

# Lompoc City Council Agenda Item



**City Council Meeting Date:** August 19, 2014

**TO:** Patrick Wiemiller, City Administrator

**FROM:** Ed Lardner, Police Captain  
elardner@ci.lompoc.ca.us

**SUBJECT:** Authorization for Replacement of LiveScan Fingerprinting Equipment

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## **Recommendation:**

Staff recommends the City Council:

- 1) Authorize the creation of Program No. 76260 – Central Stores – LiveScan Equipment;
- 2) Approve budget adjustments, detailed in the Fiscal Impact section below, to fund the purchase of two LiveScan machines from Account No. 11081-74518 – Police – LiveScan Fingerprinting Equipment for \$42,604.40 (see attached LiveScan proposal);
- 3) Approve budget adjustments, as presented in the Fiscal Impact section below, to fund the first installment of the LiveScan Equipment Reserve (Reserve) of \$7,100.00 to be held in Fund 76 – Central Stores appropriated from account 11081-74518 – Police – LiveScan Fingerprinting Equipment (accumulation of additional funds will continue in future Budget cycles); and
- 4) Authorize the issuance of a Purchase Order for the purchase of two LiveScan Fingerprinting machines from account 11081-74518 in the amount of \$42,604.40; or
- 5) Provide alternate direction.

## **Background:**

In 1997, Section 9250.19 of the Vehicle Code was enacted, providing for a \$1.00 per vehicle registration fee to fund background check program costs, including the purchase, operations, and maintenance of fingerprinting machines. Following its passage, the California Department of Justice developed a plan for the development and distribution of automated (inkless and paperless) fingerprint devices, which came to be commonly referred to as “LiveScan” machines. A LiveScan machine was installed in the Lompoc Police Department’s (Department) jail in the spring of 1999.

Demand for automated applicant fingerprint checks grew throughout the State and locally over time. To meet the growing demand, the Department added a second LiveScan machine for general public applicants in early 2001, near the Department's lobby.

On January 7, 2003, Council approved Resolution No. 5059(03), increasing the fingerprint fees to \$16.00 in order to pay for part-time staff to operate LiveScan devices. The fingerprint fees collected by the Department were sufficient to accommodate the employment of an employee twelve hours per week. The fee continues to be \$16.00; however, the User Fee Study, which is also being considered at this Council meeting, will review the fee amount and may recommend an adjustment to the current rate, based on the results of the study. If approved, then a new Master Fee Schedule, to include this fee, will be implemented no later than July 1, 2015.

In 2004, the Department sought to maximize the hours that LiveScan services would be available to the public. Part-time Police Interns were hired with a dual purpose of establishing a new recruitment pool of career-minded college students, as well as cutting hourly labor costs by nearly 47%. The modification in work assignments allowed the Department to expand LiveScan operations to 20 hours per week (4 hours a day, 5 days a week) without increasing costs or fees, as a service to the public.

The Department remains the only government location in Santa Barbara County where a person can obtain applicant LiveScan services without an appointment. Other agencies have appointment lists, in some cases filled for weeks in advance. The expansion of hours and use of part-time staffing resources have facilitated a more efficient use of the Department's LiveScan operations.

The Department's volume of **applicant** (general public and internal City use) fingerprinting for the past six years has been as follows:

<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
2,046	1,848	2,087	2,187	2,003	2,098

Based on the volume above, direct costs per service have increased from approximately \$11.00 in 2008, to about \$22.00 in 2014. Based on the average volume of use by the general public and internal City use since 2008, the cost of the equipment purchased in 2006 is about \$2.00 per service.

The Department's volume of **arrestee** fingerprinting for the past six years has been as follows:

<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
2,417	2,754	2,522	2,150	2,468	2,466

The arrestee services provided by the Department are not reimbursable. However, those costs are offset by the revenue provided by the State through the \$1.00 vehicle registration fee legislation. On average, the City receives about \$36,000 annually to the General Fund from this revenue source. The legislation provides these funds are only to be used to fund fingerprinting programs related to crimes committed while operating a motor vehicle.

**Discussion:**

The Department is currently using two, eight-year-old LiveScan machines purchased in 2006. While the Department provided for annual maintenance agreements on the machines until October 2013, the manufacturer no longer provides software upgrades for those machines. The unavailability of updated software has caused operational issues, including machine breakdowns and additional attention from the Department's Information Services liaison for issues such as rebooting the machines, lost data, slow communication speeds, not reading prints, and prints being rejected. The issues have caused lost time and productivity for the Department, Information Services, and the applicants/customers.

The existing LiveScan machines required minimal maintenance while under warranty and have only recently begun experiencing issues, now that a maintenance contract is unavailable or cost prohibitive. The Department's recommendation is to procure two replacement LiveScan machines without purchasing extended warranties beyond the one year provided as part of the purchase. This recommendation should conserve resources such that any maintenance done under a "time and material" purchase order with the manufacturer will result in a net savings to the program compared with having an extended maintenance contract. Based on past experience and the savings of \$3,500 per year by not purchasing the extended warranties, the Department is anticipating material savings during the first four to five years of operations of the equipment, providing a funding source for the proposed new equipment reserve account to be implemented for the eventual replacement of both LiveScan machines.

**Fiscal Impact:**

The cost of two new "DataWorks Plus 500 DPI System" LiveScan machines is \$42,604.40. The attached price quote provides for the delivery, installation, one year of maintenance, and training for operators.

In anticipation of operating the existing LiveScan and related Global Workstation (which provides supplemental fingerprinting services) equipment through the FY 2013-15 Budget cycle, no provision for capital replacement of any of the two LiveScan Machines or the related Global Workstation is included in the capital outlay budget for the Department. However, the existing budget anticipated the maintenance support agreements from the vendors to continue for the cycle. Maintenance contract costs are

appropriated in the FY 2013-15 Budget at \$20,205 per year for fingerprinting services. With the discontinuance of the two contracts, the existing appropriation for maintenance costs is available to fund a budget adjustment to the capital outlay account for two replacement LiveScan machines.

As funding for LiveScan equipment and services are received annually from the California Department of Justice through the County of Santa Barbara, and via collection of application fees, it is appropriate to set aside funds annually for the eventual replacement of the LiveScan machines. While the City has not done this in the past, funding the Equipment Reserve account annually will provide funding for future replacements precluding additional Council action, other than as part of the biennial budget. The City currently funds equipment reserves with other equipment, such as squad vehicles, postage machines and copiers. The proposed budget adjustment includes \$7,100.00 in appropriations for the first installment to fund the Equipment Reserve account for future LiveScan machine replacements. The Department will include appropriations to continue funding the Equipment Reserve account in the following two budget cycles. At the time it is determined the replacement of the proposed equipment is recommended in four to seven years, funds will be available for the purchase rather than requiring another mid-budget request for appropriations.

#### Proposed Budget Adjustment

<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From:		
11081-53360	Professional Services – Data Support	\$40,410.00
11150-53539	Repairs & Maint – Equipment	3,600.00
11150-53359	Professional Service – Software	5,694.40
To:		
11081-74518	Police – LiveScan Fingerprinting Equipment	\$42,604.40
11081-74518	Police – LiveScan Fingerprinting Equipment Reserve	7,100.00

#### **Conclusion:**

The Department has the opportunity to replace existing LiveScan equipment utilizing new technology, allowing us to continue to comply with the State mandates while avoiding future maintenance contract costs. The City will continue to provide applicant LiveScan operations to the public at a higher level than other communities do as a service to our community.

Staff recommends Council authorize the expenditure of \$42,604.40 from Account No. 11081-74518 for the acquisition of two replacement LiveScan machines and

\$7,100.00 to be retained in Fund 76 – Central Stores as a reserve for future acquisition of LiveScan machines.

Respectfully submitted,

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Ed Lardner, Police Captain

**APPROVED FOR SUBMITTAL TO THE CITY ADMINISTRATOR:**

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Larry Ralston, Interim Police Chief

**APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:**

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Patrick Wiemiller, City Administrator

Attachment: [LiveScan Proposal](#)