

# CITY OF OAKLAND

## Parks and Recreation Advisory Commission



### AGENDA FOR REGULAR MEETING

Date: Wednesday, January 8, 2025

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/81339467773>.
- 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/81339467773>.
  - Webinar ID: 813 3946 7773.

#### 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.

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

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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 10**, 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 **December 11, 2024**.
5. Open Forum
  - Comment on all items not on this agenda will be taken at this time.
6. Measure Q Update
  - Monthly OPW Informational Report on Measure Q and Performance Measure Updates.
    - Update on OPW's Progress on Audit Recommendations
    - Park Assessments
7. New Business
  - 7A. Election of Chair and Vice Chair.
  - 7B. Informational report for the removal of unapproved cycle trail at Joaquin Miller Park.
  - 7C. Draft PRAC Bylaw Review.

## **AGENDA FOR REGULAR MEETING**

### **Parks and Recreation Advisory Commission**

Date: Wednesday, January 8, 2025

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

8A. Request for the Parks and Recreation Advisory Commission (PRAC) to review and support a minor conditional use permit for additional protective fencing and associated trail improvements within Joaquin Miller Park and the resource conservation areas situated within the Sausal Creek Watershed.

8B. Request for the Parks and Recreation Advisory Commission (PRAC) to review and support a minor conditional use permit for installation of fitness equipment and water fountain at Courtland Creek Park.

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

#### 10. Continuation of Open Forum

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

#### 11. Adjournment

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

Date: Wednesday, January 8, 2025

Time: 4:30 PM

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

### Next Regular PRAC Meeting

Date: Wednesday, February 12, 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, December 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

#### Agenda Items

1. Call to Order: **4:32 pm.**

2. Roll Call / Determination of Quorum

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

**Present (8):** Chair Tran, Vice Chair Barach, Commissioners Alper, Cervantes, Kos-Read, Omolo, Thomas, and Watkins

**Remote (0):**

**Excused (1):** Commissioner Henderson

**Absent (2):** Commissioners Snyder and Whitmore

**Action:** Quorum confirmed.

3. Modification of the Agenda

– Item 10 will be heard after Item 4.

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

**Moved by:** Commissioner Watkins

**Seconded by:** Commissioner Omolo

**Vote:** Yes (8) Alper, Barach, Cervantes, Kos-Read, Omolo, Thomas, Tran, Watkins

No (0)

**Action:** Motion Passed.

4. Disposition of Minutes

– Approval of draft minutes from regular meeting on **December 11, 2024.**

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

**Moved by:** Commissioner Kos-Read

**Seconded by:** Commissioner Thomas

**Vote:** Yes (8) Alper, Barach, Cervantes, Kos-Read, Omolo, Thomas, Tran, Watkins

No (0)

**Action:** Motion Passed.

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

### Procedural Items:

- The Chair announced that items that are not on the agenda will no longer be discussed during the meeting.
- The Vice Chair advised that Items 5 and 11, Open Forum and Continuation of Open Forum, are open only to subjects within PRAC's jurisdiction.

### Other News:

- The Chair announced that the PRAC Annual Report was presented to City Council and is available to view online.
- A site visit was made to the unapproved cycle track. Discussion on next steps are set for an upcoming meeting.

### Director's Update:

- Last Wednesday there was a budget reduction target for the General Purpose Fund of \$2MIL.
  - OPRYD's proposal to minimize the need for staff reductions was accepted Friday.
- Tuesday, December 17<sup>th</sup> City Council will vote on recommendations submit by the City Administrator's Office and Budget.

## 5. Open Forum

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

**In-Person:** 2

**Remote:** 1

**Email:**

## 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.
  - Next report to be scheduled early 2025.

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, 2025, from 4:00pm-10:00pm.

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

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

**Moved by:** Commissioner Kos-Read

**Seconded by:** Commissioner Omolo

**Vote:** Yes (8) Alper, Barach, Cervantes, Kos-Read, Omolo, Thomas, Tran, Watkins

No (0)

**Action:** Motion Passed.

- 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 Jinkins Recreation Center, Golden Gate Recreation Center, and Willie Keyes Recreation Center.

**Public Comment**

In-Person: 2

Remote: 4

Email: 42

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

**Moved by:** Commissioner Watkins

**Seconded by:** Commissioner Cervantes

**Vote:** Yes (7) Alper, Barach, Cervantes, Kos-Read, Thomas, Tran, Watkins

No (1) Omolo

**Action:** Motion Passed.

- 8C. Draft PRAC Bylaw Review.

9. Planning and Conditional Use Permits (CUPs)

**None.**

11. Continuation of Open Forum

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

**In-Person: 1**

**Remote: 0**

12. Adjournment: **6:21 pm.**

DRAFT



**Next Regular PRAC Meeting**

Date: Wednesday, January 8, 2025

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 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



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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Quincy Williams, Oakland Parks, Recreation and Youth Development (OPRYD)  
**DATE:** January 3, 2025  
**SUBJECT: INFORMATIONAL REPORT FOR THE REMOVAL OF UNAPPROVED CYCLE TRAIL AT JOAQUIN MILLER PARK**

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**SUMMARY**

Joaquin Miller Park (JMP) is a vital asset for the City of Oakland, offering trails, creeks, redwood trees, and diverse plant life for public enjoyment. On September 29, 2024, Tim Vendlinski, Friends of Sausal Creek representative emailed OPRYD that an unapproved newly constructed major bike course was installed on the east side of Skyline Blvd, opposite the entrance to Sequoia Arena area of JMP. The course is approximately 100 feet in length. See Exhibits below. On December 5, 2024, representatives from Oakland Parks, Recreation, & Youth Development (OPRYD), Oakland Public Works (OPW), and Parks & Recreation Advisory Commission (PRAC) representative Marc Barach conducted a site visit to assess the impact of this unapproved installation (Exhibit B).

The installation of the unapproved bike trail bypassed Oakland's regulatory and oversight processes required for park projects, including:

1. Engagement with OPRYD regarding proposed modifications or improvements.
2. Verification of compliance with City codes and regulations.
3. Community outreach to determine the desirability and acceptability of the proposal.
4. Presentation to PRAC for review and approval.

The failure to comply with these processes obligates the city to remove the unapproved trail.

**BACKGROUND / LEGISLATIVE HISTORY**

During the December 5, 2024, visit to assess the unapproved trail, staff observed active use by a mountain biker. This unauthorized installation does not comply with established City processes and poses significant risks to public safety and the natural environment. Immediate action is required to mitigate these risks by dismantling the trail and restoring the site.

The Oakland Parks, Recreation & Youth Development (OPRYD) department is actively coordinating with other City departments, including Public Works (Landscaping and Environmental Services Divisions) to resolve this issue in a timely manner. The timeline for the trail's removal is contingent upon the availability of resources within these departments, with the goal of completing the removal process in 2025.

## **PROJECT / PROGRAM DESCRIPTION**

The unapproved trail features unsafe elements such as ramps over downed trees, sandbag bumps, and sharp turns, which pose significant health, safety, and liability risks to the City. Furthermore, the trail threatens nearby sensitive habitats, including endangered plant species in Fern Ravine. Notably, the unapproved track is situated within a designated Resource Conservation Area (RCA), which is protected and managed for its natural, ecological, and cultural values.

To address these concerns, OPRYD has initiated coordination efforts with the Oakland Public Works (OPW) Landscaping and Environmental Services Divisions (ESD) and the Friends of Joaquin Miller Park (FOJMP) to develop a comprehensive trail removal plan.

## **Planned Collaborations**

- **Planning and Zoning:** Ensuring compliance with any triggered requirements or permitting processes.
- **City Attorney's Office:** Providing guidance on code compliance and legal considerations.
- **City Administrator's Office:** Notifying leadership of the planned action.
- **Oakland Public Works (OPW)-Landscaping:** Coordinating removal of trail.
- **OPW-Environmental Services Division (ESD):** Coordinating volunteer efforts to assist Public Works (Landscaping) in the trail removal process.
- **FOJMP:** Notification and volunteer coordination for trail removal.

This collaborative approach aims to address the risks posed by the unapproved trail while protecting the integrity of the RCA and its sensitive habitats.

## **FISCAL IMPACT**

The fiscal impact of removing the unapproved trail is under assessment. Costs will include staff time for delivering compostable containers to collect dirt from the dismantled trail and labor for the removal process. FOJMP and OPW's Environmental Services Division have committed to providing volunteer support to minimize costs.

OPRYD will work with OPW, ESD and volunteers to develop a strategy to remove the unapproved trail. Staff anticipates a report to PRAC in the Spring of 2025 to present a plan to address the removal of the unapproved trail.

Respectfully submitted,

  
[Quincy Williams \(Jan 3, 2025 12:12 PST\)](#) (Signature)

Prepared by:

Quincy Williams

Assistant Capital Improvement Project Coordinator, OPRYD



Harith Aleem (Jan 3, 2025 13:24 PST) (Signature)

Reviewed by:

Harith Aleem

Assistant Director, OPRYD



Fred Kelley (Jan 3, 2025 13:32 PST) (Signature)

Approved by:

Fred Kelley

Director, OPRYD

Attachments:

Exhibit A – Approximate location of unapproved bike trail

Exhibit B – Unapproved bike trail



EXHIBIT A

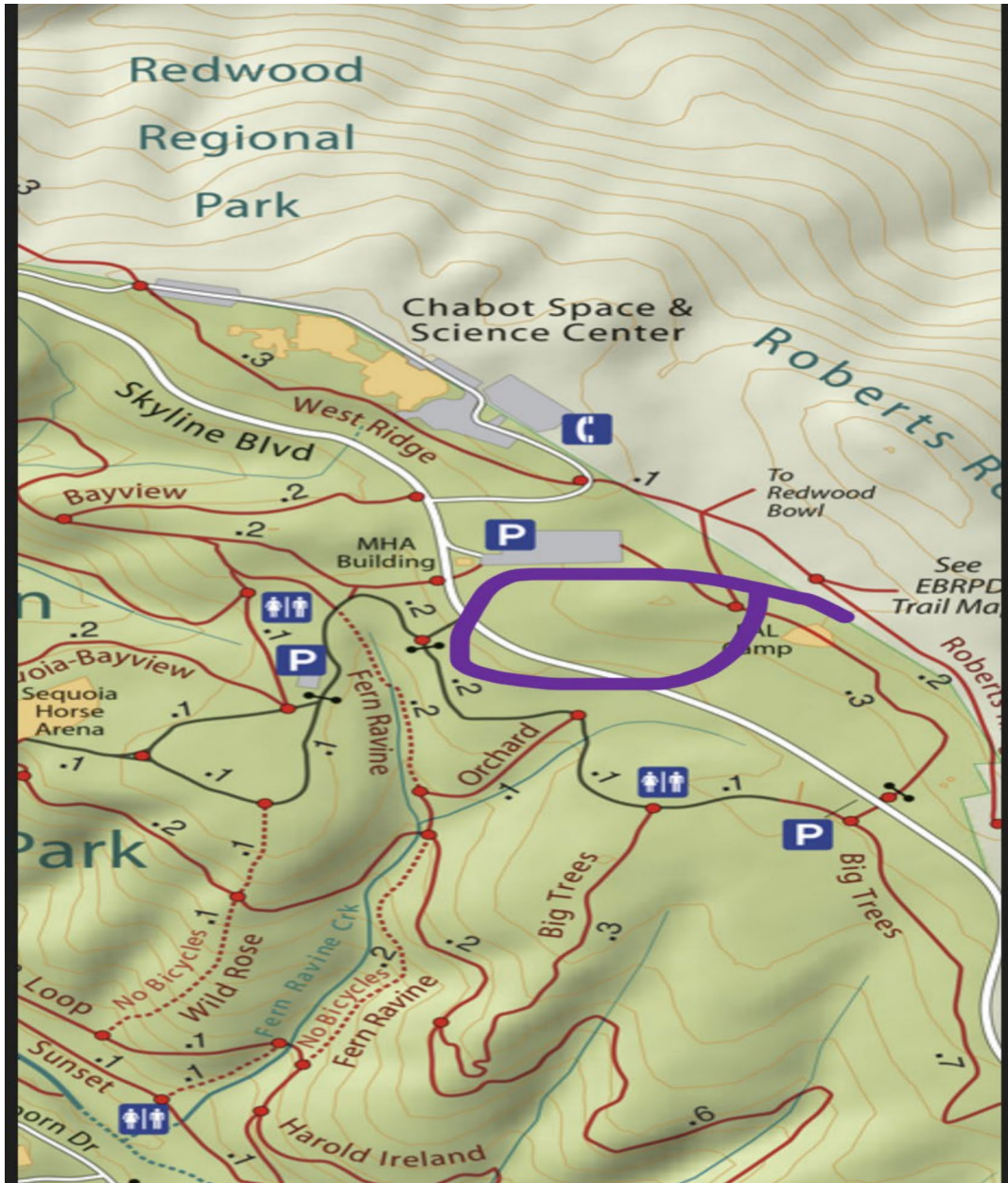


EXHIBIT B





PRAC - January 8, 2025  
Agenda Item 7B

















# AGENDA ITEM 7C

## CITY OF OAKLAND

### Parks and Recreation Advisory Commission



## BYLAWS AND RULES OF PROCEDURE

January 2025 – Final Draft

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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 (PRAC).

**Commissioner** shall mean a voting member of PRAC.

**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. This measure created 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](#). Briefly, the Sunshine Ordinance promotes access to government documents and timely notice of public meetings.

## Article I – Authority and Governance

### 1) Name

Parks and Recreation Advisory Commission (PRAC)

### 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. To the extent practicable, appointments to the Commission shall reflect the geographic diversity of the City.

Commissioners shall receive no salary for serving.

### 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 (1) year. Termed-out Commissioner(s) may continue to serve as holdover appointment(s) until new Commissioners are appointed pursuant to Charter Section 601.

### 3) 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.

### 4) 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.

### 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 or when absent from the City by permission of the Commission, shall constitute cause for removal.

6) Separation

Upon leaving the Commission, whether by resignation or removal, former Commissioners may not, for one year after termination of their 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.

## Article III – Roles 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 City 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 (i.e., Life Enrichment Committee), 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.
- f) Conduct regular meetings, usually once each month.

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

- g) 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.
- h) Consideration of applications for conditional use permits, pursuant to OMC section 17.135.030.
- i) Review of proposals to rezone open-space zone(s) in certain cases, pursuant to OMC section 17.144.055.
- j) 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 City 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) 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 for and election of the chair will be held first, followed by the nominations for 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 may create ad hoc committees to perform such advisory functions as they shall determine and may appoint or remove Commissioners from such committees.
  - v) The Chair, or their designee, shall represent the Commission in meetings or communications with local officials and the public.
  - vi) The Chair, or their designee, shall serve as the liaison to the press for PRAC.
- 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 Chair 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 ensure 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 as a whole at 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 at 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 (or remote meeting participation)

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 wish to participate under this section should coordinate with the Chair and OPRYD staff to comply with:

- a) Brown Act required noticing of the location of the teleconference meeting;
- b) Brown Act required postings of the notice and agenda at the teleconference location;
- c) Coordination regarding any technical requirements for participating remotely; and
- d) 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 that:

- e) A quorum of members of the Commission participates in person from the same location within the City;
- f) Agenda noticing requirements by the Brown Act are implemented;

- g) Disclosures are made of whether anyone 18 or older is in the room with them and the general nature of the relationship to those individuals;
- h) Coordination regarding any technical requirements for participating remotely so that commissioners can 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, all votes during the Commission meeting must be made 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, OPRYD Director, and/or Commission Secretary 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 on a matter which came to the attention of the Commission after the agenda was posted. To meet the requirements of this exception, the action must be:

- a) Required to avoid a substantial adverse impact if the meeting were continued without action on the matter;
- b) Related to federal or state legislation; or
- c) 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 about 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. However, 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 to OPRYD staff during the meeting. 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.**



**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Quincy Williams, Oakland Parks, Recreation and Youth Development (OPRYD)  
**DATE:** December 26, 2024  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) TO REVIEW AND SUPPORT A MINOR CONDITIONAL USE PERMIT FOR ADDITIONAL PROTECTIVE FENCING AND ASSOCIATED TRAIL IMPROVEMENTS WITHIN JOAQUIN MILLER PARK AND THE RESOURCE CONSERVATION AREAS SITUATED WITHIN THE SAUSAL CREEK WATERSHED**

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**SUMMARY**

Joaquin Miller Park encompasses the headwaters of Sausal Creek including the Fern Ravine wetlands and redwood forest, Fern Ravine Creek, Orchard Creek, and Palo Seco Creek. These landscapes support several distinct and important populations of the State-listed endangered species and assemblages of regionally rare plants including the Oakland Star Tulip and the Tiburon Buckwheat.

Friends of Sausal Creek (FOSC) is asking the Commission to review and support a minor Conditional Use Permit (CUP) for the installation of additional protective fencing and associated trail improvements within Joaquin Miller Park the 50.1-acre Fern Ravine Creek Sub-basin and the seven Resource Conservation Areas (RCAs) situated within the Sausal Creek watershed.

The following describes program elements associated with this project:

- (1) install Split Rail Wood Fencing in Joaquin Miller Park along designated trails per EBRPD's design specifications - Standard Plan 208;
- (2) install temporary fencing at key access points to close and decommission unauthorized, "rogue" trails where recreational and commercial use is degrading priority plant communities, wildlife habitat, and surface water quality; and
- (3) utilize scientifically based trail-stewardship practices to rectify trail erosion and improve public safety.

In 2021, FOSC proposed, and the PRAC approved, a fencing plan to secure the 8.5-acre core of the Fern Ravine Natural Area (PRAC – 14 July 2021 Item 7b). As of August 2024, that plan has been almost entirely implemented except for the proposed fencing at the Chabot manzanita colony, and on Blue Rock Mesa at Lookout Point where implementation is pending. FOSC has proved its ability secure Oakland's ecological assets at no cost to the City and its taxpayers.



The City's Open Space, Conservation, and Recreation (OSCAR) Element recognizes the importance of developing a master plan for Joaquin Miller Park, though one has not yet been created. The Park's rare plant communities and wildlife populations face challenges from unauthorized activities, highlighting the need for a comprehensive guiding document. Over the past 25 years, significant restoration efforts by the Friends of Sausal Creek (FOSC) have played a critical role in preserving the Park's natural areas. Despite these efforts, maintenance gaps have led to wear on the City's designated trail network, with some trails falling into disrepair from heavy use. Additionally, unauthorized "rogue" trails have emerged, disrupting habitats, destabilizing hillsides, and spreading invasive species. Developing a master plan and implementing a regular maintenance program are essential steps to safeguard the Park's ecological integrity and enhance its value.

In 2010, FOSC developed and began implementing a Restoration Plan for Fern Ravine to address decades of degradation in this sensitive area. Although City Parks staff placed large logs around the 8.5-acre core area to secure the Ravine, daily intrusions by mountain bikers, day campers, and hikers continued to damage the area. These activities led to the destruction of numerous native plants planted during restoration efforts. After a decade of limited progress, FOSC pursued the construction of Split Rail Wood Fencing to guide hikers through the Natural Area and installed temporary fencing to close several unauthorized trails contributing to environmental damage.

In 2024, OPRYD consulted with Oakland Planning and Zoning, the City Attorney, and Public Works to seek guidance on the proposed course of action for this project. Planning and Zoning advised that the project would require a minor Conditional Use Permit. The City Attorney indicated that several California Environmental Quality Act (CEQA) exemptions might apply and inquired whether the installation was intended to protect a sensitive area, which it is. Public Works, specifically the Watershed and Stormwater Division, confirmed that a Creek Protection Permit would also be necessary in addition to the minor Conditional Use Permit.

### **FISCAL IMPACT**

The proposed project is not expected to have any fiscal impact on the City of Oakland beyond the staff time required for regulatory and oversight processes across various departments. The estimated fence installation cost, including labor and materials, is \$48,000. Friends of Sausal Creek (FOSC) will raise all necessary funds in collaboration with community leaders, including Eagle Scout candidates and their families, Dale Ridsen, and local hardware store and lumber yard owners.

### **BACKGROUND / LEGISLATIVE HISTORY**


This request was initiated by Tim Vendlinski in consultation with Dr. Robert A. Leidy. They serve on the FOSC [Board of Directors](#), and together possess over 80 years of experience working to protect and restore aquatic and terrestrial habitats in urban centers and Western wildlands. Formed in 1996, the Friends recognize that citizen participation—from residents to decision-makers, teachers, and students—is critical to protect the Sausal Creek Watershed as a natural resource.

FOSC's purpose is to conserve, restore, and enhance the Sausal Creek Watershed by educating future generations, involving the community in environmental stewardship, and collaborating with agencies and nonprofits.


**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission review and support a minor Conditional Use Permit (CUP) for the installation of additional protective fencing and associated trail improvements across resource conservation areas within the Sausal Creek watershed and the Fern Ravine Sub-basin.

Respectfully submitted,

  
Quincy Williams (Dec 26, 2024 14:41 PST) (Signature)

Prepared by:  
Quincy Williams  
Assistant Capital Improvement Project Coordinator, OPRYD

  
Harith Aleem (Dec 26, 2024 14:42 PST) (Signature)

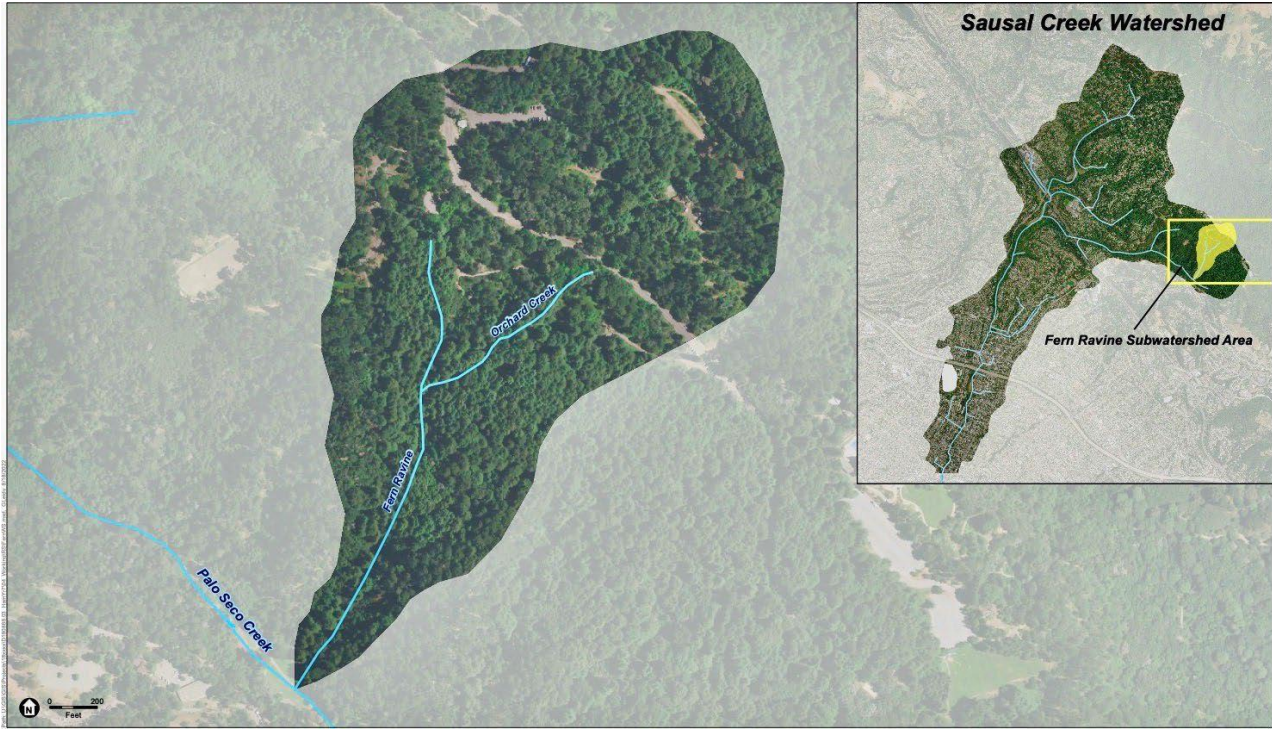
Reviewed by:  
Harith Aleem  
Assistant Director, OPRYD

  
Fred Kelley (Dec 30, 2024 09:18 PST) (Signature)

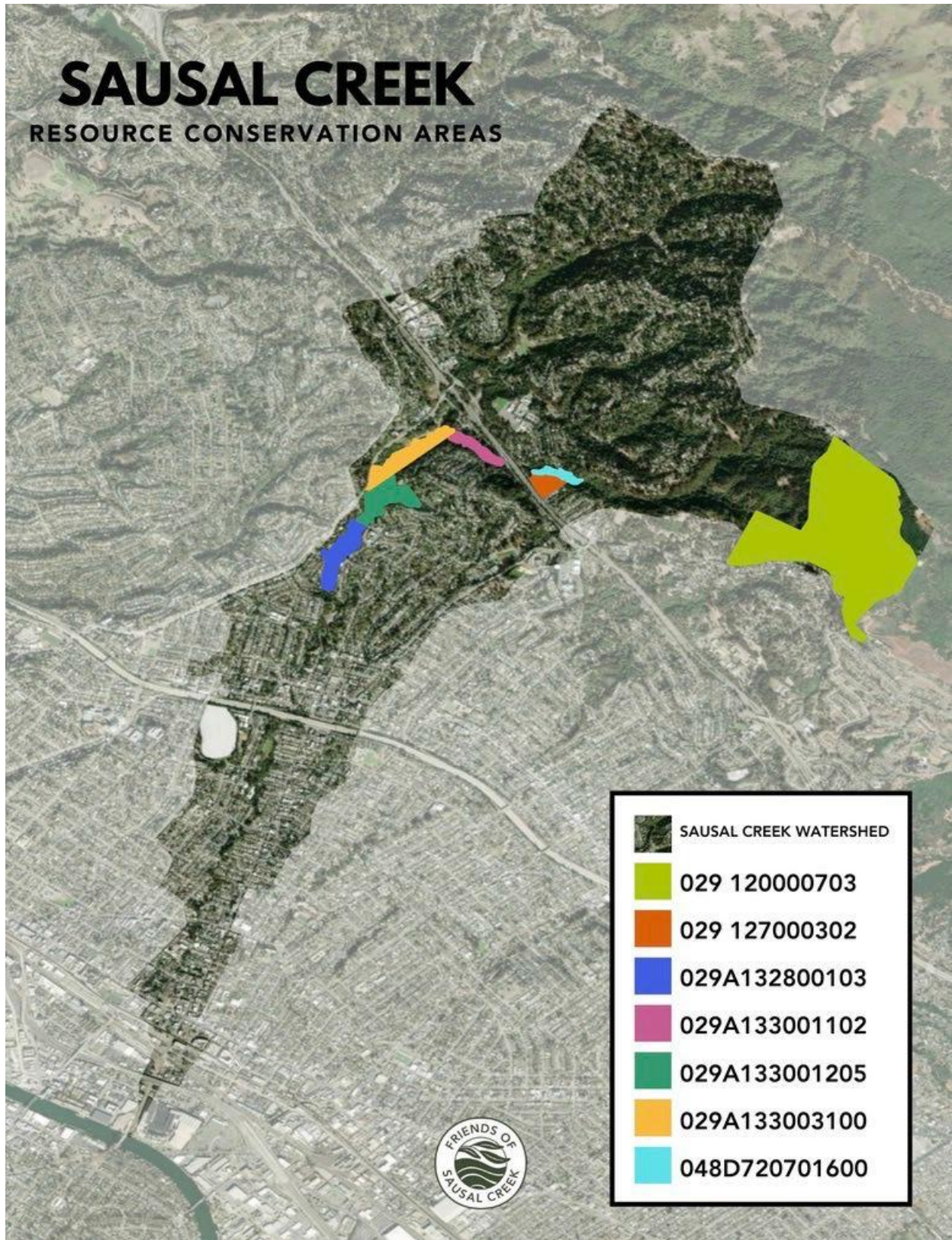
Approved by:  
Fred Kelley  
Director, OPRYD

Attachments: Exhibit A– Joaquin Miller Park and Fern Ravine Creek Sub-basin Map (Page 4).  
Exhibit B – Sausal Creek (Page 5).  
Exhibit C – Existing Fence (Page 6).  
Exhibit D –Design of Fence (Page 7, 8).

**EXHIBIT A: Joaquin Miller Park and the Fern Ravine Creek Sub-basin.**



**EXHIBIT B: Sausal Creek – Seven Resource Conservation Area and Watershed.**

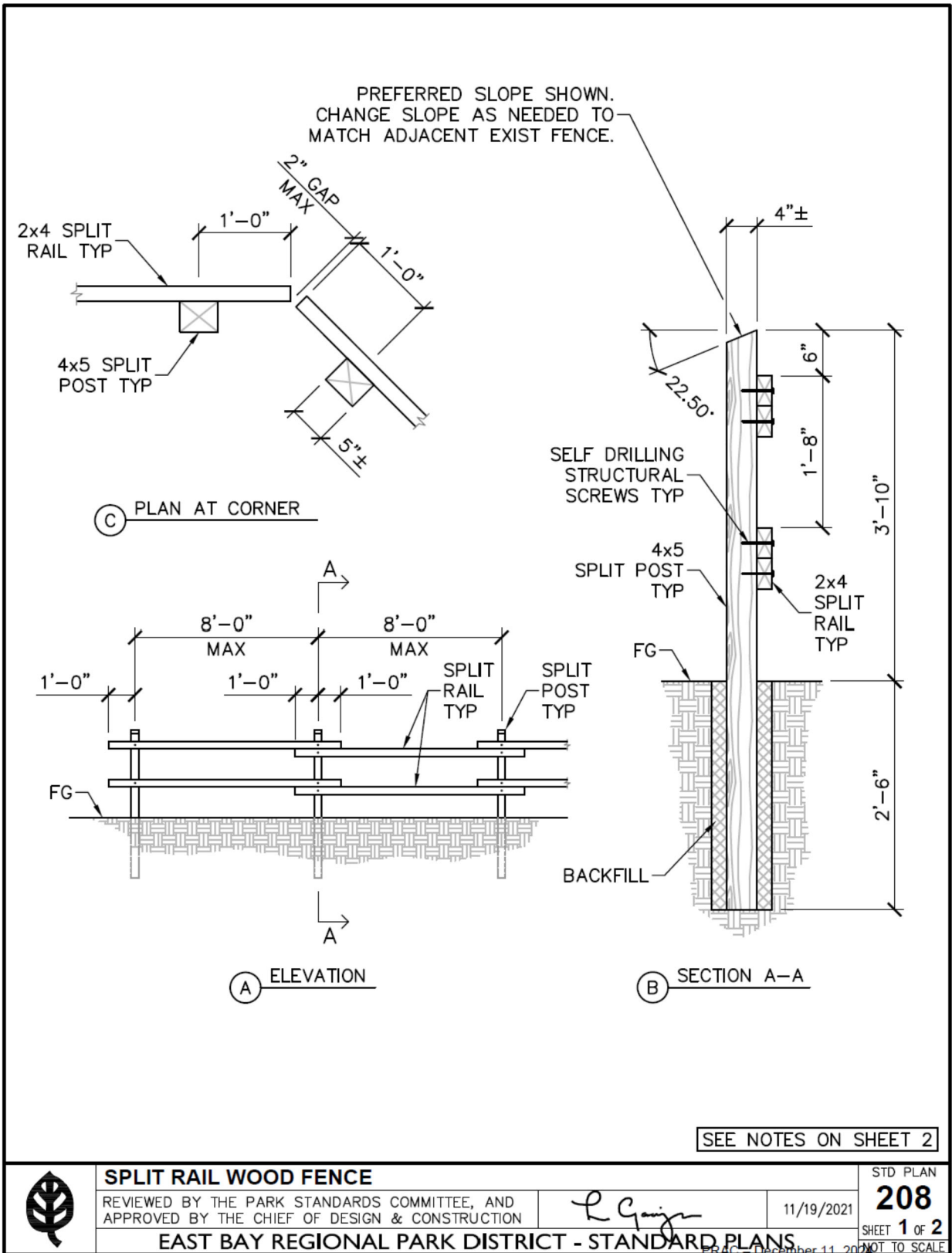


### EXHIBIT C: Existing Fence

Split Rail Wood Fencing will be installed along degraded, designated trails (top); and temporary fencing will be installed to close and decommission selected rogue trails that are destroying the floor of the redwood forest.



**EXHIBIT D: Design of Fence**


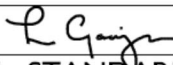


**MATERIALS**

1. POSTS AND RAILS SHALL BE SPLIT CEDAR OR FOREST STEWARDSHIP COUNCIL (FSC) CERTIFIED REDWOOD. POSTS AND RAILS SHALL BE OF THE SAME MATERIAL.
2. POSTS SHALL BE 4x5 SPLIT, 78–80 INCHES LONG, WITHOUT MORTISE, THICKNESS MAY VARY.
3. RAILS SHALL BE 2x4 SPLIT, 10FT LONG, WITHOUT TENON OR SCARF ON ENDS, THICKNESS MAY VARY.
4. STRUCTURAL SCREWS SHALL BE ¼" MIN NOMINAL DIA x 4" MIN LENGTH, INTERNATIONAL CODE COUNCIL EVALUATION SERVICE (ICC–ES) APPROVED FOR OUTDOOR USE IN PRESSURE TREATED WOOD, WITH A LOW PROFILE LARGE DIAMETER HEAD NOT REQUIRING A WASHER. USE RSS RUGGED STRUCTURAL SCREW MANUFACTURED BY GRK FASTENERS (WWW.GRKFASTENERS.COM), LOK SERIES BY FASTENMASTER (WWW.FASTENMASTER.COM), STRONG–DRIVE SDWS TIMBER SS SCREW BY SIMPSON STRONG–TIE (WWW.STRONGTIE.COM), OR EQUAL. SCREW HEADS SHALL BE INSTALLED FLUSH OR SLIGHTLY COUNTERSUNK PER MFG.

**WORKMANSHIP**

5. LOCATE UNDERGROUND UTILITIES PRIOR TO DIGGING. CALL USA (UNDERGROUND SERVICE ALERT) 1–800–277–2600, MON THRU FRI 6AM TO 7PM, A MINIMUM 2 WORKING DAYS WITH A MAXIMUM 14 CALENDAR DAYS, TO OBTAIN A TICKET. CONTACT THE DISTRICT INSPECTOR OR PARK SUPERVISOR FOR DISTRICT UTILITIES NOT LOCATED BY USA.
6. SET POSTS PLUMB AND BACKFILL WITH NATIVE MATERIAL. REMOVE ALL ROCKS AND CLODS GREATER THAN 1½" THEN COMPACT IN 6" LIFTS.
7. INSTALL RAILS PARALLEL TO GROUND AND FOLLOW STAGGERED PATTERN AS SHOWN IN THE ELEVATION ON SHEET 1.
8. INSTALL FENCE RAILS FACING THE MOST VISIBLE SIDE OF PARK FACILITIES; FOR EXAMPLE, FENCES ALONG TRAILS SHALL HAVE THE RAILS FACING THE TRAIL, FENCES AT PARK ENTRIES SHALL HAVE RAILS FACING THE ENTRY ROAD, AND FENCES AROUND PARKING AREAS SHALL HAVE RAILS FACING THE INSIDE OF THE PARKING AREA, UNLESS OTHERWISE NOTED.
9. INSTALL STRUCTURAL SCREWS CENTERED ON AND PERPENDICULAR TO MEMBERS WITH AN EVEN AND EQUIDISTANT PATTERN.
10. SPLIT RAIL POSTS AND RAILS SHALL NOT BE COATED (DO NOT SEAL, PAINT OR STAIN).

	<b>SPLIT RAIL WOOD FENCE</b>		STD PLAN
	REVIEWED BY THE PARK STANDARDS COMMITTEE, AND APPROVED BY THE CHIEF OF DESIGN & CONSTRUCTION		11/19/2021
<b>EAST BAY REGIONAL PARK DISTRICT - STANDARD PLANS</b>			SHEET 2 OF 2 NOT TO SCALE



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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Quincy Williams, Assistant Capital Improvement Project Coordinator, OPRYD  
**DATE:** December 26, 2024  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) TO REVIEW AND SUPPORT A MINOR CONDITIONAL USE PERMIT FOR INSTALLATION OF FITNESS EQUIPMENT AND WATER FOUNTAIN AT COURTLAND CREEK PARK**

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**SUMMARY**

The purpose of this report is to request support from PRAC for the Minor Conditional Use Permit for the installation of fitness equipment and a water fountain along Courtland Creek Park. Courtland Creek Park is a linear park in East Oakland parallel to High Street, between Brookdale Avenue and Thompson Street, and along Courtland Avenue.

Staff from the Oakland Public Works (OPW) Watershed and Stormwater Management Division (WSMD) and Oakland Parks, Recreation, and Youth Development (OPRYD) recommend the Parks and Recreation Advisory Commission recommend support of the Conditional Use Permit for the installation of fitness equipment at this site. An application for a minor conditional use permit, as required by Sections 17.11.060 and 17.11.090, shall be considered by the Parks and Recreation Advisory Commission prior to a final decision by the Director of City Planning.

Courtland Creek Park is zoned as an Open Space Linear Park (OS-LP). The Project elements that are included in the required conditional use permit include the following park features: Leg Press, Captain's Chair, Cardio Walker, Bench Dip Station, Horizontal Chin-up Station, and Push-Up Low Structure. These features will enhance the park for park users.

This fitness equipment project will further enhance Courtland Creek Park, where the Courtland Creek Restoration Project (Restoration Project) is also located. The Restoration Project is part of the Measure DD Lake Merritt Water Quality Program, approved by Oakland City Council in 2005. The City of Oakland's Measure DD bond for Clean Water and Safe Parks (Measure DD) was approved by Oakland's voters in 2002 and has provided funding for programs to improve water quality at Lake Merritt, restore creeks and parks, acquire open space, and preserve watersheds. PRAC supported a staff report for the Restoration project in January 2024.



## **FISCAL IMPACT**

This Capital Improvement Project is fully funded through the City of Oakland's Measure Q parcel tax, which supports services related to parks, landscape maintenance, and recreational services. The total funding for this project is \$250,000. There is no fiscal impact on the City of Oakland, and no unbudgeted costs will be incurred. The change order to install the equipment will not significantly impact the Watershed's Courtland Creek project, as the funding is coming from the City of Oakland's Project Grants Management project funding.

## **PROJECT / PROGRAM DESCRIPTION**

The purpose of the Project elements included in this Conditional Use Permit is to connect the community with recreationally nature-based amenities to the Park. The installation of fitness equipment and a water fountain is part of the overall park and Courtland Creek Restoration Project. The Project elements will enhance the park for users in the following ways.

- 1) Improve usage of the park.
- 2) Provide access for people of all ages and abilities.
- 3) Enhance the park by adding recreation activities.

## **Current Conditions and Community Outreach**

Currently, there is no exercise equipment at Courtland Creek Park. Oakland Public Works collaborated with the Melrose Neighborhood Council and community residents to determine the physical improvements the community would like to see at the park. This project initially started as a Projects & Grants Management (PGM) initiative to transform a "National Fitness Challenge (NFC) Fitness Court" into a series of fitness equipment installations throughout Courtland Creek Park. The project was later modified through a change order with the Watershed and Stormwater Management Division. As a result of community outreach, the request to replace the fitness court with equipment along the trail was made, as this was seen as a more appropriate fit for the site. City staff coordinated with the Watershed's Courtland Creek Project to request that the equipment be delivered as part of the existing project's change order.

This improvement will provide outdoor health benefits to an underserved neighborhood, two adjacent high-priority neighborhoods, and two adjacent highest-priority neighborhoods. The source of this information is the Geographic Equity Toolbox Map, which includes a Priority Neighborhoods layer. This layer assigns each census tract in Oakland a level of priority, ranging from lowest to highest, determined by seven demographic factors:

1. People of Color [25% of the score]
2. Low-Income Households (<50% Area Median Income) [25% of score]
3. People with Disabilities [10% of the score]
4. Seniors 65 Years and Over [10% of score]
5. Single-Parent Families [10% of the score]
6. Severely Rent-Burdened Households [10% of score]
7. Low Educational Attainment (less than a bachelor's degree) [10% of the score]

## **Proposed Features**

The city has determined seven (7) locations for fitness equipment and one (1) location for water fountain to be installed as a change order with the existing Courtland Creek Restoration Project.

### **Fitness Equipment Location 1: (lower Brookdale reach)**

Please place (1) fitness equipment between the existing tree and perimeter bollard at the lower Brookdale reach at Fairfax Ave. entrance.

### **Fitness Equipment Location 2: (Congress reach)**

Please place (1) fitness equipment to the left of trees in triangle area between new walkway and existing walkway along Courtland Ave. Connect to walkway on Courtland Ave with Granite Crete surface.

### **Fitness Equipment Location 3: (Congress reach)**

Please place (1) fitness equipment between trees on the creek-side of existing walkway along Courtland Ave. Connect to walkway on Courtland Ave with Granite Crete surface.

### **Fitness Equipment Location 4: (Thompson reach)**

Please place (1) fitness equipment on the creek-side lawn of existing walkway left of existing structure connected to existing walkway on Courtland Ave with Granite Crete surface.

### **Fitness Equipment Location 5: (Thompson reach)**

Please place (1) fitness equipment between trees on the creek-side of existing walkway along Courtland Ave. Connect to walkway on Courtland Ave with Granite Crete surface.

### **Fitness Equipment Location 6: Courtland Ave. (Thompson reach)**

Please place (1) fitness equipment between trees on the creek-side of existing walkway along Courtland Ave. Connect to walkway on Courtland Ave with Granite Crete surface.

### **Fitness Equipment Location 7: Courtland Ave. (Thompson reach)**

Please place (1) fitness equipment on the creek-side lawn to the left of picnic tables. Connect to walkway on Courtland Ave or connect to picnic table area with Granite Crete surface.

### **Drinking Fountain: (Congress reach)**

Please place (1) drinking fountain/bottle fill station between trees on the right side (towards Congress Ave.) of the new walkway.

## **Timeline**

The installation of this project will begin after the Conditional Use Permit is approved. Once this approval is granted, contractor (Gametime) will install equipment. Estimated schedule for completion of install is 3 days.

## **Plan for ongoing operation or maintenance**

The improvements made to Courtland Creek Park through implementation of this Project will principally be maintained by Oakland Public Works Parks Services and Facilities maintenance staff

(OPW). There are 1.5 OPW staff assigned to the park. OPW staff visit the park weekly to service trash receptacles and remove litter from the park, monthly for landscape maintenance, and as needed for the maintenance of permanent structures. A reduction in the level of staffing for this park is not anticipated. The City's recent Measure Q bond measure includes funding for park.

The City will coordinate with its partners to build additional capacity for Project and Courtland Creek Park maintenance. In collaboration with community partners, the Project team will develop a post-project community stewardship guide, provide training, and promote environmental stewardship. Increased community involvement and stewardship in the park will support the long-term success of the Project. Effectiveness and the ultimate sustainability of the park improvements will be supported by successful, equitable, and collaborative community engagement aimed at increasing interest and participation in the creek's ecosystem health and use of the park as a recreational and educational facility.

The long-term stewardship of the Project area will be supported by a Community Site Stewardship Guide (Guide) developed with and for the community, and by the City's Adopt a Spot volunteer program that provides tools, supplies, debris pick up and technical assistance. Although Park maintenance is conducted by City staff, the Guide will support long-term community involvement in the Project area. The City's Adopt a Spot program, which has supported volunteers working in the park for more than fifteen years, will support this effort.

### **BACKGROUND / LEGISLATIVE HISTORY**

The Project design was developed with input from the community and City departments. A review of the designs was completed by the following City departments and divisions: Oakland Parks, Recreation, and Youth Development; Public Works Construction Management, Parks and Tree Services, and Facilities Services; City Administrator's Office ADA Program, and Department of Transportation.

One of the Project goals from the beginning was to engage the community in the Project design and long-term stewardship of the Project area in Courtland Creek Park. Public engagement work has been implemented by the City and the City's Project partner, Oakland Parks and Recreation Foundation. In addition to the public meetings summarized below, the Friends of Courtland Creek group has become more active because of this Project. The Friends group has been supportive of the Project and assisted with outreach for public meetings and other Project events such as clean-ups at the park.

### **RECOMMENDATION**

Oakland Parks, Recreation and Youth Development and Public Works Watershed and Stormwater Management Division recommends Parks and Recreation Advisory Commission support a Minor Conditional Use Permit for the installation of fitness equipment at Courtland Creek Park.


Respectfully submitted,

  
Quincy Williams (Dec 26, 2024 13:35 PST) \_\_\_\_\_ (Signature)

Prepared by:  
Quincy Williams  
Assistant Capital Improvement Project Coordinator, OPRYD

  
Alan Chan (Dec 26, 2024 17:18 PST) \_\_\_\_\_ (Signature)

Reviewed by:  
Alan Chan  
Project Manager  
Project & Grant Management Division, OPW

  
Harith Aleem (Dec 26, 2024 17:20 PST) \_\_\_\_\_ (Signature)

Reviewed by:  
Harith Aleem  
Assistant Director, OPRYD

  
Fred Kelley (Dec 30, 2024 09:18 PST) \_\_\_\_\_ (Signature)

Approved by:  
Fred Kelley  
Director, OPRYD

**Identification of Support Documents:**

Attachments:

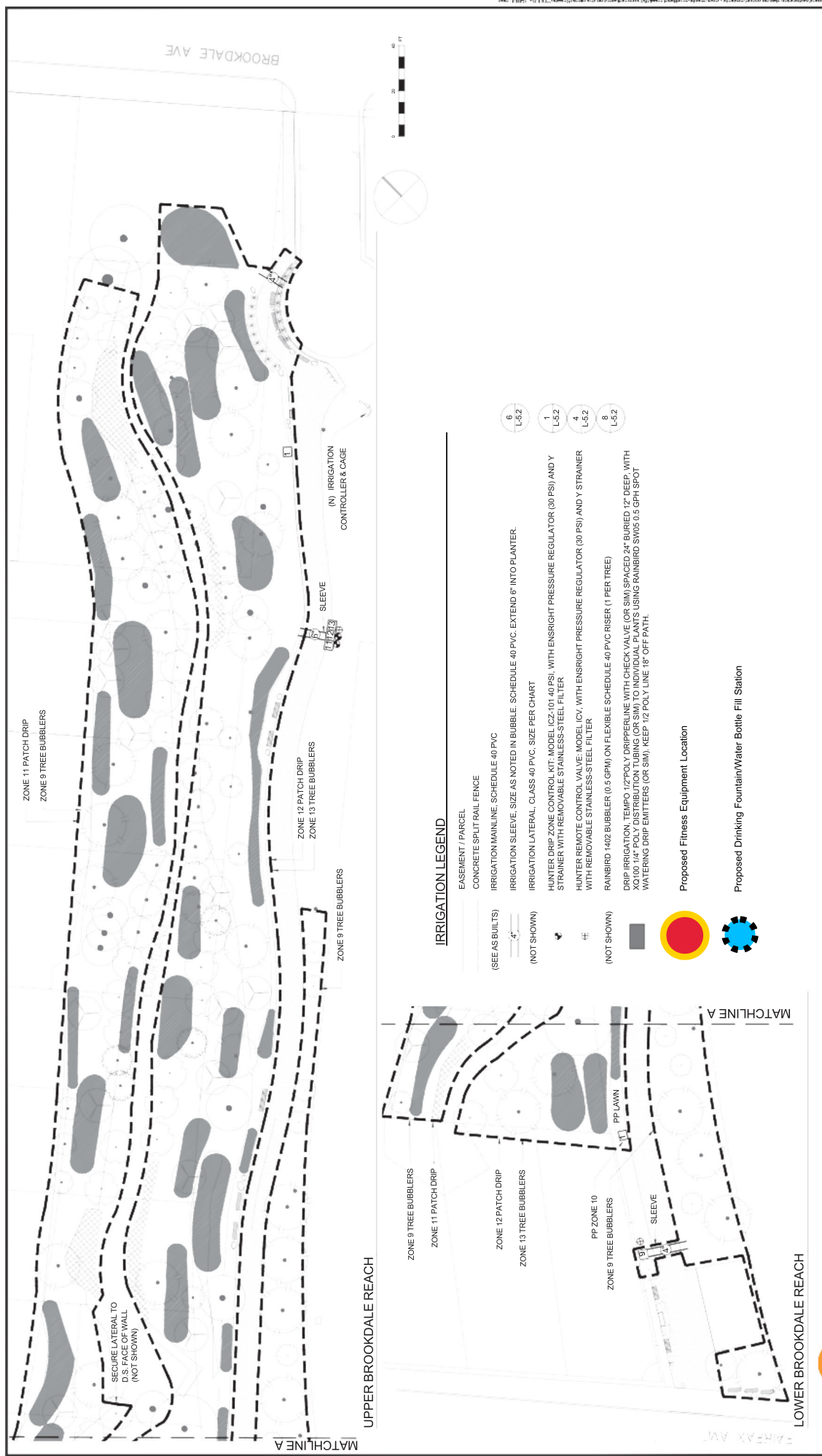
- Exhibit A: Location Maps
- Exhibit B: Diagram of Locations
- Exhibit C: Fitness Equipment List
- Exhibit D: Equipment and Water Fill Station Quote

# Exhibit A





## Exhibit B



**IRRIGATION LEGEND**

- EASEMENT / PARCEL
- CONCRETE SPLIT RAIL FENCE
- (SEE AS BUILTS)
- IRRIGATION SLEEVE, SIZE AS NOTED IN BUBBLE. SCHEDULE 40 PVC, EXTEND 6" INTO PLANTER.
- (NOT SHOWN)
- IRRIGATION LATERAL, CLASS 40 PVC, SIZE PER CHART
- HUNTER DRIP ZONE CONTROL KIT, MODEL ICZ-101 40 PSI, WITH ENRSIGHT PRESSURE REGULATOR (30 PSI) AND Y STRAINER WITH REMOVABLE STAINLESS-STEEL FILTER
- (NOT SHOWN)
- HUNTER REMOTE CONTROL VALVE, MODEL LCV, WITH ENRSIGHT PRESSURE REGULATOR (30 PSI) AND Y STRAINER WITH REMOVABLE STAINLESS-STEEL FILTER
- (NOT SHOWN)
- RAINBIRD 140Z BUBBLER (0.5 GPM) ON FLEXIBLE SCHEDULE 40 PVC RISER (1 PER TREE)
- DRIP IRRIGATION, TEMPO 1/2" POLY DRIPPERLINE WITH CHECK VALVE (OR SIM) SPACED 24" BURIED 12" DEEP, WITH X1000 1/4" POLY DISTRIBUTION TUBING (OR SIM) TO INDIVIDUAL PLANT'S USING RAINBIRD SWIS 0.5 GPH SPOT WATERING DRIP EMITTERS (OR SIM), KEEP 1/2" POLY LINE 18" OFF PATH.
- Proposed Fitness Equipment Location
- Proposed Drinking Fountain/Water Bottle Fill Station

 <p><b>Restoration Design Group, Inc.</b> 2500 Frank R. O'Connell Plaza, Suite 500 Oakland, CA 94612 Tel: (510) 251-5277 www.restorationdesign.com</p>	 <p><b>CITY OF OAKLAND</b> BUREAU OF DESIGN AND CONSTRUCTION 250 FRANK R. O'CONNELL PLAZA, SUITE 500 • OAKLAND, CA 94612 (510) 251-5277 • FAX: (510) 251-5277</p>	 <p><b>COURTLAND CREEK RESTORATION PROJECT</b> City of Oakland, CA 100% DESIGN</p>	<p><b>PROJECT NO. 1005340</b> SCALE: 1" = 20'-0" SHEET NO. L-5.0 DATE: DEC 1, 2022</p>												
<p><b>IRRIGATION DIAGRAM</b> BROOKDALE REACH</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>REFERENCE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NO.	DATE	BY	REFERENCE								
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<p><b>CIVIL ENGINEER</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV. NO.</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		REV. NO.	DATE	BY	DESCRIPTION									<p><b>DESIGNED BY: ES</b> <b>CHECKED BY: ES</b> <b>DRAWN BY: TE</b></p>	
REV. NO.	DATE	BY	DESCRIPTION												

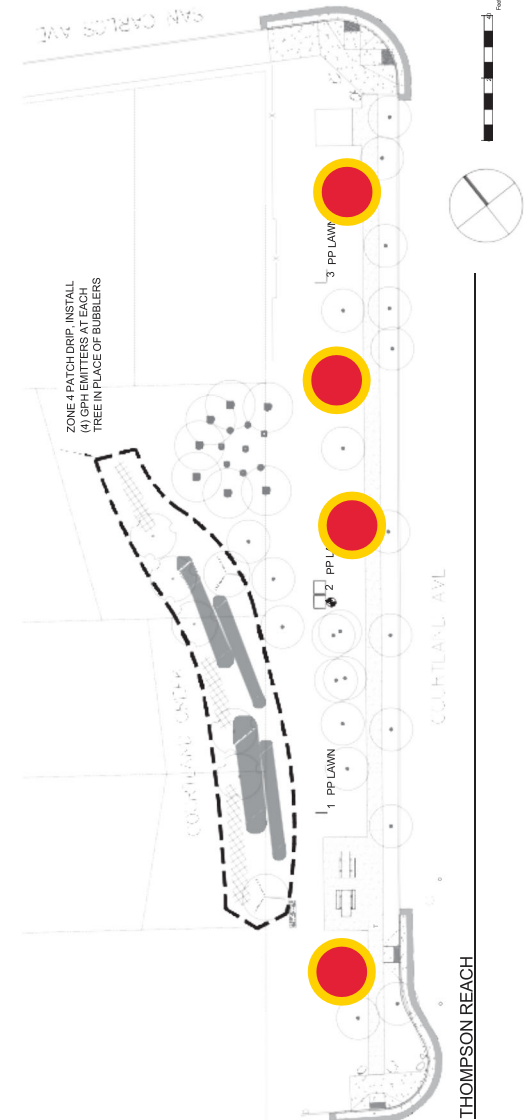


**LATERAL SIZING CHART**

1/2"	1-3 GPM
3/4"	4-9 GPM
1"	10-15 GPM
1 1/4"	16-24 GPM
1 1/2"	25-35 GPM
2"	36-52 GPM

**IRRIGATION NOTES**

- PROVIDE SLEEVING DIAGRAM FOR REVIEW AND APPROVAL BY O.R. PRIOR TO INITIATING ANY BASE COURSE OR PAVING IMPROVEMENTS.
- IRRIGATION SLEEVING ARE SHOWN SCHEMATICALLY.
- APPROVAL OF THE IRRIGATION SYSTEM SHALL NOT BE INITIATED PRIOR TO THE INSTALLATION AND APPROVAL OF THE IRRIGATION SYSTEM.
- SEE SPECIFICATIONS FOR BIDDER DESIGN IRRIGATION SYSTEM
- PROVIDE ZONES 8 IRRIGATION TYPE
- PROVIDE DRIP IRRIGATION TO EACH PATCH
- (E) TREES LIVE CUTTING PATCHES, AND LANDSCAPE AREAS OUTSIDE OF PATCHES DO NOT REQUIRE IRRIGATION.
- PP ZONES 1,2,3,5 AND 10. CONTRACTOR SHALL REPURPOSE ZONES 4,6,7,8,9,11,12,13, AND 14 FOR DRIP IRRIGATION IN PATCHES AND TREE BUBBLERS.
- SIZE IRRIGATION LINES, PER PLANS.
- ROUTE IRRIGATION EQUIPMENT THROUGH PROPOSED PLANTING AREAS TO REDUCE SLEEVING AND DISTURBANCE TO SITE IMPROVEMENTS AND PLANTINGS.
- BE EFFECTIVE LAYOUT AND ENSURE REVIEW AND APPROVAL BY O.R. GROUP VALVES AND PLACE PARALLEL TO EDGE OF PAVING OR AS DIRECTED BY O.R., SET FLUSH AND ALIGNED.
- MATCH (E) VALVE BOXES, UNLESS O.R. PROVIDES APPROVAL TO REUSE EXISTING OR TYPE NOTED IN DETAILS.
- ROUTE IRRIGATION MAIN AND LATERALS WITHIN PLANTED AREAS WHEREVER POSSIBLE.
- INCLUDE CONTRACTOR'S RECOMMENDATIONS TO RESTORE IRRIGATION TO THE LAWN AREAS TO REMAIN.
- REVIEW (E) AS-BUILT DRAWINGS
- CONFIRM INFORMATION PROVIDED HEREIN IS ACCURATE AND UP TO DATE.
- LOCATION OF (E) IRRIGATION EQUIPMENT IS SHOWN SCHEMATICALLY.
- VERIFY (E) SITE CONDITIONS.
- VERIFY (E) LAWN ARE INTENDED TO REMAIN.
- VERIFY (E) SITE CONDITIONS
- NOTIFY OWNER OF ANY DISCREPANCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING THE IRRIGATION SYSTEM AT THEIR OWN EXPENSE IF ANY OBSTRUCTIONS, UNKNOWN GRADE DIFFERENCES, ETC. ARE NOT REPORTED.
- ASSESS AND DOCUMENT CONDITION OF IRRIGATION ZONES TO REMAIN PRIOR TO CLEARING AND GRUBBING AND DEMOLITION.
- ANY DAMAGE NOT DOCUMENTED PRIOR TO CONSTRUCTION SHALL BE RETURNED TO WORKING ORDER AT CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING IRRIGATION EQUIPMENT LAYOUT TO ENSURE FULL COVERAGE AT NO EXTRA COST.
- PP QUICK COUPLERS AND GATE VALVES AT EACH REMOTE CONTROL VALVE.
- LOCATE ALL IRRIGATION WIRES ROUTED TO (E) CONTROLLER. SPlice NEW WIRES AND EXTEND TO NEW CONTROLLER.
- OPERATE IRRIGATION CONTROLLER BETWEEN THE HOURS OF 8:00 PM AND 10:00 AM.
- FLUSH AND ADJUST ALL IRRIGATION COMPONENTS FOR OPTIMUM PERFORMANCE.
- ALL IRRIGATION EQUIPMENT NOT DETAILED OR SPECIFIED SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS AND CONFORM TO 2021 GREENBOOK.
- SEE SPECIFICATIONS FOR ALL OTHER IRRIGATION REQUIREMENTS.



Restoration Design Group, Inc.  
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CIVIL ENGINEER  
 REG. NO. 1005340  
 EXP. 12/31/2027  
 CHECKED BY: ES  
 DESIGNED BY: ES  
 DRAWN BY: TE

NO.	DATE	BY	REFERENCE

**IRRIGATION DIAGRAM**  
**CONGRESS & THOMPSON REACH**

PROJECT NO. **1005340**  
 SCALE: H = 20'-0"  
 VERT. 1" = 1'-0"  
 SHEET NO. **L-5.1**

## Exhibit C

# Fitness Equipment List, Specification and Drawings



## Leg Press

The leg and lower body muscles are a critical component of a well-rounded fitness program. By incorporating lower body exercises like the Romain Chair Squat, users enhance their overall muscular endurance, strength and agility in other fitness endeavors. Also available in surface mount version (#13566S).

## FEATURES AND BENEFITS:

- Familiar-looking design is instantly recognizable to beginner and advanced users
- Utilizes our exclusive advanced variable resistance mechanism for smooth resistance throughout the range of motion
- The resistance mechanism is fully enclosed to protect from the elements and eliminates crush and shear hazards

## SPECIFICATIONS

Model Number:	135591
Fall Height:	4' (1.22 m)
Use Zone:	7'-8" x 10'-10" (2.34m x 3.3m)
Age Group:	13+ Years

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit [gametime.com/warranty](https://gametime.com/warranty) for full warranty information.



## Captain's Chair

---

Muscular fitness is a key component of a well-rounded fitness program. Captain's Chair is a compact strength training station designed to enhance muscular fitness of upper arms, chest, and abdominals. Provides multiple exercise opportunities, including knee raises, leg raises, dips, and crunches. Also available in surface mount version (#13560S).

## FEATURES AND BENEFITS:

- Assist platform doubles as ankle support for sit-ups
- Twin PVC handles for upper arms and chest workouts
- Roomy polyurethane arm-rest pads accommodate a wide range of users

## SPECIFICATIONS

**Model** 135601

**Number:**

**Fall Height:** 4' (1.22 m)

**Use Zone:** 8'-6" x 10'-7"  
(2.59m x 3.23m)

**Age Group:** 13+ Years

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit [gametime.com/warranty](https://gametime.com/warranty) for full warranty information.



## Cardio Walker

The Cardio Walker is an ideal solution for anyone seeking a low-impact aerobic workout in a park or along a fitness trail. Place your feet on the large slip-resistant platforms, grip the handlebar and move your legs forward and backward. The Cardio Walker provides an effective workout for people of all fitness levels. Also available in surface mount version (#13562S)

## FEATURES AND BENEFITS:

- A fun, low-impact aerobic workout for people of all fitness levels
- Wide handlebar allows users to grip the front or side of the bar for support during exercise
- Strengthens lower body muscles and improves cardio fitness

## SPECIFICATIONS

Model Number:	135621
Fall Height:	4' (1.22 m)
Use Zone:	10'-9" x 11'-33" (3.28m x 4.19m)
Age Group:	13+ Years

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit [gametime.com/warranty](https://gametime.com/warranty) for full warranty information.





## Bench Dip Station

Strengthen your upper body using the Bench Dip Station! The station is constructed of a durable metal and PVC platform with a metal handrail for gripping. The user places their hands on the bench or grip rails then places their feet out in front to perform a variety of tricep dip exercises. Group it with other fitness items to create an interactive group of fitness activities at your park, trail or playground!

## FEATURES AND BENEFITS:

- Strengthens the muscles in your triceps, chest, and shoulders
- Platform constructed of durable PVC and metal
- Thick metal handrail for easy grip and support

## SPECIFICATIONS

**Model**                **13580**

**Number:**

**Fall Height:**     **4' (1.22 m)**

**Age Group:**      **13+ Years**

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit [gametime.com/warranty](http://gametime.com/warranty) for full warranty information.



## Horizontal Chin-Up Station (In-Ground)

The GTfit Horizontal Chin-Up Station provides some assistance in executing a chin-up. Users place their feet on the platform, lie down beneath the chin-up bar, grasp the bar with both hands and pull their body up. The station can also be used for elevated push-ups.

## FEATURES AND BENEFITS:

- Versatile product that creates a combination of muscle strength exercises
- Wide, textured HDPE platform provides a sure footing during workout
- Can be combined with similar exercise stations, using a common upright to maximize space utilization
- Constructed of durable, recyclable materials and backed by the industry's leading warranty
- Product requires impact attenuating surfacing to comply with ASTM F3101-15. Your GameTime representative will offer recommendations and products to meet these guidelines.

## SPECIFICATIONS

Model Number: 135861

Fall Height: 5' (1.52 m)

Age Group: 13+ Years

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit [gametime.com/warranty](http://gametime.com/warranty) for full warranty information.



## Push-Up Low

---

GTfit products help users build endurance and strength. Whether you are training for a sporting event or trying to achieve a greater level of functional fitness, these products are designed to strengthen the primary muscle groups that help users perform challenging tasks.

## FEATURES AND BENEFITS:

- Strengthens the triceps, pectoral muscles, and shoulders
- Lower handgrip position provides a more challenging push-up workout
- Constructed of durable materials and backed by the industry's leading warranty

## SPECIFICATIONS

**Model**                    **13588I**

**Number:**

**Age Group:**        **13+ Years**

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit [gametime.com/warranty](https://gametime.com/warranty) for full warranty information.

# GTFit



A PLAYCORE Company

1-800-235-2440

ISSUED/REVISED: 05/24/2021

## 13561

## SIT-UP / BACK EXTENSION

- = INSTALLATION DETAIL
- = PARTS LIST REFERENCE

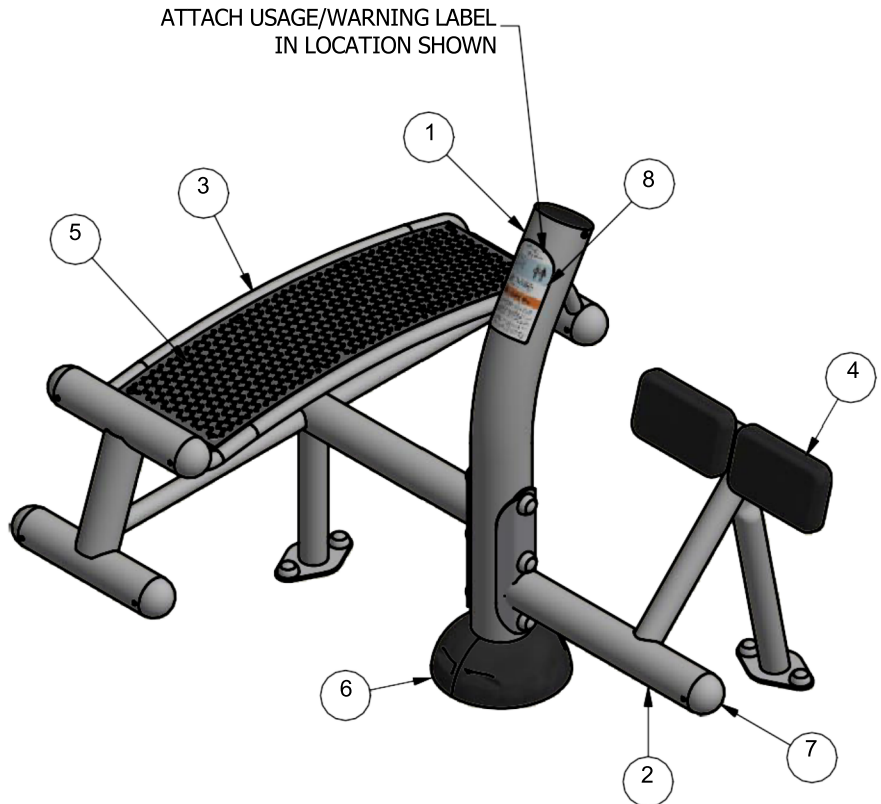
SIT-UP / BACK EXTENSION {SURFACE MOUNT} 13561S  
SIT-UP / BACK EXTENSION {IN-GROUND} 13561I

### INSTALLATION INSTRUCTIONS:

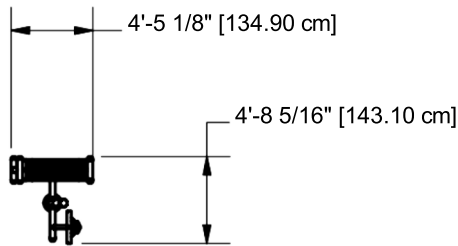
**Note:** Read installation instructions thoroughly before starting assembly. Bracing material is required during assembly.

**Surface Mount:** Using Frame Assembly as template, mark hole locations for Wedge Anchors. Refer to Surface Mount Detail.

**In-Ground Mount:** Prepare ground hole(s) according to In-Ground Mount Detail. Attach Footbuck to Frame Assembly (refer to In-Ground ASSY Detail). Place assembly in ground hole. Level using sway bracing. Pour concrete according to In-Ground Mount Detail. Allow concrete to cure for a minimum of 7 days.



**ASSEMBLY DRAWING**



**TOP VIEW**

Parts List				
ITEM	DESCRIPTION	13561S	13561I	PART NUMBER
1	UPRIGHT ASSEMBLY	1	1	211227
2	BACK EXTENSION ASSEMBLY	1	1	211230
3	SIT-UP BENCH ASSEMBLY	1	1	211242
4	CUSHION	2	2	209075
5	COATED METAL INSERT	1	1	211506
6	5" BASE COVER	1	1	207659
7	3 1/2" DOME CAP	8	8	160181
	FOOTBUCK ASSEMBLY	0	1	206467
	SUPPORT FOOTBUCK ASSEMBLY	0	2	206759
	<b>HARDWARE COMPLETE</b>	1	0	211269
	<b>HARDWARE COMPLETE</b>	0	1	211271
8	USAGE/WARNING LABEL	1	1	211607*
	5" INJECTION MOLDED CAP	1	1	207710*
	3/16" x 13/32" DRIVE RIVET	16	16	805366*
	1/2" x 4" HEX HEAD BOLT	3	3	801224*
	1/2" LOCKWASHER	3	7	817342*
	1/2" HEX NUT	3	7	804055*
	3/8" FLAT WASHER	16	16	817410*
	3/8" LOCK WASHER	8	8	817334*
	3/8" x 3/4" P.B.H.C.S. w/PATCH	8	8	812052*
	3/4" x 4 1/4" WEDGE ANCHOR	4	0	206358*
	3/4" LOCKWASHER	4	4	817354*
	1/2" x 4 1/4" WEDGE ANCHOR	4	0	800082*
	3/4" HEX NUT	0	4	804058*
	3/4" FLATWASHER (2" O.D.)	0	4	817420*
	1/2" ANCHOR ROD	0	2	135038*
	3/4" x 2" HEX HEAD CAP SCREW	0	4	801533*
	1/2" x 2 1/2" HEX BOLT	0	4	801207*
	3/8" x 1" P.B.H.C.S. w/PATCH	8	8	812050*
	3/8" LOCK NUT	8	8	804353*
	1/2" LOCKNUT	4	0	804355*
	1/2" FLAT WASHER	10	10	817412*
	12MM DO-NUT BASE	10	10	G034BK*
	12MM DO-NUT CAP	10	10	G036BK*
	1/4-20 x 3/4" SS SELF DRILLING SCREW	2	2	810072*

*Unless Otherwise Specified, All Units of Measure are Each  
\* Included in Hardware*

**Warning: During Installation, Hardware And Small Parts Are Choking Hazards For Young Children. Store Unused Parts Appropriately Until Assembly Is Completed. Once Assembly Is Completed, Remove Any Unused Parts From The Play Environment And Dispose/Save Them In A Secure Location.**

**Note: Peen Tee-Nuts and Flat washers to match radius of pipe after assembly is complete.**





## IMPORTANT PRODUCT INFORMATION AND SAFETY WARNINGS



- Installation over a hard surface such as concrete, asphalt, or packed earth may result in serious injury or death from falls. Especially all elevated upper-body strength building equipment.
- ALWAYS FOLLOW INSTALLATION INSTRUCTIONS WHEN ERECTING EQUIPMENT.
- Worn surfaces around equipment should be restored. Concrete footings should never be exposed. Surface depth should comply with installation instructions.
- Equipment should be placed to eliminate conflicting traffic patterns.
- All equipment should be free of rust and repainted whenever necessary to deter rusting.
- Any bolt end protruding more than two full threads beyond the face of the nut shall be cut off, filed smooth and treated to prevent corrosion. Sharp edges on pipes should be capped or removed. Check for bent, broken or severely worn pipe and replace.
- Test overall stability and rigidity of all exercise equipment. Check for proper assembly, installation and ground anchoring.
- Check for and repair damage caused by wear or vandalism, a major factor in injury-causing situations.
- GameTime® PROVIDES ITS CUSTOMERS WITH COMPLETE SPECIFICATION SHEETS AND INSTALLATION INSTRUCTIONS. THE SPECIFICATION SHEET CONTAINS THE LISTING OF EVERY PART USED IN A PIECE OF EQUIPMENT AND SHOULD BE KEPT IN THE CUSTOMER'S FILES FOR ACCURATE REFERENCE WHEN REPLACEMENT PARTS ARE NEEDED.
- Never add components not intended for use with this product.
- Regular checking of all parts, castings, etc. should be made. If a part is broken or worn it should be replaced immediately.
- Proper maintenance of GameTime® equipment requires regular tightening of all bolts, nuts, and set screws.
- Check to be sure all fittings are tight and that the bars and pipes do not move.

## SPECIFICATIONS

**BASE COVER:** The Base Cover shall be constructed from aluminum and powder coated.

**BOLT COVER BASE AND CAP:** The Bolt Cover Base and Cap shall be constructed from Nylon PA6 and shall be black in color.

**CUSHION:** The Cushion shall be constructed from injection molded Nylon W6.

**POST CAP:** The Post Cap shall be constructed from injection molded Polyethylene.

**UPRIGHT ASSEMBLY:** The main frame shall be an all-welded assembly fabricated from 5" O.D. 7 Gauge Tubing and a 1/4" thick steel plate. Assembly shall be powder coated after welding.

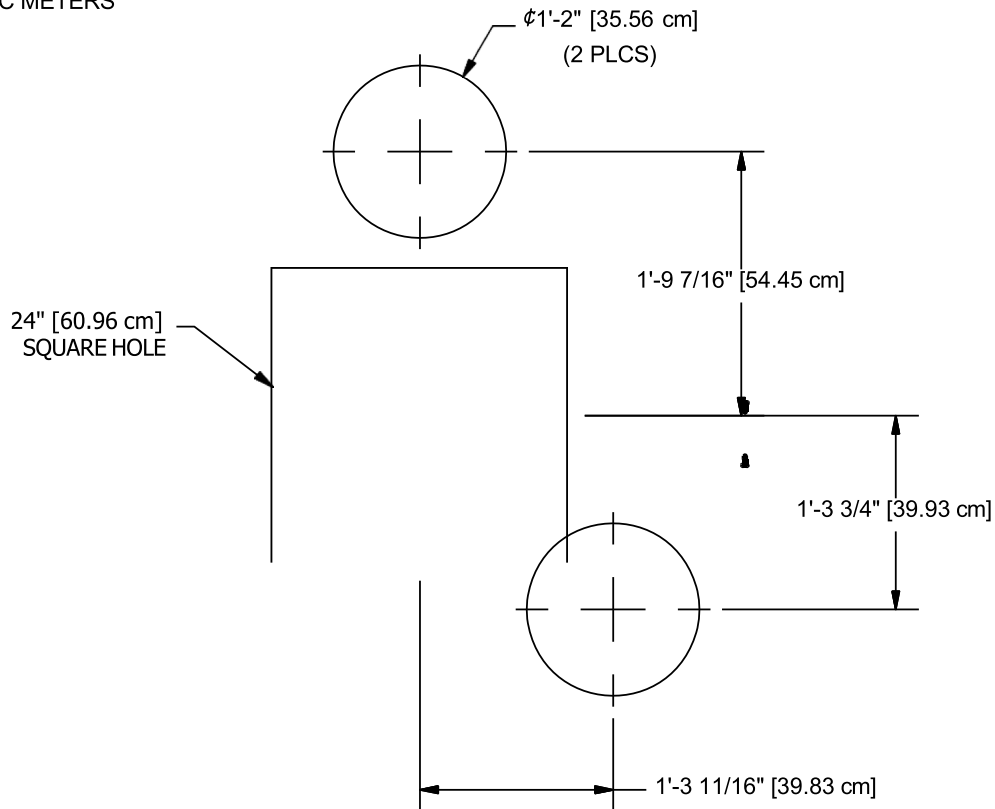
**SIT-UP BENCH FRAME:** Shall be an all-welded assembly constructed from 3 1/2" O.D. Galvanized pipe, 2 3/8" O.D. Sch. 40 Pipe, and 1.66" O.D. Sch. 40 Pipe. Frame will attach to Upright with a 1/4" Thick Formed Steel Tab. Frame shall be powder coated after welding.

**BACK EXTENSION FRAME:** Shall be an all-welded assembly constructed from 3 1/2" O.D. Galvanized pipe and 2 3/8" O.D. Sch. 40 Pipe. Frame will attach to Upright with a 1/4" Thick Formed Steel Tab. Frame shall be powder coated after welding.

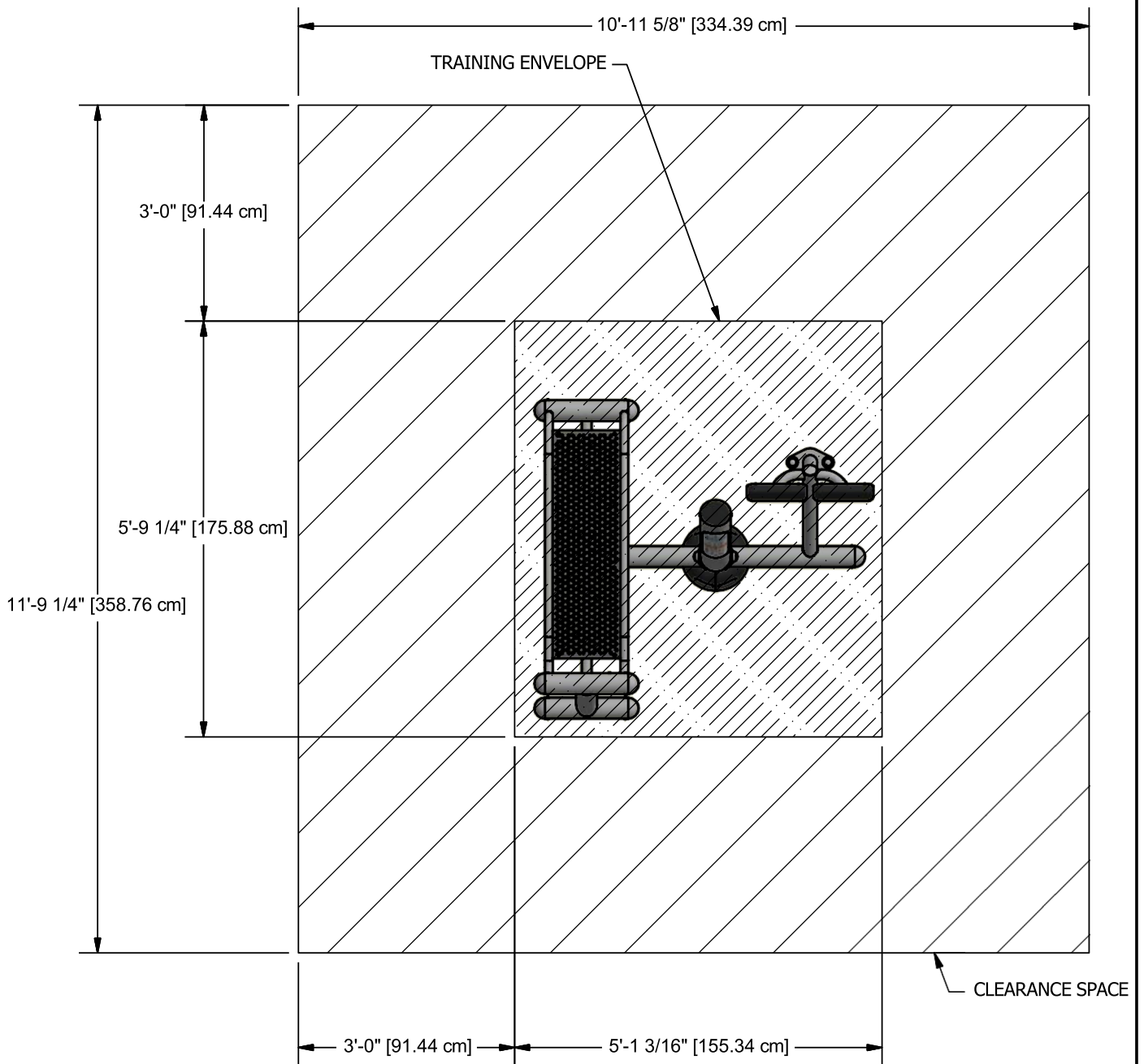
**HARDWARE:** All nuts, bolts, screws, and lock washers used in the assembly shall be stainless steel, yellow dichromate plated steel, blue-coat plated steel, mechanically galvanized or powder coated/yellow dichromate plated steel. All primary fasteners shall be 304 alloy stainless steel. Fasteners with yellow dichromate treatment have an electro-deposited, 99.9% pure zinc substrate applied from a specially formulated solution sealed with a yellow dichromate topcoat designed to work in conjunction with the zinc plating.

