



**DATE:** April 17, 2018

**TO:** Mayor and City Council

**FROM:** Fire Chief and Director of Information Technology

**SUBJECT** Approval to Increase and Appropriate Funds for FY 2018 Capital Improvement Program (CIP) Budget for the Information Technology Capital Fund in the amount of \$106,960 to Maintain the City's East Bay Regional Communications Systems Authority Infrastructure (EBRCSA)

### **RECOMMENDATION**

That the City Council adopts the attached resolution: (1) increasing the FY 2018 Capital Improvement Program (CIP) Budget for the Information Technology Fund in the amount of \$106,960 and; (2) appropriating funds in the amount of \$106,960 from the General Fund to the (CIP) Information Technology Fund.

### **SUMMARY**

The City joined the East Bay Regional Communications Systems Authority (EBRCSA) in 2007. EBRCSA is a Joint Powers Authority established to facilitate regional communications interoperability in the event of a regional emergency. Starting in FY2018, the City has implemented EBRCSA-compatible radios organization-wide, with a total of 672 mobile and portable radios. These radios are primarily assigned to the Police, Fire, and Utilities Departments. They are used for daily operations as well as in the event of an emergency.

To participate in the EBRSCA network, the City needs to pay a one-time activation fee, as well as annual subscription and maintenance fees for each radio. This money is used to maintain the EBRSCA infrastructure. The City budgeted \$250,000 in its Capital Improvement Program (CIP) budget under the Information Technology Capital Fund for these costs in FY2018. However, the actual amount due in FY2018 is \$356,960. Staff is requesting that Council increase the budgeted amount for this CIP project by \$106,960 to cover the remaining amount due to EBRSCA this year..

### **BACKGROUND AND DISCUSSION**

In 2011, the Hayward Fire Department purchased 82 mobile and 58 portable EBRSCA-compliant radios, largely paid for by a federal grant.

On September 13, 2016, the Hayward City Council [adopted a resolution](#) authorizing the City Manager to execute a lease-purchase agreement with Motorola Solutions to procure

approximately 520 additional radios for the Police Department and non-public safety field staff. Since then, staff has procured and implemented the radios, achieving organization-wide communications interoperability. Table 1 below lists the number of radios assigned by department:

**TABLE 1: # OF RADIOS BY DEPARTMENT**

<b>DEPARTMENT</b>	<b>RADIOS</b>
Police Department	452
Fire Department	140
Non-Safety Departments, including Utilities and Technology Services	80
<b>Total</b>	<b>672</b>

At the September 2016 City Council meeting, staff informed Council that the costs associated with participating in the EBRCSA network included a one-time activation fee of \$200 per radio, an annual subscription fee of \$300 per radio, and an annual maintenance fee of \$180 per radio. A CIP project was created in FY2018 CIP with a budget of \$250,000 for FY2018 and an annual increase of \$5,000 thereafter.

Unfortunately, the budgeted amount in the CIP project only accounted for the new radios that were procured for Police and the non-safety departments. It failed to account for the 140 radios that the Fire Department purchased in 2011. The Fire Department was not required to pay the annual fees to EBRSCA prior to FY2018 because the City was not using radios for operations during that time. Thus, there was no past CIP project for the Fire Department’s Radios and they were mistakenly omitted from the new FY2018 project.

Table 2 below shows that the total one-time costs are \$34,400 and the ongoing annual costs are \$322,560. Staff is requesting that Council appropriate \$106,960 to cover the remaining amount due to EBRSCA in FY2018. This error will be corrected in future CIP budgets.

**TABLE 2: # TOTAL ONE-TIME AND ONGOING**

<b>Item</b>	<b>Radios</b>	<b>Cost</b>	<b>Total</b>
One-time Activation Fee	172*	\$200	\$34,400
Annual Subscription Fee	672	\$300	\$201,600
Annual Maintenance Fee	672	\$180	\$120,960
<b>Total due in FY18</b>			<b>\$356,960</b>

\*The City pre-paid activation fees for 500 radios in FY2012 to help fund the start-up costs of the EBRSCA network

## **STRATEGIC INITIATIVES**

This agenda item is a routine operational item and does not relate to one of the Council’s Strategic Initiatives.

## **FISCAL IMPACT**

The fiscal impact of the attached resolution will be \$106,960 in FY2018, which will come from the General Fund reserves in the form of a transfer to the EBRSCA CIP Project. Moving forward, the annual CIP Budget will request appropriation for the full subscription costs for all 672 radios with funding from the recipient departments. The FY2019 CIP Budget will be less than the total due in FY2018 because the City will have already paid the one-time activation fees for the radios in use.

Staff is currently reviewing radio usage in each department to determine if any of the radios with subscriptions are not being utilized and can be taken offline to reduce the annual subscription and maintenance fees.

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*Recommended by:* Garret Contreras, Fire Chief  
Adam Kostrzak, Director of Information Technology

Approved by:



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Kelly McAdoo, City Manager