

The background of the slide is a photograph of the interior of a bus, showing rows of blue seats and yellow handrails. The image is partially obscured by a large, semi-transparent white triangle that points downwards from the top center. The text is overlaid on this white area. The overall color scheme is dominated by green and yellow, with the bus interior providing a realistic context.

# Transportation Commission Retreat

April 9, 2022

# Agenda

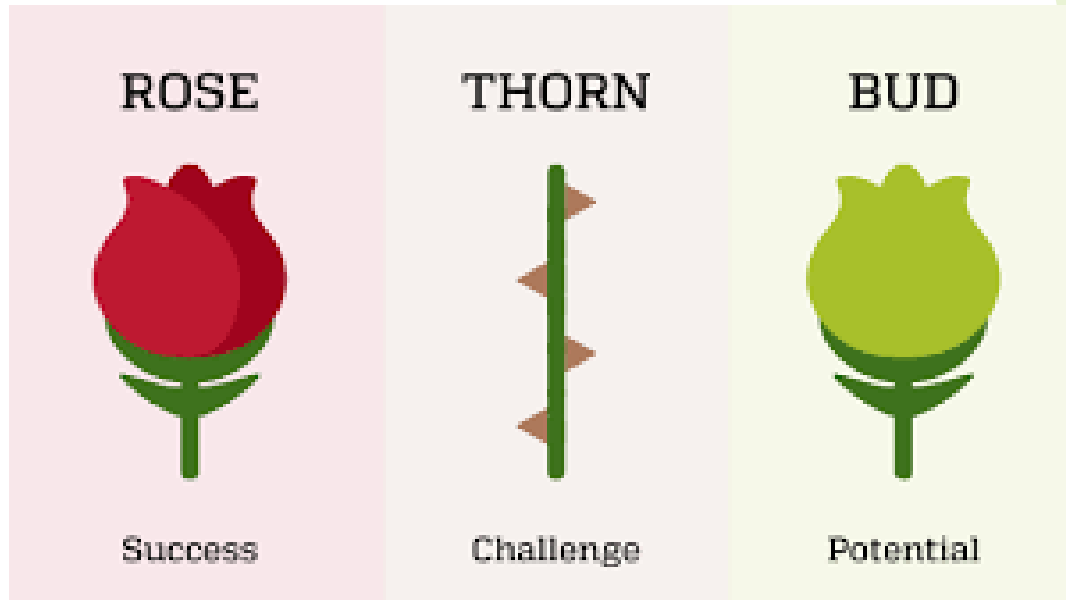
1. Introductions/ Retreat Purpose (20 min)
2. Transportation Commission Purpose (10 min)
3. Transportation Commission Existing Processes (20 min)
  - a. Meeting Agenda Development
  - b. FOIA
  - c. Robert's Rules
  - d. Motion Language
  - e. External Communication (*to Council*)

-----**Break**-----

1. Commission Effectiveness (10 min)
  - a. Commission Goals
  - b. Meeting Effectiveness
2. Big Picture Priorities (20 min)
3. Long-Range Plan Introduction (30 min)



# Introductions



## ▶ Rose-Thorn-Bud Activity

- ▶ Rose - A transportation project or program that has been implemented since you've been in Alexandria that you feel is a success
- ▶ Thorn - A transportation challenge or gap in Alexandria that you think needs to be addressed
- ▶ Bud - A transportation opportunity or upcoming project or program that you are excited about



# 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/AMP
- ▶ 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) Regional Transportation

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

# Commission Charter

## Regional Plans

- Recommend Projects for Regional and Long-Range Plans

## AMP

- Oversight on development and implementation of Alexandria Mobility Plan (AMP)

## Long Range Plan

- Prioritize projects for Transportation Long Range Plan

## Transportation Matters

- Consider other transportation matters referred by Council or other Boards/Commissions

## Public Forum

- Serve as a public forum for transportation issues

## Funding

- Prioritize projects for state and federal grants
- Prioritize projects for state, local, and regional funding programs
- Provide guidance on TIP/CIP

# 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

# Meeting 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	Discussion	Action
<p>Items require <u>no action</u> by the TC, but are provided through written update to facilitate <u>information-sharing, advance notice, inter-Commission coordination, etc.</u></p>	<p>Information is presented by staff for items that will require <u>action at a later date or for the Commission to discuss and provide informal feedback.</u></p>	<p>Items <u>require endorsement and/or advisement</u> from TC.</p>

