



# Agenda Report

**TO:** CITY COUNCIL **DATE:** August 15, 2018  
**FROM:** TRANSPORTATION ADVISORY COMMISSION (TAC)  
**SUBJECT:** ANNUAL REPORT – July 2017 through June 2018, and  
WORK PLAN – July 2018 through June 2019.

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**RECOMMENDATION:**

This Annual Report is submitted for informational purposes only.

Attached is the following:

- Mission Statement
- Annual Report of Accomplishments for July 1, 2017 through June 30, 2018
- Work Plan for July 1, 2018 through June 30, 2019
- Roster of Subcommittees for 2018-19
- Report of Commission Attendance for July 1, 2017 through June 30, 2018

The Commission reviewed its accomplishments over the past year. The focus of the Commission was to determine if it has been serving the City in conformance with its Mission Statement. The Commission did and will continue to discuss future plans and goals. The emphasis of the dialogue was focusing on the direction of Commission activities and how it can best serve the residents of Pasadena.

The Commission initially discussed the formulation of its Annual Report and Work Plan at its June 28, 2018 meeting. On July 26, 2018, at its Annual Meeting, the Commission reviewed its accomplishments during the past year, and formulated its Work Plan for the coming year.

Respectfully submitted,

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Greg Gunther  
Immediate Past Chair

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James De Pietro  
Incoming Chair

City of Pasadena  
**TRANSPORTATION ADVISORY COMMISSION**

ANNUAL REPORT: 7/1/17-6/30/18

WORK PLAN: 7/1/18-6/30/19

## **MISSION STATEMENT**

### **MISSION:**

As set forth in Section 2.135.110 of the Municipal Code, the primary purpose of the Commission is to advise the City Council concerning policies affecting the City's transportation system. The Commission studies and holds public hearings assessing the economic, environmental, and social adequacy of the City's transportation system and recommends short and long-range measures for its improvement.

The Commission also advises the City Council on matters aimed at implementing the objectives and policies contained in the 2004 General Plan Mobility Element, along with any future updates to the City's Mobility Element.

Consistent with Section 2.135.110 and the Commission's Rules and Regulations, the Commission studies and makes policy recommendations to the City Council on issues including, but not limited to, the following:

- a. Measures affecting the traffic circulation and transportation in the City of Pasadena.
- b. Annual and long range allocation of Proposition A and C funds and Measure R Metro Sales Tax Funds.
- c. Annual capital programs and five-year Capital Improvement Program of the City affecting streets and transportation.
- d. Federal, state and regional funding actions affecting the transportation network serving Pasadena, including existing and proposed freeways.
- e. Inclusion of Pasadena in Southern California's Light Rail Transit Network.
- f. Transportation Demand Management (TDM) programs and measures designed to manage or reduce traffic congestion, including ridesharing, vanpooling, alternative work-hours strategies, application of new technologies, and encouragement of existing and alternative modes of transit.

- g. Provision for a public transit system, including streetcar/trolley and shuttle bus systems.
- h. Protection of residential neighborhoods from intrusion of through traffic or new trips generated by new development projects.
- i. Provision for service to those with limited access to transportation.
- j. Promotion of energy conservation aspects of transportation.
- k. If and to the extent requested by the City Council, leadership of and participation in local and regional studies and committees or task forces dealing with transportation issues.
- l. If and to the extent requested by the City Council, assistance to other City Commissions, Committees and Task Forces regarding transportation-related issues including review of and comment on transportation related policy aspects of various elements of the City's Strategic Plans, Specific Plans, Master Plans, development projects, and associated environmental impact reports.
- m. Such other matters as shall be referred from time to time to the Commission by the City Council.

## **ANNUAL REPORT: July 1, 2017 – June 30, 2018**

The following are highlights of the Commission's activities and accomplishments in fiscal year 2017-18:

- July 2017** Information about Draft Pasadena Short Range Transit Plan; Appointment of Commissioner Miller to represent TAC on the Civic Center Improvements Community Task Force; Adopted Work Plan; Election of Officers; Appointment of Commissioner Edwards to represent TAC on the Design Commission
- September 2017** Information about Metro's Supportive Transit Parking Program; Update on Pasadena's Transportation Performance Metrics
- October 2017** Presentation and comments regarding Transportation System Management, Transportation Demand Management and Capital Improvement Project ideas for submission to Metro as candidates for unused SR-710 Measure R funds
- December 7, 2017** Information about Rose Bowl Loop Liability Issues and Enhancing User Safety; Review of Draft TAC Commissioner Orientation Program
- December 18, 2017** Continued information about Rose Bowl Loop with Commission Members Comment on Draft Letter addressed to Public Safety Committee
- January 2018** Adopted role of TAC as conduit for Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) Measure M Future Public Participation Plan; Commission reviewed and endorsed Arroyo Link Bicycle Path
- March 2018** Reviewed and approved 2019-2023 Capital Improvement Program (CIP) Budget; Reviewed and approved Short Range Transit Plan; Information about completed Commission Orientation Program and Quarterly Update Letter to Councilmembers
- April 2018** Information about "Join the Conversation" Setting Budget Priorities for FY 2019; Information about Orange Grove Boulevard Lane Reconfiguration Project; Information about Union Street Protected Bike Lane Project, Information about Enhancements to Metro Gold Line Allen Station – Concept Study
- June 2018** Commission reviewed the first DRAFT of the Annual Report and Work Plan to be finalized at the regular July meeting.

**Capital Improvement Program (CIP) Budget:** The Commission conducted its annual review of the CIP budget.

**Transit and Traffic Issues:** The Commission reviewed the Short-Range Transit Plan and Rose Bowl Loop Safety Issues.

**Complete Streets Issues:** The Commission received regular updates regarding planning and implementation of Complete Streets related projects.

**Project Review:** None reviewed this year.

**Design Commission:** The Commission continued to have one of its members serve as its designee to the Design Commission. Commissioner Edwards continued his role as the TAC's Design Commission representative and provided routine updates to the Commission.

**Metro Gold Line:** The Commission received presentations regarding both Metro's Supportive Transit Parking Program and Project Ideas for submission to Metro as candidates for unused SR-710 Measure R funds.

**SR-710 North DEIS/DEIR:** DOT staff kept the Commission up-to-date on the status of this project and the DEIR/DEIS.

**Staff Update:** DOT staff provided the Commissioners with regular updates on upcoming projects.

**Commissioner Changes:** The Commission said farewell to and thanked Commissioner Paul Backstrom and Commissioner Kleinman for their dedicated service on the Commission. The Commission welcomed the addition of Commissioners Sam Morrissey and Nick Saponara.

None of the Commission's accomplishments would have been possible without the support and assistance of Department of Transportation (DOT) staff. The Commission thanks DOT staff for their continued support and cooperation in Fiscal Year 2017-18.

## **WORK PLAN: July 1, 2018 – June 30, 2019**

As required by Section 2.135.090 of the Municipal Code, the Commission has developed the following Work Plan representing a partial list of the most important issues to be reviewed or studied by the Commission for Fiscal Year 2017-18. We will review the plan mid-year if needed to assess our progress.

***Complete Streets Improvement Measures*** — During Fiscal Year 2018-19, the Commission will continue its efforts to encourage non-vehicular modes of travel in Pasadena. The Commission will also continue to monitor and support efforts to increase development of projects that reduce greenhouse gas emissions by generating vehicle-miles-traveled (VMT) that are less than City's adopted VMT goals.

***Communications*** — The Commission recognizes the value of effective communication between DOT staff, the City Council, and neighborhood groups and stakeholders. Complementing the objectives outlined in the Neighborhood Involvement objectives, the Commission will continue to review and provide advisory support of DOT staff and consultant materials and presentations.

***General Plan/Specific Plans Update*** — The Commission will continue to participate in the City's Specific Plan update process.

***Gold Line*** — The Commission will continue to monitor efforts by DOT and Metro to reduce vehicle, bicycle and pedestrian delays at the three at-grade Gold Line crossings of Glenarm Street, California Boulevard and Del Mar Boulevard. The Commission will also monitor bicycle and pedestrian safety and access to the Gold Line stations located throughout the City. The Commission will also monitor the status of the Gold Line extension project and its impacts to the City since the opening of the extension to Azusa. The Commission will monitor the progress and provide advisory support for the anticipated Metro Gold Line at-grade Crossing Improvement Project.

***Transit Issues*** — The Commission will continue monitoring the progress on various improvements to transit routes planning, equipment upgrades, transit arrival systems, etc.

***Bicycle Transportation Plan*** — The Commission will monitor the progress on implementation of Pasadena's Bicycle Transportation Plan. The Commission will also continue to advocate for the development and implementation of bicycle-related strategies which would promote the safety of bicyclists riding on city streets.

***Pedestrian Plan*** — The Commission will monitor the progress on preparation of the various Specific Plans and will use that process as well as the City's Complete Streets Program to advocate for the development and implementation of pedestrian friendly strategies which would encourage walking and would promote the safety of pedestrians walking along city streets or crossing at intersections.

***Annual Report Card*** — Staff has secured consultant services to obtain travel time data on several arterial streets in Pasadena. The Commission will review or receive input from staff on procedures to use this new service in developing and automating the Annual Report Card for future years.

**Project Review** — If and to the extent requested by the City Council: The Commission will continue to review and comment on transportation related policy aspects of various elements of the City’s Strategic Plans, Specific Plans, Master Plans, development projects, and associated Environmental Impact Reports (EIR). A representative from the Commission serves as a voting member of the Design Commission to further ensure the inclusion of a transportation perspective in the review of projects.

**Capital Improvement Projects** — The Commission will continue to review and make recommendations to the City Council regarding annual capital improvement program and the five-year capital improvement program.

**Project Monitoring** — The Commission will continue to monitor ongoing transportation projects, including, but not limited to, the following: progress on SR-710 North Measure R Early Action Projects; NTMP community meetings and projects; and Gold Line Foothill Extension. In addition, the Commission will periodically review updates on the City’s progress in implementing its Complete Street Program and Intelligent Transportation System (ITS).

**Orientation Program** — The Commission implemented the recently completed “Orientation Program” for new Commissioners to accelerate the process of getting new Commissioners up to date on TAC issues and procedures.

**Neighborhood Involvement** — Each Commissioner may work with their Council Member’s office to participate in meetings in their district or have a transportation focus added to an already existing meeting, in efforts to gather public input. Additionally, the Commission may explore the potential of scheduling meetings at different locations and different times to encourage community involvement. To support this goal, two continuing initiatives are planned:

- The Commission will prepare a semi-annual update to make district-level participation easier (and ensure consistent messaging)
- The Commission will also work with designated staff in the department-wide effort to reach out to neighborhood, stakeholder and advocacy groups on a regular basis.

**Updates and Briefings** — The Commission will receive informational updates on some of the key department initiatives, such as:

- Quarterly updates regarding the department’s progress (and adjustments to):
  - Six-Month Strategic Objectives
  - Status of various grants and funded Transportation projects.
- Other specific projects and programs not listed above, including but not limited to:
  - Progress and implementation of the Electric Vehicle (EV) charging stations.
  - Update on pilot car-sharing program – Zipcar.
  - Update on the Bike Share Program.
  - Potential future open street events.
  - “Pasadena Transit” operations and adjustments to equipment and routes.

**Attachments:**

***Roster of Subcommittees*** — The roster for Fiscal Year 2018-19 subcommittees is attached as Exhibit A.

***Attendance Record*** — An attendance record for commissioners during Fiscal Year 2017-18 is attached as Exhibit B.



## EXHIBIT A

### Transportation Advisory Commission

#### Ad Hoc Subcommittees

	<b>CIP</b>	<b>Specific Plans</b>	<b>Public Transit</b>	<b>Complete Streets</b>	<b>Communi cations</b>
James De Pietro				√	√
Jonathan Edwards		√			
Greg Gunther			√		√
Adriana Lim				√	
Blair Miller	√	√			√
Sam Morrissey	√			√	
Jeffery Potter			√		
Timothy Sales		√		√	
Nick Saponara	√		√		

Legend:

- CIP: Capital Improvement Program monitoring
- Specific Plans Update process
- Public Transit: Public Transit/Pasadena Transit (to also include Gold Line, Foothill Transit, LADOT Commuter Express, etc.)
- Complete Streets: to include the Bicycle Transportation Plan, Pedestrian Issues, Complete Streets Concepts, and Annual Transportation Report Card monitoring
- Communications: Subcommittee that has created the TAC Orientation Program for new Commissioners, and will prepare quarterly updates if needed, and work with staff on DOT interface with neighborhood, stakeholder and advocacy groups

## EXHIBIT B

### Transportation Advisory Commission

**Attendance: July 1, 2017 to June 30, 2018**

<b>2017</b>	7/27/2017	8/2017	9/28/2017	10/26/2017	12/7/2017	12/18/2017 [S]
Backstrom, Paul	P	N/A	P	E	P	P
De Pietro, James	P	N/A	P	P	P	P
Edwards, Jonathan	P	N/A	P	P	E	P
Gunther, Greg	E	N/A	P	P	P	P
Kleinman, Neil	E	N/A	P	E	P	P
Lim, Adriana	P	N/A	P	P	P	P
Miller, Blair	P	N/A	P	E	P	P
Potter, Jeffery	P	N/A	P	P	P	P
Sales, Timothy	P	N/A	P	P	P	P

<b>2018</b>	1/25/2018	2/22/2018	3/22/2018	4/26/2018	5/24/2018	6/28/2018
Backstrom, Paul	P	XX	P	E	XX	P
De Pietro, James	P	XX	E	P	XX	P
Edwards, Jonathan	P	XX	P	E	XX	E
Gunther, Greg	P	XX	P	P	XX	E
Kleinman, Neil	P	XX	E	P	XX	P
Lim, Adriana	P	XX	P	P	XX	P
Miller, Blair	P	XX	P	P	XX	P
Potter, Jeffery	P	XX	P	E	XX	P
Sales, Timothy	P	XX	P	P	XX	A

### NOTES

P =	Present
E =	Excused
A =	Absent
LOA =	Leave of Absence
Shaded =	Not Applicable
XX =	Meeting Cancelled
[R] =	Special Meeting Retreat
[S] =	Special Meeting
NQ =	No Quorum; so no meeting held
R-N/A =	Recused, so attendance is not applicable