TO: HONORABLE CITY COUNCIL  

FROM: CITY MANAGER  DEPARTMENT: HUMAN RESOURCES  

DATE: JUNE 17, 2002  CMR: 273:02  

SUBJECT: APPROVAL OF AMENDMENT IN THE AMOUNT OF $15,714 TO EXISTING CONTRACT FOR EMPLOYEE TRAINING WITH FOOTHILL DEANZA BUSINESS AND INDUSTRY INSTITUTE, CHANGING CONTRACT AMOUNT FROM $119,286 TO $135,000 FOR THE SECOND CONTRACT YEAR  

RECOMMENDATION  
Staff recommends that Council approve and authorize the Mayor to execute the attached contract amendment in the amount of $15,714, amending the existing renewable contract with Foothill DeAnza Business and Industry Institute to increase the second year contract amount from $119,286 to $135,000.  

BACKGROUND  
Last year, the City delivered over 352 classes to employees in computer skills, management and supervisory training, professional development, professional certification classes, personal development, and mandatory safety training. These classes support the goals of the City in delivering quality customer service to the residents of Palo Alto and enhancing the technological, communication and other business skills of the City workforce. In this second contract year, the classes were also made available to employees of small businesses, nonprofits and other nearby public agencies. Offering these classes to non-City employees serves the City of Palo Alto’s goals of promoting regional standards and information sharing and of enabling the City to offer a broader array of programs to its employees at reasonable expense.  

DISCUSSION  
In FY01-02, a second management academy was added. Foothill-DeAnza Business and Industry Institute supplied instructors and curriculum for a majority of the program, which increased the overall contract costs. In addition, just-in-time training was made
available for some departments and Foothill-DeAnza B & I I supplied the instructors. The additional costs fell under the City's sole source contract with Foothill-DeAnza B & I I. The increased amount is available in the approved 2001-2002 fiscal budget.

Foothill-DeAnza Business and Industry Institute was originally selected as a sole source provider because of the shared facilities and cooperative relationship with Foothill Community College. The Institute provides expert instruction in personal and professional development, management and supervisory skills, as well as computer applications. The contract provides the City with a wide referral source of instruction and training alternatives for programs throughout the year.

**RESOURCE IMPACT**
Funding for this agreement is provided in the 2001-02 Budget.

**POLICY IMPLICATIONS**
This request does not represent a change to existing City policies.

**ENVIRONMENTAL REVIEW**
This is not a project under the California Environmental Quality Act (CEQA).

**ATTACHMENTS**
Amendment No. 2 to Agreement No. S1128286 Between the City of Palo Alto and Foothill De Anza Business and Industry Institute

PREPARED BY: Charlotte Carlson, Manager, Training and Development

DEPARTMENT HEAD: ____________________________________________

LESLIE LOOMIS
Director of Human Resources

CITY MANAGER APPROVAL: ____________________________________________

EMILY HARRISON
Assistant City Manager