

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 10/14/2020

Staff Report No. 19-377a

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

ACTION ITEM

RECOMMENDED ACTION(S):

Consider approving the final parameters for Inter-agency Liaison Committees (ILC)

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 Action Item. Staff and developing materials for ILCs falls under the current responsibilities of staff. However, should the District form additional ILCs, staff would need to review its capacity and availability to take on additional responsibilities.

BACKGROUND/RATIONALE:

Given the current number of ILCs and the potential for new ones in the future, staff developed draft parameters to guide the format of the existing committees, the establishment of new ones, and the process for holding meetings. Staff presented the draft parameters to the Board in the fall of 2019 and to the ILCs in early 2020. Attachment 1 of this report outlines the following final draft parameters with respect to ILCs:

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

The ILCs fully supported approval of the parameters. The primary feedback received from the ILC members was to hold four meetings per year instead of three as proposed in the initial draft. The other substantive comment was to include multi-modal transit connections as a point of coordination for the ILCs. Staff has amended the parameters accordingly for final Board approval.

As part of the final document, staff also included explicit language stating the limitation of the ILCs to make decisions on behalf of the District. The ILCs are coordinating bodies and do not serve in an advisory capacity.

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. If approved, the attached parameters will provide staff and the ILCs with guidance for effective and efficient coordination.

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:

19-377 - Draft ILC Parameters

ATTACHMENTS:

1. Final ILC Parameters

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