

# CITY OF OAKLAND

## Parks and Recreation Advisory Commission



### AGENDA FOR REGULAR MEETING

Date: Wednesday, July 10, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

#### Remote access instructions:

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

- To join online, please click on the following link: <https://us06web.zoom.us/j/86077441459>.
- To join by phone, please use one of the options below:
  - One-tap mobile.
    - +16699006833,,86077441459# US (San Jose), +14086380968,,86077441459# 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/86077441459>.
  - Webinar ID: 860 7744 1459.

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

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

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

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

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

#### **Agenda Items**

1. Call to Order
2. Roll Call / Determination of Quorum
  - Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo, Rodriguez, Snyder, Tran, Watkins, Whitmore
3. Modification of the Agenda
4. Disposition of Minutes
  - Draft minutes from regular meeting on June 12, 2024.
5. Open Forum
  - Comment on all items not on this agenda will be taken at this time.
6. Consent Calendar
  - A single agenda item on the overall agenda for events that have been presented to the PRAC and held successfully for three or more consecutive years. Note that PRAC can use a single motion to approve multiple items under the Consent Calendar and/or request items be removed for separate discussion.
7. Measure Q Update
  - Monthly OPW Informational Report on Measure Q and Performance Measure Updates.
8. New Business
  - 8A. Request approval to allow Love Our Lake Steering Committee to have a food truck onsite selling and beverages (non-alcoholic), the sales merchandise and collection of donations by Diamano Coura for their West African dance lessons and drumming at the Love Our Lake Campaign held at Lakeside Park (Edoff

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Memorial Bandstand & grassy area near lawn bowling) on Saturday, July 27, 2024, Saturday, August 24, 2024, from 1:00pm-4:00pm and 2nd Saturdays (June-September) from 3:00pm-4:30pm (Diamano Coura-West African dance/drumming lessons).

- 8B. Request from American Brain Tumor association approval to collect on-site registration fees and merchandise sales at the 5k/10k Pride Run/Walk at Lakeside Park on Saturday, September 14, 2024, from 6:00am-11:30am.
- 8C. Request from Omnira Institute for approval to collect on-site donations, vendor sales of food, beverages, arts, crafts and merchandise at the Ninth Annual Black-Eyed Pea Festival to be held at Marston Campbell Park on Saturday, September 14, 2024, 11:00am-7:30pm.
- 8D. Request for the Parks and Recreation Advisory Commission to review and support the replacement of missing orienteering markers on the White Trail at Joaquin Miller Park.
- 8E. Request for the Parks and Recreation Advisory Commission to review and support wildlife camera detection surveys to be conducted by Oakland Trails in Joaquin Miller Park, Leona Heights Park, and Dimond Canyon.
- 8F. Status report for the Parks and Recreation Advisory Commission (PRAC) for donation of free labor and course design work for the installation of Disc Golf baskets and courses at 7 city parks community response.

9. Planning and Conditional Use Permits (CUPs)

10. Update from the Director, Committees, and Announcements

11. Continuation of Open Forum

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

12. Adjournment

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

Date: Wednesday, July 10, 2024

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

### Next Regular PRAC Meeting

Date: Wednesday, September 11, 2024

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.

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# CITY OF OAKLAND

## Parks and Recreation Advisory Commission



### MINUTES FOR REGULAR MEETING

Date: Wednesday, June 12, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

#### Agenda Items

1. Call to Order: **4:41 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 Cervantes, Kos-Read, Omolo, Snyder, Thomas, and Watkins

**Excused (2):** Commissioners Alper, Henderson

**Absent (1):** Commissioner Whitmore

**Action:** Quorum confirmed.

3. Modification of the Agenda

- **New Business Items 8B and 8C are stricken from the agenda.**
- **Item 7 will be heard before the Consent Calendar.**

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

**Moved by:** Commissioner Watkins

**Seconded by:** Commissioner Kos-Read

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

No (0)

**Action:** Motion Passed.

4. Disposition of Minutes

- Approval of draft minutes from regular meeting on **May 10, 2024.**

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

**Moved by:** Commissioner Kos-Read

**Seconded by:** Vice Chair Barach

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

No (0)

Abstain (1) Commissioner Cervantes

**Action:** Motion Passed.

5. Open Forum

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

**In-Person:** 2

**Remote:** 4

**Email:** 3

7. Measure Q Update

- Monthly OPW Informational Report on Measure Q, Performance Measure Updates.
- Proposed Measure Q Expenditures for Fiscal Year 2024 – 2025.

**Public Comment**

In-Person: 0

Remote: 1

Email: 0

**Motion:** Chair Tran entertained a motion to give the Chair and Vice Chair the authority to write a letter and speak on behalf of the PRAC during a meeting to City Council regarding the use of Measure Q funds.

**Moved by:** Commissioner Omolo

**Seconded by:** Commissioner Watkins

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

No (0)

**Action:** Motion Passed.

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

**Moved by:** Commissioner Kos-Read

**Seconded by:** Commissioner Omolo

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

No (0)

**Action:** Motion Passed.

6. Consent Calendar

- A single agenda item on the overall agenda for events that have been presented to the PRAC and held successfully for three or more consecutive years. Note that PRAC can use a single motion to approve multiple items under the Consent Calendar and/or request items be removed for separate discussion.

- 6A. Request from San Francisco Mime Troupe to collect donations and sales of event related merchandise at Lakeside Park (bandstand) on Wednesday, July 31, 2024, and Thursday, August 1, 2024.
- 6B. Request from Oakland East Bay Garden Center, Inc. and Friends of the Gardens at Lake Merritt (FGLM) to collect funds on site at the Annual Autumn Lights Festival/Fundraiser at Lakeside Park Garden Center and The Gardens at Lake Merritt on Thursday, October 17, 2024 – Saturday, October 19, 2024, from 6:00pm-11:00pm.

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

**Moved by:** Vice Chair Barach

**Seconded by:** Commissioner Watkins

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

No (0)

**Action:** Motion Passed.

8. New Business

- 8A. Request for the Parks and Recreation Advisory Commission to review and support installation of an outdoor library box, also known as “Little Town Library,” at the Courtland Creek site through the collaborative partnership between the Oakland Public Library and the Eat. Learn. Play Foundation.

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

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

**Moved by:** Vice Chair Barach

**Seconded by:** Commissioner Watkins

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

No (0)

**Action:** Motion Passed.

9. Planning and Conditional Use Permits (CUPs)

None.

10. Update from the Director, Committees, and Announcements

- OPRYD Assistant Director Harith Aleem reported on a successful meeting with the Trust for Public Land (TPL).
- Chair Tran congratulated Gordon Matassa, Tree Services Division of OPW, on being awarded employee of the year.
- Commissioner Kos-Read announced Lake Fest next in upcoming Saturday from 11a -7p with the stage open for live dancing from 3p – 5p.
- New Commissioner introductions from Fernando Cervantes, Cameron Snyder, Thomas Omolo, and Josefina Thomas

11. Continuation of Open Forum

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

**In-Person:** 2

**Remote:** 0

12. Adjournment: **6:59 pm.**

DRAFT



**Next Regular PRAC Meeting**

Date: Wednesday, June 12, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

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

Respectfully Submitted,



Jasmine S. Bellow

Executive Assistant to the Director

PRAC Recording Secretary

DRAFT

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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission (PRAC)  
**FROM:** Liam Garland, Assistant to the Director of Public Works (OPW)  
**DATE:** July 10, 2024  
**SUBJECT:** **Informational Report: OPW Measure Q Update**

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**SUMMARY**

This report provides:

1. OPW’s updates to PRAC regarding the hiring of staff related to Measure Q-funded park maintenance services.
2. Delivery of Measure Q-funded services.
3. Update on Measure Q-funded stormwater initiatives.
4. Status update on parks assessments.

**BACKGROUND / LEGISLATIVE HISTORY**

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

**STATEMENT OF THE ISSUE**

At the June 12, 2024 meeting, Assistant to the Public Works Director Liam Garland presented the monthly maintenance report. This month’s update focuses on six areas:

1. **Staffing:** Measure Q Section 3(B)(1)(m): “Providing dedicated staff at major parks. ‘Major Parks’ means City operated Community Parks, Region-serving parks, and Resource Conservation Areas, as those terms are used in the Open Space Conservation & Recreation (OSCAR) Element of the Oakland General Plan.”

Attachment A provides a list of Measure Q-funded positions and whether the positions are filled or vacant. Attachment B provides a list of positions primarily within Parks and Trees Division and Facilities Services Division that are funded by sources besides Measure Q, and whether those positions are filled or vacant. These lists do not include potential changes being considered by City Council in its adoption of a FY 2024/2025 budget.

*Hiring.* The table below shows Measure Q-related hiring and vacancies for May and prior months. Future reports will complete the remaining months of this fiscal year.

Measure Q Funded Positions	FY 2023/2024				
	Dec	Mar	Apr	May	June
# of Filled Positions	81	83	82	79	TBD
# of Vacant Positions	22	17	18	21	
% Vacant Positions	21%	17%	18%	21%	

*Dedicated Staff.* Staff define Measure Q’s dedicated staffing goal as at least one full-time equivalent (FTE) devoted per month at each major park.<sup>1</sup> Staff also developed a preliminary industry standard for number of parks maintenance FTEs per acre of park maintained. In 2008, the International City/County Management Association recommended a best practice of one park maintenance staff member per 12 acres of parkland and indicated a higher ratio if population density is higher. Oakland has a high population density and these major parks face frequent illegal dumping, so staff adjusted the industry standard to one parks’ maintenance staff to 10 acres.

To approximate FTEs per major park, staff track total labor hours worked by staff at each major park. Then these total labor hours per park are converted into a FTE count per park by dividing the total work hours per park by the number of hours a FTE works per month. This results in an approximate number of FTEs per park per month. For example, Arroyo Viejo Park’s FTE count for the month of May is 3.4. It is calculated by work orders showing 589.5 hours worked in May at this park, divided by a FTE’s approximate 173 hours per month (2080 annual work hours divided by 12 months).

Attachment C shows the results. In May, 91% (or 10) parks met the Measure Q-derived goal of 1 FTE per major park, and 9% (or 1) did not. This shows improvement over the prior month of May, where a significant maintenance push was made at Lakeside Park that made it harder to meet the staffing goal at other major parks. In addition, 64% (or 7) of the parks met the preliminary industry standard of 1 FTE/10 acres and 36% (or 4) did not.

Future reports will continue updating this data for relevant months. After several months of data collection, staff and the PRAC can begin to evaluate trends over time and compare them with the monthly and quarterly maintenance reports, and cross-reference these trends with the maintenance findings from the parks assessments referenced at the end of this report. At that point, the preliminary industry standard goal for baseline FTEs per park can be updated.

2. **Ballfield Mowing:** Measure Q Section 3(B)(1)(a): “Mowing City operated sports fields frequently, every other week, or as may be required by the time of year.”

The Parks and Trees Division in Public Works’ Bureau of the Environment is responsible for ballfield mowing. Measure Q sets a priority to mow “frequently” and defines frequently as every other week (or roughly two times per month), or “as [frequently as] it may be required by the time of year.”

Public Works sets a different goal based on time of the year. During the off peak (or rainy) season from November to March, rain is likely and ballfields are used less, thus mowing is less frequent. Staff’s goal in the off-peak season is one mow per month at each field.

Off Peak (Rainy Season)					Peak (Dry Season)						
Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
ballfield mowing 1x/month					ballfield mowing 2x/month at minimum						

<sup>1</sup> OSCAR identified three resource conservation areas. Two of the three resource conservation areas have since been stewarded by the East Bay Regional Parks District. The third is the undeveloped portions of Joaquin Miller Park, where Public Works responds to service requests but does not provide proactive maintenance.

Peak (or dry) season is April to October. Rain is unlikely, ballfield use is high, and mowing is, and should be, occurring regularly. Measure Q says mowing should be occurring “every other week.” In peak season, staff’s goal is mowing ballfields twice per month at minimum, 100% of the time.

Attachment D shows the results. The May data shows the number of ballfield mows increased by 12 (74 in May versus 62 in April) and the total number of mows exceeded the peak-season goal of a minimum of 2 mows per month per park 100% of the time. In the park-by-park analysis, 73% of parks met the peak-season goal in May versus 53% in April. In addition, whereas the April mow data showed several parks receiving no mows, every park in May was mowed at least once.

3. **Trash and Litter:** Measure Q Section 3(B)(1)(b): “Collecting trash and litter several times per week, including Saturdays and Sundays, from the City’s most used parks, assuring equitable distribution of resources...”

Staff define the City’s most used parks as the community parks and regional-serving parks in the General Plan’s OSCAR element. Trash cans are emptied and litter removed at these parks every Monday and Friday by the Parks and Trees Division.

Staff set two goals for trash and litter pickup. The baseline goal is emptying of cans and picking up litter two times per week (or eight times per month), 100% of the time. To derive a Measure Q goal, staff took the baseline goal of two pickups, added a pickup on Saturday and Sunday to reflect Measure Q’s language “including Saturdays and Sundays...”, and then included an overall completion rate of 75% of the time. This Measure Q-derived goal translates into three or more weekly pickups (four pickups multiplied by 75%) at the most used parks.

Attachment E shows the results. The overall count of 1,924 trash cans emptied in May is slightly above the baseline goal of 1,888. For the park-by-park analysis, 55% of the individual parks are meeting that baseline goal and 45% are not. This rate of trash can emptying also falls short of the Measure Q-derived goal. Staff would have to empty 908 additional cans in order to meet the Measure Q-derived goal. Given this is the first report of data on trash can emptying, we may see results closer to stated goals based on better record keeping and reporting in future months.

4. **Restroom Cleaning:** Measure Q Section 3(B)(1)(e): “Cleaning Park Restrooms more than once per day, especially on weekends.”

The Facilities Services Division of Public Works’ Bureau of Maintenance and Internal Services is responsible for outdoor restroom cleaning.

Staff set a baseline goal of cleaning every parks’ outdoor restroom once per day, 100% of the time. This month’s reporting is based on data collected in May 2024. With 31 days in the reporting period, the baseline goal is 31 cleanings per outdoor restroom (or one daily cleaning per restroom).

To derive a Measure Q goal, staff considered the ballot text’s language to clean park restrooms “more than once per day, especially on weekends.” Staff set a target of twice per

day cleanings including weekends and then included the goal of meeting this twice-per-day standard 80% of the time. This Measure Q-derived target for May's reporting is 50 cleanings per park restroom (two cleanings per day for 31 days multiplied by 80%).

Each cleaning count represents the restroom or restrooms being cleaned at the listed location. Where only one bathroom exists at a location, one count equals one restroom cleaning. In locations with multiple restrooms, one count represents multiple restrooms being cleaned.

Attachment F shows the results. The overall count of 918 cleanings in May is above the baseline goal of 868 cleanings. However, cleanings are falling short both in the baseline goal at 67% of the individual parks and several hundred cleanings short of the Measure Q-derived goal of twice per day cleanings, 80% of the time.

No reporting is provided for parks restrooms that are closed or operate only seasonally or by event. These include Arroyo Viejo (McConnell Field), Caldecott, Carter Gilmore, DeFremery, Joaquin Miller-Sequoia Arena, Lafayette Park, Oakport Field, Otis Spunkmeyer Field, Raimondi, Officer Willie Wilkins, Willow Park, and Woodminster.

5. **Update on Stormwater and Water Quality Initiatives:** Measure Q Section 3(B) and (3)(B)(a)+(f)+(k): "Services to address water quality and related litter reduction...[including] [u]pdating the City Storm Drainage Master Plan...[a]cquiring, installing and maintaining full trash capture systems...[and] performing routine operations and maintenance for the City's stormwater system..."

The Watershed and Stormwater Management Division of Public Works' Bureau of Design and Construction is responsible for updating the City's Storm Drainage Master Plan, which is the initial primary beneficiary of Measure Q funding for water quality and litter reduction. The plan's budget is \$3,681,000 of which \$1,839,976 is funded by Measure Q. The plan is estimated to be completed by Winter 2026.

This plan assesses the condition of the City's storm drainage system and identifies areas prone to flooding. It includes an inventory and assessment of the City's storm drainage system; studies to evaluate if drains and pipes have capacity to handle storm drainage flows; a prioritized list of improvements to reduce local flooding and to add green stormwater infrastructure designed to clean stormwater and provide urban greening benefits; preliminary cost estimates of storm drainage system improvements; and suggestions for funding sources to implement the planned storm drainage improvements.

To date, the plan's hydrology and hydraulic modeling effort is 99% complete. The storm drainage system's inspection and inventory is 58% complete, and a project to capture video footage of storm drainage pipes is 6% complete. The inspection and video information will be used to develop condition ratings. The consultant is also identifying major system capacity deficiencies based on modeling results, complaints, and maintenance information. For the highest priority deficiencies, watershed-based capacity improvement project alternatives will be developed, e.g. upsized storm drainage pipes, diversions, detention, floodwalls, pump station improvements, etc. Designs to 10% will be developed for each selected alternative to better quantify the cost and to serve as the basis for future funding applications.

This process was completed for one section of Oakland and two flood control/storm drainage capacity improvement projects were developed that are receiving initial design development funds through Measure U (Empire Road and Bernhardt Drive). In addition, the consultant has completed assessments of the City's stormwater pump stations and existing large trash capture devices, which informs future capital planning and maintenance needs. The consultant also completed a Lake Merritt bathymetry analysis and dissolved oxygen and temperature monitoring. They are working on a tree canopy model (39% complete), design standard updates, sea level rise alternatives, CEQA, and a maintenance and inspection plan. The plan also has identified five channel daylighting sites and nine regional green infrastructure sites with flood control and trash capture benefits.

Besides the Storm Drainage Master Plan, Measure Q contributes to other significant stormwater initiatives. These include the procurement and installation of 250-350 full trash capture devices in storm drains in high trash generating areas (\$1 million); the Lake Merritt Water Quality Management Pilot Project that installed devices to protect aquatic life from the potential impacts of harmful algal blooms (\$400,000 in FY 23/24 and \$400,000 in FY 24/25); and Courtland Creek Restoration Project improvements that reduce sediment discharges to the Courtland Creek (\$150,000).

Measure Q has also contributed to the following initiatives related to the stormwater system's repair, maintenance, or regulation:

- a complex culvert cleanup at International Boulevard from 57<sup>th</sup> to 62<sup>nd</sup> Ave (\$289,662),
- a storm drain line cleaning at San Leandro Street and 62nd Ave (\$257,723),
- consultant assistance in trash load reduction for stormwater permit (\$85,000),
- a sinkhole repair at Dimond Park next to Sausal Creek (\$79,350),
- an urgent Camino Lenada Street repair protecting Palo Seco Creek (\$76,484), and
- the cleanup of excessive sediment on streets after winter storms (\$2,200).

Another progress update on stormwater and water quality initiatives will be presented at the December PRAC meeting.

**6. Status Update on Parks Assessments:** Measure Q Section 3(B)(1)(l): “Developing measurable tools to ensure *equitable* maintenance of all parks and open spaces...”

Staff are developing park assessments prompted by the Measure Q section cited above and by the [City Auditor's December 21, 2023 report](#) at Recommendation #6, agreed to by the City Administrator, that recommends “a baseline condition for parks maintenance conditions...”

The Parks and Trees Division of Public Works' Bureau of Environment is responsible for park maintenance. It is currently soliciting a consultant to conduct an updated inventory of park assets under their purview and some assets that are under the purview of the Facilities Division (that is part of the Bureau of Maintenance and Internal Services) and then conduct condition assessments of those assets. The assessments will categorize the City's parks and grounds by size, amenities, and facilities. The inventory will be geo-coded and incorporated into the City's computerized maintenance management system, Cityworks.

The assessments will first establish baseline acceptable conditions by asset type (i.e., pool, outdoor restroom, ballfield, pathway) and then provide recommendations for maintenance services necessary to restore park assets to fully operational status as measured against established baseline conditions. If baseline condition of an asset or assets cannot be achieved through additional maintenance services, the asset will be noted for potential inclusion in future capital work.

OPW is coordinating the development of these assessments with the Parks, Recreation, and Youth Development Department. These assessments will include park-by-park ratings and engage community partners such as the Oakland Parks and Recreation Foundation. A nonprofit may be hired as a sub-consultant to conduct the individual park inspections.

The assessments will be developed after reviewing best practices from San Francisco and San Jose who have recently conducted similar exercises. Park assets include, but are not necessarily limited to, tot lots, ballfields and other sports fields, restrooms, drinking fountains, pools, basketball, tennis, or other sports court, 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), and vegetated areas such as border shrubbery or planting strips. The comprehensive list of assets for inventory and evaluation will be developed by the consultant in consultation with City staff. The interiors of recreation centers and natural water features are excluded given budget constraints.

As noted above, where it is not possible to achieve baseline conditions of an asset through maintenance services, the assessments will note the need for capital work and will include recommendations for replacement and repair, including high-level scope and cost estimates, and a suggested schedule it would reasonably take to conduct the repair or replacement of the deficiencies found in inspections. An executive summary will aggregate the findings and methodology of the assessments.

The consultant also will recommend an approach to Measure Q's requirement to "[develop] measurable tools to ensure equitable maintenance of all parks and open spaces..." after reviewing the OakDOT's Geographic Equity Toolbox and in consultation with the departments of Public Works; Parks, Recreation, and Youth Development; and Race and Equity.

Staff are issuing a solicitation, will interview consultants in July, and expect to issue a notice to proceed in August. The results of these assessments will be presented to PRAC in March 2025, especially the portions relevant to PRAC's Measure Q FY 2025-2027 budget recommendations to the City Council.

Finally, the anticipated staff reporting schedule at Attachment G has been updated to reflect the park assessment returning to PRAC in March 2025 and to show quarterly maintenance reporting.

### **RECOMMENDATION**

OPW recommends that PRAC receive this informational report.

Respectfully submitted by:

/s/ Michael Kashiwagi  
Michael Kashiwagi  
Interim Director of Public Works

Respectfully prepared by:

/s/ Liam Garland  
Liam Garland  
Assistant to the Public Works Director

Attachments: A – List of Measure Q Funded Positions  
B – List of Positions from Parks, Trees, and Facilities Services  
C – Dedicated Staffing at Major Parks  
D – Ballfield Mows  
E – Trash Can Emptying  
F – Restroom Cleaning  
G – Anticipated Staff Reporting Schedule for FY 2024-2025



## Attachment A – List of Measure Q-Funded Positions

Fund	Classification	#Filled	#Vacant	%Vacant
Measure Q	Administrative Assistant II	1		
Measure Q	Business Analyst II	1		
Measure Q	Capital Imp Proj Coord, Asst	1		
Measure Q	Construction & Maintenance Mechanic	1	1	50.00%
Measure Q	Custodian	3	2	40.00%
Measure Q	Electrician		1	100.00%
Measure Q	Engineer, Assistant I (Office)		1	100.00%
Measure Q	Gardener Crew Leader	20	6	23.08%
Measure Q	Gardener II	29	2	6.45%
Measure Q	Irrigation Repair Specialist	2	2	50.00%
Measure Q	Painter	2		
Measure Q	Park Attendant, PPT	3	1	25.00%
Measure Q	Park Equipment Operator	6	1	14.29%
Measure Q	Park Supervisor I	6		
Measure Q	Park Supervisor II	1	1	50.00%
Measure Q	Tree Trimmer	2	1	33.33%
Measure Q	Tree Worker	1	2	66.67%
<b>Total</b>		<b>79</b>	<b>21</b>	<b>21.00%</b>

## Attachment B – List of Positions Primarily from Parks, Trees, and Facilities Services

Fund	Classification	#Filled	#Vacant	%Vacant
Comprehensive Cleanup Fund	Administrative Analyst I	1		
Comprehensive Cleanup Fund	Administrative Analyst II	2		
Comprehensive Cleanup Fund	Administrative Assistant II	1	1	50.00%
Comprehensive Cleanup Fund	Electrical Painter		1	100.00%
Comprehensive Cleanup Fund	Environmental Enforcement Officer	6	1	14.29%
Comprehensive Cleanup Fund	Facility Security Assistant, PPT		1	100.00%
Comprehensive Cleanup Fund	Heavy Equipment Operator	1		
Comprehensive Cleanup Fund	Painter	3	1	25.00%
Comprehensive Cleanup Fund	Public Works Maintenance Worker	22	2	8.33%
Comprehensive Cleanup Fund	Public Works Operations Manager	1		
Comprehensive Cleanup Fund	Public Works Supervisor I	3	1	25.00%
Comprehensive Cleanup Fund	Public Works Supervisor II	2		
Comprehensive Cleanup Fund	Street Maintenance Leader	11	2	15.38%
Comprehensive Cleanup Fund	Street Sweeper Operator	17	3	15.00%
Comprehensive Cleanup Fund	Tree Supervisor I		1	100.00%
Comprehensive Cleanup Fund	Tree Supervisor II	1		
Comprehensive Cleanup Fund	Tree Trimmer	4	1	20.00%
Comprehensive Cleanup Fund	Tree Trimmer Crew Leader		2	100.00%
Comprehensive Cleanup Fund	Tree Worker	1		
Facilities	Administrative Analyst II	2		
Facilities	Administrative Assistant II		1	100.00%
Facilities	Capital Improvement Project Coordinator	1		
Facilities	Carpenter	5		
Facilities	Construction & Maintenance Mechanic	6	1	14.29%
Facilities	Construction & Maintenance Supv I	3		
Facilities	Custodial Services Supervisor I	5		
Facilities	Custodian	45	5	10.00%
Facilities	Custodian Supervisor		1	100.00%
Facilities	Custodian, PPT	5	1	16.67%
Facilities	Electrical Engineer II	1		
Facilities	Electrician	1	1	50.00%
Facilities	Electrician Leader	1		
Facilities	Facilities Complex Manager	1	1	50.00%
Facilities	Facilities Complex Manager, Assistant		1	100.00%
Facilities	Maintenance Mechanic	2	7	77.78%
Facilities	Manager, Building Services	1		
Facilities	Painter	4		
Facilities	Plumber	3		
Facilities	Pool Technician		2	100.00%
Facilities	Pool Technician, PPT		1	100.00%

Facilities	Project Manager	1	100.00%
Facilities	Stationary Engineer	8	3 18.18%
Facilities	Stationary Engineer, Chief	3	
LLAD	Administrative Assistant I	1	
LLAD	Arboricultural Inspector	1	
LLAD	Gardener Crew Leader	2	
LLAD	Gardener II	3	1 25.00%
LLAD	Manager, Park Services	1	
LLAD	Park Supervisor I	1	
LLAD	Park Supervisor II	1	
LLAD	Tree Trimmer Crew Leader	1	100.00%
<b>Total</b>		<b>183</b>	<b>45 19.30%</b>

**Attachment C – Dedicated Staffing at Major Parks**

<b>Staff FTEs at Major Parks</b>	Acres	May 2024 FTE Total	Msr Q Goal: at least 1 FTE/park	Met goal?	Industry standard: 1 FTE/10 acres	Met goal?
Arroyo Viejo Park	10.1	3.4	1	Yes	1.0	Yes
Brookdale Park	4.7	1.9	1	Yes	0.5	Yes
Brookfield Park	14	3.5	1	Yes	1.4	Yes
Bushrod Park	10.1	2.9	1	Yes	1.0	Yes
Defremery Park	14	0.2	1	No	1.4	No
Dimond Park	14.3	1.2	1	Yes	1.4	No
Joaquin Miller Park*	150	2.9	1	Yes	15.0	No
Lakeside Park	122	11.9	1	Yes	12.2	No
Montclair Park	6.7	2.7	1	Yes	0.7	Yes
Mosswood Park	11	1.3	1	Yes	1.1	Yes
San Antonio Park	11.62	2.3	1	Yes	1.2	Yes
% to Goal				91%		64%
Count "Yes" =				10		7
Count "No" =				1		4

\*Joaquin Miller Park has 500 total acres, but 350 acres are resource conservation areas.

## Attachment D – May Ballfied Mows

Monthly Mows of Ballfields	# of May mows (peak season)	Goal: off peak, 1x/mo; peak at least 2x/mo, 100% of time	Goal Met?
Allendale Rec Center Field	2	2	Yes
Arroyo Viejo-McConnell Field	4	2	Yes
Arroyo Viejo-Ricky Henderson A's Field	1	2	No
Brookdale Rec Center Field	4	2	Yes
Brookfield Rec Center Field	3	2	Yes
Burckhalter Park Field	1	2	No
Bushrod- Lower Field	4	2	Yes
Bushrod-Upper Field	2	2	Yes
Central Reservoir Park Field	3	2	Yes
Concordia Park Field	2	2	Yes
Curt Flood Field	3	2	Yes
Franklin Field	1	2	No
Garfield Ballfield	4	2	Yes
Golden Gate Rec Center Field	3	2	Yes
Greenman Field/Carter Gilmore	4	2	Yes
Jefferson Square Field	1	2	No
Joaquin Miller (Robin Perry) Field	1	2	No
Lowell Park Field	1	2	No
Montclair Recreation Center Field	3	2	Yes
Mosswood Rec Center Field	3	2	Yes
Oakport Field	4	2	Yes
Otis Spunkmeyer Field	3	2	Yes
Poplar Recreation Center Field	1	2	No
Pinto Park (Jones Field)	1	2	No
Raimondi Field	2	2	Yes
San Antonio Field	3	2	Yes
Shepherd Canyon Park Field	2	2	Yes
Sobrante Park Field	3	2	Yes
Tassafaronga Rec Center Field	3	2	Yes
Wade Johnson Park Field	2	2	Yes
Totals	74	60	
	% to Goal	123%	73%
		Count "Yes" =	22
		Count "No" =	8

**Attachment E– May Trash Can Emptying**

<b>Monthly Emptying of Trash Cans at Most Used Parks</b>	<b># of trash cans</b>	<b>May: times/month cans emptied</b>	<b>Baseline goal: 8x/mo, 100% of time</b>	<b>Goal met?</b>	<b>Ms. Q-derived Goal: 16x/mo emptying of cans, 75% of time</b>	<b>Goal met?</b>
Arroyo Viejo	5	67	40	Yes	60	Yes
Brookdale Park	6	27	48	No	72	No
Brookfield Park	6	83	48	Yes	72	Yes
Bushrod Park	10	227	80	Yes	120	Yes
Defremery Park	13	117	104	Yes	156	No
Dimond Park	16	60	128	No	192	No
Joaquin Miller Park	49	395	392	Yes	588	No
Lakeside Park	95	786	760	Yes	1140	No
Montclair Rec Center Field	13	16	104	No	156	No
Mosswood Park	2	12	16	No	24	No
San Antonio Field	21	134	168	No	252	No
		1,924	1,888		2,832	
		<b>% To Goal</b>	102%	55%	68%	27%
			Count "Yes" =	6	Count "Yes" =	3
			Count "No" =	5	Count "No" =	8

## Attachment F – May Restroom Cleaning

Monthly Restroom Cleanings	May 2024 Cleanings	Baseline Goal: 1x daily cleaning, 100% of time (31)	Goal met?	Measure Q-derived Goal: 2x daily cleanings, 80%+ of time (37)	Goal met?
12th St & Lake Merrit Blvd	37	31	Yes	50	No
Astro Park / Eastshore Park	51	31	Yes	50	Yes
Bella Vista Park	19	31	No	50	No
Brookdale Park	19	31	No	50	No
Burckhalter Park	30	31	No	50	No
Central Reservoir Recreation Area	16	31	No	50	No
Cesar Chavez Park	26	31	No	50	No
Concordia Park	17	31	No	50	No
Davie Tennis Stadium	21	31	No	50	No
Dimond Park	42	31	Yes	50	No
Estuary Park	29	31	No	50	No
Frog Park Rockridge-Temescal Greenbelt	28	31	No	50	No
Joaquin Miller - Fire Circle	39	31	Yes	50	No
Joaquin Miller - Redwood Glen	30	31	No	50	No
Joaquin Miller Park - Meadow	79	31	Yes	50	Yes
Lakeside Park - Sailboat House	47	31	Yes	50	No
Lowell Park	25	31	No	50	No
Madison/Wilma Chan Park	35	31	Yes	50	No
Maxwell Park	24	31	No	50	No
McCrea Park	26	31	No	50	No
Montclair Park	46	31	Yes	50	No
Morcom Rose Garden	36	31	Yes	50	No
Mosswood Park - Theater Building	28	31	No	50	No
Pine Knoll	40	31	Yes	50	No
San Antonio	43	31	Yes	50	No
Shepherd Canyon Park	31	31	Yes	50	No
Snow Park	28	31	No	50	No
Union Point	26	31	No	50	No
Total	918	868		1389	
	% To Goal	106%	43%	66%	7%
		Count "Yes"=	12		2
		Count "No"=	16		26

**Attachment G – Anticipated Staff Reporting Schedule for FY 2024-2025**

September	Close of FY 2024 Budget Adopted FY 2025 Budget Measure Q Minor CIPs
November	Quarter 1 Maintenance Review
December	Stormwater and Water Quality Update
January	Measure Q Budget Update
Feb	Quarter 2 Maintenance Review
March	Park Assessments
April	PRAC Develops Measure Q FY 2025-2027 Budget Recommendations
May	Quarter 3 Maintenance Review
June	City Council Adopts FY 2025-2027 Budget





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

**TO:** Tram Tran, Vice Chair, Parks & Recreation Advisory Commission  
**FROM:** Zemaine Thomas, Special Events Coordinator  
**DATE:** June 20, 2024  
**SUBJECT:** **REQUEST APPROVAL TO ALLOW LOVE OUR LAKE STEERING COMMITTEE TO HAVE A FOOD TRUCK ONSITE SELLING FOOD AND BEVERAGES (NON-ALCOHOLIC), THE SALES OF MERCHANDISE AND COLLECTION OF DONATIONS BY DIAMANO COURA FOR THEIR WEST AFRICAN DANCE LESSONS AND DRUMMING AT THE LOVE OUR LAKE CAMPAIGN HELD AT LAKESIDE PARK (EDOFF MEMORIAL BANDSTAND & GRASSY AREA NEAR LAWN BOWLING) ON SATURDAY, JULY 27, 2024, SATURDAY, AUGUST 24, 2024, FROM 1:00PM-4:00PM AND 2<sup>ND</sup> SATURDAYS (JUNE-SEPTEMBER) FROM 3:00PM-4:30PM (DIAMANO COURA-WEST AFRICAN DANCE/DRUMMING LESSONS).**

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**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Kymberly Miller, Executive Director of Children's Fairyland, requesting a food truck onsite to sell food and non-alcoholic beverages, sales of merchandise and collection of donations at the Love Our Lake Campaign. Funds collected will offset the cost of hosting the event and vendor sales will benefit the mobile food truck vendor for their services. The Love Our Lake Steering Committee is aware of the additional permits required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

Love Our Lake Steering Committee is paying all rental fees associated with the event estimated at \$2630.90.

**PROJECT / PROGRAM DESCRIPTION**

Memorial Day Weekend through Labor Day Weekend, the campaign will showcase Oakland's beauty and creative brilliance against the backdrop of the beloved jewel, Lake Merritt. The Love Our Lake Steering Committee will invite the public to:

- Discover pop-up activities showcasing Oakland artists, performers, and culture-makers.
- Join Lake Merritt walking groups
- Volunteer for organized lake stewardship activities
- Experience health and wellness through free classes

The following is the list of items and cost requested to be collected onsite the day of the events:

Food/Beverages, T-Shirts/Apparel	\$5 - \$36
Donations	All increments welcome.

**BACKGROUND / LEGISLATIVE HISTORY**

In May of 2024, several of Oakland’s treasured institutions—Children’s Fairyland, the Oakland Museum of California, the Oakland Public Library, the Oakland Parks & Recreation Foundation, and Visit Oakland—joined forces to launch “Love Our Lake,” a community-centered campaign to bring joy and vitality to Lake Merritt all summer long. This initiative arose from the organizations’ collective commitment to address public safety concerns and perceptions by accentuating and uplifting positive programs, activities, and events at Lake Merritt through collaboration with volunteer groups, culture-makers, and organizations around the Lake.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Love Our Lake Steering Committee have a food ruck onsite selling food and beverages (non-alcoholic), the sales of merchandise and the collection of donations at the Love Our Lake events to be held at Lakeside Park (Edoff Memorial Bandstand and Grassy Area Near Lawn Bowling) on Saturday, July 27, 2024, Saturday, August 24, 2024 from 1:00pm-4:00pm and 2<sup>nd</sup> Saturdays (June-September) from 3:00pm-4:30pm.

Respectfully submitted,

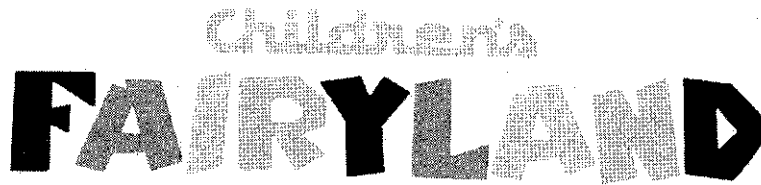
/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Harith Aleem

Approved by:  
Harith Aleem  
Assistant Director

Attachments: Exhibit A – Love Our Lake Steering Committee Proposal Letter  
Exhibit B – Non-Profit Certificate (501c3)



June 17, 2024

Parks & Recreation Advisory Commission  
% Zermaine Thomas, Central Reservations  
Oakland Parks, Recreation & Youth Development  
250 Frank H. Ogawa Plaza, Suite 3330  
Oakland, CA 94612

**Subject:** Love Our Lake Initiative & Special Events at Lake Merritt

Dear Members of the Oakland Parks & Recreation Advisory Commission,

On behalf of the Love Our Lake Steering Committee (organizations listed below), I am writing to request approval from the Parks & Recreation Advisory Commission to authorize the collection of funds in Lakeside Park

### **Brief History of Love Our Lake**

In May, several of Oakland's treasured institutions—Children's Fairyland, the Oakland Museum of California, the Oakland Public Library, the Oakland Parks & Recreation Foundation, and Visit Oakland—joined forces to launch "Love Our Lake," a community-centered campaign to bring joy and vitality to Lake Merritt all summer long. This initiative arose from the organizations' collective commitment to address public safety concerns and perceptions by accentuating and uplifting positive programs, activities, and events at Lake Merritt through collaboration with volunteer groups, culture-makers, and organizations around the Lake.

### **Overview of Love Our Lake Events**

From Memorial Day Weekend through Labor Day Weekend, the campaign will showcase Oakland's beauty and creative brilliance against the backdrop of our beloved jewel, Lake Merritt. We invite the public to:

- Discover pop-up activities showcasing Oakland artists, performers, and culture-makers
- Join Lake Merritt walking groups

- Volunteer for organized lake stewardship activities
- Experience health and wellness through free classes

Love Our Lake is hosting two, free Saturday concerts for the community at the Edoff Memorial Bandstand in Lakeside Park:

- Saturday, July 27, 1 - 4 pm: **John Santos & Friends**
- Saturday, August 24, 1 - 4 pm: **West Coast Blues Society**

Both events are being produced by Art + Soul Oakland. A copy of the park rental application is attached.

In addition, Oakland dance company Diamano Coura has launched a summertime series of free West African dance lessons for the community in Lakeside Park. The offering takes place every 2nd Saturday (June - September) at 3 pm on the grassy area next to the Lawn Bowling.

Visit Oakland's calendar of other LOVE OUR LAKE events, walking groups and tours, and volunteer opportunities happening throughout the summer can be viewed [here](#).

### **Request to Collect Funds Onsite and Reason for Onsite Collection**

The Love Our Lake Steering Committee requests PRAC approval of the following:

- Authorize a food truck to sell food and non-alcoholic beverages at the July 27 and August 24 community concerts from 1 - 4 pm
- Authorize the sale of Love Our Lake t-shirts created in partnership with Oaklandish (price = \$36). We may also sell other Love Our Lake promotional items (like buttons, stickers, or string backpacks) to generate awareness and excitement about the campaign, and raise funds to offset costs.
- Authorize the nonprofit West African dance group Diamano Coura to collect small donations for their drummers in keeping with their traditional practice whereby dancers tip the drummers as an expression of gratitude for the drumming.

### **Who Will Benefit from Funds**

Proceeds from the sale of the Love Our Lake t-shirts and other small promotional items will go to offset the cost of the Love Our Lake campaign and support payment of small stipends to local artists participating in the initiative.

Donations to the drummers supporting the Diamano Coura dancers will benefit the drummers.

### **Nonprofit/501(c)(3) Certificate**

Spearheaded by Children's Fairyland, the LOL Steering Committee is composed of cultural and public institutions around the lake, working in partnership on the musical concerts with Art &

Soul Oakland, a 501c3 nonprofit. The park use permits and required insurance are obtained by Art & Soul Oakland. A copy of Art & Soul Oakland's W-9 and IRS Letter of nonprofit determination are attached.

**Rental Application**

The rental application for use of Lakeside Park and the Edoff Memorial Bandstand for the July 27 and August 24 concerts is attached.

Thank you for your consideration of this request. We are excited about a summer of joy and vitality at Lake Merritt this summer, and invite you to join us in our collective efforts to polish the Jewel of Oakland!

Sincerely,

Kymberly Miller, Executive Director  
Children's Fairyland

*On behalf of Love Our Lake Steering Committee, a partnership of Oakland Parks & Recreation Foundation*

- *Oakland Museum of California*
- *Visit Oakland*
- *Oakland Public Library*

cc: Mandolin Kadera-Redmond, Oakland Parks and Recreation Foundation  
Karen Boyd, Board Member, Children's Fairyland  
Samee Roberts, Art & Soul Oakland

attachments

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

DEPARTMENT OF THE TREASURY

Date: AUG 24 2009

ART & SOUL OAKLAND  
C/O JAMES MACLLVAINE  
PO BOX 70174  
OAKLNAD, CA 94612

Employer Identification Number:  
75-3238481  
DLN:  
17053326357008  
Contact Person:  
GAYLE M ADAMS ID# 95073  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 10, 2007  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC



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

**TO:** Tam Tran, Vice-Chair, Parks and Recreation Advisory Commission  
**FROM:** Tanya Nicholson, Public Service Representative  
**DATE:** June 5, 2024  
**SUBJECT:** **REQUEST FROM AMERICAN BRAIN TUMOR ASSOCIATION APPROVAL TO COLLECT ON-SITE REGISTRATION FEES AND MERCHANDISE SALES AT THE 5K/10K PRIDE RUN/WALK AT LAKESIDE PARK ON SATURDAY, SEPTEMBER 14, 2024, FROM 6:00AM-11:30AM.**

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**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from the American Brain Tumor Association, a non-profit organization, is requesting approval to collect on-site registration fees and sales of merchandise at the 5K Run/Walk, proceeds raised from the event will go towards supporting the mission and patient services of the American Brain Tumor Association. The applicant is aware of the additional permits required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

American Brain Tumor Association is paying all fees associated with the event estimated at \$4,445.90.

**PROJECT / PROGRAM DESCRIPTION**

The American Brain Tumor Association 5K Run/Walk is an opportunity for those within the brain tumor community to come together to support each other and raise funds for brain tumor research and patient education. The registration and check-in will start at 8:00am. The program will begin at 9:00am and the 5K run kicks off at 9:30am followed directly by the walk.

The following funds are being requested to collect on site:

Registration Fees – Day of Race

- \$40 - Adult registration
- \$25 - Child registration – 12 and under

The estimated attendance is 500.

**BACKGROUND / LEGISLATIVE HISTORY RECOMMENDATION**

American Brain Tumor Association was founded in 1973, it's the first national advocacy organization committed to funding brain tumor research and providing information and education to patients, caregivers, and their family. For 50 years, the AVTA has been providing resources to support the needs of brain tumor patients and caregivers, as well as the critical funding of research in the pursuit of breakthroughs in brain tumor diagnosis, treatment, and care.

**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the American Brain Tumor Association request to collect on-site registration fee and sales of merchandise at their 5K Run/Walk at Lakeside Park on Saturday, September 14, 2024, 6:00AM-11:30AM.

Respectfully submitted,

/s/ Tanya Nicholson

Prepared by:

Tanya Nicholson

Public Service Representative

/s/ Zermaine Thomas

Approved by:

Zermaine Thomas

Special Events Coordinator

Attachments: Exhibit A – American Brain Tumor Association Proposal Letter  
Exhibit B – Non-Profit Certificate 501©3





American  
Brain Tumor  
Association®

*Providing and pursuing answers®*

May 15, 2024

Dear Parks and Recreation Advisory Commission,

On behalf of the American Brain Tumor Association please accept this Proposal Letter as part of our application for the use of Lakeside Park at Lake Merritt on Saturday, September 14, 2024, from 5:00 am until 4:00 pm for the purpose of our Breakthrough for Brain Tumors 5K Run & Walk (BT5K).

Founded in 1973, the American Brain Tumor Association (ABTA) was the first national advocacy organization committed to funding brain tumor research and providing information and education to patients, caregivers, and their loved ones. For 50 years, the ABTA has been providing comprehensive resources that support the complex needs of brain tumor patients and caregivers, as well as the critical funding of research in the pursuit of breakthroughs in brain tumor diagnosis, treatment, and care.

The BT5K Run & Walk is an opportunity for those within the brain tumor community to come together to support each other and raise funds for brain tumor research and patient education. The event requires registration to participate. Volunteers will arrive on site beginning at 6:00 am, the site will open for registration and check-in at 8:00 am. The program will begin at 9:00 am, and the 5K run kicks off at 9:30 am followed directly by the walk. The site will close to the public at 11:30 am and teardown will begin immediately.

We respectfully request permission to collect funds onsite. These funds include donations (amounts vary), and registration fees:

- \$40 adult registration
- \$25 child registration for those 12 and under.

Registration remains open through 9:50 am the day of the event and although we strongly encourage all registrations and donations to be made online, there will be a few who wish to pay in cash or by check.

Any funds collected on the day of the event will go towards supporting the mission and patient services of the American Brain Tumor Association.

Thank you and the OPRYD staff for their support in ensuring our event is successful.

Sincerely,

*Leslie Crouch*

Leslie R Crouch  
National Director, Events  
American Brain Tumor Association



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248245444  
July 19, 2011 LTR 4168C E0  
23-7286648 000000 00

00012716  
BODC: TE

AMERICAN BRAIN TUMOR ASSOCIATION  
BRAIN TUMOR ASSOCIATION AMERICAN  
8550 W BRYN MAWR AVE STE 550  
CHICAGO IL 60631-3225

10/20/11

526

Employer Identification Number: 23-7286648  
Person to Contact: Ms K Griffith  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 08, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in August 1975.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248245444

July 19, 2011 LTR 4168C E0  
23-7286648 000000 00

00012717

AMERICAN BRAIN TUMOR ASSOCIATION  
BRAIN TUMOR ASSOCIATION AMERICAN  
8550 W BRYN MAWR AVE STE 550  
CHICAGO IL 60631-3225

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager  
Accounts Management Operations



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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Tanya Nicholson, Public Service Representative, Central Reservations  
**DATE:** June 24, 2024  
**SUBJECT:** **REQUEST FROM OMNIRA INSTITUTE FOR APPROVAL TO COLLECT ON-SITE DONATIONS, VENDOR SALES OF FOOD, BEVERAGES, ARTS, CRAFTS AND MERCHANDISE AT THE NINTH ANNUAL BLACK-EYED PEA FESTIVAL TO BE HELD AT MARSTON CAMPBELL PARK ON SATURDAY, SEPTEMBER 14, 2024, 11:00AM-7:30PM**

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**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Wanda Ravernell with Omnira Institute. Wanda Ravernell is requesting approval for collection of donations, vendors sales of foods, beverages, and merchandise at the 9th Annual Black-Eyed Pea Festival on Saturday, September 14, 2024, 11:00am-7:30pm. Applicant is aware of the additional permits required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

There is no fiscal impact to Oakland Parks, Recreation and Youth Development. Omnira Institute is paying the associated rental fees for the event in the amount of \$3,924.65.

**PROJECT / PROGRAM DESCRIPTION**

Omnira Institute is hosting their free 9<sup>th</sup> Annual Black-Eyed Pea Festival (BEPF) with food, restaurateurs, fresh produce vendors, selling, and showcasing their wares from self-made merchandise, and art to promote local business. This event showcases vibrant music reflecting African American cultural heritage.

The estimated attendance is 1,000.

**BACKGROUND / LEGISLATIVE HISTORY**

Omnira (Freedom) Institute began presenting Black history through song in 2008, with a Juneteenth commemoration at Oakland's Lake Merritt (Picnic Tables Near Sailboat House), followed by Black History Month presentations at colleges, churches and centers in 2009; the Oakland Black-Eyed Pea Festival, which celebrates African American traditional culture through food, art, and music in 2014; and in 2016, started the African American Day of the Ancestors on Nov. 1st, once known as 'Grave-Sweeping Day,' which, in concept, parallels the Latino 'Day of the Dead.' Collectively known as 'Roots of Faith, Roots of Freedom' all these events are held annually.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Omnira Institute (BEPF) to collect onsite donations, vendor sales of food, beverages, arts, crafts and merchandise at the 9th Annual Black-Eyed Pea Festival at Marston Campbell Park on Saturday, September 14, 2024, from 11:00am-7:30pm.

Respectfully submitted,

/s/Tanya Nicholson

Prepared by:

Tanya Nicholson

Public Service Representative

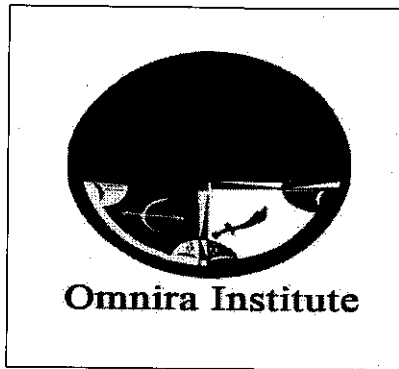
/s/Zermaine Thomas

Approved by:

Zermaine Thomas

Special Events Coordinator

Attachments: Exhibit A – Omnira Institute Proposal Letter  
Exhibit B – Non-Profit Certificate (501c3)



May 13, 2024

Dear Parks and Recreation Advisory Commission,

On behalf of Omnira Institute, please accept this proposal letter as part of our application for the use of Marston Campbell on Sept. 14, 2024, from 7:30 a.m. to 7:00 p.m. (which includes set up and breakdown) for the purpose of our Ninth Annual Black-Eyed Pea Festival.

### **Omnira Insitute History**

Omnira (Freedom) Institute began presenting Black history through song in 2008, with a Juneteenth commemoration at Oakland's Lake Merritt, followed by Black History Month presentations at colleges, churches and centers in 2009; the Oakland Black-Eyed Pea Festival, which celebrates African American traditional culture through food, art, and music in 2014; and in 2016, started the African American Day of the Ancestors on Nov. 1, once known as 'Grave-Sweeping Day,' which, in concept, parallels the Latino 'Day of the Dead.' Collectively known as 'Roots of Faith, Roots of Freedom' all of these events are held annually.

### **Description of the Black-Eyed Pea Festival**

The Ninth Annual Black-Eyed Pea Festival (BEPF), a free, one-day event at West Oakland's Marston Campbell Park, is open to the general public and easily accessible on foot and public transit. The stage will be vibrant with music reflecting African American cultural heritage.

As of this writing our guests will include African traditional chant and drums by Awon Ohun Omnira, Chelle's Juke Joint, which is a Creole/Jazz a cappella group, MJ's Brass Boppers, a New Orleans 2nd-line band, and Andre Thierry's Zydeco Magic. Agreements with a youth dance troupe, and another act are pending.

The Black artists and crafters are painters, (Nannette Harris) illustrators (Karin Turner), jewelers (Latisha Baker, Corinthia Peoples), clothing, décor, and accessory designers of various ages, among them Catherine Agyeman and Ellen Bimpeh. Food vendors are Black restaurateurs and caterers, while groceries come from the Mandela Food Co-Op and fresh produce –including

freshly picked black-eyed peas – are brought from Fresno by African American growers from the Freedom Farmers' Market.

Alameda County and Oakland nonprofits host community resource booths on health and voter registration. An arts and crafts booth that appeals to young children and teenagers will be available.

We are expecting a crowd of 1,000 people. Outreach/publicity will be through mainstream media (newspapers, radio); online calendars and social media, including Facebook, X and Instagram.

When the festival began in 2014, it was held at Mosswood Park. From 2017-2019 and from 2022-2023 it was held on the front lawn of Oakland Technical High School.

**Request to collect funds on site:**

The event is free and open to the public. We are requesting to collect funds on site for:

Vendors: we expect up to 30 vendors who will sell wares valued from \$5 to \$250. They will sell food, drinks, art, crafts, and clothing.

Food vendors will be charged a \$75 fee and all other vendors, with the exception of some community resource vendors who may be present pro bono, will be charged \$50. These fees will be collected by the institute prior to the event and will be used to partially pay for park rental and fire inspection fees.

Omnira Institute will accept donations from individuals on site. Sponsorship agreements will be made prior to the event and will be sent directly to Omnira Institute.

Funds will be collected by entrepreneurs for their benefit. Donations will be accepted by Omnira Institute for its benefit.

Thank you and the OPRYD staff for their support in ensuring our event is successful.

Sincerely,

*Wanda J. Ravernell*

Wanda J. Ravernell,  
Executive Director  
Omnira Institute



# Confirmation

[Privacy Policy](#)

Print this page for your records. The Confirmation Number below is proof that you successfully filed your 199N e-Postcard.

We received your 199N e-Postcard on 2/23/2023 11:53:13 AM.

**Confirmation Number:** 340552805406

**Entity ID:** 3405528  
**Entity Name:** OMNIRA INSTITUTE

## Account Period Information

**Account Period Beginning:** 1/1/2021  
**Account Period Ending:** 12/31/2021

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

**Gross Receipts:** \$16021

This is not an amended return.

An IRS Form 1023/1024 is not pending.

## Entity Information

**FEIN:** 271267824  
**Doing Business As:** Omnira Institute  
**Website Address:** [www.omnirainstitute.org](http://www.omnirainstitute.org)

### Entity's Mailing Address

2151a 47th Avenue  
Oakland CA 94601

## Principal Officer's Information

Wanda Ravernell  
2151a 47th Avenue  
Oakland CA 94601

## Contact Information

**Name:** Anthony Reese  
**Phone:** 510-681-3948

After we process your 199N e-Postcard, you may receive a bill if the three year gross receipt average is greater than the amount allowed for filing a 199N e-Postcard.



Log Out



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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Quincy Williams, Assistant Capital Improvements Project Coordinator, OPRYD  
**DATE:** July 10, 2024  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO REVIEW AND SUPPORT THE REPLACEMENT OF MISSING ORIENTEERING MARKERS ON THE WHITE TRAIL AT JOAQUIN MILLER PARK.**

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**Summary**

High School student Sofia Tom is a current Life Scout (rank before Eagle) in Castro Valley's Troop 2789. For her Eagle Project (see Background below), Sofia would like to beautify an Oakland park by improving the White Level Orienteering Trail at Joaquin Miller Park (JMP). Joaquin Miller is an important place to her Troop as they often use the orienteering courses. Earlier this year her Troop went orienteering on the Orange and White trail at Joaquin Miller and they noticed many markers were missing. Sofia has been in contact with Jay Hann from the Bay Area Orienteering Club (BAOC) who has agreed to be the beneficiary of this project.

After visiting the White Orienteering Trail with Troop 2789 Scoutmaster, Sofia noticed two markers were missing. She also noticed that all levels of the orienteering trails start and end at the same central place, but this location lacked a marker as well, therefore, there is no clear indication of a starting point for these courses. The White orienteering trail has a total of five markers to find, excluding the start/end point. In addition, the following markers were missing from the White Trail: 3(JG) Clearing, and 4(WS) Hill Northwest edge. The white trail is intended to be beginner friendly for those who are new to orienteering, and the current lack of clear and organized markers can be extremely confusing for beginners.

To achieve the rank of Eagle, every Eagle Candidate must complete an Eagle Service Project. Sofia has personally participated in several of these projects throughout her time in scouting. Eagle Scout projects can be seen throughout the community and this proposed project will not only help Joaquin Miller but will greatly benefit the BOAC as well. These maintenance projects to the White Trail will encourage and influence more people to be introduced to the sport of orienteering. This project will enhance visitors' experiences at Joaquin Miller as well as foster a better environment for the sport of orienteering.

**FISCAL IMPACT**

There will be no monetary costs for the City of Oakland because the project costs will be paid for through fundraising. For this project, Sofia will purchase and gather all the materials and supplies

(see below) through donations and contributions from friends, family and the community. Since the area is already part of the park, there will be no extra maintenance burden to the city.

The donated materials will cost roughly \$122.99.

Item	Quantity	Cost per item	Total
4"x4"x8' pressure-treated wood post	2	\$16.78	\$33.56
Solid Steel Post Base (set of 4)	1	\$56.47	\$56.47
Quart cans of red and White paint	2	\$16.48	\$32.96

### **BACKGROUND / LEGISLATIVE HISTORY**

The Joaquin Miller permanent orienteering course was installed in October 1983 by Joe Scarborough, with the help of Boy Scout Troop 916 from Pleasanton. In collaboration with the City of Oakland and the Bay Area Orienteering Club, the permanent orienteering course in Joaquin Miller Park became the first permanent orienteering course in northern California. The course consists of around 24 controls marked by 6x6 redwood posts in total. The Bay Area Orienteering Club is a non-profit organization that promotes the sport of orienteering and hosts several events to encourage more people to go orienteering. Joaquin Miller Park offers three different orienteering courses. These courses are the White course which is suggested for beginners, and the Yellow and Orange courses for those who are more experienced.