### CONCRETE REQUIRED:

.34 CUBIC YARDS  
.26 CUBIC METERS

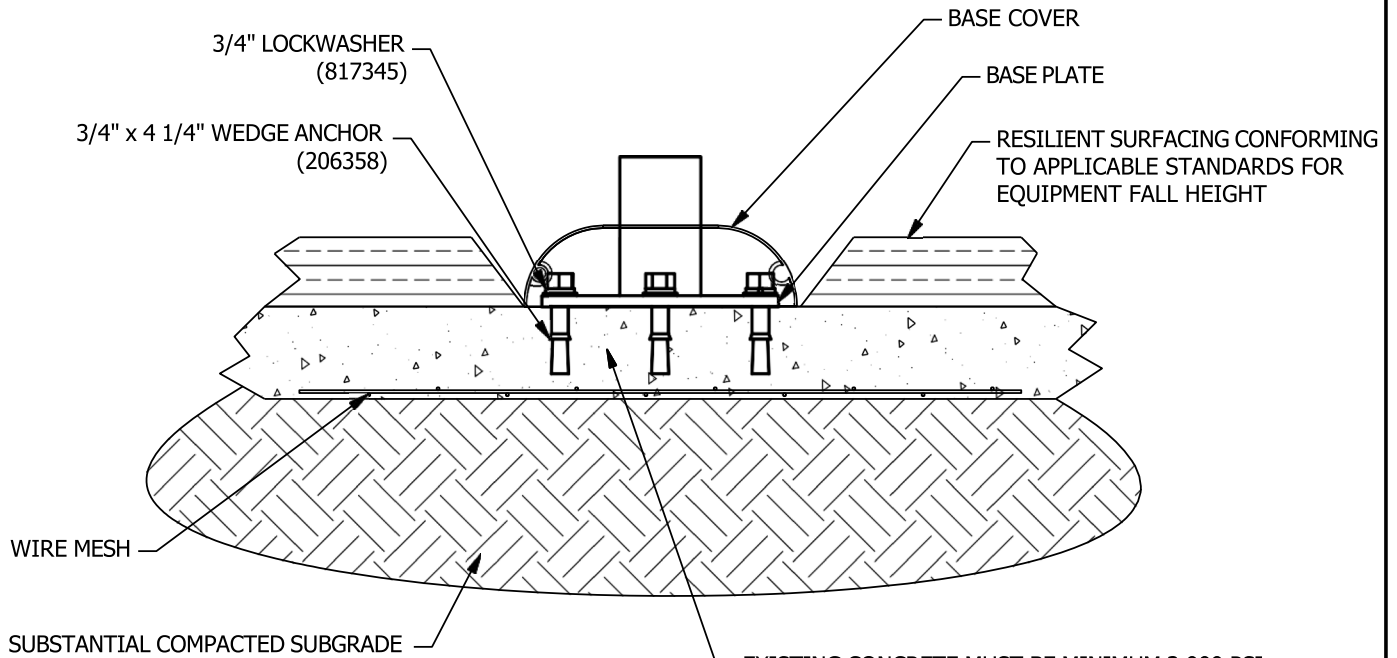


**GROUND PLAN**  
IN-GROUND AND FOOTER



**TRAINING ENVELOPE/CLEARANCE SPACE**

NOTE: OWNER/OPERATOR SHALL KEEP THE TRAINING ENVELOPE AND CLEARANCE SPACE OF THE OUTDOOR FITNESS EQUIPMENT FREE FROM EXTRANEIOUS MATERIALS THAT COULD CAUSE INJURY, INFECTION, OR DISEASE.



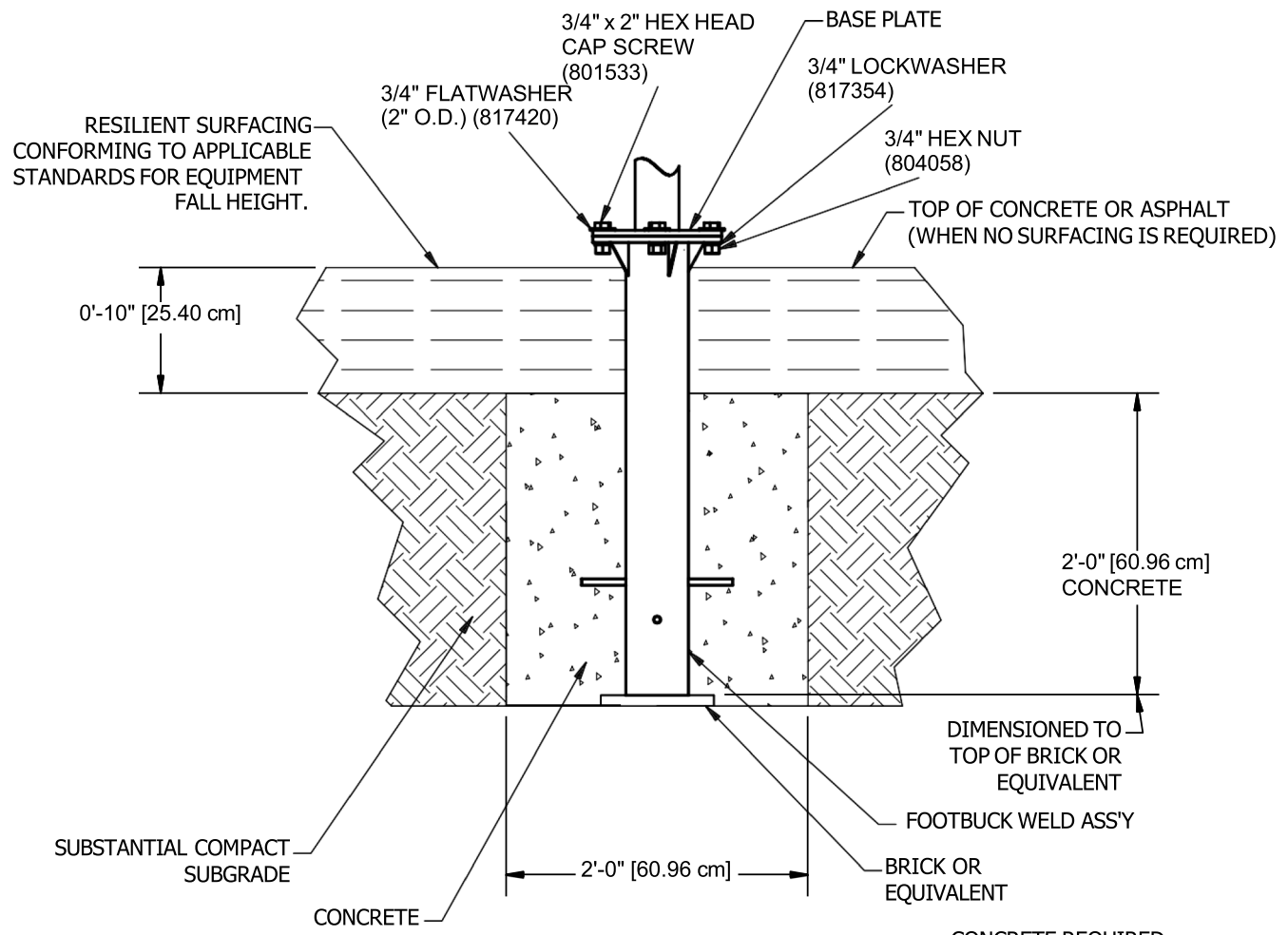
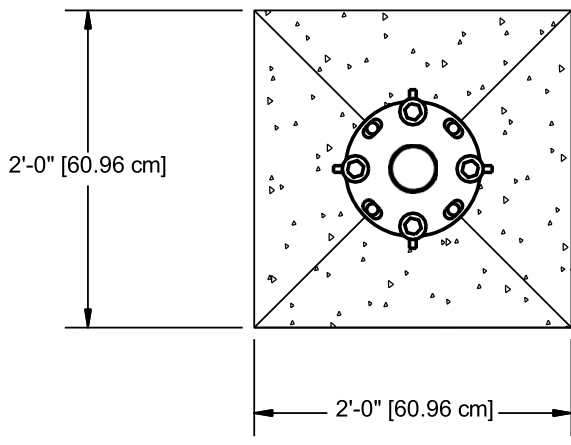
**NOTES:**

-LOOSE FILL SURFACING NOT RECOMMENDED FOR SURFACE MOUNT.

-RESILIENT SURFACING AND SUBSTANTIAL COMPACTED SUBGRADE DEPTHS DEPEND ON SOIL CONDITIONS AND RESILIENT SURFACING TYPE.

EXISTING CONCRETE MUST BE MINIMUM 3,000 PSI, 4" MINIMUM DEPTH, WITH WIRE MESH REINFORCEMENT. MINIMUM 7 DAYS CURE-FULL CURE AFTER 28 DAYS.

**SURFACE MOUNT**



**NOTES:**

-RESILIENT SURFACING AND SUBSTANTIAL COMPACTED SUBGRADE DEPTHS DEPEND ON SOIL CONDITIONS AND RESILIENT SURFACING TYPE.

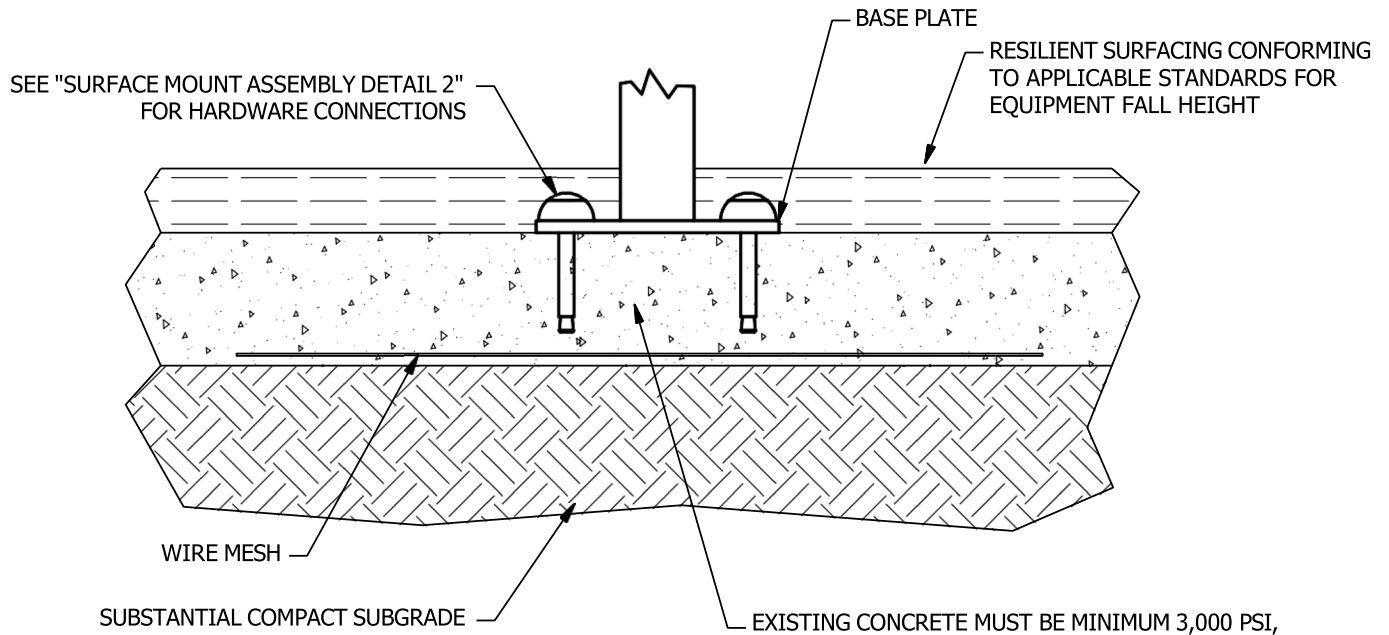
-SLOPED FOOTING (45° MIN) IS A REQUIREMENT OF EUROPEAN STANDARD EN1176-1 ONLY

-SUGGESTED MINIMUM CONCRETE RATING 3000 PSI.

CONCRETE REQUIRED  
 .30 CUBIC YARDS  
 [.23 CUBIC METERS]

SHOCK ABSORBING PROPERTIES OF SURFACING MATERIALS VARY. IF YOU DETERMINE THAT LESS THAN 0'-10" [25.40cm] OF SURFACING IS REQUIRED, MAKE UP THE DIFFERENCE IN ELEVATION WITH EARTH, BEFORE APPLYING SURFACING.

**IN-GROUND MOUNT**



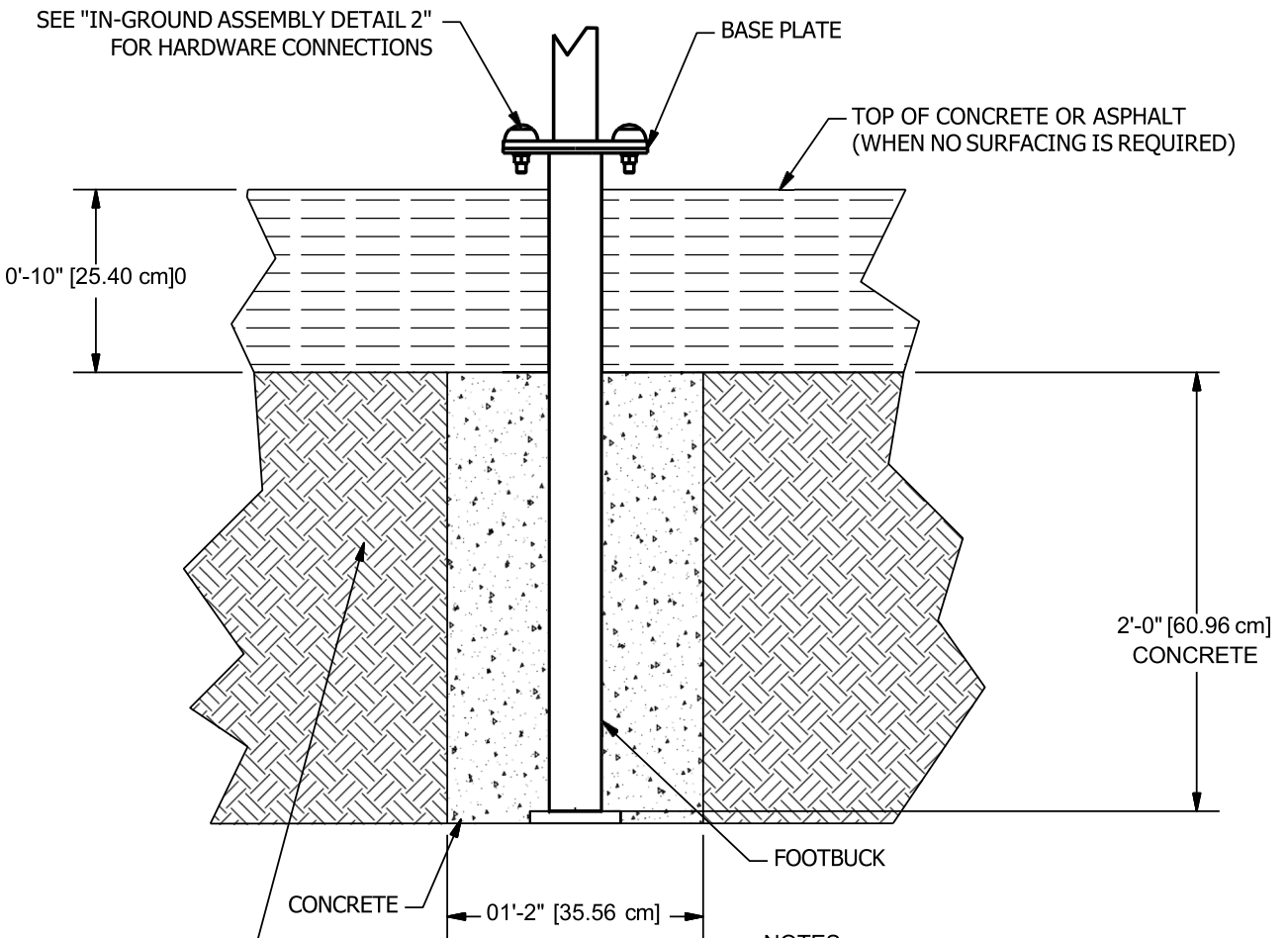
NOTES:

-LOOSE FILL SURFACING NOT RECOMMENDED FOR SURFACE MOUNT.

-RESILIENT SURFACING AND SUBSTANTIAL COMPACTED SUBGRADE DEPTHS DEPEND ON SOIL CONDITIONS AND RESILIENT SURFACING TYPE.

EXISTING CONCRETE MUST BE MINIMUM 3,000 PSI, 4" MINIMUM DEPTH, WITH WIRE MESH REINFORCEMENT. MINIMUM 7 DAYS CURE-FULL CURE AFTER 28 DAYS.

**SUPPORT FOOTBUCK**  
**SURFACE MOUNT**



NOTES:  
 -RESILIENT SURFACING AND SUBSTANTIAL COMPACTED SUBGRADE DEPTHS DEPEND ON RESILIENT SURFACING TYPE.

-SUGGESTED MINIMUM CONCRETE RATING 3000 PSI.

CONCRETE REQUIRED:  
 .16 CUBIC YARDS  
 .12 CUBIC METERS

**SUPPORT FOOTBUCK**  
**IN-GROUND MOUNT**

**NOTES:**  
 -RESILIENT SURFACING AND SUBSTANTIAL COMPACTED SUBGRADE DEPTHS DEPEND ON SOIL CONDITIONS AND RESILIENT SURFACING TYPE.

