



# 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>	Diane Shaw	<b>Meeting Date the AP Request will be presented:</b>	4/9/25
<b>This Request is:</b>	<input checked="" type="checkbox"/> New <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.)

Put together a report that shows how the funding that AC Transit receives is used to benefit not only our local community but businesses and communities in other areas of the country as well. Public transit has a big economic impact on our communities and we need to show that the money we are spending is well worth the investment. APTA has a tool to help develop this economic impact information. The report should also include specific information on how the money we've spent over the last 2 years has gone back into the community. How much was for goods, labor, etc. Both a local/region amount, CA amount, and US amount.

## **Purpose:**

As we move forward with a regional measure, we want to make sure that we are able to communicate the economic impact that AC Transit has to our community and to communities throughout the country. This information can be used as we discuss funding with our legislators, local leaders, community and businesses alike.

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

A concise economic impact statement that we can use consistently while we gather support for financial sustainability.

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