

Finance

Agenda Planning Pending List

| Item Description | Expected Agenda Date | Responsible Department | Requested by/Date |
|--|----------------------|------------------------|-------------------|
| Buying carbon "offsets" for AC Transit's air travel. | 6/10/2020 | District Secretary | Peeples - 9/25/19 |
| Discussion of the Board's travel budget. | 6/10/2020 | District Secretary | Shaw - 3/13/19 |
| Report on the cost of having free fares as well as free fares for low income riders. | 6/10/2020 | Finance | Ortiz - 12/11/19 |
| Report on how to get a handle on the District's contribution to the pension plan. | 8/5/2020 | Finance | Harper - 3/13/19 |
| Funding of Other Post-Employment Benefits. | 8/5/2020 | Finance | Harper - 4/24/19 |
| Discuss a range of options that could lead to a reduction in the District's OPEB liability for new unrepresented employees | 8/5/2020 | Finance | Harper - 5/16/18 |
| Report on what other transit agencies are doing to handle riders who do not use credit cards. | 10/14/2020 | Planning/Finance | Shaw - 10/9/19 |
| | | | |
| 5/19/2020 10:15 | | | |

Agenda Planning Pending List

Operations

| Item Description | Expected Agenda Date | Responsible Department | Requested by/Date |
|--|----------------------|-------------------------|--------------------|
| Policy change with respect to procurement protests that would allow the vote on a contract award to be postponed until staff analyzed any protest or opposition. | 6/10/2020 | Finance/General Counsel | Ortiz - 12/13/17 |
| Report on how information is gathered to update the ACT Real Time application. | 6/24/2020 | Information Technology | Harper - 3/11/20 |
| Report and policy decision regarding internet usage at the District and how to best balance internet restriction and productivity. | 6/24/2020 | Information Technology | Peeples - 10/9/19 |
| Report on MUNIs experience with wheelchair securement and why they have decided not to secure wheel chairs as well as what is required under FTA/ADA rules and what other agencies are doing. The report should also discuss studies by APTA and TRB on this issue. The report should also address the increasing presence of carts on buses and what should be done about it. Feedback is to be sought from bus operators. [Legal opinion - no staff report at this time] | In Process | General Counsel | Harper - 7/25/18 |
| Report on current ridership amid the health threat that would include a projection of future ridership. | TBD | Planning | Harper - 3/11/20 |
| Development of a Board Policy to address the issue of hiring/procurement of independent contractors and consultants. | TBD | Finance/General Counsel | Ortiz - 5/24/17 |
| Report on how to better serve customers transitioning between Lines 51A/51B at Rockridge BART. | TBD | Operations | Peeples - 10/23/19 |
| Report on the suggestion offered by David Vartanoff to publish information on the website about missed trips by division. | TBD | Operations | Peeples - 2/12/20 |
| Report addressing the District's policy on bringing scooters onto busses. | TBD | Planning/Operations | Shaw - 3/11/20 |

Agenda Planning Pending List

Planning

| Item Description | Expected Agenda Date | Responsible Department | Requested by/Date |
|--|----------------------|--|--------------------|
| Report on the performance of the rubber boarding islands along Telegraph Avenue and possibility of re-using the existing islands in different locations. | 6/10/2020 | Planning | Peeples - 11/13/19 |
| 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. [Combine with BRT fare collection.] | 6/10/2020 | Planning | Peeples - 11/11/15 |
| 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 cleaner, better and more often. | 9/9/2020 | Ext. Affairs/Marketing/ Communications | Peeples - 5/28/08 |
| 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. | 9/30/2020 | District Secretary/ General Manager | Young |
| Report on the timeline of installation of new bus shelters and replacement of the existing shelters. | TBD | Planning/ Operations | Shaw - 11/13/2019 |
| Resolution supporting the continuation and expansion of the District's Fuel Cell Program, subject to funding availability. The resolution will be drafted by Director Peeples. | TBD | TBD | Peeples - 6/11/14 |
| Report on the City of Fremont's Draft Mobility Action Plan and impacts on AC Transit's service. Staff is requested to review the draft plan and attend upcoming meeting(s) with the Fremont Unified School District to provide input as required concerning school growth and impacts on service needs. | TBD | Planning | Shaw - 1/23/19 |
| Staff's review and comment on the Metropolitan Transportation Commission's ridership report. | TBD | Planning | Shaw - 2/12/20 |
| Report on the Dumbarton Forward Project. (Presentation by MTC) | TBD | Planning | Shaw - 2/13/19 |

