

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

**MEETING DATE:** 4/10/2024

**Staff Report No.** 24-133

**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 and the General Manager to attend various out-of-state conferences, meetings, and seminars held by the Conference of Minority Transportation Officials (COMTO), American Public Transportation Association (APTA), Transportation Research Board (TRB), the Center for Transportation and the Environment (CTE), the International Association of Public Transport (UITP/LTA), and the National Association of City Transportation Officials (NACTO) as outlined in the staff report.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

**STRATEGIC IMPORTANCE:**

Goal - Strong Public and Policymaker Support

Initiative - Service Quality

Travel to conferences, workshops, and seminars provides Directors the opportunity for continuing education, networking opportunities, and to improve knowledge, professional, and technical skills necessary to their duties.

**BUDGETARY/FISCAL IMPACT:**

Estimated expenses associated with the various conferences include per-person registration, airfare, lodging, per diem, and ground transportation:

• COMTO 2024 National Meeting & Training Conference	\$2,900.00
• APTA 2024 APTAtech Conference	\$3,500.00
• UITP/LTA 2024 Singapore International Transport Congress & Exhibit	\$5,100.00
• TRB 2025 104 <sup>th</sup> Annual Meeting	\$3,400.00
• APTA 2025 Mobility Conference & International Bus Rodeo	\$4,100.00
• APTA 2025 Legislative Conference	\$3,200.00
• NACTO 2025 Designing Cities Conference	\$3,000.00

**BACKGROUND/RATIONALE:**

The following summaries describe the scope of each conference, meeting, and seminar referenced in this report. In addition, staff has included in the summaries the score for each destination from the Human Rights Campaign Municipal Equality Index, which rates the inclusivity of municipal laws, policies, and services for LGBTQ+ people who live and work there. Cities are rated based on non-discrimination laws, the municipality as an employer, municipal services, law enforcement, and leadership on LGBTQ+ equality. All scores are based on a 100-point rating system. There are no scores available for cities outside the U.S. or Washington, D. C.

**COMTO 52nd National Meeting and Training Conference, July 9-12, 2024, Houston, Texas**  
**Municipal Equality Index Score: 73**

COMTO is the premier gathering of professionals in the transportation industry. The COMTO National Meeting and Training Conference will bring together industry leaders from across all modes of transportation for the purpose of learning, training, and networking. This event is open to transportation professionals at all career levels, government employees, manufacturers, and suppliers to the transportation industry and all interested participants.

**2024 APTAtech Conference, August 4-7, 2024, Philadelphia, Pennsylvania**  
**Municipal Equality Index Score: 100**

APTAtech explores how the public can use innovative technologies to better navigate transit including emerging technologies in fare payment systems, autonomous, and zero-emission vehicles, equity, cybersecurity readiness, workforce capacity, real-time open data services, and rider challenges.

**UITP 2024 Land Transport Authority (LTA) - Singapore International Transport Congress & Exhibition (SITCE), November 6-8, 2024, Singapore**  
**Municipal Equality Index Score: Not Scored**

UITP-LTA Singapore International Transport Congress & Exhibition (SITCE) is a leading transport event which is held every two years in the Asia-Pacific region, jointly organized by UITP, Land Transport Authority (LTA) Singapore and MSI Global Pte Ltd.

SITCE has established itself as a key platform for urban mobility stakeholders to come together to discuss and help redefine the public transport landscape. The event gathers policymakers, urban planners, and operators as well as solution providers across the globe to forge partnerships, networking, and exchange knowledge.

**TRB 104th Annual Meeting, January 5-9, 2025, Washington, D.C.**  
**Municipal Equality Index Score: Not Scored**

The Transportation Research Board (TRB) Annual Meeting program covers all transportation modes, addressing topics of interest to policymakers among others, with many sessions and workshops focusing on the spotlight theme for the annual meeting.

**APTA 2025 Mobility Conference, April 6-9, 2025, Austin, Texas****APTA 2025 International Bus Roadeo, April 4-8, 2025, Austin, Texas****Municipal Equality Index Score: 100**

The APTA Mobility Conference addresses the critical priorities and daily challenges currently facing the bus and paratransit industry and explores the ever-changing environment in which systems operate in today's mobility landscape. Participate in interactive virtual sessions highlighting bus maintenance, financial recovery, safety, cybersecurity, cutting-edge technologies, zero and low emissions, innovation, diversity, and inclusion, and much more. Plus, there will be plenty of opportunities for networking with your peers and hearing about the latest cutting-edge technologies with our live innovative demonstrations.

The International Bus Roadeo will provide a unique learning opportunity for operators and maintenance teams to engage with other transit agency professionals up close and personal. The Roadeo is a competition of driving skills and maintenance disciplines; it is a training and networking opportunity for all attendees. As part of the Mobility Conference, there are multiple training sessions for operators, maintenance teams, and supervisors.

**APTA 2025 Legislative Conference, May 18-20, 2025, Washington, D.C.****Municipal Equality Index Score: Not Scored**

The Legislative Conference is an opportunity for public transportation industry professionals across the nation to make our presence felt and our voices heard in Washington, DC. The Conference educates members on important federal legislation and policy initiatives; provides members with the opportunity to shape the industry's policies and federal advocacy agenda.

**NACTO 2025 Designing Cities Conference (tentative), Date and Location TBD****Municipal Equality Index Score: TBD**

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.

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.

It is requested that the Board authorize out-of-state travel for conferences and meetings outlined in this report

**ADVANTAGES/DISADVANTAGES:**

The conferences and meetings in this report provide an opportunity for Directors to improve knowledge, professional and technical skills, visit and learn best practices from other transit systems and provide networking opportunities for public transportation officials and professionals at all levels. The impact on the District of sending Directors to these meetings and conferences is beneficial to the District.

**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