As the courses were originally installed in 1983, the time has taken a toll on each course. Currently, the white orienteering course is missing two of the five orienteering markers, with one of three existing markers in need of new paint. A new marker for the Start/End point for all the courses is also needed.

The project is to place five 4x4" wood posts into the ground using fence posts anchor ground spikes (see attachments). The posts will extend 2'-3' above ground when finished. Markings and names on the posts will be the same as the existing markers (see photos). The initials on each post are unknown as to their meaning, but they may be the initials of the person who placed the marker.

The White Trail Course Markers (Beginner):

- 1) (CS) Trail/Path Junction - existing, repaint marker\*
- 2) (BA) Hill, Southwest edge - existing
- 3) (JG) Clearing- install new marker\*
- 4) (WS) Hill, Northwest edge - install new marker\*
- 5) (DG) Spur Thickest Junction - existing
- 6) Start/Finish - install new marker\*

This project has been reviewed by Robert Merkamp, Zoning Manager for City of Oakland, Bureau of Planning. I asked the following question (**Bolded**) in an email to Robert on Thursday June 6, 2024.

Hi Robert,

The following proposed project is to install/replace orienteering markers at Joaquin Miller. The request comes from a student at Castro Valley High School who is beginning the process of attaining Eagle Scout. Her project includes the following:

She plans to fix, replace, and possibly add orienteering markers on the white trail at Joaquin Miller Regional Park. I recently visited Joaquin Miller and the white orienteering trail and checked which markers need to be replaced and fixed. For this project, I will be making eight to nine - 6x6 pressure treated wood posts that are three to four feet in height and will extend about two feet above ground when finished.

**My question-Will this require a minor Conditional Use Permit (CUP)?**


Robert's response – *“Sounds like it's repair and replacement of an accessory facility. That is permitted. If they were doing a whole new course, I'd want to look closer at it. I still am not quite sure how we'd define such a thing but it seems like it's already going on.*

*That is correct. (Minor CUP is not required) It's an existing facility that they're repairing in situ. If they were constructing a brand new course, that would be different. In fact, just the act of constructing a new trail in a park requires a Minor CUP. But, since this is already there, they can repair. Repair can also be dicey (sorry, I wish there were easy answers), particularly when we're talking buildings, but these aren't buildings so I think they can move forward without us”.*

Sofia has communicated with Friends of Joaquin Miller Park for their review. They have expressed interest in this project, however, as of July 3, 2024, Sofia is still awaiting correspondence confirming their support.

**RECOMMENDATION**

Staff recommends the Parks and Recreation Advisory Commission review and support the placement of five orienteering markers that are currently missing on the White Trail in Joaquin Miller Park. This project will encourage orienteering participants to stay on the marked trail and help preserve an essential feature of the park.

  
[Quincy Williams \(Jul 5, 2024 10:28 PDT\)](#) (Signature)

Submitted by:

Quincy Williams

Assistant Capital Improvement Projects Coordinator, OPRYD



Harith Aleem (Jul 5, 2024 15:31 PDT) (Signature)

Reviewed by:

Harith Aleem

Assistant Director, OPRYD

**Identification of Support Documents:**

**Attachments:** Exhibit A – New Markers

Exhibit B – Current Condition of Damaged Markers

Exhibit C – Materials/Spikes For Markers

Exhibit D – Map of White Trail/Course

**Attachments:**



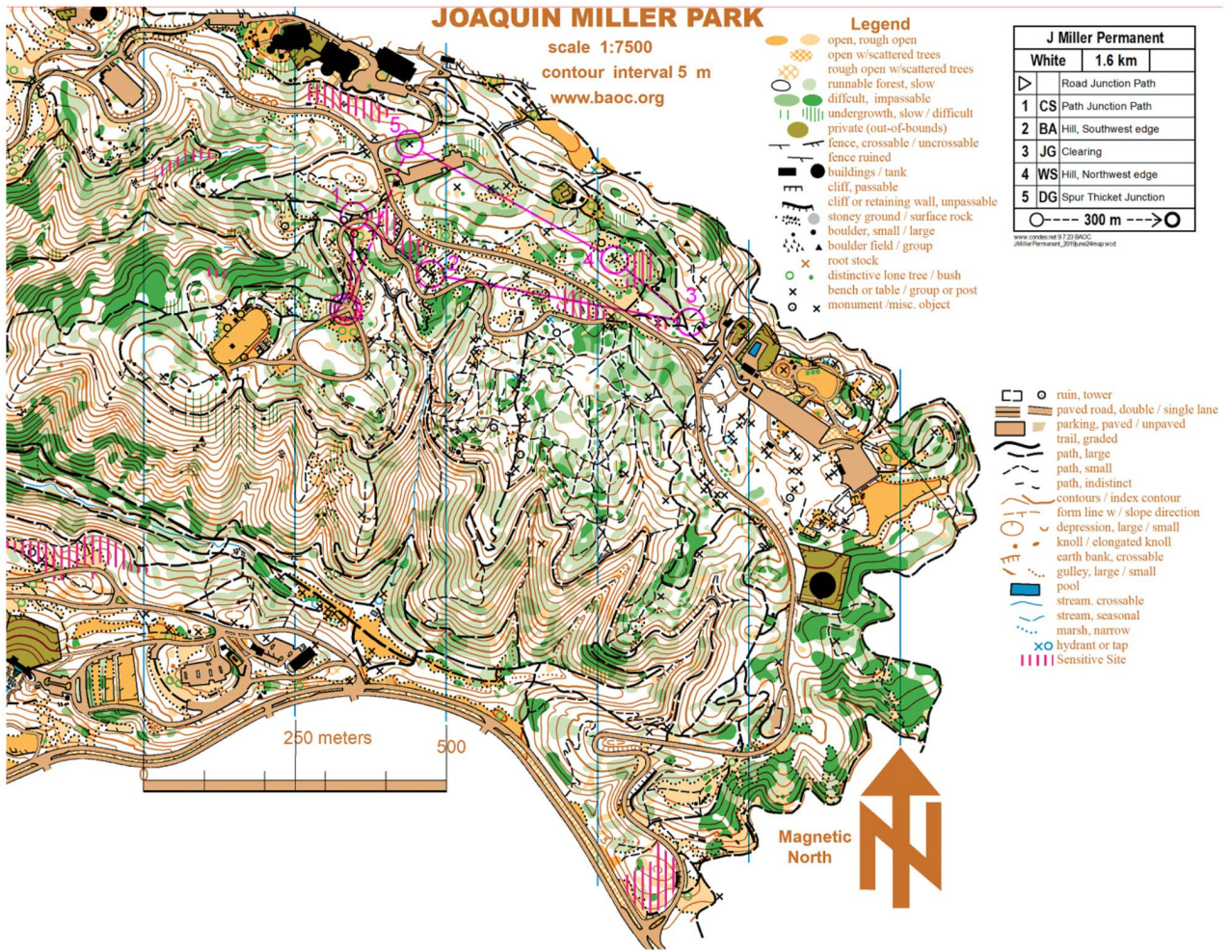
a model of how the new orienteering markers will look like



Marker 1(CS) Trail/Path Junction in need of repaint



The spikes that will be used to insert the markers



Map of the White Course showcasing where each marker is supposed to be located



**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  
**DATE:** July 10, 2024  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO REVIEW AND SUPPORT WILDLIFE CAMERA DETECTION SURVEYS TO BE CONDUCTED BY OAKLAND TRAILS IN JOAQUIN MILLER PARK, LEONA HEIGHTS PARK, AND DIMOND CANYON.**

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**SUMMARY**

Oakland Trails seeks to set-up and maintain up to two wildlife detection cameras in the wildest places – away from trails and recreation areas – inside Joaquin Miller Park, Dimond Canyon, and Leona Heights Park.

Wildlife detection camera stations provide an effective way to survey species in their natural environment. Successful survey results can have the following positive effects:

- Speeds up CEQA approval for wildfire risk reduction work in wildland areas
- Promotes public support for open space and parks
- Provides Oakland Trails, Oakland Parks & Recreation Foundation, and the City of Oakland effective and fun ways to educate the public about our native wildlife

**FISCAL IMPACT**

There is no fiscal impact to OPRYD or other City of Oakland departments for this project. All project tasks and subsequent maintenance that require a financial commitment will be the responsibility of Oakland Trails.

**PROJECT / PROGRAM DESCRIPTION**

Oakland Trails volunteers would set up and maintain up to two wildlife detection cameras for at least 30-day periods in wild places (forested areas near natural water sources and as far away from human activity as possible). Wildlife will generally stay away from human and companion dog activities, so keeping cameras away from trails and recreation areas will improve our survey results.

Motion detection Reconix cameras will be mounted to a tree with a protective cable lock (see Exhibit A) approximately six feet off the ground and point down to a bait station approximately

eight feet away and one foot off the ground (see Exhibit B for a diagram). The cameras are pointed down to avoid false detections from tree branches and brush moving in the wind.

## **BACKGROUND / LEGISLATIVE HISTORY**

Oakland Trails has maintained a fiscal account with OPRF and a current Adopt-A-Spot contract in Joaquin Miller Park, Dimond Canyon, and Leona Heights Park since 2015.

On January 8, 2024, Stan Dodson and Gary McCormick from Oakland Trails presented this project to the Friends of Joaquin Miller Park for approval. The project was met with enthusiasm, and the proposal was approved unanimously by the FOJMP Board of Directors (see Exhibit C for the endorsement letter).


Also, per OPRYD correspondence with City Attorney and Administrator, this project is not subject to the Surveillance Technical Ordinance for the following reasons:

*The project will utilize volunteers and these volunteers are not volunteers for the City and City staff is not gathering nor receiving the data from the third party and the cameras are meant to record animals and not people.*


## **RECOMMENDATION**

OPRYD recommends that the Parks and Recreation Advisory Commission review and support the request for the Oakland Trails to set-up and maintain up to two wildlife detection cameras in areas to record wildlife activities within Joaquin Miller Park, Dimond Canyon, and Leona Heights Park as described in this report.

Respectfully submitted,

  
Quincy Williams (Jul 5, 2024 11:30 PDT) (Signature)

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

  
Harith Aleem (Jul 5, 2024 15:24 PDT) (Signature)

Reviewed by:  
Harith Aleem  
Assistant Director, OPRYD

Exhibit A – Camera and lock on an 8½ x 11 piece of paper for scale

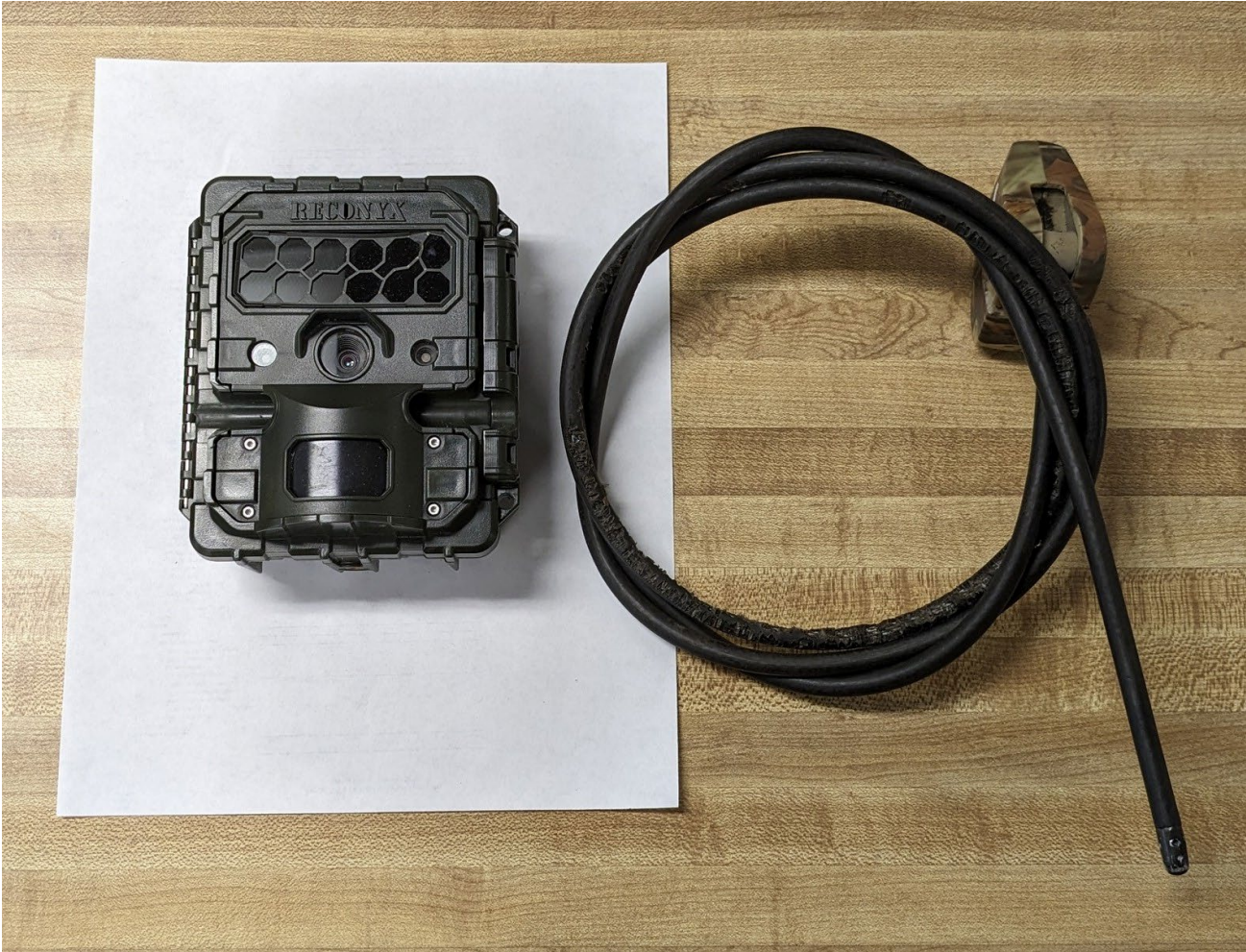


Exhibit B – Diagram of set-up

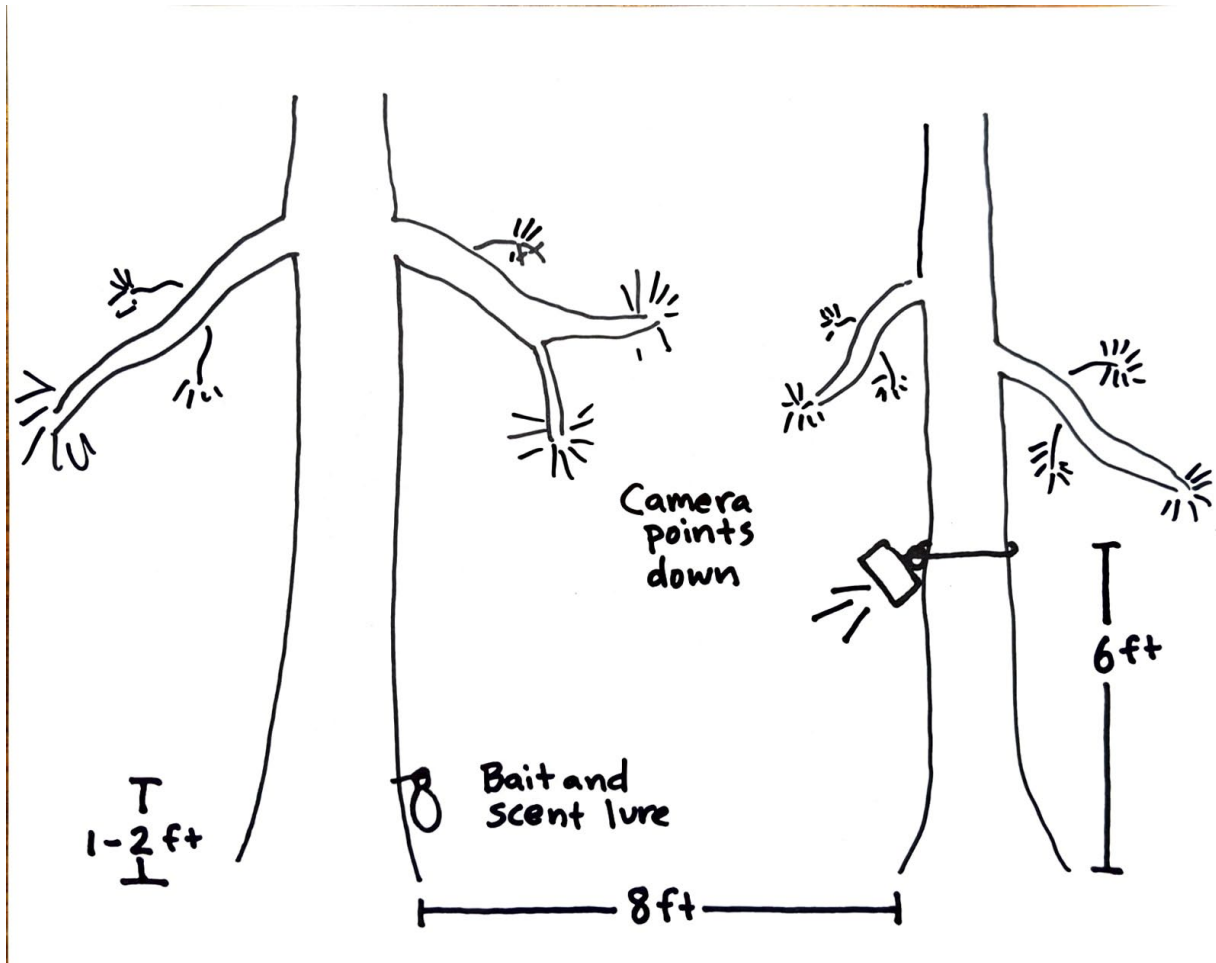


Exhibit C – Endorsement letter from FOJMP



PO Box 2768, Oakland CA 94602 ~ [www.fojmp.org](http://www.fojmp.org)

To:

Oakland Parks and Recreation Advisory Commission (PRAC)  
Oakland Department of Parks, Recreation, and Youth Development  
Oakland Department of Public Works

Friends of Joaquin Miller Park enthusiastically endorse a proposal by Oakland Trails to place one or more pairs of wildlife cameras in Joaquin Miller Park. The cameras will be monitored by members of the Oakland Volunteer Park Patrol (OVPP).

Benefits of this wildlife monitoring program include:

- Informing agencies doing fire prevention work as to what species are present for habitat management;
- Educating the public about our local wildlife;
- Promoting open space and stewardship to the community.

This research will follow United States Forest Service protocols: A pair of cameras will be placed about one thousand feet apart, in locations as far as feasible from trails and recreation areas. Each camera station will use natural baits and lures to attract wildlife.

Photos are acquired by day and by night. Images are stored on digital SD cards, which are readily swapped out on a weekly basis. Cameras are left in place for at least 30 days.

Fundraising to purchase the cameras will be conducted by Oakland Trails, led by Stan Dodson and Gary McCormick, working through Oakland Parks and Recreation Foundation as fiscal sponsor. Labor will be provided by specifically trained volunteers who regularly hike in Joaquin Miller Park. The program could eventually be extended to Leona Heights and/or Dimond Parks.

Oakland Trails hopes to secure funding, procure cameras, and begin the research in the spring or summer of 2024.

Mammals are the primary subject of this research.

The hills surrounding Joaquin Miller Park are habitat for squirrels, raccoons, foxes, deer, coyotes, and other creatures. How often do mountain lions or bobcats visit Oakland? A monitoring program may provide clues.

We respectfully request your endorsement of this wonderful proposal.

Dale Ridsen, President  
Friends of Joaquin Miller Park Board of Directors

PRAC – July 10, 2024  
Item 8E

Exhibit D – Samples of wildlife photos from Reconix cameras



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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Quincy Williams, Assistant Capital Improvements Project Coordinator, OPRYD  
**DATE:** July 10, 2024  
**SUBJECT: STATUS REPORT FOR THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) FOR DONATION OF FREE LABOR AND COURSE DESIGN WORK FOR THE INSTALLATION OF DISC GOLF BASKETS AND COURSES AT 7 CITY PARKS COMMUNITY RESPONSE.**

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**SUMMARY**

This status report is the follow up from April 10, 2024, PRAC meeting requesting approval for the donation of free design and labor by Leonard Muise of Whirlwind Disc Golf to install Disc Golf Baskets at 7 Oakland Parks. The installation of Disc Golf courses at these sites will allow for programming at underutilized open park space for multiple underinvested communities.

This report documents OPRYD (Quincy Williams) and Disc Golf Course designer Leonard Muise solicitation of community groups response to presentation of disc golf installed at the parks near their area. The following parks are the ones we selected for install.

- Arroyo Viejo - 6 holes (beginners)
- Ira Jenkins - 7 holes (beginners)
- Joaquin Miller
  - Beginner - 6 holes
  - Intermediate - 9 holes
- Mosswood - 7 holes (beginners)
- DeFremery - 9 holes (beginners)
- Redwood Heights - 2 baskets (putting practice only)
- Lake Merritt - 9 holes (beginners)

**FISCAL IMPACT**

For review, the donation of services by Whirlwind Disc Golf includes design, installation of tee pads and baskets at the 7 City owned parks. The itemization for costs is as follows:

- The donated labor to install baskets and tees is \$27,000.
- The donated design and development (initial assessment, layout design) at the non-profit/government rate is \$21,000.
- The total gift in place is \$48,000.

The materials used for the install (tee pads, signs, and baskets) are being provided by the City from a fund source that has previously been approved for disc golf. Whirlwind Disc Golf is insured for both design and general liability, having guided the volunteer installation of 5-disc golf courses in the Bay Area, involving thousands of volunteer hours.

## **PROJECT / PROGRAM DESCRIPTION**

Please see BACKGROUND section.

## **BACKGROUND**

Starting in January of 2024, Assistant Capital Improvements Project (CIP) Coordinator Quincy Williams and Leonard Muise met with Recreation Center Directors for their thoughts on disc golf in the parks they represent and to discuss a plan for implementation of courses. Each Center Director enthusiastically supports disc golf courses at the site they represent. At the April 10 PRAC meeting, PRAC Commissioners were tasked with soliciting comments from community groups located near each park about install of courses. The following is a description of our outreach efforts to each location in determining if Disc Golf is desired by the community at that site and the comments/results.

**Arroyo Viejo – The following is from Claytoven Richardson, Center Director after I asked him about the community’s response to Disc Golf at Arroyo -** “I just had a community meeting this past Saturday (May 4, 2024) to go over events, programming plans, plans for the Park & Center, problems, etc. I try to have one every month. I talked about PRAC and asked if anyone is interested. I have some prospects and will be sending out invites by the end of the week. During this and the last community meeting I also brought up Disc Golf. Most were in favor of it.”

**Ira Jenkins – Removed from Disc Golf site installation list. No community solicitation was attempted.**

**Joaquin Miller –** On Monday, May 6<sup>th</sup> at 7:00pm, me and Leonard presented at the Friend of Joaquin Miller Park meeting. Several people expressed enthusiasm for the presence of disc golfers to help protect the site along Skyline, roughly across from the Space and Science Center, from the longtime problem with illegal dumping. There were also concerns from some participants. In each case, Leonard acknowledged the concern and offered to discuss further, including an on-site walk and conversation, bringing in experts as needed.

A prevalent concern was how the course due to its usage might negatively impact the ground where baskets/holes were installed. Concern was that constant use by participants would wear down the grass/dirt between baskets/holes. Leonard acknowledges that some degree of erosion is unavoidable for any on-the-ground activity. He is confident that vulnerable areas within the course can either be avoided or effectively mitigated through methods common for trail building – directing most traffic along hillside contours rather than the fall line, using waterbars and other runoff controls, preserving vegetation in steepest areas, adding wood chips to preserve aeration in high-concentration areas, and varying the location of course elements to disperse rather than concentrate impact.

A second issue presented was how the course design might interfere with other activities at the park. In the potential site near the amphitheater, this primarily concerned picnic benches and walking trails. In the two upper sites on Skyline, the concern was hikers and horseback. Leonard’s designs fully account for all existing park activities, seeking to maintain existing activities without significant impact. Picnic benches, like all fixed-location amenities, can be completely avoided by throwing away from (rather than toward or along) any such amenity. Less busy or less defined social trails may be incorporated safely into a course on a limited basis, by ensuring sight lines and



understanding where discs may fly, intentionally or otherwise. In the relatively steep, densely vegetated potential site along Skyline, where the Bayview Trail enters the course area and the Castle Park Trail and Scout Trail border site's downslope western side, the trails will be avoided completely. No discs will fly at or across these trails. In the potential site further up Skyline, where the Scout Trail is relatively flat and wide as it heads toward Moon Gate, no discs will fly across this primary trail. However, with due diligence and appropriate site lines, some flights may cross the various social trails within the area. Leonard has designed safe, fun, enduring courses in spaces with similar characteristics.

In addition to topics discussed in the meeting on May 6, I was sent an email by Tim Vendlinski, as follows.

*"On 04/10/24, the City's Parks and Recreation Advisory Commission (PRAC) agreed to "recommend for approval" the donation of free labor and course design from the Whirlwind Disc Golf company for the development of disc golf courses in seven City parks (see [Item 8F in PRAC Minutes for April 10, 2024 - Page 4](#)).*

*The developer proposed conceptual designs for the courses in "underutilized open park space", and the PRAC apparently accepted the conceptual designs without regard to their consistency with the City's land-use zoning designations and park master plans (see [Item 8F on the PRAC agenda for 4/10/2024](#)).*

*Specifically, in Joaquin Miller Park, the proposed 6 and 9-hole courses southwest of the Chabot Space & Science Center could destabilize the steep hillside and destroy fragile habitat across an unnamed tributary to Palo Seco Creek. A eastern portion of the proposed 9-hole course would intrude into a designated [Resource Conservation Area](#) - lands set-aside by the City Council solely for the protection of water resources, native plants, wildlife, and nature appreciation. Active and consumptive recreation such as disc golf is not suitable within RCAs. The attachment below contains an excerpt from the proposed plan, and a side-by-side comparison with the City's land-use designations in the Oakland Hills.*

*Despite the claims of disc golf developers and enthusiasts, these courses can cause extensive environmental damage related to the construction of the courses, clearing of understory vegetation, severe soil compaction, damage to trunks and limbs from contact with hard plastic discs, and the (unintended) harassment of wildlife. Even the disc golf industry recognizes the potential damage caused by ill-conceived and poorly designed courses (please see links below).  
Friends of Bidwell Park - [Compilation of Concerns.](#)"*

Leonard agrees that poor design and poor maintenance on unsuitable terrain can lead to severe erosion problems and other unacceptable environmental impacts – including the worst-case scenario cited by Mr Vendlinski, at a course Leonard has visited and researched. Leonard is an expert designer with a track record of only designing courses that can be sustained in harmony with the environment. In each of the community meetings, he has acknowledged that disc golf will have noticeable aesthetic impacts such as nicked trees and groundcover trampling. Disc golf works within the existing landscape; it does not fundamentally redefine the physical space as commons with active recreation like tennis or traditional golf, it does not wholly replace the natural space with unnatural infrastructure.

Leonard assures that he has not and will not design a course which threatens the viability of the ecosystem in which the course resides. He encourages a discussion and potential site visits of more relevant comparisons – e.g., Golden Gate Park (very high level of disc golf activity) and Black Mouse near Felton (similar environment as JMP) and would be happy to discuss each of the Bidwell Park concerns in detail.

**Mosswood** – On Wednesday May 1 at 6pm. Leonard and I presented to the Mosswood Recreation Advisory Council (RAC) monthly meeting. Approximately 10 people participated in the Zoom meeting. We presented our idea and showed the group Google Maps aerial shots of course design. There was one concern. The group was concerned about the environmental impact of the launch pads notably if they would negatively impact trees. After satisfactorily answering their concern – specifically, using a 4x8 permeable rubber mat made of recycled materials rather than a 4x8 concrete pad as the starting point for each hole – they agreed to a phased installation of baskets. Leonard committed to providing volunteers to conduct a clinic to learn how to play the game and use the equipment.

In addition to topics discussed in the meeting on May 1, I was sent an email by Tim Vendlinski, as follows.

*“On 04/10/24, the City’s Parks and Recreation Advisory Commission (PRAC) agreed to "recommend for approval" the donation of free labor and course design from the Whirlwind Disc Golf company for the development of disc golf courses in seven City parks (see [Item 8F in PRAC Minutes for April 10, 2024 - Page 4](#)).*

*In Mosswood Park, the proposed 7-hole course would fragment and dominate the park and could cause irreversible damage to the majestic oak trees and mature non-native trees that have graced the park for decades. The greatest concerns are that the course could severely damage the **critical root zones** of these trees as identified in the 2020 Mosswood Park Community Center and Park [Master Plan](#). Furthermore, the development of a disc golf course at Mosswood Park is completely inconsistent with the Master Plan, and the course as designed would permanently change the character of this beloved park.*

Most of the 15,000+ disc golf courses in the world are found in multi-use parks where disc golf shares space with other activities. Disc golf works harmoniously with other pass-through activities where people do their thing – walking, riding, throwing a disc, etc -- as they move along. In contrast, disc golf should not be played where “fixed location” activities reside. Accordingly, the first draft of the Mosswood layout avoids flights toward the picnic benches in the meadow. During the meeting, Leonard also agreed to adjust the draft layout to allow the middle of the meadow to be fully available for informal soccer games.

Leonard welcomes the enlistment of an ISA certified arborist to discuss the potential harm to Moosewood’s trees by disc impacts – he works with such arborists frequently – and/or a visit to a course busier than Mosswood will be (e.g., Golden Gate Park, Chabot Park) to see the actual impact of a high number of disc hits on a variety of tree species.

Leonard is absolutely committed to abiding for any park where disc golf is being considered. If the addition of another recreational activity at Mosswood – an activity which does not require redefining the natural landscape to create a space for that activity alone (like the baseball and basketball

activities already present) – contradicts the Master Plan, Leonard sees no point in continuing to consider Mosswood.

**DeFremery – The following email is from Greg McClain. Center Director – I asked him about community’s response to Disc Golf at DeFremery.**

McClain, Greg  
To: Williams, Quincy

Tue 5/7/2024 5:05 PM

Hi Quincy,

My RAC became inactive at the start of COVID and has yet to reconvene. However, I'm very confident the local community would not object to the presence of disc golf at the park.

**Redwood Heights – See attached Letter.**



April 23, 2024

Quincy Williams  
Assistant Capital Improvements Project Coordinator, OPRYD  
City of Oakland

**Subject: Disc Golf at Redwood Heights Park**

Dear Quincy,

The Redwood Heights Association is a nonprofit community organization based in Redwood Heights. We strongly support the proposal presented to the Parks and Recreation Advisory Commission (PRAC) for installing disc golf baskets at Redwood Heights Park. Our organization is committed to enhancing the well-being of Oakland residents through hosting community events and initiating neighborhood improvements, especially at Redwood Heights Park. This addition would provide a much-needed recreational opportunity for people of all ages, promoting physical activity and social interaction.

Disc golf is a versatile sport that is affordable and accessible for individuals, families, and groups alike. Introducing a small putting practice area with two baskets would diversify the park's offerings and address the current lack of permanent recreational opportunities in an underutilized area of the park. This addition would significantly benefit programs like the Rockets after-school care and Town Camp summer camps.

The PRAC's support for this proposal would greatly benefit the community and contribute to the ongoing improvements at Redwood Heights Park and other parks throughout the city. We look forward to seeing the positive impact of initiatives like this and others on our community, making Oakland parks positive spaces for residents.

Best,

Carla M Gerardu-Low  
President  
Redwood Heights Association, Inc.

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**Lake Merritt** – On Monday May 6, 2024, I had a Teams Meeting with Kymberly Miller, Executive Director of Fairyland. She supports Disc Golf within the Park at the location next/near Lawn Bowling. Her only concern is the potential interaction with the unhoused and participants. On Thursday April 18, 2024, I had a conversation with Tora Rocha, Director of Name regarding Disc Golf at Lake Merritt. She supports installation of course at site.

**Planning:** I have communicated with City of Oakland Planning regarding if Disc Golf installation requires a Conditional Use Permit. It does. The narrative below is response from Robert Merkamp, Zoning Manager, City of Oakland Planning, June 5, 2024 -

*“However, doesn't disc golf take up a lot more area? I mean, you're throwing (sailing, tossing?) these discs some distance and it seems like when the activity is going, that part of the park would be taken over by the sport, right? I imagine no one wants to get smacked by one of these things while out and about. I suspect this will need some level of CUP, but we'll need more information to understand it well enough to classify it.*


*I also know that I think your unit is engaging my director on this as well. He's out for a couple weeks but we may ultimately all need to meet to get everyone on the same page. One other thing I'd point out is that the provision we were able to use for the book boxes doesn't seem to apply here. That was for "benches and street furniture less than 100sf". Well book boxes aren't benches but I felt we could call them street furniture because these items are typically in the public right of way and so were similar to other "street furniture" (which doesn't always mean furniture humans sit on) that we could stretch it. This proposal (disc golf) is for an active use within a city park and those are pretty much all CUPs of some sort. Even things that have always been associated with parks, such as a playground, the playground equipment, concessions, carousels, club houses, basketball courts, athletic fields, gardens, horseshoe pits, lawn bowling, tennis courts, picnic areas, pools, temporary uses (such as having a fair or carnival), museums, stages, amphitheaters, child care centers; all of those and more, either require a CUP or, depending on the specific park sub zone, might be otherwise prohibited. They're the most challenging zoning in the City and the safe assumption is a CUP is the minimum requirement.”*

As a result of this guidance from Planning, OPRYD will not start the process of attaining a Conditional Use Permit for the installation of baskets until a response from PRAC regarding this informational report is made.


In summary, this report provides an overview of OPRYD and Leonard Muise’s outreach/solicitation of community groups response to Disc Golf in parks. This report also includes information that a Conditional Use Permit is required for installation of baskets/courses at sites.

**UPDATE** as of June 21, 2024. This project is not going to move forward due to allocation of funds not being available for this project as well as the challenge in satisfying City of Oakland Conditional Use Permits requirements and other environmental concerns.

Respectfully submitted,

  
Quincy Williams (Jul 5, 2024 11:30 PDT) (Signature)

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

  
Harith Aleem (Jul 5, 2024 15:24 PDT) (Signature)

Reviewed by:  
Harith Aleem  
Assistant Director, OPRYD