

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

Requesting Supervisor/Manager: Chad Scheinoha Department: DPI

Names of Employees Attending: 2 DPI laborers (TBD)

Name of Training	Dates of Training	Location of Training
North American Snow Conference (APWA)	April 20, 21 2020	Cleveland, OH

Estimated cost of training	\$ 1,600.00 (800 each)
Estimated cost of travel	\$ 600 (300 each)
Estimated cost of meals	\$ included
Estimated cost of accommodations	\$ 450 (225 each)
Estimated cost of misc. expenses	\$ Please explain
Total estimated cost	\$ 2,650.00

Requesting Supervisor/Manager Comments:

Training is coordinated by American Public Works Association
This is the best training opportunity around for Snow + Ice Control

What are the objectives for the training?

Employee engagement and education. These employees
will leave the training as APWA Certified Winter Maint. Operators

How will this training be shared / implemented upon return?

Each operator will be required to make one recommendation
to change or benefit our current snow + ice program upon return.
Training material will also be reviewed/turned in upon return for

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

Better educated operators, engaged employees, addition into our
more effective operations, & less staff turnover current training program.

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature: [Signature] Dated: 1-30-20

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