

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE



Date: April 23, 2019

To: The Honorable Paul Krekorian, Chair
City Council Budget and Finance Committee
Attention: Andrew Choi, Legislative Assistant
Office of the City Clerk

From: Aram Sahakian, General Manager
Emergency Management Department

A handwritten signature in black ink, appearing to read "A. Sahakian", is written over the "From:" line.

Subject: **EMERGENCY MANAGEMENT DEPARTMENT COMMENTS ON THE
MAYOR'S PROPOSED BUDGET FOR FISCAL YEAR 2019-20**

The Emergency Management Department (EMD) coordinates emergency preparedness, planning, response, recovery and mitigation efforts for the City of Los Angeles. The Department supports the Mayor's goal of ensuring that the City of Los Angeles is the safest large city in the country by working with City agencies, residents and our partners in government and the private sector to coordinate disaster planning, training, exercises and management of the City's Emergency Operations Center (EOC). Recent events such as the Creek, Skirball and Woolsey fires of 2017 and 2018 required the City to order evacuations, establish public shelter operations and perform emergency mass notifications to the public. These events demonstrate the critical need for City government and our residents to be prepared for disasters, both predictable and little to no-notice events.

Our budget package for the Fiscal Year 2019-20 includes requests which we have deemed extremely critical to the continued success of the EMD and for sustaining a baseline level of readiness for planned events and disaster situations.

EMD proposes two priority areas for consideration by the Budget and Finance Committee:

- Funding a second Assistant General Manager position.
- Overtime funding allocation for joint community outreach programs with the Mayor's Office of Resilience, Information Technology Agency and the Department of Neighborhood Empowerment.

Assistant General Manager Position

EMD presently operates with one Assistant General Manager (AGM) position. This position supervises all five of our operating divisions and oversees a total of thirty-eight major programs, each of which involves multiple projects and tasks. The single AGM model was adopted when EMD was established as a new City department in the Fiscal Year 2000-01 approved budget. At that time the Department had a staff of sixteen. EMD now has thirty-eight staff, more than double its original level but continues to operate with only one AGM. The increase in programs and workload require more than one executive oversight position. We have requested a second AGM position to ensure effective and efficient operations. This request was not included in the Mayor's Proposed Budget.

Over the past two years, EMD has expanded its community education and outreach programs including Ready Your LA Neighborhood (RYLAN) and the development of emergency plans for small businesses. During the Fiscal Year 2018-19 we have completed more than eighty new neighborhood plans. We anticipate to double that level of activity for Fiscal Year 2019-20. The requested second AGM position would oversee this area of operation as well as other critically important functions such as resiliency and sustainability which are required by Mayoral directive. The Resilient Los Angeles plan tasks EMD with the lead role for seventeen initiatives including development of ninety-nine Neighborhood Council emergency plans.

Funding this package would enable EMD to have one AGM position focused on community preparedness, supply chain resilience, on-call emergency response contracts, grant administration, and a range of administrative services. The existing AGM position would focus on internal City preparedness, response and recovery including programs such as planning, training and exercises, Emergency Operations Center (EOC) readiness and a wide range of technological programs such as NotifyLA (mass notification), crisis communications with the new SALUS information sharing and mapping system, further development of our EOC Broadcast Center and Business Operations Center (BOC), and support for the City's Unified Homelessness Response Center (UHRC). An organization chart showing this two AGM model with associated program responsibilities is attached for your reference.

Overtime Allocation

EMD requests an increase in its overtime budget allocation for Fiscal Year 2019-20 (\$40,000) to expand the roll-out of the City's RYLAN preparedness initiative. EMD plans to create 160 new RYLAN plans in neighborhoods across the city as a part of Mayor Garcetti's Resilient Los Angeles campaign which equates to approximately 2400 households. To accomplish this EMD has partnered with the Mayor's Office of Resilience, Information Technology Agency and the Department of Neighborhood Empowerment to promote RYLAN through the Neighborhood Resilience Education Program. This partnership creates a force multiplier of staff to deliver the RYLAN program to neighborhoods across a city of 4 million Angelenos. This overtime request will cover the weeknight and weekend costs associated with EMD personnel: (1) conducting train-the-trainer RYLAN sessions for Neighborhood Council Resilience Liaisons and other staff; (2) attending a limited number of the initial RYLAN workshops being conducted by the Neighborhood Council staff; and (3) attending Neighborhood Council meetings, workshops or other events to promote RYLAN.

Conclusion

EMD is one of the City's primary public safety agencies and is responsible for Citywide preparedness, response, and recovery coordination. This role is critical to all City agencies and the community. EMD supports its primary function through direct alignment with the Mayor's public safety priorities. However, our budget allocation should reflect the importance of EMD's position and responsibility in the City. EMD remains focused on core tasks, critical emergency response functions, and the optimization of grant funding. There is no greater responsibility for the City of Los Angeles than to protect its residents and ensure that the City is ready to respond to and recover from natural or man-made emergencies and disasters.

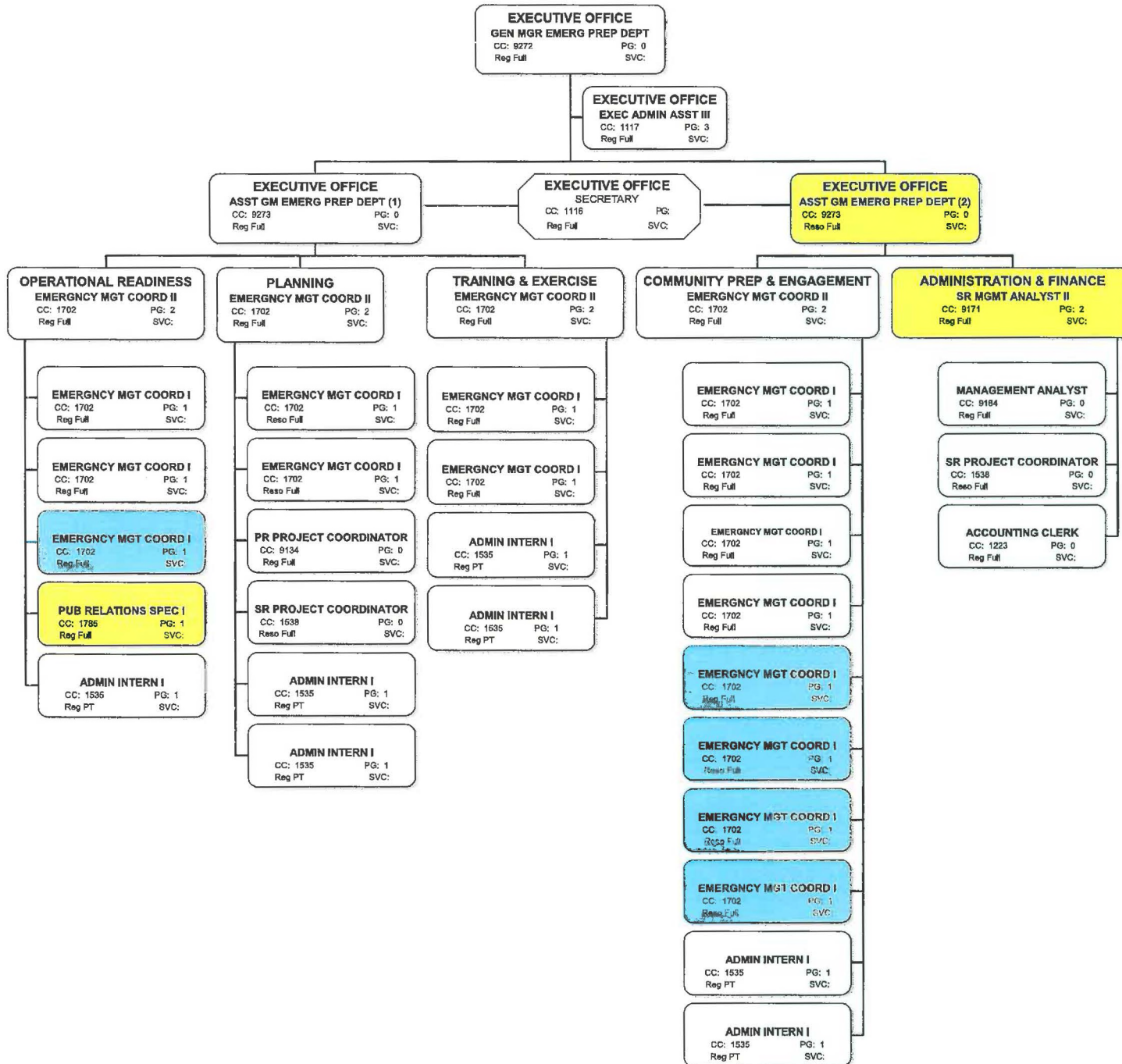
We appreciate your continued support of EMD's mission to promote a culture of readiness in the City of Los Angeles. If you have questions about this request, please contact me personally or EMD AGM Rob Freeman at 213-484-4800.

Attachment

**EMERGENCY MANAGEMENT DEPARTMENT
FISCAL YEAR 2019-2020
PROPOSED ORGANIZATIONAL CHART**

OPERATIONS:

- Alternate EOC Readiness
- Continuity of Operations Plans
- Crisis Communications/Public Information/Media Relations
- DAFN Coordination
- Departmental Emergency Plans
- Disaster Service Worker Program Liaison to Personnel
- Duty Officer Program
- EMD Emergency Plan Maintenance
- Emergency Management Committee Chair
- Emergency Mass Notification
- Emergency Operations Board Executive Assistant
- Emergency Operations Plans and Annexes
- EOC Broadcast Center Project
- EOC Business Operations Center
- EOC Operational Readiness/Plant Maintenance
- EOC Training and Exercises
- Public Health Liaison
- Staff Core Task Training
- Technology Liaison with ITA and Vendors



**COMMUNITY
READINESS &
RESILIENCY:**

- Administration and Finance
- Administrative Intern Program
- Budget Preparation and Administration
- Business Preparedness Plans
- Community Preparedness and Engagement
- Contract Administration and Maintenance
- Departmental Personnel Officer
- Departmental Chief Resiliency Officer
- Departmental Chief Sustainability Officer
- Disaster Service Worker Program Support
- EEO Coordinator
- Gender Equity Plan
- Grants Administration (UASI, SHGP, EMPG)
- Liaison with Chief Legislative Analyst Office
- Liaison with City Attorney's Office
- Liaison with City Council Offices
- Liaison with Controller's Office
- Mega Contract Program
- Supply Chain Program