TO: Mayor Shaun Sipma  
Members of the City Council  
FROM: Captain Jason Sundbakken  
DATE: 11-29-21  
SUBJECT: RADIO PURCHASE AND INSTALLATION (Project: PD0176)

I. RECOMMENDED ACTION  
State what you want the Council/Mayor to do – this will become their motion. List each action separately.  
1. Recommend approval of the purchase of all necessary radio’s and radio equipment related to the SIRN 20/20 Statewide Interoperability Project  
2. Authorize the Chief of Police to sign the agreement.

II. DEPARTMENT CONTACT PERSONS  
John Klug, Chief of Police 857-9800  
Jason Sundbakken, Captain 857-4716

III. DESCRIPTION

A. Background  
- The State of North Dakota has adopted and begun the process of creating a statewide interoperable radio network (SIRN 20/20).  
- Each jurisdiction/agency will be required to purchase radio’s and radio equipment that is within the specifications of the project.  
- Money for radio purchases has been previously allocated by the City of Minot in the amount of $506,992.20 in 2020.  
- 10 additional portable radio’s are required to equip our officers with SIRN 20/20 compatible radios valued at $58,685.10.

B. Proposed Project  
- The Minot Police Department is requesting to purchase:  
  o 10 portable (handheld) radios for department use  
  o Installation of all radio’s and equipment related to the SIRN 20/20 Project

C. Consultant Selection  
- The State of North Dakota has engaged in a very extensive and comprehensive proposal and bid process for equipment and installation of items related to the SIRN 20/20 Project.  
- As a result, Motorola was awarded the bid for the radio’s and equipment.
IV. IMPACT:

A. Strategic Impact:
This project will allow the city’s emergency services as well as our public works department much better communication and interoperability.

B. Service/Delivery Impact:
The impact of this project will be a much greater communication network, both within the city, as well as within the State-wide network. It will greatly benefit all emergency services as well as the Public Works Department by allowing better communication and interoperability within and between the departments.

C. Fiscal Impact:
Briefly state how this project is being funded. Add written context in the paragraph so the dollar amounts, sources of funding, and expenses are made clear and document whether the project was included in the approved budget.
Project Costs
List the cost components and dollar amounts

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Minot Budget Allowance</td>
<td>$58,685.10 (up front)</td>
</tr>
<tr>
<td>State of North Dakota Reimbursement</td>
<td>$15,000 (estimated)</td>
</tr>
<tr>
<td>Total (after reimbursement)</td>
<td>$43,685.10</td>
</tr>
</tbody>
</table>

Project Funding
Place the name of the account or line item 10021000-46102

V. ALTERNATIVES
State the alternatives to this project. The alternatives need to be viable options and there should be at least two: one would be some other approach and what the results of that alternative would be and the second would be not to do the project and what the result would be, for example:

Alt 1. The Council could approve the purchase of all required radio’s and equipment required to be compatible with the SIRN 20/20 Statewide Radio Interoperability Project. This would allow greater communication and interoperability throughout the city and state.

Alt 2. The City Council could deny the request for the purchase of the radio’s and equipment necessary for the SIRN 20/20 Project. This would not allow us to communicate statewide with other agencies.

Alt 3. The City Council could postpone the purchase of the radio’s and equipment necessary for the SIRN 20/20 Project. This would eliminate the ability to access the $1500/radio reimbursement through the State of North Dakota totaling approximately $15,000.

VI. TIME CONSTRAINTS
State here if and why timing is of the essence and what the next steps are going to be in the progression of the work.

The SIRN 20/20 project is estimated to be completed and operable between December 2021 and January 2022 at which time the state will switch over to the new radio system. This timeline requires us to have all necessary radio’s and equipment ordered, programmed, and received prior to that time. An order this large will require some time to fulfill so any delays may cause issues ensuring all radios are operable prior to the State switch-over date.
VII. LIST OF ATTACHMENTS

Place your list of attachments here, in order they were referenced in the document. For example:

A. Motorola Radio and Equipment quote
B. Statewide Interoperability Radio Network (SIRN) Standards, Protocols, Procedures- Radio Reimbursement Policy/Procedures