Purpose of Better Buses for LA Work Group

- Creating a collaborative space for partners to share ideas, information and advocacy efforts for improving bus service
- Share updates and discuss strategies around Metro’s NextGen, Bus Only Lanes and COVID-19 response/recovery transportation efforts

For more information on the Better Buses for LA Work Group and previous meeting notes: https://investinginplace.org/work/work-groups/

Key topics for today’s discussion:

- Metro Updates and actions
  - Metro and COVID-19
  - Encourage public comment to be directed to Operations, Safety and Customer Experience Committee Thursday 6/18 9am

- June Report from Bus Speed Work Group
  - Bus only Lanes 5th and 6th: a westbound bus only lane on 5th Street and an eastbound bus only lane on 6th Street, between Flower Street and Central Avenue.
  - Buffered Bike Lanes
  - Bus only Lanes Aliso Street (Spring to Alameda)
  - Bike and Bus Only Lanes Olive and Grand

Agenda (and link to presentation)

3:30 Welcome/Introductions

3:35 Updates on Metro

- May 31 Letter from ACT-LA, Los Angeles Walks, and Investing in Place: Metro abandons riders and their responsibility: systemwide suspension of transit harms communities facing two pandemics
  - Anticipate this issue being raised at Operations Committee (Thursday 6/18 9am) and at Metro Full Board on Thursday 6/25 in the CEO Report

- Thursday June 18th 9am Operations, Safety and Customer Experience Committee - encourage public comments and watching this
meeting for key issues related to covid, policing, potential around Free Transit
  ○ **COVID 19 updates** - Item 15
  ○ **Transit Security Updates** - Item 18
  ○ **Comprehensive Pricing Study** - Item 19
  ○ **Report back on Use of Force - Motion** - Item 35

- **Planning and Programming Committee** (Wednesday 11am) and **Executive Management Committee** (Thursday 11:30)
  ○ **Modernizing the Metro Highway Program Motion** - Item 8

- **How to provide public comment and key contacts**

**Notes & Discussion**

- Presentation from Jessica Meany on updates from Metro (SLIDES)
  ○ Metro Board has 13 voting members, refreshing this info because every year on July 1st we get a new metro board chair, Five committees

- Metro Ops Committee This Thursday June 18th
  ○ Agenda includes covid (15), security (18), transit fares and pricing (19), and report back on use of force (35).
  ○ Expecting to see discussion on shut-down of service during protests and allowing LAPD to use buses (and full report at 6/25 board meeting)
  ○ ACTION ITEM: public comment item 15 and item 18

- Q: How does metro count riders b/c of backdoor riding? Automated passenger counters, advocates haven’t seen this data yet and want to. Ridership on some corridors weren’t being prioritized. Also had cellphone data -- and reviewing tweets and customer service data.

- Q: Metro is holding a state of the agency meeting tomorrow at 9am. Jessica has a link? This happens every year and the outgoing chair does this -- it’s a press event.

- Q: Any particular issue we should bring up when we comment on covid? Same as usual - increase space, increase service for social distancing, shutting down service. On security -- we should be concerned about Metro defunding police and looking at contracts. 1 billion policing contract that is up for renewal.

- No Metro committee or board meetings in July

- Planning committee 6/17 and Exec management committee 6/18 - Modernizing the metro highway program, line 8. This came about last
year, work group staffed to align highway programs with newer models like vehicular miles traveled (VMT). It’s been a successful group - this is the result of their efforts.

- Q: Is item 8 more than south bay? Yes! This gives policy cover for active transportation work in highway budgets. Some of this is local return money - so can use that for complete streets. South bay moving highway money to public transportation projects.
- This is a policy language change that has cascading effects!
- Exect some committee membership to change July 1
- Budget, expecting loss of revenue. Investing in Place trying to figure out how to do a budget analysis published in late July. Metro can’t do all of the capital improvement projects anymore -- so how do will the region “pick” what does get implemented. In September Metro will adopt a revised budget.
- Progress! People’s budget LA is inspiring. Check out the presentation they gave to Council President Martinez and other Council members this week here: https://peoplesbudgetla.com

- Q: Shoup’s office has done budget analysis before. Can we use these as a resource? - Eli
- Q: Worried about inequities of projects getting differed vs accelerated (river path vs beverly hills), more postponed projects are at risk of losing state and federal funding/
- Metro has been developing some equity tools - we can put these to the test here -- are they cancelling projects based on race/gender/ social economic or burden considerations. Hopefully we can hold them accountable to their own policies.
- Slauson Rail to River corridor project - is showing up being delayed b/c Metro is trying to save money, but we are hearing Saluson has really high ridership during pandemic. LA has least loss of ridership in the nation during the pandemic.
- Bucket 1, bucket 2 - projects in 1 are moving forward, 2 are not -- but no communication around why/how things ended up either bucket.

Moving on to discussion around projects happening in Downtown City of Los Angeles. This group has been focused lately less on policy and more on projects -- so for example the bus rapid lanes downtown.

3:50 Discussion on Projects in downtown Los Angeles
- Makenzi Rasey, Director of Government Affairs at LADOT also joining the call
- Group discussion on project, concerns, questions, process and next steps. Idea for walking the corridor Monday Morning June 22nd.
- [Link to presentation and maps from LADOT here](#)

Details:

- **Bus only Lanes 5th and 6th**: a westbound bus only lane on 5th Street and an eastbound bus only lane on 6th Street, between Flower Street and Central Avenue.
  - Weekdays between 7:00 AM and 7:00 PM
  - Over 80 buses per hour currently use either 5th or 6th Streets, or a bus every 45 seconds
  - Lane painted Red
  - Que Jumper - installed in 2021 at Fifth and Flower - tho mid block
  - All Door Boarding

  - **5th Street Detail**
    - Bus lanes go from the mid-block crosswalk between Flower Street/Grand Avenue to Central Avenue
    - Resurfacing begins 6/18 and goes through 6/23; Paving goes from 6/24-6/26
    - Striping to be completed in early July
    - Upon completion of the Regional Connector, the bus lanes will be extended west to Figueroa Street
    - As part of the NextGen study, Metro is evaluating moving some existing lines off of 7th Street to 5th/6th Streets to increasing bus reliability in speed in DTLA

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    - Bus lanes go from Flower St to Central Avenue
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- **Buffered Bike Lanes - On 5th and 6th from Central Avenue to Spring Street**
  - Funded by California Active Transportation Grant
  - Project limits reflect bike lanes priorities discussed with Skid Row community during Fall 2018/Winter 2019 as part of a grant application (LA CAN and LACBC)
  - Protected (bollards/cars) bike lanes begin at Spring Street and go to Central Avenue

- **Bus Only Lane and Bike Lanes on Olive**
  - Project goes from 7th Street to Pico Blvd
  - Existing buffered bike lanes will be swapped to the west/left side of the street and will become parking protected bike lanes
  - Bus lanes will not be installed at this time, but the street will be striped so that they can easily be installed pending community outreach
  - Resurfacing has already begun
  - Striping will being late June/early July

- **Bus Only Lane and Bike Lanes on Grand**
  - Project is still in the design stages, but will swap the bike lanes to the west/left side of the street to become parking protected bike lanes
  - Limits still TBD
  - Project will be implemented after community outreach and coordination with StreetsLA on street resurfacing

- **Bus only Lanes Aliso Street (Spring to Alameda)**

**Who is leading this project?**
- Council District 14
- LA DOT
- Metro
Updates from LA DOT - Bus only and bike lanes on 5th&6th

- Director of gov affairs, so leading on political strategy and communicating with council staff. Rest of staff is currently doing outreach with businesses
- First group technical group, started second group the external relations.
- Getting installed in the next few weeks,
- Starting with 5th / 6th to build out proof of concept. Iron out problems with implementation before going bigger. Complications b/c already planned bike lanes, needed repainting.
- ADAPT program to repave commercial streets during pandemic accelerating implementation of this project.
- Project will be implemented by the end of month - but also b/c this is ahead of schedule, wasn’t able to share cross sections and do expected community input before now.
- Have already gotten feedback on street lights and improved safety for pedestrians.
- 5ht - 6th - over 80 buses per hour. Lanes will be painted red.
- Concern with the need for “queue jumper” let’s buses jump ahead of traffic.
- Will have all-door boarding? I think so.
- Coordination between internal staff and communication has been less than ideal around ADAPT. However this is happening "NOW."
- So this is frustrating as it’s hard to imagine how our input will shape things on 5th and 6th -- however there may be opportunity for more input on future streets.
- Que jumper won’t be installed until next year b/c of regional connector construction.
- (view photos on slides)
- This has always been a dangerous stretch. Hopefully this will help flow, but we're going to need a lot of outreach and signage how to use the streets (drivers/people catching the bus/curbside and access). Having worked on this corner, this is the site of so many near misses - because of slope. I'm concerned about visibility and the buses are safe. Presentations have been about street surface, but not on signaling, signage, dropoffs/ pickups for goods, bike lane
crossing etiquette, outreach and education. Who is the outreach coordinator?

○ Worried about the confusion on Spring and Main and 7th not being solved here on 5th and 6th. Worried we are not going to meet the safety goal.
○ Sounds like we need more outreach on how to use the street, before/ during/ after.
○ Where does a vehicle drop someone off? Where do goods vehicles stop? Just naturally pick a place?
○ Focus on parking and Loading zones other needs, but not around long term engagement. Metro is the lead on engagement, but LA City.
○ Hard to share this b/c we’ve been talking about it since October and now it’s “cooked.” One challenge is the lack of council member right now for CD 14.
○ Paint, it’s good to see red paint is part of the design but confused b/c recent interaction with DOT the process didn’t seem consistent in how paint would be applied. DOT had to go to the state to get approval to do paint on Fig and another section. Maybe others can speak to this? Federal guidelines say you can now paint red without approval but only if you pain the whole lane? What about FilmLA? So private agencies dictating what can be done on public streets. Who’s paying for the paint? Does it say bus only?
○ Understanding there is always an open FilmLA question? Probably a street by street consideration.
○ We still don’t know if it’s a red square or a full carpet?
○ Q: Paratransit - are there specific pick and drop off spaces? I don’t think so? New or existing maintained? Will it be a problem b/c of bike or bus lanes? Can you get dropped off at every address -- I don’t know. Concern on 7th street - pickup/dropoff means you still have to cross a bike lane.
○ Cross sections show only one condition for one place -- not the whole treatment.
○ Happy ADAPT was able to move forward, but concerned about lack of improvement from users. It would help if we knew when we might next have the opportunity to provide input or feedback on 5th and 6th, such as later in October after implementation. Esp considerations for Spring and Olive
○ Red paint, at the state level we need legislation that says we can use cameras to enforce bus only lanes. Yes? Metro and DOT
proposed use of cameras on buses to issue citations. Bill introduced, but was cut b/c of covid. Will try again next year.

- There's a lot of details people are bringing up that are important.
- Once the project is live? How do people say this isn’t working for me? Part of the reason we are only doing "one" bus-only lanes, is so that we can hear/ figure this out.
- Bike lanes with Bollards on 5th and 6th:Thanks to LA CAN (Pete White, General Dogon, Steve Diaz) and LACBC (Lynsdesy Nolan, Cesar Hernandez, Jesi Harris) for making this happen!
- Olive Street
- What do people want to do about this? Grand and Olive is going to get repaved, right now only putting in bike lanes, but maybe bus lanes -- so we might be able to have more input into these.
- So talking about a memo or letter on Monday? Metro, DOT, Mayor's Office, CD 14 - we are excited, but concerned about the process. Should we do this? Yes.
- What's the best way to look at international practices?
- We struggle to get transparency and coordination, this feels hard.
- What about presenting this information from an equity perspective? For example this is how we expect these changes to improve/ stay the same/ of be a challenge for example wheelchair users.
- Biz outreach? Many property owners are interested, but don’t know it’s coming.
- What enforcement of the bus lane might look like? Can we get a report back on this topic? Including as part of the Metro policing contract? Who does this? What would they be tasked with doing. Nervous about a bunch of cops enforcing bus lanes and then harassing homeless folks hanging out in bike lanes nearby.
- We should talk about safety and policing in memo.
- We should also start thinking about what we're doing on olive -- and reaching out to incoming City Council members. How do we keep the pace of what's happening -- so talking to incoming council members.
- So email Jessica if you want to walk on Monday or help with a memo.
- Who’s ready to move to another council district for bus only lanes! Working group is now looking at other council districts.
- Also check out ACT LA’s transit justice group and work on defunding police on transit.
Next steps -- Olive and Grand is being repaved, adding bike lanes, but putting off bus only lanes b/c of fatigue. So need community to keep demanding these and providing feedback on what the process needs to look like. We’d love to have you back! External affairs groups is finally hitting their stride and momentum. Would like to be able to come back and talk about more and building power!

○ Flower - we’re working through environmental process

○ Aliso - no timeline, b/c other projects, but is moving forward.

○ Do you have a process doc you can share? Metro is leading so using theirs, but we’ve definitely that.

○ The story of success needs to be told the way Flower street’s was told. Worried we might miss this opportunity - so let's flag this as something to work on.

○ Metro did a presentation a few weeks ago to CCA per CCA’s request. So some owners downtown have been engaged. No outcries have been heard so far from this group.

○ Biz owners are important, but Metro doesn’t engage bus riders.

○ Hi all, just FYI, my office (CD 4) is encouraging folks to submit comments on the budget to the public council file here: https://cityclerk.lacity.org/publiccomment/?cfnumber=20-0600. In addition to calling in for public comment and contacting your council member, comments submitted to the council file remain visibly on the record (unlike calls) and are visible to everyone (unlike emails to your CM).

○ Comments will live on the council file here (https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=20-0600), you can see others under “communication from public”.

○ Note public comments on file with City of Los Angeles are more visible than email and phone calls. So see council file system links shared above. Are there specific items? Yes, there will be an item at City Council on Friday. Item 19-0885

Next Steps:

- Next steps google doc
- Thursday June 18th Operations Committee
- Monday June 22nd Walking 5th and 6th
- Next walking Grand and Olive?
- Memo on 5th & 6th Project
- Better Buses for LA Work Group Meeting - July 21st (no committee/Board meetings in July)

### Attendees

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Better Buses for LA

June 2020 Work Group meeting
Today’s POP
(Purpose, Objectives, Process)

Purpose

- Creating a collaborative space for partners to share ideas, information and advocacy efforts for improving bus service
- Share updates and discuss strategies around Metro’s NextGen, Bus Only Lanes and COVID-19 response/recovery transportation efforts

Key topics for today’s discussion:

- Bus Only lanes/Buffered protected bike lanes in downtown LA
- Metro Updates and Actions

Process

- Building off the Better Buses for LA Monthly Work Group meetings
- Ongoing discussions and input with ACT-LA and other partner organizations
- Ongoing meetings with Metro Staff and City of LA staff
Agenda

Welcome/Introductions

Metro Updates and Discussion

Bus Only Lane in Downtown LA
- updates and discussions
Metro Board of Directors - Composition

LA County Supervisors
(all electeds)

5 votes

LA City Representatives
(3 electeds + 1 appointed)

4 votes

City Selection Committee
(all electeds)

4 votes

Governor’s Non-Voting Appointee
(Caltrans LA Director)

Quorum & Majority Vote
7 votes

Two-thirds Vote
9 votes for eminent domain and non-standard contract procurement

Four-fifths Vote
Req’d to send a committee recommendation to the full board

Total = 13 voting members
Metro Board of Directors - Mayor Eric Garcetti Chair July 1

**LA County Supervisors**
- Kuehl
  West LA/ SF Valley
- Barger
  North County/ SF Valley
- Solis
  East LA/ SG Valley
- Ridley Thomas
  Central/ South LA
  2nd Vice Chair
- Hahn
  South Bay

**LA City Representatives**
- Garcetti
  1st Vice Chair
  Mayor
- Dupont-Walker
  Mayor Appointee
- Bonin
  Councilmember (West LA)
- Krekorian
  Councilmember (East SF Valley)

**City Selection Committee Reps**
- Najarian
  Glendale City Councilmember (North County/San Fernando Valley)
  Chair
- Butts
  Inglewood Mayor (Southwest Corridor)
- Fasana
  Duarte Councilmember (San Gabriel Valley)
- Garcia
  Long Beach Mayor (Southeast/ Long Beach)

**NON-VOTING**
- Governor's Appointee,
  Caltrans LA Director
- Bulinski
## Metro Board of Directors Committees

| 01 | **Planning & Programming**  
3rd Wednesday @ 11AM | Programs, long range and short range plans for all modes of transportation, strategic plans, environmental impacts and clearances. |
| 02 | **Finance, Budget, Audit**  
3rd Wednesday @ 1PM | Annual budget, financing, bonding, risk management, insurance policies, fare policy, revenues, investments, eminent domain, and real estate transactions. |
| 03 | **Operations, Safety, Customer Experience**  
3rd Thursday @ 9AM | Service design and service changes, security and surveillance systems, policing, nominations to Metro's local service councils. |
| 04 | **Construction**  
3rd Thursday @ 10:15AM | Capital building and engineering of Metro's transportation infrastructure program. |
| 05 | **Executive Management**  
3rd Thursday @ 11:30AM | Public policies, legislative matters at the local, state and federal level, strategic relationships with other governmental entities. |

**Metro Full Board Meeting**  
4th Thursday @ 10:00AM  
All 13 Metro Board of Director + Non-voting member appointed by the Governor
Key Items on Metro Committee Agendas this week

Links to staff reports and presentations in the google shared document
Metro Operations, Safety and Customer Experience Committee
Thursday June 18th 9am

Agenda items

- Covid 19 Updates - item 15
- Transit Security Updates - item 18
- Comprehensive Pricing Study - item 19
- Motion - Report back on use of Force - item 35

  **Action:** Encourage public comment on item 15 and item 18

Metro Shutting down the service and Metro Buses being used by LAPD

- Expect this issue to be raised at Operations committee. And likely full report at next Thursday’s Full Board meeting on 6/25
Planning and Programming Committee (Wednesday 6/17 11am) and Executive Management Committee (Thursday 6/18 11:30)

- Modernizing the Metro Highway Program - item 8
  - Action: Support, yay!

Other things to flag:

- Mayor Garcetti becomes Metro Chair July 1
- Metro going dark in July - no committee/Board meeting
- Budget Budget Budget
• Feedback
• Discussion
• Things we missed or got wrong
Metro Engagement - Link to contacts list in google doc

Levers & Levels of Engagement

Public Comment Letter
By 9:00 am, day before meeting:
Email Michele Jackson
Board Secretary
213.922.4605
jacksonm@metro.net

Foster Staff/Board Relationships
Target meeting Week #1 to #2 (Thursday) to get ahead of the monthly board cycle (for who: see power analysis slides)

City & COG advocacy
Your City Council Meetings + Transportation/Land Use Committees (see COG slide)

Attend and/or serve on Metro councils
2) Service Council: nominee of Board or COG director

Foster Staff/Board Relationships
Aim to meet Week #1 to #2 to get ahead of the monthly board cycle
Bus only lanes and Bike Lanes in Downtown LA

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5th Street from 110 to Hope: The images on the next page are of the intersection around 5th and Flower where LADOT is recommending a Signal Queue Jumper to accommodate the 3 lane crossing needed to cross the 110.
The Bunker Hill stop for the 720 (on 5th St.)
Spring & 5th (this is where the bike lane will end on 5th)

Thank you Reed Alvarado
Proposed 5th - Maple to Spring

Proposed 5th Central to San Pedro
Proposed 6th-Spring-Los Angeles

Proposed 6th Central-San Pedro
Bus only lanes and Bike Lanes in Downtown LA

Bus Only Lane and Bike Lanes on Olive

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- Resurfacing has already begun
- Striping will being late June/early July

Bus Only Lane and Bike Lanes on Grand

- Project is still in the design stages, but will swap the bike lanes to the west/left side of the street to become parking protected bike lanes
- Limits still TBD
- Project will be implemented after community outreach and coordination with StreetsLA on street resurfacing
● Feedback
● Discussion
● Next Steps
Better Buses for LA
THANK YOU!
Bus Speed Working Group Process
Updated 4/24/20

Background

The Bus Speed Working Group was formed to facilitate the implementation of bus priority infrastructure needed to support the rollout of the NextGen service plan Transit First scenario, which envisions a five-year program of infrastructure investment. Early in the NextGen study, Metro identified the need for transit priority infrastructure on high ridership corridors and in Downtown Los Angeles to achieve speed and reliability improvements. Implementation of these projects on city streets will support numerous City of Los Angeles (City) goals, including Mobility Plan 2035, Sustainable City pLAN, and Executive Directive 25. Therefore, there is a shared interest in the successful implementation and public acceptance of these bus priority projects.

Roles/Responsibilities

Metro is the largest bus transit operator in Los Angeles County. Bus priority infrastructure generates travel time and reliability improvements that result in quantifiable savings for operations.

- Metro’s Operations Department is responsible for identifying where transit priority infrastructure is most needed to support efficient operations of the regional bus system. Metro’s Operations Department will also contract for traffic engineering services to prepare proposed designs and subsequently contract for the installation of new infrastructure.
- Metro’s Communications Department is responsible for the development and implementation of the outreach and engagement strategy to secure public acceptance of proposed projects. Metro will host online project information and engagement materials.
- Metro is funding these projects in accordance with the Metro Cooperative Agreement (MCA) with the City of Los Angeles.

