

FAXED ON  
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Metropolitan  
Transportation  
Authority

One Gateway Plaza  
Los Angeles, CA  
90012-2952

**TO:** BOARD OF DIRECTORS  
*Roger Snoble*  
**THROUGH:** ROGER SNOBLE  
CHIEF EXECUTIVE OFFICER  
**FROM:** JAMES L. de la LOZA *James L. de la Loza*  
EXECUTIVE OFFICER  
COUNTYWIDE PLANNING AND DEVELOPMENT  
**SUBJECT:** TECHNICAL ADVISORY COMMITTEE

**ISSUE**

At the October 2001 meeting, the MTA Board approved the reorganization of the MTA Technical Advisory Committee (TAC) and amendments to the MTA Administrative Code to reflect the changes in the TAC membership and operating procedures. The Board further directed that work continue with TAC's Subcommittees to make the necessary changes to their by-laws for inclusion in the MTA Administrative Code.

Over the past several months, the MTA and TAC have continued to refine the Committee's operating procedures, which are included in the MTA's Administrative Code. Additionally, the TAC Subcommittees continue to review their By-Laws. The purpose of this report is to update the MTA Board on administrative revisions to the TAC By-laws.

**DISCUSSION**

Since the Board adoption of the TAC reorganization and operating procedures, MTA, TAC, and its various subcommittees have periodically reviewed the protocol and operating procedures. As a result, some refinements have been made to the TAC operating procedures to address agenda formats, communication of issues and the role of the League of Cities representatives. Attached is the revised Administrative Code for MTA's TAC with changes shown in bold.

**NEXT STEPS**

MTA will update the TAC member's handbook to reflect these changes and will provide copies of the revised Administrative Code to the affected MTA departments. As necessary, the TAC and Subcommittee operating procedures will be reviewed and revised. The Board will be kept apprised of any further administrative changes.

**ATTACHMENT**

Revised TAC Administrative Code

# Technical Advisory Committee Administrative Code

(Revised June 2003)

## ARTICLE 3 (Changes in **BOLD**)

### Section H. Subsection 2.

#### Appointment of Advisory Committees (cont.) Technical Advisory Committee

- a. **Membership** - There is hereby created the Technical Advisory Committee composed of 31 members including four ex-officio members. The committee members shall be selected as follows:
- (1) Three members appointed by the City of Los Angeles;
  - (2) Three members appointed by the County of Los Angeles;
  - (3) Seven members appointed by the League of California Cities, one voting member per each of the following Subregional Groups or Councils of Governments (COGs): Arroyo Verdugo, Gateway Cities, Las Virgenes/Malibu, San Gabriel Valley, South Bay, Westside Cities, North County. These TAC representatives must be full-time staff from one of the COG/Subregion member cities, not a paid consultant and will be nominated by the COG's and confirmed by the League of Cities.
  - (4) Two members appointed by the California Department of Transportation with expertise in freeway traffic operations, SAFE, surface streets and local programs;
  - (5) One member appointed by the Operations Department of the MTA;
  - (6) Two members appointed by the Bus Operations Subcommittee (BOS) from among the Municipal Operators from Los Angeles County;
  - (7) The Chief Executive Officer of the MTA or the alternate who shall act as Chairperson;
  - (8) One member appointed by the City of Long Beach;
  - (9) Two members appointed by the Local Transit Systems Subcommittee (LTSS);
  - (10) One member appointed by the California Highway Patrol;
  - (11) Two members appointed by the Transportation Demand Management/Air Quality (TDM/AQ) Subcommittee. Both representatives shall be appointed at-large by the TDM/AQ Subcommittee members;
  - (12) One member appointed by the Automobile Club of Southern California;
  - (13) Citizen Representative with Technical Expertise on Americans with Disabilities Act (ADA) transportation issues, appointed by MTA.
  - (14) Ex-Officio Members
    - a) One member to represent the Goods Movement industry, appointed by MTA
    - b) One member appointed by the Southern California Regional Rail Authority (SCRRRA)
    - b) One member appointed by the Southern California Association of Governments (SCAG)
    - c) One member appointed by the South Coast Air Quality Management District (SCAQMD)

Committee members shall serve until either reappointed or a successor is duly appointed and qualified. All appointments to the committee shall be made in writing subject to ratification by the MTA. Committee members shall be selected on the basis of their technical and professional qualifications in the field of transportation planning, management and engineering.