-SLOPED FOOTING (45° MIN.) IS A REQUIREMENT OF EUROPEAN STANDARD EN1176-1 ONLY

-SUGGESTED MINIMUM CONCRETE RATING 3000 PSI.

SHOCK ABSORBING PROPERTIES OF SURFACING MATERIALS VARY. IF YOU DETERMINE THAT LESS THAN 1'-0" [30.48cm] OF SURFACING IS REQUIRED, MAKE UP THE DIFFERENCE IN ELEVATION WITH EARTH, BEFORE APPLYING SURFACING.

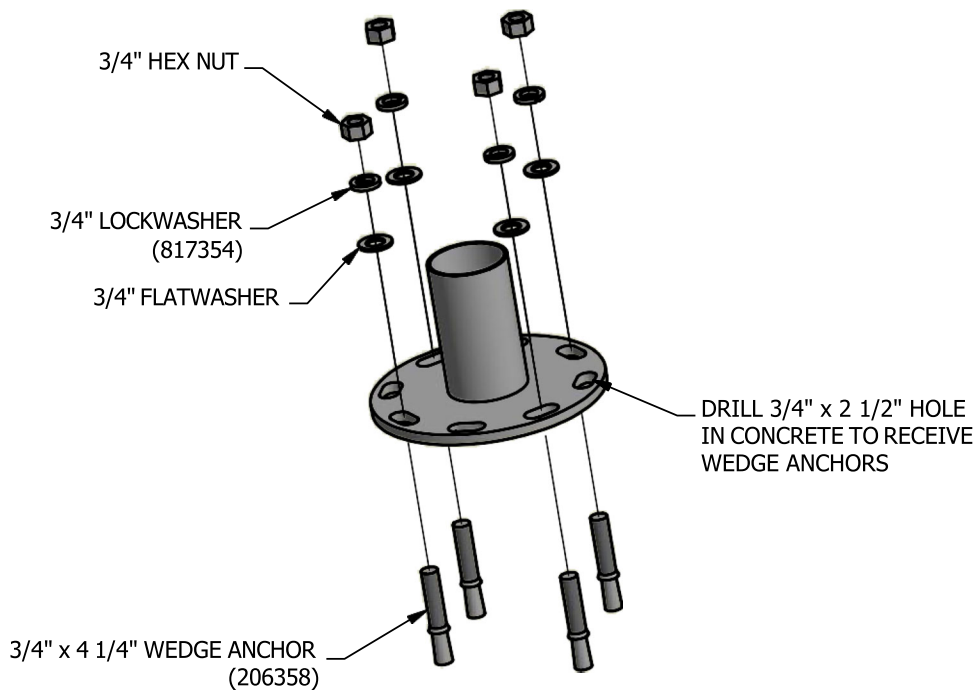
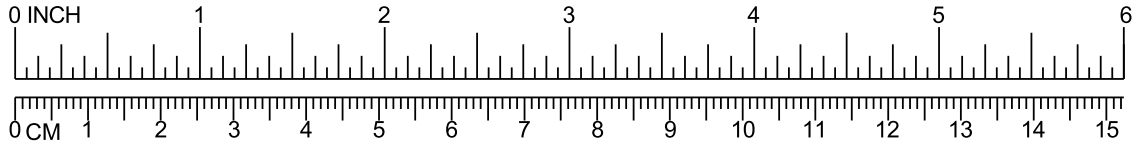
# DETAILS -for- 13561S

IMPORTANT

TO REDUCE THE RISK OF CLOTHING ENTANGLEMENT IN COMPLIANCE WITH ASTM F1487, ANY BOLT END PROTRUDING MORE THAN TWO FULL THREADS BEYOND THE FACE OF THE NUT SHALL BE CUT-OFF FLUSH, FILED SMOOTH AND TREATED TO PREVENT CORROSION.

NOTE: LOCTITE (SUPPLIED BY OTHERS) SHOULD BE USED ON ALL THREADED HARDWARE.

NOTE: AFTER ASSEMBLY IS COMPLETE, PEEN TEE-NUTS AND FLAT WASHERS TO MATCH RADIUS OF PIPE.



## SURFACE MOUNT ASS'Y DETAIL



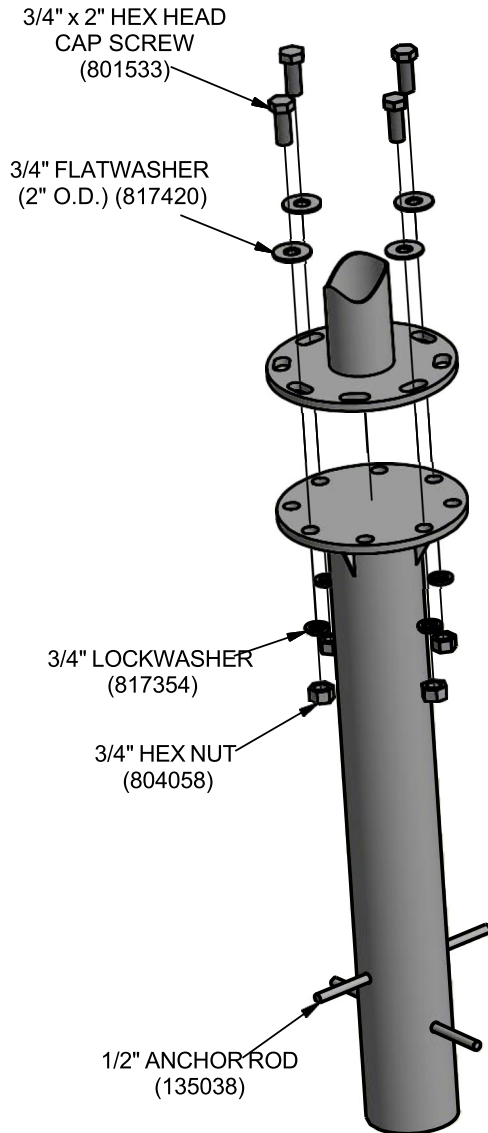
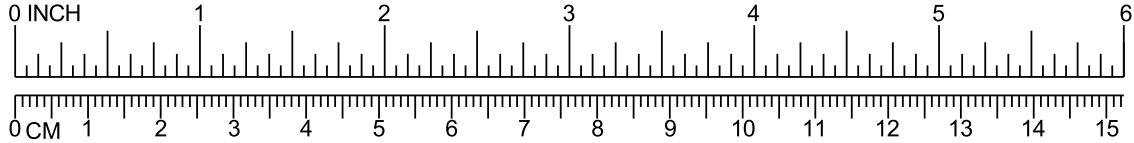
# DETAILS -for- 13561I

IMPORTANT

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NOTE: AFTER ASSEMBLY IS COMPLETE, PEEN TEE-NUTS AND FLAT WASHERS TO MATCH RADIUS OF PIPE.



**IN-GROUND ASS'Y DETAIL**

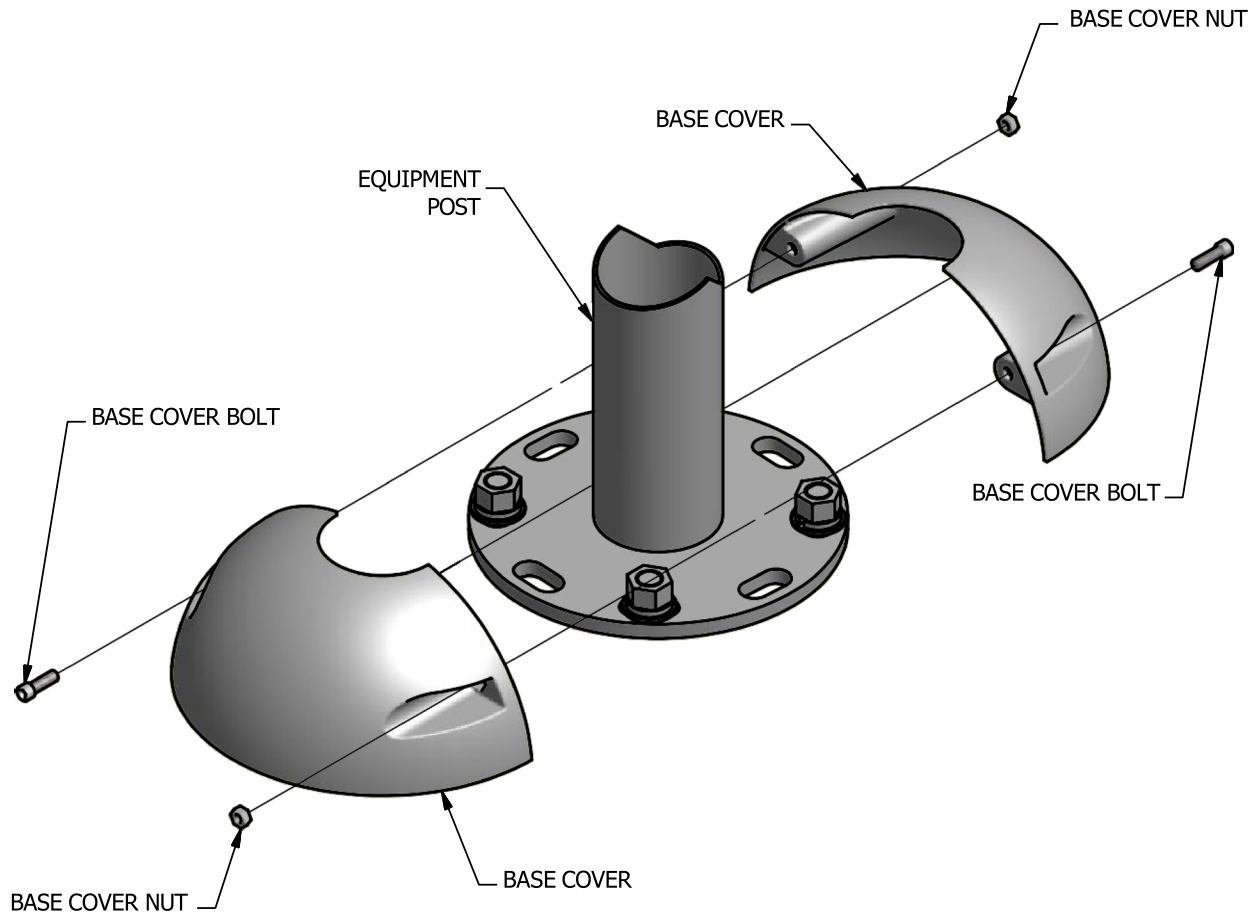
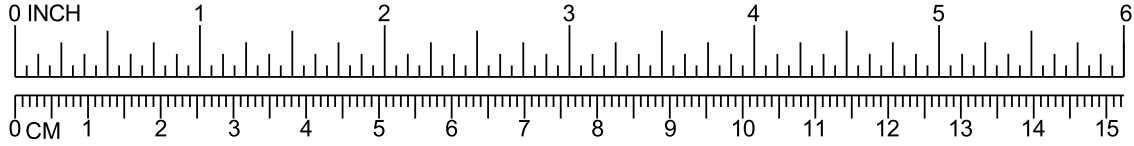
# DETAILS -for- 13561

IMPORTANT

TO REDUCE THE RISK OF CLOTHING ENTANGLEMENT IN COMPLIANCE WITH ASTM F1487, ANY BOLT END PROTRUDING MORE THAN TWO FULL THREADS BEYOND THE FACE OF THE NUT SHALL BE CUT-OFF FLUSH, FILED SMOOTH AND TREATED TO PREVENT CORROSION.

NOTE: LOCTITE (SUPPLIED BY OTHERS) SHOULD BE USED ON ALL THREADED HARDWARE.

NOTE: AFTER ASSEMBLY IS COMPLETE, PEEN TEE-NUTS AND FLAT WASHERS TO MATCH RADIUS OF PIPE.



## BASE COVER DETAIL

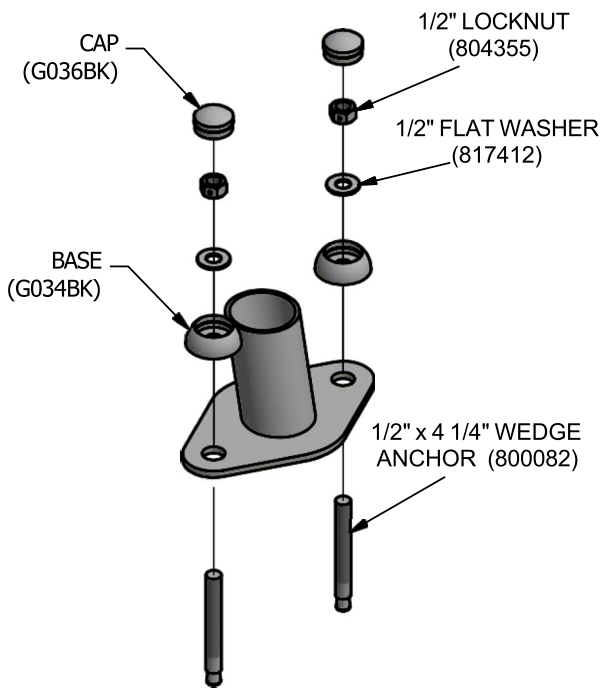
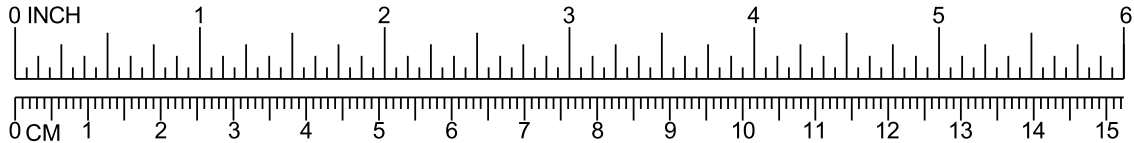
# DETAILS -for- 13561

## IMPORTANT

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NOTE: LOCTITE (SUPPLIED BY OTHERS) SHOULD BE USED ON ALL THREADED HARDWARE.

NOTE: AFTER ASSEMBLY IS COMPLETE, PEEN TEE-NUTS AND FLAT WASHERS TO MATCH RADIUS OF PIPE.



REPLACE NUT AND WASHER SUPPLIED WITH WEDGE ANCHOR WITH LOCKNUT (804355) AND FLAT WASHER (817412)

### SURFACE MOUNT ASS'Y DETAIL 2

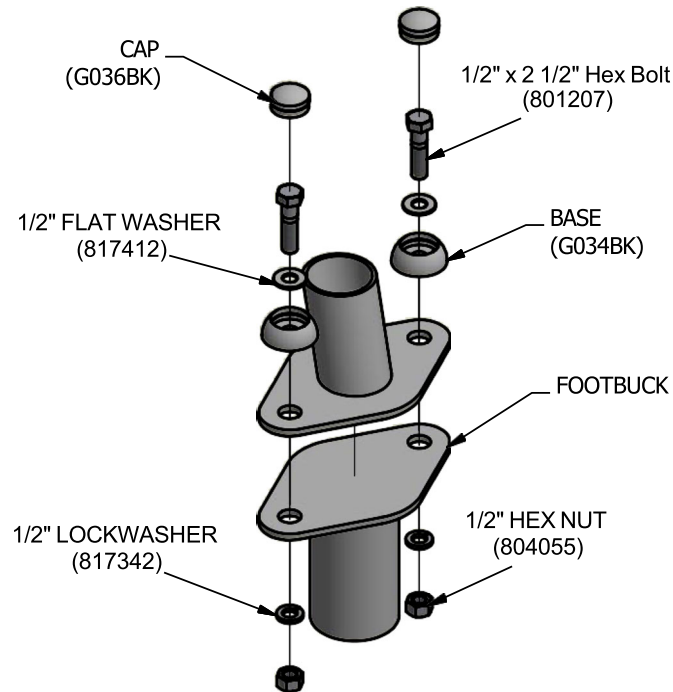
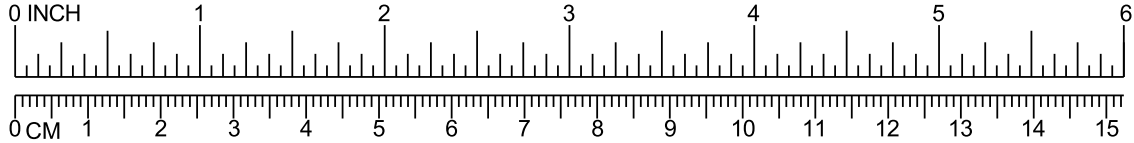
# DETAILS -for- 13561

IMPORTANT

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NOTE: AFTER ASSEMBLY IS COMPLETE, PEEN TEE-NUTS AND FLAT WASHERS TO MATCH RADIUS OF PIPE.



