



# CITY OF CLEARLAKE

City Council

## STAFF REPORT

**SUBJECT:** Purchase of an eCitation Solution from Tyler Technologies

**MEETING DATE:**  
June 2, 2022

**SUBMITTED BY:** Andrew White, Police Chief

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the police department to purchase eCitation software, services and hardware from Tyler Technologies utilizing the Sourcewell contract.

### BACKGROUND/DISCUSSION:

The Police Department issues traffic/criminal citations, administrative citations and parking citations using a manual paper driven process. In 2021, 3,836 manually written citations were issued by officers.

Following issuance of a citation, it is manually entered into the department's records management system, scanned for retention and then sent to the processing destination. For the court, citations are hand carried to the court house. This is a time consuming process that requires duplication of effort with respect to data entry and is inefficient.

Many law enforcement agencies have transitioned to electronic citation issuance (eCitation). eCitations reduces the amount of time an officer spends on a stop, eliminates errors and handwriting legibility issues, enables uniform capture of violation location information and automates the upload of ticket data to court systems. In many cases, this can reduce the contact time during an enforcement contact to a matter of minutes.

With an eCitation system, an officer enters information regarding a violation into a handheld computer device, obtains the violator's signature and prints the notice from a portable printer. The citation is electronically uploaded to the agency's records management system and sent to destinations that can accept electronic transfer or printed for those that cannot accept electronic transfer.

The Lake County Superior Court recently acquired a new records system that can accept eCitation records for traffic infractions. The Police Department's processing agency for administrative and parking citations also accepts eCitation records. The District Attorney's Office cannot accept electronic transfer at this time, but it is likely a future records system they acquire would support this functionality.

Destinations that cannot accept electronic citations, such as the District Attorney's Office, would be sent manual printouts from the system or PDF files.

The City has an existing contract with Tyler Technologies (Tyler) for the Tyler InCode enterprise resource planning (ERP) system. Tyler offers an eCitation solution that meets the current and anticipated future needs of the department and is utilized by agencies across the US and in California. Police Department staff participated in a demonstration of the system to ensure it will meet the needs of the agency.

Tyler has provided the department with a proposal for a complete eCitation solution, including hardware, software, training and required interfaces. The cost of the solution is \$55,144 + tax for the first year and \$6,459 for year two support and hosting. At year three, the annual fee would be subject to a max 3% escalator per year.

This purchase is exempt from the City's competitive bidding requirements pursuant to Section 3-4.5.a.8, which provides for the use of the Sourcwell cooperative purchasing contract.

Staff recommends the City Council approve the Chief of Police to enter into a contract with Tyler Technologies for the purchase of an eCitation solution, as proposed.

**OPTIONS:**

1. Authorize the Chief of Police to enter into a contract with Tyler Technologies for the purchase of an eCitation solution, as proposed, by adopting Resolution No. 2022-31.
2. Provide direction to staff.

**FISCAL IMPACT:**

☐ None ☒ \$55,144+Tax (est \$1269) Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☒ General Fund ☒ Measure P Fund ☐ Measure V Fund ☒ Other: SLESF Fund

Comments: SLESF: \$18,000 / Measure P: \$19,206 / General Fund \$19,207

**STRATEGIC PLAN IMPACT:**

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

**SUGGESTED MOTIONS:**

1. Adopt Resolution 2022-31: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE AUTHORIZING THE CHIEF OF POLICE TO ENTER INTO A CONTRACT WITH TYLER TECHNOLOGIES, INC. FOR THE PURCHASE OF AN ECITATION SOLUTION



**Attachments:**

- 1) Resolution No. 2022-31
- 2) eCitation Proposal from Tyler Technologies

**RESOLUTION NO. 2022-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE  
AUTHORIZING THE CHIEF OF POLICE TO ENTER INTO A CONTRACT WITH  
TYLER TECHNOLOGIES, INC. FOR THE PURCHASE OF AN ECITATION SOLUTION**

**WHEREAS**, the Police Department issues traffic/criminal citations, administrative citations and parking citations using a manual paper driven process and in 2021, 3,836 manually written citations were issued by officers; and

**WHEREAS**, an electronic citation issuance system (eCitation) reduces the amount of time an officer spends on a stop, eliminates errors and handwriting legibility issues, enables uniform capture of violation location information and automates the upload of ticket data to court systems; and

**WHEREAS**, Tyler Technologies provided the department with a proposal for a complete eCitation solution, including hardware, software, training and required interfaces for traffic/criminal, parking and administrative citations and the cost of the solution is \$55,144 + tax (approx. \$1,269) for the first year; and

**WHEREAS**, Tyler Technologies is a vendor with Sourcwell, a cooperative purchasing agency, and the proposal solution is being offered via the Sourcwell contract thereby exempting this purchase from the competitive bidding requirement of the Clearlake Municipal Code.

**NOW, THEREFORE BE IT RESOLVED** that the Chief of Police of the City of Clearlake is authorized to enter into a contract with Tyler Technologies for the purchase of an eCitation solution in the amount of \$55,144 plus tax; and

**BE IT FURTHER RESOLVED**, the Chief of Police is further authorized to amend the contract with Tyler Technologies to add users, devices and functionality provided there are sufficient appropriations to cover such changes; and

**PASSED AND ADOPTED** by the City Council of the City of Clearlake, County of Lake, State of California, on this 2<sup>nd</sup> day of June 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor