

CITY OF OAKLAND

PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Saturday, January 7, 2012 8:30am

Lakeside Garden Center, 666 Bellevue Avenue, Oakland, CA

Retreat – Special Meeting Minutes

1. CALL TO ORDER:

A meeting of the Parks and Recreation Advisory Commission was held on Saturday, January 7, 2012 at the East Oakland Sports Center located at 9161 Edes Ave, Oakland. Co-Chair Commissioner Hammock convened the meeting at 4:35pm. Audree V. Jones-Taylor, OPR Director, conducted the roll call:

2. ROLL CALL:

Present: Judy Belcher, Wade Finlinson, Michael Hammock, Howard Matis, Barry Miller, Susan Montauk, Brad Ricards, Jeffrey Taylor, Ellen Wu

Excused: Marsha Peterson, Calvin Wong

Staff: Audree V. Jones-Taylor, Dana Riley, Diane Boyd, Gail McMillon, Mark Hall, Stephanie Benavidez, Christina Ferracane, Ed Manasse, Lily Soo Hoo, Joslyn combs, Peter Collier and Sarah Herbelin

3. DISPOSITION OF MINUTES:

A. Minutes of December 15, 2011

Motion: Commissioner Montauk entertained a motion to approve the meeting minutes of December 14, 2011 with correction.

Moved by: Commissioner Hammock, **Seconded by:** Commissioner Miller, 1 Abstention: Matis **Motion:** Passed.

4. SPECIAL ORDERS:

None

5. PRAC PENDING LIST:

A. Commissioners' Report Update

Commissioner Taylor reported that Jason Mitchell, OPR Fiscal Manager, determined that their was no fiscal impact

6. MODIFICATIONS TO THE AGENDA:

7. CONSENT NEW BUSINESS:

None

8. NEW BUSINESS:

A. Introduction of Proposed New Commissioners

Proposed new Commissioner's Toshia Marshall, Faith Du Bois, Paul Rosenbloom and Mandolin Kadera-Redmond were given the opportunity to introduce themselves to the Commission.

- B. Election of Commission Chair and Vice Chair for 2012: Point of Order: The Commission held a discussion to elect a new chair. Commissioner Miller was nominated and was provided the opportunity to give a brief presentation highlighting his goals as chair and why he felt he was the best candidate. A secrete ballot was taken and by consensus Commissioner Miller was elected Chair. Commissioner Wu was nominated to vice chair by a vote of 5 to 3.

Commissioner Miller conducted the remainder of the meeting.

The Commission and staff thanked outgoing co-chairs Susan Montauk and Michael Hammock for their years of service. Director Jones-Taylor plans to host reception for the all outgoing Commissioners.

- C. **Master Plan Process Overview:** Lily Soo Hoo, CEDA Project Manager and John R. Gibbs, WRT Consultants provided an hour presentation and overview of the Master Plan process. Topics included; the components of a park master plan and trends in park planning and its purpose.
 - D. **Food Trucks & the Impact on City Parks:** Edward Manasse, Strategic Planning Manger provided a presentation on the City's pilot mobile food vending program and the possible impact to parks and services. The program will be offered in Districts 1, 2, 3 and 4.
 - E. **Community Garden Policy and Process:** Sarah Herbelin, Peter Collier and Jocelyn Combs presented PRAC with an update on the Community Garden Standard Operation Procedure process. Commissioners were provided with a matrix depicting the various types of community gardens projects and partnerships with non-profit organizations. New garden proposal guidelines were also included. Director Jones-Taylor suggested that there be an advisory liaison from PRAC to the community gardening program.
 - F. **Policy Committee Discussion:** Representative from Ad Hoc Policy Committee members reported on their discussion including; restructuring the agenda i.e. the consent process for special events; creating stronger interactions with the Office of the Mayor and City Council; developing ways to support staff, setting priorities, developing partnerships with local universities, review PRAC subcommittees and liaisons; review Roberts Rules.
 - G. **Set Annual OPR Facility Tour Date & Locations:** Held over to next meeting.
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- 9. **CONDITIONAL USE PERMITS:**
None

10. COMMUNICATIONS:

- A. Conflict of Interest Declaration Form 700: Commissioners were issued Form 700 along with the online filing option with the City Clerk. The April 1, 2012 filing deadline was announced.
- B. Annual Ethics Training: Online ethics training information was announced. Commissioners were referred to www.fppc.ca.gov Click on the "Ethics" tab and select Local Training - AB 1234 Ethics Training for Local Officials for more information.
- C. California Association of Parks & Recreation Commissioners and Board Members Workshop: Update from Commissioner Ricards. PRAC Commissioners will join City of Richmond officials at the California Association of Parks and Recreation Commissioners and Board Members Workshop on February 11, 2012 at the Leona Lodge from 10am to 3pm. The cost is \$25.00 per attendee.

11. PRAC COMMITTEE REPORT:

None

12. ADVISORY COUNCIL REPORTS:

None

13. UNFINISHED BUSINESS:

None

14. COUNCIL REFERRALS:

15. OPEN FORUM:

Office of Parks and Recreation Capital Improvements staff member, Mark Hall announced OPR's receipt of a \$50,000 Grant from Alameda County for a community garden at Lowell Park, located in West Oakland at 14th in Market.

16. DIRECTOR'S REPORT:

Director Jones-Taylor invited the Commission to the January 20th citywide staff open house at the East Oakland Sports Center located at 9161 Edes Ave.

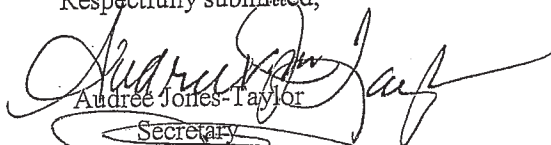
17. ANNOUNCEMENTS:

None

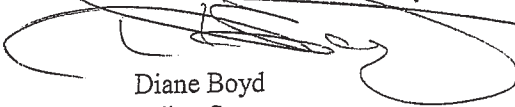
18. ADJOURNMENT:

The meeting was adjourned at 12:30pm

Respectfully submitted,



Audree Jones-Taylor
Secretary



Diane Boyd
Recording Secretary



This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call the *Office of Parks and Recreation* at (510) 238-7532 or TDD (510) 615-5883 at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who may experience chemical sensitivities may attend. Thank you.