

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
Consideration of a third-party audit of the Contra Costa County Sheriff's Contract as a way to prepare for contract negotiations.	7/28/2021	Finance/Legal	Peebles - 6/23/2021
Report on possibilities to purchase fares, a breakdown of where one can and can't purchase different fares, information on fare capping/the accumulator function and what attempts staff is making to expand the fare purchasing options. The report should include an update on the AC Transit official app's issue/inability in applying discounts to youth and senior fares.	8/11/2021	Finance/ Ext. Affairs Marketing & Communications/IT	Walsh - 3/24/2021
Discussion about PB 340 Accounting Policy, specifically about changing audit firms every five years.	8/11/2021	Finance	Peebles - 6/23/2021
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.	9/8/2021	Finance	Walsh - 12/9/2020
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.	TBD	Finance	Beckles - 2/24/2021
Buying carbon "offsets" for AC Transit's air travel [Pending further research].	TBD	District Secretary	Peebles - 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

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on plans to use the American Rescue Plan funds (ARP), including different scenarios assuming the funds are available and that there is no physical distancing on buses; and what metrics are going to guide the use of funds.	TBD	Finance	Peebles - 5/12/2021

Agenda Planning Pending List

Operations

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on strategies to compete with other transit agencies in hiring operators and what efforts are in place to retain and engage the current operator workforce.	7/28/2021	Human Resources/Operations	Walsh - 5/26/2021
Update on the District's effort to address operator unavailability.	7/28/2021	Human Resources/Operations	Peebles - 5/26/2021
Report containing 90-day data on the usage of the Clipper Start program, also including the outreach.	8/11/2021	Planning/Marketing/Finance	Shaw - 1/27/21
Report on Tempo line performance including any final and pending actions related to the closure of the project. [After the PSC meeting]	9/22/2021	Operations	Walsh - 6/9/2021
Report on how to better serve customers transitioning between Lines 51A/51B at Rockridge BART.	TBD	Operations	Peebles - 10/23/19; Walsh - 6/9/2021
Report on the suggestion offered by David Vartanoff to publish information on the website about missed trips by division.	TBD	Information Technology	Peebles - 2/12/20
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
Report on implementing a Project Labor Agreement framework for capital improvement projects.	TBD	General Counsel	Beckles - 5/26/2021

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on the current state of AC Transit's healthcare and directed 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 work being done by the Training Department with Bike East Bay and Cycle for Change.	TBD	Operatios	Peebles - 6/9/2021

Agenda Planning Pending List

Planning

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
An update on the Facilities Master Plan.	8/11/2021	Planning	Shaw - 5/26/2021
An update from the Metropolitan Transportation Commission on the status of Dumbarton Forward Project and reasons for project delay.	8/11/2021	Planning	Shaw - 5/12/2021
Report on staff's creative effort to use multi-modal options for increasing mobility and ridership, including a possibility to partner with Oakland DOT to implement a mobility hub.	9/8/2021	Planning	Shaw - 4/14/2021
An update on the Oakland DOT mobility project, specifically on the City of Oakland's pilot incentive to increase ridership on Bus Rapid Transit and what the results are so far.	9/8/2021	Planning	Shaw - 5/12/2021
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)	9/22/2021	TBD	Peebles - 11/11/15; Walsh - 6/9/2021
An update on the status of San Pablo Avenue Corridor Project, led by ACTC.	10/13/2021	Planning	Walsh - 3/10/21
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
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

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on establishing a participation goal for local minority-woman-owned businesses for contracts that are not federally funded.	TBD	General Counsel	Williams - 4/28/2021
Report on where within the District no-car households are situated.	TBD	TBD	Shaw - 6/9/2021

Agenda Planning Pending List

External
Affairs

Item Description	Expected Agenda Date	Responsible Department	Requested by/Date
Report on working conditions at New Flyer's Anniston plant.	7/28/2021	General Counsel	Peeples - 10/14/2020
Report on legal limitations on the District's ability to levy fees and taxes.	8/11/2021	General Counsel	Peeples - 12/9/2020
Creation of an Interagency Liaison Committee with the City of Richmond.	8/11/2021	District Secretary	Beckles - 2/10/21
Update report on the marketing campaign to expand Clipper use.	8/11/2021	Customer Service	Walsh - 2/24/2021
Presentation from Transbay Joint Powers Authority on their wayfinding project.	8/11/2021	Finance	Shaw - 6/9/2021
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]	9/8/2021	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

Agenda Planning Pending List

Item Description	Department	Expected Agenda Date
Legislative Report [Updates on state, federal, regional and local legislation]	External Affairs	7/28/2021
Report on Investments	Finance	7/28/2021
AAC Minutes	Planning	7/28/2021
Retirement Board Minutes	Retirement	7/28/2021
Adoption of Appropriations Limit (July)	Finance	8/11/2021
Board/Officer Travel & Meeting Expense Report (Feb/May/Aug/Nov)	District Secretary	8/11/2021
Customer Service Metrics	External Affairs	8/11/2021
Budget Update (Feb/April/June/Aug/Oct/Dec)	Finance	8/11/2021
Surplus & Obsolete Materials Report (Feb/May/Aug/Nov)	Finance	8/11/2021
Employee & Non-Employee Out-of-State Travel Report (Feb/May/Aug/Nov)	Finance	8/11/2021
Litigation Report (Feb/May/Aug/Nov)	General Counsel	8/11/2021
Quarterly Operations Performance Report, including Sheriff's Contract Metrics (Feb/May/Aug/Nov)	Operations	8/11/2021
Quarterly Update on District Involvement in External Planning Processes (Feb/May/Aug/Nov)	Planning	8/11/2021
Status of Active Contracts and Spending Amounts Over \$250,000 Report (Feb/May/Aug/Nov)	Finance	8/25/2021
Bi-annual Update on Strategic Plan Progress (Mar/Sept)	Planning	9/29/2021
Semi-Annual Update on the Clipper2 (April/Oct)	Information Technology	10/13/2021

Item Description	Department	Expected Agenda Date
Annual Ridership Report (Oct)	Planning	10/13/2021
Annual Adoption of State/Federal Advocacy Programs (Jan)	External Affairs	10/27/2021
Semi-Annual DBE/FTA Report (May/Nov)	Contracts Compliance	11/10/2021
Budget Calendar (Nov)	Finance	11/10/2021
Year-End Audited Financial Statements (Nov)	Finance	11/10/2021
Retirement Board Update (Apr/Nov)	Retirement	11/10/2021
FinCorp Financial Statements (Feb/May/Dec)	Finance	12/8/2021
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 (including CARB update)	Operations	2/9/2022
Audit Engagement Letter (June)	Finance	7/13/2022
Notice of Scheduled Adoption of the Appropriations Limit (June)	Finance	7/13/2022
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
Alcohol & Substance Abuse Policy	200	Civil Rights & Compliance	7/28/2021
Alternative Work and Flexible Schedules	231	Human Resources	7/28/2021
Disability and Leave of Absence Policy	236	Human Resources	8/11/2021
Equal Employment Opportunity/Affirmative Action	207	Civil Rights & Compliance	9/8/2021
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
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
Prohibiting All Forms of Unlawful Employment Discrimination including Sexual and other forms of Harassment	213	Compliance & Diversity/GC	TBD
Zero Tolerance for Workplace Violence	218	Human Resources	TBD
Conflicts of Interest Code for the Alameda-Contra Costa Transit District (FPPC in the process of reviewing code amendment)	701	District Secretary	TBD
Bus Rapid Transit - Construction Careers Policy	410	General Counsel/Contracts Compliance	TBD

Policy	Policy No.	Responsible Department	Expected Agenda Date