



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Chad Goeden, Police Chief
Craig Warren, Fire Chief

Date: November 16, 2025

Subject: Additional appropriation of funding for E911 Phone Consoles

Background

In 2020, the Sitka Police and Fire Department upgraded the 911 phone system to the Zetron Max Call Taking Workstations. There are three stations located in the Police Department and one station at the Fire Department. Zetron requires the hardware to be refreshed every 5 years to maintain hardware warranty support.

In late July 2025, the Assembly approved an appropriation for the Zetron upgrade in the amount of \$30,580.19 based on a quote that was received at that time. The quote from Zetron expired prior to CBS staff executing the purchase order.

When attempting to get an updated quote, Zetron discovered that the previous quote was incorrect and adjusted the quote to \$67,303.40. This amount is \$36,723.21 higher than the original quote, and therefore additional appropriation is required.

Analysis

The Zetron system has reached its five years in service and requires a mandatory hardware refresher to maintain warranty support.

Fiscal Note

The E911 surcharge is levied on all telephone and cellular telephone charges within the municipality and is restricted for 911 services. These revenues are retained in a committed fund balance within the General Fund and are not combined with other general governmental revenues.

At the end of FY2025, the committed fund balance for E911 services was \$935,166.

This supplemental appropriation requests \$36,723.21 in additional funds for the E911 phone consoles, increasing the total to \$67,303.40. If approved, the committed fund balance for E911 services would be reduced to \$867,863.

Recommendation

It is recommended that the Assembly approve this ordinance, appropriating \$36,723.21 from the designated E911 fund to the Information Technology fund for phone consoles.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2025-28
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2026
(E911 PHONE CONSOLES)

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to make a supplemental Capital appropriation for FY2024.

4. **ENACTMENT.** In accordance with Section 11.10 (a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2025 and ending June 30, 2026.

<u>FISCAL YEAR 2026 EXPENDITURE BUDGETS</u>
GENERAL FUND
Transfers to other Funds: Transfer \$36,723.21 from the committed fund balance for the E911 surcharges to the Information Technology Fund.
FIXED ASSETS
Fund 300 – Fixed Assets: Increase appropriations in the amount of \$36,723.21 for E911 phone consoles.

EXPLANATION

Funding is needed to refresh E911 phone consoles. The manufacturer of the consoles requires a hardware refresh every 5 years to maintain warranty support. This funding will be added to the \$30,580.19 that was approved by the assembly in July 2025 and will be paid for using the committed fund balance in the General Fund for E911 services.

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 16th day of December 2025.

ATTEST:

Steven Eisenbeisz, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading: 11/25/2025

2nd and final reading: 12/16/2025

Sponsor: Administrator