

MEETING DATE
May 22, 2017
Subject: Amendments to the Transportation Advisory Board Bylaws and Constitution



AGENDA REPORT

AGENDA
Section: Decisions
Item #: 3

Department/Office: City Manager

Requested Action or Motion: Move to approve amendments to the Transportation Advisory Board Bylaws and Constitution.

Summary Explanation & Background:

As a regular attendant at Board and Commission meetings over the last several months, it was noticed that certain boards were experiencing issues with the agenda format and content. This has led to some level of confusion and caused the meetings to run less efficiently than optimal. Based upon this circumstance, an evaluation of the all board and commission bylaws and constitutions was conducted. Based upon this evaluation, it was determined that the agenda format and content within the bylaws was inconsistent with the agenda format currently being used within all boards. For this reason staff and the boards went through a review of the bylaws and constitutions to ensure they were consistent and updated.

At the May 11, 2017 meeting, TAB voted 5-0 to amend its Bylaws and Constitution as follows:

By-Laws:

First, the Bylaws refer to the Board as the Transportation Board, not the Transportation Advisory Board. For consistency, this has been revised.

Recommended new condensed agenda format is as follows:

- A. Call to Order/Roll Call
- B. Pledge of Allegiance
- C. Approve minutes of previous meeting
- D. Public Period
- E. Old Business
- F. New Business
- G. Any Other Business
- F. Adjournment

As requested by the Board, a brief description of items E to G are provided below for review and are included in the proposed bylaws.

Public Period shall be a period for the public to address the Board on items not on the agenda. A three (3) minute time limit shall be in place for each speaker

Old Business shall include items that were previously discussed by the Board and required additional

information or follow-up from a previous meeting and staff reports on the status of mobility related policy and projects

New business shall include items that the Board is considering for the first time

“Any Other Business the Board Deems Advisable” shall be time period open to discussion and announcements by members of the Board, ~~City staff, and the Board’s Legal Counsel.~~

Article V, Section A. Time of Meetings, has been revised to be less specific. Currently, the bylaws require a 6:30 meeting. However, based upon the make-up of the Board, the time may need to be adjusted. By eliminating the specific time and inserting "at a time determined by the Board" it will provide some flexibility without requiring additional amendments to the bylaws for such action..

Article VII, Section B. Rules of Procedure has been amended to strike the requirement to follow Robert's Rules of Order and replace it with "general parliamentary procedure" as the Board has not followed Roberts Rules of Order, nor can be expected to, due to the complicated nature of the rules.

Constitution:

Several issues were discussed regarding Constitutional changes. These included creating a new focus on larger policy issues related to mobility and capital improvements to implement these policies. This new mandate is intended to deemphasize and eliminate development related reviews of traffic studies related to development approvals. As directed by the Board, to this end, there was consent that the Planning and Zoning Commission liaison position was no longer needed on the Board and the general functions, powers and duties should be amended to affect this change.

Additionally, the Board recommended that the size of the Board be reduced from seven (7) to five (5) members and the Planning and Zoning Commission liaison be eliminated. The elimination of this position is in line with the new direction requested by the Board and the fact that all information regarding board agendas, back-up information minutes and recordings are or are easily available through the city's web site.

With the change in composition of the Board, it was necessary to amend the staggering of terms to avoid wholesale board turnover in a given year. Based upon this, in working with the City Clerk, it was determined that the most equitable way to address this is to reset the terms with this amendment. Although this will slightly extend the terms of service for existing Board members, it will be simpler for the Clerk's office to administer in the future. Specifically, the terms would reset in May (this is when the City Council is scheduled to adopt the revised Constitution). Under the proposed schedule, Mr. Hevia and Mr. Blackford would be appointed for 1 year terms. However, these would be treated as filling unexpired terms, allowing each of these members to serve an additional two (2) full terms if desired. Mr. Lamb and the unfilled position would be for two (2) years. This approximately coincides with the end of Mr. Lamb's term. Finally, Mr. Yeuell would serve the three (3) years he was appointed to with the term ending in May of 2020.

Recommended changes to the constitution as discussed by the Board are as follows:

Article II, Section A. Mission Statement:

- Delete “and Planning and Zoning Commission”

Article II, Section B. General Functions, Powers and Duties:

1. Change “Traffic Circulation ” to “Transportation”.
2. Change “regular” to “as needed” and add a statement clarifying the role of the Board in Development related review activities.
3. Delete “the Planning and Zoning Commission or”.
4. Change “traffic impact fee fund and transportation improvements for the City” to “mobility fee and transportation improvements thru the capital improvements program for the City”.

Article III, Section A. Membership:

- First paragraph - change “seven (7)” to five (5)” and delete “of which one shall be from the planning and zoning commission”. This will necessitate the change in terms of office described above.

Article III, Section C. Filling Vacancies.

- This requires the City Council to act within 30 days to fill a vacancy. However, unforeseen circumstances occur that make this impossible, such as lack of applicants. Additionally, there is no way the TAB can compel performance by the City Council.

Article IV, Section B. Meetings:

- Remove “each member of the board shall be entitled to at least two (2) days’ written notice, to be delivered to his residence, of any special meeting of the commission”.

Article IV, Section D. Quorum and Votes:

- Change “four (4)” to “three (3)”.

Article IV, Section E. Recommendations to Council.

- In this section, there is a requirement for two meetings on certain items. This protocol has not been strictly adhered to in the past there is no requirement for two hearings so the TAB recommended striking that language..

Article VI - Fees. This section is not necessary due to the fact that the Board has no administrative costs for the function of the Board.

The revised constitution and bylaws are provided for your review.

Fiscal Impact:

N/A

Exhibits: TAB Bylaws -Revised 2-9-17 (DOCX) TAB Constitution Revised 2-9-17 (DOC)		Contact Person: Mark Reggentin, Assistant City Manager Phone #: 407-539-6220
Commission/Board: Transportation Advisory Board		
Reviewed by City Attorney <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A		