

MEMORANDUM

TO: HONORABLE MAYOR & CITY COUNCIL MEMBERS

FROM: CAROLYNN PETRU, DEPUTY CITY MANAGER

DATE: JUNE 16, 2015

SUBJECT: EMERGENCY PREPAREDNESS COMMITTEE FY 2015-16
WORK PLAN

REVIEWED: DOUG WILLMORE, CITY MANAGER

Staff Coordinator: Tracy Bonano, Senior Administrative Analyst / Emergency Services Coordinator

RECOMMENDATION

Approve the proposed Draft FY 2015-16 City of Rancho Palos Verdes (RPV) Emergency Preparedness Committee (EPC) Work Plan.

BACKGROUND

As directed by Resolution No. 2008-61, Section 5, Annual Work Plan, the EPC and City staff liaison shall prepare an annual work plan to be presented to the City Council for approval.

At the March 19, 2015 EPC meeting, the FY 2015-16 EPC Work Plan was discussed by EPC members and City staff. Specifically, EPC members and City staff agreed to:

1. Continue participation in the 4th of July community outreach event by providing EPC members to assist with setting up, staffing, and dissembling the City provided booth space.
2. Produce two Public Service Announcements (PSA's). EPC members will submit on screen talent recommendations and scripts to staff. PSA's will be promoted through the City's EPC website, the City Manager's weekly report, televised on RPVtv Channel 33 (via COX Cable), Channel 38 (via Verizon FIOS) and

- featured on Channel 33's "Peninsula Beat."
3. Host a US Geological Survey (USGS) emergency scenarios presentation. The presentation will be provided by a reputable USGS staff scientist and emphasize the importance of public awareness in regards to earthquake, severe weather and Tsunami scenarios. Depending on availability, the presentation is scheduled to be held at the Norris Pavilion in Rolling Hills Estates (or other Palos Verdes Peninsula venue if necessary). Invitations will be sent to all Peninsula officials, boards, residents and staff members using local media outlets such as the City's Emergency Preparedness Webpage, PV News, Channel 33 & 38, Nextdoor, Facebook and the City's Notify Me/Listserve.
 4. Continue and expand the "Beauty and the Beast" (B & B) emergency preparedness public outreach presentations to Rancho Palos Verdes community groups that now include homeowners associations, faith based organizations, parent teacher associations, service clubs and dedicate one FY 2015-16 EPC meeting to the "B & B" presentation (location - Hesse Park).
 5. Continue the City's utility service provider's emergency preparedness presentations focusing on COX Cable, the Los Angeles County Sanitation District and possibly a late in 2016 return of Cal Water to discuss the effect and status of drought conditions in California.
 6. Participate in the City's Whale of a Day community outreach event by providing EPC members to assist with setting up, staffing, and dissembling the City provided booth space.

DISCUSSION

The mission of the EPC is to advise and make recommendations to City Council on matters pertaining to emergency preparedness to help ensure that the City of Rancho Palos Verdes develops and maintains a high state of readiness to respond to a wide variety of emergencies and disasters. The aforementioned list of recommendations supports the EPC's Mission Statement and Scope of Responsibility.

BUDGET

The majority of the FY 2014-15 Annual Work Plan items (4th of July, two PSA's, USGS presentation, B & B and utility service provider presentations) are being rolled over from last year at minimal cost. For the FY 2015-16 budget cycle, the EPC requests a new budget allocation of \$5,250 to purchase 15 Personal Preparedness Kits, 4th of July Celebration and Whale of a Day takeaways, advertising in PV News and to continue their community emergency preparedness and response program.

Estimated FY 2015-16 Work Plan Resources

#	Item/Description	Est. Hours	Est. \$\$
1	4th of July		
	Staff	20	N/A
	Takeaways (Glow Sticks - \$500, Blankets \$500, Hand Sanitizer - \$500, Water - \$500, 5 Backpacks - \$250)		\$2,250
2	PSA's		
	Staff	4	N/A
	Channel 33	20	N/A
3	USGS Scientist Presents		
	Advertising: 1/4 Color Page in PV News		\$500
	Staff	10	N/A
	IT Staff	5	N/A
	Channel 33	5	N/A
4	B & B Presents		
	Staff	10	N/A
	Takeaways (5 Backpacks - \$250)		\$250
5	Utility Company Presents (3 presentations)		
	Staff	15	N/A
	IT Staff	3	N/A
	Channel 33	15	N/A
6	Whale of a Day		
	Staff	20	N/A
	Takeaways (Glow Sticks - \$500, Blankets \$500, Hand Sanitizer - \$500, Water - \$500, 5 Backpacks - \$250)		\$2,250
		127	\$5,250

FISCAL IMPACT

The cost of the EPC FY 2015-16 Annual Work Plan is approximately \$5,250 which, if approved, would be funded through the Public Safety Emergency Preparedness Budget.