



RESPOND

Training Proposal for:

Local Government Commission

Agreement Number: ET15-1004

Panel Meeting of: May 21, 2015

ETP Regional Office: Sacramento

Analyst: M. Mazzone

PROJECT PROFILE

Contract Attributes:	Critical Proposal RESPOND/Drought (Alt/Gen Funds) Retrainee HUA	Industry Sector(s):	Services Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Amador, Butte, Fresno, Kern, Kings, Lake, Merced, Monterey, San Joaquin, Santa Cruz, Tulare, Yolo	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes Butte County Employees Assoc.-General Unit; Firebaugh Misc. Employees Assoc.; SEIU, Local 1021; Lakeport Employees' Assoc.; General Service Unit, Local 39; SEIU, Local 521; Yolo County Mnmgt Assoc.; Visalia Firefighters Assoc.		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤30%		

FUNDING DETAIL

All funding is from the General Fund as authorized for the RESPOND program

Program Costs	+	Support Costs	=	Total ETP Funding
\$119,600		\$8,280 8%		\$127,880

In-Kind Contribution:	50% of Total ETP Funding Required	\$200,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Critical Proposal	Business Skills, Comm. Skills, Computer Skills, Hazardous Materials, Mnmgt. Skills, Cont. Imp.	230	8-200	0	\$556	\$15.07
				Weighted Avg: 20			

Minimum Wage by County: The ETP minimum wage is \$15.07 per hour for Amador, Butte, Fresno, Kern, Kings, Lake, Merced, Monterey, San Joaquin, Santa Cruz, Tulare, and Yolo counties.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe
Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Water Utility Operator		25
Electric Utility Operator		10
Grounds Maintenance		35
City Planner		15
Manager		20
City Administrator		15
Waste Water Treatment Operator		25
Parks and Recreation Representative		30
Public Works Specialist		30
Public Health Specialist		25

INTRODUCTION

The Local Government Commission (LGC) (<http://www.lgc.org/>) is a nonprofit organization fostering in environmental sustainability, economic prosperity and social equity. The LGC is helping to transform communities through practical assistance, working with a network of local elected officials and other community leaders.

Since 1980, LGC has been cultivating innovative local approaches to improving communities. In 1991, LGC developed the Ahwahnee Principles for Resource-Efficient Communities, which helped build awareness about the impact land use decisions have on transportation, natural resources, public health, climate change and fiscal strength.

The LGC is a membership-based organization including local municipalities, non-profit organizations, state commissions, city and county staff, and local elected officials. This proposal will include Municipal city and county staff who are located in 24 counties declared as "severely impacted" by the drought by the Governor's office and the California Department of Food and Agriculture.

Need for Training

Due to current drought conditions and new water conservation regulations enacted by multiple state entities, there is a substantial need for training at the local government level. In particular, training is necessary for municipalities to ensure compliance with Storm Water Regulations, the Sustainable Groundwater Management Act, and Sustainable Community Strategies Act (SB375)

LGC has been working in collaboration with the Governor's Office of Planning and Research (OPR) on how to educate local agencies in drought response. The training plan developed jointly between LGC and OPR, will focus on the following:

- Reduce immediate water waste within local government agencies.
- Identify immediate water use efficiency within each agency's jurisdiction.
- Promote long-term technology and management practices to increase water use efficiency, stabilize local water demand, and improve local water supply.
- Institute enhanced policies for access to clean drinking water, groundwater quality management, storm water management, water conservation, water recycling, wastewater treatment, and integrated regional water management.
- Promote the use of more efficient storm water capture technologies, irrigation systems, and drought-tolerant landscape designs.
- Improve communication, negotiation, and planning and research skills to encourage cross-jurisdictional collaboration and prevent common interagency conflicts.

RESPOND/Drought

The Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program was adopted by the Panel in early 2014 to fund training in designated drought areas. The funds may be core program; or, as here, a special one-time appropriation of \$2,000,000 from the State's General Fund. RESPOND funding is used to: (1) support displaced workers; (2) avert layoffs; and (3) help employers transition to more sustainable operations and practices.

Union Letters

Some trainees are represented, and all trainees are employed by a municipality or other form of local government. The unions are identified on page one of this proposal, and on the attached List of Participating Employers (ETP Form 100B). At this point in time, there are eight unions. Of course, given the outreach goal of RESPOND funding, more participants may be added during the term of contract.

Because this project will not be funded under the core program, but will utilize the General Fund appropriation, union support letters are not required by statute. As a matter of policy, the Panel has asked for support letters with previous alternate fund projects, such as AB118. However, the scope of outreach for those projects was not so broad as here, nor did they involve so many unions. LGC has informed staff that it would be extremely difficult to marshal support letters from eight unions on an expedited basis.

Staff recommends approval of this proposal without the union letters for several reasons: 1) The overarching policy interest in favor of rapid deployment for RESPOND funding; 2) The General Fund appropriation must be encumbered by the end of November 2016, thereby shortening the term of contract to 18 months, and 3) All trainees are in civil service at the local government level, with regulatory protection for retention and wage progression.

PROJECT DETAILS

Training Plan

Training will begin in June 2015 and will conclude in November 2016. Trainees will receive between 8-200 hours of classroom/laboratory training including the E-Learning method of delivery.

Business Skills (30%): Training will be delivered to Electric Utility Operators, City Planners, City Administrators, Waste Water Treatment Facility Operators, Parks and Recreation Representatives, Managers, Public Works Specialists and Public Health Specialists. Training will center on the skills required to work effectively with other departments or private business on the topics of drought and water conservation. Training topics include Collaboration, Effective Communication, Negotiating Skills, Planning and Research Skills, Public-Private Partnerships, and Strategic Planning.

Commercial Skills (35%): Training will be delivered to all occupations to improve water efficiencies throughout local government in the severely impacted drought counties. Training will focus in different areas of water resources such as storm water, water recycling, groundwater, irrigation systems, landscaping, wastewater, and drinking water. Topics will include Access to Clean Drinking Water, Drought-tolerant Landscape Design, Groundwater Management, Emergency Preparedness, Storm Water Capture, Water Conservation, Water Recycling, Waste Water Treatment, and Integrated Watershed Management.

Computer Skills (5%): Training will be delivered to City Planners, City Administrators, Managers, Parks and Recreation Representatives, Public Works Specialist, and Public Health Specialists. The emphasis of training will be on a web-based water planning tools. Training will include Clear Path, California Water Plan, Where Does My Water Come From Tool, Modeling Change Tool, and CASGEM (Online Groundwater Reporting System).

Continuous Improvement (20%): Training will be delivered to all occupations. Training will focus on the improvement of current processes to adapt to current drought conditions and to conserve water. Topics will include Adaptive Management, National Oceanic and Atmospheric Administration (NOAA) Digital Coast - Coastal Management Training, Problem Solving and Decision Making, Process Improvement and Production Operations/Workflow.

Management Skills (5%): Training will be delivered to Managers only and will focus on the skills required to lead teams effectively in the implementation of drought policy. Training will include Decision Making, Effective Meetings, and Drought Finance for Technical Managers.

Hazardous Materials (5%): Training will be provided to Water Utility Operators, Electric Utility Operators, Grounds Maintenance, City Planner, City Administrator, Managers, Waste Water Treatment Staff, and Parks and Recreation Representatives. Hazardous Materials training will

focus on the remediation of contaminated water. Topics will include Contaminated Drinking Water Remediation, Contaminated Groundwater Remediation, Storm Water Quality Remediation, and Waste Water Treatment Reoperations.

Commitment to Training

Training varies by participating employer, is both job specific and companywide, and includes new hire orientation, sexual harassment prevention, best practices, first aid and legal compliance.

LGC represents that ETP funds will not displace participating employers existing financial commitment to training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

High Unemployment Area

Some trainees may work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. However, LGC is not requesting a wage and/or retention modification.

Reimbursement Rate

LGC is requesting a higher reimbursement rate of \$26 per hour for participating employers. Under RESPOND, this rate is authorized for good cause. In this case, good cause is established by the high cost of trainers. LGC will be using drought industry experts to conduct 50% of the training. Typically, their fees exceed the standard. In many instances, the specialized training will require the presence of two trainers using the standard class size of 20 trainees.

Trainer Qualifications

Training will be delivered by internal LGC trainers and outside training vendors. The outside training vendors will deliver all of the drought-related training, which involves water efficiencies or water technology. These trainers will be subject matter experts in their specific field. LGC trainers will deliver much of the Business and Management Skills training. It is estimated that outside training vendors will deliver 50% of the training in this proposal and LGC in-house staff will deliver 50%.

Manager/Supervisor Trainee Ratio Exemption

The trainee population includes a projected manager/supervisor ratio of 30%, which exceeds ETP's standard cap of 20%. LGC is requesting a waiver to this cap due to the demand by participating employers to deliver training from the top down. An estimated 30% of LGC's training will be directed towards managers and supervisors in a train-the-trainer system. After determining the impact and developing a plan to implement, the manager or supervisor will be able to train their direct staff.

Impact/Outcome

Drought training is expected to improve water capture, monitoring and usage efficiencies within the public sector. After the completion of training, public staff will have alternatives and more efficient procedures for the conservation of water.

Marketing and Support Costs

LGC is requesting 8% support costs to assist in the recruitment, employer outreach, and assessment of employer-specific job requirements.

Marketing is done through direct mailings, informational flyers, personal contacts, telephone calls, web advertisements, emails, and through CivicSpark. CivicSpark is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address climate change. CivicSpark is managed by LGC in partnership with the Governor's Office of Planning and Research. In addition, LGC employs a web and social media coordinator who ensure that LGC has a strong social media presence.

Training Coordinator

Marketing, recruitment, processing of need assessments, and scheduling of training will be handled internally by LGC. LGC has 3 employees dedicated to the ETP program and is coordinating with CivicSpark regional supervisors to assist in the marketing of the ETP training. Sierra Consulting Services has been retained by LGC and will be responsible for project administration.

Tuition Reimbursement

LGC represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Sierra Consulting Services in Cameron Park assisted with development of this proposal for a flat fee of \$8,000.

ADMINISTRATIVE SERVICES

Sierra Consulting Services will also perform administrative services in connection with this proposal for a fee not to exceed 12% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Capacity Building
- Collaboration
- Conflict Resolution
- Creative Marketing
- Effective Communication
- Marketing Skills
- Sales Skills
- Negotiating Skills
- Operational Skills
- Planning and Research Skills
- Public-Private Partnerships
- Strategic Planning
- Program Implementation
- Assessing Needs

COMMERCIAL SKILLS

- Access to Clean Drinking Water
- California Water System Functions
- Drinking Water Quality Remediation
- Drought-Tolerant Landscape Design
- Drought-Tolerant Urban Design
- Groundwater Elevation Monitoring
- Groundwater Management - Best Practices
- Groundwater Quality Monitoring
- Groundwater Quality Remediation
- Emergency Preparedness
- Integrated Watershed Management
- Integrated Regional Water Management
- Irrigation Systems
- Low Impact Development
- Research, Data Collection, and Analysis
- Drought Resilient and Green Infrastructure
- Resiliency Evaluation, Planning and Implementation (Storm Water Quality - Best Practices)
- Storm Water Capture
- Storm Water Management
- Storm Water Quality – Best Practices
- Sustainability Evaluation, Planning and Implementation
- Water Conservation
- Water-Energy Nexus
- Water Efficiency Technologies
- Water Recycling
- Water Systems Functions

- Waste Water Treatment – Best Practices
- Waste Water Treatment Design

COMPUTER SKILLS

- Clear Path - Tool for Energy Efficiency
- CASGEM - Online Groundwater Reporting System
- NOAA Digital Coast
- Cal Adapt - Local Climate Snapshot
- CalEnviroScreen
- California Water Plan - Land-Use Planning Tool
- CASQA LID Portal
- Water Footprint Calculator
- SACOG Scenario Planning Tool
- WEF "Where Does My Water Come From" Tool
- FEMA Emergency Response Tool
- Modeling Change Tool
- The California Phase II Low Impact Development Sizing Tool

CONTINUOUS IMPROVEMENT

- Adaptive Management
- National Oceanic Atmospheric Association Digital Coast (Coastal Management Training)
- Problem Solving and Decision Making
- Process Improvement
- Production Operations/Workflow

HAZARDOUS MATERIALS

- Contaminated Drinking Water Remediation
- Contaminated Ground Water Remediation
- Storm Water Quality Remediation
- Waste Water Treatment Reoperations

MANAGEMENT SKILLS (Managers Only)

- Decision Making
- Effective Meetings
- Finance for Technical Managers

E-Learning Hours

8-200

BUSINESS SKILLS

- Capacity Building
- Collaboration
- Conflict Resolution
- Creative Marketing
- Effective Communication
- Marketing Skills
- Sales Skills
- Negotiating Skills
- Operational Skills
- Planning and Research Skills

- Public-Private Partnerships
- Strategic Planning
- Program Implementation
- Assessing Needs

COMMERCIAL SKILLS

- Access to Clean Drinking Water
- California Water System Functions
- Drinking Water Quality Remediation
- Drought-Tolerant Landscape Design
- Drought-Tolerant Urban Design
- Groundwater Elevation Monitoring
- Groundwater Management - Best Practices
- Groundwater Quality Monitoring
- Groundwater Quality Remediation
- Emergency Preparedness
- Integrated Watershed Management
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- Research, Data Collection, and Analysis
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- Resiliency Evaluation, Planning and Implementation (Storm Water Quality - Best Practices)
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- Storm Water Management
- Storm Water Quality – Best Practices
- Sustainability Evaluation, Planning and Implementation
- Water Conservation
- Water-Energy Nexus
- Water Efficiency Technologies
- Water Recycling
- Water Systems Functions
- Waste Water Treatment – Best Practices
- Waste Water Treatment Design

