

CITY OF YUBA CITY  
STAFF REPORT

**Date:** September 19, 2017  
**To:** Honorable Mayor & Members of the City Council  
**From:** Information Technology Division  
**Presentation By:** Devin Barber, IT Manager

**Summary**

**Subject:** Addition to 2017/2018 Capital Acquisition Schedule for purchase of City phone system upgrade

**Recommendation:** Authorize the purchase of parts and services to update the phone system that spans City Hall, the Police Department, and Corporation Yard from Windstream Inc. of Little Rock Arkansas in the amount of \$25,826.30 with a 10% contingency by finding that it is in the best interest of the City to do so

**Fiscal Impact:** \$28,408.93 Technology Replacement ISF - 6630-69201

**Purpose:**

To update the City Hall, Police Department, and Corporation Yard phone system to the latest system software version.

**Background:**

The phone system in common use by City Hall and the Police Department was installed in 2011. Since that time, there have been two major system software version releases that the City has not installed as the system has been performing well. At this time, the City needs to add additional licenses so that we can add additional phone sets and the manufacturer (AVAYA) requires customers to bring their system software to the latest release when adding additional licenses. This purchase was not included as part of the Annual Budget Capital Acquisition list.

**Analysis:**

Since we need to add additional phone handsets to the phone system this update is required. This update is something an authorized Avaya service vendor is required to perform, so therefore our phone system vendor, Windstream Inc., is whom staff is recommending to perform the update. They have been the vendor to setup and maintain our equipment since 2011 and are the most qualified to do the work in a timely and efficient manner.

**Fiscal Impact:**

Funding for this purchase comes from monies set aside each year to replace computer related equipment as needed. Supplemental appropriations are unnecessary, sufficient budget funds exist already, but this purchase is being brought forward to City Council since it was not an anticipated capital acquisition purchase in the FY 17-18 budget.

Technology Replacement Fund	6630-69201	\$28,408.93
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**Alternatives:**

- 1) Request bid process
- 2) Do not purchase

**Recommendation:**

Authorize the purchase of parts and services to update the phone system that spans City Hall, the Police Department, and Corporation Yard from Windstream Inc. of Little Rock Arkansas in the amount of \$25,826.30 with a 10% contingency by finding that it is in the best interest of the City to do so.

Prepared By:

*/s/ Devin Barber*

Devin Barber  
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Submitted By:

*/s/ Steven C. Kroeger*

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Reviewed By:

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RB

TH by email