



Briefing Sheet

Version 3
 Update Dates: 7/01/2013
 7/24/2013
 8/15/2013

Lead Department: Planning **Action Officer:** Benjamin Howell, Transportation Planner

Subject: Blue Ribbon Commission on Transportation Funding

Briefing: 7/9/2013 **Public Hearing:** None **Action:** 8/27/13

Item Schedule	Select One
Schedule 1: <i>Brief twice – vote once (six weeks)</i>	<input checked="" type="checkbox"/>
Schedule 2: <i>Brief once – vote once (two weeks)</i>	<input type="checkbox"/>
Schedule 3: <i>No briefing required (one week)</i>	<input type="checkbox"/>

Updates/History of Briefing:

August 15, 2013 Update

Based on Council discussion and direction at the August 13th Briefing Session, staff has revised the proposed Blue Ribbon Commission on Transportation Funding Charter to reflect the following items Council agreed to by consensus:

- There will be 11 members on the Commission, with language included in the Charter to allow the Council to make a decision regarding alternates once applications have been received.
- There will not be a residency requirement for membership on the Commission, in order to attract any and all qualified applicants that may have expertise that would be useful on the Commission.

The revised Charter also states that the Planning Department will be accepting the applications, with the final appointments made by Council. The application will be made available online following the approval of the Charter by Council.

July 24, 2013 Update

Based on Council discussion and direction at the July 9th Briefing Session, staff has asked for public input at the July 23rd and August 13th Town Council meetings, during Public Address, on the proposed Blue Ribbon Commission on Transportation in the Next Week in Morrisville emails and in emails sent to the Citizens Interested in Transportation email list.

In order to comply with the Appointed Public Bodies Administrative Policy, staff is recommending that the Blue Ribbon Commission on Transportation funding be limited to 11 members. While the Appointed Public Bodies Administrative Policy does not allow alternate members, Staff is recommending that the Council designate up to two of the 11 members as alternate members, based on Council direction at the July 9th meeting.

Executive Summary and Background Information:

The Mayor and Town Council began discussing a Transportation and Transit Task Force in early 2012, with discussions continuing through early 2013. The Council agreed by consensus to structure the task

Blue Ribbon Commission on Transportation Funding

force as an ad hoc committee to be established for a set period of time, and to name it the Blue Ribbon Commission on Transportation Funding. The purpose of the Commission would be to review and study possible funding sources for transportation projects in the town, develop and submit a report to the Town Council, and advocate on behalf of the town on regional and state transportation funding issues. This briefing, with attached Charter, presents staff recommendations for the purpose of the Commission, the proposed duration of the Commission, and the proposed membership structure for the Commission.

The proposed purpose of Blue Ribbon Commission on Transportation Funding is to study the transportation funding needs in the Town, many of which are outlined in the 2009 Transportation Plan, and research the sources and availability of funds the Town may pursue to construct the projects listed in the Transportation Plan. Staff recommends that the Committee create a final report as its work product, which, once presented to the Town Council, would conclude the work of the Committee. The report should include a review of the various funding mechanisms for transportation projects that the Town could pursue and a set of recommendations for the Town Council to consider.

Staff expects that the Commission could complete its work in 9 – 12 months. A proposed schedule of topics by meeting for the Commission is included as Attachment 1. If Council approves the recommended Commission Charter in August, staff could begin advertising for members in September and begin meeting sometime in late 2013 or early 2014, with the final report completed by the end of 2014. Staff recommends that the Commission meet monthly, and expects that most meetings would last between one and one-and-a-half hours each. As outlined in the Charter, all of the Commission's meetings would be public meetings and properly noticed. The Commission would be subject to the Town's Appointed Public Bodies Administrative Policy.

Staff recommends the Commission be comprised of 8 – 12 members to ensure that all members have a chance to actively participate. Since the Commission is focused on transportation funding, staff suggests that at least some applicants for the Commission have expertise or a strong interest (such as being active in an advocacy organization) in the following areas:

- Transportation Engineering
- Transportation Planning
- Project Development
- Local Government or Project Finance
- Motorized Transportation
- Non-Motorized Transportation
- Transit

Staff believes that while it is important to have some Commission members with transportation expertise, a key consideration will be participants' willingness to advocate and pay for additional transportation improvements and insight on the relative acceptability of different funding options, so a strong interest or expertise in the various topics above would simply be one consideration in selecting commission members.

Potential Options:

- None

Attachments:

- ATTH 01 Recommended Meeting Topics Schedule

Blue Ribbon Commission on Transportation Funding

- ATTH 02 Appointed Public Bodies Administrative Policy

Staff Recommendation:

Staff recommends that Council approve the formation of the Blue Ribbon Commission on Transportation Funding and adopt the Blue Ribbon Commission on Transportation Funding Charter.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Meeting Perspectives and Goals Adopted by the Council:

Perspectives	Goals
Serve the Community	<input checked="" type="checkbox"/> Promote an Environmentally Sensitive & Livable Community <input type="checkbox"/> Provide a Safe Community <input checked="" type="checkbox"/> Deliver Quality Services <input type="checkbox"/> Foster a Healthy Community
Run the Operations	<input type="checkbox"/> Enhance Community Preparedness & Responsiveness <input checked="" type="checkbox"/> Maximize Partnership Opportunities <input checked="" type="checkbox"/> Provide Courteous & Responsive Customer Service <input checked="" type="checkbox"/> Model a Positive Town Image <input type="checkbox"/> Deliver Efficient Services <input checked="" type="checkbox"/> Cultivate Community Involvement & Access
Manage the Resources	<input checked="" type="checkbox"/> Maintain Fiscal Strength <input type="checkbox"/> Maximize Utilization & Resources <input checked="" type="checkbox"/> Invest in Infrastructure & Transportation
Develop Personnel	<input type="checkbox"/> Develop a Skilled & Diverse Workforce <input type="checkbox"/> Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: High

Other Potential Impacts:

NONE APPLICABLE

Staff Coordination:

Check the box for those required to comment on left. To comment-click in the box and select. (Update is used when information has significantly changed from the first briefing.)

Required	Staff Member	Briefing	Update
<input checked="" type="checkbox"/>	Town Manager	Agree	Agree

Blue Ribbon Commission on Transportation Funding

<input checked="" type="checkbox"/>	Town Clerk	Reviewed	Agree
<input checked="" type="checkbox"/>	Senior Director Business Management	Reviewed	Reviewed
<input type="checkbox"/>	Budget and Analysis Manager	No Comment	No Comment
<input type="checkbox"/>	Finance Officer	No Comment	No Comment
<input type="checkbox"/>	Information Technology Director	No Comment	No Comment
<input type="checkbox"/>	Contracting and Purchasing Manager	No Comment	No Comment
<input checked="" type="checkbox"/>	Senior Director Development Services	Agree	Reviewed
<input checked="" type="checkbox"/>	Planning Director	Agree	Agree
<input type="checkbox"/>	Town Engineer	No Comment	No Comment
<input type="checkbox"/>	Building Codes Administrator	No Comment	No Comment
<input type="checkbox"/>	Economic Development	No Comment	No Comment
<input checked="" type="checkbox"/>	Senior Director Community Services	No Comment	Agree
<input type="checkbox"/>	Risk Manager/Safety Officer	No Comment	No Comment
<input type="checkbox"/>	Police Chief	No Comment	No Comment
<input type="checkbox"/>	Fire Chief	No Comment	No Comment
<input type="checkbox"/>	Parks & Recreation Director	No Comment	No Comment
<input type="checkbox"/>	Public Works Director	No Comment	No Comment
<input checked="" type="checkbox"/>	Public Information Officer	Reviewed	Reviewed
<input type="checkbox"/>	Town Attorney	No Comment	No Comment
<input type="checkbox"/>	Human Resources Manager	No Comment	No Comment

Disagree or comment, explain:

Public Information Plan:

<input type="checkbox"/>	Public Hearing (Required by State/Federal Regulation)	<input type="checkbox"/>	Public Hearing/Input Session (Not Required by GS)
<input type="checkbox"/>	Newspaper Notice (Required)	<input type="checkbox"/>	Newspaper Notice (Not Required)
<input type="checkbox"/>	Open House/Public Forum	<input type="checkbox"/>	Press Release
<input type="checkbox"/>	Morrisville Connection	<input type="checkbox"/>	E-News Distribution
<input type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	Website Notice
<input type="checkbox"/>	Special Mailing	<input type="checkbox"/>	Banners Posted
<input type="checkbox"/>	Flyers Posted	<input type="checkbox"/>	Survey
<input type="checkbox"/>	Automated Phone Call	<input checked="" type="checkbox"/>	None Required

Other:

Town Council Approved Minutes:

(Staff Member/Action Officer Insert Minutes here after Council Adoption)



RESOLUTION 2013-069 OF THE MORRISVILLE TOWN COUNCIL ADOPTING THE CHARTER OF THE BLUE RIBBON COMMISSION ON TRANSPORTATION FUNDING

WHEREAS, the Morrisville Town Council desires to have citizen involvement and support to increase funding for transportation projects; and

WHEREAS, provision of the Blue Ribbon Commission on Transportation Funding to partner with staff to study transportation funding in the Town and create a report recommending ways to fund the transportation needs in the Town:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL establishes the *Blue Ribbon Commission on Transportation Funding* as follows:

1. NAME OF COMMITTEE: The Blue Ribbon Commission on Transportation Funding referred to herein as the Commission.
2. TYPE OF COMMITTEE: The Commission shall be a temporary advisory commission to the Town Council.
3. DURATION OF COMMISSION: The Commission shall meet nine (9) to twelve (12) times in order to develop and publish a report and recommendations for review by the Town Council. The Commission shall cease to exist upon presentation of the report to the Town Council.
4. PURPOSE: The purpose of the Commission is to study possible funding sources for transportation projects in the Town. The Commission shall submit a report to the Town Council at the conclusion of their work as outlined below.
5. TOWN SUPPORT OF THE COMMITTEE:
The Planning Department will be the lead department providing staff support to the Commission to include, but not be limited to, the following functions:
 - (i) Staff all Commission meetings;
 - (ii) Prepare agendas and minutes for each meeting;
 - (iii) Distribute documents and materials to Commission members as necessary;
 - (iv) Conduct research and prepare presentations and summary reports for the Commission;
 - (v) Plan and organize field trips as necessary;
 - (vi) Publish the meeting schedule and coordinate meeting location with other supporting staff.
6. APPLYING FOR THE COMMISSION:
Appointments will be made following the Public Body Administrative Policy, with the following exceptions:
 - (i) Applicants for the Commission do not have to reside within the Town of Morrisville corporate or extraterritorial jurisdiction.

- (ii) The Town Council, at their discretion, may appoint alternate members in addition to the eleven regular members of the Commission.
- (iii) Persons wishing to serve on the Commission shall submit an application to the Planning Department requesting appointment to the Commission by the Town Council. All terms shall be for the duration of the Commission, as specified above.
- (iv) Persons wishing to serve on the Commission should include information on the Commission Application outlining their interest or expertise in the following areas:
 - Transportation Engineering
 - Transportation Planning
 - Project Development
 - Local Government or Project Finance
 - Motorized Transportation
 - Non-Motorized Transportation
 - Transit

7. REPORT: At the conclusion of the Commission's work, the Commission shall submit a report to the Town Council for their consideration. The Report, at a minimum, shall include a review of the available sources and types of funding for transportation-related projects and specific recommendations for the Town Council to review relating to funding the transportation needs in the Town of Morrisville.

Adopted this 27th day of August 2013.

