

Transportation Commission Annual Work Plan

July 1, 2019 to June 30, 2020

Updated January 2020

Notes:

1. 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 well in advance of Commission meetings. Commission members are expected to review the materials ahead of the meetings.
2. Commission meetings should be focused on action items. For informational items, staff should assume that the Commission members have reviewed the provided reports and the presentation should be brief. The Commission meeting time should be mainly for questions and discussions.
3. Reports coming to the Transportation Commission should include an executive summary, the relevant data, and an analysis of that data (i.e. how the data aligns with transportation safety issues; how this data can be used to identify transportation safety issues; and recommendations for changes to address any chronic transportation safety issues).
4. 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.

Recurring Items

QUARTER 1 July-Aug-Sept

- Organizational Meeting
The Commission to review and discuss any organizational issues (i.e., election of the Chair; annual refresher Transportation Commission training; etc.).
- Police Department Quarterly Traffic Safety 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 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. Commissioners request a presentation on Safe Routes to School Program prior to this update.

QUARTER 2 Oct-Nov-Dec

- Police Department Quarterly Traffic Safety 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 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.
- 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 Safety 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.
- 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 relate to both committees (i.e. budgets and budget priorities; annual Transportation Department goals; etc.).
- Neighborhood Traffic Management Program (NTMP) List Approval
Traffic Engineering staff to provide a review of the NTMP process and an annual report on the list of traffic calming requests from neighborhoods throughout the City, along with data collected and the ranking according to previously established procedures for Commission and public comment. At a second meeting, the Commission to review and approve the ranking. The top ranked projects will be funded for construction in the current year.

QUARTER 3 Jan-Feb-Mar (continued)

- 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.
- Metro Transit Annual Service Changes
In February or March, Metro Transit will request approval for a Public Hearing to be scheduled in order to receive feedback on the proposed service changes. In March or April, a Public Hearing will be held to receive input and feedback from interested and/or impacted parties regarding the proposed service changes.
- 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).

QUARTER 4 Apr-May-June

- Police Department Quarterly Traffic Safety 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 Service Changes
In March or April, a Public Hearing will be held to receive input and feedback from interested and/or impacted parties regarding the proposed service changes. After the Public Hearing, Metro Transit will consider all the feedback received; and then Metro Transit will present the proposed service changes to the Commission for consideration and approval.
- 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.
- Commission Annual 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.
- Annual Report on Winter Bike Maintenance
The Commission to review an annual report on the maintenance of bicycle facilities over the winter months.

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

- 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.
- 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.
- Safety Issues Related to Bicyclists, Motorists and Pedestrians Wearing Earbuds or Talking on Cell Phones
This safety issue was brought forward by a member of the public as it relates to bicyclists wearing ear buds or talking on cell phones. This same safety issue applies to motorists and pedestrians, as well. Commissioners will discuss how to inform the public about this danger (i.e. how to promote safer cycling, driving and walking).
- MOAPS (Madison Ordinance Analysis of Parking Strategies)
Transportation Policy and Planning Board will be reviewing and approving the work plan for this Staff Team as it relates to the City's on-street parking system, policies and goals; reviewing the Staff Team's recommendations; and then recommending ordinance and policy changes to the Common Council. Staff will provide informational updates to the Commission on MOAPS, and seek input and feedback from the Commission as appropriate.
- Process to Review and Prioritize Pedestrian and Bicycle Improvement and Enhancement Projects
Staff to provide an informational presentation on the process to review and prioritize pedestrian and bicycle improvement and enhancement to the Commission. In addition, staff will address how this process relates to and interacts with the Traffic Signal Priority List process and the Neighborhood Traffic Management Program.
- Madison's Smart City Initiative (Smart Madison for Shared Prosperity Project)
Staff to provide an informational presentation and overview of the City of Madison's Smart City Initiative (Smart Madison for Shared Prosperity Project) to the Commission. Innovation with growth is necessary to address equity, mobility, safety and environmental concerns. Smart Madison Project aims to build a next-generation smart people and data focused transportation system. Staff will also provide updates to the Commission as appropriate.
- Bus Rapid Transit (BRT) Update
Department of Transportation staff to provide updates on the current BRT project. Updates are provided when the project reaches major milestones, when input is needed from the Commission, and when it is appropriate for other reasons.
- Additional Joint Meeting(s) with Transportation Policy and Planning Board
In addition to the planned Quarter 1 joint meeting with the Transportation Policy and Planning Board, additional joint meeting(s) as issues arise and as situation warrants.
- Commission Annual Work Plan Updates
The Commission Annual Work Plan is meant to be a living document. The Commission to update the plan as needed during the year.

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
- 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