



CITY COUNCIL STAFF REPORT



July 25, 2023

ITEM TITLE

Agreement: Approve an Agreement with Winbourne Consulting Inc. to Provide Project Management Services for the Police Department’s Records Management System

Report Number: 23-0168

Location: No specific geographic location

Department: Police

Environmental Notice: The activity is not a “Project” as defined under section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines section 15060(c)(3) no environmental review is required.

Recommended Action

Adopt a resolution approving an agreement with Winbourne Consulting Inc. to provide project management services for the Police Department’s Records Management System.

SUMMARY

The Police Department intends to upgrade its core Records Management System (RMS) and is seeking professional services to provide expertise and project management services for the effective and timely upgrade of the system.

ENVIRONMENTAL REVIEW

The Director of Development Services has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a “Project” as defined under section 15378 of the State CEQA Guidelines because it will not result in a physical change in the environment; therefore, pursuant to section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

Not applicable.

DISCUSSION

The Police Department relies on its RMS as the core repository and tracking system for most police department records, including but not limited to all crime reports, arrest reports, investigative reports and follow up, vehicle impounds, and more. The existing RMS system is obsolete, inefficient, and past its lifetime. Reliance on such obsolete RMS technology seriously impedes system reliability, responsiveness to community needs, and impedes improvements to process efficiency.

The Department seeks a professional services agreement to provide expertise and project management services to assist the Department with the effective and timely upgrade of the RMS.

Winbourne Consulting provides professional services that are specifically tailored to the unique technology and project management needs of law enforcement. The Chula Vista Police Department (CVPD) has had a successful track record with Winbourne starting in 2014 with a major Mobile Data Computer project, a 2016 project to upgrade CVPD's Computer Aided Dispatch system, and a 2019 project to manage the Department's Drone as First Responder program. All previous projects have been highly successful and came in under budgeted estimates. With their specific expertise and track record of success, Winbourne Consulting, LLC warrants and represents that it is experienced and staffed in a manner such that it can deliver the services required to the City for the RMS upgrade project. Winbourne's deep knowledge of CVPD operational capacity and needs will be critical to the success of the project.

Because of these reasons, the Police Department is requesting to waive the formal bid requirement and approve the agreement with Winbourne Consulting to provide expertise and project management services for the effective and timely upgrade of the RMS as allowed by Chula Vista Municipal Code Section 2.56.110(H)(2).

The Police Department has identified asset seizure funds for this effort, ensuring there is no impact to the General Fund or other department general operating expenses.

The proposed agreement includes services to be provided through June 30, 2024, with one optional one-year extension.

DECISION-MAKER CONFLICT

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the 500-foot rule found in California Code of Regulations Title 2, section 18702.2(a)(11), is not applicable to this decision for purposes of determining a disqualifying real property-related financial conflict of interest under the Political Reform Act (Cal. Gov't Code § 87100, et seq.).

Staff is not independently aware and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision maker conflict of interest in this matter.

CURRENT-YEAR FISCAL IMPACT

The contract amount for the project is not to exceed \$63,429.58. Costs for RMS project management services by Winbourne Consulting Inc. are already included in the fiscal year 2024 adopted budget of the Asset Seizure fund, resulting in no additional appropriations in the current fiscal year. There is no General Fund impact as a result of accepting this agreement.

ONGOING FISCAL IMPACT

If the authorized optional extension is agreed to by the parties, associated costs in subsequent fiscal years will be included in the proposed budget and will be considered as part of the normal budget process.

ATTACHMENTS

1. Agreement with Winbourne Consulting Inc. to provide Project Management Services for Records Management System

*Staff Contact: Assistant Chief Phil Collum, Police Department
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