TO: AC Transit Board of Directors  
FROM: Linda A. Nemeroff, District Secretary  
SUBJECT: Travel Authorization

ACTIONS ITEM

RECOMMENDED ACTION(S):

Consider authorizing members of the Board of Directors, the General Manager and the General Counsel to attend the American Public Transportation Association’s Bus and Paratransit Conference and International Bus Road Meadow on May 13 – 18, 2016 in Charlotte, North Carolina.

EXECUTIVE SUMMARY:

In accordance with Board Policy 180A, this report requests approval of out-of-state travel to attend the APTA Bus and Paratransit Conference in Charlotte, North Carolina. Conference sessions cover issues of widespread interest in policy, planning, technology, accessible transportation and maintenance in today’s operating environment.

In conjunction with the conference, the International Bus Road Meadow provides competition as teams vie for top honors based on safe-driving skills and maintenance disciplines. In past years, AC Transit’s team has taken top honors in the annual competition; winners from the District’s 2015 Road Meadow will be competing again this year.

BUDGETARY/FISCAL IMPACT:

The estimated cost of the trip is $3,248.18 and includes registration, airfare, lodging, per diem and ground transportation.

BACKGROUND/RATIONALE:

Pursuant to Board Policy 180A, all out-of-state travel for Directors and Officers to attend a conference or a meeting related to District business and 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 180A.

The APTA Bus and Paratransit Conference includes workshops and technical sessions covering timely issues of widespread interest in policy and planning, technology, safety and security, procurement, bus rapid transit, accessible transportation, maintenance and public transportation in today’s operating environment. It is attended by transit personnel, policymakers, board members, government agencies, manufacturers, suppliers, and consultants. The preliminary meeting schedule for 2016 is attached.
Estimated Costs:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Conference Fee (Members)</td>
<td>$825.00</td>
</tr>
<tr>
<td>Airfare</td>
<td>$384.46</td>
</tr>
<tr>
<td>Lodging (6 nights @ $240.87/night)</td>
<td>$1,445.22</td>
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<tr>
<td>Per diem (7 days @ $59/day IRS rate)</td>
<td>$383.50*</td>
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<tr>
<td>Ground Transportation (7 days @ $30/day)</td>
<td>$210.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,248.18</strong></td>
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*Reduced amount for first and last days of travel; excluding conference provided meals included in the registration fee.

Upon return from the trip Directors are required 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.

In accordance with Policy 180A, the Board is asked to authorize out-of-state travel to the 2016 APTA Bus and Paratransit Conference for Board Members, the General Manager and the General Counsel.

ADVANTAGES/DISADVANTAGES:

APTA’s Annual Bus and Paratransit Conference serves as a forum to improve knowledge, professional and technical skills, and provides networking opportunities for public transportation officials and professionals at all levels. The impact on the District of sending Directors to the annual meeting would be entirely positive.

ALTERNATIVES ANALYSIS:

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

PRIOR RELEVANT BOARD ACTIONS/POLICIES:

Board Policy 180a – Travel and Meeting Expense Reimbursements for Directors and Board Officers.

ATTACHMENTS:

1: Preliminary 2016 APTA Bus and Paratransit Conference Schedule
2: Registration Fees

Executive Staff Approval: Linda A. Nemeroff, District Secretary
Prepared by: Doreen Mathews, Executive Administrative Assistant
Schedule At A Glance

This page is an overview of the conference schedule.

See Program & Committee Meetings for more details.

The program of educational sessions is organized by eight routes of study:

Route 1: Technology
Route 2: Operations & Maintenance
Route 3: Safety & Security
Route 4: Accessibility & Mobility Management
Route 5: Planning, Finance & Sustainability
Route 6: Capital Programs
Route 7: Bus Rapid Transit (BRT)
Route 8: Workforce Development, Management & Policy

Please note that this schedule is preliminary and subject to change.

Last Updated: January 13, 2016
Saturday, May 14

8 a.m. - 12 p.m.

**Route 8: WORKSHOP: Basics of Internal Operational Auditing**
(30 person limit)
see Program for workshop details and registration information

8 a.m. - 5 p.m.

**Committee Meetings**

1 - 5 p.m.

- Conference Registration Desk
- Host Information Desk

1 - 5 p.m.

**Route 3: Bus System Safety Seminar**
see Program for seminar details and pre-registration information

1 - 5 p.m.

**Route 4: NTI TRAINING: Understanding ADA**
see Program for course details and registration information

2 - 4 p.m.

**CATS TECHNICAL TOUR**
- LYNX Blue Line Light Rail System Alignment Tour
see CATS Technical Tours for details

Sunday, May 15

7 a.m. - 4:15 p.m.

**Committee Meetings**
7:30 a.m. - 6:30 p.m.

- Conference Registration Desk
- Host Information Desk

8 a.m. - 5 p.m.

INTERNATIONAL BUS ROADEO COMPETITION
see Program and/or International Bus Roadeo for details

1 - 4 p.m.

Route 8: WORKSHOP: Daily Decisions, Lifetime Impact: Leadership Development for Mid-Level Managers
(25 person limit)
see Program for workshop details and registration information

2 - 3:15 p.m.

Route 8: This is APTA
Getting involved, using APTA’s resources

2 - 4 p.m.

CATS TECHNICAL TOURS

- Sprinter Enhanced Bus Alignment Tour
- LYNX Blue Line Extension Tour
see CATS Technical Tours for details

4:30 - 6 p.m.

Route 8: OPENING GENERAL SESSION: Where Public Transportation Goes, Community Grows

6 - 7 p.m.

Welcome to Charlotte Reception
(tickets required)
Monday, May 16

8:45 - 8:15 a.m.

Business Member Networking Breakfast

see Breakfast Registration Form for details and to pre-register

7 - 8:15 a.m.

Committee Meetings

7 a.m. - 5 p.m.

- Conference Registration Desk

- Host Information Desk

- Moderators/Speakers & AV Preview Room

- Route 2: MAINTENANCE MONDAY

Join us for the fourth annual Maintenance Monday event for a day dedicated to bus maintenance and bus technologies. Take advantage of a full day of learning and interaction with your maintenance manager peers and other associated transit professionals.

see Maintenance Monday for agenda and speaker information

Continental Breakfast sponsored by BAE SYSTEMS

8 - 9 a.m.

Coffee Service
8 a.m. - 5 p.m.

- Business Member Resource Room
- TCRP Information Center

8:30 - 10 a.m.

Educational Sessions

- Route 1: Mobile Applications
  Used by riders, potential riders, and employees, find out how smartphone apps benefit everyone

- Route 3: Essential Ingredients in Establishing a Sustainable Safety-First Culture
  How do we define a common path forward in developing a Safety-First Culture that meshes the expectations of the Boardroom with those of the Lunchroom?

- Route 4: FTA ADA Circular
  Accessibility requirements, good practices

- Route 5: Complete Streets and Complete Trip
  Strengthening connections and access for all

- Route 8: Advancing the Next Generation Workforce
  Unleashing the impact and thought-power of the new workforce

- Route 8: Cooperative Procurement
  Leveraging resources
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>8:30 - 10:30 a.m.</td>
<td><strong>Roadeo Workshops</strong>&lt;br&gt;• Route 2: ROADEO MAINTAINERS WORKSHOP: Electric Fan Engine Cooling System Operation, Diagnostics, and Troubleshooting&lt;br&gt;• Route 2: ROADEO OPERATORS WORKSHOP: ADA Changes - How the World of ADA Has Evolved for the Bus Operator</td>
</tr>
<tr>
<td>10:30 - 11:30 a.m.</td>
<td><strong>Route 8: GENERAL SESSION: USDOT Update</strong></td>
</tr>
<tr>
<td>11 a.m. - 4 p.m.</td>
<td><strong>BUS DISPLAY</strong>&lt;br&gt;(includes lunch from 12 - 2 p.m.; tickets required)&lt;br&gt;see Program for details</td>
</tr>
<tr>
<td>1 - 3:45 p.m.</td>
<td><strong>Route 8: WORKSHOP: Mid-Level Manager Careers: Preparing for the Next Steps</strong>&lt;br&gt;see Program for workshop details and registration information</td>
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Educational Sessions

- **Route 1: Software/Data**
  *Examine the technology behind advances in our industry*

- **Route 2: Customer Service Challenge**
  *How would you respond in these situations?*

- **Route 3: Cybersecurity**
  *Current initiatives and protective measures*

- **Route 3: Practical Strategies & Methods to Address Safety Management Systems & Risk Reduction**
  *Will your plan be in compliance with the new National Safety Plan?*

- **Route 4: Using Non-traditional Modes to Meet ADA Demand**

- **Route 5: Environmentally Preferable Purchasing**
  *Procurement policies, programs, strategies, best practices for health and the environment*

- **Route 8: Early Career Program Graduation**

- **Route 8: Environmentally Preferable Purchasing**
  *Procurement policies, programs, strategies, best practices for health and the environment*
Roadeo Workshops

- Route 2: ROADEO MAINTAINERS WORKSHOP: Introduction to IntelligAIRE III

- Route 2: ROADEO OPERATORS WORKSHOP: Pre-Trip Inspection, Safety, Security, and the Changing Climate

Route 4: GENERAL SESSION: Breakthroughs & Building Blocks: A Round-Table Discussion on Mobility & Partnering

5:15 - 7 p.m.

Committee Meetings

Tuesday, May 17

7 - 8:45 a.m.

Committee Meetings

7:30 - 9 a.m.

Coffee Service

7:30 a.m. - 4 p.m.

- Conference Registration Desk

- Host Information Desk

- Moderators/Speakers & AV Preview Room
<table>
<thead>
<tr>
<th>Time</th>
<th>Route 7: BUS RAPID TRANSIT (BRT) TUESDAY</th>
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<tbody>
<tr>
<td>8 a.m. - 1 p.m.</td>
<td>Join us for the third annual BRT Tuesday - a day dedicated to BRT professionals. Take advantage of this full day of learning and interaction with your BRT peers and other associated transit professionals on a variety of topics, including economic development, local and regional partnerships, and service integration.</td>
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<tr>
<td></td>
<td>see BRT Tuesday for agenda, speaker, and registration information</td>
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*BRT Council meeting sponsored by WSP | Parsons Brinckerhoff*

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<tr>
<th>Time</th>
<th>Route 3: SAFETY ROUNDABOUT: Training Programs that Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 - 9:30 a.m.</td>
<td>How good training can make a difference on the streets</td>
</tr>
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<table>
<thead>
<tr>
<th>Time</th>
<th>Roadeo Workshops</th>
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<tbody>
<tr>
<td>8:30 - 10:30 a.m.</td>
<td>Route 2: ROADEO MAINTAINERS WORKSHOP: Test Taking Know How, Tips, and Training for ASE Certification</td>
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<td></td>
<td>Route 2: ROADEO OPERATORS WORKSHOP: Operator Training... Buses and Bikes</td>
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<tr>
<th>Time</th>
<th>Route 8: NTI TRAINING: Leading as a Mid-Manager in Today's Public Transportation Environment</th>
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<tr>
<td>8:30 a.m. - 12 p.m.</td>
<td>(40 person limit) see Program for workshop details and registration information</td>
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### Educational Sessions

- **Route 1: Onboard Technology**
  
  *How technology streamlines transit operations and stimulates great customer service*

- **Route 4: Improving Mobility through Increased Coordination**
  
  *Enhancing integration and service among transit agencies, key stakeholders, and non-traditional partners*

- **Route 8: APTA-COMTO DBE Assembly**

- **Route 8: Innovations in Recruitment, Development & Employee Engagement**
  
  *World-class best practices for transit organizations*

- **Route 8: Small Public Transit Agencies' Best Practices**
  
  *How systems with 100 or fewer vehicles leverage their opportunities*

### Route 3: SAFETY ROUNDABOUT: Concealed and Open Carry Firearms Laws

*A diversity of laws and responses at transit agencies*

### BUS PRODUCTS & SERVICES SHOWCASE

(includes lunch from 12 - 2 p.m.; tickets required)

*see Program for details*

*Lunch co-sponsored by Genfare and APTA*

### Route 3: SAFETY ROUNDABOUT: Operator Assualts

*Protecting front line employees*
Route 4: Walk and Roll Wellness Event
Celebrate good health and support accessible public transportation

1:30 - 3 p.m.

Educational Sessions

- Route 1: Technological Change
  What does the next generation of technologies have in store for the transit industry? How to plan the business end.

