

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/25/2023

Staff Report No. 23-011

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Travel Authorization

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider authorizing members of the Board of Directors to attend the National Association of City Transportation Officials' (NACTO) 2023 Designing Cities Conference on May 15-18, 2023 in Denver, Colorado.

Staff Contact:
Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

The NACTO Designing Cities Conference brings together 900 officials, planners, and practitioners to advance the state of transportation in cities.

BUDGETARY/FISCAL IMPACT:

The total cost of the trip is approximately \$3,385.00. Expenses are estimated below:

Conference Fees (for NACTO members):	\$625.00
Optional Workshop Fees:	\$250.00
Airfare:	\$565.00
Lodging (5 nights @ \$239/night + taxes):	\$1,400.00
Per Diem* (5 days @ \$79/day):	\$395.00
Ground Transportation (5 days @ \$30/day):	\$150.00
TOTAL:	\$3,385.00
<i>* Reduced amount for first and last days of travel; excludes conference-provided meals included</i>	

BACKGROUND/RATIONALE:

The National Association of City Transportation Officials (NACTO) is an association of 91 major North American cities and transit agencies formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. NACTO's mission is to build cities as places for people, with safe,

sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life.

The NACTO Designing Cities Conference brings together 900 officials, planners, and practitioners to advance the state of transportation in cities.

Pursuant to Board Policy 155, all out-of-state travel for Directors and Officers to attend a conference or a meeting related to District business at District expense shall be approved by action of the Board of Directors prior to incurring expenses. This Travel authorization has been prepared in accordance with Board Policy 155. In addition, the policy bans District funded out-of-state travel to any of the states listed on the California Attorney General's website that are listed pursuant to California Government Code Section 11139.8 unless one of the exceptions listed in said Government Code section applies. As of the writing of this report, the travel destination is not on the State of California's list of banned states.

Board Policy 155 further requires Directors to provide a brief oral or written summary of their activities and/or information learned during the trip not later than the next Board meeting following their return from the trip.

In accordance with Policy 155, the Board is asked to authorize out-of-state travel for the conference(s) and/or meeting(s) outlined herein.

ADVANTAGES/DISADVANTAGES:

The meetings and conferences in this report provide an opportunity to improve knowledge, professional and technical skills, and provide networking opportunities for public transportation officials and professionals at all levels. The impact on the District of sending Directors and the General Manager to these meetings would be entirely positive.

ALTERNATIVES ANALYSIS:

There are no alternatives to the course of action recommended in this report.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy No. 155 - Travel, Meeting and Miscellaneous Expense Reimbursement for Directors and Board Officers.

ATTACHMENTS:

1. NACTO 2022 Conference Schedule (2023 Conference Schedule not available)

Prepared by:

David W. Low, Administrative Specialist

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary