

TO: James L. App, City Manager
FROM: Lisa Solomon, Chief of Police
SUBJECT: Police Equipment Purchase – Scheduling Software
DATE: February 1, 2011

NEEDS: For the City Council to consider authorizing the Police Department to purchase law enforcement scheduling software through an established bid award to TeleStaff.

FACTS:

1. The Police Department currently schedules all employees and accounts for deployment data through a cumbersome and highly inefficient manual process.
2. The Police Department has a desire to automate staff scheduling to streamline the workflow associated with the scheduling of an operation that requires 24/7 staffing.
3. Purchases exceeding \$10,000 require a competitive bid process by City purchasing rules.
4. City purchasing rules allow for purchases under contracts established by other jurisdictions through a competitive bid process.
5. The City of San Luis Obispo went through a competitive bid process last year and awarded a contract to TeleStaff, and the supplier has agreed to honor that bid pricing for Paso Robles Police Department scheduling software.
6. The Police Department will purchase the scheduling software with State of California Supplemental Law Enforcement Services Funds. The expenditure of these funds for scheduling software was previously approved by the City Council on November 2nd, 2010.
7. The bid price of \$23,000 includes software, implementation services and one year of maintenance. Additional costs will be incurred for a dedicated computer server to run the software. This server will be purchased with other Police Department grant funds.
8. There is a recurring cost to support the scheduling software of \$2,500 per year and the Police Department will pay for three (3) years up front with grant funds.

ANALYSIS & CONCLUSION: The Police Department has been using an antiquated system of scheduling Department employees for many years. Employees at the Police Department work around the clock on many different schedules with varying hours. The task of scheduling employees on different shifts, with different hours, and then factoring in sick time, vacation time, court time, overtime, and other unforeseen absences is labor-intensive, where mistakes are not uncommon. The Department must also schedule specific employees on certain shifts based on responsibility levels, training requirements and specialty assignments. The proposed purchase of public safety scheduling software is designed to streamline workflow and interactions among employees and supervisors in the scheduling process. The new scheduling software will be more efficient, thus saving the Department's first line supervisors many work hours that can be redirected toward more critical supervisory functions.

POLICY

REFERENCE: City purchasing policy.

FISCAL

IMPACT: One time cost of \$30,500 from State of California Supplemental Law Enforcement Services Fund (117-210-5454-136) for the initial purchase of the scheduling software and implementation.

OPTIONS:

- a. Adopt Resolution No. 11-xx allowing the Chief of Police to contract with TeleStaff in the amount of \$30,500 for purchase, installation and maintenance of scheduling software; or
- b. Amend, modify, or reject the above option.

RESOLUTION NO. 11-xxx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
EL PASO DE ROBLES AUTHORIZING THE PURCHASE OF TELESTAFF LAW
ENFORCEMENT SCHEDULING SOFTWARE IN ACCORDANCE WITH
ESTABLISHED CITY OF SAN LUIS OBISPO BID AWARD #2010-1637**

WHEREAS, the City Council of El Paso de Robles authorized the purchase of the law enforcement scheduling software for the Police Department through an equipment grant awarded by the State Law Enforcement Services Fund (SLESF) grant; and

WHEREAS, purchases exceeding \$10,000 require a competitive bid process by City purchasing rules; and

WHEREAS, City purchasing rules allow for purchases under contracts established by other jurisdictions through competitive bid processes; and

WHEREAS, the City of San Luis Obispo awarded such a contract to TeleStaff for law enforcement scheduling software within the past 12 months, and the supplier is willing to honor the said bid.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of El Paso de Robles does authorize the Police Department to purchase TeleStaff law enforcement scheduling software in accordance with the City of San Luis Obispo bid contract number 2010-1637.

APPROVED AND ADOPTED by the City Council of the City of El Paso de Robles this 1st day of February, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Duane Picanco, Mayor

Caryn Jackson, Deputy City Clerk