



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/04/2024

DATE: May 28, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute an Amendment to the Software Support Agreement with Sun Ridge Systems to Incorporate Crossroads Collision and E-Citation Add-On Modules for the Remaining Term of the Original Agreement with the Total Agreement Not to Exceed \$260,000.

RECOMMENDATION:

Authorize the Town Manager to execute an amendment to the software support agreement with Sun Ridge Systems to incorporate Crossroads Collision and E-Citation add-on modules for the remaining term of the original agreement with the total agreement not to exceed \$260,000.

BACKGROUND:

In 2021, the Police Department entered into a five-year agreement with Sun Ridge Systems, Inc. for a Computer Aided Dispatch and Records Management System. Computer Aided Dispatch (CAD) and Records Management Systems (RMS) are considered critical infrastructure to any law enforcement agency. This CAD/RMS structure serves as the core systems by which staff documents calls for service and self-initiated activity; write police reports; process and prepare police reports for prosecution; maintain warrants; manage investigations; track chain of custody for evidence; and manage resources during emergency and non-emergency responses.

In 2023, the Police Department was awarded a grant from the California Office of Traffic Safety (OTS) in the amount of \$76,000 for the purchase of traffic collision reporting software and an electronic traffic citation system. The Department utilized grant funding to purchase Crossroads Collision and Crossroads E-Citation software systems, which enables the integration of collision data analysis and citation cross-reporting with the existing CAD/RMS system, Sun Ridge Systems. To successfully integrate collision reporting, statistical data, and electronic

PREPARED BY: Clinton Tada
Support Services Captain

Reviewed by: Town Manager, Town Attorney, and Finance Director

SUBJECT: Amendment to the Computer-Aided Records Management System Agreement
with Sun Ridge Systems

DATE: May 28, 2024

BACKGROUND (continued):

citations with the existing CAD/RMS system, the Department will need to modify the existing add-on interface modules with Sun Ridge Systems.

DISCUSSION:

The Department entered into a five-year agreement with Sun Ridge Systems in FY 2021/22, for a total agreement amount of \$254,780 (Attachment 1). The requested amendment to the existing Sun Ridge Systems agreement consists of a one-time set up fee total in the amount of \$4,570 to add Crossroads Accident and E-Citation integration modules to the current CAD/RMS interface system (Attachment 2). In addition, for the remaining term of the agreement, the Department will switch Sun Ridge RIMS Auto-Cite module to Crossroads E-Citation, and Sun Ridge RIMS CHP 555 to SWITRS to Crossroads Collision Software. Below is a cost breakdown which outlines the remaining Fiscal Year (FY) costs for the term of this agreement with the one-time set up costs (in FY 24/25) and proposed annual subscription modifications.

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Original Agreement	\$46,635	\$49,017	\$50,977	\$53,015	\$55,136
Amended Agreement	\$46,635	\$49,017	\$50,977	\$57,585	\$54,687
Agreement Adjustments	N/A	N/A	N/A	+\$4,570	(-\$449)

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute an amendment to the agreement with Sun Ridge Systems, Inc. for the addition of applicable software support service modules for the remainder term of this agreement, not to exceed a five-year total agreement amount of \$260,000.

FISCAL IMPACT:

The annual cost of \$53,015 for FY 2024/25 is already budgeted in the proposed Police Department Operating Budget. The one-time additional set up and service costs to integrate Crossroads Collision and E-Citation modules during FY 2024/25 (\$4,570) will be paid using OTS grant funding as outlined in the grant proposal. The cost adjustment of future fiscal years will

PAGE 3 OF 3

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FISCAL IMPACT (continued):

be proposed during budget development cycles for a total agreement amount (FY 2021/22 through FY 2025/26) not to exceed \$260,000.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Original Agreement – Sun Ridge Systems
2. Sun Ridge Systems Quote – Add-on Modules
3. Amendment to the Original Agreement