

Transportation Commission Annual Work Plan
Work Plan Year – July 1 to June 30th
Approved by the Transportation Commission on June 26, 2024

Notes:

1. The purpose of the Transportation Commission is to develop transportation policies and provide transportation system oversight, making decisions regarding transportation system changes that are consistent with the stated purpose of Section 33.56 of the Madison General Ordinances and any transportation policies or plans adopted by the Common Council.
2. Transportation Commission has a heavy workload. In order to allow full access to materials and to enable efficient Commission meetings for the public, Commission members, City staff, and all other interested parties, presentations, reports and exhibits for related agenda items should be provided to the Commission and posted in Legistar 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(s). The Commission meeting time should be mainly for questions, discussions, and action.
6. Commission workload will be balanced to give priority to referrals from the Common Council and other items requiring review/feedback or 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 and Approval of Design Variances from the Complete Green Streets Guide** - City Engineering staff to provide information and updates on various transportation projects. Commission to provide comments and feedback and determine right-of-way use and roadway geometrics for 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 and the Common Council regarding right-of-way use and roadway geometrics on an individual project basis. Commission to approve any design variances from the Complete Green Streets Guide, as appropriate. Commission to provide recommendations to the Plan Commission for needed variances associated with sub area plans and plats that propose street facilities and right-of-way widths that vary from the Complete Green Streets Guide.
- **Ongoing Ordinance Change Review** – Commission to make recommendations to the Common Council regarding proposed transportation-related ordinance changes.
- **Ongoing Development and/or Recommendation of Transportation Policies and Plans** – Commission to consider, develop, and recommend for adoption by the Common Council transportation policies and plans for all elements of the City's transportation system.

- **Ongoing Referrals** – Commission shall review other items related to the City’s transportation system referred by the Common Council, by other City Boards, Committees or Commissions, or by the Director of Transportation or Designee.
- **Ongoing Transportation System Oversight** – Except as provided in Madison General Ordinance 33.56, the Commission shall review and approve all major changes to the City’s transportation system, including Transit, Pedestrian, Bicycle, and Motor Vehicle elements of the City’s transportation system, or changes outside of adopted policies. In approving changes, the Commission shall ensure that its decisions are consistent with the transportation element of the Comprehensive Plan and all transportation policies adopted by the Common Council.
- **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.
- **Ongoing Reports from the Director of Transportation** – Typically on a quarterly basis, the Director of Transportation will provide a report to the Commission summarizing key efforts, projects and events.
- **Ongoing Commitment to 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 throughout the year. Transportation Commission will work to eliminate any disparities that people of color experience and people of low income experience with respect to the City’s transportation policies, programs, services and destinations. To further this effort, Commission members plan to participate in various training sessions and/or discussions on Racial Equity, Bias, Inclusion, Accessibility 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 evaluating how consistently TC has included Racial Equity and Social Justice in its work, and how Commission members can apply lessons learned through the various training sessions and discussions.
- **Quarterly Traffic and School Zone Safety Report** - Madison Police Department staff to provide a quarterly report on traffic safety, observations, summaries, data/analysis on crashes with significant injuries or fatalities, enforcement, etc. Madison Police Department and Traffic Engineering staff will also provide an update on school zone safety, concerns and possible solutions. Commission members use this updated information to help make decisions regarding traffic and school zone safety improvements. March 31st and September 30th reports will be distributed via email to Commission members once the data is available and the reports are completed. Staff will attend Commission meetings on a semi-annual basis to present the June 30th and December 31st reports once the data is available and the reports are completed.
- **Biannual Vision Zero Progress Report** - Once every two years staff will prepare a Vision Zero Progress Report, which will be submitted to the Transportation Commission and the Common Council. Vision Zero Madison is an initiative with the goal of reducing all traffic deaths and severe injuries on city streets to zero by 2035. Vision Zero also focuses on increasing safe, healthy equitable mobility for all. Vision Zero recognizes that people will sometimes make mistakes, so the road system and related policies should be designed to ensure those inevitable mistakes do not result in severe injuries or fatalities. Evaluation and regular reporting are essential components of the data-driven approach to

Vision Zero. There must be accountability to the commitment of eliminating traffic deaths and severe injuries.

