

Town of Windsor

Memorandum

April 12, 2022

TO: The Honorable Mayor and Town Council

FROM: Cheryl McClanahan, Treasurer *CCM*

SUBJECT: digiTICKET Electronic Ticketing System Update

Background

On February 8, 2022 the Town Council was briefed on the digiTICKET system.

Specifics

The Windsor Police Department would like to proceed with the electronic ticketing system, digiTICKET, to modernize and streamline the issuance of citations and the corresponding data collection related thereto. This initiation of this program will be funded by American Rescue Plan Act Funds, due to the minimization of person-to-person interaction and corresponding prevention of the spread of the COVID pandemic on traffic stops

Enclosures

Digi Ticket

Recommended Motion

Move that Council adopt a resolution entitled:

A Resolution for Appropriating The Sum Of \$29,449.16 From American Rescue Plan Act Funding from the Commonwealth of Virginia to The General Fund Operating Budget For Fiscal Year 2021-2022 for Police Technology line item.

Resolution

A Resolution for Appropriating The Sum Of \$29,449.16 From American Rescue Plan Act Funding from the Commonwealth of Virginia to The General Fund Operating Budget For Fiscal Year 2021-2022 for Police Technology line item

WHEREAS, the Windsor Police Department is purchasing a DigiTicket and;

WHEREAS, Council wishes to appropriate funds from the General Fund ARPA Fund Balance to cover these expenses, and;

WHEREAS, these funds must be appropriated and, the budget amended.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$29,449.16 from the American Rescue Plan Act Funding from the Commonwealth of Virginia is hereby appropriated to the 2021-2022 General Fund Operating Budget, Police Technology expense line item is amended accordingly:

Section 2. This resolution shall be in effect on and after its adoption.

Adopted: April 12, 2022

TESTE:

Town Clerk



digiTICKET Price Quotes

Please refer to Appendix A: digiTICKET Solution Scope for a detailed description of the proposed solution.

Option 1: Standard Purchase

The purchase price for the digiTICKET solution includes digiTICKET software licenses, software implementation and training services, custom configuration services (if applicable), required hardware, paper and hosting fees (if applicable). This procurement option requires ongoing costs associated with annual maintenance and support, new hardware when needed, hosting and paper.

digiTICKET Purchase Price Quote				
	Software License Fees	Units	Fee	Total
	digiTICKET Server License - includes Central Square Export	1	\$ 7,500	\$ 7,500
	digiTICKET Mobile Client Licenses	7	\$ 600	\$ 4,200
	Additional RMS / Court Export License(s): Virginia Supreme Courts	1	\$ 1,000	\$ 1,000
	Software License Fees		<i>see above</i>	\$ 12,700
	TOTAL Software License Fees			\$ 12,700
	Professional Services Fees	Units	Fee	Total
	Standard implementation and training services	1	\$ 5,000	\$ 5,000
	Configuration of additional agencies (additional agencies)	1	\$ 500	\$ 500
	Configuration of additional printed ticket formats (additional formats)	1	\$ 500	\$ 500
	Configuration of groups	1	\$ 500	\$ 500
	Configuration of auto-exporter (total exporters)	2	\$ 750	\$ 1,500
	TOTAL Professional Services Fees			\$ 8,000
	TOTAL hardware costs (devices, peripherals, warranties, etc.)**	1	\$ 7,274.16	\$ 7,274.16
	Thermal paper; 50 roll minimum w/ pre-printed back (price per roll)	25	\$ 11.00	\$ 275
	Monthly hosting services (annual recurring fee)	12	\$ 100	\$ 1,200
	TOTAL PURCHASE PRICE (Year 1)			\$ 29,449.16
Recurring Annual Fees				
	Component	Units	Fee	Totals
	Annual Maintenance & Support Fee - Hosted by Saltus (25 units or less)	7	25%	\$ 3,175
	Hosting Services (annual fee)	1	\$ 1,200	\$ 1,200
	TOTAL RECURRING ANNUAL FEES (beginning Year 2)			\$ 4,375