

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 2/22/2023

Staff Report No. 23-157

TO: AC Transit Board of Directors

FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary

SUBJECT: Amendments to the Preamble to the Board Policy & Administrative Regulation Manual

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider approving amendments to the Preamble to the Board Policy & Administrative Regulation Manual, including the retitling of the document to Board Policy 100 - Introduction to the Board Policy & Administrative Regulation Manual and Periodic Review Schedule.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

The action before the Board is administrative in nature; therefore, there is no strategic importance associated with this report.

BUDGETARY/FISCAL IMPACT:

There is no budgetary/fiscal impact associated with this report.

BACKGROUND/RATIONALE:

The Preamble document was adopted by the Board of Directors in 2016 as part of the effort to reorganize the District's Board Policies and Administrative Regulations. Work is currently underway to develop an Administrative Regulation on staff's process to create, amend, suspend and repeal Board Policies and Administrative Regulations. Since some of the content in the Preamble overlaps with the Administrative Regulation, staff is recommending that the Preamble be amended, its title changed, and that a number be assigned to it to provide a more visible and cohesive introduction to the District's Board Policies and Administrative Regulations. As such, minor edits were made to the Purpose, Policy, and Authority sections.

ADVANTAGES/DISADVANTAGES:

The proposed changes to the Preamble document will provide a more visible and cohesive introduction to the District's Board Policies and Administrative Regulations. There are no disadvantages to approving staff's recommendation.

ALTERNATIVES ANALYSIS:

Staff considered leaving the Preamble as-is; however, doing so would not achieve the desired outcome to make the document more visible.

PRIOR RELEVANT BOARD ACTION/POLICIES:

The Preamble was adopted in 2016 and last amended in 2019.

ATTACHMENTS:

1. Preamble Document/Board Policy 100 (Redlined)

Prepared by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Jill A. Sprague, General Counsel/Chief Legal Officer