

# City of La Quinta

CITY COUNCIL MEETING: July 21, 2015

## STAFF REPORT

---

**AGENDA TITLE:** AUTHORIZE OVERNIGHT TRAVEL FOR CONTENT EDITOR/WRITER, EXECUTIVE OFFICE ASSISTANT, AND HOUSING COORDINATOR TO ATTEND CALIFORNIA CITY CLERK'S ASSOCIATION "NUTS AND BOLTS" WORKSHOP OCTOBER 8-9, 2015 IN BREA, CALIFORNIA

---

### RECOMMENDATION

Authorize overnight travel for a Content Editor/Writer, Executive Office Assistant and Housing Coordinator to attend the California City Clerk's Association "Nuts and Bolts" workshop on October 8-9, 2015 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 as an introduction to the Clerk's Office tasks and responsibilities, including those associated with public meetings.
- In keeping with Council goals regarding staff development, mentoring and promotion from within when possible, staff members will have the opportunity to gain in-depth knowledge of laws, procedures and best practices in a new field.

### FISCAL IMPACT

Estimated expenses are \$400 per person, which includes registration, travel, lodging, parking and meals. Funds were included in the City Clerk's 2015/16 budget for the Content Editor/Writer. Funding for the Executive Office Assistant and Housing Coordinator is available in the City Manager and Community Development travel and training accounts, respectively.

### BACKGROUND/ANALYSIS

The "Nuts and Bolts" workshop is offered every year and is an opportunity for those either interested in working within the Clerk's department or who handle public meetings to be introduced to the skills and materials necessary to be successful and effective. The workshop will cover agendas, meetings, minutes, legislative procedures, Political Reform Act, FPPC regulations, elections, records management, Brown Act and Public Records Act.

The Content Editor/Writer, new to the Clerk's department, seeks to enhance overall knowledge of City Clerk's Office's tasks and responsibilities. The other two staff members will attend to hone skills associated with various City board meetings they participate in.

## ALTERNATIVES

The Council could deny this travel request. However, this alternative is not recommended as staff would not be allowed to take advantage of this professional development opportunity which would benefit City service delivery.

Report prepared by: Pam Nieto, Administrative Technician  
Report approved for submission by: Susan Maysels, City Clerk