



**PARKS AND RECREATION ADVISORY COMMISSION - PRAC**

**Wednesday, March 11, 2020 4:30PM**

**Lakeside Park Garden Center – 666 Bellevue Avenue**

**Agenda**

1. CALL TO ORDER:
2. ROLL CALL:  
**AIKENS, COLE, CORBIN, HA, HOWZE, MOORE, REILLY, SMITH, TORRES, WOLFSON**
3. DISPOSITION OF MINUTES:  
February 19, 2020 – Special Meeting Minutes
4. MODIFICATIONS TO THE AGENDA:
5. OPEN FORUM:
6. CONSENT NEW BUSINESS:
  - A. Request From The Hemophilia Foundation Of Northern California Approval To Collect Onsite Donations, Registration Fees And Sales Of Raffle Tickets At Their 5<sup>th</sup> Annual Hemophilia Walk To Be Held At The Lakeside Park (Pergola) On Saturday, May 16, 2020, 12:00pm – 4:00pm (Setup) & Sunday, May 17, 2020, 8:00am -1:00pm
  - B. Request To Allow Event Organizers To Collect Entrance Fees And Vendor Registration Fees And For Vendor Solicitation Of Fees For Food Concessions, Merchandise And Alcohol Beverages At Burger Boogaloo Two Day Music Festival At Mosswood Park, July 11<sup>th</sup> And July 12<sup>th</sup>, 2020.
  - C. Request To Allow Event Organizers To Collect Entrance Fees And Vendor Registration Fees And For Vendor Solicitation Of Fees For Food Concessions, Merchandise And Alcohol Beverages At Burger Boogaloo Two Day Music Festival At Mosswood Amphitheater, September 26<sup>th</sup> And September 27, 2020.
7. NEW BUSINESS
  - A. Informational Report On The Approved Parks For The Oak Koll Mixed-Use Community Project, Which Will Be Dedicated To The City Of Oakland As City Parks.

- B. Request Recommendation To Dedicate A Plaque In Memory Of Ana Vohryzek-Griest.
- C. Request Recommendation To Dedicate A Plaque In Memory Of Nancy Clapsadle.
- D. Request From A Sista's Touch For Approval To Collect On-Site Donations For Their "We Run Oakland For Our Children" Charity Walk/Run To Be Held At Lakeside Park (Pergola) On Saturday, May 30, 2020, 8:00am-11:30am.
- E. Request From Friends Of The Oakland Branch National Association Of The Advancement Of Colored People (NAACP) Approval To Collect Onsite Donations, Vendor Sales Of Foods, Beverages, Arts/Crafts And Merchandise At Their THURSDAYs Night Market To Be Held At Jack London Aquatic Center And Estuary Park Every 4<sup>th</sup> Thursday Of Each Month Beginning May 28, 2020 Through October 29, 2020, From 4:00pm – 9:00pm.
- F. Request From Camps In Common For Approval To Collect Onsite Sales Of Tickets At Door, Bidding On Auction Items And Collection Of Donations At Their 2<sup>nd</sup> Annual Gateway To Nature Spring Benefit To Be Held At Joaquin Miller Community Center On Saturday, April 25, 2020, From 6:00pm - 9:30pm.
- G. Request From Cornerstone Doula Trainings For Approval Of Onsite Vendor Sales Of Foods (Mobile Food Trucks), Sales Of Raffle Tickets, Soliciting Funds For Sponsorships, Community Commitment Memberships and an Education Grant Fund At Their Community Baby Shower at Lakeside Park (Picnic Tables Near Lake Merritt Sailboat House) on Sunday, July 5, 2020, From 11:00am-3:00pm.
- H. Request From Red Bull 3X For Approval Of Onsite Vendor Sales Of Merchandise, Beverages (Non-Alcoholic/Alcoholic) And Collection Of Donations For Participating Non-Profit Community Partners At Their FREE All-Age Community Celebration and Basketball Qualifier Tournament To Be Held At Mosswood Park On Friday, June 12, 2020 (Setup) And Saturday, June 13, 2020, From 10:00am - 6:00pm.
- I. Tree Permit Appeal.

- 8 PLANNING AND CONDITIONAL USE PERMITS:
- 9 COMMITTEE AND/OR ADVISORY COUNCIL UPDATES:
- 10 ANNOUNCEMENTS AND COMMUNICATIONS:
- 11 DIRECTOR'S REPORT:
- 12 CONTINUATION OF OPEN FORUM:

ADJOURNMENT:

**Next Meeting:**

***Wednesday, April 8, 2020***

***Lakeside Park Garden Center***

***666 Bellevue Ave, Oakland, CA***

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin or Spanish interpreter, please email [dboyd@oaklandnet.com](mailto:dboyd@oaklandnet.com) or call (510) 238-7532 or TDD/TTY (510) 238-3254 at least five working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete de en español, Cantones, Mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a [dboyd@oaklandnet.com](mailto:dboyd@oaklandnet.com) o llame al (510) 238-7532 o (510) 238-3254 por lo menos cinco 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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**PARKS AND RECREATION ADVISORY COMMISSION - PRAC**

**Wednesday, February 19, 2020 4:30PM**

**Lakeside Park Garden Center – 666 Bellevue Avenue**

**\*\*\*\*\*Special Meeting\*\*\*\*\***

**Minutes**

1. CALL TO ORDER: 4:41 p.m.
2. ROLL CALL:  
**AIKENS, COLE, CORBIN, HA, HOWZE, MOORE, REILLY, SMITH, TORRES, WOLFSON**

Present: 8 – Aikens, Cole, Corbin, Ha, Howze, Moore, Reilly, Wolfson

Arrivals: 1 – Smith (4:51 p.m.)

Absent: 1 - Torres

Staff: Diane Boyd and Zermaine Thomas

3. DISPOSITON OF MINUTES:  
September 11, 2019  
December 11, 2019  
January 25, 2020

**Motion:** Commissioner Corbin entertained a motion to recommend approval of September and December 2019 and January 2020 meeting minutes, including a modification to the December minutes reflecting the following change on page 4, Item 9 under Commissioner Reilly - “March 2020 will mark the 150<sup>th</sup> year of the Rotary Nature Center (RNC). The Friends of the RNC will celebrate the occasion by installing new poll banners near the RNC location. **Moved by:** Commissioner Aikens. **Second by:** Commissioner Cole. **Vote: 9 Yes:** Aikens, Cole, Corbin, Ha, Howze, Moore, Reilly, Smith and Wolfson. **Motion:** Passed.

4. MODIFICATIONS TO THE AGENDA:
5. OPEN FORUM: Three persons spoke at Open Forum.
6. CONSENT NEW BUSINESS:
  - A. Request From Native American Health Center (Nahc) For Approval To Collect On-Site Registration Fees At The 19<sup>th</sup> Annual Running Is My High 5k And 10k Fun Run/Walk At Lakeside Park (Fairylnd Area) On Saturday, April 11, 2020, 9:00am-12:00pm.

**B. Request From Eastside Arts Alliance Approval To Collect Donations, And Sell Food And Merchandise On Site At The Malcolm X Jazz Festival At San Antonio Park On Saturday, May 16, 2020 From 12:00pm – 5:00pm.**

**C. Request From The Spanish Speaking Citizen's Foundation For Approval To Collect Registration Fees Onsite At Their 5k Walk/Run At Lakeside Park (Picnic Tables Near Lake Merritt Sailboat House) On Sunday, May 3, 2020, From 9:00am 11:00am.**

**Motion:** Commissioner Corbin entertained a motion to recommend approval of Items 6A – 6C. **Moved by:** Commissioner Cole. **Second by:** Commissioner Ha. **Vote: 9 Yes:** Aikens, Cole, Corbin, Ha, Howze, Moore, Reilly, Smith and Wolfson. **Motion:** Passed.

7. NEW BUSINESS:

**A. Request From Better Black For Approval To Collect Entry Fees, Sales Of Food, Beer, Wine And Spirits, At Strictly R & B To Be Held At The Lakeside Park Garden Center On Saturday, March 7, 2020, From 9:00pm-1:00am.**

**Motion:** Commissioner Corbin to recommend approval to allow Better Black to collect entry fees and revenue from the sale of beer, wine and spirits at the Strictly R&B event at Lakeside Park Garden on Saturday, March 7, 2020. **Moved by:** Commissioner Moore. **Second by:** Commissioner Aikens. **Vote: 9 Yes:** Aikens, Cole, Corbin, Ha, Howze, Moore, Reilly, Smith and Wolfson. **Motion:** Passed.

**B. Request From Northern California Debtors Anonymous For Approval To Collect Entry Fees At Their Spring Lights Event At Lakeside Park Garden Center On Sunday, May 17, 2020, From 10:00am-4:00pm.**

**Motion:** Commissioner Corbin entertained a motion recommend approval to allow the Northern California Debtors Anonymous event organizers to collect entry fees at the Spring Lights event at Lakeside Park Garden Center on Sunday, May 17, 2020. **Moved by:** Commissioner Smith. **Second by:** Commissioner Reilly. **Vote: 9 Yes:** Aikens, Cole, Corbin, Ha, Howze, Moore, Reilly, Smith and Wolfson. **Motion:** Passed.

8. PLANNING AND CONDITIONAL USE PERMITS:

9. COMMITTEE AND/OR RECREATION ADVISORY COUNCIL(RAC) UPDATES:

Commissioner Corbin:

- OPRYD staff are reorganizing RACs and the RAC process. Both will take time. Staff will address the Commission's request to meet with Recreation Supervisors to be introduced in their position of liaison's department recreation centers.

Commissioner Aikens:

- On Saturday February 22<sup>nd</sup>, the Arroyo Park Neighbor Association will host a meeting and backyard mixer.
- Discussions are ongoing regarding tennis courts, encampments, refurbishments and possible partnerships with United States Tennis Association (USTA).

Commissioner Ha:

- The FM Smith Recreation Center Cleveland Heights RAC will hold its first meeting in April.
- In preparation for a Tree Permit Appeal item on the March 11, 2020 agenda, the PRAC Tree Committee and Oakland Public Works' Tree Division staff toured the private property and location of the trees subject to the Tree Removal application.

10. ANNOUNCEMENTS AND COMMUNICATIONS

Commissioner Smith:

- Will contact staff regarding lighting in the park and other issues at Dimond Recreation Center.

Note: Commissioner Moore suggested that the recent work on the Dimond pool where lights were shut down may need to be resent or adjusted.

- San Antonio Park neighborhood meeting will take place mid-March. The discussion will include park safety, child care and youth interests.

Commissioner Corbin:

- Community input meetings regarding Mosswood rebuild process will be coming to an end. PRAC will be kept informed.
- Plaques will be installed at de Fremery Park/Pool to honor the Dragon's Swim Team's successes. Would like to explore more opportunities to acknowledge community members.

Commissioner Aikens:

- Extended appreciation to Chair Corbin and Co-Chair Cole for their leadership and work on the January Retreat.
- Mark your calendar: The Oakland Parks and Recreation Foundation (OPRF) will host the Spring for Parks fundraiser on Thursday, April 30, 2020 at the Lake Merritt Garden Center

Commissioner Cole:

- Supports the Oakland Parks and Recreation Foundations efforts on Measure Q.
- Encouraged the Commission to support phone banking Monday – Thursday at Swann's Market.

11. DIRECTOR'S REPORT:

12. CONTINUATION OF OPEN FORUM: One person spoke at Open Forum

13. ADJOURNMENT: 5:26 PM

Respectfully submitted,



Diane L. Boyd  
Recording Secretary

**Next Meeting:**

***Wednesday, March 11, 2020***

***Lakeside Park Garden Center***

***666 Bellevue Ave, Oakland, CA***

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

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 28, 2020  
**SUBJECT:** **Request From The Hemophilia Foundation Of Northern California Approval To Collect Onsite Donations, Registration Fees And Sales Of Raffle Tickets At Their 5<sup>th</sup> Annual Hemophilia Walk To Be Held At The Lakeside Park (Pergola) On Saturday, May 16, 2020, 12:00pm – 4:00pm (Setup) & Sunday, May 17, 2020, 8:00am -1:00pm**

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**SUMMARY**

The Oakland Parks, Recreation & Youth Development received a request from The Hemophilia Foundation of Northern California (HFNC), a non-profit organization, that serves families with life-threatening blood disorders, factor deficiencies, and rare clotting conditions. HFNC is requesting to collect onsite donations, registration fees and sales of raffle tickets at their 5th Annual Hemophilia Walk to be held at Lakeside Park (Pergola) on Saturday, May 16, 2020 (setup) and Sunday, May 17, 2020. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

The Hemophilia Foundation of Northern California is paying all rental fees associated with the event estimated at \$2813.00.

**PROJECT / PROGRAM DESCRIPTION**

HFNC is proud to be one of thirty-two chapters participating in the National Hemophilia Foundation (HFNC) Hemophilia Walk program. It is made possible through the generous support of all their sponsors. In 2008, HFNC created a collaborative fundraising program that would help chapters raise the funds needed to support research and provide programs and direct services to people with bleeding disorders. This fundraiser will be HFNC's largest event dedicated to researching better treatments and cures for bleeding and clotting disorders, and to prevent the complications of these disorders through awareness, education, advocacy and research.

The estimated attendance is 500.

**BACKGROUND / LEGISLATIVE HISTORY**

In 1948, the National Hemophilia Foundation of Northern California began as an effort to raise awareness for a small group of hemophilia patients. Today, they provide advocacy, support, and resources to over 3,000 Northern California families (in 47 counties) with a myriad of inherited and acquired blood related conditions. The Hemophilia Foundation of Northern California (HFNC) mission is to serve the needs of people impacted by bleeding disorders through enhancing quality of



life by providing support, education, outreach, advocacy and research through our affiliated national foundations.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Hemophilia Foundation of Northern California to collect onsite donations, registration fees and sales of raffle tickets at the 5th Annual Hemophilia Walk to be held at Lakeside Park Pergola on Saturday, May 16, 2020 (Setup) and Sunday, May 17, 2020, 8:00am-1:00pm.

Respectfully submitted,

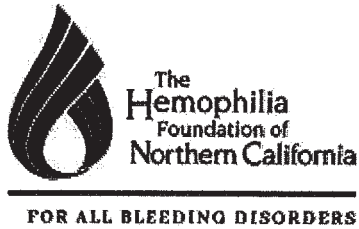
/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A – Hemophilia Foundation of Northern California Proposal Letter  
Exhibit B – Hemophilia Foundation of Northern California Post Event Report (2019)  
Exhibit C - Rental Application



February 3, 2020

Parks and Recreation Advisory Commission  
250 Frank H. Ogawa Plaza, Suite 3330  
Oakland Ca 94612

Dear Oakland Parks and Recreation Advisory Commission,

The Hemophilia Foundation of Northern California is a 61 year old non-profit located in Emeryville and serving patients and families in 20 Northern California counties with bleeding disorders. We provide education, support, advocacy and networking opportunities that enhance the quality of life for patients and their families with bleeding disorders.

Unite for Bleeding Disorders Walk is our community's opportunity to raise funds for our programs which rely upon grants and donations to continue. Most fundraising is done pre-event utilizing our Unite for Bleeding Disorders Walk page on the web. In addition to last minute registration fees, some last minute donations may be collected, a raffle takes place and we sell tickets to our upcoming charity fundraiser Vines & Hops, taking place this year on June 27 at Log Cabin, Presidio.

Funds collected directly go to our vital programs including a camp for children with bleeding disorders where they learn under medical supervision how to administer their medications and engage in activities otherwise impossible, like ropes course or gaga pit! Other programs include a women's retreat, a family camp and an advocacy program to raise awareness for undiagnosed and untreated patients and families. These programs have been called, '...life changing and irreplaceable..' by attendees and are made possible by funds raised at our Unite for Bleeding Disorders Walk. I encourage all of you to join in the fun!

Thank you for your consideration.

Ashley Gregory  
Unite for Bleeding Disorders Walk Coordinator  
Hemophilia Foundation of Northern California



CITY OF OAKLAND  
OAKLAND PARKS AND RECREATION

### 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: Unite for Bleeding Disorders Walk

Location of Event: Lake Merritt Pergola

Date/Hours of Event: ~~4/22/19~~ 5/18/19 Permit No. \_\_\_\_\_

Event Contact Name: Bryan Anderson Phone No. 510-658-3324

Event Contact Address: 6800 Hollis St., suite 6 Emeryville, CA 94608

Is this a "first time" event at this location?  Yes  No If no, when was the event held previously?  
2018, 2017, 2016

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: 250
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? 20
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? \$380
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 Perm. Y/N
Mountain Mikes Pizza		Pizza (we purchased pizza and gave it out to our attendees)		<input checked="" type="checkbox"/>

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.)

our event gets better each year. The most difficult thing for 2019 was that it rained heavily the day of the event. This caused most people who registered not to attend.

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

Submitted by: Bryan Anderson

Date: 1/31/20

Approved by: [Signature]  
(OPR Staff)

Date: 2-28-2020

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



Oakland Parks, Recreation & Youth Development (OPRYD)  
 666 Bellevue Avenue Oakland, CA 94610  
 Central Reservations: (510) 238-3420; Fax: (510) 637-0362  
 Office Hours: Monday-Friday 9:00 a.m. - 4:00 p.m.  
 Email: [centralreservationsunit@gmail.com](mailto:centralreservationsunit@gmail.com)  
**Rental Application**



ATTENTION: Zermaine

Date of Application: 1/22/2020

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.\*

Name of Business/Organization: Hemophilia Foundation of Northern California

Business/Organization Address: 6400 Hollis St #6 Emeryville 94608  
Street Address City Zip Code

Applicant Name: Bryan Anderson

Applicant Mailing Address: 2064 Antioch Ct. Apt. B Oakland CA 94611  
Street Address City Zip Code

Phone Number: 510-658-3324 Fax Number: 510-658-3324 Email: bryan.anderson @hemofoundation.org

Facility/Park Name: Lake Merritt Pergola

Room(s)/Site(s): Pergola and lawn adjacent

**Event Information:**

Date(s) of Event: May 17, 2020 May 16, 2020 (12pm - 4pm)

Time In/Prep Time 6am Actual Event Time 9am to 12pm Time Out/Cleanup Time 1pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar Mitzvah/Buddhivah, etc.) Walk/Fundraiser

General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.) microphone, amplifier, voice, music from internet

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission (PRAC) 60 days or more in advance of event date.

Number of Participants (Total) 500 Approximate # of Adults 400 # of Teens 50 # of Children/Infants 50

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.  
None

Will you require a caterer for your event?  Yes  No

If yes, Name of Caterer: \_\_\_\_\_

**RENTAL FEES** (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees:

-Park Use/Building Rentals/Special Events (Parks): \$30:

(1) 153 x 7 = 1,071  
(Rate) (# of hours)

(2) 153 x 4 = 612  
(Rate) (# of hours)

(3) Permit Processing Fee = 30

(4) Deposit = 1000

(5) Setup/Teardown = \_\_\_\_\_

(6) Kitchen = \_\_\_\_\_

(7) Alcoholic Beverage Fee = \_\_\_\_\_

(8) Administrative Service Fee = \_\_\_\_\_

(9) Sound Use Fee = 100

(10) Other Charges = 1,200 (special use)

TOTAL: 4,013.00 is Advance Minimum Payment of \$ 1030.00; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 2983.00

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Payment type: Check #: \_\_\_\_\_

Type of Credit Card: Visa or MasterCard: X VISA  
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee  
 31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE BA DATE 1-24-2020

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.



