



City of Palo Alto

City Council Staff Report

(ID # 5613)

Report Type: Consent Calendar

Meeting Date: 4/6/2015

Summary Title: Emergency Operations Plan Agreement

Title: Approval of Letter of Agreement with the City of Sunnyvale for Emergency Operations Plan

From: City Manager

Lead Department: Office of Emergency Services

Recommendation

Staff recommends that the City Council authorize the Director of Emergency Services to sign the attached Letter of Agreement with the City of Sunnyvale regarding the new Emergency Operations Plan.

Background

The Cities of Los Altos, Mountain View, Palo Alto, and Sunnyvale are developing a new Emergency Operations Plan (EOP).

To improve the operational efficiency and ability to jointly plan, mitigate, prepare, respond to, and recover from all hazards, these jurisdictions intend to share a common base plan EOP.

Discussion

The City of Sunnyvale is the fiduciary for the \$100,000 Emergency Management Performance Grant (EMPG) from the Federal Emergency Management Agency (FEMA) that has been used to retain an outside consultancy to develop the EOP. The involved jurisdictions have no financial obligation, but must complete "functional time cards" to show staff hours spent towards this effort (matching). This is a common element of such grants.

In accordance with Municipal Code Section 2.12.080, the Palo Alto Emergency Services Council (ESC) and Palo Alto/Stanford Citizen Corps Council (CCC) 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".

The Letter of Agreement is dated September 30, 2014, but was only provided to the City of Palo Alto recently, due to staff changes at the City of Sunnyvale and at the County of Santa Clara.

Resource Impact

No resource impact is anticipated.

Policy Implications

Approval of this Letter of Agreement 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: 2014 Partner Cities EOP Letter Agreement (PDF)

SUNNYVALE DEPARTMENT OF PUBLIC SAFETY



**Letter Agreement Between
The City of Sunnyvale and the City of Palo Alto
For Development of the Emergency Operation Plan**

ATTACHMENT A

September 30, 2014

RECITALS

Whereas, the City of Sunnyvale has been awarded \$100,000 in Emergency Management Performance Grant ("EMPG") funding from the Federal Emergency Management Agency ("FEMA") and the Department of Homeland Security ("DHS") in a regional partnership with the cities of Mountain View, Palo Alto and Los Altos ("Partnering Agencies"), for purposes of hiring a consultant to develop a multi-city North County Emergency Operations Plan ("EOP").

Whereas, the total cost of the Consultant to create the EOP is anticipated to cost \$100,000.00, to be reimbursed to the the City of Sunnyvale through the EMPG.

Whereas, the consulting services / goods and services purchases by Sunnyvale shall be considered a direct match with a 50% reimbursement of the total amount spent or \$100,000, whichever is less.

Whereas, the personnel costs of each of the Partnering Agencies shall be considered an in-kind match and used to leverage a 50% reimbursement of the total amount spent or \$100,000, whichever is less.

Whereas, the City of Sunnyvale is responsible for receiving and administering the EMPG funds in accordance with DHS requirements for Grant No.2014-0070.

The Parties Hereby Agree As Follows:

1. As a subgrantee of Grant No. 2014-0070, each Partnering Agency must adhere to the Fiscal Year 2014 EMPG Program Guidelines and must maintain all required records and respond to all City of Sunnyvale audit requests within a reasonable time period.
2. Each Partnering Agency agrees to contribute matching funds in the form of personnel hours allocated to the project by each Partnering Agency's staff.
3. Each Partnering Agency agrees to maintain timecards tracking grant-related personnel time and periodically remit those timecards to the City of Sunnyvale on a bi-weekly basis.

By signing this document, the Partnering Agency is agreeing to the above stated terms and conditions.

So Agreed:

City of Palo Alto

Name:
Title:

Date

**"Providing Our Community With Fully Integrated Public Safety Services"
Police – EMS – Fire**