



City of La Quinta

AGENDA CATEGORY:

CITY / SA / HA / FA MEETING DATE: May 20, 2014

BUSINESS SESSION:

ITEM TITLE: AUTHORIZE OVERNIGHT TRAVEL FOR PERMIT OPERATIONS SUPERVISOR TO ATTEND CRW PERMIT SOFTWARE TRAINING ON JUNE 16-20, 2014 IN CARLSBAD, CA

CONSENT CALENDAR: 6

STUDY SESSION:

PUBLIC HEARING:

RECOMMENDED ACTION:

Authorize overnight travel for the Permit Operations Supervisor to attend CRW Permit Software Training on June 16-20, 2014 in Carlsbad, CA.

EXECUTIVE SUMMARY:

- CRW is the software company selected to establish a permit tracking software system for the City. The new software (TRAKiT9) is currently being integrated and is scheduled to go live by the end of June.
- CRW offers a limited number of software training events. The upcoming training will focus on system administration and report writing, both key subjects beneficial for the Permit Operations Supervisor.
- The training event is free of charge through the City's contract; however, the City is responsible for all other associated expenses.

FISCAL IMPACT:

Estimated expenses are \$1,515, which includes travel, lodging, parking and meals. Funds are available in the Community Development Department's Travel, Training and Meetings Account.

BACKGROUND/ANALYSIS:

Integration of the City's new permit tracking software is well underway and is scheduled to go live by the end of next month. CRW is the software company that

has created TRAKiT9, the permit software that the City will be using. The week-long software training session will focus upon TRAKiT9 administration and report writing. CRW provides limited annual opportunities for this software training. The contract with CRW provides free registration for up to four training opportunities. A copy of the registration form for the upcoming session is attached (Attachment 1).

ALTERNATIVES:

With the need for staff to become familiar with the new software, staff is not recommending an alternative. However, CRW provides limited training opportunities annually, which staff could attend in the future.

Report prepared by: Les Johnson, Community Development Director

Report approved for submission by: Frank J. Spevacek, City Manager

Attachment: 1. CRW Software Training Session Registration Form



TRAKIT 9 System Administration & Report Writing Training Registration Form

Contact Information

Name: _____ **Phone:** _____
Agency: _____ **Email:** _____
Job Description: _____

Class Information

Class Dates: **System Administration:** June 16 - 17, 2014
Report Writing: June 18 - 20, 2014
Class Hours: 8AM – 4PM
Location: CRW Systems
2036 Corte Del Nogal
Carlsbad, CA 92011

Price

System Administration \$ 750.00 CRW Systems Contract
Report Writing \$1,000.00 CRW Systems Contract

- Check **CRW Systems Contract** for training included in a separate contract with CRW Systems.
- Once the registration form is received you will be invoiced by CRW.
- Payment must be received 30 days prior to training.
- To be registered payment must be received.
- No travel or meal costs are included.

Cancellation Policy

You may cancel or reschedule a class thirty (30) or more days prior to the class at no charge. If cancellation occurs within thirty (30) days prior to the class dates, you will receive a refund equal to 50% of the class price. No refund will be provided for any cancellation within five (5) days of the class. Please note that cancellation fees will not be credited to future classes.

There may be unavoidable circumstances in which CRW may need to cancel a previously scheduled class. If this occurs, then you will be offered an alternative date to take the class or given a full refund.

Sign Here _____

Date _____

Please return to jim@crw.com

