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City of Alexandria, Virginia

MEMORANDUM

DATE: JULY 1, 2020
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: MARK B. JINKS, CITY MANAGER /s/

DOCKET TITLE:

Consideration of the Submission of a Grant Application for a Competitive Coronavirus Emergency Supplemental Funding Grant through the Virginia Department of Criminal Justice Services.

ISSUE: Consideration of the Submission of a Grant Application for a Competitive Coronavirus Emergency Supplemental Funding (CESF) Grant through the Virginia Department of Criminal Justice Services (DCJS).

RECOMMENDATION: That City Council:

- (1) Approve a grant application totaling \$45,740, submitted June 26, 2020, to the Virginia Department of Criminal Justice Services. The exact amount awarded will be determined by the DCJS; and
- (2) Authorize the City Manager to execute all necessary documents that may be required.

BACKGROUND: The Alexandria Sheriff's Office (ASO) and the Court Service Unit (CSU) have jointly applied for a competitive grant to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. Eligible participants include local and state law enforcement agencies, local and state correctional facilities/jails, and general district courts and circuit courts. Agencies

within the same jurisdiction are to coordinate and submit one application. The ASO incurred expenses in March 2020 when City staff began teleworking to comply with the Governor's executive orders regarding the coronavirus pandemic and maintaining safe work environments. Both the ASO and the CSU foresee additional costs in responding to the coronavirus as the state and City re-open.

CSU juvenile intake and probation officers administer random drug testing for court-involved youth. Results are used to inform service provision, treatment needs, and compliance with court conditions. Additionally, Juvenile and Domestic Relations Court judges court-order drug testing for adults involved in custody disputes; CSU officers conduct these tests and report the results to the court.

DISCUSSION: The ASO purchased laptops, PCs, and a Polycom Video System to enable civilians to telework and to create alternatives to face-to-face meetings on site. As the need to continue teleworking continued beyond original expectations and will continue for some time to come, additional equipment is needed. The initial equipment purchased totaled \$12,500, and ASO anticipates the additional equipment to cost approximately \$11,240. The total request for ASO is \$23,740.

With COVID-19 and new policies and procedures in place to ensure client and staff safety, the CSU has determined an urgent need to outsource drug testing to an off-site professional collection lab. A lab that adheres to CDC and OSHA guidelines and federal regulations for sample collection and disposal and has the space and procedures in place to ensure physical distancing, increased sanitation, and client safety.

The estimated cost of contracting with a private provider, from August 1, 2020, through September 30, 2021 (the end of the grant period) is \$22,000. These funds will provide 150 clients with a collective total of 550 drug screens at \$40 per test. With Council approval to apply for this grant, the CSU will request formal bids from local labs that are accessible by clients via public transportation.

The combined amount requested on the application is \$45,740. The maximum allowable request for a jurisdiction/applicant is \$50,000. If the Council does not approve the grant application, the City will decline any award offered.

FISCAL IMPACT: There is no match requirement, and therefore no additional cost to the City is incurred by applying for the grant. Although this is a competitive grant and reimbursement funds awarded may not equal the request, participation in the process provides an opportunity to minimize the financial impact to the City due to Covid-19. Any funds awarded will be deposited directly into the City's General Fund Account after acceptance and processing by the Grant Administrator.

ATTACHMENTS: None.

STAFF:

Debra Collins, Deputy City Manager

Dana Lawhorne, Sheriff

Mike Mackey, Director, Court Service Unit

Sean Kurbanov, Budget Analyst, Office of Management and Budget

Cicely Woodrow, Fiscal Officer, Alexandria Sheriff's Office

Robyn Nichols, Chief Deputy, Administrative Services Bureau, Alexandria Sheriff's Office

Sean Casey, Acting Captain, Administrative Services Bureau, Alexandria Sheriff's Office

Linda Odell, Crime Prevention Program Manager, Court Service Unit