

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: September 20, 2021  
Reviewed by: NA

**SUBJECT:** Review of Advisory Body Work Plan

**REPORT BY:** Anne Hsu, City Clerk

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**SUMMARY**

This report is a continuation of the 2021-2023 Advisory Body Work Plans as developed by the Advisory Bodies to the City Council. The work plans are submitted to the City Council by the Advisory Bodies for Council review and approval. This work plan being presented is provided in the new work plan template recently approved by the Council. This work plan covers a period of two years from July 1, 2021 – June 30, 2023.

**STAFF RECOMMENDATION**

That the Council:

1. Receive presentation regarding the work plan developed by the Transportation Commission
2. Provide any comments or direction regarding the proposed work plan
3. Approve work plan for implementation by the Advisory Body

**BACKGROUND/DISCUSSION**

Advisory Bodies to the City Council include the Arts Committee, Charter Review Committee, Climate Action Committee, Community Media Access Committee, Economic Development Committee, Financial Advisory Committee, Parks, Recreation & Open Space Commission, Planning & Zoning Commission, Social & Economic Justice Commission, and the Transportation Commission. The Police & Fire Pension Board is defined in the City Charter for specific focused purposes, and as such does not complete a work plan. The Police & Fire Pension Board oversees the investments and stability of the retirement plan for public safety employees who were hired prior to July 1, 1971.

Per Council action in February 2015, the Council will now receive work plan presentations every two years. The review of the work plans is intended to highlight recent accomplishments and outline priority focus areas for each of the Advisory Bodies. The work plans are also intended to help further the Council's Strategic Plan and denote relativity to the Strategic Plan when applicable. The work plans are to prioritize implementation of the Council's Strategic Plan. The current City Council Strategic Plan runs through June 30, 2021. As the Council

initiates an update to the Strategic Plan, additional goals and objectives may need to be incorporated into certain advisory body work plans as relevant.

On May 3, 2021 the Council received presentations and approved the work plans for the Arts Committee and the Parks, Recreation and Open Space Commission, The Council took subsequent action to update the advisory body work plan template and adopted the revised template on June 21, 2021. The remaining advisory body work plans that will be presented to the Council will utilize the updated template.

In addition, per Council policy, should any changes to a Council approved work plan be desired by an advisory body, a “Work Plan Amendment Request” must be submitted by the Advisory Body to the Council for review and approval. No changes can be requested after November 1<sup>st</sup> in the second year of the work plan.

Work plan presentations by the remaining advisory bodies to the City Council will be scheduled over the course of the next several Council meetings.

### **SUSTAINABILITY CONSIDERATIONS**

A number of the priority projects, policy and/or programs included on the work plans include opportunities to increase sustainability within the City.

### **FINANCIAL CONSIDERATIONS**

None.

### **Attachments**

1. Transportation Commission Work Plan 2021-2023



## CITY OF ALBANY TRANSPORTATION COMMISSION

**July 1, 2021 – June 30, 2023 Work Plan**  
**Recommended by the Transportation Commission: July 22, 2021**  
**Approved by the City Council: DATE**

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### **Background**

Each advisory body shall prepare a work plan to be approved by the City Council to ensure tasks being undertaken support the overarching goals of the Council and the City.

This work plan encompasses two fiscal years (July 1 – June 30), starting with the fiscal year following a regular City Council election. The work plan reviews progress on the prior work plan, and identifies items for the next work plan period. The work plan includes items identified as priority projects within the City Council’s Strategic Plan.

The newly appointed advisory body shall draft a work plan during the first half of their first year. This will be presented to the Council for approval and implementation will begin in July. Tasks remaining on the previous work plan will be worked on between January – June.

The Transportation Commission shall review the work plan mid-cycle to identify accomplishments and ensure continued focus on completing tasks.

If a change is needed to the work plan outside of that schedule, the Transportation Commission shall submit a “Request for Amendment to Advisory Body Work Plan” Form for review by the City Council.

Advisory bodies shall review their work plans at the end of the two year term (November/December even calendar year ) and create a status report of their work, including what was completed; what should continue; and what should be dropped. An optional narrative can explain decisions made regard individual items. This summary document will assist the bodies newly appointed at the beginning of the odd calendar year understand their role and enable them to develop their own plan going forward.

### **Purpose of the Transportation Commission**

The Transportation Commission advises the City Council on transportation policy and project planning and design on City-owned right-of-way. The Transportation Commission takes into consideration mobility, safety, sustainability, accessibility, and equity when making decisions or recommendations.

## 2019-2021 Work Plan Outcomes

[Include report from prior advisory body and indicate whether each item is *completed*, *worked on*, or *not worked on*.]

### **City Council Strategic Plan Workplan Items (in order of priority by workplan item):**

#### ***Implement and continue reporting on and updating the Active Transportation Plan and related portions of the City's Capital Improvement Program.***

The Transportation Commission will provide a forum for public review and advise on the planning and design of street, bicycle, and pedestrian projects in the Capital Improvement Plan (CIP), including:

1. Traffic signal and safety improvements at **Marin/Masonic and Solano/Masonic** (CIP# 25007)  
*Worked on – made recommendation on final design*
2. Citywide implementation of **red curbs at intersections** (CIP# 25005)  
Red zones at intersections provide increased visibility for pedestrians when crossing the street. Guidelines were adopted by City Council in 2017. Identifying priority streets and public review of proposed changes are still needed before project delivery.  
*Worked on – installations at Francis/Tevlin and Brighton/Cornell*
3. Implementation of **traffic calming projects**  
This includes neighborhood traffic calming projects for Washington Ave on Albany Hill (CIP# 24009) and Brighton Ave adjacent to El Cerrito Plaza (CIP# 24008) along with the citywide traffic calming projects implementing traffic calming measures petitioned for by residents per the city Traffic Calming Policy (CIP# 25001).  
*Worked on – Washington Ave on Albany Hill completed, several citywide traffic calming projects completed*
4. Bicycle and pedestrian improvements along **Codornices Creek** behind Krone Field between 8<sup>th</sup> St and 10<sup>th</sup> St (CIP# 43001)  
This closes a gap in the 'slow' bicycle network linking recreational fields in Berkeley and Albany and improves creek access in conjunction with restoration of Codornices Creek.  
*Worked on – made recommendation on final design*
5. Preparation of an **updated Active Transportation Plan**  
The Commission has identified the need to update the guiding document for the City's policies and projects related to active transportation. The existing Active Transportation Plan was adopted in 2012 and last amended in 2014. This item is dependent upon funding but would be a large workplan item once underway.  
*Worked on – grant application submitted*
6. Review post-project monitoring of Marin-Buchanan Phase 3 project and advise on implementation of potential **improvements to the Marin/San Pablo intersection** (CIP# 25002)  
This includes completing bicycle facility connections through the intersection and reduces potential vehicle conflicts with cyclists and pedestrians.  
*Worked on – made conceptual design recommendations*
7. Advise on implementation of Safe Routes to School improvements at the **Marin Ave/Cornell Ave intersection** (CIP# 25004)  
This includes evaluation of locations for installation of flashing beacons at crosswalks.

*Completed*

8. Review status and design of **Pierce Street Path Segment II** (ATP Project #3)  
This includes off-street facilities connecting existing path along Pierce at the 500 block to the Buchanan Bikeway.

*Not worked on*

***Implement Complete Streets Plans on San Pablo & Solano Avenues.***

1. Advise on development of **Solano Ave Complete Streets and Corridor Revitalization Plan** (CIP# 25006) and development of implementation projects per City Council direction  
*Worked on – study completed, awaiting further study identified*

2. Monitor and provide input on **San Pablo Avenue Corridor Project** planning process (led by the Alameda County Transportation Commission)

*Worked on*

***Develop a timeline and funding plan to support scheduling CIP projects to achieve street-safety-related infrastructure goals including (1) street paving quality (PCI), (2) appropriate night lighting of streets, sidewalks, and parks, and (3) safety features at intersections and other crossings of roadways.***

1. Review city **pavement management** program and funding levels

*Worked on*

2. Advise on **annual street rehabilitation** (CIP# 21000)

*Worked on*

3. Advise on the preparation of a **citywide street lighting evaluation** (CIP# 25008)

*Worked on – discussed draft RFP*

4. Advise on project prioritization and repair criteria for the **Sidewalk Repair Program** (CIP# 22000)

*Worked on*

5. Advise on updates to **criteria for implementation of traffic calming** (CIP# 25001)

*Worked on*

**Other Work Plan Items (in order of priority):**

Provide a public forum and make recommendations to the City Council on the following policy initiatives and transportation improvements:

1. Review modifications to **curb management adjacent to Albany Unified School District facilities** in relation to AUSD construction activities

*Worked on*

2. Review procedures for **long-term encroachments** into city-owned right-of-way  
*Worked on, as well as permitting for outdoor dining during COVID-19 response*

3. Advise City Council on **updates to the Municipal Code** provisions related to Transportation Commission responsibilities and procedures

*Worked on*

4. Monitor transportation issues related to **shared mobility and mobility-as-a-service** companies

*Worked on*

5. Advise on updates to city standards regarding **curb ramps**

*Worked on*

## Fiscal Year 2021-2023 Work Plan Items

[Required items are identified as *(required)*, others are desired.]

### Regular Reports

- Monthly Police Data on Collisions and Citations
- Shared Mobility Data

### Recurring Action Items

- Advise on **Capital Improvement Plan project planning and design**, including ongoing street rehabilitation, sidewalk repair program, and traffic calming programs along with stand-alone street, bicycle, and pedestrian projects. *(required)*
- Serve as the City's **Bicycle and Pedestrian Advisory Committee** / Active Transportation Advisory Committee *(required)*
- Manage regulation of on-street parking and **curb designations**, including review of red and blue curb requests and implementation of intersection red curb policy *(required)*
- Review **collision data** to identify potential priorities and hot spots *(required)*
- Monitor transportation issues related to **shared mobility and mobility-as-a-service** companies
- Advise City Council on **updates to the Municipal Code** provisions related to Transportation Commission responsibilities and procedures
- Investigate **reduced speed limit school zones** as a speed reduction measure
- Advise City Council on transportation policy and legislation

### One-time Action Items

#### **Plans/Policy**

1. Prepare an **update to the Active Transportation Plan**  
The Commission has identified the need to update the guiding document for the City's policies and projects related to active transportation. The existing Active Transportation Plan was adopted in 2012 and last amended in 2019 to update the Kains and Adams projects. This item is dependent upon funding but would be a large workplan item once underway.
2. **COVID-19 Recovery / Outdoor Dining Parklets Policy** post-COVID  
Review policy for outdoor dining parklets following removal of restrictions on indoor dining.
3. Advise on the preparation of a **citywide street lighting evaluation**  
The purpose of this project is to evaluate the current lighting conditions for Albany streets and to identify lighting improvements for safety and comfort of all users.
4. Monitor and provide input on the development of the **AC Transit Service Plan** (led by the Alameda – Contra Costa Transit District)
5. Update **sidewalk repair program prioritization** criteria  
This includes review of citywide sidewalk survey data and development of new prioritization criteria for future rounds of the sidewalk repair program.

## Capital Projects

1. Monitor and provide input on **San Pablo Avenue Corridor Project** planning process (led by the Alameda County Transportation Commission) and associated San Pablo Avenue Corridor Very Near-Term Safety Improvements and Pilot Projects
2. Develop a **Complete Streets Plan for Marin Avenue**  
This includes a study of potential bicycle facility alternatives for Marin Avenue.
3. Evaluation of **Kains and Adams Bikeway and Traffic Calming Pilot Project**  
This includes collection of pre- and post-project data for evaluation of the 1-year pilot project.
4. **UC Village Active Transportation Connections**  
In coordination with the University of California, active transportation connection projects may be under development in conjunction with planned additional student housing and reconstruction of Ocean View Elementary.
5. Develop design of **Pierce Street Path Segment II**  
This includes potential on- and off-street facilities connecting the existing path along Pierce at the 500 block to the Buchanan Bikeway
6. Develop alternatives analysis for **Adams Street bridge** over Cerrito Creek (ATP Project #6)  
This item is dependent upon funding but is the next step in developing the concept.
7. Develop **wayfinding and access improvements for the Albany Bulb and Bay Trail.**

## Potential Future Work Plan Items

Items of interest but not included for work due to potential lack of capacity or funding. If completion nears on the committed items above, the body can request approval to work on one or more items in this section.

1. Review and update Solano Avenue Complete Streets Study following Active Transportation Plan Update