



Transportation Commission

Retreat

April 9, 2022

10:00 AM – 12:00AM

301 King Street – Sister Cities Room 1101

AGENDA

- 1) Introductions/Ice breaker Activity [20 mins]
 - 2) Transportation Commission Purpose [10 mins]
 - a) Commission Role
 - b) Charter & By-Laws
 - 3) Transportation Commission Existing Processes [20 mins]
 - a) Meeting Agenda Development
 - b) FOIA
 - c) Robert's Rules
 - d) Motion Language
 - e) External Communication (*to Council*)
- Break [10 mins]*
- 4) Commission Effectiveness [10 mins]
 - a) Commissioner Goals
 - b) Meeting Effectiveness
 - 5) Big Picture Priorities [20 mins]
 - 6) Long-Range Plan Introduction [30 mins]

The Transportation Commission Retreat is being held in the Sister Cities Conference Room 1101 on the first floor of City Hall (301 King Street, Alexandria, Virginia, 22314) and electronically. Members of Transportation Commission and staff are participating either in-person or from a remote location through video conference call on Zoom. The meeting can be accessed via Zoom by registering at the following link:

https://zoom.us/webinar/register/WN_X8HUQLnKQq6QEF-Z4T5vRQ

*Or by phone: 301 715 8592
Meeting ID: 933 8662 8675
Passcode: 068073*

The City of Alexandria complies with the terms of ADA. An individual with a disability who wishes to request an accommodation may contact the Department of Transportation and Environmental Services at 703-746-4088 or TTY/TTD 703-838-5056.

TRANSPORTATION COMMISSION

RETREAT

2022



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SECTION 1.1
TRANSPORTATION COMMISSION ROSTER
APRIL 2022

OSCAR GONZALEZ (CHAIR) – CITIZEN EAST, HIGH SCHOOL PROJECT

CASEY KANE – TRAFFIC AND PARKING BOARD, EISENHOWER WEST/ LANDMARK/VAN DORN
ADVISORY GROUP

JODY MANOR – PLANNING COMMISSION

BRUCE MARSH (VICE CHAIR) – CITIZEN EAST, POTOMAC YARD METRO IMPLEMENTATION
WORKING GROUP

JIM MASLANKA – CITIZEN WEST

MELISSA MCMAHON – PLANNING COMMISSION

MATTHEW MCMANUS – CITIZEN WEST

BILL PUGH – ENVIRONMENTAL POLICY COMMISSION, EISENHOWER WEST/ LANDMARK/VAN
DORN ADVISORY GROUP

VACANT – DASH BOARD MEMBER

KIRK MCPIKE – COUNCIL (NON-VOTING)

CHARLES SUMPTER ON BEHALF OF **JOHN CHAPMAN** – COUNCIL (NON-VOTING)

SECTION 1.2

CITY COUNCIL OF ALEXANDRIA, VIRGINIA

**Public Hearing Meeting
Saturday, April 12, 2008 - - 9:30 a.m.**

* * * * *

Present: Mayor William D. Euille, Vice Mayor Redella S. Pepper, Members of Council Ludwig P. Gaines, K. Rob Krupicka, Timothy B. Lovain, and Justin M. Wilson.

Absent: Member of Council Paul C. Smedberg.

8. Public Hearing, Second Reading and Final Passage of an Ordinance to Establish a Transportation Advisory Committee. (#17, 4/8/08) **[ROLL-CALL VOTE]**

(A copy of the informal memorandum explaining the ordinance is on file in the Office of the City Clerk and Clerk of Council, marked Exhibit No. 1 of Item No. 8; 4/12/08, and is incorporated as part of this record by reference.

A copy of the ordinance referred to in the above item, of which each Member of Council received a copy not less than 24 hours before said introduction, is on file in the Office of the City Clerk and Clerk of Council, marked Exhibit No. 2 of Item No. 8; 4/12/08, and is incorporated as part of this record by reference.)

WHEREUPON, upon motion by Councilman Krupicka, seconded by Vice Mayor Pepper and carried 6-0 by roll-call vote, City Council closed the public hearing and passed the ordinance to establish the Transportation Advisory Committee. The voting was as follows:

Krupicka "aye" Gaines "aye"
Pepper "aye" Lovain "aye"
Euille "aye" Smedberg absent
Wilson "aye"

The ordinance reads as follows:

ORDINANCE NO. 4526

AN ORDINANCE to amend Chapter 4 (COMMITTEES, BOARDS AND COMMISSIONS) of Title 2 (GENERAL GOVERNMENT), of The Code of the City of Alexandria, Virginia, 1981, as amended, by adding thereto a new Article U (ALEXANDRIA TRANSPORTATION COMMISSION).

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Chapter 4, Title 2 of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained by adding thereto Article U, to read as follows:

ARTICLE U Alexandria Transportation Commission

Sec. 2-4-160 Alexandria Transportation Commission Established.

There is hereby established a standing advisory committee known as the Alexandria Transportation Commission.

Sec. 2-4-161 Same - composition.

The commission shall consist of nine members, appointed by the City Council as follows:

- (1) two members from the Planning Commission, nominated by the Commission,
- (2) one member from the Traffic and Parking Board, nominated by the Board,
- (3) one member from the Environmental Policy Commission, nominated by the Commission,
- (4) one member from the Alexandria Transit Company Board of Directors, nominated by the Board,
- (5) two citizen members, who shall be residents of the City possessing qualifications in land-use, transportation and/or municipal finance, of whom one shall reside east of Quaker Lane and one west of Quaker Lane,
- (6) two, ex-officio, non-voting members from the City Council, who shall be selected from among Council members who serve on the Metropolitan Washington Council of Governments Transportation Planning Board (MWCOG/TBP), Northern Virginia Transportation Authority (NVTA), Northern Virginia Transportation Commission (NVTC) or the Washington Metropolitan Area Transit Authority (WMATA).

Sec. 2-4-162 Same - appointment, procedures, and organization.

(a) The commission shall be appointed by city council. The commission members shall be appointed for terms of three years; provided, however, that, except for the two citizen

members, a member's tenure on the commission shall terminate if such member ceases to be a member of his or her respective board, commission or council. Of the members first appointed, three shall serve a term of one year, three shall serve a term of two years, and three shall serve a term of three years, to be determined by lot. In the event a member's position becomes vacant before the expiration of his or her regular term, the appointment shall be for the unexpired portion of the term.

(b) Except as to the manner of appointment specified in this article, the commission shall be subject to the provisions of this chapter.

Sec. 2-4-163 Same - functions; powers; duties.

(a) 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.

(b) The responsibilities of the commission include:

- (1) maintaining a comprehensive transportation development program that identifies the City's long-range transportation needs.
- (2) recommending on an annual basis a transportation improvement program for the six fiscal years next ensuing,
- (3) recommending priorities for project requests that are to be submitted for funding through state, regional and local transportation funding programs,
- (4) recommending and prioritizing project requests that are to be submitted for funding through federal and state grant programs,
- (5) receiving reports and findings on transportation project development studies and recommending follow up actions,
- (6) recommending transportation projects for addition to or deletion from the metropolitan planning organization and regional long-range transportation plans,
- (7) recommending such amendments as may be necessary or desirable to the transportation chapter of the City's adopted Master Plan.
- (8) preparing periodic reports on the City's progress in implementing its long-range transportation plan,
- (9) providing upon request input to and support for the City's representatives to regional transportation boards and authorities, and serving as a public forum for discussion and consideration of matters such representatives may refer to the commission,
- (10) considering such other transportation related matters as may be referred to the commission by city council and other City boards and commissions.

(c) The commission shall receive public input through public meetings, work sessions and hearings as appropriate, and consider such public input in its deliberations and recommendations.

(d) The commission shall have the authority to do all things necessary to carry out the functions, powers and duties prescribed in this article, including without limitation the

authority to appoint subcommittees and adopt rules and regulations in regard to procedures and other matters, so long as same are not inconsistent with the city code.

(e) A commission chair and vice-chair shall be elected annually by the members of the commission, and a secretary appointed, at the organizational meeting designated by the commission.

(f) The department of transportation and environmental services, assisted by the department of planning and zoning, shall provide administrative and logistical support to the commission.

Section 2. That this ordinance shall become effective upon the date and at the time of its final passage.

SECTION 1.3
CITY OF ALEXANDRIA
TRANSPORTATION COMMISSION
BYLAWS

Article 1. Organization

Sec. 1-1. Officers.

The officers of the Commission shall consist of a Chair, a Vice Chair and a Secretary.

Sec. 1-2. Election of Officers and Terms of Office.

- (a) The Transportation Commission shall elect its Chair and Vice Chair from among its voting members by majority vote at its regular meeting in the month of December. Each officer so elected shall serve for a term of one year or until his or her successor is elected.
- (b) No person may serve for more than two consecutive terms in either office.
- (c) In the event either officer cannot serve his or her full term of office, the Commission shall, by special election, select a new officer to serve the remaining term of office.
- (d) The Director of Transportation and Environmental Services or designee shall be the Secretary of the Commission ex officio. This designation does not confer commission membership or voting rights on the designee.

Sec. 1-3. Duties of Officers

- (a) The Chair shall preside at meetings of the Commission at which he or she is present, and shall sign all official letters and transmittals to City Council or other bodies.
- (b) The Vice Chair shall, in the absence of the Chair, exercise all of the rights and duties of the Chair.
- (c) The Secretary shall keep records of the proceedings of all Commission meetings and be the custodian of its records. The Secretary shall also prepare the agenda for regular and special meetings; provide notice of meetings to members; arrange proper and legal public notice of hearings; attend to correspondence of the Commission; and sign the official minutes of Commission meetings upon approval by its members. In the absence of the Secretary, the Chair shall designate a person to record the minutes.

Sec. 1-4. Committees

The Commission may establish such committees as it may, in its sole discretion, deem necessary for the conduct of its business. Committee members shall be appointed by the Chair from among the Commission members.

Sec. 1-5. Staff Support

The Department of Transportation and Environmental Services shall provide primary staff support to the Commission. The Department of Planning and Zoning shall also provide staff support to the Commission.

Article 2. Meetings

Sec. 2-1. Regular Meetings

(a) The Commission shall hold a regular meeting on the first Wednesday of each month at 7:30 PM at City Hall, unless the Commission designates another date, time or place for such meetings.

(b) By majority vote, the Commission may adjourn any regularly scheduled meeting.

Sec. 2-2. Special Meetings

Special meetings of the Commission shall be held at the call of the Chair, consented to by a majority of the members.

Sec. 2-3. Quorum

A majority of the voting members of the Commission shall constitute a quorum.

Article 3. Conduct of Proceedings

Sec. 3-1. Rules of Procedure

(a) Except as may be provided by the City Charter or Code, these bylaws or duly adopted rules of procedure, Commission proceedings shall be governed by the then current Roberts Rules of Order.

(b) The Commission may adopt rules of procedure at any meeting.

Sec. 3-2. Passage of Motions

(a) An affirmative vote of a majority of the Commission voting members is required to pass a motion.

(b) Action on a motion shall be by voice vote unless a roll call vote is called for by the Chair.

(c) Tie votes shall be deemed a denial of the subject motion.

Article 4. Amendment and Suspension

(a) These bylaws may be amended by a two-thirds vote of the entire voting membership of the Commission, provided that at least five days notice of the proposed amendment(s) has been given to the members of the Commission.

(b) These bylaws may be suspended in a particular instance by a two-thirds vote of the entire voting membership of the Commission.

Adopted: November 5, 2008

SECTION 1.4

Code of the City of Alexandria Title 2, Chapter 4

Committees, Boards and Commissions

ARTICLE A General Provisions

Editorial Note: The provisions of Article A codify those ordinance provisions that apply to various citizen boards, committees and commissions generally. Article A is derived from Ordinance No. 2452, adopted by the council on April 8, 1980. Article A is followed by articles that codify ordinance provisions which apply to specific boards, committees and commissions.

Sec. 2-4-1. Purpose.

The city council recognizes that the several citizen boards, committees and commissions provide useful and meaningful citizen participation in and assistance to the government of the city and that such participation should be enhanced and strengthened. To improve the existing committee system and to enhance its role in the discussion and resolution of important matters of public policy, the council finds that it is desirable and necessary to establish certain basic procedures for the conduct of the committees' work, to provide a mechanism for the provision of adequate staffing and funding and to consolidate and reorganize the relationships between the city council, the city manager and the several committees. The purpose of this article is to accomplish the foregoing and nothing in this article is intended as or shall be deemed to be a derogation of any substantive right, function or power enjoyed by any committee under any provision of law.

Sec. 2-4-2. Definitions.

As used in this article, unless otherwise stated or the context otherwise requires:

- (1) *City council* means the Alexandria City Council.
- (2) *Committee* means any board, committee, commission, authority or similar body established by the city council or established pursuant to, or required by, any provision of the laws or regulations of the Commonwealth of Virginia or the United States, which has one or more members appointed or designated by the city council, and which has (i) a fixed membership, including at least one person who is not a city employee, (ii) a defined purpose and (iii) regular or periodic meetings.
- (3) *Head of a committee* means the chairman, chairperson or other person designated or elected as the presiding officer of any committee.
- (4) *Action* means any decision, recommendation, ruling or advice of a substantive nature made by a committee in accordance with section 2-4-5, which a committee is, by the terms of its enabling legislation, authorized to make.
- (5) *Enabling legislation* means any constitutional provision, statute, city charter provision, resolution, ordinance or regulation or other provision of law enacted by the

city council, the Commonwealth of Virginia or the United States which establishes the committee and determines its composition, functions and powers.

(6) *Standing committee* means any committee established pursuant to law whose functions are established on a permanent, ongoing basis for an indefinite period of time.

(7) *Temporary committee* means any committee established for a fixed and definite purpose and for a limited and fixed period of time, include any *ad hoc* committee, task force or group created by ordinance or resolution.

(8) *Designated member* means a person appointed to a committee, pursuant to the terms of its enabling legislation, on behalf of, or as the representative of, another committee, organization or group.

(9) *Executive secretary* means the person and the functions described in section 2-4-9 of this article.

(10) *Regional committee* means a committee, the majority of whose members are appointed by one or more states or political subdivisions other than the city. (Ord. No. 3359, 2/25/89, Sec. 1; Ord. No. 3851, 3/23/96, Sec. 1)

Sec. 2-4-3. Application.

(a) Except as provided in subsection (b) of this section, the provisions of this article shall apply to all committees having one or more members appointed by the city council, notwithstanding other provisions of law to the contrary.

(b) Except for the provisions of section 2-4-7, relating to the making of appointments, the provisions of this article do not apply to:

- (1) any regional committee.
- (2) the Alexandria School Board.
- (3) the Alexandria Redevelopment and Housing Authority.
- (4) the Alexandria Sanitation Authority.
- (5) the Alexandria Industrial Development Authority.

(Ord. No. 3359, 2/25/89, Sec. 2)

Sec. 2-4-4. Composition, terms and duties of committees.

(a) The composition, term of office, mission and function and other substantive duties relating to the work of any committee are those set forth by the terms of a committee's enabling legislation together with any additional functions or duties that may be assigned to a committee from time to time by the city council or other appropriate local authority.

(b) Whenever the city council has heretofore made or hereafter makes an appointment or reappointment of any person to any committee, and neither the law governing the appointment nor the council specifies any term of office for the person appointed then the appointment shall be deemed to be made for a term of two years beginning on the date of appointment.

(c) In addition to any other function or duty that may be vested in a committee by its enabling legislation or otherwise, each committee shall:

(1) designate one of its members as head of the committee and one member to act as the secretary of the committee for the purpose of keeping and preparing minutes or reports of all meetings or actions taken at any meeting and designate such other officers as required by its enabling legislation. Where an officer or employee of the city has been assigned to assist a committee, such officer or employee may be designated as secretary unless the assignment is inconsistent with other tasks being performed by such officer or employee. The committee may also appoint any additional officers as it may deem proper.

(2) prepare and file with the executive secretary a copy of all such minutes or reports not more than 30 days after the conclusion of any meeting of the committee. A notation shall appear on the minutes indicating whether they have been officially approved by the committee.

(d) In addition to any other function or duty that may be vested in a committee by its enabling legislation or otherwise, each standing committee shall:

(1) hold at least one regular meeting each year and as many additional meetings as may be required by its enabling legislation or as the business of the committee may require.

(2) prepare and submit to the city council an annual report within 60 days after the close of the fiscal year or as shortly thereafter as possible. The report shall include, but not be limited to, a listing of the members of the committee, a description of the committee's principal activities during the reporting period and any recommendations of the committee for improving its functions and duties or making changes in other laws, procedures, policies or programs within the subject matter of its jurisdiction, including recommendations for additional federal or state legislation. These reports shall become available for public inspection and copying after submission to the city council.

(3) in addition to its annual report, any committee is authorized to make additional or special reports, oral or written, to the city manager of the city council at any other time that the committee determines that such reports may be needed, except that, no report requesting additional city funds or staff shall be submitted to the city council until it shall first have been submitted to the city manager for his comments and recommendations.

(4) prepare, in consultation with the city manager an annual budget, showing both the funding and staff directly assigned to the committee and estimated sums and staff time that may be used by the committee but are not directly assigned to it.

Sec. 2-4-5. Procedure for committee meetings.

(a) Except as otherwise provided in this section, each committee may hold and conduct its meetings in the form and manner set forth in its enabling legislation and establish procedures as may be most conducive to the conduct of its business. Unless otherwise required by this article or other provision of law, all questions of procedure at any meeting shall be governed by Robert's Rules of Order.

(b) No action shall be taken nor business conducted by a committee without the presence of a quorum and such quorum shall consist of a majority of the voting members of the committee. A member present but not voting shall be considered in counting a quorum.

(c) No action which:

- (1) is administratively final at the committee level without further appeal;
- (2) may be appealed to either the city council or a court of competent jurisdiction; or
- (3) constitutes a recommendation or proposal for action by the city council or any other city board or commission,

shall be taken by a committee without the affirmative votes of a majority of the committee present unless a larger majority is required by the committee's enabling legislation. All votes shall be taken in public session and no proxy votes will be permitted.

(d) Any committee desiring to submit written or oral testimony to any federal or state legislative body or regulatory agency, other than the city council, in an official capacity shall first receive the approval of the city council. If time does not permit such submission, the committee shall state in its testimony to the legislative body or regulatory agency that its testimony reflects the position of the committee and does not necessarily represent the position of the city council. In such case a summary of testimony shall then be provided by the committee to the council for its information.

Sec. 2-4-6. Public participation in committee meetings.

- (a) All committee meetings shall be open to the public except as to matters which, by law, may be the subject of an executive session or a closed meeting. In determining to hold an executive session or a closed meeting, the head of a committee shall first consult with the city attorney as to the appropriateness of such a meeting and the procedure to be followed.
- (b) Except as may be permitted by law, all books, papers and reports or other documents produced by or under the control of a committee shall be open for public inspection and copying. A reasonable charge may be made for the cost of copying, printing or distribution of any such books, papers, reports or other documents.
- (c) In consultation with the executive secretary, each committee shall provide for reasonable public notice of the time and place of its meeting together with an agenda of the matters to be discussed and which, if any, items will be the subject of public testimony or comment. No recommendation by a committee for action by the city council shall be made without first affording an opportunity for public comment.

Sec. 2-4-7. Appointments to committees.

- (a) Unless an appointment or reappointment to a committee is expressly vested by law in the courts or in some other body, all appointments shall be made by the city council. No person shall be appointed to any committee without the affirmative votes of at least four members of the council.
- (b) Before appointing or reappointing any person to a committee, the executive secretary shall give public notice of the impending appointment and cause the same to be advertised in the form and manner prescribed by law for public notices at least 21 days prior to consideration by the city council of the appointment or reappointment. Insofar as practicable, the notice shall indicate the name of the committee, the number of positions to be filled, any special occupational, professional or other qualifications that may be

required for a particular position and the time within which the application required by subsection (c) of this section must be filed. Where a position can be filled only by a designated member, the notice shall also include the name of the organization, group or committee from which such member must be designated.

(c) No person shall be appointed or reappointed by the city council to any committee until there is first submitted and filed with the executive secretary an application form. No person shall submit an application for membership for more than one committee position at any city council meeting at which appointments to committees are considered. Such application shall include personal data with respect to the applicant's name, address, age, educational background, practical experience, length of residency, employment of the applicant or any relative by the city and any special qualifications that the applicant possesses for a particular position. Applications must be filed with the executive secretary not less than seven days prior to the date that the appointment will be considered by the city council.

(d) Unless its enabling legislation expressly so provides, or unless waived by a majority of the city council when it deems such waiver in the best interest of the city and such waiver is not prohibited by any provision of law, no person shall be appointed to a committee unless at the time of the appointment the person is a resident of and residing in the city, and the person shall cease to be a member of a committee upon becoming a resident of any other jurisdiction.

(e) No person who holds any office or position in the city for compensation shall be appointed to any committee which is involved in, responsible for, oversees or regulates the subject matter, policy or rules of the city department or agency by which the person is employed. The executive secretary shall review all applications for appointments to committees. The executive secretary shall advise the council whether, in his or her opinion, the appointment of the person to the committee for which application has been made would result in such a situation.

(f) No person shall be appointed by the city council to more than one standing committee, or to more than one standing committee and one temporary committee, at the same time except as a designated member; provided, that, for the purposes of this subsection, a regional committee shall not be considered a standing or a temporary committee.

(g) Any person appointed to a committee shall, upon appointment, agree to comply with the provisions of chapter 5 of this title, concerning ethics, conflicts of interest and ownership of real property and, where applicable, the provisions of sections 2-5-11 to 2-5-16 of this code.

(h) Every person appointed by the city council to any committee shall, on or before undertaking a position on such committee, qualify by taking the following oath or affirmation before the clerk of the circuit court or other officer authorized to administer oaths or affirmations:

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the Commonwealth of Virginia, and that I will faithfully and

impartially discharge and perform all the duties incumbent on me as (insert title of office) according to the best of my ability (so help me God).

(i)(1) The head of each committee shall keep or cause to be kept a record of each appointee's attendance at meetings of the committee, and shall, on or before July 1 of each year, forward to the executive secretary in writing, a copy of each attendance record for the immediately preceding 12 months. Appointees to committees shall attend at least 75 percent of the meetings of the bodies on which they serve each year. If the attendance record reflects that any appointee does not attend at least 75 percent of the meetings, the executive secretary shall advertise a vacancy so that city council can proceed to fill the vacancy at the first regular council meeting held in September, following any year during which an appointee has not attended at least 75 percent of the meetings. The executive secretary shall also forthwith notify the appointee of this action. The office of any appointee who has not attended the required number of meetings shall be automatically deemed vacant on the date of the abovementioned council meeting in September. If at any time during a year, a majority of the committee concludes that an appointee will be, based upon the appointee's attendance record, unable to meet the 75 percent attendance requirement, it may immediately direct the committee head to request the city council to declare the position vacant. If council determines that sufficient meetings have already been missed such that the 75 percent attendance requirement will not be met, it may declare the position vacant and may make an appointment to fill the vacancy for the remainder of the existing term of office of the appointee whose position was declared vacant.

(2) The committee head may excuse the absence of an appointee from a meeting or meetings if informed by the appointee of the absence within a reasonable period of time in advance of the meeting. Such excused absences shall not be considered by the committee head when preparing the appointee's attendance record but shall be noted as "excused absences" on the record.

(j) Any person appointed to a committee by the city council may be removed by the city council for neglect of duty or violations of this article or any other provision of law.

(k) Notwithstanding any contrary provision of this chapter, a member of city council, who serves a member of a committee established pursuant to this code, may appoint another person to represent the council member as an alternate member of such committee. Any such alternate member shall be appointed in writing, filed with the executive secretary and city clerk. Any such alternate member shall serve at the pleasure of the council member making the appointment, and, in the absence of the council member, may exercise any or all of the rights, privileges and duties of the council member on such committee. (Ord. No. 2619, 10/19/81, Sec. 1; Ord. No. 2641, 1/26/82, Sec. 1; Ord. No. 2723, 10/16/82, Sec. 1; Ord. No. 3359, 2/25/89, Sec. 3; Ord. No. 4506, 11/27/07, Sec. 1)

Sec. 2-4-8. Creation of new committees; term of temporary committees.

(a) Any new standing committee shall be established by ordinance.

(b) Any new temporary committee shall be established by ordinance or resolution which shall specify the term during which the committee shall remain in existence. No

temporary committee shall be established for a term of more than 365 days, the period to run from the date the committee holds its initial meeting. The term of a temporary committee may be extended by council by ordinance or resolution for additional periods of up to 365 days each. A temporary committee shall cease to exist upon (i) the completion of its designated task or assignment, (ii) the date it submits its final oral or written report to council, (iii) the expiration of the term specified in the ordinance or resolution creating the committee or of any extension of its original term, or (iv) three years from the date of its initial meeting, whichever occurs first.

(c) No new committee shall be established until the city manager has issued a report with comments and recommendations regarding the creation of the committee. The manager may delegate responsibility for preparing this report to any department head. The report required by this subsection shall include comments and recommendations concerning:

- (1) the need for the committee and possible duplications or conflicts with other committees;
- (2) the appropriateness of a committee format to deal with the issues involved; and
- (3) the impact that creation of the committee will have on city staff resources, including:
 - (i) the estimated total amount of city staff time that will be required on an annual or other basis to staff the committee;
 - (ii) whether the committee can accomplish its assigned work with existing staff; and
 - (iii) if new staff will be required, the total amount of additional staffing that will be required and the projected annual cost of such additional staff. (Ord. No. 3851, 3/23/96, Sec. 2)

Sec. 2-4-9. Executive secretary.

