

*****SPECIAL MEETING*****

Oakland Parks and Recreation Advisory Commission (PRAC)

Lake Merritt Sailboat House - 568 Bellevue Ave.

Wednesday, October 11th, 2023 at 4:30 PM

Remote Access Instructions and Meeting Agenda

The City of Oakland will continue to livestream meetings to allow members of the public to observe. For remote access, or to watch from home follow the instructions below.

The following options may be available to observe this meeting:

- Zoom

Zoom Webinar Information:

When: Oct 11, 2023 04:30 PM Pacific Time (US and Canada)

Topic: Parks and Recreation Advisory Commission Meeting - October 11, 2023

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81547168741>

Or One tap mobile :

+16699006833,,81547168741# US (San Jose)

+14086380968,,81547168741# US (San Jose)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 669 900 6833 US (San Jose), +1 408 638 0968 US (San Jose), +1 669 444 9171 US,

+1 719 359 4580 US, +1 253 205 0468 US, +1 253 215 8782 US (Tacoma),

+1 346 248 7799 US (Houston), +1 507 473 4847 US, +1 564 217 2000 US,

+1 646 876 9923 US (New York), +1 646 931 3860 US, +1 689 278 1000 US,

+1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 309 205 3325 US,

+1 312 626 6799 US (Chicago), +1 360 209 5623 US, +1 386 347 5053 US

Webinar ID: 815 4716 8741

International numbers available: <https://us06web.zoom.us/j/81547168741>

*****NOTE: ZOOM LINK AND ACCESS NUMBER ARE TO OBSERVE/LISTEN TO THE MEETINGS ONLY, NOT FOR PARTICIPATION. ALL PUBLIC COMMENT MUST BE PROVIDED IN-PERSON DURING THE MEETING.**

To submit public comment for review by the Commission before the meeting date, email comments to publiccomments2prac@oaklandca.gov.

If you have questions, email publiccomments2prac@oaklandca.gov or phone Oakland Parks, Recreation and Youth Development @ 510-238-7275. Thank you.



CITY OF OAKLAND

*****SPECIAL MEETING*****

AGENDA

Parks And Recreation Advisory Commission (PRAC)

Lake Merritt Sailboat House - 568 Bellevue Ave.

Wednesday, October 11th, 2023 at 4:30 P.M.

*****NOTE: PUBLIC COMMENTS ON ACTION ITEMS WILL BE TAKEN AFTER EACH ITEM OF NEW BUSINESS. ALL PUBLIC COMMENTS WILL BE ACCEPTED UNDER BOTH ITEM 3, OPEN FORUM, AT THE BEGINNING OF THE MEETING AND ITEM 9, CONTINUATION OF OPEN FORUM, AT THE END OF THE MEETING.**

CALL TO ORDER / ROLL CALL

BARACH, DUHE, HA, KOS-READ, D. SMITH, K. SMITH, TORRES, TRAN, AND WATKINS

1. MODIFICATION OF THE AGENDA:

2. DISPOSITION OF MINUTES:

- September 13th, 2023 Draft Meeting Minutes

3. OPEN FORUM:

Comment on all items will be taken at this time.

4. CONSENT CALENDAR ITEMS:

- 4A. REQUEST APPROVAL FOR OAKLAND TURKEY TROT TO COLLECT FUNDS ON ONSITE FOR THE SELLS OF MERCHANDISE, FOODS, BEVERAGES AND MOBILE FOOD VENDING AT THE ANNUAL OAKLAND TURKEY TROT AT EASTSHORE PARK ON THURSDAY, NOVEMBER 23, 2023, 8:00AM-12:00PM.

5. MEASURE Q OVERSIGHT/AD HOC COMMITTEE UPDATE:

*Visit Measure Q [website](#) for more information, documents and reports.

- Informational Report: OPW Monthly Measure Q Report and Performance Measures Update.

6. NEW BUSINESS:

- 6A. UPDATE ON ROTARY NATURE CENTER FIRE.

- 6B. DEPARTMENT MERGER / REORGANIZATION UPDATE.

6C. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE A GIFT-IN-PLACE DONATION IN THE AMOUNT NOT TO EXCEED FORTY-NINE THOUSAND DOLLARS (\$49,000) FROM THE FRIENDS OF THE GARDEN AT LAKE MERRITT AND TO ENTER \$1 CONSTRUCTION CONTRACT WITH SELECTED VENDOR TO CONSTRUCT THE FINAL SECTION OF FENCE UPGRADE AT THE LAKE MERRITT GARDEN CENTER AND RECOMMEND TO PLANNING DIRECTOR APPROVAL OF MINOR CONDITIONAL USE PERMIT TO ESTABLISH A NEW FENCELINE TO EXPAND THE GARDEN CENTER AND PROTECT HISTORIC TREES.

6D. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE AND RECOMMEND COUNCIL TO ACCEPT A GIFT OF IN-KIND SERVICES FROM THE FRIENDS OF THE GARDEN AT LAKE MERRITT FOR JAPANESE GARDEN REPAVING IN THE AMOUNT NOT TO EXCEED NINETY SIX THOUSAND ONE HUNDRED DOLLARS \$96,100 AND AUTHORIZE A ONE DOLLAR (\$1.00) GIFT-IN-PLACE CONSTRUCTION CONTRACT WITH WOLFE CONSTRUCTION, THE CONSTRUCTION VENDOR SELECTED TO PERFORM THE SERVICES, TO AUTHORIZE THE WORK ON CITY PROPERTY.

7. PLANNING AND CONDITIONAL USE PERMITS:

8. UPDATE FROM DIRECTOR, COMMITTEES, RECREATION ADVISORY COUNCILS & ANNOUNCEMENTS:

9. CONTINUATION OF OPEN FORUM:
All final comments will be taken at this time.

ADJOURNMENT

Next Meeting:

Wednesday, November 8th, 2023 at 4:30PM

Lakeside Park Garden Center

666 Bellevue Avenue

Oakland, CA 94612

* Visit [PRAC Website](#) for more information, documents, and reports.

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin or Spanish interpreter, please email publiccomments2prac@oaklandca.gov or call Oakland Parks, Recreation and Youth Development at (510) 238-7275 or TDD/TTY (510) 238-3254 at least five 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 de en español, Cantones, Mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a publiccomments2prac@oaklandca.gov o llame al (510) 238-7275 o (510) 238-3254 por lo menos cinco 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 publiccomments2prac@oaklandca.gov 或致電 (510) 238-7275 或 (510) 238-3254 TDD/TTY。請避免塗搽香氛產品, 參加者可能對化學成分敏感。



MEETING MINUTES
Parks and Recreation Advisory Commission (PRAC)
Wednesday, September 13th, 2023, at 4:30 P.M.
Lakeside Park Garden Center

Meeting Recording Link:

<https://oakland.granicus.com/player/clip/5690?&redirect=true>

CALL TO ORDER / ROLL CALL: 4:44 P.M.

BARACH, DUHE, HA, KOS-READ, D. SMITH, K. SMITH, TORRES, TRAN, WATKINS

Present (7): Chair Tran, Vice Chair Barach, Commissioners Ha, Kos-Read, K. Smith, Torres, Watkins
Excused (1): Commissioner Duhe
Absent (1): Commissioner D. Smith

1. MODIFICATION OF THE AGENDA:

- Item 6A will not be heard and is stricken from the agenda.

2. DISPOSITION OF MINUTES:

- July 12th, 2023 Draft Meeting Minutes
 - Under Item 6B “Motorcycle sideshows” should be changed to “sideshows”.

Motion: Chair Tran entertained a motion to approve the July Meeting Minutes with corrections.

Moved by: Commissioner K. Smith. **Second by:** Commissioner Kos-Read. **Vote:** Yes (7) Barach, Ha, Kos-Read, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

3. PUBLIC COMMENT: There were 3 speakers and 17 public comments received via email.

4. CONSENT CALENDAR ITEMS:

- 4A. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW REBUILDING TOGETHER OAKLAND | EASTBAY PERMISSION TO COLLECT ONSITE DONATIONS, TICKET SALES AT DOOR AND HOST A SILENT AUCTION AT THE ANNUAL GATHER TOGETHER FUNDRAISER AT LAKE MERRITT SAILBOAT HOUSE ON THURSDAY, OCTOBER 5, 2023, FROM 11:00AM-10:00PM.**

- 4B. **REQUEST APPROVAL TO ALLOW MCCLYMNONDS REUNION COMMITTEE TO COLLECT ONSITE DONATIONS AND HOST THEIR ANNUAL REUNION AT DEFREMERY PARK ON SATURDAY, SEPTEMBER 30, 2023.**
- 4C. **REQUEST APPROVAL TO ALLOW THE OAKLAND BLACK COWBOY ASSOCIATION (OBCA) PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES AT THEIR 49th ANNUAL FESTIVAL AND PARADE AT DEFREMERY PARK ON SATURDAY, OCTOBER 7, 2023.**
- 4D. **REQUEST APPROVAL TO ALLOW YOUTH SPEAKS PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES AT THEIR LIFE IS LIVING COMMUNITY EVENT AT DEFREMERY PARK ON SATURDAY, OCTOBER 14, 2023.**

Motion: Chair Tran entertained a motion to approve the requests. **Moved by:** Vice Chair Barach. **Second by:** Commissioner K. Smith. **Vote:** Yes (7) Barach, Ha, Kos-Read, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

5. MEASURE Q OVERSIGHT/AD HOC COMMITTEE UPDATE:

*Visit Measure Q [website](#) for more information, documents, and reports.

- Informational Report: OPW Monthly Measure Q Report and Performance Measures Update.

Leslie Liew, OPW Business Analyst, Clinton Pugh, OPW Acting Park Services Manager, and Tom Morgan, OPW Administrative Manager presented the report. Hiring Metrics highlighted: 137 positions filled and 37 vacant. Deliverables highlighted: dedicated staff at major parks and priority neighborhood rankings (new data metric added to this report). Measure Q website is pending update as OPW works toward identifying the next staff who will take the lead (usually performed by Sean Maher who is out). This is the first Measure Q update since the ransomware attack as many reports had to be rebuilt and are still in the process of recovery. As a result, the current data does not accurately reflect the work being done. OPW is in the process of working toward finding a software/program that works for the facilities team via in-house application customization to assist with improving metric tracking.

Staff and leadership changes along with system glitches over the past 3 months have presented as obstacles, however, OPW is working to fill vacancies and update the system anticipating a vast improvement in coming months. There are 3 management positions posted that will be closing in the coming weeks into October. Filling the leadership gap will help with ensuring staff are properly trained for data input. About 10 or more Garden Crew Leaders were recently hired on to support data entry. Currently, the department is using PCs for data entry but have ordered tablets and other mobile devices for Parks Entry Services Division. The City Works system also needs to be reconfigured to be easily used in the field. Much of custodial staff is part-time and interviews are underway to fill those vacancies. Part-time custodians and park attendants tend to

matriculate over to the full-time positions once open, so this creates difficulty in keeping the part-time positions filled.

As it relates to data entry, Management and Supervisors are responsible for the creation of work orders, Crew Leaders collect and enter the data, then Supervisors close the work orders. After a year of data collection, the department believes it is close to reaching a baseline. Working on getting all trained in how to get the data and input it accurately. Once the app currently in beta testing is up and running, there will be a much better gauge of progress. OPW has worked with EBMUD to gain insight on how the organization collects data to help improve their process. Many parks are inundated with encampments which present additional challenges. Litter pickup is tracked to show how much time is spent on this activity versus others such as gardening, etc. City Works is the app that 311 group uses to enter service requests, and, with the ransomware interruption, many of the data tables had to be rebuilt. The app is able to communicate across platforms. The ransomware attack has been the catalyst for some progress. Additional funding has been designated for IT to initiate the necessary system upgrades/enhancements and accelerate those processes such as upgrading City Works to the current version and adding data to the cloud so that it is not susceptible to attacks such as this.

