

Agenda Report

TO: CITY COUNCIL

DATE: November 21, 2005

FROM: CITY MANAGER

SUBJECT: PROVIDE CONTRACT DISPATCHING SERVICES TO THE CITY OF ALHAMBRA THROUGH ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE VERDUGO FIRE COMMUNICATIONS SERVICE AGREEMENT WITH THE CITY OF ALHAMBRA

RECOMMENDATION

It is recommended that the City Council approve the attached resolution approving a Verdugo Fire Communications Service Agreement with the City of Alhambra.

SUMMARY

The proposed agreement will authorize the Verdugo Fire Communications Center to commence contract dispatching services for the City of Alhambra. It is anticipated that dispatching will commence on, or near the end of calendar year 2005.

BACKGROUND

The Verdugo Fire Communications Center provides Fire and EMS dispatch services to Glendale, Pasadena and Burbank. These agencies are "member" agencies and contribute to funding the annual operation of the Center, as well as making annual contributions to the Center's reserve fund for equipment replacement. Additionally, the Center contracts with seven other agencies, (Monrovia, Arcadia, Monterey Park, San Gabriel, South Pasadena, Sierra Madre and San Marino) to provide dispatching services for a set fee, the revenue from which also supplements the Center's reserve for equipment replacement.

Including contract agencies within the Center provides revenue for the Center's operations and provides better coordination and response to large emergencies involving Area "C" Mutual Aid agencies, of which Glendale is the coordinator.

Annually, each city pays for their service on a pro rata basis, based upon the percentage of incidents dispatched on their behalf as compared to that of the three Verdugo member cities. In addition, a ten percent (10%) administrative fee is imposed on all of the cities (including Glendale) to defray certain General Fund costs not reflected in the Verdugo annual budget. Such costs include legal, finance, accounting and similar expenditures.

Fire Management believes that the participation of Alhambra in the Verdugo system will significantly enhance service to the public and help provide the revenue to keep Verdugo among the finest dispatching operations in the country.

The agreement with Alhambra is for a period of five years with a termination clause of one year without cause. The Alhambra Council approved the agreement at their meeting of June 13, 2005.

FISCAL IMPACT

By the formula contained in the agreement, Alhambra will pay for each incident where they are dispatched in proportion to the total incidents dispatched. In FY 05/06, this will generate the revenue shown below. Other contract agencies have the same provision pertaining to fees within their contracts.

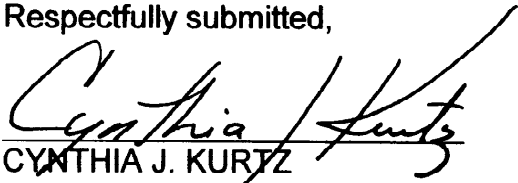
The addition of Alhambra requires realignment of staffing in the Verdugo Center. With the new budget, the Center is adding an additional Shift Supervisor position. Verdugo has been in the process of reorganizing the staffing of the Center to provide improved service as well as providing a career development path for Center employees. In the past, there has been no means of providing the four current Shift Supervisors with the exposure to the administrative functions of the Center, as they are all assigned to taking calls. This change will enable Verdugo to train and evaluate personnel for potential promotion in a few years, as well as providing additional management capacity. This is the first increase in staff since FY 99/00 when Verdugo added two Fire Communications operators and an Administrative Analyst position. Since that time dispatching services for the cities of San Gabriel, Monterey Park and now Alhambra have been added. Together, these agencies represent approximately 11,500 incidents per year (approximately 20% of the total annual incidents for the Center). In addition to performing administrative duties, the Supervisor will be able to function as a dispatcher when needed.

In addition to the above change, Verdugo is proposing to reflect that the Center's Administrative Analyst is performing some work for the Glendale Fire Department. The Center's administration is proposing to reallocate funding of the position from being charged 100% to Verdugo to being charged 75% to Verdugo and 25% to the City of Glendale's General Fund. The Administrative Analyst's position has evolved since it was added in the FY 99/00 budget. The Administrative Shift Supervisor will perform a portion of the duties currently performed by the Administrative Analyst. This will provide


the Analyst with the time needed to prepare the data analysis required for developing the Unified Response Plan for the 11 Area C Cities, the Annual Reports for Verdugo and provide greater support to the management staff of each of the 11 cities. The Analyst is currently the project manager for the CAD upgrade project.

<u>Revenue</u>		Verdugo	Glendale
Alhambra	<u>Incidents</u>	<u>FCC</u>	<u>Gen. Fund</u>
	5000	\$ 209,650	\$ 20,965
 <u>Expense</u>			
Fire Comm. Shift Supervisor		\$ 77,577	
25% of Admin Analyst		\$ (21,210)	\$ 21,210
		<u>\$ 56,367</u>	<u>\$ 21,210</u>
Net of Changes		\$ 153,283	\$ (245)

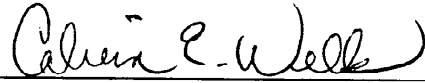
Respectfully submitted,


 CYNTHIA J. KURTZ
 City Manager

Prepared by:


 Calvin E. Wells
 Bureau Fire Chief

Approved by:


 Dennis J. Downs
 Fire Chief

ATTACHMENTS

Agreement

Resolution

c:/Alhambra Agenda Report.doc

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA
APPROVING A VERDUGO FIRE COMMUNICATIONS SERVICE AGREEMENT
WITH THE CITY OF ALHAMBRA**

WHEREAS, the Verdugo Fire Communications Center (hereafter "Center") provides fire and EMS dispatch services to the cities of Glendale, Pasadena, and Burbank; and

WHEREAS, Glendale, Pasadena, and Burbank are member agencies (hereafter "Verdugo Cities") and contribute to funding the annual operation of the Center as well as making annual contributions to reserves for equipment replacement; and

WHEREAS, the Verdugo Cities have the authority to contract with various area cities for dispatching services for fees determined annually by the Verdugo Cities; and

WHEREAS, the annual fees collected from contracting cities supplement the Center's reserves for equipment replacement; and

WHEREAS, the conclusion of additional contracting cities located in Area "C" would provide additional revenue for the Center's operations, as well as better coordination and response to large emergencies involving Mutual Aid Area "C" agencies of which Glendale is the coordinator; and

WHEREAS, the City of Alhambra desires to contract with the Verdugo Cities for the purpose of providing fire and emergency medical dispatching services to, and on behalf of, the City of Alhambra; and

WHEREAS, the inclusion of the City of Alhambra requires an agreement duly approved and executed by the cities of Glendale, Pasadena, and Burbank; and

WHEREAS, the Verdugo Cities and the City of Alhambra agree that providing

such operations through the Verdugo system will be efficient, economical, and in the best interests of the respective parties,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASADENA, CALIFORNIA that the VERDUGO FIRE COMMUNICATIONS SERVICE AGREEMENT be and hereby is approved and further that the City Manager be and is hereby authorized to execute all required and necessary documents in connection therewith on behalf of the City of Pasadena.

Adopted this ____ day of _____, 2005.

ATTEST:

JANE RODRIGUEZ, CMC
CITY CLERK

APPROVED AS TO FORM:



HUGH A. HALFORD
ASSISTANT CITY ATTORNEY

I, JANE RODRIGUEZ, City Clerk of the City of Pasadena, certify that the Foregoing Resolution No. _____ was adopted by the City Council of Pasadena, California, at a regular meeting held on the _____ day of _____, 2005, and that Same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

JANE RODRIGUEZ, CMC
CITY CLERK

c:/Alhambra Resolution.doc