

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 6/12/2024

Staff Report No. 24-375

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 President to attend the United States Department of Transportation (USDOT) and the Climate Change Center's 2024 USDOT Transportation and Climate Symposium in Washington, D.C. on July 11-12, 2024.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

Goal - Environmental Improvement
Initiative - Zero Emission Programs

The symposium will focus on available federal funding and awardees, best practices, technical assistance, and capacity building to support greenhouse gas emissions reductions across the transportation sector. As part of the Symposium, USDOT will host an Innovation for Decarbonization Tech Showcase demonstrating new and emerging technologies to advance transformational change and climate solutions.

BUDGETARY/FISCAL IMPACT:

The total cost for the trip is approximately \$2,386.00. Expenses are estimated below:

Roundtrip Airfare	\$410.00
Lodging estimate (3 nights at \$385.00/night + taxes)	\$1,540.00
Per Diem* (4 days at \$79/day)	\$316.00
Ground Transportation (4 days at \$30/day)	\$120.00
TOTAL	\$2,386.00
<i>*Reduced amount for first and last day of travel.</i>	

BACKGROUND/RATIONALE:

On June 4, 2024, President Young received an invitation from the USDOT and the Climate Change Center to attend the 2024 USDOT Transportation and Climate Symposium. The Transportation and Climate Symposium is part of a multi-year effort to reach national transportation decarbonization ambition through land use reform, mode choice, transportation access, and electrification. The event will kick off with remarks from the U.S. Department of Transportation Deputy Secretary Polly Trottenberg, as well as governors, mayors, and private industry representatives leading on climate.

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 and at District expense, subject to the limitations in this policy, 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 approve out-of-state travel for the Board President's attendance to Washington, D.C. to attend the 2024 USDOT Transportation and Climate Symposium on July 11-12, 2024.

ADVANTAGES/DISADVANTAGES:

An invitation to attend this symposium is recognition of AC Transit's contributions as a leader in the effort to decarbonize transportation, and the opening remarks by Deputy Secretary Polly Trottenberg will set the tone for a collaborative and forward-thinking dialogue. This event is a clear indication of the growing consensus on the urgent need for action in the transportation sector to meet climate goals. There are no disadvantages to President Young's participation in this symposium.

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

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary