

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/8/2023

Staff Report No. 23-505

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Quarterly Travel and Meeting Expenses

BRIEFING ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider receiving the FY 2023-24 First Quarter Travel and Meeting Expense Report for the Board of Directors.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

This report is provided for administrative purposes and, therefore, has no strategic importance.

BUDGETARY/FISCAL IMPACT:

Pursuant to Board Policy 155, each Director is allotted \$9,000 per fiscal year for travel and meeting expenses related to District business, with the Board President receiving an extra \$2,000 during each half of the fiscal year. Total expenses for the First Quarter of FY 2023-24 amounted to \$11,793.10.

BACKGROUND/RATIONALE:

Board Policy No. 155 - Travel, Meeting and Miscellaneous Expense Reimbursement for Directors and Board Officers provides that the Board of Directors receive an itemized quarterly summary of all travel, meeting and miscellaneous expenses reimbursed under the policy. A summary of expenses for each Director is provided in Attachment 1. In addition, the year-to-date expense total for each Director is provided in Attachment 2.

ADVANTAGES/DISADVANTAGES:

This report is provided to the Board in the interest of transparency with regard to travel and miscellaneous expenses incurred by the Board of Directors.

ALTERNATIVES ANALYSIS:

This report is provided for information only.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy No. 155 - Travel, Meeting and Miscellaneous Expense Reimbursement for Directors and Board Officers.

ATTACHMENTS:

1. FY 2023-24 First Quarter Directors Travel/Meeting Expense Report
2. Board Annual Expense Summary

Prepared by:

Jordi Simms, Administrative Specialist

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary