

General Manager's Report

Moving Ahead in 2022 – On February 24, 2022, New Bus Operator (NBO) class 117 certified seven new Professional Bus Operators ready for service to Emeryville Division (D2). Celebrating alongside (see picture below) is twenty-five more NBOs in two additional, concurrent class sessions. Included in the ceremony is Amalgamated Transit Union (ATU) International's Director of Apprenticeships and Workforce Development, Mr. Jamaine "G" Gibson, who joined along with new Mentor Coordinator Minnette Frost and Chief Operating Officer Salvador Llamas and staff.



NBO training is non-stop; three classes are always in session, at different stages, from beginning to certification. As restoring service is a top priority, Operations developed a plan to increase training capacity for up to 250 NBOs by February 2023. Additional trainers will on-board prior to the end of this fiscal year making an increase in training a more manageable process. Moreover, continuing to strengthen the Operator Mentor program with the support from ATU International ensures a progressive trend in retention, keeping the newly certified Professional Bus Operators in service.

Pictured (far left) is Assistant Training and Education Manager Marvin DeLeon, and Training and Education Manager Michael Flocchini with COO Salvador Llamas (far right) along with new Mentor Coordinator Minnette Frost (center) and Jamaine Gibson from ATU International (to her right).



General Manager's Report

Operator Hiring – The Pre-Employment chart shows a breakdown for current applicants who have received a conditional offer, are completing fingerprinting (DOJ), Drug & Alcohol/Medical, pending Sleep/Medical clearance, working to obtain a permit with passenger air brake endorsements, and other pre-employment factors. There are 63 applicants pending pre-employment to be placed in future New Bus Operator classes for 2022.

Pending Pre-Employment Activity						
Conditional Offer	DOJ	D&A/ Medical	Sleep/Med.	Permit	Other	Total
16	2	3	10	27	5	63

The Operator Attrition Rate chart shows the number of promotions, retirements, terminations and new Operator graduates for 2021. The average attrition rate for 2021 increased from 4 to 5 per month from the previous year. 2022 forecasting models will be using an attrition rate of 6 based on the historical data and risk factors, such as the vaccine mandate.

2021 Attrition	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Promotion	7	0	0	0	0	0	0	1	0	0	1	2	11
Retirements	7	3	0	1	3	4	2	2	3	1	0	2	28
Terminations	1	2	0	2	2	3	3	2	0	1	3	2	21
Total Attrition	15	5	0	3	5	7	5	5	3	2	4	6	60
NBO Graduates						16	5	14	0	16	4	5	60

COVID-19 UPDATE
March 2022

TRANSPORTATION

- Each Division continues to issue PPE on a daily basis
- Daily masking requirements reminder through the Transit Control Head (TCH)
- Weekly conference calls related to the health and safety of each Division continue
- Road Supervisors carry PPEs for bus mask refilling and operator needs
- Maintaining social distancing and masking continue at all facilities
- Temperature Takers continue COVID screening upon entry to facilities

MAINTENANCE

- COVID barrier evaluation and modifications to the latching mechanism are complete. The Safety Committee will inspect and review for final approval.

General Manager's Report



General Manager's Report

DISTRICT WIDE PPE SUPPLIES

PPE Item	PPE SoH Available
N95 Masks (Each)	10 - Months
KN95 Mask	6.7 - Months
Surgical Mask	1.2 - Months
Reusable Masks	0.4 - Months
Nitrile Gloves	3.6 - Months
Hand Sanitizer (L)	11.7 - Months
Disinfectant Cleaner	2.3 - Months
Clorox Wipes (1 Canister)	5.2 - Months
Vital Oxide Cleaner (55gl Drum)	2.5 - Months
Hand Sanitizer Dispensers for Coaches	11 - Months

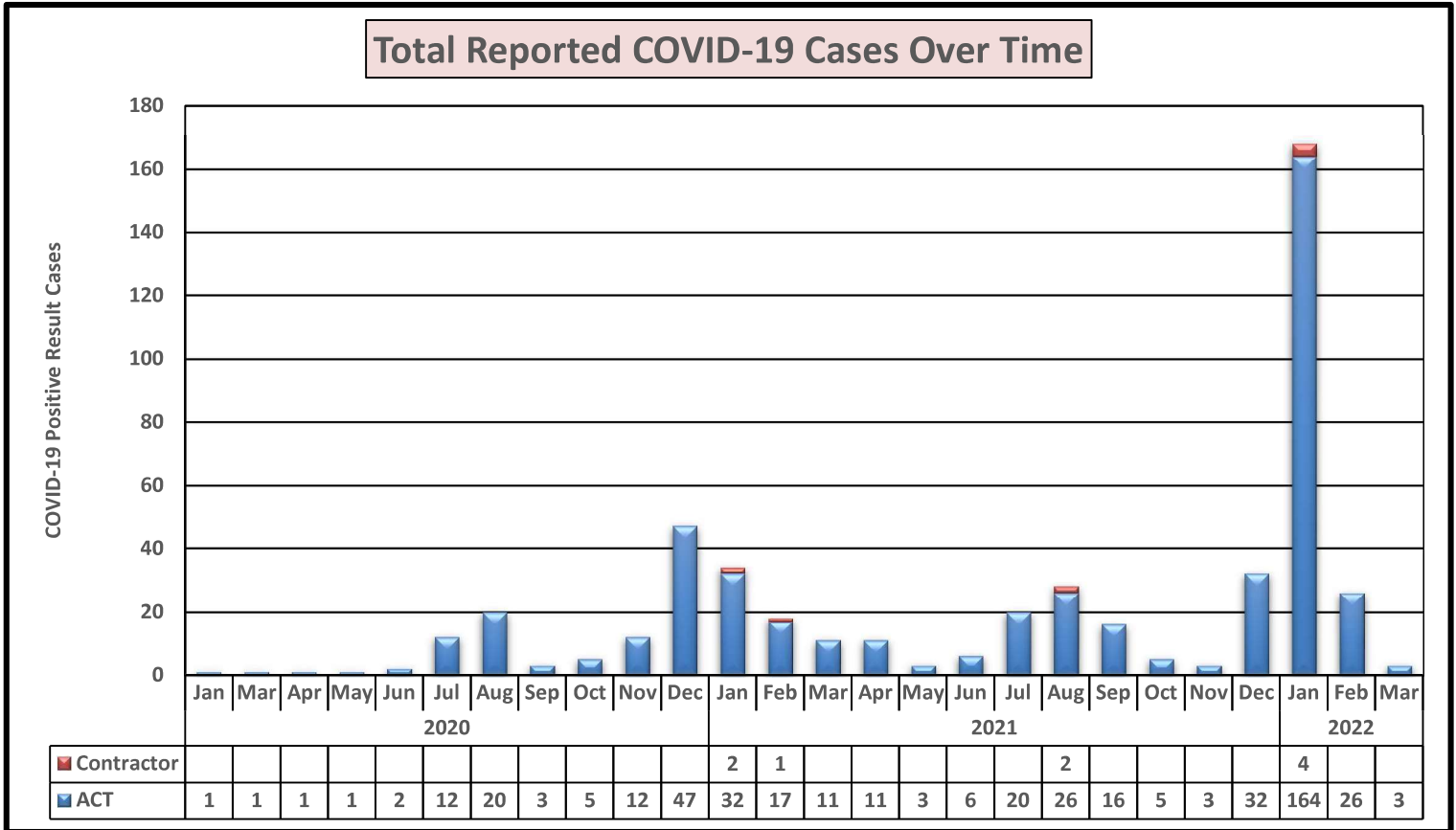
General Manager's Report

COVID CASES COUNTS

- 480 District Employees, 9 Contract Employees as of March 1, 2022

Row Labels	Admin	Cust. Svc.	Maintenance	OCC	Print Shop	Transportation	Grand Total
2020	8		20	3		74	105
Jan						1	1
Mar						1	1
Apr						1	1
May						1	1
Jun			1			1	2
Jul			3			9	12
Aug			2			18	20
Sep						3	3
Oct	1					4	5
Nov			2	2		8	12
Dec	7		12	1		27	47
2021	15	1	41	1	1	128	187
Jan	2		6	1		25	34
Feb	1		4			13	18
Mar	1		1			9	11
Apr			2			9	11
May						3	3
Jun						6	6
Jul			6			14	20
Aug	7	1	4			16	28
Sep	1		8		1	6	16
Oct	1		1			3	5
Nov						3	3
Dec	2		9			21	32
2022	16		51			130	197
Jan	13		45			110	168
Feb	2		6			18	26
Mar	1					2	3
Grand Total	39	1	112	4	1	332	489

