TO: AC Transit Board of Directors
FROM: Michael A. Hursh General Manager
SUBJECT: FY 2016-17 Third Quarter Employee and Non-Employee Out-of-State Travel

BRIEFING ITEM

RECOMMENDED ACTION(S):
Consider receiving the FY 2016-17 Third Quarter Employee and Non-Employee Out-of-State Travel Report.

BACKGROUND/RATIONALE:
The employee out-of-state travel for the Third Quarter of FY 2016-17 totals $28,683.60 with $2,020.43 grant funded and $26,663.17 funded by the District Operating Program. There are no non-employee travel expenses to report. Attachment 1 summarizes the trips that were taken in the Third Quarter, and Attachment 2 provides a detailed description of the justification for the trip, as well as the nature of the expenses.

The out-of-state travel was primarily focused on employee development activities. A brief summary of the out-of-state travel for the third quarter is as follows:

<table>
<thead>
<tr>
<th>Title of Conference</th>
<th>Month of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Cities Collaborative</td>
<td>January 2017</td>
</tr>
<tr>
<td>TRB Annual Meeting</td>
<td>January 2017</td>
</tr>
<tr>
<td>Environmental Justice Training</td>
<td>January 2017</td>
</tr>
<tr>
<td>FTA-FHWA Transit Workshop</td>
<td>January 2017</td>
</tr>
<tr>
<td>FTA-TSI SMS Transit</td>
<td>February 2017</td>
</tr>
<tr>
<td>APTA Legal Affairs</td>
<td>February 2017</td>
</tr>
<tr>
<td>APTA Marketing Communication</td>
<td>February 2017</td>
</tr>
<tr>
<td>Public Involvement Transit</td>
<td>March 2017</td>
</tr>
<tr>
<td>APTA Legislative Conference</td>
<td>March 2017</td>
</tr>
<tr>
<td>Project Management for Transit</td>
<td>March 2017</td>
</tr>
<tr>
<td>ABB Customer World</td>
<td>March 2017</td>
</tr>
<tr>
<td>APTA TransITech 2017</td>
<td>April 2017</td>
</tr>
</tbody>
</table>

BUDGETARY/FISCAL IMPACT:
Budgeted travel activity is included as part of the FY 2016-17 Operating Budget.
ADVANTAGES/DISADVANTAGES:

There are no notable advantages or disadvantages.

ALTERNATIVES ANALYSIS:

This report does not recommend an action.

PRIOR RELEVANT BOARD ACTIONS/POLICIES:

Staff Report 17-046 FY 2016-167 Second Quarter Employee and Non-Employee Out-of-State Travel

ATTACHMENTS:

1: Employee Out-of-State Travel Summary, Third Quarter FY 2016-17
2: Detailed Description of Employee Travel, Third Quarter FY 2016-17

Executive Staff Approval: Claudia L. Allen, Chief Financial Officer
Prepared by: Sue Lee, Director of Revenue Management
### AC Transit
#### OUT OF STATE TRAVEL SUMMARY (EMPLOYEES)
##### 3RD QUARTER (January - March) FY 2016/2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Purpose</th>
<th>City/State</th>
<th>Grant Funded?</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrichak, Christopher</td>
<td>3/19/17</td>
<td>3/21/2017</td>
<td>GFOA Training</td>
<td>RENO NV</td>
<td>no</td>
<td>295.57</td>
</tr>
<tr>
<td>Burgos, Claudia</td>
<td>3/11/17</td>
<td>3/15/2017</td>
<td>APTA Legislative Conference</td>
<td>WASHINGTON DC</td>
<td>no</td>
<td>3,303.65</td>
</tr>
<tr>
<td>Crawley, Dwain</td>
<td>3/9/17</td>
<td>3/16/2017</td>
<td>APTA Legislative Conference</td>
<td>WASHINGTON DC</td>
<td>no</td>
<td>3,487.49</td>
</tr>
<tr>
<td>Cunradi, James</td>
<td>1/11/17</td>
<td>1/13/2017</td>
<td>FTA-FHWA Transit Workshop</td>
<td>WASHINGTON DC</td>
<td>no</td>
<td>1,567.52</td>
</tr>
<tr>
<td>Der, Howard</td>
<td>3/6/17</td>
<td>3/9/2017</td>
<td>Project Management for Transit</td>
<td>WILMINGTON DE</td>
<td>no</td>
<td>1,326.83</td>
</tr>
<tr>
<td>Goodman, Sally</td>
<td>1/23/17</td>
<td>1/26/2017</td>
<td>Environmental Justice Training</td>
<td>NY NY</td>
<td>no</td>
<td>1,350.14</td>
</tr>
<tr>
<td>Greene, Beverly</td>
<td>3/10/17</td>
<td>3/15/2017</td>
<td>ATPA Legislative Conference</td>
<td>WASHINGTON DC</td>
<td>no</td>
<td>4,017.14</td>
</tr>
<tr>
<td>Joseph, Michele</td>
<td>2/25/17</td>
<td>3/1/2017</td>
<td>APTA Marketing Communication</td>
<td>TAMPA FL</td>
<td>no</td>
<td>2,508.29</td>
</tr>
<tr>
<td>Landau, Nathan</td>
<td>1/8/17</td>
<td>1/12/2017</td>
<td>TRB Annual Meeting 2016</td>
<td>WASHINGTON DC</td>
<td>no</td>
<td>2,650.43</td>
</tr>
<tr>
<td>Sepulveda, Estee</td>
<td>3/20/17</td>
<td>3/23/2017</td>
<td>Public Involvement Trans Decis</td>
<td>ALBUQ NM</td>
<td>no</td>
<td>1,226.95</td>
</tr>
<tr>
<td>Tonis, William</td>
<td>3/12/17</td>
<td>3/16/2017</td>
<td>ABB Customer World 2017</td>
<td>HOUSTON TX</td>
<td>no</td>
<td>1,939.99</td>
</tr>
<tr>
<td>Urgo, John</td>
<td>1/11/17</td>
<td>1/13/2017</td>
<td>Smart Cities Collaborative</td>
<td>WASHINGTON DC</td>
<td>no</td>
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<td>Waters, Julie</td>
<td>2/26/17</td>
<td>3/1/2017</td>
<td>APTA Marketing Communication</td>
<td>TAMPA FL</td>
<td>no</td>
<td>2,067.29</td>
</tr>
</tbody>
</table>

