

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/13/2024

Staff Report No. 24-557

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager/Chief Executive Officer
SUBJECT: Travel Authorization

ACTION ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider authorizing General Counsel to attend The Transportation Research Board (TRB) Annual Meeting on January 5-9, 2025 in Washington D.C.

Staff Contact:
Aimee L. Steele, General Counsel/Chief Legal Officer

STRATEGIC IMPORTANCE:

Goal - Strong Public and Policymaker Support

Travel to TRB's Annual Meeting will provide the General Counsel with an opportunity for networking, continuing education, and professional and technical skills necessary to the Legal Department and the District.

BUDGETARY/FISCAL IMPACT:

Estimated expenses associated for the TRB workshops and seminars are expected to be \$3,150.

Full TRB Member Registration	\$1125.00
Air Fare	\$700.00
Hotel (4 nights at \$250/per night)	\$1000.00
Ground Transportation	\$150.00
Per Diem (GSA Standard)	\$325.00
TOTAL:	\$3150.00

BACKGROUND/RATIONALE:

The Annual TRB meeting in Washington, D.C. provides a wealth of information regarding public transit research and issues. This conference provides cutting edge, current information related to human factors and other liability issues, as well as employment law issues.

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.

ADVANTAGES/DISADVANTAGES:

The advantage to attending TRB is that it provides continuing transit-oriented education, including legal issues.

ALTERNATIVES ANALYSIS:

There is no alternative analysis.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155 - Travel, Meeting and Miscellaneous Expenses Reimbursements for Directors and Board Officers.

ATTACHMENTS:

None

Prepared by:

Aimee L. Steele

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary