



CITY OF KIRKLAND
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MEMORANDUM

To: Kurt Triplett, City Manager

From: David Godfrey, P.E., Transportation Engineering Manager
Kathy Brown, Public Works Director

Date: March 3, 2016

Subject: TRANSPORTATION COMMISSION WORK PLAN AND KIRKLAND MUNICIPAL CODE (KMC) UPDATE

RECOMMENDATION:

It is recommended that City Council receive a briefing and review the proposed Work Plan for the Transportation Commission. It is also recommended that the City Council consider the new Mission Statement proposed by the Transportation Commission. Once Council has reviewed the Commission's draft Work Program and Mission Statement, and has provided direction to staff, a resolution adopting the new Work Program and Mission Statement will be brought back to the next Council meeting.

BACKGROUND DISCUSSION:

Work Plan

In October of 2015, the Transportation Commission held a half-day retreat to develop a Mission Statement and discuss the Work Plan content/structure for 2016. At the retreat, the Commission reviewed successful projects from the past and identified the common characteristics of those projects. Given this backdrop, particular Work Plan items were brainstormed and refined at subsequent Commission meetings. For 2016, the highest priority items on the proposed Work Plan are as follows:

- Concurrency
- CIP Process
- Transportation Master Plan process
- Intra-city transit system
- Transportation planning for major development projects
- Greenways
- Address Climate Change
- ST 3
- Metro Long Range Planning

The discussion at the retreat also suggested a new format for the work plan. This led to a restructuring of the Work Plan around five areas based on the level of Commission involvement as shown in the table below:

Work Plan Area Title	Description of Commission Involvement
Own	Commission "owns" these items and has the most responsibility and control of outcome.
Influence	Commission has a key role in shaping outcomes
Advisory/Respond to	Commission is advisory or asked for comment. This category also acknowledges that items may come up from time to time that are not on the original work plan but that need a response.
Recurring	Items needed to keep the Commission running and items of importance that need to be acted on annually.
"Parking Lot"	Items that are not scheduled for the current work plan but that need to be reviewed periodically for inclusion on the work plan.

Particular Work Plan items in each of the areas contain a description of the item and the current prioritization. The Work Plan also indicates the possible roles for the Commission across a spectrum of engagement and responsibility from "Monitoring" to "Decision/Recommendation." The Work Plan is designed to plan activities over several years, which is depicted by color coding based on the year planned of engagement.

On January 6th, 2016 Commission Chair, Tom Neir, presented the draft Commission Work Plan to the City Council's Public Works, Parks and Human Services Committee. The Committee suggested some formatting changes, but was generally supportive with the Plan as proposed and recommended that it be taken to the City Council for consideration.

Attachment A is the work plan as proposed by the Transportation Commission.

Mission Statement

City Council created the Transportation Commission as a pilot group in 2000. In 2002, Council approved making the Commission permanent and amended the KMC to describe the Powers and duties of the Commission. Section 3.45.040 of the KMC describes these Powers and duties:

3.45.040 Powers and duties of commission.

The commission shall advise the city council, city manager, and the public works department regarding those transportation issues referred to them by the city council. The commission shall have the power to advise regarding planning and development of those transportation issues given them by the city council. The commission shall submit to the city council through the city manager recommendations for other transportation issues of interest to the commission or associated with council-directed items as the commission feels is advisable. (Ord. 3846 § 1 (part), 2002)

After reviewing this language, the Commission felt that more active language would better describe the role the Commission should play. To this end, the Commission has developed the following proposed Mission Statement:

The Transportation Commission is directed by the City Council to lead the City's efforts to create and maintain a transportation system that enhances the economic, social, and environmental quality-of-life in our city now and into the future. To fulfill its mission, the Commission will proactively explore, investigate, analyze, prioritize, develop, and recommend solutions and actions to the City Council.

There are two significant policy shifts associated with the new language:

1. Rather than waiting for assigned topics from the City Council, the Commission will proactively identify and recommend work program items for Council approval.
2. The new Mission Statement removes the reference to the Public Works Department and City Manager.

As a practical matter, given the technical nature of the work, the duties of the Public Works Department to support the Commission, and the City Manager's authority and responsibility to recommend policy, the Commission would continue to work through the Public Works Department and City Manager's office. The partnership between the Public Works Department, the City Manager's Office, and the Transportation Commission has been highly successful in the past, and staff has every expectation that this successful partnership will continue. To make the importance of this relationship clear to future staff and Commissioners, Council might consider the following minor amendments to the suggested Mission Statement:

The Transportation Commission is directed by the City Council to lead the City's efforts to create and maintain a transportation system that enhances the economic, social, and environmental quality-of-life in our city now and into the future. To fulfill its mission, the Commission will work with the Public Works Department to proactively explore, investigate, analyze, prioritize, develop, and recommend solutions and actions to the City Manager and City Council.

Members of the Commission are planning to be at the March 15 Council meeting to present both the proposed Work Plan and proposed changes to the KMC. Staff will draft a proposed resolution for final council approval based on direction and suggested edits from Council members as a result of the March 15th briefing

TRANSPORTATION COMMISSION WORK PLAN

JAN - DEC, 2016

Attachment A

			← Low	engagement & responsibility	→ High	
			POSSIBLE TRANSPORTATION COMMISSION ROLES			
			MONITOR/ADVISE	DISCUSS/EXPLORE/INVESTIGATE	ANALYZE & EVALUATE OPTIONS	DECISION & RECOMMENDATION
TOPIC	DEFINITION	CURRENT PRIORITY	Monitor/Review/Advise/Comment/Suggest	Ideas/Questions/Education/Expertise/Detail/Data/Scope/Plan	Balance/Fit/Funding/Impact/Goals/Principles/Options	Take Action/Decide/Implement/Vote
WE OWN THESE TOPICS:						
CONCURRENCY	Design, recommend and request approval for a new multi-modal concurrency system.	1				Test/Review and recommend changes as necessary to perfect the process & system
CIP PROCESS	Complete the review and design of the CIP process and gain approval for the Transportation Commissions ongoing role in that process.	1			Review the current process and recommend changes to create a system in which the TC plays a decisive role.	Gain approval for the process and the Transportation Commissions role in that process.
TMP IMPLEMENTATION	Ensure that the TMP remains front of mind and is reasonably used as a reference and guide for investments and actions that impact our transportation system.	1	Review implementation progress annually and highlight status through a "report card".			
INTRA-CITY TRANSIT SYSTEM	Should the city explore options to provide intra-Kirkland transit service? If so, how would that best be done.	1		Discuss and determine the level of engagement and timing. Plan project and implement.	Agree on the viability and best options - decide if Intra-city system should be recommended or not.	Report and recommend solution(s) to council
TRANSPORTATION PLANNING FOR MAJOR DEVELOPMENT PROJECTS	Ensure that the review process for major developments includes a thoughtful transportation review and reflects our approved TMP.	1		Discuss and scope possible role(s) and the nature of our involvement. Clarify relationship between TC and PC/DRB and other city areas that deal with development and transportation. Determine possible methods of ensuring our involvement with transportation planning for new developments.	Select the best options for our involvement, if any, and prepare proposals for council.	Recommend to council
GREENWAYS	Given that Greenways are part of our TMP - perfect the network design and ensure its buildout within a reasonable time frame.	1		A basic greenway network is part of the TMP. Review this in detail and ensure it is the correct design. Make needed changes.	Review changes and best options to create a plan that can be recommended to council, approved and implemented.	Recommend network of greenways to council for approval and implementation.
ADDRESS CLIMATE CHANGE	Drive the city's efforts to actively reduce green house gas emissions generated by transportation.	1		Discuss and agree on the nature of our involvement, timing, role(s) and scope of project(s)		
LAKE WASHINGTON PROMENADE	Move forward with process to design and gain public comment on this project.	2		Discuss and agree on the nature of our involvement, timing, role(s) and scope of project(s)		
IMPLEMENT THE CKC MASTER PLAN	Take necessary step to ensure that the master plan/vision is implemented	3	Monitor and guide implementation			
CITY ORDINANCES AND POLICIES	Actively review and recommend ordinance and policy changes that improve how the transportation system functions, EG. Cars	3		Generate a list of ordinances/policies that may benefit from our review.	Establish a process by which the TC will, overtime, selected policies/ordinances - begin the process.	Recommend changes, as necessary, to council.
PARKING	As parking has a direct impact on our transportation system...be sure our parking system is leading-edge and enhances the overall function of our transportation system	4		Discuss and agree on the nature of our involvement, timing, role(s) and scope of project(s)		
WE INFLUENCE THESE:						
ST 3	Stay well informed about the process and provide meaningful and impactful inputs that further our mission	1			Review analysis and provide guidance to improve the plan and our overall probability of gaining ST3 investment in useful transit infrastructure.	As appropriate, recommend best options and take part in decision making on this topic.
METRO LONG-RANGE PLANNING	Represent the city's interests in regional, state and federal efforts to direct policy and actions that benefit our transportation system.	1			Review analysis and provide guidance to improve the plan and our overall probability of gaining Metro investment in useful transit infrastructure.	As appropriate, recommend best options and take part in decision making on this topic.
6TH STREET STUDY	???????	???		Discuss and agree on the nature of our involvement, timing, role(s) and scope of project		
LEGISLATIVE ADVOCACY	Represent the city's interests in regional, state and federal efforts to direct policy and actions that benefit our transportation system.	3		Discuss and agree on the nature of our involvement, timing, role(s) and scope of project		
405 EXPRESS TOLL LANES	Monitor DOT's implementation of Express Lanes	1	Monitor for issues			
WE RESPOND AND ADVISE ON THESE:						
AS REQUESTED BY COUNCIL, CITY MGR, STAFF	As requested, advise on any subject brought to the commission.	5	Advise as requested			
IMPACT FEES	Review and recommend impact fees on a regular basis.	5	Advise as requested			
ADA TRANSITION PLAN	Review and recommend impact fees on a regular basis.	5	Advise as requested			
RECURRING						
MEASURE PROGRESS TOWARD GOALS	Annually report on our achievements vs our work plan goals.	5	Annually			
CONDUCT ANNUAL ELECTION	Lastest December of each year	5				Annually
PARKING LOT TOPICS (To be reviewed periodically for inclusion on the work plan above)						
NEIGHBORHOOD SAFETY PROGRAM	Actively participate in this program on a yearly basis			Discuss and agree on the nature of our involvement, role(s) and scope of project		
COK TRANSIT STUDY	Related to Intra-Kirkland transit service item above.			????		
TRANSPORT DEM MGMT	???			????		
VISION ZERO/SAFETY	Incorporate this concept into our thinking as we implement our work plan.			????		
DESIGN A KIRKLAND PEDESTRIAN HIGHWAY SYSTEM - KPHS.	Design and direct the buildout of the Kirkland pedestrian network.			????		
TRANSPORTATION VISION	Video Production - Vision for Kirklands Transportation System (Like Parks)			????		
MAINTAIN A VIBRANT AND INFORMATIVE WEB PRESENCE	Define and maintain technology and content that best represents the commission, its work and the city's transportation system			????		
ENHANCE TRANSIT RIDERSHIP	Explore ways to enhance transit ridership and, if significant options are found, recommend steps to implement			Discuss and agree on the nature of our involvement, timing, role(s) and scope of project		
ACTIVE TRANSPORTATION PLAN	Decide whether or not a new Active Transportation Plan is needed.			Discuss and agree on the nature of our involvement, timing, role(s) and scope of project		
GUIDE NEXT GENERATION OF ITS THROUGH DEVELOPMENT OF A LONG-RANGE PLAN.	Determine the best next steps and investments for the city in our ITS system. Including how grant money is spent.			Discuss and agree on the nature of our involvement, timing, role(s) and scope of project		
ONGOING MAINTENANCE	Review new maintenance management system and make recommendation for improvements			Discuss and agree on the nature of our involvement, timing, role(s) and scope of project		

Ongoing

WORK PLAN FOR 2016

WORK PLAN FOR 2017

WORK PLAN FOR 2018

WORK PLAN FOR 2019