

The Uptown Task Force

Operating Framework (9/28/2017)

Membership and Responsibilities

- Composition: The Uptown Task Force is composed of 1-2 representatives from organizations in Uptown or directly adjacent areas as well as other organizations that are expected to play a key role in implementing the Uptown / West Oakland EcoInnovation District Plan. The goal is to represent the diverse interests of the community including residents, institutions, non-profits, service providers, businesses, entertainment venues, large landowners, and energy providers.
- Convener: The Task Force is convened by Duquesne University. Core duties include convening and organizing each meeting including establishing the meeting agenda, writing meeting minutes, coordinating the location of the meeting along with other member organizations, and furnishing a public-facing website that describes the Task Force and provides the approved meeting minutes. The Convener will send out meeting agendas and the draft meeting minutes from the previous meeting at least one week prior to the meeting. Meeting minutes will be approved at the following meeting. See the “Meetings and Subcommittees” section for more details. Other organizations can request to become the convener and a majority vote by the Task Force will approve the change.
- Joining and Leaving: Membership is expected to evolve over time. Existing members can propose the addition of organizations consistent with the “Composition” section above. Members can remove their organization from the Task Force through a written letter provided to the convener on official letterhead.
- Participation: Active participation is required of all members including the ability to vote on behalf their organization in support or opposition to proposals. All members are expected to be thoughtful and courteous to one another. If a member is repeatedly offensive or ignores the intent of this framework, the Task Force can remove that member by a simple majority vote.

Intent and Activities

- Coordination: The Task Force meetings are called for by the Uptown / West Oakland EcoInnovation District Plan as a key venue for district coordination and action. Members are expected to provide thorough updates of their organization’s activities, particularly when they may impact others in the district. Specifically, this includes expected building works and demolitions, new programs and new projects. Governmental organizations are expected to present their projects in Uptown to the Task Force at least one week prior to the start date.
- Project Review: Organizations and developers are encouraged to present projects to the Task Force. This include Task Force member organizations. Members will provide constructive comments and input on project proposals. Project proposals should be reviewed for consistency with the goals and recommendations of the Uptown / West Oakland EcoInnovation District Plan.
- Letters: The Convener will call for a simple majority vote for projects seeking a written letter of support. If the Task Force votes to support a project formally, the Convener will draft a simple letter that includes a few bullets that explain what the Task Force likes about the proposal and send the letter to the Task Force members by email for approval. Task Force members have one week to approve the letter or provide comments before the letter will be considered completed and sent to

the team proposing the project and posted on the Task Force website. If a Task Force member strongly opposes a project that the majority supports, they can request that the letter include a sentence identifying their opposition and the reason they oppose the project. The Task Force may also vote to write letters of opposition for projects that are inconsistent with the Uptown / West Oakland EcoInnovation District Plan. These letters will likely be submitted as public comment as part of project review by a City department.

Meetings and Subcommittees

- **Monthly meetings:** The Task Force will meet from 8:00 a.m. to 10:00 a.m. on the first Thursday of each month, every month, unless a majority of the members ask for the meeting to be canceled or rescheduled. Meeting locations are expected to change based on members offering up venues. The monthly meetings are where decisions by the Task Force will be made. The meetings are closed to the general public and to media representatives.
- **Meeting agendas:** Task Force members should send items to the Convener at least two weeks prior to the next monthly meeting. These items should be substantial projects, issues to address or other matters that cannot be accommodated by the “Member Updates” section of the regular agenda or where a vote / letter is requested from the Task Force. Developers should contact the Convener to be added to the agenda. Some projects may be forwarded to the Convener (in coordination with the project team) by the Department of City Planning’s Neighborhood Planner for Uptown. If a projector is required, the Convener and the host organization for the meeting should be informed. The regular agenda items are listed below.

1. Welcome/Introductions
2. Approval of Minutes
3. New Business
4. Member Updates
5. Next Meeting

- **Subcommittees:** There are many topics that will take more work and detailed discussions than can be accommodated at a single Task Force meeting. For this purpose, the Task Force will convene subcommittees to work on specific projects as needed. The subcommittees will cover the topics of the Uptown / West Oakland EcoInnovation District Plan: Community, Development, Mobility, and Infrastructure. Subcommittee meetings can be convened by the subcommittee chairs or can be asked for by the Task Force based on the need to address topics, launch initiatives, or respond to projects. In either case, the subcommittee chair(s) will convene interested Task Force members and any additional experts that are called for at a separate meeting or meetings. Task Force member organizations should send representatives to subcommittee meetings who have knowledge of the topic area. All subcommittee meetings should result in recommendations, and the subcommittee chair will report the recommendations back to the Task Force at the next appropriate monthly meeting. The Task Force can then choose to take action as appropriate.

Subcommittee chairs (as of 9/28/2017):

Community – Uptown Partners

Development – Avenu and Green Building Alliance

Mobility – Department of Mobility and Infrastructure

Infrastructure – Department of City Planning (Resilience & Sustainability)