

**City of Culver City, California
Agenda Item Report**

Meeting Date: 10/22/12		Item Number: <u> C-4 </u>	
CITY COUNCIL AGENDA ITEM: 1) Acceptance of Work Performed by CelPlan Inc., for the Jail Surveillance System Upgrade Project in the Police Department; 2) Authorization to File Notice of Completion of the Project; and 3) Authorization to Release Retention Funds after the Expiration of the 35-day Lien Period			
Contact Person/Dept.: Carmen Zarate/Police Department		Phone Number: (310) 253-6133	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
(E-Mail) Agenda and Meetings – City Council (10/18/12)			
Department Approval: Don Pedersen (10/11/12)		City Attorney Approval: Carol Schwab (by H. Baker) (10/17/12)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (10/17/12)		City Manager Approval: John Nachbar (10/18/12)	
<u>RECOMMENDATION:</u> Staff recommends the City Council: (1) accept the work performed CelPlan, Inc. (2) authorize the filing a Notice of Completion; and (3) authorize the release of retention funds in the amount of \$6,464.24 after the expiration of the 35-day lien period for the Jail Surveillance System Upgrade in the Police Department. <u>BACKGROUND/DISCUSSION:</u> On November 14, 2011, the City Council awarded a contract to CelPlan, Inc. for the installation, upgrade and design of security camera systems of the Police Department. Celplan's implementation staff conducted a comprehensive follow-up review of our jail related infrastructure to adjust its approach and help the Police Department meet its goals in a timely fashion. CelPlan's management maintained consistent and fluid communications with Culver City Police Department staff throughout the process. Beyond anticipated accommodations, hardware and software installations were completed without significant disruption of normal department operations. When unforeseen issues arose, Celplan took a proactive approach to satisfactorily address those concerns. A detailed review of the overall system and training session was provided upon successful conclusion of work. Celplan provided the Police Department with an effective solution and key component within our overall security. The project has been completed in accordance with the plans and specifications. There is a 3 year warranty on all equipment/parts and a one-year warranty on labor/installation with a time and materials option. The surveillance cameras have been in operation since July 2012.			

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FISCAL ANALYSIS:

The approved contract amount was \$132,000. \$124,170.40 has been paid to CelPlan, Inc. to complete the project. There is adequate funding in the project budget to pay the \$6,464.24 retention.

The City received \$81,497.96 in US Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program Funds under the American Recovery and Reinvestment Act (ARRA) of 2009 for this project. It also accrued interest in the amount of \$1,735 which the City is allowed to use per the grant guidelines. As a result of the interest, the appropriated asset forfeiture amount was adjusted to \$48,767.00. The Police Department used asset forfeiture funds for the remaining amount of \$47,401.64. There are sufficient funds in account number 41640454 – COPS Technology – Police to release the retention payment.

MOTION:

That the City Council:

1. Accept the work performed by CelPlan, Inc. for the Jail Surveillance System Upgrade in the Police Department; and,
2. Authorize the Chief of Police to execute the Notice of Completion and submit it to the Los Angeles County Recorder's office; and,
3. Authorize the release of \$6,464.24 in retention funds to CelPlan, Inc. following the expiration of the 35-day lien period.