

# CITY OF OAKLAND

## Parks and Recreation Advisory Commission



### AGENDA FOR REGULAR MEETING

Date: Wednesday, December 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

#### Remote access instructions:

The following options are available to join this meeting remotely via Zoom;

- To join online, please click on the following link: <https://us06web.zoom.us/j/89044266274>.
- To join by phone, please use one of the options below:
  - One-tap mobile.
    - +16699006833,,89527966432# US (San Jose),+14086380968,,89527966432# US
  - Dial one of the numbers below for higher quality based on your current location.
    - +1 669 900 6833 US (San Jose), +1 408 638 0968 US (San Jose),
    - +1 669 444 9171 US, +1 253 215 8782 US (Tacoma),
    - +1 346 248 7799 US (Houston), +1 719 359 4580 US, +1 253 205 0468 US,
    - +1 309 205 3325 US, +1 312 626 6799 US (Chicago), +1 360 209 5623 US,
    - +1 386 347 5053 US, +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
  - International numbers are available at <https://us06web.zoom.us/j/89044266274>.
  - Webinar ID: 890 4426 6274.

#### How to submit Public Comment before and during the meeting:

1. To submit comments for review by the Commission before the meeting date, email comments to [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov).
2. To comment in person during the meeting, please complete a Speaker Card and provide to meeting coordinators before the Chair opens the floor to Public Comment on that Item. Each speaker will be called to the podium by name and permitted to comment for the allotted time.
3. To comment during the meeting online, click “Raise Your Hand” when prompted. When it is your turn to speak, please unmute yourself. You will be permitted to comment on the open Item for the allotted time and re-muted. See instructions on how to “Raise Your Hand” here: [https://support.zoom.com/hc/en/article?id=zm\\_kb&sysparm\\_article=KB0068290](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0068290).
4. To comment during the meeting by phone, please call one of the phone numbers listed above. You will be prompted to “Raise Your Hand” by dialing \*9 to request to speak. When it is your turn, please unmute yourself by dialing \*6. You will be permitted to comment on the open Item for the allotted time and re-muted.

If you have questions, email [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov) or contact Oakland Parks, Recreation and Youth Development at 510-238-7275. Thank you.

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#### **NOTE: Public Comment will be taken during this meeting as follows...**

- If you have a comment to make about an Item on this agenda, you may do so after the Chair opens the floor to Public Comment on that Item.
- If you have a comment to make about a topic that is not on this agenda, you may do so under Items 5 and 11, Open Forum and Continuation of Open Forum.

#### **Agenda Items**

1. Call to Order
2. Roll Call / Determination of Quorum
  - Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo, Thomas, Snyder, Tran, Watkins, Whitmore
3. Modification of the Agenda
4. Disposition of Minutes
  - Draft minutes from regular meeting on November 13, 2024.
5. Open Forum
  - Comment on all items not on this agenda will be taken at this time.
6. Consent Calendar
  - A single agenda item on the overall agenda for events that have been presented to the PRAC and held successfully for three or more consecutive years. Note that PRAC can use a single motion to approve multiple items under the Consent Calendar and/or request items be removed for separate discussion.
    - This item will be removed from future agendas. Proposals in this category will be administratively approved by the Parks, Recreation and Youth Development Department (OPRYD) moving forward.
7. Measure Q Update
  - Monthly OPW Informational Report on Measure Q and Performance Measure Updates.
    - **Next report to be scheduled early 2025.**

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

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#### 8. New Business

- 8A. Request approval from the Parks and Recreation Advisory Commission to allow the Social Engineering Project, Inc. Permission to collect onsite donations, ticket sales at door and host a silent and live auction at their fundraising event to be hosted at Dunsmuir Hellman Estate Pavilion on Friday February 28, 2024, from 4:00pm-10:00pm.
- 8B. Request for the Parks and Recreation Advisory Commission to support the recommended locations of a pickleball pilot program that will install striping at Bill Patterson Park, Bushrod Park, Defremery Park, Ira Jenkins Recreation Center, Golden Gate Recreation Center, and Willie Keyes Recreation Center.
- 8C. Draft PRAC Bylaw Review.

#### 9. Planning and Conditional Use Permits (CUPs)

#### 10. Update from the Director, Committees, and Announcements

#### 11. Continuation of Open Forum

- All final comments on items not on this agenda will be taken at this time.

#### 12. Adjournment

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

Date: Wednesday, December 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

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Visit [PRAC's website](#) for Agendas, Meetings, Minutes, and more information.

### Next Regular PRAC Meeting

Date: Wednesday, January 8, 2025

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

### Accessibility Information:

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](mailto:publiccomments2prac@oaklandca.gov) or call Oakland Parks, Recreation and Youth Development at (510) 238-7275 or TDD/TTY (510) 238-3254 at least ten (10) days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities. Thank you.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete de en español, Cantonés, Mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov) o llame al (510) 238-7275 o (510) 238-3254 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 [publiccomments2prac@oaklandca.gov](mailto: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。

# CITY OF OAKLAND

## Parks and Recreation Advisory Commission



### DRAFT MINUTES FOR REGULAR MEETING

Date: Wednesday, November 13, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

#### Agenda Items

1. Call to Order: **4:54pm.**

2. Roll Call / Determination of Quorum

Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo, Snyder, Thomas, Tran, Watkins, Whitmore

**Present (10):** Chair Tran, Vice Chair Barach, Commissioners Alper, Cervantes, Henderson, Kos-Read, Omolo, Thomas, Watkins, and Whitmore

**Remote (1):** Commissioner Snyder

**Excused (0):**

**Absent (0):**

**Action:** Quorum confirmed.

3. Modification of the Agenda

- Update language in Item 8A from “approve” to “support”.
- Update language in Item 8C from “approve” to “recommend”.
- Item 5 will be heard before Item 4.

**Motion:** Chair Tran entertained a motion to approve the agenda with modifications.

**Moved by:** Commissioner Omolo

**Seconded by:** Commissioner Henderson

**Vote:** Yes (11) Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo, Snyder, Thomas, Tran, Watkins, Whitmore

No (0)

**Action:** Motion Passed.

5. Open Forum

Comment on all items not on the agenda are taken at this time.

**In-Person:** 15

**Remote:** 1

**Email:** 6

#### 4. Disposition of Minutes

- Approval of draft minutes from regular meeting on **November 13, 2024**.
  - Correct minutes to reflect Commissioner Thomas absence.
  - Correct minutes to reflect Commissioner Omolo motions.

**Motion:** Chair Tran entertained a motion to approve the minutes with corrections.

**Moved by:** Commissioner Henderson

**Seconded by:** Commissioner Kos-Read

**Vote:** Yes (10) Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo,  
Thomas, Tran, Watkins, Whitmore

No (0)

Absent Vote (1) Commissioner Snyder

**Action:** Motion Passed.

#### 6. Consent Calendar

- A single agenda item on the overall agenda for events that have been presented to the PRAC and held successfully for three or more consecutive years. Note that PRAC can use a single motion to approve multiple items under the Consent Calendar and/or request items be removed for separate discussion.
  - This item will be removed from future agendas and proposals in this category will be administratively approved by the Parks, Recreation and Youth Development Department (OPRYD) moving forward.

#### 7. Measure Q Update

- Monthly OPW Informational Report on Measure Q, Performance Measure Updates.
  - Quarter 1 Maintenance Review

#### **Public Comment**

In-Person: 0

Remote: 1

Email: 0

**Motion:** Chair Tran entertained a motion to receive and file the Measure Q report.

**Moved by:** Commissioner Kos-Read

**Seconded by:** Commissioner Cervantes

**Vote:** Yes (10) Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo,  
Thomas, Tran, Watkins, Whitmore

No (0)

Absent Vote (1) Commissioner Snyder

**Action:** Motion Passed.

#### 8. New Business

- 8A. Request for the Parks and Recreation Advisory Commission to support a gift-in-place donation in the amount not to exceed \$5,400 from the Center for Biological Diversity and to enter into a right of entry contract with artist to paint mural art on walkway at Arroyo Viejo Park.

**Public Comment**

In-Person: 0

Remote: 1

Email: 0

**Motion:** Chair Tran entertained a motion to approve the request.

**Moved by:** Commissioner Henderson

**Seconded by:** Commissioner Kos-Read

**Vote:** Yes (10) Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo,  
Thomas, Tran, Watkins, Whitmore

No (0)

Absent Vote (1) Commissioner Snyder

**Action:** Motion Passed.

- 8C. Request for the Parks and Recreation Advisory Commission to recommend renaming the East Oakland Sports Center to the Larry E. Reid Sports Center, in honor of his legacy and dedication and service to Oakland.

**Public Comment**

In-Person: 0

Remote: 2

Email: 10

**Motion:** Chair Tran entertained a motion to approve the request.

**Moved by:** Commissioner Kos-Read

**Seconded by:** Commissioner Thomas

**Vote:** Yes (10) Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo,  
Thomas, Tran, Watkins, Whitmore

No (0)

Absent Vote (1) Commissioner Snyder

**Action:** Motion Passed.

*Commissioner Kos-Read left at 6:44pm.*

- 8B. Request for the Parks and Recreation Advisory Commission to support a gift-in-place donation in the amount not to exceed fifty thousand dollars (\$50,000) from the non-profit

group Trybe at San Antonio Park tennis court and to enter \$1 construction contract with selected vendor to install basketball poles and backboards at the selected court.

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

**Motion:** Chair Tran entertained a motion to approve the request.

**Moved by:** Commissioner Omolo

**Seconded by:** Vice Chair Barach

**Vote:** Yes (9) Alper, Barach, Cervantes, Henderson, Omolo, Thomas, Tran,  
Watkins, Whitmore

No (0)

Absent Vote (1) Commissioner Snyder

**Action:** Motion Passed.

- 8D. Annual Report from the Parks and Recreation Advisory Commission, FY 2022 – 2023 and 2023 – 2024.

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

**Motion:** Chair Tran entertained a motion to accept and file the report.

**Moved by:** Commissioner Thomas

**Seconded by:** Commissioner Henderson

**Vote:** Yes (9) Alper, Barach, Cervantes, Henderson, Omolo, Thomas, Tran,  
Watkins, Whitmore

No (0)

Absent Vote (1) Commissioner Snyder

**Action:** Motion Passed.

9. Planning and Conditional Use Permits (CUPs)

- 9A. Request for the Parks and Recreation Advisory Commission to support a gift-in-place donation in the amount not to exceed forty-nine thousand dollars (\$49,000) from the Redwood Heights Association at Redwood Heights Park and to enter into a \$1 construction contract with selected vendor to construct a ramp for skateboarding activities. This request also seeks PRAC support for approval by the City of Oakland Planning Division of a minor conditional-use permit for the installation of a skateboarding ramp at the site.

**Public Comment**

In-Person: 0

Remote: 1

Email: 0

**Motion:** Chair Tran entertained a motion to approve the request.

**Moved by:** Commissioner Cervantes

**Seconded by:** Commissioner Omolo

**Vote:** Yes (9) Alper, Barach, Cervantes, Henderson, Omolo, Thomas, Tran,  
Watkins, Whitmore

No (0)

Absent Vote (1) Commissioner Snyder

**Action:** Motion Passed.

10. Update from the Director, Committees, and Announcements

**None.**

11. Continuation of Open Forum

- Final comments on items not on the agenda are taken at this time.

**In-Person:** 0

**Remote:** 0

12. Adjournment: **7:29pm.**

**Next Regular PRAC Meeting**

Date: Wednesday, December 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

Visit [PRAC's website](#) for Agendas, Meetings, Minutes, and more information.

Respectfully Submitted,



Jasmine S. Bellow

Executive Assistant to the Director

PRAC Recording Secretary

DRAFT



**CITY OF OAKLAND**  
**Oakland Parks, Recreation & Youth Development**

**TO:** Tam Tran, Chair, Parks & Recreation Advisory Commission  
**FROM:** Tanya Nicholson, Public Service Representative  
**DATE:** November 6, 2024  
**SUBJECT: REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE SOCIAL ENGINEERING PROJECT, INC. PERMISSION TO COLLECT ONSITE DONATIONS, TICKET SALES AT DOOR AND HOST A SILENT AND LIVE AUCTION AT THEIR FUNDRAISING EVENT TO BE HOSTED AT DUNSMUIR HELLMAN ESTATE PAVILION ON FRIDAY FEBRUARY 28, 2024, FROM 4:00PM-10:00PM**

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**SUMMARY**

Oakland Parks, Recreation and Youth Development received a request from The Social Engineering Project, Inc., a non-profit group dedicated to supporting and enriching the education of students through fundraising, and community building, to raise funds, provide programs, and make enrichment decisions that affect all students. The Social Engineering Project Inc. is requesting ticket sales at the door on event day, collection of onsite donations and host a silent/live auction at their fundraising event at the Dunsmuir Hellman Estate Pavilion, on Friday, February 28, 2024. The purpose of our annual End of the Year Fundraiser is to raise money for our STEM programs. The event organizer 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**

The Social Engineering Project, Inc. is paying all the rental fees associated with the event estimated at \$5,775.52

**PROJECT / PROGRAM DESCRIPTION**

This event includes a silent online auction and a live in-person auction. There will be presales of tickets and day of event tickets sold at the door along with food, drinks and entertainment.

The Social Engineering Project, Inc will collect funds electronically. Mode of payments for all transactions is credit or debit card and bids will be collected for auction items won by attendees.

The estimated attendance is 125.

**BACKGROUND / LEGISLATIVE HISTORY**

**The Social Engineering Project, Inc (TSEP) is an Oakland-based social impact venture with Stanford University designed to address the lack of diversity in the tech industry through culturally relevant STEM pipeline programs for underrepresented students of color that lead to technical career pathways.**

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from The Social Engineering Project, Inc to collect onsite donations, sales of tickets at door and to host a silent and live auction at their Fundraising event, held at Dunsmuir Hellman Estate Pavilion on Friday, February 28, 2025, from 4:00PM-10:00PM

Respectfully submitted,

/s/ Tanya Nicholson

Prepared by:

Tanya Nicholson

Public Service Representative

/s/ Zermaine Thomas

Approved by:

Zermaine Thomas

Special Events Coordinator

Attachments: Exhibit A – The Social Engineering Project, Inc Proposal Letter



## EXHIBIT A - Proposal Letter

### The Social Engineering Project

November 29, 2024

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

To Whom It May Concern:

The Social Engineering Project, Inc. ("TSEP") is an Oakland-based, 501(c)(3) tax-exempt social impact venture with Stanford University designed to address the lack of diversity in the tech industry through culturally relevant STEM pipeline programs for underrepresented students of color that lead to technical career pathways. The name comes from a quote by the legendary attorney, Charles Hamilton Houston, who laid down the framework for the landmark *Brown vs. The Board of Education of Topeka*. He said, "A lawyer is either a social engineer or a parasite on society." Although we do not all have to be lawyers for the quote to remain true, our view is that we either are a part of the problem or a part of the solution. The organization was started by myself and my high school schoolmate from East Oakland, Stanford Professor Bryan Brown, Ph.D. to motivate and inspire Black and Brown students to pursue STEM.

The purpose of this "friendraising" event is to increase awareness of our organization by celebrating our co-founder, Kevin L. Nichols's 50<sup>th</sup> Birthday, and raise money any addition proceeds for our organization's STEM programs. Here are our projected expenses:

Venue = \$6,000  
Catering, photography, decorations etc. = \$10,000  
Entertainment = \$1,000  
**TOTAL = \$17,000**

We intend to generate revenue via the following activities:

Individual Donors = 150 x Average Donation of \$125 via online electronic text to give, PayPal, etc. methods.  
No cash donations will be received onsite.

**TOTAL = \$18,750**

Please let us know if you have any questions or concerns. Many thanks.

Very truly yours,

Kevin L. Nichols  
Founder, President & CEO

Enclosures: 501(c)(3) Letter, Facility Use Application, Rental Deposit Payment

**CITY OF OAKLAND**  
**Oakland Parks, Recreation & Youth Development**



**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Trina Slapeka, Recreation Center Director, OPRYD  
**DATE:** December 2, 2024  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO SUPPORT THE RECOMMENDED LOCATIONS OF A PICKLEBALL PILOT PROGRAM THAT WILL INSTALL STRIPING AT BILL PATTERSON PARK, BUSHROD PARK, DEFREMERY PARK, IRA JINKINS RECREATION CENTER, GOLDEN GATE RECREATION CENTER, AND WILLIE KEYES RECREATION CENTER**

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**SUMMARY**

Oakland Parks, Recreation, and Youth Development (OPRYD) proposes adding pickleball striping to multiple indoor gymnasiums and outdoor tennis courts to establish a citywide pickleball pilot program driven by the increasing demand for pickleball facilities in Oakland. An estimated 3,000 players are members of Oakland's growing pickleball community. The pilot program aims to provide youth and adult pickleball play opportunities in parks and recreation facilities in various communities OPRYD serves. Staff will engage the community throughout the program's launch while evaluating the short-term and long-term impacts of adapting outdoor tennis courts, multi-use courts, and gymnasiums as shared-use facilities to accommodate multiple sports, including pickleball.

Pickleball is a court sport played on a badminton-sized court with the net set to a height of 34 inches at the center. It is played with a perforated plastic ball and composite or wooden paddles about twice the size of ping-pong paddles. Pickleball can be played indoors or outdoors and is easy for beginners to learn, but it can develop into a fast-paced, competitive game for experienced players. In addition, the game has developed a passionate following due to its friendly, social nature and multi-generational appeal. Pickleball can be played in singles (1 vs 1) or doubles (2 vs 2) formats. New players can learn the basic rules quickly in a single session. All ages can play the game, and it is particularly popular in school physical education programs and adult living communities. The sport is governed by USA Pickleball (USAPickleball.org), which maintains the rules, promotes the sport, sanctions tournaments, and provides player ratings.

Key issues include but are not limited to the need for more pickleball courts to accommodate the growth of the sport without eliminating tennis courts. Key differences exist between the etiquette of the two sports, as tennis is historically a “quiet sport” while pickleball courts can feature more players and is considered to be more of a social sport. To mitigate balls that make their way from a playing court to adjacent courts, the installation of divider curtains between courts is a tool that could improve safety for players and prevent interference during live play. Additional guidance for players to not walk behind playing courts during “live play” is another tool that can reduce conflicts. Providing dedicated times for shared-use of tennis courts through OPRYD’s reservation system is a mechanism to provide dedicated time blocks for both pickleball and tennis. Developing shared-use rules are two ways to balance the needs of tennis and pickleball players. The proposed plan for use of outdoor tennis courts, multi-use courts, and indoor gymnasiums will provide a more versatile and cost-effective solution for tennis and pickleball communities. Oakland's pickleball community has

expressed a willingness to dedicate funds to adding pickleball striping to Oakland parks and recreation facilities. Future fundraising efforts through the collaboration of the pickleball community, the Oakland Parks and Recreation Foundation (OPRF), and Oakland Parks, Recreation, and Youth Development (OPRYD) will determine the timeline for the installation of striping which could occur as early as Spring 2024. OPRYD is requesting the Parks and Recreation Advisory Commission support the recommended locations for a pickleball pilot program that will install striping at Bill Patterson Park (D7), Bushrod Park (D1), Charles Porter (Golden Gate) Recreation Center (D1), deFremery Park (D3), Ira Jinkins Recreation Center (D7), and Willie Keyes Recreation Center (D3).

### **FISCAL IMPACT**

The Oakland pickleball community has expressed interest in funding the addition of pickleball striping in Oakland. The striping of facilities will be contingent on the Oakland pickleball community and its future fundraising efforts. OPRYD will ensure the equitable installation of pickleball striping to activate play at identified pilot locations. Ongoing costs will primarily be for the maintenance of the new line markings and the additional wear and tear caused by the increased usage of the courts. Currently, tennis courts are available for \$10 per hour through online reservations. Future updates to the City of Oakland's Master Fee Schedule include outdoor pickleball court fees, indoor pickleball court fees, and non-resident fees. Adding new indoor and outdoor pickleball courts will generate additional revenue for OPRYD due to increased reservations among residents. This model does not require additional staff resources. This project will be managed through the use of current staffing levels.

### **PROJECT/ PROGRAM DESCRIPTION**

This project aims to meet the growing demand for pickleball courts within the City of Oakland by adding pickleball court lines to existing outdoor courts and indoor gymnasiums. This initiative seeks to maximize the use of current City-operated recreational facilities, providing affordable and accessible spaces for residents to play pickleball. By adding pickleball lines to outdoor courts and gymnasium spaces through this pilot program, OPRYD can accommodate the increasing popularity of pickleball while minimizing the use of the city's budget associated with the cost and time required for building new, dedicated pickleball facilities. Future goals include:

- Increasing pickleball courts' availability citywide.
- Pickleball lines will be added to the identified outdoor tennis courts and indoor gymnasiums.
- Ensuring that all courts are accessible by existing sports and pickleball.

This pilot project aims to promote physical activity and community engagement by providing recreational opportunities for all ages and skill levels. In addition, this pilot project will improve access to low-cost sports and recreational options in Oakland. This program is designed to serve a wide range of community members, including people of all ages and skill levels who have expressed an interest in the sport and are looking for accessible courts, existing tennis players who may also use the same courts and benefit from improved scheduling and access to pickleball courts without impacting their experience, and families seeking low-cost, multi-sport recreational opportunities for their children, thus promoting active lifestyles. Given pickleball's popularity among older adults, the program will cater to adults and seniors looking for accessible and social sports options.

While engagement with city staff and the pickleball community is underway, future community engagement meetings will occur in early 2025 within communities selected to participate in the pickleball pilot program. OPRYD Sports Unit will lead collaborative efforts to survey participants and gather feedback from Recreation Center Directors.

Future collaboration will occur with local pickleball ambassadors to design and plan the pickleball court markings, determine the most efficient way to share space between tennis and pickleball players, and procure the necessary materials and labor for installation. Durable and clear pickleball court lines that do not interfere with existing play. Future public awareness community outreach will take place to inform the community about the new pickleball courts, including city website updates, online notifications, social media, and additional signage at facilities. OPRYD will monitor the usage of the new courts and gather feedback from residents on the program's effectiveness. Shared-use rules will be established in order to adjust scheduling and usage as needed to ensure equitable access for tennis and pickleball players and existing recreation center programs.

Ongoing operation and maintenance of the newly striped pickleball courts will include Court Surface Maintenance, which features regular inspections and touch-ups to court surfaces, particularly for any wear from high traffic. Minor repairs will be scheduled during low-usage periods. Court markings and lines will periodically be reapplied to ensure clarity and visibility. These repairs can be done annually or as needed, depending on the level of use. The court scheduling will be facilitated through the use of a fair and efficient online court reservation system that will be utilized to manage the anticipated high demand. The Oakland pickleball community has hosted clinics at Bushrod Park and DeFremery Park within the past year. Moving forward, OPRYD will identify ways to educate the community on proper court etiquette, safety, and the shared use of facilities. To assess the success of the project, tracking will regularly monitor court usage data, including peak times for both tennis and pickleball play. Community feedback will be compiled through the responses gathered during in-person meetings and the distribution of surveys in order to gauge satisfaction levels and identify areas of improvement for shared-use courts.

### **BACKGROUND / LEGISLATIVE HISTORY**

Over the past several months, Oakland Parks, Recreation, and Youth Development has received feedback and inquiries from members of the Oakland pickleball community, current park users, councilmember liaisons, and local pickleball ambassadors. In addition, clinics have taken place at both Bushrod and DeFremery Park to introduce pickleball to Oakland youth and adults in the community. Future community engagement meetings and opportunities will be scheduled near impacted locations in East Oakland, North Oakland, and West Oakland to engage community stakeholders in planning.

### **RECOMMENDATION**

Staff recommends that the Parks, Recreation Advisory Commission supports the recommendation to initiate a pickleball pilot program including court striping at the following OPRYD locations: Bill Patterson Park (D7), Bushrod Park (D1), Charles Porter (Golden Gate) Recreation Center (D1), deFremery Park (D3), Ira Jenkins Recreation Center (D7), and Willie Keyes Recreation Center (D3).

Respectfully submitted,

/s/ Trina Slapeka \_\_\_\_\_ (Signature)

Prepared by:

Trina Slapeka

Recreation Center Director

/s/ Justice Bolden \_\_\_\_\_ (Signature)

Reviewed by:

Justice Bolden

Recreation General Supervisor

/s/ Harith Aleem \_\_\_\_\_ (Signature)

Approved by:

Harith Aleem

Assistant Director

Attachments: Exhibit A – Park Tennis Courts  
Exhibit B – Recreation Center Gymnasiums





# Agenda Item 8C

## CITY OF OAKLAND

### Parks and Recreation Advisory Commission



## **DRAFT BYLAWS AND RULES OF PROCEDURE**

Prepared October 2024

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### Abbreviations and Definition of Terms

The following terms, whenever used or referred to herein, shall have the following meanings, unless a different meaning is clearly made apparent by the context:

**Brown Act** shall mean the State of California’s open meeting laws ([Government Code sections 54950 et seq.](#)).

**Charter** shall mean the [Charter of the City of Oakland](#).

**Commission** shall mean the Parks and Recreation Advisory Commission or PRAC.

**Commissioner** shall mean a voting member of the Parks and Recreation Advisory Commission.

**Committee** shall mean a standing committee or ad hoc committee of the Commission not comprising a quorum of full members.

**Measure Q** shall mean the 2020 City of Oakland Parks and Recreation Preservation, Litter Reduction, and Homelessness Support Act passed by voters in 2020 to create a 20-year parcel tax to support parks maintenance, homelessness support services, and water quality infrastructure planning and

enhancements and litter reduction. PRAC is the oversight body for these funds with respect to funding for parks, landscape maintenance, recreational services, and services to address water quality and related litter reduction.

**Meeting** shall mean any gathering of a quorum of members of the Commission to hear and/or discuss any item of Commission business or potential Commission business, and as otherwise defined in Oakland Municipal Code section 2.22.030.F.

**Municipal Code** shall mean the [Oakland Municipal Code \(OMC\)](#).

**OPRYD** is an abbreviation for the Office of Parks, Recreation, and Youth Development.

**PRAC** is an abbreviation for the Parks and Recreation Advisory Commission.

**Quorum** shall mean the number of Commissioners permitted to undertake the business of PRAC, which is six (6) Commissioners for the full Commission, and as otherwise defined for Committees in these Bylaws.

**Sunshine Ordinance** shall mean Chapter 2.20 in the [Oakland Municipal Code](#).

## Article I – Authority and Governance

### 1) Name

Parks and Recreation Advisory Commission

### 2) Authority

[Ordinance No. 13622](#) is the most recent enabling regulation that amended and restated the establishment and duties of the Commission.

The business of the Commission shall be conducted, including regular meetings and special meetings, pursuant to the state’s [Brown Act](#), the City of Oakland’s [Sunshine Ordinance](#), and the City of Oakland’s [Government Ethics Act](#). To the extent these Bylaws conflict with the proceeding laws and legislation, those laws and legislation shall govern.

### 3) Robert's Rules of Order

The business of the Commission shall be conducted by Robert’s Rules of Order, except to the extent that anything in these Bylaws or proceeding laws and legislation above conflict, in which case these Bylaws and applicable laws and legislation shall govern.

## Article II – Commission Membership

### 1) Eligibility

The Commission shall consist of eleven (11) members who are Oakland residents. Appointments to the Commission are made pursuant to Section 601 of the Charter. In making appointments, the Mayor shall accept for consideration recommendations offered by each Councilmember. Commissioners shall receive no salary for serving. To the extent practicable, appointments to the Commission shall reflect the geographical diversity of the City.

### 2) Terms of service

Commissioners shall serve three (3) year terms, except that an appointment to fill a vacancy shall be for the unexpired portion of the term only. No Commissioner shall serve more than two (2) consecutive three-year terms, plus any initial term to fill a vacancy that is for less than one year. Termed-out Commissioner(s) may continue to serve as holdover appointments until new Commissioners are appointed pursuant to Charter Section 601.

### 3) Resignation

A Commissioner voluntarily resigning from the Commission shall immediately submit written notice to the Chair and OPRYD staff of the effective date of their separation. OPRYD staff shall inform the appointing authority of the special vacancy to perform all tasks necessary to fill the vacancy.

### 4) Code of conduct

Acceptance of the Oath of Public Office constitutes a Commissioner’s sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Oakland and all applicable state and federal laws.

Commissioners shall maintain the highest standards of professional and personal conduct. They shall support OPRYD’s mission, goals, and objectives; treat all City staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness; instill in the public a sense of confidence about the Commission’s conduct and intentions; uphold all laws and regulations; and refrain from using their official positions to secure special advantage or benefit for themselves or others.

### 5) Removal

A member may be removed pursuant to Section 601 of the City Charter. Among other things, conviction of a felony, misconduct, incompetency, inattention to or inability to perform duties, or absence from three consecutive regular meetings except on account of illness of when absent from the City by permission of the Commission, shall constitute cause for removal.

## Article III – Role of Commission

### 1) Duties

[Ordinance No. 13622](#) is the most recent enabling regulation that amended and restated the establishment and duties of the Commission, which include the following:

- a) Make reports and recommendations and formulate policy recommendations and plans for the current and future operations and development of the City of Oakland’s parks and recreation system;
- b) Advise the City Administrator and the Council, through the City Administrator, on matters affecting the useful and efficient operation of OPRYD and Oakland Public Works so that parks and recreation facilities and functions can be utilized to the fullest advantage of residents;
- c) Submit regular status reports to the City Council committee designated as liaison to the Commission at least once a year, which must include a detailed description of operating and staffing needs, to be developed and maintained by OPRYD.
- d) On a yearly basis, review the annual goals and objectives of the City Council. Review of City Council goals and objectives shall be undertaken to provide the Commission the opportunity to better integrate the activities of the Commission with the City's overall goals and objectives.
- e) Be responsible for citizen oversight of funds received by the City under “Measure Q: The 2020 City of Oakland Parks and Recreation Preservation, Litter Reduction, and Homelessness Support Act” for parks, landscape maintenance and recreational services and services to address water quality and related litter reduction.
  - i) Review relevant financial and operational reports related to the expenditure of funds for parks, landscape maintenance, recreational services, and services to address water quality collected by the City from the special tax imposed by Measure Q.
  - ii) Make recommendations to the Mayor and City Council on the allocation of Measure Q proceeds as part of the biennial fiscal year Budget, mid-cycle budget, or other formal budget process in accordance with the City Council's Consolidated Fiscal Policy at that time. The Commission’s recommendations should be developed to advance the outcomes and objectives of Measure Q.

The Ordinance also provides that the Commission shall conduct regular meetings, at least once each month.

Additionally, the Commission shall fulfill its statutory obligations under the OMC including:

- f) Appeals of non-development related tree removal permits and City-owned tree removal permits, pursuant to OMC section 12.36.110 and 12.36.120, respectively.
- g) Consideration of applications for Conditional Use Permits, pursuant to OMC section 17.135.030.
- h) Review of proposals to rezone open space (OS) zone in certain cases, pursuant to OMC section 17.144.055.
- i) Approval of items for sale within public parks, public buildings, or public grounds in the City, pursuant to OMC section 12.64.080, as needed.

Finally, the Commission shall fulfill its duties as assigned by Council via Ordinance or Resolution, including the review of official names of City park and recreational facilities pursuant to Resolutions Nos. 56600 and 65024.

## 2) Separation

Upon leaving the Commission, former Commissioners may not, for one year after termination of his or her service, communicate with any officer, Commissioner, or OPRYD employee if the communication is on behalf of any other person and with the intent to influence a government decision and shall otherwise comply with the “revolving door” restrictions of OMC section 2.25.050.

## 3) Officers

The Commission’s officers shall be a Chairperson (or Chair) and Vice Chairperson (or Vice Chair) chosen from current members of the Commission.

- a) Nominations and elections for the officers of the Commission shall be conducted at the first meeting of the Commission of the calendar year, which shall be in January of each year or as soon thereafter as practicable. The nominations and election for the chair will be held first, followed by the nominations and election of the Vice Chair.
- b) If the office of the Chair is vacated before the expiration of a term, the Vice Chair shall serve as Chair until the next regular meeting. The Commission shall conduct an election for Chair at the next regular meeting to fill the vacancy. In the event that no candidate receives a majority, a second round will be held immediately between the top two vote-getters.

If the Vice Chair is elected as chair, there shall be an election for a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held.

- c) The officers shall hold office until the new officer is elected at the first meeting at the following calendar year. No person shall be elected as an officer for longer than their term of office.
- d) The duties of the Chair shall consist of the following:
  - i) The Chair shall preside at all meetings of the Commission.
  - ii) The Chair shall work with the OPRYD director and staff to prepare the agenda for all regular Commission meetings. Suggestions for agenda items may be submitted to the Chair and/or staff no later than 10 business days prior to the meeting.
  - iii) The Chair may call a special meeting of the Commission.
  - iv) The Chair, or their designee, shall serve as the liaison to the press for PRAC.
  - v) The Chair may create ad hoc committees to perform such advisory functions as they shall determine and may appoint and remove Commissioners from such committees.
  - vi) The Chair, or their designee, shall represent the Commission in meetings or communications with local officials and the public.
- e) The Vice Chair shall assist the Chair as directed and shall assume all the obligations and authority of the Chair in the absence or recusal of the Chair.

In the event that both the Chair and Vice are absent or unable to act in their respective capacities, the remaining members of the Commission shall elect one of their members to act temporarily as Chair, by a majority vote of members present.

## **Article IV – OPRYD Staff**

### 1) Director

The Director serves as the chief executive and administrator of OPRYD and shall have the duties and powers which are set forth in the Charter and ordinances of the City of Oakland. The Director, or their designee, may attend all meetings of the Commission. The Director may report on all matters regarding OPRYD which are of concern to the Commission at the meetings or on other occasions, as the situation warrants.

### 2) Commission Secretary

Under the direction of the OPRYD Director, the Commission Secretary and staff may be responsible for the proper recording and distribution of all Commission actions,

correspondence, and agendas, and ensuring that the Commission meetings are properly noticed and held at locations which are accessible to persons with disabilities.

3) Legal Advisor

The City Attorney, or their designee, shall be the legal advisor to the Commission. If the City Attorney determines in writing that they cannot provide advice sought by the Commission, the City Attorney may recommend that the Commission retain outside counsel.

## Article V – Committees

PRAC has two types of committees, which are described below. For a committee to meet, at least two of the commissioners appointed to the committee must be present. Committees will report their advisory actions to the Commission at the 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. A PRAC committee may not take any final action that is delegated to the Commission as a whole.

1) Standing committees

City Council approval must be obtained prior to the creation of any standing committee of the Commission. A quorum of a standing committee is a majority of its members. A standing committee may not take any final action that is delegated to the Commission as a whole, unless explicitly delegated by the Commission through formal action or as delegated by City Council.

2) Ad hoc committees

Ad hoc committees can be formed by an action of the Commission selecting two to five Commissioners to serve on the ad hoc committee. The appointed commissioners can select up to three additional non-commissioners to attend meetings of the committee as non-voting members. The action forming the committee shall specify the charge and duration of the committee.

## Article VI – Meetings

1) Regular meetings

Except as otherwise determined by the Commission, regular meetings shall be held at 4:30 p.m. on the second Wednesday of the month.

2) Special meetings

A special meeting may be called by the Chair or the Vice Chair or by a majority of Commission

members present (e.g., during a regular meeting) at a date, time, and/or place that deviates from the regular meeting schedule.

Special meetings shall be noticed to the public at least at least 48 hours prior to such meeting (excluding Saturdays, Sundays, and holidays) and otherwise as pursuant to the Sunshine Ordinance.

### 3) Teleconference

Members of the Commission may participate in regular or special meetings pursuant to the traditional teleconference rules under California Government Code section 54953(b)(3), subject to technical feasibility. Commission members who speak to participate under this section should coordinate with the Chair and OPRYD staff to ensure 1) Brown Act required noticing of the location of the teleconference meeting; 2) Brown Act required postings of the notice and agenda at the teleconference location; 3) coordination regarding any technical requirements for participating remotely; and 4) a quorum of the body will participate in the meeting within the boundaries of the City of Oakland.

Members of the Commission may participate in regular or special meetings remotely pursuant to AB 2449 teleconference rules (California Government Code section 54953(f)), also subject to technical feasibility. AB 2449 allows members of local bodies to participate in meetings remotely for “just cause” and “emergency circumstances,” as defined therein. Members of the Commission who seek to participate under AB 2449 should coordinate with the Chair and staff to ensure 1) members of the public are allowed to participate remotely; 2) a quorum of members of the Commission participate in person from the same location within the City; 3) Brown Act required agenda noticing, disclosures of whether anyone 18 or older is in the room with them and the general nature of the relationship to those individuals; 4) findings, notices, and/or requests for remote participation; and 5) coordination regarding any technical requirements for participating remotely to ensure members participate both on camera and via audio. AB 2449 can be used only for a maximum of 20% of the regularly scheduled meetings for the calendar year or for not more than three consecutive months.

For any meeting in which the Commission elects to use teleconferencing, whether via the traditional teleconference rules or under AB 2449 noted above, all votes during meeting must be by roll call.

### 4) Quorum

A quorum is necessary before the Commission can take any formal action. Six (6) Commissioners constitute a quorum.

A quorum shall be noted prior to the conduct of any official business at a Commission meeting. In the event that a quorum is not established within thirty (30) minutes of the noticed start time of the meeting, the Chair, in their discretion, shall cancel the meeting without any official action.

In the absence of a quorum, there is no official meeting. However, commissioners present could allow informal discussion or presentation without violating the Brown Act, as long as no action

taken.

Any Commissioner who recuses themselves due to a conflict of interest on an item should not be counted in establishing a quorum.

Email communications between members can violate the Brown Act. Staff may communicate with Commissioners to schedule a meeting. Otherwise, staff should only send information to commissioners with bcc (unilaterally) so that a quorum of members do not discuss Commission business outside of properly noticed meetings.

5) Excused absences

If any Commissioner cannot attend a meeting for reasons other than illness, the Commissioner shall notify the Chair and City staff of their absence prior to the start of the meeting. For an absence to be excused, Commissioners must provide at least 48-hour notice to the Chair, OPRYD Director, and/or Commission Secretary. In the event of illness, members shall notify the Chair and City staff of their absence as soon as practicable.

Commissioners who do not submit prior notice will be noted as unexcused absent for purposes of the meeting minutes. Missing three consecutive regular meetings not on account of illness and without permission shall constitute cause for removal.

6) Meeting agendas

If an item is not on the agenda for a regular meeting or a special meeting, there may be no action or discussion about it at the meeting, except in limited instances as authorized by the Brown Act such as:

- Brief responses by members and staff to statements or questions posed by the public;
- Questions for clarification;
- References to staff or other resources for factual information;
- Requests to staff to report back on an issue at a subsequent meeting;
- Requests/actions to agendaize matter for future meeting; and
- Brief announcements by members or staff and brief reports on their activities

In rare, emergency situations, two-thirds of the Commissioners present at the meeting (or if less than two-thirds of the members are present, then all of the members) could determine that there is a need to take immediate action which came to the attention of the local body after the agenda was posted. To meet the requirements of this exception, the action must be: (1) required to avoid a substantial adverse impact if the meeting were continued; (2) related to federal or state legislation; or, (3) related to a purely ceremonial or commendatory action.

7) Recusal and disclosure requirements

Before discussing or voting on any agenda items, Commissioners shall follow state and local conflict of interest laws and report and recuse themselves, as necessary, for any item for which

they have a conflict of interest. Commissioners may follow up with the Public Ethics Commission if they have any question on a potential conflict.

8) Voting

Each member of the Commission shall have one vote. A motion shall be passed by the affirmative vote of a majority of those members present at a meeting where a quorum has been established.

9) Consent calendar

Items may be placed on a consent calendar section of a meeting agenda. Items on the consent calendar may be approved by a single vote for all items.

Any Commissioner, member of the public, or the OPRYD Director may request that the item be taken off the consent calendar and placed on the regular agenda for that meeting or at a later meeting, and the item will be moved at the discretion of the Chair.

10) Public comment and conduct

a) Audience conduct

The general public is invited to attend and participate in Commission meetings. The public has the right to constructively criticize policies, procedures, actions, or omissions of the Commission or City staff.

Meeting attendees should not speak or otherwise make a disruption, whether in support or opposition, while others are speaking at commission meetings. Meeting attendees may not display signs that impede the ability of the public or Commission to see or participate in the meeting or that endanger any meeting participants.

b) Speaker conduct

The public is invited to speak at Commission meetings. Speakers should address their questions or remarks to the Chair. Other Commissioners and City staff will respond to questions only when requested to do so by the Chair.

Commissioners and City staff shall refrain from entering into any debates or direct discussion with speakers during public comment or at any time during a meeting.

c) Speaker cards

Persons wishing to address the Commission must complete a speaker card for each agenda item they wish to speak on. OPRYD staff will have pre-printed speaker cards available for each meeting. Speaker cards shall not be required for teleconference meetings.

d) Open forum

This item shall provide an opportunity for members of the public to address the Commission on items that are within the subject matter jurisdiction of the Commission but which are not on the posted agenda for that meeting.

e) Public comment on agenda items

The public shall be provided two (2) minutes to address the Commission on each agenda item. The Chair may adjust the speaking time for each agenda item, pursuant to the Sunshine Ordinance. Any time constraints should be uniformly applied. The Chair shall announce publicly all reasons justifying any reduction in speaker time. The stated reasons shall be based at least on a consideration of the time allocated or anticipated for the meeting, the number and complexity of agenda items, and the number of persons wishing to address the local body.

f) Ceding time

Subject to the discretion of the Chair, a speaker may be allowed to extend their speaking time on agenda items if other speakers who have submitted their names to speak agree to cede their time to the recipient speaker. The recipient speaker will receive one (1) minute speaking time from each ceding speaker, up to a maximum of five (5) minutes. The recipient speaker must collect and submit the ceding speakers' speaking cards. The ceding speakers must be present at the time the recipient speaker speaks.

g) Removal of a disruptive person

The presiding officer shall maintain order in the chamber. The presiding officer may rule a member of the public out of order if: (a) the person engages in Disruptive Behavior, as defined below; or (b) the person's public remarks are not related to the agenda item or, in the case of open forum, are not related to any matter within the jurisdiction of the Commission.

Remarks that express nothing more than hate for a person or group of people based on race, nationality, ethnicity, religion, gender, gender expression, sexual orientation, or similar grounds are inherently unrelated to any matter within the jurisdiction of the Commission and are therefore out of order.

"Disruptive Behavior" is behavior that impedes the orderly progress of a meeting by denying, delaying, or interrupting other people's rightful turn to speak. Disruptive Behavior includes, but is not limited to: 1) speaking beyond the time the speaker has been allotted and failing to yield; 2) speaking, yelling, or otherwise making noises impedes another person's right to speak or be heard; and 3) actions that physically impede another person's right to speak or be heard.

The public has the right to criticize policies, procedures, programs or services of the City or of the actions or omissions of the legislative body or staff. But members of the public do not have the right to prevent or delay the orderly progress of meetings or the conduct of City business. Each member of the public must respect other people’s rights to speak, including other members of public, members of staff, presenters, and members of the body.

If a member of the public engages in Disruptive Behavior, the presiding officer may rule them out of order. Furthermore, a person who engages in Disruptive Behavior may be removed from a meeting at the direction of the presiding officer. Before being removed, the person must be warned: (1) that their behavior is disrupting the meeting, and (2) that continued disruption may result in their removal. The person may be so warned by the presiding officer, a member of City staff, a security guard, and/or a peace officer.

Any person who engages in dangerous activity during a meeting, including using force or making a credible threat to use force, may be removed without any direction from the presiding officer and without any warning.

## **Article VII – Amendment of Bylaws**

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Commission by a majority vote of members present, provided such proposed amendments are circulated in writing to all Commissioners at least ten (10) days prior to such meeting and the intent to revise the bylaws is noticed to the public at least five (5) days prior to such meeting.

**Adopted on this \_\_\_\_ day and \_\_\_\_ month of \_\_\_\_ year.**