

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 3/13/2024

Staff Report No. 24-111

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 Semi-Annual Report on the Status of Active Contracts and Spending Amounts over \$250,000 for the first half of 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 the first six months of Fiscal Year 2023-24 including the purpose, effective date, expiration date, contract value, and the amounts paid through December 31, 2023. This report does not include employee healthcare, insurance or property lease agreements.

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. Contract Spend Report First Half FY 2023-24

Prepared by:

Michael Silk, Procurement and Materials 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