

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 6, 2017

CAO File No. 0220-03695-0207

Council File No. 15-0734

Council District: All

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer

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Reference: Transmittal from the Mayor dated November 29, 2016; referred for report December 1, 2016.

Subject: **FISCAL YEAR 2015 URBAN AREAS SECURITY INITIATIVE GRANT
CONTRACTING AUTHORITIES AND BUDGET MODIFICATIONS**

RECOMMENDATIONS

That the Council;

1. Authorize the Mayor, or designee, to:

- a. Modify the existing grant budget (C.F. 15-0734) for the Fiscal Year 2015 (FY15) Urban Areas Security Initiative (UASI) grant by reallocating funds between projects as described within this report;
- b. Negotiate and execute a contract with a vendor to redesign the content and design of the Emergency Management Department's website, ReadyLA, for a term of up to 18 months within the grant performance period, and for an amount not to exceed \$70,000, subject to the approval of the City Attorney as to form;
- c. Negotiate and execute a contract with a temporary employment agency to assist the Mayor's Office financial management unit, for a term of up to 18 months within the grant performance period and for a contract amount not to exceed \$100,000, subject to the approval of the City Attorney as to form;
- d. Negotiate and execute a contract amendment with the County of Los Angeles to increase its total contract by a net amount of \$527,062, from the previously authorized amount of \$17,530,616, to a new contract amount of \$18,057,678, subject to the approval of the City Attorney as to form;
- e. Negotiate and execute a contract amendment with the City of Long Beach to increase its total contract by a net amount of \$365,724, from the previously authorized amount of \$12,551,195, to a new contract amount of \$12,916,919, subject to the approval of the City Attorney as to form;

2. Authorize the Controller to:

- a. Transfer appropriations and create appropriation accounts within Fund 58H, FY15 UASI, as follows:

| FROM: | | | |
|-----------------------|----------------|-----------------------|--------------------|
| <u>Fund/Dept. No.</u> | <u>Account</u> | <u>Title</u> | <u>Amount</u> |
| 58H/46 | 46M668 | Partner Jurisdictions | \$387,249 |
| 58H/46 | 46M970 | LAPD Grant Allocation | 49,000 |
| 58H/46 | 46M938 | LAFD Grant Allocation | <u>1,278,437</u> |
| Total: | | | \$1,714,686 |

| TO: | | | |
|-----------------------|----------------|--|--------------------|
| <u>Fund/Dept. No.</u> | <u>Account</u> | <u>Title</u> | <u>Amount</u> |
| 58H/46 | 46N132 | ITA | \$58,272 |
| 58H/46 | 46N299 | Reimbursement of General Fund Costs | 27,726 |
| 58H/46 | 46N140 | GSD | 149,240 |
| 58H/46 | 46M970 | LAPD Grant Allocation | 130,655 |
| 58H/46 | 46N170 | Police | 49,000 |
| 58H/46 | 46M668 | Partner Jurisdictions | 1,280,035 |
| 58H/46 | 46M950 | LA/LB Region | <u>19,758</u> |
| Total: | | | \$1,714,686 |

- b. Transfer appropriations and create appropriation accounts within Fund 58H to the General Fund to reimburse the General Fund for FY15 as follows:

| FROM: | | | |
|-----------------------|----------------|--------------|------------------|
| <u>Fund/Dept. No.</u> | <u>Account</u> | <u>Title</u> | <u>Amount</u> |
| 58H/46 | 46N132 | ITA | \$58,272 |
| 58H/46 | 46N140 | GSD | 149,240 |
| 58H/46 | 46N170 | Police | <u>49,000</u> |
| Total: | | | \$256,512 |

| TO: | | | |
|-----------------------|----------------|------------------|------------------|
| <u>Fund/Dept. No.</u> | <u>Account</u> | <u>Title</u> | <u>Amount</u> |
| 100/32 | 001010 | Salaries General | \$51,410 |
| 100/32 | 001090 | Overtime General | 283 |
| 100/40 | 001090 | Overtime General | 149,240 |
| 100/70 | 001092 | Overtime Sworn | 49,000 |
| 100/32 | 001100 | Grant Reimbursed | <u>6,579</u> |
| Total: | | | \$256,512 |

