



## Request for City Council Committee Action from the Department of BIS

Date June 14, 2010

To: The Honorable Betsy Hodges, Chair, Ways and Means Committee

Subject: Amend Contract with Advanced Public Safety

Recommendation Authorize proper City officials to increase Advanced Public Safety contract C-23403 by \$250,000 for an increase in scope to provide citation writers and software.

Prepared by Robert Arko, Contract Administrator, 673-3984

Submitted by Lynn C. Willenbring \_\_\_\_\_, 673-2927  
Chief Information Officer

Approved by Steven Bosacker \_\_\_\_\_  
City Coordinator

Presenter in Committee Lynn Willenbring

Policy Review Group  X  Not Applicable

Permanent Review Committee (PRC)  X  Not Applicable

Prior Related Directives:

- June 16, 2006 Council authorized City officials to execute a contract with Advance Public Safety for citation applications, training and services for \$350,000 plus annual support and maintenance costs.

**Financial Impact:** None. City Council has already allocated \$250,000 to the Police Department for this initiative. On-going maintenance costs will be funded out of the existing Police operating budget.

**Financial Impact** (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to department's finance contract prior to the Committee Coordinator

**Background/Supporting Information**

BIS was authorized on June 16, 2006 to execute a contract with Advanced Public Safety for citation applications, training and services for \$350,000 plus annual support and maintenance costs.

The Police Department purchased 40 mobile citation writers from Advanced Public Safety. In one year, the Police Department wrote 28,000 citations using these devices. That is over half of the total number of citations written for the year. It's estimated that with the addition of more mobile citation writers, Police will be able to increase revenue from citations issued by an estimated \$350,000. This estimate is calculated based on an estimated 45,000 citations written per year.

<b>Reason for increase</b>	<b>Estimated number of tickets increased</b>	<b>Average dollar value of citation</b>	<b>Amount</b>
5% reduction in errors	2,250	\$60	\$135,000
3% reduction in lost tickets	1,350	\$60	\$ 81,000
5% increase in citations issued	2,250	\$60	\$135,000
		<b>Est. Total</b>	<b>\$351,000</b>

The one-time cost of purchasing additional citation writers and associated software is estimated at \$250,000. Annual on-going maintenance costs are estimated at \$42,000.

In addition to the increase in estimated revenue generated by this initiative, there are additional cost avoidances that can be measured:

- Reduction in Officer time spent on less efficient citation applications, including the writing of paper-based citations
- Reduction in supplies for paper-based citations, estimated at \$12,000 per year
- Reduction in staff time needed to correct paper-based tickets