

**City of Culver City, California
Agenda Item Report**

Meeting Date: July 13, 2009		Item Number: <u>C-4</u>	
CITY COUNCIL AGENDA ITEM: (1) Authorization to File an Application for Funds Made Available Through the American Recovery and Reinvestment Act - US Department of Justice, Edward Byrne Memorial Justice Assistance Grant (JAG) Program Funds; and (2) Approval of a Memorandum of Understanding (MOU) with the City of Los Angeles to Act as Fiscal/Reporting Agent for this Grant.			
Contact Person/Dept.: Carmen Zarate, Senior Mgmt Analyst, Police Department		Phone Number: (310) 253-6104	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☐ Date: _____			
Public Notification: (E-Mail) Meetings and Agendas – City Council (07/08/09)			
Department Approval: Don Pedersen (06/23/09)		City Attorney Approval: Carol Schwab (by H. Baker) (07/07/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/07/09)		City Manager Approval: Mark Scott (07/08/09)	
<u>RECOMMENDATION:</u> Staff recommends the City Council (1) authorize the filing of an application with the US Department of Justice, Bureau of Justice Assistance for Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds (made available through the American Recovery and Reinvestment Act); and (2) authorize entering into a Memorandum of Understanding (MOU) with the City of Los Angeles to act as the fiscal/reporting agent for this grant. <u>BACKGROUND:</u> The Department of Justice, Bureau of Justice Assistance, has determined that Culver City is eligible to receive JAG funds through a statutory formula that is based on the total reported violent crimes in Culver City that is reported to the state. Culver City's eligible allocation is approximately \$21,000, as determined by this formula. The City of Los Angeles has been designated as the fiscal agent for this grant, and Culver City is considered a disparate jurisdiction with 60 other jurisdictions in Southern California. Los Angeles will be responsible for coordinating the application process and the overall management and monitoring of the grant. The funded amount is subject to change due to the administrative costs incurred by Los Angeles which is projected to be seven percent.			

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DISCUSSION:

The Police Department has determined the funds will be used to purchase computer equipment, software and computer accessories. The purpose of the funds is to facilitate the detection of crime (crime mapping/records management systems), response to reported crimes (computer aided dispatching/crime analysis), crime reporting (field reporting/records management systems/evidence tracking) and internal management (personnel investigation/equipment tracking/scheduling).

The proposed project will improve the Department's existing information systems for criminal justice and provide staff with better efficiency to do their jobs. Police Department staff will provide the necessary labor to install the new equipment, software and accessories.

As with many of the American Recovery and Reinvestment Act (ARRA or the "stimulus program") grant opportunities, Federal Agencies have been issuing very short timelines for grant submittals. In the case of this grant, the deadline to submit the program narrative, scope of work and budget narrative to the City of Los Angeles was June 24, 2009. In accordance with the City's grant policy, and so the City would remain eligible for funding under this grant, the Police Department (with the approval of the City Manager's Office) submitted the required documents to Los Angeles on June 24, 2009 to meet the deadline with the fiscal agent. The deadline to submit applications to the U.S. Department of Justice is July 9, 2009 which will be completed by Los Angeles.

Additionally, the City of Los Angeles is requiring each jurisdiction to execute an MOU which will acknowledge the following points:

1. Funding is in the amount of \$21,977 or less;
2. Culver City will submit quarterly reports to the City of Los Angeles;
3. City of Los Angeles is the fiscal agent for the grant; and,
4. The proposed project fulfills the objectives of this award.

FISCAL ANALYSIS:

The project is completely funded by the grant. No matching funds are required from the City. However, there are strict financial reporting requirements and other program documents which must be executed before funding is made available, including the execution of the MOU with the City of Los Angeles.

A preliminary estimate was received from Dell Computer and CDW Government, Inc. in the amount of \$19,903.70 for the purchase of equipment, software and accessories. Should the City Council approve this request, staff will seek

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competitive bids if necessary. If the grant funding is approved and awarded to the City, a budget amendment request to appropriate the funding will be included in a future staff report that recommends a contract with the chosen vendor for the equipment.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Authorize the filing of an application with the US Department of Justice, Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds; and,
2. Approve a Memorandum of Understanding (MOU) with the City of Los Angeles to act as the fiscal/reporting agent for this grant; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.