

CITY OF OAKLAND



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Bicyclist and Pedestrian Advisory Commission, Monthly Meeting Agenda **Thursday, April 18, 2019; 6:00-8:00 pm** **City Hall, Hearing Room 4**

BPAC Home Page: www.oaklandca.gov/boards-and-commissions/bicyclist-and-pedestrian-advisory-commission
Resources for Commissioners: <https://www.oaklandca.gov/resources/resources-for-bpac-members>

Commissioners

Reginald K Burnette Jr, Andrew Campbell, Jesse Jones, Phoenix Mangrum, George Naylor (Vice Chair), Zachary Norris, Mariana Parreiras, Midori Tabata, Kenya Wheeler (Chair)

Time	#	Topic
6:00	1	Roll Call/Determination of Quorum/Introductions (5 minutes)
6:05	2	Approval of meeting minutes Attachment (5 minutes)—Seek motion to adopt the March 2019 BPAC minutes.
6:10	3	Open Forum / Public Comment (10 minutes)—Members of the public may comment on any issue within BPAC's subject matter jurisdiction. Comments on a scheduled agenda item will be heard with that item. The BPAC's Open Forum Committee tracks Open Forum issues raised by the public. (See tinyurl.com/Oakland-BPAC-OpenForumTracking .) The Committee reviews the public comments on a periodic basis to identify policy issues for discussion by the Commission. To request City services, please contact the City of Oakland Call Center; information at www.oaklandca.gov/services/oak311 .
6:20	4	Committee Report Back Attachments (5 minutes)— Committees of the BPAC with activities in the past month will provide brief updates to the Commission. A list of active committees and written updates from committees are included in the agenda packet.
6:25	5	Telegraph Update (25 minutes)— Nicole Ferrara, Planning & Project Development Section Lead, and Hank Phan, Transportation Planner, will present plans for making swift and effective improvements to Telegraph Ave, including addressing issues identified with the current Telegraph KONO designs, from 20th-29th Streets.
6:50	6	Adaptive Bike Share Pilot Program (20 minutes)— Kerby Olsen, Shared Mobility Coordinator, will present an update on the Adaptive Bike Share Pilot Program, a partnership with Lyft and the Bay Area Outreach and Recreation Program (BORP) which will make adaptive bikes available for short-term rental at select locations in Oakland this summer and fall.
7:10	7	Bike Plan Update (40 minutes)— Lily Brown, project manager of Oakland's Bike Plan Update, will present the Draft Bike Plan Update. The Draft Plan is available online for community review at https://www.letsbikeoakland.com/draft-plan/#/
7:50	8	Three-month agenda look-ahead, suggestions for meeting topics, announcements Attachment (10 minutes)

Attachments

- March 2019 Draft Meeting Minutes
 - List of Active Committees/Liaisons
 - BPAC Planning Commission Review Committee 4/2/19 First Meeting Summary
 - BPAC Liaison to Measure KK Infrastructure Bond Oversight Committee Update
 - Three-Month Look-Ahead and Announcements
 - 2019 Strategic Plan Goals tracking
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City of Oakland, Bicyclist & Pedestrian Advisory Commission
DRAFT Minutes from the March 21st, 2019 meeting
City Hall, 2nd Floor, Sgt Daniel Sakai Hearing Room (aka Hearing Room 4)

Meeting agenda at <https://cao-94612.s3.amazonaws.com/documents/Mar-19-BPAC-Agenda.pdf>.

Meeting called to order at 6:01 pm by BPAC Chair Kenya Wheeler.

Item 1. Roll Call/Determination of Quorum/Introductions

At roll call, quorum was established with six commissioners present (X). One (-) was excused (provided notice of absence as specified in by-laws). Two (x) arrived just after roll call.

Commissioners	Present
Reginald K Burnette Jr	x
Andrew Campbell	X
Jesse Jones	X
Phoenix Mangrum	X
George Naylor (Vice-Chair)	-
Zachary Norris	x
Mariana Parreiras	X
Midori Tabata	X
Kenya Wheeler (Chair)	X

Introductions were made.

