



# 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>		<b>Meeting Date the AP Request will be presented:</b>	April 2026
<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.)

As transit agencies increasingly look towards diversified revenue streams to help support operations and long-term financial sustainability, it’s important that AC Transit establish a clear framework for the oversight and management of these funds.

The Board of Directors requests the development of a policy to govern non-fare revenue-generating activities that addresses the following elements:

- **Scope of Non-Fare Revenue Sources**

Clearly define the categories of revenue covered by the policy, including real estate leases, joint development projects, advertising placements, parking facilities, naming rights, and commercial partnerships.

- **Revenue Allocation and Use**  
Establish guidelines for how these revenues may be used, including potential allocation toward operating costs, capital improvements, maintenance of revenue-generating assets, transit service enhancements, and reserve funds.
- **Financial Management and Reporting**  
Provide standards for accounting, budgeting, and public reporting related to non-fare revenues to ensure transparency and clear tracking of funds. Ensure all revenues owed to the District are fully and consistently collected.
- **Governance and Oversight**  
Define roles and responsibilities for staff, executive leadership, and the Board of Directors in approving, monitoring, and evaluating non-fare revenue activities, including approvals and amendments to lease agreements. Establish clear, enforceable procedures to guide how revenue generating efforts are managed and ensure the timely and complete collection of rent and related revenues from District-owned assets.
- **Strategic Asset Management**  
Ensure the policy supports long-term stewardship of AC Transit's assets and aligns with broader agency goals, mission and values related to financial sustainability, service delivery, increasing transit ridership, reducing greenhouse gas emissions, equitable access, and responsible use of public property.
- **Periodic Review**  
Establish a process for regular review and updates to the policy to reflect evolving best practices, market conditions, and agency needs.

Specifically, the Board recommends that the policy:

- Establish standardized lease administration and billing procedures for all District-owned properties;
- Assign clear staff responsibility and internal controls for invoicing, collections, monitoring delinquencies, and pursuing remedies;
- Periodically conduct market assessments and develop a process for evaluating pricing and charging market rates;
- Require periodic reconciliation of lease and other revenues and regular reporting to executive management; and
- Provide the Board with an annual summary of District-owned properties, lease status, rent collections, and any outstanding balances as well as an annual summary of all other non-fare revenue collection activities and revenues.

## Purpose:

Developing a clear policy framework will help AC Transit maximize the value of its assets while maintaining strong public accountability. It will also provide guidance for staff when evaluating opportunities for non-fare revenue generation.

## What will be accomplished/desired outcome:

See above



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