TO:       HONORABLE CITY COUNCIL

FROM:     CITY MANAGER          DEPARTMENTS:     FIRE
          COMMUNITY SERVICES

DATE:     JUNE 28, 2004          CMR:  300:04

SUBJECT: APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PALO ALTO AND THE PALO ALTO CHAPTER OF THE AMERICAN RED CROSS FOR THE USE OF CUBBERLEY COMMUNITY CENTER FOR SHELTER DURING DISASTERS

RECOMMENDATION
Staff recommends that Council approve and authorize the Mayor to execute the attached Memorandum of Understanding with the Palo Alto Chapter of the American Red Cross to authorize the use of the Cubberley Community Center grounds and equipment for mass care shelters required during disasters.

BACKGROUND
In 1973 the City of Palo Alto entered into an agreement with the American Red Cross to provide shelter at the Cubberley Community Center. This agreement benefits both the City and Red Cross by providing City staff assistance and a City facility to serve the residents of Palo Alto as a shelter during a disaster.

The identification and evaluation of all potential sheltering facilities and locations to serve as an emergency center was an objective listed in the City of Palo Alto’s Emergency Management Plan (CMR 379:98). Cubberley Community Center served as a shelter during the 1998 flood, sheltering approximately 200 residents.

DISCUSSION
In the event of a disaster, this agreement will allow the Red Cross the use of Cubberley Community Center grounds and equipment as a shelter for disaster victims. The American Red Cross will assume responsibility of the Center when it is opened at the request of/and operated under the auspices of the Red Cross.
The American Red Cross agrees to reimburse the City for any damage to the facility during use and replace foods or supplies that may be provided by the City and used by the American Red Cross in the conduct of its relief activities as a shelter.

The Memorandum of Understanding shall remain in effect for four years and shall automatically be renewed for an additional four years thereafter, unless written notice of non-renewal by either the City or the American Red Cross.

**RESOURCE IMPACT**
There is no resource impact on the General Fund.

**POLICY IMPLICATIONS**
Approval of the agreement is consistent with existing City policies.

**ENVIRONMENTAL REVIEW**
This is not a project under the California Environmental Quality Act.

**ATTACHMENTS**
Attachment A: Memorandum of Understanding

PREPARED BY:
________________________________________
Barbara Cimino,
Disaster Coordinator

DEPARTMENT APPROVAL:
________________________________________
Ruben Grijalva,
Fire Chief

DEPARTMENT APPROVAL:
________________________________________
Richard James,
Director, Community Service Department

CITY MANAGER APPROVAL:
________________________________________
EMILY HARRISON
Assistant City Manager