

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 5/14/2025

Staff Report No. 25-292

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 the Board of Directors and General Manager to attend the American Public Transportation Association (APTA) Sustainability/Operations Planning and Scheduling Workshop on August 10-13, 2025 in Denver, Colorado.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

Goal - Environmental Improvement

Initiative - Zero Emission Programs

The APTA Sustainability/Operations Planning and Scheduling Workshop explores topics such as zero-emission vehicle deployment, energy efficiency, network design, data-driven service planning and more while it fosters collaboration among sustainability practitioners, planners, and policymakers to address today's challenges and shape a resilient, efficient, and forward-thinking transit future.

BUDGETARY/FISCAL IMPACT:

The total cost for this trip is approximately \$2,843.00. Expenses are estimated below:

Conference Fees	\$879.00
Airfare	\$400.00
Lodging* (4 nights @\$219/night)	\$1,014.00
Per Diem** (5 days @ \$80/day)	\$400.00
Ground Transportation (5 days @ \$30/day)	\$150.00
TOTAL	\$2,843.00
<i>*Includes taxes and fees. **Reduced Per Diem for first and last day of travel; excludes conference fees.</i>	

BACKGROUND/RATIONALE:**APTA Sustainability/Operations Planning and Scheduling Workshop****August 10-13, 2025, Denver, Colorado****Municipal Equality Index Score: 100**

The APTA Sustainability/Operations Planning and Scheduling Workshop is the premier forum for public transportation professionals advancing innovative approaches in sustainability and service planning. With two focused tracks, the workshop explores topics such as zero-emission vehicle deployment, energy efficiency, network design, data-driven service planning and more. Attendees will engage with thought leaders, participate in roundtable discussions, and take part in technical tours that highlight real-world applications. This unique event fosters collaboration among sustainability practitioners, planners, and policymakers to address today's challenges and shape a resilient, efficient, and forward-thinking transit future.

Staff has included the score for this event's host city from the Human Rights Campaign's Municipal Equality Index, which examines how inclusive municipal laws, policies, and services are of LGBTQ+ people who live and work there. The city is rated based on non-discrimination laws, the municipality as an employer, municipal services, law enforcement, and leadership on LGBTQ+ equality. The score is based on a 100-point rating system.

Pursuant to Board Policy 155, all out-of-state travel for Directors and Board 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. 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 Board Policy 155, the Board is asked to authorize out-of-state travel for members of the Board of Directors and General Manager to attend the APTA Sustainability/Operations Planning and Scheduling Workshop scheduled for August 10-13, 2025, in Denver, Colorado.

ADVANTAGES/DISADVANTAGES:

The conference provides an opportunity for Directors and the General Manager to gain and share 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 this conference 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:

None.

Prepared by:

David W. Low, Administrative Specialist

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary