

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to proposed contract with the Los Angeles County Public Health Department (LACPHD) to provide the City with a staff position dedicated to the City's public health emergency planning function.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. AUTHORIZE the General Manager, Emergency Management Department (EMD), to execute the contract, attached to the Council File, with the LACPHD in the amount of \$308,739 for the term that will start upon contract execution through June 30, 2017, subject to the review of the City Attorney as to form and legality.
2. RESOLVE that the employment of one Senior Project Coordinator in the EMD is authorized through June 30, 2016 as detailed in the November 5, 2015 City Administrative Officer (CAO) report, attached to the Council file.
3. AUTHORIZE the EMD to deposit monthly reimbursement payments received under the contract, attached to the Council file, into the City's General Fund, Fund 100, Department 35, Revenue Source Code 3513 County Grants - Others as repayment of the Reserve Fund appropriations.
4. AUTHORIZE the EMD to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the CAO; and AUTHORIZE the Controller to implement the instructions.
5. INSTRUCT the EMD to take steps to convert this Senior Project Coordinator position to an appropriate civil service classification upon the expiration of the three year exemption period as detailed in the November 5, 2015 CAO report, attached to the Council file.

Fiscal Impact Statement: The CAO reports that 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 EMD's 2015-16 adopted budget; however, the position will be front-funded within the EMD's existing budgeted funds. The CAO will work with the EMD to monitor the 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 LACPHD 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.

Community Impact Statement: None submitted.

(Also referred to the Health, Mental Health, and Education Committee)

Summary:

On December 2, 2015, your Committee considered September 4, 2015 EMD and November 5, 2015 CAO reports relative to proposed contract with the LACPHD to provide the City with a staff position

dedicated to the City's public health emergency planning function. According to the EMD, since 2007, the LACPHD has provided the City with one 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 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 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 the LACPHD's elimination of the loaned PHC position is not due to lack of funding, an option that will allow the EMD to retain the position and services is to execute the proposed contract.

The contract requires that the EMD assume responsibility for the position's employment, including all related personnel and payroll responsibilities and the 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 (FY). 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.

After further consideration, the Committee moved to recommend approval of the contract as contained in the November 5, 2015 CAO report and detailed in the above recommendations. Additionally, the Committee moved to recommend instructing the EMD to take steps to convert the Public Health Coordinator to a civil service position. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



MEMBER

KORETZ:

VOTE

YES

RYE: YES

HARRIS-DAWSON: YES

ARL

12/2/15

-NOT OFFICIAL UNTIL COUNCIL ACTS-