



TRANSPORTATION COMMISSION STUDY SESSION
Monday, April 1, 2019 5:00 PM
City Commission Room, City Hall, 6 E. 6th Street

- Presentation on City's Strategic Plan, Capital Improvement Program and budget process
- Receive update on Transit Hub

TRANSPORTATION COMMISSION REGULAR MEETING
Monday, April 1, 2019 6:00 PM
City Commission Room, City Hall, 6 E. 6th Street

1. Approve Regular Meeting minutes for March 4, 2019

2. General Public Comment

The public is allowed to speak to any items or issues that are not scheduled on the regular agenda. Each person or organization will be limited to three (3) minutes. As a general practice, the Commission will not discuss/debate these items, nor will the Commission make decisions on items presented at this time. Individuals are asked to come to the microphone, sign in, and state their name and address. Speakers should address all comments to the Commission.

3. Transportation Commission composition

Action: Make recommendations to the City Commission on the composition of the membership.

4. Staff Items

- Update on Non-motorized Prioritization Policy and Lawrence Bikeway Plan.

5. Commission Items

6. Calendar

- **Next Meeting May 6, 2019**

7. Adjournment

Strategic Plan & Budget Overview

Danielle Buschkoetter, Budget &
Strategic Initiatives Administrator



Strategic Plan

- What is a strategic plan?
 - A strategic plan is a document that outlines a systematic process for moving toward a vision in a manner that involves the development and prioritization of strategic goals along with measurable strategies and objectives.

Strategic Plan

- How was the strategic plan developed?
 - Need was identified in early 2016
 - A consultant was selected to facilitate the process
 - Strategic plan was adopted in March of 2017
 - Mission, Vision, Values
 - Critical Success Factors
 - Priority Initiatives



City of Lawrence

Strategic Plan

- Mission
 - We are committed to providing excellent City services that enhance the quality of life for the Lawrence community
- Vision
 - The City of Lawrence—supporting an unmistakably vibrant community with innovative, equitable, transparent and responsible local government
- Organizational Values
 - Character, Competence, Courage, Collaboration, Commitment

Strategic Plan

- Critical Success Factors
 - Effective Governance and Professional Administration
 - Safe, Healthy and Welcoming Neighborhoods
 - Innovative Infrastructure and Asset Management
 - Commitment to Core Services
 - Sound Fiscal Stewardship
 - Collaborative Solutions
 - Economic Growth and Security



City of Lawrence

Strategic Plan

- Priority Initiatives
 - Inventory and evaluate existing advisory boards
 - Professional development
 - Barriers to high-speed fiber
 - Completion of East 9th Street
 - Facility Master Plan
 - Priority Based Budgeting
 - Long-term financial strategy
 - Downtown master plan



City of Lawrence

Strategic Plan

- Adopted March of 2017
- Updates to the City Commission every 4 months
- Re-evaluate in late 2019/early 2020

Budget Overview

Budget Overview

- Key Elements
 - Fiscal year aligns with the calendar year
 - Adopt an annual budget
 - Budget must be adopted by August 25



City of Lawrence

Budget Overview

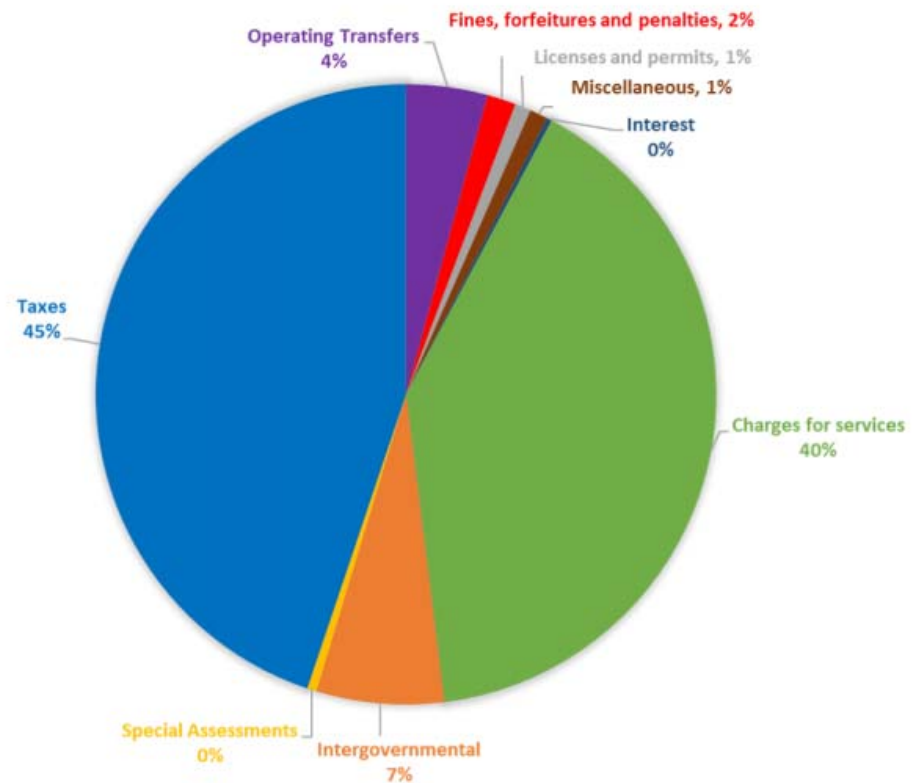
- 2019 Adopted Budget
 - Total Expenditures: \$206,653,000
 - General Fund is structurally balanced
 - All other funds are balanced within a 5-year financial forecast
 - Maintains current mill levy rate of 33.278
 - Includes a 5-year Capital Improvement Plan



City of Lawrence

Budget Overview

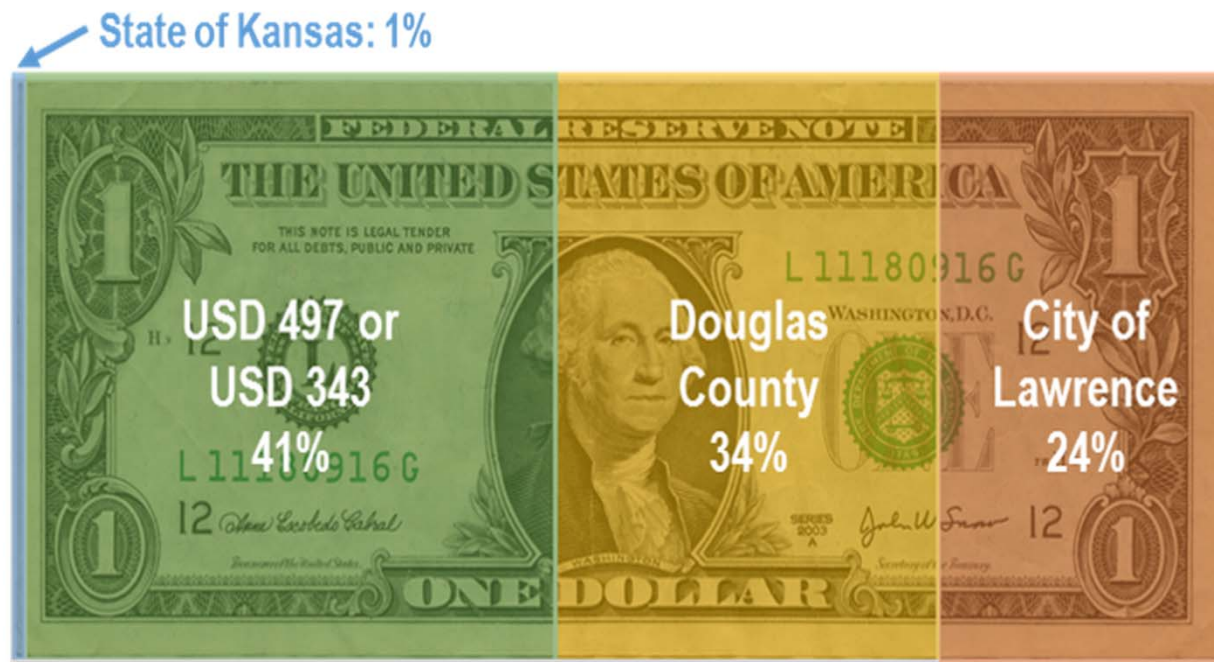
- 2019 Budgeted Revenues
 - Taxes (i.e. property tax; sales tax)
 - Charges for Service (water; trash; P&R programs)



City of Lawrence

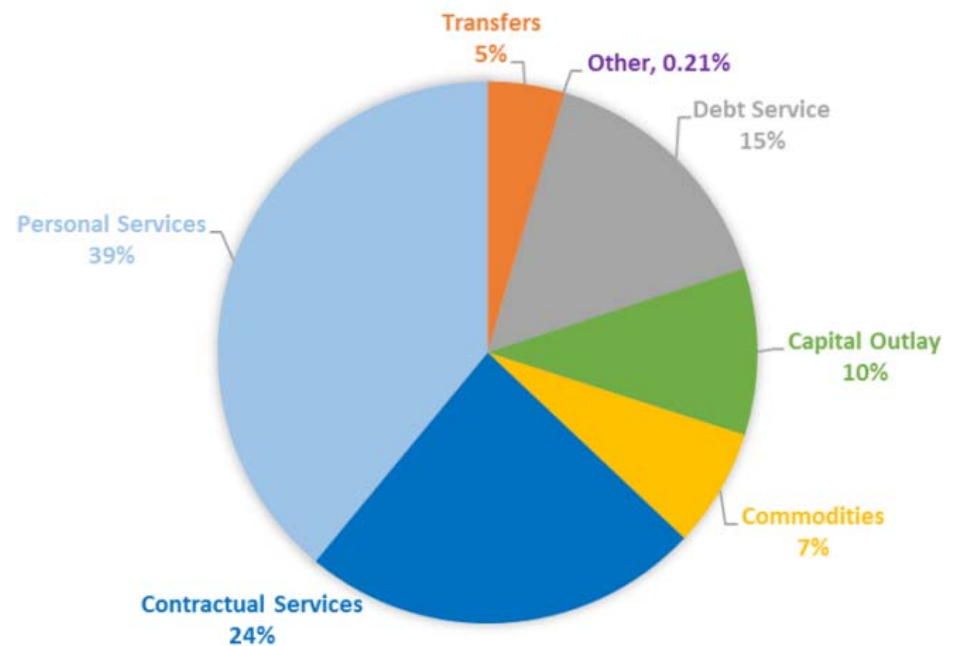
Budget Overview

- Comparison of Local Mill Levy Rates



Budget Overview

- 2019 Budgeted Expenditures
 - Personal Services
 - Contractual Services (i.e. professional services; utilities)
 - Debt Service



