

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: September 3, 2015

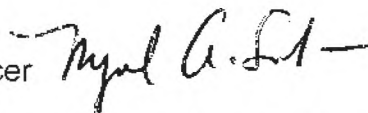
CAO File No. 0100-00144-0329

Council File No. 13-1618

Council District: All

To: The Mayor  
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Transmittal from the Board of Fire Commissioners dated August 26, 2015

Subject: **FUND TRANSFER – CONTINUATION OF 2013 FEDERAL EMERGENCY  
MANAGEMENT AGENCY URBAN SEARCH AND RESCUE TASK FORCE  
COOPERATIVE AGREEMENT GRANT**

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### SUMMARY

On February 11, 2014, the Council authorized the Los Angeles Fire Department (LAFD) to accept the 2013 Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) Task Force Cooperative Agreement grant in the amount of \$1,251,154 for the term of October 1, 2013 to March 31, 2015 (C.F. 13-1618). Since then, FEMA has extended the grant performance period to March 31, 2016. The grant does not require City matching funds and provides for the purchase of equipment, uniforms, supplies and training.

As of June 1, 2015, there is a balance of \$322,014.20 in unspent grant funds. Since the term of the grant has been extended through Fiscal Year 2015-16, fund transfers are required to fulfill the program initiatives. Although the grant does not have a match requirement, the grant functions on a reimbursement basis and requires the City to front-fund expenditures. As a host and sponsor of California Task Force 1 (CA-TF1), the LAFD advances funding from its General Fund budget, and as costs are incurred, the Department's FEMA grant manager validates expenditures according to FEMA financial guidelines. Once expenditures are approved, grant funds are drawn down to reimburse the LAFD General Fund accounts. All expenditures are reimbursed by the FEMA grant on an ongoing basis, as expenditures are processed according to City procedures.

### RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the Controller to transfer \$272,014.20 from Fund 100, Department 38, Account 001012 (Salaries, Sworn) to the Fire Department Grant Fund 335, Department 38, Account 38013R (FEMA USR 2013), to support the necessary expense and purchase of equipment items that will be reimbursed by the FEMA grant;

2. Authorize the Fire Chief, or his designee, to deposit the FEMA grant funds received under this Cooperative Agreement into the Fire Department Grant Fund 335, Department 38, Revenue Source Code 5161 (Reimbursement of Expenditures), and therefrom appropriate the same amount to Fund 335, Department 38, Account 38013R (FEMA USR 2013);
3. Authorize the Controller to transfer appropriations from the Fire Department Grant Fund 335, Department 38, Account 38013R (FEMA USR 2013) to Fund 100, Department 38, Account 001012 (Salaries, Sworn) and Account 001098 (Variable Staffing), to reimburse the LAFD based on the LAFD's submissions to the Office of the City Administrative Officer (CAO) documenting actual costs incurred as part of the FEMA US&R Task Force Cooperative Agreement grant;
4. Authorize the Controller to transfer the uncommitted balance of advanced funds, as referenced in Recommendation No. 1, as of April 1, 2016, from Fund 335, Department 38, Account 38013R (FEMA USR 2013) to Fund 100, Department 38, Account 001012 (Salaries, Sworn); and,
5. Authorize the LAFD to prepare Controller's instructions for any technical adjustments, subject to the approval of the CAO, and authorize and instruct the Controller to implement the instructions.

## **FISCAL IMPACT STATEMENT**

There is no additional General Fund impact as a result of these actions. Approval of the recommendations within this report will allow for the continued expenditure of the 2013 Federal Emergency Management Agency Urban Search and Rescue Task Force Cooperative Agreement Grant. This is a reimbursement grant and all funds will be advanced by the Los Angeles Fire Department from within its 2015-16 General Fund budget. The Department has sufficient funds to advance the grant funds. These actions are in compliance with the City's Financial Policies in that eligible program costs are reimbursed by the grant to support the grant activities.

*MAS:MCL:04160024*