



**City of Oakland, Bicyclist & Pedestrian Advisory Commission**  
**Minutes from the December 17, 2015 meeting**  
**City Hall, 2<sup>nd</sup> Floor, Sgt Daniel Sakai Hearing Room (aka Hearing Room 4)**

Meeting agenda at <http://www2.oaklandnet.com/oak050730>

Meeting called to order at 6:04pm by BPAC Chair, Christopher Kidd.

**Item 1. Roll Call/Determination of Quorum/Introductions**

At roll call, quorum was established with all Commissioners present except Wheeler. Introductions were made.

- Other attendees (who signed in): Dave Campbell, Sean Finn, Dianne Yee, Isaiah Toney, Kit Vaq, David Lynn, Emily Stapleton, Brandon Matthews, Phoenix Mangrum, Yuriko Hewett, Steve Ratcliff, Amanda Leahy, Erin Ferguson, Victoria Eisen
- Christina Blackston, Carlos Hernandez, Jennifer Stanley, Iris Starr

**Item 2. Approval of meeting minutes**

- A motion to **adopt the Bicyclist & Pedestrian Advisory Commission meeting minutes from November 19, 2015** was made (Hwang), seconded (Tabata), and passed unanimously. Adopted minutes online at [www.oaklandbikes.info/BPAC](http://www.oaklandbikes.info/BPAC).

**Item 3. Open Forum / Public Comment**

- Isaih Toney, Kit Vaq, and David Lyons from ACCE Action Riders for Transit Justice spoke about the removal of a bus stop at Broadway and 30th St.—> **see handouts**. The BPAC may add this issue to the January 2016 meeting agenda.
- Dianne Yee reported glass in the northbound bike lane on Mandela Pkwy. Staff asked that Dianne report this problem to the Public Works Call Center.

**Item 4. Bike Share update—> see attached PowerPoint presentation.**

Carlos Hernandez, Oakland's Bike Share Coordinator, introduced Emily Stapleton, General Manager of Motivate, the company that was selected by the Metropolitan Transportation Commission to expand Bike Share into the East Bay. The last update to the BPAC was in April 2015. The expansion will include 1,500 bikes in the East Bay (850 in Oakland), comparable to the system in the metro Boston area. The program is anticipated to start in late fall 2016.

**Comments/discussion**

- Beyond the planned roll-out, additional stations can be added via Motivate, cities, and corporate sponsors.
- Peninsula cities that were included in the pilot are now deciding if they would like to continue; some may decline due to low ridership.
- The expansion includes bikes like the ones in the pilot; there is no current plan or supportive technology for cargo or e-bikes; these could be considered in the future if new technology makes it feasible.
- Online "crowdsourced" location suggestions will be factored into the final consultant recommendations; the stations are solar powered, so sunlight is needed, thus not all locations are feasible.

- Regarding maintenance and theft prevention, these bikes are heavy, without exchangeable components, so not desirable to steal. Plus, riders are responsible for missing bikes. This has not been a problem during the pilot or in other programs.
- Regarding cyclists on sidewalks: Motivate has a safety video for annual subscribers that will soon be available via mobile app. Also, the Bike Share user agreement will educate riders.
- Every city is different in terms of existing complementary bike infrastructure and safety. The project is taking into account existing and proposed bikeways.
- The service area is intentionally constrained, as the program's business model requires that the first set of sites be located in a dense area such as downtown. It will expand as it succeeds. Also, the program is meant for shorter trips.
- Helmets are not provided, but information will direct users to bike shops.
- The 30-minute time limit might be too short due to Oakland's traffic lights, density, and other factors.
- The regional Bike to Work Day mobile app would be an opportunity to cross-promote.
- The method to allow users without credit cards is under development, but will not be available when the program launches.
- The list of proposed locations will be released in three phases in 2016: in February, May, and August.

The Transportation Planning & Funding Division is going to the Public Works Committee on January 12, 2016 to get approval for the City Administrator to negotiate a Franchise agreement with Motivate. Staff would like BPAC to express general support. Commissioners expressed concerns about equity.

→ A motion to ***form a committee to develop a recommendation in support of Bike Share to be presented by a BPAC member at the Public Works Committee meeting on January 12*** was made (Tabata), seconded (Taylor), and passed unanimously.

Committee members will be Commissioners Hwang, Villalobos, Prinz, McWilliams.

Speakers, other than commissioners: Amanda Leahy, Kit Vaq, Dave Campbell, [one other person who didn't sign in].

#### **Item 5. Pedestrian Master Plan update**

Christina Blackston, Oakland Pedestrian Planner, reported on the process updating the Pedestrian Master Plan (PMP) since the last presentation to BPAC in May 2015. Commissioners Chang, Hwang, Tabata, and Villalobos have participated as part of the Pedestrian Advisory Group. See agenda attachment for outline of presentation.

#### ***Comments/discussion***

- The draft plan will be available for public review and will come back to BPAC in winter or spring.
- Oakland's Transportation Services Division been involved via TAC meetings. A key goal is to develop a proactive prioritization methodology to help staff allocate resources and apply for grants to achieve the plan's goals
- The Plan recommends convening a Task Force on Vision Zero (which applies to all modes, not just pedestrians).
- The plan will include enforcement priorities for OPD.

- A motion to **endorse the Pedestrian Master Plan update going forward and support the process, goals, and vision** was made (Tabata), seconded (Chan), and passed unanimously. (Note: Commissioner Taylor had departed shortly before this vote.)

Speakers, other than commissioners: Dave Campbell, Victoria Eisen

#### **Item 6. Strategic Plans & Policy Committee Final Report**

Christopher Kidd, BPAC Chair, stated that he would like to bring this report to the Public Works Committee as part of the Chair's annual report [see item #7].

#### **Comments/discussion**

- Dave Campbell suggests that BPAC should have authority to review how bike/ped money is spent (specifically Measure B and BB).
  - Staff expressed concerns that the language doesn't clearly distinguish between staff and BPAC responsibilities and the overlap between the Report and Oakland's current and future Bicycle, Pedestrian, and Complete Streets plans. The Report also doesn't include issues like succession planning and training for the Commission.
- A motion to **extend the meeting by 20 minutes** was made (Tabata), seconded (McWilliams), and passed unanimously.

Commissioner Hwang stated that BPAC cannot be effective unless the City improves. It was suggested that the Report include a timeline for reevaluation and update.

- A motion to **adopt the document pending resolution of final concerns presented by commissioners and staff was** made (Kidd), seconded (Chan). The motion passed with Villalobos abstaining.

#### **Item 7. Chair's Annual Report to the Public Works Committee—> see attached handout.**

Christopher Kidd asked for feedback on the draft annual report handout. Staff asked that the word "noticing" be changed (as it is a legal word with a specific meaning pertaining to open meeting requirements). Dave Campbell suggested that the report include something about tracking funding deadlines.

#### **Item 8. DOT update, three month look-ahead, suggestions for meeting topics, announcements**

##### *DOT update:*

Iris Starr reported that the Mayor: (1) suggested that the BPAC have a video conference call with Janette Sadik-Khan (who is leading the search for a DOT Director); and (2) made a commitment today to help make information about the transition available. Dave Campbell reported that Bike East Bay will be sending a letter to the City Administrator requesting that she: 1) provide an update at the PWC meeting in January; and 2) form a stakeholder group on this issue. He asked for BPAC to sign onto this letter.

- A motion to **extend the meeting by 5 minutes** was made (Kidd). All voted in favor.
- A motion to **have the BPAC sign on in support of the letter drafted by Bike East Bay requesting that the City Administrator provide an update at the PWC meeting and form a stakeholder group on DOT formation.** Amendment (Chan): **and empower the BPAC Chair to advise** was made (Kidd), seconded (Chan), and passed unanimously.

*Three-month look-ahead* (see agenda attachment):

- Add a presentation about BRT to the January agenda.
- Staff notes that the items current proposed for the February meeting would last over 3 hours and that the BPAC may need to prioritize.

*Announcements:*

- A motion to **thank Royston Taylor for his service to the commission** was made (Kidd), seconded (?), and passed unanimously.
- Thanks were also given to the two other termed-out commissioners, Kidd and Villalobos, who have both applied for reappointment (decision pending with the Mayor).
- Midori praised the new commissioner training offered by Dave Campbell and stated that it is available for distribution. Dave Campbell said he was available to provide the training again in the future to new commissioners.
- Chris Hwang shared Walk Oakland, Bike Oakland's (WOBO's) new wall calendar which includes a list of events in 2016 (including BPAC meetings).
- Chris Hwang announced a WOBO-guided bike ride w/ Motivate (Bike Share) on March 13.

Meeting adjourned at 8:26p.

#### **Attachments**

- ACCE-RFT handouts
- Bike Share presentation
- Draft Chair's report

Minutes recorded by Jennifer Stanley, City of Oakland Bicycle & Pedestrian Facilities Coordinator, emailed to meeting attendees for review on January 5, 2016, with comments requested by 5pm, Monday, January 11, to [jstanley@oaklandnet.com](mailto:jstanley@oaklandnet.com). Revised minutes were approved at the January 21, 2016 BPAC meeting.

