

**Caroline County  
Board of Supervisors Agenda  
Executive Summary**

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**Meeting Date:** January 14, 2020

**Title:** New Business – Authorization to Issue RFP for Financing of Records Management/CAD System and Emergency Backup Generator System

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*(Check Mark)*

<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

**Summary:** The Capital Improvements Fund in the approved FY 2019/2020 budget includes:

- 1) \$499,862 for a new Records Management System and Computer Aided Dispatch (CAD) System; and
- 2) \$136,000 for an emergency backup generator system in the Administration building, Department of Fire & Rescue and Department of Planning & Community Development building and Sheriff's Office and Patrol Building

However, approval is needed from the Board of Supervisors to secure financing for the projects prior to moving forward and staff would like to propose changes to the generator project.

**Records Management System and Computer Aided Dispatch (CAD) System**

The Sheriff's Office has indicated that its current records management system (RMS) is at the end of its useful life and must be either updated or replaced. It proposes to purchase a new RMS and CAD system from Zuercher Technologies using a cooperative procurement clause in an Orange County, Virginia contract. The Department of Fire & Rescue has reviewed the proposed Zuercher CAD system and indicated that it would serve its needs sufficiently.

RMS and CAD systems are often packaged together. The combined total cost for the RMS and CAD system from Zuercher Technologies is \$477,979 (a copy of the Orange County agreement is available in the event Board would like to see it).

During its 2018 session, the Virginia General Assembly passed legislation requiring each public safety answering point (PSAP) in the Commonwealth of Virginia to be able to receive and process calls for emergency assistance sent via text message by July 1, 2020. The County's current CAD system will not accept text messages. Therefore, to meet the mandate (and put a system in place to interface with the new Next Generation NG 911 system) the County must either upgrade its existing system with new servers and equipment or purchase a new system. To date, the Sheriff's Office has not provided cost estimates to convert the existing CAD system to accept text messages.

The proposed RMS system will also include the ability to support an electronic summons system that enables citation data to be automatically scanned from a driver's license and electronically entered in the field. With this system in place, Sheriff's Office personnel would no longer have to re-enter data from a hand-written summons. An electronic summons system also makes traffic stops safer for both motorists and Sheriff's Office personnel by lessening the chances of a road shoulder accident during the course of traffic stops.

In 2015, the Board of Supervisors approved an amendment to the Code of Caroline County to begin assessing a \$5 fee as part of the costs in each criminal and traffic case for the purchase of an electronic summons system. Revenue has been accumulating in a special fund since that time.

#### **Emergency Generator Backup System**

The emergency generator system included in the adopted FY 2020 capital budget was intended to provide backup power to the administration building, Department of Fire & Rescue/Planning Office and the Sheriff's Office. All of these buildings currently have either insufficient or no emergency backup systems in case of electrical power failure and are utilized during inclement weather and emergencies. The administration building houses the servers and related equipment that power and support the County's entire computer network.

In reality, the cost of the project is significantly higher than anticipated during the preparation of the FY 2020 budget. The Sheriff's Office actually consists of three (3) separate power sources that require a backup generator. Although they are part of the same building, the portion occupied by the investigators and magistrates (former County Administrator's Office) and the section occupied by the patrol division (former Treasurer's Office) are actually supplied power separately. Two vendors have assessed the project on site and recommend the purchase of three separate generators instead of one large generator to serve all three power sources. Interconnection of the buildings on one generator would be difficult because of the limited space available for outside wiring and multiple utility lines already in place.

Further, as a thunderstorm recently demonstrated, the current uninterrupted power supply for the E-911 communications center will only sustain power for 24 minutes. This is not sufficient to ensure continuous operation while moving to the EOC and waiting on repairs during a failure of the existing generator. Therefore, while power failure in the system is very rare, staff now recommends upgrading the 911 radio tower generator and interconnecting it to the generator for the E-911 communications center to make the system virtually fail-safe.

**Budget Impact:** The cost to install generators at the Administration building and Fire & Rescue/Planning offices is \$143,300. The cost to install three generators to cover the Sheriff's buildings is \$83,500 (\$41,800 for Sheriff's Office and \$41,700 for annex building).

The cost to upgrade the generator at the 911 radio tower for the E-911 communications center and interconnect it with the existing generator is \$80,000.

Staff recommends adding a 5% contingency to the project, or \$15,340. This brings the total cost of the project to \$322,140.

#### **Records Management System/CAD**

As previously mentioned, the Board approved an amendment to the County Code in 2015 to begin assessing a \$5 fee as part of the costs in each criminal and traffic case for the purchase of an electronic summons system. To date, approximately \$245,000 has been collected from the \$5 fee assessed in each criminal and traffic case to develop an electronic summons system. These funds are intended to cover all related costs of the system. However, it appears that most of the funds will be needed for laptop computers for Sheriff's vehicles, required software, VPN (virtual private network) setup, etc., leaving little to help offset the cost of the RMS system.

**Requested Action from Board of Supervisors:** At this time, the Board is only being asked to consider authorizing Davenport & Company, the County's financial advisor, to issue a Request for Proposals for an equipment lease financing for the two projects.

With Board authorization, Davenport will issue the RFP and present the results at an upcoming Board meeting.