

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 3/27/2024

Staff Report No. 24-214

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Reimbursement of Travel Expenses for General Counsel/Chief Legal Officer Candidates

ACTION ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider approving the guidelines and process for reimbursement of travel expenses associated with the General Counsel/Chief Legal Officer Recruitment process.

Staff Contact:
Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce
Initiative - Employee Recruitment, Training and Retention

Attracting talented and qualified candidates for the position of General Counsel/Chief Legal Officer is a matter of great importance to the District. Providing assistance with travel expenses will remove any barriers candidates might have to accepting an opportunity to interview for the position.

BUDGETARY/FISCAL IMPACT:

Reimbursement of candidate travel is not expected to exceed \$10,000 and will be paid for using existing resources.

BACKGROUND/RATIONALE:

As part of the recruitment process for the General Counsel/Chief Legal Officer position, a limited number of candidates who are invited to participate in the interview process will be required to travel to interview with the Board in Oakland. As done in the past, the District has reimbursed candidates to offset their travel expenses to attend interviews. Staff's recommended guidelines are similar to those used in prior Board Officer recruitments and are limited to candidates who reside outside of the nine-county Bay Area region which consists of the following counties: Alameda, Contra Costa, San Francisco, San Mateo, Marin, Napa, Santa Clara, Solano and Sonoma. External candidates living outside of the nine county Bay Area region may request reimbursement for the following expenses:

Airfare: Reimbursement for reasonable expenses based on the value of the applicable round trip

coach airfare, including applicable fees and taxes, from departure cities more than 150 miles from Oakland. Coach Airfare for the candidate's spouse or domestic partner may be provided by the District for candidates that are selected to participate in the final round of interviews.

Mileage: Reimbursement for mileage at the current IRS rate for candidates traveling more than 150 miles one-way. In no event shall mileage reimbursement exceed the value of coach airfare.

Hotel: Reimbursement up to a maximum of \$350 per day for hotel or motel lodging expenses, including any mandatory fees and applicable taxes for 1) one night's lodging for candidates invited to participate in the first round of interviews, and 2) up to three nights for candidates who participate in the final interview.

Per Diem: Reimbursement for meals at the IRS rate of \$74 each day the candidate participates in an interview. There shall be no reimbursement for incidental expenses such as any fee or tip given to porters, baggage carriers, or hotel staff.

Ground Transportation: Reimbursement for reasonable expenses for ground travel to and from airports, including taxis, airport shuttles, buses or ride sharing services. Public transportation shall be the preferred method of travel, whenever feasible or when other more cost-effective transportation is not available. Fees and charges for rental car expenses are the responsibility of the candidate and are not eligible for reimbursement by the District.

Reimbursement of the travel expenses outlined above are consistent with Board Policy 155 - Travel and Meeting Expense Reimbursements for Directors and Board Officers.

Reimbursement Processing

Candidates will be required to submit original receipts for reimbursement of reasonable travel expenses. Claims for reimbursement shall be forwarded to the District Secretary no later than 30 days following the last day of travel to qualify for reimbursement. The District shall reserve the right to deny any claim submitted more than 30 days following the last day of travel.

It is recommended that the Board approve the guidelines and process for the reimbursement of reasonable travel expenses associated with the General Counsel/Chief Legal Officer interview process.

ADVANTAGES/DISADVANTAGES:

The position of General Counsel/Chief Legal Officer is a position that reports directly to the Board and is likely to attract the attention of candidates statewide and possibly out of state. As such, it is an advantage to provide for reimbursement of reasonable travel expense for candidates so the Board can meet them and assess their qualifications for the position in-person. It also allows candidates time to explore what Oakland and the surrounding cities in the Bay Area have to offer, especially if a finalist for the position is required to relocate.

ALTERNATIVES ANALYSIS:

Other low-cost methods are available that would allow candidates to video conference or teleconference to interviews; however, this is not recommended unless a candidate, due to scheduling conflicts, cannot attend an interview in person.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155 - Travel and Meeting Expense Reimbursement for Directors and Board Officers

ATTACHMENTS:

None

Prepared by:

Linda Nemeroff, District Secretary/Board Administrative Officer

Approved/Reviewed by:

Shayna van Hoften, Interim General Counsel/Chief Legal Officer

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Chris Andrichak, Chief Financial Officer