

CITY OF OAKLAND  
Mayor's Commission on Persons with Disabilities (MCPD)  
**Monday, June 19, 2017**  
**5:30 p.m. – 7:30 p.m.**  
Hearing Room Four, Second Floor  
One Frank H. Ogawa Plaza (City Hall), Oakland, CA 94612

For additional information or to request accommodations, call  
(510) 238-5219 (VOICE) or 711 (California Relay Service)

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Public Comments\*
- IV. Commissioner's Announcements
- V. Chair Report; *Frank Sperling, Chair*
- VI. Approval of May 2017 Minutes (**Exhibit A**)
- VII. Agenda Modification and Approval
- VIII. Staff Reports
  - A. ADA Self-Evaluation and Transition Plan Project Status Report, *Christine Calabrese, ADA Programs Division Manager (Exhibit B)*
  - B. Telegraph Avenue Sheltered Bikeways and Disability Access, *Christine Calabrese*

- C. Bike Share Program Accessibility Update; *Carlos Hernandez, Bike Share Coordinator, Department of Transportation (Exhibit C)*
  - D. Proposal for Increasing Wheelchair Accessible Vehicles through the City of Oakland Taxi Program; *Gregory Minor, City Administrator's Office (Exhibit D)*
- IX. New Business
- A. Commissioner Attendance
- X. Old Business
- A. Recommendation by the Ad-hoc Committee on establishing Standing Committees **(Exhibit E)**
- XI. Pending Agenda Items
- A. Housing and Community Development Update on Home Modification Funding
  - B. Infrastructure Bond Implementation and FY 2017-19 Budget Update
  - C. Curb Ramp and Sidewalk Repair Programs Update
- XII. Adjourn

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NOTE: THE COMMISSION MAY TAKE ACTION ON ANY  
ITEM ON THE AGENDA

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\*Public Comments: To offer public comments at this special meeting, please register with Hoang Banh, ADA Programs Division Analyst, before the start of the MCPD meeting at 5:15 p.m. Please note that the MCPD will not provide a detailed response to your comments but may schedule your issue for a

future meeting. The MCPD Public Comment period is limited to 15 minutes and each individual speaker is limited to 5 minutes. If more than 3 public speakers register, however, then each speaker will be limited to 3 minutes. If more than 5 public speakers register, then each speaker will be limited to 2 minutes. Exceptions to these rules may be granted at the discretion of the Chairperson.



This meeting is wheelchair accessible. To request ASL interpreting, materials in alternative formats, captioning or assistive listening device, or any other disability related accommodation, please call Hoang Banh at 238-5219 (V) or 711 (California Relay Service) at least three (3) business days before the meeting. Please refrain from wearing scented products to this meeting so persons who may experience chemical sensitivities can attend. Thank you.



CITY OF OAKLAND  
Mayor's Commission on Persons with Disabilities (MCPD)  
**Monday, May 8, 2017**  
**Special Meeting**

**DRAFT Minutes**

- I. Called to Order at 5:05 p.m.
- II. Roll Call (**Exhibit A1**)
- III. Public Comments
  - Mr. Ian Smith expressed that not having quorum twice this year has led to some agenda items not getting addressed. Chair Sperling stated that the issue of quorum will be brought up tonight.
  - Mr. Daryl Meshack stated that his sidewalk access complaint to staff has not been resolved. ADA Programmatic Access Coordinator Sherri Rita stated that per email correspondence with Mr. Meshack, the City's grievance procedure allows for 30 working days for investigation and resolution. A proposal for policy changes in response to the issues raised in his grievance is currently under review by departments that will be involved in the implementation of the policy, and he will be provided an update as soon as possible.
- IV. Commissioner's Announcements

- Commissioner Harrington updated that he reviewed and commented on the Draft Pedestrian Master Plan. He feels it needs to better address universal access.
- Commissioner Contreras inquired about whether when there are new projects and designs, is there a group of persons with disabilities that can provide feedback. For instance, she had difficulty parking on Telegraph Avenue because of the new buffered bike lanes.

ADA Programs Division Manager Christine Calabrese stated that there are generally three ways the City engages with stakeholders with disabilities when designing capital projects. One mechanism is to include persons with disabilities on formal technical advisory committee for larger capital programs. Another is to convene an informal group of subject matter experts to discuss specific areas of programmatic or technical concern for disability populations. Finally, and most notably, the MCPD is the City's designated public advisory body with respect to ADA compliance, including in its capital programs.

Commissioner Contreras reiterated that the Telegraph buffered bikes lanes impede ADA access and are a hazard. Ms. Calabrese stated that she will provide an update on the Telegraph Avenue improvements in her next staff report.

- Commissioners Roundtree and Zisser staffed a table and represented the MCPD at Walk MS East Bay on April 22 at Lake Merritt.

V. Chair Report: *Frank Sperling, Chair*

- Welcome new member Alicia Contreras: Chair Sperling allowed the newest commissioner, Alicia Contreras, to introduce herself. Commissioner Contreras stated that she has advocated internationally for persons with disabilities for 20 years and described some of that work.
- Quorum: Chair Sperling requested to add item to next meeting agenda regarding quorum issues.
- East Bay Bike Share Accessibility: Chair Sperling and Commissioner Garner met with the Mayor's Office about the MCPD's concerns regarding the inaccessibility of the soon to be launched City of Oakland Bike Share program. Chair Sperling stated the meeting was cordial and it seemed the Mayor's Office is aligned with the MCPD's desire for an integrated program. Chair Sperling and separately Commissioner Gregory also reached out to contacts with the MTC, and learned that MTC has the capacity to distribute adaptive cycles among bike share stations upon request.

## VI. Approval of March 2017 Minutes

- Chair Sperling requested one modification at the end of the minutes, regarding establishing committees. Missing from the minutes is a motion that was approved unanimously to establish the committees.
- Motion to approve March 2017 minutes: Commissioner Gregory  
Seconded by Commissioner Harrington  
Aye: 8 - Garner, Gregory, Harrington, Hong, Roundtree, Sperling, Van Docto, Young

Excused: 1 - Contreras

**Motion passed.**

## VII. Agenda Modification and Approval

- Item VIII.D. was removed from agenda because staff did not have an update regarding the measures being taken to address accessibility to the City's Bike Share program.
- Chair Sperling proposed to include a 7:00 p.m. time check to ensure sufficient time to discuss Item IX.A.
- Motion to modify and approve May 2017 agenda:  
Commissioner Gregory  
Seconded by Commissioner Garner  
Aye: 9 – Contreras, Garner, Gregory, Harrington, Hong, Roundtree, Sperling, Van Docto, Young  
**Motion passed.**

## VIII. Staff Reports

### A. Mayor / City Administrator Fiscal Year 2017-19 Budget Proposal Presentation and Discussion, *Christine Calabrese*

- ADA Programs Division Staffing: Ms. Calabrese announced that she will retire later this year after 20 years with City of Oakland. Fiscal year 2017-18 budget states the ADA Programs Division consists of four (4.0) full-time employees (FTEs), but the Division will be down to three (3) FTEs after Ms. Calabrese's departure. The ADA Programs Division is being restructured to include two access

coordinators. Sherri Rita, Program Analyst III, serves as Programmatic Access Coordinator. Recruitment is underway for a Physical Access Coordinator, who will overlap a few months with Ms. Calabrese until she leaves. Hoang Banh recently came on board as a full-time Program Analyst I supporting the ADA Programs Division and staffing the MCPD.

