

The County Connection

Inter Office Memo

To: Administration and Finance Committee
From: Anne Muzzini, Director of Planning and Marketing

Date: August 25, 2010

Reviewed By: *Rate*

SUBJECT: Restructuring Advisory Committees

SUMMARY OF ISSUES:

County Connection has two advisory committees, the Citizens Advisory Committee and the Accessible Services Committee. The both meet once a month and have members that are appointed from each jurisdiction.

The staff recommendation to restructure the advisory committees is based on the need to reduce staff workload since several positions have been eliminated, and the fact that public input is sought anytime significant service or fare changes are made.

Legally CCCTA is required to have a public participation process however there is no specific requirement related to regular meetings. Some agencies have no advisory committees (Tri Delta) and some have a committee that meets before the Board meeting to review the items of the agenda (SamTrans). According to our attorney's office, we have lots of flexibility in regards to the structure for our public input process.

Restructuring the advisory committees so that there is only one committee that meets every other month would ensure that there were meaningful topics to discuss. In addition this structure would better balance the need for input with the available staff time.

RECOMMENDATIONS:

Staff recommends that the CAC and the ASC be combined into one committee that meets every other month. At first members of both committees would be grandfathered into the new advisory committee, and in time the new structure would mirror current membership with one appointment per jurisdiction. Members would be surveyed to determine the best meeting time.

FINANCIAL IMPLICATIONS:

None.

OPTIONS:

1. Approve staff request
2. Decline to approve staff request
3. Other action as determined by the Committee