



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Office of Emergency Services Project Update and Approval of Budget Modification No. 17 in the Amount of \$200,000 for the Completion of Disaster Preparedness Plans, Purchase of Emergency Shelter Supplies, and Upgrades to the Department of Public Safety Office of Emergency Services Communications Systems

BACKGROUND

During the FY 2016/17 budget process, City Council allocated \$100,000 in project funds to the Department of Public Safety's Office of Emergency Services (OES). The funds were allocated to build capacity and provide resources to OES. It included: 1) the acquisition of consultant services to assist and advise with emergency management design response, the development of emergency action plans and annexes, ARK (emergency shelter supply cache) containers throughout the city, and the replenishment of supplies as needed; and 2) to support casual staffing hours as needed during project implementation.

Consultant Services

In August 2016, the Department of Public Safety (DPS) executed an agreement with Public Safety Consultants Northwest (PSCNW) to build the capacity of the Emergency Management Organization (EMO) through training of City staff that applied national best practices and regional knowledge. PSCNW worked with OES and evaluated EMO participation in Urban Shield Emergency Operations Center (EOC) training; facilitated two Incident Action Planning Process workshop sessions at DPS headquarters; and provided on-site facilitation of EMO meetings and related emergency planning sessions. PSCNW was also involved in after-action briefings and has provided ongoing reviews and updates to the City's Disaster Debris Management Plan, Emergency Communications Plan, and Incident Action Pre-Plan for Shelter Operations. The final documents and a final citywide functional exercise for the EMO will be completed prior to the end of this calendar year.

ARK Inventory and Supply Replacement

There are eight disaster emergency containers, otherwise known as ARKs, located throughout the city. The ARKs contain emergency shelter supplies (cots, blankets, pillows, and hygiene kits) for 300 people and are located at the following sites:

ARK SITE	ADDRESS	RESPONSIBLE
Lakewood Elementary School (1) NE corner	750 Lakechime Dr.	Sunnyvale School District
Columbia Middle School (1) NW Corner of Park	739 Morse Ave.	Sunnyvale School District

The Kings Academy East parking lot, north of football field	562 North Britton Ave.	Sunnyvale School District
Ponderosa Elementary School (1) NE corner (behind daycare)	804 Ponderosa Ave.	Santa Clara School District
Peterson Jr. High (2) Student lot (in front of gym)	1380 Rosalia Ave.	Santa Clara School District
Sunnyvale Middle School (2) NE corner (behind pool)	1500 Partridge Ave.	Sunnyvale School District
Fremont High School (1) Next to auxiliary gym, north of pool	1279 Sunnyvale-Saratoga	Fremont Union High School
Cupertino Middle School (1) South side of parking lot (south side of gym)	1650 S. Bernardo Ave.	Cupertino Unified School District

There are three additional employee ARKs which contain supplies for City employees who respond to work during a disaster. These supplies include food and water and are located at the following sites:

EMPLOYEE ARK SITE	ADDRESS	RESPONSIBLE
Corp Yard SE corner (Adjacent to impound)	221 Commercial St.	City of Sunnyvale
Community Center Enclosure adjacent to arboretum	550 E. Remington Dr.	City of Sunnyvale
NOVA North side in Parking Lot	505 W. Olive Ave.	City of Sunnyvale

With the support of a DPS volunteer, the condition of each ARK container has been assessed and repairs are underway. The ARKs located at Sunnyvale Middle, Cupertino Middle, Columbia Middle, Lakewood Elementary and Fremont High schools, and the Sunnyvale Community Center require the installation of wall vents and/or roof turbines. Repairs must be completed before staff can assess inventory and replenish their contents. The ARK at Kings Academy is beyond repair and has been replaced.

A new ARK was purchased for the Community Center, the city's primary shelter site, and has been stocked with newly purchased emergency disaster supplies.

Communication Systems

In lieu of hiring a casual employee to assist with this project, funds were utilized to purchase satellite phones for EMO members. In the event of a disaster, satellite phones are the most reliable mode of emergency backup communication. Nine satellite phones were purchased. DPS and ITD are currently reviewing the process for additional communication equipment for Department Directors that were not included in the initial order.

Summary of Project Expenses

Including pending purchases, there is approximately \$13,500 remaining in the project. These funds will be used to pay for the replacement storage container at the Kings Academy, which is damaged and not serviceable, the purchase of supplemental supplies for the Community Center ARK, and casual staffing costs as needed.

YTD Project Expenses

Description	Cost
Consultant - Public Safety Consultants Northwest, LLC.	\$25,600
Community Center ARK - new container, emergency shelter supplies and other related costs	\$27,707
ARK repairs	\$11,909
Satellite Mobile Phones	\$21,305
Total Expenditures	\$86,521

EXISTING POLICY

General Plan Chapter 6, Goal SN-2 - Effective Disaster Preparedness.

- Policy SN-2.2 - Provide for the Emergency Management of the City in order to respond effectively and to assure life and property safety in the event of a disaster.
- Policy SN-2.3 - Provide an integrated approach to planning and management for emergencies and disasters.
- Policy SN-2.4 - Provide information, assistance and encouragement to community members, public/private schools, day care centers, business and industry to assist in their planning and preparedness for emergencies and disasters.
- Policy SN-2.5 - Provide emergency radio or other communication devices for coordination of emergency response and the capability to communicate with outside agencies and community members.

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

ENVIRONMENTAL REVIEW

This budget modification does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

DISCUSSION

Staff is requesting additional funds to support EMO planning and preparedness. This project has served as an opportunity for OES to assess the City's current level of emergency preparedness. While there has been good progress, additional funding is needed to complete the issues identified to date. The project budget of \$100,000 is approximately 85% expended and much work is still required to ensure adequate resources are available to the community in the event of a disaster and that the EMO will be activated at a higher level of preparedness.

Consultant Services

PSCNW has assisted OES in establishing a base knowledge for EMO members through related emergency management training in the areas of incident action planning, position training and crisis communication. However, as with any training, if not utilized on a regular basis, information can be

easily forgotten. It is recommended that OES retain the service of an emergency management consultant to assist with annual EMO and EOC training and to provide facilitation and assistance within the EOC during an activation. This has proven to be successful for other cities, such as the City of San José, which utilized Tetra Tech Consultants during the President's Day flood. Additionally, consultant services are still required to create and coordinate Emergency Operations Plan (EOP) Annexes for: Animals in Disaster, Emergency Volunteer Center, Terrorism Response, and Earthquake.

ARK Inventory and Supply Replacement

ARK repair or replacement was not identified as a need when this project was initiated. However, it became evident that many of the emergency supplies in the ARKs, that were packed in nondescript cardboard boxes, had been exposed to the elements by way of weathered seals and damaged vents and repairs are necessary. Once the repairs are completed, contents can be inventoried and replaced as needed. To do this as efficiently and effectively as possible, a 20' rental container for the temporary storage of ARK supplies will be needed while new supplies are ordered. Additionally, there are potential costs associated with the removal of old or damaged supplies. It is anticipated that most ARK contents will require replacement as they have been exposed to water and mold. As mentioned previously, the ARK at Kings Academy is beyond repair and will need to be replaced. This involves the purchase of a new 40' container.

The purchase and stocking of the new ARK at the Community Center established the standard model for the additional ARKs. ARKs are stocked with emergency shelter supplies for a minimum of 300 people. The supplies are contained in newly designed rolling carts that include supplies for 30 people per cart. This new design allows for additional protection from the elements, easier accessibility, setup and inventory of supplies. In addition, as the primary shelter location for the City, the ARK at the Community Center will be stocked with supplemental items including baby supplies, a canopy, tables and chairs, pet crates and supplies, lights, charging stations for phones and tablets, and a generator.

Once the replacement is complete for all city sheltering sites, staff will need to conduct an inventory of the three City employee ARKs. The City employee ARKs were last stocked in 2010 with three-day supplies of food, water and supplies for 300 people.

Communications Systems

The Mobile Emergency Command (MEOC) vehicle is utilized during large scale events and emergency situations. In its current configuration, the MEOC lacks technological advancements and cannot be effectively deployed as a County asset. Additionally, during the recent DPS headquarters power outage, the after-action report identified the MEOC as the primary Public Safety Answering Point (PSAC) for dispatchers. The MEOC vehicle requires the replacement of Harris radios with Motorola radios and the installation of a Bendix King Radio for wildland fire deployments and installation of three dispatch terminal headsets.

FISCAL IMPACT

Budget Modification No. 17 has been prepared to appropriate \$200,000 from the Budget Stabilization Fund to Project 832260-Office of Emergency Services. If approved, this appropriation will allow for the completion of stated project activities.

Budget Modification No. 17 FY 2017/18

	Current	Increase/(Decrease)	Revised
General Fund			
<u>Expenditures</u>			
Project 832260-Office of Emergency Services	\$100,000	\$200,000	\$300,000
<u>Reserves</u>			
Budget Stabilization Fund	\$34,145,795	(\$200,000)	\$33,945,795

Budget Summary

Description	Cost Estimate
Consultant Services • Facilitate annual EMO and EOC training and create and coordinate the outstanding City Emergency Operations Plan Annexes (\$33,120) • As needed support services during EOC activation or upon request (\$8,130) - Variable costs	\$41,250
ARK Inventory and Supply Replacement • Actual project costs are contingent on the findings of the ARK inventory replacement needs. Full stock replacement cost is approximately \$25,000 per ARK. Estimated replacement of 60% of contents (\$15,000 x 6 = \$90,000) • Kings Academy ARK replacement - Estimated replacement of 75% of contents (\$18,750) • City employee ARKs - Estimated inventory and supply replacement cost \$10,000 x 3 = \$30,000	\$138,750
Communication Systems • Complete MEOC vehicle upgrades	\$20,000
TOTAL REQUEST	\$200,000

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Approve Budget Modification No. 17 in the amount of \$200,000 to fund Office of Emergency Services project activities including Disaster Preparedness Plans, Emergency Shelter Supplies, and Communications Systems Upgrades.

Prepared by: Ryan Yin, Lieutenant, Department of Public Safety

Reviewed by: Phan S. Ngo, Director of Public Safety

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Teri Silva, Interim Assistant City Manager

Approved by: Kent Steffens, Interim City Manager