

Capitola City Council

Agenda Report



Meeting: September 11, 2025

From: Police Department

Subject: Emergency Operations Plan Update

Recommended Action: Adopt a resolution amending the FY 2025-26 Budget to reallocate \$45,000 from the Police Department's Radio Infrastructure Project to fund the update of the City's Emergency Operational Plan (EOP); and authorize the City Manager to execute a professional services agreement, in a form approved by the City Attorney, with Franklin Frawley Think Tank, LLC in an amount not-to-exceed \$45,000 to complete the update of the EOP.

Background: The adopted Fiscal Year 2025-26 budget included an allocation of \$45,000 for upgrades to regional public safety radio infrastructure. Half of the funding was included in the Police Department's general fund budget and half in the Supplemental Law Enforcement Services Fund (SLESF) restricted fund budget. Following adoption of the FY 2025-26 Budget, the timeline for implementation of the regional radio project was pushed back and therefore does not require funding this fiscal year.

Concurrently, a review of the City's Emergency Operational Plan revealed that significant updates are required to ensure compliance with current state and federal guidelines, including the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS). A modernized EOP is essential for improving inter-agency coordination, enhancing public safety readiness, and ensuring effective disaster response and recovery.

Discussion: The reallocation of funds will allow the City to contract with Jim Frawley, a retired Santa Cruz City Fire Chief and a part of Franklin Frawley Think Tank, LLC (FFTT) who recently updated the County's EOP and is the project manager for the Countywide Radio Project. FFTT is an emergency and crisis management planning firm that will:

- Perform a comprehensive review and gap analysis of the existing EOP;
- Integrate recent legislative updates and best practices;
- Enhance operational checklists, hazard assessments, and training components; and
- Conduct staff workshops and emergency exercises aligned with the new EOP.

Based on FFTT's specialized experience, unique qualifications, and direct involvement with the Santa Cruz County EOP, no other vendor can provide the same level of efficiency, accuracy, and continuity in rewriting Capitola's Emergency Operations Plan. Therefore, staff recommends approving this professional services agreement as a sole source procurement.

Fiscal Impact: There are no identified increases in expenditures. This action reallocates \$45,000 within the existing budget, transferring funds from the Police Radio Infrastructure Project to the Emergency Operational Plan Update. The proposed agreement with Franklin Frawley Think Tank, LLC in an amount not-to-exceed \$45,000 creates no additional expenditures for the Police Department's Budget.

Attachments:

1. Resolution
2. Professional Services Agreement
3. Scope of Work

Report Prepared By: Sarah A. Ryan, Chief of Police

Reviewed By: Julia Gautho, City Clerk, Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager

Report edited on September 9th to correct the meeting date.