

TO: James L. App, City Manager  
FROM: Mike Compton, Director of Administrative Services  
SUBJECT: Transit Advisory Committee - Membership  
DATE: October 1, 2002

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Needs:

For the City Council to approve revised by-laws for the Transit Advisory Committee (TAC) that reduces membership from seven to five persons.

Facts:

1. The current by-laws provides for a seven member TAC appointed by the Council.
2. The City has always experienced difficulties in attracting applicants for two vacancies.
3. TAC during their September 4, 2002 meeting took action to recommend that the Council reduce the number of members from seven to five.
4. This recommendation was presented to the Council at their September 17, 2002 meeting.
5. The Council supported the reduction in the number of persons on the TAC.

Analysis  
and

Conclusion:

It is becoming increasingly difficult to recruit applicants for Council consideration when vacancies occur. Reducing the number of members will mitigate this problem and make it easier for the TAC to have a quorum.

The Council supported the reduction in the TAC membership at their September 17, 2002 meeting and directed staff to return with final action.

Fiscal  
Impact:

Unknown. Reducing need for recruiting will reduce recruitment costs.

Options:

- a. Approve revised by-laws reducing the number of appointees (members) to the Transit Advisory Committee to five; 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**

The Paso Robles Transit Advisory Committee shall have ~~seven~~ five 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 reappointed, provided no appointee serves more than two consecutive terms (8 years). A member who has served 8 years can be reappointed 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 2:00 p.m. on the first Wednesdays of the month.
- 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 January for a one-year term.
- 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. COMMITTEE RECOMMENDATIONS**

Committee recommendations shall be formally presented to the City Council by City staff. Committee members may be present to hear and/or speak on the recommendations as desired. Recommendations with fiscal impacts will be presented to the City Council's ad hoc fiscal policy committee or any such committee that may be designated by the City Council for review and comment before presentation to the City Council.

#### **Article 8. 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
- Assist with Holding Annual Local Unmet Transit Needs Hearing