



Agenda Item C.2
DISCUSSION/ACTION ITEM
Meeting Date: September 16, 2008

TO: Mayor and Councilmembers

FROM: Dan Singer, City Manager

CONTACT: Vyto Adomaitis, Redevelopment, Neighborhood Services and Public Safety Director

SUBJECT: Emergency Preparedness Action Items

RECOMMENDATION:

- A. Authorize the City Manager to move forward with acquisition of the list of proposed emergency action items included in this report; and
- B. Adopt Resolution No. 08-___ entitled "A Resolution of the City Council of the City of Goleta, California Approving a Disaster Pay Policy for Exempt Employees."

BACKGROUND:

On Tuesday, September 2, 2008, the City Council adopted Resolution 08-45 proclaiming a local emergency in the form of potential flood threats as a result of the recent Gap Fire. Adoption of the resolution provides the City Manager emergency authority to procure necessary supplies, equipment and services in the protection of life and property within the City. Staff has begun the process of identifying necessary resources and action items in order to enhance the City's emergency preparedness capabilities.

DISCUSSION:

The City has been working closely with local, state and federal agencies in preparing for an increased level of local flood threats created by the recent Gap Fire. As part of this effort, last month, members of the City's management team completed Incident Command System (ICS) emergency responder training conducted by the Sheriff's Department. As a result of the de-briefing that was conducted by the management team on the training, as well as our reflections from the recent Gap Fire, staff identified opportunities to enhance and increase the City's ability to respond to emergencies and to provide a continuity of services to the City's residents during emergencies.

The City has made significant progress in the area of communications to our residents through the recently acquired Connect CTY – Goleta City Alert system, which notifies

residents of important information during emergencies and provides public information on other community related matters as well.

Resources Needed

Identified as one of the highest priorities coming off of the Gap Fire, was the ability to maintain backup power to City Hall during emergencies. Staff has looked into the possibility of backup electrical service to City Hall in the event of a power interruption. Because we are currently in a leased building facility that does not lend itself to permanent structural modifications to accommodate a generator of the type and size needed to power City Hall, leasing back up power has been identified as the preferred alternative.

In addition to backup power, staff has identified a list of items that would work to further the City’s ability to respond to local emergencies, both in the field and from City Hall. The table below provides a preliminary cost of items for the Council to consider:

Item	Quantity Needed	Per Unit Cost	Total
EOC Laptop	1	\$ 2,500.00	\$ 2,500.00
Laptop Batteries	4	\$ 125.00	\$ 500.00
Battery Backups-Server/Phones/Alarm	3	\$ 1,670.00	\$ 5,010.00
Generator Rental and Associated Costs	1	\$ 25,000.00	\$ 25,000.00
Electrical Transfer Switch for City Hall (Generator)*			\$ 43,000.00
Satellite Internet**			\$ 4,000.00
Satellite Phones Rental***	1	\$ 1,260.00	\$ 1,260.00
Additional Phone Lines for EOC (analog)	4	\$ 31.53	\$ 126.12
Additional Data Lines for EOC	4	\$ 31.53	\$ 126.12
setup fees for new lines	1	\$ 321.46	\$ 321.46
New analog phones	4	\$ 10.00	\$ 40.00
ICS Placards	10	\$ 15.50	\$ 155.00
ICS Vests	10	\$ 38.00	\$ 380.00
Radio Scanners	6	\$ 100.00	\$ 600.00
Handheld Radios-800 Mhz	6	\$ 600.00	\$ 3,600.00
Regular Flashlights	24	\$ 20.00	\$ 480.00
10 mil candle power spotlights	10	\$ 79.99	\$ 799.90
Batteries for Flashlights			\$ 200.00
Power Strips-Electrical	5	\$ 15.00	\$ 75.00
Cots	4	\$ 30.00	\$ 120.00
Rain Gear	20	\$ 200.00	\$ 4,000.00
Misc. Supplies/Provisions	1	\$ 1,500.00	\$ 1,500.00
Total			\$ 93,793.60

*It is possible that this cost may be considered a leasehold improvement which may be offset in some way by BDC.

**1 year approximate cost including installation, subsequent years will be less.

***Estimate based on 180 day rental, \$7 per day per phone, call charges extra.

In addition, on-going emergency preparedness training for all City staff will be incorporated into the City’s emergency preparedness activities. The CJPIA and the

Sheriff's Department offer training courses at no cost that the City may wish to participate in, however, if other sources for emergency preparedness training are utilized, the costs may be absorbed in the City's existing budget for staff training.

