

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: August 22, 2013

CAO File No. 0220-04520-0023

Council File No. 13-0798-S1

Council District: All

To: The Mayor
The Council

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

Reference: Transmittal from the Mayor dated August 21, 2013; referred for report August 21, 2013

Subject: **ADDENDUM TO 2010 REGIONAL CATASTROPHIC PREPAREDNESS GRANT PROGRAM BUDGET MODIFICATIONS AND CONTRACTING AUTHORITIES**

SUMMARY

On August 2, 2013, our Office transmitted a report to the Council relative to the Mayor's Office of Homeland Security and Public Safety (Mayor's Office) request to modify the United States Department of Homeland Security (DHS) Fiscal Year 2010 Regional Catastrophic Preparedness Grant Program (FY10 RCPGP) grant (transmittal from the Mayor's Office dated July 22, 2013).

The original report outlined an increased allocation of \$240,000 for the American Red Cross for a two phase planning and assessment project. Since the release of the report, the American Red Cross has declined \$130,000 of the \$240,000 allocation due to revised project budgets and issues with meeting the grant match requirement. In addition, the City of San Bernardino has also returned an additional \$1,899 of their allocation.

The Mayor's Office requests authority to modify the FY10 RCPGP grant budget to reallocate the total of \$131,899 in returned funds to the City of Los Angeles Emergency Management Department (EMD). The EMD will utilize the funds to support the contract for the design and publication of a step-by-step disaster recovery handbook for disaster survivors entitled, "The Red Guide to Recovery, Resource Handbook for Disaster Survivors" (Red Guide). The additional allocation of \$131,899 will increase the contract amount with Sean Scott from \$368,101 to \$500,000 and will be used to provide additional copies of the Red Guide in different languages. Grantor approval of this reallocation is pending. The revised FY10 RCPGP budget is included as Attachment 1 to the Mayor's transmittal dated August 21, 2013.

Moreover, the original transmittal included reappropriations for the Housing Department within the FY10 RCPGP grant fund. The Mayor's Office requests to revise the reappropriation requests due to revisions in the travel expenses reported by the Housing Department. It is requested that the recommendations in this report be taken into consideration, instead of the recommendations in the CAO report dated August 2, 2013.

RECOMMENDATIONS

That the Council:

1. Authorize the Mayor, or designee, to:

- a. Modify the existing grant budget for the Fiscal Year 2010 Regional Catastrophic Preparedness Grant Program (FY10 RCPGP) by reallocating funds between agencies as described within this report and detailed in Attachment 1 to the Mayor's transmittal dated August 20, 2013;
- b. Negotiate and execute contract amendments with the County of Los Angeles, City of Riverside, City of San Bernardino, County of San Bernardino, County of Ventura, City of Ontario, and the American Red Cross, for the purpose of revising FY10 RCPGP allocations and match requirements as applicable in accordance with the revised FY10 RCPGP budget (per Attachment 1 to the Mayor's transmittal dated August 20, 2013), subject to the approval of the City Attorney as to form and legality;
- c. Negotiate and execute on behalf of the City, a sole source contract with Mr. Sean Scott, or his affiliates, for an amount not to exceed \$500,000 for the disaster recovery handbook project for a term not to exceed three months, subject to the approval of the City Attorney as to form and legality;
- d. Negotiate and execute on behalf of the City, a contract for the development of a database to manage the City of Los Angeles departments' emergency plans and continuity of operations plans, for an amount not to exceed \$55,000, for a term not to exceed three months, subject to the approval of the City Attorney as to form and legality;

2. Authorize the Controller, or designee, to:

a. Transfer and create new appropriations as follows:

TRANSFER FROM:

<u>Fund/Dept</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
54H/46	46H668	Partner Jurisdictions	\$643,225.00
54H/46	46H746	Housing Contracts	\$1,093.00
54H/46	46J143	Housing	\$4,805.00
54H/46	46J392	EMD	<u>\$250,000.00</u>
			\$899,123.00

TRANSFER TO:

<u>Fund/Dept</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
54H/46	46K135	EMD Salaries	\$183,166.70
54H/46	46K235	EMD Reserve	\$91,833.30
54H/46	46H835	EMD Expenses	\$9.00
54H/46	46H735	EMD Contracts	\$604,991.00
54H/46	46K143	Housing Salaries	<u>\$19,123.00</u>
			\$899,123.00

- b. Transfer appropriations from Fund 54H, Department 46, to the General Fund, to reimburse FY10 RCPGP related expenditures as follows:

TRANSFER FROM:

<u>Fund/Dept</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
54H/46	46K135	EMD Salaries	\$183,166.70
54H/46	46K143	Housing Salaries	<u>\$19,123.00</u>
			\$202,289.70

TRANSFER TO:

<u>Fund/Dept</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
100/35	001010	Salaries, General	\$183,166.70
100/43	001010	Salaries, General	<u>\$19,123.00</u>
			\$202,289.70

- c. Transfer \$7,165.39 from Fund 41M, Department 43, Account 43K411, Unallocated to Fund 41M, Department 43, Account 43K299 for related costs to be used to meet match requirement of the grant;
- d. Transfer up to \$7,165.39 from Fund 41M, Department 43, Account 43K299 to Fund 100, Department 43, Revenue Source 5346, for reimbursement of grant-funded fringe benefits;
- e. Reduce appropriations in the Emergency Operations Fund 392, Department 34, Account 343040 by \$250,000;
- f. Transfer cash from Fund 54H, Department 46, to reimburse the General Fund, on an as-needed basis, upon presentation of proper documentation from the Los Angeles City departments, subject to the approval of the Mayor's Office of Homeland Security and Public Safety; and

3. Authorize the Mayor, or designee, to prepare Controller instructions for any technical accounting adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

FISCAL IMPACT STATEMENT

The reallocation of funds within this report would increase the City's match requirement by \$225,693 from \$708,246 to \$933,939. The changes to the Fiscal Year 2010 Regional Catastrophic Preparedness Grant Program (FY10 RCPGP) match requirement as a result of the reallocation of funds will be met through funding fringe benefits costs. These 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.

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