

TO: James L. App, City Manager  
FROM: Mike Compton, Director of Administrative Services  
SUBJECT: Transit Advisory Committee  
DATE: September 21, 2004

---

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. Attached is a copy of a prior agenda staff report regarding this dilemma.
2. A relatively recent appointee to the TAC has submitted his resignation.
3. Thus far the recruitment effort, costing approximately \$500 per month (not including staff time), has not generated any interest. The recruitment started on 8/16 and closing 9/24.
4. This item is being brought forward for Council consideration at the request of Mayor Frank Mecham.

Analysis  
and  
Conclusion:

Recruitment efforts are underway to fill the vacancy generated by the resignation of Chris Iversen. As noted above, the recruitment began 8/16 and ends 9/24. To date the recruitment has generated no interest.

Upon being advised by the Deputy City Clerk of the lack of interest, the Mayor requested that this issue be placed on the Council agenda for their consideration.

A copy of the TAC by-laws is attached.

Fiscal  
Impact:

\$500 per month to advertise/recruit for applicants.

Options:

- a. Direct staff to continue recruitment efforts to fill vacancies on the TAC.
- b. Dissolve the Transit Advisory Committee.
- c. Amend, modify, or reject the above options.

## 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.

ADOPTED 10/1/02

- 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**