



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JULY 16, 2024**

**FROM: HUMAN RESOURCES DEPARTMENT      WARDS: ALL**

**SUBJECT: RATIFICATION OF THE FOURTH (4<sup>TH</sup>) AMENDMENT TO THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH COASTAL OCCUPATIONAL MEDICAL GROUP (DBA AKESO OCCUPATIONAL HEALTH) AND OCCU-MED LTD. TO INCREASE COMPENSATION BY \$50,000 EACH, FOR A TOTAL ANNUAL COMPENSATION OF \$100,000**

**ISSUE:**

Ratification of the Fourth (4<sup>th</sup>) Amendment to the Professional Consultant Services Agreement with Coastal Occupational Medical Group (DBA Akeso Occupational Health) and Occu-Med Ltd., to provide Pre-Employment Physicals and Other Related Medical Services from July 1, 2023 through June 30, 2024, and increase compensation by \$50,000 for each, for a total annual compensation of \$100,000.

**RECOMMENDATION:**

That the City Council:

1. Ratify the Fourth (4<sup>th</sup>) Amendment to the current Professional Consultant Services Agreement with Coastal Occupational Medical Group (DBA Akeso Occupational Health) and Occu-Med Ltd., to provide Pre-Employment Physicals and Other Related Medical Services from July 1, 2023 through June 30, 2024 to increase compensation by \$50,000 for each, for a total annual compensation of \$100,000.

**BACKGROUND:**

The Human Resources Department coordinates all prospective City employees' pre-placement physical examinations. Pre-placement (post job offer) medical evaluations determine a job applicant's current limitation in relation to the essential job tasks identified by the employer. Pre-placement examinations provide valuable information to the employer to assist in either determining an applicant's fitness to perform essential job tasks or making reasonable

accommodations in compliance with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA). Pre-placement evaluations are also required for Occupational Safety and Health Administration (OSHA) regulated medical surveillance. The current contracts with both Coastal Medical Group (DBA Akeso Occupational Health) (formerly Inland Empire Occupational Medicine) and Occu-Med Ltd. expire on June 30, 2024.

### **DISCUSSION:**

The agreements with Coastal Medical Group (DBA Akeso Occupational Health) (formerly Inland Empire Occupational Medicine) and Occu-Med Ltd. are issued for a two-year term through June 30, 2021, with the option for three one-year extensions or through June 30, 2024, upon mutual written agreement of both parties.

Due to increased staffing demands over the last fiscal year and the need to conduct additional pre-employment services than originally anticipated, the Human Resources Department went over the \$50,000 threshold approved for each vendor as approved in the original Professional Services Agreement. The ratification of the fourth (4<sup>th</sup>) amendment to the agreements is being requested to reflect payment for emergency pre-employment services rendered in the combined amount of \$83,546.00 paid to Coastal Medical Group (DBA Akeso Occupational Health formerly Inland Empire Occupational Medicine) and to Occu-Med Ltd. Over the years, both parties have proven to deliver responsive, cost-effect and exceptional Pre-Employment Physicals and Other Related Medical Services on an "as needed" basis.

The Human Resources Department is requesting that the dollar amount approved in the Professional Consultant Services Agreements be increased by \$50,000 each.

Purchasing Resolution 24101, Section 301 (c) states, "An "Emergency" shall be deemed to exist under any one of more of the following circumstances... (c) A breakdown in machinery, facilities or essential services which requires the immediate Procurement of Goods, Services or Construction to protect the public health, welfare, safety, property, or personal/confidential information."

The Purchasing Manager concurs that the recommendation action is in compliance with Purchasing Resolution No. 24101, Section 301 (c).

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 5 – High Performing Government and Goal 5.1 – Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.**

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Establishing agreements with Pre-Employment Medical Providers allows the City to continue to evaluate potential new employees and ensure the City has employees who can provide and efficiently maintain City services.
2. **Equity** – Through the assistance of the Pre-Employment Medical Providers all potential new employees are equitably evaluated based on the requirements per the approved job classification.
3. **Fiscal Responsibility** – The Human Resources department follows established purchasing and procurement processes to ensure a fair and cost-efficient service is negotiated with consultants/contractors.
4. **Innovation** – Establishing and fostering a strong business relationship with the Pre-Employment Medical Providers ensures the City can continue to place dedicated staff that will contribute to the overall delivery of great customer service and fulfill the City’s operational needs.
5. **Sustainability & Resiliency** – Through the partnership with the Pre-Employment Medical Providers, the City is able to continue to evaluate and hire employees who can effectively perform their job duties and help avoid creating a gap in City services.

## **FISCAL IMPACT**

The total fiscal impact associated with increasing compensation by \$50,000 for the Coastal Medical Group (DBA Akeso Occupational Health) and \$50,000 for Occu-Med Ltd is not to exceed \$100,000. Funds to cover the costs of the annual compensation amount are budgeted in the General Fund, Human Resources Admin, Professional Services 2100000-421000.

Prepared by: Rene Goldman, Human Resources Director  
Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer  
Approved as to form: Phaedra Norton, City Attorney

### Attachments:

1. 4<sup>th</sup> Amendment to Professional Consultant Services Agreement with Coastal Medical Group (DBA AKESO OCCUPATION HEALTH) (formerly INLAND EMPIRE OCCUPATIONAL MEDICINE (IEOM))
2. 4<sup>th</sup> Amendment to Professional Consultant Services Agreement with OCCU-MED LTD.