COMPUTER SKILLS

- Clear Path - Tool for Energy Efficiency
- CASGEM - Online Groundwater Reporting System
- NOAA Digital Coast
- Cal Adapt - Local Climate Snapshot
- CalEnviroScreen
- California Water Plan - Land-Use Planning Tool
- CASQA LID Portal
- Water Footprint Calculator
- SACOG Scenario Planning Tool
- WEF "Where Does My Water Come From" Tool
- FEMA Emergency Response Tool
- Modeling Change Tool
- The California Phase II Low Impact Development Sizing Tool

CONTINUOUS IMPROVEMENT

- Adaptive Management
- National Oceanic Atmospheric Association Digital Coast (Coastal Management Training)
- Problem Solving and Decision Making
- Process Improvement
- Production Operations Workflow

HAZARDOUS MATERIALS

- Contaminated Drinking Water Remediation
- Contaminated Ground Water Remediation
- Storm Water Quality Remediation
- Waste Water Treatment Reoperations

MANAGEMENT SKILLS (Managers Only)

- Decision Making
- Effective Meetings
- Finance for Technical Managers

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission
Reference No: 15-0248

CCG No.: ET15-1004
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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Association of Monterey Bay Area Governments

Address: 445 Reservation Road, Suite G.

City, State, Zip: Marina, CA

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 8,000

Total # of full-time company employees in California: 8,000

Company: Avenal City

Address: 919 Skyline Boulevard

City, State, Zip: Avenal, CA 93204

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 49

Total # of full-time company employees in California: 49

Company: Butte County Department of Development Services

Address: 7 Counte Center Drive

City, State, Zip: Oroville, CA 95965

Collective Bargaining Agreement(s): Butte County Employees Assoc. – General Unit

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15

Company: Butte County Department of Water Conservation

Address: 25 County Center Drive

City, State, Zip: Oroville, CA 95965

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission

CCG No.: ET15-1004

Reference No: 15-0248

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Company: City of Firebaugh

Address: 1133 P Street

City, State, Zip: Firebaugh, CA 93622

Collective Bargaining Agreement(s): Firebaugh Miscellaneous Employees Assoc.

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15

Company: City of Fowler

Address: 128 S. 5th Street

City, State, Zip: Fowler, CA 93625

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 28

Total # of full-time company employees in California: 28

Company: City of Lone

Address: 1 East Main Street

City, State, Zip: Lone, CA 95640

Collective Bargaining Agreement(s): SEIU, Local 1021

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Company: City of Lakeport

Address: 225 Park Street

City, State, Zip: Lakeport, CA 95453

Collective Bargaining Agreement(s): Lakeport Employees' Assoc.

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 50

Total # of full-time company employees in California: 50

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission
Reference No: 15-0248

CCG No.: ET15-1004
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Company: City of Reedly

Address: 1717 9th Street

City, State, Zip: Reedly, CA 93654

Collective Bargaining Agreement(s): General Services Unit, Local 39

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 120

Total # of full-time company employees in California: 120

Company: City of Plymouth

Address: 9426 Main Street

City, State, Zip: Pilymouth, CA 95669

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Company: County of Kern General Services Division

Address: 1300 17th St.

City, State, Zip: Bakersfield, CA 93301

Collective Bargaining Agreement(s): SEIU, Local 521

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 9,000

Total # of full-time company employees in California: 9,000

Company: County of Monterey

Address: 168 West Alisal Street, 3rd Floor

City, State, Zip: Salinas, CA 93901

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 40

Total # of full-time company employees in California: 40

Company: County of San Joaquin

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission

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Address: 44 North San Joaquin Street

City, State, Zip: Stockton, CA 95202

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 6,000

Total # of full-time company employees in California: 6,000

Company: County of Yolo

Address: 625 Court St.

City, State, Zip: Woodland, CA 95695

Collective Bargaining Agreement(s): Yolo County Management Assoc.

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 1,600

Total # of full-time company employees in California: 1,600

Company: Merced County

Address: 445 I Street

City, State, Zip: Los Banos, CA 93635

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 2,000

Total # of full-time company employees in California: 2,000

Company: Pajaro Valley Water Management Agency

Address: 36 Brennan St.

City, State, Zip: Watsonville, CA 95076

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

Company: Selma

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission

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Address: 1710 Tucker Street

City, State, Zip: Selma, CA 93662

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 100

Total # of full-time company employees in California: 100

Company: Tulare County Board of Supervisors

Address: 2800 West Burrel Avenue

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 4,200

Total # of full-time company employees in California: 4,200

Company: Tulare County, County Counsel

Address: 2900 W Burrel Ave.

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Company: Visalia Fire Department

Address: 425 E. Oak Ave.

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): Visalia Firefighters Assoc.

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 75

Company: Watsonville, Public Works and Utilities Department

**Participating Employers in Retrainee
Multiple Employer Contracts**

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Address: 250 Main Street

City, State, Zip: Watsonville, CA 95076

Collective Bargaining Agreement(s): SEIU, Local 521

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 100

Total # of full-time company employees in California: 100