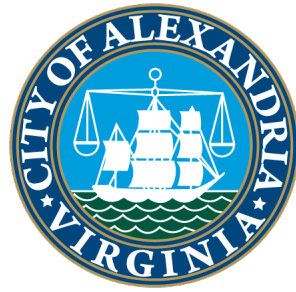




Transportation Commission RETREAT

March 2, 2019



Introductions

Agenda

- Introductions
- Transportation Commission Purpose
- Transportation Commission Processes
- Commission Effectiveness
- Work Program



Transportation Commission Purpose



Transportation Commission Role

"The Alexandria Transportation Commission is established to advocate and promote development of balanced transportation systems for the City through oversight of the implementation of the Transportation Chapter of the City's adopted Master Plan."

Ordinance 4526 adopted by Council on April 12, 2008



Commission Core Functions

1) Public Hearings

- Small Area Plans
- Amendments to the Transportation Master Plan
- Long Range Plan
- Receive reports / findings on transportation studies

2) Budgeting

- Receive and endorse grant applications for Council approval
- Recommend priorities for federal, state, regional, local funding programs

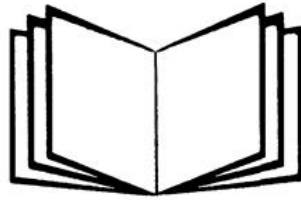
3) Capital Projects Implementation

- Support for regional transportation boards and provide forum for public discussion

Commission Charter

Transportation Commission Functions, Powers, Duties

Recommend projects for MPO and regional long range plans



Oversight / implementation of the Transportation Master Plan

Amendments to the Transportation Master Plan

Prioritize projects for Transportation Long Range Plan

Consider other transportation matters referred by Council / Boards / Commissions



Transportation Commission

Guidance and Priorities for CIP / TIP

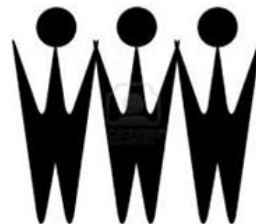
Prioritize projects for State, regional and local funding programs

Prioritize projects for State & federal grants

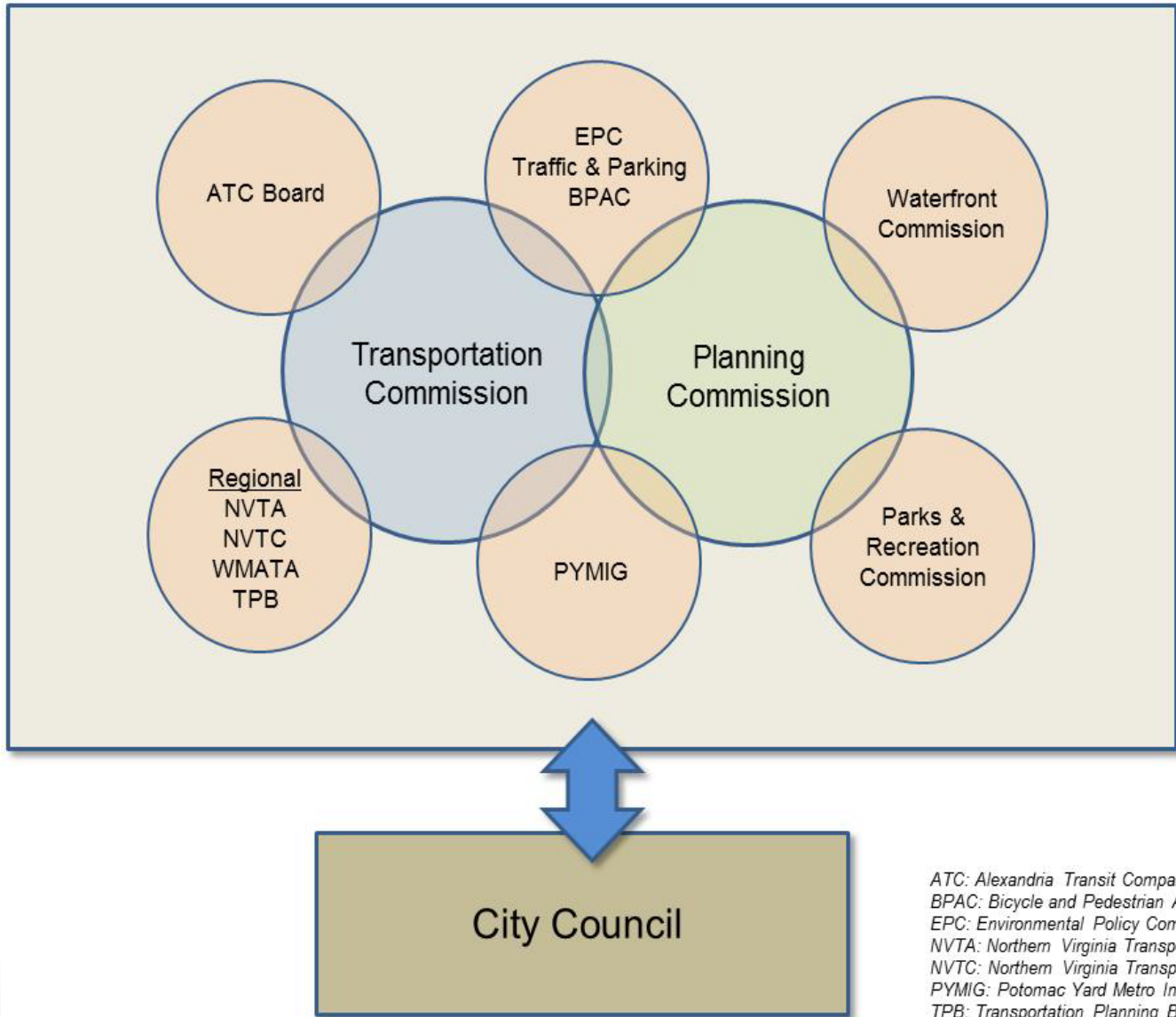


Serve as public forum for transportation issues

Serve as representatives to other boards and committees as needed



Commission Relationships

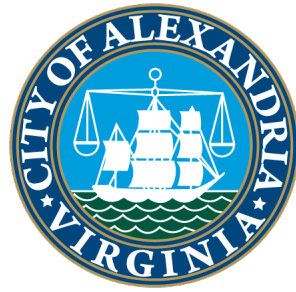


ATC: Alexandria Transit Company
BPAC: Bicycle and Pedestrian Advisory Committee
EPC: Environmental Policy Commission
NVTA: Northern Virginia Transportation Authority
NVTC: Northern Virginia Transportation Commission
PYMIG: Potomac Yard Metro Implementation Group
TPB: Transportation Planning Board
WMATA: Washington Metropolitan Transit Authority



By-laws

- Organization
 - Officers, election of officers, and duties of officers
 - Committees
 - Staff support
- Meetings
 - Regular meetings, special meetings, quorums
- Conduct of Proceedings
 - Rules of Procedure
 - Passage of Motions
- Amendments
 - Amendment to by-laws



Transportation Commission Process



Agenda Development

Agenda Development

- Projected Commission Work Plan
- Other timely items not identified in Work Plan
- TC staff consult Work Plan and coordinate with other City staff to develop draft agenda
- TC staff meet with chair and vice chair and revise agenda as requested

Consent	Action Required / Information/Feedback
Items require no action by the TC, but are provided to facilitate information-sharing, advance notice, inter-Commission coordination, etc.	Items require endorsement and/or advisement from TC, or provide information that will require action at a future date.



Freedom of Information Act



Freedom of Information Act (FOIA)

- Meetings
 - FOIA requires the **physical assembly** of members for legally acceptable meetings.
 - Per FOIA:
 - **public notice** is required 3 days prior
 - meeting must be **open for public** to attend
 - **minutes** must be recorded
 - all information provided at the meeting must be subsequently **available to the public**



Freedom of Information Act (FOIA)

- Non-Sanctioned Meetings
 - **3 or more members** of the Commission in discussion of business constitutes a meeting (includes conference calls, email chains)
 - includes **texts**, chat rooms, **email**, instant messages, etc.
 - a meeting may be found if communications **occur closely together** in time and if **3 or more** members are message recipients



Freedom of Information Act (FOIA)

- To avoid problems, the City Attorney advises:
 - **do not** “reply all” to emails
 - **do not** respond to or email more than one other board member at a time
 - If you have something you would like to say to the entire Commission, **wait to and say it at the next meeting**



Freedom of Information Act (FOIA)

Record Retention

- **City** must retain public business records (e.g. minutes, docket)
- **Commission** members must retain all records not maintained by staff (emails, telephone transcript)

Voting

- No vote shall be taken to authorize the transaction of any public business other than a vote taken at a meeting conducted in accordance with the provisions of FOIA
- No public body shall vote by secret or written ballot



Roberts Rules of Order & Drafting Motions



Robert's Rules

- Robert's Rules of Order apply to all City Boards and Commissions, unless specified in the law.
- **Basics:**
 - Chair presides
 - Members need to be recognized to speak
 - Quorum is majority of the Commission's (voting) members and is necessary to proceed with Commission business
 - A vote requires a majority of those present unless otherwise specified
 - A tie vote means a motion does not pass



Drafting Motions

- All motions...
 - Require a **“second”**
 - Can be tweaked or replaced through other additional motions
 - **amendment motions** – germane changes to main motion
 - **substitute motions** – changes the main motion by substituting an entire sentence or paragraph
 - Require **majority vote** to pass
- Additional less common motions available on “cheat-sheet”



Drafting Motions

Draft motion template:

“I move that the Transportation Commission
(endorse / advise / provide comment on)
[item] with the following points of
(emphasis / consideration / qualification)
[state points].”

Drafting Motions

Example motions:

- “I move that the Transportation Commission **endorse** City’s proposed list of projects for 70% funds with the following point of **qualification**:
 1. *Staff should study project number 12 to determine whether or not the project is still warranted.”*
- “I move that the Transportation Commission **advise** City Council to provide comments to VDOT on its proposed plan for I-395 with the following point of **emphasis**:
 1. *During the item’s public hearing, citizens voiced concern over potential traffic impacts to residential neighborhoods. The Commission shares this concern.”*

Drafting Motions

Example motions:

- "I move that the Transportation Commission **provide comment on** the FY 20 budget with the following points of **consideration**.
 1. *The Transportation Commission appreciates that the City Manager's Budget addressed many of the Commission's budget recommendations.*
 2. *The Commission encourages the Council to approve a two-cent increase of the property tax to fund capital projects.*
 3. *The Commission supports the concept released by the manager, which will provide additional funding for Complete Streets, street resurfacing, and the purchase of additional DASH buses.*



External Communications

External Communications

- Three Main Types of External Communication
 - **Endorsements** – to approve an item
 - e.g. proposed projects, funding requests
 - **Recommendations** – to recommend action by another body
 - e.g. recommend Council advise/comment on state/regional plan
 - **Comment** (*uncommon*) – to memorialize comments on an item when no action is asked of/required by other bodies
 - e.g. note strengths and improvement areas for proposed FY budget



External Communications

Recipients of Transportation Commission Correspondence

- **Always**
 - City Manager or Deputy City Manager
 - Director/Deputy Director of Transportation & Environmental Services
 - Members of the Transportation Commission
- **Sometimes** – Dependent on Item Content
 - Mayor and City Council
 - Traffic and Parking Board
 - Planning Commission
 - Outside Agency (VDOT, NVTA, DASH, etc.)



Commission Effectiveness



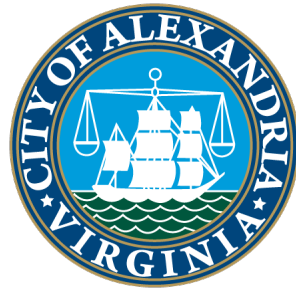
Commissioner Goals

- Why are we here
- What we want to accomplish
- Clarity of role of staff
- Successes
- Barriers to TC/Staff Goals



Meeting Effectiveness

- View ourselves as public stewards.
- Come prepared.
- Use Roberts Rules for all motions.
- Start and end on time.
- Comment or question to move agenda forward.
- Stay on topic.
- Remain actively engaged.



