



Camarillo City Council

AGENDA REPORT

Date: August 24, 2022

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Carmen Nichols, Assistant City Manager

Subject: Professional Services Agreement with Reva Feldman, LLC

BACKGROUND

On October 1, 2021, the City entered into Professional Services Agreement No. 2021-165 with Reva Feldman, LLC (Feldman) for consultant support services on projects including a comprehensive review and revamp of the Personnel Rules; conducting an evaluation of the Emergency Operations Center (EOC), providing a list of Action Items to update and improve the functionality of the EOC and identified resource and training needs; and providing general consulting support. The Agreement and its amendment in total were for an amount not-to-exceed \$30,000. The First Amendment to Professional Services Agreement No. 2021-165A, extended the Agreement term through June 30, 2022.

DISCUSSION

The Fiscal Year 2022/23 Council Goals and Objectives include several objectives and projects that will benefit from continued assessment, identification, and redevelopment to existing functions, programs, and/or processes, to maximize efficiency. The continuation of Feldman's extensive and advanced consulting services are essential and beneficial to the progression of projects currently under way, allowing staff to balance oversight and direct work on department projects and day-to-day operations.

Among a variety of consulting work, in the prior agreement, Feldman's assistance included:

Personnel Rules – Assisted City staff by revamping and updating the City's Personnel Rules, which are currently under review by the City labor attorney. This effort will update rules consistent with current laws and best practices and clarifies ambiguous language.

Emergency Operations Center Evaluation – Feldman conducted a comprehensive review of the Emergency Operations Center including communication and community alert

systems, emergency technology, and continuity of services. The findings identified improvements in processes, training, and resources.

The proposed scope will allow the City, with Feldman's assistance, to coordinate and implement recommendations authorized by the City Manager. Examples of recommendations include:

- 1) Research and potentially invest in software that provides predictive wildfire modeling.
- 2) Train select City staff on how to send messages through VC Alert; including for communications with City staff during emergencies.
- 3) Enter into a standing agreement with a satellite service to be activated in the event of a disaster.
- 4) Establish relationships with cellular companies to ensure for delivery of Cellular on Wheels (COWs) or Cellular on Light Trucks (COLTs) during or after a disaster.
- 5) Conduct regular trainings on mass shooting incidents to properly prepare City staff.
- 6) Conduct emergency preparedness trainings at City facilities, including at City infrastructure facilities.
- 7) Consider entering into a stand-by contract with a firm or firms that provide disaster response and recovery services, including surge staffing for disaster recovery.
- 8) Ensure access to translation services so that emergency communications can be disseminated in multiple languages.

Based on the City's favorable experience with Feldman, staff recommends entering into a new Professional Services Agreement for one year, for an amount not-to-exceed \$50,000. Under the proposed agreement, Feldman will assist with major projects and other consulting services. Two major projects include:

Training and Development Plan – Assess, research, and develop a Training and Development Plan that correlates with the City's ongoing Classification and Compensation Study in areas of leadership, customer service, diversity, equity and inclusion, and other skills that enhance the employee development. The plan will also include technical and industry-based training.

Emergency Preparedness – Implementation of approved recommendations outlined in the Emergency Preparedness and Operations Review.

FISCAL IMPACT

Approval of this action requires an appropriation of \$50,000 in Fiscal Year 2022/23 from available General Fund Unassigned Fund Balance to General Fund City Manager Professional Services/Administrative Account No. 101-1401-414.32-01.

RECOMMENDATION

1. Authorize the City Manager to execute Professional Services Agreement No. CC 2022-82 with Reva Feldman, LLC, for consultant services, for an amount not-to-exceed \$50,000; and
2. Authorize an appropriation of \$50,000 from General Fund Unassigned Fund Balance to the General Fund City Manager Professional Services/Administrative Account No. 101-1401-414.32-01.

ATTACHMENTS

1. CC Agreement 2022-82

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None