

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 |
|---|----------------------|--|-------------------------------|
| Report on the upcoming fare increase, including historical background information about the Board's decision to schedule a fare increase. The report should include options for the Board to decide how to handle the scheduled fare increase. | 5/12/2021 | Finance | Beckles and Young - 4/14/2021 |
| Report about the next steps toward a cashless payment system, including whether the savings from going to a cashless system would offset the costs of free fares for low-income riders. | 5/26/2021 | Finance | Beckles - 2/24/2021 |
| Buying carbon "offsets" for AC Transit's air travel [Pending further research]. | TBD | District Secretary | Peebles - 9/25/19 |
| Follow-up report on the status of integrated fares at MTC, the pros and cons of integrated fares and what such fares would mean to AC Transit as well as the implications for riders, opportunities/challenges, an update on how this discussion is going at MTC, etc. | TBD | Finance | Walsh - 12/9/2020 |
| Report on possibilities to purchase fares, a breakdown of where one can and can't purchase different fares, information on fare capping/the accumulator function and what attempts staff is making to expand the fare purchasing options. The report should include an update on the AC Transit official app's issue/inability in applying discounts to youth and senior fares. | TBD | Finance/ Ext. Affairs Marketing & Communications /IT | Walsh - 3/24/2021 |
| Report that identifies ways to move up the service recovery plan from August 2022 to an earlier date. The report should also include information on how MTC's recent decision to allocate American Recovery Plan funds after July 1, 2021 affects the District's service recovery. | TBD | Finance/ Planning | Beckles - 4/14/2021 |
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Agenda Planning Pending List

Operations

| Item Description | Expected Agenda Date | Responsible Department | Requested by/Date |
|---|----------------------|--------------------------------|-----------------------|
| Informational report concerning park-and-ride lots, including pricing, operational cost, and background information. | 5/12/2021 | Finance/Real Estate | Walsh 1/13/2021 |
| Research and report on possibilities to collaborate with government agencies within the service area to utilize their restrooms for bus operators. | 5/12/2021 | Operations | Beckles - 2/10/21 |
| Report containing 90-day data on the usage of the Clipper Start program, also including the outreach. | 5/12/2021 | Planning/ Marketing | Shaw - 1/27/21 |
| Policy on virtual Board meetings. (Board Member video display) | 5/12/2021 | District Secretary | Walsh - 12/9/2020 |
| Report on the plan to return to in-person Board meetings. | 5/12/2021 | District Secretary | Young - 4/14/2021 |
| Report on how to better serve customers transitioning between Lines 51A/51B at Rockridge BART.(Item to be discussed at next BART ILC meeting, per staff) | TBD | Operations | Peebles - 10/23/19 |
| Report on the suggestion offered by David Vartanoff to publish information on the website about missed trips by division. | TBD | Information Technology | Peebles - 2/12/20 |
| Research and report on ways to donate retired busses to local and county housing authorities with the purpose of providing shelter to unhoused people. The research should encompass any legal implications related to Federal Government requirements. | TBD | Operations/ General Counsel | Ortiz - 2/10/21 |
| Report on considering other cybersecurity apps to replace Mimecast. | TBD | Innovation & Technology | Peebles - 3/10/21 |
| Report on what metrics staff has been capturing so far and plans to present to the Board in relation to the recent extension of the contract with Alameda County Sheriff's Office when Director Shaw requested data, including metrics on incident response time. | TBD | Operations | Shaw - 4/14/21 |
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Agenda Planning Pending List

Planning

| Item Description | Expected Agenda Date | Responsible Department | Requested by/Date |
|---|----------------------|--|-----------------------|
| In relation to a previous staff report on the Quick Build Project Framework, requested staff to explore ways to overcome barriers identified in the report, such as funding and infrastructure, and report back on how to move forward with delivering the projects. | 5/26/2021 | Planning/ Finance | Walsh - 2/10/21 |
| An update on the status of San Pablo Avenue Corridor Project, led by ACTC. | 9/8/2021 | Planning | Walsh - 3/10/21 |
| 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. | TBD | 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 | Peebles - 11/11/15 |
| Feasibility study and cost of two projects to compete for Measure BB money: 1) strengthening the first lane of the parking lot on the east side of the Rockridge BART station in order to provide a transfer point for Line 51; and 2) a way to be able to take a bus down College Avenue and turn left onto Broadway. (Item to be discussed at next BART ILC meeting, per staff) | TBD | TBD | Peebles - 11/11/15 |
| Report on staff's creative effort to use multi-modal options for increasing mobility and ridership, including a possibility to partner with Oakland DOT to implement a mobility hub. | TBD | Planning | Shaw - 4/14/2021 |
| Report on the status of the Rear door Boarding pilot. | TBD | Planning | Walsh - 4/14/2021 |

Agenda Planning Pending List

External
Affairs

| Item Description | Expected Agenda Date | Responsible Department | Requested by/Date |
|--|----------------------|---|----------------------|
| Creation of an Interagency Liaison Committee with the City of Richmond. | 5/12/2021 | District Secretary | Beckles - 2/10/21 |
| Report on working conditions at New Flyer's Anniston plant. | 5/26/2021 | General Counsel | Peeples - 10/14/2020 |
| Request to consider authorizing the Board President sign a letter to New Flyer encouraging them to work with the Alabama Coalition to negotiate and sign an enforceable, national Community Benefits Agreement. Director Shaw requested that the staff report include more information about the topic. | 5/26/2021 | General Counsel | Williams - 7/22/20 |
| Report on legal limitations on the District's ability to levy fees and taxes. | 5/26/2021 | General Counsel | Peeples - 12/9/2020 |
| 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] | 7/14/2021 | 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 |
| Update report on the marketing campaign to expand Clipper use. | TBD | Customer Service | Walsh - 2/24/2021 |
| An update on AC Transit's Social Media presence, including data on how social media channels are used, growth and plans for the future. | TBD | Marketing | Walsh - 3/10/2021 |
| Update on the status of the customer satisfaction survey. Matter was retained in committee on July 9, 2008, pending receipt of proposed survey. On 9/30/09 Director Peeples requested the report include staff's analysis of surveys conducted in Europe, specifically surveys conducted in Helsinki Finland, to determine how surveys can be done cheaper, better and more often. | 5/26/2021 | External Affairs Marketing & Communications | Peeples - 5/28/2008 |

Agenda Planning Pending List

| Item Description | Department | Expected Agenda Date |
|---|------------------------|----------------------|
| Semi-Annual Update on the Clipper2 (April/Oct) | Information Technology | 5/12/2021 |
| Retirement Board Minutes | Retirement | 5/12/2021 |
| Retirement Board Update (Apr/Nov) | Retirement | 5/12/2021 |
| Quarterly Update on District Involvement in External Planning Processes (Feb/May/Aug/Nov) | Planning | 5/12/2021 |
| Quarterly Operations Performance Report (Feb/May/Aug/Nov) | Operations | 5/12/2021 |
| Litigation Report (Feb/May/Aug/Nov) | General Counsel | 5/12/2021 |
| AAC Minutes | Planning | 5/26/2021 |
| Legislative Report [Updates on state, federal, regional and local legislation] | External Affairs | 5/26/2021 |
| Report on Investments | Finance | 5/26/2021 |
| Board/Officer Travel & Meeting Expense Report (Feb/May/Aug/Nov) | District Secretary | 5/26/2021 |
| Surplus & Obsolete Materials Report (Feb/May/Aug/Nov) | Finance | 5/26/2021 |
| Status of Active Contracts and Spending Amounts Over \$250,000 Report (Feb/May/Aug/Nov) | Finance | 5/26/2021 |
| Employee & Non-Employee Out-of-State Travel Report (Feb/May/Aug/Nov) | Finance | 5/26/2021 |
| FinCorp Financial Statements (Feb/May/Dec) | Finance | 5/26/2021 |
| Semi-Annual DBE/FTA Report (May/Nov) | Contracts Compliance | 5/26/2021 |
| Annual CARB Update (Jun) | Operations | 6/9/2021 |
| Budget Update (Feb/April/June/Aug/Oct/Dec) | Finance | 6/23/2021 |
| Audit Engagement Letter (June) | Finance | 6/23/2021 |
| Notice of Scheduled Adoption of the Appropriations Limit (June) | Finance | 7/14/2021 |
| Adoption of Appropriations Limit (July) | Finance | 7/28/2021 |

