

AGENDA: June 7, 2007

TO: Regional Transportation Commission
FROM: Yesenia Parra, Administrative Services Officer
RE: Handouts from Previous Commission Meetings as Agenda Item on
Commission Packets

RECOMMENDATION

The Budget and Administration/Personnel (B&A/P) Committee and staff recommend that the Regional Transportation Commission (RTC) approve:

1. Removing from the RTC regular meeting agenda packet the item "Accept handouts from staff and Commissioners at previous Regional Transportation Commission meetings" and directing staff to post these handouts on the RTC web site after completion of the RTC meetings and mailing materials if requested.
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BACKGROUND

At most Commission meetings there is distribution of materials to replace or augment pages in staff reports, provide additional information from the public, and make presentations more understandable. These handouts are included as a consent agenda item in the Commission agenda packet for the next meeting to ensure that the public has access to all documents that were presented at the meeting. The Budget and Administration/Personnel Committee agreed that these items can be made available to the public by posting the hand-outs on the RTC website following the meeting at which they were distributed and by mailing them upon request.

DISCUSSION

Including handouts from previous Commission meetings as an item on the agenda of the next Commission meeting can add a significant number of pages to the agenda packets. The Commission directed staff to do this in order to make information distributed at a Commission meeting more readily available to the public. The Commission's commitment to public participation and information can be maintained by posting to the Commission's website and mailing, if requested, any materials that are distributed at Commission meetings. Removing the agenda item for materials distributed at past meetings and posting them to the website would reduce the size of meeting packets, reduce the amount of paper used, and reduce duplicating and mailing costs. Therefore, the B&A Committee and staff recommend that the RTC approve removing from the RTC regular meeting agenda the item "Accept handouts from staff and Commissioners at previous Regional Transportation Commission meetings," and direct staff to post these handouts on the RTC web site after completion of the RTC meetings and mailing materials if requested.

SUMMARY

In an effort to make the Commission agenda packets more concise and reduce packet production and distribution costs while keeping the Commission's commitment to public information and participation, the B&A/P and staff recommends that handouts from Commission meetings not be included in the next meeting packet and that staff post the handouts on the RTC website.

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