

LETTER OF COMMITMENT FOR E-CITATION PROCESSING

April 22, 2014

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Brazos Technology, in conjunction with the courts, has been operating a pilot program in Orange County for the past 24 months, with electronic submissions occurring in the past 14 months. Three Orange County agencies, Brea, Orange and Irvine have participated. All three of these agencies have reported outstanding results. Brazos is currently operating Electronic Citation programs in 23 states, including the entire state of Nevada.

The Court has advised that a consequence of not transitioning to the E-Citation system would lead to a significant delay in citation prosecutions, which could result in traffic matter dismissals.

FINANCIAL IMPACT

The initial purchase of (30) E-Citation devices, as well as a one-time implementation fee, will be made using existing public safety-restricted funds previously approved by City Council. The cost per device is approximately \$4,900 ($\$4,900 \times 30 = \$147,000$) and the implementation fee is approximately \$13,200, for a total initial cost of approximately \$160,200.

After initial implementation, the annual General Fund liability will be approximately \$49,200. This amount includes annual update and maintenance fees of approximately \$19,200, as well as deposits into a capital replacement account. It is recommended that approximately \$1,000 per device per year (\$30,000 per year) be transferred from the General Fund into a separate account (to be established by the Finance Department), which will be used to replace the e-citation devices when they reach end-of-life.

RECOMMENDATION

It is recommended that City Council:

- Approve the Letter of Commitment with Integrated Law and Justice Agency of Orange County to provide E-Citation hardware/software, and related services: and
- Authorize the City Manager to execute the Letter of Commitment on behalf of the City, to include minor modifications as appropriate and execute any necessary implementation documents.



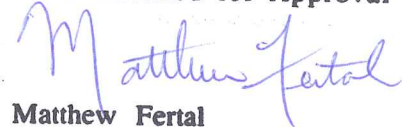
KEVIN J. RANEY
Chief of Police



By: John Keely, Lieutenant

Attachment 1: ILJAO Commitment Letter

Recommended for Approval



Matthew Fertal
City Manager



Integrated Law and Justice Agency for Orange County
- A Joint Powers Authority -

Jackie Gomez-Whiteley, Chair
 Cypress Police Dept.
 5275 Orange Ave.
 Cypress, CA 90630
 714 229-6621
 714 229-8957 Fax

Kevin Baker, Vice Chair
 Westminster Police Dept.
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 Executive Director
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Member Agencies
 Cities of:

Anaheim
 Brea
 Buena Park
 Costa Mesa
 Cypress
 Fountain Valley
 Fullerton
 Garden Grove
 Huntington Beach
 Irvine
 La Habra
 La Palma
 Laguna Beach
 Los Alamitos
 Newport Beach
 Orange
 Placentia
 Santa Ana
 Seal Beach
 Tustin
 Westminster

County of Orange,
 on behalf of:
 District Attorney's Office
 Probation Department
 Public Defender
 Sheriff's Department &
 their contract cities
 University of CA, Irvine Police
 Department
 Superior Court of California,
 County of Orange

TO: Kevin Raney, Chief of Police
 Garden Grove Police Department
FROM: Bob McDonell, Executive Director
SUBJECT: Automated Citations Project – Letter of Commitment
DATE: March 17, 2014

ILJAOC is implementing an electronic citations project Countywide in the second half of fiscal 2014, in response to the Superior Court's notice that they will no longer be contracting with the firm that enters the citation data received, into their Case Management System. As a result, issuing agencies may see long delays due to the lack of Court resources, which will no longer be available to process them; thereby impacting the adjudication of those matters. We are told the result will affect the fines and forfeiture revenue of those respective jurisdictions. (In some cases, the citations may not be entered at all due to statute of limitations issues.) The project and approach is described in the attached implementation report, adopted by the ILJAOC Board at their January 2014 meeting.

The project is based on a competitive procurement run by ILJAOC (with the participation of a number of the member agencies, which served as the review committee), that resulted in the selection of Brazos Technologies as the vendor. The first phase of that engagement was a pilot project that deployed the system at the Brea, Irvine and Orange Police Departments.

The Brazos contract is held by ILJAOC and ILJAOC will take on an overall contract management role. They will work with Brazos to order equipment, manage the schedule, refine configurations and run regular meetings that monitor Brazos' delivery and schedule performance. ILJAOC will invoice each participating department for their equipment and implementation, and will in turn pay invoices to Brazos and other contractors supporting the project for ILJAOC.

Ownership of the equipment will be transferred to the respective departments upon completion of the implementation phase of the project; however, ILJAOC will manage the warranty and service for the devices on an ongoing basis. ILJAOC will invoice the department annually for the costs associated with the annual software licensing and maintenance, once the Project has completed the implementation phase and we move to annual sustainment. The pricing includes an ILJAOC administered extended warranty for much of the equipment as part of the base offering. ILJAOC will work with

Brazos to repair or replace hardware components that fail during the first five years of operation through the utilization of the maintenance fees. The exception is the core Motorola handheld device. These devices are procured with a 3 year no-fault warranty. Their planned life is approximately 5 years. Experience in Brea and Orange indicate that the actual life of the devices is well in excess of 5 years in most cases. ILJAOC does not plan to replace those units outside of the extended warranty period at this time.

ILJAOC is working with the Orange County Random Access Network (RAN) Board to develop a cost sharing plan in conjunction with their mobile fingerprint project that could address the replacement of much of the portable equipment at the end of its useful life (4 to 6 years). Once we are able to further explore the potential for that arrangement, ILJAOC will reconsider a life cycle management program that if necessary, will involve the collection of a portion of the capital replacement costs on an annual basis to allow for the complete replacement of the equipment when necessary, without having to request additional funding for the capital replacement from the participating agencies.

Originally the costs for this project were presented on a unit basis. The costs have now been refined to allow each member agency to customize their purchase and add additional quantities as necessary. This allows for greater transparency and provides for a breakdown of each cost element. The costs have not changed from our previous estimate; they are simply refined for each Agency's needs.

The costs are made up of two components. There is a baseline implementation cost for each agency, plus the per unit hardware components. The project allows each department to select the number of devices and ancillary items to purchase. Departments can make configuration selections to suit their operations that will impact the total cost.

ILJAOC operates on a not for profit basis and as more agencies participate and volumes increase, efficiencies are expected to be realized. ILJAOC will review the project financials periodically and if a project funding surplus is realized due to the expected efficiencies, then options for the use of that surplus including capital replacement deferred maintenance costs will be explored.

Your department will be invoiced for 50% of your expected implementation costs upon initiation of work with your department. The balance of the implementation and equipment costs for your department will be invoiced upon delivery of the equipment and training to your staff. Your department will be operational immediately following the training.

Automated Citation Project Letter of Commitment

As stated earlier, annual maintenance costs and related fees will be invoiced in conjunction with your yearly ILJAOC membership fee invoice.

Participation in the project is voluntary by department and as such, the implementation and maintenance costs invoiced vary by department and are based on the quantities of equipment that a department chooses to employ

Please sign and return the acknowledgement below to indicate that your department has obtained the necessary approvals from your City Manager to proceed with the project, and that you are in agreement with the arrangements described above.

Respectfully Submitted,



Bob McDonnell
EXECUTIVE DIRECTOR

Attachments:

- Citations System Implementation Report

Cc: Matthew Fertal, City Manager

Automated Citation Project Letter of Commitment

ILJAOC Citation Project
 Department Specific Budget and Acknowledgement
 Garden Grove Police Department

Your staff has indicated that you wish to acquire the following quantities.

One-Time Implementation Costs

Item	Unit Price	Sales Tax (8%)	Quantity Ordered	Total Cost
Motorola MC75As	\$1,262.00	\$100.96	30	\$40,888.80
3 Year Bronze Support	\$265.00	-	30	\$7,950.00
Mag Stripe Readers	\$109.00	\$8.72	30	\$3,531.60
Biometric Fingerprint Readers	\$750.00	\$60.00	30	\$24,300.00
Motorola Four Bay Charging Station**	\$353.00	\$28.24	7	\$2,668.68
Motorola Wall Chargers**	\$95.00	\$7.60	5	\$513.00
Motorola Car Chargers (Adapter)*	\$130.00	\$10.40	25	\$3,510.00
Motorola Car Chargers (Mounted)*	\$265.00	\$21.20	0	\$.00
Zebra Printers (no mag stripe reader)	\$556.00	\$44.48	30	\$18,014.40
Zebra Printers (with mag stripe readers)	\$645.00	\$51.60	0	\$.00
Zebra Printer Four Bay Charging Station**	\$345.00	\$27.60	1	\$372.60
Zebra Printer Wall Chargers**	\$65.00	\$5.20	5	\$351.00
Zebra Printer Extra Batteries	\$78.00	\$6.24	4	\$336.96
Cases of Receipt Paper*	\$95.00	\$7.60	2	\$205.20
Brazos Citation Software	\$650.00	-	30	\$19,500.00
Brazos Accident Report Software*	\$30.00	-	30	\$900.00
Per Device Deloitte Consulting's Project Management Fee***	\$750.00	-	30	\$23,400.00
Per Agency Deloitte Consulting Project Management Costs***	\$1,000.00	-	Flat Fee	\$1,000.00
Brazos Implementation Services	\$7,500.00	-	Flat Fee	\$7,500.00
Brazos Two Day User Training	\$4,500.00	-	Flat Fee	\$4,500.00
Total One-Time Implementation Cost				\$159,442.24

* Indicates optional items

** Requires charging devices; different options available

*** Project management services are provided by contract by Deloitte Consulting. To distribute the costs appropriately across the project, the fee is broken between a base fee for each agency

Automated Citation Project Letter of Commitment

and a fee associated with each device that an agency deploys on the assumption that larger agencies will have more complexity associated with their implementation.

Annual Costs

Item	Unit Price	Quantity	Total Annual Cost
Citation Software	\$200.00	30	\$6,000.00
Accident Report Software	\$30.00	30	\$900.00
ILJAOC Maintenance Services****	\$387.00	30	\$11,610.00
Interface with RMS (Flat Fee)	\$650.00	Y	\$650.00
Total Annual Costs			\$19,160.00

**** ILJAOC Maintenance Services are a fee per device that funds the maintenance of the data interface to the Court and provides a fund that allows for extended warranty replacement for hardware (excluding the Motorola MC75A device itself in years 4 & 5) that should fail or require repair during the first five years of operation. This fee will be reviewed annually and will be adjusted so that ILJAOC is recovering only enough to pay the costs of the replacement program.

This will result in a total implementation cost of **\$159,442.24** and an annual maintenance cost of **\$19,160.00** (which does not include any capital replacement costs, should the RAN Board not approve a cost-sharing arrangement with their Mobile Fingerprint Project.) The project team would be happy to work with your staff to adjust quantities or to develop a customized hardware configuration. Either of these adjustments will result in an adjustment of your implementation and maintenance costs.

Acknowledgement and Acceptance:

Name: _____

Title: _____

Signature: _____