



Staff Report

City Council

Item No. {{section.number}}.{{item.number}}

Meeting Date: November 13, 2024

From: Michael Contreras, Fire Chief

Title: Local Hazard Mitigation Plan and Emergency Operations Plan

RECOMMENDATION:

To approve the award for the creation and update of the city's local hazard mitigation plan (LHMP) and emergency operations plan (EOP) to Jacob Greene and Associates.

BACKGROUND:

The Cathedral City local hazard mitigation plan (LHMP) was last revised in 2017 and is valid for 5 years. Staff identified the need for an update in November 2022 and subsequently applied for a grant to cover the costs associated with the LHMP and EOP updates. The fire department has successfully applied for and received \$149,631.00 from FEMA, as well as an additional grant of \$7,896.00 for subrecipient management costs (SMC). Moreover, a grant of \$49,877.00 has been awarded by the California office of emergency services (Cal OES).

DISCUSSION:

The local hazard mitigation plan (LHMP) serves as a comprehensive document outlining all hazards, resources, capabilities, ordinances, and safety procedures within the city. Maintaining a LHMP is crucial for eligibility for federal disaster funds. This plan not only identifies who and what is at risk but also details the available resources and preparedness measures in place. Hazard mitigation planning significantly reduces the risk of loss of life and property by addressing the impacts of disasters. It begins with local governments recognizing the natural disaster risks and vulnerabilities pertinent to their region. Once these risks are identified, long-term strategies are developed to safeguard residents and their property from future events.

City Staff solicited request for proposals (RFPs) for the update of the LHMP and EOP. A total of four (4) proposals were received. The 4 consultant companies that responded to the RFP include:

- Interwest Consulting – Palm Springs, CA
 - The Kahlen Group – Corona, CA
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- Jacob Greene and Associates – Tustin, CA
- Dynamic Planning & Science – Montrose, CO

Staff compiled an evaluation group of three evaluators that scored the proposals on seven (7) criteria. Each category was scored on a 1-10 scale. Once the top two (2) proposals were determined based on the scoring criteria, the two final proposals were evaluated based on price. The proposal evaluations and rankings are included as an attachment.

The winning proposal was submitted by Jacob Green and Associates, the proposal and service agreement are included as attachments for your review and consent.

A presentation was given by the Fire Chief during the October 23, 2024 City Council Meeting on the LHMP and our RFP evaluation process.

The total project cost for updating the LHMP and EOP is \$208,508.00 including 10% for cost overruns. FEMA has awarded the city \$149,631.00, covering 75% of the federal share. The remaining 25% non-federal share of \$49,877.00 will be funded by Cal OES. Additionally, FEMA has authorized \$7,896.00 for the 100% federal SRMC.

FISCAL IMPACT:

These grants were accepted by City Council on 8/14/2024 and the budgets have been established. As a result, there is no additional fiscal impact.

	DESCRIPTION	GENERAL LEDGER ACCOUNT CODES	PROJECT CODE	AMOUNT	ONE TIME or ONGOING
2024-2025	LHMP	259-300-330-33X-8XXX-8XXX	G05557	\$208,508	One-Time

FIVE-YEAR STRATEGIC PLAN:

E-4 – Strengthen the City’s ability to prepare for, respond to, and recover from disasters by reviewing and updating the City’s Emergency Operations Plans.

ATTACHMENTS:

1. JGA Proposal for LHMP
2. RFP Scores
3. JGA Service Agreement