# 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**



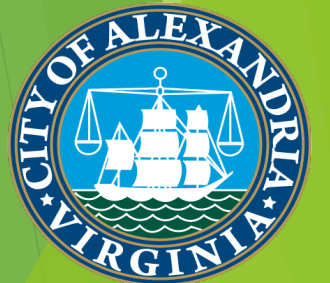
# Freedom of Information Act (FOIA)

## 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



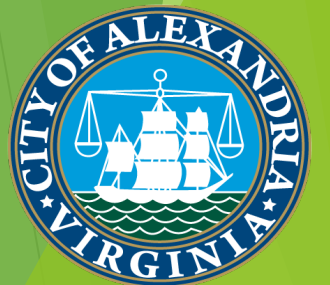
# Robert's Rules

- ▶ 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

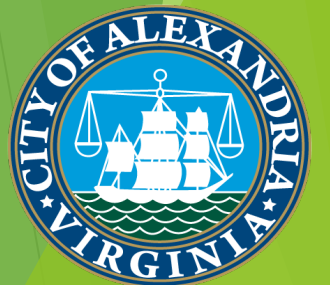




# Drafting Motions

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

- ▶ **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



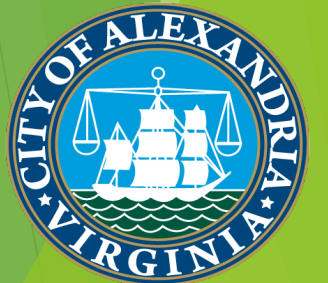
# External Communications

## 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.)



BREAK

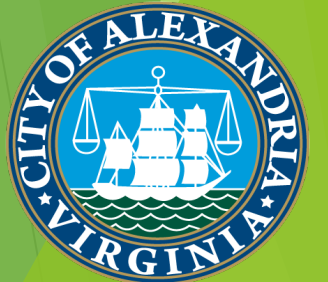


The background features a series of overlapping, semi-transparent green geometric shapes, primarily triangles and quadrilaterals, that create a sense of depth and movement. The colors range from a light, pale green to a vibrant, saturated lime green. The shapes are layered, with some appearing to be in front of others, creating a complex, layered effect. The overall composition is clean and modern, with a focus on geometric forms and a monochromatic color palette.

# Commission Effectiveness

# Commissionerer Goals

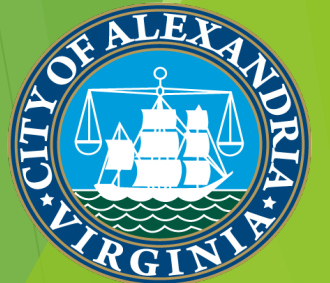
- ▶ Why we are here
- ▶ What we want to accomplish



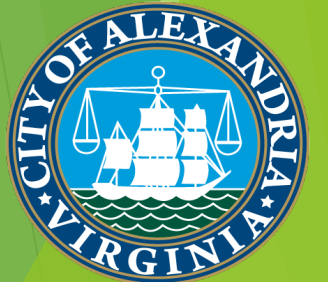


# Meeting Effectiveness

- ▶ 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.

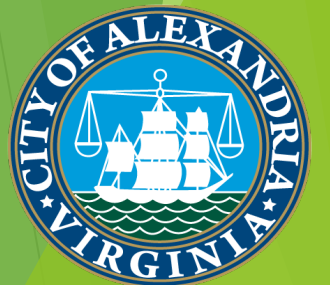


# Big Picture Priorities



## Key Priorities in 2022/2023

- ▶ AMP Implementation
- ▶ Safety/Vision Zero
- ▶ Transitways
- ▶ Transit Vision Plan Implementation
- ▶ Smart Mobility
- ▶ Infrastructure Law Grants
- ▶ Dockless Mobility/Capital Bikeshare
- ▶ EV Charging
- ▶ DASH Fleet Expansion & Electrification



# AMP Implementation

## **ACCESS** Alexandria

### *Accessible*

Alexandria will work to make its transportation network **easily accessible for users of all ages and abilities.**

### *Connected*

Alexandria's transportation system will take you where you want to go seamlessly by **leveraging technology and integrating transportation and land use.**

### *Convenient*

Alexandria will provide a transportation system with high-quality mobility options that are **reliable, frequent, proximate, and comfortable.**

### *Equitable*

Alexandria acknowledges that there are disparities in neighborhoods and populations in the City that have been historically underserved. Alexandria will be **targeted, inclusive, and intentional in addressing gaps in mobility options** available, their quality, and safety.

### *Safe*

Alexandria will **eliminate all traffic deaths and serious injuries by 2028.**

### *Sustainable*

Alexandria will **prioritize low-carbon mobility options** and **reduce automobile dependency.**

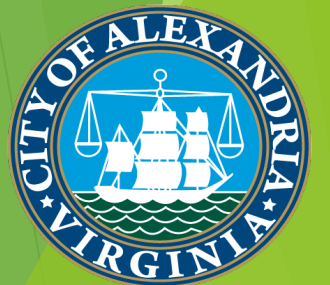




What are  
your  
priorities?



# Long Range Plan Update 2022





# Long Range Transportation Plan (LRP)

LRP- *Unconstrained* list of transportation projects, programs and studies

1. Project List - capital projects which are not funded (prioritized by the Transportation Commission)
2. Studies List
3. Developer Contingent Project List

# 2022 Proposed Schedule

## **April**

### **Review LRP Process and Projects List**

- Introduction at Retreat and Review Scoring Criteria
- Project List Review at Commission Meeting

## **May**

### **Discuss draft LRP/Scores**

- Receive Commissioner Scores by May 9 (?)
- Staff Compile Commissioner and Staff Scores
- Present Ranked List

## **June**

### **Public Hearing**

- Present final LRP
- Adoption





## Derivation of LRP Projects/Studies

Alexandria Mobility Plan

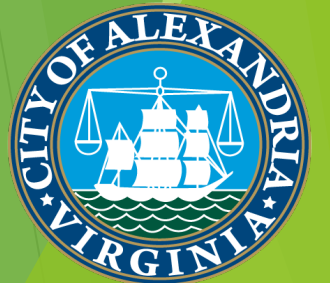
Small Area Plans

Special Area and Corridor Plans

Studies/Plans from other  
departments

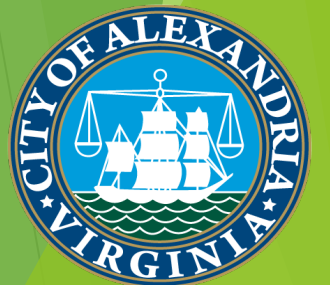
## Consistency with City Goals/Policies

- ▶ Alexandria Mobility Plan
- ▶ Environmental Action Plan (EAP)
- ▶ Vision Zero & Complete Streets Policies
- ▶ Other City policies and programs



# Commission Participation

- ▶ Confirm Scoring Criteria
- ▶ Consider packaging similar projects
- ▶ Consider removing projects no longer pertinent
- ▶ Prioritize City funded projects



# Scoring Criteria



## Livability

Livability in affected Area  
Livability in Alexandria



## Connectivity

Neighborhood/City Connectivity  
Regional Mobility



## Land Use

Existing/planned population  
and activity centers  
Opportunities for economic  
Development



## Mode Choice

Improve multi-mobility  
Encourage non-SOV travel

# Scoring Criteria



Infrastructure

Improves aging  
infrastructure



Operations /  
Technology

Improves efficiency



Safety

Effect on crash risks /  
safety  
Effect on proposed  
personal safety

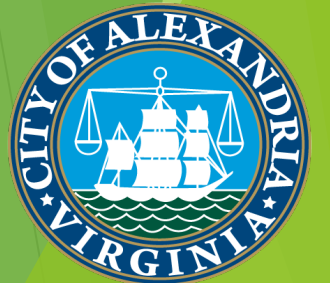


Equity

Impact on underserved  
populations  
Impact on geographic  
balance

# Scoring Projects

- ▶ Each commissioner gives a score of 1-5 for each criteria for each project
- ▶ A total score is developed for each commissioner for each project
- ▶ Commissioner scores are averaged, and projects are ranked from highest to lowest scores
- ▶ Staff give a general priority ranking of high, medium, or low



# Any changes or adjustments to criteria?

- ▶ **Livability**
  - ▶ Livability in affected Area
  - ▶ Livability in Alexandria
- ▶ **Connectivity**
  - ▶ Neighborhood/City Connectivity
  - ▶ Regional Mobility
- ▶ **Land Use**
  - ▶ Existing/planned population and activity centers
  - ▶ Opportunities for economic Development
- ▶ **Mode Choice**
  - ▶ Improve multi-mobility
  - ▶ Encourage non-SOV travel
- ▶ **Infrastructure**
  - ▶ Improves aging infrastructure
- ▶ **Operations / Technology**
  - ▶ Improves efficiency
- ▶ **Safety**
  - ▶ Effect on crash risks / safety
  - ▶ Effect on proposed personal safety
- ▶ **Equity**
  - ▶ Impact on underserved populations
  - ▶ Impact on geographic balance



# ▶ Thank you!

See you April 20 at 7pm in the Chet and Sabra Avery  
Conference Room (Room 2000)!

(Note change of room from earlier materials)