

**CITY OF OAKLAND**  
**Oakland Public Works**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission (PRAC)  
**FROM:** Liam Garland, Assistant to the Director of Public Works (OPW)  
**DATE:** January 8, 2025  
**SUBJECT: Informational Report: Measure Q Implementation**

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**SUMMARY**

This report provides:

1. an update on OPW-related responses to the City Auditor’s December 2023 audit, and
2. an update on the park assessments.

**BACKGROUND / LEGISLATIVE HISTORY**

Measure Q, approved by Oakland voters in March 2020, provides funding for City of Oakland services related to park maintenance, homelessness services, and water quality, subject to oversight. The Oakland City Council assigned PRAC the oversight role regarding Measure Q expenditures related to park maintenance and water quality services. As a component of this oversight function, OPW routinely submits updates to PRAC.

**STATEMENT OF THE ISSUE**

1. Update on OPW’s responses to City Auditor’s December 2023 Audit

On December 21, 2023, the City Auditor issued the audit, [Budget Transparency, Performance Management, and Stronger Oversight Needed to Ensure Oaklanders Benefit from the 2020 Parks and Recreation Preservation, Litter Reduction, and Homelessness Support Act](#). The audit included sixteen recommendations and, for the most part, the City Administrator’s office agreed with the audit’s recommendations. Recommendations #6 and #8-11 relate to OPW. Attachment A provides an update on those recommendations. Attachment A’s first several columns are copied directly from the audit and its management response. The last column, *OPW Status as of December 2024*, is the status update relevant for this report.

2. Update on Park Assessments

The Parks and Trees Division of Public Works’ Bureau of Environment (BOE) is leading development of the park assessments. These assessments respond to Measure Q’s section 3(B)(1)(I), which requires “[d]eveloping measurable tools to ensure equitable maintenance of all parks and open spaces...” These assessments also respond to recommendations #6, 8, 9, and 11 from the City Auditor’s December 21, 2023 audit.

BOE has hired the consulting firm Kimley-Horn to assist in developing the park assessments. Kimley-Horn’s scope begins with the development of an inventory of existing park assets along with baseline conditions criteria. The inventory includes tot lots, ballfields and other sports fields, restrooms, drinking fountains, basketball, tennis, or other sports courts, garden beds, picnic areas,

seating, pathways, open lawn areas, stairs, fencing, litter containers, light poles or other lighting, parking areas, signage, decorative fountains or other artwork, stormwater treatment systems (such as bioretention swales), vegetated areas (such as border shrubbery or planting strips), and recreation center’s exterior features. Excluded from this inventory are natural water features, interiors of recreation center, and park trees. The inventory will categorize parks by size, amenities, and facilities, and be geo-coded and incorporated into the City’s computerized maintenance management system, *Cityworks*.

During this phase, baseline acceptable conditions criteria will be developed for each asset type, including the asset’s physical functionality, code compliance, and maintenance requirements. The criteria will be drafted in the form of a scoring rubric to be used for on-site park assessments. This phase is expected to be complete by March 1, 2025.

In the next phase of the project, the scoring rubric will be used to conduct on-site condition assessments of park assets. Deficiencies will be identified and then recommendations made for the repair and replacement of these assets, including high-level scope, cost estimates, and timeline for repair and/or replacement. In addition, a recommended maintenance schedule will be developed that maintains the asset in perpetuity once the asset has achieved an acceptable baseline condition. This phase is expected to be complete by June 1, 2025.

Finally, the assessments will include a recommendation on how to approach Measure Q’s requirement for “equitable maintenance.” This recommendation will be made after reviewing Oakland’s Department of Transportation (OakDOT’s) Geographic Equity Toolbox and after consultation with departments of Public Works; Parks, Recreation, and Youth Development; and Race and Equity. This analysis will include an evaluation of the findings from the previous tasks to address whether there are inequities in parks’ baseline condition and/or maintenance.

As reflected in Attachment B, *Anticipated Staff Reporting Schedule for 2025*, staff will deliver an update to PRAC on these park assessments in May and return with draft assessments in September.

OPW is coordinating the development of these assessments with the Parks, Recreation, and Youth Development Department and is reviewing similar work from Hayward, San Francisco, and San Jose. These assessments will include park-by-park ratings and engage community partners such as the Oakland Parks and Recreation Foundation. Kimley-Horn’s scope includes the hire of a nonprofit sub-consultant to assist in the park assessments.

### **RECOMMENDATION**

OPW recommends that PRAC receive this informational report.

Respectfully prepared and submitted by:

/s/ Liam Garland

Liam Garland

Assistant to the Public Works Director

Attachments: A – Status of OPW-related Audit Recommendations  
B – Anticipated Staff Reporting Schedule for 2025

## Attachment A – Status of OPW-Related Audit Recommendations

#	Measure Q's OPW-Related Audit Recommendations	City Administrator's Response/ Management Action Plan	Responsible Dept	City Administrator's Reported Status Dec 2023	OPW Status December 2024
6	To track the effectiveness of Measure Q funds in reaching voter-approved objectives, we recommend the City Administrator's Office, in conjunction with the Public Works and Human Services departments, at a minimum, set a baseline for parks maintenance conditions and the number of people experiencing homelessness in or adjacent to City parks for measurement going forward. Oakland Public Works and Human Services Department Staff anticipate the selected consultant's work will commence by Summer of 2024.	Management agrees. To support tracking effectiveness of Measure Q funds in meeting voter-approved objectives, subject to budget availability, Oakland Public Works will issue a Request for Proposals (RFP) for a consultant to complete a comprehensive assessment of City parks and parks maintenance. As part of this assessment, the consultant will be tasked with recommending an established baseline for parks maintenance conditions, including the number of people experiencing homelessness in or adjacent to City parks.	OPW and Human Services Department	Staff anticipate the selected consultant's work will commence by Summer of 2024.	OPW's Bureau of Environment awarded a contract to Kimley-Horn to develop park assessments. Drafts of these assessments are expected to be reported to PRAC at its September 2025 meeting.
8	We recommend the Public Works Department develop outcomes-based park condition standards for all City parks and use those standards to inform its routine maintenance schedule based on the condition standards and what condition levels it can achieve.	Management agrees. As part of the assessment described in item 5, The assessment will also include an analysis of the current achievability of baseline standard conditions, (i.e., can those conditions be met, not met, or improved upon with existing resources) and identify additional needs, as applicable.	OPW	This effort is a key component of the Park Assessment commencing Summer of 2024.	The parks assessments referenced above will address this recommendation.
9	We recommend the Public Works Department implement an annual parks condition assessment informed by park condition standards, and report on that annually to the Parks and Recreation Advisory Commission.	Management agrees. As part of the assessment described in item 5, OPW will also develop an implementation and monitoring program with achievable milestones. This will include an annual assessment that will be reported to the Parks and Recreation Advisory Commission (PRAC).	OPW	This effort is a key component of the Park Assessment commencing Summer of 2024.	The parks assessments referenced above will address this recommendation.
10	We recommend the Human Services Department, in conjunction with the City Administrator's Homelessness Division, develop performance measures, with an emphasis on reducing the number of people experiencing homelessness in or adjacent to City parks, and report on those measures to the Commission on Homelessness.	Management partially agrees. The City Administrator's Office will work with Oakland Public Works, Human Services Department and Oakland Police Department to implement and enforce a "no-re-encampment policy" in City parks. To support this policy, the City Administrator and the other Departments will expand the Encampment Management Team to create another team that includes public outreach staff, a small illegal dumping removal team, and Police resources, to ensure compliance with the Encampment Management Policy if a park closed within the last 6 months is re-encamped so that people are removed within 72 hours, subject to availability of funding, shelter beds and in compliance with the law.	City Administrator's Office, Human Services Department with OPW support	June 2024. The CAO in collaboration with OPW, will include a budget request in the proposed fiscal year 2024-25 Midcycle budget.	The FY 2024/2025 midcycle budget did not allocate funding for this work.
11	We recommend the Public Works Department assign staff to report on the progress of stormwater quality projects funded by Measure Q to the Parks and Recreation Advisory Commission.	Management agrees. The Assistant Director of OPW's Bureau of Design and Construction, or their designee, will provide regular progress reports on stormwater quality projects funded by Measure Q to the Parks and Recreation Advisory Commission (PRAC).	OPW	Progress reports on the stormwater quality projects to PRAC will commence March 2024.	7/30/24 progress report to PRAC on Measure Q-funded stormwater quality projects. The next progress report is scheduled 2/12/2025.

**Attachment B – Anticipated Staff Reporting Schedule for 2025**

January	OPW’s Audit Responses Update on Park Assessments
February	Measure Q Budget Update Quarter 2 Maintenance Review Stormwater and Water Quality Updates
April	PRAC Develops Measure Q FY 2025-2027 Budget Recommendations
May	Quarter 3 Maintenance Review Update on Park Assessments
June	City Council Adopts FY 2025-2027 Budget
September	Park Assessments Quarter 4 Maintenance Review
November	Quarter 1 Maintenance Review
December	Stormwater and Water Quality Updates