

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/13/2024

Staff Report No. 24-532

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 2024-25 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 Board Director is allotted \$10,800 for business-related travel and meeting expenses, with the Board President receiving an additional \$3000 during each half of the fiscal year. Total expenses for the first Quarter of FY 2024-25 amounted to 13,132.77.

BACKGROUND/RATIONALE:

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 2024-25 First Quarter Directors Travel/Meeting Expense Report
2. Board Annual Expense Totals

Prepared by:

Tanisha Jackson, Administrative Specialist

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary