

COUNCIL COMMUNICATION

From: The City Manager

Subject: Police Department – Digital Transcription Software Budget Adjustment

Manager’s Recommendation:

I recommend a budget adjustment to be completed for the purchase of digital computer transcription software and equipment.

The Drug Forfeiture’s Decrease in Fund Equity line item no. 264-0000-680.00-00 should be increased from \$0.00 to \$1,700.00. Likewise, the Drug Forfeiture’s computer Software line item no. 264-3040-731.73-25 should be increased by \$1,700.00 for the purchase of transcription software and equipment.

Justification:

The City’s Police Department currently uses standard cassette tapes, which are analog, to record interviews of subjects. With modern technological advances such as the compact disc and digital recordings, analog equipment is rapidly becoming obsolete. The Police Department has not made a purchase of recording equipment in over 15 years. The cost of this equipment is as follows:

3 SME-DAVTS Transcription Systems @ 229.00 ea.	\$ 687.00
1 Ganz 4 Channel DVR, 250 GB HDD, CD/DVD RW	<u>\$ 990.00</u>
	\$1,677.00
	<u>10.00</u> S&H
	\$1,687.00

Council Action:

Council _____ moved that the City Manager’s recommendation be approved.