6. NEW BUSINESS:

6A. ~~GENERAL OSCAR UPDATE.~~

6B. **INFORMATIONAL PRESENTATION REGARDING BLACK PANTHER PARTY NATIONAL PARK SERVICE MONUMENT.**

Laurie Earp, Special Projects Lead of Huey P. Newton Foundation presented the informational report. In an effort to preserve US history about the Black Panther Party, the Foundation is petitioning the National Park Service for the creation of a national monument in DeFremery Park through the deed of a parcel of land. Deeding a parcel of land to federal government provides an opening/pathway to additional funding. A survey engineer will be assisting with the selection of the parcel and size. This will not change open space designation at the park.

7. PLANNING AND CONDITIONAL USE PERMITS:

None.

8. UPDATE FROM DIRECTOR, COMMITTEES, RECREATION ADVISORY COUNCILS & ANNOUNCEMENTS:

Director's Report:

- Still working on Town Camp year-end numbers.
- Enrollment is back to pre-Covid numbers; 800 – 925 kids served per day in the summer.
- Analysis of fiscal year 2022 – 2023 spending showed OPRYD spent about 85% of its budget.
 - Conclusion: Need to fill full and part-time permanent vacancies, working with HR.

- Some permanent positions are frozen until July 1, 2025.
- OPRYD has new Administrative Services Manager I, Denise Aaron, overseeing the HR side of the department.
- 3 New Supervisors coming aboard.
- Open General Recreation Supervisor position.
- Quincy Williams will join as new Capital Improvement Projects, Assistant Coordinator replacing Hank Phan.
- OPRYD has achieved 91% of budget.
- Interim Director Riley's last in-office day will be September 29th, 2023. Thereafter she will work 1 day per week to assist with transition.
- Working on bringing hybrid meetings to PRAC. Undergoing meeting format testing.

PRAC Committees:

- Request for Lake Merritt working group members to work on scheduling next meeting.

Recreation Advisory Councils (RACs):

- No updates.

Announcements:

- Friday, September 22nd at Lake Merritt, 3 – 6p on Lakeshore there will be an event targeted to helping youth gain access to mental health services and jobs for those aged 16-26.
- Friday, September 22nd at the International Boxing Institute, 6 – 8p Women's Boxing/Self Defense classes will be provided.
- Every 3rd Friday from 6 – 9p through October 20th Salsa Escape will be at Liberation Park with free outdoor skating and salsa dancing.
- Autumn Lights is coming...get tickets!

9. OPEN FORUM: There were 4 speakers.

10. ADJOURNMENT: 6:29 p.m.

*Visit [PRAC Website](#) for more information, documents, and reports.

Next Meeting:

Wednesday, October 11th, 2023, at 4:30 pm

Lake Merritt Sailboat House

568 Bellevue Avenue
Oakland, CA 94610

Via Zoom

(For observation purposes only.)

Respectfully Submitted,

A handwritten signature in black ink that reads "Jasmine S. Bellow". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Jasmine S. Bellow
Executive Assistant to the Director
Recording Secretary



CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Tam Tran, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Special Events Coordinator
DATE: October 5, 2023
SUBJECT: REQUEST APPROVAL FOR OAKLAND TURKEY TROT TO COLLECT FUNDS ON SITE FOR THE SELLS OF MERCHANDISE, FOODS, BEVERAGES AND MOBILE FOOD VENDING AT THE ANNUAL OAKLAND TURKEY TROT AT EASTSHORE PARK ON THURSDAY, NOVEMBER 23, 2023, 8:00AM-12:00PM

SUMMARY

Oakland Parks, Recreation & Youth Development received a request from Ryan Dawkins the Executive Director of the Oakland Turkey Trot is requesting approval to serve and sell alcoholic beverages (Beer & Wine), food (Mobile Vendors) and merchandise on-site at the annual Oakland Turkey Trot to be held at East Shore Park on Thursday, November 23, 2023. Ryan Dawkins is aware of the additional permits required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. Section 12.64.080.

FISCAL IMPACT

Oakland Turkey Trot is paying all rental fees associated with the event. There is no fiscal impact on OPRYD.

PROJECT / PROGRAM DESCRIPTION

This is the seventh year of the annual Oakland Turkey Trot being held in the City of Oakland. The Oakland Turkey Trot attracts people from the diverse Oakland community and throughout the Bay Area to come together to walk/run around the beautiful Lake Merritt prior to joining family and friends at the dinner table for Thanksgiving dinner.

BACKGROUND / LEGISLATIVE HISTORY

Founded as a nonprofit organization in 2017, this event is a way for Oakland Turkey Trot to give back to the Oakland community for Thanksgiving. The Turkey Trot has strong and productive partnerships with local community groups, athletes, cities, and businesses which allows this event to create a forum for the achievement of runners. The Oakland Turkey Trot celebrates fitness and is a wholesome family event.

Oakland Turkey Trot use the funds collected to cover event expenses and to support their mission, which allows them to offer discounted and charity registrations, grants and support for their partner charities and operate the event safely with high standards.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Oakland Turkey Trot to accept donations and sell alcoholic beverages, food, and merchandise, at the annual Oakland Turkey Trot at Eastshore Park on Thursday, November 23, 2022, from 8:00am-12:00pm.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Special Events Coordinator

/s/ Dana Riley

Approved by:

Dana Riley

Interim OPRYD Director

Attachments: Exhibit A – Oakland Turkey Trot Proposal Letter
Exhibit B – Non-Profit Certificate (501c3)

Oakland Parks and Recreation Advisory Commission
% Office of Parks and Recreation
250 Frank H Ogawa Plaza, Suite 3330
Oakland CA 94612



Dear commissioners:

The Oakland Turkey Trot seeks approval to collect funds at our charity event and family 5k run for the 6th annual Oakland Turkey Trot on Thursday, November 23rd, 2023.

