

County of Santa Clara Office of the Sheriff



SO02 060810

Prepared by: Michelle L. Sandoval
Senior Management Analyst

DATE: June 8, 2010

TO: Board of Supervisors

FROM:

A handwritten signature in black ink that reads "Laurie Smith".

Laurie Smith
Sheriff

SUBJECT: American Recovery and Reinvestment Act Edward Byrne Memorial Justice Assistance Grant

RECOMMENDED ACTION

Consider recommendations relating to American Recovery and Reinvestment Act Edward Byrne Memorial Justice Assistance

Possible action:

- a. Approve Request for Appropriation Modification No. 233 - \$782,866 transferring funds within the Sheriff's Office budget. (Roll Call Vote)
- b. Approve delegation of authority to the Sheriff, or designee, to negotiate, execute, amend, terminate, and take any and all necessary or advisable actions relating to service agreements with Jason Navarro and Angelica Ecdao to provide crime analysis services for the Sheriff's Special Operations Division in an amount not to exceed \$202,025, each, for period June 1, 2010 through January 31, 2013 following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of authority shall expire on January 31, 2013.

FISCAL IMPLICATIONS

There are no fiscal implications related to this action. There are two limited-term crime analyst positions assigned to the Sheriff's Special Operations Division, funded from a one-time grant, and appropriated from the American Recovery and Reinvestment Act Edward Byrne Memorial Justice Assistance Grant (Recovery Act JAG) Program. The Board approved the appropriation modification increasing revenue and expenses on October 20, 2009. The Sheriff's Office is now requesting a transfer of a portion of the remaining funding (\$404,050) from Salaries and Benefits to the Services and Supplies budget for a professional services agreement. This transfer is within the grant guidelines. Since the transfer amount exceeds \$100,000, we are requesting Board approval of this action.

CONTRACT HISTORY

Due to the required urgency in spending down the Stimulus funds, the Office of the Sheriff extended conditional offers to the two contractors pending the successful completion of a background investigation. The contractors are tentatively scheduled to begin working in June 2010. The length of the contracts will be 31 months, from June 2010 to January 2013.

REASONS FOR RECOMMENDATION

On October 20, 2009, the Board of Supervisors approved an allocation to the Office of the Sheriff of \$782,866 in one-time federal grant dollars under the 2009 Recovery Act JAG Program to support the creation of three limited-term crime analyst positions assigned to work in the Sheriff's Special Operations Division and at the West Valley Patrol Substation. The project was approved for a two-year implementation, from July 1, 2009, through June 30, 2011. Since approval of this project, the Sheriff's Office has been able to hire only one crime analyst, who began working on the grant project on April 5, 2010.

Due to the late start of the grant and inability to hire two crime analysts, the Sheriff's Office immediately sought out other resources in order to continue meeting the goals and critical deadlines of the grant. The grant assignment requires crime analysis background or prior criminal justice work experience/education.

There is \$495,572 in grant funding remaining for the Sheriff's Office to utilize for the two crime analyst positions. In order to fund professional service agreements with the contractors, the Sheriff's Office must transfer \$404,050, the cost of the contracts, from its Salaries and Benefits to the Services and Supplies budget. The remainder of the grant, \$91,522, will remain in Salaries and Benefits to fund tax withholding and benefit costs. Because the service agreements will exceed \$100,000, the Sheriff's Office is requesting delegation of authority and the transfer of funds within the department's budget.

BACKGROUND

Pursuant to the ARRA, the U.S. Department of Justice was allocated \$225 million in Edward Byrne Memorial Competitive Grant Program funding to support units of local government in their efforts to prevent and control crime, improve the criminal justice system, and ensure job growth and retention. The Bureau of Justice Assistance (BJA) administers these funds on a competitive application process.

The grant identified eight possible categories to apply for. The Sheriff's Office applied for Category IV, ARRA Edward Byrne Memorial Competitive Grant Program funding. Grants solicited under Category IV are to provide the funds associated with hiring civilian staff in law enforcement agencies "to support sworn law enforcement with the goal of making sworn law enforcement more available on the street in an effort to reduce and prevent crime." Under Category IV, law enforcement agencies may use civilian crime and intelligence analysts, dispatchers, and training staff to augment

their workforce. The Sheriff's Office proposal included a request for \$782,866 to hire three crime analyst positions for a two-year period to assist with solving crimes through the application of analysis, intelligence sharing, and coordination of data.

The ARRA places great emphasis on accountability and transparency, which expands upon the Office of Justice Program's standard grant reporting requirements. In particular, 1512 (c) of the ARRA set out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the ARRA reporting requirements. The Sheriff's Office is committed to meeting these additional grant requirements. The Sheriff's Office has shared the appropriate documents with the Office of Intergovernmental Relations for posting to the County's website. Additionally, the Sheriff's Office will share copies of its quarterly progress reports with the Office of the County Executive.

CONSEQUENCES OF NEGATIVE ACTION

Failure to approve the recommended action will result in the inability of the Sheriff's Office to negotiate the agreements and transfer funding within the Sheriff's Office to further the goals and deadlines of the grant.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors will notify Michelle Sandoval, Senior Management Analyst once Keyboard processing of this transmittal is completed.

ATTACHMENTS

- Attachment A

(Forward original to The Controller-Treasurer Department)

For
 Controller's
 Office
 Use
 Only

Agency/Department Name: OFFICE OF THE SHERIFF

Line #	Description	Fund	Superior Fd Cntr	Cost Center	G.L. Account	Project Definition/ Employee Class	Amount (in Dollars)	
							Revenue	Expenditure
1	Grant Exp - Special Ops	0001	0230	3910	5861000	230-G230CASP		(521,911.00)
2	Grant Exp - West Valley	0001	0230	3907	5861000	230-G230CAWV		(260,955.00)
3	Benefits (contract for 2 Mgmt And	0001	0230	3910	5102000	FC230CAREU		91,522
4	Professional Svcs (contract for 2 N	0001	0230	3910	5255100	FC230CAREU		404,050
5	Travel/Equipment/Supplies	0001	0230	3910	5280000	FC230CAREU		26,339.00
6	Salary/Benefits (1 Mgmt Analyst)	0001	0230	3907	5102000	FC230CAREU		247,786.00
7	Travel/Equipment/Supplies	0001	0230	3907	5280000	FC230CAREU		13,169.00
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23	Transfer from trust fund (Fund # _____)							
24	Transfer from fund balance (Fund # _____)							
25	Others - Describe:							
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27	Total forwarded from other pages (Page ____ to ____)							
TOTAL							0.00	0.00

- Recognize new expenditure/revenue (ongoing)
- Recognize new expenditure/revenue (one-time)
- Re-appropriate prior year unspent expenditures (one-time)
- Others

Brief Description: Transfer budget for ARRA Crime Analysis Reduction & Eradication (CARE) Unit from Project/WBS to Funded Program FC230CAREU

SAP Document numbers		Prepared By :	
FM _____		Name (print):Michelle Sandoval	
Entered to SAP by: _____		Telephone: 808-4901	
Date entered : _____		Clerk of the Board	
Transmittal F85 #233		Approved by the Board of Supervisors	
		Clerk of the Board By: _____ Date _____	

(Forward original to The Controller-Treasurer Department)

COUNTY OF SANTA CLARA
REQUEST FOR APPROPRIATION MODIFICATION
FISCAL YEAR = _____

F - 85

Page 2 of _____

Transmittal #: _____

For
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Office
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Agency/Department Name: _____

Line #	Description	Fund	Superior Fd Cntr	Cost Center	G.L. Account	Project Definition/ Employee Class	Amount (in Dollars)		
							Revenue	Expenditure	
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