



March 21, 2018

To: Personnel Committee
From: Jim Muenzenmeyer, Transit Manager
Re: Out of State Travel Request

I am requesting that Operations Supervisor Marlo Kohlmann be permitted to attend a two day course titled Paratransit Management and Operations in Wichita KS. The course is being offered by Rutgers University and the National Transit Institute.

The course is free to government entities such as Maritime Metro. Total costs will be approximately \$912.00 which includes travel, lodging, and meals. Marlo applied for and has now received a scholarship from the National Rural Transit Assistance Program that will cover 70% of these costs. The remaining \$274 would be covered by the Transit budget.

We currently contract out Paratransit services to Assist To Transport. The cost of this required service is escalating every year. One of the cost containment strategies that was recommended to us from WisDOT would be to bring these services in house; many Transit Properties have done so with good success. Bringing Paratransit in house is a huge endeavor, but this relatively inexpensive course is a great starting point.

Please see the attached course description. I will be present at your meeting to address any concerns or answer your questions.

Thank You,

A handwritten signature in red ink, appearing to read "Jim", is located below the "Thank You," text.

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

Requesting Supervisor/Manager: Jim Muenzenmeyer
 Department: Transit
 Names of Employees Attending: Marlo Kohlmann

Name of Training	Dates of Training	Location of Training
Paratransit Management and Operations	April 24 -25, 2018	Wichita, KS

Estimated cost of training	\$ 0.00
Estimated cost of travel	\$ 450.00 (car rental + gas)
Estimated cost of meals	\$ 183.00
Estimated cost of accommodations	\$ 279.00
Estimated cost of misc. expenses	\$ Please explain
Total estimated cost	\$ 912.00. Marlo has been awarded a scholarship for 70% of this amount bringing the net cost down to \$274.00.

Requesting Supervisor/Manager Comments:

We have received a scholarship for 70% of all costs. See attached memo.

What are the objectives for the training? See attached memo.

How will this training be shared / implemented upon return?
 See attached memo.

How will this training benefit the City? What is the return on the investment?
 See attached memo.

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature:  Dated: 3/21/2018

Department Head Signature:  Dated: 3-22-18

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

(<http://www.ntionline.com>)

Paratransit Management and Operations

Upcoming Deliveries

- April 24-25, 2018 – Wichita, KS (<https://ce-catalog.rutgers.edu/courseDisplay.cfm?schID=68306>)
- June 5-6, 2018 – El Monte, CA (<https://ce-catalog.rutgers.edu/courseDisplay.cfm?schID=68202>)

Description:

The goal of this course is to teach transit professionals the skills needed to effectively manage and operate paratransit services.

Topics include:

- History of demand response service and where the industry is today
- The relationship between managing and providing paratransit service
- Developing policies and procedures for your paratransit department
- Management functions needed to operate paratransit service, including planning, resource availability, staffing, scheduling, budgeting, and performance evaluation
- Operating techniques to provide paratransit service, including contracting vs. in-house, brokerages and call center operations, route deviation, taxi supplements, and feeder service
- Scheduling techniques that are based on your agency's resources and local transit environment
- Controlling costs and billing methods
- Technology's role in paratransit service
- Customer service throughout the paratransit department

The course is facilitated by industry professionals with extensive experience in paratransit service and the ADA.

Audience:

This course is intended for people who manage or operate paratransit services. This is a comprehensive course. The content is geared for people who have experience working with paratransit services.

Length: 2 days

Fee:

- \$300.00 for Contractor, Consulting, Non-USA Transportation or Government Agency, Other.
- Free for all others.

CEUs: 1.40

Contact:

Amy Badaracco
abadaracco@nti.rutgers.edu
(mailto:abadaracco@nti.rutgers.edu)

Check Your NTI Course Registrations

WISCONSIN RTAP

SCHOLARSHIP APPLICATION FORM

Instructions: Please fill out all sections of this application completely and email the RTAP Coordinator when finished. Please refer to the Scholarship Guidelines for information on eligibility, the scholarship process, reimbursement percentages and allowable costs.

Please submit this application **30 days** prior to the event's date, unless an earlier deadline has been established. Applications received after this deadline are subject to denial.

Rates for scholarship reimbursement are the same as state rates and are subject to change without notice as State rates are adjusted. Contact RTAP staff for current hotel allowances for specific out-of-state cities.

Questions? Contact Vicky Warner at: vwarner@wisconsinrtap.com

CONTACT INFORMATION	
Agency Name:	City of Manitowoc, Maritime Metro Transit
Participant Name(s):	Marlo Kohlmann
Address:	915 S. 11th Street
	Manitowoc, WI 54220
Contact person :	Jim Muenzenmeyer
Contact email:	jmuenzenmeyer@manitowoc.org
Contact phone:	920-686-6511
EVENT INFORMATION	
Event name:	NTI Paratransit Management and Operations
Event Location:	777 E. Waterman Building 2000, Wichita, KS 67202
Event Dates:	4-24-18 to 4-25-18
Event Description:	<p>*Scholarships are available to enable transit providers in rural areas to receive training to better provide transit service. Please describe how this event is directly related to the provision of transit service.</p> <p>The goal of this course is to teach transit professionals the skills needed to effectively manage and operate paratransit services. Topics include:</p> <ul style="list-style-type: none"> •History of demand response service and where the industry is today •The relationship between managing and providing paratransit service •Developing policies and procedures for your paratransit department •Management functions needed to operate paratransit service, including planning, resource availability, staffing, scheduling, budgeting, and performance evaluation •Operating techniques to provide paratransit service, including contracting vs. in-house, brokerages and call center operations, route deviation,
ATTENDEE INFORMATION	
Attendee 1	Name: <u>Marlo Kohlmann</u> Position/Title: <u>Operations Supervisor</u> Organization: <u>City of Manitowoc, Maritime Metro Transit</u>
Attendee 2	Name: _____ Position/Title: _____ Organization: _____
Attendee 3	Name: _____ Position/Title: _____ Organization: _____
Attendee 4	Name: _____ Position/Title: _____ Organization: _____

*(if different than participant)

ESTIMATE EXPENSES FOR EVENT ATTENDANCE				
	Attendee 1	Attendee 2	Attendee 3	Attendee 4
Registration:	0			
Lodging				
In-State # of Nights				
In-State Cost per night:				
In-state subtotal:	\$0.00	\$0.00	\$0.00	\$0.00
Out-of-state # of Nights	3			
out-of-state Cost per night (per diem cost for KS)	93			
Out-of-state subtotal:	\$279.00	\$0.00	\$0.00	\$0.00
Transportation				
# of Miles Driven:				
Mileage subtotal (\$0.51 per mile)	\$0.00	\$0.00	\$0.00	\$0.00
Airfare				
Taxi				
Parking	75			
Car Rental	175			
Other: Gas for Rental car for 1800 Miles	\$200			
Transportation Subtotal:	\$450.00	\$0.00	\$0.00	\$0.00
Meals				
# of In-state Breakfasts:	1			
In-state Breakfasts cost:	\$8.00	\$0.00	\$0.00	\$0.00
# of In-state Lunches:				
In-state Lunches cost:	\$0.00	\$0.00	\$0.00	\$0.00
# of In-state Dinners:	1			
In-state Dinners cost:	\$20.00	\$0.00	\$0.00	\$0.00
# of Out-of-state Breakfasts:	2			
Out-of-state Breakfasts cost:	\$20.00	\$0.00	\$0.00	\$0.00
# of Out-of-state Lunches:	4			
Out-of-state Lunches cost:	\$60.00	\$0.00	\$0.00	\$0.00
# of Out-of-state Dinners:	3			
Out-of-state Dinners cost:	\$75.00	\$0.00	\$0.00	\$0.00
Meals Subtotal:	\$183.00	\$0.00	\$0.00	\$0.00
EXPENSE TOTAL:	\$912.00	\$0.00	\$0.00	\$0.00

*Reimbursement % varies by event type- see guidelines tab for rates per type

IN-HOUSE/ GROUP TRAINING EXPENSES	
Trainer/Speaker Cost	
Training Materials	
Reproduction Costs	
Travel Costs	
# of Miles Driven:	
Mileage Rate	\$0.51
Mileage Subtotal:	\$0.00
Meal Costs	
# of Meals Provided:	
Cost per meal:	
Meal Subtotal:	\$0.00
Other Costs	
EXPENSE TOTAL:	\$0.00
SCHOLARSHIP AMOUNT: 80% OF TOTAL	\$0.00

**WISCONSIN RTAP
SCHOLARSHIP APPROVAL FORM**

COMPLETED BY WISCONSIN RTAP STAFF

Reviewer:	<u>C. Oswald</u>	Date Application Submitted:	<u>3/9/2018</u>
Date Reviewed:	<u>3/20/2018</u>	Approved Maximum:	<u>\$638.40</u>
Reimbursement %	<u>70%</u>	Deadline for Reimbursement Submission:	<u>6/25/2018</u>
Reason for Denial:			