



# City of Palo Alto

## City Council Staff Report

(ID # 5612)

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**Report Type: Consent Calendar**

**Meeting Date: 4/6/2015**

**Summary Title: Palo Alto / Stanford Citizen Corps Council Resolution**

**Title: Adoption of a Resolution Amending the Structure of the Palo Alto/Stanford Citizen Corps Council / Palo Alto Emergency Services Council**

**From: City Manager**

**Lead Department: Office of Emergency Services**

### **Recommendation**

Staff recommends that the City Council adopt the attached Resolution regarding the Palo Alto/Stanford Citizen Corps Council (CCC).

### **Background**

Citizen Corps is a best practice and model advocated by the federal government to integrate volunteers, non-government entities, the private sector, and other groups with local programs related to homeland security and emergency management (HS/EM). The City first formed a Citizen Corps Council (CCC) in 2004 (CMR: 517:04 and Resolution 8491). The City later revised the structure of the in 2009 (CMR: 327:09 and Resolution 8974).

The City's Municipal Code Chapter 2.12 places executive authority for emergency services and public safety with the City Manager, who is the statutory director of emergency services and the Director of Emergency Services (Office of Emergency Services) who is the statutory assistant director of emergency services, and further establishes an Emergency Services Council (ESC).

Municipal Code Section 2.12.030(5) specifies that the membership of the ESC may include: "Such representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the city council." These representatives are the Palo Alto/Stanford Citizen Corps Council (CCC), along with the City staff enumerated in that section. When the Mayor is present, the CCC becomes the ESC.

Municipal Code Section 2.12.080 specifies that the ESC is to be involved in revisions to the City's Emergency Operations Plan (EOP).

The purpose of this Resolution is to revise the form of the CCC to streamline its operation and support its continued functioning.

## **Discussion**

The CCC has been generally inactive since 2011, except for the annual Community Partnerships Awards that recognize Emergency Services Volunteers (ESVs) and other persons and groups who have contributed to the resilience of the Palo Alto and Stanford community.

In January 2015, the Cities of Los Altos, Mountain View, Palo Alto, and Sunnyvale (a.k.a. North County) selected a consulting firm to develop a shared EOP (base plan). The firm will be paid from an emergency preparedness grant (with the City of Sunnyvale as the fiduciary). A draft EOP is expected by the end of June 2015.

As stated above, this process will involve the ESC/CCC as a stakeholder.

## Membership

The 2009 CCC had fourteen members:

(1) Six City staff members:

- The City Manager and designees (two members)
- The Police Chief
- The Fire Chief
- The Director of the Public Works Department
- The Director of the Utilities Department

(2) Eight non-City-staff members from the following nine categories:

- Neighborhoods: representative of the Palo Alto Neighborhoods (PAN) or other entity (two members)
- Businesses: representative of the Palo Alto Chamber of Commerce or other entity
- Stanford University: representative of the University, including all affiliated entities, such as the Stanford Department of Public Safety (Police), the Department of Environmental Health & Safety, SLAC or other entity
- Stanford Research Park: representative of the Stanford Industrial Park (a.k.a. Stanford Research Park)
- Stanford Shopping Center: representative of the Stanford Shopping Center
- Medical: representative of the health care and hospital sector
- Youth & Schools: representative of the Palo Alto Unified School District, or other entity related to youth/schools
- Senior Citizens: representative of seniors
- Volunteers (two members): representatives of City- or Stanford-Sponsored or Affiliated disaster-related volunteer programs

Staff proposes streamlining the membership to emphasize the wording of Municipal

Code Section 2.12.030(5) to have "representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility" (emp. added).

The proposed new membership would be:

(1) Three City staff members:

- The Director of Emergency Services (OES Director; City Manager ex officio)
- The Police Chief
- The Fire Chief

(2) Eight non-City-staff members from the following four categories:

- Community Resources: Emergency Services Volunteers (ESVs), the Palo Alto Unified School District (PAUSD), other schools, and non-government organizations (Red Cross, etc.)
- Business and Infrastructure: Palo Alto Chamber of Commerce, Stanford Shopping Center, other private sector entities
- Medical and Human Services: Stanford Health Care (SHC) hospitals and clinics, Palo Alto Medical Foundation, VA Hospital, skilled nursing facilities (SNFs)
- Stanford University: Stanford University Department of Public Safety; Stanford Environmental Health & Safety

Rather than locking in "sectors" as the 2009 documentation did, staff recommends that the Director of Emergency Services be given flexibility to appoint members to comport with the Municipal Code and to determine any work groups, projects, and so forth.

In accordance with Municipal Code Section 2.12.080, the CCC/ESC will be involved with the new EOP and provisions that "shall provide for the effective mobilization of all the resources of this city, both public and private, to meet any condition constituting an emergency".

### **Resource Impact**

No Resource impact is anticipated.

### **Policy Implications**

Approval of this Resolution is consistent with current City policies and regulations regarding homeland security and emergency management.

