



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
5/17/2023	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
23-138				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number:	
\$38,800	\$15,000 (Already Encumbered)	3310W-531010	P2142	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A	Jeffrey Odoms, Director	Public Works	
Strategic Plan Focus Areas:				
<input type="checkbox"/> Finance & Budget		<input type="checkbox"/> Organizational Capacity		<input checked="" type="checkbox"/> Infrastructure/Projects
Implementation Timeline:				
Estimated Start Date: 4/4/2023			Estimated End Date: 9/30/2023	

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, RATIFYING AUTHORIZATION OF THE ADDITIONAL SCOPE OF WORK AND RELATING PAYMENT IN THE AMOUNT OF FOURTEEN THOUSAND, NINE HUNDRED AND FIFTY DOLLARS (\$14,950), MADE TO OPTIMUM CONSULTING FOR ITS UPDATE TO THE COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This agenda item seeks City Commission’s approval for ratification of expenses exceeding the City Manager’s threshold of \$25,000 for professional services involving peculiar skill, ability,

experience or expertise, which are in their nature unique and not subject to competitive bidding. These services are being provided by Optimum Consulting D/B/A Consult Optimum, LLC in the amount of \$14,950, for a total not to exceed amount of \$38,800 for the further enhancement of the City's Emergency Management Plan (CEMP).

Background:

The governing body of the City of Hallandale Beach is responsible for the well-being and protection of the residents, visitors, and property located within its political jurisdiction. The Hallandale Beach Comprehensive Emergency Management Plan, commonly referred to as the CEMP, is the City's plan to accomplish that goal. The CEMP is designed to provide an outline and guide for the City's response to large scale events, emergencies, and disasters identified through a risk assessment.

In July 2017, the City administration issued a directive to update the plan, which at the time was considered outdated and focused primarily on hurricanes. The objective was to expand the scope to include an all-hazards approach which would prepare the City to respond to multiple hazards while improving coordination, collaboration, and communication not only within the organization, but with other governmental agencies. At that time, the City's Fire Department held the responsibility of emergency management and was tasked with spearheading this effort.

On May 16, 2018, the City Commission approved the adoption of the City's Comprehensive Emergency Management Plan. Emergency management plans are to be reviewed annually to incorporate new/updated regulations, changes in operations, internal structures, personnel changes, etc.

The City Manager reviewed the CEMP currently in effect and to better prepare for the upcoming hurricane season, the City Manager issued a directive to have the plan revised. The City requested a cost proposal from Optimum Consulting to update the current CEMP. The firm provided the attached proposal (Exhibit 2) in the amount of \$23,850.

Current Situation:

In the process of updating the City's CEMP, recommended changes to the original scope of work were proposed by Optimum Consulting to include expansion of plans, policies, procedures, and personnel training to ensure the City's capacity to respond to and recover from all hazards that may impact the community. The firm submitted a supplemental proposal to include these new elements of the scope of work (Exhibit 3) in the amount of \$14,950. The City Manager has authorized the additional expense. Staff now seek to have this expenditure ratified by the City Commission.

Many areas of our plan have been updated to better reflect the Incident Command and Emergency Operation Center procedures that demonstrate best practices developed as part of the National Incident Management System (NIMS). Many of the courses and training performed during the updating of our emergency plan have been revised over the years and have moved from being hazard specific to better reflect an All-hazards approach to emergency preparedness

and management. The All-hazards approach is a comprehensive emergency preparedness framework that takes the full scope of emergencies or disasters into account when planning for response capacities and mitigation efforts.

Introductory Incident Command courses are to be taken by all City personnel who are employed at various levels of our organization from entry level to management. These courses are available as an online training opportunity and able to be taken by our team at any time.

ICS 100- Introduction to Incident Command

ICS 200-Basic Incident Command

ICS 700-An Introduction to the National Incident Management System

ICS 800- National Response Framework

There are additional courses that are required by our senior management team and designees assigned to work during emergencies at our Emergency Operations Center, (EOC). These courses are best for training purposes when provided in a classroom training environment and are a part of the scope of services being provided by Optimum Consulting to complete with our team.

ICS 300-Intermediate ICS for Expanding Incidents

This 2-day course is designed for those City team members who would serve as emergency response personnel who would function in a Command or General Staff position during a large, complex incident or event, or personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multiagency or Unified Command.

ICS 400-Advanced Incident Command System for Complex Incidents

This course is intended for an audience of responders and senior management personnel who may perform in a management capacity for major or complex incidents that extend into multiple operational periods and rapidly expand to multijurisdictional and/or multidisciplinary efforts necessitating outside resources and support.

All-hazards Tabletop Training Exercise

The consultant will be performing an exercise developed around real world events with our team. This exercise which is to be done annually affords us to work through our emergency management plan to ensure the team is prepared to respond, not just for hurricane season but for all-hazards that may occur.

Why Action is Necessary:

Pursuant to Section 23-8 Exception to Bid Requirements, (2) Professional Services, of the City of Hallandale Beach Code of Ordinances, contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding, are exempt from the competitive bidding requirements of this article; however, a formal written contract, approved by the commission, shall be required for all such contracts in excess of twenty-five thousand (\$25,000.00) dollars.

Pursuant to the Code of Ordinances Chapter 23, the City Manager's purchasing authority is \$50,000.00. Per Code of Ordinances Chapter 23, Section 23-10, Appropriations Required: (a) No obligation for expenditures of City funds may be incurred except pursuant to, and only to the extent of, a specific appropriation of funds in the budget. This provision shall apply, without being limited to, any formal or informal contractual obligation for the purchase of lease supplies, services or equipment, and personal services. No money may be drawn from the treasury of the City nor may the appropriate City officials execute any check, draft, warrant, note or other negotiable instrument, except pursuant to, and only to the extent of, a specific appropriation of funds in the budget to be debited for such payment; (c) The City Manager, in a matter of public necessity, may incur obligations or expend funds, not in excess of \$50,000.00 without complying with this article or the requirements for public bidding, provided that he/she places the ratification of these expenditures on the first regularly scheduled commission meeting occurring after the incursion or expenditure. In an emergency involving urgent, and extreme matters of public health, safety or welfare, the City Manager may exceed this monetary limitation, provided that, on the same business day that he/she takes such action, the City Manager shall request that a special commission meeting be held at the earliest possible time, to ratify that action.

Cost Benefit:

The enhancement of the City of Hallandale Beach's Comprehensive Emergency Management Plan (CEMP) ensures the City's capacity to respond to and recover from all hazards impacting the community. Additionally, having essential personnel trained and rehearsed in the elements of our CEMP provides for the response and recovery to be performed as efficiently as possible.

PROPOSED ACTION:

City Commission to consider the attached Resolution.

ATTACHMENT(S):

- Exhibit 1 – Resolution
- Exhibit 2 – Initial Cost Proposal
- Exhibit 3 – Supplemental Cost Proposal

Prepared By: James Hepburn
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