

TO: CITY MANAGER

2005 February 28

FROM: DIRECTOR FINANCE

SUBJECT: EXTERNAL TRAINING AND CONFERENCE AUTHORIZATION

PURPOSE: To request Council approval for training and conference expenditures for City staff.

RECOMMENDATION:

1. **THAT** Council approve training and conference expenditures for City staff to attend Financials/HR 2005 at a cost per staff not to exceed \$4,500 Cdn.

Annually a major training event is held to provide strategies, best practices, and expert-led instruction for Enterprise Resource Management Systems. Financials/HR 2005 is an all encompassing four day event directed at providing learning experiences across the broad spectrum of topics and responsibilities that fall under the implementation and management of Enterprise Resource Planning Systems. Experts from both leading consultant organizations and highly experienced customers provide practical advice on the best ways to use, implement, customize, leverage, and manage these very large organizational systems. Networking opportunities with other Cities for the purpose of discovering tools and approaches that have worked well will be provided. Attendees will also receive helpful tools and reference material from the sessions attended that will be useful for future in-house City staff training.

The City through attendance by three ERP Team Leaders each attending different "streams" of training focus will accrue invaluable benefit from the knowledge gained at this training conference and training event.

The recommended attendees are as follows: Manager Financial Planning, Assistant Director IS, and the Internal Auditor – Financial Lead. The registration fee is \$1,795 US and with airfare and accommodation costs it is estimated that the total for the four day training event will not exceed \$4,500 CDN per person. Council approval is required for any staff training and conference expenditures that are estimated to be in excess of \$2,500 CDN.

It is recommended that three ERP Team Leaders be authorized to attend the Financials/HR-Payroll 2005 training conference from March 13 - March 16.


Rick Earle
DIRECTOR FINANCE