



CITY OF SALINAS COUNCIL STAFF REPORT

Jacob1991

DATE: JUNE 13, 2023

DEPARTMENT: SALINAS POLICE DEPARTMENT

FROM: ROBERTO FILICE, CHIEF OF POLICE

BY: TONYA ERICKSON, POLICE SERVICES ADMINISTRATOR

TITLE: SPEAKWRITE TRANSCRIPTION AGREEMENT FOR FY 2023-24

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the execution of a Service Agreement for transcription services with SpeakWrite LLC in an amount not to exceed \$100,000 for FY 2023-24.

RECOMMENDATION:

Staff recommends City Council approve a Resolution authorizing a Service Agreement for transcription services with SpeakWrite LLC in an amount not to exceed \$100,000 for FY 2023-24.

EXECUTIVE SUMMARY:

The Salinas Police Department has utilized SpeakWrite LLC since 2018 to provide transcription services to support the timely production of police reports. The Department is requesting the execution of a new Agreement with SpeakWrite LLC for FY 2023-24 in an amount not to exceed \$100,000.

BACKGROUND:

The Police Department utilizes professional transcription services for use by Police Officers when completing Police Reports. When preparing reports, Officers have the option to dictate the narrative portion and send to SpeakWrite for transcription. The average turn-around time is just three hours, after which the Officer reviews the content, inserts into the report within the Records Management System, and completes his/her portion of the report. The utilization of professional transcription services has proven to be both efficient and cost effective.

The City has utilized the services of SpeakWrite LLC since 2018 and is needing to establish a new Agreement for Services. The new agreement shall commence July 1, 2023, upon expiration of the current Agreement, and continue through the end of the 2023-24 fiscal year. Payment will be at the rates specified in the Scope of Services, with a total amount not to exceed \$100,000.

POLICE COMMUNITY ADVISORY COMMITTEE:

The Police Chief will present this item to the Police Community Advisory Committee on June 28, 2023. The Committee will have an opportunity to ask questions and provide comments related to this requested action.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

Approving the proposed Resolution will support the City Council's Strategic Plan Goal of Public Safety as well as Effective and Culturally Responsive Government.

DEPARTMENTAL COORDINATION:

The Salinas Police Department has worked closely with the City Attorney's office on the development of the Agreement and will work with the Finance Department on the implementation and payment related to the Agreement.

FISCAL AND SUSTAINABILITY IMPACT:

No additional funds are requested to support this Agreement. Funds are appropriated and available within the Police Department's FY 2023-24 budget, account 1000.40.4130.

ATTACHMENTS:

Resolution
SpeakWrite Agreement