



# TRANSPORTATION COMMISSION

## REGULAR MEETING

### AGENDA

Thursday, April 15<sup>th</sup>, 2021 at 7:00 pm

*Mission: Advise Council on transportation policies, facilities, and services*

**PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH ZOOM VIDEOCONFERENCE AND TELECONFERENCE.**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17<sup>th</sup>, 2020, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, this meeting of the City of Berkeley Transportation Commission will be conducted exclusively through video- and tele-conference, and there will be no physical meeting location available.

To access the meeting remotely from a PC, Mac, iPad, iPhone, or Android device, please use this URL to join: <https://us02web.zoom.us/j/86076822421>

Webinar ID: 860 7682 2421

*If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen. If you wish to comment during the public comment portion of the agenda, press \*9 and wait to be recognized by the Chair. Note: Your phone number will appear on the videoconference screen.*

#### **A. PRELIMINARY BUSINESS**

1. Call to Order
2. Roll Call
3. Public Comment on items not on the Agenda
4. Approval of Draft Action Minutes of **February 18<sup>th</sup>, 2021\***
5. Approval and Order of Agenda
6. Update on Administration/Staff
7. Announcements

#### **B. DISCUSSION/ACTION ITEMS**

- \* Written material included in packet
- \*\* Written material to be delivered at meeting
- \*\*\* Written material previously mailed

The public may speak at the beginning of any item.

##### **1. Dana Complete Streets Pilot Project\***

Presentation by AC Transit

Recommended Action: Discuss and provide feedback to staff and AC Transit on the pilot project. AC Transit expects to seek City Council approval for the pilot project in July 2021. Consider selecting a Transportation Commissioner to convey comments to the City Council and to draft a letter to the City Council that can be approved at the June Transportation Commission meeting, following a

report back from AC Transit at the conclusion of their public engagement process.

**2. Subcommittee Assignments\***

Discuss ad hoc subcommittee policies

Recommended Action: Review existing subcommittees and liaisons, create new subcommittees/liaisons, and assign members as needed. BART has requested that a subcommittee be created to support the station access study.

**3. BerkDOT Subcommittee Update\***

Discussion

Recommended Actions: (1) Agree on a set of feedback items and (2) appoint a member of the Transportation Commission to attend the meeting of the Public Safety Reform task force in May 2021 to present that feedback.

**4. TDA Funding for Bike Plan Update and Vision Zero Quick Build Projects\***

Principal Planner Beth Thomas, Associate Planner Ryan P. Murray

Recommended Action: Serving as the City's Bicycle and Pedestrian Advisory Committee, recommend that City Council adopt a resolution supporting an application to use TDA (Transportation Development Act) Article 3 funds in the amount of \$200K for the bike plan update and \$250K to implement Vision Zero quick build projects.

**C. INFORMATION ITEMS AND SUBCOMMITTEE REPORTS**

*Information items can be moved to Discussion or Action by majority vote of the TC.*

1. Subcommittee Reports: Verbal Reports from Subcommittees, Liaisons to PWC, COD, and goBerkeley Advisory Group
2. Council Summary Actions 2021\*\*
3. Link to Council and Agenda Committee Agendas and Minutes  
<https://www.cityofberkeley.info/citycouncil/>
4. Transportation Commission Mission Statement\*
5. Transportation Commission Work Plan\*
6. Transportation Commission Subcommittees and Liaisons\*

**D. COMMUNICATIONS**


**E. FUTURE AGENDA ITEMS**

**F. ADJOURNMENT 9:30 p.m.**

Updated Agenda Posted: April 13<sup>th</sup>, 2021

*A complete agenda packet is available for public review at the Main Branch Library and at the Transportation Division front desk.*

### **ADA Disclaimer**

 *This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.*

### **SB 343 Disclaimer**

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Public Works Transportation Division offices located at 1947 Center Street, 4<sup>th</sup> Floor.

### **Communications Disclaimer**

*Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.*

Commission Secretary: Farid Javandel, Transportation Division Manager  
1947 Center St., 4th Floor, Berkeley, CA, 94704,  
Telephone (510) 981-7061 / Fax: (510) 981-7060 / TDD: (510) 981-6903  
email: [FJavandel@cityofberkeley.info](mailto:FJavandel@cityofberkeley.info)



# TRANSPORTATION COMMISSION

## REGULAR MEETING

### DRAFT ACTION MINUTES

Thursday, February 18<sup>th</sup>, 2021 at 7:00 pm

#### A. PRELIMINARY BUSINESS

1. Call to Order  
Meeting called to order by Chair Ghosh at 7:02 pm
2. Roll Call  
Commissioners Present: Anthony Bruzzone, Barnali Ghosh, Kate Gosselin, Beverly Greene, Karen Parolek, Kim Walton, Sofia Zander  
Commissioners Absent: None  
Staff Present: Farid Javandel, Liam Garland, Alisha Gard
3. Public Comment on items not on the Agenda – One speaker
4. Approval of Draft Action Minutes of **January 21<sup>st</sup>, 2021\***  
**Action:** It was Moved/Seconded (Bruzzone/Greene) to approve the Draft Action Minutes of January 21<sup>st</sup>, 2021.  
Ayes: Bruzzone, Ghosh, Gosselin, Greene, Parolek, Walton, Zander  
Noes: None; Abstain: None; Absent: None  
**Motion carried 7-0-0-0**
5. Approval and Order of Agenda  
**Action:** It was Moved/Seconded (Parolek/Walton) to approve the order of the Agenda.  
**Motion carried 7-0-0-0**
6. Update on Administration/Staff
7. Announcements – None

#### B. DISCUSSION/ACTION ITEMS

1. **Berkeley Department of Transportation (BerkDOT)**  
Presentation and Discussion of Staff Report  
Public Works Director Liam Garland provided a BerkDOT presentation and staff report to the Transportation Commissioners. Director Garland and Transportation Division Manager Farid Javandel responded to questions from Commissioners.  
No action.
2. **Vision 2050**  
Presentation of Implementation Plan  
Public Works Director Liam Garland provided a presentation of the Vision 2050 Implementation Plan.

Transportation Commission Agenda  
Thursday, February 18<sup>th</sup>, 2021

No action.

### 3. Transportation Commission Chair and Vice Chair Elections

**Action:** It was Moved/Seconded (Zander/Bruzzone) to elect Transportation Commissioner Barnali Ghosh as Transportation Commission Chair.

**All Ayes – Motion carried 7-0-0-0**

**Action:** It was Moved/Seconded (Ghosh/Bruzzone) to nominate Transportation Commissioner Karen Parolek as Transportation Commission Vice Chair.

**All Ayes – Motion carried 7-0-0-0**

### 4. Transportation Commission Work Plan

**9:29 pm Action:** It was Moved/Seconded (Zander/Walton) to extend the meeting by 15 minutes until 9:45 pm.

**Motion carried 7-0-0-0**

**Action:** It was Moved/Seconded (Bruzzone/Zander) to schedule Transportation Commission meetings for the following dates:

April 15<sup>th</sup>, 2021

June 17<sup>th</sup>, 2021

September 16<sup>th</sup>, 2021

November 18<sup>th</sup>, 2021

**Motion carried 7-0-0-0**

### 5. Subcommittees

**9:47 pm Action:** It was Moved/Seconded (Walton/Zander) to extend the meeting by ten minutes.

Ayes: Ghosh, Gosselin, Greene, Parolek, Walton, Zander

Noes: Bruzzone; Abstain: None; Absent: None

**Motion carried 7-1-0-0**

**9:49 pm Action:** It was Moved/Seconded (Zander/Gosselin) that Commissioners Greene, Walton, and Parolek be on the BerkDOT subcommittee.

**All Ayes – Motion carried 7-0-0-0**

**9:52 pm Action:** It was Moved/Seconded (Parolek/Bruzzone) to conclude the meeting.

**All Ayes – Motion carried 7-0-0-0**

### C. INFORMATION ITEMS AND SUBCOMMITTEE REPORTS

1. Subcommittee Reports: Verbal Reports from Subcommittees, Liaisons to PWC, COD, and goBerkeley Advisory Group – N/A
2. Council Summary Actions 2021\*
3. Link to Council and Agenda Committee Agendas and Minutes  
<https://www.cityofberkeley.info/citycouncil/>

Transportation Commission Agenda  
Thursday, February 18<sup>th</sup>, 2021

4. TC Mission Statement
5. TC Work Plan
6. TC Subcommittees and Liaisons

**D. COMMUNICATIONS**

**E. FUTURE AGENDA ITEMS**

- Dana Street Complete Streets – AC Transit Presentation – April 2021
- Subcommittee Assignments

**F. ADJOURNMENT 9:52 p.m.**

*Commission Secretary:* Farid Javandel, Transportation Division Manager  
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Telephone (510) 981-7061 / Fax: (510) 981-7060 / TDD: (510) 981-6903  
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Public Works Department  
Transportation Division

## MEMORANDUM

April 15, 2021

TO: Transportation Commission

FROM: Eric Anderson, Senior Planner

SUBJECT: Dana Complete Street Pilot Project

The Dana Complete Street Pilot Project proposes to improve safety and access for people walking, biking, and driving on Dana Street between Dwight Way and Bancroft Way. Project objectives are to improve safety for everyone traveling along Dana Street; provide a more comfortable bicycling and walking experience for people of all ages and abilities; and improve connectivity and accessibility to encourage transit, bicycling and walking trips. To achieve these goals, the project proposes to build a two-way cycle track – a bicycle lane physically protected from motor vehicle traffic – and install transit signal priority and a boarding island to improve transit operations. The Dana Complete Street Pilot Project is funded by various grants to the Alameda-Contra Costa Transit District (AC Transit) from the Alameda County Transportation Commission (Alameda CTC) and the Metropolitan Transportation Commission (MTC). The project is closely coordinated with but distinct from the City's Federal Aid funded Southside Complete Streets Project, which will build permanent improvements on Dana Street following AC Transit's Pilot Project.

