



# 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> Jean Walsh	<b>Meeting Date the AP Request will be presented:</b>	Sept 2025
<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.)

Board Policy 324, Revenues and Grants, governs how the district handles revenues and grants. Given that important policy changes have recently been made to the terms and conditions of federal grants to support the administration’s priorities, it is essential that the District keep a close eye on the requirements and restrictions attached to federal grant funding. In addition, considering the District’s severe budget deficit, we must be extremely careful to ensure all staff and financial resources are devoted to the District’s top priorities. Finally, considering the importance of building and maintaining trust with the communities we serve, we must stay abreast of community sentiment and avoid aligning with policies and programs that have the potential to harm public safety and erode trust. BP 324 should be updated to accomplish these goals.

## Purpose:

Board Policy 324 will be amended to require that staff reports seeking board approval for grants include the scope of work and any non-standard terms and conditions for the grant. In addition, staff will update the policy to ensure that the internal review process accomplishes the goals outlined in this request.

## What will be accomplished/desired outcome:

The Board and staff will have the information needed to be able to ensure the District pursues grants that are consistent with the District's priorities and values.

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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    Peoples

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