

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 7/24/2024

Staff Report No. 24-401

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 fourth 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:

Total expenses for the fourth Quarter of FY 2023-24 amounted to 27,177.70

BACKGROUND/RATIONALE:

Effective on March 27, 2024, changes to Board Policy 155 increased each Directors travel allotment from \$9,000 per fiscal year to \$ 10,800 for business-related travel and meeting expenses, with the Board President receiving an additional \$1,000 during each half of the fiscal year. In addition, clerical errors made when arranging travel will no longer be counted against a Directors travel allotment. These changes are reflected in the attachments to this report.

Board Policy No. 155 requires that the Board of Directors receive an itemized quarterly summary of all Board-related 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 fourth Quarter Directors Travel/Meeting Expense Report
2. Board Annual Expense Summary

Prepared by:

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Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary