



City of Harrisonburg, Virginia

OFFICE OF THE PUBLIC WORKS DEPARTMENT
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STREET MAINTENANCE
TRAFFIC ENGINEERING
TRANSPORTATION PLANNING
REFUSE/ RECYCLING
CENTRAL STORES

TO: Ande Banks, Acting City Manager

FROM: Erin Yancey, Public Works Planning Manager

DATE: January 9, 2018

RE: Ordinance amendment - Transportation Safety and Advisory Commission meeting schedule

Summary: The Public Works Department requests to change the meeting schedule established by ordinance for the Transportation Safety and Advisory Commission from once monthly to a regular schedule established by the Commission.

Background: The ordinance that created the Transportation Safety and Advisory Commission establishes a meeting schedule of a minimum of once every month. When there is no business for the Commission to consider, or there is minimal business that is not time sensitive, Public Works cancels the meeting, so as to be efficient with the Commissioners' and staff's time. The Commission has been meeting seven to eight times per year, for the past few years, and even then, it is sometimes a struggle to fill out a meeting agenda.

Public Works and the Commission agree that an every-other-month meeting schedule would be adequate for the amount of business the Commission currently conducts, and that special meetings could be called, if needed. The suggested change in language would allow the Commission to increase or decrease the number of meetings it holds in the future, without having to amend the ordinance. The meeting schedule will continue to be posted on the Commission webpage, and all meetings are open to the public.

Key Issues: Making the best use of volunteer appointee and staff time.

Environmental Impact: None.

Fiscal Impact: None.

Prior Actions: None.

Alternatives: Continue to meet monthly, canceling meetings when they are not necessary.

Community Engagement: This recommendation was discussed at the December 13, 2017 Transportation Safety and Advisory Commission meeting, and the consensus was to move forward with this ordinance amendment and meeting schedule change.

Recommendation: Change ordinance language to read:

Sec. 13-4-4. - Meetings.

The commission shall meet ~~a minimum of once every month~~ on a regular schedule established by the Commission and at such other times as may be necessary to consider items

referred by the city council or items identified for study by the commission, and at such other times as may be necessary to fulfill the mission of the commission.

Attachments: Ordinance establishing the Transportation Safety and Advisory Commission.

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.