

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 7/23/2025

Staff Report No. 25-390

TO: AC Transit Board of Directors
FROM: Salvador Llamas, General Manager/Chief Executive Officer
SUBJECT: Travel Authorization

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider authorizing the General Manager to attend the 2025 Latinos in Transit Leadership Summit on October 2-4, 2025, in Albuquerque, New Mexico.

Staff Contact:
Salvador Llamas, General Manager/Chief Executive Officer

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce
Initiative - Employee Recruitment, Training and Retention

The Latinos in Transit leadership summit empowers professionals in the Transit industry to achieve leadership roles by advancing opportunities for workforce development, mentorship, networking and education. The organization supports the growth of professionals by fostering knowledge-sharing and cultivating a skilled workforce to drive innovation and shape the future of the transit industry.

BUDGETARY/FISCAL IMPACT:

The total cost of the trip is estimated to be \$2, 219.68. Expenses are estimated below:

Conference Fees	\$0
Airfare	\$650
Lodging * (4 nights 229. /night)	\$1,123.68
Per Diem **(5 days \$80/Day)	\$296
Ground Transportation 5 days \$30/day)	\$150
Total	\$2,219.68

* Includes taxes and fees. ** reduced per diem for first and last day of travel; excludes conference fees.

BACKGROUND/RATIONALE:

Latinos in Transit is a nonprofit organization dedicated to promoting the advancement of Latinos and other minorities in the transportation sector through leadership, training, scholarships, and networking opportunities. Its leadership summit is sure to bring professional and career growth by instilling in its participants fresh perspectives, innovative ideas and enhanced skills. AC Transit's General Manager has attended this conference in the past and has been invited to speak at this year's Leadership Summit and will receive complimentary registration, contingent upon approval for travel.

Pursuant to Board Policy 155, all out of state travel for Directors and Board 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 no later than the next Board meeting following their return from the trip.

In accordance with Board Policy 155, the Board is asked to authorize out-of-state travel for the General Manager to attend the Latinos In Transit 2025 Leadership Summit scheduled for October 2-4 in Albuquerque, New Mexico.

ADVANTAGES/DISADVANTAGES:

The Leadership Summit offers a valuable opportunity for the General Manager to exchange knowledge, enhance professional and technical skills, and engage in meaningful networking with public transportation officials and professionals across all levels. Attending the summit would have a positive impact on 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:

Tanisha Jackson, Administrative Specialist

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Salvador Llamas, General Manager/Chief Executive Officer