



City of Sunnyvale

Agenda Item-No Attachments (PDF)

File #: 20-0645, Version: 1

REPORT TO COUNCIL

SUBJECT

Approve Budget Modification No. 3 to Appropriate \$37,584 of US Department of Justice, Bureau of Justice Assistance FY20 Coronavirus Emergency Supplemental Funding Program Grant Funds for Department of Public Safety Health Screening and Personal Protective Equipment for First Responders

GRANT SUMMARY

The City Manager applied for, and on June 6, the City was awarded grant funds in the amount of \$37,584 to the Department of Public Safety ("DPS") for purchase of Health Screening and Personal Protective Equipment for First Responders.

The County of Santa Clara Public Health Director and CDC have highly recommended that preventative measures include daily health screening of employees in the face of the COVID pandemic. Public Safety Officers are essential employees and are at high risk of exposure to disease in the course of their normal activities. In response to national, state and local public health recommendations, DPS is implementing a comprehensive preventative plan that will protect first responders who come into daily contact with the community.

DPS will use grant funding to:

1. Acquire digital health screening devices that will be placed strategically at entrances to all DPS facilities and fire stations. The screening devices will measure the body temperature of any person entering.
2. Expand the inventory of personal protective equipment, including N95 and P100 respirators, and AAMI (Association for the Advancement of Medical Instruments) Level 3 surgical gowns.

Digital health screening devices will be procured under a city-wide procurement conducted by the Department of Finance. A separate purchase order will be issued for screening devices purchased with grant funds. Personal protective equipment will be procured directly by the Department of Public Safety. All procurements made under this grant will comply with the City's Administrative Policy, Chapter 4 - Article 3, Purchasing Policies and Procedures.

This project is consistent with General Plan Goals and Policies as follows:

Goal SN-2 Effective Disaster Preparedness: Ensure that the city, its community members, business, faith-based organizations, community organizations and special needs populations are prepared to effectively respond and recover from major disasters and emergencies.

Policy SN-2.6 Actively seek and apply for grant funding from available governmental and private sources that would enhance emergency preparedness.

The Division of Special Operations in the Department of Department of Public Safety will be responsible for the management of the grant.

Granting Agency

The US Department of Justice, Bureau of Justice Assistance (BJA) provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal law enforcement in achieving safer communities. BJA supports programs and initiatives in the areas of law enforcement, justice information sharing, countering terrorism, managing offenders, combating drug crime and abuse, adjudication, advancing tribal justice, crime prevention, protecting vulnerable populations, and capacity building.

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.

This grant does not meet all of the criteria to be administratively appropriated by the City Manager; therefore, a budget modification is required. Grant funds from the Office of Justice Programs/Bureau of Justice Assistance have external reporting requirements and fall under the federal single audit guidelines.

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

ENVIRONMENTAL REVIEW

This activity does not require environmental review because it can be seen with certainty that there is no possibility that it may have a significant effect on the environment pursuant to California Environmental Quality Act Guidelines Section 15061(b)(3).

FISCAL IMPACT

Funding Source

The purchase of digital Health Screening Devices and Personal Protective Equipment will be made with grant funds.

Required Local Match

None.

Increased Cost to City Upon Grant Termination

There is a potential ongoing cost to the City related to digital health screening devices. Should the current guidance related to Coronavirus health screening continue beyond the warranty period for the devices, the City will incur annual software update and maintenance costs of approximately \$3,000 per year (10 devices x \$300 per device). This additional cost will be incorporated into the DPS annual operating budget in Program 477.

Budget Modification No. 3 has been prepared to appropriate US Department of Justice, Bureau of Justice Assistance FY20 Coronavirus Emergency Supplemental Funding Program Grant funds in the amount of \$37,584 for DPS Health Screening and Personal Protective Equipment for First Responders to a new project, DPS COVID19 Health Screening Devices and PPE.

Budget Modification No. 3 FY 2020/21

	Current	Increase/ (Decrease)	Revised
General Fund			
<u>Revenues</u>			
US DOJ BJA Grant Funds	\$ 0	\$ 37,584	\$ 37,584
<u>Expenditures</u>			
New Project - DPS COVID19 Health Screening Devices and PPE	\$ 0	\$ 37,584	\$ 37,584

PUBLIC CONTACT

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

RECOMMENDATION

Approve Budget Modification No. 3 to appropriate US Department of Justice, Bureau of Justice Assistance FY 20 Coronavirus Emergency Supplemental Funding Program funds in the amount of \$37,584 to a new project, DPS COVID19 Health Screening Devices and PPE.

Prepared by: Elaine Ketell, Senior Management Analyst
Reviewed by: Phan S. Ngo, Director, Department of Public Safety
Reviewed by: Tim Kirby, Director of Finance
Reviewed by: Jaqui Guzman, Deputy City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Grant Award
2. Project Summary