



TRANSPORTATION DEPARTMENT

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MEMORANDUM

DATE July 29, 2022

TO: William O'Reilly, Director
Accounting Division

FROM: Tim Garling, Deputy General Manager

A handwritten signature in black ink, reading "Timothy S. Garling".

SUBJECT: Travel for more than five Transportation Department (BCT) employees to attend GIRO's HASTUS International User's Group 2022 Conference in Pittsburgh, PA

We are requesting that a total of 13 Transportation Department (BCT) employees be permitted to travel to Pittsburgh, PA for the GIRO HASTUS International User's Group 2022 Conference which is being held September 28- 30, 2022, at the Wyndham Grand Pittsburgh Downtown in Pittsburgh, PA. Travel dates are September 27 - October 1, 2022.

HASTUS is a software product used by BCT's Transit Schedulers and staff as well as dozens of transit agencies around the U.S. for scheduling, operator work selection, operations management, customer service comments, and timekeeping. BCT has used various versions of HASTUS to develop its schedules for bus service since 2001. The schedules define the planned activities of each vehicle and employee throughout the service day. Over the years, BCT has continued to invest in its scheduling process and technology to improve operating efficiencies. HASTUS was recently upgraded and new and updated modules to support daily operations and replace the current Bus Operator dispatching and timekeeping system, that interfaced with KRONOS and is no longer supported, were added. BCT will be sending 13 staff members from Scheduling (6), Operations (3), Payroll (2), Customer Service (1), and IT (1) to the conference for training.

The HASTUS International User's Group 2022 conference provides a variety of learning and networking opportunities, including dozens of workshops, training sessions, case studies, presentations, and roundtables with HASTUS solution experts and users from around the world. Topics cover GIRO's public transportation software solutions for data analysis, planning, scheduling, operations, and customer information. Presenters from leading transit organizations will be on hand to share valuable insights.

The costs of registration (\$875 each) for staff to attend HASTUS Training are included in the County's Software Maintenance agreement with GIRO as days of training allowance and do not require any additional disbursement of funds. The only costs to the County for these 13 to travel include 4 nights hotel stay, roundtrip airfare, per diem, and transportation to and from airport/hotel which is estimated to be \$1,431 per person or approximately \$18,603 total.

Funds are available within the Transportation Department's budget for travel for the below listed attendees:

Trevia Taylor	Jared Fried	Marie Lange	Raphael Bonelly
Vilma Diaz	Paul Strobis, Sr.	Schneider St. Preux	Monique Cheatham
Maribel Garcia	Sneha Jhaveri	Brittany Hubbard	Joanna Crumbley
Devica Antoo			

Summary of Travel

Travel Date:	September 27 to October 1, 2022
Conference Date:	September 28 to September 30, 2022
Location:	Pittsburgh, PA
Reason for Agenda Item:	More than five staff members travelling from the same Department
Department:	Transportation Department
Purpose of Travel:	GIRO's HASTUS International User's Group 2022 Conference
Transportation Staff Travelling:	Trevia Taylor, Vilma Diaz, Maribel Garcia, Devica Antoo, Jared Fried, Paul Strobis, Sr., Sneha Jhaveri, Marie Lange, Schneider St. Preux, Brittany Hubbard, Raphael Bonelly, Monique Cheatham, Joanna Crumbley
Total Estimated Costs:	The estimated cost of the travel is \$18,603

GIRO HASTUS 2022 Users Conference September 28 - 30, 2022 in Pittsburgh, PA

Name	Title	Division	Registration fee \$875	Hotel Estimate	Meals/ Diem	Airfare Est.	Transport to/from airports/ airport parking		Total per person
							airport	parking	
1 Trevia Taylor	Superintendent-Scheduling	S&SP-Scheduling	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
2 Jared Fried	Program Project Coordinator	S&SP-Scheduling	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
3 Marie Lange	Transit Scheduler	S&SP-Scheduling	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
4 Paul Strobis, Sr.	Planner	S&SP-Scheduling	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
5 Vilma Diaz	Transit Scheduler	S&SP-Scheduling	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
6 Raphael Bonnelly	Transit Scheduler	S&SP-Scheduling	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
7 Schneider St. Preux	Transit Director	Operations	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
8 Monique Cheatham	Asst. Superintendent	Operations	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
9 Joanna Crumbley	Asst. Superintendent	Operations	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
10 Sneha Jhaveri	Information Systems Supv.	Administration-IT	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
11 Devica Antoo	Program Project Coordinator	Customer Service	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
12 Maribel Garcia	Program Project Coordinator	Admin-Payroll	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
13 Brittany Hubbard	Accounting Specialist	Admin-Payroll	No charge	\$636	\$345	\$300	\$150	\$150	\$1,431
Totals							\$8,268	\$4,485	\$3,900
							Total Est.		\$18,603

Registration is \$875, but will be covered by Training contract- Conference runs from 9 a.m. Wednesday to 3pm Friday overnight hotel on Friday provides for more flight opportunities without delays on Saturday & some may elect to return Friday night. Hotel \$159/night plus tax Wyndham Grand Downtown, 4 nights estimated at \$636 Airfare estimated at \$300 roundtrip Meals/Diem is \$74 per day max x 4 days based on County & GSA rates for Pittsburgh