

MEMORANDUM

DEPARTMENT OF PUBLIC WORKS
County of Placer

TO: BOARD OF SUPERVISORS

DATE: MAY 20, 2014

FROM: KEN GREHM

SUBJECT: OUT OF COUNTRY TRAVEL

ACTION REQUESTED / RECOMMENDATION

1. Authorize out of country travel for the Director of Public Works to travel to Toronto, Canada from August 17, 2014 to August 20, 2014 for the American Public Works Association International Public Works Congress and Exposition at an estimated cost of \$2,500. There is no net County cost.

BACKGROUND / SUMMARY

The American Public Works Association (APWA) is recognizing Director of Public Works, Ken Grehm as one of its National Top Ten Leaders of the Year. In addition to being recognized in Sacramento during National Public Works Week in May, he will also be recognized at the APWA Congress in August being held this year in Toronto, Canada. The APWA Congress brings together public works officials across the United States and Canada to learn and discuss the latest in best management practices in public works. The APWA Congress is attended by nearly 6,000 public works professionals every year and features over 125 educational sessions spread over three days and 400 exhibits on the latest public works technologies and products.

The Department is requesting authorization for out of country travel for the Director of Public Works to accept the National Top Ten Leader of the Year Award and participate in the many educational seminars and activities taking place during the Congress. The intent is to discover what other local agencies are doing in public works and how some of these may be able to be implemented in Placer County for the benefit of our citizens.

ENVIRONMENTAL

The proposed action is not a project and is therefore exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3) of the CEQA guidelines.

FISCAL IMPACT

The cost of travel and training is included within the public works budget. The cost to attend the congress is just under \$800 and the cost for travel is approximately \$1,600 for a total cost of \$2,400.



COUNTY OF PLACER TRAVEL REQUEST ON OFFICIAL BUSINESS

TO: COUNTY EXECUTIVE
AUDITOR CONTROLLER

TRAVEL ADVANCE REQUESTED
 Yes No

DATE: 4/14/2014

EMPLOYEE TRAVELING: Ken Grehm NOTIFY Chris Shaw Ext. 7579

1. Briefly explain the purpose of this trip and how this training will benefit you and the department:
To attend the "2014 APWA International Public Works Congress and Exposition". Ken Grehm, Director of DPW
was nominated by the Sacramento Chapter APWA and was chosen by the National APWA to receive an award for the National APWA's
Top Ten Public Works Leader of the Year.

2. Destination(s) Toronto Canada
City State
 3. Travel period: 7:00 AM 8/17/2014 10:00 PM 8/20/2014
Time Date to Time Date

4. Mode of travel: Air
 Rail
 County Car
 Private Car with mileage reimbursement # of miles _____

5. Training Data:
 State Association
 Regional Conference
 National Conference
 CPE Units _____
 County Training
 Other Professional Development

6. Estimated Expenses:

# OF ITEMS	PER DIEM	ITEM	AMOUNT
4	10.00	Breakfast	\$ 40.00
4	15.00	Lunch	\$ 60.00
3	31.00	Dinner	\$ 93.00
3		Lodging	\$ 600.00
		Travel	\$ 800.00
1		Tuition	\$ 785.35
		Other	
Total			\$ 2,378.35

7. If this trip was not budgeted, it will be financed as follows: _____

 SUPERVISOR APPROVAL

BY _____
 Department Head or Authorized Signature

"I declare under penalty of perjury that the above items stated are true and correct and comply with all requirements of the Placer Administrative Manual (PAM). I understand if an advance has been requested, I will be responsible for repayment of any unused advance in the event of early return or cancellation."

5/12/14
 Date

Ken Grehm
 Signature of Declarant

FOR USE BY COUNTY EXECUTIVE:
 APPROVED
 DISAPPROVED
 Comments _____

 County Executive Date

FOR USE BY BOARD OF SUPERVISORS:
 APPROVED/DISAPPROVED BY
 PLACER COUNTY BOARD OF SUPERVISORS
 Clerk of the Board of Supervisors
 By: _____
 Deputy Date

2014 APWA INTERNATIONAL PUBLIC WORKS CONGRESS & EXPOSITION

the BEST SHOW in PUBLIC WORKS

www.apwa.net/congress

August 17-20, 2014



Metro Toronto Convention Centre, Toronto, Ontario

PRE-REGISTRATION FORM—PAGE 1 OF 2

A CONGRESS Grehm Ken kgrehm@placer.ca.gov
 Last Name First Name Email Address

PART 1: FULL CONGRESS WEEK REGISTRATION Register for a full week of Congress & Exposition below. Otherwise, skip Part 1 and go to Part 2.

FULL CONGRESS WEEK All full-week registrations include: All APWA Education Sessions; all APWA exhibits; downloadable recordings of education sessions; CEUs; Get Acquainted Party; Awards Ceremony; and Wednesday's Workshops.	Before June 30	After June 30	TOTALS
<input checked="" type="checkbox"/> (M) Full Member Registration	\$785.35 USD*	\$841.85 USD*	785.35
<input type="checkbox"/> (N) Full Nonmember Registration Do you want a portion of your nonmember full registration fee applied toward your new individual membership? A \$174 USD value. (Not valid for membership renewals. To renew your membership please contact Member Services at memberservices@apwa.net or call 1-800-848-2792.) <input type="checkbox"/> Yes <input type="checkbox"/> No	\$1011.35 USD*	\$1067.85 USD*	
<input type="checkbox"/> (R) Full Retired Member Registration	\$463.30 USD*	\$519.80 USD*	
<input type="checkbox"/> (YP) Full Young Professional (Must be 35 years or younger. Birth year: _____)	\$508.50 USD*	\$565.00 USD*	
<input type="checkbox"/> (GU) Full Spouse/Guest Guest Last Name: _____ Guest First Name: _____	\$226.00 USD*	\$282.50 USD*	
<input type="checkbox"/> (CEO) Chief Elected Official (Limited to one Chief Elected Official for each registration) Last name: _____ First name: _____	no charge		

PART 2: WEDNESDAY WORKSHOPS/TOURS Attendees registered for the FULL CONGRESS WEEK may participate in any of the Wednesday Workshops at no additional cost. You must check the workshop you would like to participate in but do not add the cost to your total. If you are NOT registered for the FULL CONGRESS WEEK, you may register for any of these workshops at the prices listed below.

WEDNESDAY WORKSHOPS/TOURS 8 a.m. – 11 a.m. Space is limited, first come first served, so sign up now! (Buses leave promptly at 8 a.m.; please arrive by 7:45 a.m.)	MEMBER	NONMEMBER	TOTALS
<input type="checkbox"/> (W1) R. C. Water Treatment Plant <input type="checkbox"/> (W2) Enwave Deep Lake Water Cooling <input type="checkbox"/> (W3) Toronto Traffic Operations Centre and Emergency Operations Centre <input type="checkbox"/> (W4) Toronto Cycling Infrastructure Tour Registration Fee: \$33.90 (For bicycle and helmet rental)	\$186.45 USD*	226.00 USD*	FULL WEEK REGISTRANTS IF CHECKING (W4) ONLY PAY \$33.90 USD* IF NOT CHECKING (W4) ENTER \$0
<input type="checkbox"/> (W5) York Region Viva Bus Rapid Transit Project <input type="checkbox"/> (W6) Union Station Revitalization Walking Tour; Participants must bring their own safety boots <input type="checkbox"/> (W7) Walking...Stepping Into the Transportation Mix	ADD AN ADDITIONAL \$33.90 USD* FOR REGISTRANTS CHECKING (W4)	ADD AN ADDITIONAL \$33.90 USD* FOR REGISTRANTS CHECKING (W4)	

PART 3: DAILY EDUCATION SESSIONS AND EXPOSITION

(Full-week registrants skip this section.) If you would like to attend the education sessions and exposition by the day, please mark which day(s) you are registering for below.

