

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 6/11/2025

Staff Report No. 25-334

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 American Public Transportation Association (APTA) Nominating Committee in Chicago, Illinois, from July 22 to 24, 2025.

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

STRATEGIC IMPORTANCE:

Goal - Strong Public and Policymaker Support
Initiative - Financial Efficiency and Revenue Maximization

This is one of only two APTA leadership committees, fully appointed by the APTA Chair, the other being the Awards Committee.

BUDGETARY/FISCAL IMPACT:

The cost of the trip is included in the General Manager's budget. Estimated expenses are as follows:

Airfare	\$600.00
Lodging	\$480.00
Per Diem (3 days at \$74.00 per day)	\$222.00
Ground Transportation	\$300.00
Total Estimated Cost:	\$1,602.00

BACKGROUND/RATIONALE:

Pursuant to Board Policy No. 155, all out-of-state travel for the General Manager to attend a conference or committee meeting related to District business and District expense shall be approved by action of the Board of Directors prior to incurring expenses.

The General Manager has been nominated to serve at this year's APTA Nominating Committee. This is a critical and highly valued appointment as the industry is facing several new challenges ahead.

ADVANTAGES/DISADVANTAGES:

Having the General Manager serve on the APTA Nominating Committee enhances AC Transit's influence and underscores its leadership within the public transit industry.

ALTERNATIVES ANALYSIS:

There is no alternative analysis.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy No. 155 - Travel, Meetings and Miscellaneous Expense Reimbursement for Directors and Board Officers.

ATTACHMENTS:

None.

Prepared by:

Maryam Paracha, Executive Coordinator

Approved/Reviewed by:

Salvador Llamas, General Manager/Chief Executive Officer