| Item Description | Department | Expected Agenda Date |
|---|------------------|----------------------|
| Bi-annual Update on Strategic Plan Progress (Mar/Sept) | Planning | 9/29/2021 |
| Annual Ridership Report (Oct) | Planning | 10/13/2021 |
| Annual Adoption of State/Federal Advocacy Programs (Jan) | External Affairs | 10/27/2021 |
| Budget Calendar (Nov) | Finance | 11/10/2021 |
| Year-End Audited Financial Statements (Nov) | Finance | 11/10/2021 |
| Fincorp Year-End Audited Financial Statements (Dec) | Finance | 12/8/2021 |
| Report from the Parcel Tax Fiscal Oversight Committee (Dec) | Finance | 12/8/2021 |
| Mid-Year Budget Review (Jan) | Finance | 2/9/2022 |
| Annual Classification Specification Modifications in Prior Year (Feb) | Human Resources | 2/9/2022 |
| Annual State of the Bus Fleet Report | Operations | 2/9/2022 |
| Annual Update on Service and Operations in Special District 2 (Meeting in D2) | Planning | TBD |
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Agenda Planning Pending List

Policy
Review
Schedule

| Policy | Policy No. | Responsible Department | Expected Agenda Date |
|--|------------|--------------------------------------|----------------------|
| Prohibition on Loans | 225 | Human Resources | 5/12/2021 |
| Bus Rapid Transit - Construction Careers Policy | 410 | General Counsel/Contracts Compliance | TBD |
| Encouraging the Promotion of Public Transit in Land Use Developments within AC Transit's Service Area | 522 | Planning & Engineering | 5/26/2021 |
| Alcohol & Substance Abuse Policy | 200 | Civil Rights & Compliance | 5/26/2021 |
| Equal Employment Opportunity/Affirmative Action | 207 | Civil Rights & Compliance | 5/26/2021 |
| Zero Tolerance for Workplace Violence | 218 | Human Resources | 6/9/2021 |
| Meeting Expense Reimbursement for Accessibility Advisory Committee Memnbers | 177 | District Secretary | 6/9/2021 |
| Prohibiting All Forms of Unlawful Employment Discrimination including Sexual and other forms of Harassment | 213 | Compliance & Diversity/GC | 6/9/2021 |
| Conflicts of Interest Code for the Alameda-Contra Costa Transit District (FPPC in the process of reviewing code amendment) | 701 | District Secretary | 6/23/2021 |
| Alternative Work and Flexible Schedules | 231 | Human Resources | 7/28/2021 |
| Disability and Leave of Absence Policy | 236 | Human Resources | 8/11/2021 |
| Disadvantaged Business Enterprise (DBE) Policy | 460 | Civil Rights & Compliance | 9/8/2021 |
| Small and Small Local Business Enterprise Policy | 466 | Civil Rights & Compliance | 9/8/2021 |
| Payment of Expenditures; Signature Authorizations | 352 | Finance | 9/22/2021 |
| Personnel Policies for Unrepresented District Employees | 296 | Legal/Human Resources | 9/22/2021 |
| Service Standards and Design Policy | 545 | Planning & Engineering | 10/13/2021 |
| Board Policy 349 Investment Policy | 349 | Finance | 10/22/2021 |
| Candidates Statement of Qualifications Cost | 140 | District Secretary | 10/27/2021 |
| Notification of Meetings with Elected Officials (Merge w/ BP 101 and Repeal 163 during next review of BP 101) | 163 | District Secretary | TBD |