

Agenda Planning Pending List

Finance

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
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	Finance	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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Agenda Planning Pending List

Operations

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on the current state of AC Transit's healthcare and direct the General Manager to consider forming a working group to study the District's healthcare options.	TBD	Human Resources	Young - 6/9/2021
Report on the suggestion offered by David Vartanoff to publish information on the website about missed trips by division. The report should include missed trips by bus line and the time they occurred (per Director Walsh 3/9/22).	TBD	Information Technology	Peeples - 2/12/2020 Walsh - 3/9/2022 Shaw - 5/11/2022
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.	TBD	Human Resources	Walsh - 1/12/2022
Report on the employee health and wellness program, including the activities in place to ensure the health of employees and the metrics used to gauge effectiveness of these programs.	TBD	Human Resources	Walsh - 4/27/2022
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).	TBD	TBD	Walsh - 5/11/2022
Report on plans to meet the 100% service Key Performance Indicator with the goal of aligning the actual service with what is being advertised.	TBD	Operations	Walsh - 5/25/2022

Agenda Planning Pending List

Planning

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Invite PG&E and some of the Hydrogen providers to the next Board Retreat to discuss how they plan to address transit's needs for energy in the future as well as a review of our study to see how they will address the District's future needs.	8/31/2022	District Secretary/ General Manager	Young
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
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.	TBD	External Affairs Marketing & Communications	Peeples - 2/23/2022
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.	TBD	Planning	Walsh - 3/23/2022
Invite MTC to present about their major programs and projects, with a focus on capital projects, so that the Board can offer feedback about including AC Transit in their capital planning.	TBD	TBD	Shaw - 5/11/2022
Report on the status of service and ridership on the Dumbarton Express and U lines going to Stanford.	TBD	Planning	Shaw - 5/25/2022

Agenda Planning Pending List

External
Affairs

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on ways to alleviate the number of agenda planning requests and amount of work requested of staff.	6/22/2022	District Secretary	Young - 9/22/2021
Review of the Board President and Vice President's selection process.	8/31/2022	District Secretary	Beckles - 1/12/2022
Report on working conditions at New Flyer's Anniston plant.	TBD	General Counsel	Peeples - 10/14/2020
Report outlining a strategy to engage with local cities to plan a collaborative campaign to place a revenue generating tax measure on the ballot.	TBD	External Affairs Marketing & Communications	Beckles - 12/8/2021
Report on creating a policy that sets criteria that need to be considered when taking a stand on a social issue.	TBD	External Affairs Marketing & Communications	Young - 10/13/2021
Overview of BART's Wayfinding Project and how it will help AC Transit riders.	TBD	External Affairs Marketing & Communications	Shaw - 9/8/2021
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
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
A discussion regarding legislative modifications to the Brown Act. (Board meeting or retreat)	TBD	TBD	Peeples - 12/8/2021
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.	TBD	External Affairs Marketing & Communications	Shaw - 2/9/2022
Report on developing an equity plan program.	TBD	External Affairs Marketing & Communications	Ortiz - 4/13/2022

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
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

Agenda Planning Pending List

Routine
Reports

Item Description	Department	Expected Agenda Date
Retirement Board Minutes	Retirement	6/22/2022
Legislative Report [Updates on state, federal, regional and local legislation]	External Affairs	6/22/2022
Report on Investments	Finance	6/22/2022
Customer Service Metrics (Feb/May/Aug/Nov)	External Affairs	6/22/2022
Budget Update (Feb/April/June/Aug/Oct/Dec)	Finance	6/22/2022
Semi-Annual Zero Emmission Transit Bus Technology Analysis (June/Dec)	Operations	6/22/2022
AAC Minutes	Planning	7/13/2022
Audit Engagement Letter (June)	Finance	7/13/2022
Notice of Scheduled Adoption of the Appropriations Limit (June)	Finance	7/13/2022
Adoption of Appropriations Limit (July)	Finance	7/27/2022
Quarterly Operations Performance Report, including Sheriff's Contract Metrics (Feb/May/Aug/Nov)	Operations	8/10/2022
Board/Officer Travel & Meeting Expense Report (Feb/May/Aug/Nov)	District Secretary	8/10/2022
Surplus & Obsolete Materials Report (Feb/May/Aug/Nov)	Finance	8/10/2022
Employee & Non-Employee Out-of-State Travel Report (Feb/May/Aug/Nov)	Finance	8/10/2022
Status of Active Contracts and Spending Amounts Over \$250,000 Report (Feb/May/Aug/Nov)	Finance	8/10/2022

Item Description	Department	Expected Agenda Date
Litigation Report (Feb/May/Aug/Nov)	General Counsel	8/10/2022
Quarterly Update on District Involvement in External Planning Processes (Feb/May/Aug/Nov)	Planning	8/10/2022
Bi-annual Update on Strategic Plan Progress (Mar/Sept)	Planning	9/28/2022
Semi-Annual Update on the Clipper2 (April/Oct)	Information Technology	10/26/2022
Annual Adoption of State/Federal Advocacy Programs (Jan)	External Affairs	10/26/2022
Annual Ridership Report (Oct)	Planning	10/26/2022
Retirement Board Update (Apr/Nov)	Retirement	11/9/2022
Semi-Annual DBE/FTA Report (May/Nov)	Contracts Compliance	11/9/2022
Fincorp Year-End Audited Financial Statements (Dec)	Finance	11/9/2022
Budget Calendar (Nov)	Finance	11/9/2022
Year-End Audited Financial Statements (Nov)	Finance	11/9/2022
FinCorp Financial Statements (Feb/May/Dec)	Finance	12/14/2022
Report from the Parcel Tax Fiscal Oversight Committee (Dec)	Finance	12/14/2022
Mid-Year Budget Review (Jan)	Finance	1/25/2023
Annual Classification Specification Modifications in Prior Year (Feb)	Human Resources	2/8/2023
Annual State of the Bus Fleet Report (including CARB update)	Operations	2/8/2023
Annual Update on Service and Operations in Special District 2 (Meeting in D2)	Planning	TBD

Agenda Planning Pending List

**Policy
Review
Schedule**

Policy	Policy No.	Responsible Department	Expected Agenda Date
Procedure for Reviewing Amendments to the Alameda-Contra Costa Transit District Retirement Plan	665	General Counsel	6/8/2022
Disability and Leave of Absence Policy	236	Human Resources/ General Counsel	6/8/2022
Claims & Lawsuits: Statute of Limitations Re Code of Civil Procedure Section 1094.5	607	General Counsel	6/22/2022
Revenues and Grants	324	Finance	6/22/2022
Reserve Policy	322	Finance	6/22/2022
Facility Use (Administrative Offices) by Outside Organizations	434	Operations (from Finance)	6/22/2022
Sponsorship & Naming Rights	457	External Affairs, Marketing & Communications	6/22/2022
Prohibiting All Forms of Unlawful Employment Discrimination including Sexual and other forms of Harassment	213	Human Resources, Compliance & Diversity, General Counsel	7/27/2022
Personnel Policies for Unrepresented Employees	296	Human Resources/ General Counsel	8/10/2022
Alternate Work & Flexible Work Schedules	231	Human Resources	9/28/2022
Attendance	232	Human Resources	9/28/2022
Budgets	311	Finance	10/12/2022
Fare Policy Goals and Methodology	333	Finance	10/26/2022
EasyPass: Goals & Methodology	334	External Affairs, Marketing & Communications	10/26/2022
Capital Plan and Projects Policy	314	Finance	11/9/2022
Investment Policy	349	Finance	12/14/2022

Policy	Policy No.	Responsible Department	Expected Agenda Date
Board of Directors Rules for Procedure	101	District Secretary/ General Counsel	TBD
Small and Small Local Business Enterprise Policy	466	Compliance & Diversity	TBD
Equal Employment Opportunity and Affirmative Action Policy	207	Compliance & Diversity	TBD
Internal Audit Department Purpose	400	Internal Audit	TBD
Bus Rapid Transit Construction Careers Policy	410	General Counsel	TBD
Service Standards and Design Policy	545	Planning & Engineering	TBD