Next Steps / Work Program

Performance Dashboard

Explore Categories



Inclusive



Safety



Economy



Transportation



Health



Children & Youth



Neighborhoods



Environment



Arts & Rec



Government



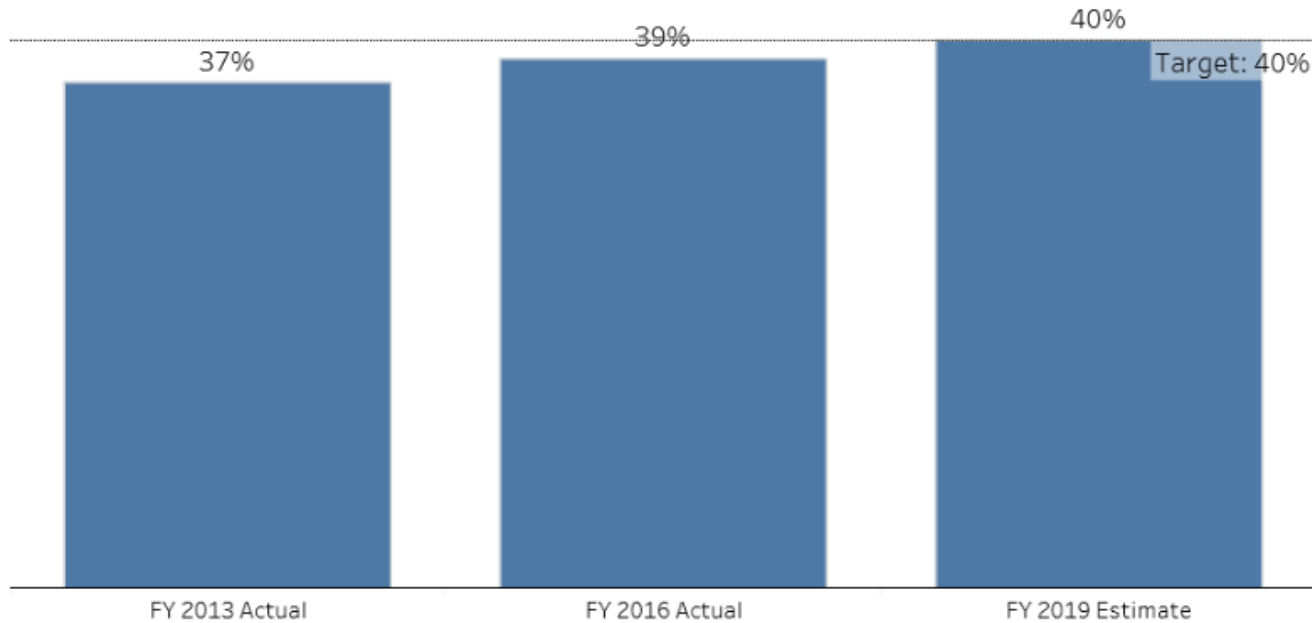
Search



Departments

Alternative Modes of Transportation

Percentage of commuters using alternative transportation options



Data is reported every three years by fiscal year (July-June) by the Department of Transportation and Environmental Services. Data comes from the Metropolitan Washington Council of Government's [State of the Commute Survey](#).

The percent of commuters using alternative transportation options in 2016 was 39%. Alternative transportation options includes riding on the bus, taking Metro, and biking. The [City Strategic Plan](#) set a target of 40% to reach by 2022. As of the latest data point, the City is currently below the target.



Key Projects in 2019/2020

- Alexandria Transit Vision Study
- Intelligent Transportation Systems (ITS)
- Vision Zero Action Plan & Complete Streets Program
- Landmark Mall Re-planning
- Eisenhower East Phase 2 SAP
- Alexandria Mobility Plan- Street/TDM/ITS Chapters
- Environmental Action Plan and Green Building Policy Updates
- Residential Parking Permit Program
- City Budget process