



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Acceptance and Appropriation of BJA 2024 DNA Capacity Enhancement for Backlog Reduction Grant

1. Motion authorizing acceptance of the BJA 2024 DNA Capacity Enhancement for Backlog Reduction Grant and authorizing the City Manager, or a designee, to execute the necessary agreements, certification, and other documents required to accept the Grant.
2. Resolution of appropriation to appropriate \$243,744 in BJA 2024 DNA Capacity Enhancement and Backlog Reduction Grant funds.
3. Resolution to dispense with competitive bidding and authorize the Deputy Director of Finance – Purchasing to issue a purchase order with Hamilton Company in the amount of \$400,000 over 3 years.
4. Motion to authorize the Deputy Director of Finance – Purchasing to increase the current purchase order with Life Technologies in the amount of \$1,000,000 for a total of \$3,500,000.

COUNCIL ACTION

Item Type: Action Item

Approved for December 10, 2024 **calendar**

EXECUTIVE SUMMARY

The Glendale Police Department requests acceptance of \$243,744 in grant funds from the Bureau of Justice Assistance (BJA) for the grant period of October 1, 2024 to September 30, 2026 to be used to purchase contractual services and to provide training for the Verdugo Regional Crime Laboratory (VRCL).

RECOMMENDATION

Accept the BJA 2024 DNA Capacity Enhancement and Backlog Reduction Program Grant Funds in the amount of \$243,744, authorize the City Manager or designee to execute the necessary agreements, certification, and other documents required to implement the grant, and adopt a resolution of appropriation in the amount of \$243,744 for contract services and training. In addition, adopt the attached resolution to dispense with competitive bidding and authorize the Deputy Director of Finance-Purchasing to issue a purchase order with Hamilton Company and approve the motion to increase the current purchase order with Life Technologies.

ANALYSIS

The DNA Capacity Enhancement and Backlog Reduction program was established to assist accredited crime laboratories with the procurement of equipment and logistical supplies for purposes of enhancing DNA processing turnaround time. In past years, similar grant funds have been utilized by the Police Department to procure additional equipment and to fund the salaries and benefits of Forensic Biology staff.

In applying for the grant, the Verdugo Regional Crime Laboratory conducted a needs assessment and identified the equipment and materials required to fulfill the grant objectives to positively impact the Laboratory's ability to reduce turnaround time and increase sample capacity. Due to rising commercial costs for service agreements, the assessment identified the need to maintain multi-year equipment maintenance contracts; therefore, the 2024 DNA Capacity Enhancement and Backlog Reduction program funds will be used to purchase contractual services and training. The grant award period is from October 1, 2024 to September 30, 2026.

At present, the remaining funds on the Laboratory's existing purchase order with Life Technologies are insufficient to meet the programmatic goals outlined within the current DNA CEBR grant program. Therefore, staff is requesting a resolution to dispense with competitive bidding and authorize the Deputy Director of Finance – Purchasing to issue a purchase order agreement with Hamilton Company in the amount of \$400,000 over 3 years and to increase the current purchase order with Life Technologies by \$1 million for a total of \$3.5 million. The current Life Technologies purchase order is for \$2.5 million, the majority of which utilized grant funds to establish a new DNA testing workflow to replace equipment that had reached its end of useful life cycle and to purchase equipment maintenance contracts and validation services. As the Laboratory expands its testing capabilities, these purchase orders account for future equipment purchases, contractual services, software, and routine testing supplies.

National DNA quality assurance standards require that laboratories validate their entire DNA testing procedure. This includes testing protocols, DNA typing testing kits, supplies, equipment, and software used in the analysis of casework samples. Any significant changes to the validated procedure must in turn be re-validated. The Hamilton Company and Life Technologies testing kits, supplies, equipment and software have been validated by Laboratory staff at considerable cost in supplies, time, and personnel resources. The Laboratory standard operating procedures, analyst training program and quality

assurance/quality control procedures were developed based on the result of these validations, a process that took two years. Accordingly, Life Technologies and Hamilton Company are the only vendors that can provide the required items for the Laboratory to meet project goals and to maintain compliance with accreditation standards and national DNA quality assurance guidelines.

STAKEHOLDERS/OUTREACH

Grant funds will be used to improve the quality and timeliness of forensic testing services provided to customer agencies and the public.

FISCAL IMPACT

The FY2024 DNA CEBR Program grant will cost \$243,744, which was not included as part of the FY2024-25 approved budget. The grant does not require matching funds. Therefore, staff is requesting an appropriation of \$243,744 from grant revenue. The appropriation request is outlined below:

| Requesting Appropriation | | | |
|---------------------------------|---|---|------------------------------------|
| Amount | From (Account String) | To (Account String) | Funding Source |
| \$243,744 | GL: 31240-2610-GPD-0020-P0000 PL: GPD01325AG | | Police Fund – Federal Grant |
| \$235,000 | | GL:43110-2610-GPD-0020-P0000 PL: GPD01325AG | Police Fund – Contractual Services |
| \$8,744 | | GL: 44650-2610-GPD-0020-P0000 PL: GPD01325AG | Police Fund – Training |

Funding for the Life Technologies and Hamilton Company agreements is multifaceted and includes Police General Fund and Federal Grants. No funding or appropriation is being requested at this time. Future years funding will be requested through the Citywide annual budget process and future grant applications.

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This item is considered a ministerial activity and therefore, not subjected to CEQA/NEPA review. There is no possibility that the acceptance of this award may have a significant effect on the environment. (14 Cal. Code Regs. § 15061(b)(3)).

CAMPAIGN DISCLOSURE

The names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report are

attached in Exhibit A, in accordance with the City Campaign Finance Ordinance No. 5744.

ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: Deny the Police Department's request. Expenses for contractual services and training would be absorbed by the Police Department budget.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

Manuel Cid, Police Chief

Prepared by:

Catherine Nguyen, Lab Director

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

Exhibit A: Campaign Disclosures for Hamilton Company.