

# CITY OF OAKLAND

## Parks and Recreation Advisory Commission



### AGENDA FOR REGULAR MEETING

Date: Wednesday, June 12, 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/86809347963>.
- To join by phone, please use one of the options below:
  - One-tap mobile.
    - +14086380968,,86809347963# US (San Jose), +16694449171,,86809347963#US
  - Dial one of the numbers below for higher quality based on your current location.
    - +1 408 638 0968 US (San Jose), +1 669 444 9171 US, +1 669 900 6833 US (San Jose)
    - +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 719 359 4580 US
    - +1 253 205 0468 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, +1 309 205 3325 US
  - International numbers are available at <https://us06web.zoom.us/u/kd17SqntFw>.
  - Webinar ID: 867 3619 4901.

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

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

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

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

Date: Wednesday, June 12, 2024

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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, Henderson, Kos-Read, Smith, Torres, Tran, Watkins, Whitmore
3. Modification of the Agenda
4. Disposition of Minutes
  - Draft minutes from regular meeting on May 10, 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.
  - 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.

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

Date: Wednesday, June 12, 2024

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#### 7. Measure Q Update

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

#### 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.

8B. Informational Update on Homeless Encampment Operations from the Office of the City Administrator.

8C. Verbal Update on Maintenance Costs at Raimondi Field from Public Works.

#### 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, June 12, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

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

### Next Regular PRAC Meeting

Date: Wednesday, July 10, 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.

會場有適合輪椅出入設施。需要殘障輔助設施, 手語, 西班牙語, 粵語或國語翻譯服務, 請在會議前五個工作天電郵 [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov) 或致電 (510) 238-7275 或 (510) 238-3254 TDD/TTY。請避免塗搽香氛產品, 參加者可能對化學成分敏感。

CITY OF OAKLAND  
Parks and Recreation Advisory Commission



**MINUTES FOR REGULAR MEETING**

Date: Wednesday, May 8, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

**Agenda Items**

1. Call to Order: **4:46 pm.**

2. Roll Call / Determination of Quorum

Alper, Barach, Henderson, Kos-Read, Smith, Torres, Tran, Watkins, Whitmore

**Present (6):** Vice Chair Barach, Commissioners Alper, Henderson, Kos-Read, Smith, and Whitmore

**Excused (3):** Chair Tran, Commissioners Torres and Watkins

**Absent (0):**

**Action:** Quorum confirmed.

3. Modification of the Agenda

- **New Business Item 8B is stricken from the agenda and will be heard in June.**
- **Item 7 will be heard before the Consent Calendar.**
- **Items 8A and 8C will be heard after Item 7.**

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

**Moved by:** Commissioner Smith

**Seconded by:** Commissioner Kos-Read

**Vote:** Yes (6) Barach, Alper, Henderson, Kos-Read, Smith, Whitmore  
No (0)

**Action:** Motion Passed.

4. Disposition of Minutes

- Approval of draft minutes from special meeting on **April 3, 2024.**
- Approval of draft minutes from regular meeting on **April 10, 2024.**

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

**Moved by:** Commissioner Kos-Read

**Seconded by:** Commissioner Alper

**Vote:** Yes (6) Barach, Alper, Henderson, Kos-Read, Smith, Whitmore  
No (0)

**Action:** Motion Passed.

5. Open Forum

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

**In-Person:** 2

**Remote:** 0

**Email:** 3

7. Measure Q Update

Monthly OPW Informational Report on Measure Q and Performance Measure Updates.

**Motion:** Vice Chair Barach entertained a motion to receive and file the report.

**Moved by:** Commissioner Henderson

**Seconded by:** Commissioner Smith

**Vote:** Yes (6) Barach, Alper, Henderson, Kos-Read, Smith, Whitmore  
No (0)

**Action:** Motion Passed.

8. New Business

- 8A. Request from Oakland LGBTQ Community Center for approval of vendor sells of food, beverages, merchandise, and wares at The Inaugural Rainbow Fair to be held at Splash Pad Park on Sunday, June 9, 2024, 11:00am-6:00pm.

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

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

**Moved by:** Commissioner Kos-Read

**Seconded by:** Commissioner Smith

**Vote:** Yes (6) Barach, Alper, Henderson, Kos-Read, Smith, Whitmore  
No (0)

**Action:** Motion Passed.

- 8C. Verbal Update on Lake Merritt from the Office of the City Administrator.

**Public Comment**

In-Person: 1

Remote: 1

Email: 2

**Motion:** Vice Chair Barach entertained a motion to accept and file the report.  
**Moved by:** Commissioner Henderson  
**Seconded by:** Commissioner Smith  
**Vote:** Yes (6) Barach, Alper, Henderson, Kos-Read, Smith, Whitmore  
No (0)  
**Action:** Motion Passed.

6. Consent Calendar

Items here are events that have been presented to the PRAC and held successfully for three (3) consecutive years.

- 6A. Request approval for the East Bay Front Runners and Walkers to collect onsite registration fees and t-shirt sales for the 5k/10k Pride Run/Walk at Lakeside Park on Saturday, October 12, 2024, from 7:00am-12:00pm.

**Public Comment**

In-Person: 0  
Remote: 0  
Email: 0

**Motion:** Vice Chair Barach entertained a motion to approve the requests.  
**Moved by:** Commissioner Kos-Read  
**Seconded by:** Commissioner Smith  
**Vote:** Yes (6) Barach, Alper, Henderson, Kos-Read, Smith, Whitmore  
No (0)  
**Action:** Motion Passed.

*Commissioner Kos-Read left the meeting at 6:15pm.*

9. Planning and Conditional Use Permits (CUPs)

None.

10. Update from the Director, Committees, and Announcements

- OPRYD Assistant Director Harith Aleem announced the 71<sup>st</sup> Annual Mother of the Year event to be held at the Morcom Rose Garden.

11. Continuation of Open Forum

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

**In-Person:** 1  
**Remote:** 0

12. Adjournment: **6:25 pm.**

**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,

A handwritten signature in black ink that reads "Jasmine S. Bellow". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Jasmine S. Bellow

Executive Assistant to the Director

PRAC Recording Secretary



# CITY OF OAKLAND



## Oakland Parks, Recreation & Youth Development

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Armando Aguilera, Public Service Representative  
**DATE:** June 12, 2024  
**SUBJECT:** **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.**

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### SUMMARY

Oakland Parks, Recreation & Youth Development received a request from San Francisco Mime Troupe (SFMT), a non-profit organization, requesting approval to collect donations onsite and sales of event related merchandise at Lakeside Park (Bandstand) on Wednesday, July 31, 2024, and Thursday, August 1, 2024. The event organizer is aware of the additional permits required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

### FISCAL IMPACT

The San Francisco Mime Troupe paid all fees associated with the events estimated at \$1,178.90.

### PROJECT DESCRIPTION

The San Francisco Mime Troupe has performed in Bay Area parks with free theatrical performances for 65 years. The SFMT has rented Lakeside Park in the past and has come before the Parks and Recreation Advisory Commission for approval for collection of donations and selling event related merchandise. The event has been well planned, well attended and very successful.

The following funds and items are being requested to collect on-site:

- Donations: All amounts accepted.
- Merchandise (**hats, shirts, recorded music, books, and bags**): \$5.00 to \$30.00

The estimated attendance 250

### BACKGROUND

The San Francisco Mime Troupe creates and produces socially relevant theater of the highest professional quality and performs it before the broadest possible audience. They do plays that make sense out of the headlines by identifying the forces that shape lives and dramatizing the operation of these giant forces in small, close-up stories that make audiences feel the impact of political events on personal life. To make work accessible the Mime Troupe performs its shows in local parks at a price everyone can afford: FREE.

### RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve San Francisco Mime Troupe request to collect donations and the sales of event merchandise at Lakeside Park (Bandstand) on Wednesday, July 31, 2024, and Thursday, August 31, 2024.

Respectfully submitted,

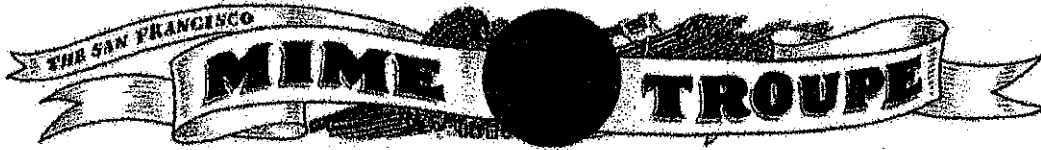
/s/ Armando Aguilera

Prepared by:  
Armando Aguilera

/s/ Zermaine Thomas

Approved by:  
Zermaine Thomas  
Special Events Coordinator

Attachments: Exhibit A – SF Mime Troupe Proposal Letter  
Exhibit B – Non-Profit Certificate (501c3)  
Exhibit C – Post Event Report (2023)



April 16, 2024

Dear Parks and Recreation Advisory Commission:

The San Francisco Mime Troupe (SFMT) respectfully requests permission to "pass the hat" and sell merchandise after our Lakeside Park performances on July 31 and August 1, 2024.

2024 is the SFMT's 65<sup>th</sup> year of performing in Bay Area parks at a price everyone can afford, free! Our mission is to reach the broadest possible audience through playing in our cities' public parks where we offer theatre that addresses timely social issues including: race, war, health, economy and the environment.

The money we collect by passing the hat covers approximately half of our season's costs. Contributions are completely voluntary.

The rest of our funds are raised through grants, donations, and merchandise sales. At Mime Troupe shows, audience members are presented with the opportunity to purchase SFMT branded hats, shirts, books, bags and recorded music. The money we raise through these measures is an integral part of our season's success. We have been relying on hat donation and merchandise since our inception.

Thank you so much for your time and for considering our request. We look forward to seeing you at Lakeside Park this summer!

Sincerely,

  
Terri Demartini

Tour Manager

San Francisco Mime Troupe

**Internal Revenue Service**

**Date:** September 19, 2003

San Francisco Mime Troupe  
855 Treat Ave.  
San Francisco, CA 94110-2723

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Brenda Fox 31-07209  
Customer Service Representative

**Toll Free Telephone Number:**

8:00 a.m. to 6:30 p.m. EST  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

94-1602975

Dear Sir or Madam:

This is in response to your request of September 19, 2003, regarding your organization's tax-exempt status.

In October 1965 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

San Francisco Mime Troupe  
94-1602975

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

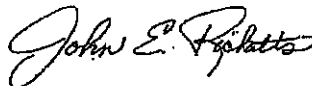
Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services



# POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3<sup>rd</sup> Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

## I. GENERAL INFORMATION

Name of Event: SAN FRANCISCO MIME TROUPE

Location of Event: LAKESIDE PARK - BRUNSTADT AREA

Date/Hours of Event: WED + THUR 7/19/23, 7/20/23 Permit No. FA-85365

Event Contact Name: KAREN RUNK Phone No. 415-728-4661

Event Contact Address: BOOKING@SFM.T.ORG

Is this a "first time" event at this location?  Yes  No If no, when was the event held previously?

SUMMER 2023

1. Were Facility Rental/Set-up fees waived?  Yes  No  Not Applicable
2. Check other permits required for event?
 

<input checked="" type="checkbox"/> OPD Special Events Permit	<input type="checkbox"/> Food Handler's Permit	<input type="checkbox"/> Seller's Permit
<input checked="" type="checkbox"/> Charitable Solicitations Permit	<input checked="" type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Other - Please list

## II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: APPROXIMATELY 150 each day
2. Were registration fees, donations or other fees collected on-site?  Yes  No  Not Applicable
3. If yes, how many people registered? \_\_\_\_\_ How many people made donations? \_\_\_\_\_
4. What was the cost for registration? \_\_\_\_\_
5. How much was collected on site from registration fees? \_\_\_\_\_
6. How much was collected on site from donations? \$ 366.23
7. How much was collected on site from other fees? \_\_\_\_\_

**III. VENDOR INFORMATION**

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement?  Yes  No

If no, why not? \_\_\_\_\_

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
SAN FRANCISCO HIRE TROUPE	non-profit	N/A	Shirt Merch	Y

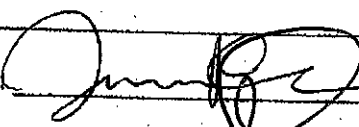
**IV. COMMENTS**

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

We Always appreciate the machine that helps to collect goose feces from the area prior to our arrival

List any problems, concerns, or other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

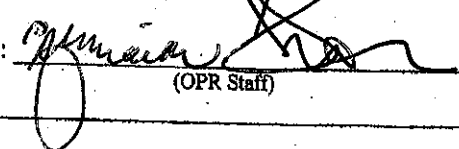
Submitted by: \_\_\_\_\_



Date: \_\_\_\_\_

5/6/24

Approved by: \_\_\_\_\_



(OPR Staff)

Date: \_\_\_\_\_

5/10/24

Comments: \_\_\_\_\_





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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Special Events Coordinator, Central Reservations  
**DATE:** June 12, 2024  
**SUBJECT:** **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**

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Oakland East Bay Garden Center, Inc., (OEBGCI), the umbrella nonprofit for Friends of the Gardens at Lake Merritt (FGLM), to collect funds onsite for their 13<sup>th</sup> Annual Autumn Lights Festival/Fundraiser. The funds collected from this event will benefit improvements to the Gardens at Lake Merritt and Lakeside Park Garden Center. This event has been successful each year. The event organizer is aware of the additional permit required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

OEBGCI is responsible for this event, including its costs and impacts. OEBGCI has pledged: 1) This event will have minimal impact on OPRYD facilities, 2) To indemnify OPRYD and the City for this event, 3) To be responsible for all costs.

OEBGCI and FGLM have successfully managed events such as this in cooperation with OPRYD and Oakland Public Works (OPW) over the past years what benefits may be funded by the proceeds.

**PROJECT / PROGRAM DESCRIPTION**

The event, entitled “Autumn Lights Festival” will comprise of decorating the Gardens with various styles of artist-produced illuminating art pieces that enhance the existing gardens, food trucks and vendors, in addition to various sound environments and musical performances consistent with contemplation of the Gardens lit up by artist illuminations.

**Admission**

- \$25.00 for general admission in advance
- \$30.00 at the door
- \$15.00 per child (ages 6 and older) in advance
- \$10:00 at the door
- Ages five and under are admitted free of admission

The primary sources of revenue will be ticket sales, food vendor fees, beer, and wine sales, OEBGCI and FGLM-branded merchandise, donations, and sponsorships. Proceeds will be accounted for by



OEBGCI and reported to OPRYD. Net receipts will go entirely towards benefitting The Gardens at Lake Merritt and to extend the reach of the Gardens throughout Oakland and the East Bay.

Autumn Lights Festival tickets will be sold in advance, with ticket sales at the door should any tickets remain available after pre-sales. Food and beverage sales in addition to sales of art by local artisans will be sold at Autumn Lights Festival. OEBGCI and FGLM will solicit donations in support of the event and their respective community-based organizations.

OEBGCI and FGLM will solicit, curate, and install lighted exhibits and other art displays, primarily produced by Oakland and East Bay artists. Oakland-based Heart of the Town Events will manage music production, publicity, and event logistics.

The primary patron experience will be an opportunity to see the Gardens at their best, illuminated at night by innovative art installations and surrounded by other works from similarly minded garden enthusiasts. Food trucks and local food vendors, as well as musical performances, will provide additional avenues of enjoyment at the event

### **BACKGROUND / LEGISLATIVE HISTORY**

OPRYD and OPW, in addition to other City departments, have worked closely with FGLM for years, and its parent organization, OEBGCI, since the early 1950s. Over the years, both organizations have provided considerable financial, volunteer, and other resources in support of the Gardens.

Fundraising and publicity provided by OEBGCI and FGLM have resulted in many benefits to the Gardens and the people of Oakland. Among the thousands of hours of volunteering facilitating the improvements at the Gardens, the redevelopment of the Sensory Garden, the Mediterranean Garden, the Japanese Garden, Bonsai Garden, and several newer editions. Many less obvious but critical additions of soil, compost, path materials, signage and plants have been funded by or facilitated via OEBGCI and FGLM.

A significant portion of garden maintenance has also been accomplished by teams of volunteers that FGLM has encouraged and managed. These teams have included those drawn by important dates such as Martin Luther King, Jr. Day and Earth Day, as well as by the regularly scheduled bi-monthly volunteer opportunities.

### **RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request Oakland East Bay Garden Center, Inc. and Oakland Public Works to collect funds onsite at their 13<sup>th</sup> Annual Autumn Lights Festival to be held at Lakeside Park Garden Center and Gardens at Lake Merritt on Thursday, October 17, 2024, to Saturday, October 19, 2024.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Special Events Coordinator

/s/ Harith Aleem

Approved by:

Harith Aleem

Assistant Director

Attachments: Exhibit A – OEBGCI Proposal Letter  
Exhibit B - Post Event Report 2023

**Oakland East Bay Garden Center, Inc.**  
**666 Bellevue Avenue**  
**Oakland, CA 94610**

March 24, 2024

Parks and Recreation Advisory Commission  
Oakland Parks, Recreation & Youth Development  
250 Frank H. Ogawa Plaza, Suite 3330  
Oakland, CA 94612

Dear Commissioners:

Oakland East Bay Garden Center, Inc. (OEBGCI) and Friends of the Gardens at Lake Merritt (FGLM) hereby submit this request for approval to collect funds onsite for the 13<sup>th</sup> Annual Autumn Lights Festival, taking place October 17-19, 2024, in the Gardens at Lake Merritt, adjacent to Lakeside Park Garden Center.

This letter of request provides the following information, per the PRAC requirements:

- Brief history of Autumn Lights Festival
- Overview of the event
- Review of key funds to be collected onsite
- Reason for onsite fund collection
- Organization and program benefitting from the collection of funds

**Brief History of the Autumn Lights Festival**

Since 2012, the Autumn Lights Festival community fundraiser has been successfully staged in the Gardens at Lake Merritt and adjacent Lake Merritt Garden Center. All the net proceeds from the event are invested into the Gardens.

FGLM has worked closely with OPRYD and Oakland Public Works on various projects in the Gardens for over ten years – and its parent organization, O-EBGC, Inc., since the early 1950's. Over the years, the two organizations have provided considerable financial, volunteer, and other resources in support of the Gardens.

Fundraising and publicity provided by O-EBGC, Inc and FGLM have resulted in many benefits to the Gardens and the people of Oakland. Among the thousands of hours of volunteering facilitating the improvements at the Gardens, the new fencing around the garden, upgrading the Pollinator Garden, entry garden the Mediterranean Garden, the Japanese Garden, Bonsai Garden, and many newer editions. Many less obvious but critical additions of soil, compost, path materials, signage and plants have been funded by or facilitated via O-EBGCI and FGLM.

A significant portion of garden maintenance has also been accomplished by teams of volunteers that FGLM has recruited, encouraged and managed. These teams have included those drawn by

important dates such as Martin Luther King Jr. Day and Earth Day, as well as by the regularly scheduled bi-monthly volunteer opportunities.

All net proceeds from Autumn Lights are re-invested into the many community projects OEBGCI and FGLM carry out at the Gardens at Lake Merritt year-round.

### **Overview of the Event**

The 13<sup>th</sup> Annual Autumn Lights Festival will again comprise of decorating the Gardens with various styles of artist-produced illuminating art pieces that enhance the existing gardens, food trucks and vendors, in addition to various sound environments and musical performances consistent with contemplation and appreciation of the Gardens. Artist recruitments are underway and a spectacular display is in anticipation again this year.

### **Funds to Be Collected Onsite**

The event plans to collect the following onsite funds:

- **Food Vendors/Sales** – As in past years, plans are under way to have food vendors and trucks. Food prices are likely to range from \$5 to \$25 depending on the item(s) being sold. OEBGCI/FGLM will charge each food vendor/truck a fee to participate.
- **Beverage Sales** – Beer, and wine will be sold by OEBGCI/FGLM. Estimated beer and wine prices will be in the \$10 range.
- **Donations** – OEBGCI and FGLM will solicit donations in support of the event and their respective community-based organizations.
- **Tickets** – Tickets to the event will be sold both in advance and onsite. 2022 ticket prices are as follows: \$25 for general admission in advance; \$30 at the door, \$15 per child (ages 6 and older) in advance; \$10 at door. Ages five and under are admitted free of admission.
- **Art Market Sales** – Several local artist and artisans, most of who will also be displaying art in the Gardens, will participate in a central art market in the Vista Room of the Garden Center. The artists and artisan will be selling their art onsite. Prices vary depending on the type of art being sold. The artist/artisans will pay OEBGCI \$30 each to participate in the market.

### **Reason for Onsite Fund Collection**

The event is a community fundraiser. All net proceeds from the event are re-invested in the capital projects and other ongoing enhancements at the Gardens at Lake Merritt.

### **Organization/Program Benefitting from Collected Funds**

Proceeds from any fees will be applied to event-related expenses, including permit, operations, production, security, transportation, marketing, etc. The estimated overall operating budget for the 2023 Autumn Lights Festival was approximately \$240,000. In 2023, ticket sales totaled \$334,691.11. We anticipate similar results for ticket sales again this year.

Both O-EBGCI and the event producers, Heart of the Town Events, are (501c3) non-profit organizations. O-EBGCI is the umbrella organization for FGLM.

Respectfully submitted,

*Victoria (Tora) Rocha*

Tora Rocha and Carole Levenson

Co-Presidents

Oakland East Bay Garden Center, Inc/Friends of the Gardens at Lake Merritt

## POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3<sup>rd</sup> Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

### I. GENERAL INFORMATION

Name of Event: **12<sup>th</sup> Annual Autumn Lights Festival**

Location of Event: The Gardens at Lake Merritt; Lake Merritt Garden Center

Date/Hours of Event: October 12-14, 2023, 6:00 p.m. – 11:00 p.m. each evening

Permit No. on file

Contact Person: Tora Rocha, Friends of the Gardens at Lake Merritt

Phone No. 925-522-1381

Contact Person Address: 666 Bellevue Avenue, Oakland, CA 94610

Is this a first time event at this location?  Yes  No If no, when was the event held previously? **The event is annual and began in 2012.**

- 
1. Were Facility Rental/Set-up fees waived?  Yes  No  Not Applicable
2. Check other permits required for event?
- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> OPD Special Events Permit       | <input checked="" type="checkbox"/> Food Handler's Permit    | <input checked="" type="checkbox"/> Seller's Permit   |
| <input checked="" type="checkbox"/> Charitable Solicitations Permit | <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Other – Fire, ABC |

### II. ATTENDANCE/COLLECTION OF FUNDS

- Total number in attendance: **10, 216 (not including volunteers + staff)**
- Were registration or donation fees collected on-site for the event?  Yes  No  
 Not Applicable
- If yes, how many people registered? **10,494 people purchased tickets to the event.**  
How many people made donations? **457**
- What was the cost for registration? **Tickets were \$25.00 at the door; \$7.00 per child (ages 6 and older) in advance; \$20.00 at the door. Children ages five and under were admitted free of admission.**

POST EVENT REPORT (Continued)

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5. How much money was collected on site for registration fees? **\$2,278.04 on-site / at-the-door ticket sales.**
6. How much money was collected on site for donations? **\$1,255.00**

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement?  Yes  No

Of no, why not? \_\_\_\_\_

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
Cool Neon Wire	N	N	Participating artist	Y
Propagation Garden Group	Y	N	Plant Sales	Y
Misc. local artists that were part of the art show – most were displaying in the gardens as well.	Artisans	N	Various types of art – paintings, sculpture, artifacts, etc.	Y
Misc. food vendors – including , Company Confections, Halal Bites of Chicago, Lorraines Café, Javi's Cooking, Tacabrona, Nahua Pizza, The Jollof Kitchen (included vegetarian and vegan options). Get Goes Mobile	N	Burritos, Tacos, Asian, BBQ, Indian, vegan, etc.	Food	Y

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

The event has been very successful, with large, happy crowds each year. We plan to build on the significant improvements initiated in 2016 with respect to ticketing and parking with the improved and expanded food court and improvements made to enhance accessibility for attendees with special needs. This year, OEBGCI will again work with City/OPR staff on ways to further enhance the City-run parking operation.


POST EVENT REPORT (Continued)

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List any problems, concerns, or, other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

See above.

Submitted by: Victoria (Tora) Rocha Date: April 5, 2024

Approved by:  Date: 4/12/24  
(OPR Staff)

Comments: \_\_\_\_\_



**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:** June 12, 2024  
**SUBJECT: Informational Report: OPW Monthly 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. A schedule for staff reporting on Measure Q items for FY 2024-2025.

**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 May 8, 2024 meeting, Assistant to the Public Works Director Liam Garland presented the monthly maintenance report and received input from PRAC on the reporting efforts to date. That input has been incorporated in the monthly reporting below.

This update focuses on five 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 detailed information on Measure Q-funded positions. Attachment B provides detailed information on other positions primarily within Parks and Trees Division and Facilities Services Division but funded by other sources.

*Hiring.* The table below shows Measure Q-related hiring and vacancies for this month 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		
# of Vacant Positions	22	17	18		
% Vacant Positions	21%	17%	18%		

*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. When a consultant is hired to develop the park assessments, this preliminary industry standard will be reviewed, adjusted, and finalized.

