DATE: AUGUST 15, 2013

TO: UNIFIED DISASTER COUNCIL

FROM: MICHAEL SCOTT, REGIONAL TECHNOLOGY PARTNERSHIP

SUBJECT: PROJECTS TO PROGRAM TRANSITION DRAFT PLAN FOR REGIONAL PUBLIC SAFETY GEODATABASE AND REGIONAL COMPUTER AIDED DISPATCH INTEROPERABILITY PROJECT

RECOMMENDATION:

That the Unified Disaster Council;

1. Reviews the draft plan for transitioning the Regional Public Safety Geodatabase and Regional Computer Aided Dispatch Interoperability Project to the Unified Disaster Council as a sustained program, and
2. Supports ongoing discussions and planning for the transition from project to program, and
3. Authorizes the creation of an ad-hoc committee to evaluate the program options and to make recommendations to the UDC membership. Recommended representation includes County of San Diego Office of Emergency Services, City of San Diego Office of Homeland Security and at least three members at large. (The ad-hoc committee will receive support from the Regional Technology Partnership staff)

BACKGROUND:

Over the last decade, the San Diego Urban Area has enhanced its capability to prevent, protect, mitigate, respond to and recover from acts of terrorism or natural disasters. This has been accomplished through a variety of funding sources with the Department of Homeland Security Urban Area Security Initiative being the primary source of funding for regional technology projects. Many of these enhanced technology capabilities have involved large complex regional projects, engaging multiple stakeholders. To accomplish these technology enhancements, a variety of operational, technical and executive steering committees have been utilized. As these technology projects move from the building phase to the maintenance phase, a clearly defined mechanism must be identified to sustain these enhanced core capabilities.

These projects include the Regional Public Safety Geodatabase and the Regional Computer Aided Dispatch Interoperability Project. The region has allocated significant amounts of grant funding to develop these projects.

A draft plan for transitioning these projects from projects to programs is attached to this agenda report.

DRAFT

Project to Program Transition Plan

for the

San Diego Regional Public Safety Geodatabase

Presented by:
Jeff Ledbetter
GIS Project Manager

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1. Introduction

Over the last decade, the San Diego Urban Area has enhanced its capability to prevent, protect, mitigate, respond to and recover from acts of terrorism or natural disasters. This has been accomplished through a variety of funding sources with the Department of Homeland Security Urban Area Security Initiative being the primary source of funding for regional technology projects. Many of these enhanced technology capabilities have involved large complex regional projects, engaging multiple stakeholders. To accomplish these technology enhancements, a variety of operational, technical and executive steering committees have been utilized. As these technology projects move from the building phase to the maintenance phase, a clearly defined mechanism must be identified to sustain these enhanced core capabilities.

A number of key considerations for transitioning projects to programs have been identified. The recommendations contained in this transition plan were arrived at after considering the needs of this project through the prism of the following key considerations:

- Possible governance models available such as an existing joint powers authority, creation of a new joint powers authority, a host agency with a memorandum of understanding between participants, or identifying a host agency to provide contract services to users.
- Ability to perform certain functions such as provide member representation, enter into agreements, assess member dues and/or user fees to fund maintenance and sustainment, provide administrative support, provide program and technical support and perform purchasing and contracting functions.
- What are the anticipated operating expenses?
- What are the funding sources for the program going forward?
- Are there any regulatory requirements that the program will need to address?
- Are there any special circumstances to consider?
- What is the recommended transition schedule?

2. Purpose

The purpose of this document is to provide a plan for transitioning the Regional Public Safety Geodatabase(RPSG) from a project to a program. The RPSG is currently managed by a GIS Project Manager who works in collaboration with the GIS Steering Committee and GIS Working Group. This model has served the purpose of bringing stakeholders together to build a regional system for GIS.

The primary funding source for this project has been the Urban Area Security Initiative Grant. It is assumed that the current levels of grant funding will likely be reduced in the future and the ongoing maintenance and sustainment needs will need to be met with local funding. This purpose of this transition plan is to identify a long term governance solution to sustain this important regional enhancement.

3. The San Diego Regional Public Safety Geodatabase Project

The purpose of the San Diego Regional Public Safety Geodatabase (SDPS) project is to provide an emergency response GIS system that can be used by Fire, EMS and Law Enforcement agencies in a recognized standard through the region for public safety operations.

The vision of SDPS is overcome traditional interoperability issues by standardizing map features, attributes and symbology resulting in the development of a common-use geospatial language and visualization for emergency responders.

4. Governance Model

After evaluating the options for program governance, it is recommended that the region consider the Unified Disaster Council (UDC) as the most logical choice for governance. One of the stated purposes of the UDC includes:

> "*to coordinate and facilitate regional plans and programs for the preservation and safety of life and property, and to make provisions for the execution of plans, programs and mutual assistance in the event of multi-jurisdictional emergencies or disasters"*

This stated purpose of the UDC aligns very well with the regional, multi-jurisdictional execution of plans that is achieved through the RPSG.

The UDC has the ability to provide several key functions to support a regional program such as the RPSG. These key functions include:

Agency representation

The UDC membership consists of the 18 cities and the County of San Diego. By agreement, the members present at the meeting have one vote per agency. As an alternative, a member can request a weighted vote. This representation function provides member agencies the ability to vote on programs that may have a fiscal impact on their agency.

Establish Committees

The UDC can establish committees with the approval of the membership to manage special projects or services. A good example of this type of committee is the Hazardous Incident Response Team (HIRT). The HIRT Committee meets to discuss operational, budgetary and policy issues. The committee then brings recommendations forward to the full UDC membership for implementation and voting on policy or budgetary issues.

Currently, the RPSG is managed by a GIS Project Manager that works in collaboration with the GIS Steering Committee. Because this project was started primarily by the regions fire services, the steering committee identified a representation model that worked within the current fire zones in the San Diego operational area. There are four fire coordination zones in the San Diego operational area. The GIS Steering committee includes representation from each zone from three disciplines. Each fire zone is represented by fire operations, fire communications center and GIS technical person.

If the RPSG is transitioned to a UDC committee model, it is recommended that a broad based representation model from law enforcement, fire/rescue and emergency management be utilized.

Execute Contracts and Agreements

The UDC has authority to execute contracts and agreements on behalf of the region. Currently, the GIS Steering Committee does not have authority to enter into contracts or agreements. The development of the project has relied upon individual agencies to enter into contracts for services on behalf of the region.

From a program maintenance perspective, the RPSG may require the issuing of contracts for outside services. Examples may include software licensing, connectivity services or GIS technical services.

From an agreement perspective, the program has strategic partners such as the U.S. Marines, U.S. Navy and San Diego Gas & Electric that have an interest in sharing data. This can only be accomplished from their perspective with some sort of an agreement, such as a memorandum of understanding. Having no governance means that there is no entity that can enter into agreements on behalf of the program.

Assess Member Dues and/or User Fees

The UDC has the ability to fund programs through the collection member assessments. The formula is based upon the County of San Diego contributing 50% and the remaining signatory cities contributing the remaining 50% based upon population and assessed valuation.

To date, the program has been primarily funded by UASI grants. This has meant that there are no member dues or user fees currently. If other funding sources such as additional grant funding or user fees cannot be identified, a member assessment may be required to support the program The ability to assess member dues and/or user fees would allow for sustainment and maintenance of the program.

Administrative Support

Currently, the UDC and Unified San Diego County Emergency Services Organization are supported administratively by the Director of the Office of Emergency Services through the County of San Diego. One of the functions of this office is to develop, maintain and administrate countywide programs as may be determined by the UDC.

The RPSG will require some level of administrative support. This administrative support is expected to be in the areas of organization of meetings, transferring information and schedule requirements between members, internal documentation and other business needs.

Program Management and Technical Support

In addition to general administrative support, the involved RPSG agencies may need technical and “system administration” support. While many of the local agencies will continue to maintain internal GIS program management or technical resources, the RPSG is likely to continue to need a level of program management for the region.

Purchasing and Issue Contracts for Services

Through the Director of the Office of Emergency Services and the County of San Diego, UDC programs can receive support for the purchasing and contracting processes.

Currently, procurement for the RPSG is currently dependent on willing host agencies to acquire services. The ability for a centralized organization to procure equipment and services on behalf of the region will likely be necessary for sustainment.

5. Operating Expenses

As mentioned earlier, individual agencies will continue to likely need to maintain some level of internal program management, technical support, hardware and software. The region will need to determine what level of support is desired or required at the regional level. The level of support can range from basic sustainment support to a more robust system with ongoing program development.

Basic sustainment expenses can be described as keeping the lights on, so to speak, for the program. Included expenses would be basic program, technical, hardware/software,

connectivity and administrative functions that would maintain and sustain the current functionality built to date in the program.

A robust system would allow for additional program development. This level of support would allow for expansion of current functionality to meet the ever-changing needs of the program's constituents within its established vision. Included expenses would be program, technical, hardware/software, connectivity and administrative functions that would be required to build additional functionality in the program.

Program Management and Technical Support

Once the building phase is complete, the RPSG will need some level of regional program management and technical support to keep the system functioning. At a basic level, it is recommended that a full time program manager with GIS technical sills would be required to coordinate the ongoing collection of data and maintenance of the geodatabase. There are a variety of methods for providing program management. The options include hiring personnel, utilizing existing agency resources or contracting services. One of those options includes hiring a GIS Coordinator through the County. This option would cost approximately $150,000.

If desired, an enhanced level of regional support could provide additional services. This enhancement could provide additional GIS resources to build additional capabilities. A range for that level of support is undetermined.

Administrative Support

The RPSG will likely need some level of administrative support. If the UDC approves the RPSG as a function of the Unified Emergency Services Organization, the Director of the Office of Emergency Services may be able to utilize OES staff to support a this administrative function. As an example, the County of San Diego receives approximately $90,000 to provide administrative support for Hazardous Incident Response Team.

Hardware/Software Expenses

The RPSG will require hardware, software and technology services to maintain the program. It is assumed that any hardware and equipment that is currently owned by individual agencies will continue to be maintained and replaced by those individual agencies. There are however some centralized servers and software in the system that serve a regional purpose. It would seem to make sense that those portions of the system would be replaced with funding from the entire group.

At a basic level, this includes a replacement program for servers, annual software licensing and other related services. This basic level of support is estimated at $50,000 - $75,000 annually.

If additional functionality is required for enhanced program development, there would be additional costs. This could include additional hardware, software licensing or other related services.

Connectivity Expenses

Connectivity, both to the internet and to the 3C's public safety network, is a mission-critical element to the program. Connectivity facilitates high-availability of the system and redundancy for business continuity in the case of a service-effecting disaster.

At a basic level, this includes connectivity on the 3C's networks to the local editing nodes. This basic level of expenses does not include internet connectivity as it being provided currently by the hosting agency. Though it isn't anticipated, this may change in the future and require additional funding. The anticipated funding need is $15,000 - $20,000 per year.

System Enhancements

The current building phase has been primarily funded through Urban Area Security Initiative funding. The UASI grant is expected to continue to provide funding for the next 18 months of the project. At that point, it is expected that the key elements and foundation will be in place for the program. There will likely be ongoing development of target hazard plans, wildland urban interface plans, CIKR plans and other system capability enhancements in the future.. If there are additional needs to add plans to the database, the region could consider ongoing availability of grant funds or other sources of funding.

6. Funding Sources

Agency Assessment

If the UDC identifies a program cost that does not have an alternative funding source, the UDC could adopt a budget that includes assessing the membership their share by formula or special assessment.

Grant Funding

The RPSG project is currently primarily funded through Urban Area Security Initiative grant funds to complete the remaining, agreed upon law enforcement connections. If additional work is identified that requires funding, the region should continue evaluate grant funding as a potential source.

User Fees

The use of the RPSG is not exclusive to the membership of the UDC. For those agencies that are not members of the UDC, they can receive services through a contract or user fee scenario.

7. Regulatory Requirements

To date, the program has not run into any regulatory requirements. Depending on how the program develops its products there may be some regulatory requirements encountered. An example of this potential could be found in any requirement that may come as a result of expanding the program's law enforcement products that would require regulation by the California Law Enforcement Telecommunications System (CLETS).

8. Transition Timing

The timing for the transition to the UDC will need to be determined. Currently, the project status reporting is done with the Regional Technology Partnership. This is primarily because it is in a project development phase and is funded through the UASI Grant. Some portions of the project will continue to be in a building phase for the next 18 months. Other portions of the project will be entering a maintenance phase earlier. If the UDC supports the transition plan, it would seem feasible that the committee oversight could be transferred from the RTP to the UDC, while some portions are still in a project phase and receiving UASI funding. The one benefit of transferring governance early is the ability to enter into operational agreements with other governing bodies. Currently, the GIS Steering Committee has no authority to enter into an agreement. The UDC would provide the mechanism and authority for entering into agreements.

9. Summary

Over the last decade, the San Diego Urban Area has enhanced its capability to prevent, protect, mitigate, respond to and recover from acts of terrorism or natural disasters. This has been accomplished through a variety of funding sources with the Department of Homeland Security Urban Area Security Initiative being the primary source of funding for regional projects. Many of these enhanced capabilities have involved large complex regional projects engaging multiple stakeholders.

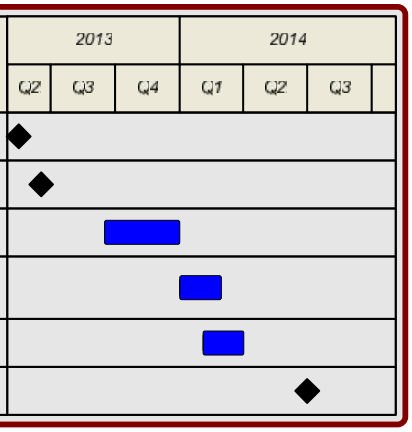
The Regional Public Safety Geodatabase Project has enhanced the San Diego Urban Areas capability to prevent, protect, mitigate, respond to and recover from acts of terrorism or natural disasters. To accomplish these enhancements, a variety of operational, technical and executive steering committees have been utilized. As this projects move from the building phase to the maintenance phase, a clearly defined mechanism must be identified to sustain these enhanced core capabilities.

After reviewing the options for long term solutions, it is recommended that the UDC be considered for governance. As a joint powers authority for the region, the UDC's stated purpose fits well with the regional, multijurisdictional, emergency planning function. The UDC structure also provides the key functions to support long term sustainment. Those functions include agency representation, ability to budget and assess members, utilize a variety of funding sources and provide administrative support.

There are several key steps that need to be initiated in order to make the transition a smooth one. The following schedule is recommended for moving the process forward.

Transition Schedule:

ID	Task Name	Start	Finish
1	RTP Review Transition Plan	5/17/2013	5/17/2013
2	UDC Review Transition Plan	6/18/2013	6/18/2013
3	UDC Adopt Final Transition Plan	9/16/2013	12/31/2013
4	Establish UDC Committee	1/1/2014	2/28/2014
5	Develop UDC Budget Plan	2/3/2014	4/1/2014
6	Implement UDC Budget Plan	7/1/2014	7/1/2014



This plan should be presented to the Regional Technology Partnership and the UDC as a draft plan seeking input on the proposal. If the RTP and UDC support the draft plan, RTP staff will work with all the stakeholders to move the transition schedule forward.

