

**TO: HONORABLE CITY COUNCIL**

**ATTN: POLICY AND SERVICES COMMITTEE**

**FROM: CITY MANAGER DEPARTMENT: City Manager's Office**

**DATE: JUNE 14, 2005 CMR: 274:05**

**SUBJECT: RECOMMENDATION TO ADOPT PROCEDURE FOR  
COMPOSITION ON EMERGENCY COUNCIL**

**RECOMMENDATION**

Staff recommends that the Council adopt a policy, beginning in December 2005, of appointing to the City Emergency those Council Members retiring from the City Council, should they be willing to serve; and replacing the current membership in order of appointment.

**BACKGROUND**

Palo Alto Municipal Code Section 2.12.190 establishes and describes the powers and duties of the City Emergency Council. To ensure the continuity of City operations in the event of a disaster, "the city council may appoint standby council members equal in number to the authorized membership of said council, who will assume their positions and who shall have the qualifications, tenure, duties and powers specified in Sections 8637 through 8641 inclusive of the Government Code insofar as such sections are not inconsistent with the Charter or other ordinances of the city. In case a standby office becomes vacant because of removal, death, resignation or other cause the city council shall appoint another person to fill said office."

The current Emergency Council is composed of the following former Council Members. The date of appointment to the Emergency Council is indicated in parentheses after their name:

Betsy Bechtel (1989)  
Roy Clay (1979)  
Ellen Fletcher (1989)  
Larry Klein (1989)  
Jean McCown (1997)  
Emily Renzel (1991)  
Gail Woolley (1991)

**DISCUSSION**

In the past two years, the City has considerably augmented its efforts in emergency preparedness, with the creation of the Emergency Preparedness Committee and Emergency Preparedness Working Group, composed of staff from all City departments; and with the creation of the Citizens Corp Council, composed of representatives from key organizations and institutions in the community who have a role in emergency preparedness and response. Staff schedules quarterly study sessions with the Council on issues related to emergency preparedness, and recently involved the Council in a half-day training exercise, as well as a training session with the California Specialized Training Institute (CTSI).

Staff believes, that, given the amount of information and training currently being provided to the City Council, that having the Emergency Council composed of recently retired Council Members who are rotated through more frequently as city councils change, will provide the optimum composition for the Emergency Council in terms of training in emergency preparedness. If Council approves this recommendation, staff would recommend that it be implemented with the change in composition of the current city council in January 2006, and that the new members take the place of the members who were appointed the furthest back in time.

**RESOURCE IMPACT**

Implementation of this recommendation would have no resource impact.

**POLICY IMPLICATIONS**

This recommendation is consistent with existing City policies.

PREPARED BY

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CITY MANAGER APPROVAL

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