- Measure KK (I-Bond): The proposed two-year expenditure plan for the voter-approved Infrastructure or I-Bond doubles the annual allocation for curb ramp transition plan implementation, from \$900,000 to \$1.8 million. In addition, the ADA Programs Division will work to ensure that every I-Bond project will conform with federal access regulations.
- ADA Programs Division Budget: The proposed Fiscal Year 2017-2019 budget continues the annual allocation of \$252,000 for the Division to support physical and programmatic modifications for individuals with disabilities on request or in response to grievances. Modifications supported by these General Purpose Funds will include but will not be limited to the provision of auxiliary aids and services (such as sign language interpreters, captioning, or assistive technologies), repairs/maintenance of accessible features (such as wheelchair lifts or specialized equipment used by individuals with disabilities), and minor capital improvements (not within the scope of a larger, scheduled capital improvement project).

- Commissioner Contreras inquired about the ideal budget for physical access compliance activities. Ms. Calabrese responded that, as a rule of thumb, baseline construction budgets should be multiplied by 20% to cover access compliance including but not limited to path of travel improvements. She anticipates that many I-Bond projects will exceed this 20% threshold of funds allocated specifically for accessibility improvements. Ms. Calabrese is most concerned that qualified departmental access coordinators are involved in all I-Bond planning and programming so that access compliance.
- Commissioner Harrington stated it would be helpful for the Commission to receive a report annually or semi-annually of complaints received from the public regarding lack of access. Ms. Calabrese offered that staff will work with the Commission to present jointly to City Council with an annual summary of complaints, recommendations, and funds spent by the ADA Programs Division and across departments for disability access compliance.
- Chair Sperling stated that he will meet with staff to discuss the MCPD's annual report and will bring this item back to the Commission.
- Motion to accept Ms. Calabrese's Fiscal Year 2017-19 Mayor/City Administrator Budget Proposal  
Presentation: Commissioner Harrington Seconded by Commissioner Van Docto  
Ayes: 9 – Contreras, Garner, Gregory, Harrington, Hong, Roundtree, Sperling, Van Docto, Young  
**Motion passed.**

B. Fiscal Year 2016-2017 ADA Play Surface and Equipment Improvement Project: Presentation on Status and Options for Remaining Funds Allocation

- Ms. Calabrese recommended that the Fiscal Year 2015-16 program budget of \$252,000 be reallocated from the ADA Transition Plan Update project to the Woodminster Amphitheater Phase II project (\$217,700) and to the On-Street Disabled Parking Zone Program (\$34,500).
- Ms. Calabrese stated that \$192,000 remains of the FY 2016-17 ADA On-Call Capital Improvement budget, which the MCPD approved using for making surfacing and play feature accessibility improvements at selected tot lots. As stated in her written report, Ms. Calabrese recommends using the remaining funding towards FROG Park (\$85,800), McClymonds Park (\$36,000) and Brookfield Park (\$45,000) for rubberized play surfacing, equipment upgrades, path of travel improvements. Project soft costs are estimated at \$25,200.
- Ms. Calabrese explained that the pattern of practice has been for ADA Programs Division to supplement ADA tot lot programs because the City requires tot lots to have monolithic, rubber surfacing rather than bark chips, sand, or other loose fill surfaces. For instance, when the City gets donated tot lots from organizations such as Kaboom, which uses bark chips, ADA Programs Division partners with Public Works to implement rubber surfacing.

- The Woodminster Amphitheater Phase II project, which is in response to the settlement terms of an ADA lawsuit, consists of the construction of a new lower level, premium seating area for four wheelchairs, path of travel improvements, and accessible parking. The settlement terms did not require the installation of a permanent restroom facility for the lower level, which is currently serviced by portable facilities. Ms. Calabrese is proposing using the available ADA On-Call Capital Improvement budget originally intended to support the ADA Transition Plan Update to instead supplement the Woodminster project budget to allow for construction of an accessible restroom facility.
- Commissioner Young inquired about parks with programs for youth with disabilities. Ms. Calabrese responded that Mosswood Recreation Center housed the City's Inclusive Recreation Program, but a fire last fall required the program to temporarily relocate to the Lakeside Park Garden Center.
- Commissioner Harrington inquired about the ADA Transition Plan Update. Ms. Calabrese stated that the update is on-going, and most recently staff have begun working with vendor BlueDAG to acquire software that will enable better monitoring and recording of facility conditions and project priorities.
- Mr. Daryl Meshack expressed concern that what money is made available for making sidewalk and curb ramp improvements is being misspent. In his neighborhood, since 1999-2000, he has seen existing curb ramps modified three times, while no new

ramps have been installed where they are required, and potholes aren't being repaired. Ms. Calabrese recommended directing these concerns to staff in the Department of Transportation in charge of the sidewalk repair and curb ramp programs. Chair Sperling requested that the responsible staff present at the next MCPD meeting.

- Commissioner Contreras reiterated the importance of individuals with disabilities being involved in project design.
- Ms. Betty Wright, a resident volunteer with Oakland Housing Authority, stated that OHA is bringing in outsiders supposedly with ADA expertise but not getting design input from residents. She has difficulty rolling her wheelchair on the new flooring installed in her unit, and she has fallen five times.
- Ms. Theresa Nelson from the Friends of the Rockridge-Temescal Greenbelt (FROG) thanked the Commission for considering funding the project.
- The Commission passed a motion accepting the ADA Capital Improvement Project Report from the City ADA Coordinator, approving the funding recommendations therein, and authorizing the City ADA Coordinator to allocate Fiscal Year 2015-17 On Call ADA Capital Improvement project funds to the Woodminster Amphitheater Phase II Project (\$217,700), to the On-Street Disabled Parking Zone Program (\$34,500) and to ADA tot lot improvements at McClymonds, Brookfield, and Frog parks (\$192,000).

Motion to accept the report: Commissioner Gregory

Seconded by Commissioner Harrington

Aye: 7 - Garner, Gregory, Harrington, Roundtree, Sperling, Van Docto, Young

Abstain: 1 – Contreras

**Motion passed.**

- C. Oral Report and Request for Comments Regarding the City of Oakland Taxi and Paratransit Programs and Availability of Wheelchair Accessible Vehicles for On-Demand Transportation; *Sherri Rita, ADA Programmatic Access Coordinator, ADA Programs Division; Gregory Minor, City Administrator's Office*

- Ms. Rita provided a summary of the April 12, 2017 stakeholders meeting to discuss wheelchair accessible on-demand transportation.
  - Stakeholders included representatives from Bay Area nonprofits that advocate with and for persons with disabilities, an individual advocate, and nonprofits that provide transportation services to persons with disabilities.
  - Staff at the stakeholders meeting represented the Car Share Program in the Department of Transportation, ADA Programs Division, Taxi Detail, and Oakland Paratransit for the Elderly and Disabled (OPED).
  - She stated that the stakeholders acknowledged numerous challenges to increasing the availability of on-demand wheelchair

accessible transportation through the City's taxi regulatory authority. First, the ADA does not require taxi companies to offer wheelchair accessible vehicles (WAVs). Secondly, it is generally understood that WAVs are more expensive to acquire and maintain. Finally, the value of a taxi medallion is debatable now with the competition represented by Transportation Network Companies (TNCs) such as Uber and Lyft.

- Ms. Rita summarized some of the ideas that the stakeholders discussed and that were identified through staff research into other municipalities' efforts to improve WAV availability:
  - Reduced medallion/permit fees
  - Fuel subsidies
  - Fare subsidies
  - Car share WAVs
  
- Ms. Rita stated that with any incentive program for WAV providers, monitoring must also be built in to ensure the incentives are not abused and travelers with disabilities are in fact getting the rides they request in a timely manner.
  
