

# Transportation Commission Annual Work Plan

*July 1, 2021 to June 30, 2022*

## 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 at least 48 hours before Commission meetings. Commission members are expected to review the materials ahead of the meetings.
2. 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.
3. Commission meetings should be focused on action items or items which require feedback from the Commission members.
4. 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.
5. 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.
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 Items

### **QUARTER 1      July-Aug-Sept**

- Organizational Meeting  
*The Commission to review and discuss any organizational issues (i.e., election of the Chair; etc.).*
- Quarterly Traffic Safety Report  
*Madison Police Department staff to provide a quarterly report on traffic safety, observation, and enforcement, etc. In light of the City's commitment to the Vision Zero initiative, we should work toward enhancing the Quarterly Traffic Safety Report to include some data/analysis on crashes with significant injuries.*
- 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.*
- Commission Annual Work Plan  
*Quarterly review of the annual work plan, with updates approved as needed.*

- **Racial Equity and Social Justice**  
*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.*
- **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.*
- **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.*

**QUARTER 2      Oct-Nov-Dec**

- **Quarterly Traffic Safety Report**  
*Madison Police Department staff to provide a quarterly report on traffic safety, observation, and enforcement, etc. In light of the City's commitment to the Vision Zero initiative, we should work toward enhancing the Quarterly Traffic Safety Report to include some data/analysis on crashes with significant injuries.*
- **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.*
- **Commission Annual Work Plan**  
*Quarterly review of the annual work plan, with updates approved as needed.*
- **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.*
- Public Works Transportation Projects Review and Feedback  
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- Metro Transit Service and Service Changes  
*Metro Transit will request approval for a Public Hearing to be scheduled in Quarter 2 (Oct-Nov-Dec) in order to receive feedback on current service provided and any proposed service changes.*
- Metro Transit Service and Service Changes  
*In Quarter 2 (Oct-Nov-Dec) a Public Hearing will be held to receive input and feedback from interested and/or impacted parties regarding current service and any proposed service changes.*
- 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."*

### **QUARTER 3      Jan-Feb-Mar**

- Quarterly Traffic Safety Report  
*Madison Police Department staff to provide a quarterly report on traffic safety, observation, and enforcement, etc. In light of the City's commitment to the Vision Zero initiative, we should work toward enhancing the Quarterly Traffic Safety Report to include some data/analysis on crashes with significant injuries.*
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- **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.*
- **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. SSM consolidates four prior programs (Neighborhood Traffic Management Program, Pedestrian Bicycle Enhancements Program, Safe Routes to School Program, and Vision Zero Projects). Traffic Engineering staff to provide the Commission with proposed SSM project requests for review and approval, using the SSM Prioritization Tool.*
- **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.*
- **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.*
- **Metro Transit 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.*
- **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."*
- **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).*

- **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.*

**QUARTER 4      Apr-May-June**

- **Quarterly Traffic Safety Report**  
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*Metro Transit staff to provide a quarterly report on performance indicators, financials, rider-revenue-fare types, customer feedback and incidents.*
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- **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 31<sup>st</sup>; 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 30<sup>th</sup>.*
- **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. TIP Review may be presented at a Transportation Policy and Planning Board (TPPB) Meeting, with Commission members invited to attend or view that TPPB meeting.*
- **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.*
- 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.*
- 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.*

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

- **Madison Shared Streets and Slow Streets**  
*In April of 2020 the City of Madison launched a Shared Streets program, implementing “soft closures” on some local streets, closing one park drive, repurposing travel lanes to create space for biking, and widening the shoulder of the Capital City Path from Monona Terrace to Machinery Row, etc. The goal of Madison Shared Streets was to assist community members in having safe, healthy spaces for walking and biking during the COVID-19 pandemic. Street closures and lane changes were removed for the winter. A survey of the Madison Shared Streets Program indicated the program should continue. Staff reviewed the results of the survey with the Commission and presented recommendations regarding continuation of the Madison Shared Streets and Slow Streets Program in 2021. Updates on Madison Shared Streets and Slow Streets will be provided to the Commission as appropriate.*
- **Joint Transportation Commission and Transportation Policy and Planning Board Traffic Calming Subcommittee**  
*Traffic Calming Subcommittee (“TCS”) is responsible for developing and issuing a final report to be presented to the Transportation Commission (TC) and the Transportation Policy and Planning Board (TPPB) that identifies opportunities to improve outcomes and processes related to: traffic calming, safety enhancements, and pedestrian and bicycle system enhancements in the City of Madison (including, but not limited to, the Neighborhood Traffic Management Program and the Pedestrian/Bicycle Enhancement Program), with a goal of equitable distribution of resources that improves safety and encourages increased walking and biking across the city. TCS Final Report is due to the TC and TPPB no later than July 15, 2021, unless otherwise extended by both the TC and TPPB. TCS Final Report was issued July 13, 2021; it was approved at the TC meeting on July 28, 2021; it was approved at the TPPB meeting on August 2, 2021; and it was adopted by the Common Council on August 3, 2021 along with all the Priority Recommendations.*
- **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. Program details and outreach for the SSM program will be completed in 2021, with implementation of SSM projects to occur in 2022.*
- **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 Project Update**  
*Staff to provide an update on the Judge Doyle Square Project as the project advances.*
- **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.*

- **Racial Equity, Bias and Inclusion Training**  
*In conjunction with the Transportation Policy and Planning Board, the Commission has identified and is addressing challenges faced by these transportation bodies regarding equity, diversity and inclusion. After discussions at joint meetings, the Commission offered to take the lead on organizing and holding training to begin addressing these challenges. RFP was drafted and approved by the Commission, requesting proposals for workshops on Racial Equity, Bias and Inclusion. Training is planned for the fall of 2021, with members from both bodies invited to attend.*
- **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.*
- **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.*
- **Transportation Policy Initiative Updates (i.e., Vision Zero, Bus Rapid Transit, Metro Transit Network Redesign, Complete Green Streets, Transportation Demand Management, etc.)**  
*Department of Transportation staff to provide updates on the current transportation policy initiatives to the Transportation Policy and Planning Board (TPPB). Commission members will be invited to attend or view the TPPB meetings in order to receive the updates.*
- **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) to be held as issues arise and as situation warrants.*



**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