



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approve Interlocal Agreement between the State of Washington Department of Enterprise Services (DES) and the City of Olympia to allow the City to use Learning Management Software (LMS).

Agenda Date: 10/16/2012
Agenda Item Number: 4.D
File Number: 12-0597

Type: contract **Version:** 1 **Status:** Passed

Agenda Item:

Approve Interlocal Agreement between the State of Washington Department of Enterprise Services (DES) and the City of Olympia to allow the City to use Learning Management Software (LMS).

Issue:

The City does not have an effective system to track and record required Safety Certifications and Trainings and the State is allowing municipalities to use their software program - Learning Management Software (LMS).

Committee Recommendation:

Not referred to a committee.

City Manager's Recommendation:

Move to approve and authorize the Mayor to sign an Interlocal Agreement between the State of Washington Department of Enterprise Services and the City of Olympia allowing the City access to and use of the Learning Management Software system.

Staff Contact:

Debbie Sullivan, Director of Technical Services, Public Works Department, 360.753.8494

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The City is required to track Safety certification and training for approximately 165 City employees. The City currently uses an Excel spreadsheet to record and track the required certifications and training. Excel is cumbersome, has limited reporting functions, and can only be maintained by one person. The City explored several options including purchasing third-party software, waiting for an update from Sungard (the City's accounting system), or developing a database internally.

During our research, the City learned the Department of Enterprise Services has a web-based software

program they use for State employees. The State is offering this software at a minimal cost to municipalities.

By using the DES web-based Learning Management Software the Safety Program will be able to:

- Efficiently track and record training requirements.
- Have easy access for supervisors and employees to monitor and track training plans and compliance.
- Create training plans for individual employees and job classifications.
- Be able to plan and manage future training and certification needs.
- Have easy access to safety training offered by other agencies.
- Possibly expand to include other employee recordkeeping needs.

Neighborhood/Community Interests (if known):

None.

Options:

1. Approve and authorize Mayor to sign the Interlocal Agreement between the State of Washington Department of Enterprise Services and the City of Olympia allowing the City access to and use of the Learning Management System (LMS).
2. Do not approve Interlocal Agreement with DES and have the Safety Program continue to explore creating a database internally, waiting for an upgrade to Sungard (approximately 2 - 3 years), or purchase third-party software.

Financial Impact:

The City will pay DES an amount not to exceed \$2,160 annually, which is based on \$7.20 per user/per year. This expense will be paid by the Safety Program. It includes software updates, training, technical assistance, and access to on-line safety training produced by other agencies.