

CITY OF OAKLAND



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 Public Works Agency TEL: (510) 238-3466
 Transportation Planning & Funding Division FAX: (510) 238-7415

Bicycle and Pedestrian Advisory Committee, Monthly Meeting
Thursday, December 19, 2013; 5:30-7:30 pm
Oakland City Hall, Sgt Daniel Sakai Hearing Room (aka Hearing Room 4), Second Floor

AGENDA

Time	Item #	Topic	Topic Type
5:30	1	Introductions, appointment of note taker (5 minutes)	Ad
5:35	2	Approval of meeting minutes (5 minutes)—Seek motion to adopt the November meeting minutes.	A
5:40	3	Oakland Bay Trail to Lake Merritt Pedestrian/Bicycle Bridge (30 minutes)—The design team for the proposed bike/ped bridge to connect the Bay Trail to the Lake Merritt Channel Path will be conducting three public outreach meetings in early 2014. The first of these meetings will focus on the community's goals for the project. In an effort to ensure that this first public meeting is successful, the team is interested in reviewing the project with the Oakland BPAC.	A
6:10	4	Caldecott Settlement, update on Project #1, Tunnel Road/SR 13/Hiller Drive Intersection Improvements Attachment (30 minutes)—The City is seeking BPAC input on a revised concept plan for bike/ped infrastructure improvements at the Tunnel Road/SR 13/Hiller Drive intersection.	A
6:40	5	News from NACTO (15 minutes)—In late April 2014, the City of Oakland will be hosting a “road show” organized by the National Association of City Transportation Officials. The road show will bring together national bicycle design and policy experts. How would the BPAC like to be involved? Jamie Parks will take input from the committee. He will also announce the recent publication of the latest <i>Urban Street Design Guide</i> , and discuss how it might be helpful to Oakland’s planners, engineers, and elected officials.	A
6:55	6	Ordinance creating City Council appointed BPAC Attachment (25 minutes, continued from the November BPAC meeting)—Jason Patton will continue the discussion of the proposed Ordinance that would create the Bicyclist and Pedestrian Advisory Commission, and take comments from the committee.	A
7:20	7	Announcements, suggestions for next meeting topics (10 minutes)	Ad

*** Topic Types:**

I=informational; A=action item; Ad=administrative

Agenda online at: www2.oaklandnet.com/n/OAK039267

**MEMORANDUM**

Date | December 12, 2013
To | Jason Patton, City of Oakland
Cc | Wladimir Wlassowsky, Ade Oluwasogo, Ferdinand Ciceron, City of Oakland
From | Victoria Eisen
Project | Caldecott Tunnel Settlement Agreement Project Development
Subject | Update on Project #1, Tunnel Road/SR 13/Hiller Drive Intersection Improvements

This memo provides an update of Project #1 on the Caldecott Settlement Agreement-funded list, Tunnel Road/SR 13/Hiller Drive Intersection Improvements. This project has two overarching goals:

1. Improve the safety of bicycle travel through the intersection
2. Provide continuous pedestrian access to/from the Oakland hills via Tunnel Road

The first goal was originally proposed to be accomplished by:

- Restriping the SR13-bound motor vehicle traffic to cross the bike lane, rather than vice-versa, as is currently the case and
- Adding a 3-foot buffer and vertical delineators between the bike lane and SR13-bound lane.

The project originally proposed to accomplish the second goal by:

- Constructing new sidewalk (requiring retaining walls) to join the existing sidewalk on eastbound Tunnel Road with the intersection;
- Constructing a new ped crossing with signal control on SR-13-bound traffic, pedestrian refuge islands and bulbouts; and
- Adding sidewalk on the north side of Hiller Drive/Tunnel Road to connect to Project #2.

After presenting this project to the public and soliciting comments, City staff has modified this design for two reasons:

- Even with the proposed lane reconfiguration, many cyclists feel that crossing paths with freeway-bound motorists, particularly on this stretch of uphill roadway where bike speeds are low, is unsafe and does not sufficiently achieve the project's first goal.
- The cost to construct sidewalk all the way to the intersection is not justified by the expected level of pedestrian traffic. (Cost is elevated by need for retaining wall for final 380 feet.)

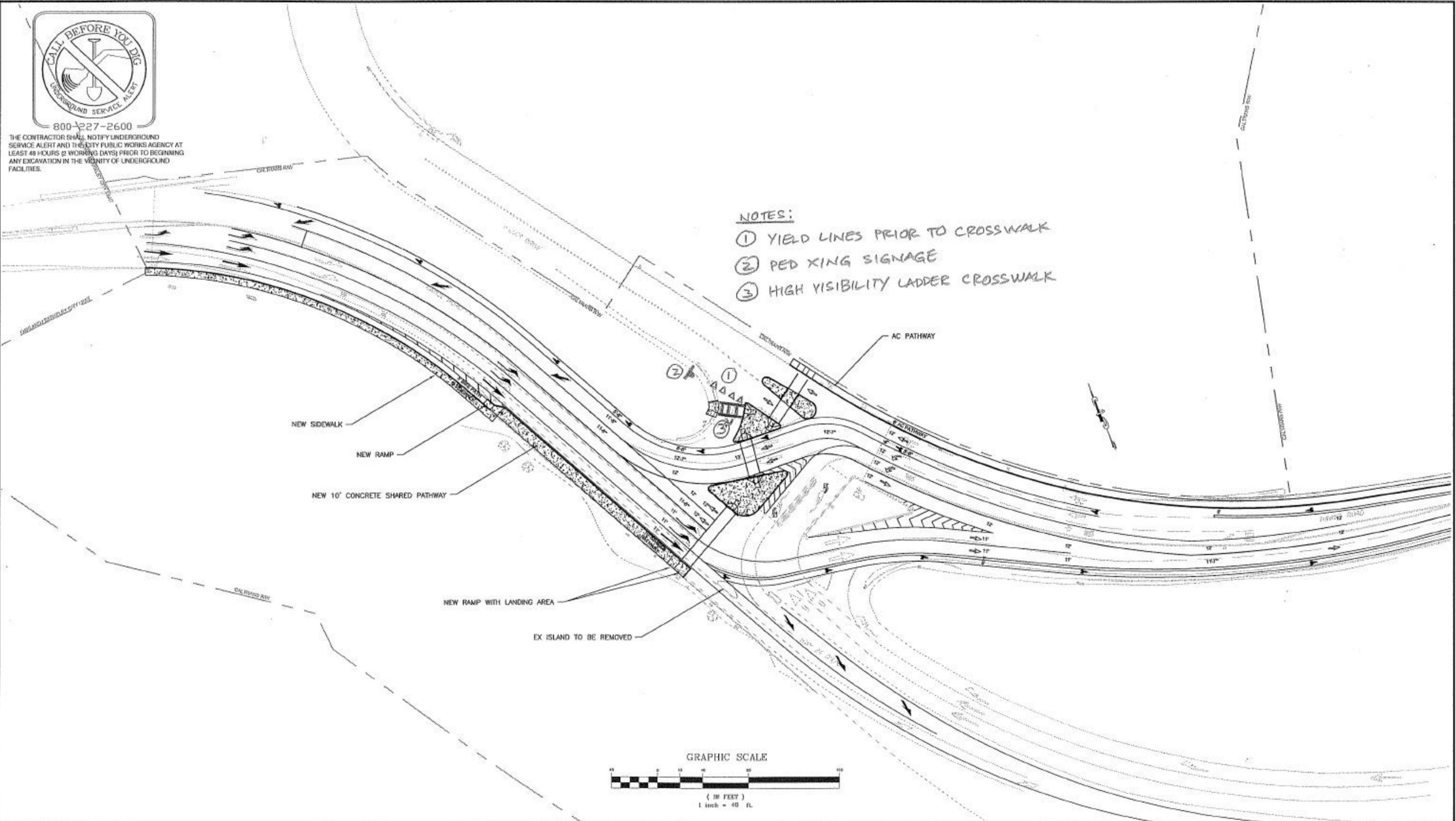
Therefore, the project the BPAC is being asked to review enhances the original concept by:

