

STAFF REPORT

DATE: October 24, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Chris Flores, Deputy Chief of Staff/Special Assistant to the GM/CEO
SUBJ: AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES FOR HENRY LI, GENERAL MANAGER/CEO TO REPRESENT SACRT AT THE UITP GLOBAL PUBLIC TRANSPORT SUMMIT

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Adopting this Resolution will authorize travel outside the United State for Henry Li, General Manager/CEO to represent SacRT at the UITP Global Public Transport Summit in Barcelona Spain.

FISCAL IMPACT

The estimated travel cost is \$5,494, which covers all anticipated cost including airfare, lodging, meals, and registration. This estimated cost is comparable to the cost of traveling within the United States if traveling from Sacramento to a conference on the East Coast.

DISCUSSION

UITP, the International Association of Public Transport, is a passionate champion of sustainable urban mobility and the only worldwide network to bring together all public transport modes. It has 1,600 member entities access to 18,000 contacts from 99 countries. The members are public transport operators and authorities, policy decision makers, research institutes and the public transport supply and service industry.

UITP is internationally recognized for its work to advance sustainable urban mobility. As noted above, UITP is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes and provides an opportunity for discussions about the integration and coordination between the different modes.

The UITP Global Public Transport Summit is the world's biggest event of its kind. The immersive four-day experience combines a diverse program of world-class Congress sessions and an outstanding Exhibition full of the latest transport related innovations, solutions, and products.

The General Manager/CEO will have the opportunity to speak to the UITP Congress and represent SacRT as well as the American Public Transportation Association as an Executive Committee member and share SacRT's equity and social justice best practices, in front of over 2,700 Congress attendees from over 80 countries. This session is a chance to share SacRT's experiences, ambitious projects, ideas and learn from industry leaders about best practices at the world's biggest event dedicated to sustainable urban mobility.

SacRT will benefit from participation at UITP Global Public Transport Summit because many of the topics that will be highlighted at the summit are relevant to many of the projects and programs SacRT is currently progressing. The following topics will be discussed:

- Public transport and urban life
- Renewing the public transport experience with a greater customer focus
- Digital Transformation
- Decarbonisation and low emissions
- Resilient urban and public transport
- New normal
- Innovative products and services

Pursuant to Title IX of the SacRT Administrative Code - Travel Authorization, travel outside the United States must be approved by the Board in advance.

The travel request covers all anticipated expenses.

Staff recommends approval for Henry Li, General Manager/CEO to travel to Barcelona, Spain June 3 – June 8, 2023.

RESOLUTION NO. 2022-10-121

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

October 24, 2022

**AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES FOR HENRY LI,
GENERAL MANAGER/CEO TO REPRESENT SACRT AT THE UITP GLOBAL
PUBLIC TRANSPORT SUMMIT**

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

THAT, travel outside the United States by Henry Li, 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.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

Sacramento Regional Transit District
Request For Travel

1. Originating Department: General Manager

Purpose: (Description) Attend the UITP Conference in Barcelona Spain to gain further knowledge related to transit.

2. Function to Attend: UITP Conference
 (Title of seminar, conference, peer review, etc.)


3. Destination: In U.S.: _____
 (Location)
 Outside U.S.: Barcelona, Spain
 (Location)

4. Dates: a) Travel Jun-03-2023 (Sat) to Jun-08-2023 (Thu)
 b) Meeting Jun-04-2023 (Sun) to Jun-07-2023 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 594.00	\$ 1,500.00	\$ 1,900.00	\$ 1500.00	\$ 5,494.00

6. Travel Advance: Based on estimated of total costs (above) \$ 5,494.00 x 90% = \$ 4,944.60

7. Person Attending: Name Henry Li
 Signature  Date 10/19/2022

(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: 690022/690005-11

9. Funds budgeted and unencumbered: Nadia Mokhov 10/19/2022
 Financial Analyst 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