

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

---

**MEETING DATE:** 12/11/2019

**Staff Report No. 19-383**

---

**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** FY 2019-20 First Quarter Employee and Non-Employee Out-of-State Travel

### BRIEFING ITEM

#### **RECOMMENDED ACTION(S):**

Consider receiving the FY 2019-20 First Quarter Employee and Non-Employee Out-of-State Travel Report.

#### **STRATEGIC IMPORTANCE:**

Goal - Financial Stability and Resiliency

Initiative - Financial Efficiency and Revenue Maximization

This report provides a detailed accounting of all employee out-of-state travel during the first quarter of this fiscal year for the Board to monitor these activities.

#### **BUDGETARY/FISCAL IMPACT:**

Budgeted travel activity is included as part of the FY 2019-20 Operating Budget.

#### **BACKGROUND/RATIONALE:**

Employee out-of-state travel for the First Quarter of FY 2019-20 totals \$36,829.13 with \$00.00 grant funded and \$36,829.13 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 first 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 fourth quarter is as follows:

#### **Title of Conference**

Transit CIO Consortium

COMTO 2019

58<sup>TH</sup> Annual Workshop on Transit Law

Leadership ATPA Session 4

2019 APTA Multimodals & Sustainable

Joint Statistical Mtgs

ENO Transit for Mid-Mgr

APTA Tech Conference

**ADVANTAGES/DISADVANTAGES:**

There are no notable advantages or disadvantages.

**ALTERNATIVES ANALYSIS:**

This report does not recommend an action.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report 19-274 FY 2018-19 Fourth Quarter Employee and Non-Employee Out-of-State Travel.

**ATTACHMENTS:**

1. Employee Out-of-State Travel Summary, First Quarter FY 2019-20
2. Detailed Description of Employee Travel, First Quarter FY 2019-20

**Prepared by:**

Sue Lee, Director of Revenue Management

**Approved/Reviewed by:**

Claudia L. Allen, Chief Financial Officer