

Positive Workplace Training- On February 28, 2020, Civil Rights and Compliance (in conjunction with the General Counsel's office), rolled out a one-hour training; *"Positive Workplace: Preventing Workplace Harassment and Bullying"* to all NON-Supervisor staff. AC Transit's policies prohibit workplace harassment and bullying. California law further requires that employers train all employees on preventing harassment and bullying. To that end, Civil Rights and Compliance (along with the General Counsel), have partnered with Clear Law Institute to provide mandatory one-hour online training on *Positive Workplace: Preventing Workplace Harassment and Bullying*. The online training includes numerous scenarios and learning games designed to explore the nuances of workplace harassment, discrimination, retaliation, and certain other types of inappropriate workplace conduct. This one-hour training is mandatory for all NON supervisors. The required two-hour supervisor training was completed earlier this year. This training is required by California Law every two years. Staff is working to deliver alternate training methods for employees that do not have access to a district computer.

Talent Development Academy - On March 2, 2020, transit candidates from The Unity Council's (TUC) *Talent Development Academy* (TDA) participated in the *Work Experience Day* program established by our Director of Transportation Derik Calhoun. Traveling along our service routes, meeting East Oakland transit professionals, and interacting with training instructors provided TDA candidates an in-depth perspective into what it means to be a transit professional. The Talent Development Academy is a six-week program providing life-skills training and career readiness, including the ability to obtain a Commercial Learner's Permit. Successfully completing the program greatly enhances opportunities for these career-ready candidates to become transit professionals.

Pictured: ATU Local 192 Line Instructor Michael Winston and The Unity Council's cohort.



District Teams Visits- District Teams staff visited D2, D3, D4, and D6 to meet with Operators and discuss the rollout of the District Teams concept. Each Division will have support department staff assigned to monitor the performance of two lines selected with feedback from the Driver's Committee. Staff will make trip observations and pull more route-level performance data such as ridership, dwell time, on-time performance by timepoint, deadhead travel time, customer complaints, and Operator feedback.

Once the data is collected and analyzed, the next phase will culminate with an Operator focus group meeting at each division. During focus group meetings, the team will:

- Review findings from Supervision, Planning, Scheduling, Systems Analysis, and Operator feedback.
- Provide immediate recommendations, if any, for Operators to implement.

- Solicit continuous feedback from the operators for the team to research and resolve.
- Set team expectations for the coming week of operations and additional monitoring to optimize route performance in the short-term.

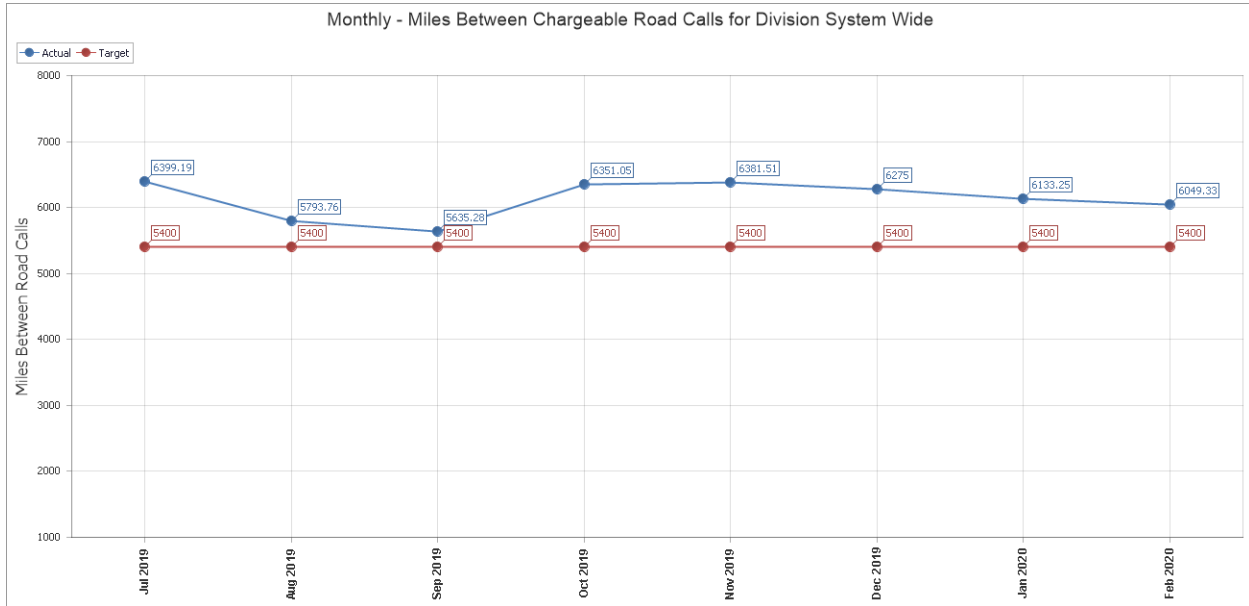
This is the first of many more District Teams Focus Group meetings. Operators were engaged, provided valuable feedback, and expressed appreciation for this program.



Zero Emission Bus Resource Alliance (ZEBRA) Charger and Hydrogen OEM Roundtable — Director of Maintenance Cecil Blandon, attended the *ZEBRA Charger and Hydrogen OEM Roundtable* conference held in Seattle, WA from February 18 to the 20th. The event was focused on providing transit agencies with an update as to where the different ZEB infrastructure manufacturers are with the technology. The roundtable allowed the opportunity for transit agencies to ask questions and direct feedback for potential changes. The group was also able to visit King County Metro's transit center equipped with overhead pantograph charging infrastructure for battery-electric buses. Air Liquide announced to the group that they are building a new hydrogen production plant in Nevada, capable of producing up to 30-tons of hydrogen per day to serve the growing transportation market in California. They estimate the plant will be operational in the spring of 2021.



Bus Reliability — Miles Between Chargeable Road Calls (MBCRC) is one indicator of the health and reliability of the bus fleet. To track performance in this area, the District established a Key Performance Indicator (KPI) at 5,400 miles between chargeable road calls. During the past fiscal year, miles between chargeable road calls were above the established goal all 7-months with an average performance of **6,127** MBCRC.



Legislative Affairs Community Relations & Marketing & Communications Department Wins Top National Awards - We were honored to win two top Adwheel Awards from the [American Public Transportation Association](#). Our “Do What You Love at AC Transit” initiative won Best Comprehensive Campaign in the Marketing & Communications Educational Initiative category, and the 2018 Annual Report took the top prize in Print Media. The awards were presented at the APTA Marketing and Communications Workshop and were accepted by Beverly Greene, Executive Director of External Affairs, Marketing and Communications, Nichele Laynes, Marketing Manager and Julia Kocs, Communications Manager. In addition, Nichele and Julia facilitated roundtable discussions about HR Recruitment Campaigns and Social Media.

BRT and PG&E coordination - BRT project team conducted a workshop with PG&E on February 28th. The City of Oakland’s BRT representative attended the workshop. Starting on March 2nd, PG&E will continuously work on Service connections to platforms and signals as well as grade adjustments of critical Manholes in the downtown area. PG&E committed to complete the work by March 31st provided all dependencies are cleared by March 13th. The most high risk to this progress is when PG&E needs to shut down power which requires a mandatory 14-day advance notification. With the information at hand the team Identified only one location with that type of risk. PG&E's existing annual permit with the City of Oakland will cover most of the service connections to stations and signals. The Annual permit lets PG&E work on weekdays only. The City of Oakland has committed to approve weekend work and work with PG&E to expedite any other permits they need.

D4 Chargers and PG&E coordination - On Wednesday, March 4th PG&E completed the final piece in the process of installing a new electrical service at the Seminary (D4) site. This new service is dedicated to the new AC Transit Battery Electric Bus fleet and will power a bank of already installed chargers that will be used to charge the Battery-Electric Buses for daily service. As of this writing, the charger manufacturer, ChargePoint, is scheduled to be on-site Thursday, March 5th, and Friday, March 6th to energize, commission, and test the chargers. The Battery Electric Bus manufacturer, New Flyer, will join ChargePoint on Tuesday, March 10th for two days of charger to bus configuration, commissioning, testing, and training. We are expecting that the Seminary Battery Bus Charging facilities will be ready to hand off to operations for real-time charging on Thursday, March 12th.



Executive Reporting
As of January 31, 2020

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Budget Summary - Overview

Overview

- **Overall**
 - Overall the District is on track for expenses, with the projected annual budget used for both Labor and non-Labor tracking closely to the annual budget.
- **Total Labor**
 - Maintenance Overtime is over budget due to a combination of vacancies in janitor and service employee positions and coverage during the January holiday season. Staff plans to add Maintenance Overtime budget at the mid-year.
 - Miscellaneous Wages & Fringe is over budget due to higher than average holiday pay.
 - Pension expense is slightly over budget due to timing of payments. Staff plans to increase pension budget at mid-year to match increased projections.
- **Total Non-Labor**
 - Total Non-Labor expenses are below budget. It is common for non-labor expenses to increase closer to budget as the fiscal year progresses.
 - Other Services is over budget due to TJPA operations and maintenance periodic payments.
 - Year-to-date Vehicle Parts expenses are over budget due to increased maintenance needs of aging revenue vehicles.
 - Other Maintenance is over budget due to one-off charge for service and maintenance support.

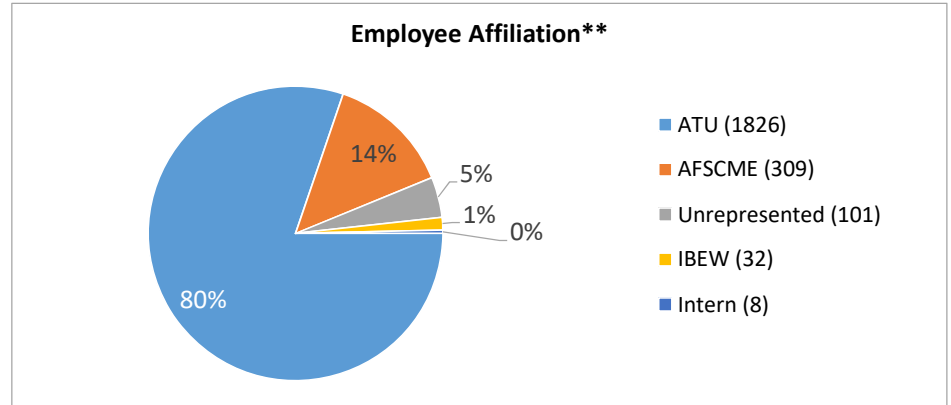
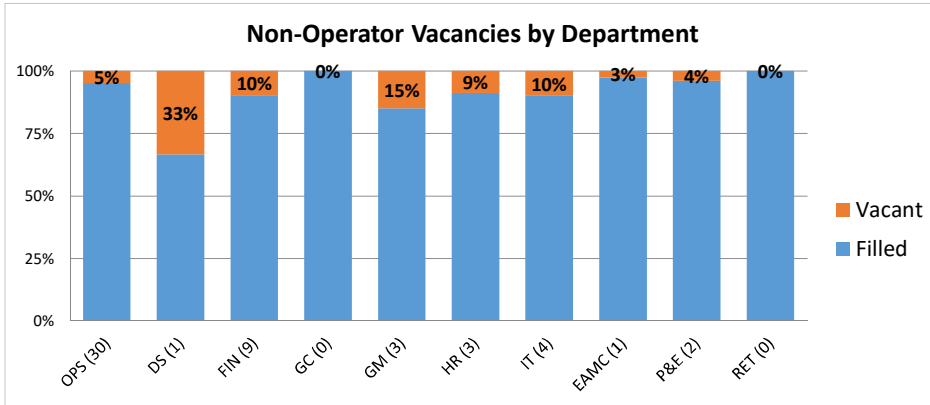
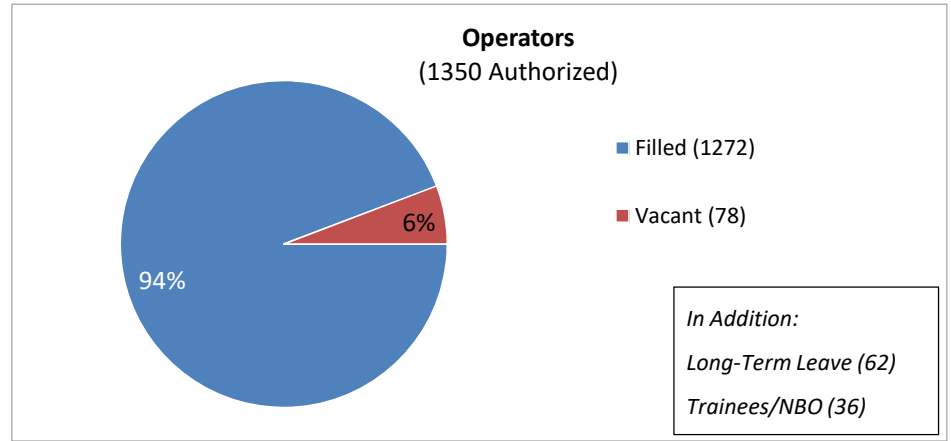
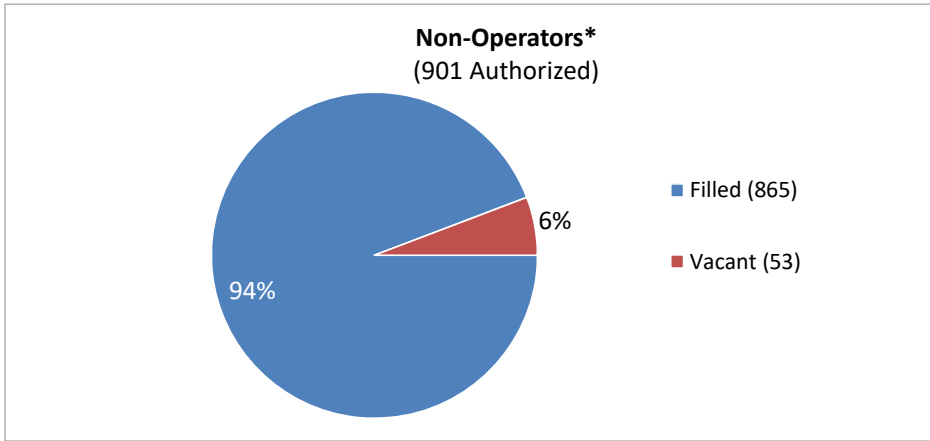
Budget Summary (Budget vs Actuals as of January End, 2020)

Parent Account & Name	Single Month - January FY2020			FYTD (58% of year completed)					
	Single Month Budget	Single Month Actuals	Single Month Budget Used %	Annual Budget	Actuals FYTD	Annual Budget Remaining	Budget Used % FYTD	Historical Avg % Used FYTD	Projected Annual Budget Used %
Wages									
Operators Regular Time	5,826,727	5,541,322	95%	69,920,729	39,727,323	30,193,407	57%	58%	98%
Operators Premium Time	1,590,917	1,691,014	106%	19,091,000	11,172,099	7,918,901	59%	59%	100%
Maintenance Regular Time	2,130,269	2,073,503	97%	25,563,222	14,949,465	10,613,757	58%	57%	103%
Maintenance Overtime	128,158	152,276	119%	1,537,892	1,104,553	433,339	72%	56%	129%
Salaried Regular Time	3,010,916	2,998,732	100%	36,130,995	21,388,117	14,742,877	59%	57%	103%
Salaried Overtime	68,694	57,836	84%	824,328	648,207	176,121	79%	57%	139%
Misc Wages & Fringe	5,784,637	6,914,475	120%	69,415,643	40,456,757	28,958,886	58%	56%	103%
Health Plans	4,740,561	2,704,887	57%	56,886,727	31,253,648	25,633,079	55%	59%	93%
Pension	4,898,070	6,265,534	128%	58,776,836	35,543,095	23,233,741	60%	58%	105%
Labor Total	28,178,948	28,399,577	101%	338,147,372	196,243,265	141,904,107	58%	58%	101%
Key Services									
Professional and Tech Svcs	520,992	339,376	65%	6,251,902	1,879,390	4,372,511	30%	44%	69%
Security Services	1,092,501	997,835	91%	13,110,014	6,988,051	6,121,963	53%	59%	90%
Other Services	1,501,807	2,910,288	194%	18,021,681	9,490,238	8,531,443	53%	50%	105%
Vehicle Parts	998,717	1,336,527	134%	11,984,602	8,127,040	3,857,561	68%	59%	115%
Fuel & Lubricants	1,376,529	1,057,050	77%	16,518,349	8,512,755	8,005,593	52%	60%	86%
Other Maintenance	160,482	260,441	162%	1,925,778	1,014,949	910,829	53%	53%	99%
Office Supplies	96,227	50,090	52%	1,154,727	521,708	633,019	45%	48%	94%
Misc Materials	67,754	3,474	5%	813,046	340,515	472,531	42%	30%	139%
Utilities	328,308	325,696	99%	3,939,695	2,116,429	1,823,266	54%	57%	95%
Liability	1,374,429	948,611	69%	16,493,152	9,158,475	7,334,677	56%	117%	47%
Taxes	254,286	245,385	96%	3,051,430	1,846,633	1,204,797	61%	51%	119%
Purchased Transportation	2,903,786	2,802,640	97%	34,845,427	19,912,806	14,932,621	57%	57%	101%
Miscellaneous	400,672	213,459	53%	4,808,064	1,839,834	2,968,231	38%	13%	299%
Non-Labor Total	11,076,489	11,490,872	104%	132,917,866	71,748,824	61,169,042	54%	58%	94%
Grand Total	39,255,437	39,890,449	102%	471,065,238	267,992,089	203,073,150	57%	58%	99%

