

CITY OF MADISON TRANSPORTATION COMMISSION

ACTION ITEM DETAIL – AUGUST 12, 2026

ACTION TITLE: Review and Approval of the Transportation Commission (TC) Annual Work Plan

PRESENTER: Ann Kovich; All Managers

ACTION SUMMARY

Review and approve the TC Annual Work Plan

BACKGROUND

TC Special Rules indicate: “The Commission shall create an annual work plan and schedule each June.” TC first approved an Annual Work Plan on 6/12/19. TC leadership, TC members, City staff, and others have found this to be a useful tool to help schedule and balance the TC workload, as well as to easily review TC responsibilities. Annual Work Plan for the Recreated TC was last approved on 7/9/25; and can be updated as needed during the Work Plan year.

DESCRIPTION

Our goal continues to be improved efficiency and effectiveness at TC, in order to allow more time for deep and rich discussion. There are several additions to the Notes section on the first page of the Work Plan. These changes are designed to help presenters better understand TC’s expectations for timely submission of materials in an accessible format and for more concise presentations at TC meetings. In addition, a reminder was added noting that materials screenshared in Zoom must have been submitted to TC members and the public prior to the meeting – which allows time for participants to request an alternative format, if needed, and ensures that participants can access documents through their assistive technology. Typically, informational items will be handled by distributing materials outside of TC. Cover page of the TC Work Plan can be distributed to presenters in order to communicate TC’s expectations.

Section on “Major Special Projects for this Work Plan Year” was updated to delete two projects which no longer need to be included and to add “Regional Transit Plan” and “Wayfinding Plan.”

Section on “Public Works Transportation Projects Review and Feedback” has been updated due to the revisions to the Road Construction Projects section of the TC ordinance MGO 33.56. There is additional detail provided in the updated TC Handbook (which is also presented to TC for review and approval).

Director Spieler and other City staff bring relevant updates to TC on an as-needed basis, either at TC meetings or via email notifications. It appears that a regular report providing updates on key efforts, projects, and events is duplicative. Therefore, it is recommended that the “Ongoing Reports from the Director of Transportation” be removed from the Work Plan.

Title of the Elected and Appointed Official Code of Ethical Conduct was changed when approved by the Common Council, eliminating the word “Ethical.” Therefore, that title has been corrected in the Work Plan.

“Annual Report on Parking Meter Test Areas” was added to the Work Plan, as required in recently revised MGO 12.431(4).

In the section on “Non-Recurring Items Which May Appear,” changes have been made to align with the recent updates to the TC ordinance.

EQUITY GOAL IMPACTS

TC members have made an ongoing commitment to include Racial Equity and Social Justice in their work on a consistent basis, which has been noted in the TC Annual Work Plan. Members have ongoing and productive discussions at TC about Racial Equity and Social Justice and TC Practices of Equity and Inclusion. Various educational sessions have been conducted at TC (and outside of TC) as well. TC asked the Department of Civil Rights to explore options for conducting an Equity Workshop for TC members.

FISCAL & PROCUREMENT DETAILS

No fiscal impact is anticipated.