

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 5/10/2023

Staff Report No. 23-240

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 General Manager to attend various out-of-state conferences, study missions, meetings and seminars held by the American Public Transportation Association, Transportation Research Board and National Association of City Transportation Officials during FY 2023-24 as outlined in the Staff Report.

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

STRATEGIC IMPORTANCE:

Goal - Convenient and Reliable Service
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:

Table with 2 columns: Conference Name and Amount. Rows include APTA 2023 Transit Board Members & Board Administrators Seminar (\$3,300.00), APTA 2023 Study Mission: Australia & New Zealand (\$8,900.00), APTA 2023 TRANSform Conference & Expo (\$3,400.00), TRB 2024 103rd Annual Meeting (\$4,000.00), APTA 2024 Legislative Conference (\$3,800.00), APTA 2024 Mobility Conference & International Bus Rodeo (\$3,300.00), and NACTO 2024 Designing Cities Conference (\$3,300.00).

**BACKGROUND/RATIONALE:**

The following summaries describe the scope of each conference, study mission, meeting and seminar referenced in this report. In addition, as requested at the April 26, 2023, Board of Directors meeting, staff has included in the summaries the score for each destination 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. 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. A sample report is included as Attachment 8.

**American Public Transportation Association (APTA) Transit Board Members & Board Administrators Seminar, July 15-18, 2023, Birmingham, Alabama****Municipal Equality Index Score: 100**

Policymakers and board administrators come together for professional development sessions focusing on best practices in governance and creating policy for public transportation systems. The educational content includes national and regional legislative issues, as well as advocacy, safety and security, and mobility management. A separate leadership development track is offered for transit board administrators.

**APTA Study Mission to Australia and New Zealand, August 2-15, 2023, Melbourne, Sydney, Brisbane, Auckland****Municipal Equality Index Score: Not Scored**

APTA is partnering with the Public Transport Association of Australia and New Zealand to provide an international study mission to four regions that are making unprecedented investments in public transportation infrastructure. The Study Mission is an opportunity to engage with key transit officials in Melbourne, Sydney, Brisbane, and Auckland on the latest advances in public transportation as well as witness innovations in service and infrastructure development first-hand.

The study mission will focus on a mix of strategic and operational topics such as: Planning for increased public transportation development, Rebuilding ridership, Land-use and transit, Streamlined project delivery models, Advances in mobility integration, Fare and ticketing systems, The transition to zero-emissions, and Enhancing the customer experience.

**APTA TRANSform Conference & Expo, October 8-11, 2023, Orlando, Florida****Municipal Equality Index Score: 100**

APTA's TRANSform Conference & EXPO is public transit's premier showcase of technology, products, and services. With attendees and exhibitors from around the globe, APTA's TRANSform Conference & EXPO plays a pivotal role in connecting the industry to what's now and what's next in public transportation.

**Transportation Research Board's (TRB) 103rd Annual Meeting, January 7-11, 2024, Washington, D.C.****Municipal Equality Index Score: Not Scored**

The TRB Annual Meeting program will cover 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 Legislative Conference, April 5-9, 2024, 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.

**APTA Mobility Conference & International Bus Roadeo, April 26-May 1, 2024, Portland, Oregon****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.

**National Association of City Transportation Officials' (NACTO) 2024 Designing Cities Conference (tentative), Date and Location TBD****Municipal Equality Index Score: N/A**

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. In addition, the policy bans District funded out-of-state travel to any of the states listed on the California Attorney General's website that are listed pursuant to California Government Code Section 11139.8 unless one

of the exceptions listed in said Government Code section applies. Travel destinations affected by this ban are highlighted in the earlier section of this staff report.

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 herein during FY 2023-24.

**ADVANTAGES/DISADVANTAGES:**

The conferences and meetings in this report provide an opportunity for Directors to improve 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 to these meetings and conferences 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:**

1. APTA 2023 Transit Board Members & Board Administrators Seminar Registration Fees.
2. APTA 2020 International Study Mission Registration Fees (2023 Fees Schedule not available).
3. APTA 2023 TRANSform Conference & Expo Registration Fees.
4. TRB 2023 Annual Meeting Registration Fees (2024 Fees Schedule not available).
5. APTA 2023 Legislative Conference Registration Fees (2024 Fee Schedule not available).
6. APTA 2023 Mobility Conference Registration Fees (2024 Fees Schedule not available).
7. NACTO 2023 Designing Cities Conference Fees (2024 Fees Schedule not available).
8. Municipal Equality Index Scorecard

**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