



# 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>	Diane Shaw	<b>Meeting Date the AP Request will be presented:</b>	10-23-24
<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 type="checkbox"/> Action <input checked="" 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		
<b>Ahsan Baig</b>			

## Item Description: (Please be thorough. Attach additional information if needed.)

This briefing will update the board on how our new bus shelter advertising program is going. What the revenue stream has been compared to plan and how successful we feel it has been. Also want to see how things are going with the maintenance of our bus shelters and the MOU’s with all of the cities in the JPA. How many calls for maintenance and what the response has been.

## Purpose:

To provide an update to the board on the progress of both the Bus Shelter Maintenance Program and the Bus Shelter Advertising Program.

## What will be accomplished/desired outcome:

The board will get an update on both the advertising and maintenance contracts for our bus shelters.

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### For Office Use Only

#### *Information on requested additions by Board Members:*

Click or tap here to enter text.

**Concurrence By:**     Beckles    Walsh    Syed    Mccalley    Shaw    Young    Peeples

**Tracking Number (if applicable):**    Click or tap here to enter text.