



# TOWN OF APPLE VALLEY

## TOWN COUNCIL STAFF REPORT

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**To:** Honorable Mayor and Town Council    **Date:** August 28, 2018

**From:** Joseph Ramos, Emergency Services Officer    **Item No:** 3  
Disaster Services Department

**Subject:** APPROVE BUDGET AMENDMENT NO. 2019-01 APPROPRIATING HOMELAND SECURITY GRANT PROGRAM FUNDS FOR THE PURCHASE OF SUPPLIES FOR THE EMERGENCY OPERATIONS CENTER

**T.M. Approval:** \_\_\_\_\_    **Budgeted Item:**  Yes  No  N/A

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### RECOMMENDED ACTION:

It is recommended that the Town Council:

- A. Approve receipt of the Homeland Security Grant funding in the amount of \$20,267 and adopt Budget Amendment Number 2019-01 appropriating the grant funding.
- B. Authorize the Emergency Services Officer to execute the agreement with the Homeland Security Grant Program (HSGP) through the Governor's Office of Emergency Services to distribute grant funds to the lowest quote for supplies to be used for training and exercising at the Town's Emergency Operations Center.

### BACKGROUND:

Grant funds from the Homeland Security Grant Program are distributed to various law enforcement, fire, and local government entities based on population. The funds are intended to be used to prevent, protect against, mitigate, respond to and recover from threats, hazards, and acts of terrorism. The funds are distributed through the Governor's Office of Emergency Services based upon the projected allocations outlined in the FY 2017 Homeland Security Grant Funding. The Town will be reimbursed for expenses up to \$20,267.

HSGP funds can only be used for supplies that enhance a local government agencies ability to strengthen the entity against risks associated with threats, hazards and acts of terrorism.

Apple Valley Fire Protection District executive management, along with Emergency Management personnel from the Town discussed various uses of the grant funds. Both agreed to use HSGP FY17 funds to increase readiness in the Emergency Operations Center (EOC). Adding laptops will provide staff who are working in the EOC with the ability to communicate and create documents within the EOC. The laptops will also serve as a training tool for EOC responders. Office phones will be provided to each section within the EOC so they can communicate with outside entities while within the EOC. EOC signage and vests will replace the current ones which are missing certain sections, worn and outdated. The purchase of two cameras will assist the Emergency Management Department and fire district with documentation of pre and post disaster sites. Lastly, a computer storage cart and power supplies will provide a housing unit for the laptops, phones and cameras.

San Bernardino County Office of Emergency Services who manages the HSGP for local governments require that all purchases over \$1000 receive three quotes. These quotes have been obtained for the equipment items that will be over that amount and the lowest responsible quote will be awarded the sale once approved by Council.

**FISCAL IMPACT:**

Based on the allocation outlined in the 2017 HSGP, the Town is scheduled to receive a grant award in the amount of \$20,267. No local matching funds are required for use of the HSGP funding. The grant award will cover the full cost of the purchase of previously stated equipment. The purpose of the budget amendment is to allow the Town to purchase these items through the Emergency Preparedness Department budget. Full reimbursements for the expenses usually take 4-6 months for San Bernardino County Office of Emergency Services and will be inputted into the EM/EMPG Grants revenue within the general fund.

**CONCLUSION:**

Staff recommends approval by Town Council of Budget Amendment Number 2019-01 to appropriate the grant funding and authorize the appropriate staff to execute the purchase of the equipment for the Emergency Operations Center.

**ATTACHMENT:**

Budget Amendment Number 2019-01



**TOWN OF APPLE VALLEY**  
**BUDGET AMENDMENT REQUEST**

Requesting Department	Prepared By	Date Prepared
Emergency Preparedness	J. Ramos	August 23, 2018

REVENUES AND OTHER FINANCING SOURCES

Account Description	Fund	Dept	Account No.	Amendment Amount
EM/EMPG Grants	1001	0000	1001-0000-6808	20,267
REVENUE TOTAL				<u>20,267</u>

EXPENDITURES AND OTHER FINANCING USES

Account Description	Fund	Dept	Account No.	Amendment Amount
Hardware, Software, Supplies	1001	2020	1001-2020-7330	20,267
EXPENDITURE TOTAL				<u>20,267</u>

PURPOSE

Equipment purchases from Homeland Security Grant Program. Expenditures will be reimbursed up to \$20,267 within 3-6 months.

Department Director	Date	Finance Mgr. / Dir.of Finance	Date

Town Manager	Date	Entered by	Date