Founded as a nonprofit organization in 2017, the event is a way for our team and our running community to give back to Oakland for Thanksgiving. In partnership with the Mayor's Office, Alameda County Community Food Bank, Oakland Education Fund, and local area sponsors and charities, the Oakland Turkey Trot celebrates fitness and giving in a wholesome family event.

We are proud of our partnerships and accomplishments in our 6 years, and are looking forward to more to come. Our Executive Board spearheaded the first-ever mural on city-owned property in the Town. We chose the Lakeview Library because the branch played such a big part in our founder's kids' early years. We provide grants to Dragon School and they select young artists to collaborate with us and develop unique pieces for our events. We work closely with Running for a Better Oakland's year round program by providing grants for their students to run in our partner events to encourage K-12 students from Oakland schools and develop healthy lifestyles through running. The event also provides discount group registrations for any Oakland charity to use for their own fundraising.

Most of our team lives within the City of Oakland. We have strong and productive partnerships with local community groups, athletes, cities, and businesses, and our events bring together each of these in creating a forum for the achievement of our runners.

We hereby request the right to collect funds for the following at Eastshore Park during our festival and race operations. Our merchandise list includes shirts and tops priced \$19-59, hats \$24-29, socks \$14, and accessories \$9-34. We also anticipate miscellaneous food/beverage sales from coffee trucks, ice cream, etc. As always, we will secure the necessary temporary food facility permits and food trucks will be in good standing with Alameda County Environmental Health and Oakland Fire Department.

Oakland Turkey Trot uses these funds to cover our costs and support our mission. This allows us to offer discounted and charity registrations, grants and support for our partner charities, and, and operate the event safely and to high standards.

We appreciate your time and consideration in your request and look forward to another successful year of the Oakland Turkey Trot.

Cordially,

Ryan Dawkins, Executive Director
Oakland Turkey Trot
484 Lake Park Ave, #132
Oakland, CA 94610

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUL 06 2017

OAKLAND TURKEY TROT
484 LAKE PARK AVENUE SUITE 132
OAKLAND, CA 94610-0000

Employer Identification Number:
82-1597404

DLN:

26053580002307

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

509(a)(2)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

June 2, 2017

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

OAKLAND TURKEY TROT

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

CITY OF OAKLAND

Parks and Recreation Advisory Commission



October 4, 2023

TO: PRAC Commissioners

FR: Tam Tran, PRAC Chair

RE: Letter to City Administrator about proposed consolidation of OPRYD and
Human Services Department

The attached is a draft letter to the City Administrator about the reorganization. Currently, it is written as if it is from me. I would like the letter to be from all of us (similar to the letter that was submitted to the Mayor and City Council on June 20, 2023; also attached). For this to happen, I would like to hear your input at the October 11th PRAC meeting.

Please review as we will be taking formal action at the meeting. Thank you.

CITY OF OAKLAND
Parks and Recreation Advisory Commission



DRAFT – FOR DISCUSSION PURPOSES ONLY

October __, 2023

Jestin D. Johnson, City Administrator
City of Oakland
1 Frank H. Ogawa Plaza
Oakland, CA 94612

RE: Proposed consolidation of Oakland Parks, Recreation & Youth Development Department (OPRYD) and Human Services Department

Dear Mr. Johnson:

My name is Tam Tran, and I chair the City of Oakland's Parks and Recreation Advisory Commission (PRAC). This commission is responsible for advising the Mayor, City Council, and City Administrator on policy and operations of the City's parks and recreation system. See Ordinance No. 13622 CMS.

As unequivocal advocates for the City's parks and recreation programs, PRAC has expressed concerns about the proposed reorganization. (See attached letter.) Given the adoption of the FY 2023-2025 budget, I look forward to learning more about and working with your office on the proposed merger. PRAC's goal is to ensure that, should the reorganization proceed, there is no diminishment of services available to the public nor in the focus that the City brings to its parks and recreation programs.

I understand that your office has initiated the process to study the proposed reorganization of OPRYD and the Human Services Department. I request that PRAC be an active, ongoing participant and contributor to the reorganization process in the following ways:

- 1) **Understanding of scope of study:** Given our oversight charter, PRAC should be informed of the scope and goals, participants, timelines and milestones, engagement plan, type of data being collected and how/when it will be presented, and other matters.

I invite you to provide this information at one of our monthly PRAC meetings, which are held on the second Wednesdays of the month at 4:30 pm. Our next meeting is on November 8th.

- 2) **Review and feedback of study methodology, findings, recommendations, and other relevant materials:** If there is a technical advisory committee that is formed to review the consultant's work, one of the PRAC commissioners should be on it. If that is not the case, one of the PRAC commissioners should be part of the group of reviewers that examines the consultant's work products and provides input to be incorporated into the deliverables.

There are commissioners on PRAC who have professional experience and knowledge in public administration and finance, organizational development, and other useful disciplines.

DRAFT

Continued on next page

DRAFT – FOR DISCUSSION PURPOSES ONLY

- 3) **Regular updates during the study process:** Given our oversight charter, PRAC should be kept apprised on the reorganization process, recommendations, and actions. This can be achieved by you or a representative from your office presenting at PRAC meetings on a quarterly basis, at major milestones, and prior to the finalization of any deliverables and recommendations.

The PRAC meeting schedule is noted above and can also be found [here](#).

The success of any city endeavor depends on consistent and meaningful outreach, including with department leadership and the community. In June 2023, PRAC requested a presentation on the reorganization process, and Brooklyn Williams attended our July 12, 2023, meeting. At that time, she made a commitment that City leadership will make regular updates to OPRYD staff and PRAC and involve OPRYD and PRAC in the process and findings. **Since the announcement of the proposed merger and even since Ms. Williams' presentation to PRAC**, I have heard from City staff and park stakeholders, including PRAC, that they are extremely dismayed at the continued lack of communication about the proposed reorganization. These are the individuals who work to advance park and recreation services for our communities on an ongoing, if not daily, basis. With collaboration from your office, I hope that we can begin to reverse this lack of internal and external engagement.

PRAC appreciates the City's and your office's commitment to providing excellent parks and recreation services to residents and visitors. It is PRAC's goal to ensure that, should there be a merger, there is no diminishment of services available to the public nor in the focus that the City brings to its parks and recreation programs.

Thank you for your attention. I look forward to hearing from you and meeting you at a PRAC meeting very soon.

Sincerely,

Tam Tran
Chair, Parks and Recreation Advisory Commission

cc: Dana Riley, OPRYD, Interim Director
Harith Aleem, OPRYD, Interim Assistant Director
Jasmine Bellow, OPRYD, Assistant to the Director
Scott Means, Human Services Department, Interim Director
Harold Duffey, Public Works, Director
Latonda Simmons, Assistant City Administrator
Sarah Dunn, President, Oakland Parks and Recreation Foundation
Mandolin Kadera-Redmond, Executive Director, Oakland Parks and Recreation Foundation
Brooke Levin, Measure Q Co-Chair
John Bliss, Measure Q Co-Chair

DRAFT

CITY OF OAKLAND

Parks and Recreation Advisory Commission



June 20, 2023

Dear Mayor Thao, Council President Bas, and Councilmembers:

By Ordinance No. 13622 CMS, the **Parks and Recreation Advisory Commission (PRAC)** is responsible for advising the Mayor, City Council, and City Administrator on policy and operations of the City's parks and recreation system. Also, by ordinance, PRAC makes recommendations on the allocation of proceeds from Measure Q: (Oakland Parks and Recreation Preservation, Litter Reduction, and Homelessness Support Act), which was passed by voters in 2020.

We are writing on behalf of PRAC to convey the Commission's comments about the Mayor's proposed budget for FY 2023-2025. Our comments involve the proposed consolidation of Parks, Recreation & Youth Development Department (OPRYD) and the Human Services Department as well as the proposed allocation of Measure Q funds.

Proposed consolidation of OPRYD and the Human Services Department

Because PRAC has many unanswered questions about the consolidation, we are not in support of the consolidation. There has been limited information as to what this new department and its structure would look like, how the purported \$1.2 million in cost savings would be realized, and how OPRYD's current services would be provided to Oakland residents as a part of the new department. Additionally, we are concerned that the potential impacts of the consolidation could create problems that are felt within the community (e.g., reduced recreational programming, transportation services), which cannot be measured in dollars. Lastly, the process and mechanics of reorganization (e.g., a one-year planning process to lay out the new department's functions) detracts from current work in the City's already short-staffed labor force, including OPRYD. **We request that a representative from the Mayor's office or the City's budget department join the next PRAC meeting on Wednesday, July 12, 4:30 pm, to provide us with more information about the merger, including the budgetary savings rationale as a valid reason to merge the departments**

If the consolidation moves forward, we strongly encourage that OPRYD's mission be a key, explicit function of the new department. As such, leadership from OPRYD must have a prominent role in the new organizational structure and equal weight in executive-level and staff-level decisions, including policy, budgeting, management, and operations. While seemingly minor, we are concerned by the elimination of the words "parks" and "recreation" in the new department's name, and oppose diminishment of OPRYD's stature and voice within the new department as well as its functions to Oakland residents.

Finally, in a newly formed department, we would also want to understand what PRAC's role would be (e.g., would the enabling ordinance for PRAC need to be revised?) and what the City's relationship with the Oakland Parks and Recreation Foundation would look like.

Continued on next page

Proposed allocation of Measure Q funds

PRAC is the oversight body for Measure Q, which is a 20-year parcel tax levied on Oakland taxpayers. The Mayor's proposed budget for FY 2023-2025 allocates 61% of Measure Q funding to existing park maintenance. This runs counter to the language in Measure Q that allots 55% to existing park maintenance. The 55% threshold can be temporarily suspended by resolution in a fiscal emergency. It is important that the City comply with this provision in Measure Q, so as to maintain trust with Oakland taxpayers. We would like to know when this resolution will be prepared and adopted by City Council.

While we recognize the dire financial situation that the City is currently in, we do not want to see future budgets with Measure Q allocations that subvert the will of the voters.

<><><>

PRAC Commissioners express our appreciation for your support and advocacy of Oakland's parks and recreation services. The importance that parks and recreation play in the health and prosperity of our communities and the City is irrefutable. As such, they must be protected and prioritized as part of the City's services to its residents and as a part of the budgeting process.

Please reach out to us if you have any questions.

Sincerely,



Tam Tran
Chair, PRAC
tbtran@yahoo.com



Marc Barach
Vice Chair, PRAC
praccommissionerbarach@gmail.com

CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Tam Tran, Chair, Parks and Recreation Advisory Commission
FROM: Hank Phan, Assistant Capital Improvement Project Coordinator, OPRYD
DATE: October 11, 2023
SUBJECT: **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE A GIFT-IN-PLACE DONATION IN THE AMOUNT NOT TO EXCEED FORTY-NINE THOUSAND DOLLARS (\$49,000) FROM THE FRIENDS OF THE GARDEN AT LAKE MERRITT AND TO ENTER \$1 CONSTRUCTION CONTRACT WITH SELECTED VENDOR TO CONSTRUCT THE FINAL SECTION OF FENCE UPGRADE AT THE LAKE MERRITT GARDEN CENTER AND RECOMMEND TO PLANNING DIRECTOR APPROVAL OF MINOR CONDITIONAL USE PERMIT TO ESTABLISH A NEW FENCELINE TO EXPAND THE GARDEN CENTER AND PROTECT HISTORIC TREES.**

SUMMARY

The Friends of the Garden at Lake Merritt (FGLM), a nonprofit organization is proposing a gift-in-place donation in the amount not to exceed \$49,000 and enter a \$1 construction contract agreement with North American Fence & Railing Inc., the selected contractor to complete the installation of the final section of fence upgrade at the Lake Merritt Garden Center.

