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DATE: July 11, 2024

TO: Transit Advisory Committee

FROM: Jared Hall, Transit Manager

SUBJECT: Appointment of Transit Advisory Committee Officers – Chair and Vice Chair

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### **RECOMMENDATION**

It is recommended that the Transit Advisory Committee (TAC) nominate and vote on a new Chair and Vice-Chair for FY25 (July 1, 2024-June 30, 2025).

### **BACKGROUND**

The seven-member Petaluma Transit Advisory Committee meets regularly to engage interested community members in the governance of the City's transit system, and regarding various transit-related issues that challenge the community. The committee is composed of seven members, including: a Chair, Vice-Chair and City Council liaison (appointed annually by Council), four Council appointed members (one current vacancy). TAC meeting monthly on the second Thursday of the month at City Hall in Council chambers at 4pm.

City Council makes its appointments of community members for all City Boards, Committees and Commissions (BCCs) annually in June with new/returning members seated on their requisite BCC starting in July of that calendar year. Subsequently, at the next held meeting following the Council appointment of community members for the upcoming fiscal year, selection of TAC cabinet positions happens at next Committee meeting (typically in July or August).

Per the most recent TAC appointment process, the Committee had three vacant seats going into FY25, all three of which were all filled by the City Council. All three seats will have standard two-year terms (July 1 2024- June 30, 2026) filled by: Franklin Quint (returning), Fred Tarr, and Eric Vazquez-Izaguirre.

A list of current TAC members can be found in attachment A.

TAC is able to form subcommittees and ad hoc groups as needed to deal with relevant topics (for recurring, and temporary subjects respectively). There is currently one ad-hoc of the Transit Advisory Committee related to the creation of the Petaluma Microtransit pilot service launching

in FY25. At the June 2024 TAC meeting, committee members expressed interest in possible creation of an ad hoc group to discuss the Transit Operations Request for Proposal/ scope of work that will be issued in FY25 to commence in FY26.

## **DISCUSSION**

In order to help ensure effective facilitation of the TAC, the committee Chair presides over TAC meetings including, calling the meeting to order, facilitating discussion on the set agenda items, and dismissing committee meetings. The Vice-Chair position serves as the backup to the Chair and presides over meetings in absence of the Chair. Both cabinet positions are elected amongst the TAC members annually to serve one-year terms with no cabinet position term limits (beyond the overall committee member term limits).

The Committee is requested to fill the Chair and Vice-Chair positions by appointing two committee members to serve in these respective positions for FY25.

Committee members are also able to provide input on any potential subcommittee or ad hoc groups that they would have an interest in.

Tac members are also encouraged to provide feedback on preferred meeting times including if the existing meeting time (2<sup>nd</sup> Thursday of the month at 4pm) is preferred vs an alternative time.

## **ATTACHMENTS**

Attachment A. TAC member roster – updated 6/24/2024  
Attachment B. TAC Enabling Legislation