure a safe and secure environment for people and property in the community by providing effective public safety response and prevention and education services.

Policy SN-3.5: Facilitate the safe movement of pedestrians, bicyclists and vehicles.

DISCUSSION

DPS has been applying for and accepting these grants since 1996. From 1996 through 2005 they were called Edward Byrne Memorial Justice Assistance Grants (Byrne Grants). In 2006, the name was changed to Justice Assistance Grant (JAG). FY 2012/2013 is the second year in which the JAG monies will be used to purchase equipment.

FISCAL IMPACT

The Strategic Services Division in DPS will be responsible for managing the grant. The FY 2012/2013 appropriation is currently held in Project 829410 – *FFY 2011 Justice Assistance Grant* and, with Council approval to accept the funds for the purchase of e-cite writers, will be moved administratively to a new project entitled *FFY 2012 Justice Assistance Grant – E-Cite Writers* to keep the reporting clean for audit purposes.

Standard grant guidelines require that equipment purchased with grant funds must be maintained by the grantee through the useful life of the equipment. Maintenance costs for the e-cite writers are expected to be minimal and will be absorbed within the existing DPS budget. This technology has an expected useful life of five to seven years.

Further, grant guidelines allow for equipment to be purchased with grant funds only if the equipment supplements the agency's current plan and budget. The planned purchase of e-cite writers referenced in this RTC is in addition to those currently in use by Public Safety Officers. When the e-cite writers become obsolete or surpass their useful life, grant funds will be sought for their replacement.

Required Local Match

NONE

Increased Cost To City Upon Grant Termination

NONE

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center, and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk, and on the City's web site.

ALTERNATIVES

1. Accept the FFY 2012 Justice Assistance Grant in the amount of \$13,347 and approve its use to purchase electronic citation writers.
2. Do not accept the FFY 2012 Justice Assistance Grant in the amount of \$13,347.

RECOMMENDATION

Staff recommends Alternative 1: Accept the FFY 2012 Justice Assistance Grant in the amount of \$13,347 and approve its use to purchase electronic citation writers.

Reviewed by:

Frank J. Grgurina, Chief of Public Safety
Prepared by: Ann Durkes, Manager

Approved by:

Gary M. Luebbers
City Manager