

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 12/11/2019

**Staff Report No. 19-377**

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Inter-agency Liaison Committees

### BRIEFING ITEM

#### **RECOMMENDED ACTION(S):**

Consider receiving the draft parameters for Inter-agency Liaison Committees (ILC) and provide feedback to staff. [Requested by Vice President Ortiz - 10/9/19]

#### **STRATEGIC IMPORTANCE:**

Goal - Strong Public and Policymaker Support  
Initiative - Service Quality

Implementing the initiatives and achieving the goals of the Strategic Plan require coordination with the District's partner local jurisdictions and agencies. The ILCs facilitate the coordination with oversight from the committee members.

#### **BUDGETARY/FISCAL IMPACT:**

There is no budgetary/fiscal impact associated with this Briefing Item.

#### **BACKGROUND/RATIONALE:**

Given the current number of ILCs and the potential for new ones in the future, staff has developed parameters to guide the format of the existing committees, the establishment of new ones, and the process for holding meetings. Attachment 1 of this report outlines the following parameters with respect to ILCs:

- Purpose
- Governance structure and content development
- Meeting composition and logistics

Staff resources for ILCs involves more than just staffing the meetings. Staff spends a significant amount of time with the partner jurisdictions and agencies on:

- Meeting logistics (date, time and location)
- Meeting agenda development
- Staff briefings and presentation materials

- Follow-up action items resulting from ILC meeting discussions

As requested, staff has limited the purview and meeting frequency of the ILCs in the attached parameters to match available staffing levels for the effort detailed above. In addition, while the District should welcome new ILCs, it should also take advantage of existing partnership coordination efforts such as the AC Transit South County Policy Advisory Committee (PAC) with the cities of Fremont and Newark, and the West Contra Costa Transportation Advisory Committee (WCCTAC), of which AC Transit is member agency along with the local jurisdictions in Contra Costa County that are within AC Transit's service area.

#### Next Steps

The attached parameters are in draft form pending feedback from the Board at the December 11, 2019 Board meeting. Following the meeting, staff plans to:

- Present the updated draft parameters document at upcoming ILC meetings to solicit feedback from partner local jurisdictions and agencies.
- Finalize the draft parameters for Board approval in the spring of 2020.

#### **ADVANTAGES/DISADVANTAGES:**

The formation of ILCs are positive for the District since partnership coordination is a key component for the District's success. However, in order for ILCs to be effective, staff must properly manage meeting preparation and provide an adequate amount of resources. At this point, the coordination of the four existing ILCs is manageable and adding one or two more committees should not overextend staff. There are thirteen cities, two counties and numerous partner agencies (such as the Bay Area Rapid Transit District (BART) and the California Department of Transportation (Caltrans) in the AC Transit service area. Having an ILC with a majority or all of these partners is not sustainable unless the District dedicates staff solely for this effort.

One void in the ILC composition is the lack of committees with the City of Oakland and the City of Berkeley where AC Transit operates the highest levels of bus service on the most streets. This void is of particular concern in the City of Oakland since the City does not have a Transportation Commission to oversee and advise on transportation-related issues.

#### **ALTERNATIVES ANALYSIS:**

Staff considered eliminating or not expanding the ILC program due to limited resources. However, the value these committees bring to AC Transit is tremendous. Operator restroom access at BART Stations and the Powell Street Bus-only Left Turn are two of many projects borne out of the ILC process.

#### **PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report No. 18-331 - Formation of Hayward ILC

#### **ATTACHMENTS:**

1. Draft ILC Parameters

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**Approved/Reviewed by:**

Ramakrishna Pochiraju, Executive Director of Planning & Engineering

Linda A. Nemeroff, District Secretary

Denise C. Standridge, General Counsel

## **DRAFT** AC Transit Inter-agency Liaison Committee Parameters

November 14, 2019

The AC Transit Inter-agency Liaison Committees (ILC) are Brown Act Committees established by the AC Transit Board of Directors and partner local jurisdictions or agencies. The ILC comprises AC Transit Board Members and partner agency board members, city council members, or county supervisors.

Purpose – To improve service planning coordination between AC Transit and local jurisdictions or agencies. Issues to coordinate on include:

- New residential and commercial developments
- Roadway and right-of-way changes and projects
- Service planning including: routes, schedules and bus stops
- Service partnerships such as Line 19 in Alameda
- Transit corridor projects such as Rapid Bus and Bus Rapid Transit
- Area Service Plan Proposals such as AC Go or Transbay Tomorrow

Governance Structure – ILCs are established by the AC Transit Board of Directors as Brown Act Committees that are advisory in nature and do not have decision-making authority.

- ILC Members – A maximum of three AC Transit Board Members can participate on an individual ILC. It is recommended that no more than three members from the partner agency should participate. AC Transit members are appointed by the AC Transit Board President and should include an alternate member.
  - o Joint Meetings – Given the regional nature of AC Transit's service, in certain areas of the District, it may be appropriate for two ILCs to hold a one-time or regularly occurring joint meeting, such as San Leandro and Hayward where many bus routes traverse both cities.
- Agenda Planning – Meeting agenda items are requested by the ILC at the prior meeting. A draft agenda is then developed by staff for final approval by the General Manager and the AC Transit ILC Chair Person. The partner agency will establish its own process for approval.
- Staff Requirement and Tasks
  - o Handle administrative roles for the meeting
  - o Take meeting notes
  - o Hold ILC staff meeting a month prior to the ILC meeting to strategize on gathering information on agenda items
  - o Jointly develop staff briefings for agenda items with partner agency
  - o Draft agenda is reviewed by the partner agency staff representative
  - o Publication of the agenda by the District Secretary's Office
  - o Posting and all other noticing requirements handled by the Planning Department.

## Meetings

- Frequency – Meetings for all ILCs shall occur no more than three times per year and no less than twice per year. Additional meetings may be scheduled for urgent or emergency items. In addition, staff from the respective agencies will meet on a regular basis in between ILC meetings for further coordination.
- Duration – Meetings shall not exceed 90 minutes in length.
- Location – Meeting locations shall alternate between AC Transit's General Office (G.O.) and the partner agency's office. The ILC could also elect an offsite meeting location that is accessible to the public, preferably by transit. For partner agencies that are more than 30 minutes away from the G.O. in travel time, the ILC should consider holding the meeting at the partner agency's office permanently to encourage public participation from the local area.
- Staff Participants
  - o The General Manager and his or her counterpart at the partner agency are encouraged to attend all ILC meetings
  - o Meeting administrative duties will be the responsibility of the Service Development and Planning Department
  - o Other departments should participate on an as-needed basis depending on the content of the agenda
- Notifications
  - o In compliance with the Brown Act, the District shall release the meeting agenda and staff briefings at least 72 hours in advance for regular meetings and 24 hours in advance for special meetings. An exception to this would be if the partner agency has more stringent posting requirements resulting in a longer notification time.
  - o In conjunction with release of the meeting agenda, the District will post the agenda in the AC Transit lobby and at the meeting location if different from the G.O.