Attachment “A”

Estimated Expenses

Expense	2013	2014	2015	2016
Program Management Support	$312,000	$312,000	$150,000*	$150,000*
Administrative Support	None	None	$90,000	$90,000
Software Support	$53,074	$69,000	$69,000	$69,000
Hardware Replacement	None	None	TBD	TBD
Connectivity	$18,000	$20,000	$20,000	$20,000
System Enhancements	$1,398,737	$1,571,130	TBD	TBD
Totals	$1,781,811	$1,972,130	$329,000	$329,000

*Utilizes the County of San Diego GIS Coordinator job description

Estimated Funding

Funding	2013	2014	2015	2016
Agency Dues	None	None	TBD	TBD
User Fees	None	TBD	TBD	TBD
Grants (UASI)	$1,781,811	$1,972,130	TBD	TBD
Totals	$1,781,811	$1,972,130	TBD	TBD

DRAFT

Project to Program Transition Plan

for the

San Diego Regional CAD Interoperability Project (RCIP)

Presented by:
Gary Rapp
RCIP Project Manager

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1. Introduction

Over the last decade, the San Diego Urban Area has enhanced its capability to prevent, protect, mitigate, respond to and recover from acts of terrorism or natural disasters. This has been accomplished through a variety of funding sources with the Department of Homeland Security Urban Area Security Initiative being the primary source of funding for regional technology projects. Many of these enhanced technology capabilities have involved large complex regional projects, engaging multiple stakeholders. To accomplish these technology enhancements, a variety of operational, technical and executive steering committees have been utilized. As these technology projects move from the building phase to the maintenance phase, a clearly defined mechanism must be identified to sustain these enhanced core capabilities.

A number of key considerations for transitioning projects to programs have been identified. The recommendations contained in this transition plan were arrived at after considering the needs of this project through the prism of the following key considerations:

- Possible governance models available such as an existing joint powers authority, creation of a new joint powers authority, a host agency with a memorandum of understanding between participants, or identifying a host agency to provide contract services to users.
- Ability to perform certain functions such as provide member representation, enter into agreements, assess member dues and/or user fees to fund maintenance and sustainment, provide administrative support, provide program and technical support and perform purchasing and contracting functions.
- What are the anticipated operating expenses?
- What are the funding sources for the program going forward?
- Are there any regulatory requirements that the program will need to address?
- Are there any special circumstances to consider?
- What is the recommended transition schedule?

2. Purpose

The purpose of this document is to provide a plan for transitioning the Regional CAD Interoperability Project (RCIP) from a project to a program. The RCIP is currently managed under a project specific Memorandum of Understanding (MOU) and its associated funding. The current MOU is has a planned end date of February 2015.

With the sunset of the MOU, this project must transition into a maintenance and sustainment mode. A new governance and support model must be established to allow for this long term sustainment.

3. The San Diego Regional CAD Interoperability Project

The Regional CAD Interoperability Project uses Thinkstream CAD to CAD software to allow San Diego Urban Area Fire Rescue and Law Enforcement CAD systems to seamlessly exchange data and resources between each system regardless of the CAD manufacturer. The use of RCIP has improved the ability of its members to respond more quickly to calls for service during which resources are transferred between agencies. This has resulted in shorter response times and better management and tracking of equipment and personnel.

4. Governance Model

After evaluating the options for program governance, it is recommended that the region consider the Unified Disaster Council (UDC) as the most logical choice for governance. One of the stated purposes of the UDC includes:

> "*to coordinate and facilitate regional plans and programs for the preservation and safety of life and property, and to make provisions for the execution of plans, programs and mutual assistance in the event of multi-jurisdictional emergencies or disasters"*

This stated purpose of the UDC aligns very well with the regional, multi-jurisdictional execution of plans that is achieved through the RCIP. The UDC also provides a regional representation model that aligns very well with the current signatories to the RCIP MOU. The UDC membership consists of the 18 cities and the County of San Diego. The RCIP MOU has been signed by 17 of the18 cities, the County of San Diego, Camp Pendleton, CalFire and the San Miguel Fire District.

The UDC has the ability to provide several key functions to support a regional program such as the RCIP. These key functions include:

Agency representation

The UDC membership consists of the 18 cities and the County of San Diego. By agreement, the members present at the meeting have one vote per agency. As an alternative, a member can request a weighted vote. This representation function provides member agencies the ability to vote on programs that may have a fiscal impact on their agency.

