Out of State Travel/Training Request
Presented to Personnel Committee for Approval

Requesting Supervisor/Manager: ___Steve Corbeille   Department: _Finance_____
Names of Employees Attending: __Steve Corbeille, Kim Lynch, Bldg Inspection Rep_____

Name of Training	Dates of Training	Location of Training
Accela/Springbrook User Conference	August 21 – 25, 2016	Los Angeles, CA

Estimated cost of training	$ 700.00
Estimated cost of travel	$ 800.00
Estimated cost of meals	$ 300.00
Estimated cost of accommodations	$ 3,000.00
Estimated cost of misc. expenses	$ 200.00 Transportation to/from Airport
Total estimated cost	$ 5,000.00

Requesting Supervisor/Manager Comments: _ Participation in the Annual User Conference is an essential component for maintaining and improving our knowledge base for obtaining the most from our ERP System. There are usually around 800 attendees that we can network with to gain insight into best practices from across the country

What are the objectives for the training? _ Attend the job specific training track for your job function and obtain knowledge to transfer to other city employees when you return. The other component is the face to face opportunity you have with the programmers and managers of Springbrook to hopefully push for enhancements to improve the functionality of our system.

How will this training be shared / implemented upon return? _ Training sessions will be conducted throughout the year and attendance will be tracked to show the value that extends beyond the actual attendance at the conference to the city. In 2014, we conducted 12 training sessions with 25-30 participants. With additional intensive training with the implementation of the Licensing module for issuing Operator and Other Business Type Licenses. This when fully implemented will save over 80% of the time spent on the issuing the same license.

How will this training benefit the City? What is the return on the investment? _ As stated above the opportunity to influence changes to the system and to pick up time saving tips that will return significant procedural time savings is the goal of attending the user conference. The city has made a significant investment into the Springbrook System. In order to assure that we are receiving the largest return on that initial investment reoccurring training and feedback to enhance the product will ultimately lead to future efficiencies and to maximize the ROI to the city.

Supervisor Approval/Decline

Approved [✓]   Declined [ ]   Reason for decline: _____

Supervisor/Manager Signature:_____Dated:_ 4/26/16 ___
**Please attach any additional information you would like considered with this request

Travel to Accela - Springbrook Engage Conference
Los Angeles, CA

August 21 - 25, 2016

Proposed Attendees:
  Finance Director/Treasurer
  Comptroller
  Bldg Inspection Admin Asst.

	Total Estimated Cost
Airfare	1,200.00
Lodging	3,275.00
Meals	300.00
Conference Fees	2,098.00
Transfers, parking etc.	200.00
Less: Reduced Conference Fees	(1,398.00)
SNUG Board Travel	(675.00)
	5,000.00 -

The City has a substantial investment in the Springbrook Software Suite.

We have upgraded our software from 7.15 to 7.18, so this will allow city staff to receive hands on training, which can be brought back to train other city staff.

In addition, two of our staff members have been asked to present a session at the conference and will receive free conference fees for doing so.

Finance Director/Treasurer will receive reimb from Springbrook National User Group due to being on the board of directors for airfare and one nights lodging.