- c. Transfer up to \$27,726 from Fund 58H, Account 46N299 to the General Fund 100/32, Revenue Source 5348, for reimbursement of grant-funded fringe benefits;

- d. Transfer cash from Fund 58H to reimburse the General Fund, on an as-needed basis, upon presentation of proper documentation by City Departments, subject to the approval of the Mayor's Office of Public Safety; and,
3. Authorize the Mayor, or designee, to prepare Controller instructions for any technical adjustments, subject to approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

SUMMARY

The Mayor's Office of Public Safety (Mayor's Office) requests authority to modify the United States Department of Homeland Security Fiscal Year 2015 (FY15) Urban Areas Security Initiative (UASI) grant. The Mayor's Office also requests contracting authority and budget modifications as part of the FY15 UASI grant program. On January 19, 2016 the Council authorized the Mayor's Office to accept the FY15 UASI grant in the amount of \$55,600,000 with a grant performance period of September 1, 2015 to May 31, 2018 (C.F. 15-0734). No matching funds are required.

Emergency Management Department

ReadyLA Website Upgrade

In FY15, the Emergency Management Department (EMD) received an allocation of \$75,000 for the City's Media Buy Project. The EMD determined that this allocation was insufficient to implement an effective Media Buy Campaign. Funding will be reallocated towards the ReadyLA website redesign; \$70,000 of the allocation will fund the website redesign and \$5,000 will fund camera equipment to produce visual content for the website. The grantor approved this modification on October 12, 2016.

The goal of the ReadyLA website is to prepare Angelinos for disasters in an accessible way. Content and tone will be based on the "progressive preparedness" model, which emphasizes building community connections and leveraging existing strengths and assets over fear-based motivation for emergency preparedness. A contractor will design and build a modern ReadyLA website for the EMD using responsive web techniques and utilizing Drupal, an open source content management system.

The Mayor's Office requests the authority to negotiate and execute a contract with a vendor to redesign the ReadyLA website for a term of up to 18 months within the grant performance period for an amount not to exceed \$70,000.

Los Angeles Police Department

Enhanced Aircraft Navigation System Installation

The Los Angeles Police Department's (LAPD) Air Support Division (ASD) includes 88 personnel and utilizes 17 helicopters to support law enforcement operations through patrol, surveillance, homeland security, search and rescue and airborne disaster assessment. The LAPD utilized Fiscal

Year 2014 (FY14) UASI funds (C.F. 14-0820) to purchase new specialized navigation equipment which provides the ability to organize, inspect, and report on the conditions of critical infrastructure locations in real-time. Funding in the amount of \$351,879 was also allocated under FY14 UASI for the General Services Department (GSD) and Information Technology Agency (ITA) to install the equipment for the LAPD. However, due to higher than anticipated operational demand for the helicopters, installation was delayed and rescheduled for completion with FY15 UASI funds.

In order to close out the FY14 UASI grant, LAPD's installation funds in the amount of \$351,879 were reallocated to the Los Angeles County Sheriff's Department Joint Regional Intelligence Center (JRIC) for Palantir maintenance costs. This modification was approved by the grantor on July 22, 2016. In FY15 UASI, \$351,879 was then reallocated from the Los Angeles County Sheriff's Department JRIC Palantir maintenance to LAPD for GSD and ITA installation of specialized navigation equipment purchased with FY14 UASI funds. This modification was approved by the grantor on August 17, 2016.