- Other attendees: Stephen Cunningham, Charlotte Duruisseau, Grey Gardner, John Minot, Robert Prinz, and Patricia Schader
- Staff: Pierre Gerard, Julieth Ortiz, Si Lau, Jason Patton, Noel Pond-Danchik, Eric Uddenberg, and Bruce Williams

Item 2. Approval of meeting minutes

- A motion to **adopt the Bicyclist & Pedestrian Advisory Commission meeting minutes from February 21, 2019** was made (Tabata), seconded (Parreiras), and approved by consent. Adopted minutes online at www.oaklandbikes.info/BPAC.

Chair Wheeler encouraged the commissioners and attendees to sign a card for AC Transit Drivers after the meeting.

Item 3. Open Forum / Public Comment

- Stephen Cunningham asked if enhancements including railings would be added to the stairway on E 20th St ascending to 5th Ave which is being improved as part of the Stairs and Paths program. He was directed to save his comment for Item 5.
- John Minot noted that Caltrans is planning a reconfiguration of the MacArthur Maze and is taking public comments. He encouraged people to go to their website [<http://www.dot.ca.gov/d4/macarthurmazeproject/macarthurmaze-comments.html>] and make comments advocating for more bicyclist and pedestrian amenities.

- Grey Gardner noted that that the City of Oakland is going to revitalize the currently defunct Kaiser Convention Center between Lake Merritt and Laney College. He urged people to support a bike/pedestrian throughway. He also recommended a Streetsblog article on the project [<https://sf.streetsblog.org/2019/03/20/why-does-oaklands-kaiser-convention-center-plan-have-so-much-parking/>].
- Ulysses Toledo recommended a bikeway connection between Brookfield Village and the Coliseum BART Station. He also asked about plans for bikeshare expansion into East Oakland.
 - Commissioner Burnette Jr. noted that a community based bike share loaner bike program is in the works in East Oakland.
 - Motivate (the operator of the Oakland bike share which is currently sponsored by Ford and now owned by Lyft) is planning on distributing some electric bikes to East Oakland in addition to the coming bike lending library.
- You can subscribe to bike plan updates at https://public.govdelivery.com/accounts/CAOAKL/subscriber/new?topic_id=CAOAKL_168.

Item 4. Committee Report Back

Committees of the BPAC with activities in the past month provided brief updates to the commission and committees noted their committee leads. A list of active committees updated to reflect the leads and a summary of the recent work of the Legislative Committee provided by Commissioner Parreiras are attached.

Summary of Discussion:

- Commissioner Parreiras of the Legislative Committee announced that the Oakland Department of Transportation (OakDOT) just hired someone into a policy and legislation position, Nicole Ferrara, who will be the committee's point of contact with OakDOT. Commissioner Parreiras has scheduled a time to meet with Ferrara.
- Chair Wheeler of the Bicyclist Pedestrian Police Relations Committee announced that at their last meeting, they reviewed analysis done by committee members. They are currently requesting more information from Oakland Police Department (OPD) and OakDOT to determine if the stops were lawful or not. They are also reviewing the impact of the Federal Consent Decree and the use of the STEP Grant which OPD received to improve safety including bicyclist/pedestrian safety.
- The Planning Commission Review Committee will have its first meeting in the next month which Commissioner Jones volunteered to organize.

Speakers other than commissioners: Jason Patton

Item 5. TDA Article 3 Projects: Recommended List

Bruce Williams, DOT Funding Program Manager, presented a draft project list for fiscal year 2019-20 Transportation Development Act Article 3 funding. This year's recommendation is to spend about \$444,000 total split between the bicyclist signage program, the bicycle parking program, bicyclist safety education, and two stairs and paths projects. They are also considering using these funds for maintenance in future years including maintenance of current and future portions of the East Bay Greenway. See the attached presentation for more details.

Summary of Discussion:

- All the stair projects funded by this source will be ADA compliant as a condition of this funding including railings and easy to negotiate tread and risers so that the elderly, semi-ambulatory, and visually impaired may use the stairs.
 - It was recommended that the stairs in the Eastmont Hills connect to the Sunkist Path.
 - It was recommended that the Eastmont Hills stairs increase access for parents to the King Estates Open Space by making them stroller accessible.
 - The Bicyclist Signage Program does most of the green wayfinding signs around the City with distances, directions, and destinations. Currently signage projects around Lake Merritt BART and the Foothill Bancroft Bikeway are underway.
 - [There was discussion about the need for housing, but that OakDOT staffing has little capacity for additional projects. Bruce Williams agreed that if it came down to housing vs. safety, safety will win out.](#)
 - While currently about \$25,000 every other year from this funding source is spent on education, up to \$22,000 could be spent, although the classes offered through Bike East Bay get about ten participants per class, so there may not be much more benefit to adding more classes.
 - It was recommended instead of adding more classes, the money be used to promote the program or add incentives for the participants to increase attendance.
 - The money can be used for “Swift and Effective” projects including projects on the High Injury Network, but there were no submissions from staff this year for any such projects, likely due to staff capacity. Many more intensive safety improvement projects are being done with Highway Safety Improvement Program (HSIP) grant funds. In general, OakDOT is trying to do more citywide improvements like the recent high visibility crosswalk upgrades at schools across the city.
 - Williams offered to send a list of projects this funding source has been used for in recent years so Commissioners can see the trajectory of this funding source.
- A motion to **support the projects identified in the presentation** was made (Norris), seconded (Mangrum), and approved with all Commissioners voting in favor except Commissioner Burnette Jr, who abstains. The motion passed.

Speakers other than commissioners: Stephen Cunningham, Jason Patton, Robert Prinz, and Eric Uddenberg

Item 6. AHSC Grant Applications

Julieth Ortiz, Strategic Planning & Administration Analyst, provided an overview of the applications OakDOT recently submitted for cycle 4 of this state grant. The Affordable Housing and Sustainable Communities Program (AHSC) is administered by the Strategic Growth Council and implemented by the California Department of Housing and Community Development. AHSC is one of the CA Climate Investment programs whose goal is to integrate affordable homes and sustainable transportation. Some of the transportation improvements proposed include bike lanes, curb ramps, crosswalk upgrades, bus stops, and pedestrian scale lighting. They began the process with four to five projects and ended up submitting two, the Fruitvale Transit Village project phase IIB with 181 units, and the 95th Ave and International Blvd project with 40 units. They tried to use existing projects already planned by OakDOT but are under budget to leverage the funding to OakDOT’s existing priorities, but that was not always possible. See the attached presentation for more information.

Summary of Discussion:

- Since the grant cannot be used to fund maintenance, it is difficult to include street trees because the Public Works Department cannot maintain the trees.

- Oakland Planning Code requires new multi-family housing developments to provide both short and long term bicycle parking.
- Both project applications propose free AC Transit passes for all residents.
- Every year about one to two projects submitted in Oakland has been awarded the grant. Previous winners include the International Blvd and 23rd Ave Camino Project, the Lakehouse and E 12th St project which has not begun construction yet, one downtown, and two in the Coliseum area.
- If the grant is awarded to either project, the design could come back to BPAC or the Infrastructure committee later in the process.
- It can be difficult to weigh the staff and time constraints for such an extensive application process with the need to support affordable housing. As such, OakDOT staff are trying to create a “menu” of types of projects that could be implemented many places throughout the city depending on where the developments are.

Speakers other than commissioners: Ulysses Toledo

Item 7. Bike to Work Day Planning

Chris Hwang from Walk Oakland Bike Oakland (WOBO), a nonprofit advocacy organization, shared preliminary plans and volunteer roles throughout the city for Bike to Work Day celebrations and Bike Month activities. May is Bike Month and May 9th is Bike to Work Day. Commissioners will lead pedal pools (group rides) from designated locations in their districts to ride to City Hall. Commissioners were encouraged to ask their City Councilmembers to join in on the ride. Bike to Work Day will include energizer stations throughout the East Bay and pancakes and a transportation fair at City Hall. There are also other events throughout Bike Month like a CycloFemme ride on Mother’s Day. Bike to Work Day and Month needs many volunteers in all kinds of capacities. If you are interested in volunteering or learning more, go to <https://wobo.org/bike-to-work-day-2019/>. See the attached handout for more details.

Summary of Discussion:

- Three BART station energizer stations need people to captain them: West Oakland, Rockridge, and Coliseum. Anyone who wants to help or suggest businesses or community groups who could captain an energizer station can contact Bike East Bay Events Manager Hyeran Lee (hyeran@BikeEastBay.org).
- Someone from District 7 is needed to run the pedal pool.
- Motivate, the Ford Go Bike company, will get bikes to people who need one.
- Commissioner Mangrum also offered to loan people bikes from Cycles of Change if they let him know two weeks ahead of time.
- Scaper Bikes is planning a group ride, to paint 90th Ave, and to have a block party.

Speakers other than commissioners: Robert Prinz, Patricia Schader

Item 8. Strategic Plan Check-In

Kenya Wheeler, BPAC Chair, provided an update of the BPAC 2019 Strategic Plan goals, with a recap of the specific goals, BPAC Commissioner assignments, and progress to date. See the attached handout for more details.

Summary of Discussion:

- Commissioner Parreiras recommended Commissioner Naylor for Task 6.3 (Monitor what happens to projects after they leave OakDOT ie. How much did they end up costing? How did they affect bicycling rates, etc.)
- Commissioner Mangrum volunteered for Task 6.1 (Begin tracking Measure B and BB funds)
- Commissioner Tabata volunteered for Task 2.3 (Create a list of major projects and get information about projects before they are too far along in the process for meaningful input)
 - Jason Patton volunteered to work with Commissioner Tabata on the task
- Commissioner Parreiras updated the commission that the meeting from Task 1.1 (Meeting with Joanne Karchmer to discuss 2019 adopted Council Legislative agenda and determine timeframe) happened last month and that there is a meeting planned for her to meet with her District 1 Councilmember.
- Commissioner Mangrum met with Councilmember Gallo and is having trouble getting in touch with Councilmember Reid.
- Four Commissioners (Burnette Jr, Tabata, Norris, and Mangrum) met with Councilmember Taylor who agreed to participate in Bike to Work Day.
- Commissioners Naylor, Tabata, and Wheeler met with Councilmember Thao's Chief of Staff.
- Commissioner Campbell met with Councilmember Bas and her transportation advisor.
- Councilmember Parreiras has a meeting planned with Julie Wedge, staff to Councilmember Kaplan.
- Ahmed Ali-Bob from OakDOT sent Commissioner Jones a list of over three-hundred community groups.
- The strategic plan tracking document should be attached to future agendas and stand as a reoccurring item.

Speakers other than commissioners: Jason Patton, Noel Pond-Danchik

Item 9. Three-month look-ahead, suggestions for meeting topics, announcements

See the attached three-month look-ahead and announcements for more information.

Suggestions for meeting topics

- Grey Gardner suggested an update of hiring and vacancies in OakDOT since Human Resources is coming out with an update to the vacancies report.
 - Grey Gardner suggested a presentation by Motivate, now owned by Lyft, about bike share expansion to East Oakland.
- A motion to **extend the meeting by five minutes** was made (Wheeler), seconded (Campbell), and approved with all commissioners voting in favor. The motion passed.

Announcements

- All commissioners must file a Form 700 by April 1st. The form and more information can be found at <http://www.fppc.ca.gov/Form700.html>.
- Commissioners were reminded to sign the card for AC Transit Drivers.
- Commissioner Norris switched membership from the Open Forum Committee to the Bicyclist / Pedestrian / Police Relations Committee.
- Commissioner Burnette Jr. announced that the Bay Area BMXers are having a bike ride on Sunday March 24th at 11 am on Sunday at 426 E 11th St.
- Commissioner Burnette Jr. announced that there will be a ride put on by the Scraper Bikes, Bike East Bay, and Rails to Trails on April 13th from Fruitvale BART to the East Bay Greenway.

Meeting adjourned at 8:06 pm.

Minutes recorded by Noel Pond-Danchik, Pedestrian Program Coordinator, emailed to meeting attendees for review on Wednesday, March 27, 2019 with comments requested by 5pm, Wednesday, April 10, 2019 to npond-danchik@oaklandca.gov. Revised minutes will be attached to the April 2019 meeting agenda and considered for adoption at that meeting.

