



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 8/6/2019

ITEM NO: 5

DATE: July 23, 2019
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Negotiate and Execute a Memorandum of Understanding (MOU) with the City of Monte Sereno for a Cost Sharing Agreement for a Part-time Emergency Services Coordinator Position

RECOMMENDATION:

Authorize the Town Manager to Negotiate and Execute a Memorandum of Understanding (MOU) with the City of Monte Sereno for a Cost Sharing Agreement for a Part-time Emergency Services Coordinator Position.

BACKGROUND:

Currently, emergency management responsibilities are shared between the Office of the Town Manager and the Los Gatos-Monte Sereno Police Department. Additionally, roles and responsibilities for emergency management are divided between the Assistant Town Manager, Police Captain, and Police Sergeant. Given the critical significance of emergency preparedness, the Town Council approved a two-year temporary part-time Emergency Services Coordinator position in the FY 2019/20 adopted Operating Budget. With the adoption of the FY 2019/20 Operating Budget, staff is ready to proceed with initiating the hiring process (Attachment 1) and implementing a shared cost structure with the City of Monte Sereno.

DISCUSSION:

The part-time Emergency Services Coordinator position has been structured to address four key functional roles of the Town's emergency response capabilities. These include:

1. Maintenance and development of the Emergency Operation Plan (EOP) and annexes;
2. Maintenance and development of the Town's Emergency Operations Center (EOC) including: EOC infrastructure, EOC Section readiness, EOC training, etc.;

PREPARED BY: Arn Andrews
Assistant Town Manager

Reviewed by: Town Manager, Director of Human Resources, and Finance Director

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Emergency Services Coordinator Position

DATE: July 25, 2019

3. Maintenance of federal/state mitigation reporting requirements and development of federal/state grant opportunities; and
4. Liaison to regional emergency management partners.

An initial assessment of the four functional areas of responsibility performed by the Town and the Monte Sereno City Manager determined a potential proportional cost share apportionment of 70% (Town) and 30% (Monte Sereno). Based on a 70/30 apportionment, the City of Monte Sereno would reimburse the Town approximately \$16,527 of the annual cost of \$55,090 if approved by the City Council of Monte Sereno.

CONCLUSION:

Approval of the Town Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of Monte Sereno for a Cost Sharing Agreement will help defray the cost of a critical new component of the Town's emergency response preparedness.

COORDINATION:

This report was coordinated with the Town Manager, Director of Human Services, and Finance Director.

FISCAL IMPACT:

The Council approved FY 2019/20 Operating Budget included the addition of 1,000 temporary staff hours for the two-year temporary part-time Emergency Services Coordinator position for a total of \$55,090 per year.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Part-time Emergency Services Coordinator Job Announcement