



City of La Quinta

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

AGENDA CATEGORY:

ITEM TITLE: AUTHORIZE OVERNIGHT TRAVEL FOR AN EXECUTIVE ASSISTANT AND A PERMIT OPERATIONS SUPERVISOR TO ATTEND THE CALIFORNIA CITY CLERK'S ASSOCIATION NUTS AND BOLTS WORKSHOP IN BREA, CALIFORNIA, OCTOBER 16-17, 2014

BUSINESS SESSION:

CONSENT CALENDAR: 4

STUDY SESSION:

PUBLIC HEARING:

RECOMMENDED ACTION:

Authorize overnight travel for an Executive Assistant and a Permit Operations Supervisor to attend the Nuts and Bolts Workshop presented by the California City Clerk's Association on October 16-17, 2014 in Brea, California.

EXECUTIVE SUMMARY:

- The "Nuts and Bolts" workshop is a long-standing annual course offered at low cost by the California City Clerk's Association (CCCA) as an introduction to the Clerk profession.
- During discussions regarding career goals, succession planning and cross-departmental training, two staff members in another department have expressed interest in learning more about the Clerk profession.
- In keeping with Council goals regarding staff development, mentoring and promotion from within when possible, these promising staff members will have the opportunity to explore a new area of study to determine if they would like to pursue it further.

FISCAL IMPACT:

Estimated expenses are \$700, which includes registration, travel, lodging, parking and meals for two. Funds were included in the City Clerk's Fiscal Year 2014/15 budget for this purpose.

BACKGROUND/ANALYSIS:

The "Nuts and Bolts" workshop is offered every year and is an opportunity to introduce those interested in the Clerk profession to the skills and materials necessary to be a successful and effective City Clerk. The workshop will cover agendas, meetings, minutes, legislative procedures, Political Reform Act, Fair Political Practices Commission regulations, elections, records management, Brown Act and Public Records Act.

ALTERNATIVES:

The Council may elect to not authorize this travel and the \$700 expenditure. However, as Council has determined that staff development is vital to effective management and succession planning, staff does recommend this alternative.

Report prepared by: Teresa Thompson, Deputy City Clerk

Report approved for submission by: Susan Maysels, City Clerk