

CITY OF MADISON TRANSPORTATION COMMISSION

ACTION ITEM DETAIL – SEPTEMBER 13, 2023

ACTION TITLE: Transportation Commission Handbook and Special Rules

PRESENTER: Ann Kovich

ACTION SUMMARY

Action requested is review and approval of the Transportation Commission (TC) Handbook and Special Rules.

BACKGROUND

TC when originally formed first met on 7/31/18. In order to help TC members better understand the purpose and responsibilities of TC, work was begun to develop a TC Handbook, a TC Annual Work Plan, and a TC Website. TC Handbook and TC Annual Work Plan were approved by TC on 6/12/19 and are posted on the TC website (which was demonstrated for TC members at the 7/24/19 TC meeting). TC Handbook and TC Annual Work Plan have been used both for orientation/training purposes, as well as ongoing resource tools by TC members, staff and other interested parties. Therefore, the TC Handbook and Special Rules have been updated to reflect the merger with the Transportation Policy and Planning Board into the recreated TC; and they are presented for review, discussion and approval. TC Annual Work Plan is also in the process of being updated and will be brought to a future TC meeting for review, discussion and approval.

DESCRIPTION

Since eight current members of TC were also on the original TC and are familiar with the prior version of the TC Handbook and Special Rules, significant changes from the prior TC Handbook and Special Rules are summarized below:

- In Section I, the merger of the TC and the Transportation Policy and Planning Board (TPPB) into the recreated TC is described.
- In Section II, the purpose, role and authority of TC are updated to reflect the merger with TPPB and the expanded TC responsibilities as described in Sec. 33.56 of the Madison General Ordinances. More details about the appeal process have also been added.
- In Section III, as Commissioners work to eliminate disparities which may be experienced regarding transportation issues in the City, “people with disabilities” was added to “people of color” and “people of low income.” Transportation Policy and Planning Board was deleted from the list of ordinances to be reviewed.
- In Section IV, first bullet point was added indicating that TC will select a Chair and Vice Chair annually before June 30th. In addition, providing a welcome and introduction to key City staff was added to the responsibilities of the Chair. This process is already being done, but it was not listed in this section of the Handbook.
- In Section V, “City of Madison Comprehensive Plan and Updates” and “Safe Streets Madison” were added as orientation and training topics.
- In Section VI, the change in the TC Executive Secretary role is shown.
- In Section VII, the relationship with the TPPB was deleted. New sections about the TC relationship with the Board of Public Works and the Plan Commission are shown.
- In Section VIII(A), the numbers for the TC quorum and voting members were updated, as well as the numbers of votes needed to pass a motion.

- In Section VIII(B) – TC Special Rules:
 - Special Rule indicating that TC will select a Chair and Vice Chair annually before June 30th was deleted. This is no longer needed as a Special Rule, since Sec. 33.01 of the Madison General Ordinances was amended to include this requirement.
 - Special Rule about the TC Work Plan was amended to indicate the Work Plan will only be reviewed as appropriate during the year (versus at least quarterly).
 - Special Rule allowing 5 minutes for speakers at TC public hearings continues the past practice of both the Transit and Parking Commission and the original TC. Allowing 5 minutes for speakers has been viewed as providing additional accessibility for the public when they come before TC on matters which require a public hearing.
 - Special Rule about public hearings was amended to indicate that TC “may” (versus “will”) not take action on the subject matter of the public hearing until a future TC meeting. Although TC will most likely continue to not take action on the public hearing subject matter until a future meeting, there may be times when it will be appropriate to take action at the same meeting. For example, at the 8/9 TC meeting a public hearing was held regarding removing RP3 parking on Sheboygan Ave. There were no registrants wishing to speak at the public hearing; and nobody registered in opposition. So TC took action on that item at the 8/9 meeting. On the other hand, the public hearing for Metro Transit Network Redesign Refinements is scheduled at the 9/27 TC meeting, but this item will be adjourned to the next Transportation Commission meeting for discussion, deliberation and vote.

EQUITY GOAL IMPACTS

TC members have made an ongoing commitment to include Racial Equity and Social Justice in their work on a consistent basis. As a result, one of the required training topics in the TC Handbook since its inception is “Racial Equity and Social Justice Initiative.”

FISCAL & PROCUREMENT DETAILS

No current additional fiscal impact is identified.