



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of February 25, 2014  
Action Item for the City Council Meeting of March 18, 2014

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**DATE:** February 25, 2014

**TO:** Ronald L. Olson, City Manager

**FROM:** Michael Barrera, Assistant Director of Financial Services  
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### Purchase of Electronic Citation Handheld Units

**CAPTION:**

Motion approving the purchase of sixty-two (62) Electronic Citation Handheld Units from Brazos Technologies, College Station, Texas for a total amount of \$233,773. The award is based on the General Services Administration (GSA) Federal Supply Schedule 70 Cooperative Purchasing Program. Funds are available in the Crime Control and Prevention District in FY 2013-2014.

**PURPOSE:**

The electronic citation handheld units (ticket writers) will be used by Police Officers to issue citations to the general public.

**BACKGROUND AND FINDINGS:**

The ticket writer utilizes real time technology and an automated citation management workflow system that improves officer safety, citation integrity, accountability, efficiency and customer service. In January 2012, the Parking Enforcement Unit initiated the use of the electronic ticket writers as Phase I. The success of the project led to Phase II in May of 2013 when the Traffic Division began use of electronic ticket writers. Both Phases have not only improved efficiency, accountability and data availability in the Police Department, but helped to successfully streamline citations into the cities two adjudication systems benefitting court operations as well. Additionally in 2013 Code Enforcement began the use of the same ticket writer systems in their operations validating the theory of one product for multiple enforcement applications. Phase III will expand ticket writers to 62 Police Officers in the four Districts, including the Directed Patrol Officers.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not Applicable

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City’s purchasing policies and procedures and Texas State procurement laws.

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency.

**DEPARTMENTAL CLEARANCES:**

Police Department

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2013-2014</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$504,925.50		\$504,925.50
Encumbered / Expended Amount		\$36.37		\$36.37
This item		\$233,773.00		\$233,773.00
BALANCE		\$271,116.13		\$271,116.13

Fund(s): Crime Control and Prevention District

**Comments:**

Not Applicable

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Price Sheet