

# Transportation Commission Annual Work Plan Draft

July 1, 2019 to June 30, 2020

## Recurring Items

### **QUARTER 1**      **July-Aug-Sept**

Organizational Meeting

*The Commission to review and discuss any organizational issues, such as special rules and commission handbooks.*

Joint Meeting with Transportation Policy and Planning Board

*The Commission to hold a joint meeting with the Transportation Policy and Planning Board to coordinate transportation issues that related to both committees.*

Police Department Quarterly Traffic Report

*Madison Police Department staff to provide a quarterly report on traffic safety, observation, and enforcement, etc.*

Metro Transit Quarterly Report

*Metro Transit staff to provide a quarterly report on performance indicators, financials, rider-revenue-fare types, customer feedback and incidents.*

Parking Quarterly Report

*Parking Utility staff to provide a quarterly report on revenues, expenses, occupancy data, and major project updates.*

Metro Transit Annual Financial Statement Audit Report

*Metro Transit's auditor to report on its annual financial statement audit.*

Crossing Guard Assignment Report and Modifications

*The City's School Crossing Guard Supervisor and Traffic Engineering staff to report on crossing guard assignment 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.*

Bus Rapid Transit (BRT) Update

*Department of Transportation staff to provide a semiannual update on the current BRT project.*

### **QUARTER 2**      **Oct-Nov-Dec**

Police Department Quarterly Traffic Report

*Madison Police Department staff to provide a quarterly report on traffic safety, observation, and enforcement, etc.*

Metro Transit Quarterly Report

*Metro Transit staff to provide a quarterly report on performance indicators, financials, rider-revenue-fare types, customer feedback and incidents.*

Parking Quarterly Report

*Parking Utility staff to provide a quarterly report on revenues, expenses, occupancy data, and major project updates.*

Annual Traffic Crash Report

*Traffic Engineering staff to provide an annual report on the traffic crash data for the previous year, such as quantities, types and trends.*

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.*

**QUARTER 3            Jan-Feb-Mar**

Police Department Quarterly Traffic Report

*Madison Police Department staff to provide a quarterly report on traffic safety, observation, and enforcement, etc.*

Metro Transit Quarterly Report

*Metro Transit staff to provide a quarterly report on performance indicators, financials, rider-revenue-fare types, customer feedback and incidents.*

Parking Quarterly Report

*Parking Utility staff to provide a quarterly report on revenues, expenses, occupancy data, and major project updates.*

Neighborhood Traffic Management Program (NTMP) List Approval

*Traffic Engineering staff to provide an annual report on the list of traffic calming requests throughout the City, along with data collected and the ranking according to previously established procedures. The Commission to provide comments on and approve the ranking. The top ranked projects will be funded for construction in the current year.*

Traffic Signal Priority List Approval

*Traffic Engineering staff to come back to the Commission with results from more in-depth studies and recommendations. The Commission to provide comments and approve the list of intersections for construction in the current year.*

Bus Rapid Transit (BRT) Update

*Department of Transportation staff to provide a semiannual update on the current BRT project.*

**QUARTER 4            Apr-May-June**

Police Department Quarterly Traffic Report

*Madison Police Department staff to provide a quarterly report on traffic safety, observation, and enforcement, etc.*

Metro Transit Quarterly Report

*Metro Transit staff to provide a quarterly report on performance indicators, financials, rider-revenue-fare types, customer feedback and incidents.*

Parking Quarterly Report

*Parking Utility staff to provide a quarterly report on revenues, expenses, occupancy data, and major project updates.*

B Cycle Update

*B Cycle staff to provide an annual update on its membership, ridership, current year operations and plans for the following year(s).*

Annual Crash Report Follow Up

*Traffic Engineering staff to provide an update on utilizing the annual crash report to improve pedestrian, bicycle and motor vehicle safety.*

Transportation Improvement Plan (TIP) Review

*Public Works staff to provide an annual review for the City's Transportation Improvement Plan. The Commission to provide comments and inputs.*

Annual Commission Work Plan

*The Commission Chair and staff to develop its annual work plan. The Commission to provide comments and approve the work plan.*

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.*

### **Special Projects and/or Review for this Specific Work Plan for this year**

Transportation Commission Handbook

*The Commission's sub-committee to work with staff to develop a handbook containing special rules and other references. The Commission to provide comments and adopt the Handbook.*

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 facilitations and operations.*

Traffic Engineering Tool Kit Presentation

*Traffic Engineering staff to develop and give a presentation to the Commission on a comprehensive tool kit that the City can use to maintain and improve transportation safety and operations.*

Construction Changes Impacting Parking Garage Lifespans

*Parking Utility Staff to provide a report on recent construction trends and changes in parking facilities that impact their lifespans.*

Judge Doyle Square Parking Garage Update

*Parking Utility Staff to provide an update on the Judge Doyle Square Parking Garage project as the project advances.*

Wilson Street Corridor Study

*Department of Transportation staff to complete the Wilson Street Corridor study. The Commission to provide comments and approve the geometrics.*

Bassett Street Corridor Study

*Department of Transportation staff to complete the Bassett Street Corridor study. The Commission to provide comments and approve the geometrics.*

### **Non-recurring Items that 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  
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

**Notes:**

1. Quarterly staff reports will be scheduled at the first meeting of the second month in the quarter as much as possible, to provide some consistency for the agencies involved.
2. This draft will serve as an unofficial planning guide for now, till the final work plan is approved at June 26 meeting after the new commission members are onboard.
3. Please provide your comments and suggestions to the current Commission Chair Ann Kovich or Executive Secretary Yang Tao.