

COUNCIL ACTION FORM

SUBJECT: SAFETY TRAINING AND RELATED SERVICES CONTRACT

BACKGROUND:

The proposed contract with Iowa Association of Municipal Utilities Association (IAMU) calls for a continuation of training, compliance, and consultation services for City departments during FY 2013/14, at a cost not to exceed \$116,000. This amount represents a \$46,413 reduction compared to the expiring 2012/13 agreement. The reduction is achieved due to the completion at the end of this fiscal year of a multi-year project that produced OSHA written programs for all City departments.

<u>2013 - 14 Not to Exceed Estimates</u>		<u>Comments on 2013 -14 not to exceed services</u>
Training	\$ 60,000	Essentially the same program as expiring with added classes on new chemical Safety Data Sheets. <u>Not to Exceed estimate</u> based on scheduled classes, historical and regulatory needs of departments.
OSHA Compliance Support	\$ 56,000	<u>Includes the following recurring & non-recurring work:</u>
	\$ 4,345	New annual fee for online system for chemical Safety Data Sheets (<u>recurring cost</u> , but will improve efficiency and future compliance cost).
	\$20,000	Conversion of all departmental manual Safety Data Sheets to online system to comply with new OSHA GHS chemical classification format (new work, <u>non-recurring</u> not to exceed estimate).
	\$31,655	This is Not to Exceed <u>recurring work</u> , as in previous years, including OSHA compliance consulting, safety committee support, improved utilization of EMC's claim reporting system and maintenance of existing written compliance programs.
	<u>\$116,000</u>	2013 - 2014 Agreement
	<u>\$162,413</u>	<i>Expiring 2012 - 2013 Agreement</i>

IAMU has provided this training for the City for the past nine years. IAMU's knowledge and expertise in providing support services for Iowa municipal utilities is recognized around the State of Iowa. Ames is one of many communities benefiting from their programs in the areas of safety compliance, training, consultation, and accident investigation. In addition to the activities included under this agreement, our utilities personnel also attend IAMU sponsored educational events.

A few of the accomplishments resulting from the collaboration of Risk Management and IAMU personnel during the past year include mock OSHA inspections, presentation of a safety workshop for new and seasonal employees, improvements to internal claims filing and reporting systems, and utilizing our administrator's (EMC's) online system to design new accident reports for presentation at department safety committee meetings to help guide discussions of safety areas that need additional focus or improvement.

ALTERNATIVES:

1. Approve the contract with the IAMU to continue the City's program of safety and training professional services during FY 2013/14 at a cost not to exceed \$116,000, which is \$46,413 less than the expiring 2012/13 agreement.
2. Reject the IAMU proposed contract and direct staff to seek proposals from other providers of these services.

MANAGER'S RECOMMENDED ACTION:

The IAMU has demonstrated its expertise and has leveraged its firsthand knowledge of City operations over the past nine years by providing services that enhance the safety and well being of City employees. They help ensure that the City stays current with industry practices and compliance regulations. The planned FY 2013/14 services are an integral part of our Risk Management program aimed at reducing the number of injuries and controlling the cost of workers compensation claims.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the contract with the Iowa Association of Municipal Utilities for professional services for safety compliance and training during FY 2013/14 at a cost not to exceed \$116,000.