

Agenda Planning Pending List

Efforts will be made to agendize reports on topics outlined in the Agenda Planning Pending List on the expected agenda date; however, dates are generally contingent on adequate preparation time and the availability of information necessary to prepare a Staff Report and may change. In addition, items will be placed under the most suitable subject matter heading on the Board agenda based on the content of the Staff Report, subject to approval of the final agenda by the Board President.

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report about the next steps toward a cashless payment system, including whether the savings from going to a cashless system would offset the costs of free fares for low-income riders.	2/23/2022	Finance	Beckles - 2/24/2021
Progress update on achieving the Clipper usage goal of 75%. (Board discussion from September 8 th about fare products and the goal is to increase the use of Clipper as a payment method from 52% to 75%.) [Contactless payment penetration rate]	3/23/2022	Finance/EAMC	Walsh - 9/22/2021
Detailed financial update on how the expenses have increased over the last 7 to 10 years in relation to the number of actual service hours. The report should include the true cost of service and could be presented in a future Board Retreat.	3/30/2022	Finance	Shaw - 1/12/2022
Report on the feasibility and impacts of implementing free local transfers within AC Transit	TBD	Finance	Walsh - 10/13/2021
Amend the Travel Policy to ban travel to states with anti-choice laws.	TBD	District Secretary	Williams - 9/8/2021
Buying carbon "offsets" for AC Transit's air travel [Pending further research].	TBD	District Secretary	Peeples - 9/25/19
Report (in relation to SR 20-134a Free Fares) with a plan to address the unhoused residents on busses if a fare-free system is implemented and the cost of that scenario.	TBD	Finance	Beckles - 4/28/2021
2/3/2022 14:35			

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Operations

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Consider receiving a report on bus only lane and bus stop violation enforcement. (Continued from 11/10/2021)	2/23/2022	Operations	Walsh - 8/11/2021
Update on operator hiring efforts, including the number of applications, interviews, and hires to understand when and why applicants do not complete the hiring process.	3/9/2022	Human Resources	Walsh - 1/26/2022
Update on the status of restroom availability and collaborations with other entities.	4/13/2022	Operations	Beckles - 1/12/2022
Report on the current state of AC Transit's healthcare and direct the General Manager to consider forming a working group to study the District's healthcare options.	TBD	Human Resources	Young - 6/9/2021
Report on non-police response programs such as the City of Oakland's MACRO Program and those being offered in other cities in AC Transit's Service area, including an overview of each program and their implications throughout the District.	TBD	Operations	Williams - 7/14/2021
Report on the suggestion offered by David Vartanoff to publish information on the website about missed trips by division.	TBD	Information Technology	Peeples - 2/12/20
Report on how staff across the District is engaged to provide feedback and suggestions and how responses are facilitated. The report should include any mechanisms to facilitate and improve internal communication related to feedback, comments, and suggestions.	TBD	Human Resources	Walsh - 1/12/2022

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Planning

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on actual service levels during the past 18 months.	2/23/2022	Planning	Shaw - 9/8/2021
Report on the possibility to provide direct lines to large employment entities to serve the essential and on-site workers as a result of the in-person return-to-office trend.	3/9/2022	Planning	Peebles - 9/8/2021
Development of a Project Labor Agreement framework for AC Transit's construction projects in Alameda and Contra Costa counties.	5/11/2022	Planning/External Affairs	Ortiz - 1/12/2022 Beckles - 5/26/2021
Invite PG&E and some of the Hydrogen providers to the next Board Retreat to discuss how they plan to address transit's needs for energy in the future as well as a review of our study to see how they will address the District's future needs.	TBD	District Secretary/General Manager	Young
Explore the use of fare inspectors with hand held readers for Clipper cards in order to load passengers through the back door of buses at Berkeley BART and 14th Street and Broadway during peak hours.	TBD	Planning	Peebles - 11/11/15

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External
Affairs

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Status report on the efforts to streamline the administration of the Easy Pass Program, including information on any new clients.	3/23/2022	External Affairs Marketing & Communications	Walsh - 9/22/2021
Review of the Board President and Vice President's selection process.	3/30/2022	District Secretary	Beckles - 1/12/2022
Report on ways to alleviate the number of agenda planning requests and amount of work requested of staff.	3/30/2022	District Secretary	Young - 9/22/2021
Report on working conditions at New Flyer's Anniston plant.	TBD	General Counsel	Peeples - 10/14/2020
Report outlining a strategy to engage with local cities to plan a collaborative campaign to place a revenue generating tax measure on the ballot.	TBD	External Affairs Marketing & Communications	Beckles - 12/8/2021
Report on creating a policy that sets criteria that need to be considered when taking a stand on a social issue.	TBD	External Affairs Marketing & Communications	Young - 10/13/2021
Overview of BART's Wayfinding Project and how it will help AC Transit riders.	TBD	TBD	Shaw - 9/8/2021
Extend an invitation to John McPartland to provide a NIMs course ICS 402 to the Board and other local elected officials. [Staff is attempting to schedule course with Mr. McPartland; date is pending]	TBD	Safety	Peeples - 12/9/15
Status report on the Oral History Project. [Request from Director Peeples to retain on long-term pending. Staff to continue efforts to locate funds, hire personnel utilizing grant funds, and contact local museums to determine if there is interest in taking on the project].	TBD	TBD	Peeples
A discussion regarding legislative modifications to the Brown Act. (Board meeting or retreat)	TBD	TBD	Peeples - 12/8/2021