**Total**

| Grant Funded Travel: | 2,020.43 |

**Recap:**

District Funded Travel: 26,663.17

Grant-Funded Travel: 2,020.43

*Not reported in previous quarter.*
Employee: Chris Andrichak
Date: 3/19-3/21/2017
Purpose: GFOA Training
Place: Reno, Nevada
Cost: $295.57
Nature of Expenses: Lodging ($200.62); Per Diem ($56.59); Miscellaneous ($38.36)
Justification: I attended a Government Finance Officers Association (GFOA) two-day training course entitled "Managing the Budget Process". The course went over the high-level steps and strategies for managing the annual budgeting process. The course was very informative, instructors spent most of the time engaging the class in discussions of how things worked at our agencies vs. their experiences vs. the official best practices from the GFOA.

Employee: Claudia Burgos
Date: 3/11-3/15/2017
Purpose: APTA Legislative Conference
Place: Washington, District of Columbia
Cost: $3,303.65
Nature of Expenses: Airfare ($406.40); Lodging ($1,570.96); Per Diem ($310.50); Ground Transportation ($105.80); Miscellaneous ($59.99); Registration Fees ($850.00)
Justification: Traveled to Washington D.C. to attend the 2017 APTA Legislative Conference, and meet with Federal Transit Administration Staff, Congressional delegation staff, committee staff, and related organizations. These meetings were arranged by federal lobbyist Steve Palmer of Van Scoyoc Associates, the California Transit Association, the Metropolitan Transportation Commission, the Conference of Minority Transportation Officials (COMTO), and The Bus Coalition. Meetings were attended by a combination of Board Director Chris Peeples, Director of Legislative Affairs & Community Relations Beverly Greene, External Affairs Representative Claudia Burgos, and Assistant Transportation Director Dwain Crawley.

Employee: Dwain Crawley
Date: 3/9-3/16/2017
Purpose: APTA Legislative Conference
Place: Washington, District of Columbia
Cost: $3,487.49
Nature of Expenses: Airfare ($536.49); Lodging ($2,382.84); Per Diem ($517.50); Ground Transportation ($50.66);
Justification: I am a member of the APTA Leadership 2017 program. In March, our class mates met in Washington DC for the APTA Legislative conference. I also, met Legislative Director Beverly Green; Board Member Director Peeples; and External Affairs Rep Claudia Burgos at the Capitol Building to conduct meetings on behalf of the District.
Employee: James Cunradi  
**Date:** 1/11-1/13/2017  
**Purpose:** FTA-FHWA Transit Workshop  
**Place:** Washington, District of Columbia  
**Cost:** $1,567.52  
**Nature of Expenses:** Airfare ($836.03); Ground Transportation ($126.17); Per Diem ($172.50); Lodging ($432.82)  
**Justification:** This meeting was an invitation-only meeting sponsored by the joint ITS office of Federal Transit Administration and Federal Highway Administration (FHWA) regarding the Vehicle Assistance and Automation program. Participants discussed the status of the program and the future of technology to assist bus operators and the potential automation of transit vehicles.

Employee: Howard Der  
**Date:** 3/6-3/9/2017  
**Purpose:** Project Management for Transit  
**Place:** Wilmington, Delaware  
**Cost:** $1,326.83  
**Nature of Expenses:** Airfare ($450.40); Lodging ($592.53); Ground Transportation ($66.90); Per Diem ($189.00); Parking ($28.00)  
**Justification:** Attended the National Transit Institute’s Project Management for Transit Professionals course in Wilmington, Delaware and hosted by the Delaware Transit Corporation/DART First State. The overall objective of the course is to help transit professionals analyze, manage, and lead complex transit projects. The course specifically provided instruction in using the various skills, resources, techniques, and best practices to successfully implement and deploy transit projects. In addition, the course instruction specifically emphasized risk management, change management, monitoring, and control in the project management context.

