



City Council Agenda Report
January 21, 2025

TO: Honorable City Council

FROM: Jesus M. Gomez, City Manager

BY: Richard Newton, Interim Public Safety Director
Jazmine Salas, Management Analyst

SUBJECT: APPROVAL OF CONTINUITY OF OPERATIONS PLAN SERVICES

Background:

California law mandates that local agencies have a Continuity of Operations Plan (COOP). This plan ensures that an organization can continue to perform its essential functions and provide services during emergencies. The City has never had a formal COOP, challenging its ability to maintain critical operations during and after a disaster or emergency. Acquiring a COOP is essential for the City's emergency preparedness and resilience strategy. A comprehensive COOP will outline key steps for maintaining key functions during disruptions, establish clear lines of communication, and facilitate the City's quick and effective recovery from unexpected events.

Considering the need for a COOP, the City issued a Request for Proposal (RFP) for professional services to assist in the creation and implementation of the plan. After reviewing proposals from various vendors, Constant Associates was selected due to their extensive experience in developing COOP's for municipalities and their proven track record in delivering high-quality, actionable emergency management services.

Constant Associates will be responsible for developing a comprehensive COOP tailored to the specific needs and circumstances of the City of Norwalk.

Fiscal Impact:

The cost of the Continuity of Operations Plan services is \$99,979.20 and the full amount is included in the Fiscal Year 2024/25 budget.

Citizens Advised:

N/A

Strategic Plan 2023 Implementation:

The recommended action will further the City's Strategic Plan Goal 1: Provide High Quality Customer Service to the Community.

Recommended Action:

Staff recommends City Council approve an agreement with Constant Associates to provide Continuity of Operations Plan services in the amount of \$99,979.20; and authorize the City Manager to execute the agreement and any amendments provided there is funding in the budget and it is within the City Manager's signing authority, on behalf of the City, in a form approved by the City Attorney.

Attachments:

Campaign Contribution Form