



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### **AGENDA ITEM**

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Report: Acceptance of Grant Funds for Employment Training from the Professional Development Center of Glendale Community College.

1. Motion accepting \$500,000 in State of California grant funds which are being provided and administered by the Professional Development Center of Glendale Community College, to enable employment training for full-time City of Glendale employees.
2. Resolution appropriating \$500,000 from the State of California.

### **COUNCIL ACTION**

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**Item Type:** Consent Calendar

**Approved for** September 27, 2022 **calendar**

### **EXECUTIVE SUMMARY**

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The Professional Development Center (PDC) of Glendale Community College was awarded a \$1.5 million statewide grant through the State of California's Employment Training Panel. This one-time California Community College Funds grant is part of the \$15 million general fund dollars approved in SB129 by Governor Newsom. This funding allows for future-oriented quality employment training which is equitable and inclusive through PDC partnerships with business, labor, and government. The PDC is partnering with the City of Glendale to offer training to as many city employees as possible in various skill areas before December 2023.

## **COUNCIL PRIORITIES**

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N/A

## **RECOMMENDATION**

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Accept the \$500,000 Employment Training Grant funds from the State of California administered by the PDC, authorize the City Manager to execute the necessary agreements, certification, and other documents required to implement the Grant and adopt a resolution to appropriate the funds for employee training.

## **BACKGROUND**

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Established in 1982, the Employment Training Panel (ETP) is a California program that supports job creation and retention through training. ETP is funded by a special tax on California employers and ETP fulfills its mission by reimbursing the cost of employer-driven training delivered to the incumbent workforce. ETP's program helps to ensure that California businesses have the skilled workforce they need to remain competitive.

While ETP has been in place for 40 years, for the first-time, governmental agencies were invited to participate due to city workforce impacts because of the pandemic. ETP does require that the city be able to effectively train its workforce in response to changing business and industry needs. While the need for employment training is critical, public agencies generally reserve capacity building dollars for highly technical and professional occupations – limiting investment in training for frontline workers who deliver services. ETP helps to fill this gap by funding training that supports both frontline workers and all other full-time employees.

## **ANALYSIS**

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Earlier this year (2022), the city canvassed its employees using an employee satisfaction survey. 61% of the respondents replied they did not believe they could reach their full potential with the city and among other things cited inadequate staff resources and insufficient resources devoted to employee development.

Following dialogue with the PDC, the city learned of its one-time ability to train our full-time workforce in whatever areas the city deemed necessary (except mandatory training such as CA SB 1343 training) provided the training is delivered before December 2023. The PDC class catalogue contains hundreds of courses to choose from including basic, business, computer, engineering & design, management and team skills, and continuous improvement such as lean six sigma and process improvement training. PDC training is offered both in a classroom and online.

Grant funds will be used to offer PDC courses and on-site leadership training for current frontline and rising staff, supervisors, managers and executives using three metrics to identify success: a) course attendance; b) employee retention, and c) employee promotion or wage elevation from September 2022 through December 2023.

## **STAKEHOLDERS/OUTREACH**

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Grant funds will be used to impact employee development for full-time city employees who provide services to the public as well as those who serve our internal city departments.

## **FISCAL IMPACT**

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The \$500,000 in grant funds from the PDC of Glendale Community College were not included as a part of the FY 2022-23 approved budget. Therefore, staff requests an appropriation of \$500,000 from State Grant Revenue. The appropriation request is outlined below:

<b>Requesting Appropriation</b>			
<b>Amount</b>	<b>From (Account String)</b>	<b>To (Account String)</b>	<b>Funding Source</b>
\$500,000	32610-2160-HRD-0020-P0000 HRD00923AG	43110-2160-HRD-0020-P0000 HRD00923AG	State Grant Revenue

## **ENVIRONMENTAL REVIEW (CEQA/NEPA)**

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This item is not subject to CEQA/NEPA review. There is no possibility that the acceptance of this grant may have a significant effect on the environment.

## **CAMPAIGN DISCLOSURE**

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This item is exempt from campaign disclosure requirements.

## **ALTERNATIVES**

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Alternative 1: Approve as requested by the Human Resources Department.

Alternative 2: Deny the Human Resources Department's request. Expenses for employee training and development would be absorbed by the Human Resources Department budget.

Alternative 3: The City Council may consider other alternative not proposed by staff.

## **ADMINISTRATIVE ACTION**

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### **Prepared by:**

Paula Adams, Chief Human Resources Officer

### **Approved by:**

Roubik R. Golanian, P.E., City Manager

## **EXHIBITS/ATTACHMENTS**

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None.