| Item Description | Expected Agenda Date | Responsible Department | Requested by/Date |
|--|----------------------|------------------------|--------------------|
| 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 5/27/20 BART ILC meeting, per staff) | TBD | TBD | Peeples - 11/11/15 |
| Staff's review and comment on the Metropolitan Transportation Commission's ridership report. | TBD | Planning | Shaw - 6/26/19 |
| Request that the Planning Department revisit their prior recommendations for service changes on Line 72/72M and provide report to the Board. | TBD | Planning | Harper - 2/12/20 |

| Agenda Planning Pending List | | | | External Affairs |
|---|----------------------|--|-------------------|------------------|
| Item Description | Expected Agenda Date | Responsible Department | Requested by/Date | |
| Poll on the viability of a revenue measure on the 2020 ballot. | 6/10/2020 | External Affairs/Marketing/ Communications | Young - 7/10/19 | |
| Report on the District's collaboration with other jurisdictions on the matter of parking enforcement in bus lanes and the status of the District's readiness for the re-introduction of SB 1051 - parking photo enforcement. | 6/24/2020 | External Affairs/ Operations | Peeples - 10/9/19 | |
| 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 | |
| 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 | TBD | Peeples - 12/9/15 | |

Agenda Planning Pending List

| Item Description | Department | Expected Agenda Date |
|---|--------------------|----------------------|
| Board/Officer Travel & Meeting Expense Report (Feb/May/Aug/Nov) | District Secretary | 6/10/2020 |
| Annual Classification Specification Modifications in Prior Year (Feb) | Human Resources | 6/10/2020 |
| BRT Construction Progress & Operational Readiness Report | Planning | 6/24/2020 |
| Legislative Report [Updates on state, federal, regional and local legislation] | External Affairs | 6/24/2020 |
| Retirement Board Minutes | Retirement | 6/24/2020 |
| Report on Investments | Finance | 6/24/2020 |
| AAC Minutes | Planning | 6/24/2020 |
| Annual CARB Update (Jun) | Operations | 6/24/2020 |
| Budget Update (Feb/April/June/Aug/Oct/Dec) | Finance | 6/24/2020 |
| Audit Engagement Letter (June) | Finance | 6/24/2020 |
| Notice of Scheduled Adoption of the Appropriations Limit (June) | Finance | 7/8/2020 |
| Annual Update on Service and Operations in Special District 2 (Meeting in D2) | Planning | 7/8/2020 |
| Quarterly Operations Performance Report (Feb/May/Aug/Nov) | Operations | 8/5/2020 |
| Surplus & Obsolete Materials Report (Feb/May/Aug/Nov) | Finance | 8/5/2020 |
| Status of Active Contracts and Spending Amounts Over \$250,000 Report (Feb/May/Aug/Nov) | Finance | 8/5/2020 |
| Employee & Non-Employee Out-of-State Travel Report (Feb/May/Aug/Nov) | Finance | 8/5/2020 |