2% - 9% over expected

10% or more over expected

Positions Summary

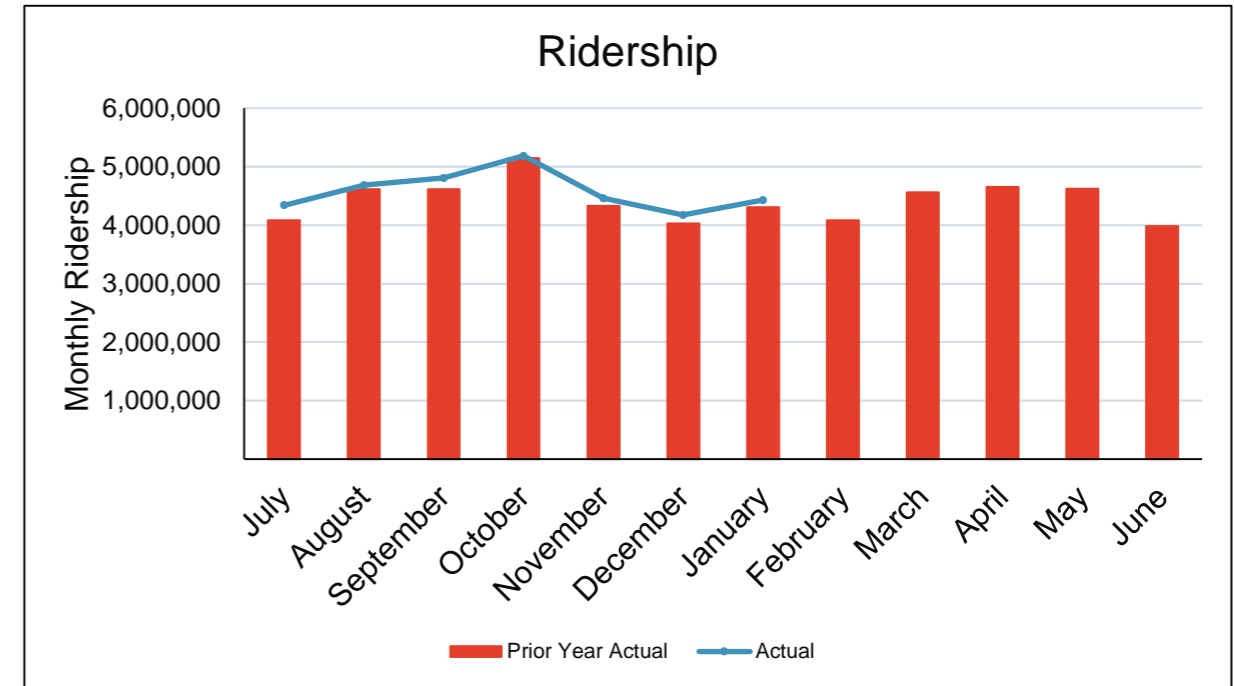
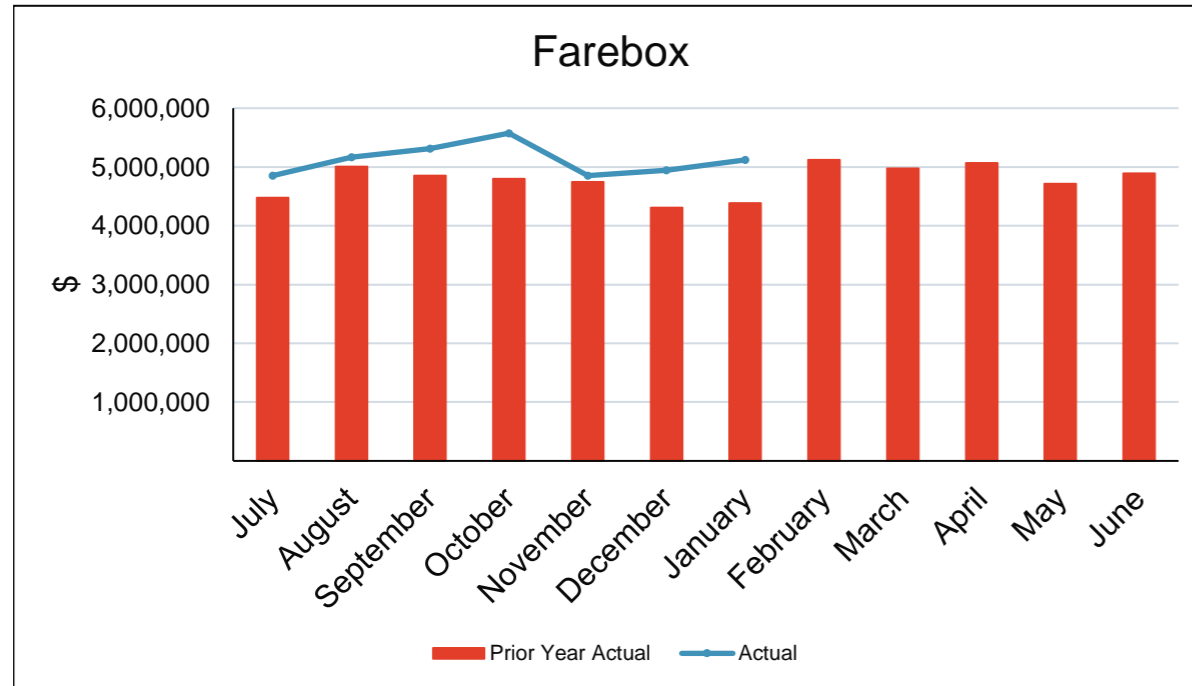


