

STAFF REPORT

City Council Business Agenda Item

DATE: October 16th 2023

TO: Honorable Mayor and Council Members

FROM: Casey J. Day, Chief of Police

THRU: Merritt Perry, City Manager

SUBJECT: **Approve a Supplemental Budget Request for the Purchase of a new Records Information Management System Server**

STAFF RECOMMENDATION:

Approve a Supplemental Budget Request (SBR) for the procurement of a new Records Information Management System (RIMS) server. Funding for this purchase will be allocated from three sources: AB 109, existing dispatch contract revenue, and the City's General Fund Reserves.

BACKGROUND:

The current RIMS server, branded as Sun Ridge System, was procured and activated on March 20th 2015, running Microsoft 2012 software. Standard industry practice suggests replacing servers every five (5) years. Remarkably, the current server has exceeded this standard, functioning efficiently without any issues. Initially, staff recommended postponing its replacement until the police department transitioned to its new facility on Newburg Road. However, a recent development has necessitated immediate action.

Effective October 10th, 2023, Microsoft Corporation will discontinue support and updates for our current server due to its age and outdated operating system. Unfortunately, no extensions are available for this deadline.

To ensure compliance with California Department of Justice (CA DOJ) requirements and continued access to DOJ databases, the police department must upgrade to newer server equipment and operating systems to retain Microsoft support.

Additionally, as part of the Fortuna Police Department's existing dispatch agreements with external agencies, these memorandums of agreements (MOUs) require them to contribute approximately twenty (20) percent of the costs associated with RIMS server replacement every five (5) years. The Fortuna Police Department currently holds MOUs for dispatch services with the Rio Dell Police, Ferndale Police, and the Fortuna Volunteer Fire Department.

EXECUTIVE SUMMARY:

On July 26th, 2023, the Fortuna Police Department received cost estimates from two providers, Nylex and Sun Ridge Inc. for the acquisition of the new RIMS server. The total estimated costs for the project are as follows:

Acquisition of the new RIMS server: \$39,667.12

Associated licenses: \$7,888.00

RIMS integration costs: \$11,500.00

Additionally, staff recommends approval for a contingency budget not exceeding \$5,000.00 for this project which will be returned if unused.

As the City's primary IT consultant, Nylex holds a contract to meet the City's IT needs and possesses intimate knowledge of the City's IT infrastructure, thereby reducing project completion times and/or project complications. Sun Ridge (RIMS) is the exclusive provider and contractor used by the police department for computer-aided dispatch and records information management systems. Consequently, conducting a competitive bidding process for this project will not serve the best interests of the City.

The Fortuna Municipal Code (FMC) §§ 2.50.080 allows the City to obtain goods through a negotiated contract without a competitive procurement process when the Council determines that competitive procurement is not in the City's best interests or will not result in the lowest price, or when competitive procurement is impractical. Staff recommends that the Council determine that a competitive bidding process is impractical.

FISCAL IMPACT:

The purchase of the new RIMS server will require a total expenditure of \$65,000.00. Staff recommends allocating funding as follows:

- \$13,750.00 from AB 109
- \$10,800.00 from revenue generated through outside agency agreements for dispatch services
- \$44,550.00 from the General Fund Reserves (100-8000-2000).

RECOMMENDED COUNCIL ACTION:

1. Receive staff presentation and review Council questions
2. Open Public Comment
3. Close Public Comment
4. Motion to Approve a Supplemental Budget Request for the Purchase of a new RIMS server.
5. Voice vote.

ATTACHMENTS:

1. Supplemental Budget Request
2. Sole Source
3. Quotes