

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

---

**MEETING DATE:** 11/10/2021

**Staff Report No. 21-491**

---

**TO:** AC Transit Board of Directors

**FROM:** Michael A. Hursh, General Manager

**SUBJECT:** FY 2021-22 First Quarter Employee and Non-Employee Out-of-State Travel

### BRIEFING ITEM

**RECOMMENDED ACTION(S):**

Consider receiving the FY 2021-22 First Quarter Employee and Non-Employee Out-of-State Travel Report.

**STRATEGIC IMPORTANCE:**

Goal - Financial Stability and Resiliency

Initiative - Financial Efficiency and Revenue Maximization

The report provides a detailed accounting of all employee out-of-state travel taken place 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 2021-22 Operating Budget.

**BACKGROUND/RATIONALE:**

A total of 5 employees from Maintenance, Operations, and Capital Projects departments traveled to Denver, Colorado to attend the 2021 Zero Emission Bus (ZEB) Conference. Total travel cost of all five (5) employees attending ZEB Conferences was \$9,024.

One employee from Human Resources Department traveled to Denver for 2021 Transit Labor Conference at total cost \$2,061.

The grand total of all employee travel cost for the First Quarter FY 2021-22 was \$11,085.

**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 21-386 FY 2020-21 Fourth Quarter Employee and Non-Employee Out-of-State Travel.

**ATTACHMENTS:**

1. Employee/Non-Employee Out-Of-State Travel Report - Quarter 1 FY22

**Prepared by:**

Sue Lee, Director of Revenue Management

**Approved/Reviewed by:**

Chris Andrichak, Chief Financial Officer

Sue Lee, Director of Revenue Management