Agenda Planning Pending List

**Routine
Reports**

Item Description	Department	Expected Agenda Date
Annual Classification Specification Modifications in Prior Year (Feb)	Human Resources	2/23/2022
Legislative Report [Updates on state, federal, regional and local legislation]	External Affairs	2/23/2022
Report on Investments	Finance	2/23/2022
Budget Update (Feb/April/June/Aug/Oct/Dec)	Finance	2/23/2022
FinCorp Financial Statements (Feb/May/Dec)	Finance	2/23/2022
Customer Service Metrics (Feb/May/Aug/Nov)	External Affairs	2/23/2022
Board/Officer Travel & Meeting Expense Report (Feb/May/Aug/Nov)	District Secretary	2/23/2022
Surplus & Obsolete Materials Report (Feb/May/Aug/Nov)	Finance	2/23/2022
Employee & Non-Employee Out-of-State Travel Report (Feb/May/Aug/Nov)	Finance	2/23/2022
Litigation Report (Feb/May/Aug/Nov)	General Counsel	2/23/2022
AAC Minutes	Planning	3/9/2022
Retirement Board Minutes	Retirement	3/9/2022
Bi-annual Update on Strategic Plan Progress (Mar/Sept)	Planning	3/23/2022
Semi-Annual Update on the Clipper2 (April/Oct)	Information Technology	4/13/2022
Retirement Board Update (Apr/Nov)	Retirement	4/27/2022
Quarterly Operations Performance Report, including Sheriff's Contract Metrics (Feb/May/Aug/Nov)	Operations	5/11/2022
Quarterly Update on District Involvement in External Planning Processes (Feb/May/Aug/Nov)	Planning	5/11/2022
Status of Active Contracts and Spending Amounts Over \$250,000 Report (Feb/May/Aug/Nov)	Finance	5/25/2022
Semi-Annual DBE/FTA Report (May/Nov)	Contracts Compliance	5/25/2022
Semi-Annual Zero Emmission Transit Bus Technology Analysis (June/Dec)	Operations	6/22/2022

Item Description	Department	Expected Agenda Date
Audit Engagement Letter (June)	Finance	7/13/2022
Notice of Scheduled Adoption of the Appropriations Limit (June)	Finance	7/13/2022
Adoption of Appropriations Limit (July)	Finance	7/27/2022
Annual Adoption of State/Federal Advocacy Programs (Jan)	External Affairs	10/26/2022
Annual Ridership Report (Oct)	Planning	10/26/2022
Fincorp Year-End Audited Financial Statements (Dec)	Finance	11/9/2022
Budget Calendar (Nov)	Finance	11/9/2022
Year-End Audited Financial Statements (Nov)	Finance	11/9/2022
Report from the Parcel Tax Fiscal Oversight Committee (Dec)	Finance	12/14/2022
Mid-Year Budget Review (Jan)	Finance	1/25/2023
Annual State of the Bus Fleet Report (including CARB update)	Operations	2/8/2023
Annual Update on Service and Operations in Special District 2 (Meeting in D2)	Planning	TBD

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Policy	Policy No.	Responsible Department	Expected Agenda Date
Information Systems Use Policy	440	Dept of Innovation & Technology	2/23/2022
Claims & Lawsuits: Statute of Limitations Re Code of Civil Procedure Section 1094.5	607	General Counsel	2/23/2022
Relocation Policy	226	Human Resources	2/23/2022
Access to Public Records and Fees	650	General Counsel	3/9/2022
Anti-bullying & Prevention of Abusive Conduct	201	Human Resources/ General Counsel	3/23/2022
Personnel Policies for Unrepresented Employees	296	Human Resources/ General Counsel	4/13/2022
Procedure for Reviewing Amendments to the Alameda-Contra Costa Transit District Retirement Plan	665	General Counsel	4/13/2022
Debt Management Policy	316	Finance	4/24/2022
Reserve Policies	322	Finance	4/24/2022
Alternate Work & Flexible Work Schedules	231	Human Resources	4/27/2022
Attendance	232	Human Resources	4/27/2022
Cancellation of Scheduled Service	471	Operations	4/27/2022
Board of Directors Rules for Procedure	101	District Secretary/ General Counsel	5/11/2022
Prohibiting All Forms of Unlawful Employment Discrimination including Sexual and other forms of Harassment	213	Human Resources, Compliance & Diversity, General Counsel	5/25/2022
Actuarial Valuations for Retirement Fund Policy	360	Finance	5/25/2022
Facility Use (Administrative Offices) by Outside Organizations	434	Operations (from Finance)	5/25/2022
Vehicle Use Policy	438	General Counsel/ Operations	5/25/2022
Disability and Leave of Absence Policy	236	Human Resources/ General Counsel	6/8/2022
Revenues and Grants	324	Finance	6/8/2022
Sponsorship & Naming Rights	457	External Affairs, Marketing & Communications	6/22/2022
Zero Tolerance for Workplace Violence	218	Human Resources/ General Counsel	7/27/2022
Budgets	311	Finance	10/12/2022

Policy	Policy No.	Responsible Department	Expected Agenda Date
Fare Policy Goals and Methodology	333	Finance	10/26/2022
EasyPass: Goals & Methodology	334	External Affairs, Marketing & Communications	10/26/2022
Capital Plan and Projects Policy	314	Finance	11/9/2022
Investment Policy	349	Finance	12/14/2022
Small and Small Local Business Enterprise Policy	466	Compliance & Diversity	TBD
Equal Employment Opportunity and Affirmative Action Policy	207	Compliance & Diversity	TBD
Internal Audit Department Purpose	400	Internal Audit	TBD
Bus Rapid Transit Construction Careers Policy	410	General Counsel	TBD
Service Standards and Design Policy	545	Planning & Engineering	TBD