

# City of Sacramento

## Legislation Details (With Text)

**File #:** 2019-00787    **Version:** 1  
**Type:** Consent Item    **Status:** Agenda Ready  
**File created:** 5/15/2019    **In control:** City Council - 5PM  
**On agenda:** 6/11/2019    **Final action:** 12/31/2023  
**Title:** Agreement: Department of Utilities Leadership Program

**Sponsors:**

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**Attachments:**

Date	Ver.	Action By	Action	Result
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**Title:**  
**Agreement: Department of Utilities Leadership Program**

File ID: 2019-00787

**Location:** Citywide

**Recommendation:**

Pass a Motion authorizing the City Manager or the City Manager's designee to: 1) execute a Professional Services Agreement with Leadership Development Network, LLC, to provide the Department of Utilities Leadership Program for a one-year term, with the option to extend for three additional one-year terms, for a total amount not-to-exceed \$370,470; and 2) approve the one-year extensions, provided that sufficient funds are available in the budget adopted for the applicable fiscal year.

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**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Agreement

## Description/Analysis

**Issue Detail:** Staff recommends Council approve a Professional Services Agreement with Leadership Development Network (LDN) for continuation and augmentation of the City of Sacramento Department of Utilities (DOU) Leadership Program through Fiscal Year (FY) 2023 in an amount not-to-exceed \$370,470.

DOU recognizes that training and workforce development are critical to the organization's success and has made this a priority in its Strategic Plan. As part of its effort to achieve the Strategic Plan goals, DOU formed a Leadership Program Committee in 2014 to support the development of current and future leaders in the organization. As a cornerstone to this effort, the Committee developed a Leadership Program that is cultivating a higher level of performance in its current and future leaders and building the long-term in-house capacity for the DOU to innovate and more effectively solve leadership and management challenges. Since FY 2015, the Leadership Program occurs semi-annually and currently consists of six monthly, one-day sessions.

The DOU Leadership Program has enabled approximately one-half of DOU staff (about 286 participants) to complete the program. The DOU Leadership Program Committee and DOU Leadership are proposing to extend the Program through FY 2023 in order to strengthen DOU's ability to achieve its strategic planning goals by (1) training the remaining 269 staff, (2) reinforcing participants' application of the program material with both classroom and online learning, and (3) augmenting the program to add refresher training for those that completed the program in order to reinforce application of the material in the workplace, and reinforce key leadership points, deepen understanding and integrate "back-at-work" application of the program material.

**Policy Considerations:** City Council approval is required to authorize execution of agreements for professional services of \$100,000 or more.

**Economic Impacts:** None

**Environmental Considerations:** The Community Development Department, Environmental Services Manager has determined that the proposed activity is not a project pursuant to the California Environmental Quality Act (CEQA). CEQA Guidelines Section 15378(b)(2) and (5). The activity is a continuing administrative activity and is an organizational and administrative activity that will not result in direct or indirect physical change in the environment. The action is therefore not subject to CEQA. CEQA Guidelines Section 15060(c)(3).

**Sustainability:** Not applicable

**Commission/Committee Action:** Not applicable

**Rationale for Recommendation:** On May 5, 2014, DOU issued a Request for Qualifications (RFQ) #Q14141651001 for Leadership Program Development and Evaluation, and four firms submitted Statements of Qualifications (SOQs). The DOU Leadership Program Committee selection panel evaluated the SOQs submitted and determined Leadership Development Network (LDN) to be the top-ranked firm to provide these services.

LDN has been providing the DOU Leadership Program since 2015. The Program has been very successful from data analyzed to conclude the effectiveness of the program based on participant reaction, learning and behavior modification.

The expected benefits of continuing to implement this program include developing in staff members an awareness of their own leadership potential; assisting staff in developing essential leadership skills that enable them to act responsibly in all aspects of their work and life; developing staff who possess the leadership abilities to meet present and future challenges; and providing staff with opportunities to learn and practice essential leadership skills within a learning environment. As a result, after conducting a good faith review of available sources, staff has determined that LDN is the only reasonable and practicable source for continuing the desired professional services, and there is no other source of service that would provide the City equivalent benefits.

This Agreement will fund the continuation and augmentation of the program through FY 2023 and assures seamless program continuation and completion.

This Agreement includes blended classroom and online learning and refresher training. Approximately one-half of the DOU staff have been trained and will need refresher training, and the other one-half, including new staff will need to be trained. The additional refresher training is requested by the DOU Executive Team to ensure “back-at-work” application of the material in the workplace.

**Financial Considerations:** The proposed Agreement is for a not-to-exceed amount of \$370,470 with a maximum of four one-year terms. There is sufficient funding in the proposed FY2019/20 DOU Operating Budget Water Fund (Fund 6005) for the first year of the agreement which is \$111,270. Funding in future fiscal years will be subject to availability of sufficient funds in the applicable fiscal year.

There are no General Funds allocated or planned for this project.

**Local Business Enterprise (LBE):** LDN is not an LBE. The minimum LBE participation requirement is waived as the City has suspended competitive bidding and utilized an alternative procurement method to select a vendor.