



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 8Ordinance/Resolution#15-16-037For Meeting of _____
(Ordinance First Reading Date)For Meeting of May 16, 2016
(Adoption Date)

Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AWARDING A CONTRACT TO CENTER FOR PUBLIC SAFETY MANAGEMENT OF WASHINGTON, DC TO CONDUCT THE ANALYSIS FOR THE POLICE AND FIRE/EMS SERVICES FOR THE CITY OF LAS CRUCES, IN THE AMOUNT OF \$118,500.00; AND TO APPROVE THE USE OF SALARY SAVINGS TO COMPLETE THIS PROJECT CURRENTLY UNFUNDED AND TO ADJUST THE FY 2016 BUDGET.

PURPOSE(S) OF ACTION:

Award contract and approve utilizing salary savings to complete project.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Laurie Padilla-Nunley	<u>Department/Section:</u> Police/Administration	<u>Phone:</u> 528-4135
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On February 29, 2016, the City of Las Cruces (City) advertised Request for Proposal No. 15-16-037: Public Safety Staffing Study for the Police and Fire/EMS Departments. The proposal is specifically designed to provide the City with a thorough and unbiased analysis of emergency services in our community.

The contract will include an analysis which involves the following major outcomes:

- Conduct a data-driven forensics to identify actual workload;
- Identify and recommend appropriate staffing and deployment levels for every discrete operational and support function in the departments;
- Examine each department's organizational structure and culture;
- Perform gap analysis, comparing the "as is" state of the department to the best practices of industry standards;
- Recommend a management framework to ensure accountability, increased efficiency and improved performance, including the command structure in the east/west area; and
- Evaluate what additional staffing would be required for the Fire Department to provide emergency medical transport.

The request for proposal was reviewed and evaluated by the Selection Advisory Committee along with three subject matter experts. There were four proposals submitted to this solicitation. The vendors were evaluated on six levels of criteria: 1) Technical approach, 2) Qualifications/competence of project team members to perform service, 3) Performance of the firm with previous clients, based upon quality of work, control of costs, and responsiveness to the client, 4) Management structure and approach to the services including task breakdowns and assignments, 5) Capacity and capability of the firm to perform the services, and to do so in a timely manner, and 6) Clarity of proposal. Cost was not a factor in the evaluation of the RFP, but was used as a basis for negotiations. The Selection Advisory Committee recommends the Center for Public Safety Management of Washington, DC be awarded the contract in the amount of \$118,500.00. In accordance with Procurement Code Sec. 24-99 (b)(2) for purchases of non-construction, non-capital improvement related goods and services in excess of \$75,000.00, the Purchasing Manager shall obtain approval from the City Council prior to contracting.

The Police and Fire Departments have had several full time positions that remained unfilled resulting in General Fund cost savings in FY 2016. In order to use these salary savings the City Council must approve the use of said funding for other purposes through a budget adjustment. As such, City Council is being requested to authorize an amendment to the budget to move these funds to complete the aforementioned project.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Budget Adjustment Request.
3. Exhibit "B", Purchasing Manager's Request to Contract.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input checked="" type="checkbox"/>	Expense reallocated from: See Budget Adjustment Form
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY ____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

N/A

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
General	10147010-722190	\$118,500.00	\$122,186.00*	\$3,686.00	Other purchased services for the Police Department.

*Upon approved budget adjustment

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution, approve the use of salary savings, authorize the adjustment to the FY 2016 budget and award the contract to Center for Public Safety Management of Washington, DC in the amount of \$118,500.00.
2. Vote "No"; this will not approve the Resolution, this will delay the award of the contract and proposed staff study.
3. Vote to "Amend"; and provide staff with further direction, this will delay the award of the contract and the proposed staff study.
4. Vote to "Table"; and provide staff with further direction, this will delay the award of the contract and the proposed staff study.

