



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 21-833, Version: 1

Item #: C-13.

CC - 1) Adoption of a Resolution Accepting \$9,571.00 in State Homeland Security Program Grant Funds for the Purchase of Duodotes, and Providing Proof of Authority of the Governing Body as Required by the California Office of Emergency Services; and 2) Approve a Budget Amendment Appropriating the Funds (Requires A Four-Fifths Vote).

Meeting Date: April 12, 2021

Contact Person/Dept: Kenneth Powell/Fire Department

Phone Number: (310) 253-5910

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☒

Commission Action Required: Yes ☐ No ☐ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (04/07/2021);

Department Approval: Kenneth Powell (03/31/2021)

RECOMMENDATION

Staff recommends the City Council (1) adopt a Resolution accepting \$9,571.00 in 2018 State Homeland Security Program Grant funds for the purchase of duodotes, and providing Proof of Authority of the governing body as required by the California Office of Emergency Services; and (2) approve a Budget Amendment appropriating the grant funds (**requires a four-fifths vote**).

BACKGROUND/DISCUSSION

The purpose of California State Homeland Security Program (SHSP) Grant funds are to equip emergency personnel, including firefighters, emergency medical services, and law enforcement with appropriate tools needed to plan for and react to incidents of terrorism or other catastrophic events. SHSP grant funding is secured and managed by the County of Los Angeles, as the grantee, through the California Office of Emergency Services (Cal OES), and then passed through to participating cities in the County of Los Angeles.

Typically, the Culver City Fire Department (CCFD) includes projects in the Los Angeles Area Fire

Chiefs Association (LAAFCA) regional application. This year, CCFD requested that it be able to replace and supplement its existing cache of “duodotes”, also known as nerve agent antidote kits, which are to be used during a Chemical, Biological, Radiological, Nuclear, and high yield Explosives (CBRNE) response. Although CCFD’s project was not included in LAAFCA’s initial grant request, CCFD staff included the project on a contingency list. Contingency projects are approved when funding is not expended by other sub awardees. Because these projects are typically awarded at the end of the period of performance, the projects are contingent upon whether an agency can complete the project within the abbreviated period of performance. On March 23, 2021, CCFD staff received the subrecipient agreement from the County for signature. The period of performance ends on May 31, 2021.

In order to receive State Homeland Security Program grant funds, the City Council must adopt a resolution supporting and authorizing the project, and providing “Proof of Authority”, i.e., written authorization by the City Council agreeing to the following provisions found in the Cal OES 2018 Grant Assurances:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorize body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body, and
- (d) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

In accordance with City purchasing procedures, staff will obtain three quotes for the purchase of the duodotes.

FISCAL ANALYSIS

The SHSP grant does not require a matching fund. Funding is provided on a reimbursement basis. If City Council approves staff’s recommendation, staff would utilize the Department Special Equipment account (41445910.732120) for expenditures. The City Council is asked to approve a budget amendment to appropriate the grant funding in Org Code 41445910 - State Homeland Security 2018. **(A budget amendment requires a four-fifths vote.)**

ATTACHMENTS

2021-04-12_ATT_Proposed Resolution

MOTION

That the City Council:

- 1) Adopt a Resolution accepting \$9,571.00 in 2018 State Homeland Security Program Grant funds awarded to the City of Culver City for the purchase of duodotes, and providing proof of authority of the governing body as required by the California Office of Emergency Services;
- 2) Approve a budget amendment to appropriate the grant funds. (**a budget amendment requires a four-fifths vote**);
- 3) Authorize the City Attorney to review/prepare the necessary documents; and
- 4) Authorize the City Manager to execute such documents on behalf of the City.