CITY OF PALM DESERT
STAFF REPORT

MEETING DATE: March 14, 2024

PREPARED BY: Nicholas Martin, Business Enterprise Systems Administrator

REQUEST: AUTHORIZE OUT-OF-STATE TRAVEL FOR THE BUSINESS ENTERPRISE SYSTEMS ADMINISTRATOR TO ATTEND LASERFICHE EMPOWER 2024 ANNUAL CONFERENCE ON APRIL 22 THROUGH APRIL 25, 2024, IN LAS VEGAS, NEVADA

RECOMMENDATION:

Authorize out-of-state travel for the Business Enterprise Systems Administrator to attend Laserfiche Empower Annual Conference on April 22 through April 25, 2024, in Las Vegas, Nevada.

BACKGROUND/ANALYSIS:

Laserfiche is the City of Palm Desert's official document management software. The Laserfiche national conference is an annual event that allows agencies from around the United States to learn about upcoming changes and updates to the software as well as multiple training sessions. This information is vital to keeping staff current on the Laserfiche software.

FINANCIAL IMPACT:

Staff has been awarded a pass to cover registration costs with savings of up to $1,200. The remaining expenses of approximately $1,800 for travel and hotel costs are available in the Information Technology training budget, Account Number 1104190-4312000.