



TRANSPORTATION COMMISSION
REGULAR MEETING
AGENDA
March 21, 2019

City Corporation Yard, Building A
Willow Room
1326 Allston Way
Berkeley, CA 94702

Thursday
March 21, 2019
7:00 PM

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

A. PRELIMINARY BUSINESS

1. Call to Order by Chair Lathbury
2. Roll Call
3. Public Comment on items not on the Agenda
4. Approval of Minutes of **February 21, 2019***
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. Council Referral: Stop Sign Warrants*

Second reading and discussion of draft report from subcommittee; Approve response to Council

Greene, Parolek

2. One Way CarShare Update* (Carried Over from February)

Secretary Javandel

3. Work Session on TC Work Plan*

Discussion of current work plan priorities and possible action

Chair Lathbury

4. Bike Plan Implementationto be delivered**

Discussion: next steps for TC

Chair Lathbury

5. Council Referral: Climate Action Plan/Fossil Fuel Free Berkeley*

Discussion: next steps for the TC; Possible subcommittee assignment

Chair Lathbury

6. Bike Share Phase 2 Implementation

Discussion and recommendations; Invite Bike Share to present their plan (*Invited speaker, not confirmed*)

Chair Lathbury/ Staff

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, goBerkeley Advisory Group, and Council Policy Committee for F.I.T.E.S.)
2. Council Summary Actions 2019*
3. Link to Council and Agenda Committee Agendas and Minutes
<http://www.ci.berkeley.ca.us/citycouncil/>
4. Mission Statement of Transportation Commission*
5. Abridged Commissioners' Manual 2018 Edition* Full version available online:
https://www.cityofberkeley.info/Clerk/Commissions/Commissions_Commission_Manual.aspx

D. COMMUNICATIONS

1. Donald Lathbury - Suggested Language on Two Way Stops for Stop Sign Warrants*


E. FUTURE AGENDA ITEMS

F. ADJOURNMENT

Agenda Posted: March 15, 2019

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

ADA Disclaimer

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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) 981-6347 email: Fjavandel@ci.berkeley.ca.us



DRAFT ACTION MINUTES
Transportation Commission
Regular Meeting
February 21, 2019

Willow Room
City Corporation Yard, Bldg. A
1326 Allston Way
Berkeley, CA 94702

A. PRELIMINARY BUSINESS

1. Call to Order

Meeting called to order at 7:10 PM by Secretary Javandel in absence of Vice Chair

2. Roll Call

Commissioners Present: Anthony Bruzzone, Andy Garcia, Barnali Ghosh, Beverly Greene, Donald Lathbury, Karen Parolek, Sofia Zander

Commissioners Absent: Mark Humbert (L/A), Nicholas Oxley

Staff Present: Farid Javandel, Tamlyn Bright

Select acting Chair for the evening:

Action: It was M/S (Parolek/Ghosh) to elect Commissioner Zander to preside over the meeting as acting chair in the absence of ViceChair. Ayes: Bruzzone, Garcia, Ghosh, Greene, Lathbury, Parolek, Zander Noes: None Abstain: None Absent: Oxley

Motion carried: 7-0-0-1

3. Public Comment on items not on the Agenda - 4 speakers.

4. Approval of Minutes:

Action: It was M/S (Lathbury/Parolek) to approve the Draft Action Minutes of January 17, 2019 as written. Ayes: Ghosh, Greene, Lathbury, Parolek, Zander Noes: None Abstain: Bruzzone, Garcia Absent: Oxley Motion carried 5-0-2-1.

5. Approval and Order of Agenda- No action

6. Update on Administration/Staff

7. Announcements

B. DISCUSSION/ACTION ITEMS

1. University Avenue Interchange Project Update

Speakers: 1

Secretary Javandel presented information about the project proposals from the Caltrans web page: <http://www.dot.ca.gov/d4/80universityclearance/> Purpose: to increase vertical clearance by two feet to 16'6"; Comment period ended 12/18/18; Preferred alternative to be adopted by May 2019.

Action: None

2. Stop Sign Warrants (Council Referral) Carried over from 1/17/19

Speakers: 1

Commissioner Parolek provided State MUTCD policy guidelines for Multiway Stop Applications and recommendations from the Stop Sign Warrants Subcommittee (Parolek/Greene/Oxley) for special conditions on a case-by-case basis under which the City Traffic Engineer might install multiway stop control to protect pedestrians, wheelchair users, and bicyclists.

Action: It was M/S/C (Greene/Parolek) that the Subcommittee bring the proposal back in Council report format provided by staff to the March 21 meeting for further discussion and action. Unanimous Absent: Oxley Motion carried 7-0-0-1

3. Work Plan Review and Prioritization Carried over from 1/17/19

Speakers: 2

Action: It was M/S (Bruzzone/Parolek) to adopt the 2018-10 Work Plan as amended from the floor and authorize the TC Chair to move it forward to Council using last year's report format, indicating the current TC vote and that it is presented as an un-prioritized list. Unanimous vote. Absent: Oxley Motion carried (7-0-0-1)

4. Subcommittees, Appointments and Assignments for 2019

Speakers: 0

Action: It was M/S/C (Parolek/Lathbury) to approve the following ad-hoc subcommittee and liaison assignments for 2019:

Subcommittee	Appointees	Assignment/Due Date
ACTC/MTC Review (TC may also fill this required MTC role (of BPAC) without the Subcommittee)	Garcia, Ghosh, Zander	Review TDA Article 3-funded Bike & Ped project plans as assigned in 2019
Bicycle Plan Implementation	Garcia, Greene, Humbert, Parolek	Monitor Bike Plan projects through 6/ 2019
Stop Sign Warrants	Greene, Oxley, Parolek	Provide recommendations for Stop Sign criteria to TC by 3/2019
Pedestrian Plan Update	Ghosh, Humbert, Zander	Follow, coordinate Ped Plan issues, attend public meetings; report to TC by 6/2019
Vision Zero	Ghosh, Greene, Lathbury, Oxley	Develop recommendations for VZ policy to supplement Ped Plan and Complete Streets Policy ; Report to TC by 6/2019
Legislative Body	Liaison	
Alameda CTC (Ashby/I-80 interchange)	Oxley, Zander Ghosh (Alt)	Attend ACTC meetings re Emeryville's Ashby/I-80 Project; Update TC
Energy Commission	Oxley	Attend EC meetings re EV Charging strategies; provide comments; Update TC
Public Works Commission	Bruzzone Oxley (Alt)	Attend PWC mtgs re Undergrounding Utility wires, paving, Lighting, and Measure T-1 projects
goBerkeley Advisory Group	Ghosh Bruzzone (Alt)	Attend mtgs; Report to TC re Value-priced parking program
Commission on Disability	Humbert	Report to TC on issues of common concern
Council Policy Committee on F.I.T.E.S.	Parolek Ghosh, Lathbury (Alts)	Attend mtgs; Report to TC re Transportation issues

Unanimous, Absent: Oxley Motion carried (7-0-0-1)

5. Transportation Commission Mission Statement

Speakers: 0

Action: It was M/S/C (Parolek/Garcia) 1) to adopt the following as the Mission Statement of the Transportation Commission

“The Berkeley City Council established this Transportation Commission to advise the 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 Berkeley Strategic Transportation (BeST) Plan.”

and 2) to include the Mission statement in the TC agenda packet every month.

Unanimous Absent: Oxley Motion carried (7-0-0-1)

6. One Way CarShare Update

Action: It was M/S/C (Parolek/Bruzzone) to carry this item over to the March Meeting. Unanimous Absent: Oxley Motion carried (7-0-0-1)

7. Nomination and Election of Officers

Action: It was M/S/C (Bruzzone/Parolek) Unanimous to elect Commissioner Lathbury to serve as Chair. Absent: Oxley Motion Carried (7-0-0-1)

Action: It was M/S/C (Bruzzone/Lathbury) Unanimous to elect Commissioner Ghosh to serve as Vice-Chair Absent: Oxley Motion Carried (7-0-0-1)

C. INFORMATION ITEMS AND SUBCOMMITTEE REPORTS

1. Subcommittee Reports (Verbal reports from Bicycle and Pedestrian Subcommittees and Liaisons to PWC, COD, and goBerkeley Advisory Group)
2. Council Summary Actions 2019 (2/21/19 web packet)
3. Link to Council and Agenda Committee Agendas and Minutes:
<http://www.cityofberkeley.info/citycouncil/>

D. COMMUNICATIONS

Received at 1/17/19 Meeting

1. 2/27/18 Item 9- Council Referral – Restricting Number of Vehicles
2. a. 6/12/18 Item 30- Council Referral – Fossil Fuel Free Berkeley
b. 6//12/18 Item 30-Supplemental – Fossil Fuel Free Berkeley
3. a. 11/27/18 Item33 Council Referral – Equitable exchange TNCs
b. 11/27/18 Item33 Supp. – Equitable TNCs
4. Pedestrian Master Plan Presentation 1-17-2019
5. Matt Haber- Draft Parking Ordinance- Number of Vehicles parked on the street

Received since 1/17 Meeting:

6. Commission on Aging – Scooter Share Pilot Concerns
7. 2/15/2019 Staff email re Effects of Government Shutdown
All received.

E. FUTURE AGENDA ITEMS

Ashby/Hwy 13 Corridor Projects Update	One Way CarShare Update - Mar
Adopt FY 2020 Work Plan - June	Work Session on TC Work Plan - Mar

F. ADJOURNMENT

Action: *It was MSC (Bruzzone/Ghosh) Unanimous to adjourn the meeting at 9:34pm*
Absent: Oxley Motion Carried 7-0-0-1

Public Present: 6

Speakers: 6

Commission Secretary: Farid Javandel, Public Works/Transportation Division, 1947 Center St., 4th Floor, Berkeley, CA, 94704, Tel: (510) 981-7061, Fax: (510) 981-7060, TDD: (510) 981-6903
email: fjavandel@ci.berkeley.ca.us,

Minutes on the web: <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=13086>

To: Honorable Mayor and Members of the City Council
From: Transportation Commission
Submitted by: Donald Lathbury, Chairperson, Transportation Commission
Subject: Stop Sign Warrant

RECOMMENDATION

Adopt the attached Berkeley Stop Sign Warrant (Attachment 1) to supplement state law for determining when stop signs may be warranted to protect pedestrians, wheelchair users and/or bicyclists in the City of Berkeley.

INTRODUCTION

On October 31, 2017, the Berkeley City Council unanimously passed a resolution referring to the Transportation Commission consideration of additional or supplemental stop sign criteria and traffic calming criteria to increase prioritization of the existing and projected needs of bicyclists and pedestrians, in particular the elderly, children, the disabled and other vulnerable non-vehicular populations, as well as the presence of bicycle boulevards, and the difficulty of for bicyclists and pedestrians in crossing particular intersections.

BACKGROUND

During 2017, two middle-school students were seriously injured after being hit by cars while bicycling across Dwight Way on the California Street bicycle boulevard. This intersection is a crossing for a bicycle boulevard and a major route for children bicycling to nearby elementary and middle schools. The city of Berkeley could not install a four-way stop sign to immediately address known safety issues at this intersection, because the intersection does not meet state criteria for installing stop signs.

CURRENT SITUATION AND ITS EFFECTS

Berkeley needs additional criteria to supplement California state criteria for stop signs for the following reasons:

- A study comparing 44 cities of a similar size in California, found that Berkeley was number one in both pedestrian and bicycle injuries and deaths.¹
- Berkeley has a higher proportion of pedestrian and bicycle trips than other California cities. About 15% of Berkeley's work trips are by walking² and almost 6% by bicycling,³ more than any other California city.
- The state of California's criteria for stop signs are automobile-centric. Their main goal is to facilitate the flow of motorized traffic. They are not adequate for a city like Berkeley, which has a higher rate of pedestrian and bicycle trips than other California cities.
- In 2006, Berkeley voters overwhelmingly passed Measure G, which calls on Berkeley to reduce our greenhouse gas emissions 80% below 2000 levels by 2050. Transportation accounts for more than 50% of Berkeley's

greenhouse gas emissions,⁴ and one of the most cost-effective ways to meet our climate goals is to promote nonmotorized forms of transportation by using low-cost traffic controls such as stop signs.

- It costs less than \$1,000 to install stop signs to protect an intersection. It costs \$200,000 to install a HAWK Beacon, the other effective method of protecting bicyclists crossing major streets. Though HAWK Beacons are needed at intersections of bikeways with major streets with very high traffic volume, stop signs are a far more cost-effective solution at intersections of major streets with more moderate traffic volumes.
- The state of California has officially eliminated “level of service” analysis for CEQA related traffic studies and replaced it with vehicle miles traveled.⁵ California has recognized that speeding traffic has nothing to do with improving the environment. It similarly has nothing to do with improving safety of people walking and bicycling.

ENVIRONMENTAL SUSTAINABILITY

Increasing the safety of pedestrians, wheelchair users and bicyclists makes it more viable for citizens to choose these modes of transportation over driving, helping implement our Climate Action Plan recommended emissions reduction action to: “Accelerate implementation of the City’s Bicycle and Pedestrian Plans and continue efforts to make walking and cycling safe, healthy, and enjoyable alternatives to driving.”

FISCAL IMPACTS

Unknown. (The cost to install a stop sign is approximately \$1,000. However, given that a HAWK signal can cost up to \$200,000, the option to install a stop sign instead could save significant funds.)

CONTACT PERSON

[Name], [Title], [Department], [Phone Number]

Attachments:

1: Berkeley Stop Sign Warrant

¹ Data from the Transportation Element of Berkeley’s General Plan.
https://www.cityofberkeley.info/Planning_and_Development/Home/General_Plan_-_Transportation_Element.aspx

² Data from “Street Safety in Berkeley” <https://www.cityofberkeley.info/StreetSafety.aspx>

³ American Community Survey

⁴ Council Report, December 7, 2017: <https://www.dropbox.com/s/rfgmjqtww4t9m6b/2017-12-07%20Worksession%20Agenda%20Packet.pdf?dl=0>

⁵ Proposed Updates to CEQA Guidelines, November 2017:
http://opr.ca.gov/docs/20171127_Comprehensive_CEQA_Guidelines_Package_Nov_2017.pdf

Attachment 1
Berkeley Stop Sign Warrant
13 March 2019

[Insert first three pages of Napa Policy Guidelines Here, through the end of Section IV, updated as necessary to reflect current law.]

Special Conditions:

Based on the optional criteria prescribed by the MUTCD, the Transportation Department may require an engineering study for special situations on a case-by-case basis. In special situations where the multiway stop warrants from Section IV are not satisfied, the Transportation Department may recommend the installation of multiway stop control to protect pedestrians, wheelchair users, and bicyclists for the following specific special conditions, based on professional engineering judgment and as determined by the Transportation Manager:

- A. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes, such as intersections adjacent to schools, commercial center or park.
- B. The need to control vehicle/bicyclist conflicts where a street that is designated as a bikeway in Berkeley's bicycle plan crosses a major street. Bikeways include all routes shown as part of the bikeway network in Figure 3.1: Existing Bikeway Network or in Figure 5.1: Low Stress Bikeway Network Vision in the Berkeley Bicycle Plan adopted on May 2, 2017.
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to safely negotiate the intersection unless conflicting cross traffic is also required to stop.
- D. On a temporary basis in response to a collision, regardless of any other warrants, as a measure to immediately improve safety pending determination and implementation of a long-term safety solution.

Four-way stop signs may be installed but will not necessarily be installed at intersections that meet these supplemental criteria. The Transportation Department should compare the effects of stop signs and alternate controls on all forms of transportation, including public transit buses which employ professional drivers, before deciding whether to install it. For example, to protect bicyclists, HAWK Beacons may be more appropriate than stop signs at intersections where bikeways cross major streets with transit or very high traffic volume, to minimize the disruption of traffic flow on those major streets. Likewise, to protect pedestrians, Rectangular Rapidly Flashing Beacons (RRFBs) may be more appropriate than stop signs on major streets with transit or very high traffic volumes to minimize the disruption of traffic flow.

If stop signs are allowed under these new criteria, it is not necessary to analyze whether they meet state criteria. Analyses for stop signs in all locations in Berkeley should consider the benefits of proposed stop signs, including safety benefits, and this analysis should be made available to the public before the decision is made.

DRAFT



Public Works Department Transportation Engineering Division

Policy Guidelines for Multiway Stop Applications

**Adopted by the Traffic Advisory Committee
Last Update on March 19, 2003**

INTRODUCTION:

Multiway stop control (a.k.a. all-way stops) can be useful as a safety measure if certain traffic conditions exist. Safety concerns associated with multiway stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multiway stop control is used where the volume of traffic on the intersecting roads is approximately equal.

The City of Napa's policy guideline on multiway stop applications is based on the exact language from California Vehicle Code (CVC) ¹, the Manual of Uniform Traffic Control Devices (MUTCD) ², and the California Department of Transportation (Caltrans) Traffic Manual ³.

I. General Policy on Traffic Signs

The California Vehicle Code (CVC) provides that "(a) Except as provided in Section 21374 [relating to directional signs for tourists] only those official traffic control devices that conform to the uniform standards and specifications promulgated by the Department of Transportation shall be placed upon a street or highway..." Hence, the City of Napa Public Works Department follows standard professional engineering practices as prescribed in the California Department of Transportation (Caltrans) Traffic Manual. The Manual has the following provisions, among others, that guide the City's policy and procedures for sign installation:

- A. Excessive use of signs should be avoided.
- B. Signs should be used where warranted by facts and field studies.
- C. No traffic sign or its support shall bear any message that is not essential to traffic control.
- D. Effective traffic control depends not only on appropriate application of devices, but on reasonable enforcement of regulations as well.

¹ State of California 2001 Vehicle Code Through the 2000 Legislative Session

² *Manual on Uniform Traffic Control Devices*, Millennium Edition, Part 2 - Signs, U.S. Department of Transportation Federal Highway Administration, 2001.

³ California Department of Transportation *Traffic Manual*, Chapter 4 - Signs, January, 1996

- E. Data obtained from traffic engineering studies of physical and traffic related factors should be used in determining where signs are necessary.
- F. Care should be taken not to install too many signs. A conservative use of regulatory and warning signs is recommended as these signs, if used to excess, tend to lose their effectiveness.

II. Legal Authority for Stop Sign Installation

The California Vehicle Code (CVC) includes the following excerpts regarding local authority on stop signs.

- A. *Local Authority, CVC §21351*: Local authorities in their respective jurisdictions shall place and maintain or cause to be placed and maintained such traffic signs, signals and other traffic control devices upon streets and highways as required hereunder, and may place and maintain or cause to be placed and maintained such appropriate signs, signals and other traffic control devices as may be authorized hereunder or as may be necessary properly to indicate and to carry out the provisions of this code or local traffic ordinances or to warn or guide traffic.
- B. *Stop Signs on Local Highways, CVC §21354*: ...a local authority may designate any highway under its jurisdiction as a through highway and may erect stop signs at entrances thereto or may designate any intersection under its exclusive jurisdiction as a stop intersection and erect stop signs at one or more entrances thereto.
- C. *Stop Signs, CVC §21355*: ...The Department of Transportation and local authorities in their respective jurisdictions may erect stop signs at any location so as to control traffic within an intersection.
- D. *Stop Requirements, CVC §22450(b)*. Notwithstanding any other provision of law, a local authority may adopt rules and regulations by ordinance or resolution providing for the placement of a stop sign at any location on a highway under its jurisdiction where the stop sign would enhance traffic safety.

III. Specific Policy on Stop Signs

The Caltrans Traffic Manual provides the following general policies with respect to the installation of Stop signs, which the Public Works Department will uphold:

- A. Stop signs should not be used for speed control.
- B. Stop signs shall not be erected at any entrance to an intersection when such entrance is controlled by an official traffic control signal, nor at any railroad grade crossing which is controlled by automatic signals, gates, or other train-actuated

control devices except as provided in *CVC §21355, Stop Signs*. The conflicting commands of two types of control devices are confusing.

- C. Portable or part-time Stop signs shall not be used except for emergency purposes.

IV. Multiway Stop Installation Warrants

The MUTCD recommends that the decision to install multiway stop control should be based on an engineering study. The Public Works Department will conduct or sponsor an engineering study to determine the appropriateness of multiway stop control based on the Caltrans warrants described below.

The Caltrans Traffic Manual specifies that any of the following locations (or conditions) may warrant multiway stop sign installation:

- A. Where traffic control signals are warranted and urgently needed, the multiway stop may be an interim measure that can be installed quickly to control traffic while arrangements are being made for the signalization installations.
- B. An accident problem, as indicated by 5 or more reported accidents within a 12-month period of a type susceptible of correction by a multiway stop installation. Such accidents include right- and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
 - 1. The total vehicular volume entering the intersection from all approaches must average at least 500 vehicles per hour for any 8 hours of an average day, and
 - 2. The combined vehicular and pedestrian volume from the minor street or highway must average at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the maximum hour, but
 - 3. When the 85th-percentile approach speed exceeds 64 km/hr (40 mph), the minimum vehicular volume warrant is 70 percent of the above requirements.

V. Special Conditions

Based on the optional criteria prescribed by the MUTCD, the Public Works Department may require an engineering study for special situations on a case-by-case basis. In special situations where the multiway stop warrants from Section IV are not satisfied, the Public Works Department may recommend the installation of multiway stop control for the following specific special conditions, based on professional engineering judgment and as determined by the Public Works Director:

- A. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes, such as the closest intersection to an elementary or a middle school located on a collector street, where the multiway stop control is or proposed to be a critical and necessary part of the school's Safe Routes to School Program
- B. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to safely negotiate the intersection unless conflicting cross traffic is also required to stop

DRAFT



Department of Public Works
Transportation Division

B-2

MEMORANDUM

Date: February 15, 2019

To: Transportation Commission

From: Beth Thomas, Principal Planner
Ryan Murray, Shared Mobility Coordinator

Subject: One Way Car Share Update

Staff requests a Commission recommendation to Council that the City's current One-Way Car Share Pilot Program transition to an ongoing program.

The existing One-Way Car Share Pilot Program allows Berkeley residents and visitors to pick up a vehicle from one location and drop it off at another. The free-floating system adopted by Berkeley allows maximum trip flexibility that closely mimics the benefits of private vehicle ownership. Members find a vehicle through a smartphone application or by placing a voice call on their phone, use the vehicle as long as needed, and end their reservation at a public parking space with a two hour or more time-limit duration within the car share organization's designated service area.

In order to operate a one-way car sharing service, a qualified organization pays the following to the City annually:

- An administration fee for staffing, materials, and other direct costs;
- A per-vehicle fee for a Master Residential Parking Permit (RPP) priced at three times what residents pay; and
- A per vehicle deposit for a Free-Floating Parking Permit for parking at metered spaces based on anticipated metered parking usage.

The original and current administration fee is \$11,375 annually. Staff proposes that the administration fee be raised to \$12,703 annually to account for pay increases for City staff administering the program. The parking permit fees were adjusted by Council in October 2018 and are current with the RPP and parking meter rate increases that occurred over the duration of the pilot program.

A3 Mobility, a subsidiary of the American Automobile Association of Northern California, Utah, and Nevada, launched GIG Car Share (GIG) on April 30, 2017 in Berkeley and Oakland as the first qualified car share organization operating one-way car share. They established a designated service area of 12.8 square miles with 250 vehicles (5.2 square

miles in Berkeley) when GIG launched, a coverage of about twenty vehicles per square mile. In response to customer demand, GIG expanded its designated service area six times between September 2017 and May 2018. As of October 2018, the fleet size is 475 vehicles. The result is a designated service area of 26.2 square miles (6.7 square miles in Berkeley) for coverage of about eighteen vehicles per square mile. Berkeley memberships have been growing steadily, increasing 85 percent from the fourth quarter of 2017 to the third quarter of 2018.

This growth in usage appears to be helping the City achieve its Climate Action Plan targets for reducing greenhouse gas emissions. Past research shows that car share lowers vehicle ownership (one car share vehicle replaces seven to eleven cars); increases walking and bicycling; and decreases vehicle miles traveled and greenhouse gas emissions.¹ Without Council approval to transition One-Way Car Share to an ongoing program, the Pilot Program will sunset at the end of June 2019.

¹ Martin, Elliot and Shaheen, Susan, *Impacts of Car2Go on Vehicle Ownership, Modal Shift, Vehicle Miles Traveled, and Greenhouse Gas Emissions: An Analysis of Five North American Cities*, July 2016, published by the Transportation Sustainability Research Center at UC Berkeley, access at <http://bit.ly/29WkSFG>

ADOPTED Work Plan FY 2018-19

Updated by action July 19, 2018 and February 21, 2019

B 3

Mission: Advises the Council on transportation policies, facilities, and services.

	Goals- Ongoing projects/UPDATES	Resources	Program activities	Outputs	Outcomes
1.	goBerkeley Program	Staff updates	Public meetings	Policy guidance FY 2019	Next Update April
2.	I-80 Gilman Interchange & Pedestrian Overcrossing Project Northwest Berkeley	Staff updates	Public meetings	Policy guidance on technical decisions	Successful project delivery (Ongoing)
3.	Safe Routes to Schools Projects (John Muir redesign)	Staff updates	Public meetings	Pedestrian Subcommittee	Successful project delivery (Ongoing)
4.	Bike Share – Phase 2 Expansion beyond Berk/Oak/Eville	MTC project funding	Policy Guidance	Recommendations for Council approval	Expanded Bike Share resource
5.	Adeline Corridor Specific Plan (grant planning) Est. 1 year to complete process	Staff updates	Coordination between Berkeley BEST Plan & Adeline Specific Plan	Guidance on funding opportunities	Ensure successful grant funding \$ and encourage equitable stakeholder involvement
6.	Grants- Annual Updates; Comprehensive discussion of all grant applications (includes: Measure BB Grants); RR Safety/Quiet Zone funding in FY 19 for scoping	Staff updates	Commission will review language to improve outcomes	Policy guidance on technical decisions	Ensure successful grant funding \$500k for RR Safety
7.	Traffic Calming – Update with annual table of projects	Staff Updates	Policy guidance on technical decisions	Recommendations to Council if needed	Successful delivery of calm streets projects
8.	ACTC annual report showing Meas. BB fund distribution (May 2017 and every January)	Staff updates	Policy guidance on technical decisions	Funding transparency	Successful project funding
	Goals - TC Work Items	Resources	Program Activities	Outputs	Outcomes
9..	Vision Zero + Complete Streets Policy Development- Transit/Bike/ Pedestrians First, Parking Removal	Subcommittee	Public meetings Review Crash Data (SWITRS report) & annual safety goals; Coord. w/PWC on Paving Plan & Oppties for Complete Streets; Prioritize Citywide access to Schools policy via all modes; Simplify parking removal	Make recommendations to Council	Adoption of Vision Zero policy Action Plan; augment Pedestrian Plan & Complete Streets Policy

	Goals - TC Work Items	Resources	Program activities	Outputs	Outcomes
10.	Two-way Telegraph Avenue & Southside (Complete Streets) 2018: Telegraph Yellow zones Ph. 2: Design Telegraph/Dana Couplet; Ph. 3: Upper Bancroft	Staff Updates Monthly	Policy guidance on language	Make recommendations to Council	Consensus on Telegraph by TBID/AC Transit/COB
11.	Bike Plan Implementation (Using Complete Streets Filter)	Assigned to Bike subcommittee	Review of bike grant funding; Track Projects eg. monitor Milvia	Consultation with staff	Successful completion of goals; Bike project funding \$
12.	Pedestrian Plan Update	Pedestrian subcommittee	Public meetings	Recommendations to Council	Comprehensive Pedestrian Plan
13.	Prepare for new/emerging mobility technologies & services, incl. <i>Equitable TNCs</i>	Subcommittee	Research data and policy	Recommendations to Council	<i>Respond to Council referral</i>
14.	Council Referral: Stop Sign Criteria (1/18/18)	Subcommittee	Research to data and policy	Recommendation to Council	Successful completion of Council assignment
15.	ACTC/MTC Review Grant Proposals	Subcommittee	Review ACTC/MTC grant-proposals	Provide comments to staff	Ensure successful grant funding
16.	Climate Action Plan and <i>Fossil Fuel Free Berkeley</i> ; Collaborate with other relevant commissions eg Energy, Housing, PWC)	Subcommittee	Clarify CAP goals and timelines. Conduct transportation emissions and analysis reviews.	Recommendation to Council	<i>Respond to Council referral; Achieve timely Climate Action Plan goals</i>
17.	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 1 st Policy priorities to Council
18.	Traffic Calming – Reassessing Traffic Calming Policy	Subcommittee	Policy guidance on technical decisions	Recommendation to Council	Successful delivery of revised calm streets policy
19.	Scooter Share Program - 90-day Council Referral to CM	Council Report 7/10/18; Consider staff input	Develop TC Recommend ordinance/permit process for Scooter Sharing in PROW	Recommendation to Council	<i>Completed</i>
20	<i>On street parking: Appropriate regulation of parking in residential areas to restrict # of cars parked on the street</i>	Subcommittee	Review current policy; provide guidance	Recommendation to Council	<i>Respond to Council Referral</i>



Councilmember Cheryl Davila
District 2

CONSENT CALENDAR
June 12, 2018

To: Honorable Mayor and Members of the City Council
From: Councilmember Cheryl Davila, Mayor Jesse Arreguin and Councilmember Kate Harrison
Subject: Fossil Fuel Free Berkeley

RECOMMENDATION

Refer to the Energy Commission and Transportation Commission the proposed resolution to further implementation of the Climate Action Plan and establish the goal of becoming a Fossil Fuel Free Berkeley:

- Establish a date by which we are committed to being a Fossil Fuel Free City.
- Oppose further transportation of oil, gas, and coal.
- Strengthen green building requirements for newly constructed city facilities, and major renovations, including the potential for Zero Net Energy and further integration of considering climate impacts in capital planning projects. Current requirements are LEED Silver, which are far below what we require for new buildings in the Downtown.
- All future City government procurements of vehicles should minimize emissions and set a goal of transitioning the city’s vehicle fleet to all electric vehicles
- Establish a goal of transitioning to 100% renewable energy for municipal operations and community wide goal of 100% reductions by 2030.
- Formally oppose recent expansion of offshore drilling by the Trump Administration.
- Call for region-wide solutions to carbon emissions, including rapid adoption of renewable energy sources, affordable densification of cities and low-emissions public transportation infrastructure.

FISCAL IMPACTS OF RECOMMENDATION

Unknown

ENVIRONMENTAL SUSTAINABILITY

Establishing the goal of achieving a Fossil Free City, and strengthening green building, city vehicle procurement, and renewable energy initiatives will further implementation of the Climate Action Plan.

BACKGROUND

On June 1, 2017, the 45th president and administration announced its intention to pull the United States out of the Paris Agreement, reached by 194 countries at the United Nations Conference of Parties 21 meeting in November, 2015. This action undercuts commitments the United States has made to our global partners and to United States citizens to combat climate change and reduce our GHG emissions. The 45th Administration has removed "global warming" and "climate change" content from many Federal agency websites and has proposed to cut funding for Federal research on clean energy, energy efficiency, clean fuels and clean transportation.

The Interior Department recently proposed opening Federal waters to new leases for oil and gas drilling, including off the coast of California. These and other reckless climate denial actions by the current federal Administration create tremendous risk and instability to the world's efforts to forestall climate catastrophe now and for future generations. It is now critical that cities double our climate commitments and actions. Cities must say no to new or expanded fossil fuel projects/use and move more rapidly to 100% clean energy. The City of Berkeley must accelerate and expand our leadership on issues laid out in our Climate Action Plan. This resolution is modeled after a resolution passed in Portland, Oregon and is part of the Fossil Fuel Free campaign by 350.org.

CONTACT PERSONS

Councilmember Cheryl Davila 510.981.7120

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

ESTABLISHING A GOAL OF ACHIEVING A FOSSIL FREE CITY

WHEREAS, the City of Berkeley Climate Action Plan has commendable goals of 33% reduction in greenhouse gases compared to 2000 by 2020 and 80% reduction by 2050; and

WHEREAS, the December 7, 2017 report from City staff shows only a 12% reduction as of 2015, indicating that the City is well behind in achieving both its 2020 and 2050 goals; and

WHEREAS, global temperatures are rising at an accelerating rate, averaging 0.9°C above 1950 - 1981 temperatures in 2017 [according to NASA](#), and could reach the UN limit of 1.5°C as early as 2032 at the current rate of increase; and

WHEREAS, the current warming is already leading to an increase in heat waves, wildfires, floods, droughts, stronger hurricanes, extreme weather, and rising oceans, climate refugees, and

WHEREAS, the State of California has a goal to reduce greenhouse gases by 40% by 2030 but is also making insufficient progress towards achieving that goal, and

WHEREAS, this resolution is intended to substantially further both the City of Berkeley and the State goals, and

WHEREAS most of the greenhouse gases that have accumulated in the atmosphere can be attributed to the consumption of fossil fuels that companies such as Chevron, Exxon, BP, Shell, ConocoPhillips extracted, refined, transported, and sold; and

WHEREAS the processes by which Chevron, Exxon, BP, Shell, ConocoPhillips extract, refine, transport, market and/or sell fossil fuels in California generally and in Berkeley specifically create pollution that causes severe environmental harms that also constitute grave environmental injustices, and threaten catastrophic harms in Berkeley such as sea level rise, drought, and wildfires; and

WHEREAS fossil fuel companies have systematically distorted climate science, lied about climate change, and misled the public about the dangers of fossil fuels in order to impede any transition from fossil fuels to clean energy in California generally and in Berkeley specifically; and

WHEREAS, transportation of coal using open top rail cars results in significant volumes of materials escaping during transit, exposing local communities to toxic heavy metals in coal dust and particulates at levels potentially harmful to adjacent communities, workers, wildlife and nature; and

WHEREAS, investments in clean energy solutions create more jobs than fossil fuels and spur innovation and growth of the U.S. clean energy economy; and

WHEREAS, local, regional and global economies are transitioning to low-carbon energy sources, and businesses are leaders in providing renewable energy and energy efficiency; and

WHEREAS, dozens of American communities have passed resolutions addressing fossil fuel industry expansion, and hundreds of public officials, including governors, state and federal agencies, tribes, health organizations, religious leaders and other community leaders, have recognized the harms presented by fossil fuels to our environment and our communities; and

WHEREAS the Federal government is the nation's largest emitter of greenhouse gas and is currently governed by an administration committed both to fossil fuels and to climate denial; and

WHEREAS, Berkeley's first preference for meeting energy needs is energy efficiency, and the City remains committed to acquiring at a minimum all cost-effective energy efficiency available with a particular focus on achieving energy efficiency in low-income housing; and

WHEREAS, the transportation sector accounts for 56 percent of greenhouse gas emissions in the City of Berkeley, and significant reductions in emissions from transportation are essential to achieving our climate-protection goals; and

WHEREAS, electrifying car, truck, and bus fleets will bring environmental and economic benefits to local residents, including lower cost transportation options for low income households; and

NOW THEREFORE BE IT RESOLVED that the City of Berkeley will actively oppose the expansion of fossil fuel infrastructure, including but not limited to those owned and/or operated by Chevron, Exxon, BP, Shell, ConocoPhillips, the primary purpose of which is to extract, refine, transport or store fossil fuels in or through city limits or adjacent waterways, including offshore drilling and;

NOW THEREFORE BE IT RESOLVED, that the City of Berkeley shall commit to a goal of 100% clean, carbon-free energy and a 100% reduction in total greenhouse gas emissions, including from transportation and buildings, as soon as possible and no later than 2030.

BE IT FURTHER RESOLVED, all future government procurements of vehicles should minimize emissions and phase-out the internal combustion engine as soon as possible; and

BE IT FURTHER RESOLVED, the City of Berkeley opposes the rollback of climate policy at the federal level and affirms its ongoing commitment to the goals of the Paris Climate Agreement and the City's responsibility to meet its proportionate greenhouse gas reductions for the United States under the Paris Climate Agreement; and

BE IT FURTHER RESOLVED, the City of Berkeley will establish a goal of supplying 100 percent of electricity for City operations from renewable energy by 2022 through a combination of on-site renewable electricity generation, utility-supplied renewables, dedicated off-site renewable resources, and renewable energy credit (REC) purchases; and

BE IT FURTHER RESOLVED, the City of Berkeley will prioritize renewable resources over the purchase of RECs with the intention of reducing reliance on RECs during the transition to 100% renewable resources over time; and

BE IT FURTHER RESOLVED, the City of Berkeley will prioritize community-based development of renewable energy infrastructure and should make investments in community based organizations to build capacity to lead such development to meet 100% renewable community-wide energy needs including transportation, heating, and electricity via such infrastructure; and

BE IT FURTHER RESOLVED, the City of Berkeley will partner with labor unions, and others to develop training and retraining programs to serve workers who would be displaced by this transition or workers who would otherwise be working in the energy field so that they are well-equipped for the "renewable energy" economy; and

BE IT FURTHER RESOLVED, a renewable energy transition is an opportunity to redress historical inequities in our community and must be just. This means, in part, prioritizing the resources to train and hire people from within communities of color and women that have traditionally been underrepresented in renewable energy, energy efficiency, and the workforce needed to implement a successful renewable energy transition; and

BE IT FURTHER RESOLVED, City projects and procurements under this proposal will use proven policies to ensure the jobs created are high-quality, family-wage jobs that meet our high standards of workforce inclusion for women and communities of color; and

BE IT FURTHER RESOLVED, the City of Berkeley will partner with energy providers and to accelerate the transition to renewable energy and minimize dependence on fossil fuels, expressing the City's preferences for resources consistent with its renewable energy goals and opposition to any new fossil fuel power project; and

BE IT FURTHER RESOLVED, the City of Berkeley urges utility companies to maximize energy efficiency, demand control technologies, energy storage, and renewable energy and avoid any new commitments to ownership of or long-term contracts from non-renewable sources; and

BE IT FURTHER RESOLVED, the City of Berkeley will partner with energy providers and community-based organizations to adopt policies that reduce the cost-burden for low-income customers, and make incentives available to foster equality in energy burdens as a percent of household incomes; and

BE IT FURTHER RESOLVED, the City of Berkeley urges the governor of California to adopt a 100% renewable energy goal that will continually update as new scientific findings are discovered that change our timeline and support SB 100.

March 21, 2019

Tuesday, June 12, 2018 ANNOTATED AGENDA Page 11

30. Fossil Fuel Free Berkeley

From: Councilmember Davila, Mayor Arreguin, and Councilmember Harrison

Recommendation: Refer to the Energy Commission and Transportation Commission the proposed resolution to further implementation of the Climate Action Plan and establish the goal of becoming a Fossil Fuel Free Berkeley: - Establish a date by which we are committed to being a Fossil Fuel Free City. - Oppose further transportation of oil, gas, and coal. - Strengthen green building requirements for newly constructed city facilities, and major renovations, including the potential for Zero Net Energy and further integration of considering climate impacts in capital planning projects. Current requirements are LEED Silver, which are far below what we require for new buildings in the Downtown. - All future City government procurements of vehicles should minimize emissions and set a goal of transitioning the city's vehicle fleet to all electric vehicles. - Establish a goal of transitioning to 100% renewable energy for municipal operations and community wide goal of 100% reductions by 2030. - Formally oppose recent expansion of offshore drilling by the Trump Administration. - Call for region-wide solutions to carbon emissions, including rapid adoption of renewable energy sources, affordable densification of cities and low-emissions public transportation infrastructure.

Financial Implications: Unknown

Contact: Cheryl Davila, Councilmember, District 2, 981-7120

Action: M/S/C (Worthington/Harrison) to accept supplemental material from Councilmember Hahn on Items 30 and 49.

Vote: Ayes – Davila, Harrison, Hahn, Wengraf, Worthington, Arreguin; Noes – None; Abstain – None; Absent – Maio, Bartlett, Droste.

Councilmember Maio absent 10:21 p.m. – 10:24 p.m.

Councilmember Droste absent 10:21 p.m. – 10:26 p.m.

Action: Moved to Action Calendar. 8 speakers. M/S/C (Harrison/Wengraf) to approve the recommendations in Item 30 and Item 49 **as amended in the revised items submitted by Councilmember Hahn**. Councilmembers Davila (Chair), Harrison, and Hahn appointed to Ad Hoc Committee.

Revised Recommendation for Item 30:

Refer to the Energy Commission and Transportation Commission consideration of the proposed resolution or similar action to further implement the Climate Action Plan and establish the goal of becoming a Fossil Fuel Free Berkeley, and further consider:

- └ Establishing a date by which we are committed to being a Fossil Fuel Free City.*
- └ Opposing further transportation of oil, gas, and coal.*
- └ Fully implementing Berkeley Deep Green Building, raising the citywide LEED certification requirement above the current LEED Silver, and applying the same requirements to newly constructed city facilities, and major renovations.*

6. Contracts: Fehr & Peers and Parisi Associates for On-Call Traffic Engineering Services

From: City Manager

Recommendation: Adopt Resolutions authorizing the City Manager to execute two contracts and any amendments with Fehr & Peers and Parisi Associates for on-call traffic engineering services in an amount not to exceed \$1,000,000 each for a combined total not to exceed amount of \$2,000,000 from April 11, 2019 to June 31, 2022 with two 1-year options to extend.

Financial Implications: See report

Contact: Phillip Harrington, Public Works, 981-6300

7. Adopt a Resolution of Intent to Consider a FlixBus Franchise Agreement for Long-Distance Bus Service

From: City Manager

Recommendation: Pursuant to Berkeley Municipal Code Chapter 9.60, adopt a Resolution declaring the Council's intention to consider at a public hearing, set for April 30, 2019, at 6:00 p.m., whether to grant a franchise to FlixBus, Inc. to provide long-distance bus service to the Berkeley public.

Financial Implications: See report

Contact: Phillip Harrington, Public Works, 981-6300

20a. Providing direction on closing the funding gap to complete Measure T1 Phase 1 projects

From: City Manager

Recommendation:

1. Council to provide direction on a preferred option to close the funding gap in the current Measure T1 Phase 1 program. Four possible options are summarized below and discussed in further detail starting on page 4 under Current Situations and its Effects – Funding Gap.

Option A: Reduce up to \$5 million between 13 projects by reducing project scopes from Planning and Design to Conceptual, Construction to Planning and Design, Construction to Conceptual, or removing or delaying the project.

Option B: Reduce up to \$4 million by reducing the Live Oak Community Center project scope from Construction to Planning and Design.

Option C: Authorize up to \$3 million in additional funding for T1 Phase 1 and reduce \$2 million between 7 projects by reducing project scopes from Planning and Design to Conceptual or Construction to Planning and Design.

Option D: Authorize up to \$7 million in additional funding to complete all T1 Phase 1 projects.

2. Council adopt a resolution authorizing the chosen option to complete Measure T1 Phase 1 projects.

Financial Implications: See report

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700, Phillip Harrington, Public Works, 981-6300

Excerpts of Council Actions 2019

20b. Authorizing up to \$7 million in additional funding to complete Measure T1 Phase 1 projects**From: Public Works Commission**

Recommendation: The T1 team is requesting the PWC and the Parks and Waterfront Commission take action at their February meetings on their preferred course of action. The T1 team wants to make their recommendation to Council this spring.

The T1 sub-committees recommend that the PWC vote to endorse the following: - We prefer Option D to meet the funding shortfall. The T1 staff has stated that it is possible to transfer funds from other City sources and to repay it with Phase 2 bond proceeds. By choosing this option, we will maintain the momentum in the program and will accelerate infrastructure improvements in the City; - We are concerned that a disproportionate share of improvements has been allocated to areas of the City north of University Avenue. We want to make sure that projects at the Francis Albrier Center, Willard and other areas south of University be implemented; - We support identifying a green infrastructure project in Phase 1; - We support implementing the 7 street improvement projects in Phase 1.

Financial Implications: See report

Contact: Nisha Patel, Commission Secretary, 981-6300

20c. Authorizing up to \$7 million in additional funding to complete Measure T1 Phase 1 projects**From: Parks and Waterfront Commission**

Recommendation: The T1 team is requesting the PWC and the Parks and Waterfront Commission take action at their February meetings on their preferred course of action. The T1 team wants to make their recommendation to Council this spring.

The T1 sub-committees recommend that the PWC vote to endorse the following: - We prefer Option D to meet the funding shortfall. The T1 staff has stated that it is possible to transfer funds from other City sources and to repay it with Phase 2 bond proceeds. By choosing this option, we will maintain the momentum in the program and will accelerate infrastructure improvements in the City; - We are concerned that a disproportionate share of improvements has been allocated to areas of the City north of University Avenue. We want to make sure that projects at the Francis Albrier Center, Willard and other areas south of University be implemented; - We support identifying a green infrastructure project in Phase 1; - We support implementing the 7 street improvement projects in Phase 1.

Financial Implications: See report

Contact: Roger Miller, Commission Secretary, 981-6700

20d. Recommendations for current T1 Phase 1 funding shortfalls**From: Energy Commission**

Recommendation: The Berkeley Energy Commission recommends the City Council integrate greenhouse gas (GHG) reduction goals, as stated in the Climate Emergency Resolution adopted June 12, 2018, into the T1 funding priorities.

Financial Implications: See report

Contact: Billi Romain, Commission Secretary, 981-7400

21. Referral Responses: Managing Recreational Vehicle (RV) Parking

From: City Manager

Recommendation: Adopt second reading of Ordinance No. 7,643-N.S. (BMC Section 14.40.120) prohibiting parking campers and RVs during certain hours and creating additional resources for people living in RVs, and refer any additional costs to the FY20-21 Budget process.

First Reading Vote: Ayes – Kesarwani, Bartlett, Hahn, Wengraf, Droste, Arreguin; Noes – Davila, Harrison, Robinson

Financial Implications: See Report

Contact: Paul Buddenhagen, City Manager's Office, 981-7000

March 12, 2019

9. Memorandum of Understanding: Planning Phase for the viability of a potential WETA Ferry Service and Public Recreation Pier at the Berkeley Marina

From: City Manager

Recommendation: Adopt a Resolution authorizing the City Manager to execute a Memorandum of Understanding (MOU) with the Water Emergency Transportation Authority (WETA) to accept up to \$250,000 in WETA funding for the Planning Phase (technical feasibility study and public engagement process) for the viability of a potential WETA ferry service and public recreation pier at the Berkeley Marina.

Financial Implications: See report

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700

Action: Adopted Resolution No. 68,782–N.S.

February 28, 2019 Regular

1. Referral Responses: Managing Recreational Vehicle (RV) Parking

From: City Manager

Recommendation: Review options provided by City staff in the report and take one of the following actions:

1. Refer the recommendations in Option A (in the staff report), amending existing codes to limit RVs parking in the City of Berkeley for extended periods of time and developing an online RV Permitting system, to the City Manager.

-AND/OR-

2. Adopt the recommendations provided in Option B (in the staff report), prohibiting parking campers and RVs during certain hours and creating additional resources for people living in RVs, and adopt the first reading of two ordinances amending Berkeley Municipal Code (BMC) Chapter 12.76 and BMC Section 14.40.120 and refer any additional costs to the FY20-21 Budget process.

Financial Implications: See report

Contact: Paul Buddenhagen, City Manager's Office, 981-7000

Action: 78 speakers. M/S/Failed (Davila/Harrison) to refer the item to the Health, Life Enrichment, Equity and Community Committee.

Vote: Ayes – Davila, Harrison; Noes – Kesarwani, Bartlett, Hahn, Wengraf, Robinson, Arreguin; Abstain – Droste.

Action: M/S/Carried (Arreguin/Kesarwani) to:

1) Adopt first reading of Ordinance No. 7,643-N.S. (BMC Section 14.40.120) regarding stopping, standing or parking restricted or prohibited on certain streets. Second reading scheduled for March 26, 2019. The implementation of the ordinance will be preceded by efforts such as outreach efforts, noticing, flexible funding, and assisting individuals to get stable or rehoused.

Excerpts of Council Actions 2019

2) Refer to the City Manager to amend existing codes to prohibit RV parking in the City of Berkeley for extended periods of time and developing an online RV Permitting system that limits the total amount of time any RV or registered owner of an RV parks their vehicle on the City's right-of-way or City-owned off-street parking lots in a calendar year. Permits under the new system should be distributed throughout the city.

3) Council will continue to work with staff to identify and develop a temporary RV site that serves highly vulnerable populations, including families with young children attending Berkeley schools, as well as a regional long-term non-profit RV site.

4) Refer to the City manager to consider a program to allow private entities to have RVs on their property for overnight camping, with an emphasis on persons utilizing the coordinated entry system.

Vote: Ayes – Kesarwani, Bartlett, Hahn, Wengraf, Droste, Arreguin; Noes – Davila, Harrison, Robinson.

February 26, 2019 Regular

12. Establishment of Traffic Circle Policy Task Force

From: Mayor Arreguin, and Councilmembers Bartlett, Droste and Hahn

Recommendation: Establish a Traffic Circle Policy Task Force comprised of representatives from neighborhoods currently maintaining traffic circles. Members will be appointed by the Mayor and chosen from geographically diverse parts of the city, including one representative from Berkeley Partners for Parks. Staff participating will be appointed by the City Manager. The charge of this Task Force is to: 1. Evaluate the City's current traffic circle vegetation policy for consideration by the City Council and Traffic Engineer; 2. Find a solution, through active participation and engagement with the community, that respects: -Environmental Policy; -Habitat; -Safety and Performance Standards; -Existing and future liability issues that address sight lines; and 3. Deliver a policy to City Council for adoption prior to August 9, 2019. 4. Conduct a community-led process to update that policy to ensure pedestrian/bicycle/vehicle safety and community efforts to beautify traffic circles.

Task Force activities may include, but are not limited to: -Recommend appropriate characteristics and parameters for allowed plantings based on input from the community and city staff; -Recommend a policy that ensures lines of sight and other important safety considerations; -Work with City staff to conduct a survey of current traffic circles and their vegetation; -Conduct a survey of neighborhood associations, neighborhood captains, community and community groups such as Berkeley Partners for Parks to determine which traffic circles are being maintained by community members; -Examine the City of Oakland's 'Adopt a Spot' initiative to encourage community involvement in the maintenance of public spaces by loaning tools, supplies, and technical assistance to committed members of the community; -Host a presentation from City staff to better understand concerns with the current traffic circle policy and any safety concerns that should be taken into consideration; -Recommend a clear set of guidelines/criteria to allow for community maintenance of traffic circles, with input from city staff; -Outline the appropriate community outreach strategy and process to share the updated policy for managing vegetation in traffic circles; -Recommend a replanting strategy, with emphasis on drought-resistant plants.

Financial Implications: See report

Contact: Jesse Arreguin, Mayor, 981-7100

Action: Approved recommendation.

26. goBerkeley Parking Management Program - Recommended Adjustments for April 1, 2019

From: City Manager

Contact: Phillip Harrington, Public Works, 981-6300

Action: Received and filed.

February 5, 2019 Special/Worksession

**1. [Pedestrian Master Plan Update](#) (Continued from December 4, 2018)
[Presentation](#)**

From: City Manager

Contact: Phillip Harrington, Public Works, 981-6300

Action: 2 speakers. Presentation made and discussion held.

January 29, 2019 Regular

12. Vision Zero: eliminating pedestrian, bicyclist and traffic injuries and fatalities

From: Councilmembers Droste, Kesarwani, Wengraf and Mayor Arreguin

Recommendation:

1. Create an official Vision Zero Task Force (or Leadership Committee) to lead the planning and implementation effort for Vision Zero. The Task Force should include, at a minimum, representatives from the City Manager's office, Police, Public Works (Transportation and Engineering Divisions), Fire, and Public Health (visionzeronetwork.org).
2. Request that the City Manager hold community events to encourage equitable outcomes, cooperation and collaboration from community stakeholders to set shared goals and focus on coordination and accountability. Representatives from various commissions, including but not limited to Transportation, Disability, Aging, and Health, should be encouraged to attend and provide input.
3. Request that the City Manager hold a worksession where a Vision Zero Action Plan is presented for eliminating fatal and severe traffic injuries. Subsequent to the worksession, request that biannual informational updates on Vision Zero progress are reported to Council. The Action Plan should establish clear strategies, owners of each strategy, interim targets, timelines, & performance measures (visionzeronetwork.org).

Financial Implications: None

Contact: Lori Droste, Councilmember, District 8, 981-7180

Action: Approved recommendation as revised in Supplemental Communications Packet #2 to add the following language to the recommendation:

Refer to the budget process an allocation of \$207,150 to support a full time staff position to carry out Vision Zero workplan, staff the Task Force, etc.

13. Implement Residential Preferential Parking (RPP) Program on Sections of Fifth Street and Martin Luther King Jr. Way

From: City Manager

Recommendation: Conduct a public hearing and upon its conclusion, adopt a Resolution amending Resolution No. 56,508-N.S. Sections 25J and 25P by adding subsections to implement Residential Preferential Parking (RPP) on portions of two city streets.

Financial Implications: See report

Contact: Phillip Harrington, Public Works, 981-6300

Public Testimony: The Mayor opened the public hearing. 0 speakers.

M/S/C (Arreguin/Droste) to close the public hearing.

Vote: Ayes – Kesarwani, Davila, Bartlett, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Harrison, Wengraf.

Action: M/S/C (Hahn/Robinson) to adopt Resolution No. 68,754–N.S.

January 22, 2019 Regular

15. Contract: TranSystems Corporation for Preliminary Engineering and Environmental Clearance for the Railroad Crossing Safety Improvement/Quiet Zone Project

From: City Manager

Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with TranSystems Corporation for Preliminary Engineering and Environmental Clearance for the Railroad Crossing Safety Improvement/Quiet Zone project, and any as-needed additional project-related services as directed by the City, for a total not-to-exceed contract amount of \$500,000, for the period February 1, 2019 through December 31, 2019.

Financial Implications: Capital Project Grant Fund - Local - \$500,000

Contact: Phillip Harrington, Public Works, 981-6300

Action: Adopted Resolution No. 68,737–N.S.

January 15, 2019 (Special)

- 3a. [North Berkeley BART Zoning and Future Development Supplemental material \(Supp 3\) Presentation Presentation](#)

From: Mayor Arreguin

Contact: Jesse Arreguin, Mayor, 981-7100

- 3b. **North Berkeley BART Site Recommendations** (Continued from November 27, 2018)

From: Housing Advisory Commission

Contact: Amy Davidson, Commission Secretary, 981-5400

Action: 48 speakers. Presentation made and discussion held.

Statement of Mission of Transportation Commission:

To be published with each agenda packet per TC action 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)



ABRIDGED COMMISSIONERS' MANUAL 2018 EDITION

The material in this guide is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the Disability Services Specialist and allow 7-10 days for production of the material in an alternative format.

Phone: 1-510-981-6418 | TTY: 1-510-981-6347

This Quick Reference Guide has been created for commissioners and board members. It is an easy, quick way to review common points of interest about commissioner service. More in-depth guidance, and the City's official guidelines and regulations related to commissions, may be found in the **Commissioners' Manual**, which outlines key concepts and rules related to the terms, requirements, work and purview of commissioners throughout their time on a commission or board. **Commissioners are encouraged to familiarize themselves with the Manual, as it contains comprehensive procedural and regulatory information that is critical to commissioners' work.**

You may find the Commissioners' Manual by contacting the City Clerk Department at 510-981-6900 or emailing commission@cityofberkeley.info, or by visiting the Boards and Commissions page on the City's website at <https://www.cityofberkeley.info/commissions/>.

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INTRODUCTION

For comprehensive information related to the purposes and organization of the board and commission system, and how their work is established, please refer to the Commissioners' Manual.

Commission Purview: Every commission is created by enabling legislation, which may take the form of an ordinance or resolution. When appointed, Commissioners are provided a copy of the enabling legislation pertinent to their commission or board. This enabling legislation defines the role, scope, and responsibilities of the commission.

SERVING ON A COMMISSION

Membership and Appointments: In order to be appointed to serve on a commission, commissioners must abide by certain requirements, such as residency requirements, and not be employees of the City of Berkeley. Appointments are generally made by a Councilmember appointing someone pursuant to the Fair Representation Ordinance.

Oath of Office: Before commissioners can participate as voting members of their commissions, they must take the Oath of Office as required by law, at the City Clerk Department or through their commission secretaries. Failure to take the Oath of Office within 30 days of the appointment date is cause for automatic termination.

Terms of Office: Most commissions have both “term minimums” and “term maximums.”

Vacancies: Vacancies are filled via the commission appointment or reappointment process.

Commissions with Special Regulations: The following commissions require special qualifications or unique terms for appointment: Sugar-Sweetened Beverage Product Panel of Experts, Mental Health Commission, Community Health Commission, Fair Campaign Practices Commission, Cannabis Commission, Homeless Services Panel of Experts, Loan Administration Board, and Youth Commission.

Attendance Requirements: It is important to note that all commissions are subject to certain attendance regulations. Failure to comply with attendance rules can result in automatic termination.

Commissioners must attend all meetings in order to avoid being marked absent. A commissioner is “absent” unless he or she 1) has been granted an excused absence because the meeting conflicts with a religious or cultural holiday (see below); or 2) The commissioner has obtained an approved leave of absence from their appointing councilmember or commission. Commissioners should inform the secretary as far in advance as possible if they cannot attend a meeting.

A commissioner must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance.

Absences, Leaves of Absence, and Terminations: There are various kinds of absences; below is information about them, and how they may lead to automatic termination.

Leaves of Absence: Leaves of Absence (LOA) may be granted to the commissioner by the appointing councilmember for a specific meeting, or a period not to exceed three months. Written notice of the LOA must be filed by the Councilmember with the City Clerk prior to the actual absence. Leaves of Absence may not be granted retroactively. Commissioners interested in seeking a Leave of Absence should **contact their appointing Councilmember with their request in advance of the absence**, and should consult the Commissioners' Manual to review specific exceptions and rules related to Leaves of Absence.

Automatic Terminations: The following are reasons why commissioners are automatically terminated:

- Absence from three consecutive meetings. Note that Commissions that meet on a reduced schedule may have different attendance rules.
- Absence from 50% or more of all regular meetings in a six-month period. Note that newly appointed commissioners must attend more than half of all regular meetings held during the reporting period since being appointed in order to avoid termination.
- The non-filing of required Conflict of Interest Disclosure statements.
- Failure to take the Oath of Office within 30 days of the appointment date.
- Non-residency.
- Failure to meet any eligibility requirements of the ordinance, resolution, or other law establishing the commission or regulating its membership.

Resignations: Commissioners wishing to resign must submit a written resignation **directly to the City Clerk** and to the appointing Councilmember or the Council, as appropriate. Either an electronic or a hard copy resignation will be accepted.. Resignations are effective the day the notice is received by the City Clerk unless a future date is indicated.

Accommodations for Commissioners with Disabilities: Commissioners who have a disability have a right to reasonable accommodations necessary for them to participate in City meetings and programs. The Americans with Disabilities Act (ADA) and other laws mandate that the City provide programmatic access and effective communication for people with disabilities to be able to participate in the City's programs, services, and activities including public meetings. For more information, contact the City's Disability Compliance Program at 6418.

Stipend: To remove economic hardship barriers, the City Council authorizes payment in lieu of certain expenses to commissioners of all Council-appointed boards, commissions, committees, task forces, and joint subcommittees who meet certain household income criteria. Eligibility criteria and payment information may be found in the Commissioners' Manual. Commissioners submit periodic eligibility paperwork directly to the Commission Secretary.

Conflict of Interest and Form 700: Members of Berkeley's commissions provide advice to the City Council, study various matters and, in the case of certain commissions, function in a quasi-judicial capacity. All members of commissions should be aware of the need to avoid any instances of conflict of interest. Conflict of interest standards are generally applicable to all commissions, with specific requirements sometimes applicable to particular boards and commissions. Conflict of Interest is reviewed in the Commissioners' Manual in depth. Some important points related to Conflict of Interest include:

- Commissioners are prohibited from making contracts in which they are financially interested.
- Commissioners are prohibited from participating in any decisions if it is reasonably foreseeable that the decision will have a financial effect on interests of the commissioner or his or her family, separate from the effect of the decision on the public in general.
- Commissioners must disclose the conflict and then remove themselves (recusal) from proceedings if there is a Conflict of Interest.

Most, commissioners are required to file a Form 700 Statement of Economic Interests in which they disclose specified financial interests. Failure to file the Form 700 within 30 days of appointment will result in termination from the commission. Form 700s are required upon appointment, annually, and when leaving a commission.

Commission Organization and Officers: All commissions have a chair and vice-chair as its officers. Officers are elected by a majority of the members of the commission. The terms, training requirements, and duties of these offices are described in the Commissioners' Manual.

Use of the City Logo and Business Card Policy: The City of Berkeley does not provide business cards for members of appointed boards and commissions. Commissioners are prohibited from using the city logo, branding, or collateral to create their own business cards.

COORDINATION AND COMMUNICATION WITH COUNCIL, STAFF, AND OTHERS

Coordination and Communication with City Council: The role of a commission is to advise the City Council. The City Council is responsible for accepting, rejecting, or modifying commission recommendations. The Council relies on the various commissions to increase the variety of viewpoints and talents brought to bear on City problems. By concentrating on specific areas, commissioners use their expertise and conduct detailed analyses that the Council itself may not have the time to pursue. It is expected that commissions will adopt positions of advocacy within their specific purview. However, the City Council's role is to take into consideration the many varied and sometimes conflicting public needs and render its judgment of what will best serve the public good. The Council must weigh the effect of any given recommendation, not only on the particular area of interest but on all other City goals and programs.

A commission transmits its findings, responses to referrals, and other recommendations to the Council through the Council agenda, or by transmitting a letter of communication.

There are many factors related to an item being placed on an agenda or in transmitting a letter to the Council. The commission secretary facilitates the process of communicating with the Council; consult the Commissioners' Manual for more information about this topic.

Coordination and Communication with Staff: The commission secretary, a City employee designated to assist the commission in its functions, performs administrative duties and ensures that the commission is apprised of laws and processes affecting proposed recommendations.

The commission secretary is also a representative of the City Manager, and therefore advises the commission of staff's recommendations. In this sense, the secretary is an active participant with the commission, although without a vote, rather than merely a passive transmitter of information. The secretary assists the commission but is not an employee of the commission. At all times, the secretary is directly responsible to the department director and City Manager.

In coordinating with staff, commissioners must:

- Ensure all contacts from the commission to any member of the staff, including those to a higher-level employee (e. g. the City Manager), are transmitted through the secretary. Conversely, all contacts from staff to the commission go through the secretary.
- Keep all contacts with staff members clearly in the framework of the commission assignment.
- Not ask for individual reports, favors, or special considerations.

- Direct complaints from the public directly to the secretary, who will respond on behalf of the City.
- Realize that the assigned secretary reports directly to a supervisor and may not be able to carry out every request that the commission may have.

Further information related to the secretary’s role with the commission is provided in the Commissioners’ Manual.

Commission Relationship with City Manager: The City Manager has a direct interest in the work of all commissions as they often advise the City Council on issues that will affect the use of staff time and City resources.

IMPORTANT REMINDER: When considering the appropriateness of communicating publically as a commissioner, remember these simple guidelines:

- The City Council speaks for the City
- Commissions speak to the Council
- Commissioners speak as private individuals

Any time a commissioner uses their commission title or references their membership on a city commission when speaking publically, they must state the following:

“I am speaking in an individual capacity and not representing the [Commission Name] or the City of Berkeley.”

PUBLIC MEETINGS AND AGENDAS

The Brown Act: The Brown Act is the state’s open meetings act. It is intended to ensure that the public has adequate notice of what actions its elected and appointed local decision makers may take and that those decisions and the deliberations leading to them occur in public.

The Brown Act applies to the meetings of legislative bodies such as commissions.

Any contact between a quorum of the legislative body, either directly or through intermediaries, to hear, discuss, deliberate, or take action “on any matter within the subject matter jurisdiction” of the City or commission is a meeting. All meetings must be conducted in compliance with the Brown Act. Meetings also include retreats, forums, workshops, and similar types of events. The definition of a meeting extends to contact in person, by telephonic or other electronic medium, or through intermediaries. With a few narrow exceptions not applicable to most commissions, all meetings of legislative bodies must be open to the public.

Types of Meetings: Meeting types include:

- Regular meetings—meetings that occur at dates, times, and places set by formal action of the commission at the beginning of the year.
- Special meetings—meetings called to hear a specific item or items. These meetings are not “standing” meetings with set dates, times, and places.
- Subcommittee meetings—meetings with less than a quorum of the parent committee, designated by the commission for a specific task and a limited duration. These subcommittees are advisory to their parent commission, not to Council, and are tasked with studying specific issues. Note that ad hoc subcommittees have different agenda requirements than other kinds of meetings.
- Public hearings—meetings that are held when required by law. Not all commissions hold public hearings.
- Concurrent meetings of commissions—meetings held by two or more commissions or subcommittees to discuss an issue that falls under their purview.

Each type of meeting has its own requirements related to how the meeting is noticed (how many hours prior to the meeting the agenda is published, and where it is published). More information related to how the Brown Act treats these meetings is available in the Commissioners’ Manual. The Manual also explains what gatherings are not considered meetings under the Brown Act.

Brown Act Violations and Danger Areas: Below are some of the “danger areas” related to the Brown Act.

- Serial Meetings: One type of illegal meeting is a “serial meeting.” A serial meeting is one in which a quorum of a legislative body communicates with each other, directly or indirectly, through whatever medium, to develop collective concurrence. There are many types of serial meetings, all of which are prohibited.
- Retreats, Forums, Workshops: Retreats, forums, study sessions, workshops, and similar are considered meetings. Any such activity, where a quorum of the commission is present and discussing commission business, **is a meeting**. It must meet all the requirements for notice, public participation, location, and accessibility.
- Lobbying: Serial lobbying by members of the public of all commission members is not prohibited *as long as they are not acting as intermediaries between members of the legislative body.*

Placing Items on a Commission Agenda: Any commissioner may submit items to appear on their respective commission’s agenda. Commissions should adopt procedures and guidelines in their bylaws for submitting items to the commission agenda.

COMMISSION PROCEDURES

Following proper procedures will ensure the validity and integrity of commission actions. It is essential that commissioners remember that the standards of conduct and transparency are higher for public legislative bodies. Procedures ensure clear and efficient conduct of commission business and facilitate a productive public process.

Polling, Quorum, and Voting: The Commissioners' Manual reviews proper procedures for polling to ensure there is a quorum for a meeting. A quorum is the minimum number of commissioners who must be present for the valid transaction of business. Voting refers to the number of affirmative votes needed to pass a motion.

Rules and Procedures of Commission Meetings: Procedures for meetings are established via meeting rules. Parliamentary procedures for chairs and commissioners, the precedence of motions, and voting procedures are available in informational materials provided by the City Clerk Department. Parliamentary rules derive from Robert's Rules of Order.

Order and Decorum: The ways in which the public may address the commission at meetings, and the conduct of public at these meetings, is addressed in the Commissioners' Manual.

Commissioners must adhere to these standards of conduct:

- While the commission is in session, the commissioners should not interrupt the proceedings or any commissioner or member of the public who has the floor.
- The chair or the vice-chair may participate in the debate, subject only to such limitations of debate as are imposed on all commissioners. The chair should not be deprived of any of the rights and privileges enjoyed by a commissioner by reason of his or her acting as the presiding officer.
- Every commissioner desiring to speak should address the chair and, upon recognition by the chair, should confine himself or herself to the question under debate.
- A commissioner, once recognized, should not be interrupted when speaking unless it is to call him or her to order or for a point of personal privilege. If a commissioner, while speaking, is called to order, he or she should cease speaking until the question of order can be determined, and, if in order, he or she should be permitted to proceed.

COMMISSION REPORTS TO COUNCIL

The City Council values the recommendations that commissions make, and commissions should follow guidelines to create high-quality reports. The agenda process and the Council's agenda schedule are important to consider when creating a report.

To transmit findings to the Council, **action of the full commission is required.** Commissions should prepare the text of their reports or letters with the approval of the full commission. Basic steps for communicating to the Council include:

- An item is placed before the commission by Council referral, staff, or a commissioner.
- The commission agendas the topic.
- The commission discusses the agenda item and votes to send its recommendation or findings to Council.
- The commission drafts a report, approving the text by motion and vote, and sends it to the secretary (it may take several commission meetings to fully discuss an item and agree on findings). Final editing may be assigned to specific commissioners.
- The secretary enters the report into the Council agenda review process within three weeks from receiving the final text of the report from the commission.

There are procedural aspects related to providing the Council with high-quality reports, such as going through a comprehensive review process, evaluating financial implications, using the correct format, and clearly stating the implications of the recommendation. Reports should include:

- A clear recommendation on what action the commission is asking Council to take.
- A realistic evaluation of the financial implications of the recommendation and, if possible, potential funding sources.
- The reasons for the recommendation and the facts that support them.
- The resolution or ordinance in proper format, if needed.

INFORMATION FOR CHAIRS AND VICE-CHAIRS

The chair, who is elected by the majority of the commission for a one year term, presides at commission meetings and ensures the work of the commission is accomplished.

The election of the chair and vice-chair is usually in February; check the commission's specific enabling legislation for exceptions. The term for both chair and vice-chair is one year. Elections must be placed on the commission agenda, as described in the Commissioners' Manual. Regulations for officer elections include:

- Nominations for chair and vice-chair require a motion (with second).
- A commissioner may nominate himself or herself.
- Any member of the commission, regardless of length of tenure on the commission may be elected chair or vice-chair.
- There is no automatic succession from vice-chair to chair.
- Motions to nominate must be voted on in the public forum, and no secret ballots are allowed.
- A roll call vote is recommended for votes on commission officers, and is required if any commissioner requests a roll call vote.
- The results of the vote must be publicly announced and the vote recorded in the minutes.
- A commissioner may not be elected chair if he or she will not be able to finish the term due to the two-year limitation.

A commissioner shall not serve as chair for more than two consecutive years; there are no term limits for the vice-chair.

The vice-chair assumes the duties of the chair in his or her absence.

Some of the major duties for the chair include:

- Presiding over meetings effectively by exerting sufficient control of the meeting to eliminate irrelevant, repetitious, or otherwise unproductive discussion. At the same time, the chair must ensure that all viewpoints are heard and are considered in a fair and impartial manner.
- Controlling the debate among commissioners so everyone has a chance to speak.
- Participating in debate.
- Making motions, and seconding motions.
- Presiding over public hearings.
- Ensuring commission bylaws, if any, and procedures are followed. The chair cannot make rules related to the conduct of meetings; only the full commission may do so.
- Appointing commissioners to temporary subcommittees subject to the approval of the full commission.

- Approving the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the chair the authority to remove an item submitted by commissioners or staff if submitted by the established deadline.
- Signing correspondence on behalf of the commission.
- Representing the commission before the City Council. Other commissioners may be the representative with the formal approval of the commission by motion and vote.
- Responding to inquiries from the media to clarify actions taken by the commission, but *not editorializing, offering personal opinions, or speculating about future actions when speaking in such capacity.*
- Approving commission reports to Council. The chair cannot modify content that was approved by the full commission.
- Calling special meetings when necessary.

Per the City Council, chairs and vice-chairs are required to participate in mandatory annual training. A video training provided by the City Clerk Department satisfies this requirement. The video features training on commission procedures and legal requirements. This training video must be viewed and the Affirmation of Completion must be filed with the City Clerk no later than 60 calendar days from the date of election as chair or vice-chair. Failure to comply with these requirements will result in the immediate forfeiture of the position of chair or vice-chair. While not mandatory for commissioners other than the chair and vice-chair, completion of this training is encouraged for all commissioners.

Transportation Commission

Communications

March 21, 2019

D1

From: Donald Lathbury [mailto:donald.lathbury@gmail.com]

Sent: Thursday, February 21, 2019 8:37 PM

To: Bright, Tamlyn <TBright@cityofberkeley.info>; Javandel, Farid <FJavandel@cityofberkeley.info>

Subject: Suggested Language on Two Way Stops for Stop Sign Warrants

At two-way stops along bicycle boulevards, the Transportation Department is encouraged to add “Opposing Traffic Does Not Stop” signage with the stop signs to improve intersection safety.

Thanks,

Donald