

**TO:** Jim App, City Manager  
**FROM:** Ken Johnson, ES Chief  
**DATE:** July 1, 2003  
**SUBJECT:** **Supplemental Appropriation**

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**NEEDS:** To provide the Emergency Services with the spending authority necessary to complete an Emergency Operations Plan (EOP) for the City of Paso Robles.

- FACTS:**
1. In December, 2002, the City Council authorized the ES Department to proceed with a grant request to develop a City Emergency Operations Plan.
  2. ES Department submitted a \$25,000 grant request to the County to produce an up-to-date EOP.
  3. The City Council identified the development of an Emergency Operations Plan as a goal in its most recent goal setting session.
  4. In May, 2003, the Department was notified of its successful application.

**ANALYSIS &**

**CONCLUSION** An EOP for Paso Robles is a necessity. The amount of data to be gathered and assembled into a useful working document is beyond the time capabilities of the existing staff. As such, and with Council concurrence, the Department submitted a grant application through the San Luis Obispo County Office of Emergency Services. That application resulted in a grant award of \$25,000. Authorization to spend grant monies for professional services and ancillary needs will be required to complete the work.

**POLICY**

**REFERENCE:** None

**FISCAL**

**IMPACT:** The SLO County Office of Emergency Services will reimburse the \$25,000 City expense for the preparation of the EOP.

- OPTIONS:**
- a. Adopt Resolution No. 03-xx approving a one-time Fiscal Year 2004 budget appropriation in the amount of \$25,000 from General Fund as well as an offsetting revenue budget adjustment; or
  - b. Amend, modify, or reject the above option.