



MINUTES:
***Special Meeting of the Oakland
Parks and Recreation Advisory Commission (PRAC)
Wednesday, February 9, 2022, 4:30 P.M.
Zoom Teleconference**

Meeting Recording Link:

<https://oakland.granicus.com/player/clip/4715?&redirect=true>

1. CALL TO ORDER: 4:30 PM

2. ROLL CALL:

ALLEN, DUHE, HA, KOS-READ, MOORE, REILLY, D. SMITH, K. SMITH, TORRES, TRAN

Present (8): Commissioners Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Torres (joined meeting at 4:39 pm), Tran

Excused (1): Commissioner Moore

Absent (2): Commissioners D. Smith, Walton

Motion: Chair Allen entertained a motion to move Item 6A up from Consent Calendar and move to Adopt Resolution to continue meeting.

Moved by: Commissioner Reilly. **Second by:** Commissioner Duhe.

Vote: Yes (7) Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Tran. **Motion:** Passed.

Vice Chair Torres joined the meeting.

3. DISPOSITON OF MINUTES:

- January 12, 2022 Draft Meeting Minutes

Motion: Chair Allen entertained a motion to approve the January meeting minutes. **Moved by:** Commissioner Duhe; **Second by:** Vice Chair Torres. **Vote:** Yes (7) Allen, Duhe, Ha, Kos-Read, Reilly, Torres, Tran. **Abstain:** K. Smith. **Motion:** Passed.

4. OPEN FORUM: There were 5 speakers.

5. MODIFICATIONS TO THE AGENDA:

Motion: Chair Allen entertained a motion to move Item 9 - Measure Q up on the agenda to Item 6 after Open Forum and move Item 4 - Open Forum to Item 5.

Moved by: Commissioner Tran. **Second by:** Commissioner Reilly.

Vote: Yes (8) Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Torres, Tran.

Motion: Passed.

6. CONSENT NEW BUSINESS:

- A. **ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE PARKS AND RECREATION ADVISORY COMMISSION AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.**
- B. **REQUEST FROM OAKLAND RUNNING FESTIVAL FOR APPROVAL TO SERVE AND SELL ALCOHOLIC BEVERAGES, FOOD, MERCHANDISE AND ACCEPT DONATIONS ON-SITE AT THE 13TH ANNUAL OAKLAND RUNNING FESTIVAL MARATHON AT SNOW PARK ON SUNDAY, MARCH 20, 2022.**
- C. **REQUEST FROM THE NATIONAL MULTIPLE SCLEROSIS SOCIETY FOR PERMISSION TO COLLECT ON-SITE DONATIONS AND PLEDGES FOR THEIR ANNUAL MS WALK EAST BAY 2022 AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, APRIL 23, 2022 (SET-UP), 2:00PM – 6:00PM & SUNDAY, APRIL 24, 2020, 6:00AM – 12:00PM.**

Motion: Chair Allen entertained a motion to approve Item 6 B and C – Consent New Business. **Moved by:** Commissioner Reilly. **Second by:** Commissioner Duhe. Yes (8) Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Torres, Tran. **Motion:** Passed.

7. NEW BUSINESS:

7A. **ELECTION OF THE COMMISSION'S CHAIR AND VICE-CHAIR.**

Motion: Commissioner Reilly nominated Chair Allen to continue as the Commission's Chair. **Second:** Commissioner K. Smith.

Motion: Suspended to take public comment. Second: Commission Duhe.

Vote: Yes (8) Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Torres, Tran.

Motion: Chair Allen entertained a motion for nominations to elect a new Vice Chair for 2022. **Moved:** Commissioner Reilly nominated Vice Chair Torres to continue as Vice Chair for 2022. **Second:** Commissioner Kos-Read.

Moved: Commissioner Duhe nominated Commissioner Tran. **Second:** Commissioner Ha.

Chair Allen opened the floor for public comment.
There were no speakers.

Motion: Chair Allen entertained a motion to move forward with the election of current Chair Allen to be PRAC Chair for 2022.

Moved: Commissioner Reilly. **Second:** Commissioner Ha.

Vote: Yes (8) Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Torres, Tran.

Motion: Commissioner Reilly moved to hold the vote for Vice Chair where current Vice Chair Torres and Commissioner Tran are the nominees.

Moved: Commissioner Reilly. **Second:** Commissioner Ha.

Vote for Tran: Allen, Duhe, Ha, Reilly, Torres, Tran.

Vote for Torres: Kos-Read.

Abstain: K. Smith. **Motion:** Yes (6) for Commissioner Tran as PRAC Vice President for 2022.

7B. **REQUEST THE PARKS AND RECREATION ADVISORY COMMISSION TO RECEIVE THE INFORMATIONAL REPORT ON THE CITY OF OAKLAND'S GENERAL PLAN UPDATE PROCESS.**

The Parks and Recreation Advisory Commission reviewed the report for Item 7B presented by Lakshmi Rajagopalan, Planner with the Strategic Planning Division, Planning and Building Department.

Staff presented a brief overview of the General Plan and its Guiding Principles that include Key Elements of the process, Phase 1, and Community Engagements. The General Plan will happen in two phases with the focus on Phase 1 that will go through early 2023 and include a Housing Element, Safety Element and Environmental Justice Element. Phase 2 of the General Plan will start in 2022 and will include the Open Space, Conservation and Recreation (OSCAR).

There were no public speakers.

Motion: Chair Allen entertained a motion to accept the informational report.

Moved by: Commissioner Tran. **Second by:** Commissioner K. Smith.

Vote: Yes (8) Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Torres, Tran.

Motion: Pass.

8. PLANNING AND CONDITIONAL USE PERMITS:

None.

9. MEASURE Q: OVERSIGHT/UPDATES/REPORTS:

Item 9 moved up before Item 6 – Consent New Business.

- OPW Monthly Hiring Matrix Update
Sean Maher, Public Works Information Officer, Public Works Department, presented the Monthly Hiring Matrix Report that provide the Commission a monthly update on park maintenance services and the hiring progress. Staff highlighted positions filled, posted, and those in process of being posted as well as related status of interviews and selection process.

Leslie Liew, Business Analyst, Public Works Department, presented an initial draft of the Performance Measures that are required by Measure Q. Ms. Liew explained that it is a starting point on how they are reporting the measurements. OPW requests feedback from the Commissioners and the public through comments and suggestions. The information shown was baseline data. The first chart showed the hiring trend from July 2021 to January 2022 on positions filled. OPW received suggestions from the PRAC Measure Q Ad Hoc

Committee on design of the chart. Other charts shown included details and identifying the number of ballfields and the number of fields being mowed. Some of the fields will be identified and named at the March PRAC meeting. Ms. Liew also presented staffing hours by parks. The data displayed was baseline data before Measure Q positions were filled. OPW will continue to work on data as feedback is received. OPW has started to collect data for park restroom cleanings. Another item OPW is working on is litter pickup. Litter pickup was not captured because it is a deliverable. OPW will start capturing deliverables for litter pickup as they start to develop the reports. Future details of data will include the size of parks in relation to the staff hours used. The charts will be posted on the Measure Q website.

There was 1 speaker.

Motion: Chair Allen entertained a motion from Commissioner Tran to permanently move Agenda Item – Measure Q to follow the Consent Calendar and move Agenda Item – New Business after Measure Q.

Moved by: Commissioner Tran. **Second by:** Commissioner Duhe.

Vote: Yes (8) Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Torres, Tran.

Motion: Passed.

- Discussion: Measure Q Update on the City Budget Process
Tom Morgan, Public Works Department, discussed the mid-cycle budget that officially kicked off on February 10, 2022. Over the next 4 weeks, OPW will develop the department's budget proposals and priorities and submit the information to the Budget Office in the middle of March. The deadline for submission of proposals is March 16, 2022. In the middle of May, the Budget Office will release the Mayor's proposed mid-cycle adjustments, at that point it will be turned over to the City Council, they will get questions and answers from the Council and sometime in early to mid-June they'll make any adjustments and adopt the budget.

In the draft budget instructions, one of the requirements for department submittal is a list of recommendations for excess funding from boards and commissions that oversee specific funding sources. The information does not have to be submitted with OPW's budget packet. The best time to submit the information is before April 10, 2022, when OPW start to attend budget meetings. If there is a fund balance identified in Measure Q, OPW would like to provide the priorities from the PRAC.

Sean Maher provided a couple of proposals on how OPW, OPRYD and the PRAC can approach the information needed regarding the list of the fund balance.