- **Biannual Rate Adjustment for the Towing Charge Forfeiture** – As noted in Madison General Ordinance 12.113(5), “Beginning in the year 2025 and once every two years thereafter, the Transportation Commission shall review the forfeiture amount set forth in Sections (3) and (4) above and may increase the forfeiture amount.”

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.
- **Traffic Signal Priority List 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 Crash Facts 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’s crash report to improve pedestrian, bicycle and motor vehicle safety.
- **Complete Green Streets Guide** - Through adoption of the Complete Green Streets Guide, the City is committing to designing and operating the entire right of way to prioritize safety, to provide connectivity for people traveling whether they are walking, taking transit, biking, or driving, and ensuring the green infrastructure needs of a resilient city. As required in the resolution approved by the Common Council January 3, 2023, the Commission shall review the Complete Green Streets Guide after one street reconstruction design cycle (about 18 months) and recommend revisions and refinements. Commission shall have the ability to modify the Complete Green Streets Guide on an annual basis to address unforeseen challenges and remain current with state-of-the-art street design practices.
- **Annual Update of the Transportation Demand Management (TDM) Mitigation Measures** – The Commission to review and approve the annual update of the TDM Mitigation Measures. Common Council adopted a new TDM ordinance and program December 6, 2022, with an enactment date of December 16, 2022 and an effective date six months later. TDM shifts travel from driving alone to more sustainable transportation options such as transit, rideshare, biking and walking. To satisfy TDM mitigation points, property owners may choose from a menu of mitigation measures approved initially by the Common Council and updated annually by the Commission.

- **Reminder to Commission Members of the Annual 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

- **Budget Review** – Make recommendations regarding the proposed budgets of each division in the City’s Department of Transportation to the Common Council.
- **Parking Garage Rates and Fees** – It is the Parking Division’s goal to review the rates and fees in the City’s parking garages on an annual basis.
- **Metro Transit Service Changes** - Metro Transit will consider all the feedback received from riders, the general public, and a public hearing (if the service changes rise to the level requiring a public hearing); 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 Commission regarding the operation, management, control, progress towards equity, and maintenance of each element of the City’s transportation system.”
- **Transportation Improvement Plan (TIP) Review** - Staff to provide the Commission with an annual review for the City’s Transportation Improvement Plan. Commission members to provide comments and input.

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.
- **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 every two years in June, so these Special Rules can be filed with the City Clerk by July 1st.

- **Commission Annual Work Plan** – Commission Chair and staff to develop or update the Transportation Commission Annual Work Plan each June. 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.
- **BCycle Update** - BCycle staff to provide an annual update on its membership, ridership, operations and plans for the current year and following year(s).

NON-RECURRING ITEMS WHICH MAY APPEAR

- Approve Any Changes to the Transit Priority Network
- Approve Any Changes to the All Ages and Abilities Bike Network
- Approve any amendments to the Transportation Demand Management Program, including approval of any TDM fees
- Transportation Demand Management Appeals and/or Approval of Additional Relief in the Form of Mitigation Points
- Approve Any Changes in the Safe Streets Madison Program
- Review and approve changes to the High Injury Network
- Transportation Commission Appeal Subcommittee Hearings Related to Taxicab License Denials
- Review of Transportation Impact of Private Developments
- Bus Service, Route, Stop and Fare Changes
- Transit for People with Disabilities
- Rules necessary to ensure safety for bus passengers
- Review/Approval of Transit Contracts
- Parking Rate Changes
- Parking Revenue Collection Technology and Systems
- Review of On-Street Parking Restriction Changes
- Rules necessary to ensure safe and proper operation of parking facilities
- 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
- Safety Programs and Projects
- Other special projects or items that may occur from time to time
- Informational Presentations on Key Transportation Topics – only as required, since email distribution is preferred for informational updates