



# Administrative Report

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H.13., File # 22-4607

Meeting Date: 8/16/2022

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

## **TITLE**

APPROVE AN AGREEMENT WITH INTERNATIONAL BUSINESS INFORMATION TECHNOLOGIES, INC., DBA LEFTA SYSTEMS, FOR SOFTWARE LICENSING AND SUPPORT SERVICES FOR THE MANAGEMENT OF POLICE DEPARTMENT TRAINING RECORDS AND EVALUATION DOCUMENTS FOR AN AMOUNT NOT TO EXCEED \$63,845 AND THE TERM SEPTEMBER 1, 2022 THROUGH AUGUST 31, 2025 WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL ONE YEAR PERIODS

## **EXECUTIVE SUMMARY**

Approval of this agreement will allow the Police Department to effectively track and manage training requests, approvals, and performance evaluation completion status. In addition, this software provides access to a comprehensive field training software module that compiles daily evaluations and analyzes performance metrics, increasing efficiency for raters and the, as needed, review of historical data.

## **BACKGROUND**

On May 23, 2017, the City Council approved an agreement with International Business Information Technologies, Inc. to provide and maintain METR, a training management software program for use by the Police Department. The Police Department has experienced success since implementing the METR platform, which allows for increased efficiency in tracking essential officer training and records retention. The previous agreement expired on May 22, 2022.

Approval of this new agreement will allow the Police Department to continue to utilize the METR training software while adding LEFTA, which is a field training application that provides daily observation reports, trainee, and trainer evaluations, as well as analytic data on training and performance metrics. LEFTA complies with California Peace Officer Standards and Training (POST) training requirements and integrates seamlessly with the Police Department records management system (Mark43) and other commonly used software programs within the Department.

## **COORDINATION**

The Police Department coordinated this agreement with the City Attorney's Office.

## **FISCAL IMPACT**

The cost of the agreement is \$12,025 for the first year, with a 3% increase each subsequent year, for a total not to exceed amount of \$63,845 when including the two optional one-year extensions. Funding for the agreement is available in the Police Department's annual operating budget.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - International Business Information Technologies, Inc.
- Certificate of Insurance
- Prior Agmt - International Business Information Technologies, Inc. May 23, 2017