

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 5/27/2020

Staff Report No. 20-199

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: FY 2019-20 Third Quarter Employee & Non-employee Out-of-State Travel

BRIEFING ITEM

RECOMMENDED ACTION(S):

Consider receiving the FY 2019-20 Third Quarter Employee and Non-employee Out-of-State Travel Report.

STRATEGIC IMPORTANCE:

Goal - Financial Stability and Resiliency

Initiative - Financial Efficiency and Revenue Maximization

This report provides a detailed accounting of all employee out-of-state travel taken place during the second quarter of this fiscal year for the Board to monitor these activities.

BUDGETARY/FISCAL IMPACT:

Budgeted travel activity is included as part of the FY 2019-20 Operating Budget.

BACKGROUND/RATIONALE:

The employee out-of-state travel for the Third Quarter of FY 2019-20 totals \$21,053.81 with \$00.00 grant funded and \$21,053.81 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 second quarter, and Attachment 2 provides a detailed description of the justification for the trip, as well as the nature of the expenses.

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

Title of Conference	Month of Attendance
COMTO 2019 Conference	July, 2019
NEOGOV	October, 2019
Public Agency Training Council	December, 2019
COMTO 2020 NATL BD OF Dir. MTG	January, 2020

Zero Emission Bus Resources	February, 2020
APTA Marketing & Comm Workshop	February, 2020
Management Analyst Training	March, 2020

ADVANTAGES/DISADVANTAGES:

There are no notable advantages or disadvantages.

ALTERNATIVES ANALYSIS:

There are no notable advantages or disadvantages.

PRIOR RELEVANT BOARD ACTION/POLICIES:

SR 20-092 FY 2019-20 Second Quarter Employee and Non-Employee Out-of-State Travel.
AR 251 - Travel and Meeting Expense Reimbursement for Employees.

ATTACHMENTS:

1. Employee out-of-State Travel Summary, Third Quarter FY 2019-20
2. Detailed Description of Employee Travel, Third Quarter FY 2019-20

Prepared by:

Sue Lee, Director of Revenue Management

Approved/Reviewed by:

Claudia L. Allen, Chief Financial Officer

Sue Lee, Director of Revenue Management