



MEMORANDUM

To: Transportation Commission

From: Doug McIntyre, AICP, Transportation Manager
Kim Scrivner, Transportation Planner
Victoria Kovacs, AICP, Transportation Planner

Date: January 24, 2024

Subject: 2024-2025 TRANSPORTATION COMMISSION WORK PLAN

Staff Recommendation:

It is recommended that the Transportation Commission review and recommend a Final Draft 2024-2025 Transportation Commission Work Plan (Attachment A) to the City Council for adoption.

Background:

The Transportation Commission is developing the 2024-2025 Work Plan to replace the 2022-2023 Work Plan. The Transportation Commission discussed drafts of the 2024-2025 Work Plan on November 29th and December 13th. Staff used the input to create a revised work plan, which is included as Attachment A.

Highlighted changes to the final draft work plan include:

- Added new "Commission Role" categories with a definition at the bottom of the table:
 - "Action" items are those that require a recommendation to the Council by the Transportation Commission.
 - "Monitoring" items are briefings so that the Transportation Commission can share feedback with Transportation Staff as work is under development.
 - "Context" items are briefings on transportation issues to help provide Commissioners with insight into past, on-going, or future work.
 - "Administrative" items are routine actions by the Transportation Commission undertaken for operational purposes.

The 2024-2025 Work Plan is the best estimate of the items that Transportation staff will bring to the Transportation Commission for review and input in 2024 and 2025. Work items that are not envisioned in this work plan may arise and need to be accommodated at the expense of other items. If this occurs, staff will work with the Transportation Commission to amend the work plan as necessary.

Next Steps

After Transportation Commission discussion, staff will ask for the Transportation Commission to recommend City Council adopt the 2024-2025 Work Plan.

The Work Plan requires approval at a joint meeting of the Transportation Commission and City Council, pursuant to [KMC 3.45.040](#). A joint meeting with the City Council has been scheduled for March 19, 2024 during the Study Session. The Chair and Vice-Chair of the Commission are required and other members of the Commission are invited to attend, but not required. Following the joint meeting on March 19th, Council will consider the Work Plan for adoption at the April 2, 2024 meeting.

Attachments

- A. Draft 2024-2025 Transportation Commission Work Plan