



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Edgardo Garcia
Robert Sapien, Jr.
Jim Shannon

SUBJECT: SEE BELOW

DATE: July 27, 2020

Approved

Date

7/31/20

**SUBJECT: ADOPTION OF 2020-2021 APPROPRIATION AND FUNDING
SOURCES RESOLUTION AMENDMENTS TO RECOGNIZE 2020
CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING
PROGRAM GRANT FUNDS RECEIVED FROM THE U.S.
DEPARTMENT OF JUSTICE**

RECOMMENDATION

- (a) Adopt a resolution authorizing the City Manager to execute an Agreement for the 2020 Coronavirus Emergency Supplemental Funding Program Grant award received from the U.S. Department of Justice in the amount of \$865,998.
- (b) Adopt the following 2020-2021 Appropriation Ordinance and Funding Sources Resolution Amendments in the General Fund:
 - (1) Establish a City-Wide Expenses appropriation to the Police Department for the Coronavirus Emergency Supplemental Funding Program Grant 2020 in the amount of \$865,998; and
 - (2) Increase the estimate for Revenue from Federal Government by \$865,998.

OUTCOME

Approval of this recommendation will allow the San José's Police and Fire Departments to use the 2020 Coronavirus Emergency Supplemental Funding Program grant funds to reimburse for overtime costs associated with COVID-19, ensuring minimum staffing levels are maintained in order to continue to provide the San José community with essential emergency services needed during the COVID-19 health emergency.

BACKGROUND

On March 30, 2020, the U.S. Department of Justice released the Coronavirus Emergency Supplemental Funding Program solicitation for fiscal year 2020 formula grant to provide funding to eligible agencies for preventing, preparing for, and responding to the coronavirus. Agencies identified as eligible for funding under the Fiscal Year (FY) 2019 State and Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program are eligible to apply under the 2020 Coronavirus Emergency Supplemental Funding (CESF) Program solicitation. The City has been participating in the Edward Byrne Memorial Justice Assistance Grant (JAG) program since 2005.

On May 27, 2020, the City of San José applied for the CESF Program grant to provide overtime for sworn personnel in the Police and Fire Departments to prevent and respond to the coronavirus. The City was notified of the CESF Program grant award on June 23, 2020.

To provide all-hazard response service to over 1 million residents across more than 200 square miles, the San Jose Fire Department (SJFD) maintains daily minimum staffing levels at 186-line personnel per day. SJFD line personnel resources are deployed from 33 fire stations and include 33 engine companies, nine truck companies, three medic units, one Type 1 Hazardous Materials, one Type 1 Urban Search and Rescue, three Airport Rescue and Fire Fighting vehicles, five battalions, and one EMS Field Coordinator. To maintain daily minimum sworn staffing levels, SJFD requires off-duty personnel to work overtime. SJFD responds to all medical emergency calls in San José, which includes responding to coronavirus positive patients. Emergency medical service calls are essential to responding to coronavirus impacts and all medical calls must be treated as if they are a coronavirus case. While SJFD has implemented medical monitoring for all personnel, directed personal protective equipment (PPE) use, and revised response protocols, the risk of exposure persists and overtime is needed to ensure minimum staffing levels are maintained in order to continue to provide the San José community with the essential emergency services needed during the coronavirus health emergency.

San José Police Department (SJPd) responds to calls for service for more than 1 million residents across the City of San José. SJPd has approximately 1,159 sworn personnel that work to meet the needs of the residents of San José. While the public health emergency has substantially impacted Police Department's operations, Field Patrol is the primary unit associated with monitoring compliance to the County's public health orders and has modified their response to calls for service to address the risks posed by the coronavirus. While SJPd has implemented medical monitoring for all personnel, ensured proper PPE is available and guidance given on proper use of PPE, and has revised response and detainment protocols, the risk of exposure persists and overtime funding is needed to ensure proper staffing levels are maintained and available in order to continue to provide San José residents with essential emergency services needed during the coronavirus health emergency. Essential services may include patrols, responding to calls for service, Emergency Operations Center support, and maintain a minimum level of staffing.

ANALYSIS

The City of San José was awarded the 2020 CESF Program grant in the amount of \$865,998. The grant term is January 20, 2020, through January 19, 2022. This grant will fund overtime for sworn personnel in the Police and Fire Departments to prevent and respond to coronavirus.

The following list provides information on the Spending Plan for the 2020 CESF Program award as approved by the U.S. Department of Justice, as well as administrative costs associated with managing the grant. These estimates are subject to reallocation and/or change over the course of the grant term; however, the total grant amount to the City will remain the same.

- \$433,032 of the funds will be used for sworn backfill overtime for the SJFD in order to maintain daily minimum staffing levels to prevent and respond to the coronavirus.
- \$385,087 of the funds will be used for sworn backfill overtime for the SJPD in order to maintain daily minimum staffing levels to prevent and respond to the coronavirus
- \$47,879 of the funds will be used to fund a portion of a grant analyst position that will manage the grant including distributing the funds, preparation and submission of the financial status reports and programmatic progress reports, preparation of grant modifications, track grant related expenditure; and facilitate procurement.

The table below summarizes proposed expenditures:

City of San José Allocations		2020-2021
	Police Department Allocations	
	Backfill Overtime	\$ 385,087
	Administrative Support (0.25 Analyst)	\$ 47,879
	Sub-Total for Police Department	\$ 432,966
	Fire Department Allocation	
	Backfill Overtime	\$ 433,032
	Sub-Total for Fire Department	\$ 433,032
	Total Project Costs	\$865,998

CONCLUSION

The recommendations in this memorandum will accept the 2020 Coronavirus Emergency Supplemental Funding Program grant award, approve the spending plan for the grant, and recognize and appropriate the grant funding. This grant award will provide funding for overtime costs associated with COVID-19 ensuring minimum staffing levels are maintained in order to continue to provide the San José community with essential emergency services needed during the COVID-19 health emergency.

CLIMATE SMART SAN JOSE

The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

EVALUATION AND FOLLOW-UP

Expenditures will be made according to the spending plan approved by the City Council, and all funding must be expended before January 19, 2022. No additional follow up actions are expected at this time.

PUBLIC OUTREACH/INTEREST

This memorandum will be posted on the City Council's Agenda Website for the August 4, 2020 City Council Meeting.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the Finance Department.

COMMISSION RECOMMENDATION/INPUT

The memorandum does not require input from a board or commission.

FISCAL/POLICY ALIGNMENT

This action is consistent with the following General Budget Principles: San José must focus on protecting its vital core city services for both the short and long-term and San José must continue to streamline, innovate, and simplify its operations so that the City can deliver services at a higher quality level and with better flexibility.

COST SUMMARY/IMPLICATIONS

The recommendations in this memorandum will recognize and appropriate the 2020 Coronavirus Emergency Supplemental Funding Program Grant in the amount of \$865,998. Though the grant award must be fully expended by January 19, 2022, the City expects to spend all funding by June 30, 2021. The funds will be expended according to the spending plan as recommended in this memorandum.

July 27, 2020

Subject: 2020 Coronavirus Emergency Supplemental Funding Program Grant Agreement

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BUDGET REFERENCE

The table below identifies the fund and appropriations recommended to be amended as part of this memorandum.


Fund #	Appn #	Appn. Name	Current Total Appn	Rec. Budget Action	2020-2021 Proposed Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	R110	Revenue from Federal Government	\$3,714,762	\$865,998	III-1	6/23/2020, 79605
001	NEW	2020 Coronavirus Emergency Supplemental Funding Program Grant	\$0	\$865,998	N/A	N/A

CEQA

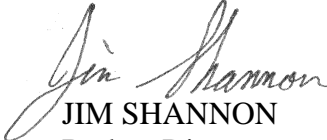
Not a Project, File No. PP10-066 (g.), Grant Agreements and MOUs.

/s/
EDGARDO GARCIA
Chief of Police

/s/
ROBERT SAPIEN, JR.
Fire Chief


JIM SHANNON
Budget Director

I hereby certify that there will be available for appropriation in the General Fund in the Fiscal Year 2020-2021 moneys in excess of those heretofore appropriated wherefrom, said excess being at least \$865,998.


JIM SHANNON
Budget Director

For questions, please contact Lisa Perez, Division Manager with the Police Department at 408-537-1624, Athena Trede, Administrative Officer with the Fire Department at 408-794-6953.