(a) The city manager, or a person designated by him, shall be the executive secretary to all committees subject to this article. Where a person other than the city manager is designated, the person shall report to the city manager. The executive secretary may attend and participate in all meetings of a committee but is not a member of any committee.

(b) The duties of the executive secretary shall include:

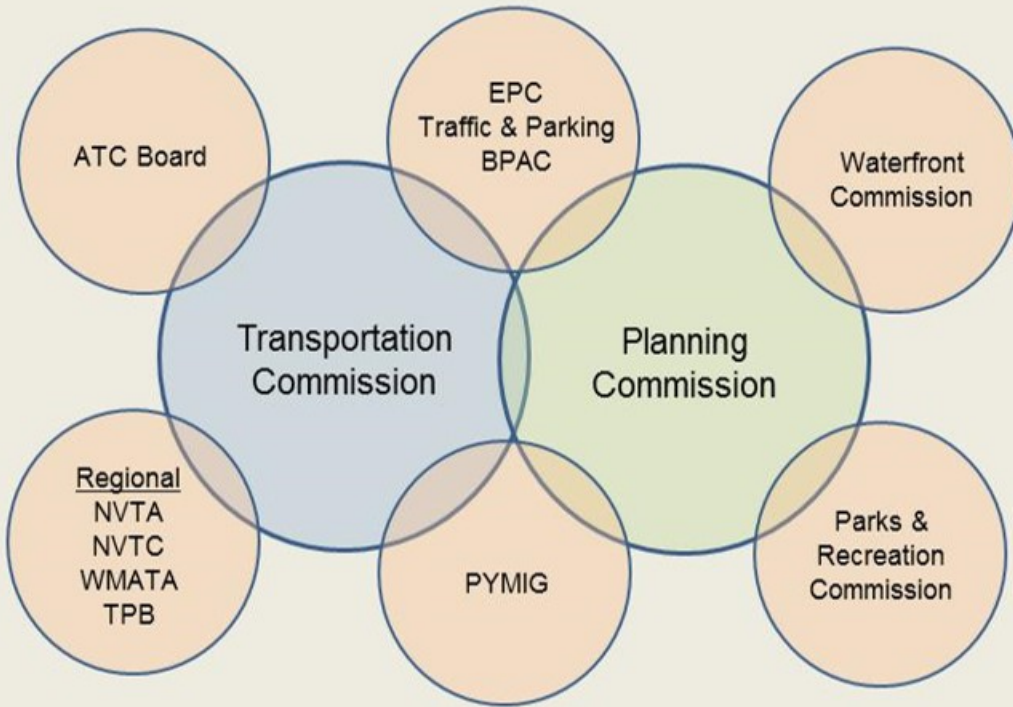
- (1) subject to the availability of funds and staff, the provisions of appropriate staff and other resources necessary for a committee's effective performance;
- (2) the review and establishment, insofar as possible, of uniform procedures and formats for the preparation of the attendance records, annual and other reports and minutes of committees;
- (3) the monitoring of the effectiveness and efficiency of particular committees and the committee system as a whole on an annual basis and the making of appropriate recommendations to the city council for action;
- (4) assisting, as requested, a committee in the preparation of its budgeted and other matters relating to the conduct of its work;

- (5) the maintenance and publishing, annually, in cooperation with the city clerk, of a roster of the members of each committee and other pertinent information relating to the committee system;
- (6) the preparation of a summary of the terms of this article and upon approval by the city attorney, make the summary available to all members of any committee or applicants for appointment; and
- (7) any other matters as may be assigned by the city manager or the city council.

Sec. 2-4-10. Staff assistance.

No committee may request the assistance of city staff or make an assignment to city staff except pursuant to committee action, as defined in section 2-4-2(4). Unless acting pursuant to committee action, no member of a committee may request staff assistance, or make an assignment to staff, relating to committee business. (Ord. No. 3851, 3/23/96, Sec. 3)

