

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	06/09/14	Open	Action	06/02/14

Subject: Authorizing Travel Outside the United States for Rufus Francis, Director of Safety to attend APTA Rail Conference to be held in Montreal, Quebec, Canada June 13-19, 2014

## ISSUE

Whether or not to authorize travel outside the United States for the APTA Rail Conference to be held in Montreal, Quebec, Canada June 13-19, 2014.

## RECOMMENDED ACTION

Adopt Resolution No. 14-06-\_\_\_\_\_, Authorizing Travel Outside the United States for Rufus Francis, Director of Safety, to attend APTA Rail Conference to be held in Montreal, Quebec, Canada June 13-19, 2014

## FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	1,900.00
Budget Source:	Operating	Next FY:	\$	N/A
Funding Source:	Local	Annualized:	\$	1,900.00
Cost Center/GL Acct(s) or Capital Project #:	GL 21 690006 - \$1,900.00	Total Amount:	\$	1,900.00
Total Budget:	\$ 1,900.00			

## DISCUSSION

The American Public Transportation Association (APTA) Rail Conference is held annually and brings together rail transit professionals throughout North America as well as representatives from European and Asian rail transit systems. This meeting is attended by hundreds of participants.

Regional Transit Safety staff attend the APTA Rail Conference to engage in the current rail transit issues being discussed on a national level. This gives staff an opportunity to get information from staff at other rail transit agencies and make contacts for future information sharing opportunities. Most importantly, staff are given an opportunity to gather information that has the potential to save Regional Transit money, improve safety in design of Regional Transit facilities, and/or improve engineering efficiencies.

Staff recommends that the Board approve travel for Rufus Francis to attend the APTA Rail Conference to be held in Montreal, Quebec, Canada June 13-19, 2014.

Approved:

Presented:

Final 06/04/14

General Manager/CEO

Chief of Facilities and Business Support Services

J:\Board Meeting Documents\2014\10 June 9, 2014\Issue Paper Travel Authorization to Canada for APTA Conference.doc

RESOLUTION NO. 14-06-\_\_\_\_\_

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

June 9, 2014

**AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES FOR RUFUS FRANCIS,  
DIRECTOR OF SAFETY, TO ATTEND APTA RAIL CONFERENCE TO BE HELD IN  
MONTREAL, QUEBEC, CANADA JUNE 13-19, 2014**

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

THAT, travel outside the United States by Rufus Francis 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.

\_\_\_\_\_  
PHIL SERNA, 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-21 for Safety (44)

Purpose: (Description) To Attend APTA 2014 Rail Conference in Montreal, QC

2. Function to Attend: Make presentations and attend APTA Board of Directors meeting. APTA is paying for registration and hotel costs for the conference.  
(Title of seminar, conference, peer review, etc.)

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


Outside U.S.: Montreal, QC, Canada  
(Location)

4. Dates: a) Travel Jun-13-2014 (Fri) to Jun-19-2014 (Thu)  
 b) Meeting Jun-14-2014 (Sat) to Jun-18-2014 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 400.00	\$ 0.00	\$ 1,400.00	\$ 100.00	\$ 1,900.00

6. Travel Advance: Based on estimated of total costs (above) \$ 1,900.00 x 90% = \$ 1,710.00

7. Person Attending: Name Rufus Francis  
 Signature  Date 6/2/14

(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: GL - 690006 CC21

9. Funds budgeted and unencumbered:  6-2-14  
Financial Analyst Date

10. Senior Staff Review:  3 June 14  
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