



# Administrative Report

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H.13., File # 22-4366

Meeting Date: 6/21/2022

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**To:** MAYOR AND CITY COUNCIL  
**From:** JOE HOFFMAN, CHIEF OF POLICE

## **TITLE**

APPROVE THE THIRD AMENDMENT TO THE AGREEMENT WITH HITECH, INC. FOR POLICE RECORDS MANAGEMENT AND COMPUTER AIDED DISPATCH SOFTWARE FOR A REDUCED NUMBER OF LICENSES, A NEW ANNUAL AMOUNT NOT TO EXCEED \$36,611.98, AND AN EXTENSION OF TERM THROUGH JUNE 30, 2023

## **EXECUTIVE SUMMARY**

The City's new Records Management System (RMS) and Computer Aided Dispatch (CAD) Mark43, went live in March 2022. As the transition between CAD/RMS vendors was recently executed, an additional year of service from the former vendor is needed to assist in accessing critical Department legacy data while the final data migration to Mark43 and the testing of the new system is completed.

## **BACKGROUND**

In March of 2022, the Police Department went live with Mark 43 as the City's new CAD/RMS software system. The transition to the new system requires that a significant amount of data be migrated and mapped. The migration process is being coordinated with a Mark43 project manager, the Police Department Administrative Manager, and a specialty data migration vendor. The migration of the HiTech legacy data is expected to take six to nine months to complete with an anticipated start date of July 1, 2022.

The original agreement with HiTech, Inc. was amended in December of 2020, in anticipation of the Mark43 implementation, to allow for quarterly billing and renewal. The current agreement that provides complete HiTech RMS and CAD functionality expires on June 30, 2022, but can be extended under the existing terms on a quarterly basis at \$38,126 per quarter for a cost of \$152,504 per annum. The Police Department does not have a need for two fully functioning concurrently operating CAD/RMS systems, however inquiry access to the legacy data and documents contained in the HiTech system are critical to continued efficient operation of the Police Department. Access to this data is necessary as many cases are still under investigation, have pending court hearings, or prompt additional California Public Records Act requests.

HiTech, Inc. has provided the City with a quote for maintenance of this data on a reduced number of licenses (to lower the continued cost) that provide the inquiry only access the Police Department requires. The cost of the licenses is \$36,611.98 per year and this level of access is only available from the vendor. Once the data migration is fully complete, further agreements or renewals will not be necessary for future fiscal years.

**COORDINATION**

The Police Department coordinated the agreement amendment with the City Attorney's Office, Information Technology, and Financial Services Departments.

**FISCAL IMPACT**

The funding required for the cost associated with the proposed HiTech, Inc. agreement amendment is \$36,611.98 for a one-year term. The funding is included in the proposed FY 2022-23 Budget.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

HiTech, Inc. Quote for Reduced Licenses  
HiTech, Inc. Third Amendment  
HiTech, Inc. Second Amendment  
HiTech, Inc. First Amendment