

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Scott P. Johnson
Larry D. Lisenbee

SUBJECT: SEE BELOW

DATE: February 19, 2008

Approved

Christine J. Alsup

Date

2-21-08

SUBJECT: ADOPTION OF A RESOLUTION TO EXECUTE THE SECOND AMENDMENT FOR ELECTRONIC CITATION PROGRAM AGREEMENT WITH 3i INFOTECH; DECREASE CONTINGENCY AMOUNT; AND ADOPT RELATED APPROPRIATION ORDINANCE AND FUND SOURCES RESOLUTION AMENDMENTS

RECOMMENDATION

It is recommended that the City Council:

1. Adopt a resolution:
 - a. Authorizing the Director of Finance to execute a second amendment to the existing Electronic Citation System Agreement with 3i Infotech, Inc. ("Agreement") to extend term by an additional six months from February 29, 2008 through August 29, 2008, amend scope, and increase contract amount from \$782,320 by \$18,200 for a revised total of \$800,520; and
 - b. Amending Resolution No. 73374 to reduce original contract contingency of \$36,680 in the 2002-2003 California Law Enforcement Equipment Program by \$9,100 and to authorize the Director to execute change orders not to exceed the revised contingency amount of \$27,580.
2. Adopt the following 2007-2008 Appropriation Ordinance and Funding Sources Resolution amendments in the General Fund:
 - a. Increase the Non-personal appropriation to the Police Department by \$9,100; and
 - b. Increase the Revenue from Local Agencies estimate by \$9,100.

OUTCOME

The approval of the recommendations will provide required enhancements to complete the electronic citation project and provide capability to Police Officers in the field to automate the

entire citation process and improve efficiency from citation writing, reporting, processing, storage, retrieval and transmittal to the court system.

BACKGROUND

On August 29, 2006 (Item 3.7), the City Council authorized execution of the existing agreement with 3i-Infotech for the purchase of an Electronic Citation System. With this system, the San Jose Police Department ("SJPD") is able to: (1) increase the time spent on traffic enforcement, education and prevention activities through improved traffic citation, collision and DUI reporting methods and (2) increase the efficient delivery of traffic monitoring and collision prevention services. These goals are being achieved through the deployment of hand-held devices to police officers and the importation of electronic data to agency systems and exportation to the Superior Court of California, County of Santa Clara's traffic database. Furthermore, additional benefits include significant reduction of police officer and clerical staff time in data entry and reporting, increased accuracy, analytical tools for examining data, and overall cost effectiveness for this project.

The system went live on July 30, 2007 for the issuance of traffic and criminal citations. The Traffic Enforcement Unit deployed 46 devices to officers who were instrumental in refining the system and identifying departmental procedures. The reduction in citations containing errors and the workload on staff to process the citations were both immediately realized. In the first six months of use, the department issued over 13,000 traffic and criminal citations with an error rate under 4 % compared to the previous error rate of 11%. 125 devices are now in use by patrol after approximately 100 officers were trained on using the devices in October and November 2007. The program continues to be enhanced as the vendor implements additional features such as the ability to conduct investigative searches of the database and the ability to complete reports in the field such as driving under the influence (DUI), collision, and vehicle impound reports. These features are currently being tested and are scheduled to be implemented in the next quarter.

ANALYSIS

The current agreement expired on February 29, 2008 and more time is needed to complete the project. The approval of the second amendment will extend the term to allow sufficient time to complete the project. The requested enhancement will allow officers to make multiple separate "overweight" entries on the violation screen. Specifically, some traffic fines such as violations of the speed limit or gross vehicle weight limit increase with the severity of the violation. Overweight violations are typical trucking violations in which the trucks are carrying more cargo than permitted. Currently, the system is limited to only one overweight value based on the violation code and officers must use the "Notes" screen to enter additional overweight values as may be required for each tire. The cost of this enhancement is \$18,200. Since the County will benefit from this investment, the County agreed to pay one half of this amount. The Police Department has negotiated a Memorandum of Understanding (MOU) with the County in the amount of \$9,100 and the City will in turn pursue the required enhancement in scope of services



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through this recommended contract amendment. The City Council previously approved a contingency for this project in an amount not to exceed \$36,680 with the entire amount fully encumbered. As the project nears completion, Staff has requested to transfer \$9,100 from the existing contingency funds to the base contract. This transfer together with the \$9,100 from the County for a total of \$18,200 will enable the City to execute the amendment.

The reduction of original contingency amount of \$36,680 in the 2002-2003 California Law Enforcement Equipment Program by \$9,100 to a revised contingency amount of \$27,580 is expected to be sufficient to cover any additional unanticipated requirements, if any, for the duration of the amended term. At this time, three change orders have been executed for a combined total of \$16,275.40 with a remaining unexpended contingency balance of \$11,304.60.

It is most advantageous for the City to complete the enhancements to the existing system to enable staff to perform their electronic citation and transmissions of data to the courts as efficiently and effectively as possible.

EVALUATION AND FOLLOW-UP

No further Council actions or follow-up from staff are anticipated after approval of this memorandum.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST



Criteria 1: Requires Council action on the use of public funds equal to \$1 million or greater; **(Required: Website Posting)**



Criteria 2: Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**



Criteria 3: Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

While this item does not meet any of the above criteria, this memorandum will be posted on the City's website for the March 11, 2008 Council Agenda.

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COORDINATION

This memorandum has been coordinated with the Police Department, Information Technology Department, and the City Attorney's Office.

FISCAL/POLICY ALIGNMENT

This action is consistent with the following General Budget Principles "We must focus on protecting our vital core city services for both the short- and long-term" and "We must continue to streamline, innovate, and simplify our operations so that we can deliver services at a higher quality level, with better flexibility, at a lower cost" and the Strategic Initiative "Make San Jose a Tech-Savvy City; lead the way in using technology to improve daily life."

COST SUMMARY/IMPLICATIONS

The first year of operating and maintenance costs (license and warranty) were approximately \$79,000 budgeted in 2006-2007. Future operating and maintenance costs are estimated to be \$23,065 per year and subject to Council appropriation of non-personal/equipment funding in the Police Department.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	Total Appn	Adopted 2007-2008 Budget Page	Last Budget Action (Date, Ord. No.)
001	3213	2002-2003 California Law Enforcement Equipment Program	\$2,068*	IX-15	6/19/07
001	0502	Non-Personal/ Equipment - Police	\$22,288,655	VIII-112	2/12/08 Ord. No. 28241

* Note: The entire original contingency amount of \$36,680 was previously fully encumbered.



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CEQA

Not a project.


SCOTT P. JOHNSON
Director, Finance


LARRY D. LISENBEE
Budget Director

I hereby certify that there will be available for appropriation in the General Fund in the Fiscal Year 2007-2008 moneys in excess of those heretofore appropriated therefrom, said excess being at least \$9,100.


LARRY D. LISENBEE
Budget Director

For questions please contact Walter C. Rossmann, Chief Purchasing Officer, at (408) 535-7051

