



City of La Quinta

AGENDA CATEGORY:

CITY / SA / HA / FA MEETING DATE: January 20, 2015

BUSINESS SESSION:

ITEM TITLE: AUTHORIZE OVERNIGHT TRAVEL FOR PLANS EXAMINER/INSPECTIONS SUPERVISOR TO ATTEND CRW PERMIT SOFTWARE TRAINING ON FEBRUARY 2-6, 2015, IN CARLSBAD, CA

CONSENT CALENDAR: 11

STUDY SESSION:

PUBLIC HEARING:

RECOMMENDED ACTION:

Authorize overnight travel for the Plans Examiner/Inspections Supervisor to attend CRW Permit Software Training on February 2-6, 2015, 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) was integrated and launched June 30, 2014.
- 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 Plans Examiner/Inspections 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 \$1,289, which includes travel, lodging, parking and meals. Funds are available in the Building Division's Travel, Training and Meetings Account.

BACKGROUND/ANALYSIS:

CRW is the software company that has created TRAKiT9, the City's new permit tracking software, which was launched on June 30, 2014. 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 two training opportunities.

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