### **Environmental Review (If Applicable)**

This staff report does not represent a project under the California Environmental Quality Act (CEQA).

#### **Attachments:**

- ATTACHMENT A: Reso CCC Restructure 031215 (PDF)
- ATTACHMENT B: 2004 Resolution (PDF)

- ATTACHMENT C: Proposed CCC Members (PDF)

Resolution No. \_\_\_\_\_  
Resolution of the Council of the City of Palo Alto Amending the  
Structure of the Palo Alto/Stanford Citizen Corps Council, an Element  
of the Palo Alto Emergency Services Council

**RECITALS**

A. The City of Palo Alto formed the Citizen Corps council on December 13, 2004 (Resolution No. 8491) and amended it on August 3, 2009 (Resolution 8974) in order to help coordinate community resources to make our community safer and better prepared to deal with all hazards.

B. The City's emergency organization is set forth in Chapter 2.12 of the Palo Alto Municipal Code, which establishes the City Manager as the statutory director of emergency services and the appointed Director of Emergency Services as the statutory assistant director of emergency services.

C. The Citizen Corps Council is part of the Emergency Services Council as provided by Palo Alto Municipal Code section 2.12.030(5), stating that members include "Such representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility, as may be appointed by the City Manager with the advice and consent of the city council.

D. The City wishes the Emergency Services Council and the Citizen Corps Council to continue and to give staff flexibility to sustain operations thereof.

NOW, THEREFORE, the Council of the City of Palo Alto RESOLVES as follows:

SECTION 1. Structure of the Citizen Corps Council. Resolution 8974 is hereby rescinded and the structure of the Palo Alto/Stanford Citizen Corps Council is hereby amended as set forth in this Resolution.

SECTION 2. Mission and Responsibilities of the Citizen Corps Council. Citizen Corps Council responsibilities continue to include supporting the coordination of community and government resources to improve our ability to prevent, mitigate, respond to, and recover from all hazards.

SECTION 3. Membership. The voting membership of the CCC shall be appointed by the Director of Emergency Services and the advice and consent of the City Council per Palo Alto Municipal Code section 2.12.030, with the City staff members called for in that section and representatives of "organizations having an official emergency responsibility" as determined by the Director of Emergency Services.

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**NOT YET APPROVED**

SECTION 4. The Council finds that the adoption of this resolution does not meet the definition of a project under Public Resources Code Section 21065, thus, no environmental assessment under the California Environmental Quality Act is required.

INTRODUCED AND PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

APPROVED:

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Director of Emergency Services

\_\_\_\_\_  
Director of Administrative Services

**Resolution No. 8974**  
**Resolution of the Council of the City of Palo Alto Amending the**  
**Structure of the Palo Alto Citizen Corps Council and Establishing**  
**the Citizens Corps Council as a Member of the**  
**Palo Alto Emergency Services Council**

WHEREAS, the City of Palo Alto formed the Citizen Corps Council on December 13, 2004 (Resolution No. 8491) in order to help coordinate volunteer activities that make the Palo Alto Community safer, stronger, and better prepared to deal with any emergency situation; and

WHEREAS, the City's emergency organization is set forth in Chapter 2.12 of the Palo Alto Municipal Code, which establishes the City Manager as the Director of Emergency Services and an Emergency Services Council; and

WHEREAS, Palo Alto Municipal Code section 2.12.030(5), provides that the Emergency Services Council may include "Such representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility, as may be appointed by the City Manager with the advice and consent of the city council;" and

WHEREAS, the City recognizes that leveraging community resources and providing the opportunity for enhanced community involvement in emergency planning can help the City bolster its emergency preparedness and resilience in the event of a disaster; and

WHEREAS, amending the structure of the Palo Alto Citizen Corps Council will give the City the ability to expand opportunities for community members and organizations to participate in emergency planning, prevention, preparedness and response and integrate additional community resources in to existing and future City emergency preparedness and response activities; and

NOW, THEREFORE, the City Council of the City of Palo Alto does hereby RESOLVE as follows:

SECTION 1. Designation of the Citizen Corps Council. Resolution No 8491 is hereby rescinded and the structure of the Palo Alto Citizen Corps Council is hereby amended as set forth in this Resolution.

SECTION 2. Mission and Responsibilities of Citizen Corps Council. Citizen Corps Council responsibilities include:

- a. Involving the community in prevention, preparedness, and response activities, and to mobilize the community in a large-scale disaster event;
- b. Identifying ways in which the community's volunteer resources can help meet the needs of its first responders;
- c. Coordinating with neighborhoods to design a systematic approach to educate the public and encourage Citizen Corps participation;

- d. Spearheading efforts to offer citizens new and existing volunteer opportunities, educational information, and training courses to address crime, terrorism, and natural or man made disasters;
- e. Recognizing all activities that promote prevention, preparedness, and response training as part of Citizen Corps;
- f. Organizing special projects and community events to promote Citizen Corps activities and recruiting volunteers to participate;
- g. Fostering a feeling of mutual support by working with Citizen Corps Councils in neighboring communities; and
- h. Capturing innovative practices and reporting accomplishments to the Santa Clara Operational Area coordinator for Citizen Corps.

