

**TO: HONORABLE CITY COUNCIL**

**ATTN: POLICY AND SERVICES COMMITTEE**

**FROM: CITY MANAGER DEPARTMENT: CITY MANAGER'S OFFICE**

**DATE: MARCH 14, 2006 CMR: 177:06**

**SUBJECT: PROCEDURE FOR APPOINTMENT AND DUTIES OF EMERGENCY  
STANDBY COUNCIL MEMBERS**

**RECOMMENDATION**

Staff recommends that the Policy and Services Committee recommend to Council a new Emergency Standby Council Policy and an amendment of Palo Alto Municipal Code Chapter 2.12.090 regarding the Emergency Standby Council.

**BACKGROUND**

On June 14, 2005, the Committee provided direction to staff as to how to appoint and reaffirm membership in the Emergency Standby Council on an annual basis. The Committee asked staff to return with a policy and procedure.

On July 12, 2005, the Committee reviewed the proposed policy and directed staff to refine it.

On November 22, 2005, the Policy and Services Committee voted 4-0 to accept the recommendations regarding appointment and duties of the Emergency Standby Council Members. The Committee made a number of suggestions which have been included in the attached policy and ordinance.

**DISCUSSION**

The City Attorney incorporated the Committee's suggestions and the draft policy and ordinance are now being returned to the Committee for its final review, revision and approval before forwarding the ordinance and policy to the City Council for adoption.

**RESOURCE IMPACT**

Implementation of this recommendation would have a limited resource impact with regard to conducting annual training for the Emergency Standby Council.

**POLICY IMPLICATIONS**

This recommendation is consistent with existing City policies.

**ATTACHMENTS**

1. Ordinance of the Council of the City of Palo Alto amending Title 2 (Administrative Code), Chapter 2.12 (Emergency Organization and Functions), Section 2.12.090 (Continuity of Government in the Event of a Disaster) of the Palo Alto Municipal Code relating to the appointment and duties of Emergency Standby Council Members.
2. Policy for Emergency Standby Council.

PREPARED BY

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CITY MANAGER APPROVAL

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