



## Staff Report

---

File #: REPORT 18-0701, Version: 1

---

### Honorable Mayor and Members of the Hermosa Beach City Council Regular Meeting of November 13, 2018

#### **ROLE OF EMERGENCY PREPAREDNESS ADVISORY COMMISSION**

(City Manager Suja Lowenthal)

#### **Recommended Action:**

Staff recommends that the City Council:

1. Schedule a joint study session with the Emergency Preparedness Advisory Commission in December of 2018 or January of 2019, and
2. Direct staff to bring forward a formal recommendation at a subsequent City Council meeting on the future roles, responsibilities and direction of the Emergency Preparedness Advisory Commission.

#### **Background:**

At the regular City Council meeting of March 13, 2018, the City Clerk brought forward an agenda item recommending authorization to advertise and request applications from interested parties for two upcoming vacancies on the Emergency Preparedness Advisory Commission. The City Council's determination at that time was to decline the recommendation and instead direct staff to return with a formal agenda item examining the mission and roles of the Commission, considering the City's evolving needs and current resources (**Attachment 1: March 13, 2018 City Council Meeting**).

On July 19, 2018, the City held a joint City Council and City Commission meeting with the intent of better understanding Commissioners' perspectives, exploring opportunities for improved collaboration, and reaffirming the City's goals, expectations and protocols. At this meeting, the Emergency Preparedness Advisory Commission (EPAC) provided a verbal report on their FY18-19 goals, achievements and challenges (**Attachment 2**).

In November 2018, the City Manager scheduled meetings with all EPAC Commissioners to discuss their Commission's roles and responsibilities and listen to their individual feedback prior to returning to the City Council with a formal report.

#### **Analysis:**

Following these meetings and after further consideration, staff is recommending that a formal study session be held by the City Council, with joint participation from the Emergency Preparedness Advisory Commission to consider and discuss the Commission's mission and roles as they relate to

the City's broader needs and available resources.

A study session format will allow for the following:

1. A comprehensive review of past and present Commission roles and responsibilities;
2. An opportunity to ask questions of and receive valuable feedback from EPAC Commissioners and staff liaison(s);
3. A case study analysis of emergency preparedness efforts in other cities; and
4. Presentations by regional partners and emergency management professionals.

Following the study session, staff will return with recommendations at a subsequent City Council meeting on the future roles, responsibilities and direction of the Emergency Preparedness Advisory Commission, including any necessary revisions to pertinent sections of the Municipal Code.

#### **General Plan Consistency:**

This report and associated recommendations have been evaluated for their consistency with the City's general plan. Relevant policies are listed below:

#### **PLAN Hermosa Policies**

- **Governance Policy 1.2 Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.

#### **Fiscal Impact:**

There is no fiscal impact associated with the recommended action.

#### **Attachments:**

1. Link to March 13, 2018 City Council Meeting Video, Item 7a
2. July 19, 2018 Joint City Council and Commission-EPAC Staff Report

**Respectfully Submitted by:** Brandy Villanueva, Emergency Management Coordinator

**Approved:** Suja Lowenthal, City Manager