



CITY OF OAKLAND

MEMORANDUM

DATE: January 6, 2022
TO: City Council and Members of the Public
FROM: Council President Nikki Fortunato Bas
SUBJECT: RESOLUTION DIRECTING THE CITY ADMINISTRATOR TO ACCEPT THE INVITATION FROM THE ALAMEDA-CONTRA COSTA TRANSIT DISTRICT (AC TRANSIT) TO PARTICIPATE IN AN INTER-AGENCY LIAISON COMMITTEE AND APPOINTING COUNCILMEMBER NOEL GALLO AND VICE MAYOR REBECCA KAPLAN AS REPRESENTATIVES TO THE COMMITTEE

Dear Colleagues on the City Council and Members of the Public,

I respectfully request that the City Council adopt my resolution directing the City Administrator's office to accept the invitation from the Alameda-Contra Costa Transit District to form an Interagency Liaison Committee (ILC) to provide a cooperative framework to improve transportation service planning coordination between Oakland and AC Transit.

As we move into year three of this pandemic, it is no surprise to any of us that we are seeing changes in our public systems that will forever transform the way that they are utilized. Public transportation is one of them.

Last fall, AC Transit reached out to us and extended an invitation to form an ILC. ILCs are intended to provide a cooperative framework to improve service planning coordination between AC Transit and local jurisdictions. The Committee will be composed of two AC Transit Board members and two Council Members. These committees are subject to the Brown Act.

The decisions of the ILCs are non-binding on the District or the City of Oakland, and the ILC does not have the authority to enter into agreements, contracts or other binding decisions on behalf of either organization.

The City Administrator is supportive of forming an ILC and has assigned Nicole Ferrera, Assistant to the Director of the Department of Transportation, to participate in the ILC. Vice

Councilmember Nikki Fortunato Bas
Subject: ILC AC Transit and the City of Oakland

Mayor Rebecca Kaplan and Councilmember Noel Gallo have served on the East Bay Bus Rapid Transit Policy Steering Committee for several years. I thank them for their service as this Committee disbands. I have also invited them to serve on the ILC on behalf of the City Council to carry out the work and responsibilities of this committee, and they have accepted.

I respectfully request that the City Council adopt this resolution accepting the invitation from the Alameda-Contra Costa Transit District to form an Interagency Liaison Committee (ILC) and appointing Vice Mayor Kaplan and Councilmember Gallo.

For questions regarding this item, please contact Cinthya Muñoz Ramos, Chief of Staff, Office of Council President Nikki Fortunato Bas, at CMunozRamos@oaklandca.gov.

Respectfully Submitted,



Nikki Fortunato Bas
Council President, District 2

Attachment

1. Invitation to Form Inter-Agency Liaison Committee with AC Transit



Board of Directors

- Elsa Ortiz, President
Ward 3
- Joel B. Young, Vice President
Director at Large
- Jovanka Beckles
Ward 1
- Jean Walsh
Ward 2
- Mark A. Williams
Ward 4
- Diane Shaw
Ward 5
- H. E. Christian Peoples
Director at Large

VIA EMAIL

October 4, 2021

Council President Nikki Fortunato Bas
Oakland City Hall
1 Frank H. Ogawa Plaza
Oakland, CA 94612

Dear Council President Fortunato Bas:

On behalf of the AC Transit Board of Directors, I wish to extend our deepest gratitude to Councilmembers Noel Gallo and Rebecca Kaplan for their dedicated service on the East Bay Bus Rapid Transit Policy Steering Committee (PSC). The time and energy they devoted to the Committee over the years is a testament to the vital role of public transit in Oakland.

As the work of the PSC has to come to end and the Committee disbands, I would like to extend an invitation to the City of Oakland to form an Interagency Liaison Committee (ILC) with AC Transit, so that our partnership and shared transportation goals can extend beyond the Bus Rapid Transit Project, now known as TEMPO. In considering the formation of an ILC, I would like to provide you with information about AC Transit’s adopted ILC framework which sets forth the purpose of ILCs, membership, the frequency of meetings and areas of mutual interest upon which collaborative efforts are based.

ILCs are intended to provide a cooperative framework to improve transportation service planning coordination between AC Transit and local jurisdictions or agencies. Transit issues subject to these collaborative discussions include:

- New residential and commercial developments
- Roadway and right-of-way changes and projects
- Service planning including: routes, schedules and bus stops
- Service partnerships
- 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

ILCs are Brown Act committees established by the AC Transit Board of Directors and a local jurisdiction like the City. The ILC is comprised of two AC Transit Board Members and two partner agency city councilmembers. Decisions of the ILCs are

Board Officers

- Michael A. Hursh
General Manager
- Jill A. Sprague
General Counsel
- Linda A. Nemeroff
District Secretary

non-binding on the District or partner agency, and the ILC does not have the authority to enter into agreements, contracts or other binding decisions on behalf of either organization.

A copy of the ILC framework is attached for review and reference. Due to the staff time involved and the number of ILCs already in existence, AC Transit maintains a commitment to meet on a quarterly basis. Should the City of Oakland wish to form an ILC with AC Transit, the District would require a letter from the City requesting said formation and expressing a willingness to engage with AC Transit by providing the necessary staff resources to participate on behalf of the City. This will help provide the framework for a successful committee.

If the City is interested in forming an ILC with AC Transit, please forward a letter to me at your earliest opportunity and I will have the matter agendaized. Should you have any questions, please feel free to reach out to Ramakrishna Pochiraju, Executive Director of Planning & Engineering, at rpochiraju@actransit.org.

Sincerely,



Elsa Ortiz, President
AC Transit Board of Directors

Enclosure: ILC Parameters

cc: Vice Mayor Rebecca Kaplan
Councilmember Noel Gallo
Director H. E. Christian Peeples
Director Jean Walsh
Michael A. Hursh, General Manager
Beverly Greene, Executive Director of External Affairs, Marketing & Communications
Ramakrishna Pochiraju, Executive Director of Planning & Engineering
Robert del Rosario, Director of Planning & Service Development

AC Transit Inter-agency Liaison Committee Parameters

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
- 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.



City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY COUNCIL PRESIDENT BAS

RESOLUTION DIRECTING THE CITY ADMINISTRATOR TO ACCEPT THE INVITATION FROM THE ALAMEDA-CONTRA COSTA TRANSIT DISTRICT (AC TRANSIT) TO PARTICIPATE IN AN INTER-AGENCY LIAISON COMMITTEE, WHICH WILL PROVIDE A COOPERATIVE FRAMEWORK FOR INPUT AND EXCHANGE OF INFORMATION TO IMPROVE SERVICE PLANNING COORDINATION BETWEEN AC TRANSIT AND THE CITY OF OAKLAND, AND APPOINTING CITY OF OAKLAND COUNCILMEMBER NOEL GALLO AND VICE MAYOR REBECCA KAPLAN AS THE CITY REPRESENTATIVES TO THE COMMITTEE

WHEREAS, the City of Oakland received an invitation from The Alameda-Contra Costa County Transit District (AC Transit) to form an Interagency Liaison Committee (ILC) to provide a cooperative framework to improve transportation service planning coordination between Oakland and AC Transit; and

WHEREAS, the ILC framework sets forth the purpose of ILCs, membership, the frequency of meetings and areas of mutual interest upon which collaborative efforts are based; and

WHEREAS, ILCs are intended to provide a cooperative framework to improve service planning coordination between AC Transit and local jurisdictions or agencies; and

WHEREAS, transit issues subject to these collaborative discussions include and are not limited to: new residential and commercial developments, roadway and right-of-way changes and projects, service planning including: routes, schedules and bus stops, service partnerships, transit corridor projects such as Rapid Bus and Bus Rapid Transit, area service plan proposals such as AC Go or Transbay Tomorrow and connections between multiple transit modes; and

WHEREAS, ILCs are Brown Act committees established by the AC Transit Board of Directors and a local jurisdiction; and

WHEREAS, the ILC is composed of two AC Transit Board Members and two partner agency city councilmembers; and

WHEREAS, decisions of the ILCs are non-binding on the District or partner agency, and the ILC does not have the authority to enter into agreements, contracts or other binding decisions on behalf of either organization; and

WHEREAS, the City Administrator is supportive of forming an ILC and has assigned Nicole Ferrera, Assistant to the Director of the Department of Transportation, to participate in the ILC; now, therefore, be it

RESOLVED: That the City Council directs the City Administrator to accept the Alameda-Contra Costa County Transit District (AC Transit) invitation to join the Interagency Liaison Committee (ILC) and to send a letter to AC Transit informing them of the Council’s desire to participate in the ILC in accordance with the framework established; and be it

FURTHER RESOLVED: That the City Council appoints Councilmember Noel Gallo and Vice Mayor Rebecca Kaplan to the ILC as its representatives to participate and carry out the work and responsibilities of this committee.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FIFE, GALLO, KALB, KAPLAN, REID, TAYLOR, THAO AND
PRESIDENT FORTUNATO BAS

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

ASHA REED
City Clerk and Clerk of the Council of the
City of Oakland, California