

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 14, 2020

CAO File No. 0220-05677-0000
Council File No. 19-0600
Council District: --

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Aram Sahakian, General Manager, Emergency Management Department

Reference: Fiscal Year 2019-20 Adopted Budget – Recommendation No. 54 – Emergency Management and the Unappropriated Balance

Subject: **EMERGENCY MANAGEMENT DEPARTMENT (EMD) AND CITY ADMINISTRATIVE OFFICER – REPORT BACK REGARDING EMD OVERSIGHT POSITION AUTHORITY**

RECOMMENDATIONS

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

1. Authorize by resolution, one Assistant General Manager position for the Emergency Management Department (EMD) through June 30, 2020, to oversee the Planning and Community Preparedness and Engagement sections within the EMD;
2. Authorize the Controller to transfer an appropriation in the amount of \$68,000 from the Unappropriated Balance, Fund 100, Department 58, Account 580303, Emergency Management Department Oversight, to Fund 100, Department 35, Account 001010, Salaries, General, to fund the cost of the additional Assistant General Manager position for the balance of Fiscal Year 2019-20; and,
3. Authorize the City Administrative Officer to make technical corrections as necessary to the transaction included in this report to implement Mayor and Council intentions.

SUMMARY

During deliberations for the Fiscal Year 2019-20 Proposed Budget, Council instructed the Emergency Management Department (EMD) and the Office of the City Administrative Officer (CAO) to report back on an appropriate position classification to oversee the EMD's Community

Preparedness and Engagement (CPE) and Administration and Finance sections. To fund the position, the Council also approved an amount of \$68,000 allocated in the Unappropriated Balance (UB) of the 2019-20 Adopted Budget.

BACKGROUND

The EMD initially submitted a request for consideration in the Fiscal Year 2019-20 Proposed Budget to add nine-months funding and one regular authority for an Assistant General Manager (AGM) to oversee three departmental sections: the Planning, CPE, and Administration and Finance sections. The requested position would provide additional support for day-to-day operations, as well as leadership and coordination during times of emergencies. Although the position was considered, the EMD's request for a position was ultimately not included in the 2019-20 Mayor's Proposed Budget. On April 23, 2019, in response to the 2019-20 Mayor's Proposed Budget, the EMD submitted a memorandum to the Budget and Finance Committee to consider the EMD's request for the AGM. The EMD's letter included a revision to the Department's request; the proposed AGM would oversee the CPE and Administration and Finance sections. Subsequently, the Council requested the CAO and EMD to report back with the appropriate position classification to provide oversight of both sections. Six-months funding in the amount of \$68,000 was also provided by Council in the UB to fund the position.

While Council instruction included determination of a position to oversee the CPE and Administration and Finance sections, the EMD is requesting a modification to the proposed organizational chart. As a result of recent local natural disasters, the EMD has observed an increase in community interest in emergency planning and preparedness. Consequently, in order to meet these demands, the EMD is requesting that the proposed AGM oversee the Planning and CPE sections to reflect a more appropriate distribution of duties; the Administration and Finance section currently managed by a Senior Management Analyst II, will report directly to the General Manager of the EMD. Should Council authorize the additional AGM, the existing AGM, currently overseeing Operational Readiness, Training and Exercise, Planning, and CPE, will manage the Operational Readiness and Training and Exercise sections, whereas the new AGM will assume oversight duties of the Planning and CPE sections.

Duties of the Position

As supervisor of the Planning section, the AGM will ensure that the City's Emergency Operations Plan, annexes, standard operating procedures, department emergency plans and continuity of operations plans are all accurate and current. Additionally, this position manages the coordination of all community preparedness and engagement initiatives and programs for the residents and businesses of Los Angeles using a whole community approach to consider the needs of the City's vulnerable populations, including but not limited to, senior citizens, children, the homeless population, persons with disabilities, and others with access and functional needs.

The proposed position will also serve as the EMD's Chief Resilience Officer and Chief Sustainability Officer and be responsible for supervising major emergency operations planning and community

preparedness functions. The AGM will be engaged in multifaceted interdepartmental and inter-agency work assignments involving extensive emergency planning, preparedness, response, and recovery activities, before, during, and after disasters.

The position will report directly to the General Manager of EMD and directly supervise two Emergency Management Coordinator IIs, each of whom oversee one section. These sections combined include 10 Emergency Management Coordinator Is, one Principal Project Coordinator, one Senior Project Coordinator, and four Administrative Intern Is. The proposed organizational chart is provided as an attachment to this report.

Position Salary Range and Funding Level

The AGM classification is part of Memorandum of Understanding (MOU) No. 36 and will be entitled to the negotiated salary adjustments outlined within MOU 36. Effective July 7, 2019, the salary range for one AGM of the EMD is from \$117,262 to \$171,487. Indirect costs based on 2019-20 rates will range from \$51,078 to \$66,974. Effective January 19, 2020, the salary range will increase from \$120,498 to \$176,206 (\$51,086 to \$68,445 for indirect costs). The fiscal impact to the General Fund is contingent upon the selected candidate and salary step placement; therefore, the \$68,000 funding provided in the UB may not be sufficient to cover the cost of the AGM position for the remainder of the fiscal year. If the UB amount is determined to be insufficient, the EMD will be required to identify savings to offset the remaining cost of the position. Accordingly, in order to minimize the impact to the Department's Salaries, General account, the EMD will determine an appropriate effective start date (for the proposed AGM position), tentatively during the spring of 2020.

It should be noted that as of the 2019-20 Second Financial Status Report, the EMD is projecting a net over-expenditure of \$23,764, attributed primarily to higher-than-expected overtime costs as a result of increased community events and extended Emergency Operations Center activations for local emergencies, as well as increased MOU salary obligations. The allocated UB amount for this position should be used to fund the requested position and should not be used to offset over-spending in other accounts. If necessary, funding gaps shall be addressed in a future Financial Status Report.

Continuance of this resolution authority position beyond the current fiscal year will be subject to the annual review of resolution authorities, as part of the Fiscal Year 2020-21 budget process.

The Personnel Department has reviewed the EMD's request and opined that an AGM is the appropriate classification to perform the duties of this position. As this position will be the second AGM position within the EMD, it will automatically be exempt from Civil Service provisions, pursuant to Charter Section 1001(a)(4).

FISCAL IMPACT STATEMENT

Approval of the recommendations in this report will appropriate \$68,000 from the Unappropriated Balance – Emergency Management Department Oversight Line Item to the Emergency Management Department (EMD) to fund an Assistant General Manager (AGM) position within the EMD. The anticipated fiscal impact to the General Fund is contingent upon the candidate selection process. The current salary range is from \$117,262 to \$171,487. Indirect costs range from \$51,078 to \$66,974. Effective January 19, 2020, the adjusted salary range will increase to \$120,398 to \$176,206. Estimated indirect costs will range from \$51,086 to \$68,445. Should the \$68,000 allocation be insufficient to cover the costs of the AGM, the EMD will be required to identify savings within budgeted funds to cover the remaining balance. Identified funding gaps will be addressed in a subsequent Financial Status Report. The recommendations in this report comply with the City's Financial Policies in that one-time revenues will be used to fund one-time expenditures.

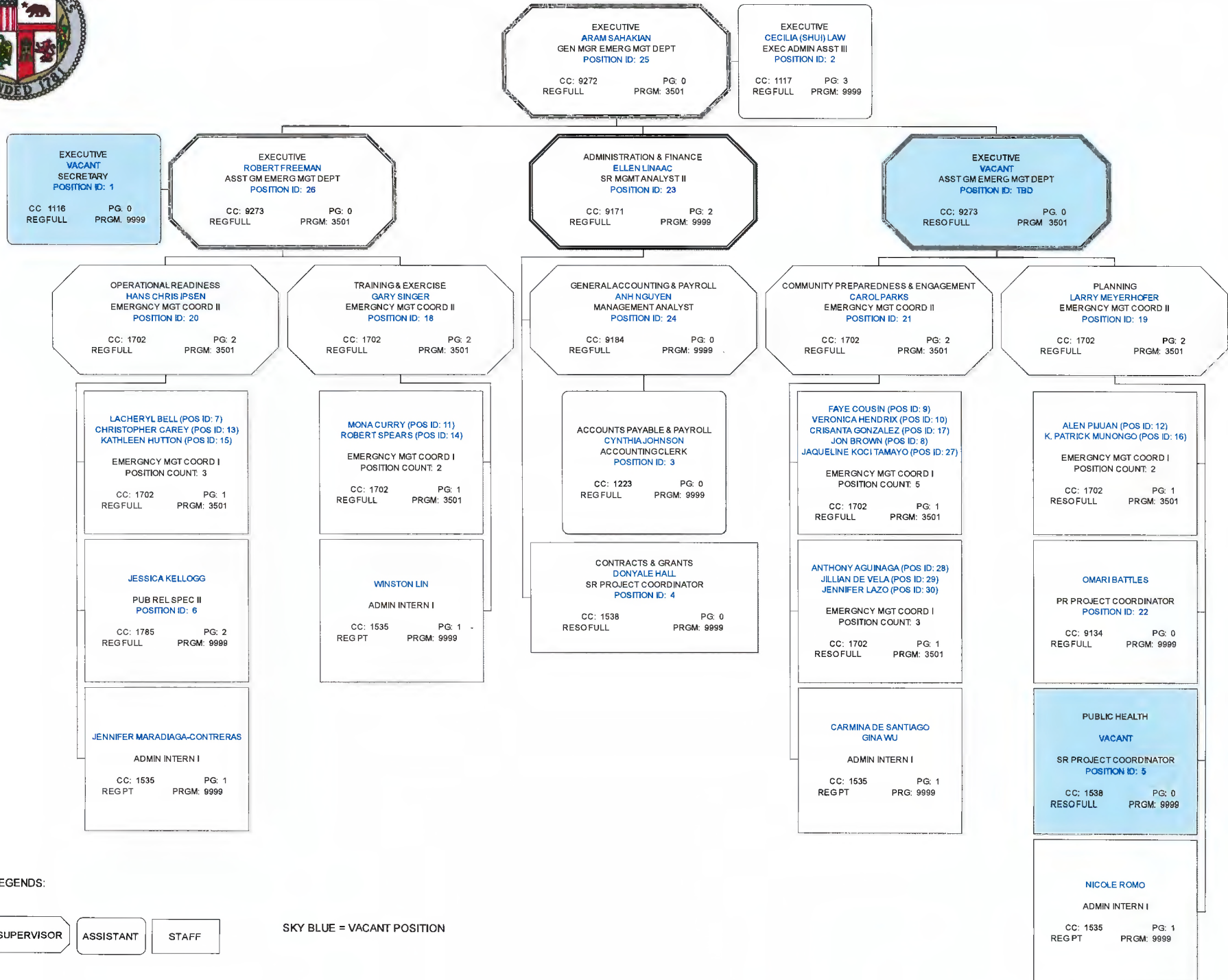
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Attachment

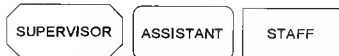


EMERGENCY MANAGEMENT DEPARTMENT FY 2019-20 PROPOSED ORGANIZATION CHART

Attachment



LEGENDS:



SKY BLUE = VACANT POSITION