

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: February 7, 2013

CAO File No. 0220-04520-0018

Council File No. 12-0654

Council District: All

To: The Mayor  
The Council

From: Miguel A. Santana, City Administrative Officer *MS*

Reference: Transmittal from the Mayor dated December 18, 2012; referred for report December 21, 2012

Subject: **FISCAL YEAR 2007-08 REGIONAL CATASTROPHIC PREPAREDNESS GRANT PROGRAM APPROPRIATIONS ADJUSTMENT**

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### SUMMARY

The Mayor's Office of Homeland Security and Public Safety requests authority to re-appropriate funds for the United States Department of Homeland Security (DHS) Fiscal Year 2007-08 Regional Catastrophic Preparedness Grant (FY 07/08 RCPGP) award from the California Emergency Management Agency (Cal EMA).

On November 17, 2009, the City Council accepted the FY 07/08 RCPGP grant award (C.F. 08-0897) in the amount of \$6 million for a grant performance period of September 1, 2008 to May 1, 2010. Since then, several extensions have been approved by Cal EMA, which brings the performance period end date to April 30, 2012.

There remains a total of \$77,760.19 of the FY 07/08 RCPGP grant award. The remaining funds are from: (1) savings in the amount of \$17,601.96 for travel expenses to attend the National Regional Catastrophic Grant Program Conference. The travel expenses were instead funded with FY 2009 RCPGP funds; (2) savings in the amount of \$9,972.04 from an Emergency Management Department (EMD) contractual service agreement, for which the actual expenditures were lower than anticipated; and (3) salary savings in the amount of \$50,186.19 for the EMD.

The Mayor's Office requests to re-appropriate the remaining funds as follows: (1) \$45,488.20 for Partner Jurisdictions, which are included in the Los Angeles Operational Area Critical Incident Planning and Training Alliance (Alliance), to complete project deliverables defined by the RCPGP; (2) \$338.82 for prior year related costs for management and administration personnel in the Mayor's Office. The additional need is due to an adjustment in the approved Cost Allocation Plan (CAP) rate for the Mayor's Office; and (3) \$31,933.17 for prior year salary expenditures for the Los Angeles Police Department (LAPD).

**RECOMMENDATIONS**

That the Council:

1. Authorize the Controller to:

a. Transfer appropriations within Fund 51T, Department 46 for the reallocation of FY 2007-08 RCPGP grant funds, as follows:

**TRANSFER FROM:**

<u>Fund/Dept No.</u>	<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
51T/46	46F507	Other-Management & Admin	\$ 17,601.96
51T/46	46F735	Contracts/Expenses-EMD	\$ 9,972.04
51T/46	46H135	EMD Salaries	\$ 50,186.19
TOTAL			\$ 77,760.19

**TRANSFER TO:**

<u>Fund/Dept No.</u>	<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
51T/46	46F511	Partner Jurisdictions	\$ 45,488.20
51T/46	46G299	Related Costs	\$ 338.82
51T/46	46J270	LAPD Salaries	\$ 31,933.17
TOTAL			\$ 77,760.19

b. Transfer up to \$338.82 from Fund 51T, Department 46, Account 46G299 to Fund 100, Department 46, Revenue Source Code 5331, for reimbursement of prior year grant funded fringe benefits for the Mayor's Office;

c. Transfer up to \$31,933.17 from Fund 51T, Department 46, Account 46J270 to Fund 100, Department 70, Revenue Source Code 5168, for reimbursement of prior year grant funded expenditures for the LAPD; and

2. Authorize the Mayor's Office of Homeland Security and Public Safety to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and instruct the Controller to implement the instructions.

**FISCAL IMPACT STATEMENT**

There is no General Fund impact as a result of these actions. Approval of the recommendations within this report will allow for the continued expenditures of the Fiscal Year 2007-08 Regional Catastrophic Preparedness Grant. These are actions are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from the continuation of the grant.