



Staff Report

TO: City Council
FROM: Kari Mendoza, Administrative Services Director
DATE: January 21, 2025
SUBJECT: Approve a Purchase Order Increase of \$185,638 to County of Riverside PSEC

Description To approve a \$185,638 increase to Purchase Order #24/251932 to lease radios for city departments from County of Riverside PSEC.

Background and Analysis:

On May 7, 2024, City Council authorized staff to purchase 130 PSEC compatible radios from Airwave Communications for City departments. This includes the Public Works, Transportation, Grounds Maintenance, Building and Safety, and Code Enforcement departments. These radios were delivered and have been put into service as of October 2024.

The radios operate on the County of Riverside PSEC network, which requires a monthly service rate of \$127 per radio. The current purchase order only covers the cost of service for Police Department radios. Additional funding is needed to support the operating costs of radios assigned to other City departments.

To meet this need, staff recommends increasing Purchase Order #24/251932 by \$185,638 to maintain uninterrupted service for all departments. The requested increase has already been accounted for in the City's FY 2024-25 budget, with \$168,000 allocated from the General Fund and \$17,638 from the Transit Fund.

Fiscal Impact:

The FY 2024-25 budget for the PSEC radio lease is \$516,320. This request is to increase the purchase order amount to match the budget.

Staff estimates the cost to prepare this report at \$213.00.

Recommended Action:

Approve a \$185,638 increase to Purchase Order #24/251932 for a total purchase order amount of \$516,320.

Attachments:

- A. Purchase Order Change Request