- Mr. Minor stated the following in regards to the City's general taxi program:
  - Currently, there are zero ramped taxis.
  
  - The number of taxis is limited to 315 by legislation.
  
  - Eleven medallions have been revoked for non-use. As a short-term solution, Mr. Minor plans

to issue a Request for Proposals (RFP) for taxi companies to operate these 11 permits as WAVs. This might lead to short term increase in WAVs, but it might demonstrate a need for the incentives described by Ms. Rita. Such incentives would require legislation and funding.

- Commissioner Harrington inquired about the City of Oakland regulating Uber and other TNCs to provide wheelchair accessible vehicles. Mr. Minor stated that the Public Utilities Commission (PUC) regulates TNCs.
- Commissioner Van Docto inquired about paratransit use of wheelchair accessible taxis. ADA Program Analyst Hoang Banh stated that OPED contracts with three taxicab companies (Friendly, Metro, and Veterans) to provide taxi service under their voucher program. In 2014, Friendly Cab piloted a ramped taxi shared between Oakland and Berkeley, but it was terminated. Furthermore, Ms. Banh stated that in San Francisco, there are 1700 standard taxicabs and 47 wheelchair accessible taxicabs in their general taxicab program, which coordinates with their paratransit program so that paratransit-eligible riders can utilize taxicabs in the general program instead of separately contracted taxicabs. Also, San Francisco provides incentives for wheelchair accessible vehicles such as reimbursements.
- Commissioner Young stated that when he was in San Francisco hailing Uber on his phone, he

noticed a taxi icon pop up on his phone. He suggested a taxi hailing app be developed for Oakland.

- Chair Sperling suggested having a plan with a timeline for a long-term solution, but in the meantime, implement short-term solutions such as requiring taxicabs to have room in their trunk to stow a wheelchair.
- Commissioner Harrington also suggested into looking to see who else can provide better service, especially as there are so many complaints about paratransit. For instance, build relationships with Uber and other TNCs, include them in the RFP discussion and utilize funding from paratransit to encourage TNCs to provide wheelchair accessible vehicles.
- Commissioner Van Docto supported the idea of more short-term solutions in the meantime, such as ensuring that the cab number is posted in Braille in a specified location inside the taxicab.
- Ms. Betty Wright suggested contacting Dollar Ride in Stockton, where has ridden a wheelchair accessible sedan for three dollars each way.
- Mr. Daryl Meshack stated that taxi drivers need to be trained in working with persons with disabilities. For instance, his mother's wheelchair was damaged when a taxi driver

was not careful enough when closing the door even when told to be more careful.

- Mr. Ian Smith stated while there may be reduced demand for taxis, there must still be demand because there are 315 taxis operating in Oakland. In regards to TNCs, there have been pitfalls in Boston and Washington, D.C., so cities should avoid subsidizing TNCs. Mr. Smith also commented on the lack of records from the Taxi Detail about when taxi permits were issued and revoked. The lack of records prevents learning from the past to improve the path forward. He was informed that the Taxi Detail keeps records by hand and is unable to provide data to the public.

## IX. Old Business

A. MCPD 2017 Ordinance, Goals, Objectives, Roles and Responsibilities. Chair Sperling led the discussion regarding the MCPD's proposed committee and meeting structure.

- Chair Sperling reminded the MCPD that the standing committees that have been discussed are Outreach and Education, Transportation and Mobility, and Programmatic Access
- Chair Sperling stated the full MCPD could meet six times a year, and committees could meet quarterly.
- Ms. Rita stated that the MCPD's enabling ordinance requires Council approval to establish standing committees, which can be obtained via Council resolution.

- After MCPD discussion, Chair Sperling stated that he would seek a meeting with staff to develop a final proposal for a resolution establishing the MCPD's standing committee structure, for MCPD vote at its June 19, 2017 meeting.

X. Adjourned at 8:00 p.m.

**EXHIBIT A.1 for Attachment to Minutes of Event Date**  
*City of Oakland Mayor's Commission on Persons with Disabilities*  
*Meeting for May 8, 2017*

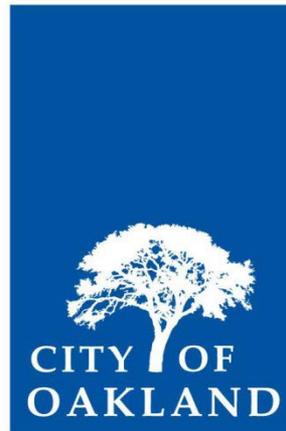
**COMMISSIONERS  
 ROLL CALL**

Quorum Established <input checked="" type="checkbox"/> Number Voting Members Present <u>7</u>	Present	Excused Late	Arrive Late	Leave Early	Absent	Excused	Non-voting status
<b>Chairperson</b> Frank Sperling	✓						
<b>Co-Vice Chairperson</b> Aaron Zisser							
<b>COMMISSIONERS</b>							
<b>Caleb Van Docto</b>	✓						
<b>Brian Harrington</b>	✓						
<b>Jian Hong</b>			✓	✓			
<b>Danielle Roundtree</b>			✓				
<b>Brandon Young</b>	✓						
<b>Thomas Gregory</b>	✓						
<b>Sarah Garner</b>	✓			✓			
<b>Alicia Contreras</b>	✓						
<b>Vacant</b>							
<b>Staff: Christine Calabrese, ADA Programs Division Manager ✓</b> <b>Sherri Rita, ADA Programmatic Access Coordinator ✓</b> <b>Hoang Banh, ADA Program Analyst ✓</b>							
Interpreters: <u>2</u>							



CITY OF OAKLAND  
ADA SELF-EVALUATION &  
TRANSITION PLAN PROJECT UPDATE  
JUNE 19, 2017

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**ADA PROGRAMS DIVISION**

EXHIBIT B

# Project Status

- Phase I was completed in late 2016; work products included a citywide ADA Self-Evaluation survey and a Public Right-of-Way Transition Plan gap analysis.
- The ADA Programs Division is proceeding with contractor Michael Baker International to initiate the Phase II scope, which will minimally include selecting, customizing and integrating specialized ADA Title II compliance software for use by the Division and the Departmental Access Coordinator network.
- Project goals remain to bring the City Access Policy and ADA Transition Plans up to date and to otherwise modernize and streamline the citywide access compliance system.

# Self - Evaluation

## **§ 35.105 Self-evaluation.**

(a) A public entity shall evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of the ADA and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.

(b) A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.

# Transition Plan

## § 35.150 (d) Transition Plan.

- Where structural modifications are required to achieve program accessibility, a public entity with 50 or more employees must do a transition plan by July 26, 1992, that provides for the removal of these barriers.
- Any structural modifications must be completed as expeditiously as possible, but, in any event, by January 26, 1995.
- If a public entity has 50 or more employees, a copy of the transition plan must be made available for public inspection.

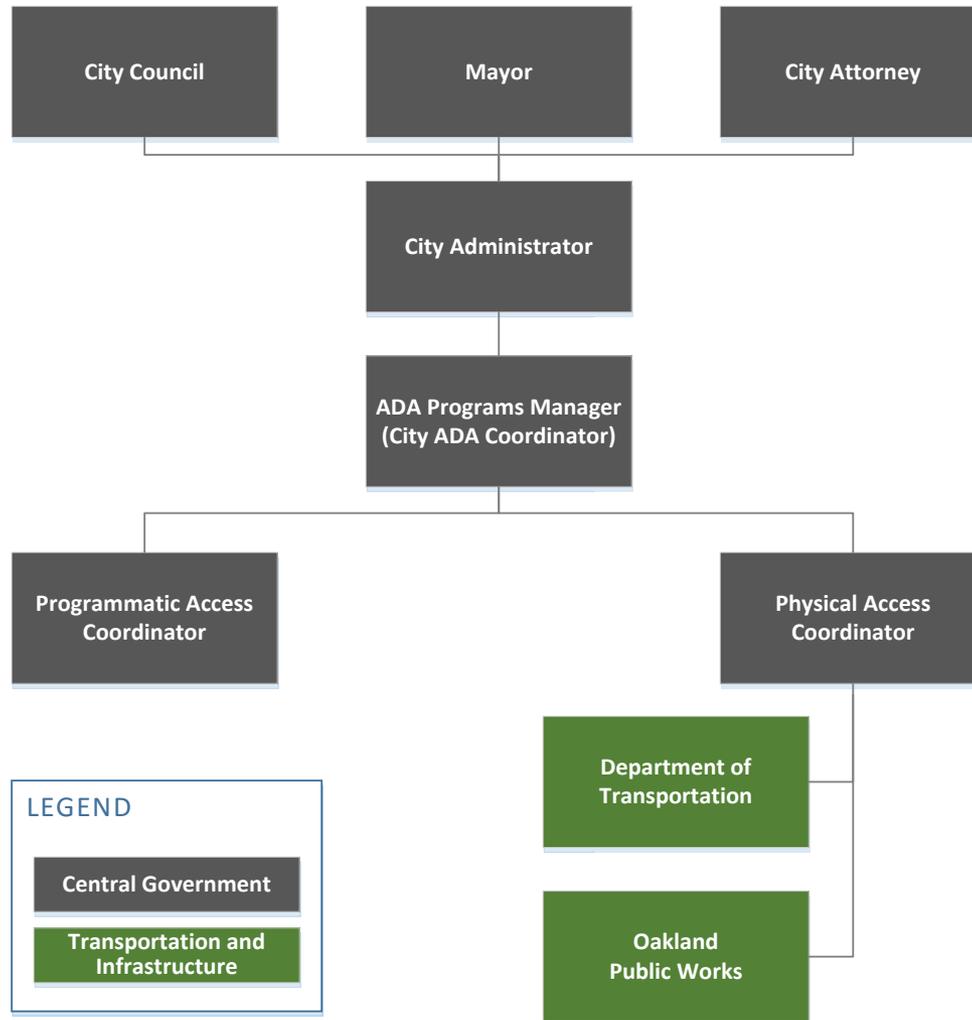
# Background

- 1984: First Curb Ramp Survey
- 1987: Curb Ramp Program Launch
- 1992: First ADA Self-Evaluation
- 1992: City Access Policy (A.I. 123)**
- 1995: ADA Buildings and Facilities Survey
- 1997: ADA Transition Plan**
- 2006: Right of Way (ROW) Survey
- 2008: Sidewalk Repair Prioritization
- 2009: Curb Ramp Transition Plan
- 2009: City Web Access Policy

# Oakland's Challenges

- Great recession impacts
- Public safety, education, housing, and jobs
- Decentralized access compliance network
- **Lack of ADA Title II management tools**
- Historic core, large city, hills, disaster prone
- Facility diversity and maintenance backlogs
- Rapidly changing service delivery systems

# Partial ADA Functional Organization



# ADA Self Evaluation and Transition Plan Update Goals

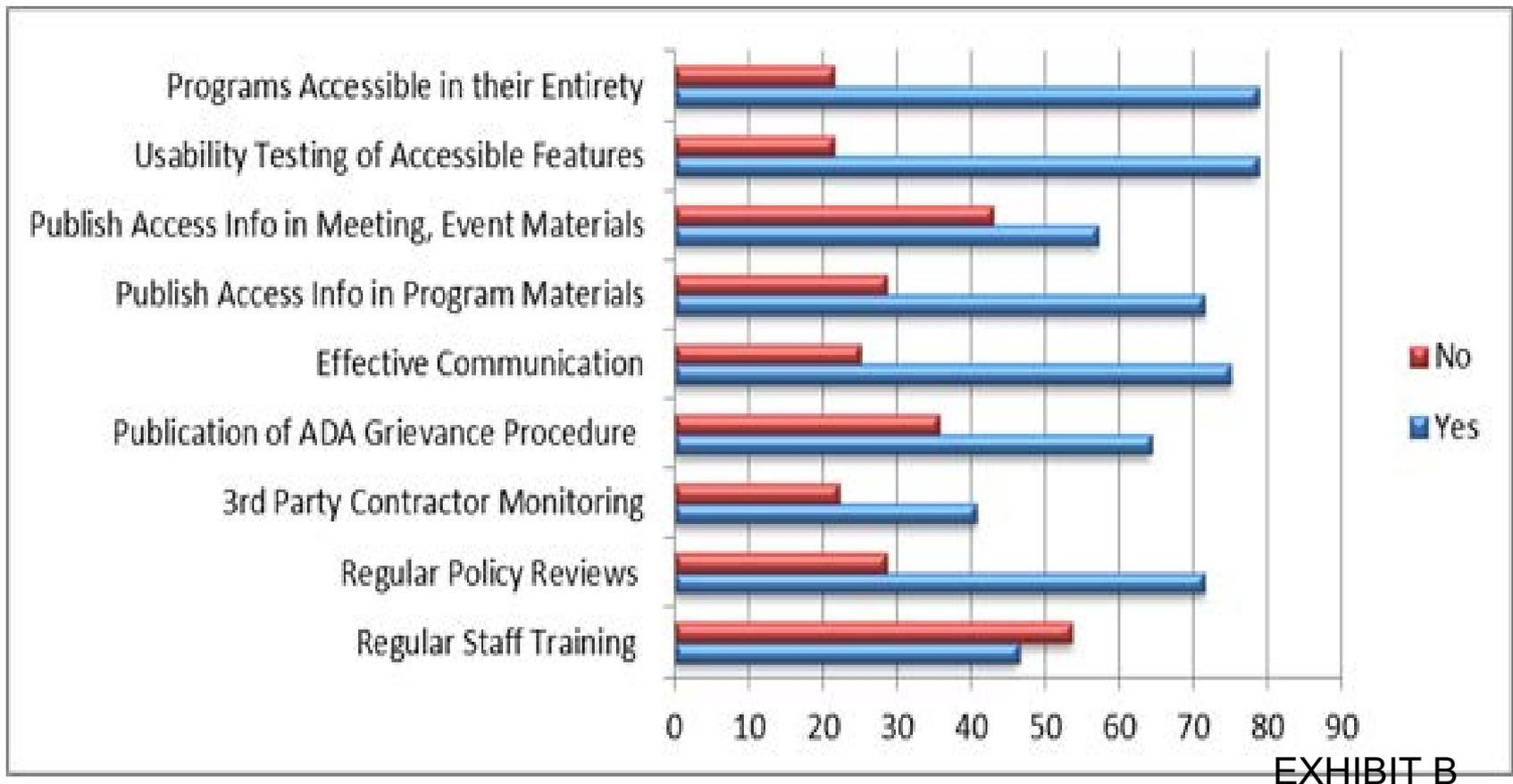
- Integrated City Access Policy
- Renewed Departmental Access Coordinator (DAC) Network
- **Modernized Citywide ADA Title II Compliance Systems**
- Expanded Digital Access Program
- Accelerated Transportation Transition Plan
- Updated Buildings and Facilities Transition Plan

# Project Budget

BUDGET YEAR	DETAIL	BUDGETED AMOUNT
14-15	Phase I: Programmatic Self-Evaluation and Transition Plan Gap Analysis	.100
15-16	Phase II: Update ADA Policies, Practices and Procedures and Refresh Asset Data	.500
	<b>GRAND TOTAL [Millions]</b>	<b>\$.600</b>

# Programmatic Self-Evaluation Findings

Summary of DAC responses indicating possible ADA noncompliance in over 20% of departments/programs (by percentage)



# Physical Access Self-Evaluation

- End Result is the **Transition Plan**
  - Updated facilities inventories and detailed **lists of physical modifications needed** to make these assets accessible to persons with disabilities
  - Describe the **methods** to make facilities accessible
  - Specify the **schedule** for achieving completion (if longer than 1 year, identify steps to be taken each year but as expeditiously as possible)
  - Estimated **cost** of each modification
  - Status column to record completion date
  - Identify official responsible for implementation of plan
  - Maintain baseline transition plan on-file for public inspection for 3 years from date of completion

# PRoW Gap Analysis

**The two key functional areas of the assessment were:**

- A. An evaluation of current PRoW asset management systems workflows, data and application, and
- B. An evaluation of current PRoW asset management data collection systems

**The following functional categories were assessed:**

1. Organizational Structure and Workflows
2. Asset Management Systems Software
3. Geospatial Information Technology
4. Asset Data Management Processes
5. Data Collection Methods and Processes

# PRoW Gap Analysis Findings

1. Lack of well-defined (ADA) organizational structure
2. Lack of well-defined asset data management processes
3. Lack of current asset condition data
- 4. Limited access to asset data**

# Transportation Transition Plan Update

- Refresh public right-of-way asset inventories:
  - Curb Ramps
  - Sidewalk, Curb and Gutter
  - Pedestrian Crossings
  - Traffic Signals
  - Signage
  - On-Street Parking
  - Transit Amenities (bus stops)

# Buildings & Facilities Transition Plan Update

1. Establish buildings and facilities GIS layer with baseline information about each locations (e.g. occupancy, type, square footage, use, year constructed, modernization or other ADA CIP
2. Conduct high level survey and analysis as needed to publish updated Transition Plan

# Next Steps

1. Issue updated Citywide Access Policy
2. Hire Physical Access Coordinator
3. Obtain ADA Title II Program Management Tools
4. Perform PRow Asset Dataset Refresh
5. Conduct Buildings and Facilities Survey
6. Issue updated ADA Transition Plans

# Bay Area Bike Share

## Adaptive Bike Pilot in Oakland

The Bay Area Bike Share expansion includes 70 stations and 850 bikes in Oakland for short, point-to-point trips. As a membership based program, bike share helps solve the last mile problem and serves as a compliment to transit.

In responding to concerns about the need for a similar bike program for the disabled community, the City of Oakland hosted a stakeholder meeting on January 26, 2017. Feedback from the meeting explored the current complexities with providing adaptive bikes on city streets, including:

- Storage for mobility devices
- Interoperability with traditional bike share equipment
- Adaptive bikes are not designed to live outdoors 24/7
- Difficult to monitor use, could lead to abuse of adaptive bikes
- Need a better understanding the current demand

While recognizing the bicycling needs of people with disabilities, MTC, City of Oakland Staff, and Motivate have committed to address feedback from the January 26<sup>th</sup> stakeholder meeting and develop a one-year adaptive bike pilot program to launch summer 2017.

The pilot has support from BORP, a non-profit organization working to improve the health, independence, and social integration of people with physical disabilities through sports, fitness, and recreation programs.

### Pilot Sponsors

MTC

City of Oakland (Carlos Hernandez)

Motivate

Bay Area Outreach Recreation Programs (BORP)

## Adaptive Bike Pilot Overview

### Establish Partnership – July 2017

Oaklanders interested in using adaptive bicycles will be directed to the BORP Adaptive Cycling program, as they have the infrastructure and capacity to immediately facilitate such a service. Both the City of Oakland and Motivate will include information about BORP on their websites and will be in communication with BORP as a more robust partnership develops.

### Establish Pilot – In Tandem with Launch

MTC, Motivate, and the City of Oakland will establish the pilot with BORP for bike services at key Oakland locations. This model is similar to the Portland program where adaptive bikes are available for a longer term use (2 hours), located near transit destinations, and adjacent to recreational areas which include bike facilities that are separated from vehicles. The pilot will require a formal MOU with BORP, acquisition of adaptive bikes, and staff to administer the program. This model will be evaluated to better understand the demand for adaptive bike sharing, demand for bike commuting, and learn how to scale the program.

### Conduct Evaluation - Long Term (June 2017- August 2018)

City of Oakland staff will lead the evaluation and work closely with BORP to collect existing usage data such as ridership, user home zip code, and understand perceptions of the pilot. Staff will continuously collect qualitative and quantitative data from the pilot and provide recommendations once the pilot completes its one year term.

### Advisory Committee

Led by MTC, the advisory committee will be made of key Bay Area stakeholders who are passionate about implementing an adaptive bike pilot that benefits the disabled community. The Advisory Committee will provide direct feedback to the needs assessment (led by the City of Oakland) and the adaptive bike pilot. The committee will meet every month for 90 minutes at the City of Oakland or a location convenient for the committee.

For more information, contact Carlos Hernandez, Transportation Planner at [chernandez@oaklandnet.com](mailto:chernandez@oaklandnet.com)



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## EAST BAY BIKE SHARE EXPECTED TO LAUNCH IN LATE JUNE, CLIPPER CARD INTEGRATION UNVEILED

Published On June 1, 2017 | By Guest Blogger | *News & Commentary, Transit*

NEWS RELEASE: Officials from the **MTC**, Ford Motor Company and **Motivate** today announced that the San Francisco Bay Area's eagerly anticipated regional bike share network will launch at the end of June.

The new Ford GoBike program represents a ten-fold expansion—from 700 bikes to 7,000—beyond the existing pilot program known as Bay Area Bike Share. In tandem with today's launch announcement, the new **fordgobike.com** website was unveiled, which offers the immediate availability of special, limited-edition Founding Memberships. Officials also outlined plans for bike share's first-ever integration with regional transit via the Clipper card along with details of the Bike Share for All program, which includes discounted membership options available to low-income residents.

7 Shares

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### RECENT COMMENTS



**Cathy Leonard** » Thank you Rob for your research and response.....



**Ton** » I did not project race onto the suspect in this.....

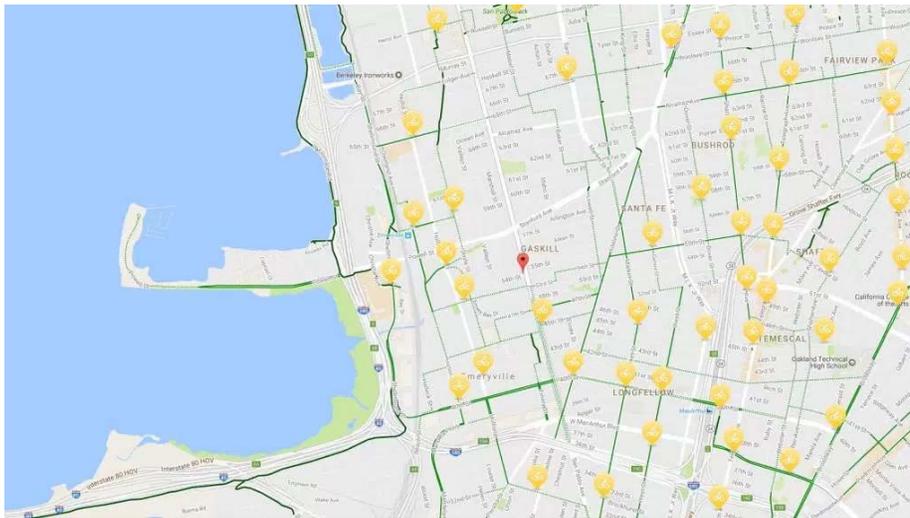


» Cathy, this seems to be more your collection of biases.....

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# EXHIBIT C-1



Emeryville's Phase I expansion is slated along 40th street including a dock IFO City Hall.

Ford GoBike stations will open in San Francisco, the East Bay and San Jose on a rolling basis starting in late June. By the end of this summer there will be 3,700 Ford GoBike bicycles throughout the Bay Area. By the end of next year, Ford GoBike will include 7,000 bikes at 546 Ford GoBike stations spanning San Francisco, Oakland, San Jose, Berkeley and Emeryville. Ahead of the new program's launch, and to allow for the installation of new hardware and software, the Bay Area Bike Share pilot program's last day of service will be Sunday, June 11. Current members will see their memberships extended and rolled into the new program.

For a complete list of planned docking stations, go to the [Ford GoBike Station Map](#).

### FordGoBike.com goes live — with limited-availability 'Founding Member' specials

Ahead of the launch later this month, Ford GoBike is introducing "Founding Memberships," which will be limited to first 1,000 members to sign up at the new Ford GoBike website at FordGoBike.com. Founding members get a discount on membership price (\$124 annually, \$25 off the regular price) as well as a commemorative Ford GoBike branded Clipper® card and invitations to regional launch events.



### Clipper now a key to bike share

In another innovation announced today, accessing the Ford GoBikes will be easier for Bay Area commuters as for the first time, **Clipper cards** will act as the key to unlock the bikes. Riders can link their Clipper card (any Clipper card will work) to their Ford GoBike accounts, and use the card to unlock a bike from any Ford GoBike station. Riders can also unlock bikes using the Ford GoBike mobile application.

### 'Bike Share For All' expands access for underserved communities



7 Shares



7

7



Officials also announced the start of "Bike Share for All," the nation's most comprehensive bike share equity program. The program—which includes outreach, engagement, discounted pricing, and other improvements—reflects the groundbreaking commitment of Motivate and MTC to expand transportation access to communities traditionally underserved by transportation options.

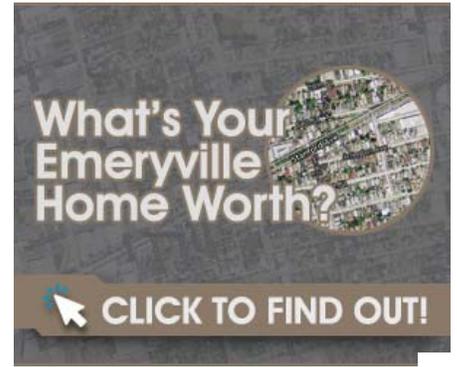
As part of this commitment, Motivate is placing at least 20 percent of stations in MTC-designated communities of concern, and providing a discounted membership option for low-income residents. MTC and Motivate have created a \$260,000 outreach fund to help educate lower-income residents and residents whose first language is other than English about how bike share works and to raise awareness about the availability of the discounted memberships.

The Bike Share For All discounted membership option announced today offers a \$5 introductory first-year membership rate to all Bay Area residents enrolled in PG&E CARE, CalFresh or San Francisco Muni's Lifeline Pass programs. After their \$5 introductory year, "Bike Share For All" members will be able to continue their memberships for the still-steeply discounted fee of \$5 per month. Qualifying residents can sign up for the program now on the Ford GoBike website using a credit or debit card. Cash-paid memberships are available for purchase in-person at The Hub (located at MTC's headquarters at 375 Beale Street in San Francisco) beginning June 1, and will be available by June 28 at staffed BikeHub-operated bike stations. Bike Share for All memberships also extend ride times to a full one-hour for every trip (15 minutes longer than trips available with standard memberships).

Sign up at [fordgobike.com](http://fordgobike.com) →

Get the App →

Feature Image: Oakland Mayor Libby Schaaf and other transportation officials pose in front of a Ford GoBike at the Bay Bridge Vista Point Ribbon Cutting.



7 Shares



7

7



Related Stories:



National Bike Month kicks off with Bay Bridge Vista Point Ribbon cutting ceremony



Bay Area Bike Share unveils additional Phase 3 Emeryville stations



Bay Area Bike Share asks "Where do you want Bike Share in Emeryville?"

UPCOMING EVENTS

Catch the Fever at Bay Street

June 1 @ 7:00 pm - 9:30 pm

Dance-A-Vision Live at Bay Street

June 2 @ 5:30 pm - 7:30 pm

4th Annual Berkeley Humane Pints for Paws

June 3 @ 2:00 pm - 5:00 pm

[View All Events](#)

SUBMIT A COMMUNITY EVENT

[ENTER EVENT INFO](#) →

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ABOUT THE AUTHOR

Guest Blogger The E'ville Eye Guest blogger series invites Emeryville City Council members, businesses, residents & neighbors to share their opinions and voice about a broad range of subjects involving our city. Contact us if your interested in submitting an editorial or story.

# Where can riders with physical disabilities find adaptable bikes?

Riders with physical disabilities seeking adaptable bikes are encouraged to contact the Bay Area Outreach and Recreation Program in Berkeley. They provide short-term rentals, training for new riders, group rides and more. Visit [their website](#) for pricing and additional information.

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Have more questions? [Submit a request](#)

## Other information

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[Where can riders with physical disabilities find adaptable bikes?](#)

[How do I sign up from the website?](#)

[How old do you have to be to use Ford GoBike?](#)

[What is a station, a dock and a kiosk?](#)

[How many bikes and stations are there?](#)

[Where are the stations?](#)

[Where can I ride Ford GoBike?](#)



## *Trends Report*

NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER



## **Accessible Bikeshare: Benefits to Older Adults & People with Disabilities**

**Topic Spotlight from the NADTC  
2016 Transportation Trends Report**

**May 2017**

**EXHIBIT C-2**

# Introduction

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Accessible Bikeshare and its availability for older adults and people with disabilities is the focus of this Topic Spotlight, one of seven transportation issues reported on in the National Aging and Disability Transportation Center [2016 Transportation Trends Report](#). The complete report, available at [www.nadtc.org](http://www.nadtc.org), discusses trending topics—*significant issues that affect the availability of accessible transportation in communities*—identified by the National Aging and Disability Transportation Center (NADTC) in 2016.

Short information briefs were prepared in early 2017 on topics concerning developments in the field of transportation that are newsworthy and subject to change over time (e.g., shared ride services, bikeshare); others relate to longstanding problems that are not amenable to one-size-fits-all solutions and continue to present new challenges (e.g., crossing boundaries, safety). The selected topics are:

- Americans with Disabilities Act
- **Accessible Bikeshare**
- Crossing Jurisdictional Boundaries
- First Mile/Last Mile
- Safety
- Section 5310
- Shared Ride Services

All seven topics are covered in the full Trends Report linked above.

# Accessible Bikeshare: Benefits to Older Adults & People with Disabilities

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## Introduction

Bicycle sharing systems, commonly referred to as public bicycle systems or bikeshare systems, are services that provide additional mobility options for members of the community in which the bikeshare system is located. Bikeshare affords individuals the option to borrow a bike from one point and return it to another. Individuals typically use bikes from bikeshare docks for short trips in a given area, such as first and last mile connections to public transportation systems. Costs for using a bikeshare system range from a daily fee for new users, to a subscription fee for annual members typically ranging from \$65-\$120. Some bikeshare programs are also free. Many systems also utilize mobile application technologies to show nearby bike station locations with available bikes and open bike docks. According to the National Bikeshare Association, as of June 2014, public bikesharing systems were available in 50 countries on five continents.

Bikesharing systems facilitate one-way rides to work, school, medical destinations, shopping destinations, and other community opportunities. These systems offer increased transportation choices as an alternative to driving while simultaneously assisting people in moving about their communities. For people with disabilities and older adults, additional transportation options can be critical to accessing needed community and regional services.

As bikesharing efforts expand across the United States, there has been an increased emphasis on ensuring these systems and programs are both accessible and inclusive to all. Fully inclusive bikesharing systems, including some mentioned as best practices in this report, recognize that they serve a diverse community needing different types of bikes for a variety of purposes. MobilityLab, a key researcher on accessible transportation options, finds that bikeshare helps people who do not own a bike or who may want to only ride a short distance in a given area with the chance to ride, but that as these programs grow, there is a heightened need to ensure all community members can benefit from the options available to them. Bikesharing enables people to access their communities in ways they might not have previously done. It also enables first and last mile connections to transportation options, thereby affording greater travel independence to community members.

There are also many programs that fall outside of the traditional city or campus-based model, including creative rural and suburban bikesharing systems that provide the same types of connections to transit that larger urban bikeshare programs do. One system in rural Montgomery County, Pennsylvania, uses libraries to facilitate short-term bike loan programs. Users can rent a bike for a day for free, and use it to connect to community destinations and transportation services. The bikes can be returned to any library within the county system, not necessarily the point of origin.

### **Types of Accessible Bicycles**

As bikesharing grows in popularity and efforts are made to incorporate accessible bikes into the fleet of a new or existing bikeshare system, it is important to understand that there is not a “one size fits all” type of accessible bike. To utilize a bikeshare system, one user may need to use an E-bike that assists in propelling and pedaling, while another user may need a hand bike that eliminates the need for foot pedaling completely. Accessible bikes are described below.

#### ***Handcycles***

Handcycles feature a hand-propelled design and easy-to-use hand steering and braking controls. They often feature an upright seat for maximum comfort and ease of use.



#### ***E-Bikes***

Commonly referred to as E-Bikes, electric assist bicycles feature an integrated electric motor which can be used for propulsion. Electric assist motors are used to assist users in pedaling.



#### ***Side-by-Side Bikes***

These bikes, sometimes called tandem bikes, feature side-by-side seating for pairs for riders of different sizes and abilities. They offer twin independent transmissions so each rider can pedal at his or her own pace. Side-by-side bikes typically also feature hand brakes.



### ***Trikes***

Trikes, or tricycles, offer a different type of design than a traditional bicycle. They feature three wheels instead of two that affords users in staying seated in a more natural position. They also have hand brakes and a heavy duty frame construction.



### ***Bicycle Attachments***

There are various types of attachments for bicycles, and some attachments can be cheaper additions to current bicycles. One design, for example, features a one-wheeled bike attachment that can be buckled onto a wheelchair, thus creating tricycle capabilities for the user.



### **Best Practices in Accessible Bikesharing**

- College Park, Maryland mBike

mBike was launched in May 2016 as a partnership between the city of College Park, Maryland, the University of Maryland, and the bikeshare operator Zagster. The mBike program has 125 bikes that serve students, faculty, staff, and residents on the university campus and in the surrounding city, and includes five accessible bikes in its fleet. Available accessible bicycles include hand cycles, tricycles, and side-by-side bikes.

- Ohio State University Bikeshare Program

Ohio State University's system has 115 bicycles and 15 stations that deliver a safe and sustainable alternative transportation option for the large university community. In addition to commuter bicycles, the system also includes tandem, hand cycle, electric assist, heavy duty cruisers designed to carry more weight, and three-wheeled cargo bikes that have a platform or basket designed for carrying packages or boxes.

- Westminster, Colorado

The town of Westminster launched its new accessible bikeshare program in June 2016, designed to provide the entire community with equitable access to a convenient, affordable, and healthy way to experience Westminster. The system includes 32 cruiser bikes and eight accessible bikes (three hand bikes and five trikes).

- City of Detroit Bikeshare Program/Shift Transit

This innovative new program will launch in spring 2017 and features 420 bikes, including a range of accessible bikes to be selected by the City of Detroit and the manufacturer, Shift Transit.

## **Conclusion**

The advent of bikeshare programs has brought increased choices in transportation and a greater level of independence to users of such systems. However, since accessible bikesharing is a relatively new concept, it does not come without its challenges or growing pains. One of the current challenges as bikeshare expands is the availability of accessible options that benefit people with disabilities and older adults in all bikeshare programs and systems. While some communities, such as those highlighted in this report, have been quick to develop solutions to make bikesharing accessible and inclusive, other communities have been slow to adopt similar efforts.

Planning partners should make every effort to include the disability and aging communities in all planning efforts focused on bikesharing. It is necessary to hear the ideas of potential system users and seek out opportunities to make systems inclusive and accessible to all.

As bikesharing continues to grow, special emphasis should be placed on safety for cyclists and pedestrians. Incorporating safety goals into overall bikeshare and first/last mile connection efforts is an integral part of promoting community safety.

## **Resources**

Ohio State Bikesharing Program to Offer Accessible Bikes

<https://odi.osu.edu/news/news-archive/bike-sharing-program-to-offer-accessible-bikes.html>

College Park's mBike Brings Accessible Bikeshare to the Region

<http://mobilitylab.org/2016/05/12/college-parks-mbike-brings-accessible-bikeshare-region/>

Zagster Company Website

<http://www.zagster.com/>

Zagster Press Release: Westminster and Zagster Introduce Inclusive Bike Share Program  
<http://www.zagster.com/press/westminster-and-zagster-introduce-inclusive-bike-share-program>

Is Biketown Bike Share for All? Or Only the Able-Bodied?

<http://bikeportland.org/2016/06/02/bike-share-for-all-or-only-the-able-bodied-184789>



The National Aging and Disability Transportation Center is funded through a cooperative agreement of Easter Seals, the National Association of Area Agencies on Aging, and the U.S. Department of Transportation, Federal Transit Administration, with guidance from the U.S. Department of Health and Human Services, Administration for Community Living. NADTC's mission is to increase accessible transportation options for older adults, people with disabilities and caregivers nationwide.

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# **THE CITY OF OAKLAND**

**SPECIAL BUSINESS PERMITS DIVISION  
OFFICE OF THE CITY ADMINISTRATOR**

## **TAXI VEHICLE PERMITS REQUEST FOR PROPOSALS**

**Application Period Commences July 1, 2017**

**Application Discussion Meeting:  
1 Frank Ogawa Plaza, Hearing Room**

**Application Submission Deadline: Rolling**

## INTRODUCTION

Oakland Municipal Code (OMC) Chapter 5.64 allows the City Administrator's Office to promote the public health and safety of Oakland residents and visitors travelling in City of Oakland licensed taxicabs by selecting vehicle permit applicants through criteria established in a Request for Proposals (RFP). The City of Oakland hereby issues this RFP to identify qualified firms or individuals (Permittees) to operate taxicabs in the City of Oakland. Applicants will compete in a scored process for eleven (11) available taxi vehicle permits. Selected permittees will be required to comply with Oakland's taxi ordinance, 5.64 as well as the commitments and proposals made by the permittee in the application process.

## PURPOSE

To increase the number of Wheelchair Accessible Vehicles (WAVs) in the City of Oakland providing on-demand transportation for the disabled community.<sup>1</sup>

## SCORING

For every WAV an Applicant commits to operating as a City Of Oakland taxicab the Applicant will receive ten points. Applicants may apply to operate anywhere between 1 to 11 WAVs.

The Applicant with the highest score will be selected to operate the total number of taxi vehicle permits sought. For example, if an applicant commits to operating 11 WAVs then they will receive the highest score of 110 points and receive all eleven vehicle permits. If the Applicant with the highest score committed to operate less than 11 WAVs, the remaining vehicle permits will be awarded to the Applicant with the second highest score, followed by the third highest and then the fourth highest, if needed, until all eleven available vehicle permits have been awarded.

In the case of a tie in score, preference will be given to the Applicant who has already purchased WAVs.

## PURCHASING OF WAVS

This RFP process does not require that an Applicant purchase a WAV before applying, however, an Applicant who is selected to operate the available taxi vehicle permits based on their RFP commitments will not receive the vehicle permits until the WAVs are purchased and inspected by City of Oakland's Public Works Agency.

## OPERATING WAVS

Applicants awarded vehicle permits pursuant to this RFP are not restricted to picking up only disabled passengers. *However, operating a WAV to the satisfaction of this RFP will require arriving within 30 minutes of a passenger's request. Failure to meet this requirement shall result in suspension and/or revocation of the vehicle permits awarded through this RFP.*

## DISQUALIFICATION OF APPLICATIONS

Applications may be disqualified on the following bases:

- Incomplete application or lack of required documents
- Proposal would violate OMC 5.64.110 prohibition against monopolies
- Location that violates zoning restrictions

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<sup>1</sup> For the purposes of this RFP, a WAV shall be defined as a minivan or similar vehicle specifically adapted with ramp and/or lift access for wheelchair users and meets all the requirements of the Americans with Disabilities Act Code of Federal Regulations Part 38.

Violation of Business Tax ordinance (requires submission of financial documents  
Untruthfulness  
Determination by OPD that the applicant's criminal history disqualifies the applicant  
History of complaints against applicant  
History of vehicle inspection failures

Applicants whose applications are disqualified on the basis of untruthfulness may request a hearing before an independent hearing officer. The hearing will be conducted according to the requirements of OMC section 5.02.090. The determination of whether the applicant was truthful or untruthful on his/her application will be made on the preponderance of the evidence.

#### **NOTICE OF DECISION/AWARDING OF PERMITS**

Permits will be awarded to the Applicant(s) with the highest total of points as described above. The City Administrator's Office will notify awardees in writing. All applicants that are not awarded a permit will be notified within 10 days of the final permitting decision. The notification will include their rank and score.

The Permit Awardee(s) will be required, as a condition of their permit, to abide by a timeline of deliverables as determined by Permit Staff, after review and, if needed, discussion and adjustment of the applicant's Roll-out Plan. Failure to comply with the timeline and or meet a deliverable may result in the assessment of a monetary penalty in the amount of \$ 1000/day for breach of a permit condition or immediate withdrawal of the permit award for failure to abide by the deliverables timeline. Deliverables can include, but may not be limited to:

- A. Date by which WAVs will be purchased and ready for inspection
- B. Date by when other mutually agreed commitments of the Roll-out Plan will be met
- C. Date by when other commitments of the application will be met

#### **LOSS OF PERMIT AWARD/ISSUANCE OF PERMITS**

After a Roll-out Plan has been agreed upon with a permit awardee, any failure to complete the Roll-out Plan's dates is grounds for withdrawing the permit award. A permit awardee will be notified in writing of any withdrawal of the permit award. Vehicle Permits will be issued upon successful completion of vehicle inspection by Oakland's Public Works Department and payment of permit fees. Should a permit award be withdrawn, the next highest scoring applicant will be given the opportunity to accept the award of the withdrawn permits, subject to the City Administrator's determination of the number of permits the applicant can operate

#### **THE CITY'S RESERVATION OF RIGHTS**

The City reserves the right to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFPA without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal.

June 19, 2017

**To:** Mayor's Commission on Persons with Disabilities  
**From:** Ad-hoc committee to review establishing standing committees  
**Subject:** Committee Structure Recommendation

## **BACKGROUND**

At the December, 2016 Annual Planning Meeting of the MCPD, the Commission identified:

- 1) Prior ad hoc committees of the Commission had, in-fact, been acting as standing committees.
- 2) The Commission desired to maximize its resources to ensure that reviewing reports to the MCPD by various City departments would not take so much time that each monthly meeting was only involved with hearing reports and that other important matters of the Commission also needed to be addressed.
- 3) Outreach to the community required a more concerted effort of the Commission to ensure optimal use of commissioner and staff time and that visibility to the public was also optimized.

The MCPD then adopted the recommendation of an ad-hoc committee to establish 3 separate standing committees:

- 1) Physical Access Committee
- 2) Programmatic Access Committee
- 3) Outreach/Education Committee

Because of very full agendas, coupled with two MCPD meeting being cancelled subsequent to the Annual Planning Meeting, the Commission established an Ad-hoc committee to review establishing standing committees. Additionally, it had been identified that the charter of the MCPD required the Commission to formally request approval of establishing standing committees from the Oakland City Council.

This committee made an initial recommendation to go forward with establishing these 3 committees at the May 2017 MCPD monthly meeting.

Based on input received from the full Commission at its May meeting, the ad-hoc committee agreed to continue to review their recommendation and return to the June meeting with an updated report.

The ad-hoc committee met with MCPD staff on May 22 and followed up with a series of email communications to finalize this document and included recommendation.

### **RECOMMENDATION OF AD-HOC COMMITTEE**

This ad-hoc committee acknowledged input from the MCPD at its May, 2017 meeting on the subject of establishing standing committees and creating an annual agenda for those meetings. We further reviewed the purpose and goal of establishing standing meetings as discussed at our December, 2016 Annual Planning Session.

Recognizing that the purpose of establishing 3 committees was to solve the challenge of having productive Commission meetings and reduced time taken up by long presentations from various city departments, the ad-hoc committee has decided to recommend an alternative solution at this time:

- Requiring presentations by other City departments be limited to 10-15 minutes (followed by Commission questions and discussion) and requiring that all documentation be delivered to staff in time to be included in the Commission packet.
- If follow-up questions or issues occur we will either establish an ad-hoc committee to resolve the issue or ask the department to come back with further details (either in-person or through a communication to the Commission)
- Establish a schedule of presentations for the year so that City departments will have sufficient time to prepare and the Commission can ensure that higher priority issues can be agendaized.
- Immediately establish an outreach ad-hoc committee to identify and resolve any issues necessary to adequately perform outreach activities (collateral material, process for identifying when and how we attend events, etc.)
- Be mindful of the Brown Act by ensuring that any ad-hoc committees we set up are limited in time and established for a specific issue

While we feel comfortable that this structure will accomplish the goal, we believe that the Commission should also review this new process regularly to ensure that the desire for more productive meetings and the overall accomplishment of MCPD is achieved. If the Commission desires to establish standing committees in the future, it can revisit this issue then.