Approval of the proposal will upgrade the remaining section of fencing to match previous perimeter fence replacement projects and realign the fence line to protect and preserve oak trees that are currently on the outside of the garden. The fence upgrade will satisfy deferred maintenance of the perimeter fencing along with parks and tree services at Lake Merritt Garden Center.

FISCAL IMPACT

The proposed project is a gift-in-place donation in which the donor and their selected contractor will enter a \$1 construction contract agreement with the City. There will be no fiscal impact to the City of Oakland and will not create unbudgeted cost. The fence upgrade will satisfy deferred maintenance of the perimeter fencing.

PROJECT / PROGRAM DESCRIPTION

FGLM will be donating fencing materials including: 1" black vinyl chain link, 2 3/8" and 2 7/8" black vinyl 10' high posts that matches the recently upgraded perimeter fencing to ensure a consistency across the entire Lake Merritt Garden Center.

The proposed fence upgrade for the final section is approximately 473 linear square feet and includes a pedestrian gate, double swing gate for maintenance access, and a double wide rolling gate for truck access. The proposed project is proposing to realign the fence line because of the existing irregular and jagged fence line (**Exhibit A**) that creates pockets hidden from view, now being occupied with encampments. City staff has done an incredible job clearing the encampments, but the tents and occupants return. There are increasing safety and security concerns. The most recent

encampment occupant started a fire which damaged a nearby tree. Thankfully this was extinguished by the Garden Staff.

FGLM would like to propose replacement of this last section and straighten the fence line, removing irregularities and hidden areas. The new fence line would be a curving consistent line. The new fence line would increase the area of the garden (behind the fence) increasing habitat and plant species diversity. It would remove some of the existing lawn (outside the current fence) and in doing so protect at least two species of oak trees, one an aging Cork Oak suffering from over irrigation. The expansion of the gardens would add additional community garden plots for rent. The new fence line would remove some of the existing lawn area. Straightening the fence line would reduce the area available for encampments and reduce security concerns at least in this area.

BACKGROUND / LEGISLATIVE HISTORY

The Gardens at Lake Merritt is located at 666 Bellevue Ave, Council District 3. The Gardens have been a secret oasis in the heart of Oakland's Lake Merritt Park. However, the original perimeter 2-foot mesh chain link fence leaves the garden unsecure and hidden. Six-foot-high mesh sections have been added to the top of the original 6-foot-high fence. This inconsistent patchwork of mesh is neither secure nor suggests there is a beautiful garden thriving behind the fence line. The initial perimeter enhancement effort began with the City of Oakland's Lake Merritt Improvement Project which installed decorative garden gates in 2019. The Friends of the Garden at Lake Merritt (FGLM) then fundraised two separate efforts to replace and repair different sections of the perimeter fencing. When the new decorative garden gates were installed in 2019 as part of the Lake Merritt Improvement Project (encompassing the entrances of Fairyland and the Garden Center), the Friends of the Gardens at Lake Merritt put forth a fundraising effort to upgrade and replace sections of the original mesh fence with a 10ft, 1" black vinyl mesh. This initial effort by the Friends group resulted in an upgrade and replacement of approximately 230 ft of new fencing that flanked the new Garden Gates. In 2021, a second effort by the Friends Group funded the upgrade and repair of a 600 ft section of fence that completed the eastern perimeter of the gardens. The Gardens have often been hidden and overlooked for the ecological benefits and beauty it offers to Lake Merritt and the community.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the donation in the amount not to exceed \$49,000 from the Friends of the Garden at Lake Merritt and to enter \$1 construction contract agreement with selected vendor to construct the final section of fence upgrade at the Lake Merritt Garden Center and recommend to Planning Director approval of minor conditional use permit to establish a new fence line to expand the Garden Center and protect historic trees.

Respectfully submitted,

Hank Phan (Signature)

Prepared by:

Hank Phan

Assistant Capital Improvement Project Coordinator

Dana Riley (Signature)
Dana Riley (Oct 6, 2023 16:05 EDT)

Approved by:

Dana Riley
Interim Director

Attachments: Exhibit A – *Site Plan with Proposed Fence Upgrade*



Exhibit A - Site Plan with Proposed Fence Upgrade:
PRAC – Item #6C 10/11/2023






FGLM_Fence_Project_PRAC_package_20231011_HP_signed

Final Audit Report

2023-10-06

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CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Tam Tran, Chair, Parks and Recreation Advisory Commission
FROM: Hank Phan, Assistant Capital Improvement Project Coordinator
DATE: October 11, 2023
SUBJECT: **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE AND RECOMMEND COUNCIL TO ACCEPT A GIFT OF IN-KIND SERVICES FROM THE FRIENDS OF THE GARDEN AT LAKE MERRITT FOR JAPANESE GARDEN REPAVING IN THE AMOUNT NOT TO EXCEED NINETY SIX THOUSAND ONE HUNDRED DOLLARS \$96,100 AND AUTHORIZE A ONE DOLLAR (\$1.00) GIFT-IN-PLACE CONSTRUCTION CONTRACT WITH WOLFE CONSTRUCTION, THE CONSTRUCTION VENDOR SELECTED TO PERFORM THE SERVICES, TO AUTHORIZE THE WORK ON CITY PROPERTY.**

SUMMARY

The Friends of the Garden at Lake Merritt (FGLM), a nonprofit organization wishes to provide a gift of in-kind services to the City for repaving of pathways in the Japanese Garden at the Lake Merritt Garden Center.

The proposed project involves up to ninety-six thousand one hundred dollars (\$96,100) of in-kind services to repave the pathways throughout the Japanese Garden that have been broken and lifted, creating hazards and ADA incompliance. The proposed repaving project will satisfy deferred maintenance of the pathways in the Japanese Garden at the Lake Merritt Garden Center.

FISCAL IMPACT

The City will execute one dollar (\$1.00) construction contracts with the Friends of the Garden at Lake Merritt and vendor to be selected by FGLM to perform the construction work. The vendor shall provide insurance and bonds as required by law, and the contract shall be approved for form and legality by the Office of the City Attorney. Through the gift-in-place contract, FGLM shall assume responsibility for compensation to Wolfe Construction for this project. There will be no fiscal impact to the City of Oakland and will not create unbudgeted cost since the pathway repaving will satisfy deferred maintenance.

PROJECT / PROGRAM DESCRIPTION

The purpose of this project is to replace the paving while preserving the original design intent by Hisaichi Tsugawa, who is credited with the original garden. This proposal suggests installing a module pavement material, such as concrete slabs. This would allow for future maintenance access and adjustment for root growth. The two, over 50-year-old, Redwood trees in the two planter beds have outgrown their original raised planting beds. As the trees have matured, their root systems have raised and broken the concrete and many of the original redwood timbers used to retain the planting beds have rotted. Part of this proposal suggests expanding the planting bed area, providing more space for future tree growth, while replacing the rotted timbers with new redwood timbers.

SCOPE OF WORK:

1. This project will remove all the concrete and replace with pavers that are “dry” set in the field (meaning not the perimeter course) so they can be removed and reset as roots uplift.
 2. No vehicular access will occur over the exposed roots. The demolition of the concrete will start on the garden side and move back towards the parking lot to not be driving on the roots. For the base fill, plywood or other protection will be put down as needed. There will be no trucks driving in the garden area. Once the concrete is removed, the only vehicle that will be driving in that area is a bobcat.
 3. The finished grade of the top of the pavers will meet the thresholds of the building. There will be two channel drains at each threshold of the building (at 90 degrees to one another). The removal and hauling of the existing planter bed and railroad ties, the demolition and hauling of the existing concrete and asphalt; dump fees shall be the responsibility of the Contractor.
 4. Peeler cores will be set to create edge & bulkhead for newly expanded & existing planting areas. All peeler cores will be secured and set in a dry mortar mix.
 5. New irrigation pipes will be installed to new planting areas from existing valves. Additional 1 ½” PVC sleeves for potential future use will also be installed. All pipe work will be back filled with fill-sand.
 6. New landscaping (plants, mulch, soil) will be added to the new planting beds.
- Please refer to **Exhibit A** to see site plan and existing condition photos.

BACKGROUND / LEGISLATIVE HISTORY

The City of Oakland Public Works (OPW) recently performed a drainpipe repair at the site of the Japanese Garden. FGLM worked with OPW to coordinate their proposal to repave the entire pathway so OPW would only have to replace the site of the pipe repair with temporary surfacing until FGLM’s gift-in-place can fully repair the entire pathway.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve and recommend Council to accept a gift of in-kind services from the Friends of the Garden at Lake Merritt for Japanese Garden repaving in the amount not to exceed ninety-six thousand one hundred dollars (\$96,100) and authorize a one dollar (\$1.00) gift-in-place construction contract with Wolfe Construction, the construction vendor selected to perform from the services, to authorize the work on city property.

Respectfully submitted,

Hank Phan (Signature)

Prepared by:

Hank Phan

Assistant Capital Improvement Project Coordinator

Dana Riley (Signature)
Dana Riley (Oct 6, 2023 16:05 EDT)

Approved by:

Dana Riley

Interim Director

Attachments:

Exhibit A – *Schedule A*

SCHEDULE A
Japanese Garden Repaving Project
Gardens at Lake Merritt

Overview

Project Background and Description

The paving in the Japanese Garden needs replacing. It is broken, lifting and creating multiple trip hazards. The purpose of this project is to replace the paving while preserving the original design intent by Hisaichi Tsugawa, who is credited with the original garden. This proposal suggests installing a module pavement material, such as concrete slabs. This would allow for future maintenance access and adjustment for root growth.

The two, over 50 year-old, Redwood trees in the two planter beds have outgrown their original raised planting beds. As the trees have matured, their root systems have raised and broken the concrete and many of the original redwood timbers used to retain the planting beds have rotted. Part of this proposal suggests expanding the planting bed area, providing more space for future tree growth, while replacing the rotted timbers with new redwood timbers.

Guidelines for Conditions of Demo:

- All protective measures shall be taken to prevent demolition debris or any other debris or waste in the Pond
- All protective measures will be taken to prevent and protect the building, windows and doors
- All debris will be hauled away.

SCOPE OF WORK: :

1. This project will remove all the concrete and replace with pavers that are “dry” set in the field (meaning not the perimeter course) so they can be removed and reset as roots uplift.

2. No vehicular access will occur over the exposed roots. The demolition of the concrete will start on the garden side and move back towards the parking lot so as to not be driving on the roots. For the base fill, plywood or some kind of protection will be put down as needed. There will be no trucks driving in the garden area. Once the concrete is removed, the only vehicle that will be driving in that area is a bobcat.

3. The finished grade of the top of the pavers will meet the thresholds of the building. There will be two channel drains at each threshold of the building (at 90 degrees to one another).

The removal and hauling of the existing planter bed and railroad ties, the demolition and hauling of the existing concrete and asphalt; dump fees shall be the responsibility of the Contractor.

SCHEDULE A
Japanese Garden Repaving Project
Gardens at Lake Merritt

4. Peeler cores will be set to create edge & bulkhead for newly expanded & existing planting areas. All peeler cores will be secured and set in a dry mortar mix
5. New irrigation pipes will be installed to new planting areas from existing valves. Additional 1 1/2 PVC sleeves for potential future use will also be installed. All pipe work will be back filled with fill-sand
6. New landscaping (plants, mulch, soil) will be added to the new planting beds.

