

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

Requesting Supervisor/Manager: Kathleen McDaniel

Department: City Attorney

Names of Employees Attending: Kathleen McDaniel

Name of Training	Dates of Training	Location of Training
International Municipal Lawyer's Association 84th Annual Conference	September 18-22, 2019	Atlanta, Georgia

Estimated cost of training	\$ 765 (will apply for scholarship from state bar once approved)	
Estimated cost of travel	\$ 300 (includes airfare, parking, and mileage)	
Estimated cost of meals	\$ 200	
Estimated cost of accommodations	\$ 816	
Estimated cost of misc. expenses	\$ 0	Please explain
Total estimated cost	\$ 2081	

Requesting Supervisor/Manager Comments:

I attended this conference in 2015 and 2017 and it is hands down the best training for city attorneys that is available. This year there are sessions on fighting off state encroachment of city assets, sustainable development, defending a takings claim, and personnel selection and retention.

What are the objectives for the training? Improve knowledge base on municipal law issues and assist other departments with new ideas and resource obtained at the conference __

How will this training be shared / implemented upon return? Meet with relevant department heads (Finance, Community Development, Police, others) to discuss information obtained and will provide training on how to implement, will incorporate into trainings provided to City departments.

How will this training benefit the City? What is the return on the investment?

A City Attorney who is better trained and equipped to provide proactive legal services to the Council and City departments

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature:  Dated: 5-2-19

**Please attach any additional information you would like considered with this request