

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2018-30 on  
second and final reading.



# City and Borough of Sitka

## Information Technology Department

100 Lincoln Street • Sitka, Alaska 99835

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### MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Ron Duvall, Information Technology Director *RAD*

**Cc:** Jay Sweeney, Chief Finance and Administrative Officer,  
Jeff Ankerfelt, Chief of Police,  
Dave Miller, Fire Chief

**Date:** July 5, 2018

**SUBJECT:** E911 SYSTEM REPLACEMENT – SUPPLEMENTAL APPROPRIATION

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### Background

The City and Borough of Sitka (CBS) Information Technology and Police Department have been continuously evaluating our Emergency Management Systems (EMS). We currently have identified three critical points of failure.

1. E911 Call Taker System
2. Dispatch Radio Consoles
3. Records Management System / Computer Aided Dispatch

The purpose of this process is to address one of the three critical areas. In 2012 CBS installed our current E911 Call Taker System, Sentinel Patriot 3.1, with a primary location located at the Sitka Police Department and a secondary location at the Sitka Fire Department. The call taker receives 911 calls with Automatic Number Identification and Automatic Location Identifier (ANI/ALI), which is imported into the current GIS data to a system called LG Dispatch and the CBS AS 400 RMS/CAD.

### Evaluation Process:

There are several factors that are involved in evaluating any IT system. During the evaluation of these critical systems, we focused on these criteria:

1. Purpose and function for the continuity of emergency services
2. The current status of system support by the manufacturer
3. Current software and hardware maintenance costs
4. Future software and hardware maintenance costs
5. Funding sources available to pay for system upgrades

### Goals of the E911 System Replacement Project:

1. Provide a commercially supported E911 system for servicing CBS Emergency Services
2. Upgrade the E911 Call Taker and peripheral systems to current industry standards
3. Streamline the call taking process between the E911 Call Taker System and the RMS/CAD systems

## Analysis

The best and most effective way of replacing the E911 system was to go out to bid with a request for proposal (RFP). We received three bids from companies to implement a new E911 system.

The anticipated cost models from most upfront cost to highest recurring cost:

1. Purchase, house, and maintain all hardware and software
2. Purchase hardware and software; house in vendor location
3. E911 as a service

During this analysis the bid review team determined the best, most cost effective solution presented is to purchase, house, and maintain all hardware and software with vendor support through maintenance agreements. The CBS has select Arcticom LLC and the Zetron solution they presented in their RFP.

**NOTE: The selection process, Professional Service Contract, project scope of work, project schedule, and all bid documentation will be presented at the July 24<sup>th</sup> Assembly meeting during the agenda item to approve the contract.**

## Fiscal Note

Unique to this project from many other CBS projects is the funding source. Every telephone within the City and Borough of Sitka is levied an E911 tax. These funds are federally mandated to be used for 911 services and currently has a balance of \$449,004. During the 2012 upgrade, a loan from the Southeast Economic Development Fund was issued, there is a remaining balance of \$200,575. Each year the E911 Fund realized between \$60,000 and \$80,000 in surplus revenue, helping the fund maintain a healthy balance. Expenses the E911 fund are minimal and include the telecommunications required, as well as, hardware and software maintenance.

The CBS has finalized the scope of work and equipment needed to successfully replace the aging E911 system and have come to an agreement of a Not to Exceed (NTE) amount of \$285,000.

## Recommendation

Considering the E911 Fund balance of \$449,000 and estimated yearly surplus in revenue of \$70,000, I recommend the Assembly appropriate \$285,000 from the designated E911 fund to the MIS fund to purchase a new CBS E911 System. Additionally, I recommend the balance of the loan be paid off as scheduled for the next 4 years.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-30
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(E911 SOFTWARE SYSTEM ACQUISITION)

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 adjust the FY19 budgets for known changes.

4. ENACTMENT. The Assembly of the City and Borough of Sitka makes supplemental appropriations in the General Fund and Data Processing Fund for the acquisition of E911 system software and equipment. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the following supplemental appropriations are hereby made:

Table with 2 main sections: FISCAL YEAR 2019 EXPENDITURE BUDGETS and CAPITAL PROJECTS. Includes text: Transfers to other Funds: A supplemental appropriation is hereby made in the General Fund to transfer the amount of \$285,000 from the committed fund balance for E911 surcharges to the Data Processing Fund. Fund 300 - Management Information Systems Fund: A supplemental appropriation is hereby made in the amount of \$285,000 for the acquisition of an E911 software system consisting of software, software licenses, and equipment.

EXPLANATION

The Administrator, acting upon the recommendation of the Information Technology Director, has determined that acquisition of a new E911 system is essential to maintaining public safety and emergency response capability within the Municipality.

The Municipality levies a surcharge on all telephone and cellular telephone charges within the municipality to specifically accrue funding to pay for E911 emergency response software. The funds accrued through the surcharge are not commingled with other general governmental revenues and are retained in a committed fund balance within the General Fund. At the end of FY2018, the amount of the committed fund balance in the General Fund for E911 services was \$449,000 plus any additional surcharges collected, estimated to be an additional \$80,000. Thus, funding exists to pay for a new E911 system, and, the funding can't be used for any other purpose.

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

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43           **PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this**  
44 **24th Day of July, 2018.**

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47 **ATTEST:**

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**Matthew Hunter, Mayor**

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52 **Sara Peterson, MMC**

53 **Municipal Clerk**

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55 **1<sup>st</sup> reading 7/10/18**

56 **2<sup>nd</sup> reading 7/24/18**

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**Sponsor: Administrator**