

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, Rochelle Blindauer, Lisa Kuehn

Name of Training	Dates of Training	Location of Training
Springbrook User Conference	May 4-8, 2015	Portland, OR

Estimated cost of training	\$ 1,190.00
Estimated cost of travel	\$ 1,740.00
Estimated cost of meals	\$ 300.00
Estimated cost of accommodations	\$ 1,900.00
Estimated cost of misc. expenses	\$ 200.00 Train to/from Airport and Parking
Total estimated cost	\$ 5,330.00

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**

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: 1-29-2015

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