- b. ***Function*** - Subject to the supervision of the MTA, the committee shall provide technical assistance to the MTA by reviewing and evaluating the various transportation proposals and alternatives within Los Angeles County. Transportation issues transmitted to the committee will include the funding, operation, construction and maintenance of streets and freeways, bus and rail transit, demand and system management, and air quality improvements. The committee shall review, comment upon, and make recommendations on such matters as are referred to it by the MTA. Cooperatively with the modal subcommittees defined in section e. MTA staff will forward issues, projects or programs to the Committee for review and action.
- c. ***Meetings*** - In the dispatch of responsibilities, the committee may conduct meetings, may appoint subcommittees, and engage in such related activities as it deems necessary.
- d. ***Compensation*** - Members of the committee shall serve without compensation.
- e. ***Subcommittees*** - There are four standing subcommittees.
  1. Bus Operations Subcommittee - review and provide technical input on all bus operations, capital, and legislative issues.
  2. Streets and Freeways Subcommittee - review and provide technical input on projects and issues related to seaports and airports access, goods movement, bikeways, pedestrian, Transportation Enhancement Activities (TEA), traffic systems management, and streets and freeways operations and programming.
  3. Local Transit Systems Subcommittee - Provide technical input on issues affecting local transportation systems including fixed route circulation, commuter services, paratransit, transportation demand management, and rail feeder services.
  4. Transportation Demand Management/Air Quality Subcommittee - provide technical input on TDM and air quality issues, and advice on bikeways, pedestrian and TEA.
- f. ***Attendance*** - After three consecutive absences at regular meetings by the member or alternate, the agency would automatically lose voting privileges. Privileges would not be reinstated until a notice is sent by the MTA notifying the agency of the absences and a new letter received by the MTA appointing the agency's new TAC member and alternate.
- g. ***Alternates*** - Each member shall have one alternate, with each alternate appointed in writing by their agency/jurisdiction.

- h. *Subcommittee Protocol* - Subcommittees should use the following protocol when addressing the MTA Board:

If TAC has taken a position on an item and has a representative present to represent the TAC position, then the Subcommittee representative can address the Board under one of two options:

- 1) Subcommittee members addressing the MTA Board or other groups are to introduce themselves as an individual from their respective agency, not as a representative of their TAC Subcommittee, and present their respective agency's point of view.
- 2) If the Subcommittee has taken a position different from TAC, then the individual can introduce themselves as a Subcommittee representative, must clearly explain the relationship of the Subcommittee to TAC, and explain TAC's position and why the Subcommittee's position differs.

If TAC and/or a Subcommittee takes a position or makes a recommendation on an issue being presented to the Board prior to the Board report being finalized, then the TAC and/or Subcommittee's recommendation(s)/ position(s) should be reflected in the Board report.

**To enhance communication between TAC and its Subcommittees:**

- **Subcommittee agendas will be reformatted to be identical to the format used for TAC agendas;**
- **Subcommittee agenda cover pages will continue to be included in TAC agendas, with the disposition of items (action, discussion or information) clearly denoted. TAC members should review the agenda and inform the TAC Chair, if there are items they would like to discuss or items upon which they would like TAC to take action;**
- **During TAC Subcommittee reports, Subcommittee Chairs will describe their agendas and the disposition of items. If TAC members have a concern with regard to Subcommittee actions, this will be the opportunity to discuss the item and if appropriate, take action. If a time constraint exists and TAC is unable to make a decision on an item, the Subcommittee can take its position to the MTA Board following the adopted protocol. During their respective reports, Subcommittee Chairs should make every effort to inform the TAC of anticipated/planned agenda items for the next several months;**
- **Should a Subcommittee member submit comments to MTA on a particular item, the TAC Chair should be copied so that the comments can be included in the TAC agenda;**
- **The Subcommittee Chair, in coordination with their MTA staff person, is responsible for ensuring that time sensitive items are appropriately scheduled to**

**afford TAC members an opportunity to review the item(s) and take action, if desired.**

- **TAC members should review the Subcommittee agendas and call the TAC Chairperson and the Subcommittee Chairperson prior to the meeting, should members be interested in bringing an item(s) to TAC for discussion;**
- **During the TAC Subcommittee Report, the Subcommittee Chairperson will describe the disposition of action items. This will provide an opportunity for TAC members to raise any concerns or to take an action on the Subcommittee items;**
- **If a Subcommittee submits comments to the MTA on any unresolved item, then the Subcommittee Chair is to copy the TAC Chair, so that the item can be attached to the TAC agenda.**

#### **League Representatives Communication with Subregions:**

**League of Cities TAC Subregion/COG members represent the cities in their respective subregions. As such, it is each representative's responsibility to report to their Subregion/COG and member cities of the issues and developments that transpire at the TAC meetings. This will ensure that their Subregion/COG are informed.**

#### **Subsection 3: Other Advisory Committees**

The MTA may appoint such other advisory committees, as it deems necessary. Unless advisory committee membership, functions, duties, responsibilities or terms of service are specified by law, the MTA may determine the membership of such committees, specific functions, duties, responsibilities and terms of service.

#### **Subsection 4:**

The MTA shall give due consideration to any recommendations, advice, or proposals received from advisory committees but unless required by law to do so, shall not be bound by such recommendations, advice or proposals.

## TECHNICAL ADVISORY COMMITTEE

### MEMBERSHIP STRUCTURE

<u>Agency</u>	<u>Members</u>
City of Los Angeles	3
County of Los Angeles	3
League of Cities	7
Caltrans	2
MTA Operations	1
Bus Operations Subcommittee	2
City of Long Beach	1
Local Transit Systems Subcommittee (LTSS)	2
MTA Chief Executive Officer or Alternate	1
Citizen Representative With Technical Expertise on ADA Issues	1
Goods Movement Representative *	1
Southern California Regional Rail Authority (SCRRA) *	1
Southern California Association of Governments (SCAG) *	1
Southern California Air Quality Management District (SCAQMD) *	1
Southern California Automobile Club	1
California Highway Patrol (CHP)	1
Transportation Demand Management/Air Quality Subcommittee (TDM/AQ)	2
Total	31

31 members, 27 voting members

\* ex-officio, non-voting member