AC Transit's Dana Complete Street Pilot Project complements the City's Southside Complete Streets Project. The City is conducting public engagement and completing conceptual design of the Southside Complete Streets Project (Bancroft Way, Telegraph Avenue, Dana Street, Fulton Street) in 2021, followed by detailed engineering design in 2022, and construction in 2023, possibly extending into 2024. For the Dana pilot project, AC Transit is currently in conceptual design and is preparing to launch public engagement. Construction of the Dana pilot project is expected to be complete in 2022, followed immediately by an evaluation of the pilot project's performance. AC Transit's evaluation consultant may identify additional design changes, if any are needed, for integration into the City's Southside Complete Streets Project detailed engineering design process. At a minimum, the City's Southside project would repave the entire street and would seek to make temporary elements of the Dana pilot project permanent. For example, the City's Southside project will evaluate "paint and posts" temporary bikeway buffers for replacement with raised concrete island bikeway buffers similar to those designed for the Milvia Street Protected Bikeway Project. Any Southside

Complete Streets upgrades to the Dana pilot project design would be subject to project budget availability, to be determined through the City's detailed engineering design process.

A detailed Dana Complete Street Pilot Project Timeline is found later in this memo.

### **Existing Conditions and Planning History**

Dana Street in the Southside neighborhood currently provides a one-way bicycle lane in the southbound direction. In 2016, the Berkeley City Council approved a City staff proposal to proceed with pilot projects on Bancroft Way and Dana Street, to improve transit operations and bicycle safety. The 2017 Berkeley Bicycle Plan calls for evaluation of a two-way cycle on Dana Street between Bancroft Way and Dwight Way.

AC Transit operates Line 6, serving 5,700 passengers on an average weekday (pre-COVID). Line 6 connects, one of AC Transit's Major Corridors, connects downtown Berkeley and downtown Oakland via Telegraph Avenue. The Line 6 bus stop on the near side of Dana Street at Haste Street has no rider amenities except for a single bus stop sign. In addition, it is located along an ADA-inaccessible landscaped planting strip. The proposed far-side bus stop relocation and the construction of a new bus boarding island would provide improved rider amenities, an ADA-accessible bus stop, and improved transit operations.

As a pilot of the Southside Complete Streets Project initiated in 2020, the Dana Complete Street Project is a Strategic Plan Priority Project, advancing the City's goals to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.

### **Traffic Changes and Environmental Clearance**

As shown in Attachment 2: the Dana Complete Street Pilot Project would reduce the two existing traffic lanes to one remaining traffic lane to make space for a continuous protected bi-directional cycle track on the west side of the street. Dana Street is one-way southbound for drivers in the project area – no change in directionality of vehicle traffic is proposed. The traffic operations analysis conducted for the Dana Street/Haste Street intersection – where the new bus boarding island would be constructed – confirmed that the intersection would continue to operate with minor delays with the proposed project.

AC Transit is the responsible agency for environmental clearance of the Project. Following changes to CEQA resulting from Senate Bill (SB) 288, the Project qualifies for pedestrian, bicycle, and transit facility categorical exemptions from the California Environmental Quality Act (CEQA) and is categorically excluded from National Environmental Protection Act (NEPA) requirements as an improvement to existing street facilities.

### **Parking, and Commercial and Passenger Loading Zones**

With the exception of one blue zone disabled parking space, on-street parking spaces and commercial and passenger loading zones are proposed to be moved from the west side of the street to the east side of the street. This change is necessary to reduce potential conflicts between bicyclists and buses as well as meeting clear width access requirements for fire apparatus. Overall parking supply on Dana Street would be slightly reduced.



The proposed project would remove approximately seven paid parking spaces of the approximately 34 total existing parking spaces along Dana Street. The proposed project would also result in an increase of two new residential permit parking spaces. All existing commercial and passenger loading zones currently located on the west side of the street would be relocated to the east side of the street. The project also proposes to relocate one blue zone disabled parking space from Dana Street to Haste Street, around the corner from the existing location. AC Transit staff have worked closely with City staff to develop a conceptual design that ensures continued parking accessibility as part of the new bikeway design.

### **Public Engagement**

In mid-May, AC Transit will send letters to those who work, live, and/or own businesses or property along Dana Street between Dwight Way and Bancroft Avenue in announcing a virtual community meeting in late May. Details of the meeting will be announced on the AC Transit's website ([www.actransit.org](http://www.actransit.org)) and via email to eNews subscribers. In addition, AC Transit will meet with major stakeholders, such as Telegraph Business Improvement District and the University of California, Berkeley as well as reaching out to transit riders, walking and bicycling advocacy groups, and community groups. The virtual community meeting recording will be available on the AC Transit website. Public Engagement milestones include the following dates, which are subject to change:

- **April 15:** Berkeley Transportation Commission briefing; start of Public Comment Period; start of community stakeholder engagement meetings
- **May 27:** Virtual Community Meeting
- **June 7:** End of Public Comment Period; end of community stakeholder engagement meetings
- **June 17:** Berkeley Transportation Commission Action – anticipated recommendation to City Council to approve pilot project
- **July 27:** Berkeley City Council – anticipated approval of pilot project

As noted, comments on the project are due by end of day on June 7, 2021. Comments should be submitted via email to [planning@actransit.org](mailto:planning@actransit.org) or by phone at (510) 891-7262.

### **Dana Complete Street Project Timeline**

- Conceptual Design, Preliminary Engineering, Public Outreach, and Environmental Review      June 2019 to July 2021
- Detailed Engineering Design      Summer 2021 to Fall 2021
- Advertise project & award construction contract      Winter 2021/2022
- Construction      Spring 2022 – Fall 2022
- Evaluation      Fall 2022

### **Project Costs and Funding**

AC Transit received a grant of Measure BB funds from Alameda CTC for the design and implementation of the Dana Complete Street Pilot Project and a grant for signal improvements from federal, state, and regional agencies, including MTC and Alameda CTC.

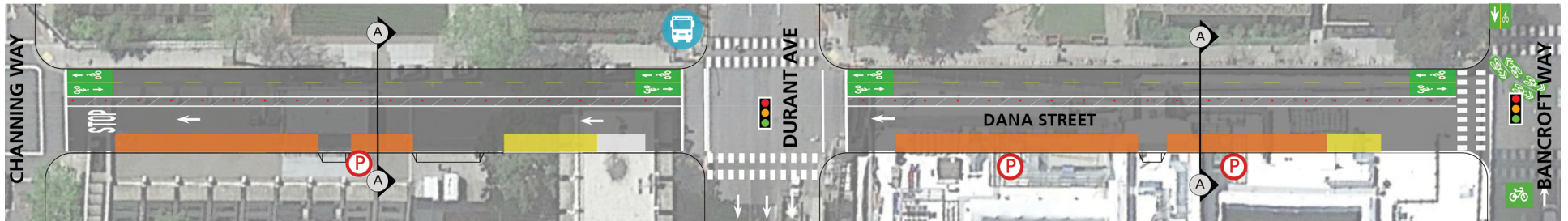
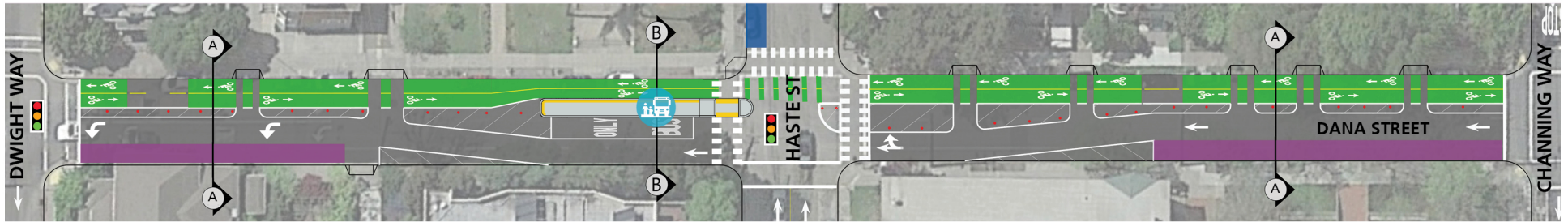
**Next Steps**

Following this meeting, AC Transit and City staff will initiate the public engagement process. The Dana Complete Street Pilot Project will return to the Transportation Commission on June 17, with an update on the outcome of the public process and a requested action to recommend that the Berkeley City Council approve the pilot project at the July 27 Berkeley City Council Meeting.