- Continuing the bike lane to the right of the SR-13 onramp lane all the way to the intersection;
- Allowing bikes to actuate a red phase for the onramp motor vehicle traffic;
- Constructing sidewalk up to the point where retaining wall is needed; beyond which, widening the bike lane so it functions as a one-way bike/two-way pedestrian facility;
- Reconfiguring crosswalks and island at east side of Hiller/Tunnel intersection to improve safety.

The current design is attached. Regardless of the final design, an encroachment permit application will be submitted to Caltrans in January 2014. We look forward to the BPAC's comments on the revised project design.



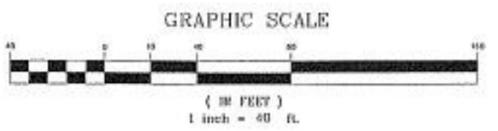
THE CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT AND THE CITY PUBLIC WORKS AGENCY AT LEAST 48 HOURS (2 WORKING DAYS) PRIOR TO BEGINNING ANY EXCAVATION IN THE VICINITY OF UNDERGROUND FACILITIES.



- NOTES:**
- ① YIELD LINES PRIOR TO CROSSWALK
 - ② PED XING SIGNAGE
 - ③ HIGH VISIBILITY LADDER CROSSWALK

NEW SIDEWALK
 NEW RAMP
 NEW 10' CONCRETE SHARED PATHWAY

NEW RAMP WITH LANDING AREA
 EX ISLAND TO BE REMOVED



PROJECT ENGINEER	XXXXXXXX
CHECKED BY	F. CICERON
DESIGNED BY	F. AWAYAN
DRAWN BY	F. AWAYAN

No.	DATE	BY	REFERENCE

DRAWING NAME: D:\Transportation\Projects\C369510_Culverston Tunnel Area Improvements\015_DESIGN\CAD\DESIGN\AWAYAN\BERKELEY_CONFORMAL_WORKING_ALTY_20131013.dwg
 PLOT DATE: 10/13/13
 PLOTTED BY: AWAYAN



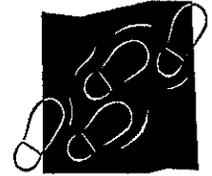
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PUBLIC WORKS AGENCY
ADMINISTRATION

2007 NOV 27 AM 11:16



Bicycle & Pedestrian Advisory Committee



November 15, 2007

Shanna O'Hare
Senior Transportation Planner
Community and Economic Development Agency
Transportation Services Division
250 Frank H. Ogawa Plaza, Ste. 4344
Oakland, CA 94612

Re: Oakland BPAC Charter & Bylaws

Dear Ms. O'Hare:

I am writing on behalf of the City of Oakland's Bicycle and Pedestrian Advisory Committee (BPAC) to inform you of some important recent developments with regard to the group's bylaws and charter. We would like you to review and comment on the newly-developed charter and bylaw documents that you will find attached, and then work with us to carry our recommended charter to City Council for approval.

As you may be aware, in 2006, the BPAC underwent a yearlong process of re-visioning the committee's charter and bylaws. I am writing primarily to transmit to you the results of last year's hard committee work, and enlist your continued support in helping us meet our goal of improving conditions for walking and biking in Oakland, but I hope to also clarify the origins of the group's motivation to reexamine our organizational structure and reason for being.

The BPAC has been meeting regularly since 1995, and has enjoyed the support, cooperation and participation of staff from both Oakland's Public Works Agency and the Community and Economic Development Agency. By 2005, the original charter had long since lost relevance to the actual month-to-month activities of the group, and an absence of any bylaws for committee operation meant that the group was functioning in a rather ad-hoc manner. Additionally, because the BPAC does not include any council-appointed members, the group's annual review of Oakland's Transportation Development Act Article 3 claims has not technically satisfied regulations established by the Metropolitan Transportation Commission. Despite this organizational vacuum, a core group of self-appointed yet dedicated and knowledgeable Oakland citizens has continued to meet regularly, serving as a resource to those city staff who value the group's opinions on projects and programs pertaining to biking and walking.

A major accomplishment of the last year has been to establish a formal set of interim bylaws governing our operating procedures and administrative relationship with CEDA staff. Both Jennifer Stanley and Jason Patton contributed to the development of these interim bylaws,

putting in many hours above and beyond the call of duty. The position of chair is now a one-year rotating position, and I am the second chair to serve since the end of Ron Bishop's impressive 11-year tenure. Our meetings are well attended and productive, and the quality of discourse is exceptional.

However, despite these encouraging developments, the BPAC still feels that the group's effectiveness has been limited by our informal status, which brings us to the second major accomplishment of the last year: in addition to revising our bylaws, we have gone to considerable effort to develop a revised draft charter for the group, again with significant input from Jennifer Stanley and Jason Patton. The revised charter proposes a completely revamped organizational structure, including council-appointed members, which would bring the body in line with MTC regulations for TDA 3 project review, and promises to increase the BPAC's diversity of representation

In addition to council-and mayor-appointed seats, the charter proposes seats for an undetermined number of community-based organizations (CBOs). Representative CBOs would be membership-based organizations and a core focus of their mission would be to promote safety and access for pedestrians, bicyclists, and/or persons with disabilities. The charter offers more detail in the membership section, but the point of this provision was to ensure that key groups such as the East Bay Bicycle Coalition have a formal defined role in the committee.

And in addition to defining a new voting membership, the charter requests that CEDA, Public Works, Police, Human Services, and Neighborhood Services identify liaisons to the BPAC. In keeping with past practice, we hope that CEDA liaisons would attend BPAC meetings monthly, and other liaisons less frequently, perhaps quarterly.

The committee took great pleasure in meeting you at our July meeting and learning of your history as a bicycle commuter and a proponent of both walking and biking. It was also good to hear your ideas on the BPAC's role reviewing City plans and building community support for projects to improve bicycle and pedestrian access and safety. We invite you to return to an upcoming meeting for further discussion of your ideas in light of the proposed new charter and look forward to hearing your impressions then. We meet regularly on the third Thursday of the month from 5:30 to 7:30 p.m. and would welcome you at our next meeting.

Thank you very much for your work and your support of Oakland's transformation into a sustainable, livable City where people can safely and comfortably walk and bike. I look forward to working with you to bring the BPAC Draft Charter to City Council for approval.

Sincerely,



Mark Dieter

Vice-Chair, Oakland Bicycle and Pedestrian Advisory Committee

Enclosure

cc: Oakland BPAC
Jason Patton, Bicycle/Pedestrian Program Manager
Jennifer Stanley, Bicycle/Pedestrian Facilities Coordinator

Proposed Oakland BPAC Charter

1. Objective

The City of Oakland's Bicycle and Pedestrian Advisory Committee (BPAC) advises City Council and staff on issues related to walking and bicycling in Oakland. This advisory role applies both to pedestrian- and bicycle-specific policies, projects and programs, and to the routine accommodation of bicyclists and pedestrians in all transportation policies, projects, and programs. The BPAC serves as a resource to City staff and a forum for the public's participation in and review of the City's efforts to improve the safety and access of walking and bicycling for both transportation and recreation.

2. Duties/Purview

The BPAC exists to:

- Advise staff on implementation of the Bicycle Master Plan, the Pedestrian Master Plan and the General Plan;
- Make recommendations regarding project prioritization;
- Recommend and review projects for grant funding;
- Identify projects that are pertinent to BPAC's objective and prioritize those projects for BPAC review;
- Liaise with the community, Council members and/or their appointing organization;
- Serve as a resource to Council members on issues relevant to walking and biking;
- Participate in the development of all bicycle and pedestrian related plans and policies
- Represent bicyclists and pedestrians equally.

3. Committee Participants

Voting Members: The BPAC's membership is composed of representatives of the Mayor, Council Members, and community-based organizations. The Mayor and each of the eight Council Members appoint one representative. Community Based Organizations (CBOs) may have a representative selected by the board or the director of the organization. Representative CBOs should be membership-based organizations and a core focus of their mission should be to promote safety and access for pedestrians, bicyclists, and/or persons with disabilities. To start, specific groups that meet the above description (e.g. EBBC) will be named as BPAC member organizations. Additional groups will be considered by the committee for representation based upon each group's mission statement and membership base.

All BPAC members must live or work in Oakland. Applications are accepted by staff and staff brings applications to the BPAC for recommendation to the appointing body. In the case of CBOs, an application must receive formal review by the CBO's board or director prior to consideration by the BPAC. Appointments to two-year terms are made in writing by Council, Mayor or CBO board/director. Council appointees' terms are concurrent with appointing Council member's term; seats are vacant upon termination of same. Sitting BPAC members are encouraged to help find and recruit potential applicants.

Other Participants (non-voting): Staff representing City departments or public agencies serve a liaison role to the committee and are not committee members, but their presence and input is encouraged. Likewise, Oakland citizens are welcomed and encouraged to attend BPAC meetings.

4. Reporting

- **City-BPAC**—BPAC requests that the following departments identify and appoint a BPAC liaison: CEDA, Public Works, Police, Human Services, Neighborhood Services. Liaisons are expected to perform the following services:
 - Maintain a list of active projects and programs lead by his or her department relevant to the BPAC objective;
 - Apprise and solicit input from the BPAC on such projects and programs;
 - Provide a timely response and acknowledgement of input and feedback received from the BPAC for inclusion in the committee's minutes.

In keeping with past practice, CEDA liaisons would attend monthly, and other liaisons less frequently, perhaps quarterly.

- **BPAC-City**—The BPAC will provide direct feedback to City staff in a variety of ways, including discussion, formal motions, minutes, and letters from the Chair. At the end of each Chair's term, the outgoing Chair will prepare an annual report that summarizes the committee's activities during the preceding year.

5. By-Laws: The BPAC is self-governing and will maintain its own bylaws for internal organization.

6. Administrative Support: Administrative support for the BPAC will be provided by the Community and Economic Development Agency's Bicycle and Pedestrian Facilities Coordinator or other staff designated by the director of the Community and Economic Development Agency. Support will include:

- Securing a meeting space in City Hall;
- Compilation and distribution of agendas for monthly meetings in collaboration with the committee Chair and in accordance with the City Sunshine Ordinance and the state Brown Act;
- Coordination of the review and approval process for committee meeting minutes in accordance with committee procedures and the City Sunshine Ordinance; and
- Maintaining the BPAC web page to include timely agendas and approved minutes, and other information as needed to ensure accessibility and transparency of information.

Proposed Oakland BPAC Bylaws

1. OFFICERS

- a. The BPAC will hold annual elections for a Chair, whose duty it is to set agenda with staff, lead meetings, and write correspondence on behalf of the group.
- b. The BPAC will also annually elect a Vice Chair, who will act as Chair in case of Chair's absence.
- c. Both officers are elected by simple majority of BPAC for concurrent one-year terms, March-February.
- d. Nominations are made by members and recorded by staff, beginning at the February meeting, closing one week before the March meeting; announcements are made as nominations are accepted, with a summary to be included with the meeting agenda.
- e. The Vice Chair is automatically nominated for the position of Chair, unless the nomination is declined.
- f. Elections for the position of chair are postponed in the event of a lack of an accepted nomination.
- g. Members must be present to vote; no requirement to be present in order to be elected.
- h. In the event that no candidate receives a majority, a second election will be held immediately between the top two vote getters.

