



CITY OF RAPID CITY

Community Resources Department

300 Sixth Street

Rapid City South Dakota 57701-5035

MEMORANDUM

TO: Legal and Finance Committee

FROM: Kevin Thom, Director

DATE: July 1, 2009

RE: Cityworks Software Training
Frisco, TX

Staff requests City Council approval of the travel request for Jim Ackland, IT Technician to attend the Cityworks software training sessions (Cityworks Designer, Desktop, & Anywhere/Datapump). The purpose of the training is to provide continuing education to the IT staff.

The total combined cost of travel is estimated at \$2,935.00 and includes the following expenses:

Cityworks Software Training in Frisco, TX

| | |
|-------------------|---|
| \$462.00 | Transportation Costs (airline + rental car) |
| \$180.00 | Meals (8/17/09-8/21/09) |
| \$493.00 | Lodging |
| <u>\$1,800.00</u> | Cost of Training |
| \$2,935.00 | Total Travel Estimate |

Staff Recommendation: Staff recommends approval of the travel request for Jim Ackland, IT Technician to attend the Cityworks software training sessions (Cityworks Designer, Desktop, & Anywhere/Datapump) in Frisco, TX August 18-20, 2009 (travel dates August 17-21) in an estimated amount of \$2,935.00.



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