



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Office of Emergency Services

Meeting Date: August 12, 2024

Report #:2406-3190

TITLE

Adoption of a Resolution Authorizing the City Manager to Accept on Behalf of the City of Palo Alto a Grant of Funds from the County of Santa Clara for the 2023 Emergency Management Performance Grant (EMPG) Program and Approve FY 2025 Budget Amendments in the General Fund; CEQA Status: Not a Project

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution (Attachment A) authorizing the City Manager or their designee to execute the Standard Agreement and any other documentation necessary to secure the award with the County of Santa Clara for Department of Homeland Security Emergency Management Performance Grant (EMPG) funding in the amount of \$20,000 for EOC technology equipment.

Staff recommends that the City Council amend the Fiscal Year 2025 Budget Appropriation for the General Fund budget (requires 2/3 approval) by:

1. Increasing the Office of Emergency Services Department revenue estimate for Revenue from Local Agencies (grants) by \$20,000; and
2. Increasing the Office of Emergency Services Department Other Facility & Equipment appropriation by \$20,000.

EXECUTIVE SUMMARY

The City's Office of Emergency Services is participating in the 2023 EMPG Program funding for computer-related equipment for the new Emergency Operations Center (EOC) that is part of the Public Safety Building. This is a federal grant administered by the State of California through the County of Santa Clara. The City Council is required to approve and adopt a resolution for the City to receive its allocated grant funds.

BACKGROUND

The EMPG provides state, local, tribal and territorial emergency management agencies with the resources required for implementation of the National Preparedness System, toward the goal of a secure and resilient nation. The EMPG's allowable costs support efforts to build and sustain core capabilities across the prevention, protection, mitigation, response and recovery mission

areas. The County Emergency Operational Area Council, allocates funding as part of their role as the advisory body of the Santa Clara Operational Area, which includes the City of Palo Alto. The City's Office of Emergency Services is being awarded \$20,000 by the County of Santa Clara under the 2023 EMPG Program for technology equipment for the City's new EOC in the new Public Safety Building.

ANALYSIS

In order for the City to receive grant funding through the County of Santa Clara EMPG program, the City Council must authorize the City Manager to sign a grant agreement with the County . The \$20,000 in grant funds will be used to enhance workstations employees will use while on assignment in the EOC. This includes computer-based hardware such as monitors, keyboards, docking stations, and backup portable power systems. Since employees in most cases will have their City-provided laptop computer, they will be able to plug into a workstation. The computer hardware is intended to give the user an improved capability to perform their duties compared with using just a laptop. This equipment is not included in the current scope of the Public Safety Building and will be a productive enhancement to the functioning of the EOC.

Prior to receiving grant funding, the resolution authorizing the City Manager to execute the grant agreement must be approved and submitted to the County, and the grant agreement must receive final approval by the both City and County. The grant agreement also requires related certifications, disclosures, and compliance with federal and state regulations throughout the grant period, which are not part of the City's standard procurement process and require authorization from Council to the City Manager or their designee to comply with these additional conditions. Requests for grant reimbursement for the EOC equipment noted above must be submitted to the County by March 15, 2025. Staff believes these funds will be spent and reimbursement requests provided to the County within calendar year 2024.

FISCAL/RESOURCE IMPACT

The EMPG is structured as a 50/50 cost share. Assuming the City is required to provide the cost share, which may not apply depending on negotiations with the County, Palo Alto OES plans to provide in-kind equipment procurement as the basis for our cost share requirement.

A budget appropriation for FY2025 will increase the OES department revenue for grants and increase the OES department Facilities & Equipment appropriation by \$20,000.

STAKEHOLDER ENGAGEMENT

Staff has coordinated this effort with the City's Administrative Services Department, the Information Technology Department, the City Manager's Office and the City Attorney's Office.

ENVIRONMENTAL REVIEW

Council approval of the resolution to procure EOC equipment using grant funding is not a project under the California Environmental Quality Act (CEQA), as these are administrative activities of government that will not result in direct or indirect physical changes in the

environment and as maintenance activities such as purchasing supplies (14 CCR sections 15378(b)(2), 15378(b)(5)).

ATTACHMENTS

Attachment A: Resolution Approving EMPG Funds

APPROVED BY:

Ken Dueker, Director Office of Emergency Services