



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
12/16/2020	<input checked="" type="checkbox"/> Resolution	Ordinance Reading	N/A	N/A
File No.:	<input type="checkbox"/> Ordinance	Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
20-499	<input type="checkbox"/> Other	Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
\$15,000	\$24,551	8090-515200	N/A	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A	Radu Dodea, Director	Human Resources/Risk Mgmt.	
Strategic Plan Focus Areas:				
<input type="checkbox"/> Financial	<input checked="" type="checkbox"/> Organizational Capacity	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Development, Redevelopment and Economic Development	
Implementation Timeline				
Estimated Start Date: 12/17/2020		Estimated End Date: 9/30/2021		

### SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH TRAINNOVATIONS FOR PROFESSIONAL SERVICES TO INCLUDE LEADERSHIP ACADEMY AND STRATEGIC FOCUS TRAINING IN AN AMOUNT NOT TO EXCEED THIRTY-NINE THOUSAND NINE HUNDRED AND THIRTY SIX (\$39,936.00) DOLLARS; AND PROVIDING AN EFFECTIVE DATE.

## **STAFF SUMMARY:**

### **Summary:**

This agenda item seeks City Commission's approval to exceed the City Manager's threshold for Professional Services and expand the use of services provided by Trainnovations.

### **Background:**

Staff is currently working on the strategic focus areas and goals developed based on the Strategic Plan that was approved by the City Commission in August of 2019. These include Finance and Budget, Organizational Capacity and Infrastructure/Projects.

Four Strategic Focus Teams have been created to help achieve these goals and they include employees from the various Departments of the City that can help foster and bring forth solutions and ideas, as well as deliver the necessary changes identified in the Strategic Plan.

The four Strategic Focus Teams are:

- ❖ Strategy & Budget Team – Overhauling the Budget Preparation Process;
- ❖ Revenue Team – Implementing Organizational changes necessary to increase revenues;
- ❖ Projects Team – Implementing current approves and funded projects and programs;
- ❖ Employees Team – Implementing policies and programs to address morale, growth and training.

### **Current Situation:**

The four teams currently meet weekly and strategize on accomplishing the top priorities. Facilitation is provided by the Interim City Manager and Assistant City Managers.

To help provide additional facilitation and assist the teams with developing solutions in alignment with the Strategic Focus Areas, staff is requesting the support of Trainnovations. Trainnovations will attend the Strategic Focus Teams' meetings to bring attention to:

- ✓ Data Driven evidence for problem definition,
- ✓ Objectivity to measuring and analyzing information, and
- ✓ Fact-based decision making using tools such as process flows, value-add, fish-bone analysis and why-why diagrams.

The facilitation team will assist the teams by providing "fresh eyes", possible benchmarking and opportunities to use other government agencies approaches so as not to "reinvent the wheel".

The facilitation team will:

- ✓ Attend meetings, observe the teams and step in where needed for effective meetings;
- ✓ Present a blank project planning document to track the work of each team;
- ✓ Provide guidance and coaching to the team leader to aid and support them outside the meetings;
- ✓ Advise teams towards data collection and information gathering;
- ✓ Review work completed by the team;
- ✓ Provide feedback and suggest action steps to lead the teams toward the most effective recommendations for the city to implement;
- ✓ Review presentations created for leadership and provide suggestions.

The John Scott Dailey Florida Institute of Government at Florida Atlantic University, in partnership with Trainnovations, is also currently providing leadership training for supervisory, managerial, and senior leaders within the City, through the Leadership Academy, a series of learning modules to provide supervisory and managerial employees with a more solid foundation for moving the organization from “better to brilliant.” The skills include healthy conflict, problem solving, providing feedback, delegation and communication. These skills help to build more advanced management practices such as building effective work teams, ethical and values driven decision making, performance management, intelligent innovation and valuing people.

The values, strategies, activities and lessons will inspire and encourage leaders toward greater transparency, higher levels of performance and operational success. This in turn links to levels of service excellence requested and required by residents, businesses and visitors of the City.

For Fiscal Year 2020/2021, the training modules included are the following:

- ✓ Ethics Governance and Civility;
- ✓ Experience Healthy Conflict;
- ✓ Progressive Discipline;
- ✓ Honoring Different Workstyles – Different doesn’t mean Deficient.

For Fiscal Year 2020/2021 the total fee for this program is \$24,936.

**Why Action is Necessary:**

Action is necessary to authorize the Interim City Manager to exceed the threshold for Professional Services and enter into an agreement with Trainnovations, for an additional \$15,000, to provide professional consulting services to assist the Strategic Focus Teams to bring solutions in alignment with the Strategic Focus Areas and Goals.

Pursuant to Procurement Code 23, Section 23-8 Exception to Bid requirements, (2) Professional Services, Contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding, are exempt from the competitive bidding requirements of this article; however, a formal written contract, approved by the commission, shall be required for all such contracts in excess of \$25,000.

**Cost Benefit:**

For Fiscal Year 2020/2021, the cost of the Leadership Academy is \$24,936. The additional cost proposed for the facilitation of the Strategic Focus Teams is \$15,000, which will bring the total amount spent for Trainnovations to \$39,936 for the Fiscal Year. Using Trainnovations for the facilitation of the Strategic Focus Teams will bring their experience, knowledge and guidance from working with other governmental agencies on accomplishing similar goals and objectives. Additionally, these skills help to build more advanced management practices such as building effective work teams, ethical and values driven decision making, performance management, intelligent innovation and valuing people.

<b>PROPOSED ACTION:</b>
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The City Commission adopt the attached Resolution in order to allow the Interim City Manager to exceed the threshold for Professional Services and enter into an agreement with Trainnovations to provide professional consulting services to help with the facilitation of the Strategic Focus Teams on accomplishing the goals and objectives for Fiscal Year 20/21.

<b>ATTACHMENT(S):</b>
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Exhibit 1 – Proposed Resolution  
Exhibit 2 – Trainnovations Proposal