April 2019 BPAC Agenda Item #4 Attachment

Active BPAC Committees/Task Forces/Liaisons

Committee Name / Liaison Role	Date Created	Purpose	Commissioners	Community Members
Infrastructure Committee	2/16/17	Review and comment on the design of projects	Burnette Jr, Mangrum , Parreiras, Tabata	Robert Prinz
Legislative Committee	6/21/18	Research and develop policy recommendations for consideration by the BPAC	Mangrum, Naylor, Parreiras , Wheeler	Grey Gardner, Chris Kidd
Liaison to Affordable Housing & Infrastructure Bond Public Oversight Committee	5/17/18	Monitor Committee activities and report back to the BPAC	Naylor	
Liaison to Mayor's Commission on Persons with Disabilities	5/17/18	Monitor MCPD activities and report back to the BPAC	Campbell; Parreiras (substitute)	
Open Forum Committee	3/17/16	Review and analyze comments received during Open Forum	Jones, Tabata	
Bicyclist Pedestrian Police Relations Committee	9/20/18		Wheeler , Naylor, Norris	Tom Holub
Planning Commission Review Committee	1/17/2019		Campbell , Naylor, Jones, Wheeler	

*Committee Chairs in **bold**

BPAC Planning Commission Review Committee

Meeting Summary 04.02.2019

The first meeting of BPAC Planning Commission Review Committee was held on April, 2, 2019. Commissioners Wheeler, Naylor, Campbell, and Jones attended. At the meeting, Commissioners discussed the role of the committee, considered known resources and gaps in information, selected a committee chair, and determined next steps.

Committee Chair

Commissioner Campbell was selected as chair of the Committee.

Committee Goals

Since this is a new committee, the group discussed what role it should play as advocates for cyclist and pedestrians within planning review. Some initial goals were developed, including:

- Become a resource that the Planning Commission comes to for input on bicycle and pedestrian elements of proposed projects.
- Provide input on planning and development projects at the correct time and to the correct audience to result in improved bicycle and pedestrian infrastructure.

Questions

To be effective as a committee, the group discussed questions about the planning process that would be helpful to clarify, including:

- How and when is the best time to get involved in the planning review process?
 - It was assumed that when a project was in the planning or pre-approval stage, there was the most potential for requesting bike/ped facilities and potentially getting them incorporated into a project's Conditions of Approval.
 - It was also noted that review of existing Conditions of Approval or requirements of applicable planning documents (such as a Specific Plan if the project is located within its boundary) may be a good for projects later in the approval phase to see if a project is required to provide bike/ped facilities that are not being incorporated.
- Who is our primary audience for feedback on plan proposals? Planning staff? Planning Commission? City Council?
 - Catherine Payne from Oakland Planning Department may be the best resource to assist in this question since she develops the biannual report to BPAC and has provided input on when we could provide input previously.
- Who is our contact at OakDOT that does plan review for developments to ensure consistency with existing transportation plans and projects?
- What is the threshold for types of projects that we want to review and provide input on?
 - The committee developed preliminary criteria (summarized below) but will continue to refine this focus.
- Does project funding have an impact on how we weigh in on a project?

Preliminary Criteria for What Types of Projects that We Want to Review

Due to the large number of projects, it was determined that there needed to be some prioritization for the type of project that the committee wants to review. A preliminary list includes developments within or near:

- Bike Plan Corridors
- “High Injury” areas identified in the Pedestrian Plan
- Specific Plan Areas
- BART Station Access Plan areas

Additionally, it was discussed that Catherine Payne’s biannual report includes some of the major projects that could utilize input from the committee, and in the short term, this will likely be the focus of the committee.

Action Items

The committee developed some action items for committee members for the short, middle, and long term. The commissioner assigned to each task, if applicable, follows the action item.

Short Term

- At the next full BPAC meeting, make an announcement about the committee’s formation and let members of the public know that they can join the committee. - **Wheeler**
- Get an update on the planning process for the Safeway at 51st Street and Broadway to determine if the project met the bike/ped requirements of the Project’s Conditions of Approval, and what, if anything, can be done to meet these requirements now, if not met. - **Naylor**
- Reach out to OakDOT staff about how they monitor new development projects to ensure consistency with their planning documents. Specifically, reach out to Ahmed Ali Bob to see if OakDOT’s project map could be used to visualize where new projects are relative to the items outline above as priority criteria. - **Campbell**
- Do review of some of the projects that Catherine Payne presented in the biannual report as a first step in understanding how the committee may take part in the planning process. Committee members will report back on potential actions for these projects at the next committee meeting. Selected project include:
 - 98th and San Leandro - **Naylor**
 - Brooklyn Basin - **Campbell**
 - Lake Merritt TOD - **Wheeler**
 - 500 Kirkham - **Jones**

For this initial review of projects, the following items were noted to consider:

- Consistency with the Bike Plan, the Pedestrian Plan, and any applicable specific or BART station access plans
- Feedback from community groups (including local Neighborhood Councils/NCPCs, Bike East Bay, and Transport Oakland)
- Feedback from BPAC Commissioner from the District where project is located

- Consistency with the Project's Conditions of Approval.

Mid Term

- Reach out to the Planning Commission letting them know about our committee and our goals. - **Campbell**
- Create a liason to the Planning Commission.

Long Term

- Determine best tools for monitoring development projects that meet the criteria for what we would like to review. It was discussed that OakDOT and the Planning Department likely have a mapping tool to determine applicable planning documents related to new projects.

Liaison with Measure KK Infrastructure Bond Oversight Committee Update

1. Attended March 18, 2019 Measure KK Infrastructure Bond Oversight Committee Meeting
 - a. OakDOT staff presented on funding for FY 17-19 projects, including paving, bike and pedestrian project allocations
 - b. Complete Streets funding allocated for FY 17-19 to be reallocated in April to paving projects – these were grant match funds that could be deferred
 - c. OakDOT staff also presented on new 3-Year Paving Plan process (presented at Feb 2019 BPAC)
2. Oversight Committee submitted informational report at March 19, 2019 Finance And Management Committee and at the April 2, 2019 City Council Meeting
 - a. Report summarizes first allocation of Measure KK bond funds to DOT, Public Works and Affordable Housing projects
 - b. Report provides a very good summary of DOT project allocations and expenditures by category to date
 - c. Report can be downloaded from City of Oakland website City Council Meeting of April 2, 2019:

<https://www.oaklandca.gov/services/view-city-council-meeting-schedule-agendas-minutes-and-video>

Look under - Agenda Item 7.4 - Subject: Report From Affordable Housing And Infrastructure Oversight Committee From: Finance Department Recommendation: Receive An Informational Report On Expenditures Of Funds” Prepared By The Affordable Housing And Infrastructure Bond Public Oversight Committee (Measure KK)

April 2019 BPAC Agenda Item #8 Attachment

Three-month agenda look-ahead

May

- Bike to Work Day Report Back
- Biannual Strategic Planning Projects
- CIP Process Update
- 2019/2021 Proposed Budget Discussion and OakDOT Organizational Update

June

- Bike to Work Day Post-Processing
- Infrastructure Committee Report Back
- Biannual Paving Update

July

- BPAC Commissioner Recruitment Outreach
- Biannual Major Development Projects

Commissioner announcements

1. See attachments for committee report backs.
2. Commissioners Jones and Tabata: It was requested at last month's Open Forum that the BPAC make comments on the Caltrans MacArthur Maze Vertical Clearance Project. You can do so at: <http://www.dot.ca.gov/d4/macarthurmazeproject/>. The deadline for comments is April 24th.

Staff announcements

1. Manuel Corona: Bike Plan Update Public Draft Plan is up for review. You can find it at: <https://www.letsbikeoakland.com/draft-plan/#/>
2. The City of Oakland Planning Department is hosting East Oakland Neighborhood Initiative Meetings. For more info go to: <https://www.oaklandca.gov/topics/east-oakland-neighborhoods-initiative> and for the schedule, go to: <https://cao-94612.s3.us-west-2.amazonaws.com/documents/Updated-Upcoming-Mtngs-Eng-Span-Double-Sided.pdf>
3. Kerby Olsen: This May, GoBike and the Bay Area Outreach & Recreation Program (BORP) will launch the region's first adaptive bike share pilot program. The pilot will provide people living with mobility-related disabilities a new, affordable active recreation option in Oakland. At launch, this pilot program will include handcycles, foot cycles and a side-by-side tandem bike, which will all be stationed at Lake Merritt on weekends during the 26-week pilot. Read more here: <https://www.fordgobike.com/adaptive.bike>