There are existing ITA avionics specialists and GSD helicopter mechanics assigned to operate and maintain LAPD's fleet of helicopters. The \$351,879 installation budget will be allocated to the following: \$51,410 for ITA avionics personnel salaries; \$20,291 for ITA avionics personnel fringe benefits; \$283 for ITA avionics personnel overtime; \$149,240 for GSD mechanic salaries; and \$130,655 to LAPD for small equipment parts to complete installation.

The Mayor's Office requests the authority to modify the FY15 UASI grant budget; conduct the necessary fiscal transfers between appropriations as noted above; and to amend the FY15 UASI Los Angeles County Subrecipient Agreement by \$351,879.

iWatch

The iWatch "See Something Say Something" program is an LAPD initiative designed to provide a mechanism for witnesses to report suspicious behavior or activity that may have a connection to terrorism. This program serves to educate the community on the types of behavior and activity that may indicate a terrorist threat. Under FY15 UASI, the LAPD received an allocation of \$30,549 for the printing of iWatch outreach materials such as brochures for distribution to the public. The LAPD now requests to reallocate \$4,000 of these funds for staff overtime to upgrade and maintain the iWatch mobile application. This modification was approved by the grantor on October 12, 2016.

The Mayor's Office requests the authority to modify the FY15 UASI grant budget and to conduct the necessary fiscal transfers between appropriations as noted above.

Los Angeles Area Critical Incident Planning and Training Alliance

In FY15, UASI, the LAPD received \$400,000 for regular salaries in support of catastrophic planning related activities for the Los Angeles Operational Area Critical Incident Planning and Training Alliance (Alliance). The Alliance uses a regional approach to planning that provides a framework for ongoing cooperation, communication, and coordination between multiple jurisdictions and disciplines, provides plan templates that are adaptable to the varying needs of jurisdictions throughout the region, and improves responder readiness.

It is requested that \$45,000 of the \$400,000 be dedicated towards overtime for completion of the Department's Mass Fatality Plan. In-house subject matter experts in mass fatality planning and emergency plan writing will be dedicated to completing the project on a regular duty and an overtime duty basis as part of the Alliance. A completed Mass Fatality Plan for LAPD builds from the Los Angeles County Coroner's Office Mass Fatality Plan to include potential mission taskings that the Department may assume after a catastrophic mass-fatality incident. The Department's Plan would include protocols and procedures developed in conjunction with Detective Bureau's Robbery-Homicide Division Subject Matter experts and the Missing Persons Unit subject matter experts.

The Mayor's Office requests the authority to conduct the necessary fiscal transfers between appropriations as noted above.

Los Angeles Fire Department

Hazardous Materials Equipment

In FY14 the Los Angeles Fire Department (LAFD) was approved to purchase various Hazardous Materials (HazMat) Equipment. Due to a delay in delivery for several HazMat items, equipment purchases totaling \$15,612 were rescheduled for completion with FY15 UASI funds instead.

In order to close out the FY14 UASI grant, the HazMat equipment funds in the amount of \$15,612 were reallocated to the Sheriff's Department JRIC for Palantir maintenance costs. This modification was approved by the grantor on July 29, 2016. In FY15 UASI, \$15,612 was then reallocated from the Sheriff's Department JRIC Palantir maintenance to LAFD for HazMat equipment. This modification was approved by the grantor on July 20, 2016.

The Mayor's Office requests the authority to modify the FY15 UASI grant budget; conduct the necessary fiscal transfers between appropriations as noted above; and to amend the FY15 UASI Los Angeles County Subrecipient Agreement by \$15,612.

Urban Search and Rescue Apparatus

Currently the LAFD operates and maintains Urban Search and Rescue (USAR) apparatus which deploy as regional assets during chemical, biological, radiological, nuclear and explosives defense (CBRNE) events. In FY14 UASI, LAFD enhanced its response capabilities through the purchase of USAR apparatus and radio equipment. Due to the FY14 UASI Performance Period end date, radio installation was scheduled for completion in FY15 UASI instead. Funding in the amount of \$11,100 was allocated to ITA to install the equipment; however due to higher than anticipated installation costs, ITA funding will be increased to \$14,014 through the same project line using anticipated cost savings. Of the \$14,014 to ITA, \$6,579 will be budgeted towards personnel salaries and \$7,435 will be budgeted towards personnel fringe benefits.