<input type="checkbox"/> (SC) SUNDAY	\$322.05 USD*	\$395.50 USD*	
<input type="checkbox"/> (GUS) SUNDAY SPOUSE/GUEST: Guest Last Name: _____ Guest First Name: _____	\$113.00 USD		
<input type="checkbox"/> (MC) MONDAY	\$322.05 USD*	\$395.50 USD*	
<input type="checkbox"/> (TC) TUESDAY	\$322.05 USD*	\$395.50 USD*	
<input type="checkbox"/> (SWS) Public Works Stormwater Summit, 2-5 p.m. each day (MONDAY & TUESDAY)—includes exhibit hall. (Included in all Full Registrations and One-day Monday and Tuesday Registrations.)	\$372.90 USD*	\$429.40 USD*	
<input type="checkbox"/> (WC) WEDNESDAY (includes Wednesday Workshops at no additional charge, based on availability)	\$322.05 USD*	\$395.50 USD*	

PART 4: DAILY EXPO ONLY (Full-week registrants skip this section.) If you would like to attend the exposition only for one day, please mark which day you will attend.

<input type="checkbox"/> (SEO) SUNDAY	\$39.55 USD*	
<input type="checkbox"/> (MEO) MONDAY		
<input type="checkbox"/> (TEO) TUESDAY		

PART 5: CONGRESS EVENTS Complete your Congress experience with these special events. (Additional fees apply to all registration categories.)

<input type="checkbox"/> (SA) SATURDAY Workshop: Self-Assessment Using the <i>Public Works Management Practices Manual</i> 8 a.m. – 4:30 p.m. (Fee includes instruction, materials, and breaks. Lunch will be on your own.) Located at the Metro Toronto Convention Centre	\$339.00 USD	\$395.50 USD*	
<input type="checkbox"/> (CPWAL) MONDAY CPWA Luncheon # of tickets _____ X	\$61.00 USD*		
<input type="checkbox"/> (PWHS) MONDAY PWHS Luncheon # of tickets _____ X	\$61.00 USD*		
<input type="checkbox"/> (TDB) TUESDAY Diversity Branch # of tickets _____ X	\$61.00 USD*		

TOTAL

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the BEST SHOW in PUBLIC WORKS

www.apwa.net/congress

August 17-20, 2014



Metro Toronto Convention Centre, Toronto, Ontario

PRE-REGISTRATION FORM—PAGE 2 OF 2

THIS PRE-REGISTRATION FORM IS GOOD ONLY UNTIL AUGUST 8, 2014. No pre-registration forms will be accepted after August 8, 2014. After August 8, registrations will be accepted on-site only. On-site registration will begin Saturday, August 16, 2014. Please note: No government vouchers or purchase orders will be accepted on-site. This form must be completed and returned with full payment before your registration can be processed. Please complete a separate registration form for each Congress participant.

CANCELLATIONS: If your plans change and you cannot attend the program, a colleague can attend in your place—just send us a fax or e-mail. Cancellations and requests for refunds must be in writing. A full refund, less a \$125 USD* administration fee, will be made if written notice is postmarked by July 11, 2014. Sorry, no refunds on registration fees or tickets will be issued after July 11, 2014, or for an amount less than \$50. Refunds will be processed within 30 days after Congress. Please send your cancellation and/or refund request to cancellations@apwa.net, or fax to 816-595-5342.

LIABILITY WAIVER AND RELEASE: In consideration of being allowed to participate in any way in the APWA International Public Works Congress & Exposition and any related events and activities, I, the undersigned, acknowledge, appreciate, and agree that I am voluntarily undertaking participation in the APWA International Public Works Congress & Exposition; by doing so I assume all risk and take full responsibility for my own well-being. I am fully aware that possible property damage, physical injury, illness or death may occur as a result of my participation in these events and activities. I forever release the APWA, its directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Releases") from any and all actions, claims, or demands that I, my family or heirs now have or may have in the future related to my participation in these activities.

PHOTOGRAPHS: I agree and acknowledge that APWA plans to take photographs at the APWA International Public Works Congress & Exposition and reproduce them in APWA educational, news or promotional material, whether in print, electronic or other media, including the APWA website. By participating in the APWA International Public Works Congress & Exposition I grant APWA the right to use my name, photograph and biography for such purposes. I am aware this is a release of liability and rights of use related to photographs; a contract between myself and the APWA. I have read, understand and agree to these terms and am entering into this agreement on my own free will.

Signature _____

Date _____

SATISFACTION GUARANTEED! As a registered attendee, the Educational Program at Congress is designed to meet or exceed your educational and professional development expectations. If it doesn't, write to the Executive Director of APWA, 2345 Grand Blvd., Suite 700, Kansas City, MO 64108, within one week of the program, help us understand where we went wrong, and we'll set things right with you. Guaranteed!

B DEMOGRAPHICS

Is this your first Congress?

- (1) Yes (2) No

Employer:

- (1) Public Agency (3) Other:
 (2) Private Industry _____

What is your level of authority/responsibility? (Choose best fit)

- | | |
|--|--|
| Executive Level | Supervisor Level |
| <input type="checkbox"/> Elected Official | <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> City Manager/
Public Administrator | <input type="checkbox"/> Foreman |
| <input type="checkbox"/> City Engineer | <input type="checkbox"/> Crew Chief |
| <input type="checkbox"/> Director/Assistant
Director/Dept. Head | Operations and Administration |
| <input type="checkbox"/> President/VP/COO/
CFO/CEO | <input type="checkbox"/> Operations –
Field Staff |
| Management Level | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Senior Level Manager | <input type="checkbox"/> Administration –
Support Staff |
| <input type="checkbox"/> Mid-Level Manager | |
| <input type="checkbox"/> Project Manager/
Engineer | |
| <input type="checkbox"/> Sales Manager | |

Please mark all areas you have responsibility for or are involved with:

- | | |
|---|---|
| <input type="checkbox"/> (1) Construction | <input type="checkbox"/> (8) Solid Waste |
| <input type="checkbox"/> (2) Emergency
Management | <input type="checkbox"/> (9) Sustainability |
| <input type="checkbox"/> (3) Engineering
& Technology | <input type="checkbox"/> (10) Transportation |
| <input type="checkbox"/> (4) Environment/
Sustainability | <input type="checkbox"/> (11) Utility &
Right of Way |
| <input type="checkbox"/> (5) Facilities &
Grounds | <input type="checkbox"/> (12) Water & Sewers |
| <input type="checkbox"/> (6) Fleet Services | <input type="checkbox"/> (13) Winter
Maintenance |
| <input type="checkbox"/> (7) Leadership &
Management | <input type="checkbox"/> (14) Sales/Marketing |
| | <input type="checkbox"/> (15) Media Relations |
| | <input type="checkbox"/> (16) Human
Resources |

What is your role in the purchase of public works equipment and/or services? (mark all that apply)

- (1) Buy (4) Recommend
 (2) Evaluate (5) Approve
 (3) Specify (6) None

Which of the following products/services do you plan to buy, evaluate, specify, recommend or approve the purchase of in the next 12 months? (Select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Associations | <input type="checkbox"/> Fleet |
| <input type="checkbox"/> Bridges | <input type="checkbox"/> Fuel |
| <input type="checkbox"/> Buildings | <input type="checkbox"/> Grounds Maintenance |
| <input type="checkbox"/> Castings | <input type="checkbox"/> Lighting Systems |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Coatings | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Computers & Software | <input type="checkbox"/> Pavement |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Pipe |
| <input type="checkbox"/> Consulting Services | <input type="checkbox"/> Roads |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Education/Certification | <input type="checkbox"/> Snow & Ice Control |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Sweepers |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Trench |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Vehicles |
| <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Water / Wastewater |
| <input type="checkbox"/> Equipment | |

* all fees and rates include a 13% HST tax.
 APWA GST# 12356 5426 RT0001

How large is your budget for purchases of equipment and/or services?

- (1) Under \$50,000 (4) \$500,001 –
 1,000,000
 (2) \$50,001 – 100,000 (5) Over \$1,000,000
 (3) \$100,001 – 500,000

What is the population of your jurisdiction?

- (1) Less than 25,000 (4) 101,001 – 250,000
 (2) 25,001 – 50,000 (5) Over 250,000
 (3) 51,001 – 100,000

Please let us know your gender

- Male Female

How did you hear about Congress?

- (1) Congress Preview
 (2) APWA Reporter Magazine Ad
 (3) Industry Magazine Ad
 (4) APWA Website
 (5) E-mail
 (6) Referred by someone
 (7) You are a previous attendee
 (8) Invited by an exhibitor
 (9) Other _____

Which social media platforms do you use for business?

- (1) Twitter
 (2) Facebook
 (3) LinkedIn
 (4) Other
 (5) None

Please let us know what year you were born (Example: 1967)

C ATTENDEE INFORMATION *(Please be sure to add apwacustomerservice@compusystems.com to your address book to insure you receive your confirmation.)*

APWA Membership ID#

(Call 1-800-848-APWA to obtain your membership number if you don't know it)

139860
 Grehm

Ken

Ken
 (e.g., Dave, Jen, "Doc", "Smiley", etc.)

Prefix

Last Name

First Name

Director of Public Works

Ken
 County of Placer

Title

Organization/Company

3091 County Center Drive # 220

Billing Address

Street Address/P.O. Box

Auburn

CA

95603

USA

City

State/Province

Zip/Postal Code

Country

Daytime Phone

530 745-7588

Cell Number

530 745-3567

Fax Number

E-mail address
 kgrehm@placer.ca.gov

Emergency Contact Name

Emergency Contact Phone Number(s)

Emergency E-mail Address

D PAYMENT* *(Please complete Section A, parts 1-6 on page 1 before completing this step.)*

TOTAL FROM PAGE 1: \$ _____ (Fees are in US Funds and include a 13% HST tax)

Check # _____ enclosed (Made payable to APWA)

Government Voucher or Purchase Order # _____ (PO MUST be included with registration form)

Credit Card (check one): Visa MasterCard American Express

* All registration fees, including those paid by credit card, will be billed and charged in U.S. Dollars only. Non-U.S. bank card holders please note when paying by credit card, fees are charged in US dollars and may be subject to an exchange rate and/or a foreign transaction fee at the time the payment is processed depending on the terms and conditions outlined in your bank card agreement.

Card Number

Expiration Date

Print name as it appears on the card

Date

Signature (required)

ADJUSTMENT: IN THE EVENT THAT THE TOTAL AMOUNT DUE IS MISCALCULATED ON THIS FORM DUE TO ERROR, MEMBERSHIP STATUS, OR OTHER, APWA RESERVES THE RIGHT TO AUDIT OR ADJUST ANY TOTAL CHARGES DUE.

MAIL completed registration form with payment to:

OR FAX credit card payments to:

American Public Works Association

708-344-4444

PO Box 843742

Kansas City, MO 64184-3742

Important: If you FAX your registration form please

DO NOT mail a form and risk duplicate billing.

APWA's

Federal

ID # is

36-220-2880

QUESTIONS?

Call APWA's registration company at 708-486-0705, Monday – Friday, 8:30 a.m. – 5 p.m. CST., or e-mail apwacustomerservice@compusystems.com.

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