

TO: James L. App, City Manager  
FROM: Mike Compton, Director of Administrative Services  
SUBJECT: Transit Advisory Committee  
DATE: December 2, 2003

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Needs: Seek direction from Council regarding membership of Transit Advisory Committee (TAC).

Facts:

1. The City continues to experience considerable difficulty in recruiting interested persons to serve on their TAC.
2. The TAC was established in March 1998 with seven members.
3. The seven members were to be representative of various transit user groups in order to assure that community transit needs were identified and considered. Given the lack of interest from special interest groups, the Council made appointments from the general population.
4. After incurring considerable advertising costs and extending the deadline three times to fill two vacancies in early calendar year 2001, the Council was able to appoint only two applicants for two vacancies at their May 15, 2001 meeting.
5. On October 1, 2002, the Council took action to reduce the TAC membership from seven to five due to difficulties experienced in achieving a meeting quorum.
6. On October 7, 2003, with only one applicant for three vacancies, staff sought direction from Council as to how they might want to fill the vacancies of their advisory committee (copy attached).
7. After the October 7<sup>th</sup> agenda deadline, two additional applications were received providing three applicants for three vacancies.
8. Rather than appoint or schedule interviews with the three applicants, the Council directed staff to re-advertise for more applicants.
9. The advertising effort was unsuccessful in attracting additional applicants.
10. At their November 18<sup>th</sup> meeting, Council set December 11<sup>th</sup> at 7:00 p.m. as the date and time to interview the three applicants.

11. Upon contacting the three applicants to schedule their Council interviews, one applicant rescinded his application and the other two incumbent applicants have (as is allowed with incumbents per Council policy) opted to be considered for reappointment, but not interviewed.

Analysis  
and  
Conclusion:

Recruitment efforts thus far have been unsuccessful. Three different recruitment efforts have been undertaken since early summer with the last deadline expiring October 31, 2003.

Staff sought Council direction at their October 7, 2003, meeting as to their desire on this matter. Council choose to undertake the third advertising effort noted above and set an application deadline for October 31, 2003. No additional applications were received.

At its November 18<sup>th</sup> meeting, Council set December 11, 2003, as the interview date for the three applicants. However, subsequent to November 18<sup>th</sup>, the new applicant withdrew his application. As noted above, both incumbent applicants have asked that they be considered for re-appointment, without interviews.

In conclusion, the Council has two applicants for three vacancies. Staff is seeking direction from Council as to their desires relative to the TAC and filling the third remaining vacancy.

Fiscal  
Impact:

None, presentation only.

Options:

- a. Direct staff to continue recruitment efforts to fill vacancies on the TAC.
- b. Continue with the appointment process to make appointments on December 11<sup>th</sup> and accept any applications that might be received between now and that date.
- c. Dissolve the Transit Advisory Committee.
- d. Amend, modify, or reject the above options.