TO: Mayor Shaun Sipma
   Members of the City Council

FROM: Chief John Klug

DATE: May 13, 2020

SUBJECT: PURCHASE OF L-TRON OSCR360 PANORAMIC SCENE CAMERA (PD0185)

I. RECOMMENDED ACTION
   1. Recommend approval to purchase the OSCR360 camera system from L-Tron Corporation as
      a sole source provider of this camera system.

II. DEPARTMENT CONTACT PERSONS

   John Klug, Chief of Police 857-9800

III. DESCRIPTION

   A. Background
      The Minot Police Department (MPD) and Ward County Sheriff’s Office (WCSO) were
      awarded the 2019 JAG Grant through the Department of Justice and a memorandum of
      understanding was signed splitting the funds equally between the agencies. WCSO projected
      to use their portion of the funds for the purchase of a 360-degree evidence collection camera.
      The original product was based off the specifications that aligned with the OSCR360 camera
      system. Further research disclosed that L-Tron was the sole source for a camera that met the
      specifications required. The City of Minot is the Fiscal Agent for expenditures of funds
      related to this grant.

   B. Proposed Project
      The Ward County Sheriff’s Office will purchase the product and they will be responsible for
      the maintenance of the product and software not covered through the original grant funding.
      The City of Minot and Minot Police Department have no continuing financial responsibility
      for the upkeep of this product or software. It will be stored and used be WCSO.

   C. Consultant Selection
      The vendor for the project, L-Tron Corporation was identified through desired specifications
      for a product and are the only distributor for this camera system.

IV. IMPACT:

   A. Strategic Impact:
      This camera system will allow the WCSO to photograph a crash or crime scene quickly and
      accurately reducing the amount of time deputies will spend processing a scene.
B. Service/Delivery Impact:
This camera system will provide a 360-degree view of the scene being processed which will improve the capability of the deputies or investigators to present their case in a trial.

C. Fiscal Impact:
This project will use funds obtained through the FY 19 JAG Grant which was awarded by the Department of Justice. A total of $19,823 was awarded through this grant and the WCSO is the recipient of half of that funding which equals $9,911.50. They are requesting the expenditure of $9,751.95 and have authorized the Minot Police Department to use any remaining funds. The City of Minot is the fiscal authority for this grant. No matching funds are required.

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<thead>
<tr>
<th>Project Costs</th>
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<tbody>
<tr>
<td>OSCR360 Camera System &amp; Software</td>
<td>$9,751.95</td>
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<th>Project Funding</th>
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<tbody>
<tr>
<td>FY 19 JAG Grant</td>
<td>$9,751.95</td>
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Total $9,751.95

V. ALTERNATIVES
N/A

VI. TIME CONSTRAINTS
Funds must be spent by September 30, 2020.

VII. LIST OF ATTACHMENTS
A. Quote from L-Tron Corporation
B. Sole source documentation from L-Tron Corporation
C. City of Minot procurement documents with sole source explanation