

Agenda Report

February 22, 2021

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO 30800 WITH CENTRALSQUARE TECHNOLOGIES LLC, DBA: SUPERION LLC TO PROVIDE FALSE ALARM BILLING AND COST RECOVERY SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3); and
2. Authorize the City Manager to extend the term of Contract 30800 with CentralSquare Technologies LLC, DBA: Superior LLC from February 25, 2021 to June 30, 2021 for false fire alarm billing and collections services; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

Every year, the Fire Department responds to approximately 2,600 incidents relating to fire alarms. About 65% of dispatched fire alarm incidents are related to false alarms, unintentional alarm system activation, unintentional heat and smoke detector activations, system malfunctions, and other varieties of false alarms. Additionally, approximately 50% of all false alarm incidents are considered second and subsequent false alarms at the same locations. The Department currently charges \$384.00 (Fee #56 in the FY 2021 General Fee Schedule) for False Alarm Responses (Second and subsequent responses within 12-month period).

Due to the high volume of false alarm incidents in recurring locations, in fiscal year (FY) 2017 the Fire Department identified a vendor to more efficiently and effectively issue,

process, track and collect false fire alarm fees through a competitive selection (RFP) process. On February 27, 2017, the City issued Contract No. 30800 with CentralSquare Technologies for a four-year term from the date of execution by the City, or until the amount of \$74,999 is expended, whichever occurs first. Contract terms include a 10% revenue share for CentralSquare Technologies. Due to the success of the cost recovery program and the reduction of Department staff time and resources in these efforts, the City approved an amendment to Contract No. 30800 in February 2020, and increased the total not-to-exceed amount under the Contract from \$74,999 to \$124,999.

The current Contract has an expiration date of February 26, 2021. The Fire Department would like to extend the terms through to June 30, 2021. False fire alarms have been occurring at lower rates for the past 12 months, and there are sufficient funds under the existing Contract to support the 10% revenue share until the end of the fiscal year. The Department will begin an RFP process to identify a vendor for false fire alarm cost recovery services prior to the end of FY 2021.

Effectively processing false alarm fees enables the Fire Department to redirect administrative and operational public safety resources which effectively serve the community as a whole, and encourage fire alarm users and alarm companies in the community to properly use, install and maintain the operational effectiveness of their alarm systems.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety and to increase conservation and sustainability.


ENVIRONMENTAL ANALYSIS:

The contract is exempt from CEQA per section 15061(b)(3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action will not result in any new development or physical change.

FISCAL IMPACT:


There is no fiscal impact as a result of this action. Funding for the Contract's revenue share is addressed by the utilization of budgeted appropriations in the Fire Department's General Fund operating budget account for Fire Safety and Prevention (10131005-811400). Revenue for False Alarm Fees is collected in Fire Safety and Prevention account (10131005-665700). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



ANTHONY BAGAN
Acting Fire Chief
Fire Department

Prepared by:



Stephanie Chang
Management Analyst IV
Fire Department

Approved by:



STEVE MERMELL
City Manager