Employee: Sally Goodman  
**Date:** 1/23-1/26/2017  
**Purpose:** Environmental Justice Training  
**Place:** New York, New York  
**Cost:** $1,350.14  
**Nature of Expenses:** Airfare ($451.20); Lodging ($588.84); Ground Transportation ($51.10); Per Diem ($259.00)  
**Justification:** The workshop was designed to assist participants to consider new approaches to apply Environmental Justice (EJ) best practices in their communities. Discussions focused on examples of best practices from the field. The course examined data development strategies and effective implementation of equity considerations during transportation planning, and implementation of EJ principles in environmental review documentation. The course incorporated review of ten case studies, including one based on an AC Transit example. Environmental justice is a key concept for civil rights compliance, and knowledge of how it has been interpreted by courts and implemented by transit agencies will assist in both day-to-day compliance activities as well as long range planning for Title VI compliance.
Employee: Beverly Greene
Date: 3/10-3/15/2017
Purpose: APTA Legislative Conference
Place: Washington, District of Columbia
Cost: $4,017.14

Nature of Expenses: Airfare ($596.40); Lodging ($1,963.70); Per Diem ($379.50); Ground Transportation ($177.54); Registration Fee ($850.00); Miscellaneous ($50.00)

Justification: AC Transit representatives traveled to Washington D.C. to attend the 2017 APTA Legislative Conference, and meet with Federal Transit Administration Staff, Congressional delegation staff, committee staff, and related organizations. These meetings were arranged by federal lobbyist Steve Palmer of Van Scoyoc Associates, the California Transit Association, the Metropolitan Transportation Commission, the Conference of Minority Transportation Officials (COMTO), and The Bus Coalition. Meetings were attended by a combination of Board Director Chris Peeples, Director of Legislative Affairs & Community Relations Beverly Greene, External Affairs Representative Claudia Burgos, and Assistant Transportation Director Dwain Crawley.

Employee: Michele Joseph
Date: 2/25-3/1/2017
Purpose: APTA Marketing Communication
Place: Tampa, Florida
Cost: $2,508.29

Nature of Expenses: Registration Fees ($600.00); Lodging ($1,205.14); Airfare ($390.40); Per Diem ($206.00); Ground Transportation ($56.75); Miscellaneous ($50.00)

Justification: Director of Marketing and Communications Michele Joseph traveled to Tampa, Florida to attend the American Public Transportation Association Marketing and Communications Workshop. The workshop provides an intensive experience focusing on all aspects of public transportation marketing and communications, customer service, ridership initiatives and best practices. By attending and participating in this workshop, marketing/communication personnel are able to take advantage of educational sessions, industry networking opportunities, and information sharing. Exposure to new and creative approaches, exploration of new solutions and discovery of marketing trends allow for staff to develop and implement new ideas for increasing ridership and revenue, and enhancing the image of AC Transit.

Employee: Nathan Landau
Date: 1/8-1/12/2017
Purpose: TRB Annual Meeting 2016
Place: Washington, District of Columbia
Cost: $2,650.43

Nature of Expenses: Airfare ($691.20); Conference Fees ($736.00); Lodging ($833.53); Ground Transportation ($79.20); Per Diem ($310.50)

Justification: I was a presenter at the Transportation Research Board (TRB) 96th Annual Meeting at the Walter E. Washington Convention Center, in Washington, D.C. The meeting program covered all transportation modes, with more than 5,000 presentations in over 800 sessions and
Employee:  Julie Waters  
Date:  2/26-3/1/2017  
Purpose:  APTA Marketing Communication  
Place:  Tampa, Florida  
Cost:  $2,067.29  
Nature of Expenses:  Airfare ($316.40); Lodging ($783.24); Registration Fees ($600.00); Per Diem ($189.00); Ground Transportation ($178.65)  
Justification:  attended the American Public Transportation Association Marketing & Communications Conference in Tampa, Florida from February 26 to March 1, 2017 to learn about the latest outreach and communications trends in public transit. The networking was especially beneficial in terms of what other transit operators are developing and implementing.  
Sessions attended included  
- Ballot Measures & State of Good Repair: Growing Pains – Communicating in Expanding Times  
- Crisis communications  
- Public Information Officer Shop Talk  
- Related Roundtables and Dinner Groups

Employee:  Salvador Llamas  
Date:  11/29-12/1/2016  
Purpose:  International Zero Emissions Bus Conference  
Place:  London, England  
Cost:  $2,020.43  
Nature of Expenses:  Airfare ($908.12); Lodging ($1,112.31)  
Justification:  The International Zero Emissions Bus Conference and International Fuel Cell Bus Workshop from November 30 to December 1, 2016 was organized by the Center for Transportation & the Environment. CTE funded travel for me to participate and represent AC Transit on an expert panel titled, “Sharing the Operator Experience” and a presentation on successes with the District’s hydrogen fuel cell bus program at a “Pioneers in the Industry” session. I was also able to network with Transit Operators, Original Equipment Manufactures, and Government Representatives from around the world involved in Zero-Emission Bus initiatives.