City of Lawrence

Budget Overview

- Capital Improvement Plan
 - Long-term planning
 - Projects must meet the following criteria:
 - Total cost of \$100,000 or more
 - Life expectancy of 2 years or more
 - 2019-2023 CIP totals \$275,508,266
 - 2019-2023 unfunded CIP total \$80,582,500



City of Lawrence

Budget Overview

- 2020 Budget Process
 - May 14: CIP Presentation to City Commission
 - June 18: City Manager's Recommended Budget Presented to City Commission
 - July 9: Present Updated Revenue Projections
 - July 16: Establish Maximum Expenditures
 - August 6: Public Hearing
 - August 13: Budget Adoption



City of Lawrence

Additional Information

- www.lawrenceks.org/strategic-plan
- www.lawrenceks.org/budget/current
- www.lawrenceks.org/budget/cip



City of Lawrence

Questions?

Danielle Buschkoetter

dbuschkoetter@lawrenceks.org



City of Lawrence

City of Lawrence
Transportation Commission
March 4, 2019 Minutes

MEMBERS PRESENT: Charlie Bryan, Steve Evans, Donna Hultine, Ron May, Erin Paden, John Ziegeimeyer, Carol Bowen, Nick Kuzmyak

MEMBERS ABSENT: Kathryn Schartz

STAFF PRESENT: David Cronin, MSO Department
Charles Soules, MSO Department

A complete video recording of the meeting is available on the City's website at <https://lawrenceks.org/boards/transportation-commission/>

[The meeting was called to order by Commissioner Evans at 6:05 p.m. in the City Commission Room, City Hall, 6 E. 6th Street.](#)

ITEM NO. 1:

Approve Regular Meeting minutes for February 4, 2019

Moved by Commissioner Ziegeimeyer, seconded by Commissioner May to approve minutes. Motion passed 8-0.

ITEM NO. 2:

General Public Comment

Public Discussion: Michael Almon

ITEM NO. 3:

Sidewalk Hazard Mitigation Program

Action: Receive staff presentation on Sidewalk Hazard Mitigation Program

Public Comment: Patrick Wilber, Bonnie Hoffman, Gary Webber, Michael Almon, and Courtney Shipley

ITEM NO. 4:

2019 Retreat Summary and Discussion

Action: Approve revision of 2019 calendar to hold study sessions following regular meetings.

Discussed holding study sessions prior to regular meeting.

Public Comment: Michael Almon

ITEM NO. 5:

Staff Items

- Bicycle Boulevard Project Status
- Pedestrian Task Force Report Link is not working.

ITEM NO. 6:

Commission Items

- Commissioner Kuzmyak encouraged everyone to look online at the Downtown Master Plan survey and interactive map.

ITEM NO. 7:

Calendar

ITEM NO. 8:

Adjournment

Meeting was adjourned at 7:43 pm.

Transportation Commission Meeting

March 4, 2019

Name	Initials
Members	
Charlie Bryan Lawrence DGCO Health Dept. Representative	CWB
Donna Hultine University of Kansas	DH
Kathryn Schartz Multi-Modal Transportation / Planning Eng Rep	
Nick Kuzmyak PTAC representative	NSK
Carol Bowen Pedestrian Representative	CB
Steve Evans Planning/Engineering Field Representative	SEE
Erin Paden Bicyclist Representative	EP
John Ziegelmeyer Local Business Representative	JZ
Ron May USD-497	RM
City Staff	
David Cronin City Engineer	DC
Jessica Mortinger Senior Transportation Planner	
Ashley Myers Transportation Planner	
Charles Soules Assistant Director, MSO	CFS
Jon Marburger Project Engineer	

Transportation Commission Meeting
March 4, 2019
Public Sign In Sheet

Name	Contact Info
Michael Almon	(ph) (e-mail)
Peggy Wilson	(ph) (e-mail)
Bonnie Uffner	(ph) (e-mail)
Gary Wilson	(ph) (e-mail)
Courtney Shipley	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)

Memorandum

City of Lawrence

Municipal Services & Operations

TO: Transportation Commission
CC: David Cronin, City Engineer
FROM: Charles Soules, Assistant Director
DATE: March 25, 2019
RE: Composition of membership

Background

Resolution 7172 was approved November 1, 2016, establishing the membership and responsibilities of the Transportation Commission.

City staff has been charged with asking the various Boards and Commissions, that they serve as staff liaison, to have those Boards review their by-laws and Establishing Resolutions and make suggestions/recommendations to the City Commission.

Summary

When the Transportation Commission was established it included specific positions from various boards, civic groups and organizations. Resolution 7172 included specific positions representing local businesses, bicyclists, pedestrians, PTAC (Public Transit Advisory Board), Lawrence-Douglas County Health Department, Engineering/Planning, and USD 497 and the University of Kansas.

During the first year, a member of the Traffic Safety Commission and Bicycle Advisory Commission were identified as temporary members to provide continuity from those Boards that were being combined into the Transportation Commission.

During the retreat on February 15th, the Commission began discussions about the membership and designated positions.

Staff would ask that the Commission consider some of the following points:

- Is the Commission the right size?
 - Would a smaller number of positions be more efficient
 - Is there a need to increase the positions to have more points of view
- Are the designation of positions correct?
 - Should there be specific positions representing certain areas or interest
 - Should all the positions be more general with experience/interest in Multimodal Transportation
- In the case of USD 497 and KU, should those positions be more general and inclusive of the other schools and universities in Lawrence?
- Has the Health Departments role in Transportation issues changed and should this organization continue to have a designated position on the Commission?

- Two positions are appointed by others (USD 497 and KU). The Transportation Commission makes recommendations to the City Commission. The Mayor should make appointments.
- One clarification is recommended, if the KU position remains, Resolution 7172 includes a student member representing KU and the By-laws do not designate a student representative.

Action Requested

The Transportation Commission should make recommendations to the City Commission on the composition of the membership.

Attachments

Resolution 7172

By-laws

RESOLUTION NO. 7172

A RESOLUTION OF THE CITY OF LAWRENCE, KANSAS, ESTABLISHING THE LAWRENCE TRANSPORTATION COMMISSION.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:

SECTION 1. PURPOSE.

In order to advance the health, safety, and welfare of all residents of the City of Lawrence, the Governing Body encourages strong multimodal transportation planning. Multimodal transportation planning facilitates access to transportation for **all** residents of the community and has been shown to be an effective tool in reducing energy dependency and traffic congestion. To those ends, to assist it in multimodal transportation planning, the Governing Body finds that it is in the best interest of all residents of the City of Lawrence to establish the Lawrence Transportation Commission.

SECTION 2. LAWRENCE TRANSPORTATION COMMISSION; ESTABLISHMENT; MEMBERSHIP; TERMS OF OFFICE; APPOINTMENT OF CHAIR.

(a) There is hereby established the Lawrence Transportation Commission ("Commission"). The Commission shall be composed of nine members.¹

(1) The Mayor, with approval of the Governing Body, shall appoint seven members to the Commission, all of whom shall be residents of the City. The Mayor's appointees should include the following:

- (A) one person representing local businesses;
- (B) one person representing bicyclists;
- (C) one person representing pedestrians;
- (D) one person representing the Public Transit Advisory Committee;

¹ For ease of transition, temporarily, for a period of one year, commencing January 1, 2017, and ending December 31, 2017, the Commission shall be composed of eleven members: the nine members described in Section 2(a), *supra*, and two temporary positions. To fill the two temporary positions, the Mayor shall appoint one person from the current Traffic Safety Commission and one person from the current Lawrence-Douglas County Bicycle Advisory Committee. For that one year, the Commission will operate with eleven (11) members and the members filling the two temporary positions shall be accorded all rights granted to members of the Commission, including the right to vote and the right to serve as Chair or Vice-chair. Also, during that one year, a quorum under Section 5, *supra*, shall consist of six members instead of five. The two temporary positions and the terms of the members filling those temporary positions shall terminate December 31, 2017, and thereafter the Commission shall operate with nine members as described in Section 2(a), *supra*.

- (E) one person representing the Lawrence-Douglas County Health Department;
 - (F) one person, who shall have a background in planning or engineering, e.g., architecture, civil engineering, landscape architecture, city planning, or the like; and
 - (G) one person who has a demonstrated interest, knowledge, or training in fields closely related to multi-modal transportation planning and engineering, such as a health profession, landscape architecture, city planning, urban design, geography, or the like.
- (2) With the consent of its governing body, the Lawrence Unified School District No. 497 School Board shall appoint one member to represent its interests.
 - (3) The University of Kansas shall appoint one student to represent its interests.
- (b) Members of the Commission shall serve three (3) year terms, except when appointed to complete an unexpired term. As established by the bylaws, the terms of Commission members shall be staggered so that no more than one-third of the Board's terms shall expire each year. No member shall serve more than two consecutive full three-year terms. Terms of less than three years shall not count toward the term limits. All members of the Board shall serve without compensation.
 - (c) The Commission shall elect annually a member of the Commission to serve as Chair, who shall preside at meetings.
 - (d) The Commission shall elect annually a member of the Commission to serve as Vice-chair, who shall preside at meetings in the absence of the Chair.

SECTION 3. SAME; VACANCIES.

Vacancies on the Commission shall be filled by the party who appointed the member vacating the position. Such vacancies shall be filled as soon as practicable.

SECTION 4. SAME; BYLAWS AND MEETINGS.

The Commission shall adopt bylaws governing the procedures to be used by the Commission. The bylaws shall establish specific duties and responsibilities of the Chair and Vice-chair, the time and place for meetings (at least once per month), rules of order, and other rules governing procedures and operations of the Commission, including procedures for amending the bylaws.

SECTION 5. QUORUM.

Except as otherwise provided in Footnote 1 to Section 2(a), *supra*, a quorum shall consist of five (5) members of the Commission. No official business of the Commission may be conducted without a quorum present.

SECTION 6. SAME; CONFLICTS OF INTEREST

All Commission members shall, by abstention, refrain from participating in the decision-making process, including discussing and voting, on any item for which he or she, his or her employer, or the entity which he or she is representing appears before the Board and would receive direct financial benefit if the item was to be approved by the Governing Body.

SECTION 7. SAME; MINUTES.

The Commission shall prepare and approve minutes of its meetings and shall forward the same to the Governing Body.

SECTION 8. SAME; OPEN MEETINGS AND OPEN RECORDS.

All meetings of the Commission shall be held in compliance with the Kansas Open Meetings Act of 1972, codified as amended at K.S.A. 75-4317 *et seq.*, and its records shall be subject to the Kansas Open Records Act of 1984, codified as amended at K.S.A. 45-215 *et seq.*

SECTION 9. SAME; RESPONSIBILITIES.

The Commission shall operate as an advisory board to the Governing Body on all matters relating to multimodal transportation planning and related transportation decision-making. The Commission shall have the following responsibilities:

- (a) To make recommendations to the Governing Body regarding implementation of its Complete Streets policy;
- (b) To make recommendations to the Governing Body regarding the priority, location, and design of transportation facilities;
- (c) To make recommendations to the Governing Body regarding the expenditure of capital funds for transportation-related projects and programs;
- (d) To make recommendations to the Governing Body regarding expenditures of funds for the repair and maintenance of transportation projects and programs;
- (e) To make recommendations to the Governing Body regarding ordinances, policies, and programs regarding transportation planning, transportation, and transportation safety; and
- (f) To perform other specific functions and duties and to make recommendations on other matters, as directed by the Governing Body from time to time.

SECTION 10. REPEAL.

Resolution No. 2033 and Resolution No. 4346, establishing and redefining the Traffic Safety Commission, and Resolution No. 6874, establishing the Lawrence-Douglas County Bicycle Advisory Committee, are hereby repealed in their entirety, it being the intent of the Governing Body that the terms of this Resolution supersede the terms of those resolutions in their entirety.

SECTION 11. EFFECTIVE DATE.

This Resolution shall be in full force and effect from and after January 1, 2017.

ADOPTED by the Governing Body of the City of Lawrence, Kansas, this 18th day of October, 2016.

APPROVED:


Mike Amyx, Mayor

ATTEST:


Sherri Riedemann, City Clerk



APPROVED AS TO FORM:


Toni R. Wheeler, City Attorney

BY-LAWS OF THE TRANSPORTATION COMMISSION LAWRENCE, KANSAS

ARTICLE I

Name and Membership

Section 1.1 Name. The name of this organization, established by Resolution No. 7172 by the Governing Body of the City of Lawrence, Kansas shall be the Lawrence Transportation Commission.

The term "Commission" in the following sections shall mean the Lawrence Transportation Commission. The term "Governing Body" shall mean the Lawrence City Commission of Lawrence, Kansas.

Section 1.2 Membership. Membership of the Commission shall be as established by the above cited resolution which specifies the number, method of appointment, and term of office of the Commissioners.

ARTICLE II

Authority and Purpose

Section 2.1 Authority. The function, powers, and duties of the Commission are as authorized by the resolution establishing the Commission. Actions of the Commission are in the nature of recommendations only and are subject to approval by the Governing Body. The Commission, however, adopts its own rules and policies for procedure, consistent with its powers.

Section 2.2 Commission Purpose. Through this Commission, the Governing Body is encouraging strong multimodal transportation planning in order to advance the health, safety, and welfare of all residents of the City of Lawrence. Commission activities include but are not limited to:

- a) Making recommendations to the Governing Body regarding implementation of its Complete Streets policy;
- b) Making recommendations to the Governing Body regarding the priority, location, and design of transportation facilities;
- c) Making recommendations to the Governing Body regarding the expenditure of capital funds for transportation-related projects and programs;
- d) Making recommendations to the Governing Body regarding expenditures of funds for the repair and maintenance of transportation projects and programs;

- e) Making recommendations to the Governing Body regarding ordinances, policies, and programs regarding transportation planning, transportation, and transportation safety; and
- f) Performing other specific functions and duties and to make recommendations on other matters, as directed by the Governing Body from time to time.

ARTICLE III Members

Section 3.1 Members.

The Commission shall be composed of nine members. ¹¹

- a) The Mayor of the City of Lawrence shall, with the consent of the Governing Body, appoint seven members to the Commission, all of whom shall be residents of the City. The mayor's appointees should include the following:
 - One (1) person representing local businesses;
 - One (1) person representing bicyclists;
 - One (1) person representing pedestrians;
 - One (1) person representing the Public Transit Advisory Committee;
 - One (1) person representing the Lawrence-Douglas County Health Department;
 - One (1) person, who shall have a background in planning or engineering, e.g., architecture, civil engineering, landscape architecture, city planning, or the like; and
 - One (1) person who has a demonstrated interest, knowledge, or training in fields closely related to multi-modal transportation planning and engineering, such as a health profession, landscape architecture, city planning, urban design, geography, or the like.
- b) With the consent of its Governing Body, the Lawrence Unified School District No. 497 School Board shall appoint one member to represent its interests.
- c) The University of Kansas shall appoint one member to represent its interests.

- Section 3.2 Terms of Membership. Each Commission member shall serve a three (3) year term of office by the Governing Body, to take up duties in the month of January each year as vacancies occur. The terms of Commission members shall be staggered so that no more than one-third of the Board's terms shall expire each year. Vacancies created by resignation or other reason shall be filled as soon as possible for the unexpired term of the member being replaced. A mid-term appointment or election to complete an unexpired term of another Commission member shall not count as a complete term toward the term limit. No Commissioner shall serve more than two consecutive terms. There is no limit as to how many terms a person may serve in a lifetime. The Commission may recommend persons to the Governing Body for consideration as new members.
- Section 3.3 Attendance. In the event a member accrues more than four (4) absences in any Commission year, the Commission may recommend to the Governing Body the removal of the Commissioner from office and also request the Governing Body to appoint a new member.
- Section 3.4 Resignation and Appointment Procedures. Upon the voluntary or involuntary resignation of a Commission member, the secretary shall notify the Mayor of the resignation and shall request that a replacement member be appointed. Whenever possible, the Mayor shall be notified at least two months in advance of such vacancy.

ARTICLE IV Officers and Committees

- Section 4.1 Officers. The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary. The chairperson and vice-chairperson shall be elected by the Commission at its regular meeting in January of each year. Their term of office shall be one (1) year. No person may serve in the same office for two (2) consecutive terms. A member of the Lawrence Public Works Department or other designee of the Lawrence City Manager shall serve as Commission Secretary.
- Section 4.2 Chairperson. The chairperson shall preside at all meetings of the Commission unless the chairperson designates someone to preside in their stead. The chairperson shall perform all the duties assigned to their office as provided herein and by the Governing Body and shall have such usual powers of supervision and management as pertain to the office of chairperson.

Section 4.3 Duties of the Chair. In addition, the chairperson duties include but are not limited to the following:

- (a) Review recommendations made by the Commission at its monthly meeting and assist the City staff in preparing a document for submission to the Governing Body.
- (b) Represent the Commission before the Governing Body and at other meetings as required.
- (c) Preside over Commission meetings and establish time limitations for public hearing items.

In the absence of the Chair and Vice-Chair, the Commission shall call for the election of a temporary Chair to preside over the meeting. This temporary Chair shall run the meeting until either the elected Chair or Vice-Chair arrives. Upon the arrival of the Chair, or Vice Chair, the temporary Chair shall relinquish the Chair duties upon conclusion of the business item immediately before the Commission.

Section 4.5 Vice-Chairperson. The vice-chairperson shall act as chairperson in the absence of the chairperson. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to that office for the unexpired term and the Commission shall select a new vice-chairperson for the unexpired term.

Section 4.6 Secretary. A member of the Lawrence Public Works Department or other designee of the Lawrence City Manager shall serve as Commission Secretary. The secretary shall prepare the agenda and the order of business for each regular meeting in consultation with the chairperson. The secretary shall keep the Commission informed on all communications. The secretary shall record the minutes of all meetings and shall provide copies to all members of the Commission. Furthermore, the secretary will act as a liaison between the various local governments and the Commission.

Between meetings of the Commission, the secretary will be available to provide information on matters which come or have come before the Commission. The secretary shall notify the Mayor when a position on the Commission becomes vacant. The secretary is responsible for orientation of new members of the Commission.

Section 4.7 Committees. Upon a majority vote of the Commission, committees may be appointed as necessary.

ARTICLE V
Meetings

- Section 5.1 Regular meetings. Regular meetings of the Commission shall be held on the first Monday of each month, unless otherwise specified. These meetings shall be held at such time and place as designated by a majority of the entire Commission and with appropriate notice to each Commissioner. The meeting place for all Commission meetings shall be accessible to individuals with disabilities. The Commission secretary shall give members notice of regular meetings not less than seven (7) calendar days prior to the meeting.
- Section 5.2 Special meetings. Special meetings may be called by the chairperson and shall be called by the chairperson if requested in writing and signed by a majority of currently appointed Commission members. Notice of special meetings shall be given by the Secretary not less than seven (7) days prior to the meeting. The notice shall state the purpose and time and place of the meeting. Notice may be by telephone or mail. In the event that the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.
- Section 5.3 Agenda. There shall be an official agenda for every regular meeting of the Commission, which shall determine the order of business conducted at the meeting. The Commission secretary in consultation with the chairperson shall create and distribute an agenda for each Commission meeting. Meeting agendas sent to Commission members shall include appropriate materials (e.g., staff reports, draft documents, etc.). Regular meeting agendas shall be distributed electronically to Commission Members at least seven (7) days in advance of the meetings. The agenda packet shall be posted on the website at least seven (7) days prior to the meeting.
- Special Commission meeting agendas are restricted to the business designated in the call for the meeting.
- Section 5.4 Record of Proceedings. At all Commission meetings the secretary shall record a roll of members, minutes of proceedings, and votes. All approvals of items by the Commission shall be noted by the secretary and placed in meeting minutes. The secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the Commission for approval at the following meeting. Minutes shall be reviewed by all Commission members and approved by a majority vote of

the members present. Approved minutes shall be available for public inspection on the City website.

The secretary will prepare Commission approved items for submission to the Governing Body.

ARTICLE VI Conduct of Meetings

Section 6.1 Conduct of Meetings. Commission members are subject to all rules and regulations as established by the State of Kansas, City of Lawrence, Douglas County, and other governmental jurisdictions and agencies having legal authority to regulate public officials' behavior and conduct. The meetings of the Commission will be held in accordance with the Kansas Open Meetings Act of 1972, codified as amended at K.S.A. 75-4316 et seq. (KOMA).

Meetings shall be conducted according to Robert's Rules of Order in all cases where they are applicable and not inconsistent with these by-laws.

Section 6.2 Order of Business. The order of business shall be as follows: Attendance; Approval of minutes; Public Hearing Items; Staff and Committee reports; Communications; Other Matters; General Public Comments; and Adjournment. Any matter or subject not appearing on the agenda shall also be considered if a majority of the Commission members vote consideration. Approval of consideration shall be based on a finding that a review or presentation would be in the best interest of the general public and not contrary to the provisions of public notice. No item will be considered unless sufficient data and information are available for consideration before a vote is taken.

Section 6.3 Continuance. Any item may be continued upon written request by the applicant or recommendation of the Commission.

Section 6.4 Appearance before Commission. Petitioners or their representatives, members of the community at large, or individuals or their representatives who feel that they will be affected by any action may appear before the Commission to present views and statements either for or against agenda items. Personal appearance before the Commission is recommended but written communication may be presented. The chairperson may, at their discretion, limit the length of presentation or discussion to insure the orderly conduct of Commission business, provided that the decision of the chairperson may be overridden by a majority of the Commission present.

Section 6.5 Motions. Motions before the Commission shall be restated by the Chair or a designated Commissioner or staff person before a vote is taken. Every motion on a substantive matter shall set forth reasons.

Section 6.6 Voting. Voting shall be by individual voice ballot on each item and shall be tallied by the Chairperson and recorded by the secretary.

Each Commissioner should vote on every issue, but a Commissioner may abstain. Members wishing to abstain shall inform the Chair. Commissioners may only abstain from voting due to a conflict of interest of other good reason stated to the other Commission members and accepted by them. Members must be physically present at the meeting to vote unless the Chair allows a phone/computer connection to stand in place of their physical attendance. Proxy voting is not allowed at Commission meetings.

Section 6.7 Quorum. A quorum shall consist of a majority of currently appointed Commission members. If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the Commission. The meeting may be rescheduled or canceled based on the time sensitivity of the material before the Commission. If the meeting is rescheduled, absent members shall be notified by the chairperson or designated representative.

Section 6.8 Conflicts of Interest. No member of the Commission shall participate in, discuss, or vote on a matter in which they have a substantial interest as defined by K.S.A.75-4301 et seq.

Should any member have such a substantial interest on a matter coming before the Commission or its sub-committees, the Chairperson shall declare an abstention for each affected Commission member for that item on the agenda.

Section 6.9. Public Representation. No Commission member may use their title or office in public representations unless authorized to do so by a simple majority vote of the Transportation Commission.

ARTICLE VII Matters to be Considered

Section 7.1 Items to be Considered. The Commission shall consider matters relating to the safe and expeditious vehicular, bicycle, and pedestrian traffic flow within the jurisdiction of the City. The Commission shall not consider any proposal, request, or application, which is contrary to or in conflict with the provisions of the Standard Traffic Ordinances for Kansas Cities, as amended, or contrary to or in conflict with existing City ordinances. Further, the normal Commission recommendations should be in substantial conformity with procedures and warrants outlined in the Manual of Uniform Traffic Control Devices, AASHTO and/or NACTO.

ARTICLE VIII Amendments

Section 8.1 Amendments. These bylaws may be amended by a majority vote of the Commission at any regular meeting, provided the members have been notified one (1) month in advance or such notice has been waived by all Commissioners, and the proposed amendment has been placed on the agenda.

ARTICLE IX Effective Date

Section 9.1 Effective Date.

The above and foregoing bylaws are hereby adopted and become effective as the bylaws of the Lawrence Transportation Commission on _____.

