



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**June 17, 2025**

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**TOPIC:** Authorize Funding for Two (2) Additional Years for a Learning Management System

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**AGENDA TITLE**

Authorize Funding for Two (2) Additional Years for a Learning Management System Agreement with Meridian Knowledge Solutions, LLC (General & Non-General Funds)

**RECOMMENDED ACTION**

Authorize increased subscription fees for two (2) additional years for the the agreement with Meridian Knowledge Solutions, LLC, for the Learning Management System ("LMS") subscription at an annual rate of \$34,005, and the add-on service of web-based training content at an annual rate of \$42,064 (Agreement No. A-2025-XXX).

**GOVERNMENT CODE §84308 APPLIES:** Yes

**DISCUSSION**

Over the past three years, the Human Resources Department (HRD) has successfully implemented a citywide Organizational Development and Training (OD&T) program supported by a Learning Management System (LMS). This LMS was provided by Meridian Knowledge Solutions. The LMS has streamlined internal course registrations, facilitated both live and online training sessions, and enabled efficient tracking of employee certifications.

The system has become integral to the City's training infrastructure, supporting internal programs such as new employee orientation, mandatory safety training, performance management, and leadership development. The LMS also provides data-driven insights that help HRD plan for employee development more effectively.

To maintain continuity of service and support the City's ongoing training and organizational development goals, HRD recommends continuing with Meridian Knowledge Solutions and the add-on service of web-based training content through OpenSesame.

The agreement with Meridian guaranteed subscription rates through June 30, 2025, which was \$30,362 for the LMS. The new annual rate for the LMS is \$34,005 for the

next two years. The annual rate for OpenSesame is \$42,064 for the next two years. Although the Meridian software services agreement does not have a stated not-to-exceed amount, staff requests authorization to continue using the agreement for an additional two years at the rates noted above. The proposed budget for FY25-26 is sufficient to cover the annual cost for both services. Continuing services for two more years will allow HRD to continue providing a robust and scalable training platform while avoiding disruption to existing learning programs.

The City's agreement with Meridian Knowledge Solutions auto renews unless notice of cancellation is provided to the new term. City staff will review service needs prior to the ending of the two year term.

### **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

### **FISCAL IMPACT**

Funding is included in the proposed FY 2025-26 budget and funding for FY 2026-27 will be included in the proposed budget for City Council consideration.

#### **LMS**

Fiscal Year	Accounting Unit – Account No.	Fund Description	Fund, Account Description	Amount
2025-26	01109050-66511	General Fund	Human Resources Services – Software Subscriptions	\$34,005
2026-27	01109050-66511	General Fund	Human Resources Services – Software Subscriptions	\$34,005
			Total	\$68,010

#### **OpenSesame**

Fiscal Year	Accounting Unit – Account No.	Fund Description	Fund Description	Amount
2025-26	08009052-62120	Liability & Property Ins Fund	Liability & Property Ins - Safety Program - Training	\$12,619
2025-26	08209052-62120	Workers Compensation Fund	Workers Compensation - Safety Program - Training	\$12,619
2025-26	01109051-62120	General Fund	Human Resources Services - Training, Transportation, Meeting	\$16,826

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2026-27	08009052-62120	Liability & Property Ins Fund	Liability & Property Ins Fund - Safety Program - Training	\$12,619
2026-27	08209052-62120	Workers Compensation Fund	Workers Compensation - Safety Program - Training	\$12,619
2026-27	01109051-62120	General Fund	Human Resources Services - Training, Transportation, Meeting	\$16,826
			Total	\$84,128

**EXHIBIT(S)**

1. Agreement with Meridian Knowledge Solutions, LLC
2. Two Year Extension Quote

Submitted By: Lori Schnaider, Executive Director, Human Resources Department

Approved By: Alvaro Nuñez, City Manager