General Manager's Report



POSITIVE CASE VACCINATION RATES

Total Positive Cases Since 7/8/21: 295

- Unvaccinated: 32.54%
- Breakthrough Vaccinated: 67.46%

Total Hospitalizations: 5

Total Hospitalizations resulting in fatal illness: 3

- Unvaccinated: 100%
- Breakthrough Vaccinated: 0%

General Manager's Report

VACCINE CLINICS

- Division 2 1/25/22 8 Vaccines, 1 Booster
- Division 4 1/25/22 8 Vaccines, 10 Booster
- Division 6 1/25/22 6 Vaccines, 9 Booster
- CMF 1/25/22 5 Vaccines, 10 Booster
- D3 2/2/22 0 Vaccines, 0 Booster

Percent of employees complying with the vaccine mandate is increasing on a daily basis. An update on actual percentages will be provided to the board at a later date.

Automation of COBRA Enrollment in PeopleSoft - The Consolidated Omnibus Budget Reconciliation ACT of 1985 (COBRA) requires AC Transit to offer their employees the opportunity to continue health benefits under the group coverage if they have been terminated, laid off, have a reduction in hours, on a leave of absence, or had a change in family statuses such as divorce, death, or an overage dependent's coverage ends. In addition, the District is required to provide all new hires an initial COBRA notice once they are enrolled in benefits. All these required notices range from 500 to 700 letters annually. Failure to provide these notices promptly can result in federal fines.

This was a manual process where staff reported COBRA enrollments via a Microsoft Excel spreadsheet. Automating the COBRA process in PeopleSoft allows HR to enroll the employees/former employees who elect COBRA in the system and efficiently send all notices, significantly speeding up the process. Innovation and Technology and Human Resources departments collaborated on this initiative and started the project in July of 2021 and went live on February 24, 2022.

State Policymaker Briefings -In February, the *Department of Legislative Affairs & Community Relations* coordinated a series of meetings with state policymakers to request additional funding from the state's multibillion dollar budget surplus. The meetings were conducted in collaboration with Board President Ortiz and Chair of External Affairs, Director Peeples. During the meetings, District representatives requested financial support for ongoing operations and our key capital projects. This includes echoing the call from Bay Area operators and MTC that \$10 billion of the state surplus be allocated to transportation, \$5 billion of which should be specifically for public transit statewide. District representatives also stressed the need for additional dollars to stave off a looming fiscal cliff, fund our \$1.1 billion transition to zero emissions, support realization of the \$18 million Zero Emission Bus University (ZEB-U) concept, and finance \$1.2 billion in facilities upgrades and transit corridor investments.

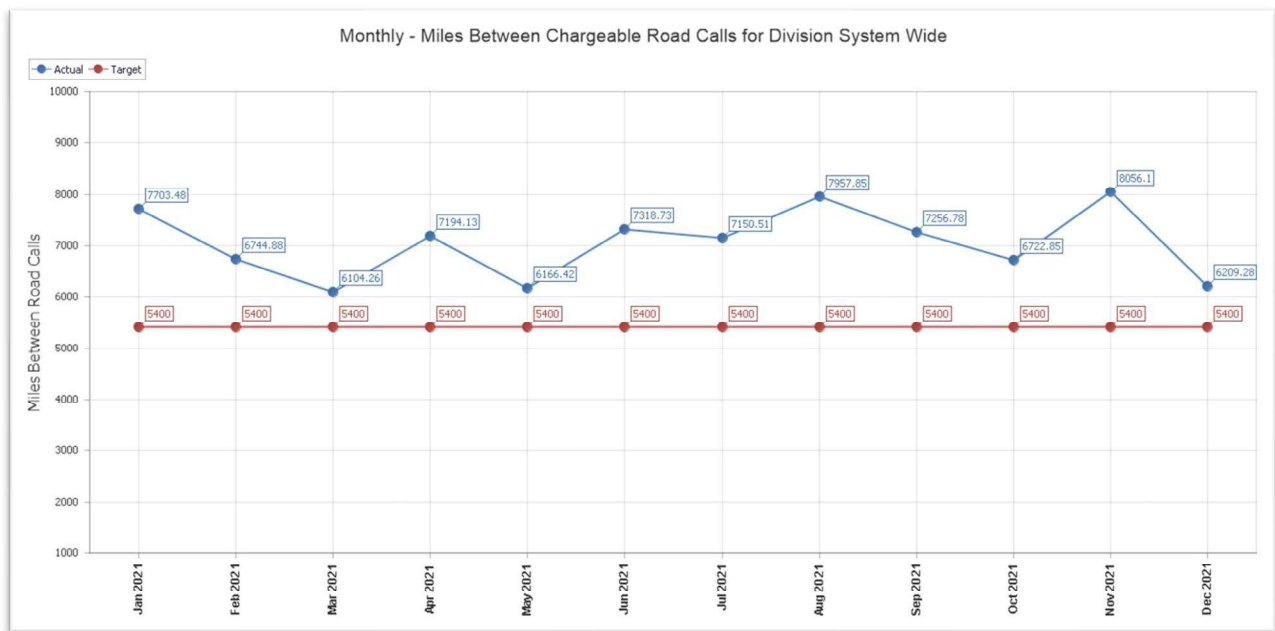
Meet and Greet with Congressman Garamendi - Congressman John Garamendi held a meet and greet at the Richmond Ferry Terminal to speak with West Contra Costa County stakeholders on their priorities. The 2021 congressional redistricting process redrew his district boundaries to include West Contra Costa once again, and he therefore took this opportunity to get reacquainted with the issues affecting the area. External Affairs Representative, Ryan Lau, had the opportunity to discuss issues that affect AC Transit. Fortunately, the Congressman was very familiar with the infrastructure funding in the Infrastructure Investment and Jobs Act allocated to public transit and understood that one of the more immediate challenges besetting public transit was operating dollars.



General Manager's Report

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 year, miles between chargeable road calls were above the established goal 12-months with an average performance of 7,048 MBCRC for the 12-month period.

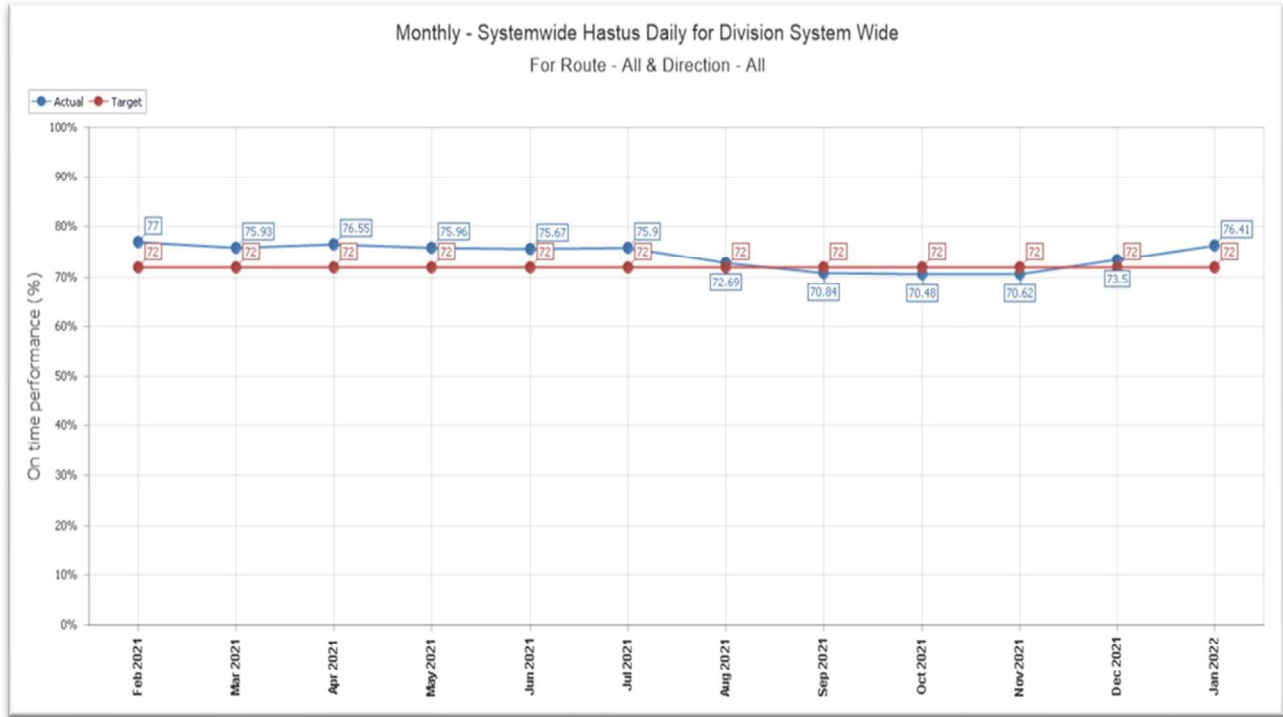
During calendar year 2021 the District faced many challenges impacting operations; however, the maintenance team was able to sustain performance of the bus fleet well above the established KPI. It takes incredible collaboration to achieve this level of performance, efforts from the Road Call Reduction Task Force, maintenance division teamwork, communication with transportation, following preventative maintenance procedures, providing workforce training, conducting quality assurance inspections, and many more support network activities allowed us to have a successful year. These are commendable results that speak volumes of the professionalism, dedication, and attention to detail of the Maintenance team and the support network at the District. Congratulations to all employees involved for doing an extraordinary job!