- Route 3: Collision Avoidance & Turn Warning
  As the buses turn – looking at technology and practice to avoid collisions

- Route 5: Regional Transportation Planning
  Think outside of the jurisdictional box to creatively engage stakeholders and reach new customers

- Route 6: Bus Testing: Performance Standards, Bus Model Scoring System & Pass/Fail Standards
  Testing requirements explained – bring your questions

- Route 6: Creating a New Operations Control Center

- Route 8: Technological Change
  What does the next generation of technologies have in store for the transit industry? How to plan the business end.
3:30 - 5 p.m.

Educational Sessions

- Route 2: How New Software & Technology is Changing Operations, Training, & Supervision

- Route 3: De-escalation Session

- Route 4: Paratransit Cost Containment Strategies

- Route 5: Creating Accessible, Sustainable & Transit-Oriented Communities
  
  New approaches and strategies for building livable communities

- Route 5: Reimagining Your Agency's Transit Services
  
  Creating the transformation of an entire bus system

- Route 8: Labor Relations Think Tank: A Candid Talk with Agencies
  
  The success is about the investment in the journey

5:15 - 6:45 p.m.

Committee Meetings

7 - 9:30 p.m.

INTERNATIONAL BUS ROADEO AWARDS BANQUET

(tickets required)

see Program for ticket/seating details

Wednesday, May 18

7:30 - 8:30 a.m.

Coffee Service
8 - 9:30 a.m.

Educational Sessions

- Route 1: Business Practices
  Strategies & experience with new technology for fare payment and yard/garage operations

- Route 4: Paratransit & Mobility Best Practices

- Route 5: Sustainability & Resiliency in Action
  Prepare for the future while improving quality of life and operational expenses in the here and now

- Route 6: Updated Standard Bus Procurement Guidelines
  Terms & conditions, technical specifications, and more

- Route 8: WORKSHOP: Building a Positive, Productive Work Culture among Front-Line Employees
  Training that improves productivity, customer satisfaction, and workplace safety

8 - 10:30 a.m.

- Business Member Resource Room

- Conference Registration Desk

- Host Information Desk

- Moderators/Speakers & AV Preview Room

- TCRP Information Center


**Educational Sessions**

- **Route 1: ITS Technologies**
  
  *How advanced applications of intelligent transportation systems are providing innovative services*

- **Route 2: Bus Operations**

- **Route 8: How Fragile is Your Supply Chain?**

- **Route 8: Increasing Ridership**
  
  *What are strategies to retain and attract new customers?*

- **Route 8: Social Trends and Fare Policy**

- **Route 8: Young Professionals' "Pitch" Session**
  
  *Advancing opportunities for young professionals in transportation*

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**Route 8: CLOSING GENERAL SESSION: Transcendent Trends Reshaping the Future of Transportation**

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**Committee Meetings**
Registration

Registration is now open. Your fee for the entire 2016 Bus & Paratransit Conference is $825 per person if payment is received by APTA on or before April 1, 2016. After April 1 the registration fee is $875 per person.

Not sure if you are registered for this conference? Log in to MyAPTA, then go to My Transactions and Events to see a list of all the events you have registered for.

Registration Types

Member Registration

- $825 per person - on or before April 1, 2016
- $875 per person - after April 1, 2016
- $1,375 per person - Non-member Registration

Non-members may attend for a special fee. The special fee is the late registration fee plus $500 (Applied to dues if you join within 3 months). Call APTA's Membership Department (202-496-4800) for details.

Spouse/Guest Fees

- $125 per person

This rate is not applicable to fellow employees or industry professionals. Registration includes tickets to the Welcome Reception, Bus Display Lunch and Products & Services Showcase lunch. Individual tickets will be available for purchase on site.

Products & Services Showcase-Only or Bus Display-Only Registration

- $60 per person (lunch Included)

Exhibitor personnel, as well as anyone wishing to just walk the show floor or bus display, can register for the Product Showcase only, or the Bus Display only. Please note: This badge will only give you access to the exhibit floor or the bus display area. No conference sessions or other meal functions are included.

Events Requiring Separate Pre-Registration

Bus Roadeo Awards Banquet

- $100 per person

The International Bus Roadeo Awards Banquet will be held Tuesday, May 17 from 7 - 9 p.m. Tickets may be pre-ordered by completing the Bus Roadeo Awards Banquet Tickets portion of the conference registration form.

Important Dates

- Early Fee Deadline – April 1, 2016
- Refund Deadline – April 15, 2016
- Pre-registration Deadline – May 9, 2016
- On-site Registration – May 14 - 18, 2016

1/19/2016