

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 9/11/2019

**Staff Report No.** 19-274

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**TO:** AC Transit Board of Directors

**FROM:** Michael A. Hursh, General Manager

**SUBJECT:** FY 2018-19 Fourth Quarter Employee and Non-Employee Out-of-State Travel

### BRIEFING ITEM

#### **RECOMMENDED ACTION(S):**

Consider receiving the FY 2018-19 Fourth Quarter Employee and Non-Employee Out-of-State Travel Report.

#### **BUDGETARY/FISCAL IMPACT:**

Budgeted travel activity is included as part of the FY 2018-19 Operating Budget.

#### **BACKGROUND/RATIONALE:**

The employee out-of-state travel for the Fourth Quarter of FY 2018-19 totals \$39,845.28 with \$00.00 grant funded and \$39,845.28 funded by the District Operating Program. There are no non-employee travel expenses to report. Attachment 1 summarizes the trips that were taken in the fourth quarter, and Attachment 2 provides a detailed description of the justification for the trip, as well as the nature of the expenses.

The out-of-state travel was primarily focused on employee development activities. A brief summary of the out-of-state travel for the fourth quarter is as follows:

<b>Title of Conference</b>	<b>Month of Attendance</b>
2019 APTA Legal Affairs	February 2019
2019 Legislative Conference	March 2019
FTA Drug & Alcohol Conference	April 2019
Chicago Area Training	April 2019
2019 APTA International Bus Rodeo	May 2019
2019 BG2 Annual Conference	May 2019
ITS Annual Meeting DC	June 2019

Strategic Talent Acquisition	June 2019
Total Door Training	June 2019
Federal Lobby Day in DC	June 2019
Critical National Infrastructure	June 2019

**ADVANTAGES/DISADVANTAGES:**

There are no notable advantages or disadvantages.

**ALTERNATIVES ANALYSIS:**

This report does not recommend an action.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report 19-163 FY 2018-19 Third Quarter Employee and Non-Employee Out-of-State Travel Report

**ATTACHMENTS:**

1. Employee Out-of-State Summary, Fourth Quarter FY 2018-19
2. Detailed Description of Employee Travel, Fourth Quarter FY 2018-19

**Approved by:**

Claudia L. Allen, Chief Financial Officer

**Reviewed by:**

Sue Lee, Director of Revenue Management

**Prepared by:**

Sue Lee, Director of Revenue Management