



**CITY OF KIRKLAND**  
Department of Public Works  
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**To:** Kurt Triplett, City Manager

**From:** Joel Pfundt, AICP CTP Transportation Manager  
Erin Devoto, Deputy Public Works Director

**Date:** September 8, 2016

**Subject:** UPDATE TRANSPORTATION COMMISSION MISSION STATEMENT AND  
ADOPT 2016-2017 TRANSPORTATION COMMISSION WORK PLAN

**RECOMMENDATION:**

It is recommended that the City Council approve the attached ordinance updating the Transportation Commission Mission Statement, as set forth in Kirkland Municipal Code ("KMC") Section 3.45.040.

It is also recommended that the City Council approve the attached resolution adopting the 2016-2017 Transportation Commission Work Plan.

**BACKGROUND DISCUSSION:**

The City Council met with the Commission at a joint study session on April 19, 2016. Council reviewed a proposed update to the Commission Mission Statement at the meeting and a proposed 2016-2017 Transportation Commission Work Plan. The purpose of the study session was to provide an opportunity for Council and the Commission to discuss the two topics in more detail.

***Mission Statement***

The current mission of the Commission as described in the Powers and Duties section of the KMC is as follows:

**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.

The current Mission Statement is based on a model where Council refers transportation planning and development issues to the Commission for consideration. The Commission then advises Council on these items. The proposed alternative Mission Statement is meant to reflect how the Commission conducts business today.

A proposed alternative Mission Statement was presented at the joint study Session. Following the Study Session it has been revised to reflect Council's comments on the advisory role of the Commission and the need to develop an annual Work Plan in consultation with Council and prior to Council adoption. The revised language is as follows:

**3.45.040 Powers and duties of commission.**

The Transportation Commission is directed by the City Council to advise the Public Works Department, City Manager, and City Council in leading 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 establish an annual Work Plan which proactively explores, investigates, analyzes, prioritizes, develops, and recommends solutions and actions to the City Manager and City Council. The City Council and Transportation Commission will meet annually to discuss the annual Work Plan for adoption by City Council.

This revised language is reflected in the attached ordinance.

***2016-2017 Work Plan***

The other item presented to Council at the March 15, 2016 regular Council meeting and the April 19, 2016 joint study session was the 2016-2017 Transportation Commission Work Plan. The attached Work Plan has been significantly revised based on Council's comments at the joint study session. These revisions include the following:

- The Work Plan format has been simplified and each Topic numbered for easier reference. The new format is similar to the one used for the Planning Work Program, which Council also approves. The Work Plan shows the topics the Commission will be addressing in rows and the timeline during which they will be addressed in columns. The new Work Plan format retains the five areas that describe the Commission's level of involvement in each Topic.
- The following Topics have been removed from the Work Plan
  - Parking – Removed based on Council direction
  - 405 HOT Lanes – Removed because the Commission's role in this topic has been completed
  - Measure Progress Towards Goals – This was integrated into Topic #2, TMP Implementation
- The following Topic was added to the Work Plan
  - 10-Work Plan – Added based on Council direction to annually update the Work Plan in consultation with Council

The revised Work Plan highlights the areas where the Commission will be advising the City Staff, City Manager, and City Council on transportation issues. During the remainder of 2016, the Commission will be focused on completing the following two major Topics:

- 2-TMP Implementation – Development of measures for tracking Transportation Master Plan (TMP) implementation based on the goals, policies and actions included in the document.
- 3-Transportation Planning for Major Development Projects – Updating Transportation Impact Analysis Guidelines (TIAG) to be consistent with the TMP and subsequently codify these guidelines in the KMC.

The adoption of the TMP provides an overall structure for the implementation of transportation related activities at the regional, citywide, subarea, corridor and project level. Because of its broad scope, there is significant additional detail necessary to transform the broad TMP goals, policies and actions into specific projects, programs and services. During 2017 the Commission will turn its focus towards the following two citywide planning efforts, which will help guide implementation of the City's multimodal transportation system:

- 8-City of Kirkland Transit Study – Create a Transit Plan for Kirkland that details policy implementation and creates a service concept that supports TMP Goal T-3 which states "Support and promote a transit system that is recognized as a high value option for many trips." (*TMP Action T-3.1.1*)
- 9-Active Transportation Plan (ATP) – Update the 2009 ATP to provide additional detail necessary to guide the implementation of the TMP policies for walking and biking. The TMP specifies that the goal is to update the ATP every five years. (*TMP Action T-1.2.1*)

In addition to these Topics, the Commission will continue to provide valuable advice on the many other items identified on the biennial Work Plan.

ORDINANCE O-4531

AN ORDINANCE OF THE CITY OF KIRKLAND UPDATING THE POWERS AND DUTIES OF THE TRANSPORTATION COMMISSION.

1 The City Council of the City of Kirkland do ordain as follows:  
2

3 Section 1. Section 3.45.040 of the Kirkland Municipal Code is  
4 amended to read as follows:  
5

6 **3.45.040 Powers and duties of commission.**

7 The commission is directed by the city council to advise the public  
8 works department, city manager, and city council in leading the  
9 city's efforts to create and maintain a transportation system that  
10 enhances the economic, social, and environmental quality-of-life in  
11 our city now and into the future. To fulfill its mission, the commission  
12 will work with the public works department to establish an annual  
13 work plan which proactively explores, investigates, analyzes,  
14 prioritizes, develops, and recommends solutions and actions to the  
15 city manager and city council. The city council and commission will  
16 meet annually to discuss the annual work plan for adoption by  
17 Council. ~~The commission shall advise the city council, city manager,~~  
18 ~~and the public works department regarding those transportation~~  
19 ~~issues referred to them by the city council. The commission shall~~  
20 ~~have the power to advise regarding planning and development of~~  
21 ~~those transportation issues given them by the city council. The~~  
22 ~~commission shall submit to the city council through the city manager~~  
23 ~~recommendations for other transportation issues of interest to the~~  
24 ~~commission or associated with council directed items as the~~  
25 ~~commission feels is advisable.~~  
26

27 Section 2. This ordinance shall be in force and effect five days  
28 from and after its passage by the Kirkland City Council and publication,  
29 as required by law.  
30

31 Passed by majority vote of the Kirkland City Council in open  
32 meeting this \_\_\_\_ day of \_\_\_\_\_, 2016.  
33

34 Signed in authentication thereof this \_\_\_\_ day of  
35 \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

RESOLUTION R-5207

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND  
PERTAINING TO THE ADOPTION OF THE 2016-2017  
TRANSPORTATION COMMISSION WORK PLAN.

1           WHEREAS, the Kirkland City Council and the Kirkland  
2 Transportation Commission met at a joint meeting on April 19, 2016 to  
3 discuss the proposed 2016-2017 Transportation Commission Work Plan  
4 tasks and to set priorities; and  
5

6           WHEREAS, the Kirkland Transportation Commission met on May  
7 25 and again on June 22, 2016 to revise the 2016-2017 Transportation  
8 Work Plan tasks to reflect Kirkland City Council priorities;  
9

10           NOW, THEREFORE, be it resolved by the City Council of the City  
11 of Kirkland as follows:  
12

13           Section 1. The 2016-2017 Transportation Commission Work  
14 Plan attached hereto as Exhibit A to is hereby adopted.  
15

16           Section 2. The adopted Work Plan shall be used by City staff  
17 and Transportation Commission members in support of the timely  
18 performance of Work Plan tasks and meetings.  
19

20           Passed by majority vote of the Kirkland City Council in open  
21 meeting this \_\_\_\_ day of \_\_\_\_\_, 2016.  
22

23           Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_,  
24 2016.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