SECTION 2.1: TRANSPORTATION COMMISSION RELATIONSHIPS



City Council

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

SECTION 2.2a

2022 Transportation Commission Work Plan												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
								BREAK				
City Planning Studies												
Duke Street Traffic Mitigation Pilot	▲	▲			▲							
Bus Stop Inventory						▲						
Interdepartmental Long Range Work Plan		▲										
Paratransit Program Update			▲									
Energy and Climate Change Action Plan					▲							
Environmental Policy Commission Coordination							▲					
Seminary Road Data										▲		
Electric Vehicle Readiness Strategy Implementation							▲					
Repaving Update		▲										
AlexMoves Survey			▲									
Safe Routes to School										▲		
Trails										▲		
West End Transitway		▲									▲	
Duke Street In Motion	▲		▲		▲						▲	
Transportation Funding												
FY2022-2031 City Budget		▲	▲						▲	▲		
Group 1 (Major Capital Projects) Grants					▲	▲						
Group 2 (Programmatic) Grants					▲	▲					▲	▲
Transportation-Land Use Connections Grant (TLC)	▲											
Low or No Emissions Vehicle Program			▲	▲								
Transportation Programs												
Vision Zero Action Plan Implementation		▲								▲		
Complete Streets										▲		
Automated Enforcement Tools										▲		
Alexandria Mobility Plan Implementation				▲								▲
Capital Bikeshare Expansion	▲				▲	▲					▲	
Long Range Plan					▲	▲	▲					
Transportation Management Plan (TMP) Update			▲									
DASH Bus				▲					▲			
Smart Mobility / Parking Technologies						▲						
Regional Projects / Plans												
State Legislative Process				▲					▲	▲		
DC to Richmond High Speed Rail			▲									
Blue Orange Silver Line Study (WMATA)				▲								
Bus Transformation Project (WMATA)											▲	
WMATA Budget	▲			▲								▲
TPB Visualize 2045				▲			▲					
NVTA TransAction	▲					▲			▲			

Discussion Item ▲
 Action Item ▲
 Consent Item ▲

SECTION 2.2b

2022 Adjusted Transportation Commission Work Plan												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
								BREAK				
City Planning Studies												
Duke Street Traffic Mitigation Pilot	▲	▲			▲							
Bus Stop Inventory									▲			
Interdepartmental Long Range Work Plan		▲										
Paratransit Program Update					▲							
Energy and Climate Change Action Plan					▲							
Environmental Policy Commission Coordination									▲			
Seminary Road Data										▲		
Electric Vehicle Readiness Strategy Implementation						▲						
Repaving Update			▲									
AlexMoves Survey				▲								
Safe Routes to School										▲		
Trails										▲		
West End Transitway											▲	
Duke Street In Motion	▲	▲			▲						▲	
Transportation Funding												
FY2022-2031 City Budget			▲						▲	▲		
Group 1 (Major Capital Projects) Grants										▲	▲	
Group 2 (Programmatic) Grants										▲	▲	
Transportation-Land Use Connections Grant (TLC)	▲											
Low or No Emissions Vehicle Program				▲								
Transportation Programs												
Vision Zero Action Plan Implementation			▲								▲	
Complete Streets										▲		
Automated Enforcement Tools										▲		
Alexandria Mobility Plan Implementation												▲
Capital Bikeshare Expansion	▲				▲						▲	
Long Range Plan				▲	▲	▲						
Transportation Management Plan (TMP) Update				▲	▲							
DASH Bus				▲					▲			
Smart Mobility / Parking Technologies						▲						
Regional Projects / Plans												
State Legislative Process			▲						▲	▲		
DC to Richmond High Speed Rail						▲						
Blue Orange Silver Line Study (WMATA)					▲							
Bus Transformation Project (WMATA)											▲	
WMATA Budget	▲			▲								▲
TPB Visualize 2045			▲			▲						
NVTA TransAction	▲					▲			▲			

Discussion Item ▲
 Action Item ▲
 Consent Item ▲

**SECTION 3.1
REFERENCE DOCUMENTS AND PLANS**

CITY

1. [ALEXANDRIA MOBILITY PLAN](#)
2. [ALEXANDRIA MASTER PLAN](#)
3. [ALEXANDRIA BUDGET DOCUMENTS](#)
4. [ALL ALEXANDRIA – ACHIEVING RACIAL AND SOCIAL EQUITY](#)
5. [ENVIRONMENTAL ACTION PLAN 2040](#)
6. [ELECTRIC VEHICLE CHARGING READINESS STRATEGY](#)
7. [TRANSIT VISION PLAN](#)
8. [VISION ZERO ACTION PLAN](#)
9. [ALEXANDRIA STRATEGIC PLAN](#)

STATE & REGIONAL

1. [NORTHERN VIRGINIA TRANSPORTATION AUTHORITY \(NVRTA\) TRANSACTION](#)
2. [TRANSPORTATION PLANNING BOARD \(TPB\) VISUALIZE 2045](#)
3. [COMMONWEALTH TRANSPORTATION BOARD \(CTB\) VTRANS](#)
4. [DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION \(DPRT\) STATE RAIL PLAN](#)
5. [VIRGINIA FREEDOM OF INFORMATION \(FOIA\) ACT](#)

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 green and yellow, with green geometric shapes on the right side of the slide.

Transportation Commission Retreat

April 9, 2022

Section 4.1: Retreat Presentation

Agenda

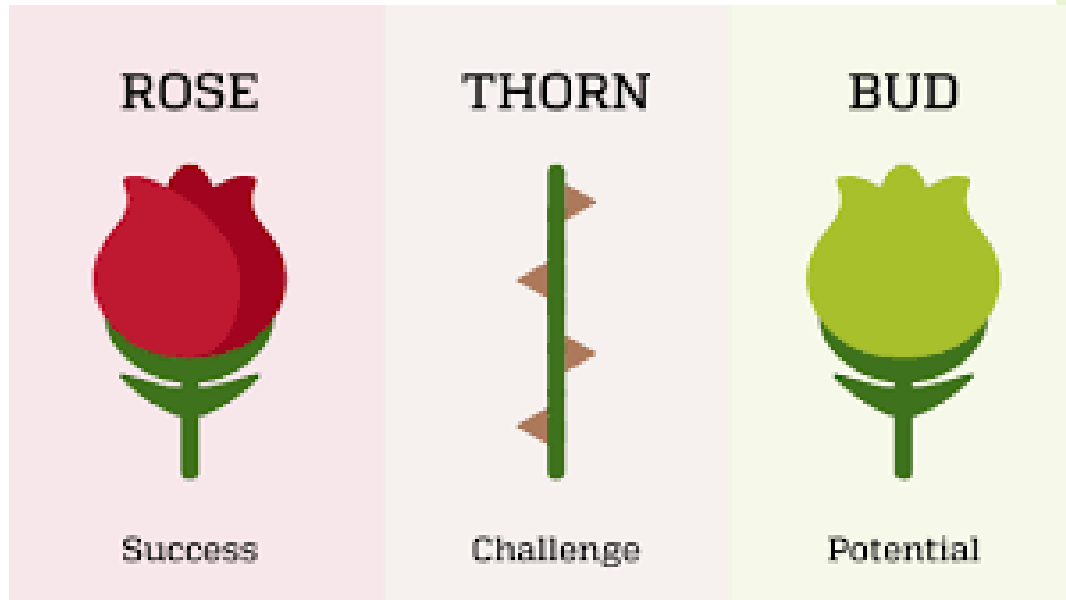
1. Introductions/ Retreat Purpose (20 min)
2. Transportation Commission Purpose (10 min)
3. Transportation Commission Existing Processes (20 min)
 - a. Meeting Agenda Development
 - b. FOIA
 - c. Robert's Rules
 - d. Motion Language
 - e. External Communication (*to Council*)

-----**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 see as a priority or 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) Capital Projects Implementation

- ▶ Support for regional transportation 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

The background features a series of overlapping, semi-transparent green geometric shapes, primarily triangles and trapezoids, 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 dynamic, abstract composition. The overall effect is modern and clean, typical of a corporate or institutional branding element.

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)

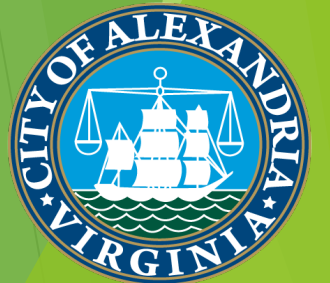
Voting

- ▶ 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



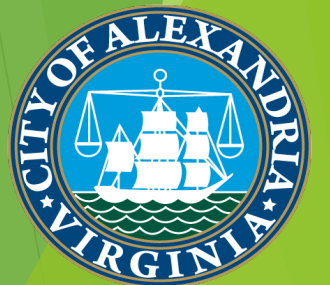
Robert's Rules

- ▶ 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

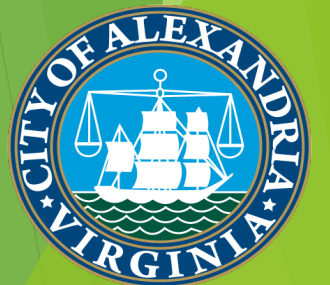
- ▶ All motions...
 - ▶ Require a “second”
 - ▶ Can be tweaked or replaced through other additional motions
 - ▶ **amendment motions** - germane changes to main motion
 - ▶ **substitute motions** - changes the main motion by substituting an entire sentence or paragraph
 - ▶ Require **majority vote** 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.)





Commission Effectiveness

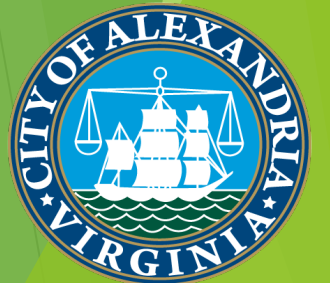
Commissionerer Goals

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

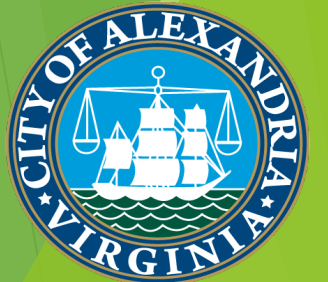


Meeting Effectiveness

- ▶ 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.

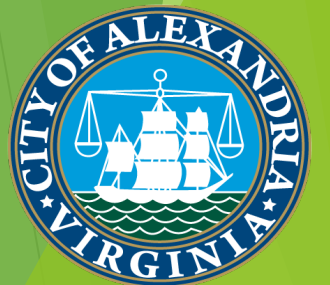


Big Picture Priorities



Key Priorities in 2022/2023

- ▶ AMP Implementation
- ▶ Safety
- ▶ Transitways
- ▶ Transit Vision Plan Implementation
- ▶ Smart Mobility
- ▶ Infrastructure Law Grants
- ▶ Dockless Mobility
- ▶ 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.**

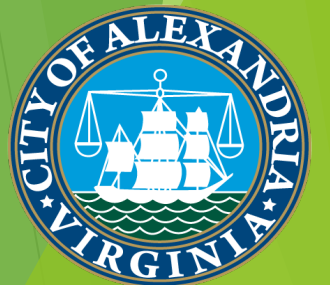




What are
your
priorities?



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 City Council Workroom!