



## **CITY OF MENIFEE**

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SUBJECT: Agreement Amendment with LEFTA Systems for Police Training Scheduling User Licenses and Scheduling Software

MEETING DATE: September 6, 2023

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 Software License Agreement with LEFTA Systems for police training scheduling software and user licenses in the amount of \$7,381.51, for a revised total contract amount not-to-exceed \$45,972.01.

### **DISCUSSION**

The Menifee Police Department utilizes a software agreement to provide training scheduling services for all staff. The original agreement was for 80 licenses in a not-to-exceed amount of \$38,590.50 and was processed in fiscal year 2019/2020 with a five-year term which is set to expire in February 2025. Subsequently, based on the increase in police department personnel during the past three fiscal years an additional 70 licenses are needed for a total of 150 licenses.

LEFTA Systems specializes in providing a wide range of training specific software that is utilized by several municipalities and police departments including Murrieta PD, Dallas-Fort Worth PD and Milford PD. These capabilities include tracking firearm qualifications, sworn and professional staff certifications, and Field Training Officers (FTO) progress. The system allows for the Sr. Personnel and Training Analyst to accurately track, coordinate, and organize all training efforts and ensure compliance with the various state and federal entities such as Peace Officer Standards and Training (POST), and Federal Emergency Management Agency (FEMA) for all police department staff.

In July 2020 upon the go-live for the PD there were 76 authorized positions. As of fiscal year 2023/2024, the PD is authorized for 124 positions, including part time staff and Code Enforcement is authorized for 8 positions. Upon the hiring of these additional staff, it was determined that additional user licenses were needed to meet the needs of the department.

Staff is recommending an amendment to the original software agreement in the not-to-exceed amount of \$7,381.51, for a total revised contract amount not-to-exceed \$45,972.01.

All other terms of the agreement, including scope of service and term of services would remain the same.

### **STRATEGIC PLAN OBJECTIVE**

Regular City Business

### **FISCAL IMPACT**

The proposed amendment with LEFTA Systems is \$7,381.51. With Amendment No. 1, the total contract amount with LEFTA Systems would be \$45,972.01. The costs associated through Amendment No. 1 would be funded through available funds within the Police Department's Fiscal Year 2023/2024 and 2024/2025 budgets, under Account No. 100-4911-52800 (Professional Services). Table 1 below reflects the totals that would be allocated for each fiscal year. No additional budget requests or appropriations are required for this contract amendment.

**Table 1 – Fiscal Year Allocations**

<b>Fiscal Year</b>	<b>Original Contract</b>	<b>Amendment No. 1</b>	<b>Fiscal Year Total</b>	<b>Notes</b>
FY20/21	\$19,350.00	-	\$19,350.00	
FY21/22	\$4,599.00	-	\$4,599.00	
FY22/23	\$4,736.97	-	\$4,736.97	
FY23/24	\$4,879.08	\$6,300.00	\$11,179.08	Additional 70 licenses (1 time fee + yearly cost)
FY24/25	\$5,025.45	\$1,081.51	\$6,106.96	70 licenses (yearly cost only)
<b>TOTALS</b>	<b>\$38,590.50</b>	<b>\$7,381.51</b>	<b>\$45,972.01</b>	

### **ATTACHMENTS**

1. Amendment No. 1
2. Original Software License Agreement