

Agenda Report

April 11, 2022

TO: Honorable Mayor and City Council

FROM: Department of Human Resources

SUBJECT: **APPROVAL OF CONTRACT WITH STEVEN SIEMERS DISPUTE RESOLUTION, LLC FOR WORKERS' COMPENSATION ALTERNATIVE DISPUTE RESOLUTION DIRECTOR SERVICES IN AN AMOUNT NOT TO EXCEED \$122,400**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (General Rule); and
2. Authorize the City Manager to enter into a three year contract, as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Steven Siemers Dispute Resolution, LLC for the Workers' Compensation Alternative Dispute Resolution Program Director services, in an amount not to exceed \$122,400.

BACKGROUND:

The Human Resources Department's Workers' Compensation Division is responsible for managing the City's workers' compensation program, which is a State of California mandated benefit delivery system.

On October 26, 2020, the City Council approved a Workers' Compensation Alternative Dispute Resolution (ADR) program with the Pasadena Police Officers Association (PPOA). The goals of creating the ADR program include improving service to injured employees by reducing medical delays, providing early return-to-work for employees recovering from injury, reducing costs and establishing an alternative dispute resolution for addressing compensability and eligibility for benefits.

The ADR program requires the inclusion of the ADR Director, which is a quasi-judicial position that requires experience in ADR programs, Workers' Compensation, and Labor Relations. The ADR Director presides over and provides counsel to a joint labor-management ADR Committee, provides mediation and facilitation for issues that arise between labor and management, reviews settlements within the ADR program for adequacy, and where appropriate, approves Workers' Compensation settlements.

The Human Resources Department issued a Request for Proposals on Planet Bids for the ADR Director on September 30, 2021, with a closing date of October 20, 2021. The Request for Proposals was sent to nineteen prospective bidders and only one response was received from Steven Siemers Dispute Resolution, LLC headquartered in Oakland, CA.

Steven Siemers Dispute Resolution, LLC has served as ADR Director since the inception of the ADR program in March 2021 on a one-year contract and staff are satisfied with the services received. No local vendors were found that offer this service.

Therefore, it is recommended that the City Council authorize the City Manager to enter into a three year contract with Steven Siemers Dispute Resolution, LLC in the amount of \$122,400 to serve as ADR Director as required by the ADR program.

COUNCIL POLICY CONSIDERATION:

This proposed action is consistent with the City Council's goals to maintain fiscal responsibility and stability, as well as to ensure public safety.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, services for an ADR Director, will not have a potentially significant environmental effect.

FISCAL IMPACT:

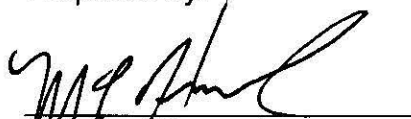
The total cost of this action will be \$122,400 for the three year term of the contract. Funding for this action is included in the Workers' Compensation Division budget, Fund 506.

Respectfully submitted,



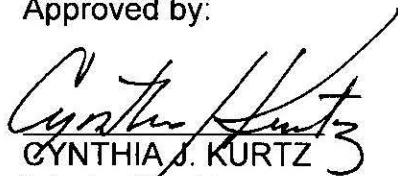
TIFFANY JACOBS-QUINN
Acting Director of Human Resources

Prepared by:



Matthew Howard
Workers' Compensation Supervisor

Approved by:



CYNTHIA J. KURTZ
Interim City Manager