

M E M O R A N D U M

To: Tom Harmer, Town Manager
From: Susan Phillips, Assistant to Town Manager
Report date: May 10, 2021
Meeting date: June 7, 2021
Subject: Memorandum of Understanding (MOU) with State College of Florida (SCF) for Continuity of Operations and Continuity of Governments in the Event of a Disaster

Recommended Action

Authorize the Manager to execute the MOU between the Town and SCF.

Background

During periods of natural disasters, emergencies, or other catastrophic events it is possible that operations using the Town's current facilities may not be feasible. In those instances, it is imperative to have an alternate location identified, and agreements in place, to shift the location of government operations to ensure that the Town's municipal services and essential functions are still provided.

On August 25, 2015, the Town entered into a Memorandum of Understanding with the State College of Florida to provide for an alternate facility for the Town's use. Continuity of Operations (COOP) and Continuity of Government (COG) is an essential element of the Town's disaster preparedness planning, and this MOU is a critical element of the COOP/COG plan. In July 2018, the Town Commission authorized an extension to the MOU for another 3-year term through August 25, 2021.

SCF has facilities available at three campuses: Bradenton, Lakewood Ranch, and Venice. Each would be an option for Town use for: office space; Town Commission public meetings; press conferences; staging equipment off-island during severe weather events; printing materials for resident information; etc. In summary, the Town would be responsible for providing some security (SCF has 24/7 campus security), food and shelter, insurance, and reimbursement for any additional cost related to the Town's use of their facilities or damages caused during occupancy.

The current MOU (attached) expires on August 24, 2021 and will be replaced with this proposed MOU, pending Commission approval, and execution by the Town Manager. The MOU has been reviewed and approved by the General Counsel of SCF, the Town Attorney, and Town staff. The proposed MOU would automatically renew each year, following the initial 3-year term. Termination provisions provide for either party to terminate the agreement with 90-day prior written notice.

Staff Recommendation

Authorize the Manager to execute the MOU between the Town and SCF.

Attachments: (available on request from Town Clerk's Office)

- A. MOU with SCF, dated August 25, 2015
- B. Addendum to Extend MOU through 8-25-21
- C. Proposed MOU with SCF, effective upon Commission approval and Manager's execution

End of Agenda Item