Authorized Positions			
Department	Filled	Vacant	Total
Operations - Bus Operators	1272	78	1350
Operations - Non-Operators	583	30	613
District Secretary	2	1	3
Finance	84	9	93
General Counsel	24	0	24
General Manager	17	3	20
Human Resources	31	3	34
Innovation and Technology	36	4	40
EAMC	36	1	37
Planning & Engineering	48	2	50
Retirement	4	0	4
Total	2137	131	2268

Authorized Positions			
Position Type	Filled	Vacant	Total
Bus Operator	1272	78	1350
Maintenance	423	23	446
Salaried	383	27	410
Clerical	59	3	62
Total	2137	131	2268

* Non-Bus Operators include all permanent employees except for operators
 Position data as of December 31, 2019

Farebox Revenue and Ridership FY 2019-20 vs. FY 2018-19



Farebox Revenue	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD	FY Projection
FY 2019-20	4,853,941	5,166,683	5,308,998	5,575,216	4,853,148	4,941,046	5,119,301						35,818,333	61,402,857
FY 2018-19	4,473,800	5,008,431	4,850,857	4,796,155	4,742,955	4,306,796	4,387,029	5,124,161	4,977,423	5,070,409	4,717,293	4,890,378	32,566,024	57,345,689
Y-Y %	8.5%	3.2%	9.4%	16.2%	2.3%	14.7%	16.7%						10.0%	7.1%

NTD Ridership	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD	FY Projection
FY 2019-20	4,340,908	4,686,254	4,809,687	5,186,044	4,460,110	4,174,736	4,429,923						32,087,662	55,007,421
FY 2018-19	4,080,350	4,611,628	4,614,990	5,148,164	4,329,205	4,030,966	4,310,368	4,084,993	4,563,612	4,657,242	4,624,283	3,985,680	31,125,671	53,041,481
Y-Y %	6.4%	1.6%	4.2%	0.7%	3.0%	3.6%	2.8%						3.1%	3.7%

Notes:

1. Farebox revenue is for per-boarding payments only; does not include EasyPass agreements or contract services (BART, City of Oakland, etc.)
2. Current FY total ridership and farebox revenue projections are based on the average monthly ridership and farebox revenue applied to the rest of the fiscal year.
3. ACTC Student Pass program farebox revenues are received irregularly and can have a significant effect on monthly Y-Y% comparisons.