



## City of Grass Valley City Council Agenda Action Sheet

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**Title:** Lexipol Policy System for Fire Department and General City Policies

**CEQA:** Not a project

**Recommendation:** That Council 1) approve the Fire Chief and Deputy City Manager to enter into an agreement, upon legal review, for purchase of Lexipol for onetime costs of \$39,719.50 and annual cost of \$16,307.75 2) authorize Finance Director to make necessary budget adjustment

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**Prepared by:** Taylor Whittingslow, Deputy City Manager

**Council Meeting Date:** 01/14/2025

**Date Prepared:** 01/10/2025

**Agenda:** Consent

**Background Information:** The City's Fire Department and General City operations currently rely on manual processes to develop, update, and maintain their policies. These processes are resource-intensive and can leave policies outdated, exposing the City to compliance risks. The implementation of Lexipol for these departments will provide a centralized and efficient solution to address these challenges. With its user-friendly interface and expert support, Lexipol will enable the City to adopt a consistent and comprehensive approach to policy management across all departments.

The Police Department has successfully utilized the Lexipol system for several years to manage and maintain its policies. This platform has proven highly effective in ensuring that the department's policies are up-to-date with rapidly changing state and federal laws. Lexipol also provides guidance on best practices to enhance operational efficiency and reduce liability risks.

Lexipol's services include customization of policies to meet local needs, access to professional guidance for effective implementation, and tools to streamline the review and approval process. These features will significantly reduce the administrative burden on City staff and ensure the City's policies are legally compliant and aligned with industry standards.

### **Fire Department Costs:**

- **Annual Costs:** CIRA (the City's Risk Pool Insurance) has agreed to cover the annual subscription cost of \$10,185.90 for the Fire Department.
- **Supplemental and Procedure Costs:** The City will fund these costs at \$2,243.90 annually.
- **One-Time Implementation Cost:** The City will pay \$24,956.50 to fully implement

the Lexipol system for the Fire Department.

**General City Policy Costs:**

- **Annual Costs:** \$3,876.95.
- **One-Time Implementation Cost:** \$14,763.00.
- **Funding Source:** Staff is collaborating with CIRA to identify a funding source for these expenses.

Lexipol's full implementation service provides agencies with start-to-finish support for adopting and customizing policies. The service includes access to a Professional Services Specialist, policy editing tips, and guided assistance to configure policies to meet the City's specific needs. By leveraging this system, the City can:

1. Ensure policies remain compliant with state and federal laws.
2. Alleviate the administrative burden on City staff, who currently lack the resources to manage frequent policy updates.
3. Streamline the process of policy development and maintenance, ensuring operational excellence.

The system's comprehensive support model will allow the City to efficiently navigate and utilize Lexipol's platform, ultimately completing and maintaining a robust and compliant policy manual.

The Lexipol system is an investment in operational efficiency, legal compliance, and risk management for the City. Staff recommends the City Council approve the purchase and implementation of the system for both the Fire Department and General City policies.

**Council Goals/Objectives:** This item achieves goal #5 -to exemplify an innovative, efficient, effective, open and collaborative City government.

**Fiscal Impact:** City is working with CIRA utilize some of the City's Risk Pool funds to cover cost of annual and implementation costs.

**Funds Available:** Yes

**Account #:** Risk Pool

**Reviewed by:** City Manager

**Attachments:**

- Fire Department Proposal
- General City Proposal