SECTION 3. Structure and Functioning of the Citizen Corps Council. The Citizen Corps Council (CCC) shall serve as an advisory body to the City Manager, who shall serve as coordinator and primary City contact for the program.

- a. Steering Committee. The City Manager shall establish a CCC Steering Committee which shall be responsible for determining matters of policy and finance, making recommendations to the City manager, and assisting general CCC membership in facilitating emergency planning and preparedness activities. The Steering Committee may adopt bylaws or other policies to determine meeting times and other operational matters consistent with this Resolution. The Steering Committee shall consist of the following members:
  - (1) City Manager or designee (2 members)
  - (2) Police Chief
  - (3) Fire Chief
  - (4) Public Works Director
  - (5) Utilities Director
  - (6) Neighborhood Sector Representative
  - (7) Business Sector Representative
  - (8) Stanford University Representative
  - (9) Medical Sector Representative
  - (10) Stanford Research Park Representative
  - (11) Stanford Shopping Center Representative
  - (12) Youth & Schools Sector Representative
  - (13) Senior Citizen Sector Representative
  - (14) Volunteer Sector Representatives (2 members)
- b. CCC General Membership. General membership of the CCC may include representatives of any entity involved in activities relevant to the mission and responsibilities of the CCC, including but not limited to first responders, volunteer, nonprofit or civic organizations, educational organizations, other local entities and state and federal agencies, and other entities that can materially further the mission of the CCC.
- c. CCC Working Groups. The Steering Committee may designate working groups comprised of CCC members in order to effectively coordinate and further community emergency preparedness activities.



- d. Coordination Between CCC and City Staff/Programs. Upon request of the Steering Committee and consent of the City Manager, and as time and resources allow, City staff with relevant expertise may assist the CCC. City departments may also request assistance from CCC membership as necessary.

SECTION 4. Citizen Corps Council Designated as Member of Emergency Services Council. The Citizen Corps Council is hereby designated as a member of the Emergency Services Council pursuant to Palo Alto Municipal Code section 2.12.030(5). The Citizen Corps Council shall participate in the Emergency Services Council by serving as an advisory body to the City Manager and making recommendations to the City Manager regarding community emergency and disaster planning, prevention, preparedness and response.

SECTION 5. The Council finds that this is not a project under the California Environmental Quality Act and, therefore, no environmental impact assessment is necessary.

INTRODUCED AND PASSED: AUGUST 3, 2009

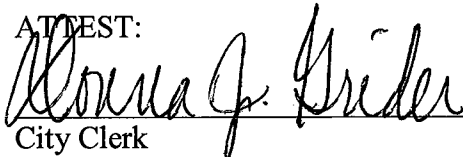
AYES: BURT, DREKMEIER, ESPINOSA, KLEIN, MORTON, SCHMID, YEH

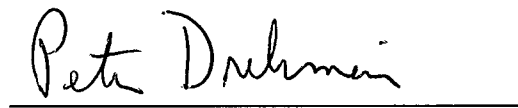
NOES:

ABSENT: BARTON, KISHIMOTO

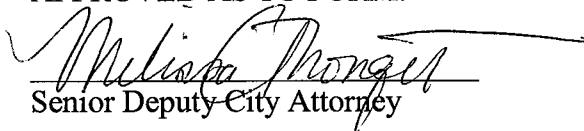
ABSTENTIONS:

ATTEST:

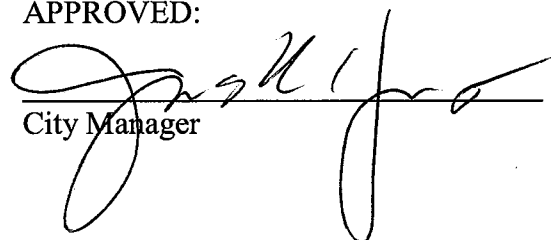
  
City Clerk

  
Mayor

APPROVED AS TO FORM:

  
Senior Deputy City Attorney

APPROVED:

  
City Manager

## Proposed List of Citizen Corps Council Members

In addition to the staff enumerated in Palo Alto Municipal Code Section 2.12.030, the following eight community members are presented for Council's consent (in random order):

**Judy Kleinberg:** Palo Alto Chamber of Commerce: CEO (and former Mayor of Palo Alto)

**Ron Ellis:** Palo Alto Unified School District (PAUSD): Manager, Operations

**Josh Kalkhorst:** Stanford Shopping Center: Director

**Keith Perry:** Stanford University: Emergency Manager

**Laura Wilson:** Stanford University Department of Public Safety: Director / Chief of Police

**Brandon Bond:** Administrative Director of Emergency Management: Stanford Health Care (Stanford Hospital)

**Annette Glanckopf:** Palo Alto Emergency Services Volunteers: Team Leader

**Sheri Klapper:** Palo Alto Medical Foundation: Environmental, Health and Safety