

TO: James L. App, City Manager
FROM: Mike Compton, Director of Administrative Services
SUBJECT: Transit Advisory Committee - Membership Terms
DATE: November 16, 1999

NEEDS:

For the City Council to consider appointment of terms for the Transit Advisory Committee (TAC) members.

FACTS:

1. At the Council's special meeting of October 28th, the Council did interview and appoint applicants to the TAC.
2. However, the Council did not make a determination as to the terms of the individual TAC members.
3. The by-laws (copy attached) adopted by the Council provided for TAC membership with staggered terms.

ANALYSIS & CONCLUSION:

Since the Council adopted by-laws relating to TAC membership dictates staggered terms, it would be appropriate for the Council, now that members have been appointed, to determine how the terms of the appointees are to be staggered.

The Council may simply appoint three member to three years terms and the remaining four members to four year terms or visa-versa. Or the Council may stagger the terms in any other way they choose.

The names of the appointees are identified as follows:

Joe Dutra	Sandee McLaughlin
Terry Gillespie	Robert Slenes
Pat Mackie	Cuesta Student (yet to be named)
James Martin	

FISCAL IMPACT:

None.

OPTIONS:

- a. That the City Council make the TAC appointments effective 11/1/99 and determine the term length of each member so that there are staggered terms; or
- b. Amend, modify, or reject the above option.

BYLAWS

PASO ROBLES TRANSIT ADVISORY COMMITTEE

Article 1. PURPOSE

The purpose of the Paso Robles Transit Advisory Committee is to advise the City staff and the City Council on all matters related to public transportation in Paso Robles.

Article 2. MEMBERSHIP

Advisory Committee shall have seven members that are appointed by the City Council or a Council ad hoc committee or a City official as may be designated by City Council from time to time. Transit Advisory Committee membership shall not necessarily represent any special interest and applications for any member of the Transit Advisory Committee shall be drawn from the community at large.

Article 3. Terms of Office

Paso Robles Transit Advisory Committee members will be appointed by the City Council to staggered terms of four years. Paso Robles Transit Advisory Committee members shall serve at the pleasure of the City Council. Any Paso Robles Transit Advisory Committee member may be re-appointed, provided no appointee serves more than two consecutive terms (8 years). A member who has served 8 years can be re-appointed after a one year absence from the Committee.

Article 4. MEETINGS

- A. The Committee will hold a regular meeting at least quarterly; July, October, January and April.
- B. Regular meetings, when called, will be held at 10:00 a.m. on Wednesdays.
- C. The Committee meetings will be open to the public and held at the Library conference center or other previously announced locations as required.
- D. A quorum will consist of a majority of the Committee members.
- E. All actions of the Committee will be decided by a majority vote or consensus and will be directed through the Committee chair.
- F. Minutes of each meeting will be forwarded to the City Clerk and be available as a public record.
- G. The Chairperson or any four members of the Committee may call a special meeting, provided that a week's prior notice is given in writing to each member.
- H. All Committee meetings will be conducted in accordance with Roberts Rules of Order.

- I. All members present must vote, except when abstaining due to a declared conflict of interest. A failure or refusal to vote when present (except for a declared conflict of interest) will be construed as an affirmative vote.
- J. Any member with a declared conflict of interest will not vote or participate in any discussion of any item or in any manner attempt to influence the decision on that item.

Article 5. SUBCOMMITTEES

Subcommittees consisting of less than a quorum of the Committee can be appointed as needed by the Chairperson.

Article 6. OFFICERS

- A. The officers will consist of a Chairperson and Vice-Chairperson who will be elected at the Committee meeting in July for one year terms.
- B. The Chairperson will preside over all meetings of the Committee, prepare (with the assistance of staff) all meeting agendas and perform such duties as directed by the Committee.
- C. The Vice-Chairperson will serve in the absence or incapacity of the Chairperson.

Article 7. Examples of Duties

Examples of topics taken to the Paso Robles Transit Advisory Committee for their review and comment, include, but are not limited to:

- Short and Long Range Transit Plan Development
- Five Year Operations Plan Implementation
- Service Performance Monitoring
- RFP's and Contract Award Reviews (service contract, equipment, etc.)
- Elderly and Disabled Person Concerns (ADA implementation)
- Student Concerns and Cuesta College Liaison
- Transit Center Operations
- Transit Marketing Program
- Bus Shelter/Stop Improvements

- **Miscellaneous Issues Affecting Transit Operations**