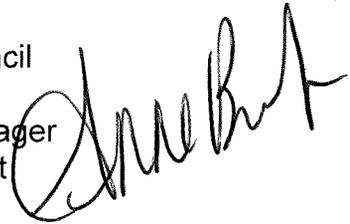


CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE



DATE: September 4, 2015

TO: Honorable Members of the City Council

FROM: Anna Burton, Assistant General Manager  
Emergency Management Department 

SUBJECT: **PROPOSED CONTRACT APPROVAL REQUEST - LOS ANGELES  
COUNTY PUBLIC HEALTH DEPARTMENT**

Transmitted herewith for approval by the City Council is a proposed contact between the City of Los Angeles Emergency Management Department (EMD) and the Los Angeles County Public Health Department (LACPHD). The proposed contract will provide the City/EMD with a staff position who is dedicated exclusively to the City's public health emergency planning function. Until recently, LACPHD has maintained a position on loan in EMD and has provided the City with subject matter expertise regarding planning for and responding to public health emergencies; however, they have informed EMD that due to changes implemented at LACPHD, the position was being eliminated effective June 30, 2015, and there are no plans to replace the position or the public health planning function it provided to the City. Approval of the proposed contract in the amount of \$308,739 will restore the position and its services for a two year period and ensure that the City's Emergency Operations Plans and Annexes are routinely updated and remain current with regard to the City's preparation for and response effort to emergency situations related to public health threats, including acts of bioterrorism.

## **BACKGROUND**

Since 2007, LACPHD has provided the City with one (1) loaned, fulltime Public Health Coordinator (PHC) position dedicated exclusively to support the City's emergency preparedness and response planning related to public health emergencies, including threats posed by acts of bioterrorism. Until recently, this position was assigned to work with EMD staff at the City's Emergency Operations Center and all costs related to the position (salary, benefits, etc.) were paid for by LACPHD from an allocation of federal grant funds provided by the Federal Centers for Disease Control and Prevention (CDC) Catalog of Federal Domestic Assistance Number 93.074 and 93.069 for Public Health Emergency Preparedness (Cities Readiness Initiative). The grant funds are designated to "upgrade local jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease and other public health threats and emergencies." For the past eight (8) years, in addition to supporting the City's public health planning effort, the position has also acted as a liaison between the City and various County agencies to facilitate the efficiency and effectiveness of CDC grant projects that require a joint effort, cross jurisdictional boundaries and will impact multiple communities. Because of the City's geographic size and regional influence, the community impact of these grant projects will usually, if not always, include the City in

its audience. For the past eight (8) years, the loaned PHC position has been instrumental in the City's emergency preparedness and response planning effort and ensuring that emergency plans are updated and remain current and incorporate policies and best practices that are consistent with contemporary emergency management programs.

Because LACPHD's elimination of the loaned PHC position is not due to lack of funding, an option that will allow EMD to retain the position and services is to execute the proposed contract. The contract requires that the City (EMD) assume responsibility for the position's employment, including all related personnel and payroll responsibilities and LACPHD will reimburse EMD for the position's salary and benefits costs using the CDC Cities Readiness Initiative Grant. The contract amount reflects the salary and benefits amount required to fund one Senior Project Coordinator position for two fiscal years. The two-year salary and benefits amount reflects placement of the position at salary steps 10 (FY 2015-16) and 11 (FY 2016-17) and is consistent with the Public Health Coordinator's current salary. The incumbent has expressed an interest in continuing their employment with EMD in this position.

Concurrent with this request for contract approval, EMD is requesting approval to hire one resolution position authority of Senior Project Coordinator (Class Code 1538) in the current fiscal year. The position will be responsible for performing the contract's scope of work and LACPHD will reimburse the City for the position's salary and benefits costs. Because the contract provides for the reimbursement of costs after expenditures are incurred, an appropriation from the City's Reserve Fund to EMD's FY 2015-16 salary account (Dept. 35, Fund 100, Acct. No. 001010) is also requested. Repayment to the Reserve Fund will be made monthly and will coincide with EMD's receipt and deposit of LACPHD's reimbursement payments. Full reimbursement of the position's salary and benefits is expected; therefore, there is no anticipated fiscal impact for the City.

The appropriation amount being requested from the Reserve Fund for the position's salary in the current fiscal year is \$73,853 and reflects the anticipated salary expenditure for the Sr. Project Coordinator from mid-October 2015, through June 30, 2016. The Reserve Fund appropriation will ensure that EMD's salary account is able to meet its payroll obligations and not be impacted by the amount of time required for EMD's preparation of monthly invoices and the receipt of LACPHD's reimbursement payments. EMD's receipt of monthly reimbursement payments will be deposited as department revenue into a revenue source code that has been identified for repayment of EMD's salary appropriation received from the Reserve Fund. The reimbursement payments will be deposited into Revenue Source Code No. 3513, County Grants – Others. Reimbursements received for both salaries and benefits will be deposited into this revenue source code.

In addition to the approval of its Sr. Project Coordinator position request, EMD is also requesting an exemption be approved for this position pursuant to City Charter Section 1001 (d)(4) and the exemption of "grant funded positions for a term of no more than two (2) years which, by application of the procedures described in this subsection may be

extended for one (1) additional year for a maximum exemption period of three (3) years.” The exemption being requested for the Sr. Project Coordinator is based upon the source of funding identified in the contract (CDC Cities Readiness Initiative Grant).

As the City’s Agent, EMD is requesting that the City Council approve the acceptance of the attached contract and in coordination with the Office of the City Attorney and City Clerk, process all necessary documents required for contract execution.

Therefore, EMD requests the Los Angeles City Council, subject to the approval of the Mayor:

Authorize the General Manager of EMD to execute the attached contract with the County of Los Angeles Public Health Department in the amount of \$308,739 for the term that will start upon contract execution through June 30, 2017, and in substantially the form as attached hereto, which has been reviewed by the City Attorney as to form and legality.

Authorize a new resolution position authority of Sr. Project Coordinator be added to EMD’s budget for the current fiscal year to perform the attached contract’s scope of work.

Authorize EMD to prepare instructions to the Controller for the appropriation of funds to its Salaries Account, Fund 100, Dept. 35, Acct. No. 001010 – Salaries General, for the Sr. Project Coordinator position’s salary requirement which will be reimbursed monthly by the County.

Authorize EMD to deposit the monthly reimbursement payments received under this contract agreement into the City’s General Fund, Fund 100, Dept. 35, Revenue Source Code 3513 “County Grants - Others” in order to provide repayment of the appropriation received from the City’s Reserve Fund.

With the approval of the City Council, EMD will coordinate the final review of the proposed contract with the Office of the City Attorney and the Office of the Mayor. During the current fiscal year, EMD will process all necessary paperwork required for County reimbursement and the subsequent repayment of the appropriated funds to the City’s Reserve Fund.

If there are any questions, please contact me. I can be reached at (213) 484-4822.

Attachment:

Proposed contract between the Los Angeles County Public Health Department and City of Los Angeles for Public Health Emergency Preparedness and Response Services.