ITEM 10.Q.

MOORPARK CITY COUNCIL
AGENDA REPORT

TO: **Honorable City Council**

FROM: **Yugal K. Lall, City Engineer/Public Works Director**
Prepared by: Shaun Kroes, Senior Management Analyst

DATE: **June 4, 2010 (CC meeting of 06/16/10)**

SUBJECT: **Consider Additional Costs for Preventative Maintenance Services in 2009/10 Fiscal Year; and Amendment No. 2 to Agreement with Direct A/V, Inc. for Moorpark Metrolink Station Security Camera Maintenance Services Extending the Agreement for One Year for 2010/11 Fiscal Year, and Expanding the Scope of Services to Include Preventative Maintenance Services at Poindexter Park**

BACKGROUND & DISCUSSION

On June 15, 2010 the City entered into an Agreement for quarterly preventative maintenance services with Direct A/V at the rate of $2,100 per quarter (including $1,000 in pre-authorized repair costs). The City receives federal funding for 80% of costs associated with preventative maintenance of the security cameras.

The Agreement expires on June 30, 2010. The City has the option to extend the Agreement for up to two additional years, in consecutive one-year increments. Staff is requesting that City Council approve the first one-year extension, this will allow staff sufficient time to formally request for preventative maintenance services from other vendors.

Preventative maintenance services include:

- Clean all six cameras and camera equipment
- Check mounting equipment of all cameras and camera equipment
- Check power connections and Ethernet connections at Metrolink Station and Police Services Center
- Check signal levels, link quality and errors of the security camera system

On June 30, 2009, the City amended the Agreement to include exploration of installation of a security camera system at Poindexter Park (Amendment No.1). This amendment was at

no expense to the City. Direct A/V also provided security camera installation services at Poindexter Park in FY 2009/11 under a separate agreement. Direct A/V has offered to provide the same level of preventative maintenance services at Poindexter Park when it performs preventative maintenance services at the Metrolink Station at no additional cost to the City.

During FY 2009/10, Direct A/V incurred additional expenditures associated with the Metrolink Station. Direct A/V completed this work on their own with the understanding that they may not be reimbursed. The tasks included Third Party Contractor Safety Training, obtaining a Right-of-Entry Permit from Metrolink, and meeting additional Metrolink insurance requirements. Direct A/V performed these tasks in good faith and staff recommends the reimbursement of $4,400.

If it is determined that a flagperson is required for Direct A/V preventative maintenance, the reimbursement rate would be in a not-to-exceed amount of $1,200 per flagperson visit.

FISCAL IMPACT

The $4,400 in FY 2009/10 reimbursement request is within the original $15,000 budget. The Draft FY 2010/11 Budget includes $14,000 for preventative maintenance and repairs to the Metrolink security camera system.

Eighty percent of all expenses associated with the preventative maintenance Agreement are reimbursed with federal funds.

STAFF RECOMMENDATION

1. Approve payment of $4,400 for FY 2009/10 expenditures.
2. Approve and authorize the City Manager to sign Amendment No. 2, subject to final language approval of City Manager and City Attorney.