

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
13	06/11/18	Open	Action	06/04/18

Subject: Authorizing Travel Outside the U.S. for Staff to Attend the APTA Sustainability and Multimodal Planning Workshop in Vancouver, BC

ISSUE

Whether or not to authorize travel outside the U.S. to attend the American Public Transportation Association Sustainability and Multimodal Planning Workshop in Vancouver.

RECOMMENDED ACTION

Adopt Resolution No. 18-06-_____, Authorizing Travel Outside the United States to Attend the American Public Transportation Association Sustainability and Multimodal Planning Workshop in Vancouver, British Columbia, Canada from July 30 through August 1, 2018.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	0
Budget Source:	Operating	Next FY:	\$	2,831
Funding Source:	Local	Annualized:	\$	n/a
Cost Cntr/GL Acct(s) or Capital Project #:	GL #690005/cc79 GL #690022/cc79 GL #690006/cc79	Total Amount:	\$	2,831
Total Budget:	\$ 2,831			

DISCUSSION

Staff travel to conferences outside the U.S. must be approved by the SacRT Board. Principal Planner James Drake, is requesting authorization to attend the American Public Transportation Association (APTA) Sustainability and Multimodal Planning Workshop in Vancouver from Monday, July 30 through Wednesday, August 1. The conference focuses on transit service planning, service development, and scheduling. Topics this year include:

- improving bus and train speed and reliability,
- lessons learned with ride-sharing partnerships and microtransit programs,
- understanding and reversing fixed-route ridership declines,
- emerging data analysis programs techniques and best practices,
- special event service and natural disaster resiliency, and
- operations planning for emerging vehicle technologies (e.g., electric).

Mr. Drake has been a member of the conference planning committee and has been invited to serve as a session moderator; however, APTA does not cover the costs of conference presenters or moderators. Participation as a moderator will provide Mr. Drake with an excellent career

Approved:

Presented:

Final 06/06/18

General Manager/CEO

VP, Planning and Accountability

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development opportunity. Thus, Staff recommends that the Board authorize Mr. Drake's travel to attend and participate in the Conference.

RESOLUTION NO. 18-06-_____

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

June 11, 2018

**AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES TO ATTEND
THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
SUSTAINABILITY AND MULTIMODAL PLANNING WORKSHOP IN VANCOUVER,
BRITISH COLUMBIA, CANADA FROM JULY 30 THROUGH AUGUST 1, 2018**

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

THAT, travel outside the United States by James Drake for the purpose set out in the attached Travel Request Form (Exhibit A) will serve a Sacramento Regional Transit District business purpose and is hereby approved in accordance with Section 9.211 of Title IX of the Sacramento Regional Transit District Administrative Code; and

THAT, the Chair is hereby authorized to sign the attached Travel Request Form. (Exhibit A).

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

Sacramento Regional Transit District
Request For Travel

1. Originating Department: Planning Dept

Purpose: (Description) Attend conference/workshop. Serve as session moderator.

2. Function to Attend: APTA Sustainability & Multimodal Planning Workshop
 (Title of seminar, conference, peer review, etc.)

3. Destination: In U.S.: _____
 (Location)
 Outside U.S.: Vancouver, BC
 (Location)

4. Dates: a) Travel Jul-29-2018 (Sun) to Aug-01-2018 (Wed)
 b) Meeting Jul-29-2018 (Sun) to Aug-01-2018 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 364.00	\$ 900.00	\$ 900.00	\$ 667.00	\$ 2,831.00

6. Travel Advance: Based on estimated of total costs (above) \$ 2,831.00 x 90% = \$ 2,547.90

7. Person Attending: Name James Drake
 Signature James A. Drake Date 5/29/18

(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: cc79 – GL #690005, #690006, #690022 |

9. Funds budgeted and unencumbered: W. Mokhov 5/30/18
 Financial Analyst Date

10. Senior Staff Review: Laura Ham 5/30/18
 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: _____ Date _____
 Signature of Authorized Officer