



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: APRIL 15, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL MCCONVILLE, DEPUTY CITY MANAGER
MICHAEL DYER, PUBLIC SAFETY & EMERGENCY PREPAREDNESS
DIRECTOR

SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT NO. 3 FOR \$50,000
ADDITIONAL FUNDING AND THE EXTENSION OF THE TERM DATE
TO THE EXISTING PROFESSIONAL SERVICES AGREEMENT WITH
MUNICIPAL RESOURCE GROUP

MEETING DATE: APRIL 24, 2024

SUMMARY RECOMMENDATION:

That the City Council approve Amendment No. 3 for additional funding in the amount of \$50,000, and the extension of the term date through September 30, 2025, to the existing Professional Services Agreement with Municipal Resource Group for emergency operations training and plan development, and human resources advisement services.

BACKGROUND:

In February 2022, the City entered into a one-year Professional Services Agreement (PSA) with Municipal Resource Group for human resources advisement services, in an amount not to exceed \$10,000.

In June 2022, the City brought on Michael W. Dyer as the City's Director of Public Safety and Emergency Preparedness to address the City's lack of plans, procedures, and training related to the City's ability to respond to disaster and emergency events.

To accomplish these goals, the City amended the Municipal Resources Group PSA in September 2022 to revise the scope of services to include emergency operations training, and Emergency Operations Plan and Continuity of Operations Plan development. The amendment increased the not-to-exceed amount of the agreement to \$60,000, and also extended the expiration date through September 2024.

With the assistance of Municipal Resources Group, the City has successfully completed its annual Emergency Operation Center training in 2022 and 2023, and will complete its next annual training in June 2024.

Municipal Resources Group also updated the City's Emergency Operations Plan in 2023, and in April 2024, completed the City's first Continuity of Operations Plan.

DISCUSSION:

As of February 2024, there is \$10,000 remaining on the Municipal Resources Group PSA, which would not cover anticipated costs for the following services planned through the 2023/24 & 2024/25 fiscal years: (1) staff training related to the 2024 Continuity of Operation Plan, Emergency Operations Center staff training, and human resources advisement services.

For these reasons, staff is requesting an extension of Municipal Resources Group PSA term date through June 30, 2025, as well as an increase in funding to the contract in the amount to \$50,000, or a total agreement amount of \$110,000.

Concurrent with this proposed extension, staff will prepare and issue a new Request for Proposals (RFP) for emergency operations training and plan development, and human resources advisement services, in January 2025.

FISCAL IMPACT/SOURCE OF FUNDING:

The \$50,000 in additional funding to the Municipal Resources Group PSA will be appropriated for FY 2023/24 and 2024/25 as follows:

- \$10,000 to the General Fund budget
- \$40,000 to the Disaster Recovery Fund (Woolsey Fire)

REQUESTED ACTION:

That the City Council approve Amendment No. 3 for additional funding in the amount of \$50,000, and the extension of the term date through September 30, 2025, to the existing Professional Services Agreement with Municipal Resource Group for emergency operations training and plan development, and human resources advisement services.

ATTACHMENTS:

- A. Amendment No. 3 to the Professional Services Agreement
- B. Current Professional Services Agreement