Chair Allen: The Measure Q Ad Hoc Committee will take up the discussion in their next upcoming Measure Q Ad Hoc meeting. They will have two meetings before the next PRAC meeting. In the next PRAC meeting, they will have a more robust conversation about the mid-year budget cycle and how they're going to go about getting more money for the park projects.

Motion: Chair Allen entertained a motion to accept the Measure Q informational report. **Moved by:** Commissioner Tran. **Second by:** Commissioner Kos-Read. **Vote:** Yes (8) Allen, Duhe, Ha, Kos-Read, Reilly, K. Smith, Torres, Tran. **Motion:** Passed.

10. UPDATE FROM THE DIRECTOR, COMMITTEES, RECREATION ADVISORY COUNCILS, COMMUNICATIONS & ANNOUNCEMENTS:

Director's Report:

- Director Williams reported as follows:
 - OPRYD is hiring for various positions that include Recreation Aide, Recreation Leader 1 & 2, Recreation Specialists, Recreation Attendants, Sports Officials, Lifeguard and Water Safety Instructors and Pool Manager positions. Hiring will be for Town Camp jobs and beyond.
- Provided sincere thank-yous and gratitude to those Commissioners that have served with OPRYD and are moving on.
- Congratulated staff who are in new positions within the organization.

PRAC Committees:

- Priority & Goals Ad Hoc Committee: Commissioner Tran reported out. Would like a better understanding of the orientation on-boarding process, structure of OPRYD and OPW, and study session for Measure Q. Recommended an on-boarding session on how the PRAC interact and interface with each other and who they interface with. Would like to propose a study session on Measure Q.
- Tree Advisory Committee: No update.
- Measure Q Ad Hoc Committee: Heard update in Item 9 – Measure Q.
- Tree Inventory and Urban Forest Plan: No update.
- Park Rules & Regulations: No update
- Lake Merritt Task Force Mobile Vending: On Thursday, January 27, 2022, Chair Allen attended a meeting on a discussion about Lake Merritt. Attendees included Council President Bas, Joe DeVries, Director Nicholas Williams, Representatives from Councilmember Fife's Office, and Commissioner Kos-Read. Council President Bas hoped there was a focus on inclusive programming around the lake. Director Williams asked if the members present had ideas on programming at the Lake. Any suggestions can be provided to Director Williams or to any of the attendees' present. Marc Weinstein, OPRYD Recreation Supervisor, talked about the Park Steward program that is coming online this summer. Currently in interview process.

Communications:

Chair Allen:

- In 2021, Commissioners were assigned to ad-hoc committees and park assignments. Let Assistant Director Riley know if you are interested in switching or would like to change committees or park assignment. Can be discussed at a later PRAC meeting.

Recreation Advisory Councils (RAC):

Chair Allen:

- Mosswood: The RAC meet the 1st Wednesday of the month. They had two meetings since the last PRAC meeting about murals at Mosswood. Someone broke in to the Moss House and damaged the site after the community did a big site cleanup. The new Community Center was to break ground in April 2022, there is a shortfall in the amount of \$8,500,000 in order to execute Phase 1 of the project. Director Williams has a plan in place to help the park.
- No other reports on Chair Allen's parks.

Commissioner Duhe:

- Suggested that there be an orientation of what the role is for the Commissioners relative to the relationships to the Centers they are supporting.

Commissioner Kos-Read:

- Toured Junior Center of Arts and Science. Site was damaged by a fire and the site remains in disrepair but movement is being made to get the improvements done. Assistant Director Riley provided an update that the site is an insurance repair and going through a permit process that is required by the City. The work will be completed and is in process.

Announcements:

Chair Allen:

- This will be Commissioner Reilly's last meeting. The mayor has appointed a new individual to join the PRAC. Thanked Commissioner Reilly on the work that he has done while on the PRAC. Other Commissioners thanked Commissioner Reilly and provided their well wishes for his leadership and service on the PRAC.
- Thanked Former Vice Chair Torres for her time and dedication as Vice Chair. Congratulated Commissioner Tran in her new role as Vice Chair.

11. OPEN FORUM CONTINUED:

There were 2 speakers.

12. ADJOURNMENT: 7:35 p.m.

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

Next Meeting:

Wednesday, March 9, 2022

Zoom Teleconference

Respectfully submitted,

/s/ J. Nicholas Williams
Secretary

/s/ Gail McMillon
Gail McMillon
Acting Recording Secretary