

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 2/22/2023

Staff Report No. 23-174

TO: AC Transit Board of Directors

FROM: Michael A. Hursh, General Manager/Chief Executive Officer

SUBJECT: FY 2022-23 First Quarter Employee and Non-Employee Out-of-State Travel

BRIEFING ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider receiving the FY 2022-23 First Quarter Employee and Non-Employee Out-of-State Travel Report.

Staff Contact:

Chris Andrichak, Chief Financial Officer

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 2022-23 Operating Budget.

BACKGROUND/RATIONALE:

The following details are provided as a narrative summary of the conferences/workshops, attendees, purposes, and costs:

AptaTech Conference, Denver, CO: Attended by two IT personnel, Ahsan Baig and Manjit Sooch; Ahsan was selected for presentation during the session "Innovation in Fare Technology"; Manjit Sooch attended as presenter and moderator. Total cost for two (Ahsan and Manjit) was \$4,993.78.

InfoTech Live, Las Vegas, NV: Attended by Ahsan Baig to keep abreast of Technology Trends and Predictions; cost was \$1,720.43

Eno Transit Mid-Manager Seminar, Washington, D.C.: Attended by David Berman, Senior Transportation Planner, for professional development purposes. The total cost was \$7,126.60 (\$4,300 registration and

\$2,826.60 travel).

ATU 60 years Convention, Las Vegas, NV: Attended by Minette Frost, ATU member, with the General Manager's approval, for mentorship; total cost \$2,311.32.

DEMC Disability Conference, Denver, CO: Attended by Darvin Malone, Senior Human Resources Analyst at Leave Management Dept, for professional development purposes; total cost \$1,723.27.

Designing cities 2022, Boston, MA: Attended by David Berman and Owen Goetze, to attend special training classes on designing streets for transit. Total cost for two was \$7,411.81.

HR Tech Conference, Las Vegas, NV: Attended by Martha Bonnett, HR Analyst, for training purposes. James Radosevich was registered but could not attend the conference due to family emergency. Total cost was \$4,206.27.

HASTUS User Conference: Attended by Hastus system users - Ajay Martin, Christina Ebojo, and Christine Eduok - for Hastus training purposes. Total cost was \$7,217.83.

IPMA HR Conference: Attended by four HR employees - Rachel Lightburn, Monique Chappel, Janis Picket-Lacy, and Eric Gonzales - for professional development and training purposes. Total cost for 4 employees was \$9,005.68.

ZEBRA A&E Infrastructure Round Table, Portland, OR: Attended by two Capital Projects employees - Jordi Simms and Joe Callaway - for various ZEBRA workshops and discussions; total cost \$2,498.36

The grand total of all employee out-of-state travel costs for the First Quarter FY 2022-23 was \$49,637.94. There was no non-employee out-of-state travel expense to report.

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 22- FY 2022-23 Fourth Quarter Employee and Non-Employee Out-of-State Travel.

ATTACHMENTS:

1. Employee Out-of-State Travel Summary, First Quarter FY 2022-23

Prepared by:

Sue Lee, Director of Revenue Management

Approved/Reviewed by:

Chris Andrichak, Chief Financial Officer