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 April is 4.8. It is calculated by work orders showing 830 hours worked in April 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 April, 73% (or 8) parks met the Measure Q-derived goal of 1 FTE per major park, and 27% (or 3) did not. In addition, 64% (or 7) of the parks met the preliminary industry standard of 1 FTE/10 acres and 36% (or 4) did not. This is a decrease from last month in meeting these goals. However, this is largely explained by a very significant maintenance push at Lakeside Park. In April, 13.4 FTEs worked at Lakeside Park versus 7.2 FTEs in March. With this significant investment in Lakeside Park maintenance came fewer staff and resources able to be applied to other major parks.

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. With six months of data collected, staff plan to cross-reference these trends with the maintenance findings from the parks assessments referenced at the end of this report, and update the preliminary industry standard goal for baseline FTEs per park.

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.

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<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.

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						

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. April is the first month of peak season so the goal is a minimum of 2 mows per month per park. The table shows a total of 62 ballfield mows in April. That is double the number of mows from March and slightly over the overall baseline goal of 60 mows per month (30 ballfields x 2 mows per month in peak season). However, in looking at this table park by park, it shows 10 parks were mowed more than the monthly goal, and 13 did not reach the goal of 2 mows per month. While these results may suggest an overinvestment in mowing at some fields and underinvestment in others, staff are prioritizing multiple mows at ballfields where field use is high.

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 two times per week emptying of cans and picking up litter, 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 major parks.

Data on the emptying of trash cans started in mid-April. The first couple weeks of data entry showed a lot of room for improvement. While 254 instances of trash can emptying were reported through Cityworks, 127 instances were entered but not correctly associated with a park due to problems in entry of the data in the field. Several parks showed no trash can emptying even though staff had completed work orders for trash can emptying at those parks. As a result, staff have reconfigured the data entry in Cityworks to make it easier to associate trash can emptying with a particular park, and supervisors and front-line workers are being re-trained to improve data collection. Staff will deliver May’s trash can emptying report at PRAC’s July 10 meeting.

Attachment E shows the format of that future report.

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' restroom once per day, 100% of the time. This month's reporting is based on data collected through May 26. This early cut off is due to the short turn around time between compiling the data, conducting quality control on the data, and submitting this report to PRAC. With 26 days in the reporting period, the baseline goal is 26 cleanings per restroom (or one daily cleaning per restroom). Given there has not been time to quality control this data, mistakes may be corrected in future reports.

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 42 cleanings per park restroom (two cleanings per day for 26 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 781 cleanings in May exceeds the overall monthly target of 728 cleanings for staff's baseline goal of one daily cleaning per park restroom. However, cleanings are falling short of both the baseline goal at a number of individual parks and for the Measure Q-derived goal of twice per day cleanings, 80% of the time. Staff are continuing to examine whether the explanation for this is resource allocation, data entry or compilation, or something else. Staff will return in future updates with an answer.

No reporting is provided for parks restrooms that are closed or operate only seasonally or by event: 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. In addition, staff continue to troubleshoot a technical problem with the data collected at Joaquin Miller Park Ranger Station.

## 5. Scheduled Staff Reporting to PRAC on Measure Q Topics

At the May 8 meeting, staff provided brief updates on the Storm Drainage Master Plan and the Parks Assessments. As shown below, fuller updates on both items will be included at PRAC's July 10 meeting. In addition, staff have drafted a schedule for Measure Q reporting to PRAC for Fiscal Year 2024-2025.

### Anticipated Staff Reporting Schedule for FY 2024-2025

July 10	Status Update on Park Assessments Detailed Update on Stormwater/Water Quality Initiatives Monthly Maintenance Review
September 11	Adopted FY 2025 Budget Close of FY 2024 Budget Measure Q Minor CIPs

November 13	Quarter 1 Maintenance Review
December 11	Stormwater and Water Quality Update
January 8	Measure Q Budget Update Report on Parks Assessments
Feb-May	PRAC Develops Measure Q FY 2025-2027 Budget Recommendations
June	City Council Adopts FY 2025-2027 Budget

In sum, staff are making progress on Measure Q reporting on vacancies and hiring, dedicated staffing per park, ballfield mowing, trash and litter, outdoor restroom cleaning, water quality and litter reduction, and park assessments. Staff’s reporting schedule provides information relevant to PRAC’s Measure Q oversight responsibilities, including PRAC’s Measure Q budget recommendations to City Council for FY 2025-2027.

**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 – Detailed Measure Q Funded Positions  
B – Detailed Positions Primarily from Parks, Trees, and Facilities Services  
C – Dedicated Staffing at Major Parks  
D – Ballfield Mows  
E – Trash Can Emptying  
F – Restroom Cleaning

## Attachment A – Detailed 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	5		
Measure Q	Electrician		1	100.00%
Measure Q	Engineer, Assistant I (Office)		1	100.00%
Measure Q	Gardener Crew Leader	21	5	19.23%
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>82</b>	<b>18</b>	<b>18.00%</b>

## Attachment B – Detailed 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%
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	3	3	50.00%
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>181</b>	<b>47</b>	<b>20.18%</b>



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

<b>Staff FTEs at Major Parks</b>	Acres	April 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	4.8	1	Yes	1.0	Yes
Brookdale Park	4.7	0.4	1	No	0.5	No
Brookfield Park	14	2.6	1	Yes	1.4	Yes
Bushrod Park	10.1	3.2	1	Yes	1.0	Yes
Defremery Park	14	1.3	1	Yes	1.4	No
Dimond Park	14.3	3.0	1	Yes	1.4	Yes
Joaquin Miller Park*	150	0.8	1	No	15.0	No
Lakeside Park	122	13.4	1	Yes	12.2	Yes
Montclair Park	6.7	1.8	1	Yes	0.7	Yes
Mosswood Park	11	4.8	1	Yes	1.1	Yes
San Antonio Park	11.62	0.4	1	No	1.2	No
% to Goal				73%		64%
Count "Yes" =				8		7
Count "No" =				3		4

\*Joaquin Miller Park has 500 total acres, but 360 acres are resource conservation areas.

## Attachment D – April Ballfield Mows

Monthly Mows of Ballfields	# of April mows (peak season)	Goal: off peak, 1x/mo; peak at least 2x/mo, 100% of time	Goal Met?
Allendale Rec Center Field	1	2	No
Arroyo Viejo-McConnell Field	5	2	Yes
Arroyo Viejo-Ricky Henderson A's Field	0	2	No
Brookdale Rec Center Field	1	2	No
Brookfield Rec Center Field	0	2	No
Burckhalter Park Field	0	2	No
Bushrod- Lower Field	2	2	Yes
Bushrod-Upper Field	0	2	No
Central Reservoir Park Field	4	2	Yes
Concordia Park Field	1	2	No
Curt Flood Field	0	2	No
Franklin Field	3	2	Yes
Garfield Ballfield	4	2	Yes
Golden Gate Rec Center Field	0	2	No
Greenman Field/Carter Gilmore	3	2	Yes
Jefferson Square Field	1	2	No
Joaquin Miller (Robin Perry) Field	0	2	No
Lowell Park Field	2	2	Yes
Montclair Recreation Center Field	4	2	Yes
Mosswood Rec Center Field	6	2	Yes
Oakport Field	3	2	Yes
Otis Spunkmeyer Field	2	2	Yes
Poplar Recreation Center Field	5	2	Yes
Pinto Park (Jones Field)	3	2	Yes
Raimondi Field	0	2	No
San Antonio Field	5	2	Yes
Shepherd Canyon Park Field	1	2	No
Sobrante Park Field	3	2	Yes
Tassafaronga Rec Center Field	1	2	No
Wade Johnson Park Field	2	2	Yes
Totals	62	60	
	% to Goal	103%	53%
		Count "Yes" =	16
		Count "No" =	14

## Attachment E– Trash Can Emptying

Monthly Emptying of Trash Cans at Most Used Parks	# of trash cans	April times/month cans emptied	Baseline goal: 8x/mo, 100% of time	Goal met?	Measure Q Goal: 16x/mo emptying of cans, 75% of time	Goal met?
Mosswood Park (11 acres)	2	Data provided at July 10 PRAC meeting	16	Data provided at July 10 PRAC meeting	24	Data provided at July 10 PRAC meeting
Bushrod Park (10.12 acres)	10		80		120	
Defremery Park (14 acres)	13		104		156	
San Antonio Field (11.62 acres)	21		168		252	
Brookdale Park (4.66 acres)	6		48		72	
Brookfield Park (14 acres)	6		48		72	
Arroyo Viejo (18.75 acres)	5		40		60	
Lakeside Park (75 acres)	95		760		1140	
Joaquin Miller Park	49		392		588	
Montclair Rec Center Field	13		104		156	
Dimond Park (14.31 acres)	16		128		192	
			0		1,888	
		% To Goal				
			Count "Yes" =		Count "Yes" =	
			Count "No" =		Count "No" =	

**Attachment F – Restroom Cleaning through May 26**

<b>Monthly Restroom Cleanings by Facility through May 26, 2024</b>	<b>May 2024 Cleanings</b>	<b>Baseline Goal: 1x daily cleaning, 100% of time (26)</b>	<b>Goal met?</b>	<b>Measure Q Goal: 2x daily cleanings, 80%+ of time (48)</b>	<b>Goal met?</b>
12th St & Lake Merrit Blvd	30	26	Yes	42	No
Astro Park / Eastshore Park	45	26	Yes	42	Yes
Bella Vista Park	15	26	No	42	No
Brookdale Park	15	26	No	42	No
Burckhalter Park	25	26	No	42	No
Central Reservoir Recreation Area	13	26	No	42	No
Cesar Chavez Park	20	26	No	42	No
Concordia Park	13	26	No	42	No
Davie Tennis Stadium	18	26	No	42	No
Dimond Park	35	26	Yes	42	No
Estuary Park	25	26	No	42	No
Frog Park Rockridge-Temescal Greenbelt	24	26	No	42	No
Joaquin Miller - Fire Circle	33	26	Yes	42	No
Joaquin Miller - Redwood Glen	26	26	Yes	42	No
Joaquin Miller Park - Meadow	66	26	Yes	42	Yes
Lakeside Park - Sailboat House	40	26	Yes	42	No
Lowell Park	21	26	No	42	No
Madison/Wilma Chan Park	31	26	Yes	42	No
Maxwell Park	20	26	No	42	No
McCrea Park	21	26	No	42	No
Montclair Park	39	26	Yes	42	No
Morcom Rose Garden	32	26	Yes	42	No
Mosswood Park - Theater Building	25	26	No	42	No
Pine Knoll	33	26	Yes	42	No
San Antonio	36	26	Yes	42	No
Shepherd Canyon Park	32	26	Yes	42	No
Snow Park	26	26	Yes	42	No
Union Point	22	26	No	42	No
<b>Total</b>	<b>781</b>	<b>728</b>		<b>1165</b>	
	<b>% To Goal</b>	<b>107%</b>	<b>50%</b>	<b>67%</b>	<b>7%</b>
		<b>Count "Yes"=</b>	<b>14</b>		<b>2</b>
		<b>Count "No"=</b>	<b>14</b>		<b>26</b>



**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:** June 12, 2024  
**SUBJECT: 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.**

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**SUMMARY**

OPRYD, the Oakland Public Library (OPL), and the Melrose 27X neighborhood are deepening our collaborative efforts to promote literacy among children and families. We are proposing the installation of a "Little Town Library" at the Courtland & Congress Avenue intersection. Since 2022, OPL, a department of the City of Oakland, has partnered with the Stephen and Ayesha Curry's Eat. Learn. Play Foundation, which generously funds and supports the Little Town Libraries project. This decision to engage OPRYD and the neighborhood reflects our shared history of supporting children's literacy through programs like Town Camps and previous Little Town Libraries installations. This project serves as an excellent opportunity to further enhance our partnership. Additionally, OPL will handle all financial, reporting, legal requirements associated with the project and oversee the installation process.

**FISCAL IMPACT**

There is no fiscal impact to OPRYD for this project. All project requirements are borne by OPL. Staffing impacts are negligible. The Melrose 27X Neighborhood Council, with community backing, will take responsibility for restocking the Little Town Libraries with books supplied by OPL. Additionally, they will liaise with OPL as needed to ensure the upkeep of the boxes and a steady book supply.

**PROJECT / PROGRAM DESCRIPTION**

“Little Town Libraries” are based on the Little Free Library model. They are colorful, sturdy, weather-proof boxes mounted on a 4” x 4” wooden post, containing books that anyone can take. Unlike the Little Free Library model, which depends entirely on community contributions for books,

Little Town Libraries will also be regularly stocked with brand new high-interest books that reflects the lives of Oakland's youth with the goal to promote a love for literacy. Selection of sites was made in consultation with project partners to maximize equitable impacts. OPL will facilitate all aspects of

this project, including coordinating installation, supporting inventory of books throughout the duration of the program, and all reporting and legal requirements per the completed grant agreement with Eat. Learn. Play. The Melrose 27X Neighborhood Council has engaged with the community in regard the Little Town Library via:

- Monthly Friends of Courtland Creek Meeting.
- Bi-monthly Zoom community meeting in April.
- Social media platforms (X, formerly Twitter, Instagram, Facebook, and NextDoor).
- Neighborhood walks to share with neighbors.
- Shared details with Horace Mann Elementary School and Fremont High School in the Melrose neighborhood.

Last month, we added a Little Free Library to our Melrose Community Garden, located at the intersection of Vicksburg and Ygnacio Avenues. This installation has brought joy to our community. The community is looking forward to the addition of a Little Town Library to Courtland Creek Park, particularly at the corner of Congress and Courtland Avenues. A neighbor who resides across the street from the proposed installation has volunteered to be the Little Town Library Steward. He will notify the Melrose 27X Neighborhood Chair and OPL about any vandalism or if additional books are needed.


## **BACKGROUND / LEGISLATIVE HISTORY**

Little Town Libraries is a project of Stephen and Ayesha Curry’s Eat. Learn. Play Foundation. In partnership with the OPL, Oakland Literacy Coalition, and Black Cultural Zone, the project provides to construct and maintain 75 new Little Town Libraries in under-resourced areas of Oakland, meeting kids and families where they are, and encouraging neighborhood book sharing to develop children’s passion for reading.

## **RECOMMENDATION**

OPRYD recommends PRAC to support the installation of an outdoor “Little Town Library” at the Courtland & Congress Avenues intersection in the Melrose 27X neighborhood.


Respectfully submitted,

  
[Quincy Williams \(Jun 6, 2024 12:25 PDT\)](#) (Signature)

Prepared by:

Quincy Williams

Assistant Capital Improvement Projects Coordinator, OPRYD

  
[Harith Aleem \(Jun 7, 2024 11:02 PDT\)](#) (Signature)

Reviewed by:

Harith Aleem

Assistant Director, OPRYD

*Fred Kelley*

Fred Kelley (Jun 7, 2024 11:04 PDT) (Signature)

Approved by:

Fred Kelley

Director, OPRYD

**Identification of Support Documents:**

Attachments: Exhibit A - *Little Town Library Box Wrapping*

Exhibit B - *Example Photo of Little Town Library Box Installed: (Arroyo Viejo, DeFremery & Ira Jenkins)*



Exhibit A – Little Town Library Box Wrapping





Exhibit B – Example Photo of Little Town Library Box Installed: (Arroyo Viejo, DeFremery & Ira Jenkins)