

Agenda Planning Pending List

Efforts will be made to agendize reports on topics outlined in the Agenda Planning Pending List on the expected agenda date; however, dates are generally contingent on adequate preparation time and the availability of information necessary to prepare a Staff Report and may change. In addition, items will be placed under the most suitable subject matter heading on the Board agenda based on the content of the Staff Report, subject to approval of the final agenda by the Board President.

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date	Reference No.
Review of the fare policy, specifically its integration with the region-wide fare policy, including transfers and daily/monthly passes. The review should occur before the end of 2022.	10/26/2022	Finance	Peeples - 3/9/2022	
Buying carbon "offsets" for AC Transit's air travel [Pending further research].	TBD	District Secretary	Peeples - 9/25/19	
Report (in relation to SR 20-134a Free Fares) with a plan to address the unhoused residents on busses if a fare-free system is implemented and the cost of that scenario.	TBD	Operations	Beckles - 4/28/2021	
Report on revising Board Policy related to parking at the General Office to establish a parking fee for board members.	TBD	District Secretary	Walsh - 5/25/2022	
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Operations

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date	Reference No.
Report on how staff across the District is engaged to provide feedback and suggestions and how responses are facilitated. The report should include any mechanisms to facilitate and improve internal communication related to feedback, comments, and suggestions.	10/12/2022	Human Resources	Walsh - 1/12/2022	
Report on plans to meet the 100% service Key Performance Indicator with the goal of aligning the actual service with what is being advertised. (Will be combined with report on plan to restore service based on adopted prioritization criteria requested by Director Walsh.)	10/12/2022	Operations	Walsh - 5/25/2022	
Detailed analysis of ridership (more detailed than previously presented in the annual ridership report), including the data sources. The data should be presented as a narrative to explain the status and trends of the ridership. (Shaw added that the report includes an analysis of specific lines such as those that overlap with BART service).	10/26/2022	Planning	Walsh - 5/11/2022	
Update on the facility changes at Division 6 in Hayward, specifically the parking closure and other recent changes.	TBD	Operations	Shaw - 6/8/2022	
Review of the safety procedures at board meetings, facilities and District offices to evaluate the existing procedures and consider any suggestions for improvement of safety.	TBD	Operations	Young - 6/22/2022	

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Planning

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date	Reference No.
Plan to restore service based on the adopted prioritization criteria, hiring progress, and bus operator attrition rate. The report should include a plan to communicate the service restoration to the riders. (Will be combined with the report on plans to meet the 100% service KPI requested by Director Walsh.)	10/12/2022	Planning	Walsh - 3/23/2022 and 6/8/2022	
Report about the partnership between Via Mobility Services and the City of Richmond. The report should include what transportation services were provided and how they integrated with AC Transit's service. [This matter to be presented to the Richmond ILC prior to presenting to the Board]	TBD	External Affairs Marketing & Communications	Peeples - 2/23/2022	
Explore the use of fare inspectors with hand held readers for Clipper cards in order to load passengers through the back door of buses at Berkeley BART and 14th Street and Broadway during peak hours.	TBD	Planning	Peeples - 11/11/2015	

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External Affairs

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date	Reference No.
Analysis of the Fare-Free Fridays promotion that was implemented in September 2020. The report should include data on ridership increase and feedback from the riders.	9/28/2022	External Affairs Marketing & Communications	Shaw - 2/9/2022	
Report on developing an equity plan program.	10/26/2022	External Affairs Marketing & Communications/ General Counsel	Ortiz - 4/13/2022	
Report on codifying the course of communication between AC Transit and local jurisdictions related to permitting and inspection processes.	11/9/2022	Planning & Engineering	Peeples - 6/8/2022	
Overview of BART's Wayfinding Project and how it will help AC Transit riders.	1/11/2023	External Affairs Marketing & Communications	Shaw - 9/8/2021 Peeples - 7/27/2022	
Report outlining a strategy to engage with local cities to plan a collaborative campaign to place a revenue generating tax measure on the ballot.	1/25/2023	External Affairs Marketing & Communications	Beckles - 12/8/2021	
Status report on the Oral History Project. [Request from Director Peeples to retain on long-term pending. Staff to continue efforts to locate funds, hire personnel utilizing grant funds, and contact local museums to determine if there is interest in taking on the project].	TBD	TBD	Peeples	
Report on working conditions at New Flyer's Anniston plant.	TBD	General Counsel	Peeples - 10/14/2020	
A discussion regarding legislative modifications to the Brown Act. (Board meeting or retreat)	TBD	TBD	Peeples - 12/8/2021	

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date	Reference No.
Extend an invitation to John McPartland to provide a NIMs course ICS 402 to the Board and other local elected officials. [Staff is attempting to schedule course with Mr. McPartland; date is pending]	TBD	Safety	Peeples - 12/9/15	
Report on Proterra bus fire investigation findings.	TBD	Operations	Peeples - 8/10/2022	<u>CP-22-4</u>
Report on public outreach regarding the network redesign and the communication plan that would be in place before the changes are implemented.	TBD	External Affairs Marketing & Communications	Shaw - 4/27/2022	

