

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/13/2024

Staff Report No. 24-559

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 lodging expenses for members of the Board of Directors attending the California Transit Association (CTA) 59th Fall Conference and Expo on November 20-22, 2024, in San Jose, California.

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

STRATEGIC IMPORTANCE:

There is no strategic importance associated with this report.

BUDGETARY/FISCAL IMPACT:

Lodging expenses are estimated at \$1,168 for four nights plus taxes and fees.

BACKGROUND/RATIONALE:

Pursuant to Board Policy 155, no reimbursement is authorized for overnight accommodations in the counties of Alameda, Contra Costa, San Francisco, or San Mateo. However, Directors may receive reimbursement for overnight accommodations in the counties of Marin, Napa, Santa Clara, Solano and Sonoma, if prior Board approval is obtained. The California Transit Association Annual Conference will take place in San Jose, California, which is in Santa Clara County. Staff is seeking Board approval to authorize overnight accommodations only for members of the Board who wish to attend the conference.

The California Transit Association (CTA) annual works to inform elected officials, government professionals and the public about the impact of proposed laws and regulations, and to shape the future of public transportation. The CTA Fall Conference and Expo is designed to aid transit agencies to learn from experts, inspire collaboration, celebrate peers, and define the future of public transit in California and beyond.

ADVANTAGES/DISADVANTAGES:

For attendees of conferences with packed schedules such as this one, it's often practical to consider nearby accommodations. Staying close to the venue can alleviate the stress of daily travel and provide more

opportunities for networking and participating in evening events. This approach not only saves time but also ensures attendees can make the most of the conference experience. There are no disadvantages associated with this report.

ALTERNATIVES ANALYSIS:

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

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155 - Travel and Meeting Expense Reimbursements for Directors and Board Officers.

ATTACHMENTS:

None

Prepared by:

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Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary