



# 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](mailto:districtsecretary@actransit.org)

## Information

|  |  |   |   |
|--|--|---|---|
| <b>Directors Name:</b>                                     | Jean Walsh   | <b>Meeting Date the AP Request will be presented:</b> | March 13, 2024  |
| <b>This Request is:</b>                                    | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Amended  | <b>Include in the GMs Report:</b>                     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>Type:</b>   | <input checked="" type="checkbox"/> Action <input type="checkbox"/> Briefing | <b>Expected Staff Report Due Date (if known):</b>     |   |
| <b>Discussed w/ GM, Board Officer or Exec Team Member:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No          |   |   |

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

Board Policy 544 (Service Adjustments) authorizes the General Manager to approve “service adjustments that do not require a public hearing” and authorizes the Board of Directors to approve “major service changes.” The policy includes definitions for Service Adjustments, Emergency Service Adjustments, and Major Service Changes. The policy is silent on service changes that result from detours.

Managing detours is an operational responsibility handled by staff. Detours happen frequently due to construction, special events, safety concerns and other unavoidable issues.

However, detours can have major impacts on riders due to the duration of the detour, the number of lines affected, the number of stops affected, the ridership of the lines detoured, how the detours are communicated, and other factors.

Directors often hear directly from riders when detours are impacting their travel. Establishing thresholds, criteria, and required public processes for significant detours, including at minimum communication to the Board of Directors prior to detour implementation, would be beneficial to the District and to riders.

**Purpose:**

The Board requests staff prepare a clause to address detours within Board Policy 544 to accomplish the goal of involving the Board and public when detours may have major impacts on riders. Staff can address additional cleanup of the policy on its regular review cycle.

**What will be accomplished/desired outcome:**

The District will have a policy on service adjustments (BP 544) that includes detours and defines when it’s necessary to involve the Board of Directors.



**For Office Use Only**

*Information on requested additions by Board Members:*

Click or tap here to enter text.

**Concurrence By:**      ☐ Beckles   ☐ Walsh   ☐ Syed   ☐ McCalley   ☐ Shaw   ☐ Young   ☐ Peeples

**Tracking Number (if applicable):**      Click or tap here to enter text.