

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
6	04/22/13	Open	Action	04/05/13

Subject: Authorizing Travel Outside the United States to Perform Inspection of the INIT Smart Card Equipment in Hamburg, Germany, from May 4 through May 9, 2013.

## ISSUE

Whether or not to authorize travel outside the United States for Mike Mattos, Chief of Facilities and Business Support Services, to perform 1<sup>st</sup> article inspection of the INIT Smart Card Equipment to be held in Hamburg, Germany, from May 4 through May 9, 2013.

## RECOMMENDED ACTION

Adopt Resolution No. 13-04-\_\_\_\_\_, Authorizing Travel Outside the United States for Mike Mattos, Chief of Facilities and Business Support Services, to Perform 1<sup>st</sup> Article Inspection of the INIT Smart Card Equipment Held in Hamburg, Germany, from May 4 through May 9, 2013.

## FISCAL IMPACT

None: Trip is to be paid for by INIT and SACOG.

## DISCUSSION

RT is a member of the 7 agency consortium created by a Memorandum of Understanding (MOU), approved by the Board, to install a regional smart card system. The system development has reached the point where the vendor (INIT) is ready for the 1<sup>st</sup> article inspections of the devices destined for our buses, light rail platforms and sales outlets. Originally, this was scheduled at INIT's USA manufacturing plant in Connecticut where the bulk of the devices will be fabricated. INIT requested that the 1<sup>st</sup> article inspection occur in Germany and offered to pay for travel of the inspection team. Mike Mattos is the project lead for RT and is the designated representative of RT on the consortium.

Pursuant to RT's policy for non-domestic travel, RT's Board must authorize any travel by staff outside of the country. Mike Mattos will be representing RT and the other transit providers on the trip. The other staff traveling includes Sacramento Area Council of Governments (SACOG) project managers and an engineering consultant from LTK.

Staff recommends the Board authorize Mike Mattos to travel outside of the United States to attend the 1st article inspection held in Hamburg, Germany, from May 4 through May 9, 2013 and payment of reasonable travel expenses not covered by INIT or SACOG.

Approved:

Presented:

Final 04/17/13

General Manager/CEO

Chief of Facilities and Business Support Services

J:\Board Meeting Documents\2013\08 April 22, 2013\Issue Paper Travel Authorization to Germany for INIT eqp inspection.doc

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 MIKE MATTOS,  
CHIEF OF FACILITIES AND BUSINESS SUPPORT SERVICES, TO PERFORM 1<sup>ST</sup>  
ARTICLE INSPECTION OF THE INIT SMART CARD EQUIPMENT HELD IN  
HAMBURG, GERMANY, FROM MAY 4 THROUGH MAY 9, 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 Mike Mattos for the purpose set out in the  
attached Travel Request Form 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 Form.

\_\_\_\_\_  
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: FBSS Div

Purpose: (Description) Preliminary testing of INIT Smart Card Equipment

2. Function to Attend: 1<sup>st</sup> article inspection  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Germany  
 (Location)

4. Dates: a) Travel May-04-2013 (Sat) to May-09-2013 (Thu)  
 b) Meeting May-06-2013 (Mon) to May-08-2013 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 400.00	\$ 0.00	\$ 0.00	0	\$ 400.00

6. Travel Advance: Based on estimated of total costs (above) \$ 400.00 x 90% = \$ 360.00 *N/A*

7. Person Attending: Name Mike Mattos  
 Signature [Signature] Date 8 Apr 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: SACOG is paying *(Sacog is purchasing tickets & paying for lodging)*  
*All costs to be charged to SMART CARD PROJECT*

9. Funds budgeted and unencumbered: Dee Brookshire 4-8-13  
 Controller/Treasurer Date

10. Senior Staff Review: \_\_\_\_\_  
 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