

**APPROVED**  
JUN 20 2018

**BOARD REPORT**

**BOARD OF RECREATION  
AND PARK COMMISSIONERS** NO. 18-123

DATE June 20, 2018

C.D. Various

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: EMERGENCY PREPAREDNESS SECTION – ALLOCATION OF FUNDS TO BEGIN CAPITAL PROJECT FOR EMERGENCY PREPAREDNESS SECTION HEADQUARTERS AND DEPARTMENT OPERATIONS CENTER

AP Diaz \_\_\_\_\_  
R. Barajas \_\_\_\_\_  
H. Fujita \_\_\_\_\_

V. Israel \_\_\_\_\_  
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N. Williams \_\_\_\_\_

  
General Manager

Approved X Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS

1. Direct staff to reallocate the Recreation and Parks (RAP) Fund of One Million, Four Hundred Fifty-Eight Thousand, Two Hundred Nineteen Dollars (\$1,458,219.00) to Capital Project for Emergency Preparedness Section Headquarters and Department Operations Center (DOC).
2. Authorize the Department Chief Accounting Employee to transfer appropriations within Recreation and Parks Fund 205, Department 88 as follows:

From:

<u>Funding Source</u>	<u>Fund No./Dept. No./ Account No.</u>	<u>Amount</u>
H1N1 Vaccination Clinics	205-88-FP01	\$ 33,956.08
Katrina	205-88-YM09	\$ 36,735.72
Disaster Projects	205-88-YM02	\$ 151,300.00
T-4 F Mahood Earthquake Recovery	205-88-140D	\$ 73.04
T-4 Wilkinson Earthquake Recovery	205-88-130D	\$ 3,570.47
Granada Hills – FEMA	205-88-024S	\$ 84,633.50
1998 El Nino Storms	205-88-011S	\$ 422,974.00
1994 Earthquake	205-88-008S	\$ <u>724,975.79</u>
Total Funding		\$1,458,219.00

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To:

<u>Funding Source</u>	<u>Fund No./Dept. No./ Account No.</u>	<u>Amount</u>
Emergency Preparedness Headquarter and Department Operations Center	205-88-NQAW	<u>\$1,458,219.00</u>
Total Funding		\$1,458.219.00

3. Authorize the General Manager or Chief Accounting Employee to make the technical corrections as necessary to carry out the intent of this Board Report.

SUMMARY

The Emergency Preparedness Section is located at 3900 Chevy Chase Drive, and serves as the Department Operation Center (DOC). The DOC is activated during a major disaster, for large-scale events and local emergencies that require the use of multiple RAP facilities for public welfare and sheltering activities. When activated, the DOC coordinates RAP's emergency response activities. The Emergency Preparedness Section maintains the DOC and provides training to a cadre of RAP employees and staffs the DOC during activations.

RAP is currently proposing to allocate funds to begin a capital project for new headquarters for the Emergency Preparedness Section, as well as the DOC.

The DOC will feature a Main Coordination Room (MCR), Main Conference Room, Breakout Room, COOP Team Coordination Room, Showers, Offices, and Emergency Generator. The MCR highlights twenty-three (23) responder work areas arrayed into the Five Incident Command System functions: Management, Operations, Logistics, Planning, and Finance/Administration. The scope of the work will include:

- Design, Engineer, and Delivery Americans with Disability Act of 1990 (ADA) Compliant Modular Building to include MCR, Main Conference Room Breakout Room, COOP Team Coordination Room, Restroom, Shower, Dormitory, Kitchen, and Offices.
- Site Preparation to include but not limited to, sewer line installation, preparing the location and building pad.
- Purchase and installation of an Emergency Generator.
- Installation of Information Technology (IT) related items.

The new headquarters for the Emergency Preparedness Section will allow RAP to provide a focal point of coordination for RAP's emergency planning, training, response and recovery efforts in its responsibilities to public welfare and sheltering.

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FISCAL IMPACT STATEMENT

There is no fiscal impact to RAP's General Fund. The funds to be allocated were reimbursements from various governmental agencies to the City of Los Angeles for expenses incurred during declared emergencies and cash flowed from RAP budgetary funds.

This Report was prepared by Jimmy Kim, Emergency Management Coordinator II, Emergency Preparedness Section.