

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 12/10/2025

Staff Report No. 25-404a

TO: AC Transit Board of Directors
FROM: Salvador Llamas, General Manager/Chief Executive Officer
SUBJECT: Board Policy 314 - Capital Plan and Projects Policy

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider approving minor amendments to Board Policy 314 - Capital Plan and Projects Policy. [Continued from the October 22, 2025 Board of Directors Meeting]

Staff Contact:
Chris Andrichak, Chief Financial Officer

STRATEGIC IMPORTANCE:

Goal - Financial Stability and Resiliency
Initiative - Financial Efficiency and Revenue Maximization

Clear and concise financial policies helps District staff maximize the use of revenues.

BUDGETARY/FISCAL IMPACT:

There are no direct fiscal impacts from the amendments to this Policy.

BACKGROUND/RATIONALE:

Board Policy 314 establishes the process for submission and approval of capital projects and a Capital Improvement Plan (CIP) to the General Manager and then to the Board. This Policy was originally adopted in 1992 and is reviewed every two years to ensure continued alignment with other Board policies and District procedures.

At the October 22, 2025, Board meeting, staff recommended several minor amendments to this Policy to ensure consistency with other Board policies, to clarify and streamline authorities, and update terms and definitions to align with current practice. These amendments included an updated capital project definition, updated capital project committee composition to remove titles and add a chair position, and updates to the authority sections to remove duplication and conflict with other policies and streamline authorities.

Based on Board feedback and direction, staff has further amended the General Manager Authorities to add additional project level restrictions to budget changes as result of transfers. This provides additional controls on project level budgets and ensures visibility on large transfers between projects.

ADVANTAGES/DISADVANTAGES:

The advantage of approving these amendments is to ensure the Policy reflects current information and practice and aligns with other related Board policies. No disadvantage has been identified.

ALTERNATIVES ANALYSIS:

The Board may choose not to amend the policy. This is not recommended for the reasons outlined above.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None

ATTACHMENTS:

1. Board Policy 314 Capital Plan and Projects Policy with amendments - red lined
2. Board Policy 314 Capital Plan and Projects Policy with amendments - clean

Prepared by:

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Approved/Reviewed by:

Chris Andrichak, Chief Financial Officer

Ramakrishna Pochiraju, Executive Director of Planning & Engineering

William Tonis, Director of Business Sciences

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