



## **CITY OF MENIFEE**

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SUBJECT: Agreement Amendments for As Needed Meniffee Police Department Contract Services

MEETING DATE: June 19, 2024

TO: Mayor and City Council

PREPARED BY: Christine Booker, Budgets & Grants Analyst

REVIEWED BY: Chris Karrer, Police Chief

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute Amendment No. 1 to the existing Professional Services Agreement with Bio-tox Laboratories for as needed forensic toxicological testing services, increasing the contract amount by \$14,000 for a revised total contract amount not-to-exceed \$38,000, and extending the term of the contract through June 30, 2025; and
2. Approve and authorize the City Manager to execute Amendment No. 1, and all future annual amendments, to the existing Professional Services Agreement with Trauma Intervention Programs, Inc. for as needed trauma incident support services, increasing the contract amount by \$13,856.04 for a revised total contract amount not-to-exceed \$27,421.04, and extending the term of the contract through June 30, 2025; and
3. Approve and authorize the City Manager to execute Amendment No. 1 to the existing Professional Services Agreement with American Forensic Nurses, Inc. for as needed forensic services, increasing the contract amount by \$27,000 for a revised total contract amount not-to-exceed \$51,000, and extending the term of the contract through June 30, 2025; and
4. Approve and authorize the City Manager to execute Amendment No. 1 to the existing Professional Services Agreement with Susan Saxe-Clifford for as-needed professional psychological evaluations, increasing the contract amount by \$55,700 for a revised total contract amount not-to-exceed \$71,450, and extending the term of the contract through June 30, 2027.

### **DISCUSSION**

The Meniffee Police Department (MPD) maintains many contracts to assist in the facilitation of police services. These contracts include services for psychological evaluations, forensic needs

and trauma incident support. The existing contracts are set to expire on June 30, 2024, and must be extended for service continuity.

#### **Bio-Tox Laboratories Agreement Summary**

Bio-tox Laboratories facilitates the forensic toxicology laboratory testing on-call services needed whenever bodily fluid samples such as blood, saliva, and urine are required to be collected. The Police Department has maintained contracts for these services since July of 2020 with the most recent contract approved in July of 2023. There are only two local vendors who offer these services, and Menifee Police Department maintains contracts with both. The proposed Contract Amendment No. 1 would extend the contract for one fiscal year through June 30, 2025, and increase the existing agreement by \$14,000 for a new not-to-exceed contract amount of \$38,000. The amendment specifics are outlined below in Table 1.

**TABLE 1**

Type	Dates	Not-to-exceed Amount	New Contract Total
Original Agreement	7/1/23 – 6/30/24	\$24,000.00	\$24,000.00
Amendment No.1	7/1/24 – 6/30/25	\$14,000.00	<b>\$38,000.00</b>

#### **Trauma Intervention Programs, Inc. Agreement Summary**

Trauma Intervention Programs, Inc. (TIP) provides a range of emotional and practical support services to victims of traumatic events and their families. TIP utilizes specially trained citizen volunteers that are available 24 hours a day, 365 days a year on an on-call basis. TIP has multiple chapters in southern California as well as six other states. The City has held contracts for these services continuously since 2021 with the most recent contract approved in July of 2023. The proposed Contract Amendment No. 1 would extend the contract for one fiscal year through June 30, 2025, and increase the existing agreement by \$13,856.04 for a new not-to-exceed contract amount of \$27,421.04. The amendment specifics are outlined below in Table 2.

**TABLE 2**

Type	Dates	Not-to-exceed Amount	New Contract Total
Original Agreement	7/1/23 – 6/30/24	\$13,565.00	\$13,565.00
Amendment No.1	7/1/24 – 6/30/25	\$13,856.04	<b>\$27,421.04</b>

#### **American Forensics Nurses, Inc. Agreement Summary**

American Forensics Nurses, Inc. provides various on-call forensic services including sample draws, sexual assault kits, and DUI checkpoint staffing. The City has held contracts for these services continuously since July of 2020 with the most recent agreement approved in July of 2023. The proposed Contract Amendment No. 1 would extend the contract for one fiscal year with a new end date of June 30, 2025, and increase the existing agreement by \$27,000 for a new not-to-exceed contract amount of \$51,000. The amendment specifics are outlined below in Table 3. A request for proposal will be completed for these services during the upcoming fiscal year to establish a new contract beginning Fiscal Year 2025/2026.

