

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 6/12/2024

Staff Report No. 24-370

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Travel Authorization Ratification

ACTION ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider ratifying the Board President's travel to Washington, D.C. to attend the Juneteenth celebration at the White House.

Staff Contact:
Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

Goal - Strong Public and Policymaker Support
Initiative - Financial Efficiency and Revenue Maximization

The White House Juneteenth celebration will bring together federal officials and organizational leaders throughout the United States to celebrate Juneteenth. It will also provide a rare opportunity to showcase the important work AC Transit is doing in various areas of transportation to government leaders and decision-makers.

BUDGETARY/FISCAL IMPACT:

President Young's remaining travel budget balance is just under \$600 for the remainder of FY 2023-24, which would be used to help defray a portion of the total cost for the trip. Eligible expenses would include airfare, hotel, per diem and ground transportation. The remainder of the expenses would be paid out-of-pocket by President Young.

BACKGROUND/RATIONALE:

The White House Juneteenth celebration is a significant event, marking a federal holiday that commemorates the end of slavery in the United States. It offers a unique platform for leaders and organizations to engage with government officials and advocate for their causes. For AC Transit, this invitation represents a chance to discuss its initiatives and financial requirements directly with influential policymakers. Such interactions can be instrumental in fostering relationships that help secure future funding and support for AC Transit's objectives. The need for ratification due to the timing of the invitation highlights the importance of swift decision-making.

in capitalizing on these opportunities.

Pursuant to Board Policy 155, all out-of-state travel for Directors and Officers to attend a conference or a meeting related to District business and at District expense, subject to the limitations in this policy, shall be approved by action of the Board of Directors prior to incurring expenses. In unusual or emergency circumstances, if prior Board approval is not possible, the Board President may approve out-of-state travel for Directors and Officers. In such situations, the travel authorization shall be presented to the Board of Directors for ratification at its next scheduled Board meeting.

Board Policy 155 further requires Directors to provide a brief oral or written summary of their activities and/or information learned during the trip not later than the next Board meeting following their return from the trip.

In accordance with Board Policy 155, the Board is asked to ratify out-of-state travel for the Board President's attendance to the White House Juneteenth celebration.

ADVANTAGES/DISADVANTAGES:

Attending the White House Juneteenth celebration provides a rare and unique opportunity to share and acquire knowledge for the District's benefit, gain insight into the Biden Administration's funding plans and provide networking opportunities for public transportation officials and federal officials at the highest levels.

ALTERNATIVES ANALYSIS:

There are no alternatives to the course of action recommended in this report.

PRIOR RELEVANT BOARD ACTION/POLICIES:

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

ATTACHMENTS:

1. Invitation to attend the White House Juneteenth Celebration

Prepared by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary