Item No: 10

Report to the City Council
Council Meeting of September 13, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a resolution approving out-of-state travel for City Manager Jennifer Phillips to attend a Harvard Kennedy School Program in Cambridge, Massachusetts September 18-23, 2016 for a total not to exceed amount of $9,000**

CEQA Status: **Not a CEQA project**

Prepared By: **Jennifer Phillips, City Manager**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

In the 1930s Harvard University saw that government was grappling with historic challenges, both domestic and international, and created a school of public affairs. For the past 80 years, Harvard Kennedy School (HKS) has strived to place itself at the forefront of studying public policy and preparing its practitioners. The Executive Education program offers programs that address critical subjects from crisis leadership and decision making to economic development and national security. Participants must apply to a specific program and be accepted.

DISCUSSION

Section 7.A. of the City Manager's agreement states that the Council shall review and evaluate the performance of City Manager's, including eligibility for any discretionary, performance-based increase, at least once annually no later than May of each year following Employee's commencement of employment. On April 6, 2016, the City Council conducted the City Manager's annual performance evaluation and determined that she was eligible for a performance-based increase. However, the City Manager agreed to forgo a raise and instead requested the opportunity to attend a HKS program. Due to workload constraints, the City Manager has not been able to attend the Annual ICMA Conference or City Manager's Meeting, both of which are also included in her agreement. Funds for this program are included in the Adopted FY 2016-17 Budget.

The City Manager submitted her application to the HKS program entitled: Leadership in the 21st Century. She has been accepted. The program is scheduled for September 18 through September 23, 2016 and is held in Cambridge, Massachusetts. The program fee is $7,600 and includes tuition, housing, curricular materials and meals. Transportation is expected not to exceed $1,000.

FISCAL IMPACT

Funds for this training program are included in the Adopted FY 2016/17 Budget. It is estimated total costs for this program will not exceed $9,000.

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution approving out-of-state travel for City Manager Jennifer Phillips to attend a Harvard Kennedy School Program in Cambridge, Massachusetts September 17-23, 2016 for a total not to exceed amount of $9,000.

ATTACHMENTS

1. Attachment A – Resolution 2016-___

Attachment A

CITY OF ST. HELENA

RESOLUTION NO. 2016-

Resolution Approving Out-of-State Travel for City Manager Jennifer Phillips to a Harvard Kennedy School Program in Cambridge, Massachusetts, September 18-23, 2016 in an Amount Not To Exceed $9,000

RECITALS

A. City Council Resolution 85-44 requires City Council approval for staff to attend out-of-state conferences; and

B. The Harvard Kennedy School (HKS), John F. Kennedy School of Government was established over 80 years ago with the vision of studying public policy and preparing its practitioners.

C. HKS offers various executive education programs to support government leaders.

D. Per her contract and following a successful evaluation by the City Council, City Manager Phillips is contractually eligible for a raise but she agreed to forgo the raise and instead requested the opportunity to attend a HKS program; and

E. $9,000 has been budgeted in the FY 2016-17 for the program registration and transportation.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. Approves the out-of-state travel for City Manager Jennifer Phillips to attend the Harvard Kennedy School Program in Cambridge, Massachusetts, September 18-23, 2016 for a total not to exceed amount of $9,000.

Approved at a Regular Meeting of the St. Helena City Council on September 13, 2016, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk