

# Agenda Planning Pending List

**Finance**

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
Follow-up report on the status of integrated fares at MTC, the pros and cons of integrated fares and what such fares would mean to AC Transit as well as the implications for riders, opportunities/challenges, an update on how this discussion is going at MTC, etc.	TBD	Finance	Walsh - 12/9/2020
Buying carbon "offsets" for AC Transit's air travel [Pending further research].	3/31/2021	District Secretary	Peebles - 9/25/19
2/18/2021 11:24			

# Agenda Planning Pending List

Operations

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on the AC Transit mobile app, including the data on its usage, users' feedback, and how it's marketed.	3/10/2021	Innovation & Technology/ Marketing	Walsh - 1/13/2021
Report on the security of the District's data on the Microsoft Office 365 cloud application in view of a recently filed law suit.	3/24/2021	Information Technology	Peeples - 7/22/2020
Informational report concerning park-and-ride lots, including pricing, operational cost, and background information.	4/14/2021	Finance/Real Estate	Walsh 1/13/2021
Research and report on possibilities to collaborate with government agencies within the service area to utilize their restrooms for bus operators.	4/14/2021	Operations	Beckles - 2/10/21
Report containing 90-day data on the usage of the Clipper Start program, also including the outreach.	5/12/2021	Planning/ Marketing	Shaw - 1/27/21
Update on the EasyPass program, including marketing efforts, revenue generated, ridership data, opportunities to expand the program (large developers, large employers and other entities), barriers to expanding the program, etc.	3/31/21 Retreat	Marketing	Walsh - 1/27/21
Report on the possibility of increasing service to offset the pass-ups due to social distancing and low capacity on buses. The report should include data from the past two months on pass-ups due to capacity issues.	TBD	Operations/ Planning	Beckles - 1/13/2021
Report on how to better serve customers transitioning between Lines 51A/51B at Rockridge BART.(Item to be discussed at next BART ILC meeting, per staff)	TBD	Operations	Peeples - 10/23/19
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

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Policy on virtual Board meetings.	TBD	District Secretary	Walsh - 12/9/2020
Research and report on ways to donate retired busses to local and county housing authorities with the purpose of providing shelter to unhoused people. The research should encompass any legal implications related to Federal Government requirements.	TBD	Operations/ General Counsel	Ortiz - 2/10/21

# Agenda Planning Pending List

Planning

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
In relation to a previous staff report on the Quick Build Project Framework, requested staff to explore ways to overcome barriers identified in the report, such as funding and infrastructure, and report back on how to move forward with delivering the projects.	4/28/2021	Planning/ Finance	Walsh - 2/10/21
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
Update on the status of the customer satisfaction survey. Matter was retained in committee on July 9, 2008, pending receipt of proposed survey. On 9/30/09 Director Peeples requested the report include staff's analysis of surveys conducted in Europe, specifically surveys conducted in Helsinki Finland, to determine how surveys can be done cheaper, better and more often.	TBD	Ext. Affairs/Marketing/ Communications/ Planning	Peeples - 5/28/08
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	Peeples - 11/11/15
Feasibility study and cost of two projects to compete for Measure BB money: 1) strengthening the first lane of the parking lot on the east side of the Rockridge BART station in order to provide a transfer point for Line 51; and 2) a way to be able to take a bus down College Avenue and turn left onto Broadway. (Item to be discussed at next BART ILC meeting. per staff)	TBD	TBD	Peeples - 11/11/15

# Agenda Planning Pending List

External  
Affairs

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Continued discussion of the Communication Plan specific to major service disruptions as of result of sudden unexpected deviation closures.	3/10/2021	External Affairs Marketing & Communications	Shaw - 09/20/2020
Report on working conditions at New Flyer's Anniston plant.	3/24/2021	General Counsel	Peeples - 10/14/2020
Request to consider authorizing the Board President sign a letter to New Flyer encouraging them to work with the Alabama Coalition to negotiate and sign an enforceable, national Community Benefits Agreement. Director Shaw requested that the staff report include more information about the topic.	3/24/2021	General Counsel	Williams - 7/22/20
Report on legal limitations on the District's ability to levy fees and taxes.	4/14/2021	General Counsel	Peeples - 12/9/2020
Creation of an Interagency Liaison Committee with the City of Richmond.	4/14/2021	Various	Beckles - 2/10/21
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]	7/14/2021	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
Report on communication with customers about their complaints, specifically the number of tickets in the past six months, including the open tickets, how long the tickets were open and the staff's response time.	TBD	Customer Service	Shaw - 1/27/21