2. MINUTES

- a. Recording responsibility rotated among all BPAC members (unless council-appointed status imposes any special minute taking procedures).
- b. Minutes should reflect participants' affiliation in regard to city council districts, community based organizations, city departments, or public agencies.
- c. Minutes should reflect all key discussion points, motions, seconds and anonymous vote totals.
- d. Approved minutes will be posted by staff to the City's website.
- e. The following minutes procedures, consistent with those adopted at the September 2005 BPAC meeting, will be observed:
 - i. Note taker types up the minutes from the meeting and submits them to the City staff representative for distribution by the Tuesday following the meeting; City staff forwards unedited minutes to meeting attendees same or next day.
 - ii. Comments on the minutes are sent to the note taker by the following Tuesday (one week review time). Disputes, if any, should be aired and resolved online within this one-week time frame.
 - iii. Note taker reflects consensus on comments, "polishes up" minutes, and emails draft minutes to the meeting attendees on the Thursday prior to the BPAC meeting.
 - iv. At the next meeting, the minutes are agreed upon or disputed. Disputed minutes are put to a vote (as debate should have occurred on-line before the meeting.) Three attendees of the previous meeting are required to vote on the minutes. All attendees of the previous meeting who are present may vote on minutes. Should the minutes be rejected by the attendees of the meeting, a discussion would be added to the meeting's agenda. Any person with a dispute to the submitted draft who cannot attend should brief a representative or the Chair as to their issue. Minutes will be held over only if fewer than three attendees of the meeting in question are present.

- v. Approved minutes are published to City website and distributed to the BPAC list.

3. INTERIM MEMBERSHIP (*membership for the eventual council-appointed BPAC is addressed in the charter*)

- a. Any resident of Oakland who attends three meetings shall be considered a voting member on the third meeting they attend.
- b. A voting member shall not be allowed to vote if they have missed the two prior meetings.
- c. Staff representing city departments or public agencies serve a liaison role to the committee and are not formally committee members. Staff does not vote on any item (except to adopt meeting minutes). It is a goal of the BPAC to identify staff liaisons for all related city departments and public agencies. (i.e. PWA, CEDA, OPD, Parks and Rec., Human Services, OUSD)
- d. Members may self-identify as the liaison for a particular council district or community-based organization. It is a goal of the BPAC to identify a liaison for each of the eight council offices.
- e. Member terms shall be effective till expiration of Interim By-Laws and adoption of permanent Charter and By-Laws by BPAC.

4. MEETING TIME AND PLACE

- a. Regular meeting time is the third Thursday of each month, except May when the BPAC will meet on the fourth Thursday due to Bike to Work Day.
- b. Meetings will be kept to two hours in length, generally from 5:30 p.m. to 7:30 p.m.
- c. Meetings will take place in a City meeting room accessible to the public designated by staff and noted on the agenda and website (City Hall is preferable).
- d. Staff will provide notice to in conformance with the Brown Act and the City's Sunshine Act.

5. PROCEDURE

- a. BPAC meetings will follow accepted rules of parliamentary procedure; Robert's Rules of Order will be consulted in the event of a question or dispute on process.
- b. Except to adopt meeting minutes, staff does not vote on any item.
- c. *INTERIM* Quorum of four voting members is necessary for all public votes.
PERMANENT Quorum: majority of filled seats plus one.
- d. Official BPAC communications will be provided at following meeting and appended to minutes for the meeting where the motion was made.

6. AGENDA

- a. BPAC Chair and Staff will create the monthly agenda with input from BPAC. Ideas for agenda items must be submitted to staff one week prior to the meeting and may be included on the agenda depending on available time and information.
- b. Staff will distribute and post an agenda electronically at least 72 hours prior to the meeting.
- c. Staff will develop a means for circulating related documents at least 72 hours prior to meeting.

7. SUBCOMMITTEES

- a. The BPAC may form subcommittees by motion.