City of Oakland Bicyclist and Pedestrian Commission Strategic Plan Goals for 2019

March 21, 2019 Draft 1

For the BPAC Strategic Plan 2019, the work of the BPAC was divided into six general goals, each with a corresponding set of tasks and Commissioner Assignments, as follows:

Goal 1: Provide Legislative and Policy Recommendations to Council

Task	Task Description	Commissioner Assigned	Due Date	Progress	Issues/Barriers/Notes
1.1	Meeting with Joanne Karchmer to discuss 2019 adopted Council Legislative agenda and determine timeframe	Parreiras	Mar-19		
1.2	Review the 2019 adopted Council Legislative agenda and determine items relevant to BPAC	Campbell	21-Feb-19	Complete. See Parreiras's March 2019 Leg Committee Summary	
1.3	Meet with Councilmember Kalb to discuss Council Member outreach by BPAC	Wheeler	Mar-19		
1.4	Outreach to Councilmembers in each District by BPAC Commissioner	Parreiras/Jones - D 1 Campbell - D 2 Wheeler - D 3 Naylor/Tabata/Wheeler - D 4 Mangrum - D 5 Burnette/Tabata/Norris - D 6 Mangrum - D 7	End of Q3, 9/19/2019		
1.5	Review important BPAC topics to bring up to Public Works Committee as public comments	All Commissioners	On-going		

Goal 2: Project Input

Task	Task Description	Commissioner Assigned	Due Date	Progress	Issues/Barriers
2.1	Deprioritize the project input and project delivery aspects of the BPAC's work and prioritize community engagement.	All Commissioners	On-going		
2.2	Commissioners will provide input on the update of the Bike Plan	All Commissioners	On-going		
2.3	Create a list of major projects and get information about projects before they are too far along in the process for meaningful input.	None Assigned	On-going		

Goal 3: Project Delivery

Task	Task Description	Commissioner Assigned	Due Date	Progress	Issues/Barriers/Notes
3.1	Create a chart of projects including grant funded projects	Naylor	Mid-2019		
3.2	Initiate conversations with stakeholders and get more community input on projects	All Commissioners	On-going		
3.3	Provide input on Measure B and Measure BB funds	All Commissioners	On-going		Overlap with Item 6.1

Goal 4: Community Engagement

Task	Task Description	Commissioner Assigned	Due Date	Progress	Issues/Barriers/Notes
4.1	Build a list of at least thirty community organizations and neighborhood groups	Jones	Mid-2019		
4.2	Every commissioner will attend a minimum of two events (like bicycle tours), one in their district, one outside of their district, and report back to the BPAC with a written announcement	All Commissioners	On-going		
4.3	Get relevant information from the Commission into the community so that the community knows about projects going on in their neighborhood and can come to BPAC to comment.	All Commissioners	On-going		
4.4	Ask OakDOT staff to reach out to the Commission about community engagement events	All Commissioners	On-going		
4.5	BPAC commissioners are already in contact with many councilmembers. Make use of those connections.	Parreiras/Jones - D 1 Campbell - D 2 Wheeler - D 3 Naylor - D 4 Mangrum - D 5 Burnette/Tabata/Norris - D 6 Mangrum - D 7	On-going		Overlap with Item 1.4

Goal 5: Coordination with Outside Agencies

Task	Task Description	Commissioner Assigned	Due Date	Progress	Issues/Barriers/Notes
5.1	Invite outside agencies to the BPAC for at least one meeting	Parreiras for BART and AC Transit	On-going		

Goal 6: Fiscal Oversight of Measure B and BB Funds

Task	Task Description	Commissioner Assigned	Due Date	Progress	Issues/Barriers/Notes
6.1	Begin tracking Measure B and BB funds	None Assigned			Overlap with Item 3.3
6.2	When hearing projects, include when grant funding is awarded and when the funding ends	All Commissioners	On-going		
6.3	Monitor what happens to projects after they leave OakDOT ie. How much did they end up costing? How did they affect bicycling rates, etc.	None Assigned			