



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Report: Amendment No.2 to the Professional Services Agreement with Citygate Associates LLC to develop and provide a Strategic Plan for the Fire Department, that addresses multiyear strategic planning.

1. Motion authorizing the City Manager, or his designee, to execute Amendment No.2 to the Professional Services Agreement (PSA) with Citygate Associates LLC (Contract 8002167) for developing and providing a Strategic Plan, increasing the contract amount by \$49,905 to the new total not-to-exceed amount of \$273,382.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for September 10, 2024 **calendar**

EXECUTIVE SUMMARY

Citygate Associates LLC (Citygate) has vast experience managing and consulting on multi-agency partnerships and Joint Powers Authorities in California. The existing contract scope of work with Citygate encompasses producing a Fire Services Master Plan, which they have, and providing a multiyear strategic plan for the Verdugo Communications Center. With amending the contract, we are able to expand the scope of work to include the development of a strategic plan developed by their subject matter experts that will aid in executing an integrated action plan to implement the findings of the Fire Services Master Plan, but also dive deeper into the organization to provide a more in-depth look at the strengths, weaknesses, opportunities, and threats of the department. The proposed Amendment No.2 will add \$49,905 to the contract amount, for a new total not-to-exceed contract amount of \$273,382.

RECOMMENDATION

Approve the motion authorizing Amendment No.2 to the contract 8002167 to revise the scope of work to include developing and providing a Strategic Plan and increasing the contract amount by \$49,905 to the new total not-to-exceed amount of \$273,382.

ANALYSIS

The Glendale Fire Department is currently in an agreement with Citygate which has already provided a Standards of Cover (SOC) study comprising community risk and fire station assessments and a Fire Services Master Plan to manage immediate and longer-term fire services programs more efficiently. This study focuses on EMS, wildland firefighting, technical rescue, and specialty programs to identify optimal resource deployment locations and to best serve the City's future demographics and service demand needs. The first amendment to this contract was to provide additional services for the Verdugo Fire Communications Center to provide an assessment and multiyear strategic planning.

With the completion of the Fire Services Master Plan that Citygate provided, the Fire Department feels that developing a Strategic Plan would be beneficial not only to help implement the recommendations made in that report but also explore the operations, and identify weaknesses, strengths, opportunities, and threats and how to manage them effectively and efficiently. Citygate's subject matter experts will conduct an environmental scan, perform a performance audit, facilitate in identifying the vision for success and use the results to recognize what the gaps are so that they may develop a strategic action plan to implement the results. To help achieve all of this, Citygate plans to hold six half day workshops for each of these factors that will help in developing a thorough strategic plan.

STAKEHOLDERS/OUTREACH

N/A

FISCAL IMPACT

The PSA Amendment No.2 with Citygate Associates LLC to include the Strategic Plan for the Fire department will cost an additional \$49,905 for a new total not-to-exceed contract amount of \$273,382. The Fire department budget can absorb this cost and therefore no new appropriation is being requested at this time. The funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$49,905	GL: 43110-1010-GFD-4000-P0000-	General Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

N/A

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: The City Council may not approve Amendment No.2 with Citygate Associates LLC to develop and produce a Strategic Plan, increasing the contract amount by \$49,905 to the total not-to-exceed amount of \$273,382.

Alternative 2: The City Council can consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

Greg Fish, Fire Chief

Prepared by:

Nayiri Moumdjian, Public Safety Business Administrator

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

None