



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 26-1264

Agenda Date: 3/11/2026

Agenda #: 7.

DATE: March 11, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Human Resources Department

TITLE: **AMENDMENT 1 TO THE SAFETY AND LOSS CONTROL AGREEMENT WITH CITADEL EHS**

RECOMMENDATION

Staff recommends that the City Council approve Amendment 1 to the Safety and Loss Control Agreement with Citadel EHS, to include an additional four (4) hours per week for consultant services, in an amount not to exceed \$80,000 for the remainder of the optional two-year term, commencing on January 1, 2026, for a revised total of \$691,000; approve a budget change; and authorize the City Manager to execute the amendment upon receipt of all supporting documents and authorize the Financial Services Director, or designee, to execute the change order.

BACKGROUND AND ANALYSIS

On December 7, 2022, the City Council approved a Safety and Loss Control Services Agreement with Citadel EHS for a three-year term beginning January 1, 2023, and concluding December 31, 2025, with optional fourth and fifth years, to provide Citywide safety and loss control services. The agreement encompasses a range of safety-related services, including a review of the current IIPP (Injury and Illness Prevention Program), site inspections, staff training, and an evaluation of existing processes for compliance with Occupational Safety and Health Administration (OSHA) regulations. The current scope of work allocates approximately 24 hours per week of consultant time. The additional funding to add approximately four more hours per week will be used to address increasing safety-related requests from departments, such as ergonomic evaluations, site specific inspections, regulatory compliance research and follow-up, as well as to meet new or updated OSHA requirements to develop new plans and/or policies and support implementation, such as the City's Lead Compliance Program.

FISCAL IMPACT

The amendment with Citadel EHS in the amount of \$40,000 annually, for a total of \$80,000, will be charged to the Workers' Compensation and Safety account 152010818.5305.

For FY 2025-26, the total annual cost will increase from \$122,000 to \$142,000, which partially

reflects the first renewal option year. Staff requests a budget change in the amount of \$20,000 from account 152010818.5483.0012, which has a current balance of \$3 million, to account 152010818.5305; therefore, sufficient funds are available to support this increase.

The increase in cost in subsequent years will be incorporated as ongoing additions through the standard Internal Service Fund annual budget process.

Description	FY 2025-26 Amount	Account Number	Available Balance
Amendment 1 Citadel EHS	\$20,000	152010818.5305	\$20,000

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

Prepared by: Emma Jensen, Management Analyst

Reviewed by: Chelsea Phebus, Director of Human Resources and Risk Management

Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Staff Report
2. Amendment 1