

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	May 7, 2018
	Agenda Item No.	30
	Roll Call No.	<u>18-781</u>
	Communication No.	<u>18-236</u>
	Submitted by:	James R. Wells, Human Resources Director

AGENDA HEADING:

Approve Safety Services Consultant Agreement with Iowa Association of Municipal Utilities (IAMU) for period beginning no later than July 1, 2018 and ending June 30, 2020 with option for three (3) 1-year renewals.

SYNOPSIS:

The City of Des Moines employs one (1) full-time position dedicated to employee safety for departments other than Police, Fire and the WRA. An upcoming vacancy in this position prompted staff to explore alternate methods to administer employee safety programs. Staff recommends contracting with IAMU to provide these safety services. Overall consulting costs are comparable to the total payroll cost of an employee in this position.

FISCAL IMPACT:

Amount: \$130,000 annually

Funding Source: PW240402 (25%); PW247411 (25%); PW247413 (25%); PW250430 (25%)

ADDITIONAL INFORMATION:

- Safety Consultant is the City’s one (1) authorized full-time position devoted to employee safety and OSHA program compliance. The position reports to the Public Works Director. The incumbent Safety Consultant will soon be assigned full-time to the WRA. This prompted staff to explore alternate means of providing employee safety services, such as a consultant or an association. The IAMU was identified as an organization with the mission and wherewithal to enhance the City’s safety program.
- On January 25, 2018, the idea of partnering with the IAMU to administer the City’s safety program was presented to department directors. Feedback from the group was very positive. Based upon their experience providing safety services to other agencies, it is believed that the City’s safety program could strengthen under IAMU’s tutelage.
- The agreed to scope of work proposed by IAMU includes, but is not limited to: audits, program development, establishment of departmental and Citywide safety teams, incident investigation, classroom and field training, and job hazard assessments. This work will be coordinated by an IAMU employee who will be assigned to work full-time on-site for the City. They will liaise through the Human Resources Director and broker other IAMU resources as needed. Success

will be measured by program development; OSHA compliance; and the various injury metrics, such as: injury counts, lost work days, and injury costs.

- IAMU proposed a not-to-exceed cost of \$130,000 per year for the first two (2) years of the agreement with three (3) 1-year renewals with an amount not to increase more than 3.0% per year. It's based on 2,080 hours of work per year; however, it includes other internal IAMU resources when needed. This amount is approximately \$20,000 per year more than filling the vacant Safety Consultant position. The difference is quickly recaptured as additional IAMU resources are used. In addition, the City is not responsible for leave time used by the IAMU employee nor their continuing education.
- Per City Council ordinance section 2-710(a), this action requires an exemption to the procurement ordinance for good cause shown. IAMU is a non-profit organization representing more than 755 municipal broadband, electric, gas, and water utilities across Iowa. IAMU organized in 1947 and is one (1) of the largest organizations of its kind in the country. IAMU's training complex features an 11-acre field and facilities for hands-on training. IAMU can provide these services to the City as an associate member. No other organization is known that provides similar services, whereas a staff person would be assigned to the City on a full-time basis. Staff inquired with EMC Risk Services for this type of service and they were unable to dedicate an employee to the City as proposed by IAMU. This sort of arrangement with IAMU has worked successfully with the other cities either directly with a dedicated employee or through regional consortiums. City Manager Scott Sanders has approved this exemption for good cause shown.
- Please be advised that IAMU's corporate counsel is the spouse of the City's Information Technology (IT) Director. IT Department employees will receive services provided by IAMU; however, the IT Director did not participate in the drafting of the agreement nor the selection of IAMU for provision of these services. The City's IT Director along with the other department directors and division administrators will have input regarding service levels and contractor performance. Legal counsel has advised that this relationship does not create a conflict of interest.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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