

**CITY OF OAKLAND**  
**AGENDA REPORT**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2004 MAY 20 PM 2:40

**TO:** Office of the City Administrator  
**ATTN:** Deborah Edgerly  
**FROM:** Homeland Security Unit  
**DATE:** June 1, 2004

**RE: A RESOLUTION TO ACCEPT AND APPROPRIATE A REVISED FY 2004 URBAN AREA SECURITY INITIATIVE GRANT AMOUNT, ESTABLISH A NEW HOMELAND SECURITY FUND, WAIVE CENTRAL SERVICES OVERHEAD FEES, AND AUTHORIZE THE CITY ADMINISTRATOR TO ADMINISTER THE FY 2004 UASI GRANT PROGRAM.**

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**SUMMARY**

On January 20, 2004, the City Council approved Resolution 78295 C.M.S. authorizing the Interim City Manager to accept, appropriate and expend the Urban Area Security Grant funds, award contracts for the funds without further City Council authorization, and to return to City Council with the spending plan recommendations forwarded to the Executive Board by the Urban Area Working Group (UAWG). Copies of the January 20<sup>th</sup> report and resolution are attached.

This report provides the status of FY 2004 Urban Area Security Initiative (UASI) program and discusses the proposed spending plan along with a resolution to accept and appropriate the updated grant amount, establish a new Homeland Security fund, waive Central Service Overhead (CSO) fees for the UASI grant, and authorize the City Administrator to administer the programs included in the strategy and spending plan.

The grant amount has changed from the January report. The State had the option of holding back 20% of the grant to offset their costs for grant management. The State has since decided to pass 100% of the funding for FY 04 UASI grants down to the Urban Areas, increasing our grant award from the \$6.2 million estimate referenced in the January 20<sup>th</sup> resolution to \$7,808,348.

**FISCAL IMPACT**

The attached resolution will authorize the appropriation of the \$7,808,348 in FY 2004 UASI grant funds to a newly established Homeland Security Unit (Organization Code 02951), US Department of Homeland Security Fund (Fund Number 2123), FY 04 Urban Area Security Initiative Project (Project Number G252910).

The grant allows 3.0% or \$234,251 to offset the management and administration expenses. This money will fund the Homeland Security Program Coordinator hired to organize, coordinate and

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manage the grant and related activities, along with an estimated 0.25 FTE of an Accountant to prepare financial reports and assist with year-end reconciliation and audits. We are requesting the Central Services Overhead (CSO) to be waived for this program to ensure funding availability for grant administration expenses.

## **BACKGROUND**

The City of Oakland is the core city of the Oakland/Alameda County/Contra Costa County Urban Area (OAC UA). The urban area has been awarded a FY 2004 Urban Area Security Initiative (UASI) grant from the U.S. Department of Homeland Security, Office for Domestic Preparedness. The key goal of the UASI grant is to assist the urban area with developing and implementing a regional plan for detecting, preventing, preparing for, responding to and recovering from terrorism events. The grant money will be passed through the State Office of Homeland Security.

### URBAN AREA HOMELAND SECURITY STRATEGY

In January, an Urban Area Working Group (UAWG) - comprised of representatives from various jurisdictions and quasi-governmental agencies within the urban area and representing a wide array of disciplines - completed an Urban Area Homeland Security Strategy. Using the guidelines provided by the State, the UAWG created goals and objectives to address Prevention, Mitigation, Preparedness, and Recovery from terrorist activity. In addition to planning for the OAC UA, the strategy had to align with the San Francisco Bay Regional Urban Area Strategy and with the State of California Homeland Security Strategy. (The SF Bay Regional UA is an umbrella oversight group with representatives from the three Bay Area core cities: Oakland, San Francisco, and San Jose.)

To provide expertise in the proper field, the UAWG divided into five disciplines; law enforcement, fire/EMS, emergency management, public works and general government. Each discipline created the goals and objectives related to their function and role in public safety and emergency management. Upon completion, the five lists were combined into one document. The draft strategy was reviewed and improved upon by the entire working group.

The completed Urban Area Homeland Security Strategy was submitted to the Urban Area Executive Board for approval prior to submission to the State Office of Homeland Security on January 31, 2004. The State Office of Homeland Security and the U.S. Office of Domestic Preparedness have since approved the Strategy.

### STRATEGY GOALS AND OBJECTIVES

The Strategy consists of goals and objectives to Prevent, Mitigate, Prepare for and Recover from acts of terrorism. The goals were prioritized on a rating scale from Critical - requiring funding with the FY 04 UASI Grant, to Low - important but only after the High and Medium Priorities have been addressed, or with other funding sources. The prioritization resulted in the selection of one critical priority objective and five high priority objectives to receive FY 2004 UASI grant funds.

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Specifics of the objectives were presented to Council in a closed session on May 4, 2004. To prevent compromising the security of the plans, the grant objectives have been summarized. The objectives that have been allocated funding under the FY 2004 UASI grant include:

1. Enhancing existing and developing regional interoperable communication systems
2. Enhancing existing and developing regional information exchange networks
3. Reducing vulnerability of information systems
4. Reducing vulnerability of transportation systems
5. Expanding Incident Management
6. Improving Recall and Mutual Aid

(Note that all of the above objectives will result in a regional benefit, per requirements of the UASI grant).

#### SPENDING PLAN

An Initial Strategy Implementation Plan (ISIP), or a spending plan, for the FY UASI grant was submitted to the State Office of Homeland Security on May 14, 2004. To develop the data needed for the ISIP, above six objectives were sent to four sub-groups of the UAWG to develop a spending plan.

The four groups, called Lead Teams, were organized around key stakeholders, working on the objectives that would benefit their discipline throughout the urban area. The team titles and their assigned objectives were:

Communications/Interoperability Team –	Objective 1
Information/Dissemination Team –	Objectives 2 and 3
Transportation Team –	Objective 4
Overhead Team –	Objective 5 and 6

The Teams have been collecting information since March 15 to include on a Spending Plan Template. The deliverable for each team was:

- Prepare a macro assessment of needs (non-scientific, based on the information available)
- Develop a detailed scope of work, include long-term commitments
- Develop a macro budget
- Develop a timeline for the scope of work
- Identify other potential funding sources
- Identify other efforts in this area (by other local agencies, State / Feds, etc.)

Spending Plan Templates were routed to the Homeland Security Program Coordinator. A combined report consolidating the four templates was created and routed to the Urban Area Working Group members.

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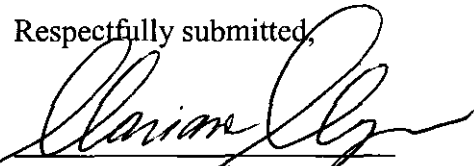
On May 7, 2004 the UAWG reviewed and compared the implementation and spending plans developed by the Lead Teams for the Critical and High Priority Goals. A recommendation was made to the Urban Area Executive Board on how much funding to allocate to the identified objectives with the FY 2004 UASI grant. The Urban Area Executive Board voted on the recommendation later that day and the results were used to complete the ISIP that was submitted to the State on May 14, 2004.

A summary of the spending plan submitted to the State is as follows:

NO.	OBJECTIVE	AMOUNT
1	Communications/Interoperability	\$4,216,508
2	Information/Dissemination	\$1,327,419
3	Transportation	\$1,327,419
4	Overhead / Incident Management	\$702,751
	<b>OTHER EXPENSES</b>	
	3% Management and Administration	\$234,251
	<b>TOTAL</b>	<b>\$7,808,348</b>

**RECOMMENDATION**

Staff is requesting City Council’s approval of the attached resolution to: i) accept and appropriate the revised FY 2004 UASI grant amount, ii) establish a new Homeland Security fund and waive Central Service Overhead (CSO) fees, and iii) authorize the City Administrator to administer the FY 2004 UASI programs and activities included in the strategy and spending plan.

Respectfully submitted,  


Marianna Marysheva  
 Budget Director and  
 Core Point of Contact for UASI Grant



Gerald Simon  
 Fire Chief and  
 Director of Homeland Security

Prepared by: Susan F. Newton  
 Homeland Security Program Coordinator

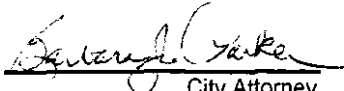
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APPROVED AND FORWARDED TO  
THE CITY COUNCIL:

  
Office of the City Administrator

Item: 18  
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**OAKLAND CITY COUNCIL**

  
City Attorney

2004 MAY 20 PM 2:41  
RESOLUTION No. \_\_\_\_\_ C.M.S.

**RESOLUTION TO ACCEPT AND APPROPRIATE A REVISED FY 04 URBAN AREA SECURITY INITIATIVE GRANT AMOUNT, ESTABLISH A NEW HOMELAND SECURITY FUND, WAIVE CENTRAL SERVICES OVERHEAD FEES, AND AUTHORIZE THE CITY ADMINISTRATOR TO ADMINISTER THE FY 2004 UASI GRANT PROGRAM.**

**WHEREAS**, On January 20, 2004, City Council approved Resolution 78295 C.M.S. authorizing the Interim City Manager to accept, appropriate and expend the FY 04 Urban Area Security Initiative (FY 04 UASI) Grant funds, award contracts for the funds without further City Council authorization, and to return to City Council with the final spending plan recommendations; and

**WHEREAS**, The grant amount increased when the State chose not to retain a 20% hold back allowed to offset the State's grant management and administration costs; and

**WHEREAS**, The grant allows the City to allocate 3.0% of the grant to offset the City's costs for grant management and administration; and

**WHEREAS**, On May 7, 2004, the Oakland / Alameda County / Contra Costa County Urban Area Executive Board approved the spending plan as recommended by the Urban Area Working Group, allocating grant funds to the critical and high need objectives on the strategy, as follows

NO.	OBJECTIVE	AMOUNT
1	Communications/Interoperability	\$4,216,508
2	Information/Dissemination	\$1,327,419
3	Transportation	\$1,327,419
4	Overhead / Incident Management	\$702,751
	<b>OTHER EXPENSES</b>	
	3% Management and Administration	\$234,251
	<b>TOTAL</b>	<b>\$7,808,348</b>

and

**WHEREAS**, A newly established Homeland Security Unit is necessary for the purpose of managing and coordinating grant programs; and

**WHEREAS**, The Central Services Overhead should be waived to ensure fund availability for grant administration; now therefore be it

**ORA/COUNCIL**

**RESOLVED:** That the revised FY 2004 UASI grant amount is \$7,808,348; and be it

**JUN 1 2004**

**FURTHER RESOLVED:** That 3.0% or \$234,251 of the FY 2004 UASI grant will be allocated to the Homeland Security Unit for management and administration of the grant; and be it

**FURTHER RESOLVED:** That the US Department of Homeland Security Fund 2123 be established for the purposes of appropriating and expending of all Homeland Security grants, the FY 04 Urban Area Security Initiative Project G252910 be established for appropriating and expending of FY 2004 UASI grant funds, and the Homeland Security Unit 02951 be set up within the City Administrator's Office to oversee all Homeland Security grants, programs and activities; and be it

**FURTHER RESOLVED:** That the City Services Overhead fees be waived for the US Department of Homeland Security Fund 2123 to ensure fund availability for grant administration; and be it

**FURTHER RESOLVED:** That the City Administrator is authorized to:

1. Accept, appropriate and administer the revised FY 04 UASI grant award of \$7,808,348
2. Award contracts to spend the funding as allocated in the spending plan submitted to the State without further City Council authorization.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 20\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, BRUNNER, CHANG, NADEL, QUAN, REID, WAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
CEDA FLOYD  
City Clerk and Clerk of the Council  
of the City of Oakland, California

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**ORA/COUNCIL**  
**JUN 1 2004**

FILED CITY OF OAKLAND  
OFFICE OF THE CITY CLERK



2003 DEC 30 AM 8:44  
CITY HALL - 1 FRANK H. OGAWA PLAZA OAKLAND, CALIFORNIA 94612

Office of the City Manager  
Deborah A. Egerly  
Interim City Manager

(510) 238-3301  
FAX (510) 238-2223  
TDD (510) 238-2007

January 13, 2004

Chairperson Danny Wan  
Members of the Finance and Management Committee  
Oakland, California

**Subject: Resolution to Grant the Interim City Manager the Authority for Funding Acceptance, Appropriation and Spending, and to Award Contracts for the FY 2003-04 Urban Area Security Initiative Program**

Dear Chairperson Wan and Finance and Management Committee Members:

Attached for your consideration and approval is a resolution to grant the Interim City Manager the authority to accept, appropriate and expend funding, and to award contracts for the FY 2003-04 Urban Area Security Initiative (UASI) grant program.

**PROGRAM BACKGROUND**

The Urban Area Security Initiative (UASI) is a federally administered, Homeland Security grant program that provides funding to local governments and special districts to enhance their regional emergency preparedness and response.

An estimated \$6.2 million will be available to the Oakland/Alameda County Urban Area from the FY 2003-04 program. The UASI funds may be used for planning, training, and equipment purchases that would enhance regional interoperability, emergency preparedness and response. As with many other grant programs, the major requirement is that the UASI grant must supplement, not supplant, the grant recipient's existing funding streams. No match requirements exist for this grant.

The City will receive funding through the State, which will apply on behalf of all California Urban Areas to the Federal Department of Homeland Security. The State's application is due by the end of January, and all urban areas' allocations will be distributed within 60 days after the State receives the funds from federal government.

Finance and Management  
January 13, 2004  
Item 10



In order to be eligible for this funding, the Oakland/Alameda County Urban Area must take a number of required actions, as summarized below.

1. **Identify Points of Contact (POC).** Both the City of Oakland and Alameda County have done so. The City's POC is Marianna Marysheva, Budget Director. The Point of Contact is the official liaison with the State Office of Homeland Security.
2. **Define the Urban Area.** Per the State Office of Homeland Security's requirements, the Oakland/Alameda County Urban Area includes Contra Costa County.
3. **Establish an Urban Area Working Group (UAWG) and Executive Board.** An essential requirement of the UASI program, the Oakland/Alameda County Urban Area Working Group (UAWG) will be an advisory body responsible for providing recommendations to the Executive Board (a sub-set of the UAWG) regarding the development and implementation of all UASI program elements for the Oakland/Alameda County Urban Area, including the strategy development and potential items to be funded by the UASI grant.

The Oakland/Alameda County UAWG will be comprised of representatives of the City of Oakland, Alameda County, Alameda County cities, Contra Costa County, and a number of special districts. Based on communications with the State Office of Homeland Security and Alameda County, a total of thirty-one members have been identified, including five representatives from the City of Oakland. A roster is attached.

The Executive Board, comprised of selected UAWG members, will be responsible for making funding allocation and spending decisions via a voting process. Our proposal to the State includes a seven-member Executive Board, including four representatives from the City, two from Alameda County, and one from Contra Costa County.

4. **Conduct an Urban Area Assessment.** The assessment has already been completed by the City's Fire Services Agency, in collaboration with the Oakland Police Department and Oakland's Public Works Agency.
5. **Develop an Urban Area Strategy.** The UAWG will meet in early January of 2004 to develop the Strategy based on the Urban Area Assessment. The Strategy is due to the State by January 31, 2004.

#### **ACTIONS REQUESTED OF CITY COUNCIL**

I respectfully request City Council's approval of the attached resolution to grant the Interim City Manager authority to:

1. Accept, appropriate and expend FY 2003-04 Urban Area Security Initiative funding allocated to Oakland.
2. Award contracts to spend the funding allocated to Oakland under the FY 2003-04 UASI without further City Council authorization.

Based on the recommendations of the UAWG, the Executive Board will make funding allocation and spending decisions. ***Staff will return to the City Council with the UAWG recommendations forwarded to the Executive Board, on specific items to be funded with the FY 2003-04 UASI allocation to Oakland / Alameda County Urban Area, in order to seek the City Council's guidance regarding the spending plan.***

Respectfully submitted,

  
Deborah Edgerly  
Interim City Manager

**ATTACHMENT. Urban Area Working Group (UAWG) and Executive Board Membership****DRAFT****DRAFT****DRAFT****Urban Area Working Group**

The Urban Area Working Group (UAWG) will be comprised of representatives of the City of Oakland, Alameda County, Contra Costa County, and a number of special districts. The following representatives have been identified, in collaboration with Alameda County and the State Office of Homeland Security. The logistics of meeting management / decision-making have not yet been worked out, but are being discussed with Alameda County and the State.

- **City of Oakland: 6 representatives**
  1. Interim City Manager
  2. Fire Chief / Director of Homeland Security
  3. Police Chief
  4. Public Works Agency Director
  5. Director of Office of Emergency Services
  6. Interim Finance Director or Budget Director
- **Alameda County: 4 representatives**
  1. Sheriff's Office
  2. Fire Department
  3. Manager of Office of Emergency Services
  4. Director of Emergency Medical Services
- **Contra Costa County: 3 representatives**
  1. Contra Costa County Sheriff's Office
  2. Contra Costa County Manager of Office of Emergency Services
  3. Contra Costa County Director of Emergency Medical Services
- **Port of Oakland: 2 representatives**
  1. Maritime representative
  2. Airport representative
- **Alameda: 1 representative**
  1. Manager of Office of Emergency Services
- **Albany: 1 representative**
  1. Manager of Office of Emergency Services
- **Berkeley: 1 representative**
  1. Manager of Office of Emergency Services
- **Dublin: 1 representative**
  1. Manager of Office of Emergency Services
- **Emeryville: 1 representative**
  1. Manager of Office of Emergency Services

- **Fremont: 1 representative**
  1. Manager of Office of Emergency Services
- **Hayward: 1 representative**
  1. Manager of Office of Emergency Services
- **Livermore: 1 representative**
  1. Manager of Office of Emergency Services
- **Newark: 1 representative**
  1. Manager of Office of Emergency Services
- **Piedmont: 1 representative**
  1. Manager of Office of Emergency Services
- **Pleasanton: 1 representative**
  1. Manager of Office of Emergency Services
- **San Leandro: 1 representative**
  1. Manager of Office of Emergency Services
- **Union City: 1 representative**
  1. Manager of Office of Emergency Services
- **Bay Area Rapid Transit (BART): 1 representative**
  1. Emergency Services Manager / Coordinator
- **AC Transit: 1 representative**
  1. Emergency Services Manager / Coordinator
- **East Bay Municipal Utility District (EBMUD): 1 representative**
  1. Emergency Services Manager / Coordinator

#### Urban Area Executive Board

The Urban Area Executive Board will be charged with making funding allocation and other executive decisions. The Executive Board will consist of seven members, as follows:

1. City of Oakland City Manager or her representative
2. City of Oakland Fire Chief or his representative
3. City of Oakland Police Chief or his representative
4. City of Oakland Finance Director or Budget Director
5. Representative of Alameda County
6. Representative of Alameda County cities
7. Representative of Contra Costa County and its cities

**FINANCE MANAGEMENT CMTE.**  
JAN 13 2004

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

OAKLAND CITY COUNCIL

2004 JAN 15 PM 4:26

RESOLUTION No. **78295** = C. M. S.

**REVISED**

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

**RESOLUTION TO GRANT THE INTERIM CITY MANAGER THE AUTHORITY FOR FUNDING ACCEPTANCE, APPROPRIATION AND SPENDING, AND TO AWARD CONTRACTS FOR THE FY 2003-04 URBAN AREA SECURITY INITIATIVE PROGRAM.**

WHEREAS, The Urban Area Security Initiative (UASI) is a federally administered, Homeland Security grant program that provides funding to local governments and special districts to enhance their regional emergency preparedness and response; and

WHEREAS, An estimated \$6.2 million will be available to the Oakland/Alameda County Urban Area from the FY 2003-04 program. The UASI funds may be used for planning, training, and equipment purchases that would enhance regional interoperability, emergency preparedness and response; and can only supplement – not supplant – the Urban Area's existing resources; and

WHEREAS, The Oakland/Alameda County Urban Area will receive funding through the State, who will apply on behalf of all California Urban Areas to the Federal Department of Homeland Security.

WHEREAS, In order to be eligible for this funding, the Oakland/Alameda County Urban Area must take a number of required actions, including:

1. Identifying Points of Contact for the City of Oakland and Alameda County;
2. Defining boundaries of the Urban Area;
3. Establish an Urban Area Working Group (UAW G) and Executive Board;
4. Conducting an Urban Area Assessment;
5. Developing an Urban Area Strategy; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Oakland that the Interim City Manager is authorized to:

1. Accept, appropriate and expend FY 2003-04 Urban Area Security Initiative funding allocated to Oakland.
2. Award contracts to spend the funding allocated to Oakland under the FY 2003-04 UASI without further City Council authorization.

FURTHER RESOLVED: That the Interim City Manager will return to the City Council with the Urban Area Working Group recommendations forwarded to the Executive Board, on specific items to be funded with the FY 2003-04 UASI allocation to Oakland / Alameda County Urban Area, in order to seek the City Council's guidance regarding the spending plan, prior to the Executive Board final vote.

IN COUNCIL, OAKLAND, CALIFORNIA

JAN 20 2004

~~2004~~


PASSED BY THE FOLLOWING VOTE:

AYES-- BROOKS, BRUNNER, CHANG, NADEL, QUAN, REID, WAN AND  
PRESIDENT DE LA FUENTE - 8

NOES-- 0

ABSENT-- 0

ABSTENTION-- 0

ATTEST   
CEDA FLOYD  
City Clerk and Clerk of the Council  
of the City of Oakland, California

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ORACOUNCIL

JUN 1 2004