

# CITY OF OAKLAND



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Department of Transportation  
Safe Streets Division

## **Bicyclist and Pedestrian Advisory Commission, Meeting Agenda Special Meeting – Thursday, March 30, 2023; 6:00-8:00 pm City Hall, Hearing Room 4**

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

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### **Commissioners**

Andrew Campbell, Alexander Frank, Grey Gardner (Vice Chair), Michael Lok, Phoenix Mangrum,  
David Ralston, Patricia Schader, Nicholas Whipps, Dianne Yee (Chair)

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### **PUBLIC WEBCASTING**

This is an in-person meeting. People participating in the meeting must attend in-person. People may be able to observe this meeting remotely. City of Oakland staff to the Commission are striving to provide the following options for people to observe BPAC meetings remotely.

- To view the meeting by video, click on this link to download Zoom and open the meeting on a computer or smart phone: <https://us06web.zoom.us/j/89546043176> at the noticed meeting time.
- To listen to the meeting by phone, dial at the noticed meeting time (for higher quality, dial a number based on your current location): US: +1 669 444 9171 or +1 669 900 6833 or +1 408 638 0968 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 719 359 4580. International numbers available: <https://us06web.zoom.us/j/89546043176> Webinar ID: 895 4604 3176

Remote participation including public comment via teleconferencing is not available at this time. Hybrid meetings may commence once the City of Oakland has established meeting procedures and allocated resources for simultaneously supporting in-person and remote participation. All Commission meetings will include procedures to comply with the open meeting requirements of the City's [Sunshine Ordinance](#) and the State's [Brown Act](#).

**Public Survey on Return to In-Person Meetings:** A survey has been created to gather feedback from the public regarding board and commission meetings in the City of Oakland:  
<https://us.openforms.com/Form/d98a20d5-72e7-4d23-8fc3-be13f6cd32bb>.

If you have any questions, please email Pierre Gerard, staff liaison to the commission at [pgerard@oaklandca.gov](mailto:pgerard@oaklandca.gov)

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Time	#	Topic
6:00	1	<b>Roll Call/Determination of Quorum/Introductions</b> (5 minutes)
6:05	2	<b>Open Forum / Public Comment</b> (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 <a href="http://tinyurl.com/Oakland-BPAC-OpenForumTracking">tinyurl.com/Oakland-BPAC-OpenForumTracking</a> .) 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 <a href="http://www.oaklandca.gov/services/oak311">www.oaklandca.gov/services/oak311</a> .
6:15	3	<b>Strategic Planning</b> (60 minutes) <i>Attachment</i> — BPAC Chair Dianne Yee and Vice Chair Grey Gardner will lead the BPAC in updating the 2022 Strategic Plan by reviewing past achievements, goal-setting for 2023, and planning with an eye towards equity, relationship building/community engagement, and alignment with the needs of Oakland’s diverse communities. This discussion may include BPAC commissioner expectations and how commissioners can engage with their council districts and neighborhood councils.
7:15	4	<b>Committee Planning</b> (45 minutes) <i>Attachment</i> – Jason Patton ( <a href="mailto:jpatton@oaklandca.gov">jpatton@oaklandca.gov</a> ), Bicycle and Pedestrian Program Supervisor, will describe how State and local open meeting requirements apply to BPAC’s committees, and facilitate a discussion with commissioners on how BPAC will meet these requirements.



This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin or Spanish interpreter, please email [pgerard@oaklandca.gov](mailto:pgerard@oaklandca.gov) or call 711 (for Relay Service) at least five (5) working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete en español, Cantonés, Mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a [pgerard@oaklandca.gov](mailto:pgerard@oaklandca.gov) o llame al (510) 238-6313 o al 711 para servicio de retransmisión (Relay Service) por lo menos cinco (5) días hábiles antes de la reunión. Se le pide de favor que no use perfumes a esta reunión como cortesía para los que tienen sensibilidad a los productos químicos. Gracias.

會場有適合輪椅出入設施。需要殘障輔助設施，手語，西班牙語，粵語或國語翻譯服務，請在會議前五個工作天電郵 [pgerard@oaklandca.gov](mailto:pgerard@oaklandca.gov) 或致電 (510) 238-6313 或 711 (電話傳達服務)。請避免塗搽香氛產品，參加者可能對化學成分敏感。請避免塗搽香氛產品，參加者可能對化學成分敏感。

Địa điểm tổ chức cuộc họp có đường dành riêng cho xe lăn. Để yêu cầu các phương tiện hỗ trợ phục vụ người khuyết tật hoặc yêu cầu thông dịch viên ASL, tiếng Quảng Đông, tiếng Quan Thoại hoặc tiếng Tây Ban Nha, vui lòng gửi email đến địa chỉ [pgerard@oaklandca.gov](mailto:pgerard@oaklandca.gov) hoặc gọi đến số 711 (với Dịch vụ Tiếp âm) ít nhất năm (5) ngày làm việc trước khi cuộc họp diễn ra. Vui lòng không sử dụng các sản phẩm có mùi thơm khi tham gia cuộc họp này như một phép lịch sự đối với những người tham dự nhạy cảm đối với các chất hóa học.