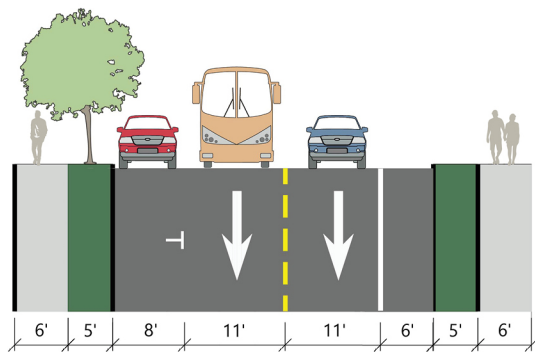
Attachments:

1. Dana Complete Street Project Conceptual Design
2. Dana Complete Street Project - Presentation

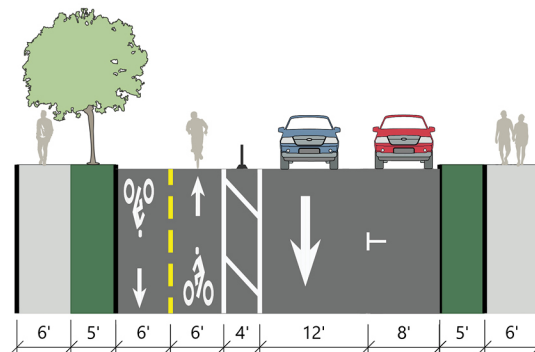
# DANA COMPLETE STREET PILOT PROJECT ELEMENTS



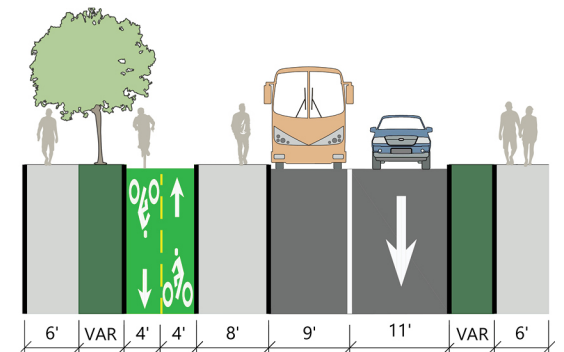
- Pay Parking
- Residential Permit Parking
- Accessible Parking Space (Blue Zone)
- Commercial Loading Zone
- Passenger Loading Zone
- Bus Boarding Island
- Bus Stop Improvement
- Traffic Signal Improvement
- Pay Parking Station
- Cycling Infrastructure



Existing Street Section



Proposed Typical Street Section



Proposed Section at Bus Boarding Island

# DANA COMPLETE STREET PILOT PROJECT

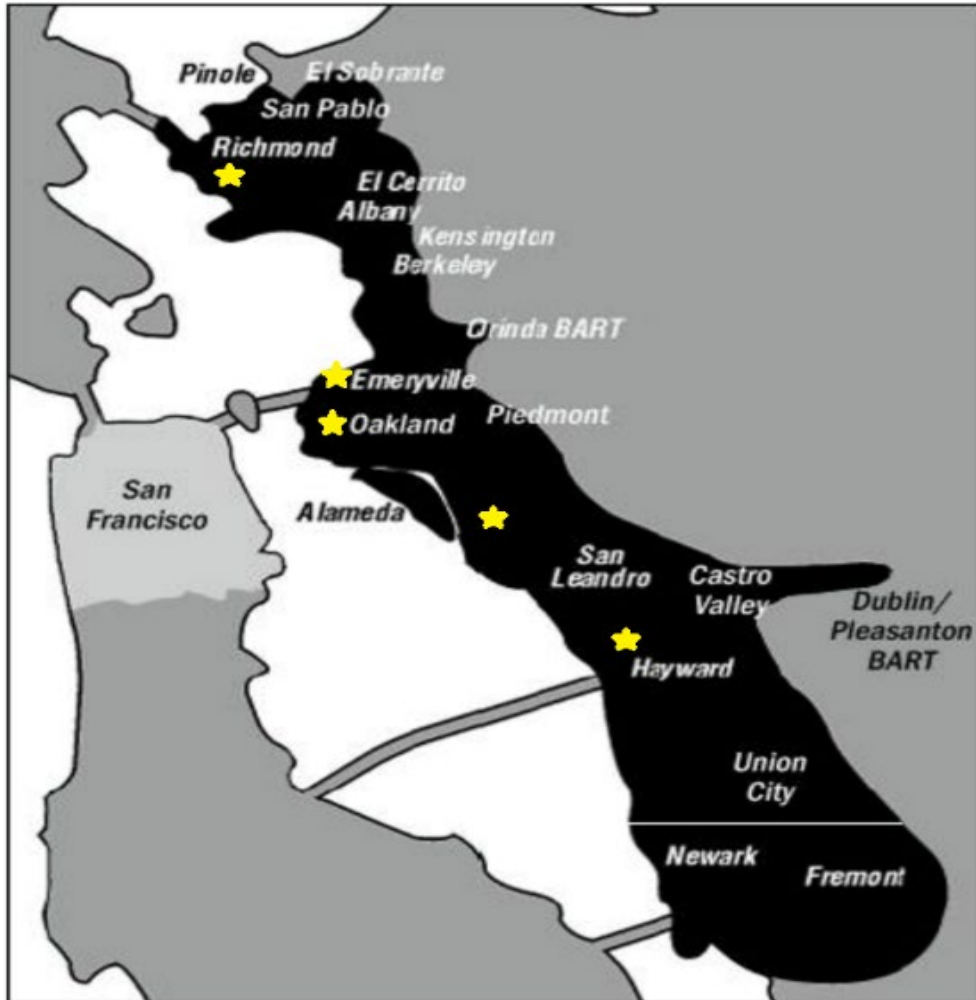
City of Berkeley  
Transportation Commission  
April 15, 2021







# AC TRANSIT AT A GLANCE



## AC Transit Ridership - Systemwide

Daily (Weekday)	175,000
Annual	53,064,000
Paratransit (Annual)	764,000

## AC Transit Service - Systemwide

Bus Lines	151
Annual Service Miles	21.0 million
Daily Service Hours (weekday)	5,840

Connect with 16 other bus systems, 25 BART stations, six Amtrak stations, and three ferry terminals.

FY18/19 Ridership and Service Data (pre-COVID)

# BERKELEY SERVICE BY THE NUMBERS

B-1c



## AC Transit Ridership (weekday)

14 Local lines	43,300
7 Transbay lines	5,400
3 School focused lines	200

## AC Transit Service (weekday)

Weekday hours	1,700
Weekday miles	17,500

Ridership Data: Spring 2019 (pre-COVID)

# DANA COMPLETE STREET PILOT PROJECT

B-1c



- Pilot Project approved by the City Council in May 2017
- Partnership between AC Transit and the City of Berkeley
- Project limit: Dana Street between Dwight Way and Bancroft Way
- AC Transit Line 6 – 5,700 weekday riders (pre-COVID)





# BACKGROUND

- Dana Complete Street Pilot Project compliments the Southside Complete Streets Project
- 2017 Bicycle Plan called for evaluation of a two-way cycle track
- Consistent with City's Transit First Policy
- Advances the City's Strategic Plan Goal





# PROJECT BENEFITS

- Enhance transit reliability
- Improve access to/from bus stops
- Increases comfort of people riding bicycles and walking



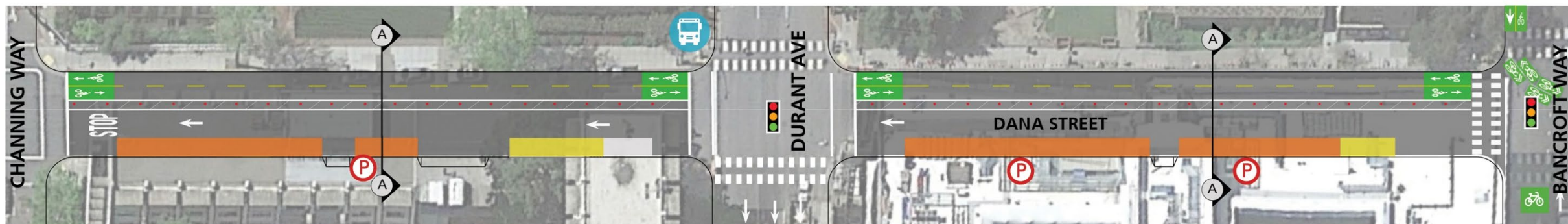
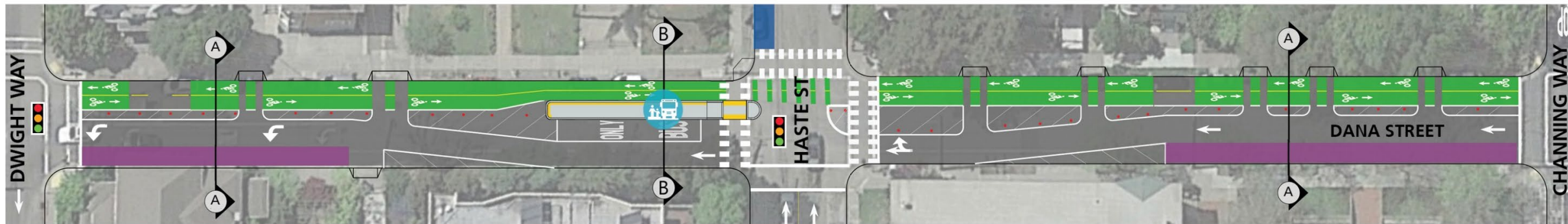
Increase Pedestrian  
and Cyclist Comfort



Enhance Transit  
Reliability

# PRELIMINARY DESIGN

B-1c



- Pay Parking
- Residential Permit Parking
- Accessible Parking Space (Blue Zone)
- Commercial Loading Zone
- Passenger Loading Zone
- Bus Boarding Island
- Bus Stop Improvement
- Traffic Signal Improvement
- Pay Parking Station
- Cycling Infrastructure



# KEY PROJECT ELEMENTS

B-1c



- Two-way cycle track
- Bus Boarding Island (on Dana Street at Haste Street)
  - Far-side relocation
  - Longer bus stop
- Transit Signal Priority (TSP)





# CYCLING INFRASTRUCTURE

- Two-way cycle track on west side of Dana Street
- Physically separates bicycle riders from vehicles on the street.
- Increases comfort and reduces conflicts



*Two-way Cycle Track, Honolulu, HI*

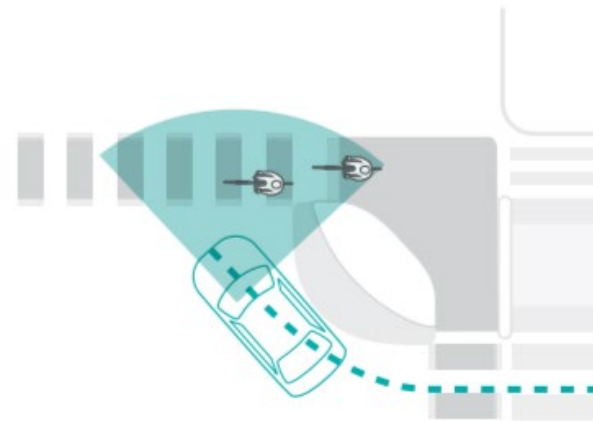
## Two-way cycle track



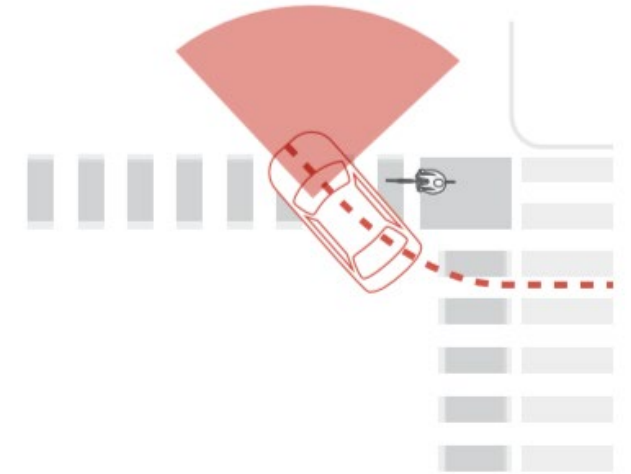
# PROTECTED CORNER

Help reduce conflicts between right-turning vehicles and people walking or on bicycles

PROTECTED CORNER



CONVENTIONAL CORNER



Protected Corner



Source: National Association of City Transportation Officials (NACTO)



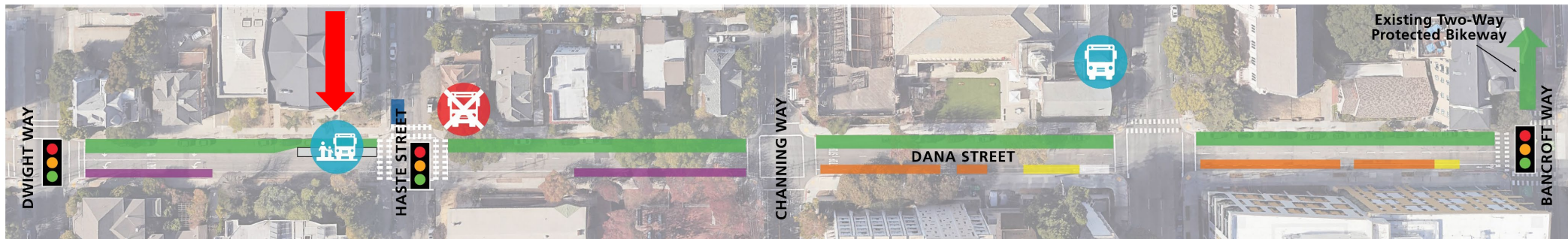
# BUS BOARDING ISLAND

- Located on Dana St at Haste St
- Includes a curb ramp for ADA accessibility
- Allows for quicker boarding
- Reduces bus/bicycle conflicts



*Example of ADA Ramp for  
Bus Boarding Island*

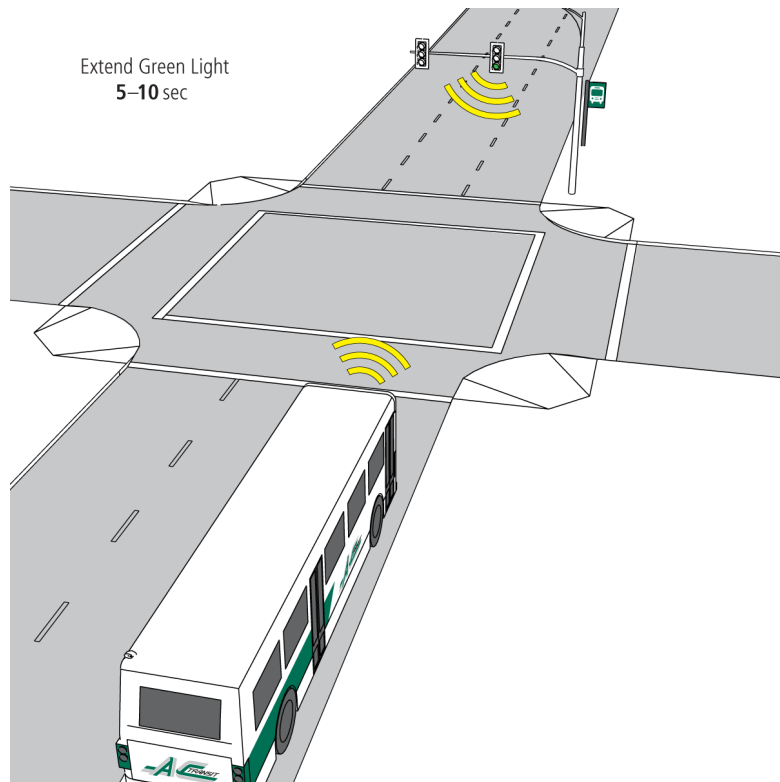
## Bus Boarding Island





# TRANSIT SIGNAL PRIORITY (TSP)

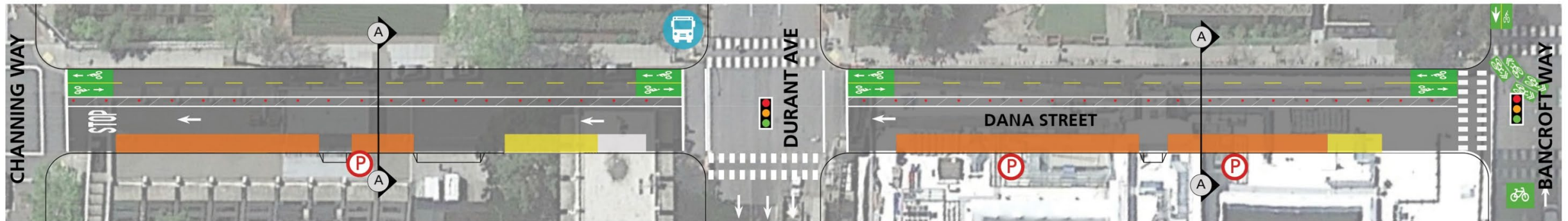
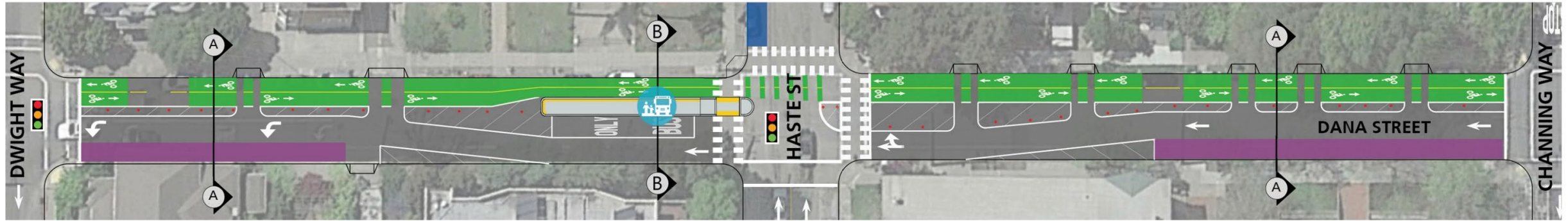
## Transit Signal Priority



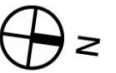
TSP allows buses to request priority upon arrival and the signal can grant additional seconds of green light to reduce time spent waiting at red lights.

# PRELIMINARY DESIGN

B-1c



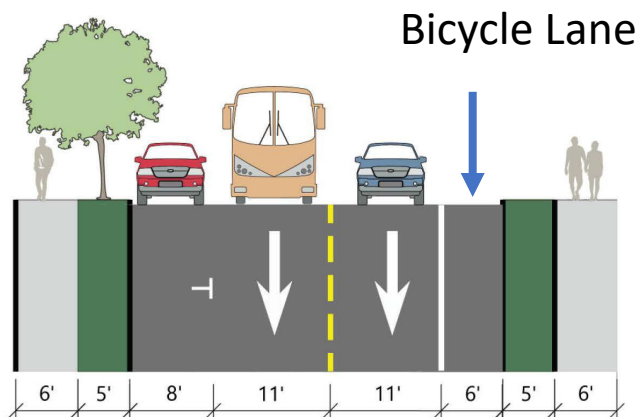
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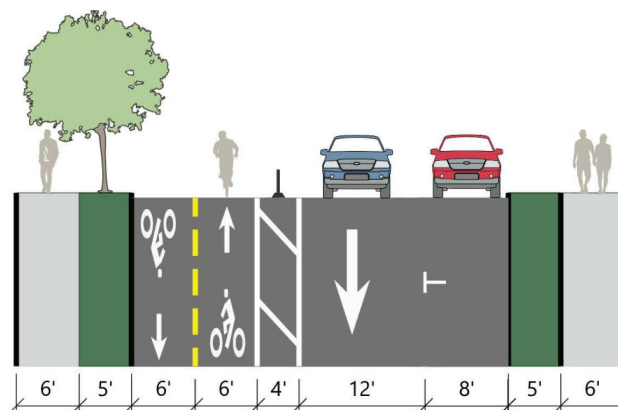


# DANA STREET – STREET CROSS SECTION

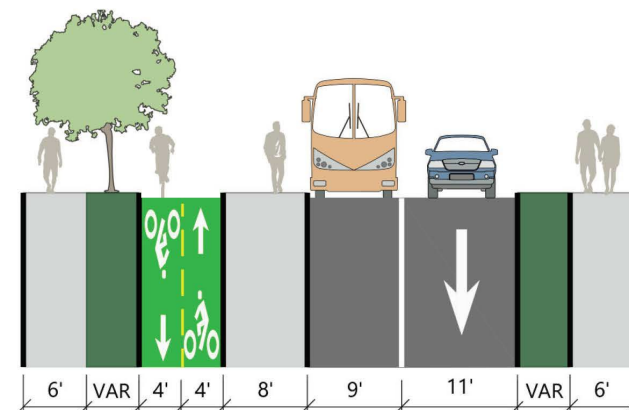
B-1c



**Existing Street Section**



**Proposed Typical Street Section**

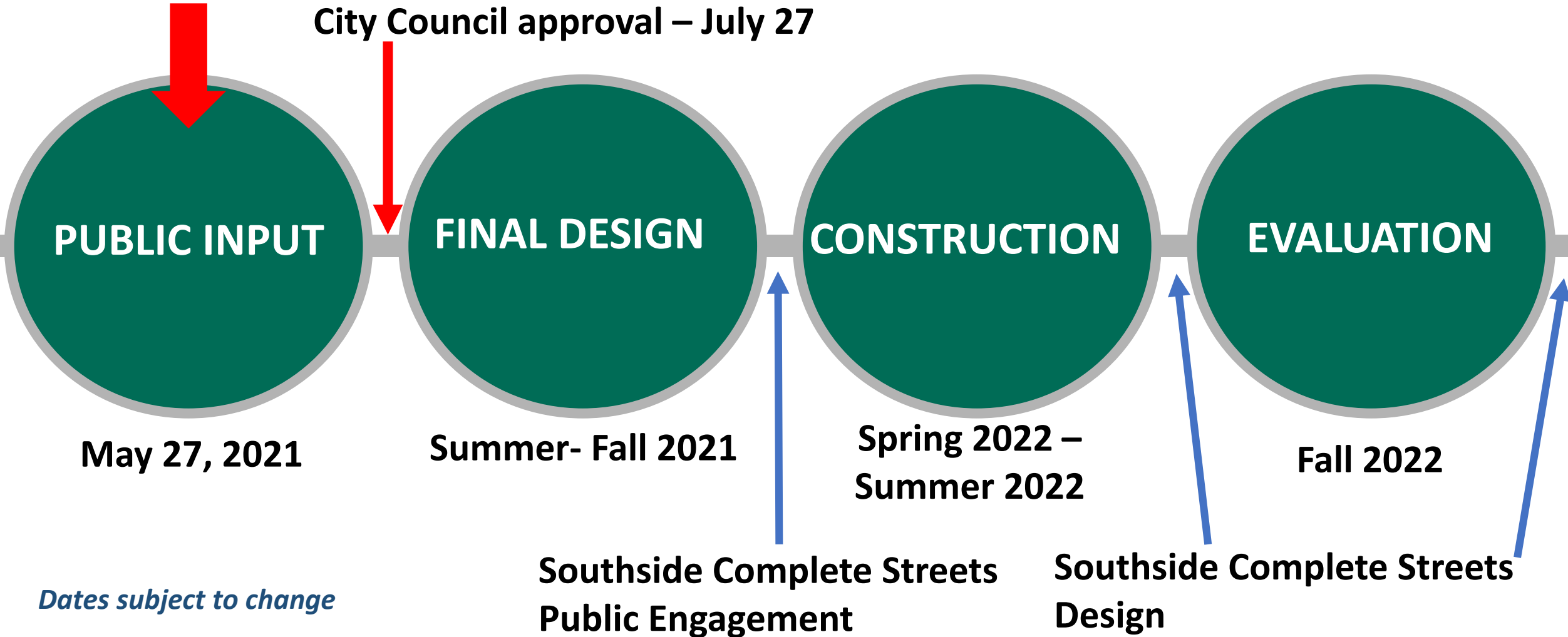


**Proposed Street Section at Bus Boarding Island**



# PROJECT TIMELINE

Comments due June 7, 2021





## NEXT STEPS – PUBLIC INPUT

- Virtual Community Meeting
  - May 27, 2021 from 6:00 to 7:30 pm and project information that is available online at <http://www.actransit.org/>
  - Comments due on June 14, 2021
- **Email:** [planning@actransit.org](mailto:planning@actransit.org)
- **Phone:** (510) 891-7262
- **Mail:** AC Transit Planning Department, 1600 Franklin Street, Oakland, CA 94612

February 1, 2021

To: Commission Secretaries

From: Mark Numainville, City Clerk

Subject: Temporary Suspension of Certain Provisions of the Commissioners' Manual for Subcommittees

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On January 19, 2021, Council adopted Resolution No. 69,681-N.S., authorizing temporary suspension of provisions of the Commissioners' Manual that require ad hoc subcommittees of City boards and commissions follow State open meeting procedures. Specifically, the creating and posting of agendas, providing for public attendance and comment during subcommittee meetings, and other associated scheduling and noticing requirements is temporarily suspended. This will allow subcommittees to meet and conduct business without support from city staff, thus allowing staff to continue emergency response efforts related to the COVID-19 pandemic.

In response to the emergency proclamation due to the COVID-19 pandemic, staff resources have been directed to the pandemic response. Staff, including commission secretaries, are not able to provide support to boards and commissions at pre-pandemic levels, while also supporting the efforts of the pandemic response and Emergency Operations Center.

At the November 30, 2020, Agenda & Rules Committee meeting, the Committee discussed options for enabling City boards and commissions to conduct work, given the limitations on staff resources. Under the State's open meeting law (also known as the Brown Act), ad hoc subcommittees are not legislative bodies, and are not required to post agendas or allow for public participation.

Agenda posting and public participation requirements for subcommittees are specific to Berkeley and are adopted by resolution in the Commissioners' Manual. The Agenda & Rules Committee requested that city staff introduce an agenda item to the City Council for consideration to temporarily suspend these local noticing and participation requirements for ad hoc subcommittees, and Council approved the recommendation.

The other provisions in the Commissioners' manual regarding ad hoc subcommittees remain unchanged. Key points still required for subcommittees include:

- Creation of ad hoc subcommittees and appointments must occur at meetings of the full commission
- Recommendations from the subcommittee must be adopted by the full commission before they are forwarded to Council
- A subcommittee cannot represent the commission before the Council unless it has received permission to do so.
- Composed of less than a quorum of the parent body.
- Composed of only members of the parent body (no members of other commissions or any other persons may be included).
- Have a finite purview established by the parent body.
- Have a set target date to report back to the parent body.
- Must terminate within one year, unless the parent body reviews and extends the timeline.
- Have no regular meeting schedule set by the parent body (all subcommittee meetings are "special meetings").
- Have no alternate commissioner assigned to attend meetings, even as an observer, if his or her presence would create a quorum of the parent body.

Staff resources to support City boards and commissions will continue to be evaluated on a regular basis by the City Manager. Provisions of the Commissioners' Manual that are temporarily suspended may be reinstated at any point by action of the full Council.

Attachments:

1. Council Agenda Report from January 19, 2021: Temporarily Suspending Certain Provisions of the Commissioners' Manual that Apply to Meetings of Subcommittees
2. Resolution No. 69,681-N.S.



Office of the City Manager

CONSENT CALENDAR

January 19, 2021

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Mark Numainville, City Clerk

Subject: Temporarily Suspending Certain Provisions of the Commissioners' Manual that Apply to Meetings of Subcommittees

RECOMMENDATION

Adopt a Resolution temporarily suspending the provisions of the Commissioners' Manual and Resolution No. 69,063-N.S. that ad hoc subcommittees of City boards and commissions follow State open meeting procedures, thereby enabling ad hoc subcommittees to meet and conduct work while allowing City staff to continue emergency response efforts related to the COVID-19 pandemic.

FISCAL IMPACTS OF RECOMMENDATION

There are no direct fiscal impacts associated with this recommendation. Temporarily suspending the application of State open meeting procedures to ad hoc subcommittees will decrease the amount of staff time required to coordinate and support the functions of City boards and commissions. This will enable staff that are currently assigned to the COVID-19 pandemic emergency response to continue their assignments and efforts with the City's Emergency Operations Center, and at the same time allow the work of ad hoc subcommittees to resume.

CURRENT SITUATION AND ITS EFFECTS

On March 10, 2020, the City Council ratified the proclamation of the Director of Emergency Services for a state of local emergency related to the COVID-19 pandemic. The emergency proclamation has been renewed several times by the Council, most recently on December 15, 2020, and remains in effect.

In response to the emergency proclamation, staff resources and the resources of City legislative bodies have been directed to the pandemic response. This includes staff assigned as commission secretaries, many of whom are engaged in work with the Emergency Operations Center or are fulfilling new duties related to the impacts of the pandemic. Staff are not able to provide support to boards and commissions at the pre-pandemic level, while also supporting the efforts of the pandemic response and Emergency Operations Center.

At the November 30, 2020 Agenda & Rules Committee meeting, the Committee discussed options for enabling City boards and commissions to conduct work, given the limitations on staff resources. One of the options considered is to temporarily suspend the requirement for ad hoc subcommittees of City boards and commissions to notice their meetings and require public participation. Ad hoc subcommittees are temporary single-purpose advisory committees composed of less than a quorum of the members of a commission or board. Under the State's open meeting law (also known as the Brown Act), ad hoc subcommittees are not legislative bodies, and are not required to post agendas or allow for public participation. These requirements are specific to Berkeley and are adopted by resolution in the Commissioners' Manual.

The Agenda & Rules Committee requested that staff prepare an item for the City Council's consideration to temporarily suspend these local noticing and participation requirements for ad hoc subcommittees. Temporary suspension of these requirements will allow ad hoc subcommittees to meet as needed, and without significant additional staff resources, in order to develop recommendations that will be presented to the full board or commission. Staff resources to support City boards and commissions will continue to be evaluated on a regular basis by the City Manager and the Health Officer in consultation with Department Heads and the City Council. Provisions of the Commissioners' Manual that are temporarily suspended may be reinstated at any point by action of the full Council.

#### BACKGROUND

The Commissioners' Manual is a compilation of state and local laws, and local policies and best practices that apply to City boards and commissions. The Commissioners' Manual is a valuable resource for commissioners, commission secretaries, City staff, and the public, and is provided to new commissioners, new commission secretaries, and is accessible to the public via the City website. The Manual was last updated on September 10, 2019 with Resolution No. 69,063-N.S.

#### ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

#### RATIONALE FOR RECOMMENDATION

At the November 30, 2020 Agenda & Rules Committee meeting, the Committee requested that staff present an item to the full City Council that would allow for the temporary suspension of the local requirement that ad hoc subcommittees of City boards and commissions adhere to State open meeting procedures.

#### ALTERNATIVE ACTIONS CONSIDERED

The City Council could leave the existing provisions in place. Under the existing provisions, if ad hoc subcommittee functions were to resume, staff resources would need to be reallocated in order to fulfill the open meeting requirements in the Commissioners' Manual.

CONTACT PERSON

Mark Numainville, City Clerk, 981-6900

Attachments:

1: Resolution



## RESOLUTION NO. ##,###-N.S.

TEMPORARILY SUSPENDING CERTAIN PROVISIONS OF THE COMMISSIONERS' MANUAL AND RESOLUTION NO. 69,063-N.S. THAT APPLY TO MEETINGS OF SUBCOMMITTEES

WHEREAS, the Commissioners' Manual is a compilation of state and local laws, and local policies and best practices that apply City boards and commissions; and

WHEREAS, pursuant to the Commissioners' Manual, ad hoc subcommittees of City boards and commissions are required to follow State open meeting procedures, a requirement that is specific to Berkeley and adopted by resolution in the Commissioners' Manual; and

WHEREAS, ad hoc subcommittees are not legislative bodies under the Brown Act and are not required to post agendas or allow for public participation; and

WHEREAS, due to the emergency response to the COVID-19 pandemic, staff resources are not currently available to support the open meeting requirements of the Commissioners' Manual as they pertain to ad hoc subcommittees; and

WHEREAS, the City Council may take formal action to temporarily suspend the provisions of the Commissioners' Manual that pertain to open meeting procedures for ad hoc subcommittee, thereby allowing ad hoc subcommittees to meet without the need for significant additional staff resources.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Council hereby temporarily suspends the provisions of the Commissioners' Manual and Resolution No. 69,063-N.S. that require ad hoc subcommittees of City boards and commissions to follow State open meeting procedures, thereby enabling ad hoc subcommittees to meet and conduct work while allowing City staff to continue emergency response efforts to the COVID-19 pandemic.

RESOLUTION NO. 69,681-N.S.

TEMPORARILY SUSPENDING CERTAIN PROVISIONS OF THE COMMISSIONERS' MANUAL AND RESOLUTION NO. 69,063-N.S. THAT APPLY TO MEETINGS OF SUBCOMMITTEES

WHEREAS, the Commissioners' Manual is a compilation of state and local laws, and local policies and best practices that apply City boards and commissions; and

WHEREAS, pursuant to the Commissioners' Manual, ad hoc subcommittees of City boards and commissions are required to follow State open meeting procedures, a requirement that is specific to Berkeley and adopted by resolution in the Commissioners' Manual; and

WHEREAS, ad hoc subcommittees are not legislative bodies under the Brown Act and are not required to post agendas or allow for public participation; and

WHEREAS, due to the emergency response to the COVID-19 pandemic, staff resources are not currently available to support the open meeting requirements of the Commissioners' Manual as they pertain to ad hoc subcommittees; and

WHEREAS, the City Council may take formal action to temporarily suspend the provisions of the Commissioners' Manual that pertain to open meeting procedures for ad hoc subcommittee, thereby allowing ad hoc subcommittees to meet without the need for significant additional staff resources.


NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Council hereby temporarily suspends the provisions of the Commissioners' Manual and Resolution No. 69,063-N.S. that require ad hoc subcommittees of City boards and commissions to follow State open meeting procedures, thereby enabling ad hoc subcommittees to meet and conduct work while allowing City staff to continue emergency response efforts to the COVID-19 pandemic.

The foregoing Resolution was adopted by the Berkeley City Council on January 19, 2021 by the following vote:

Ayes: Bartlett, Droste, Hahn, Harrison, Kesarwani, Robinson, Taplin, Wengraf, and Arreguin.

Noes: None.

Absent: None.

  
\_\_\_\_\_  
Jesse Arreguin, Mayor

Attest:   
\_\_\_\_\_  
Mark Numainville, City Clerk



**Public Works Department  
Transportation Division**

**MEMORANDUM**

April 7, 2021

TO: Transportation Commission

FROM: Farid Javandel, Transportation Manager  
Beth Thomas, Principal Planner

SUBJECT: Request for Formation of a Transportation Commission Subcommittee for the Berkeley-El Cerrito Corridor Access Plan (BECCAP)

City of Berkeley staff is requesting the formation of a subcommittee to review the Berkeley-El Cerrito Corridor Access Plan (BECCAP) progress and deliverables from Summer 2021 through early 2022.

**Background**

The San Francisco Bay Area Rapid Transit District (BART) is advancing transit-oriented development (TOD) at three of its stations that are in close proximity to one another along the Richmond line: **Ashby, North Berkeley** and **El Cerrito Plaza**. TODs are planned on surface parking lots where, on average across the three stations, 25% of BART riders typically park their vehicles (pre-COVID) to access the stations.<sup>1</sup> Per BART's Board-adopted 2016 Station Access and TOD policies, these three stations have been classified in BART's Access Typology as "Urban with Parking", meaning that BART will prioritize maximizing housing and other community benefits, resulting in changes to the amount of parking for riders when development is built at the stations.<sup>2 3</sup> The El Cerrito Plaza TOD is at a more advanced stage than the Berkeley TODs, as BART's Board of Directors selected a Developer team on November 19, 2020.

On December 10, 2019, the Berkeley City Council approved a Memorandum of Understanding (MOU) with BART that establishes a framework for development at the Ashby and North Berkeley BART stations that will be included in future requests for qualifications (RFQs) for

<sup>1</sup> Per BART's 2015 Station Profile Survey data, 17% of BART riders at Ashby drive-and-park, 25% of riders at North Berkeley drive-and-park, and 34% of riders at El Cerrito Plaza drive-and-park. More information on BART's 2015 Station Profile Survey data can be found here:

<https://www.bart.gov/about/reports/profile>

<sup>2</sup> BART's 2016 Station Access Policy: <https://www.bart.gov/about/planning/station-access/policy>

<sup>3</sup> BART's 2016 Transit-Oriented Development Policy: <https://www.bart.gov/about/business/tod>

1947 Center Street, 4th Floor, Berkeley, California, 94704

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E-mail: [transportation@ci.berkeley.ca.us](mailto:transportation@ci.berkeley.ca.us)

developers of the two TODs. The MOU contains a directive to establish a community advisory group (CAG) that is tasked with providing input to BART and the City on a concise and high-level Joint Vision and Priorities (JVP) document to guide the TOD on the following topics: affordable housing, land use, building form, public space, and station access/parking. Each CAG meeting has included material to focus on one to two of the topic areas. The first CAG meeting that will be specifically focused on station access and parking will take place on April 29 at 6PM. The CAG has also been providing input on the zoning for the two sites, prior to Planning Commission review. The CAG includes one Transportation Commission appointee who was selected by the Transportation Commission on February 20, 2020.

The CAG met for the first time on June 8, 2020. It will have met a total of eight times by May 24, 2021, its final meeting, when it is expected to provide final input on the draft zoning and the JVP document. The CAG process also includes three community-wide workshops which will be complete by May 24, 2021. The draft zoning and JVP document are expected to go to the Planning Commission in June/July 2021 and to City Council for consideration for adoption in October/November 2021. The City of Berkeley BART Planning website provides more detail about the CAG process.<sup>4</sup>

### **The Berkeley-El Cerrito Corridor Access Plan (BECCAP)**

The TODs planned at these three BART stations will significantly transform the Richmond line with roughly 2,500 mixed-income apartments and other community-serving uses. It will also change how BART riders get to and from the stations, particularly those who park and ride. As a result, BART received a Sustainable Communities Planning grant from Caltrans for the BECCAP to comprehensively analyze how riders from Berkeley, El Cerrito and the neighboring communities could access BART safely, comfortably, and affordably along the corridor. The BECCAP will be developed with input from jurisdictions, communities, agencies, and mobility providers. Technical work will take place through Summer/Fall 2022 with an official grant deadline for completion of the BECCAP in Winter 2023.

The City's CAG process has been important to ensure a community-based vision is articulated for the TODs at the Berkeley BART stations. However, per the MOU, the CAG has not been tasked with providing detailed input on station access related issues, and the CAG's efforts will end with the JVP and zoning as described above. The City's appointed Transportation Commission is the appropriate body to discuss station access, as appointees have been selected to represent the City's interest in transportation. Continuing the community process for TOD with a BECCAP Transportation Commission Subcommittee focused on more detailed station access/parking strategies would be equally crucial to the success of this plan. BART and City Staff are developing a more comprehensive outreach strategy for other key aspects of the TOD, which will be discussed at the City Council meeting in Fall 2021.

The following proposed schedule outlines the anticipated meetings and provides an overview of the content to bring to the BECCAP Transportation Commission Subcommittee:

- **June 2021:** Existing conditions, defining access and parking needs, and process for developing access alternatives.
- **September 2021:** Packages of access strategies developed through public input to be analyzed.
- **February 2022:** Recommended access strategies to finalize the BECCAP.