LADOT is the City’s transportation planning agency, and is responsible for the design/engineering and operation of city streets. LADOT is also the second largest bus transit operator in Los Angeles County.
• LADOT’s Engineering Division is responsible for reviewing and approving proposed traffic engineering changes in the City’s public right-of-way.
• LADOT’s External Affairs Division is responsible for engaging with the City’s elected leadership to secure support for proposed projects.
• The City’s Public Works Bureaus support LADOT’s performance of these functions, as needed.

Working Group Structure

To complete its work, the Working Group is divided into two functional groups: the Technical Working Group and the External Affairs Working Group.

The Technical Working Group (TWG) is responsible for managing projects from concept to delivery. Initially, TWG members will jointly develop conceptual scopes for each identified project. Upon approval by each agency’s executive, the TWG will initiate a formal design process for each project and collaborate at each step of design until completion. The TWG will also supervise construction of approved projects.

The External Affairs Working Group (EAWG) is responsible for building support and acceptance for proposed projects among affected elected officials and their constituents. The EAWG will collaborate to align public outreach activities with political engagement. The EAWG will provide input on design options to the TWG to ensure that projects can gain the necessary support. The EAWG will also collaborate on press/media engagement.

Project Identification

Metro will identify projects for consideration by the TWG based on Metro’s operational needs. The initial projects will consist of a subset of Tier 1 NextGen corridors and infrastructure in DTLA. At a future time, a methodology may be developed for consideration of additional priority corridors.

As LADOT or other City agencies develop projects in the public right-of-way, there may be opportunities to integrate transit priority infrastructure in those project scopes. LADOT also regularly consults with Metro’s Stops and Zones Division on street design projects. While complementary, those opportunities are not part of this group’s core work plan and discussion will be kept to a minimum.
Project Development Process

1. The TWG will submit to the EAWG recommended conceptual projects for discussion (≤10). The project descriptions should include project limits, key design features, proposed schedule, and anticipated impacts. The TWG may provide input on prioritization of recommended projects.

2. LADOT, with support from the Mayor’s Office and Public Works Bureaus, will screen projects for potential conflicts and/or synergies with other City projects and coordinate with other entities, including schedules, as needed.

3. The EAWG will review conceptual projects and provide recommendations to LADOT and Metro executives on priority projects to advance into the design and public outreach planning phase (≤5).

4. LADOT, with support from Metro and the Mayor’s Office, will introduce the Bus Speed Improvement Program and proposed project(s) to affected Council office(s). LADOT will be the point of contact for Council offices.

5. The TWG will begin developing the proposed project design while the EAWG will prepare the Public Outreach Plan. Metro is primarily responsible for developing the Public Outreach Plan, with input from LADOT and the Council office(s). Metro will conduct “corridor walk-throughs” during the preparation of the Public Outreach Plan.

6. The EAWG will determine when to execute the Public Outreach Plan and regularly check-in during the outreach process. Metro is primarily responsible for conducting the public outreach (i.e., direct stakeholder and constituent outreach performed by Metro and its consultants). LADOT will work with Metro to ensure the affected Council office(s) contributes to the Outreach Plan and is informed of outreach milestones.

7. The EAWG will synthesize results of outreach efforts and provide guidance to the TWG on final design and/or seek additional input from affected Council office(s).

8. LADOT will determine whether to approve the project in consultation with affected Council office(s).

9. The EAWG will guide creation of media materials to be used by both agencies to announce the infrastructure improvement to the public.

10. Upon approval, TWG will commence implementation. Metro will perform construction outreach per the Public Outreach Plan.
EAWG Meeting Logistics

1. Metro will host the EAWG meetings. The meetings will be held every two weeks, with the possibility of moving to once a month.
2. Metro will send the agenda to the LADOT External Affairs team at least two business days ahead of time to receive any edits.
3. Metro will send the finalized agenda the night before the meeting.
4. Meeting minutes will be compiled by Metro and sent to the EAWG for review within three business days of each meeting occurrence.

Quarterly Reports

1. The EAWG is tasked with producing a joint quarterly report that is routed to both the City Council (to be referred to the Transportation Committee) and the Metro Board.
2. The EAWG should agree upon a shared template for the quarterly reports.
3. The joint quarterly report will be attached to a Board report or Council report for transmittal to each respective governing body. Each agency will maintain its standard internal Board/Council report approval process.
4. The content of the quarterly report should, at a minimum, include a general overview of the program status as well as the status of each active project. Specific content of each report should be discussed at EAWG meetings.
5. The report may request any approvals from either governing body needed for the advancement of the program/projects. Such approvals may include funding, environmental clearance, project approval, or other applicable project milestones.