# Agenda Planning Pending List

Item Description	Department	Expected Agenda Date
Retirement Board Minutes	Retirement	3/10/2021
Monthly Covid-19 Update	Various	3/10/2021
AAC Minutes	Planning	3/24/2021
Legislative Report [Updates on state, federal, regional and local legislation]	External Affairs	3/24/2021
Report on Investments	Finance	3/24/2021
Bi-annual Update on Strategic Plan Progress (Mar/Sept)	Planning	3/24/2021
Retirement Board Update (Apr/Nov)	Retirement	4/14/2021
Semi-Annual Update on the Clipper2 (April/Oct)	Information Technology	4/14/2021
Budget Update (Feb/April/June/Aug/Oct/Dec)	Finance	4/28/2021
Quarterly Update on District Involvement in External Planning Processes (Feb/May/Aug/Nov)	Planning	5/12/2021
Quarterly Operations Performance Report (Feb/May/Aug/Nov)	Operations	5/12/2021
Litigation Report (Feb/May/Aug/Nov)	General Counsel	5/12/2021
Board/Officer Travel & Meeting Expense Report (Feb/May/Aug/Nov)	District Secretary	5/26/2021
Surplus & Obsolete Materials Report (Feb/May/Aug/Nov)	Finance	5/26/2021
Status of Active Contracts and Spending Amounts Over \$250,000 Report (Feb/May/Aug/Nov)	Finance	5/26/2021
Employee & Non-Employee Out-of-State Travel Report (Feb/May/Aug/Nov)	Finance	5/26/2021

Item Description	Department	Expected Agenda Date
FinCorp Financial Statements (Feb/May/Dec)	Finance	5/26/2021
Semi-Annual DBE/FTA Report (May/Nov)	Contracts Compliance	5/26/2021
Annual CARB Update (Jun)	Operations	6/9/2021
Audit Engagement Letter (June)	Finance	6/23/2021
Notice of Scheduled Adoption of the Appropriations Limit (June)	Finance	7/14/2021
Adoption of Appropriations Limit (July)	Finance	7/28/2021
Annual Ridership Report (Oct)	Planning	10/13/2021
Annual Adoption of State/Federal Advocacy Programs (Jan)	External Affairs	10/27/2021
Budget Calendar (Nov)	Finance	11/10/2021
Year-End Audited Financial Statements (Nov)	Finance	11/10/2021
Fincorp Year-End Audited Financial Statements (Dec)	Finance	12/8/2021
Report from the Parcel Tax Fiscal Oversight Committee (Dec)	Finance	12/8/2021
Mid-Year Budget Review (Jan)	Finance	2/9/2022
Annual Classification Specification Modifications in Prior Year (Feb)	Human Resources	2/9/2022
Annual State of the Bus Fleet Report	Operations	2/9/2022
Annual Update on Service and Operations in Special District 2 (Meeting in D2)	Planning	TBD

# Agenda Planning Pending List

**Policy  
Review  
Schedule**

Policy	Policy No.	Responsible Department	Expected Agenda Date
Encouraging the Promotion of Public Transit in Land Use Developments within AC Transit's Service Area	522	Planning & Engineering	3/10/2021
Tuition Assistance	223	Human Resources	3/10/2021
Prohibition on Loans	225	Human Resources	3/10/2021
Alcohol & Substance Abuse Policy	200	Civil Rights & Compliance	3/24/2021
Conflicts of Interest Code for the Alameda-Contra Costa Transit District (FPPC in the process of reviewing code amendment)	701	District Secretary	4/28/2021
Bus Rapid Transit - Construction Careers Policy	410	General Counsel/Contracts Compliance	5/12/2021
Equal Employment Opportunity/Affirmative Action	207	Civil Rights & Compliance	5/26/2021
Zero Tolerance for Workplace Violence	218	Human Resources	6/9/2021
Meeting Expense Reimbursement for Accessibility Advisory Committee Memnbers	177	District Secretary	6/9/2021
Prohibiting All Forms of Unlawful Employment Discrimination including Sexual and other forms of Harassment	213	Compliance & Diversity/GC	6/9/2021
Alternative Work and Flexible Schedules	231	Human Resources	7/28/2021
Disability and Leave of Absence Policy	236	Human Resources	8/11/2021
Disadvantaged Business Enterprise (DBE) Policy	460	Civil Rights & Compliance	9/8/2021
Small and Small Local Business Enterprise Policy	466	Civil Rights & Compliance	9/8/2021
Payment of Expenditures; Signature Authorizations	352	Finance	9/22/2021



Policy	Policy No.	Responsible Department	Expected Agenda Date
Personnel Policies for Unrepresented District Employees	296	Legal/Human Resources	9/22/2021
Service Standards and Design Policy	545	Planning & Engineering	10/13/2021
Board Policy 349 Investment Policy	349	Finance	10/22/2021
Candidates Statement of Qualifications Cost	140	District Secretary	10/27/2021
Notification of Meetings with Elected Officials (Merge w/ BP 101 and Repeal 163 during next review of BP 101)	163	District Secretary	TBD