^[1] For ease of transition, temporarily, for a period of one year, commencing January 1, 2017, and ending December 31, 2017, the Commission shall be composed of eleven members: the nine members described in Section 3.1, *supra*, and two temporary positions. To fill the two temporary positions, the Mayor shall appoint one person from the current Traffic Safety Commission and one person from the current Lawrence-Douglas County Bicycle Advisory Committee. For that one year, the Commission will operate with eleven (11) members and the members filling the two temporary positions shall be accorded all rights granted to members of the Commission, including the right to vote and the right to serve as Chair or Vice-chair. Also, during that one year, a quorum under Section 6.7, *supra*, shall consist of six members instead of five. The two temporary positions and the terms of the members filling those temporary positions shall terminate December 31, 2017, and thereafter the Commission shall operate with nine members as described in Section 3.1, *supra*.

Memorandum

City of Lawrence

Municipal Services & Operations

TO: Transportation Commission
FROM: Jessica Mortinger, Transportation Planning Manager
Dave Cronin, City Engineer
DATE: March 22, 2019
RE: Update on Non-Motorized Prioritization Policy and Lawrence Bikeway Plan

The Transportation Commission and staff has identified the need to update their Non-Motorized Prioritization Policy that has been used as the basis to prioritizing standalone bicycle and pedestrian projects for implementation. This policy provides a data-driven ranking procedure for prioritizing non-motorized transportation infrastructure projects identified in the Regional Pedestrian Plan, Countywide Bikeway Plan, and Pedestrian-Bicycle Issues Taskforce Report. However, updates to the policy are pending the outcome of the Bikeway Plan Update currently underway.

The Lawrence - Douglas County Metropolitan Planning Organization staff are currently engaged in a planning process to draft a Lawrence Bikeway Plan to update the Countywide Bikeway Plan. The Lawrence Bike Plan will reconcile the various bicycle related plans and documents (the Lawrence Pedestrian Bike Issues Task Force, the Lawrence Loop Alignment Study, the Lawrence Bike Parking and Amenities Policy Review with Citywide and Downtown Recommendations, annual bicycle and pedestrian counts, Bicycle Friendly Community feedback and the Countywide Bikeway System Plan) into one vision for the future of bikeway infrastructure in Lawrence-Douglas County.

There is a need to wait until the Lawrence Bike Plan is complete (anticipated to begin public comment period in late May and consideration for approvals to begin in July) to be able to update the Non-Motorized Prioritization Policy. There are anticipated changes to the bikeway demand model, the priority bikeway network, a new secondary bikeway network that will impact the prioritization model. Additionally there are also other changes and/or considerations that the Transportation Commission and staff plan to have as part of the Non-Motorized Prioritization update discussion, such as how proximity points for pedestrian projects are assigned and considerations to remove the ADA Ramps criteria to move ADA to a separate managed program.

Project selection for 2019 will occur under the existing Non-Motorized Prioritization Policy. Staff recommends updating the policy prior to programming projects for 2020 and beyond.

2019 CITY OF LAWRENCE TRANSPORTATION COMMISSION CALENDER

Study Sessions begin at 5:00PM Regular Meetings begin at 6:00PM		
January – No meeting	February 4	March 4
April 1	May 6	June 3
<u>Study Session:</u> <ul style="list-style-type: none"> Strategic Plan; CIP/budget process Receive update on Transit Hub <u>Regular Meeting:</u> <ul style="list-style-type: none"> Discussion on composition of Transportation Commission 	<u>Study Session:</u> <ul style="list-style-type: none"> Review Pedestrian Bicycle Issues Task Force Report <u>Regular Meeting:</u> <ul style="list-style-type: none"> Recommendation on 13th Street & 21st Street Bike Boulevard Concept Plan Recommendation on 2019 Neighborhood Traffic Management Program 	<u>Study Session:</u> <ul style="list-style-type: none"> Update on Safe Routes to School Plan School Area Traffic Control Policy Receive draft Lawrence Bike Plan <u>Regular Meeting:</u> <ul style="list-style-type: none"> Recommendation on 2019 Bike/Ped Projects
July 1	August 5	September 9
<u>Study Session:</u> <ul style="list-style-type: none"> Non-motorized Project Prioritization <u>Regular Meeting:</u> <ul style="list-style-type: none"> Recommend approval of Lawrence Bike Plan 	<u>Study Session:</u>	<u>Study Session:</u>
	<u>Regular Meeting:</u> <ul style="list-style-type: none"> Recommend approval of Non-motorized Project Prioritization 	<u>Regular Meeting:</u> <ul style="list-style-type: none"> East 23rd Street Planning Study
October 7	November 4	December 2
<u>Study Session:</u>	<u>Study Session:</u>	<u>Study Session:</u>
<u>Regular Meeting:</u>	<u>Regular Meeting:</u>	<u>Regular Meeting:</u>
Future Study Session Topics:		
<ul style="list-style-type: none"> Downtown Master Plan parking/multi-modal transportation components ADA Transition Plan update Transportation/Land-use relationship City Comprehensive Plan and Transportation Plan Lawrence Loop – 8th Street to 11th Street and 29th Street Project STAR transition to LEED (Sustainability Coordinator) Update on sidewalk maintenance program Distracted Driving 		
Future Regular Meeting Items:		
<ul style="list-style-type: none"> E. 19th Street – Haskell to O’Connell design options Kasold – 22nd Street to Clinton Parkway Crossing - 11th St & New Hampshire 		

Revised: 3/22/2019