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<sup>4</sup> The City of Berkeley BART planning website <https://www.cityofberkeley.info/bartplanning/> includes background information and materials from the CAG and community meetings for the Ashby and North Berkeley BART station planning process to date.

**Discussion**

Given that this is a BART-led project with a broad scope for developing access improvement proposals, staff proposes that the Transportation Commission form a BECCAP Subcommittee to provide a more detailed review of the analysis and recommendations as they are developed. Work done in the Subcommittee is intended to give Commissioners ample time to review and discuss the information which will be brought back to the full Transportation Commission and then as an informational item to City Council.

**Purpose and Scope:** The purpose of the BECCAP Subcommittee would be to review BECCAP progress and provide feedback.

**Composition:** A minimum of two to a maximum of four members of the Transportation Commission may be part of the BECCAP Subcommittee. This includes alternates. The Commission Chair or Vice-Chair appoints members to the Subcommittee subject to the approval of the full Commission.

**Meeting Location/Noticing:** Per Berkeley City Council Resolution 69,681-N.S., requirements for public noticing of Subcommittee meetings are temporarily suspended as long as the Subcommittee membership does not constitute a quorum of the Commission. Meetings will be held virtually until restrictions on in-person meetings related to the COVID 19 pandemic are lifted. Thereafter, meetings could be held at the City of Berkeley Corporation Yard or at another accessible location to be determined.

**Recommendation**

Staff recommends that the Transportation Commission select two to four Commissioners to form a Subcommittee to review the progress and deliverables of the Berkeley-EI Cerrito Corridor Access Plan.

**Transportation Commission**  
**BerkDOT Subcommittee**  
04/09/21

**Draft/proposed comments on the City's BerkDOT proposal:**

We as the Berkeley Transportation Commission wish to promote that we are both a Transit First and Vision Zero City.

- We support creating a new BerkDOT
  - Based on successful models like OakDOT, to give priority to all aspects of transportation and to fulfill mandate of being both a Transit First and Vision Zero City
  - Recommend organization approach C to achieve these mandates
- Proposal does not meet the intention of the Public Safety Omnibus Reform Act as it does not address the racial equity lens, particularly in regard to traffic enforcement and reducing/eliminating practice of pretextual stops
- Concerning that transferring parking enforcement staff to new BerkDOT will be problematic for racial composition of police department
  - Appears to be about numbers/racial composition and not real change



Public Works Department  
Transportation Division

## MEMORANDUM

April 15, 2021

TO: Transportation Commission

FROM: Farid Javandel, Transportation Manager  
Beth Thomas, Principal Planner  
Ryan P. Murray, Associate Planner

SUBJECT: FY2021-22 Transportation Development Act Article 3 Funding Recommendation

The Transportation Division of Public Works is seeking a recommendation from the Transportation Commission to Berkeley City Council to authorize the City Manager to submit an allocation request to the Metropolitan Transportation Commission (MTC) for \$450,000 of FY2021-22 Transportation Development Act (TDA) Article 3 funds for the Berkeley Bicycle Plan Update (\$200,000) and Vision Zero Quick-Build Program (\$250,000); accept the funds; execute any resultant agreements; and authorize the implementation of the projects.

The MTC requires both a supporting resolution from the City Council and a review of TDA allocations by a pedestrian and/or bicycle advisory committee (BPAC). As the Transportation Commission acts as Berkeley's BPAC, staff is seeking the Transportation Commission's recommendation to City Council to accept this funding for the two projects highlighted above.

### Discussion

Staff proposes to submit an FY2021-22 TDA Article 3 allocation request for a comprehensive update to the City of Berkeley's Bicycle Plan. The Berkeley Bicycle Plan was last updated in 2017<sup>1</sup> (Resolution No. 67,945-N.S.). MTC, Alameda CTC, and the State of California all require that cities update their bicycle, pedestrian, and active transportation plans every five years to maintain eligibility for County, regional, and State competitive transportation grant funding.

As an accompanying allocation request to the Bicycle Plan, staff also proposes to submit a TDA Article 3 allocation request for a Vision Zero Quick-Build Program. This program falls under the adopted Berkeley Vision Zero Action Plan<sup>2</sup> (Resolution No. 69,324-N.S.) "Safer Streets for Everyone" goal to "Proactively build capital-intensive and quick-build safety projects." The Vision Zero Quick-Build Program is one of the Priority Actions in the Berkeley Vision Zero Action

<sup>1</sup> The Berkeley Bicycle Plan (2017) can be found at <https://www.cityofberkeley.info/berkeleybikeplan/>.

<sup>2</sup> The Berkeley Vision Zero Action Plan can be found at <https://www.cityofberkeley.info/visionzero.aspx>.



Plan. The program will proactively address traffic safety issues and strengthen the City's ability to respond more quickly to recent severe and fatal traffic crashes with traffic safety interventions.

The locations for quick-build treatments will be on the High-Injury Streets within the Vision Zero Equity Priority Area identified in the Vision Zero Action Plan (see attached map). The specific intersection locations and quick-build treatments are yet to be determined, but will be based on the adopted 2017 Bicycle Plan and 2020 Pedestrian Plan<sup>3</sup> (Resolution 69,711-N.S.). Quick-build projects are anticipated to include striping and marking treatments, raised pavement markers and delineators (including "hardened" centerlines using surface delineators), flexible channelizers, concrete islands that are doweled into the street surface, solar-powered LED street lighting, and modifications of existing traffic signals to add pedestrian crossing time where needed and Leading Pedestrian Intervals.

### **Background**

The State Legislature passed the Transportation Development Act in 1971, implementing a statewide quarter-cent sales tax. TDA is one of the major funding sources for public transportation in California, and under Article 3, funds are to be used by local jurisdictions for qualified bicycle and pedestrian projects. Writing and updating bicycle, pedestrian, and active transportation plans are considered eligible TDA expenses. The design and construction of bicycle and pedestrian infrastructure projects, including quick-builds, are also eligible TDA expenditures.

Local jurisdictions obtain TDA Article 3 funds in a three-step process: apportionment, allocation, and payment (through reimbursement). Apportionment in the San Francisco Bay Area follows the MTC formula based upon population. The City may submit a TDA allocation request to the County on an annual basis, and unused TDA funds allocated to any project are rolled over from one fiscal year to the next. No matching funds are required, but the project must meet the TDA Article 3 funding objectives and be developed in cooperation with the community. The basic program funding objectives are to increase the safety, security, and efficiency of bicycle and pedestrian travel, and to provide for a coordinated system. The City receives payment of allocated grant funds upon submission of claims for reimbursement to MTC.

MTC requires both a supporting resolution from the City Council and a review of TDA allocations by a pedestrian and/or bicycle advisory committee. At this time, staff is seeking a Commission recommendation to apply for and receive the funding for the two aforementioned projects. Once the funding has been secured, staff will return to the Commission in order to receive guidance and input on both the Bicycle Plan Update and the specific project locations and implementation details for the Vision Zero Quick-Build Program.

### **Rationale for Recommendation**

Currently the City lacks funding to update the 2017 Bicycle Plan as required by local, regional, and State transportation funding agencies for maintaining a coherent and fundable strategy for completing capital improvements.

The City's recently adopted Vision Zero Action Plan seeks to eliminate all traffic fatalities and severe injuries while increasing safe, healthy, and equitable mobility for all. As an engineering strategy first and foremost, Vision Zero aims to utilize design in order to build the City's streets in such a way as to eliminate all severe and fatal traffic injuries. "Quick-build" is an approach to project delivery which uses less expensive materials to more quickly and more affordably deliver these traffic safety projects. Quick-builds have been implemented in Berkeley in the past, and the Vision Zero Quick Build Program seeks to fund and make implementation more efficient by

<sup>3</sup> The Berkeley 2020 Pedestrian Plan can be found at <https://www.cityofberkeley.info/pedestrian/>.

addressing traffic safety improvements via a systemic approach utilizing the recommendations already adopted in the City's 2017 Bicycle Plan and 2020 Pedestrian Plan.

These are the two highest priority bicycle and/or pedestrian program needs that are currently unfunded and that are eligible for TDA Article 3 funding.

**Recommendation**

Staff recommends that the Transportation Commission approve a recommendation for City Council to authorize the City Manager to submit an allocation request to the County and Metropolitan Transportation Commission (MTC) for \$450,000 of FY2021-22 Transportation Development Act (TDA) Article 3 funds for the Berkeley Bicycle Plan Update and Vision Zero Quick-Build Program; accept the funds; execute any resultant agreements; and authorize the implementation of the projects.