The city prioritized the demands of a bank over the needs of commuters and eliminated a key bus stop on a busy Broadway line — angering senior citizens, transportation advocates, and AC Transit.

BERT JOHNSON - Line 51 bus rider Kenya Wheeler said Oakland was wrong to remove a Broadway stop at 30th.

Kenya Wheeler, a North Oakland resident, doesn't own a car and relies on public transit to travel around the Bay Area. To get to downtown Oakland from his home, which is just east of Alta Bates Summit Medical Center, Wheeler often takes the Line 51 bus, one of AC Transit's most widely used bus routes. In recent months, he has noticed confusion and frustration from his fellow commuters on the southbound 51A Line, which goes from Rockridge BART on College Avenue to Broadway and then south to Alameda. That's because the City of Oakland, heeding the demands of an area bank, forced AC Transit to remove a key bus stop at Broadway and 30th Street — one that, according to Wheeler, many elderly residents and people going to appointments at the adjacent medical center had frequently used.

"This is a large senior population ... and people are having to walk farther," said Wheeler, who is also a transportation planner for the San Francisco Municipal Transportation Agency and a member of the advocacy group Transport Oakland. "When winter hits, it's going to be a lot more inconvenient."

While the elimination of a single bus stop may seem relatively inconsequential, the process that led to the removal of the stop sheds light on the ways in which the City of Oakland at times fails to prioritize public transit and neglects its own pro-transit planning policies, according to advocates. In this case, top city officials ignored the requests of AC Transit and the needs of Line 51 riders and instead caved to the demands of Summit Bank, which did not want a bus stop in front of its business because bank officials expressed fears about having bus riders stand next to the bank's entrance, according to interviews and email records. The loss of the stop was frustrating enough to AC Transit that the agency's general manager sent a letter to city officials expressing dismay about Oakland's decision-making process for bus stop locations.

"This case is just so egregious," said Greg Harper, a longtime AC Transit board member whose district includes the Broadway and 30th stop, in an interview. "Summit Bank prefers that the bus stop not be located in front of the bank. But by all measures of safety and convenience, that's exactly where it belongs. ... This shouldn't stand. A lot of people are going to suffer."

Records show that city officials and AC Transit initially agreed to move an existing southbound Line 51A stop from the north side of Broadway and 30th to the south side as part of a major retail development proposal anchored by a new Sprouts Farmers Market grocery store at 3001–3039 Broadway. The Oakland Planning Commission approved that relocation of the stop as part of the project's environmental impact report, which was finalized in 2013. AC Transit also supported the move, because it's generally more efficient and safer to have bus stops located on the "far side" of intersections after a traffic light.

But after a lengthy public review process for the Sprouts project and final city approvals for the bus relocation, representatives of Summit Bank, which is located at 2969 Broadway, right next to the planned new bus stop, began to flood the city with complaints. In April, John Flores, then-Oakland's interim city administrator, wrote in a letter to AC Transit that the proposed relocation in front of Summit Bank "received extremely strong objections from the bank's representatives." At that point, however, the developer of the Sprouts project had already begun construction and designed its project with an outdoor seating area and main entrance that could not allow a bus stop, Flores wrote.

As a result, city officials proposed to move the stop one block to Broadway and 29th Street — a relocation that AC Transit said was not viable, given that it would be only 500 feet away from the next stop at Broadway and 28th Street. Regarding that proposed alternative, Kathleen Kelly, AC Transit's then-interim general manager, wrote to Flores and other city officials in June, "From the perspective of the bus rider that is already on the bus, stopping twice in a 500-foot span is frustrating, especially if there is nothing that specifically generates ridership at 29th Street." Because of the city's refusal to put a stop in front of the bank, AC Transit had no option but to remove it altogether, Kelly wrote, adding, "I would be remiss not to express AC Transit's disappointment in the process and outcome. ... AC Transit is left not only without an improved bus stop but also without our existing stop which has served the community for many years."

Emails show that high-ranking city officials were insistent that AC Transit accommodate the bank's demands. In one email to multiple AC Transit representatives, Rachel Flynn, the city's director of city planning, wrote: "Summit Bank will fight a bus stop no matter what you offer." Shirley Nelson, the bank's founder, had contacted the city council and Mayor Libby Schaaf and had "brought her entire Board into stopping the bus stop at the bank," Flynn wrote. In that same email, Flynn urged AC Transit to endorse an alternative option.

Critics of the city's actions pointed out that Summit Bank is politically connected. Campaign finance records show that the bank's top executives donated a total of \$4,600 to Schaaf's mayoral campaign in 2014. Nelson personally donated \$700 to Schaaf, which is the maximum allowed by law.

"This is pure politics," said Harper. "The bank was saying they thought it would be dangerous to have a bus stop there for people using the bank. ... It takes a strong city staff to say that's just not right."

Representatives of Summit Bank, Schaaf's spokesperson Erica Terry Derryck, and the mayor's transportation policy director Matt Nichols did not respond to requests for comment.

In an interview, Flynn said that in addition to expressing concerns about a bus stop posing a safety threat to its customers leaving the business with money, Summit Bank officials also told her that they didn't want to lose any street parking. "They felt very, very strongly about it," she said. When I asked Flynn if the city believed the bank's concerns about safety were legitimate, she responded: "I didn't understand it. But that was their argument and we had to take them at their word." The city tried to work out a compromise with Summit Bank, Sprouts, and AC Transit, but the parties could not agree on a location, Flynn said.

Sprouts officials also did not respond to requests for comment.

AC Transit spokesperson Michele Joseph said in an interview that the agency was not pleased with the outcome. "We're disappointed because we feel like this was really the most advantageous stop for our ridership," she said, referring to the Broadway and 30th location. Under the new alignment, bus riders must now walk an extra two blocks to get to their medical center-area appointments.

Data from AC Transit, which Transport Oakland obtained and provided to me, shows that prior to the removal of the stop last fall, on an average weekday, 72 people got on and 44 people got off at the 30th Street southbound stop.

Advocates also pointed out that the removal of a bus stop clearly contradicts the goals of the city's Broadway Valdez District Specific Plan, a detailed blueprint for development in the area that the city council adopted last year. The plan stated that the city should collaborate with AC Transit to improve bus service along Broadway and move bus stops to the far-side corners of intersections. Oakland further has a "transit first" policy and a number of other pro-sustainability policies on the books dedicated to improving access to public transit — not reducing it.

"This area is supposed to have robust transit and it doesn't," said Chris Peebles, president of the AC Transit board of directors. Peebles, who had a stroke several years ago and does not walk long distances, noted that his doctor is on 30th Street just off of Broadway and that he now has to walk farther to get to the bus when he's leaving appointments.

It's also backward to have a major new retail site lack a bus stop in one direction — especially considering that this intersection is not directly near a BART station, local activists and environmentalists said. "This really lets down the residents who live in the neighborhood," said Joel Devalcourt, East Bay regional representative of the Greenbelt Alliance.

Activists said the city's decision to favor a bank over bus riders further illustrates the urgent need for an Oakland Department of Transportation — a new agency that Schaaf proposed earlier this year, but has not yet launched. Unlike San Francisco and other cities, Oakland doesn't have a dedicated transit agency — a problem that makes it easier for a single business to pressure the city to make a decision that clearly ignores best practices of transportation planning, said Liz Brisson, co-founder of Transport Oakland. "This process was wrong," she said. "Oakland must consider transit an integral part of making the city work."

# MISSING!!

## AC Transit Bus Stop (Line 51A)

at 30<sup>th</sup> St. & Broadway in Oakland

-- Last Seen 6 July 2015--

**Q: Why is this bus stop so important?**

**A:** It provides seniors, people with disabilities, patients, and transit dependent families access to Oakland's medical facilities on Pill Hill, and serves the surrounding community and local businesses.

**Q: Who Removed It?**

**A:** After it was approved by members of the community, community groups, AC Transit, and the City of Oakland Planning Department, Summit Bank's Board of Directors pressured Oakland City Hall to have the bus stop removed because they said the bus stop would pose a "safety threat" to their bank customers. Summit Bank's Board basically violated the public process by going behind the community's back to get its own way.\*

\*Source: [East Bay Express](#), September 30-October 6, 2015,  
*Oakland Favors Banks Over Bus Riders*

**Q: How can we bring this vital bus stop back?**

With your help, and by joining ACCE Riders for Transit Justice we can fight to have our bus stop returned!

RSVP for the next Community Meeting Saturday, December 5<sup>th</sup> at Westlake Christian Terrace community room at 275 28<sup>th</sup> St. Oakland  
ACCE- Riders for Transit Justice at 510-646-0785



Quotes from *Oakland Favors Banks Over Bus Riders*:

*"This case is just so egregious," said Greg Harper, a longtime AC Transit board member whose district includes the Broadway and 30th stop, in an interview. "Summit Bank prefers that the bus stop not be located in front of the bank. But by all measures of safety and convenience, that's exactly where it belongs. ... This shouldn't stand. A lot of people are going to suffer..."\**

*"They felt very, very strongly about it," [Rachel Flynn, Director of Planning, City of Oakland] said. When I asked Flynn if the city believed the bank's concerns about safety were legitimate, she responded: "I didn't understand it. But that was their argument and we had to take them at their word..."\**

**ACCE Riders for Transit Justice (RTJ) has been around since 2010 fighting for bus riders' concerns:**

- We fought hard to bring the buses back and we want bus services to remain affordable and accessible, especially for senior, disabled, youth, and low income riders.
- We helped keep bus fares from increasing these past five years.
- We constantly lobby our transit representatives about issues concerning our bus riders and drivers.
- We push to help bring back more and improved services.
- We worked with youth to help them get No Smoking signs installed at all bus stops and shelters
- We worked with youth and teachers to get the Alameda County Transportation Commission to commit to a FREE Youth Bus Pass in their pilot program.
- We organized mothers to get a fair stroller policy in place that is enforced on AC Transit.
- We won Oakland representation on the Metropolitan Transportation Commission.
- We helped pass Measure BB for more AC Transit services.
- **Now we need your help** to get the 51A Line bus stop restored in front of Summit Bank!

**Alliance of Californians for Community Empowerment (ACCE) - Riders for Transit Justice fights back!** If you're tired of transit service that falls short and want bus riders to have our voices heard and demands followed, call ACCE Riders for Transit Justice at (510) 646-0785!!

# Bike Share in the Bay Area

Growing Bike Share Together

**Presentation to Oakland BPAC**  
Thursday, December 17, 2015

## FAQ

- Why bike share in Oakland?
- What will bike share look like here?
- What's the timeline?
- Who is Motivate?
- What will outreach look like?
- Where will stations be placed?
- How will stations be sited?
- How much is membership?

## Bike share expansion is coming

Bike share is coming to Oakland in 2016

Oakland and 4 other Bay Area cities will enter into contract with Bay Area Motivate, LLC this year

City of Oakland's bike share helps meet policy goals:

- Transportation Demand Management
- Equity
- Health
- Widely publicized public process



## About bike share

- A 24/7/365 network of bicycle rental stations located within a short walk from one another
- Primarily intended for short, one-way trips of under 30 minutes or between 1-3 miles
- Convenient transportation option for trips that are too far to walk, but too short for taxis, Uber or Lyft, driving, or transit
- Bay Area Bike Share: currently 700 bikes at 70 stations
- Going to 7,000 bikes with at least 525 stations
- 700,000 trips taken since system launch





## Trips in the Bay Area

- The Bay Area is a natural place to walk and bike.
- Density in San Francisco, San Jose, Oakland, Berkeley and Emeryville mean that many trips across all modes are short.
- Of all Bay Area trips, 21% are under 1 mile, 39% are under 2 miles, and 51% are under 3 miles -- distances that can easily be covered on foot or on a bike.
- Shifting even a small number of these trips to bicycles or walking results reduced congestion on roadways and reduced crowding on transit.



Source: [http://www.mtc.ca.gov/planning/2035\\_plan/Supplementary/T2035-Travel\\_Forecast\\_Data\\_Summary.pdf](http://www.mtc.ca.gov/planning/2035_plan/Supplementary/T2035-Travel_Forecast_Data_Summary.pdf) (p. 69 - 71) 4

## Join – Take – Ride – Return!



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## How does bike share work?

- Users purchase Annual or Short-Term membership
- Can take unlimited rides during membership: 30 minutes per ride
- Additional fees for rides longer than 30 minutes
- Customers can download an app or use the website to find stations, bike and dock availability
- Discounted memberships available to low income residents



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## The Bike



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# Growing Bay Area Bike Share

Growing from 700 to 7,000 bikes

Station siting a combination of technical criteria and community input



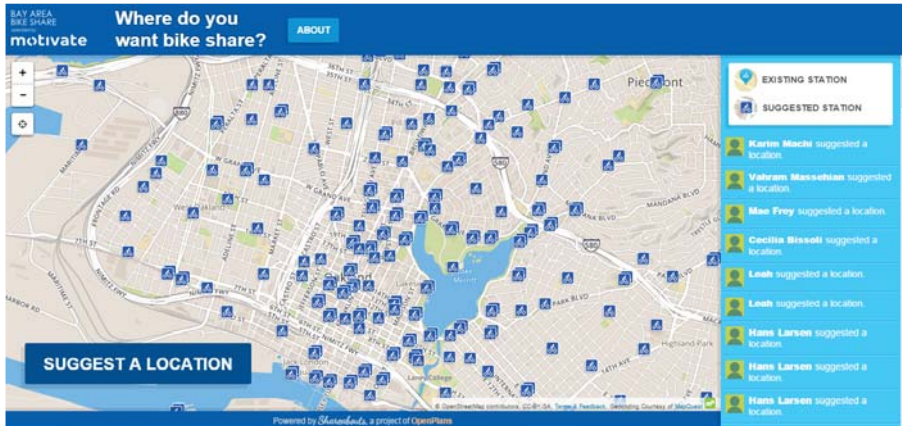
City	Current Bike Share Bikes	Total Bikes Under Expansion Plan	Increase
San Francisco	328	4500	+4172
San Jose	129	1000	+871
Oakland	0	850	+850
Berkeley	0	400	+400
Emeryville	0	100	+100
TBD		150	+150

# Outreach Plan

- Public invited to submit station locations via online maps and at events
- Briefings with City officials and electeds
- Planning consultants create maps of master list of technically viable site locations
- Public invited to give feedback on technically viable sites via planning workshops, online portal and in person at community events
- Maps refined to reflect community input
- Draft final maps presented to City officials and electeds for their input
- Draft final maps posted online, public invited to submit comments
- Final revisions made
- Final site design & permitting process
- Installation of first 25% of stations by Fall 2016

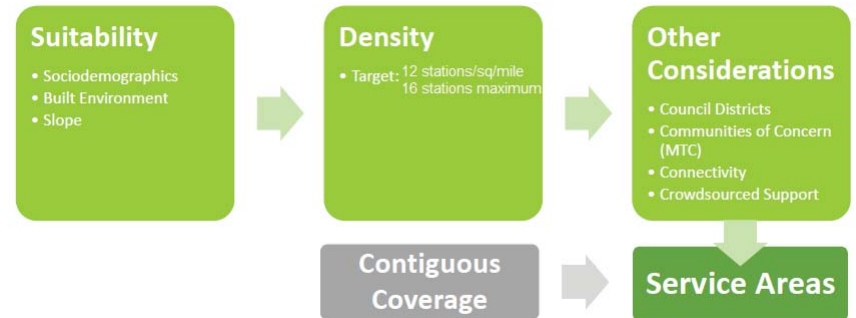
## suggest.bayareabikeshare.com

4,000+ suggested locations so far...



# Service Area Planning

## System Area Selection Process



# Siting Guidelines

## General

- Sites must have unrestricted 24-7 public access
- Sites should ensure maximum visibility and access
- Sites should not impeded use of existing facilities e.g. fire hydrants, bus stops

## Sidewalk Site Requirements

- Preferred minimum width = 16 ft, medians maybe be considered
- Should not interfere with existing pedestrian travel patterns
- Lateral measurements for sidewalk sites shall not be:
  - Sited on a sidewalk less than 15 ft. from a bus stop shelter entrance or
  - Sited directly in front of the main entrance to a major building (e.g. Transamerica Pyramid)

## On-Street Requirements

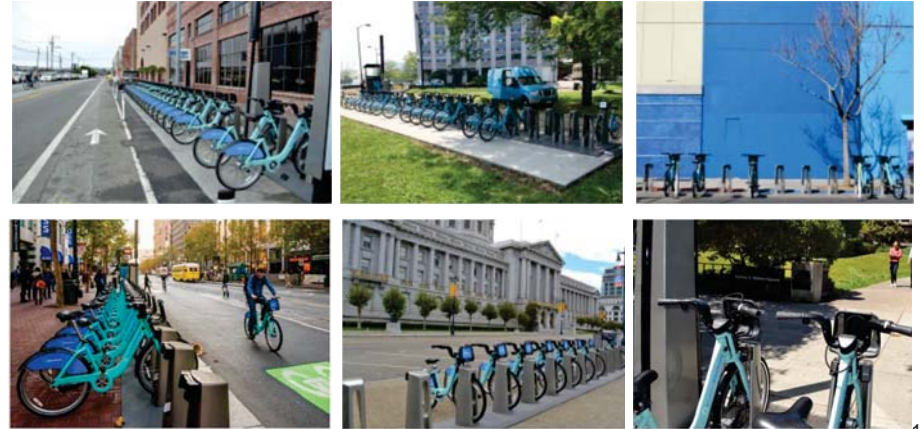
- Must meet local safety guidelines
- Minimum allowable curb-lane width 8 ft
- Sites may not be in bus stops
- Sites may not be in lanes that become driving lanes at certain times of day
- Stations may be located in non-parking areas in curb lanes, e.g. areas that have been "daylighted" to enhance safety and visibility, *pending review and approval of the local agency*

## Other Locations

- Stations may be placed on private property, Parks and Port property subject to the approval of the property owner
- These sites must still adhere to the 24-7 public access requirement

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# Typical Station Locations



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# Membership Rate & Equity

## Membership Rate

\$14.95 / Month or  
\$149 Annual Pass

## Discount Rate per PG&E CARE screening

\$60 Annual Pass or  
\$5 / Month

## Station Siting

20% of Stations in MTC-designated  
Communities of Concern

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# Sponsorship

*Sponsor assets typically include naming rights, branding on the bikes and the stations. The branding becomes part of the system and does not generally advertise a particular product or service.*



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# We want your help

- Give us your comments and feedback
- Who else should we be speaking with?
- Help us promote town halls and planning workshops

## Contact

**Paolo Cosulich-Schwartz, Outreach and Communications Manager**  
paolocosulichschwartz@motivateco.com

**Emily Stapleton, General Manager**  
emilystapleton@motivateco.com

# Oakland BPAC Annual Report - DRAFT

The Bicycle Pedestrian Advisory Commission plays an important role in the City's development, design, funding, and implementation of bicycle & pedestrian projects. The nine commissioners of the BPAC are dedicated members of the public, bringing a vast resource of institutional and community knowledge. The current slate of commissioners represent all seven of Oakland's council districts and ensure projects reflect the needs of community.

## **Background**

The BPAC was elevated from an advisory committee to a formal City Commission at the close of 2014 by an act of City Council. Commissioners are appointed by the Mayor's Office and ratified by City Council. The stated duties of the BPAC according its establishing ordinance are:

1. Review and advise on proposed projects for Transportation Development Act Article 3 funding;
2. Provide input to staff on the expenditure of Measure B Bicycle & Pedestrian Pass-through funds;
3. Provide input to staff in implementation of the Bicycle Master Plan, the Pedestrian Master Plan, and other related Plans;
4. Identify projects and plans that are pertinent to the Commission's purpose and prioritize those projects and plans for design review by the Commission.

The key staff with which the BPAC interacts are Jason Patton, Jennifer Stanley, Iris Starr, and Bruce Williams. The commissioners of the BPAC are extremely grateful for these professional, courteous, talented, and tireless staff. The successes of the BPAC to date are, in large part, due to their efforts.

## **BPAC 2015 Meetings Synopsis**

The BPAC in 2015 held 12 monthly meetings and 1 special meeting. Monthly meetings are held on the third Thursday of every month, typically from 6:00PM to 8:00PM in the evening, assuring members of the public will be able to easily attend meetings.

The special meeting of the BPAC was called on May 6th to address two time-sensitive topics. At the May 6th meeting, the BPAC reviewed and endorsed City applications to the California Active Transportation Program, an essential source of funding for bicycle & pedestrian projects. Also at the May 6th meeting, the BPAC received a presentation on the proposed City budget.

The responsibilities of the BPAC during the 2015 calendar year fell into three general categories: Review of plans, policies, and process; Design review for specific bicycle & pedestrian projects; and, Action items relating to the BPAC's duties, as identified in the ordinance establishing the Commission.

## **Review of Plans, Policies, and Process**

The BPAC over 2015 heard many items on City-wide plans and policies for bicycle & pedestrian projects. Items heard include:

- Bicycle Master Plan Update
- Pedestrian Master Plan
- Standardizing design requirements for bike lane widths
- Bike to Work Day and Bike Month activities
- Bike Share expansion in the East Bay
- Bi-Annual Bike Projects Update
- Program overview from the Resurfacing Program in Oakland Public Works
- AC Transit Comprehensive Operational Analysis
- Citywide guidelines for pedestrian signals
- Review of upcoming grant funding application deadlines

## **Design Review for Specific Projects**

At the request of commissioners or at the direction of staff, specific bicycle & pedestrian infrastructure projects were brought to BPAC for review as part of the public input process.

Projects reviewed by BPAC during 2015 were:

- West MacArthur Blvd road diet
- Telegraph Avenue Complete Streets design review
- 20th Street Greenways
- Grand Avenue Road Diet
- Fruitvale Ave Gap Closure
- Stanford Avenue/Lowell Avenue bicycle/pedestrian connector
- Rockridge BART bicycle/pedestrian upgrades
- LAMMPS design review

## **Action Items**

Action Items heard by the BPAC in 2015 primarily fulfilled the stated duties of the BPAC contained in its establishing ordinance, but also included other projects & issues deemed sufficiently important by the BPAC to bring and adopt a motion. Action items were:

- Review of proposed TDA3 funding allocations
- Review of proposed Pedestrian CIP projects
- Review of Measure B and Measure BB funding allocations for bicycle & pedestrian projects
- Review of funding applications for the Active Transportation Program (ATP)
- Review of funding applications for the Highway Safety Improvement Program (HSIP)
- Review of the proposed 2016-2017 City Budget
- Review of the projects proposed to ACTC for the Countywide Transportation Plan (CTP)
- Review of funding applications for the Caltrans Sustainable Transportation Planning Grant

## Key Challenges in 2015

### **Absent Staff**

Staff failing to appear for scheduled agenda items, without providing prior notice, is a recurring problem for the BPAC. In February, staff failed to appear for a review of Measure B & Measure BB funding allocations. In August, staff failed to appear for a design review for the Stanford Ave/Lowell Ave bicycle-pedestrian connector. Both items were heard in the following month.

When members of the public take time to attend a public meeting, they deserve to know if the item they care about will be heard. Advance notice of agenda changes should be required for all BPAC meetings.

### **Inadequate Noticing**

Multiple times in 2015, action items were brought to BPAC for their review and approval without adequate noticing. Ensuring adequate noticing and review by the BPAC for key projects and applications can ensure optimal projects and applications more likely to be awarded funding. Rushing through action items with inadequate detail and noticing hurts the quality of projects and denies the public an opportunity to have meaningful input.

The special meeting on May 6th was called because the BPAC was asked to approve applications to the Active Transportation Program without being provided adequate project detail. As the application deadline was before the next BPAC meeting, a special meeting was needed to review projects at an appropriate level of detail before an endorsement could be issued by the BPAC.

Similarly, staff brought applications for the Highway Safety Improvement Program (HSIP) to the BPAC for review and approval mere weeks before the applications were due for submission. Additionally, the City's project list for the ACTC Countywide Transportation Plan was brought before the BPAC only after it had been largely finalized, leaving almost no room for meaningful input for staff.

### **Project Review at Inappropriate Stage of Development**

Staff and commissioners alike have struggled with the question of when to bring a project to BPAC for review. At times projects have come before BPAC too early, with commissioners unable to provide meaningful comments. At other times, projects have come to BPAC too late, with project details locked in and commissioner comments unable to enact meaningful change.

### **Staff are not Empowered**

The staff from the Bicycle & Pedestrian Program are some of the most hard-working employees at the City of Oakland, but are often unable to provide requested information or fulfill the direct requests of the BPAC. Not only do staff reporting to the BPAC need greater empowerment within Oakland Public Works to fulfill requests from the BPAC, but BPAC meetings need to be attended at the appropriate staff level in order for the commission to function in its proper capacity.

An ongoing example is a standing agenda item updates on the development of an Oakland Department of Transportation. Since the item's establishment in June, no information has been shared with BPAC, primarily due to attending staff not being empowered to share information.

# BPAC Action Items for 2016

## **Strategic Plan & Policy Goals Committee**

The BPAC in March of 2015 established a committee to draft a Strategic Plan & Policy Goals document. The committee was made of 4 commissioners and 3 members of the public.

This document is meant to better formalize the functions of the BPAC, provide clearer direction to staff on the priorities of the BPAC, formalize timelines for project review, establish a clear checklist for project review, and enhance the ability of the BPAC to add value to the City process in project development and implementation.

The official Strategic Plan & Policy Goals document was brought to the BPAC for discussion and potential adoption at the December BPAC meeting.

## **Proactive Tracking of Funding Application Deadlines**

One of the key functions of the BPAC is to review and endorse decisions around funding and grant applications. The process for funding application review through BPAC needs to be better formalized in 2016 in order for BPAC to provide the maximum benefit to applications. This will require more advance planning on the part of staff in order to successfully coordinate between BPAC meeting dates and application deadlines. The BPAC strongly encourages the City to empower existing staff and hire additional staff to facilitate comprehensive long-range planning.

## **BPAC as an Active Partner in the Establishment of the Department of Transportation**

The active engagement of the Bicycle Pedestrian Advisory Commission is essential to a new Department of Transportation for the City of Oakland. A standing agenda item was established in June for monthly updates on the development of the Department of Transportation. In the seven months since, no informational updates have been provided by staff.

Multiple requests have been made to staff and to the Mayor's Office for staff with knowledge of the department's development to attend BPAC meetings to provide an informational update or schedule for department establishment. To date, none of these requests have been heeded.

## **BPAC as Driver for Broader Policy Decisions**

While providing detailed comment on specific projects is an important component of the BPAC's duties, it has in the past taken up an inordinate amount of the BPAC's agenda space. Just as important is the BPAC providing a higher-level screening and review of workplans and project prioritization by staff in order to ensure the City can reach its own goals stated in various planning & policy documents.

## **Securing Attendance of Appropriate Staff & Clear Noticing**

The BPAC wants to establish a clear process for ensuring that projects germane to BPAC oversight, but are developed outside of the Bicycle & Pedestrian Program, are still brought to BPAC and are represented by staff that can provide adequate information and act upon feedback provided by the BPAC. Staff seeking to postpone agenda items must provide noticing within a given amount of time in order for potential attendees to plan accordingly.