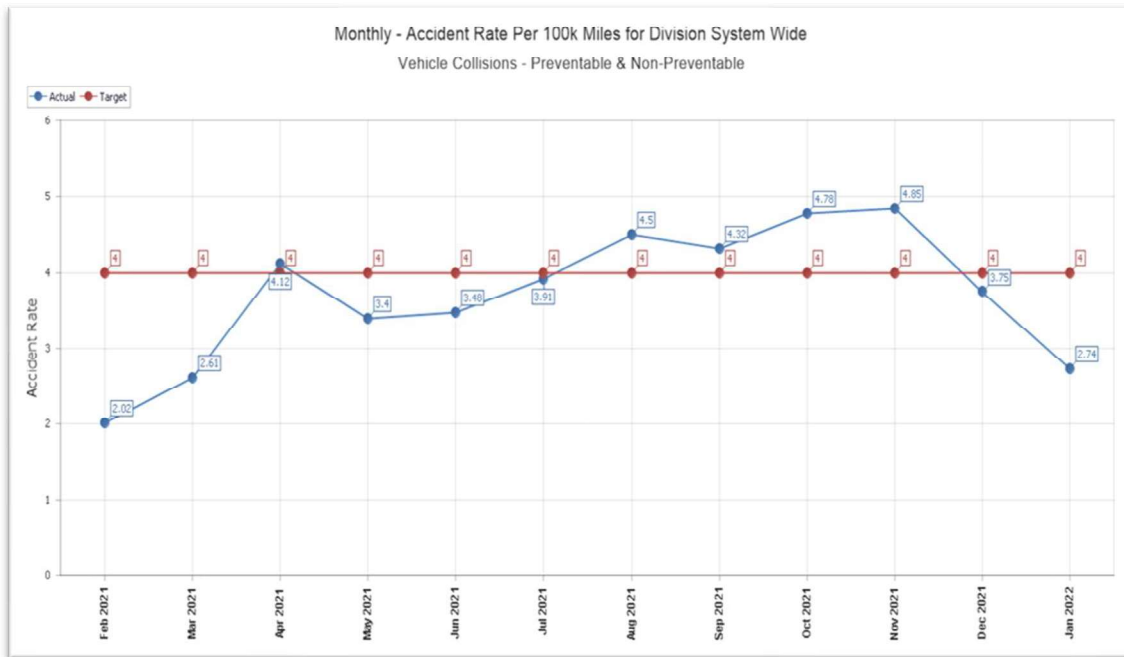
On-Time Performance – District's On-Time Performance improved from 73.5 to 76.41 percent in the month of January which was above the District's goal of 72 percent.

District staff continue to deploy line management strategies within the Divisions and Operations Control Center (OCC). Each controller is responsible for reviewing and monitoring performance of routes at a specified Division. This has allowed the staff to identify issues and mitigate them where possible. Line management teams focus on low performing routes to improve the overall District on-time performance. Prior to development of each sign-up, the Planning and Scheduling Department analyzes the lowest performing lines to determine which lines may need schedule adjustments that will help improve on-time performance. Then collaborates with other departments to align available resources and maximize efficient use of resources to improve service quality.

General Manager's Report



Accident Rates— The District has experienced improved performance in accident and passenger fall rates per 100,000 miles. The overall accident rate per 100,000 miles improved from 3.75 in December 2021 to 2.74 in January 2022, which was below the District's target of 4.00.





Executive Reporting
As of January 31, 2022

Contents

1. Budget Summary – Overview
 3. Budget Summary – Chart
 4. Positions Summary
 5. Farebox Revenue and Ridership
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Budget Summary

Overview

Overall

Results in the seventh month of FY 2021-22 show total District Operating Expenses coming in under the average monthly budget and annual projection for Labor and Non-Labor expenses.

Labor Expenses

Total Labor is under budget in January (\$29.7 million actuals vs. \$30.9 million budget) due to vacancies and operator attrition. Human Resources and the Training and Education Center are actively working to hire operators and fill critical positions.

- Operator Regular Time is under budget in January and year-to-date due to the addition of \$5.3 million budget included in the September 2021 ARP spending amendment (\$10M total labor budget added) for service level increases to 90%. Based on current operator hiring trajectory, staff expects that service will only increase to 85% this fiscal year.
- Operator Premium Time (Overtime) is over the average monthly budget (117%) due to increased use of Overtime to cover during the holidays, however the projected annual budget used is tracking just under budget.
- Salaried Regular Time is under the average monthly budget (86%) but only slightly above the annual projection (102%).
- Health Plans are over the average monthly budget (116%) due to pay period timing, however the projected annual budget used is tracking within budget.

Non-Labor Expenses

Total Non-Labor is below budget for January (\$10.9 million actuals vs. \$11.8 million budget) namely due to timing of payments for Purchased Transportation and the quarterly lease payment for Salesforce Tower Center.

- Professional and Technical Services continue to be under the average monthly budget and annual projection (33% and 47% respectively), attributed to spending tending to be higher toward the end of the fiscal year.
- Other Services is significantly under budget (48%) primarily due to lower than anticipated expenses for Temporary Help.
- Fuel & Lubricants is slightly over the average monthly budget (105%) due to a price increase in Hydrogen fuel, however the annual projection is within budget.
- Misc. Materials is under the monthly budget (27%) and the annual projection (14%) due to lower Safety and Medical Supplies purchases.
- Liability is well under the monthly average budget (40%) due to the timing of accounting entries.
- Purchased Transportation is tracking over budget (182%) for the average monthly budget as a “catch up” in billings from the prior month, and within budget for the annual projection.
- Miscellaneous is over the average monthly budget (143%) due to the third quarter payment of Salesforce Transit Center, however tracking under budget for the annual projection.

Budget Summary (Budget vs Actuals as of January End, 2022)

Parent Account & Name	Single Month - January FY2022			
	Single Month Budget	Single Month Actuals	Single Month Budget Used %	Single Month Budget Used %
Wages				
Operators Regular Time	6,024,118	4,771,401	79%	79%
Operators Premium Time	1,183,079	1,379,322	117%	117%
Maintenance Regular Time	2,324,798	1,956,435	84%	84%
Maintenance Overtime	133,082	109,043	82%	82%
Salaried Regular Time	3,474,369	2,996,892	86%	86%
Salaried Overtime	120,493	58,295	48%	48%
Misc Wages & Fringe	7,430,186	7,536,048	101%	101%
Health Plans	5,042,117	5,838,677	116%	116%
Pension	5,173,587	5,013,411	97%	97%
Labor Total	30,905,830	29,659,525	96%	96%
Key Services				
Professional and Tech Svcs	593,430	195,762	33%	33%
Security Services	1,123,093	871,948	78%	78%
Other Services	1,984,388	960,186	48%	48%
Vehicle Parts	850,352	768,133	90%	90%
Fuel & Lubricants	1,219,692	1,277,697	105%	105%
Other Maintenance	154,712	115,260	74%	74%
Office Supplies	139,278	35,585	26%	26%
Misc Materials	290,499	78,717	27%	27%
Utilities	363,821	340,157	93%	93%
Liability	1,808,917	724,190	40%	40%
Taxes	159,788	124,374	78%	78%
Purchased Transportation	2,310,883	4,204,222	182%	182%
Miscellaneous	813,286	1,166,454	143%	143%
Non-Labor Total	11,812,139	10,862,683	92%	92%
Grand Total	42,717,969	40,522,208	95%	95%

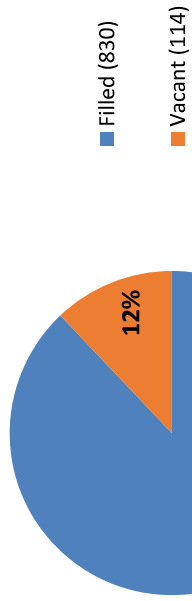
Parent Account & Name	FYTD (58% of year completed)					
	Annual Budget	Actuals FYTD	Annual Budget Remaining	Budget Used % FYTD	Historical Avg % Used FYTD	Projected Annual Budget Used %
Operators Regular Time	72,289,415	35,433,463	36,855,952	49%	58%	85%
Operators Premium Time	14,196,947	8,685,127	5,511,820	61%	62%	99%
Maintenance Regular Time	27,897,579	14,948,742	12,948,837	54%	57%	94%
Maintenance Overtime	1,596,982	796,491	800,491	50%	59%	85%
Salaried Regular Time	41,692,432	24,369,374	17,323,058	58%	57%	102%
Salaried Overtime	1,445,920	600,673	845,247	42%	62%	67%
Misc Wages & Fringe	89,162,229	46,356,987	42,805,242	52%	55%	95%
Health Plans	60,505,406	31,665,588	28,839,818	52%	56%	93%
Pension	62,083,044	35,090,578	26,992,466	57%	59%	95%
Labor Total	370,869,955	197,947,023	172,922,932	53%	57%	93%
Key Services						
Professional and Tech Svcs	7,121,164	1,497,985	5,623,178	21%	45%	47%
Security Services	13,477,121	7,376,679	6,100,442	55%	57%	96%
Other Services	23,812,657	6,227,537	17,585,120	26%	52%	50%
Vehicle Parts	10,204,230	6,224,149	3,980,081	61%	61%	100%
Fuel & Lubricants	14,636,304	8,557,216	6,079,088	58%	63%	93%
Other Maintenance	1,856,540	885,577	970,963	48%	53%	90%
Office Supplies	1,671,338	291,153	1,380,184	17%	49%	36%
Misc Materials	3,485,988	233,940	3,252,047	7%	47%	14%
Utilities	4,365,850	2,339,112	2,026,738	54%	54%	98%
Liability	21,707,000	11,363,243	10,343,757	52%	96%	54%
Taxes	1,917,455	1,142,069	775,386	60%	56%	107%
Purchased Transportation	27,730,590	15,949,623	11,780,967	58%	59%	98%
Miscellaneous	9,759,433	5,160,205	4,599,228	53%	64%	82%
Non-Labor Total	141,745,669	67,248,489	74,497,180	47%	61%	77%
Grand Total	512,615,624	265,195,512	247,420,112	52%	58%	89%

2% - 9% over expected

10% or more over expected

Positions Summary - As Of 01/31/2022

Non-Operators*
(944 Authorized)

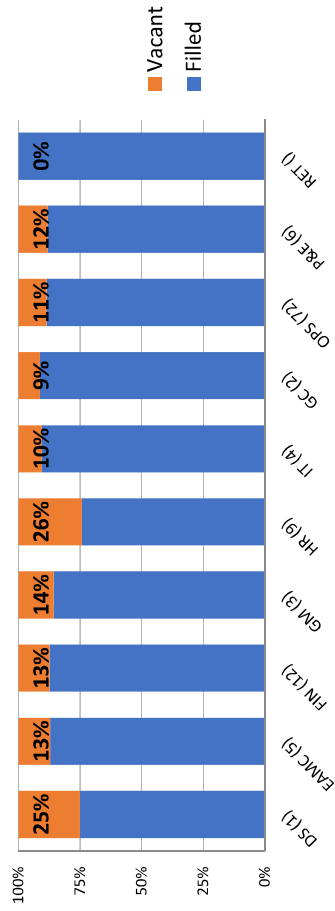


Operators
(1279 Authorized)

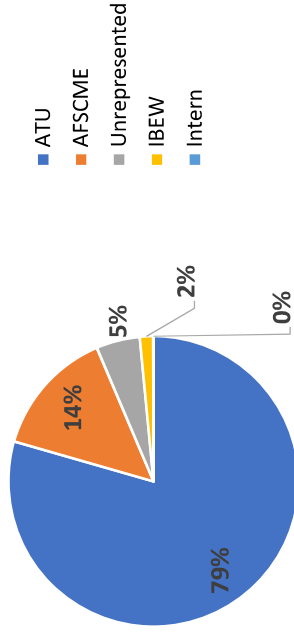


*In Addition:
Long-Term Leave (118)
Trainees/NBO (19)*

Non-Operator Vacancies by Department



Employee Affiliation

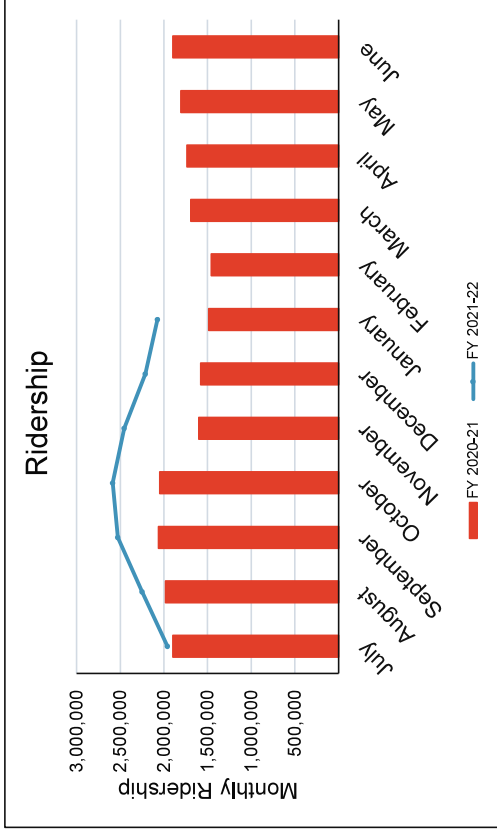
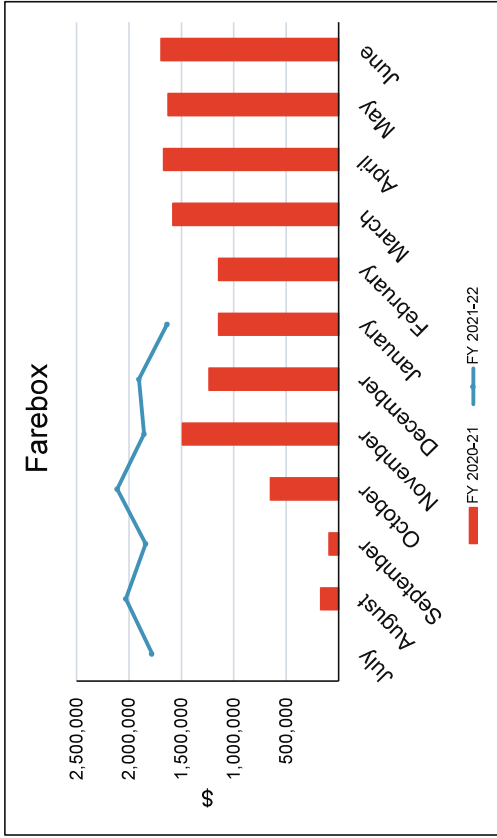


Department	Authorized Positions			Total	Vacant - Prior Month
	Filled	Vacant	Total		
Operations - Bus Operators	1163	116	1279	110	
Operations - Non-Operators	557	72	629	71	
District Secretary	3	1	4	0	
Finance	84	12	96	14	
General Counsel	21	2	23	2	
General Manager	18	3	21	3	
Human Resources	26	9	35	8	
Innovation and Technology	38	4	42	3	
EAMC	34	5	39	5	
Planning & Engineering	45	6	51	8	
Retirement	4	0	4	0	
Total	1993	230	2223	224	

Position Type	Authorized Positions			Total	Vacant - Prior Month
	Filled	Vacant	Total		
Bus Operator	1163	116	1279	110	
Maintenance	405	52	457	50	
Salaried	368	55	423	52	
Clerical	57	7	64	12	
Total	1993	230	2223	224	

** Non-Bus Operators include all permanent employees except for operators
Position data as of: 1/31/2022*

Farebox Revenue and Ridership FY 2021-22 vs. FY 2020-21



Farebox Revenue	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD	FY Projection
FY 2021-22	1,781,080	2,031,266	1,839,190	2,113,734	1,856,173	1,903,225	1,636,908	1,145,931	1,582,095	1,670,788	1,625,765	1,692,700	13,161,575	22,562,701
FY 2020-21	17,718	171,175	92,141	648,821	1,488,240	1,235,347	1,144,254	1,145,931	1,582,095	1,670,788	1,625,765	1,692,700	4,797,695	12,514,974
Y-Y %	9952.7%	1086.7%	1896.1%	225.8%	24.7%	54.1%	43.1%						174.3%	80.3%

NTD Ridership	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD	FY Projection
FY 2021-22	1,959,429	2,248,138	2,527,040	2,586,087	2,454,910	2,213,910	2,073,209	1,459,316	1,691,534	1,736,424	1,804,277	1,898,801	16,062,733	27,536,114
FY 2020-21	1,898,801	1,983,119	2,061,177	2,049,363	1,600,234	1,578,052	1,487,300	1,459,316	1,691,534	1,736,424	1,804,277	1,898,801	12,658,046	21,248,398
Y-Y %	3.2%	13.4%	22.6%	26.2%	53.4%	40.3%	39.4%						26.9%	29.6%

- 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.