

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: November 5, 2015

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Council File No. 15-1092

Council District: All

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Transmittal from the Emergency Management Department dated September 4, 2015; referred for report October 27, 2015

Subject: **PROPOSED CONTRACT WITH THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH**

SUMMARY

The Emergency Management Department (EMD) requests authority to execute an agreement with the Los Angeles County Department of Public Health (LACDPH) for a contract amount of \$308,739, beginning upon execution of the contract through June 30, 2017. Since 2007, the LACDPH has loaned EMD a full time Public Health Coordinator position to provide subject matter expertise on planning for and responding to public health emergencies. However, the LACDPH notified EMD that due to changes implemented at the department, LACDPH can no longer continue to provide the Public Health Coordinator to the City effective June 30, 2015. While LACDPH is unable to provide the position, LACDPH can provide grant funding to the City to employ its own staff position for this purpose. Funding is provided by LACDPH through federal grant funds received from the Federal Centers for Disease Control and Prevention (CDC). Approval of the agreement would provide EMD with funding through the LACDPH to employ a Senior Project Coordinator to ensure that the City's Emergency Operations Plans and Annexes are updated and current as it relates to preparation for and responding to emergency situations related to public health threats, including acts of bioterrorism.

Background

The California Health and Safety Code places upon the County's Board of Supervisors the duty to preserve and protect the public's health and appoint a County Health Officer to provide services directed toward the prevention and mitigation of communicable and infectious diseases within the County. Since 2007, the LACDPH, Emergency Preparedness and Response Program (EPRP), has loaned EMD a full time Public Health Coordinator position to support the City's emergency preparedness and response planning related to public health emergencies, including bioterrorism threats.

The LACDPH was able to support all costs of the position, including direct and indirect costs, through an allocation of federal grant funds provided by the CDC, Catalog of Federal Domestic Assistance Number 93.074 and 93.069 for Public Health Emergency Preparedness (Cities Readiness Initiative). A portion of the grant funds have been designated to upgrade local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease and other public health threats and emergencies.

The Public Health Coordinator position supported the City's public health planning effort and served 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. The Public Health Coordinator helped ensure that emergency plans are updated and incorporate policies and best practices consistent with emergency management programs.

During Fiscal Year 2014-15, LACDPH notified EMD that due to changes in LACDPH, the Public Health Coordinator position would be eliminated. However, LACDPH indicated that funding is available for EMD to retain its own Public Health Coordinator and can be provided to EMD through this proposed agreement with LACDPH. Under the terms of the agreement, the City would serve as a contractor to the County providing services the County would otherwise have the authority to provide under the California Health and Safety Code.

A City position assigned to EMD would continue the work performed by the Public Health Coordinator and perform the scope of work provided in Exhibit B to the proposed contract, including coordinating community engagement in preparedness efforts, emergency operations coordination, identifying City stakeholders to be included in information flow from LACDPH EPRP, developing plans and processes to ensure the safety and health of City employees responding to a public health event, planning for the provision of dispensing medical countermeasures, coordinating with LACDPH EPRP for the management and distribution of medical material, and coordinating the management of volunteers.

To achieve the goals of the program, EMD requests authority for one Senior Project Coordinator resolution authority position. Based on an estimated employment date beginning late-November 2015, the 2015-16 direct salary cost of this position is \$52,752 and the fringe benefit cost is \$28,286. To support the direct costs of the position, EMD also requests a Reserve Fund appropriation to front-fund the position's salary for the current fiscal year until grant reimbursements are received. However, as acknowledged in the 2015-16 First Financial Status Report (C.F. 15-0600-S88), due to the depletion of the Unappropriated Balance, Reserve for Mid-Year Adjustments account, it is necessary to preserve the Reserve Fund to address fiscal uncertainties and for City departments to manage any budgetary deficits within their existing resources. For that reason, it is recommended that EMD absorb the costs of this position within its existing operating budget. Our Office will continue to work with the Department to monitor EMD's salary account and report back in a future Financial Status Report should an additional appropriation be needed.

EMD will issue monthly invoices to the LACDPH for the salary and fringe benefit costs and deposit the monthly grant reimbursements as General Fund revenue. The grant does not cover the costs of other indirect costs such as central services (\$0) and department administration (\$46,337). These grant receipts were not included in EMD's 2015-16 revenue budget. The contract provides a maximum contract amount that would be sufficient to fully reimburse the City for the position's direct and fringe benefits costs. Our Office will work with the Department to determine if this position and funding can be included in the 2016-17 Budget to provide sufficient funding next fiscal year.

Since the position is supported by the CDC Cities Readiness Initiative grant, the Senior Project Coordinator position is a position eligible for exemption under Charter Section 1001(d)(4). In accordance with Charter Section 1001(d)(4), the exemption is provided for grant funded positions for a term of no more than two years, and may be extended for one additional year, for a maximum of three years. EMD will prepare a separate request to Board of Civil Service Commissioners for the allocation and exemption of this position and upon approval, EMD will transmit the request to Council for approval by resolution.

It should be noted that this agreement is separate from the agreement approved by Council between the Los Angeles Fire Department (LAFD) and the LACDPH, Acute Communicable Disease Control Program, for funding for the syndromic surveillance program (C.F. 13-0117). The syndromic surveillance program serves as an early warning system for the detection of bio-hazardous/bio-terrorist events by collecting and analyzing statistical data on health trends in the Los Angeles area.

RECOMMENDATIONS

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

1. Authorize the General Manager of the Emergency Management Department (EMD) to execute the contract with the County of Los Angeles Department of Public Health in the amount of \$308,739 for a term that will commence upon execution of the contract through June 30, 2017, subject to approval by the City Attorney as to form and legality;
2. Authorize one new Senior Project Coordinator resolution authority position within EMD through June 30, 2016;
3. Authorize EMD to deposit monthly reimbursement payments received under this agreement into the City's General Fund, Fund 100, Department 35, Revenue Source Code 3513 "County Grants – Others" as repayment of the Reserve Fund appropriations; and,
4. Authorize EMD to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

FISCAL IMPACT STATEMENT

The proposed contract amount of \$308,739 covers the direct and fringe benefit costs of one Senior Project Coordinator for a term of two years. The first year direct salary cost of \$52,752 is not included in the Emergency Management Department's 2015-16 adopted budget; however, the position will be front-funded within the Department's existing budgeted funds. Our Office will work with the Department to monitor EMD's salary account and report back in a future Financial Status Report should an additional appropriation be needed. The first year direct salary (\$52,752) and fringe benefit (\$28,286) costs estimated to total \$81,038 will be reimbursed by the Los Angeles County Department of Public Health and recorded as revenue to the General Fund. The City will be required to assume the other indirect costs (central services and department administration) in the amount of \$46,337, which is not reimbursable from the County. An appropriation for the second year costs will be requested by the Emergency Management Department for the Fiscal Year 2016-17 budget.

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