**TABLE 3**

Type	Dates	Not-to-exceed Amount	New Contract Total
Original Agreement	7/1/23 – 6/30/24	\$24,000.00	\$24,000.00
Amendment No.1	7/1/24 – 6/30/25	\$27,000.00	<b>\$51,000.00</b>

### **Susan Saxe-Clifford Agreement Summary**

Susan Saxe-Clifford is the most experienced, and closest Police Officer Standards and Training certified vendor performing psychological evaluations required as part of the hiring process for Police Department candidates providing evaluations of suitability. The Police Department has maintained contracts for these services since January of 2020 with the most recent contract approved in July of 2023. The proposed Contract Amendment No.1 would extend the contract for three fiscal years through June 30, 2027, and increase the existing agreement by \$55,700 for a new not-to-exceed contract amount of \$71,450. The amendment specifics are outlined below in Table 4.

**TABLE 4**

Type	Dates	Not-to-exceed Amount	New Contract Total
Original Agreement	7/1/23 – 6/30/24	\$15,750.00	\$15,750.00
Amendment No.1	7/1/24 – 6/30/25	\$18,900.00	\$34,650.00
Amendment No.1	7/1/25 – 6/30/26	\$18,400.00	\$53,050.00
Amendment No.1	7/1/26 – 6/30/27	\$18,400.00	<b>\$71,450.00</b>

Pursuant to Menifee Municipal Code Chapter 3.12.090, any change order in an amount greater than \$25,000 or any change order which, when considered with the aggregate amount of all other changes to a contract, exceeds 10% of the original contract cost, shall be approved by the City Council. All other terms of the agreements shall remain the same.

### **STRATEGIC PLAN OBJECTIVE**

Regular City Business

### **FISCAL IMPACT**

The fiscal impact of Amendment No. 1 to the existing Professional Services Agreement with Bio-tox Laboratories is \$14,000. Funding for this Amendment is budgeted in the adopted FY 2024/2025 Budget, within Account No. 100-4911-52800 (Professional Services).

The fiscal impact of Amendment No. 1 to the existing Professional Services Agreement with TIP. is \$13,856.04. Funding for this Amendment is budgeted in the adopted FY 2024/2025 Budget, within Account No. 100-4911-52800 (Professional Services).

The fiscal impact of Amendment No. 1 to the existing Professional Services Agreement with American Forensic Nurses, Inc. is \$27,000. Funding for this Amendment is budgeted in the adopted FY 2024/2025 Budget, within Account No. 100-4911-52510 (Blood Draws).

The fiscal impact of Amendment No. 1 to the existing Professional Services Agreement with Susan Saxe-Clifford is \$55,700. Funding for this Amendment is budgeted in the adopted FY 2024/2025 Budget, within Account No. 100-4222-52100 (New Hire Screenings/Testing). Funding in the amount of \$36,800 for the future fiscal years would be incorporated into the corresponding budgets.

The complete fiscal impact for all four contract amendments is not-to-exceed \$110,557.04 through FY 2026/2027. No additional budget appropriation actions are required. A summary of the amendments is outlined on the following page in Table 5.

**TABLE 5 - AMENDMENT SUMMARY**

Fiscal Year	Vendor	Account	PO Total for FY	Contract Total
2024/2025	Bio-tox Laboratories	100-4911-52800	\$14,000.00	\$38,000.00
2024/2025	TIP	100-4911-52800	\$13,856.04	\$27,421.04
2024/2025	American Forensic Nurses, Inc.	100-4911-52510	\$27,000.00	\$51,000.00
2024/2025	Susan Saxe Clifford	100-4222-52100	\$18,900.00	\$34,650.00
2025/2026	Susan Saxe Clifford	Budget to be Determined	\$18,400.00	\$53,050.00
2026/2027	Susan Saxe Clifford	Budget to be Determined	\$18,400.00	\$71,450.00

**ATTACHMENTS**

1. Bio-tox Amendment No. 1
2. Bio-tox Original Agreement
3. Trauma Intervention Programs, Inc. Amendment No. 1
4. Trauma Intervention Programs, Inc. Original Agreement
5. American Forensic Nurses, Inc. Amendment No. 1
6. American Forensic Nurses, Inc. Original Agreement
7. Susan Saxe-Clifford Amendment No. 1
8. Susan Saxe Clifford Original Agreement