Establish Committees

The UDC can establish committees with the approval of the membership to manage special projects or services. A good example of this type of committee is the Hazardous Incident Response Team (HIRT). The HIRT Committee meets to discuss operational, budgetary and policy issues. The committee then brings recommendations forward to the full UDC membership for implementation and voting on policy or budgetary issues.

The current RCIP MOU provides for an executive committee for policy decisions and a steering committee for making operational and technical recommendations.

The current executive committee consists of representation from:

- San Diego Police Department
- San Diego Fire Rescue
- San Diego County Sheriff
- San Diego County Office of Emergency Services
- San Diego Office of Homeland Security
- Police and Sheriff Association
- San Diego County Fire Chiefs Association
- Fire Districts Fire Chiefs

The current working group consists of representation from current fire communications center users and interested law enforcement communications centers.

It is recommended that a similar broad based representation from law enforcement, fire/rescue and emergency management be utilized as a committee under the UDC authority.

Execute Contracts and Agreements

The UDC has authority to execute contracts and agreements on behalf of the region. The RCIP program will require ongoing negotiations with the existing software provider (Thinkstream) to allow for improvements and enhancements to the core product. Additionally, there will be interaction with third parties who may want to provide or access data or resources. A structure will need to be put in place to allow for RCIP participants to enter in to agreements as a group.

Assess Member Dues and/or User Fees

The UDC has the ability to fund programs through the collection member assessments. The formula is based upon the County of San Diego contributing 50% and the remaining signatory cities contributing the remaining 50% based upon population and assessed valuation.

The development of the RCIP has primarily been created through the use of grant funding. Ongoing funding will likely be needed after the conclusion of the MOU and grant in order to support such items as upgraded hardware, local administrative support or contracted changes to the software beyond the core technical support by Thinkstream. If other funding sources such as additional grant funding, user fees or public-private partnership funding cannot be identified, a member assessment may be required to support the program.

Administrative Support

Currently, the UDC and Unified San Diego County Emergency Services Organization are supported administratively by the Director of the Office of Emergency Services through the County of San Diego. One of the functions of this office is to develop, maintain and administrate countywide programs as may be determined by the UDC.

The RCIP community will require some amount of administrative support. This administrative support is expected to be in the areas of organization of meetings, transferring information and schedule requirements between members, internal documentation and other business needs.

Program Management and Technical Support

In addition to general administrative support, the involved RCIP agencies may need technical and "system administration" support. While each of the involved agencies will have their own technical teams, the future of RCIP suggests a region wide local "system administrator" resource to resolve interagency issues. This position could also provide the reduced "project management" needs associated with a mature product.

Purchasing and Issue Contracts for Services

Through the Director of the Office of Emergency Services and the County of San Diego, programs can receive support for purchasing and contracting processes.

Procurement for the RCIP is currently dependent on willing host agencies and complicated grant-based financial transactions. The ability to procure equipment and services will likely be necessary for sustainment.

5. Operating Expenses

Thinkstream Support – Existing Users

Current members of the RCIP have an agreement "in perpetuity" for ongoing "business hours" support by Thinkstream for the CAD to CAD product. This is targeted to ongoing general support and training combined with "bug fixes," but does not cover major modifications.

Thinkstream Support – New Users

The no cost support from Thinkstream is limited to the original participants. If new or additional users are added to the system, there is likely to be new associated costs. As those additions are made, the UDC will need to determine how these additional costs would be handled. The current assumption is that new members would need to make arrangements to pay for all purchases and support. While this can be done agency by agency, the UDC could act as a conduit for all payments to have a single point of payment and bookkeeping.

Program Management

RCIP member agencies cover internal personnel needs with their own budgets. Cross department personnel costs are expected to be minimal and be limited to, if at all, a single person to perform local administration and project management functions. This may be a person who is actually hosted by a member agency with partial funding by partner member agencies. An employee outside of the current personnel structure is not anticipated. It is recommended that if a local administrator is assigned, they need to have sufficient authority and security clearance to allow for decision making that would impact all involved agencies.

Hardware/Software Expenses

It is assumed that any hardware and equipment that is currently owned by individual agencies will continue to be maintained and replaced by those individual agencies. There are however some centralized servers and software in the system that serve a regional purpose. It would seem to make sense that those portions of the system would be replaced with funding from the entire group..

It is anticipated that this should result in the replacement of a few (2 or 3) medium Windows Servers every 4 to 6 years.

Connectivity Expenses

RCIP member agencies are expected to pay for their own connections to the 3Cs network, which currently carries the RCIP data. Some combined connectivity expense may be incurred due to the connectivity needs of the central Hub Servers.

System Enhancements

The current system enhancements to include the law enforcement connections are funded through the use of Urban Area Security Initiative grant funds. The current phase of work will complete the project for existing recognized participants. If there are future enhancements or new users, there will likely be associated costs. There are currently no unfunded system enhancements identified.

6. Funding Sources

Agency Assessment

If the UDC identifies a program cost that does not have an alternative funding source, the UDC could adopt a budget that includes assessing the membership their share by formula or special assessment.

Grant Funding

The RCIP project is currently funded through Urban Area Security Initiative grant funds to complete the remaining, agreed upon law enforcement connections. If additional work is identified that requires funding, the region should continue evaluate grant funding as a potential source.

User Fees

The use of the RCIP is not exclusive to the membership of the UDC. For those agencies that are not members of the UDC, they can receive services through a contract or user fee scenario. Examples of current non-members receiving services includes Harbor Police Department, Tribal Nations, San Diego Gas and Electric and Next Generation Incident Command System.

Public Private Partnership

The San Diego Urban Area region has a Public Private Partnership in effect which will potentially extend to 2019. This partnership results in a percentage of the income from all Thinkstream sales of CAD to CAD products in the USA being paid to the SDUA region. The amount of that funding is undetermined at this point.

7. Regulatory Requirements

Security and Privacy Issues

The transfer of Law Enforcement and Fire data between agencies will require review and approval based on governmental oversight rules such as HIPAA and CLETS/DOJ requirements. While each agency will need to comply with these rules, there may be some administrative support to perform audits and reports.

8. Special Circumstances

Existing Administrating Agency

The San Miguel Fire District is currently the Administering Agency for the RCIP contract. The Professional Services Agreement (PSA) comes up for a 5 year extension in August of 2014. It is suggested at this time that negotiations take place to allow for the UDC to accept the Administering Agency status from the San Miguel Fire District or to reach an

agreement to allow for the UDC to be the agent of San Miguel Fire District for purposes of contract administration. The MOU extends to February of 2015.

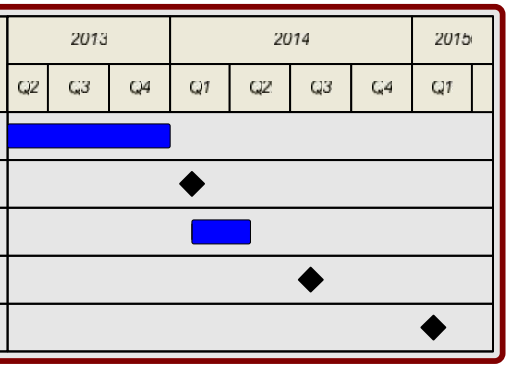
9. Transition Timing

The timing for the transition to the UDC is open for review, but must come about prior to February of 2015. The current MOU terminates at this time so a new governance model must be in place prior to that time.

Other considerations include the transfer of administrative agency responsibilities, budget development policy for the UDC and current grant funding sources.

RCIP Key Dates:

ID	Task Name	Start	Finish
1	Law Enforcement Configuration	5/1/2013	12/31/2013
2	2014 RCIP MOU Extension	2/3/2014	2/3/2014
3	UDC Budget Process	2/3/2014	5/1/2014
4	Administrative Agency 5 YR Extension	8/1/2014	8/1/2014
5	2015 RCIP MOU Sunset	2/2/2015	2/2/2015



10. Summary

Over the last decade, the San Diego Urban Area has enhanced its capability to prevent, protect, mitigate, respond to and recover from acts of terrorism or natural disasters. This has been accomplished through a variety of funding sources with the Department of Homeland Security Urban Area Security Initiative being the primary source of funding for regional projects. Many of these enhanced capabilities have involved large complex regional projects engaging multiple stakeholders.

The Regional CAD Interoperability Project has enhanced the San Diego Urban Areas capability to prevent, protect, mitigate, respond to and recover from acts of terrorism or natural disasters. It has provided a high level of regional coordination of emergency resources, bringing documented benefits to the citizens of the San Diego Urban Area. To accomplish these enhancements, a variety of operational, technical and executive steering committees have been utilized. As these projects move from the building

phase to the maintenance phase, a clearly defined mechanism must be identified to sustain these enhanced core capabilities.

After reviewing the options for long term solutions, it is recommended that the UDC be considered for governance. As a joint powers authority for the region, the UDC's stated purpose fits well with the regional, multijurisdictional, emergency planning function. The UDC structure also provides the key functions to support long term sustainment. Those functions include agency representation, ability to budget and assess members, utilize a variety of funding sources and provide administrative support.

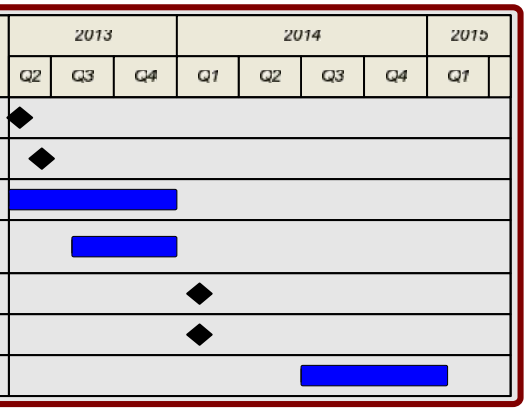
For the original signatories to the project, the ongoing maintenance costs are projected to be minimal. New or future users may experience cost when additional services are added. It is currently assumed that those new users will be responsible for those new costs.

There are several key milestone dates to consider in making this transition. They include the extension of the current MOU, the UDC budgeting process, the extension of the administrative agency agreement, and the MOU sunset in 2015.

There are several key steps that need to be initiated in order to make the transition a smooth one. The following schedule is recommended for moving the process forward.

Transition Schedule:

ID	Task Name	Start	Finish
1	RTP Review Transition Plan	5/17/2013	5/17/2013
2	UDC Review Transition Plan	6/18/2013	6/18/2013
3	Complete Law Enforcement Config.	2/4/2013	12/31/2013
4	Review Administrative Agency Transfer Language/Process	8/1/2013	12/31/2013
5	Present Final Transition Plan to UDC	2/3/2014	2/3/2014
6	Extend RCIP MOU	2/3/2014	2/3/2014
7	Transfer RCIP to UDC	7/1/2014	1/30/2015



This plan should be presented to the Regional Technology Partnership and the UDC as a draft plan seeking input on the proposal. If the RTP and UDC support the draft plan, RTP staff will work with all the stakeholders to move the transition schedule forward.

Attachment "A"

Estimated Expenses

Expense	2013	2014	2015	2016
Thinkstream Support – Existing Users	None	None	None	None
Thinkstream Support – New Users	TBD	TBD	TBD	TBD
Program Management Support	$273,000	$242,000	TBD	TBD
Administrative Support	TBD	TBD	TBD	TBD
Server Replacement	None	None	None	$25,000
Capital Improvement – Law Enforcement Portion	$750,000	None	None	None
Totals	$1,000,023	$242,000	TBD	$25,000/TBD

Estimated Funding

Funding	2013	2014	2015	2016
Agency Dues	None	None	TBD	TBD
User Fees	None	TBD	TBD	TBD
Grants (UASI)	$1,000,025	$242,000		
Public/Private Partnership	?	?	?	?
Totals	1,000,023	$242,000	TBD	TBD