

Transportation Commission Annual Work Plan

July 1, 2022 to June 30, 2023

Approved by the Transportation Commission on June 8, 2022

Notes:

1. The purpose of the Transportation Commission is to decide the transportation issues listed in Section 33.56(5) of the Madison General Ordinances in a manner that is consistent with the transportation policies and plans adopted by the Common Council.
2. Transportation Commission has a heavy workload. To enable efficient Commission meetings for the public, Commission members and City staff, staff should provide reports and exhibits for related agenda items to the Commission at least 48 hours before Commission meetings. Commission members are expected to review the materials ahead of the meetings.
3. A consent agenda may be used during the Commission meetings. Items where there are registrants wishing to speak would not be included on the consent agenda. Commissioners may request that any item proposed for the consent agenda be separated out for discussion/debate.
4. Commission meetings should be focused on action items or items which require feedback from the Commission members.
5. Unless already clearly detailed in a Resolution, staff should submit a brief memo to the Commission summarizing what is requested of the Commission and staff's recommendation(s). Staff should assume that the Commission members have reviewed the provided reports. Staff presentations should be brief, should clearly indicate what is requested of the Commission, and should include staff's recommendation. The Commission meeting time should be mainly for questions and discussions.
6. Commission workload will be balanced to give priority to referrals from the Common Council and other items requiring action by the Commission. As a result, recurring items shown below may potentially be deferred.

Recurring Ongoing, Quarterly and Semi-Annual Items

- **Ongoing Public Works Transportation Projects Review and Feedback** - City Engineering staff to provide information and updates on various transportation projects. The Commission to provide comments and feedback on right-of-way use and roadway geometrics of these projects. Major projects are to be separated out from this process and require the Commission to provide recommendations to the Board of Public Works regarding right-of-way use and roadway geometrics on individual project basis.
- **Ongoing Policy Referrals and Updates** – As the Transportation Commission's role is to implement adopted policies, they should regularly assess what policy gaps, contradictions, or ambiguities may exist and make referrals to the Transportation Planning and Policy Board requesting clarification and/or further action. In addition, as City transportation policies are changed, staff shall provide updates to Commission members.
- **Ongoing Commission Work Plan Review** – Interim review of the annual work plan will occur as requested by Commission members or as recommended by the Commission Chair and/or by staff, with updates approved by the Commission as appropriate.

- **Ongoing Orientation and Tours for New Commission Members** - Department of Transportation agencies to provide orientation and tours for new commission members to familiarize them with City facilities and operations.
- **Quarterly Traffic Safety Report** - Madison Police Department staff to provide a quarterly report on traffic safety, observation, data/analysis on crashes with significant injuries or fatalities, enforcement, etc.
- **Semi-Annual Updates from the Traffic Engineering Division, the Parking Division and the Transit Division** - Staff to provide either verbal or written reports on performance, revenues/expenses, customer feedback, any incidents, major projects, etc. at least semi-annually, with additional updates provided as needed.
- **Semi-Annual Racial Equity and Social Justice Sessions** - Members of the Transportation Commission have made a commitment to include Racial Equity and Social Justice in their work on a consistent basis. To further this effort, Commission members (in conjunction with members of the Transportation Policy and Planning Board) will be participating in various training sessions on Racial Equity, Bias, Inclusion and Diversity. On at least a semi-annual basis, the Commission will have a formal agenda item "Review the Transportation Commission's commitment to include Racial Equity and Social Justice in its Work." Staff from the Racial Equity and Social Justice Initiative will be invited to attend and help facilitate this discussion, which will include how Commission members can apply lessons learned through the various training sessions.

Recurring Annual Items

QUARTER 1 July-Aug-Sept

- **Metro Transit Annual Financial Statement Audit Report** - Metro Transit's auditor to report on its annual financial statement audit.
- **Annual Review of Metro Transit's Safety Plan** - The Commission to review the safety target performance and updates in Metro Transit's Public Transit Agency Safety Plan annually.
- **Crossing Guard Assignment Report and Modifications** - The City's School Crossing Guard Supervisor and Traffic Engineering staff to report on crossing guard assignments throughout the City for the school year and any modifications that are necessary.
- **School Zone Safety Update** - Madison Police Department and Traffic Engineering staff to provide an annual update on school zone safety, concerns and possible solutions.
- **Annual Report on Winter Bike Maintenance** - The Commission to review an annual report on the maintenance of bicycle facilities over the winter months.
- **Traffic Signal Priority List Preliminary Review and Selection** - Traffic Engineering staff to come back to the Commission with results from more in-depth studies and recommendations and request Commission approval for the list of intersections for construction.

QUARTER 2 Oct-Nov-Dec

- **Annual Traffic Crash Report and the Follow-Up from the Previous Year** - Traffic Engineering staff to provide an annual report on the traffic crash data for the previous year, such as quantities, types and trends. Traffic Engineering staff also to provide an update on utilizing the previous year crash report to improve pedestrian, bicycle and motor vehicle safety.
- **Reminder to Commission Members of the Statement of Interests Form Completion Requirement** - Madison General Ordinance 3.35(9)(i)(1) indicates: "The Clerk shall send Statement of Interests forms to known filers and a filing reminder to all City department heads and staff of all boards, committees and commissions at least forty-five (45) days before the filing deadline. Staff to all boards, commissions and committees shall place the Statement of Interest form completion on the agenda for the next meetings of the board, commission or committee and shall seek to have all members complete and file the Statement of Interest."
- **New Speed Limit, Stop & Yield Signing Work** - Traffic Engineering staff to report to the Commission the list of New Speed Limit, Stop & Yield Signing Work done during the last year (1/1 – 12/31). In addition, Traffic Engineering staff will provide a map showing the locations for the signing work reflected on the list. This would default to the consent agenda.

QUARTER 3 Jan-Feb-Mar

- **Metro Transit Service Changes** - After a Public Hearing, Metro Transit will consider all the feedback received; and then Metro Transit will present proposed service changes to the Commission for consideration and approval.
- **Safe Streets Madison Projects Review and Approval** - Goals of the Safe Streets Madison (SSM) program are to implement traffic safety measures in a fair and equitable manner to eliminate traffic deaths and serious injuries on City streets; and to improve pedestrian and bicycle networks in a fair and equitable manner across the City Traffic Engineering staff to provide the Commission with proposed SSM project requests for review and approval, using the SSM Prioritization Tool. Additional SSM project requests may also be presented in other quarters.
- **Department of Transportation Annual Operation Report** - Madison General Ordinance 3.14(2)(e) indicates that the Director of Transportation shall "Provide annual operational reports to the Transportation Policy and Planning Board and Transportation Commission regarding the operation, management, control, progress towards equity, and maintenance of each element of the City's transportation system."
- **Joint Meeting with Transportation Policy and Planning Board** - The Commission to hold a joint meeting(s) with the Transportation Policy and Planning Board to coordinate transportation issues that relate to both committees.

QUARTER 4 Apr-May-June

- **Taxicab Operator's License Renewals** - Taxicab operator licenses typically run for a two-year period, and are eligible for renewal in odd-numbered years. Applications to renew taxicab operator's licenses should be received on or before March 31st; and the Commission shall consider these requests for license renewals and report its findings and its recommendation for approval or denial to the Common Council in time for the Council to act on all renewals by May 30th.

- **Organizational Meeting** - The Commission to review and discuss any organizational issues. Election of the Chair and Vice Chair shall be conducted annually no later than June 30th.
- **Annual Special Rules and Transportation Commission Handbook Review and Update** - The Commission to review and update the TC Special Rules and Handbook as appropriate, at least on an annual basis.
- **Commission Annual Work Plan** – Commission Chair and staff to develop the Transportation Commission Annual Work Plan. The Commission to provide comments and approve the work plan.
- **Traffic Signal Priority List Preliminary Review and Selection** - Traffic Engineering staff to provide an annual report on the list of traffic signal requests throughout the City, along with data collected and preliminary staff review. The Commission to provide comments on which top intersections for staff to focus on for more in-depth studies.
- **B Cycle Update** - B Cycle staff to provide an annual update on its membership, ridership, operations and plans for the current year and following year(s).
- **Madison Bicycle Center** – Freewheel staff to provide an annual update on the Center’s membership, operations, etc.

Special Projects and/or Reviews for this Specific Work Plan Year

- **Transportation Policy Initiative Updates** (i.e., Vision Zero, Bus Rapid Transit, Metro Transit Network Redesign, Complete Green Streets, Transportation Demand Management, etc.) – The Transportation Commission shall be kept up to date on any policy deliberations that may affect their work.
- **Metro Redesign Schedules and Bus Stops Approval** – After a public hearing, review and approval of the schedules and bus stop modifications in accordance with the Network Redesign plan adopted by the Common Council.
- **Safe Streets Madison Program Implementation** - Implementation of the Safe Streets Madison (SSM) program was approved at the Common Council meeting on August 3, 2021, under the direction of the City Traffic Engineer. City Traffic Engineer will bring the completed SSM program to TC for approval; and the Transportation Commission will perform an oversight role in the implementation of SSM.
- **Parking Enforcement Operational Transfer** - Staff to provide updates on the transition of the Parking Enforcement operational transfer from the Madison Police Department to the Parking Division. Decision items related to parking enforcement contracts will be brought to the Commission for review/approval as they arise during the transition, including a new City towing contract.

Non-recurring Items Which May Appear

- Review of Transportation Impact of Private Developments
- Bus Service Route, Stop and Fare Changes
- Transit for People with Disabilities
- Review/Approval of Transit Contracts
- Parking Rate Changes
- Parking Revenue Collection Technology and Systems
- Review of On-Street Parking Restriction Changes
- Fatal/Severe Crash Review and Staff Reports to Keep the Commission Informed on Public Safety
- Stop Sign Appeals
- Speed Limit Changes
- Street Vacations
- Taxi, Pedal Cab and other For-Hire Transportation Service Operations
- Relocation Orders to Acquire Land for Transportation Purposes
- Early Review of Arterial/Collector Street and Bicycle Path Projects
- Major Highway/Street Projects
- Place Making
- Pavement Marking Including Intersection Marking
- Approval of routes for personal delivery device operation
- Approval of routes to be used by any intercity common motor carrier of passengers
- Update on other Transportation Corridor Studies
- Informational Presentations on Key Transportation Topics
- Referrals from Common Council, Transportation Policy and Planning Board and other City Committees
- Referrals from Department of Transportation Divisions
- Other special projects or items that may occur from time to time