# City of Oakland Bicyclist and Pedestrian Advisory Commission Strategic Plan Goals for 2022

April 2022

## Goal 1: Be strong advocates for bicycle and pedestrian safety and hold the city accountable.

Task	Task Description	Next Steps
1.1	Advocate for Safe Oakland Streets effort, including more quick fix/rapid response traffic calming and AB 43 implementation.	Receive staff presentation at BPAC meeting. Legislative Committee discuss other ways to pursue. Commissioner Gardner leading.
1.2	Support state and federal funding for pedestrian and bike projects and programs.	Request funding presentations at BPAC meetings and consider taking position of support.
1.3	Continue review of fatal and serious injury crashes involving cyclists and pedestrians at monthly meetings.	Keep as standing item with Chair Schader leading discussion.
1.4	Organize bike ride with BPAC commissioners, community members and police department to create trust and develop ongoing relationships.	Police Relations Committee organizing.
1.5	Convene meeting on racially-biased bicycle stops with the Oakland Police Department, Department of Race and Equity, BPAC policing subcommittee, and community partners per 2019 Bike Plan.	Police Relations Committee organizing.
1.6	Explore challenges of reckless and dangerous driver behavior.	Collaborate with other groups such as WOBO and Bike East Bay to develop responses and determine what active role BPAC can play.

## Goal 2: Be a conduit for information on bicycle and pedestrian projects.

Task	Task Description	Next Steps
2.1	Invite project managers to present on projects post-construction to evaluate what worked and what did not.	Schedule review of projects at BPAC meetings.
2.2	Get status update on Bike Plan every six months. Support hiring of staff necessary to track Pedestrian Plan progress.	Request staff presentations in conjunction with the bi-annual We Bike Oakland newsletter, including the "By the Numbers" updates. Raise pedestrian staffing needs with DOT leadership and council.
2.3	Highlight subcommittee activities.	Request written reports from each committee monthly.
2.4	Get periodic updates on Major Development Project from Department of Planning and highlight the most bike/ped relevant projects for Infrastructure Committee to review and provide comments.	Schedule at BPAC meeting once per year.

**Goal 3: Encourage equity driven investments and policies and advocate for the bicycle and pedestrian community.**

Task	Task Description	Next Steps
3.1	Advocate for equity driven bike/ped priorities in the General Plan, Environmental Justice Element.	Commissioner Ralston to identify next steps.
3.2	Prioritize safety needs in East Oakland.	Schedule relevant items at BPAC meetings and advocate during planning discussions.
3.3	Use BPAC Blog, Open Forum and community meetings to create open communication between BPAC, community members and DOT.	Vice Chair Yee leads BPAC Blog. Open Forum facilitated by Open Forum Committee. All commissioners engage in other community outreach.
3.4	Advocate for community groups, including Neighborhood Councils, to be integrated into OakDOT program and community outreach work (in a paid capacity wherever possible).	Advocate in the context of presentations at BPAC meetings.

**Goal 4: Build relationships with policymakers and provide feedback on pedestrian and bicycle policy.**

Task	Task Description	Next Steps
4.1	Present BPAC Chair's Report to Public Works Committee.	2022 report schedule for 4/26/22. Use as an opportunity to raise priorities with council.
4.2	Establish ongoing coordination with Caltrans, MTC, Bay Area Regional Collaborative on bicycle and pedestrian investments and plans.	Commissioner Ralston to pursue next steps.
4.3	Meet with each Councilmember and their staff at least once per year to introduce BPAC and our goals.	Each commissioner expect to reach out to their councilmember.
4.4	Reach out to councilmembers concerning current bike/ped issue.	Each commissioner expect to reach out to their councilmember on hot topics needing their support.
4.5	Introduce BPAC to neighborhood councils	Each commissioner expected to reach out to one or more neighborhood councils/NCPCs in their areas to introduce the BPAC and support neighborhood efforts on bike/ped safety.



# BPAC Committee Planning

Bicyclist and Pedestrian Advisory Commission (BPAC)

Special Meeting

March 30, 2023

# Committee Structure – from BPAC’s By-Laws

## **3. COMMITTEES AND LIAISONS (excerpt)**

- Committees can be formed by an action of the BPAC selecting two to four commissioners to serve on the committee. The appointed commissioners can select up to three additional non-commissioners as members of the committee. The action forming the committee shall specify the charge and duration of the committee.
- For a committee to meet, at least one of the commissioners appointed to the committee must be present.
- Committees will report their actions to the BPAC at the BPAC’s regularly scheduled monthly meetings. If the committee was not active in the preceding month, a report does not need to be made. Committee reports will include the date, location, and attendees for each committee meeting, and the actions taken by the committee at that meeting.

# BPAC's Committees

Committee Name	Commissioners	Community Members
Bicyclist Pedestrian Police Relations Committee	Campbell, Frank, <b>Mangrum</b>	Tom Holub, George Naylor, Zachary Norris, Kenya Wheeler
Infrastructure Committee	<b>Ralston</b> , Schader, Yee	George Naylor, <b>Robert Prinz</b> , Midori Tabata, Brendan Pittman, RB Burnette Jr
Legislative Committee	<b>Frank</b> , Gardner, Lok, Whipps	Kenya Wheeler
Open Forum Committee	Schader	<b>Midori Tabata</b> , Jimmy Jessup
Planning Commission Review Committee	Schader, Whipps	George Naylor, Kenya Wheeler, RB Burnette Jr
Recruitment Committee	Frank, Mangrum, Schader, Campbell	<b>Midori Tabata</b>

Note: Committee chairs in **bold**

# California Government Code Section 54952 (Brown Act)

As used in this chapter, “legislative body” means:

- (a) The governing body of a local agency or any other local body created by state or federal statute.
- (b) **A commission**, committee, board, or other body of a local agency, whether permanent or temporary, decisionmaking or advisory, **created by** charter, **ordinance**, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that **standing committees of a legislative body**, irrespective of their composition, **which have a continuing subject matter jurisdiction**, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body **are legislative bodies** for purposes of this chapter.

Note: emphasis added.



# Oakland Municipal Code Chapter 2.20 (Sunshine Ordinance)

Article II. - Public Access to Meetings 2.20.030 - Definitions.

E. "Local body" means:

1. The Oakland City Council, the Oakland Redevelopment Agency, and the Board of Port Commissioners;
2. Any board, **commission**, task force or committee which is established by City Charter, chapter or by motion or resolution of the City Council, the Oakland Redevelopment Agency or the Board of Port Commissioners;
3. Any advisory board, commission or task force created and appointed by the Mayor and which exists for longer than a twelve (12) month period; and,
4. **Any standing committee of any body specified in subsections (E)(1)(2) or (3).**

Note: emphasis added.

# Topics for Discussion

- How many committees do BPAC and OakDOT have the interest, energy, and resources to support?
- Could the Open Forum Committee and the Recruitment Committee be structured as ad hoc committees to reduce the overall administrative effort?
- Are there changes to BPAC's by-laws that will be needed for or beneficial to the committees?
- A bit of good news – OMC 2.20.030(F)(3): “Nothing in this subsection F. shall impose the requirements of this chapter upon any of the following:
  - (f): The attendance of a majority of the members of a local body at an open and noticed meeting of a standing committee of that body, provided that the members of the local body who are not members of the standing committee attend only as observers.”

## March 2023 Special Meeting BPAC Agenda Item 4: Committee Planning Attachment

### BPAC Committee Checklist for Producing Public Meetings

- **Room Reservation**
  - Identify a location for regular meetings that is open to the public and accessible.
  - If using a hearing room in City Hall, make a recurring room reservation through Oakland Public Works Facilities.
- **Agenda**
  - Agendas and agenda materials must, at least 72 hours prior to a regular meeting or 48 hours before a special meeting, be:
    - Published online on the City website,
      - The document should be platform independent and machine-readable
    - A complete packet filed with the Clerk's Records Division,
      - Posted on the outside bulletin boards (performed by the Records Division upon filing),
    - Distributed to Commission voting members, and
    - Distributed to agenda subscribers.
      - Requires a distribution list (like the existing BPAC email distribution list)
  - The agenda must include the date, time, location, and a brief general description of each agenda item to be discussed. The agenda must include an open forum item.
    - If the meeting is special, the agenda must note that it's a special meeting.
  - Special cases:
    - Special Meetings held offsite require 10 days' notice.
    - Special Meetings that are scheduled in place of a regular meeting that fall on a Holiday require 5 days' notice.
    - Monday meetings are subject to a noticing deadline of the prior Friday at 12pm.
- **Meetings must include reasonable time for public comment.**
- **Meetings must be recorded via audio and/or video:**
  - Video recording available in Council Chamber and Hearing Room 1;
  - Video and audio recording can be done in Hearing Rooms 2, 3 and 4 using the MaxHub equipment and Zoom;
    - Staff must bring their laptop to the meeting to connect to the MaxHub equipment.
  - *Note #1: For offsite meetings of the full commission, you would need to purchase/rent audio and/or video recording equipment (cost burdened).*
  - *Note #2: Remote participation by commissioners is governed by the Brown Act and AB 2449. At this time, we have not started "hybrid" board and commission meetings under AB 2449.*
- **Online content**
  - After the meeting, the draft minutes should be shared with Commissioners, presenters, and attendees for review (typically within 2 weeks).
  - Minutes, audio/video recordings, and any transcripts taken must be posted on the City website.
  - **Webpage minimum requirements:**
    - Annual Meeting Schedule
    - Meeting frequency, time and location
    - Links to meeting agendas, draft/final minutes, & recordings
    - Links to archived meeting agendas, minutes, & recordings
    - Subcommittee meeting schedules, time and location, if applicable

## March 2023 Special Meeting BPAC Agenda Item 4: Committee Planning Attachment

- Commission member names and bios
- Staff Contact Information (name, email, phone number)
  
- **Pending Questions**
  - Do the meeting times and locations of the committees need to be specified in the Commission's by-laws?
  - Could the Open Forum Committee and the Recruitment Committee be structured as ad hoc committees (rather than standing committees) so as not to fall within the definition of a legislative body?