



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** November 12, 2013

**TO:** Mayor and Councilmembers

**FROM:** Chief's Staff, Police Department

**SUBJECT:** Appropriation Of Miscellaneous Grants Funds For Scheduling Software Upgrade

**RECOMMENDATION:** That Council:

- A. Appropriate \$20,000 in the Fiscal Year 2014 Police Department Miscellaneous Grants Fund from available reserves for the purchase of an upgrade and service package for the InTime Scheduling software; and
- B. Find it in the City's best interest to waive the bidding process as provided in Municipal Code 4.52.080(k) and authorize the General Services Manager to issue a purchase order in the amount of \$20,000 to InTime for a software upgrade and annual maintenance for the following four fiscal years, in accordance with approved budgets.

**DISCUSSION:**

The current Police Department scheduling system (InTime) was purchased in 1998 and is now 15 years old. While the program initially met the needs of the department, software upgrades were delayed over the years and the 1998 version no longer functions properly. Since 1998, many advances have been made to scheduling software and the newer versions allow staff to check schedules remotely and manage overtime requests, and specific public safety needs have been addressed. Some of the current challenges that staff faces are: single user access, with only one person at a time able to see the schedule, no reporting capabilities, no employee access, and unstable operation in Windows 7 platform.

Over the last year, staff has explored various public safety scheduling software options. While there are many scheduling software programs available, public safety scheduling presents unique challenges with overtime, vacation, 24/7 operation, as well as emergency situations. Staff explored using the scheduling component of the current records management software (Versadex) but found the system to be awkward and cumbersome and didn't meet the department's scheduling needs. Additionally, contact was made with a Northern California law enforcement agency that uses the Versadex

scheduling software and the feedback they provided was that the product was hard to use and didn't work with Public Safety scheduling needs. Because of their challenges, they recommended using scheduling software specifically designed for public safety. Staff also looked at Telestaff by Kronos. It was found the Kronos based system focuses on a broadly based clientele of private sector and government entities and does not provide the functions and flexibility necessary for tracking key elements of law enforcement scheduling. Thus, it is not conducive to the department's needs.

Staff then visited Ventura Police Department and viewed the latest version of the InTime software. The Ventura Police Department has used the software for the last seven years and is very pleased with the product. They have been able to efficiently and economically provide broad based scheduling for their employees.

The new scheduling software will create scheduling efficiencies department-wide by allowing the department to enter and track all of the shifts of various program personnel and reduce the amount of time spent by staff manually tracking this information. In an emergency, staff will also be able to enhance the ability to recall police personnel efficiently in a short period of time.

**BUDGET/FINANCIAL INFORMATION:**

There are reserve funds available in the Miscellaneous Grants Fund Traffic Offender Program for the purchase of the upgrade and annual maintenance costs for the next four consecutive fiscal years.

The Traffic Offender Funds come from a fee paid by registered owners who retrieve impounded vehicles stemming from those driving motor vehicles with a suspended driving privilege or who did not possess a license to drive. The fee originated from an Office of Traffic Safety grant awarded in 1997 and that grant required the collection of a fee in order to maintain purchases of equipment and staffing following the sunset of the grant. The intent of the ongoing fees was to improve departmental efficiency and traffic safety. The funds have been primarily used for overtime related to directed patrols, DUI checkpoints and saturation patrols, as well as equipment purchases.

**PREPARED BY:** David Whitham, Captain

**SUBMITTED BY:** Camerino Sanchez, Chief

**APPROVED BY:** City Administrator's Office