

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 2/24/2021

Staff Report No. 21-126

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, District Secretary
SUBJECT: Travel and Meeting Expenses for Directors and Board Officers

BRIEFING ITEM

RECOMMENDED ACTION(S):

Consider receiving the FY 2020-21 Second Quarter Travel and Meeting Expense Report for Directors and Board Officers.

STRATEGIC IMPORTANCE:

This report is provided for administrative purposes and, therefore, has no strategic importance.

BUDGETARY/FISCAL IMPACT:

Pursuant to Board Policy, each Director is allotted \$9,000 per fiscal year for travel and meeting expenses related to District business, with the Board President receiving an extra \$2,000 during each half of the fiscal year. For FY 2020-21, the Board elected to implement a 10% reduction in their annual travel allotment which reduced the maximum allotment to \$8,100 for each Director. Total expenses for the Second Quarter of FY 2020-21 amounted to \$2,752.75.

With regard to Board Officers, each Officer has an annual budget for travel and meeting expense reimbursement which was approved by the Board of Directors with the adoption of the District budget. Board Officers' expenses totaled \$150.00 for the Second Quarter of FY 2020-21.

BACKGROUND/RATIONALE:

Board Policy No. 155 - Travel, Meeting and Miscellaneous Expense Reimbursement for Directors and Board Officers, provides that the Board of Directors receive an itemized quarterly summary of all travel, meeting and miscellaneous expenses reimbursed under the policy. A summary of expenses for each Director and Board Officer is provided in Attachment 1. In addition, the year-to-date expense total for each Director is provided in Attachment 2.

An election of the Board of Directors was held in November 2020, which resulted in two new Board members who were sworn in on December 4th to represent Wards 1 and 2. Directors Beckles and Walsh assumed the year-to-date total travel, meeting, and miscellaneous expenses allotment from Directors Joe Wallace and Greg Harper, respectively. These changes are reflected in the attachments to this report.

ADVANTAGES/DISADVANTAGES:

This report is provided to the Board in the interest of transparency with regard to travel and miscellaneous expenses incurred by the Board and Board Officers.

ALTERNATIVES ANALYSIS:

This report is provided for information only.

PRIOR RELEVANT BOARD ACTION/POLICIES:

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

Staff Report 20-374 - Consider receiving the FY 2020-21 First Quarter Travel and Meeting Expense Report for Directors and Board Officers.

ATTACHMENTS:

1. FY 2020-21 Second Quarter Directors and Officers Travel/Meeting Expense Report.
2. Board Annual Expense Summary.

Prepared by:

David Low, Administrative Specialist

Approved/Reviewed by:

Linda A. Nemeroff, District Secretary