**IN-GROUND ASS'Y DETAIL 2**

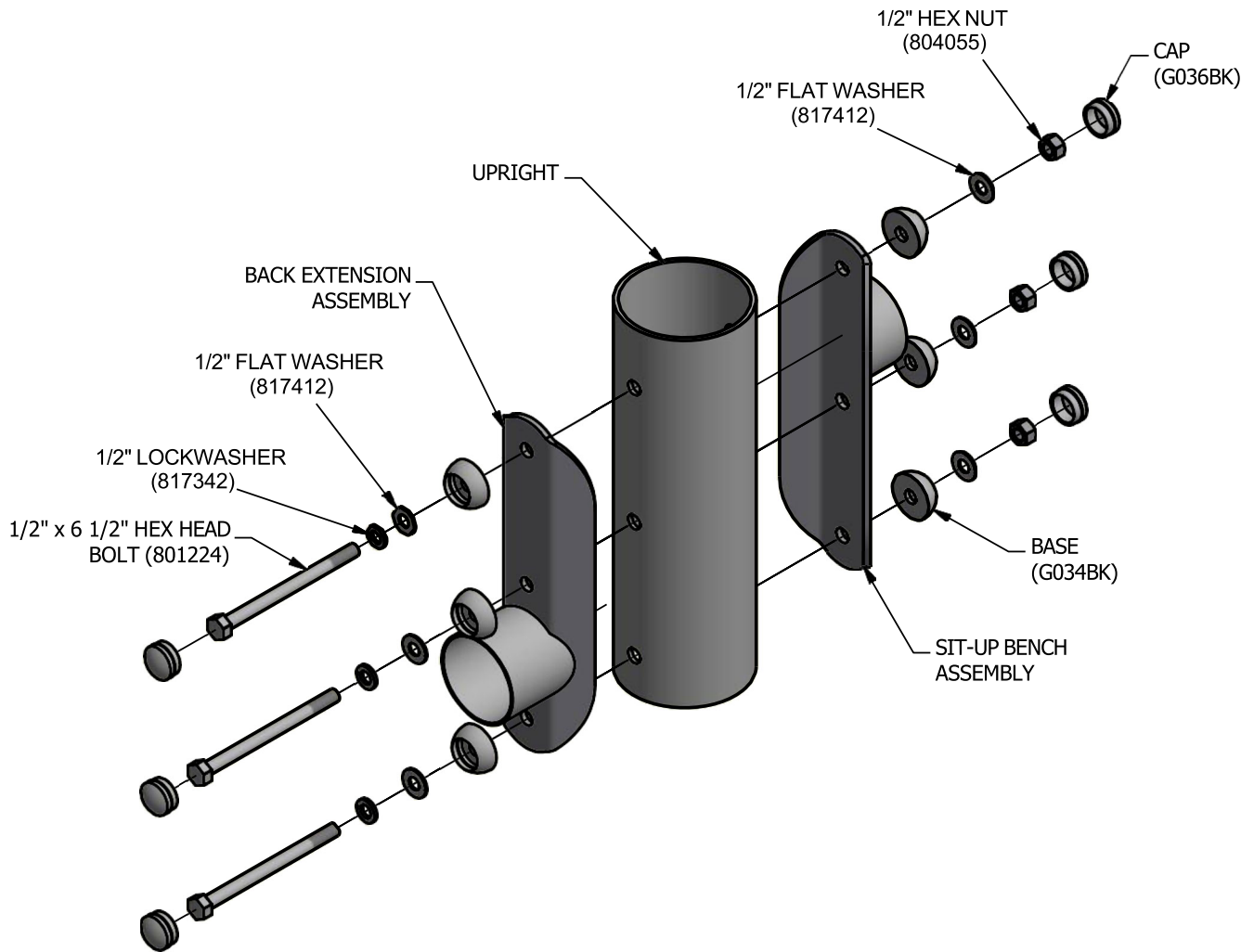
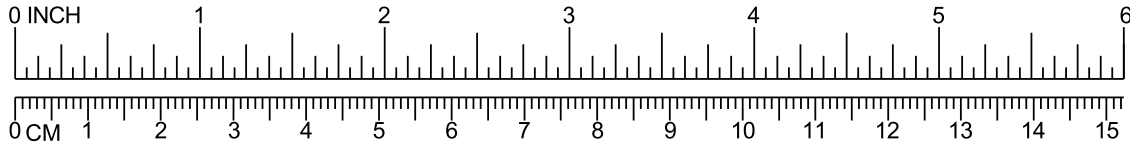
# DETAILS -for- 13561

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NOTE: AFTER ASSEMBLY IS COMPLETE, PEEN TEE-NUTS AND FLAT WASHERS TO MATCH RADIUS OF PIPE.



**BODY SIT UP & BACK EXTENSION ASS'Y DETAIL**

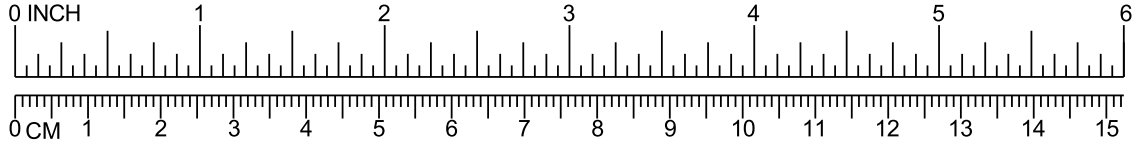
# DETAILS -for- 13561

IMPORTANT

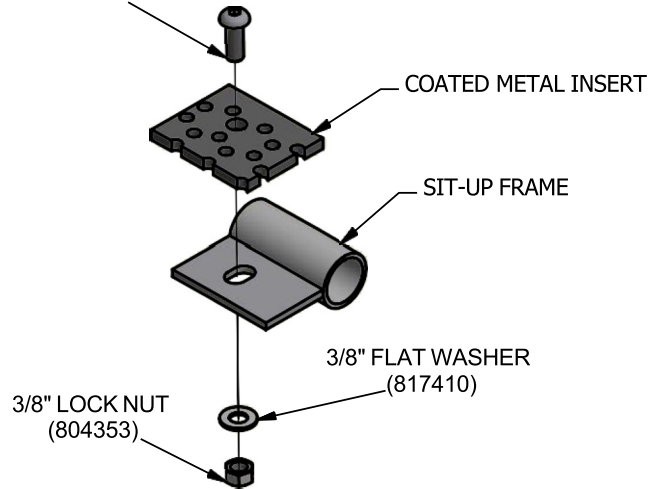
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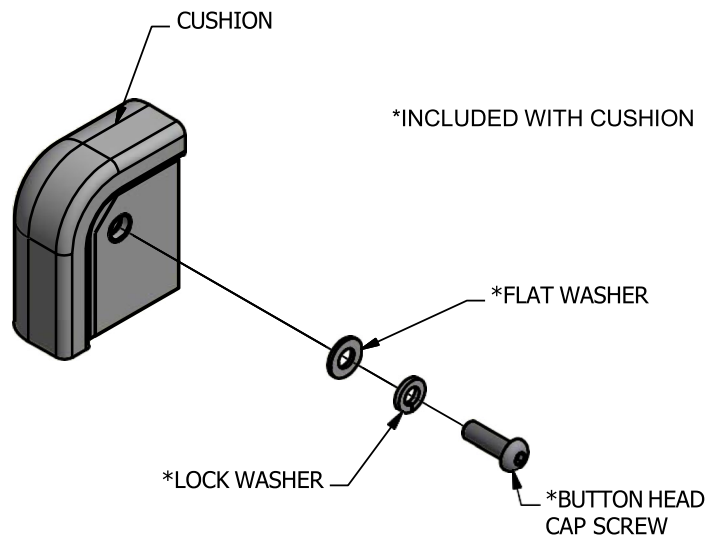
NOTE: AFTER ASSEMBLY IS COMPLETE, PEEN TEE-NUTS AND FLAT WASHERS TO MATCH RADIUS OF PIPE.



3/8" x 1" P.B.H.C.S.  
w/PATCH (812050)



## METAL INSERT TO FRAME DETAIL



## CUSHION TO FRAME DETAIL

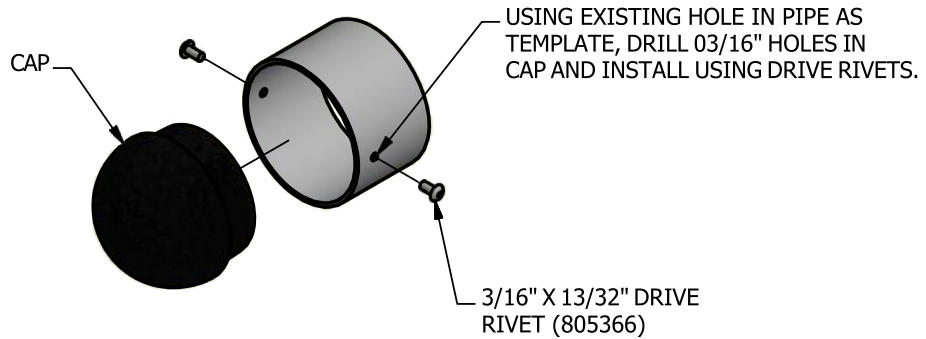
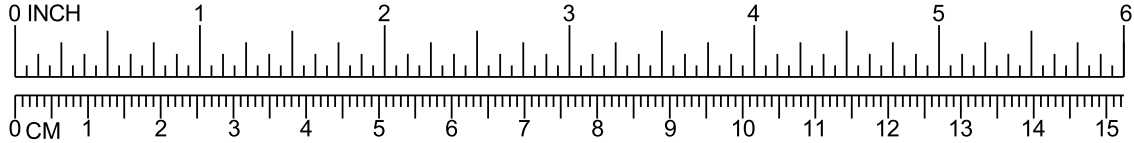
# DETAILS -for- 13561

## IMPORTANT

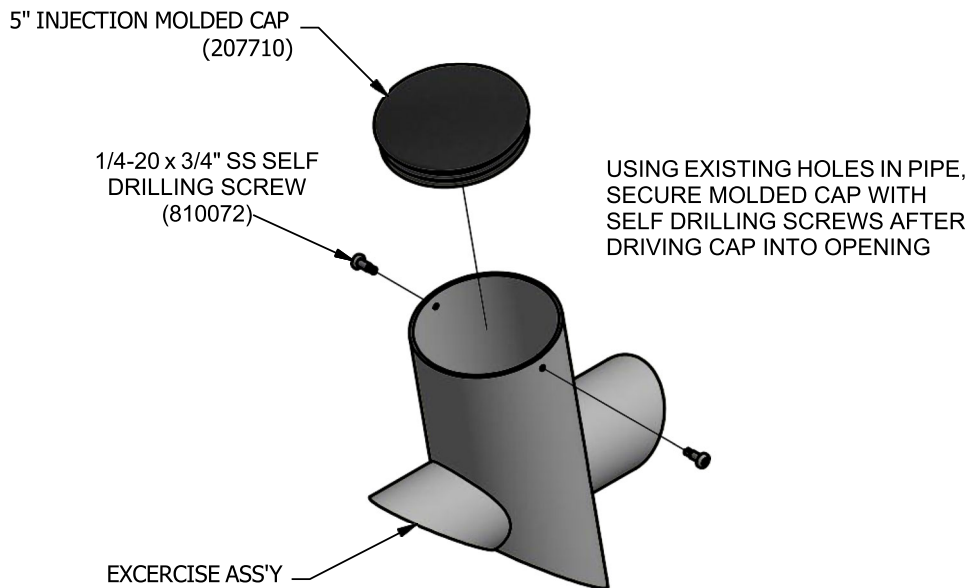
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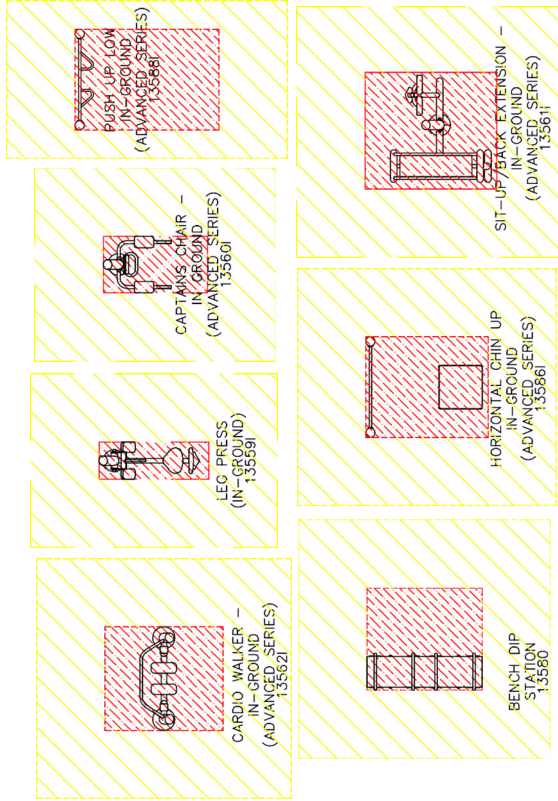


### DOME CAP DETAIL



### CAP DETAIL

AutoCAD SHX Text  
135881



City of Oakland  
Court yard Creek Community Fitness  
Oakland, CA  
representative  
LS

This play equipment is recommended for children ages 5-12

Minimum Area Required:  
Scale: 1" = 5'-0"  
This drawing can be scaled only when in an 11" x 17" format

**IMPORTANT:** Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and as depicted on the U.S. copyright form issued by the U.S. Consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By: JB  
Date: 2/15/24  
Drawing Name: Courtyard Creek Community Fitness

AutoCAD SHX Text  
135881



## Exhibit D

# **FITNESS EQUIPMENT MATERIAL QUOTE**



C/O MRC  
 PO Box 106  
 Spring Lake, NJ 07762  
 Ph: 732-458-1111  
 Em: MRC@GAMETIME.COM  
 Web: www.mrcrec.com

02/15/2024  
 Quote #  
 113278-01-02

## Oakland, CA Courtyard Creek Comm Fitness

Oakland City of  
 Attn: Hank Phan  
 3711 Suter St  
 Oakland, CA 94619  
 Phone: 510-381-0848  
 hphan@oakland.gov

Ship to Zip 94621

Quantity	Part #	Description	Unit Price	Amount
1	13559I	GameTime - Leg Press (Single)	\$6,194.00	\$6,194.00
1	13560I	GameTime - Captain's Chair - In-Ground Mount	\$4,918.00	\$4,918.00
1	13562I	GameTime - Cardio Walker (In Ground)	\$6,194.00	\$6,194.00
1	13580	GameTime - Bench Dip Station	\$2,167.00	\$2,167.00
1	13586I	GameTime - Horizontal Chin Up In ground	\$2,132.00	\$2,132.00
1	13588I	GameTime - Push Up Lo In ground	\$1,545.00	\$1,545.00
1	13561I	GameTime - Sit Up/ Back Extension	\$6,164.00	\$6,164.00
Contract: OMNIA #2017001134			<b>Sub Total</b>	\$29,314.00
			<b>Discount</b>	(\$4,690.24)
			<b>Freight</b>	\$2,064.63
			<b>Tax</b>	\$2,523.94
			<b>Total</b>	<b>\$29,212.33</b>

### Comments

Supply Only

Customer is responsible for verifying all items and quantities

Taxes added; Delivery Address as noted:

7101 Edgewater Drive Oakland CA 94621

if any variation from this address a review of the appropriate tax rate will be applied to your final order.

## ATTACHMENT 4

### Outdoor Water Fountain/Bottle Fill Specification and Installation and Drawings

The product link below includes specification, installation instruction, as well as CAD drawings.

**LK4420BF1UDBEVG:** Elkay Outdoor ezH2O Upper Bottle Filling Station Bi-Level Pedestal with Pet Station  
Non-Filtered Non-Refrigerated Evergreen

HDS# 559406

\$10,301.00 (USD)

<https://www.elkay.com/products/details/LK4420BF1UDBEVG>

