

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	04/22/13	Open	Action	04/05/13

Subject: Authorizing Travel Outside the United States for Light Rail Maintenance and Procurement to Attend the Light Rail Vehicle User Group Meeting to be held in Calgary Canada, May 14 through May 16, 2013.

ISSUE

Whether or not to authorize travel outside the United States for Laura Espinoza, Light Rail Maintenance Superintendent; Colleen Elder, Materials Management Superintendent; William Gilliam, Materials Management Superintendent; and Jennifer Kiamco, Procurement Analyst to attend the Light Rail Vehicle User Group Meeting to be held in Calgary Canada, May 14 through May 16, 2013.

RECOMMENDED ACTION

Adopt Resolution No. 13-04-_____, Authorizing Travel Outside the United States for Laura Espinoza, Maintenance Superintendent; Colleen Elder, Materials Management Superintendent; William Gilliam, Materials Management Superintendent; and Jennifer Kiamco, Procurement Analyst to Attend the Light Rail Vehicle User Group Meeting to be held in Calgary Canada, May 14 through May 16, 2013.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	5,860.00
Budget Source:	Operating	Next FY:	\$	N/A
Funding Source:	Local	Annualized:	\$	N/A
Cost Cntr/GL Acct(s) or	GL 35.690005 - \$765.00	Total Amount:	\$	5,860.00
Capital Project #:	GL 21 690005 - \$2,295.00			
	GL 35.690006 - \$700.00			
	GL 21 690006 - \$2,100.00			
Total Budget:	\$ 5,860.00			

DISCUSSION

The transit agencies that operate light rail vehicles have formed a user group that meets on a semi-annual basis. The participating transit agencies' maintenance management personnel and/or procurement personnel attend the meetings. The attendees have an opportunity to discuss current and ongoing issues related to the operation, maintenance, and reliability of their different manufacturers vehicles that are in operation.

Approved:

Presented:

Final 04/17/13

General Manager/CEO

Chief Operating Officer

J:\Board Meeting Documents\2013\08 April 22, 2013\Issue Paper LRV User Group Travel Authorization LR and PO 6.1.doc

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Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	04/22/13	Open	Action	04/05/13

Subject: Authorizing Travel Outside the United States for Light Rail Maintenance and Procurement to Attend the Light Rail Vehicle User Group Meeting to be held in Calgary Canada, May 14 through May 16, 2013.

The next meeting will be hosted by Calgary Transit, in Calgary Canada and RT staff would like to send several employees who work with light rail, either in operations or procurement.

Pursuant to RT's policy for non-domestic travel, RT's Board must authorize any travel by staff outside of the country. Because this meeting offers staff an opportunity to learn about and share in discussions about issues affecting RT's light rail vehicles, staff recommends approval for Laura Espinoza, Colleen Elder, William Gilliam, and Jennifer Kiamco to attend the conference to be held in Calgary Canada, May 14 through May 16, 2013.

RESOLUTION NO. 13-04-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

April 22, 2013

AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES FOR LAURA ESPINOZA, MAINTENANCE SUPERINTENDENT; COLLEEN ELDER, MATERIALS MANAGEMENT SUPERINTENDENT; WILLIAM GILLIAM, MATERIALS MANAGEMENT SUPERINTENDENT; AND JENNIFER KIAMCO, PROCUREMENT ANALYST TO ATTEND THE LIGHT RAIL VEHICLE USER GROUP MEETING TO BE HELD IN CALGARY CANADA, MAY 14 THROUGH MAY 16, 2013.

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, travel outside the United States by Laura Espinoza, Colleen Elder, William Gilliam, and Jennifer Kiamco for the purpose set out in the attached Travel Request Forms will serve a Regional Transit Business purpose and is hereby approved in accordance with Section 9.211 of Title IX of the Regional Transit Administrative Code.

THAT, the Chair is hereby authorized to sign the attached Travel Request Forms.

PATRICK HUME, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

Sacramento Regional Transit District
Request For Travel

1. Originating Department: Procurement

Purpose: (Description) LRV Users Group Meeting, Meeting with other Agencies of LRV on common issues.

2. Function to Attend: inter-agency meeting
 (Title of seminar, conference, peer review, etc.)

3. Destination: In U.S.: _____
 (Location)
 Outside U.S.: Calgary, Canada
 (Location)

4. Dates: a) Travel May-14-2013 (Tue) to May-17-2013 (Fri)
 b) Meeting May-15-2013 (Wed) to May-16-2013 (Thu)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 225.00	\$ 540.00	\$ 650.00	\$ 50.00	\$ 1,465.00

6. Travel Advance: Based on estimated of total costs (above) \$ 1,465.00 x 90% = \$ 1,318.50

7. Person Attending: Name William Gilliam
 Signature *William Gilliam* Date 4/1/13

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 21/690005&6

9. Funds budgeted and unencumbered: *W. Mocher*
 Financial Analyst 4-3-13
 Date

10. Senior Staff Review: *[Signature]*
 Senior Staff Member 2 Aug 13
 Date

11. Approval Required by: (check one)

- a. **Board** (travel outside of the U.S.)
- b. **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
- c. **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: _____
 Signature of Authorized Officer Date

Sacramento Regional Transit District
Request For Travel

1. Originating Department: Procurement

Purpose: (Description) LRV Users Group Meeting, Committee Member coordinating the Procurement Sub-group. Meeting with other Agencies on issues such as refurbishment and common solutions to Procurement.

2. Function to Attend: Inter-agency meeting
 (Title of seminar, conference, peer review, etc.)

3. Destination: In U.S.: _____
 (Location)
 Outside U.S.: Calgary, Canada
 (Location)

4. Dates: a) Travel May-14-2013 (Tue) to May-17-2013 (Fri)
 b) Meeting May-15-2013 (Wed) to May-16-2013 (Thu)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 225.00	\$ 540.00	\$ 650.00	\$ 50.00	\$ 1,465.00

6. Travel Advance: Based on estimated of total costs (above) \$ 1,465.00 x 90% = \$ 1,318.50

7. Person Attending: Name Colleen Elder
 Signature [Signature] Date 4/1/13

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 21/690005&6

9. Funds budgeted and unencumbered: [Signature] 4-3-13
 Financial Analyst Date

10. Senior Staff Review: [Signature] 2 Apr 13
 Senior Staff Member Date

11. Approval Required by: (check one)
- a. **Board** (travel outside of the U.S.)
 - b. **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
 - c. **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: _____
 Signature of Authorized Officer Date

Sacramento Regional Transit District

Request For Travel

1. Originating Department: Procurement

Purpose: (Description) LRV Users Group Meeting, Meeting with other Agencies of LRV on common issues.

2. Function to Attend: inter-agency meeting
(Title of seminar, conference, peer review, etc.)

3. Destination: In U.S.: _____
(Location)
 Outside U.S.: Calgary, Canada
(Location)

4. Dates: a) Travel May-14-2013 (Tue) to May-17-2013 (Fri)
b) Meeting May-15-2013 (Wed) to May-16-2013 (Thu)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 225.00	\$ 540.00	\$ 650.00	\$ 50.00	\$ 1,465.00

6. Travel Advance: Based on estimated of total costs (above) \$ 1,465.00 x 90% = \$ 1,318.50

7. Person Attending: Name Jennifer Kiamco
Signature Jennifer Kiamco Date 4/1/13

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 21/690005&6

9. Funds budgeted and unencumbered: CN. Mckee 4-3-13
Financial Analyst Date

10. Senior Staff Review: [Signature] 2 Apr 13
Senior Staff Member Date

11. Approval Required by: (check one)

- a. **Board** (travel outside of the U.S.)
- b. **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could not be anticipated in advance of a board meeting) or Vice Chair for Chair
- c. **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: _____
Signature of Authorized Officer Date

Sacramento Regional Transit District
Request For Travel

1. Originating Department: Light Rail Vehicle Maintenance (30.35)

Purpose: (Description) Attending Light Rail User Group Meeting and Participating as a Committee member. (Meet with other users of Light Rail Vehicles – Coordinate on common issues and problems).

2. Function to Attend: Light Rail User Group Meeting
 (Title of seminar, conference, peer review, etc.)

3. Destination: In U.S.: _____
 (Location)
 Outside U.S.: Calgary, AB, Canada
 (Location)

4. Dates: a) Travel May-14-2013 (Tue) to May-17-2013 (Fri)
 b) Meeting May-15-2013 (Wed) to May-16-2013 (Thur)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$225.00	\$540.00	\$650.00	\$50.00	\$1,465.00

6. Travel Advance: Based on estimated of total costs (above) N/A x 90% = N/A
No Travel Advance Being Requested. Will Charge to P-Card.

7. Person Attending: Name Laura Espinoza
 Signature *L. Espinoza* Date 4/1/13

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 690005 – \$765.00; 690006 – \$700.00

9. Funds budgeted and unencumbered: *OK. Mokhov* 4-1-13
 Financial Analyst Date

10. Senior Staff Review: *[Signature]* 4/1/13
 Senior Staff Member Date

11. Approval Required by: (check one)
- a. **Board** (travel outside of the U.S.)
 - b. **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
 - c. **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: _____ Date _____
 Signature of Authorized Officer