

# Revised Transportation Funding Working Group Charter

*This charter is intended to help clarify the role and process of the Transportation Funding Working Group.*

## **1) Purpose**

The purpose of the Funding Working Group is to work closely with the city of Boulder Transportation Funding Team to review and comment on funding needs and mechanisms in support of Transportation Master Plan (TMP). The Working Group will develop recommendations on funding needs and mechanisms as input to staff, boards and City Council.

## **2) Scope**

The working group will be asked to deliver feedback/recommendations about:

- TMP Investment Priorities, Principles and Programs
- The Transportation Division's Funding Needs Assessment
- Potential funding mechanisms to meet unfunded needs
- Viable pathways to fund future transportation needs based on local, regional, state, and federal trends.

Staff will use the working group's input to develop funding options for boards and council to consider.

## **3) Working Group Role and Deliverables**

**Role:** The role of the working group is to provide feedback about future transportation funding options.

**Responsibilities:** The working group's responsibilities will include:

- Bringing forward different perspectives on how Boulder can fund existing and future transportation expenditures. (from 2020 to 2035 and beyond)
- Attending all group meetings committed to during the process.
- Reviewing materials prior to committee meetings, i.e. technical documents, background information and meeting notes
- Engaging in a shared and constructive dialogue with other members of the working group.
- Demonstrating a willingness to collaborate and work toward positive outcomes.
- Producing a recommendations report.

### **Deliverables:**

- Meeting summaries will be approved by the work group and serve as a record of the group's discussions and agreements. They will provide the record of the group's deliberations. The workgroup will prepare a report with recommendations at the end of this process.
- How the report is created will be decided by the workgroup. In addition, the workgroup will reach agreement on how any dissenting voices will be documented in the report.

#### **4) Roles and Responsibilities of Others**

**City of Boulder staff** will provide support to the working group, by providing background information and expertise, including city context and perspective; developing options and draft materials to bring to the working group; responding to working group questions; and by helping to take notes and capture the working group's progress.

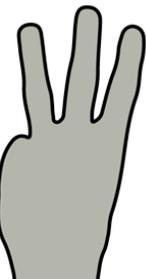
**The facilitator** will support the working group in accomplishing the tasks at hand. The facilitator is responsible for keeping the process moving forward in an effective and productive way and for maintaining the working group's commitments and agreements to each other.

#### **5) Working Group Commitments**

- **Accountable**
  - Commit to a shared goal
  - Be Informed
  - Be Reliable
  - Stay focused
  - Be prepared
  - Be honest
- **Productive**
  - Respect time and energy
  - Be present
  - Stick to the charter and purpose
  - Table off-topic ideas
  - Be succinct
- **Inclusive**
  - Be open-minded and open to compromise
  - One person speaks at a time
  - Respect all viewpoints
  - Express gratitude
  - Demonstrate active listening
- **Respectful**
  - Assume best intentions
  - Respect the process and people's time
  - Disagree with curiosity, not hostility
  - Tolerate no personal attacks
  - Respect the facilitator
- **Focus on the community's best interest**
  - Bring criticism to the group/facilitator, not to external audiences
  - Put the interest of the community above your own

## 6) **Decision-Making**

When working group members are called to reach agreement, the group may use the following method:

LEVEL OF AGREEMENT		
		
<b>1 Finger</b> Full Agreement	<b>2 Fingers</b> Agree in support of the group but have concerns	<b>3 Fingers</b> Unresolved issues; need further discussion  *If 3, be prepared to suggest how to move forward

## 7) **External Communications**

In speaking to the media, using social media and others, working group members are asked to present their individual views only and avoid characterizing others' opinions or representing the views of the working group. Members are welcome to share information from the website or meeting summaries with others. Members also agree that they will not comment on the working group process while the process is ongoing unless expressly asked by the team/working group to be a spokesperson for the group. They are free to express their views after the completion of the recommendations report.

## 8) **City Commitments**

- Be upfront with education
- Provide easy-to-understand graphics
- Provide project updates for workgroup members to distribute to their networks.
- Be accountable
- Be clear about the process (time for discussion, input, speaking, etc.)
- Use effective processes to support the working group in achieving its goals
- Be open to new ideas and perspectives, without defensiveness
- Commit to providing feedback to the group about any recommendations that are not incorporated into staff's recommendations, including an explanation of why not