Jackie Holcombe, Mayor

ATTEST:

Diana R. Davis, Town Clerk

Proposed Meeting Presentation Topics By Month

Month 1: Introduction to Transportation in Morrisville

Month 2: Morrisville and Regional Transportation Plans and Future Growth

Month 3: Transportation Funding at the Federal, State and Local Levels

Months 4 – 12: Committee Discussion and Work on Final Report

STANDARD POLICY	
DEPARTMENT: Administration	
APPOINTED PUBLIC BODIES ADMINISTRATIVE POLICY	EFFECTIVE: April 23, 2013
	PREPARED BY: Diana Davis, Town Clerk
	APPROVED BY: Tony Chiotakis, Interim Town Manager

POLICY PURPOSE:

To establish administrative procedures as designated by the Town Clerk’s Office for Advisory Public Bodies Appointed by the Town Council.

OVERVIEW:

This policy addresses general administrative matters regarding Advisory Boards, Committees and Panels and their Sub-Committees. It should be noted that this does not include regulation of Advisory Boards where addressed within the Zoning Ordinance/Unified Development Ordinance.

POLICY:

NORTH CAROLINA OPEN MEETING LAW

All Public Bodies of the Town of Morrisville will adhere to State Law for Open Meetings as defined by the North Carolina General Statutes. The Town Clerk will provide training to appropriate Town Support Staff regarding Open Meeting Laws are followed.

Emails:

Members will email questions/comments/suggestion made outside of a public meeting to the lead department designated staff person only and not include other Panel members in the e-mail. The lead department will respond to the entire Committee or Panel. To avoid conflict with open meeting law, individual members should not respond to staff emails that include the entire Board, Committee or Panel but may respond directly to the staff person only.

Contact Information:

Appointed Public Body Members should keep their support department updated on their current email address, phone number and mailing address. Any changes should be reported at the next meeting attended or as soon as the change occurs to ensure town staff meeting notifications and correspondence are received.

ATTENDANCE

Each alternate, ex-officio or regular member of a public body appointed by the Town Council or appointed as a sub-committee member is responsible for faithfully attending all regular meetings of that body. Any member who expects to be absent at an upcoming meeting shall notify the secretary or the clerk to that body as soon as possible. If notice is given at least twenty-four (24) hours prior to the meeting the absence will be excused, otherwise the absence will be considered unexcused.

Town support staff will retain an ongoing attendance record and report absences exceeding minimum requirements to the Public Body during a regularly scheduled meeting:

The following guidelines outline attendance. If a member's absences exceed the numbers below, he or she will be dismissed.

For Public Bodies with more than 11 meetings on their annual meeting schedule:

Members with four absences within the past twelve (12) month period.

For Public Bodies with 11 or fewer meetings on their annual schedule:

Members with excused or unexcused absences within the last 12 months totaling $1/3^{\text{rd}}$ (rounded up to the nearest whole number) of the number of meetings on the current annual schedule.

Board of Adjustment, Sub Committees:

Members with absences within the last 12 months totaling $1/3^{\text{rd}}$ (rounded up to the nearest whole number) of the number of meetings on the current annual schedule, unless the Board or Sub-Committee had only two or fewer meetings, in which case absences will not be reported.

After notification of absences, the Chair or Vice Chair shall declare that member's seat to be vacant, notify the member of their dismissal and order the secretary or clerk to notify the Town Clerk of the appointee's dismissal.

Extraterritorial Jurisdiction Members Specifically: For members appointed to represent the, the County Board of Commissioners will be notified that the member has not maintained the standard for attendance and that the Town requests the member be replaced. The Town will forward a recommendation for a replacement with this notification.

Senior Advisory Committee Specifically:

Members may be granted exceptions by majority consensus of the Committee or Town Council due to health reasons, death or transportation matters to the extent that at least 50% of annual meetings are attended.

STAFF SUPPORT

The Lead Department shall be as listed in each Committee Charter. In addition to the Lead Department other Departmental Support will be as follows:

- a. The Public Information Officer and Town Clerk shall provide the support through the following functions:
 - Coordinate public information efforts
 - Ensure the meeting schedule is published.
 - Advertise to accept membership applications quarterly and upon request by the lead support department.

- b. Responsibilities of other Directorates and Departments:
 - Provide assistance with information, public body requested departmental specific reports, or advice to the public body.

Citizens' Budget Performance Advisory Panel Specifically:

Summary minutes will be provided by establishment of a yearly schedule by the Town Clerk designating one administrative staff member from each directorate and the Administration Department per quarterly meeting. It is the duty of the assigned directorate or departmental designee to designate a replacement if they are unable to attend for any reason.

MEMBERSHIP

* This portion of the policy does not apply to the Planning and Zoning Board or the Board of Adjustment which are addressed on the Unified Development Ordinance once approved (and the Zoning Ordinance prior to UDO approval [This section to be removed upon UDO approved]).

- a. Advisory Committees and Panels In General:
- Shall not consist of more than 11 members at any given time, each serving without compensation.
 - Applicants must be 18 years or older to be eligible for appointment.
 - Eligible persons wishing to serve shall submit an application to the Town Clerk requesting appointment to a term by the Town Council. All terms, with the exception of the Citizens' Budget Performance and Assessment Panel, shall be for two years expiring on December 31st.
 - This term is renewable without limitation to the number of consecutive terms.
 - Eligible person must reside within the corporate limits or extraterritorial jurisdiction of Morrisville, with the exception of the Citizen's Budget Performance and Assessment Panel.
 - Any person desiring to serve on the Committee that does not reside in the Town of Morrisville may serve as an ex-officio member without the right to vote if appointed by the Town Council, with the exception of the Citizens Budget Performance Assessment Panel.
 - Where possible, appointments shall be made in such a manner as to maintain on the committee at all times a majority of members who have had special training or experience in a field applicable to the intent of the public body.
 - It is desired that members be graduates of Morrisville 101.
 - There shall not be any alternate members.
 - Town Council, may, at its discretion, appoint a citizen to serve on no more than two Advisory Committees, Panels or Advisory Boards at one time.
 - Vacancies shall be reported by the lead support department to the Town Clerk and Public Information Officer following staff guidelines.
 - Committee and Panel members who wish to resign their position shall submit a written notification or email to the lead support department, who shall forward notification to the Town Clerk and Public Information Officer and follow staff guidelines for resigning members.
 - Whenever there are five or less members on an Advisory Committee or Panel the Town Clerk and Public Information Officer shall be notified for advertising to accept applications.
 - Any member may be removed by the Town Council.

APPOINTED PUBLIC BODIES

Members shall not be a Town of Morrisville employee, an elected official, a spouse of an elected official/Town of Morrisville employee with the exception of existing members, which will be acceptable for the remainder of their term and any continuous reappointment terms the Town Council makes for those members. In conduct of Town business, members shall conduct themselves in an ethical and professional manner.

Citizens' Budget Performance Assessment Panel (CBPAP) Specifically:

- The CBPAP shall meet on the fourth Wednesday of October, January, April, and July (this schedule permits the town staff time to close the quarterly financial records and prepare quarterly reports for the CBPAP to review and assess).
- Morrisville Residents (person who resides inside the corporate limits of Morrisville), Property Owners (person who owns real property located inside the corporate limits of Morrisville), and Business Owners (person who owns and operates a business whose main office or place of business is located inside the corporate limits of Morrisville) qualify for membership.
- CBPAP members shall be appointed by the Town Council, each serving a three-year term expiring July 31st.
- Ex Officio Members are not considered for this Panel, which reviews the Town of Morrisville budget.

Senior Advisory Committee Specifically:

- Members must be 55 years of age or older to serve on this Advisory Committee.

MEETINGS

Each Public Body shall establish its own regular meeting schedule meeting a minimum of quarterly during a twelve month period and shall handle each meeting as follows:

- The Committee's regular meetings schedule shall be adopted at the last meeting of an annual year, or as soon thereafter that a quorum is established. This meeting schedule shall be posted following staff guidelines and reported to the Town Clerk and Public Information Officer to ensure compliance.
- Minutes of all meetings shall be maintained in accordance with Open Meeting and Public Record Laws. All public body minutes shall be scanned and submitted to the Town Clerk to be maintained in the Town's archives.
- Five members, one of which must be the Chairperson or the Vice Chairperson, constitute a quorum. In the event there is not a quorum (with the exception of the Citizens' Budget Performance Assessment Panel which does not have a quorum requirement being a review panel) the minutes shall state that "There was no quorum, so no official meeting was held."

Special meetings may be called as follows:

- Special meetings may be scheduled by a vote of the Committee in open session during another duly called meeting or by written notice from the Chairperson, Vice-Chairperson or any two members submitting a written request to the secretary or clerk serving the Committee at least four business days prior to the proposed meeting date.
- Special meetings are subject to Open Meetings Law and must be reported to the Town Clerk and Public Information Officer immediately to ensure compliance.
- Special meetings are to be posted and announced, including the date, time, location and topic(s) of discussion, by the support staff at least forty-eight hours prior to the meeting. Announcement includes:
 - (1) Posting on the front door of the meeting location (and regular meeting location if different),
 - (2) Sending to the email addresses on file for each of the Committee Members (that were not present at a meeting where a special meeting was approved by vote or to all members if the meeting was called by written notice) with a read return receipt (if no return receipt is received, notification should be left at the member's usual dwelling place),
 - (3) Emailing or mailing to each newspaper, wire service, radio station, television station, and person who has filed a written request for such notification.
- Only those items of business specified in the notice may be discussed or transacted at a special meeting in according with North Carolina Open Meeting Law (see 1.).

OFFICERS

- The election of a Chairperson and Vice-Chairperson for the ensuing calendar year shall take place prior to the end of each year. In the event an election cannot be held in this time period, staff shall convene the next meeting and proceed with the election of officers.
- It shall be the duty of the Chairman to preside at all meetings and to sign all official papers.
- The Vice Chairman shall perform the duties of the Chairman in the absence of the latter.
- Whenever the Chairperson or Vice Chairperson term is vacated due to resignation, death, or otherwise, a new Chairperson or Vice Chairperson shall be selected by the Committee without undue delay. In the event both offices are vacated, staff shall convene the meeting and proceed with the election of officers.

FUNDING

- The Committee may submit budget requests to the lead department listed in section four above.
- Committee budget requests shall include costs of items and contracts required to implement anticipated projects and to sustain previous contracts and projects. Expenditures must follow the Town's financial procedures and policies.
- Expenditures must be approved in meeting and recorded in meeting minutes.

PROJECTS

The Committee shall coordinate all projects and/or funding requests with the Lead Department.

REPORTS

- a. Advisory Committees and Panels In General:
 - Each Public Body may submit an annual report of the Committee's activities and other important matters to the Town Council.
 - By request, special reports will be submitted to the Town Council during any regularly scheduled Town Council meeting.
 - Senior Advisory Committee:
 - Members must be 55 years of age or older to serve on this Advisory Committee
- b. Citizens' Budget Performance Assessment Panel (CBPAP) Specifically:
 - The CBPAP shall meet on the fourth Wednesday of October, January, April, and July (this schedule permits the town staff time to close the quarterly financial records and prepare quarterly reports for the CBPAP to review and assess).

ESTABLISHMENT OF ADVISORY COMMITTEES OR PANELS

The initial six members appointed to an Advisory Committee or Panel shall be for three year terms and remaining initial members appointed shall be for two year terms. Should more than six applications be considered by Council, appointment to three year terms or two year terms shall be determined by ballot.

At the first meeting with at least five members (a quorum) the following shall occur:

- A meeting schedule shall be established.
- A Chair and Vice Chair shall be selected by a majority number of the present members.