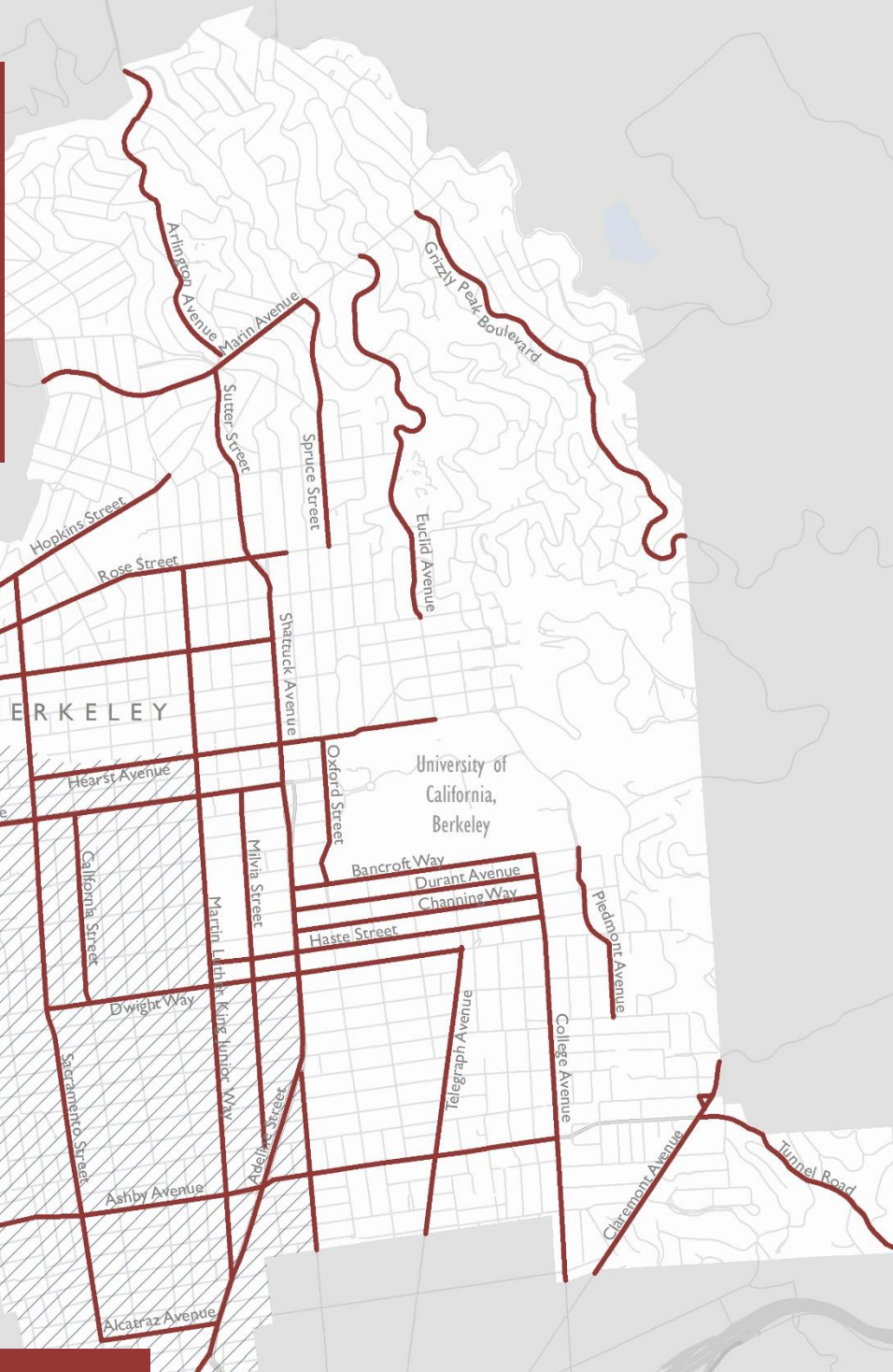
# HIGH-INJURY STREETS

*This map is not for use in developing focused enforcement efforts*

## VISION ZERO IS ABOUT STREETS

The High-Injury Streets map represents the City of Berkeley's streets with the most severe injuries and fatalities based on data between 2008 and 2018.

**91%** of Berkeley's severe and fatal collisions occur on just **16%** of City streets.



## PRIORITIZING EQUITY

Lower income residents and people of color are disproportionately impacted by the risk of traffic injuries and fatalities. The Equity Priority Area considers historic Home Owners' Loan Corporation "redlining," racial/ethnic composition, property value, and cultural centers to guide the City of Berkeley in prioritizing infrastructure projects that remedy systemic inequity. A full description of the Equity Priority Area methodology can be found in the City of Berkeley Pedestrian Plan.

- High-Injury Streets
- Equity Priority Area

*Collision Data: SWITRS ten-year injury collision data, 2008-2018*

City of Berkeley  
Transportation Commission

## **Statement of Mission of Transportation Commission:**

To be published with each agenda packet per TC action on 2/21/2019

The Berkeley City Council established this Transportation Commission to advise the City Council on matters related to transportation policies, facilities, and services in the City. We are empowered to hold hearings, gather information, and provide recommendations to the City Council in order to help them make informed transportation decisions. The Transportation Commission's work is guided by several transportation-related documents and policies implemented by the City Council, including the Transportation Element of the General Plan, Bike Plan, Pedestrian Plan, Climate Action Plan, West Berkeley Circulation Master Plan, Complete Streets Policy, and BeST Plan.

### **Related Plans and Policies:**

- A. [Transportation Element](#) (2001) of the [General Plan](#) (2003)
  - a. Transit-First Policy (General Plan Policy T-4 "Transit-First Policy")
- B. [Bike Plan](#) (2017)
- C. [Pedestrian Plan](#) (2010, update in process)
- D. Vision Zero
- E. [Climate Action Plan](#) (2009, 2018 update)
- F. [West Berkeley Circulation Master Plan](#) (2009)
- G. [Complete Streets Policy](#) (2012 Council Resolution)
- H. [BeST Plan](#)(2016)
- I. [Berkeley Bike Boulevard Design Guidelines](#) (2000)

TC Work Items	Resources	Program Activities	Outputs/Products	Outcomes/Results
Bike Plan update	Staff presentation and reports	Public meeting and Bike Pedestrian Advisory Committee (BPAC) update 1 <sup>st</sup> meeting April 2021 2 <sup>nd</sup> meeting September 2021 3 <sup>rd</sup> meeting November 2021	Recommendations	Successful completion of bike plan updates
Prepare for new/emerging mobility technologies & services, including Equitable TNCs	Subcommittee	Research data and policy	Recommendations to Council	Respond to Council referral (date?)
ACTC/MTC Review Grant Proposals	Staff presentations and reports	Review ACTC/MTC grant-proposals (required activity) As needed	Provide comments to staff	Ensure successful grant funding
Transit First Policy – Review and report (Transportation Element of General Plan and Transit First Policy)	Subcommittee Staff provided links	Review current policy and language	If needed, recommend updates	Reaffirm Transit First Policy priorities to Council
<i>Traffic Calming – Reassessing Traffic Calming Policy</i>	<i>Subcommittee</i>	<i>Policy guidance on technical decisions Activities on hold</i>	<i>Recommendation to Council</i>	<i>Successful delivery of revised calm streets policy</i>
On street parking: Appropriate regulation of parking in residential areas to restrict # of cars parked on the street	Subcommittee	Review current policy; provide guidance	Recommendation to Council	Respond to Council Referral (date?)
BerkDOT	Staff reports Liaison, if possible	Policy guidance Updates in February, April, June 2021	Recommendation to Council	Successful implementation of BerkDOT goals

Ashby/I-80 interchange	Liaison	Technical guidance As needed	Report to Transportation Commission	Facilitating TC input to ACTC design process
Community Advisory Group (CAG) BART development at Ashby	Liaison	Policy and technical guidance As needed	Report to Transportation Commission	Facilitating TC input to CAG design process

<b>TRANSPORTATION COMMISSION – Ad Hoc Subcommittee Assignments</b>		
<b>Subcommittee</b>	<b>Appointees</b>	<b>Assignment/Due Date</b>
ACTC/MTC Review (Transportation Commission may also fill the MTC- required role of Bike/Pedestrian Advisory Committee)	Ghosh, Zander	Review TDA Article 3-funded Bike & Ped project plans as assigned in 2019 (Staff: advise in advance if BPAC needs to meet)
Bicycle Plan Implementation	Greene, Parolek	Monitor Bike Plan projects through 6/2019
Fossil Fuel Free Berkeley		Develop recommendations for Council; report to TC by 5/2019
Pedestrian Plan Update	Ghosh, Zander	Follow, coordinate Ped Plan issues, attend public meetings; report to TC by 6/2019
Vision Zero	Ghosh, Greene	Develop recommendations for VZ policy to supplement Ped Plan and Complete Streets Policy; Report to TC by 6/2019
<b>Legislative Body</b>	<b>Liaison</b>	
Alameda CTC (Ashby/I-80 interchange)	Zander Ghosh (Alternate)	Attend ACTC meetings re Emeryville's Ashby/I-80 Project; Update TC
Energy Commission	Zander	Attend EC meetings re electric mobility; provide comments; Update TC
Public Works Commission	Bruzzone	Attend PWC meetings re Undergrounding Utility wires, paving, Lighting, and Measure T-1 projects
goBerkeley Advisory Group	Ghosh Bruzzone (Alternate)	Attend meetings; Report to TC re: value-priced parking program
Commission on Disability		Report to TC on issues of common concern
Council Policy Committee on F.I.T.E.S.	Parolek Ghosh	Attend meetings; Report to TC re: Transportation issues

Ad Hoc Subcommittees (there are no standing subcommittees):

- Must have at least two commissioners present to hold a subcommittee meeting, but never a quorum of the current total TC membership
- *Must be reviewed annually by the Commission to determine if a subcommittee is needed, to specify work assignments, and to establish response times. (Reso. 60,504-N.S.)*
- Do not have officers or submit minutes
- May submit their recommendations as written or verbal reports to support an Action or Discussion item. [The Commission Secretary needs to receive written material 10 days before the meeting date for inclusion in the agenda packet. Late arrivals will be delivered at meeting and published with next agenda.]
- May submit written summary meeting notes for inclusion in the TC agenda packet under Information item or as a Communication.
- Provides staff secretary with agenda content based on TC adopted Work Plan and/or specific assignment by full commission.

Commission Secretary

- Is directly responsible to the Public Works Department Director and City Manager
- Assists the commission by providing available information, ensuring compliance with Brown Act requirements, but is neither a voting member nor an employee of the commission
- Maintains agenda subscription lists, if any; formats, publishes and (e)mails agendas; reserves meeting room
- Coordinates communications between commission and staff, the public, and other commissions
- May attend, but not required to attend subcommittee meetings