TO: City Council
FROM: Police Department

SUBJECT: AUTHORIZE STAFF TO PREPARE PURCHASE ORDERS WITH AT&T FOR EXTENDED MAINTENANCE COVERAGE AND SHORT MESSAGE SERVICE (SMS) CAPABILITY FOR ITS 911 EMERGENCY PHONE SYSTEM, APPROVE A SUPPLEMENTAL BUDGET REQUEST TO EXPEND UP TO $12,000 FROM FORFEITED ASSETS FOR THE CITY’S PROPORTIONAL SHARE OF NETWORK AND ROUTER COSTS AT THE 911 BACK-UP FACILITY, AND TO RECEIVE GRANT FUNDS

STAFF RECOMMENDATION

It is recommended that the City Council authorize staff to prepare a purchase order with AT&T for $27,256.56 for extended maintenance coverage on the City’s 911 emergency phone system and $7,500 for Short Message Service (SMS) (text-to-911) for the back-up site, with offsetting amounts of equal value, representing two California Office of Emergency Services (Cal OES) grants; approve a Supplemental Budget Request to expend up to $12,000 from the Forfeited Assets Fund for the City’s proportional share of network and router costs at the 911 back-up facility; and to receive grant funds.

BACKGROUND AND OVERVIEW

On June 17, 2019, the City Council approved the Department’s request to accept a grant from the California Office of Emergency Services (Cal OES) to upgrade the City’s 911 emergency phone system. As noted in the June staff report, Cal OES intended to award the City two additional grants for: 1) two years of extended maintenance coverage for the Communication Center (if needed) totaling $27,256.56, and 2) SMS capability that allows for text-to-911 service at the back-up facility totaling $7,500. SMS functionality at the City’s Communication Center was included in the original grant from Cal OES.

In addition to the City’s Communication Center, a back-up site at the East Valley Sheriff’s Station is shared with the City of Oxnard and the Ventura County Sheriff’s Office. The back-up facility provides uninterrupted 911 services in the event that the Communication Center becomes inoperable. Phone equipment, monitors, and installation for the back-up site will be funded from Cal OES; however, funding will not be provided for network fees and router equipment. Therefore, the three agencies that use this facility are required to share these costs. The City’s proportional share is approximately $12,000 for the first year of the five-year agreement and $4,000 per year thereafter.
FINDINGS AND ALTERNATIVES

On June 17, 2019, the City Council authorized acceptance of a $312,000 award from the California Office of Emergency Services (Cal OES) to upgrade the City’s 911 emergency phone system. This regional upgrade with the City of Oxnard and the Ventura County Sheriff’s Office (VCSO) provides seamless emergency telecommunication services between the three agencies, which has proven to be beneficial during critical events such as the recent Woolsey/Hill Fires.

The initial award from Cal OES included five years of maintenance coverage for the City’s Communication Center. While it is anticipated that Cal OES will provide funding for another upgrade before the end of the five-year term, it has made provisions for two years of extended maintenance coverage if additional time is needed for the next upgrade. However, if the emergency phone system is replaced within the next five years, the additional maintenance coverage will not be expended and the grant will not be received. The City is currently in year six of its prior agreement and is expected to extend into year seven before the proposed upgrade is completed. The Cal OES grant (Attachment A) and AT&T’s quotation for two years of maintenance on the City’s 911 emergency phone system is $27,256.56. To ensure that the 911 system is covered for two additional years beyond the maintenance contract, a purchase order for $27,256.56 with AT&T will be prepared, with Council’s approval, and an offsetting amount of equal value representing the Cal OES grant for a net cost to the City of zero dollars.

In addition, Cal OES awarded the City funding of $7,500 (Attachment B) to provide SMS service at the 911 back-up facility, as Simi Valley is the only city in the County that offers text-to-911 capabilities. Cal OES’s original award of $312,000 included SMS functionality at the City’s Communication Center, but not the back-up facility. To implement SMS at the back-up site, a purchase order for $7,500 will be prepared, with Council’s approval, and an offsetting amount of equal value for a net cost to the City of zero dollars.

Finally, the cost of the back-up facilities network and router were not covered by any of the Cal OES grants. Therefore, the three agencies that utilize this location are required to provide their pro-rata share of total costs. The City’s share of network and router costs for the first year are approximately $12,000, which includes the equipment, installation, maintenance, and network fees for one year. On-going router maintenance and network fees for years two through five are expected to be $4,000 per year for a total of $16,000. Staff recommends that the City Council approve a Supplemental Budget Request of $12,000, funded from Forfeited Assets, for initial set-up costs and the first year of network fees. Guidelines from the U.S. Department of Justice prohibit funding recurring costs from Forfeited Assets. Therefore, annual maintenance and network fees of $4,000 per year for years two through five will be budgeted in the General Fund.
The following alternatives are available to the City Council:

1. Authorize staff to prepare purchase orders with AT&T for $27,256.56 for two years of extended maintenance coverage and $7,500 for SMS (text-to-911 capabilities) at the back-up facility, with offsetting amounts representing Cal OES grants, for a net cost of zero dollars; approve a Supplemental Budget Request of $12,000 from Forfeited Assets to fund the first year of network equipment and router costs at the back-up facility; and to receive grant funds;

2. Do not allow staff to prepare purchase orders with AT&T, expend funds from Forfeited Assets for back-up facility costs, or receive grant funds;

3. Provide staff with alternate direction.

Staff recommends Alternative No. 1.

**SUGGESTED CITY COUNCIL MOTION**

I move to authorize staff to prepare purchase orders as described in the staff report with AT&T, approve a Supplemental Budget Request of $12,000 from the Forfeited Assets Fund for network and router costs at the 911 back-up facility, and to receive Cal OES grant funds.

**SUMMARY**

Staff recommends that City Council authorize the preparation of purchase orders with AT&T for $27,256.56 to provide two years of extended maintenance coverage on its 911 emergency phone system and $7,500 to provide SMS capabilities at the City’s 911 back-up location, with offsets of equal amounts for a net cost of zero dollars. Further, it is recommended that a Supplemental Budget Request of $12,000 be approved from Forfeited Assets for the first year of router and network fees at the 911 back-up site, which will not be funded by Cal OES. Finally, it is recommended that all Cal OES grants related to this project be received.

David M. Livingstone
Chief of Police

Prepared by: Suzanne Daunt, Deputy Director/Critical Support & Logistics

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State of California, California 9-1-1 EMERGENCY COMMUNICATIONS OFFICE (9-1-1 Office)

COMMITMENT TO FUND 9-1-1 EQUIPMENT AND SERVICES

TD-288 (Rev. 12/06)

This Form To Be Completed By The State 9-1-1 Office Only

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<th>Contractor Name:</th>
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<tr>
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<td>Representative:</td>
<td>Jeff Cushman</td>
</tr>
<tr>
<td>E-mail Address:</td>
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<td><a href="mailto:c6785@att.com">c6785@att.com</a></td>
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<td>Fax Number:</td>
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Type of Funding Request:

- [ ] 9-1-1 Equipment
- [ ] 9-1-1 Network
- [ ] Training
- [ ] 9-1-1 Education
- [ ] County Coordinator Expense
- [ ] 7-Digit Phone Lines
- [X] Maintenance

Description of Equipment and Services to be funded: AT&T will provide Simi Valley PD with extended maintenance for years 6 and 7 on a (7) position Viper CPE / Host B under the terms and conditions of State Contract Number: 4145-6 and the associated price quote and SOW. Effective date: Summer of 2025. State-pay-direct.

Purchase/Service Information: Include equipment or service description, quantity, part number, unit cost, installation cost, monthly cost, tax and total cost. Attach contractors quote or PSAP purchase order, where applicable.

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<th>Description</th>
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Subtotal 27,256.56

Tax and Surcharge

TOTAL APPROVED $27,256.56

TD-288 expiration date: N/A
Fiscal Year: 2019/20
Account Name: 5606/702.14

The State of California's monetary obligation under this agreement in subsequent fiscal years is subject to, and contingent upon, availability of funds in the State Emergency Telephone Account. Please be advised that this commitment to fund does not constitute a binding purchase order agreement.

RECOMMENDED FOR APPROVAL BY

Telephone Number

APPROVED BY

Date 6/2/19
State of California, California 9-1-1 Emergency Communications Office (9-1-1 Office)

COMMITMENT TO FUND 9-1-1 EQUIPMENT AND SERVICES

TD-288 (Rev. 12/06)

This Form To Be Completed By The State 9-1-1 Office Only

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<tr>
<td>Address:</td>
<td>2929 Tapo Canyon Rd</td>
<td>Mailing Address:</td>
<td>7337 TRADE ST, RM 2100</td>
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<tr>
<td>City, State, Zip:</td>
<td>Simi Valley, CA 93063</td>
<td>City, State, Zip</td>
<td>SAN DIEGO, CA 92121</td>
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<tr>
<td>PSAP Manager:</td>
<td>Marty Mesa</td>
<td>Representative:</td>
<td>Jeff Cushman</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:mmesa@simivalley.org">mmesa@simivalley.org</a></td>
<td>E-Mail Address:</td>
<td><a href="mailto:jc6785@att.com">jc6785@att.com</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(805) 583-6950</td>
<td>Phone Number:</td>
<td>858-886-1140</td>
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<td>Fax Number:</td>
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Type of Funding Request:
( x ) 9-1-1 Equipment  ( ) 9-1-1 Network  ( ) Training
( ) 9-1-1 Education  ( ) County Coordinator Expense  ( ) 7-Digit Phone Lines
( ) Maintenance  Other:  

Description of Equipment and Services to be funded: AT&T will install and maintain SMS Integration at Simi Valley Police Department in compliance with the terms and conditions of State Contract Number: 4145-6 and the associated price quote and Scope of Work.

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Subtotal: 7,500.00
Tax and Surcharge: 0.00
TOTAL APPROVED: $7,500.00

TD-288 expiration date: N/A
Fiscal Year: 2018/2019

The State of California's monetary obligation under this agreement in subsequent fiscal years is subject to, and contingent upon, availability of funds in the State Emergency Telephone Account. Please be advised that this commitment to fund does not constitute a binding purchase order agreement.

RECOMMENDED FOR APPROVAL BY
Pave Kleroglou
(916) 657-9202

APPROVED BY
Andrew Matteen
Date: 04/24/19

All Invoices shall refer to tracking number: 22198
PSAP/Object Code: 5606/702.27