



Bicycle and Pedestrian Advisory Committee, Monthly Meeting
February 19, 2009, 5:30-7:30 p.m.
Oakland City Hall: 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 (consent item) (5 minutes) Vote on motions to adopt December 2008 and January 2009 minutes.	A
5:40	3	Ped/bike findings: Oil Independent Oakland Task Force (30 minutes)—Alice Glasner, Legislative Analyst for the Public Works Committee of City Council, will brief the committee on transportation-related Task Force recommendations and their status. (Background info at http://www.oaklandnet.com/Oil/default.html .)	I
6:10	4	BPAC Chair and Vice-Chair Nominations Attachment (10 minutes) Nominations open for BPAC officer positions for election at the March meeting. (Nominations can continue via email to City staff.)	A
6:20	5	BPAC Charter Status Attachment (40 minutes)—Mark Dieter and Heath Maddox will lead a discussion on the status of the draft BPAC Charter and help the committee develop next steps.	A
7:00	6	Projects for FY 2009-10 TDA Article 3 Bike/Ped Funding Attachment (10 minutes)—Jennifer Stanley will update the committee on projects likely to move forward for TDA Article 3 funding this year.	I
7:10	7	Bicycle & Pedestrian Facilities Program one-year plan Attachment (10 minutes)—Jason Patton will share the bike/ped program's one-year plan and take comments from the committee on projects and priorities.	I
7:20	8	Announcements: <ul style="list-style-type: none"> • Bicycle wayfinding signage: BPAC/Community Meeting, 19-Mar-09 • Status of MacArthur Blvd medians (Kaiser Hospital project) • Other Suggestions for next meeting topics	Ad

* **Topic Types:**

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

Excerpts from Oakland BPAC bylaws, relevant to election of Chair and Vice-Chair.

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.

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.

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 **heads of the following departments** each appoint a BPAC liaison: 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 **staff** would attend monthly, and other liaisons would attend **to make reports, present relevant projects, and at other times their input is required by the committee.**

- 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

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- 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.

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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.

**Potential projects to be submitted for
FY 09-10 Transportation Development Act (TDA) Article 3 funding**

Candidate Projects	Description	Proposed TDA Funds	Total Project Cost
27th St / Bay Place bikeway (Grand Ave to Broadway)	Repair of concrete roadway in bike lane only; modification of two traffic islands to allow for continuous bike lanes	\$70,000	\$120,000
Citywide Curb Ramp Program	Construct ADA-compliant curb ramps at locations requested by members of the public	\$50,000	\$47,000,000
Walkway rehabilitation	Reconstruction of the Margarido Stairs (\$212K) and Eucalyptus Path (\$342K); TDA funding for handrails	\$50,000	\$554,000

Projects Considered but Rejected	Rationale
12th Street, bike lanes and trails under the new bridge (Measure DD match)	Funding gap too large for this source
40th Street bikeway (Webster St to Yerba Buena) civil engineering / design	Scope and cost estimate not yet defined
Bike actuation at traffic signals	Locations and cost estimates not defined
E12th Street bikeway (2nd Ave to Fruitvale Ave) civil engineering / design	Fundable with Measure B ped/bike pass-through funds
Mountain Blvd pedestrian path construction (Park Blvd to Ascot Dr)	Unresolved right-of-way issues
On-call contract for bike network striping plans	Fundable with Measure B ped/bike pass-through funds
Park Blvd path design (Leimert to Monterey Ave)	Fundable with Measure B ped/bike pass-through funds
Pedestrian countdown signal heads	Ongoing work funded by other sources
Streetscape projects match	Ongoing work funded by other sources
Waterfront Trail (tbd)	No specific project ready at this time

City of Oakland Bicycle and Pedestrian Facilities Program: 2009 Work Plan [revised 11-Feb-09]
Community and Economic Development Agency, Transportation Services Division

The following items are listed in priority order by category. The list only includes capital projects managed by the Bicycle and Pedestrian Facilities Program. (It does not include technical assistance to projects managed others, nor does it include Bike to Work Day.) Note that all of the identified work is unlikely to be completed in 2009.

Bikeway Feasibility Studies

1. Implement the pending projects for which feasibility studies are already completed: Broadway corridor (Keith Ave to 14th St), E 12th St (2nd Ave to Fruitvale Ave), and 40th St (Emeryville border to Webster St).
2. Complete the feasibility study that is currently underway for Oakland Ave and Harrison St between 27th St and Monte Vista Ave as part of the Oakland/Harrison community-based planning process.
3. New feasibility studies may be started in anticipation of upcoming resurfacing projects for streets with priority bikeway proposals.

Bikeway Striping Plans

1. Complete striping plans for upcoming resurfacing projects.
2. Complete striping plans for the streets for which feasibility studies are completed: Broadway corridor (Keith Ave to 14th St) and E 12th St (2nd Ave to Fruitvale Ave).
3. Complete striping plans for all proposed bike lanes that do not require lane conversion and are long enough to be useful segments.
4. Complete striping plans for selected cross-town bikeways (e.g., 53rd/55th Sts, 41st St, 16th/Ardley Aves, 38th Ave, 104th/105th Aves)

Bikeway Civil Plans

1. Design and construct the right-of-way modifications for the Stanford Median Crossing.
2. Design the right-of-way modifications for 40th St (Emeryville border to Webster St).
3. Design the right-of-way modifications for E 12th St at 14th Ave and Fruitvale Ave.

Bicycle Wayfinding Plans

1. Complete the upcoming community process and finalize new design guidelines.
2. Develop sign plans for selected cross-town bikeways (e.g., 53rd/55th Sts, 16th/Ardley Aves, 38th Ave)

Bicycle Parking

1. Complete CityRacks VI and VII projects (replacement parking for meter removal).
2. Complete bicycle rack database, including GPS functionality.
3. Execute eLocker maintenance agreement for lockers at 14th and 20th Sts.
4. Finish Bicycle Parking Design Guidelines to standardize and unify work in Oakland.
5. Develop in-street bicycle parking guidelines and demonstration project.