

City of La Quinta

CITY COUNCIL MEETING: August 4, 2015

STAFF REPORT

AGENDA TITLE: AUTHORIZE OVERNIGHT TRAVEL FOR PERMIT OPERATIONS SUPERVISOR AND EXECUTIVE ASSISTANT TO ATTEND MANAGEMENT ACADEMY TRAINING ON OCTOBER 5, 6, 7 AND 8, 2015, IN PASO ROBLES, CALIFORNIA

RECOMMENDATION

Authorize overnight travel for the Permit Operations Supervisor and Executive Assistant to attend the California Joint Powers Insurance Authority Management Academy on October 5 through 8, 2015.

EXECUTIVE SUMMARY

- The Management Academy is offered annually by the California Joint Powers Insurance Authority (JPIA) to improve management and supervisory skills.
- The Permit Operations Supervisor and Executive Assistant desire to improve their service delivery skills through this training and certification program.

FISCAL IMPACT

Estimated expenses are \$750 per person or \$1,500, which includes registration, travel, lodging, parking and meals. Funds are available in the Community Development Department's 2015/16 budget (Travel, Training, and Meetings).

BACKGROUND/ANALYSIS

The Management Academy is designed for entry-level managers and supervisors. The Permit Operations Supervisor and Executive Assistant are seeking training in the following areas: public sector supervisor roles/responsibilities; decision making; new hire orientation training, coaching, and delegating; and performance appraisals and performance issues. This training is offered annually and Paso Robles is this year's location.

ALTERNATIVES

The Council could deny this 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: Monika Radeva, Executive Assistant

Report approved for submission by: Les Johnson, Community Development Director