| Item Description | Department | Expected Agenda Date |
|---|------------------------|----------------------|
| Quarterly Update on Strategic Plan Progress (Feb/May/Aug/Nov) | Planning | 8/5/2020 |
| Litigation Report (Feb/May/Aug/Nov) | General Counsel | 8/5/2020 |
| Quarterly Update on District Involvement in External Planning Processes (Feb/May/Aug/Nov) | Planning | 8/5/2020 |
| Adoption of Appropriations Limit (July) | Finance | 8/5/2020 |
| Semi-Annual Update on the Clipper2 (April/Oct) | Information Technology | 10/14/2020 |
| Annual Ridership Report (Oct) | Planning | 10/14/2020 |
| Semi-Annual DBE/FTA Report (May/Nov) | Contracts Compliance | 11/12/2020 |
| Retirement Board Update (Apr/Nov) | Retirement | 11/12/2020 |
| Budget Calendar (Nov) | Finance | 11/12/2020 |
| Year-End Audited Financial Statements (Nov) | Finance | 11/12/2020 |
| FinCorp Financial Statements (Feb/May/Dec) | Finance | 12/9/2020 |
| Fincorp Year-End Audited Financial Statements (Dec) | Finance | 12/9/2020 |
| Report from the Parcel Tax Fiscal Oversight Committee (Dec) | Finance | 12/9/2020 |
| Annual Adoption of State/Federal Advocacy Programs (Jan) | External Affairs | 1/27/2021 |
| Annual State of the Bus Fleet Report | Operations | 2/10/2021 |
| Mid-Year Budget Review (Jan) | Finance | 2/24/2021 |

Agenda Planning Pending List

| Policy | Policy No. | Responsible Department | Expected Agenda Date |
|---|------------|---|----------------------|
| Background Investigations | 202 | General Counsel/ Human Resources | 6/10/2020 |
| Revenue and Grants | 324 | Finance | 6/10/2020 |
| Travel, Meeting and Miscellaneous Expense Reimbursements for Directors and Board Officers | 155 | District Secretary | 6/10/2020 |
| Smoke Free Environment | 216 | General Counsel/ Human Resources | 6/10/2020 |
| Board Officers: Employment Agreements, Performance Evaluations, and Leave Notification | 160 | District Secretary | 6/24/2020 |
| Zero Tolerance for Workplace Violence | 218 | Compliance & Diversity/GC | 6/24/2020 |
| Customer Contact Policy | 421 | Ext. Affairs/Marketing & Communications | 7/8/2020 |
| Use of District Resources | 217 | General Counsel | 7/8/2020 |
| Bus Rapid Transit - Construction Careers Policy | 410 | General Counsel | 7/8/2020 |
| Service Adjustments | 544 | Planning & Engineering | 7/22/2020 |
| Capital Plan & Projects Policy | 314 | Finance | 7/22/2020 |
| Disposition of Lost and Unclaimed Property | 422 | Ext. Affairs/Marketing & Communications | 8/5/2020 |
| Advertising on District Property | 451 | Ext. Affairs/Marketing & Communications | 9/9/2020 |
| Budgets | 311 | Finance | 9/23/2020 |
| Conflicts of Interests and Standards for Ethical Conduct | 702 | District Secretary | 10/14/2020 |
| Encouraging the Promotion of Public Transit in Land Use Developments within AC Transit's Service Area | 522 | Planning & Engineering | 10/28/2020 |
| Fixed Asset Procedures | 462 | Finance | 10/28/2020 |
| Notification of Meetings with Elected Officials | 163 | District Secretary | TBD |
| Alcohol & Substance Abuse Policy | 200 | Compliance & Diversity | TBD |

| Policy | Policy No. | Responsible Department | Expected Agenda Date |
|---|------------|------------------------|----------------------|
| Equal Employment Opportunity/Affirmative Action | 207 | Compliance & Diversity | TBD |
| Investment Policy | 349 | Finance | TBD |
| Attorneys - Outside Employment | 294 | General Counsel | TBD |
| Claims and Lawsuits: Settlement Authorizations | 605 | General Counsel | TBD |
| Claims and Lawsuits: Small Claims Representatives | 606 | General Counsel | TBD |
| Reserve Policies | 322 | Finance | Under Review |