

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

Requesting Supervisor/Manager: \_\_\_\_\_ Department: COMMUNITY DEVELOPMENT

Names of Employees Attending: PAUL BRAUN, JEREMY DUCHATEAU  
NICK MUELLER, FUTURE DIRECTOR

Name of Training	Dates of Training	Location of Training
EPA BROWNFIELDS CONFERENCE	TUESDAY DEC 10TH - FRIDAY DEC 13TH	LOS ANGELES

Estimated cost of training	\$ 800
Estimated cost of travel	\$ 1400
Estimated cost of meals	\$ 850
Estimated cost of accommodations	\$ 2,503.80
Estimated cost of misc. expenses	\$ 60 Please explain <u>PARKING</u>
Total estimated cost	\$ 5,613.80 *

\* EPA GRANT PAYS 100% OF ALL COSTS.

Requesting Supervisor/Manager Comments:

\_\_\_\_\_

\_\_\_\_\_

What are the objectives for the training?

THE EPA STRONGLY ENCOURAGES ALL RECIPIENTS TO ATTEND THEIR CONFERENCE.  
OBJECTIVES: LEARN HOW OTHER CITIES/RECIPIENTS ARE UTILIZING THEIR  
EPA GRANTS FUNDS. LEARNING ABOUT THE LATEST TRENDS IN BROWNFIELDS  
PROJECTS.

How will this training be shared / implemented upon return?

LEARNING WILL BE APPLIED TO CURRENT & FUTURE BROWNFIELDS  
PROJECTS IN THE CITY.

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

WE WILL BE MORE EFFICIENT & KNOWLEDGEABLE IN BROWNFIELDS  
TRENDS & STRATEGIES TOWARDS REDEVELOPING UNDERUTILIZED  
PROPERTIES IN MANITOWOC.

Supervisor Approval/Decline

Approved  Declined  Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature:  Dated: 9-11-19

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