

# 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 and Erika Luebke

Name of Training	Dates of Training	Location of Training
Springbrook User Conference	May 11-14	Portland, OR

Estimated cost of training	\$ 1,300
Estimated cost of travel	\$ 1,100
Estimated cost of meals	\$ 100
Estimated cost of accommodations	\$ 1,350
Estimated cost of misc. expenses	\$ 150 Please explain parking, train, mileage etc.
<b>Total estimated cost</b>	<b>\$ 4,000 (Budget = \$5,000)</b>

**Requesting Supervisor/Manager Comments:** \_\_\_ The city has invested a substantial amount in the ERP software package and in an effort to maximize the full potential of the software ongoing training is essential.

The Finance Director is President of the Springbrook National User Group and as such will receive full reimbursement through this organization for travel expenses. These amounts have not been included in the estimated total cost.

**What are the objectives for the training?** \_\_\_ Learn about new features and to better understand the capabilities of the product to obtain the maximum functionality. There was a major upgrade to V7.18 in late 2018 that we still need to gather training on. This will allow us to bring back ideas that can be shared via training sessions with other city workers.

**How will this training be shared / implemented upon return?** \_\_\_ Training sessions will be established to share the information acquired with other city staff members as done in the past.

**How will this training benefit the City? What is the return on the investment?** \_\_\_ From prior year attendees, which were from several different departments, the number of city employees who benefit from the training is then spread citywide.

Supervisor Approval/Decline

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

Supervisor/Manager Signature: Per email See Attached Dated: 12-25-19

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

### **Objectives for Training**

- We have implemented the basics from the upgrade, but other features for enhanced use may not be implemented because we don't know what those features might be yet.

### **Training is Shared**

- Training sessions in the past were well attended.
- Users are again asking for more training.
- There may have been some features missed when the department's do the training. They tend to train the essentials only to just get them by to get a task done. Like A/P: process an invoice, but not train on how to research historical data.
- There has been a lot of turnover and training for them is crucial.
- The more skilled users that attend training session are learning new features.
- Excellent suggestions for product enhancement come from the training sessions.

### **Training a Benefit to the City**

- Building Inspection – new Accela product implemented that enhanced the field work
- Clerk's office – Licensing was fully implemented and continues to be enhanced with workflows
- Department of Infrastructure – overall training in the system since this department touches several modules
- Payroll – new employee getting hands on training with resources to contact with questions.

### **Comptroller/Deputy Treasurer**

- Job Description reads: "Serve as the "In-house expert" on the city's financial system and ancillary systems for purposes of developing and administering training programs for city personnel."
- I haven't been to a conference in 6 years. This conference boasts advanced training sessions.
- Product Enhancement ideas to discuss with the Engineering/Programmers
  - Forms – Drop & Drag files – toggles needed to clean up and/or organize data screens –
  - Advanced criteria for searches...

## Steve Corbeille

---

**From:** Justin Nickels  
**Sent:** Wednesday, December 25, 2019 11:11 AM  
**To:** Steve Corbeille  
**Subject:** RE: Personnel Agenda Item

Ok.



**Justin M. Nickels**  
Mayor  
City of Manitowoc, WI  
City Hall | 900 Quay Street | Manitowoc, WI 54220  
Office Phone | (920) 686-6980  
Cell Phone | (920) 374-0499  
Assistant | Stacey Groll | [sgroll@manitowoc.org](mailto:sgroll@manitowoc.org)

---

**From:** Steve Corbeille  
**Sent:** Monday, December 23, 2019 7:55 AM  
**To:** Justin Nickels  
**Subject:** Personnel Agenda Item

Good morning,

We have an out of state travel request that requires your approval. If you could please just respond electronically with your approval or decline.

We have noticed that airfare is lower than usual and would like to act sooner verses later to take advantage of the cheaper travel cost. The amount is within budgeted amounts and my costs are covered by The Springbrook National User Group Association, as their President.

Personnel will be meeting on January 6<sup>th</sup>, so we need this by the agenda deadline of next week Tuesday.

Thank you and have a great Christmas and Happy New Year!!!

**Steven A. Corbeille** | Finance Director/Treasurer  
City of Manitowoc  
900 Quay St., Manitowoc, WI 54220  
Phone: 920-686-6961 Cell: 715-938-1133

[scorbeille@manitowoc.org](mailto:scorbeille@manitowoc.org)  
[www.manitowoc.org](http://www.manitowoc.org)

CITY OF

1870



2020

MANITOWOC