



City of La Quinta

CITY / SA / HA / FA MEETING DATE: October 7, 2014

AGENDA CATEGORY:

ITEM TITLE: AUTHORIZE OVERNIGHT TRAVEL FOR COMMUNITY SERVICES SUPERVISOR TO ATTEND SECOND YEAR OF MAINTENANCE MANAGEMENT SCHOOL NOVEMBER 3 THROUGH 7, 2014 IN LAKE ARROWHEAD, CALIFORNIA

BUSINESS SESSION:

CONSENT CALENDAR: 2

STUDY SESSION:

PUBLIC HEARING:

RECOMMENDED ACTION:

Authorize overnight travel for the Community Services Supervisor to attend the second year of Maintenance Management School from November 3 through 7, 2014, in Lake Arrowhead, California.

EXECUTIVE SUMMARY:

- The Pacific Southwest Maintenance Management School offers a two-year certificate program that instructs participants in a systematic approach to resource management. Students learn to develop effective maintenance management for existing and future facilities, and evaluate service levels and labor costs.
- An individual development plan was initiated last year wherein the Community Services Supervisor assists the Parks Manager with playground and park inspections, contract and budget management, and contractor communication.
- This second year course, along with continued in-field training, will benefit the Community Services Supervisor in progressing toward proficiency in parks management and overseeing facility, park, and sports field rentals.

FISCAL IMPACT:

Registration, travel, lodging and meals will cost \$1,365. Funds are available in the Fiscal Year 2014/15 Travel, Training & Meetings budget.

BACKGROUND/ANALYSIS:

Pacific Southwest Maintenance Management School is provided by the California Park & Recreation Society. The program consists of five days of educational sessions and group sessions. Shared lodging and meals are offered as part of the registration price.

ALTERNATIVES:

The City Council may choose to not authorize the travel and corresponding \$1,365 expenditure. However, as Council has determined that staff training is vital to the effective management of the City, staff does not recommend an alternative.

Report prepared by: Robert Ambriz, Jr., Community Services Supervisor

Report approved for submission by: Edie Hylton, Deputy City Manager