

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 4/12/2023

Staff Report No. 22-160a

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 American Public Transportation Association (APTA) Study Tour in the Framework of the International Association of Public Transport (UITP) 2023 Summit on May 31 to June 3, 2023, in Madrid-Valencia-Barcelona, Spain.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

Goal - Safe and Secure Operations

Initiative - Zero Emission Programs

A mix of strategic and operational topics will be discussed of relevance to North America including ridership recovery, capital planning, project delivery, workforce development and the transition to zero-emissions.

BUDGETARY/FISCAL IMPACT:

The total cost of the trip is approximately \$2,523.00. Expenses are estimated below:

Airfare:	\$1,085.00
Lodging (4-nights @various hotels in 3 cities):	\$ 678.00
Per Diem* (5-days @ various rates):	\$ 610.00
Ground Transportation (5 days @\$30/day):	\$ 150.00
TOTAL:	\$2,523.00

*Per diem: Madrid (3-days): \$133/day; Valencia (1-day): \$109; Barcelona (1-day): \$102/day

BACKGROUND/RATIONALE:

On March 9, 2022, the Board of Directors authorized members of the Board of Directors to attend the UITP Global Transportation Summit, June 4-7, 2023 in Barcelona, Spain.

APTA and UITP, are co-organizing a condensed study mission in Spain immediately prior to the UITP Global Public Transport Summit in Barcelona. Participants will gain insights into the capital planning, development and operation of the urban and regional rail and bus networks as well as travel the high-speed rail network that connects them. In addition, any APTA member that books registration for the UITP Summit through APTA will benefit from a reduced Summit registration rate of 1345 Euro (USD \$1460.00).

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, because the travel destination is outside the United States, the ban on out-of-state travel does not apply.

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.

The Board is requested to authorize out-of-state travel as outlined in this report.

ADVANTAGES/DISADVANTAGES:

Travel to conferences and meetings 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 of permitting Directors to attend the 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:

Staff Report 22-160 - Travel Authorization (UITP Barcelona, Spain)

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

ATTACHMENTS:

1. APTA 2023 Study Tour in the Framework of UITP 2023 Summit - Agenda

Prepared by:

David W. Low, Administrative Specialist

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary