

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 8/7/2024

**Staff Report No.** 24-404

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager/Chief Executive Officer  
**SUBJECT:** Active Contracts Spend Report

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider receiving a report on the Status of Active Contracts and Spending amounts over \$250,000 for Fiscal Year 2023-2024.

Staff Contact:  
Chris Andrichak, Chief Financial Officer

**STRATEGIC IMPORTANCE:**

Goal - Financial Stability and Resiliency  
Initiative - Financial Efficiency and Revenue Maximization

This report provides a detailed accounting of contract spending for all active contracts throughout the District, over \$250,000. Additionally, it provides an effective tool for staff and the Board to monitor contract activity.

**BUDGETARY/FISCAL IMPACT:**

There is no budgetary impact associated with this report. Any budget impact was previously addressed at the time of each contract award or purchase order issuance.

**BACKGROUND/RATIONALE:**

Board Policy 465 requires that the Board of Directors review the status of all contracts over \$250,000 administered by the District. This point-in-time report contains accounting information of all active contracts during Fiscal Year 2023-24 including the purpose, effective date, expiration date, contract value, and the amounts paid through June 30, 2024.

**ADVANTAGES/DISADVANTAGES:**

This report allows Executives, Department Directors and Project Managers to effectively monitor spending and to take steps to improve their contract administration activities where appropriate.

**ALTERNATIVES ANALYSIS:**

This report is provided for informational purposes and fulfills the reporting requirements established under Board Policy 465.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy 465- Procurement Policy

**ATTACHMENTS:**

1. Active Contract Spend Report FY 2023-2024

**Prepared by:**

Michael Silk, Assistant Director

**Approved/Reviewed by:**

Fred Walls, Director of Procurement and Materials

Chris Andrichak, Chief Financial Officer

Shayna van Hoften, Interim General Counsel/Chief Legal Officer