



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 6

Section Name: {{section.name}}

Account Number: 10-5112

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**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Police Department  
**MEETING DATE:** December 09, 2024

**SUBJECT:**

California Department of Justice Tobacco Grant– Grant Acceptance, Appropriation, and Backfill Officer Assignment

**RECOMMENDATION:**

Adopt a Resolution to accept grant funds in the amount of \$651,800 from the State of California Department of Justice, Tobacco Grant Program; appropriate \$102,600 of the grant funds to the Police Departments 2024-25 Budget; authorize the Chief of Police to execute the Memorandum of Understanding with the California Department of Justice and all other necessary grant documents; authorize the addition of 1.00 Full-Time Equivalent Police Officer position for the three-year duration of the grant period; and amend the adopted fiscal year 2024-25 budget.

**BACKGROUND:**

The San Mateo Police Department has been awarded a grant from the California Department of Justice (DOJ) for the Proposition 56 Tobacco Grant Program. The intent of this grant is to fund a Police Officer position focused on reducing and preventing the illegal sale of tobacco products through retail inspections, education and enforcement. The total grant award is \$651,800 to be expended over the course of three years.

The application process was highly competitive, and prioritized funding for local retailer enforcement, including enforcement of flavored tobacco bans. In October 2020, the City Council adopted an Ordinance to add language to the municipal code to prevent the sale of e-cigarettes and flavored tobacco within the City of San Mateo. The grant will provide the salary and benefits for 1.00 Full Time Equivalent Police Officer who will coordinate and carry out activities to address and reduce illegal, underage tobacco/vape sales by ensuring compliance with City Ordinances. Through engagement and outreach efforts, the officer will build relationships with business leaders and tobacco retailers, offering ongoing training on ordinances and laws to retailers, staff, and other SMPD officers. A significant community education component will be implemented to raise awareness and emphasize the importance of compliance, with information shared via social media platforms, news outlets, radio, and TV.

The assignment of an officer to perform the tasks funded by the grant will create a vacancy in the complement of police officers assigned to the Field Operations Patrol Division. Authorization for an additional 1.00 FTE Police Officer position is requested for the three-year grant period to ensure there is no loss of service to the community. The addition of this position will have a net-zero budget impact as the cost will be offset by grant reimbursement.

The Police Department plans to staff the position this winter, with a proposed expenditure timeline commencing in February 2025 and concluding in January 2028. Therefore, the requested action includes authorizing the addition of 1.00 FTE Police Officer position and amending the adopted 2024-2025 budget in the amount of \$102,600. This reflects grant costs that will be incurred during the remainder of the current fiscal year, including \$96,715 for the additional officer position, \$1,000 in operating expenses for training and educational materials, and \$4,885 for administrative costs related to staff time associated with administering the grant.

The resolution and MOU (Attachments 1 and 2) must be approved by the City Council within 90 days of the notification of the grant award on October 24, 2024. The Police Department looks forward to the opportunity to enhance the depth of services we provide to our community by performing the work funded by the grant.

**BUDGET IMPACT:**

The requested action includes the appropriation of \$102,600 to the Police Department's authorized 2024-25 budget, which will be fully offset by grant revenue, resulting in no net financial impact.

**ENVIRONMENTAL DETERMINATION:**

This action is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Proposed Resolution

Att 2 – Grant Memorandum of Understanding

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