



CONSENT CALENDAR  
January 27, 2026

To: Honorable Members of the City Council  
From: Mayor Adena Ishii

Subject: AC Transit Berkeley Emeryville Inter-Agency Liaison Committee Appointments

RECOMMENDATION

Adopt a resolution appointing Councilmembers Terry Taplin and Cecilia Lunaparra as the liaisons and Councilmember Mark Humbert as the alternate, to the consolidated AC Transit Berkeley Emeryville Inter-Agency Liaison Committee.

BACKGROUND

On October 22, 2025, AC Transit Board of Directors approved the Charter for the Inter-Agency Liaison Committees (ILC), combining Berkeley and Emeryville into one committee. The Mayor's office received a request from the AC Transit Board of Directors on December 12, 2025 to appoint two Councilmembers and an alternate by the end of January to serve as liaisons on the Berkeley Emeryville ILC.

AC Transit District's efforts to consolidate the Berkeley and Emeryville Inter-Agency Liaison Committee will set a strong example of how cities and transit agencies can work together to deliver coordinated and responsive public transit. This consolidated committee will reduce duplication, save staff time, and better align our priorities, strengthening communication and problem-solving to benefit residents across the corridor. The attached ILC Charter provides details on the committee's purpose, structure, roles, and meetings.

FINANCIAL IMPLICATIONS

There are no financial implications to the City of Berkeley.

ENVIRONMENTAL SUSTAINABILITY

There are no adverse effects to the environment.

CONTACT PERSON

Mayor Adena Ishii  
510-981-7100

Attachments:

1. Resolution

2. AC Transit Charter for Inter-Agency Liaison Committee

RESOLUTION NO. ##,###-N.S.

APPOINTING COUNCILMEMBERS TERRY TAPLIN AND CECILIA LUNAPARRA AS THE LIAISONS AND COUNCILMEMBER MARK HUMBERT AS AN ALTERNATE TO THE ALAMEDA CONTRA COSTA TRANSIT DISTRICT BERKELEY EMERYVILLE INTER-AGENCY LIAISON COMMITTEE (ILC)

WHEREAS, on October 22, 2025, AC Transit Board of Directors approved the Charter for the Inter-Agency Liaison Committees (ILC), combining Berkeley and Emeryville into one committee.

WHEREAS, the Mayor's office received a request from the AC Transit Board of Directors on December 12, 2025 to appoint two Councilmembers and an alternate by the end of January to serve as liaisons on the Berkeley Emeryville ILC; and

WHEREAS, the AC Transit District Board of Directors' effort to consolidate the Berkeley and Emeryville Inter-agency Liaison Committee will set a strong example of how cities and transit agencies can work together to deliver coordinated and responsive public transit. This consolidated committee will reduce duplication, save staff time, and better align our priorities, strengthening communication and problem-solving to benefit residents across the corridor. The attached ILC Charter provides details on the committee's purpose, structure, roles, and meetings.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Councilmembers Terry Taplin and Cecilia Lunaparra are hereby appointed as the City of Berkeley's liaisons, and Councilmember Mark Humbert as the alternate to the AC Transit Berkeley Emeryville Inter-Agency Liaison Committee for a the term commencing on January 27, 2026 ending January 1, 2027.



Alameda-Contra Costa Transit District

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District Secretary

**VIA EMAIL**

December 12, 2025

Honorable Sukhdeep Kaur, Mayor  
City of Emeryville  
1333 Park Avenue  
Emeryville, CA 94608

Honorable Adena Ishii, Mayor  
City of Berkeley  
2180 Milvia Street  
Berkeley, CA 94704

Dear Mayors Kaur and Ishii,

On behalf of the AC Transit Board of Directors, I want to thank you for supporting the District’s efforts to consolidate the Berkeley and Emeryville Inter-agency Liaison Committees. Your commitment to collaboration sets a strong example of how cities and transit agencies can work together to deliver coordinated and responsive public transit.

This consolidated committee will reduce duplication, save staff time, and better align our priorities, strengthening communication and problem-solving to benefit residents across the corridor. We respectfully request that the Cities of Berkeley and Emeryville each appoint two liaisons from your city councils by January 2026. Once appointments are made, please notify AC Transit’s District Secretary, Linda Nemeroff, at [lnemeroff@actransit.org](mailto:lnemeroff@actransit.org) so we can coordinate the committee’s first meeting. The attached ILC Charter provides details on the committee’s purpose, structure, roles, and meetings. The Charter was approved by the AC Transit Board of Directors on October 22, 2025.

Your willingness to work collaboratively with AC Transit and with one another demonstrates a proactive vision for public governance. We are grateful for your engagement and trust, and we look forward to advancing our shared goals for the communities we serve.

Thank you again for your partnership. Please contact me at (510) 891-7171 or [dshaw@actransit.org](mailto:dshaw@actransit.org) with any questions.

Sincerely,

Diane Shaw  
President, Board of Directors

December 12, 2025

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Enclosure

cc:

Director Jean Walsh, Ward 2, AC Transit

Director Joel Young, At-Large, AC Transit

Salvador Llamas, General Manager, AC Transit

Paul Buddenhagen, City Manager City of Berkeley

LaTanya Bellow, City Manager, City of Berkeley

Mark Helmbrecht, Transportation Manager, City of Berkeley

Mohamed Alaoui, Public Works Director, City of Emeryville

Ramakrishna Pochiraju, Exec. Director of Planning & Engineering, AC Transit

Robert del Rosario, Director of Planning & Service Development, AC Transit

# AC Transit Inter-agency Liaison Committee (ILC) Charter

## 1. Overview

The AC Transit Inter-agency Liaison Committees (ILCs) are formal Brown Act committees established by the AC Transit Board of Directors to promote collaborative planning and coordination between AC Transit and its partner jurisdictions or agencies. Each ILC includes elected representatives from AC Transit and the respective partner city or agency.

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## 2. Purpose

The purpose of the ILCs is to improve service planning coordination and strengthen partnerships between AC Transit and partner cities or agencies. The ILCs provide a forum for discussion and collaboration on a range of transit-related topics, including:

- New residential and commercial developments
  - Roadway and right-of-way projects
  - Service planning, including routes, schedules, and bus stops
  - Service partnerships (e.g., service to a new development)
  - Transit corridor projects (e.g., Rapid Bus, Bus Rapid Transit)
  - Area Service Plans or Comprehensive Operations Analyses
  - Intermodal connections between transit systems
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## 3. Scope and Authority

ILCs are formed for collaborative purposes only and do not possess decision-making authority, nor can they bind respective partner city or agency to any particular course of action. Their primary function is to facilitate dialogue, coordination, and alignment on mutual interests and initiatives.

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## 4. Committee Structure

### 4.1 Participating Committees (Effective January 1, 2026)

- City of Berkeley – City of Emeryville / AC Transit ILC
- City of Fremont – City of Newark / AC Transit ILC
- BART / AC Transit ILC
- City of Hayward / AC Transit ILC
- City of Alameda / AC Transit ILC

## AC Transit Inter-agency Liaison Committee (ILC) Charter

- City of Oakland / AC Transit ILC

### 4.2 Membership

- **BART and Oakland ILCs:**
  - 3 elected representatives from AC Transit
  - 3 elected representatives from the partner agency or local jurisdiction
- **All Other ILCs:**
  - 2 elected representatives from AC Transit
  - 2 elected representatives from each city or partner agency

### 4.3 Alternates

- Each city or partner agency may appoint at least one (1) and no more than two (2) alternate members.

The appointments outlined in Sections 4.2 and 4.3 shall be selected in accordance with each jurisdiction's internal rules and procedures concerning appointments.

### 4.3 Notification

Each partner city or agency shall provide notice to the AC Transit District Secretary's Office whenever changes in appointments occur.

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## 5. Meetings

### 5.1 Frequency

- Each ILC shall meet no fewer than two (2) times and no more than three (3) times per calendar year.
- Meetings shall not be held in January, to accommodate appointment cycles.
- Additional meetings may be scheduled for urgent or emergency issues if there is consensus from the ILC.
- Staff-level coordination meetings may occur more frequently between formal ILC meetings.

### 5.2 Duration

- Meetings shall not exceed 90 minutes; however, this time limitation shall not preclude the public from offering public comment at meetings.

### 5.3 Location

## AC Transit Inter-agency Liaison Committee (ILC) Charter

- Meetings will be held in the jurisdiction of the partner city or agency, to encourage local public participation.
  - Meeting venues shall be accessible to the public and ideally reachable via public transit.
  - Remote meetings may be held in compliance with the Brown Act, provided there is a physical location available for public access within the partner city or agency's jurisdiction.
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### 6. Agenda Planning and Management

- Agenda items may be proposed by committee members at prior meetings.
  - A draft agenda is prepared by staff, with input from both agencies.
  - Final approval of the agenda rests with the AC Transit General Manager and the AC Transit ILC members.
  - The partner city or agency shall approve agenda items following its own internal procedures.
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### 7. Governance and Joint Meetings

- ILCs are Brown Act Committees formed solely for collaborative purposes.
  - ILCs do not have authority to make binding decisions on behalf of AC Transit or any partner jurisdiction.
  - Joint meetings may be scheduled when two ILCs have overlapping concerns or regional alignment.
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### 8. Staff Responsibilities

AC Transit's Service Development and Planning Department shall coordinate staff support for all ILC meetings. Key responsibilities include:

- Administrative and logistical coordination
- Taking and maintaining action minutes
- Convening internal staff preparation meetings one month prior to ILC meetings
- Collaborating with partner city or agency staff to develop briefings and agenda materials
- Reviewing draft agendas with partner agency staff

## AC Transit Inter-agency Liaison Committee (ILC) Charter

- Publishing agendas through the AC Transit District Secretary's Office, unless otherwise arranged
  - Ensuring compliance with all Brown Act posting and notification requirements
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### 9. Staff Participation

- The AC Transit General Manager and the counterpart executive at the partner agency, or their designees, are encouraged to attend all ILC meetings.
  - Departmental staff shall attend as needed based on the agenda.
  - Meeting administration is the responsibility of the Service Development and Planning Department.
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### 10. Public Notification and Compliance

- In compliance with the Brown Act, AC Transit will publish:
    - Regular meeting agendas and materials at least 72 hours in advance
    - Special meeting notices at least 24 hours in advance
  - If the partner agency has stricter posting requirements, those timelines will be honored.
  - Agendas shall be posted:
    - At the physical location of the meeting
    - In the lobby of AC Transit's General Office in Oakland
    - At applicable teleconference locations
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### 11. Amendments

This Charter may be amended by action of the AC Transit Board of Directors.