Materials

Paving: \$23,708.75

Replace existing concrete with removable concrete slabs - Belgard Moduline, Riviera color, up to 2,258 sq. ft.

Planter Materials:

Materials: Approx. 125 2'x6" Peeler Cores, 1 yard Fill Sand, 1 yard sand for mortar mix, 10 yards general landscape soil, 4 yards Wondergrow mulch, 1 yard Rhod. mix, 80' 3/4" PVC, 80' 1 1/2" PVC, parts for drip irrigation & PVC fittings, etc.

Landscape -Plantings

Plants: 3-15 gallon Rhododendron Occidentalis, 5-15 gallon mahonia aquifolium, 40-1 gallon arctostaphylos Point Reyes

Work includes: Setting peeler cores to create edge & bulkhead for newly expanded & existing planting areas, run irrigation pipes to new planting areas from existing valves, run 1 1/2 PVC sleeves for potential future use, pipes will be back filled with fill-sand, add landscape soil to expanded planting beds, planting & mulching of new plant material, All peeler cores will be secured and set in a dry mortar mix.

Budget:

Demolition:\$13,910.00

Installation and labor:.....\$43,010.00

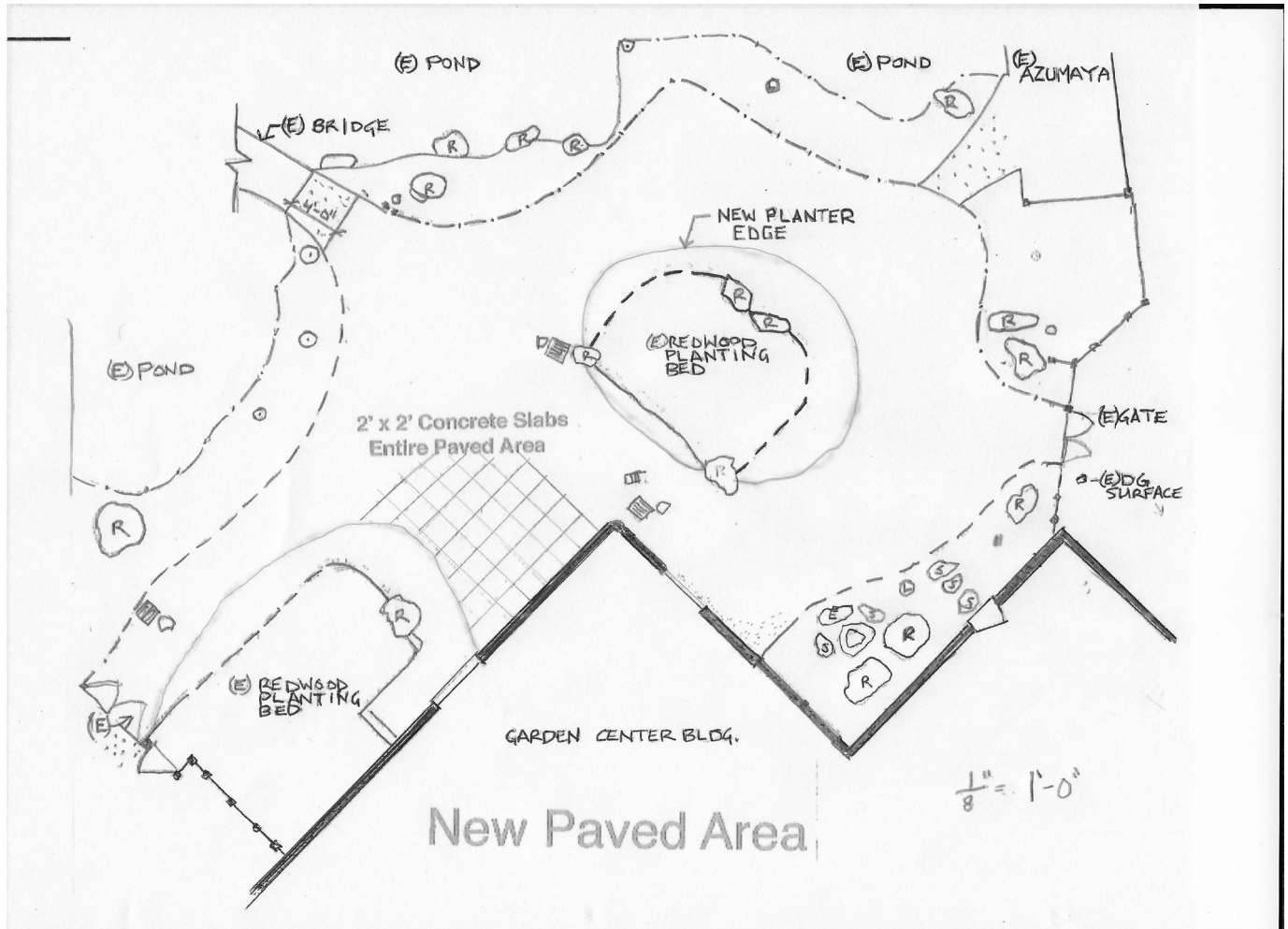
Pavers (Belgard Moduline, Riviera color, up to 2,258 sq. ft):.....\$23,708.75

Bulkhead Planters and landscaping:.....\$12,450

Project Oversight and Management costs:.....\$3,000

SCHEDULE A
Japanese Garden Repaving Project
Gardens at Lake Merritt

Proposed Paving plan



SCHEDULE A
Japanese Garden Repaving Project
Gardens at Lake Merritt

Existing Paving Conditions



SCHEDULE A
Japanese Garden Repaving Project
Gardens at Lake Merritt



Existing Planter Box



Recent Drain pipe repair.


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Final Audit Report

2023-10-06

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