

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

September 9, 2020

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.

The decisions of the ILCs are non-binding on the District or partner agency. The ILCs do not have the authority to enter into agreements, contracts or other binding decisions on behalf of either organization. Finally, The ILCs are intended to provide a cooperative framework to provide input and exchange information and are not advisory in nature.

**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
- Connections between multiple transit modes

**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.
  - **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 Chairperson. The partner agency will establish its own process for approval.
- **Staff Requirement and Tasks**
  - Handle administrative roles for the meeting
  - Take meeting notes

- Hold ILC staff meeting a month prior to the ILC meeting to strategize on gathering information on agenda items
- Jointly develop staff briefings for agenda items with partner agency
- Draft agenda is reviewed by the partner agency staff representative
- Publication of the agenda by the District Secretary's Office
- Posting and all other noticing requirements handled by the Planning Department.

## Meetings

- **Frequency** – Meetings for all ILCs shall occur no more than four 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**
  - The General Manager and his or her counterpart at the partner agency are encouraged to attend all ILC meetings
  - Meeting administrative duties will be the responsibility of the Service Development and Planning Department
  - Other departments should participate on an as-needed basis depending on the content of the agenda
- **Notifications**
  - 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.
  - 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.