Furthermore, as observed during the Gap Fire, one area where the City may wish to take action on is for the reimbursement for hours worked by supervisory or management employees (known as exempt employees). Rigorous hours, generally far above those that employees work in a normal work week, are often required to be worked by emergency workers to support response and recovery in a disaster event. It is not uncommon for emergency workers to be required to work 12 hour shifts, 7 days a week for the duration of an extended disaster event. At this time, any non-exempt City employees who serve in a disaster response capacity are eligible to receive overtime pay at the rate of 1.5 times their regular hourly rate for any hours worked in excess of 40 hours per week. However, exempt employees would not receive any additional compensation for hours they work in an emergency response capacity beyond the base 40 hours per week. It would be reasonable and equitable to pay exempt employees serving as disaster workers for those hours worked in excess of their normal shifts, especially since the City staff is small and it is expected that exempt employees may be heavily relied upon heavily in future City disaster response activities.

FEMA will reimburse cities for employee hours worked in disaster response efforts. However, if the City were to pursue reimbursement for overtime hours worked by exempt employees, the City Council would need to have a resolution in place prior to the declaration of a disaster which approves the payment of hours in excess of 40 hours per week. Santa Barbara County has adopted a similar policy for the payment of exempt employee overtime in emergencies.

Staff recommends that the Council consider adopting the attached resolution (Attachment 1) which specifies that in the event of a local, state or federal disaster, exempt employees working as official emergency workers shall not be paid for the first twelve (12) hours worked in excess of 40 hours per week, but will be paid at their regular hourly rate for all hours worked thereafter in such a capacity. The attached resolution further specifies that any such overtime eligibility will cease once the need for disaster response is deemed unnecessary by the City Manager. Adoption of the resolution would ensure the highest level of reimbursement opportunities for the City.

Potential Joint Efforts

Staff is currently reviewing the Joint Emergency Operations Center proposal from the County of Santa Barbara. Although staff is not yet ready to bring this item to the City Council for consideration based on the information provided thus far, it is anticipated that current cost estimates for this proposal approach \$800,000 for an emergency operations facility built to critical facility standards.

STRATEGIC PLAN

The work effort associated with responding to the Gap Fire or other significant emergency response efforts are not included in the City's current Strategic Plan, though they represent a critical contribution toward the health and safety of the Goleta community.

ALTERNATIVES

The City Council may elect not to adopt the proposed resolutions recommended in this report or may elect to defer action on these items to a later time.

FISCAL IMPACTS

The FY 2008-09 budget does not include any appropriations for the proposed listing of emergency preparedness action items. However, staff has identified sufficient carryover amounts from FY 07/08 that could be re-appropriated towards these items. As such, no additional allocations will be required should the City Council endorse the items identified.

Submitted By:

Reviewed By:

Approved By:

Vyto Adomaitis
RDA, NS & Public Safety
Director

Michelle Greene
Administrative Services
Director

Daniel Singer
City Manager

ATTACHMENTS:

1. A Resolution of the City Council of the City of Goleta, California Approving a Disaster Pay Policy for Exempt Employees

ATTACHMENT 1

A Resolution of the City Council of the City of Goleta, California Approving
a Disaster Pay Policy for Exempt Employees

RESOLUTION NO. 08-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA APPROVING A DISASTER PAY POLICY FOR EXEMPT EMPLOYEES

WHEREAS, the City Council of the City of Goleta wishes to adopt a policy for the payment of emergency overtime to exempt employees who, in a time of emergency, are required to work as official emergency workers; and

WHEREAS, in times of emergency, some City employees are required to work as official emergency workers, undertaking tasks beyond their normal job duties, and work hours beyond their normal work schedule and at great inconvenience to them.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GOLETA DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1:

In the event that a disaster or a state of emergency is declared in accordance with Chapter 2.50 et seq. of the City of Goleta Municipal Code and/or a disaster or a state of emergency that affects the City of Goleta is declared by either the County of Santa Barbara, the State of California, or the Federal Government, exempt employees shall be compensated for all hours worked, including any overtime hours that they work as official emergency workers.

SECTION 2:

Exempt employees shall not be paid for the first twelve (12) hours worked in excess of forty (40) hours during their normal work week when working as official emergency workers, but will be paid for all hours worked thereafter. The hourly rate of pay for such work shall be calculated by dividing the exempt employees' current monthly salary by 173.33 (straight time).

SECTION 3:

Any such overtime eligibility shall cease when the City Manager has determined that the need for disaster response has ended.

SECTION 4:

Any previously promulgated policies for a Declared Disaster Policy of Exempt Employees are hereby repealed and rescinded. This resolution shall be effective immediately.

SECTION 5:

The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 16th day of September, 2008.

MICHAEL T. BENNETT, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH CONSTANTINO
CITY CLERK

TIM W. GILES
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, Deborah Constantino, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 08-__ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 16th day of September, 2008, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH CONSTANTINO
CITY CLERK