



Agenda Planning Request Form



Instructions

Complete this form for any new or amended Agenda Planning (AP) Request. Each request requires the endorsement of **at least three (3) Directors** (including the requestor). Directors are limited to a **maximum of fifteen (15) AP requests** per calendar year, with no more than two requests made per meeting. AP requests are non-transferrable to any other Director and any "unused" AP requests shall not be carried over to the next calendar year. Requests for presentations by individuals or organizations outside of AC Transit are excluded from the AP request limit.

Prior to making a request, Directors shall make their best effort to discuss the item with the General Manager, a member of his/her Executive Staff or appropriate Board Officer in advance of the Board meeting at which the request will be made.

AP Request Forms are due to the District Secretary no later than 5:00 p.m. on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet. Email completed forms to districtsecretary@actransit.org

Information

Directors Name	<i>Elsa Ortiz</i>	Meeting Date the AP Request will be presented:	<i>9/14/22</i>
This Request is:	☒ New ☐ Amended	Include in the GMs Report:	☐ Yes ☒ No
Type:	☒ Action ☐ Briefing	Expected Staff Report Due Date (if known):	<i>Last in October</i>
Discussed w/ GM, Board Officer or Exec Team Member:	☐ Yes ☐ No		

Item Description (Please be thorough. Attach additional information if needed.)

I am requesting a report on changing the default payment terms on purchase orders from the standard N30 (payment 30 days after approval of invoice) to N15 (payment 15 days after approval) for small, local, disadvantaged businesses enterprises

Purpose

To advance the District's commitment to small, local, disadvantaged business enterprises

What will be accomplished/desired outcome

Small businesses live from pay-check to pay-check. Paying them every other week will significantly help them at little or no cost to the District.

For Office Use Only

Information on requested additions by Board Members:

The report is to include additional information about the process.

Concurrence By: ☐ Beckles ☐ Walsh ☒ Ortiz ☐ McCalley ☐ Shaw ☒ Young ☒ Peebles

Tracking Number (if applicable): 22-005