Council Meeting
October 6, 2009

Honorable Mayor and Members
of the City Council.
City Hall, Torrance, California.

Members of the City Council:

Subject: Police – Approve the automation of the City's oversized vehicle permit system project. Expenditure: $95,000

RECOMMENDATION

Recommendation of the Chief of Police and the Information Technology Director that City Council:

1. Approve a Facilities, Equipment, Automation Project (FEAP) for the City's oversized vehicle permit system in the amount of $95,000 including; consultant services for application development, new application server, server support and a computer interface tool; and
2. Approve a purchase order to Spillman Technologies Inc. in the amount of $49,144 for the Spillman computer interface tool.

FUNDING

Funding is available in the Police Department operating budget.

BACKGROUND

In September 2006, the City Council adopted Ordinance No. 3686 which established regulations regarding the parking of oversized vehicles and trailers on City streets. This ordinance allows Torrance residents, or visitors to Torrance who are hosted by a Torrance resident, to purchase permits to temporarily park their oversized vehicle on public streets. These Parking Permits are available through the Community Development Department during normal business hours and through the Records Division at the front desk of the Police Department when City Hall is closed. When purchased at the Community Development Department, the permit information is forwarded to the Police Department for entry into the Police Department's Spillman system.

The Police Department uses the Public Safety CAD System developed by Spillman Technologies. The Department requires that this system contain activated oversized vehicle permit information for officers to look up in the field. Currently, oversized vehicle permits are manually entered into the Spillman system. To streamline these processes, the City is planning to implement an automated oversized vehicle permit system that is accessible to the public via the internet.

ANALYSIS

Recently, both the Police Department and the City's Information Technology Department (CIT) have collaborated to successfully establish a system that automates the purchase and processing of oversized vehicle permits. The automated system will provide online daily permit application, payment, and activation. All activated permit information will be automatically

transferred to the Spillman system. The system will accept the one-time oversized vehicle registration information and require applicants to come into the City for submission of validation information.

Staff has identified consultant services and equipment needed to automate the vehicle permit system. These items include: application development via software consultant; application server; server replacement and support. Also required to complete system implementation is a Spillman computer interface tool that will facilitate the automatic transfer of all activated permit information from the City server to the Police Department's Spillman server. Staff is requesting Council's approval to purchase services and equipment needed for project completion.

Respectfully submitted,

JOHN J. NEU
CHIEF OF POLICE

By Lt. Michael Jezulin
Communications Division Commander

CONCUR:

John J. Neu
Chief of Police

Richard Shigaki
Information Technology Director

LeRoy J. Jackson
City Manager

Attachment A: FEAP Request Form

ATTACHMENT A

City of Torrance
FEAP Project Request Form

Type of Project:

[ ] **Equipment** [X] **Automation** [ ] **Infrastructure** [ ] **Facilities** [ ] **Other**

Requesting Department: Police	**Managing Department:** Police **Project Leader:** Lt. M. Jezulin

Project Location: Police Department	**Project Title:** Oversized Vehicle Permit Automation

Project Start Date: November 2009	**Estimated Completion Date:** June 2010

Description:

Automation of the City's Oversize Vehicle Permit process to provide online permit application, payment and activation.

Justification:

Under current procedures, the public is only able to apply for, purchase and activate oversized vehicle permits in-person via the Community Development Department during normal business hours or through the Records Division at the front desk window of the Police Department when City Hall is closed. These accessibility restrictions pose inconvenience for the public. Additionally, when permits are purchased through Community Development, that permit information must be forwarded to Police and manually entered into the Police Department's computer system for tracking.

Automating the oversized vehicle permit process will allow the public to acquire permits online and eliminate multiple in-person visits. Moreover, system automation will enable all activated permits to be automatically entered into the Police Department's electronic records. Acquisition of a computer interface tool will enable the automated, electronic transfer of permit activation data from the City server to the Police Department server and thus streamline information sharing. System automation will increase both the number of citizens who are compliant with the City's oversized vehicle ordinance, and potential revenues from permit purchases.

Impact of Non-Approval: The time and effort required to acquire oversized vehicle permits will deter the public from attaining them. The additional antiquated means in which permits are processed will also incur unnecessary demands on staff to ensure permit information is shared and captured within a timely manner.
Other Alternatives Considered: No other alternatives considered.

ATTACHMENT A

Project Costs

Estimated Project Implementation Cost (ONE TIME COSTS)

	Within Dept	Support Dept.	Comments:
Equipment	$ 49,144	$ 5,442	Computer interface tool enabling automated e-transfer of permit data from City server to Police server; Server
Professional and contract services	$	$37,571	Application development services
TOTAL	**$ 49,144**	**$43,013**	**Total $92,157**

Estimated Annual Ongoing Operating and Maintenance Costs
(UPON PROJECT COMPLETION/IMPLEMENTATION)

☐ Not Applicable

	Within Dept	Support Dept.	Comments:
Personnel Requirements # of positions			
Annual Labor Costs:	$	$	
Per Comp Detail Report-Total			
Date of Comp Detail Report MM/DD/YY			
Materials	$	$	
Equipment	$	$1,089	Annual replacement cost
Professional and contract services	$	$1,034	Server support
Other	$ 720	$	Monthly credit card cost of $60 for 12 months
TOTAL	$ 720	$2,123	Total $2,843 *

*First year costs of $2,843 will be funded out of the $95,000 project budget.

Future ongoing costs of $2,123 for the annual replacement costs and server support will be added to the Communications and Information Technology budget and $720 for credit card processing fees will be added to City Treasurer's budget.

ATTACHMENT A

Project Time Line

Description	Fiscal Year Ending June 30				
	2009-10	2010-11	2011-12	2012-13	2013-14
Survey/Design					
Plans/Specifications					
Purchase/Construction	X				
Other: _____					

Project Financing

Financing Source	Fiscal Year Ending June 30					
	2009-10	2010-11	2011-12	2012-13	2013-14	***TOTAL***
General Fund	$95,000					**$95,000**
TOTAL COST	$95,000					**$95,000**

Requested by:	
Department Head	Date

Department Priority # :	High	Medium	Low
	X		

Type an X in the box if project is:
High, Medium or Low