

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

Requesting Supervisor/Manager: Randy Junk

Department: DPI

Names of Employees Attending: Randy Junk

Name of Training	Dates of Training	Location of Training
Minnesota/Wisconsin Public Transportation Training Conference	October 19-21, 2015	Duluth, MN

Estimated cost of training	\$ 250.00
Estimated cost of travel	\$ 90.00
Estimated cost of meals	\$ 40.00
Estimated cost of accommodations	\$ 220.00
Estimated cost of misc. expenses	\$ 00.00
<b>Total estimated cost</b>	<b>\$ 600.00</b>

Requesting Supervisor/Manager Comments: We recently had a setback for the procuring process of the new transit coaches. The WDOT and FTS are having issues with the application process. The application process will be changing and has pushed out the application 1 year. With the delay in application we also have a 14 to 22 month build time which will put us out almost 3 years. With the coaches currently having 400,00 to 560,000 miles on them we will need to come up with creative ideas to get through this period of time. This conference is essential for improving our knowledge of understanding for the WI and Federal application process along with collaborating with other Transit Managers and Fleet Managers to procure and maintain the transit fleet.

What are the objectives for the training? With changes in the responsibilities in DPI I am very new to the Transit Procurement process and Fleet responsibilities. Attending the conference will allow me to understand the new process, meet and correspond with other transit managers to gain valuable information and bring back the knowledge to share with other users.

How will this training be shared / implemented upon return? I will bring back the knowledge and information I learned and share with the Transit Manager and Fleet Mechanics. I want to implement a new maintenance program to try and extend the current life of the fleet and to make changes to try and prevent the current issues that is occurring with the high mileage of the current fleet.

How will this training benefit the City? What is the return on the investment? We are looking to gain information for future procurement of transit coaches and establish a maintenance program for the transit fleet that we currently are very weak at. The coaches are all starting to show issues with engine repairs and failures. I want to gather information to expedite the procurement process and get information on maintenance for the current high mileage fleet and establish an improved maintenance program which will increase the reliability of the fleet and reduce costly repairs that are currently taking place.

Supervisor Approval/Decline

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

Supervisor/Manager Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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