



## Item No. 17 Town of Atherton

### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: STEVEN D. MCCULLEY, CHIEF OF POLICE**

**DATE: OCTOBER 17, 2018**

**SUBJECT: REVIEW AND APPROVE AN E-CITATION SOLUTION FOR THE  
POLICE DEPARTMENT BY EXECUTING A CONTRACT WITH  
TYLER TECHNOLOGIES FOR THE PROVISION OF SOFTWARE,  
EQUIPMENT, TRAINING AND SERVICES**

#### **RECOMMENDATION**

Authorize the City Manager to execute a contract with Tyler Technologies, the publisher of Brazos e-Citation software, to provide the Atherton Police Department with the software, equipment, training and service necessary to implement and operate their e-Citation solution.

#### **BACKGROUND/ANALYSIS**

Currently, the Police Department utilizes traditional handwritten ticket books to issue and record citations. This method of writing citations is now considered obsolete. With the advent of electronic citation devices (e-Citation), these devices have proven to be a safer, more efficient and accurate method of performing traffic citation stops. It takes an average of eight to twelve minutes to handwrite a citation in the traditional manner, whereas, with e-Citation, officers are able to process and print citations in as little as five minutes. The inherent danger of placing an officer outside his/her vehicle amid traffic will always be a concern; however, if the time spent performing this duty can be reduced by utilizing technology, it proves to be a valuable safety tool. In addition, e-citation offers the City other valuable benefits, such as:

- Fewer errors due to penmanship;
- Improved processing by reducing redundant data entry and clerical support;
- Fast and easy information transfer to the courts and the Police Department's Records division; and
- Improved traffic citation data collection;
- Increased Officer and Records Clerk productivity.

The Police Department seeks to purchase three (3) handheld citation devices along with the software and printers needed to fully implement the e-citation system. If approved, this purchase

shall be made pursuant to Town of Atherton Municipal Code Section 3.16.140(F), which provides an exception to the competitive bidding process when the purchase is processed through a cooperative purchasing agreement. The City will utilize the National Joint Powers Alliance (NJPA), whereby the most competitive pricing for this particular commodity has been secured for participating members. The Sunridge Systems purchase will be made under 3.16.140(A) MC, sole source as they are the provider of the Police Department’s Records Management System and have the exclusive ability to enable the ability import e-Citation information.

Aside from the officer safety benefits noted above, the return on investment benefits for e-Citation is found in productivity gains. For illustrative purposes, this analysis shows the approximate cost of issuing a paper citation and an electronic citation. (The analysis assumes hourly rates of \$50 for officers and \$30 for records clerks.)

From 2012-2017, Atherton officers issued 21,160 handwritten citations (both warnings and promises to appear). The average citations per year approximates 3,527.

<b>Handwritten</b>	<b>Minutes</b>	<b>Hours</b>	<b>Rate</b>	<b>Cost Per Citation</b>	<b>Average Cost / Year</b>
Officer Time Per Citation	10	0.167	50	\$ 8.33	
Records Time Per Citation	4	0.067	30	\$ 2.00	
				\$ 10.33	\$ 36,446
<b>e-Citation</b>	<b>Minutes</b>	<b>Hours</b>	<b>Rate</b>	<b>Cost Per Citation</b>	<b>Average Cost / Year</b>
Officer Time Per Citation	5	0.083	50	\$ 4.17	
Records Time Per Citation	0.5	0.008	30	\$ 0.25	
				\$ 4.42	\$ 15,578
<b>Approximate Savings Per Year</b>					<b>\$ 20,868</b>

The Officers will use the e-Citation devices on the street. The Officer can swipe the driver’s license to capture the violator’s information which automatically populate the citation with name, address, and other identifying information. Future capabilities may include being able to automatically populate with information transmitted directly from the California Law Enforcement Telecommunications System (CLETS). The system allows the driver to sign on the screen and a printer mounted in the car or on the motorcycle produces the citation to provide to the driver. Warning citations are produced in the same manner. Other citations and forms, including administrative citations and field property receipts, could also be issued with this system.

E-citations reduce the opportunity for error by requiring the officer to type the information, eliminating handwriting errors. Likewise, violation sections are pre-loaded into the e-Citation device, requiring the officer to select the proper section and subsection for the violation.

The Dispatcher / Records Assistants are not required to key in the information from the handwritten citations. The e-Citations download through a WiFi connection to the Brazos server and subsequently to the RIMS server. Tyler Technologies provides services to the San Mateo

County Courts and this citation system includes automated transmission of citation data to the courts.

### **POLICY FOCUS**

Policy issues for this item relate to the continued goal of increasing the use of technology in Town services, increasing productivity and efficiency, and officer safety.

The investment in e-Citation devices will increase Officer and Records Assistant productivity. The elimination of handwritten citations will free storage and eliminate errors caused by poor handwriting. It improves officer safety by reducing the time spent with the violator on the street.

### **FISCAL IMPACT**

The initial purchase of three (3) e-Citation devices, as well as the one-time implementation fee will be made from the General Fund. The hardware costs are \$8,917, software expenses are \$5,295. Tyler Technologies also assesses an implementation fee of \$12,000 for a total cost one time cost of \$26,212. The first year recurring fees bring the first year expense to \$27,837.

After the initial implementation, the annual General Fund liability will be approximately \$4,625 per year. This amount includes annual update and maintenance fees of \$1,625, as well as deposits into the equipment replacement fund of \$1,000 per annum per device, which will be used to replace the e-Citation equipment when they reach their end of life.

There are sufficient funds within the 2018/19 Police Department Budget for the expenditure.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_ has or  X  has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)

\_\_\_\_\_ Rail Committee (meets every other month)

\_\_\_\_\_ Transportation Committee (meets every other month)

**ATTACHMENTS**

ATTACHMENT 1 - Contract with Tyler Technologies.



Quoted By: Seth Dinehart  
 Quote Expiration: 11/3/2018  
 Quote Name: Atherton Police Department - Brazos eCitation  
 Quote Number: 2018-49513-3  
 Quote Description: 3 Brazos Licenses with Hardware, Interface to RIMS and Odyssey CMS - NJPA Pricing

**Sales Quotation For**

Sgt. Sherman Hall  
 City of Atherton Police Department  
 83 Ashfield Rd  
 Atherton, CA 94027-3800  
 Phone: 6506886500

**Comments**

Purchase via Tyler Technologies NJPA Contract # 110515-TTI License Fees provide a minimum of 10% NJPA Contract Discount on eCitation License. Town of Atherton NJPA # 140879

**Tyler Software**

Description	Quantity	License	Software Total	Year One Maintenance
<b>Brazos</b>				
Interface: Sunridge Systems RIMS Records Mgmt System	1	\$3,250	\$3,250	\$683
Interface: Tyler Odyssey Court Case Mgmt System	1	\$0	\$0	\$0
eCitation - Brazos Rapid Extension Framework - PDA	3	\$2,550	\$2,550	\$536
		<i>Sub-Total:</i>	\$5,800	\$1,219
		<i>Less Discount:</i>	\$505	
		<b>TOTAL:</b>	<b>\$5,295</b>	<b>\$1,219</b>

**Tyler Software and Related Services - Annual**

Description	Quantity	Unit Price	Annual Fee
<b>Brazos</b>			
Brazos Hosting Fee	1	\$406	\$406
		<b>TOTAL:</b>	<b>\$406</b>

**Professional Services**

Description	Quantity	Unit Price	Extended Price
Brazos Project Mgmt (plus per diem as needed if not remote)	1	\$1,000	\$1,000
Set Up & Config	1	\$9,000	\$9,000
Training	2	\$1,000	\$2,000
		<b>TOTAL:</b>	<b>\$12,000</b>

**Third Party Hardware, Software and Services**

Description	Quantity	Unit Price	Unit Discount	Total Price	Maintenance
BTRY-TC7X-46MAH / Zebra EVM, TC7X Battery	3	\$55	\$0	\$165	\$0
SAC-TC7X-4BTYPP / Zebra EVM, TC7X, 4 Slot Battery Charger	1	\$109	\$0	\$109	\$0
CRD-TC7X-SE5EU1-01 / Zebra EVM, TC7X, 5 Bay Ethernet Cradle	1	\$419	\$0	\$419	\$0

CBL-DC-382A1-01 / Zebra EVM, TC7X, MC67, US DC Line Cord, Multi-Slot CRD	1	\$15	\$0	\$15	\$0
PWR-BGA12V50W0WW / Zebra EVM, TC7X, Power Supply for Battery Charger	1	\$28	\$0	\$28	\$0
PWR-BGA12V108W0WW / Zebra EVM, TC7X, Power Supply, Multi-Slot CRD	1	\$57	\$0	\$57	\$0
CBL-DC-375A1-01 / Zebra EVM, US DC Line Cord for Battery Charger	1	\$6	\$0	\$6	\$0
TC700H-KC11ES-NA / Zebra EVM, HH, TC70	3	\$1,098	\$0	\$3,294	\$0
AC18177-5 / Zebra, ZQ500/RW QUAD Battery Charger	1	\$305	\$0	\$305	\$0
10023347 / Zebra, ZQ510, Paper, 36 rolls per case	2	\$69	\$0	\$138	\$0
P1031365-059 / Zebra, ZQ520, Battery	3	\$64	\$0	\$192	\$0
ZQ52-AUE0000-00 / Zebra, Printer, ZQ520	3	\$588	\$0	\$1,764	\$0
Z1AE-TC70XX-5C00 / Zebra EVM, Warranty, TC70, 5 year	3	\$505	\$0	\$1,515	\$0
Z1AE-ZQ5X-5C0 / Zebra, Warranty, ZQ500, 5 year	3	\$298	\$0	\$894	\$0
23844-00-00R / Zebra EVM, US AC Line Cord, grounded	2	\$8	\$0	\$16	\$0
<b>TOTAL:</b>				<b>\$8,917</b>	

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$5,295	\$1,219
Total Tyler Annual	\$0	\$406
Total Tyler Services	\$12,000	\$0
Total Third Party Hardware, Software and Services	\$8,917	\$0
<b>Summary Total</b>	<b>\$26,212</b>	<b>\$1,625</b>
<b>Contract Total</b>	<b>\$27,837</b>	

**Optional Third Party Hardware, Software and Services**

Description	Quantity	Unit Price	Unit Discount	Total Price	Maintenance
CHG-TC7X-CLA1-01 / Zebra EVM, TC7X, Auto Charger-Cigarette Adapter	1	\$68	\$0	\$68	\$0
<b>TOTAL:</b>		<b>\$68</b>			