The Mayor's Office requests the authority to modify the FY15 UASI grant budget and to conduct the necessary fiscal transfers between appropriations as noted above.

Los Angeles Mayor's Office

Management & Administration

The UASI federal grant guidelines allow up to five percent of the grant to be utilized in support of the management and administration (M&A) of grant-funded programs. The Mayor's Office is the designated administrator and fiscal agent for UASI grant administration on behalf of the 27-member Urban Area, and is responsible for fiscal and program management for all of the UASI grant-funded projects allocated to these entities. M&A costs fall into three categories: salaries and benefits, administrative expenses, and contract services. Within contract services, authority is being requested to contract with a temporary employment agency, for an amount up to \$100,000, to assist the Mayor's Office financial management unit to ensure the timely, accurate, and appropriate execution of all grant expenditures, reimbursements, and fund draw-downs, as well as preparing and maintaining all necessary documentation to ensure compliance with accepted auditing standards.

The Mayor's Office requests the authority to negotiate and execute a contract with a temporary employment agency for a term of up to 18 months within the grant performance period for an amount not to exceed \$100,000.

Partner Jurisdictions

Regional Fire Computer-Aided Dispatch

The Regional Computer-Aided Dispatch (CAD-to-CAD) project was allocated \$1,828,622 in the FY15 UASI. Due to implementation challenges, the funds have been reallocated to those fire departments originally participating in the CAD-to-CAD project: City of Los Angeles Fire Department (\$548,587), City of Long Beach Fire Department (\$365,724), County of Los Angeles Fire Department (\$548,587), and City of Glendale Fire Department (\$365,724).

Los Angeles Fire Department will allocate \$358,587 towards the implementation of a CAD resiliency project which will enhance the Department's ability to continue dispatch operations in the event of an unplanned disruption to the primary dispatch center facility. The remaining \$200,000 has been reallocated to the Department's Palantir maintenance project.

The City of Long Beach Fire Department will allocate its \$365,724 to the following projects: All Hazards Incident Management Team (AHIMT) Training (\$125,000), Mobile Command Center Equipment (\$50,000), and Mass Casualty Incident Exercises (\$140,724). This modification was approved by the grantor on October 12, 2016.

The City of Glendale Fire Department and the County of Los Angeles Fire Department allocations in the total amount of \$914,311 will be reallocated to the Los Angeles County Fire Department for the implementation of the CAD Universal Display Project. This Universal Display will allow both agencies to share real-time location of their resources and incidents, which will greatly improve emergency service delivery. This modification was approved by the grantor on October 12, 2016.

The Mayor's Office requests the authority to modify the FY15 UASI grant budget; conduct the necessary fiscal transfers between appropriations as noted above; and to amend the FY15 UASI Long Beach Subrecipient Agreement by \$365,742, and the Los Angeles County Subrecipient Agreement by \$914,311.

Palantir

In FY15 UASI, the Joint Regional Intelligence Center (JRIC) received \$1,800,000 for Palantir maintenance. Due to cost savings, \$19,758 has been modified to the Mayor's Office to purchase maintenance equipment to support the Regional Generator program. This modification was approved by the grantor on August 8, 2016.

Authority is being requested to modify the FY15 UASI grant budget; conduct the necessary fiscal transfers between appropriations as noted above; and to amend the FY15 UASI Los Angeles Subrecipient Agreement by \$19,758.

FISCAL IMPACT STATEMENT

There is no General Fund impact as a result of these actions. Approval of the recommendations within the report will allow for the continued expenditure of the Fiscal Year 2015 Urban Areas Security Initiative (FY 15 UASI) grant. These actions are in compliance with the City's Financial Policies in that grant funds are sufficient to support the grant activities.

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