

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 8/5/2020

Staff Report No. 20-142

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, District Secretary
SUBJECT: Amendments to Board Policy 155

ACTION ITEM

RECOMMENDED ACTION(S):

Consider approving amendments to Board Policy 155 - Travel, Meeting and Expense Reimbursements for Directors and Board Officers.

STRATEGIC IMPORTANCE:

The proposed amendments to Board Policy 155 are of no strategic importance.

BUDGETARY/FISCAL IMPACT:

There is no budgetary or fiscal impact associated with the recommended amendments to the policy.

BACKGROUND/RATIONALE:

Board Policy 155 was last amended in 2017. The proposed amendments to the policy include the following:

Section IV.B.1. (Accommodations): Allows an Officer to receive reimbursement for overnight accommodations in the counties of Marin, Napa, Santa Clara, Solano and Sonoma, if exceptional circumstances warrant the expense and if prior approval is obtained from the Board President.

Section IV.B.4.b (Other): Deletes language relative to the reimbursement of telephone and fax charges incurred while traveling due to the advancement of smartphones and tablet devices which can transmit documents or pictures of documents.

Section IV.C.1.b. (Miscellaneous Expenses): Increases the threshold for Board President approval of office supplies to \$100 (from \$50).

Section IV.C.2. (Miscellaneous Capital Expenses) - Updates the section header to Communication Devices/Equipment. This section was completely re-written to provide certain devices/equipment to each Director. It reiterates conditions on use contained in other Board Policies and Administrative Regulations and allows limited personal use while prohibiting use for campaign purposes.

The amendment also includes language requiring the Department of Innovation and Technology to develop a

menu of device/equipment options for Directors and eliminates the requirement to deduct the cost of said devices and related monthly service fees from Directors' annual allocation of travel funds. However, it does contain a provision that excessive roaming and data charges be deducted from a Director's travel budget when related to District business or be reimbursed to the District when a result of personal use. It also establishes a protocol for requesting the purchase and installation of computer software and apps.

ADVANTAGES/DISADVANTAGES:

This report does not recommend a course of action with notable advantages or disadvantages. The amendments contained herein provide uniformity between the travel policy and other District policies and allows Directors to have better access to technology, which will enable them to communicate more effectively and with greater security, especially while working remotely.

ALTERNATIVES ANALYSIS:

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

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155 was last amended in 2017.

ATTACHMENTS:

1. Board Policy 155 (Redlined)

Prepared by:

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Approved/Reviewed by:

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Michael A. Hursh, General Manager

Linda A. Nemeroff, District Secretary

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