

Transportation Commission
Example Worksheet for Commission Goals and Recommendations

1. Ends (or Vision) Statement

- What is the overall end that you want to achieve?

2. Introduction/Background/Understanding the Issue

In a few sentences what does the reader need to know for sufficient context?

- Why is this issue important?
- Data?
- Links and sources for additional detail
- Authority or responsibility for actions suggested? Reference to policy document language? E.g. Non-motorized Plan, Transportation Plan, or other adopted documents that have been officially accepted as a representation of community values. Committee and Commission work should be consistent with these guiding documents. May also include request from City Council, policy that established the Commission, or the Committee charter.
- Timeline and deadlines, if applicable

3. Goals and Recommendations

- Goals – What is the underlying problem that needs to be addressed? How do you want the City to broadly address the issue? What is the desired outcome? What higher level goal is the Commission trying to achieve?
- Recommendations – What are some ideas to meet the goals? What is the action requested or next steps to take? Recommendations that can be measured and evaluated once implemented are preferred. Future evaluation allows for modification and comparison with the original goal.
- Goals and recommendations should remain policy oriented and aligned with the Commission's role.
- Overly specific recommendations may limit flexibility and creativity. Detailed ideas and examples may be most appropriate within an appendix.
- Aim for simple, succinct recommendations that can stand alone. Additional detail or narrative explanation can be provided as an appendix.

4. General Notes

- Keep it brief. One page if possible.
- Write for the well-informed council person, while also ensuring that the public will be able to understand the material.
- Eliminate attacks, criticism, and what was done wrong in the past unless essential to make a point. Focus on future action and recommendations for change.
- Spell out all acronyms and abbreviations as they are first used, attach a glossary if needed.
- Identify the names of those involved in preparing the report.
- In a proposal, evidence based statements have greater impact. Opinions, anecdotes, and non-fact based information can be better considered as attachments or appendices.