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**Routine
Reports**

Item Description	Department	Expected Agenda Date
Legislative Report (Monthly)	External Affairs Marketing & Communications	9/28/2022
Report on Investments (Monthly)	Finance	9/28/2022
Bi-annual Update on Strategic Plan Progress (Semi-Annual: Mar/Sept)	Planning	10/12/2022
AAC Minutes (Monthly)	Planning	10/12/2022
Update on the Clipper2 (Semi-Annual: April/Oct)	Information Technology	10/26/2022
Annual Adoption of State/Federal Advocacy Programs (Annual: Oct)	External Affairs Marketing & Communications	10/26/2022
Ridership Report (Oct 2022; Semi-Annual: Jan/June starting in 2023 and presented in conjunction with mid-year and annual budget adoption)	Planning	10/26/2022
Budget Update (Quarterly: Feb/May/Aug/Nov)	Finance	11/9/2022
Customer Service Metrics (Quarterly: Feb/May/Aug/Nov) [The report shall address Clipper Penetration Rate and EasyPass Status Report]	External Affairs Marketing & Communications	11/9/2022
Operations Performance Report, including Sheriff's Contract Metrics (Quarterly: Feb/May/Aug/Nov)	Operations	11/9/2022
Board/Officer Travel & Meeting Expense Report (Quarterly: Feb/May/Aug/Nov)	District Secretary	11/9/2022
Update on District Involvement in External Planning Processes (Quarterly: Feb/May/Aug/Nov)	Planning	11/9/2022
Retirement Board Update (Semi-Annual: Apr/Nov)	Retirement	11/9/2022
DBE/FTA Report (Semi-Annual: May/Nov)	Contracts Compliance	11/9/2022

Item Description	Department	Expected Agenda Date
Fincorp Year-End Audited Financial Statements (Annual: Dec)	Finance	11/9/2022
Year-End Audited Financial Statements (Annual: Nov)	Finance	11/9/2022
Annual Zero Emission Transit Bus Technology Analysis (Dec 2022; Annual: June thereafter)	Operations	12/14/2022
FinCorp Financial Statements (Feb/May/Dec)	Finance	12/14/2022
Report from the Parcel Tax Fiscal Oversight Committee (Annual: Dec)	Finance	12/14/2022
Mid-Year Budget Review (Annual: Jan)	Finance	1/25/2023
Litigation Report (Semi-Annual: Feb/Aug)	General Counsel	2/8/2023
Classification Specification Modifications in Prior Year (Annual: Feb)	Human Resources	2/8/2023
State of the Bus Fleet Report (including CARB update) (Annual: Feb)	Operations	2/8/2023
Employee & Non-Employee Out-of-State Travel Report (Semi-Annual: Feb/Aug)	Finance	2/22/2023
Status of Active Contracts and Spending Amounts Over \$250,000 Report (Semi-Annual: Feb/Aug)	Finance	2/22/2023
Audit Engagement Letter (Annual: July)	Finance	7/12/2023
Notice of Scheduled Adoption of the Appropriations Limit (Annual: July)	Finance	7/12/2023
Surplus & Obsolete Materials Report For Prior Fiscal Year (Annual: Aug)	Finance	8/9/2023
Adoption of Appropriations Limit (Annual: Aug)	Finance	8/9/2023

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**Policy
Review
Schedule**

Policy	Policy No.	Responsible Department	Expected Agenda Date
Sponsorship & Naming Rights	457	External Affairs, Marketing & Communications	9/28/2022
Facility Use (Administrative Offices) by Outside Organizations	434	Operations (from Finance)	9/28/2022
Alternate Work & Flexible Work Schedules	231	Human Resources	9/28/2022
Attendance	232	Human Resources	9/28/2022
Budgets	311	Finance	10/12/2022
Prohibiting All Forms of Unlawful Employment Discrimination including Sexual and other forms of Harassment	213	Human Resources, Civil Rights and Compliance, General Counsel	10/26/2022
Fare Policy Goals and Methodology	333	Finance	10/26/2022
EasyPass: Goals & Methodology	334	External Affairs, Marketing & Communications	10/26/2022
Personnel Policies for Unrepresented Employees	296	Human Resources/ General Counsel	11/9/2022
Capital Plan and Projects Policy	314	Finance	11/9/2022
Investment Policy	349	Finance	12/14/2022
Board of Directors Rules for Procedure	101	District Secretary/ General Counsel	TBD
Small and Small Local Business Enterprise Policy	466	Civil Rights and Compliance	TBD
Equal Employment Opportunity and Affirmative Action Policy	207	Civil Rights and Compliance/ General Counsel	TBD
Internal Audit Department Purpose	400	Internal Audit	TBD
Bus Rapid Transit Construction Careers Policy	410	General Counsel	TBD

Policy	Policy No.	Responsible Department	Expected Agenda Date
Service Standards and Design Policy	545	Planning & Engineering	TBD