REFERENCE INFORMATION:

N/A



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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of May 16, 2016
(Adoption Date)

TITLE: A RESOLUTION AWARDING A CONTRACT TO CENTER FOR PUBLIC SAFETY MANAGEMENT OF WASHINGTON, DC TO CONDUCT THE ANALYSIS FOR THE POLICE AND FIRE/EMS SERVICES FOR THE CITY OF LAS CRUCES, IN THE AMOUNT OF \$118,500.00; AND TO APPROVE THE USE OF SALARY SAVINGS TO COMPLETE THIS PROJECT CURRENTLY UNFUNDED AND TO ADJUST THE FY 2016 BUDGET.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	L. PADILLA-NUNLEY	528-4135	4/21/16
Department Director	J. Montoya	528-4290	4/21/16
Other			
Assistant City Manager /CAO Management & Budget Manager		541-2078 528-2107	4-22-2016 4-21-2016
Assistant City Manager/COO			4-22-16
City Attorney	for WRB	541-2128	4-22-16
City Clerk			

RESOLUTION NO. 15-16-037

A RESOLUTION AWARDED A CONTRACT TO CENTER FOR PUBLIC SAFETY MANAGEMENT OF WASHINGTON, DC TO CONDUCT THE ANALYSIS FOR THE POLICE AND FIRE/EMS SERVICES FOR THE CITY OF LAS CRUCES, IN THE AMOUNT OF \$118,500.00, AND TO APPROVE THE USE OF SALARY SAVINGS TO COMPLETE THIS PROJECT CURRENTLY UNFUNDED AND TO ADJUST THE FY 2016 BUDGET.

The City Council is informed that:

WHEREAS, on February 29, 2016, the City of Las Cruces (City) advertised Request for Proposal No. 15-16-037: Public Safety Staffing Study for the Police and Fire/EMS Departments; and

WHEREAS, the contract will be to provide the City with a thorough and unbiased analysis of emergency services; and

WHEREAS, the Center for Public Safety Management of Washington, DC is recommended to be awarded the contract for a total amount of \$118,500.00; and

WHEREAS, the Police and Fire Departments have salary savings from the General Fund which can be utilized for this undertaking; and

WHEREAS, the use of salary savings from the FY 2016 budget requires City Council approval to use the funding for other purposes.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the FY 2016 budget is hereby amended as shown in Exhibit "A" attached hereto and made part of this Resolution.

(II)

THAT the Purchasing Manager is authorized to contract with Center for Public

Safety Management of Washington, DC for the Public Safety Staffing Study in the amount of \$118,500.00 as outlined in Exhibit "B", attached hereto and made part of this Resolution.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20____.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

VOTE:
Mayor Miyagishima: _____
Councillor Gandara: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Eakman: _____
Councillor Sorg: _____
Councillor Levatino: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

[Handwritten Signature]

City Attorney

BUDGET ADJUSTMENT REQUEST (BAR)

Department and Section

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Permanent or Temporary

EXHIBIT "A"

Police and Fire Admin

Temporary

**Council/Board
Resolution No.**

Justification for Request

The purpose of this BAR is to complete the Public Safety Study project, in conjunction with Fire, that is currently unfunded using FY Salary Savings

MUNIS Comment: FY 16 Salary Savings project

L. Padilla-Nunley

528-4135

FY 2016

4/14/2016

Prepared by

Phone No.

**FY to be
Adjusted**

Date

Fund	Org	Object	Project	Object Name	Increase \$	Decrease \$
1000	10167030	610104		PART TIME SEASONAL		59,250
1000	10147010	610103		REGULAR PART TIME		59,250
1000	10147010	722190		PURCHASED SERVICES GENERAL	118,500	
Totals					\$118,500	\$118,500

By signing, I verify balances and accounts are available in MUNIS.

For use by Administration and Office of Mgmt & Budget

Administrator / Manager

Date

J. Montoya

4/14/16

Director

Date

TRAVIS A. BROWN Travis A. Brown

David Dollahon

David Dollahon, ACM / CAO

Date

4/18/2016

Daniel Avila, ACM / COO

Date

For use by Office of Mgmt & Budget

Revised 5/05/2015

Robert L. Garza, City Manager

Date

Budget Adjustment Number

Posted By

Date

Period:

JE#

Budget and Grant Manager

Date

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CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: May 16, 2016

Resolution No.: 15-16-037

**Contract Purchase For
Public Safety Staffing Study**

The Las Cruces City Council is provided the following information concerning this request:

RFP SOLICITATION INFORMATION:

1. RFP No./ Due Date: **RFP No. 15-16-037 / February 29, 2016**
2. Description: **Public Safety Staffing Study**
3. Using Department: **LCPD/LCFD**
4. Number of Responses Solicited: **Fifty-Five (55)**
5. Number of Responses Accepted: **Four (4)**
6. Award Recommendation To: **Center for Public Safety Management of Washington, D.C.**
7. Total Award Amount: **\$118,500.00**
8. Contract Duration: **Three (3) years subject to annual renewals and approved budgets**

LOCAL PREFERENCE FACTOR

Local Preference Factor Applied Per LCMC §24-100	No		LCMC §24-100 not applicable to this solicitation
	Yes	X	Made A Difference To Awards(s)
		X	Made No Difference To Bid Award(s)

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.


 Purchasing Manager

14-14-16
 Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	TBD
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City of Las Cruces[®]

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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of May 16, 2016
 (Adoption Date)

TITLE:

A RESOLUTION AMENDING PURCHASE RESOLUTION 14-15-084 TO AN INDEFINITE COST/INDEFINITE QUANTITY TO TASER INTERNATIONAL, INC. OF SCOTTSDALE, AZ, FOR THE PURCHASE OF TASER AXON FLEX BODY CAMERAS, RELATED EQUIPMENT, LICENSE AND VIDEO STORAGE, SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>[Signature]</i>	541-2716	4-26-16
Department Director	<i>[Signature]</i>	541-2080	4-26-16
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>[Signature]</i>	541-2078 541-2107	4-26-2016 4-26-2016
Assistant City Manager/COO	<i>[Signature]</i>		4-27-16
City Attorney	<i>[Signature]</i>	EXT 2128	4 May 2016
City Clerk			



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # _____ Ordinance/Resolution# 15-16-167

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of May 16, 2016
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AMENDING PURCHASE RESOLUTION 14-15-084 TO AN INDEFINITE COST/INDEFINITE QUANTITY TO TASER INTERNATIONAL, INC. OF SCOTTSDALE, AZ, FOR THE PURCHASE OF TASER AXON FLEX BODY CAMERAS, RELATED EQUIPMENT, LICENSE AND VIDEO STORAGE, SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

PURPOSE(S) OF ACTION:

To amend the purchasing resolution.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Michelle K. Belone	<u>Department/Section:</u> Financial Services / Grants Administration	<u>Phone:</u> 541-2716
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Resolution No. 14-15-084 in the amount of \$319,600.15 was approved by City Council on December 15, 2014 for the Police Department (Police) to purchase camera systems for a period of five years, subject to annual budget appropriations annual renewals. This original resolution was done due to the award of a federal Department of Justice Assistance Grant (JAG), which included the specific purchase of the body camera systems. The contractor, Taser International, Inc. of Scottsdale, AZ was selected through competitive procurement at the time of the JAG award.

The City of Las Cruces (City), on behalf of the Police, was recently notified by the State of New Mexico of a 2015 legislative appropriation to purchase Police equipment. The Police propose to purchase additional body cameras, related equipment, associated software licensing, and unlimited data storage with portions of this appropriation. For the safety of the public and compatibility of current body worn cameras utilized by the Police, it is requested that Resolution No. 14-15-084 be amended to allow the contractor, Taser International, Inc., to serve as a sole source, indefinite cost/indefinite quantity provider to ensure consistency with previously purchased cameras and equipment with the future equipment purchases.

(Continue on additional sheets as required)

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Equipment Grants	25167010-730200-33075	\$48,000.00	\$48,000.00*	\$0.00	N/A
General	10147010-730300	\$43,306.00	\$123,072.00	\$79,766.00	Department equipment needs

*Pending approved budget adjustment under separate Resolution

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the sole source, indefinite cost/indefinite quantity contract to Taser International, Inc., of Scottsdale, AZ, for the Police to purchase Taser Axon Flex Cameras, related equipment, license and video storage for five years subject to annual budget appropriations and annual renewals.
2. Vote "No"; this will not approve amending the current contract with Taser International, Inc., of Scottsdale, AZ.
3. Vote to "Amend"; this will delay the process of awarding the sole source, indefinite cost/indefinite quantity contract to Taser International, Inc., of Scottsdale, AZ, for the Police to purchase Taser Axon Flex Cameras, related equipment, license and video storage for five years subject to annual budget appropriations and annual renewals.
4. Vote to "Table"; this will impact the Police's ability to utilize the sole source, indefinite cost/indefinite quantity contract with Taser International, Inc., of Scottsdale, AZ.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. Resolution No. 14-15-084.

RESOLUTION NO. 15-16-167

A RESOLUTION AMENDING PURCHASE RESOLUTION 14-15-084 TO AN INDEFINITE COST/INDEFINITE QUANTITY TO TASER INTERNATIONAL, INC. OF SCOTTSDALE, AZ, FOR THE PURCHASE OF TASER AXON FLEX BODY CAMERAS, RELATED EQUIPMENT, LICENSE AND VIDEO STORAGE, SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

The City Council is informed that:

WHEREAS, Resolution No. 14-15-084 in the amount of \$319,600.15 was approved by City Council on December 15, 2014; and

WHEREAS, the Police Department were authorized to purchase body worn cameras for a period of five years, subject to annual budget appropriation renewals; and

WHEREAS, the Police Department has been notified by the State of New Mexico of a 2015 legislative appropriation to purchase Police equipment; and

WHEREAS, it is requested that for the safety of the public and compatibility of current body worn cameras utilized by the police, Resolution No. 14-15-084 be amended to a sole source, indefinite cost/indefinite quantity contract; and

WHEREAS, the City currently has a contract with Taser International, Inc. and the proposed contract is an expansion and renewal of the existing contract to include the purchase of 60 Taser Axon Flex Body Cameras and related equipment, licenses, and unlimited data video storage; and

WHEREAS, the General Fund will be utilized for the remaining funds.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the purchase of Taser Axon Flex Body Cameras and other equipment from Taser International, Inc., of Scottsdale, AZ, is hereby approved as a sole source, indefinite

cost/indefinite quantity contract for a period of five years subject to approved budget appropriations and annual renewals.

(II)

THAT the Purchasing Manager is authorized to contract with Taser International, Inc., of Scottsdale AZ, as outlined in Exhibit "A", Purchasing Manager's Request to Contract Form, attached hereto and made part of this Resolution.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20_____.

APPROVED:

Mayor

ATTEST:

City Clerk

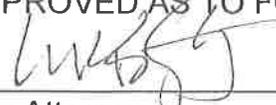
(SEAL)

Moved by: _____

Seconded by: _____

VOTE:
Mayor Miyagishima: _____
Councillor Gandara: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Eakman: _____
Councillor Sorg: _____
Councillor Levatino: _____

APPROVED AS TO FORM:



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST FOR CHANGE ORDER

For Meeting of: May 16, 2016

Resolution No.: 15-16-167

Change Order to Existing Contract For

Taser Axon Flex Patrol Cameras

The Las Cruces City Council is provided the following information concerning this request:

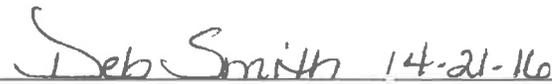
BID/RFP SOLICITATION INFORMATION:

1. Original Bid/RFP & Due Date: **ITB No. 14-15-084 / October 31, 2014**
2. Description of Bid/RFP: **Taser Axon Flex Patrol Cameras**
3. Contract Award: **Resolution No. 14-15-084 / December 15, 2014**
4. Contract Revision:

Previous Award Amount Including Tax:	\$319,600.15
Change Order Amount Including Tax:	N/A
New Award Amount Including Tax:	Indefinite Cost / Indefinite Quantity
5. Contractor: **TASER International, Inc. of Scottsdale, AZ**
6. Using Department: **Las Cruces Police Department**
7. Contract Duration: **Five (5) years Subject to Approved Budget Appropriations and Annual Renewals**

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to change the above contract is hereby requested pursuant to **Section 24-228.**


 Purchasing Manager Date **14-21-16**

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	TBD
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