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OAKLAND

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## AGENDA REPORT

TO: DEANNA J SANTANA  
CITY ADMINISTRATOR

FROM: Ahsan Baig

SUBJECT: Expenditure/Allocation of DIT  
Radio & Telecommunications Fund  
(Fund 4200)

DATE: January 4, 2014

City Administrator  
Approval

Date

1/4/14

COUNCIL DISTRICT: City-Wide

### RECOMMENDATION

Staff recommends that Council accept this informational report regarding FY 2012-13 and FY 2013-14 Radio and Telecommunications Fund (Fund 4200) expenditure and allocations

### EXECUTIVE SUMMARY

At the September 25, 2012 and July 23, 2013, Finance & Management Committee meetings, staff was directed to report back to the committee on the Radio and Telecommunications Internal Services Fund (Fund 4200) expenditure, allocations and the staff positions

The Radio and Telecommunications Fund (Fund 4200) was established decades ago, primarily to provide a source of funding for maintenance, support and upkeep of the public safety radio system, microwave backbone network, voice logging platform, and ancillary support infrastructure. In past recent years, with the changes in mobile computing technology, first responders have started relying heavily on mobile computers and smart devices in addition to the public safety radios. This report provides an update on the current budget and recent funds allocation for the public safety radio system. The Radio and Telecommunications Fund (Fund 4200) is managed by Department of Information Technology, and key customer departments are Police (OPD), Fire (OFD), and Public Works.

### OUTCOME

This is an informational report providing an overview of Radio and Telecommunications Fund (Fund 4200) allocations, including budgeted staff positions and Operations and Maintenance expenditures. The purpose of the report is to provide the Council with information for discussion. Staff recommends that the Finance & Management Committee accepts the informational report regarding Radio and Telecommunications Fund (Fund 4200) expenditure and allocations.

Item \_\_\_\_\_  
Finance & Management Committee  
January 28, 2014

## BACKGROUND/LEGISLATIVE HISTORY

The Radio and Telecommunications Fund (Fund 4200) is an Internal Service Fund (ISF) that was established to collect and expend radio rental charges to operating departments for the maintenance and replacement of City radios and other communications equipment. At the time of Radio Fund creation, the mobile computers and smart devices were non-existent. As the information technology changed over the last two decades, the DIT Radio Shop operations have also transformed from analog to digital world. Mobile computers are installed in each and every police and fire vehicle, and they are required to be fully operational. Fifteen years ago, the DIT Radio Shop was primarily responsible for the analog infrastructure, supporting portable and mobile radios, and other related devices. However, with the advent of digital technology, in addition to the radios, significant numbers of computing devices and smart phones have been added to the network. A new perspective is needed to assess the proper utilization and adequate funding of the Radio and Telecommunications Fund (Fund 4200).

## ANALYSIS

The City of Oakland currently budgets approximately \$3,577 million per year for its Radio and Telecommunications Fund for FY 2013-14 and 2014-15. The revenues are derived from Internal Service revenues. The expenditures cover personnel and training, facilities and utilities, parts and equipment, contractor services, etc. for the cost of operation and maintenance.

The City's DIT Radio Shop currently maintains the following systems:

- P25 Radio System – currently used by Public Safety users
- Enhanced Digital Access Communication system (EDACS) Multicast Radio System – currently used by non-public safety users
- 911 Radio Dispatch console system at OPD and OFD Dispatch Centers
- Radio system logging recorder support
- Mobile Radios installations and maintenance for all departments
- User radio first echelon repairs for mobile and portable radios
- User programming and template development for all radio users
- Public Safety Mobile Data Systems
- VHF Interoperability Systems
- Cable Television install and support
- Closed Circuit Television Systems for all City facilities
- 29-Site Outdoor Warning System
- Microwave Backbone system maintenance and support

In addition to the public safety radio system, the Radio Shop staff provides many other services supporting the public safety as well as non-public safety users in the City.

The following Table 1 shows the Radio and Telecommunications Fund (Fund 4200) budget of \$3 577 for FY 2013-14 and FY 2014-15. Approximately 1/3 of the budget is allocated for personnel, 1/3 for Operations & Maintenance and 1/3 for contract contingencies.

Table 1: Radio & Telecommunications Fund

Account and Description	FY13-14		FY14-15	
	Revenue	Expenditures	Revenue	Expenditures
47111 - Internal Service Revenues	3,537,377		3,537,377	
47211 - Work Order Revenues	40,000		40,000	
51111 - Civilian Regular		582,240		582,240
51212 - Civilian Other Overtime		8,670		8,670
51313 - Allowance Auto		2,100		2,100
51413 - Standby Pay		10,836		10,836
51511 - Civilian Paid Leave Charge		160,887		160,887
51611 - Civilian Retirement Accrual		202,872		216,249
51613 - Civilian Fringe Benefits Acc		277,560		293,908
52211 - Stationery and Office Supplies		2,500		2,500
52213 - Minor Computer Hardware and Software		1,525		1,525
52513 - Supplies Telephone and Materials		535,700		535,700
52515 - Radio Material		85,749		85,749
53112 - Electricity (Except Street Lighting)		5,000		5,000
53116 - Telephone		21,600		21,600
53211 - Rental Land and Building		167,970		167,970
54011 - Contract Contingencies (Budgetary Only)		1,200,010		1,200,010
54511 - Legal Fees		5,000		5,000
54612 - Service Contracts for Mach and Equipment		68,760		68,760
55112 - Commercial Transportation		(4,000)		(4,000)
55212 - Registration and Tuition		(3,000)		(3,000)
56113 - Facilities General Support		156,654		165,240
56123 - City Accounting Services		939		939
56124 - City Contract Compliance-Purchasing Services		768		768
56411 - City Vehicle Rentals		26,780		28,131
58726 - Prior Year Adjustments O & M		599		599
59314 - Operating Transfers Out Contributions to Fund Balance (Budget Only)		59,658		19,996
<b>Grand Total</b>	<b>3,577,377</b>	<b>3,577,377</b>	<b>3,577,377</b>	<b>3,577,377</b>

The following Table 2 shows the actual expenditures of \$2.6 million spent in FY 2012-13 in the Radio & Telecommunications Fund (Fund 4200)

**Table 2 : FY 2012-13 Fund 4200 Expenditures**

Object	Object Description	FY 2012-13 Expenditures
51100	Salary	578,719
51200	Overtime	65,546
51300	Allowances/Buybacks	1,803
51400	Premiums	57,734
51500	Paid and Unpaid Leaves	126,109
51600	Fringe Benefits and Retirement Contributions (City Paid Only)	423,025
51900	Miscellaneous Payroll Adjustments	2,836
52200	Stationery and Office Supplies	11,435
52500	Electrical, Plumbing and Construction Supplies	155,219
52900	Other Supplies and Commodities	442
53100	Utilities	79,030
53200	Rental of Real and Personal Property	134,245
53600	Postage and Mailing	2,206
53700	Other Services	3,575
54400	Architectural and Engineering Services	28,885
54500	Legal Services	17,973
54600	Repairs and Maintenance	66,193
54700	Printing and Duplicating Service	3,283
54900	Other Contract Services	242,184
55300	Memberships and Dues	(120)
56100	Facilities Support	181,324
56400	Equipment Rentals	15,732
57100	Land	10,436
57200	Buildings	65,025
57300	Structures and Improvements (Other Than Buildings)	5,053
57500	Furniture and Equipment	55,515
57700	Other Fixed Assets / Computers and Software (Over \$5,000)	181,133
57800	Other Non-Capital Trackable Assets (Under \$5,000)	81,828
57900	Depreciation	5,169
58500	Burden and Overhead Allocations	12,948
<b>Grand Total</b>		<b>2,614,485</b>

The following Table 3 shows the Budgeted Funding Sources and Allocation in the Radio & Telecommunications Reserve Fund (Fund 4200) in FY 2013-14

Table 3: Projected Budgeted Funding Sources and Allocation as of June 30, 2014

FUND: 4200 - RADIO/TELECOMMUNICATIONS FUND BUDGET IN FY 2013-14	
Beginning Fund Balance as of June 30, 2013	3,211,011
PLUS REVENUE 47111 - Internal Service Revenue \$3,537,377	
47211 - Work Order Revenue \$40,000	
Total FY 13-14 Budgeted Revenue	3,577,377
LESS EXPENDITURES Non-Departmental \$59,658	
DIT Expenditures \$3,439,619	
Treasury-Payroll Expenditures \$38,100	
Total FY 13-14 Budgeted Expenditure	(3,577,377)
Projected Ending Fund Balance as of June 30, 2014	3,211,011

The following Table 4 shows the Full Time Equivalent (FTEs) and the percentage that are currently budgeted in FY 2013-14 and FY 2014-15. There are 9.61 FTEs funded by the Telecommunications Reserve Fund in the Department of Information Technology, of which 0.33 FTE is in the Payroll Operations.

Table 4 – Positions Budgeted in Fund 4200 in FY 2013-14

TABLE 1 - FUNDED POSITIONS	BUDGETTED FTE	BUDGET
Electronics Technician	1.00	\$ 126,661
Electronics Technician	1.00	\$ 122,928
Electronics Technician	1.00	\$ 126,661
Electronics Technician	1.00	\$ 114,331
Electronics Technician	1.00	\$ 125,719
MCS II	1.00	\$ 105,371
Telecommunication Systems Engineer	1.00	\$ 131,015
Accountant II	1.00	\$ 116,631
ASM II	0.20	\$ 24,007
Chief Information Officer	0.50	\$ 133,102
Systems Programmer II	0.33	\$ 39,312
Telephone Services Specialist	0.25	\$ 32,657
Accountant III Payroll	0.33	\$ 38,100
<b>SUB-TOTAL FROM CURRENT BUDGET</b>	<b>9.61</b>	<b>\$ 1,236,495</b>

**PUBLIC OUTREACH/INTEREST**

This item did not require any additional public outreach other than the required posting on the City's website

**COORDINATION**

This report was developed in consultation with staff in the Budget Office and the City Attorney's Office

**COST SUMMARY/IMPLICATIONS**

This is an informational report There are no fiscal impacts

**SUSTAINABLE OPPORTUNITIES**

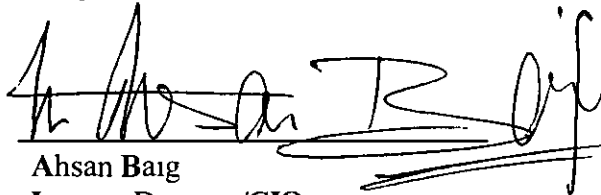
*Economic* There are no economic opportunities associated with this report.

*Environmental* There are no environmental opportunities associated with this report

*Social Equity* There are no social equity opportunities associated with this report.

For questions regarding this report, please contact Annie To, Administrative Services Manager, at 238-7494

Respectfully submitted,



Ahsan Baig  
Interim Director/CIO  
Department of Information Technology

Prepared by  
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