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

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Terri Westbrook, Mosswood Recreation Center, Center Director  
**DATE:** March 11, 2020  
**SUBJECT: REQUEST TO ALLOW EVENT ORGANIZERS TO COLLECT ENTRANCE FEES AND VENDOR REGISTRATION FEES AND FOR VENDOR SOLICITATION OF FEES FOR FOOD CONCESSIONS, MERCHANDISE AND ALCOHOLIC BEVERAGES AT BURGER BOOGALOO TWO DAY MUSIC FESTIVAL AT MOSSWOOD PARK, JULY 11<sup>TH</sup> AND JULY 12<sup>TH</sup>, 2020.**

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**SUMMARY**

This is Burger Boogaloo's 8<sup>th</sup> annual 2-day music festival held at Mosswood Park on Saturday, July 11<sup>th</sup> and Sunday, July 12<sup>th</sup>, 2020, the event time for both days are 12:00pm – 10:00pm. Last year's Burger Boogaloo event at Mosswood Park had over 4,000 attendees per day and provided entertainment for music fans of all ages. Burger Boogaloo is requesting once again the approval of the solicitation of an onsite entrance fee in which proceeds will go to help cover cost of musicians, equipment, marketing staffing, and facility usage and donation fees. In addition, Burger Boogaloo is requesting the approval of sales of merchandise, food concessions and alcoholic beverages. Best Beverage Catering Company will be contracted to facilitate all management and security of alcohol sales. Best Beverage Catering is a reputable company that has managed such events as Outside Lands Music Festival in Golden Gate Park and Treasure Island Music Festival. Burger Boogaloo has also secured designated alcohol zone. Local food concessions will be provided by Oakland merchants.

Approval from the Parks and Recreation Advisory Commission is required per Oakland Municipal Code- O.M.C section 12.64.080.

**FISCAL IMPACT**

Mosswood will provide two staff to help monitor this event for a total fiscal impact of approximately \$1200 and expend 20 hours for the day. Funding for staff time will come from Mosswood self-sustaining fund 1820. Burger Boogaloo will provide lighting, sound, equipment, advertising, staffing, medical care, temporary fencing, and security. Mosswood will generate \$12,690 in rental fees for this event.

Oakland Public Works will provide an additional 30 trash boxes to be placed throughout the park to accommodate for extra trash.

**PROJECT / PROGRAM DESCRIPTION**

The mission of Burger Boogaloo is and has been to showcase local musicians and bring together the arts community in Oakland, CA and the surrounding areas. The festival will be held at Mosswood

Park from 12:00pm – 10:00pm on July 11<sup>th</sup> and July 12<sup>th</sup>, 2020 and is supported by Eastbay Express, SF Guardian and many local merchants. The event will be hosted by John Waters, an America film director, screenwriter, author, and actor, for the third year in a row. With the success of last year's event Burger Boogaloo organizers strive to make this an annual event with Oakland Parks, Recreation, and Youth Development and continue to attract local and legendary performers. Set-up for this event will occur on Friday, July 10<sup>th</sup>. Burger Boogaloo obtains security and maintenance crew, medical staff, fencing and portable restrooms. Mosswood Recreation Center staff will be available during set-up time to monitor.

### **BACKGROUND / LEGISLATIVE HISTORY**

Burger Boogaloo, now in its eighth year at Mosswood Park, was organized by Marc Ribak and Amy Ribak, with the help of Sean Borhman of Burger Records. Burger Records feature a lineup of over 100 fantastic Rock/Pop music acts. Of these acts, about 20-25 will perform on two stages at the 2020 summer event. More details, including a list of performers, can be found on their website at [www.Burgerboogaloo.com](http://www.Burgerboogaloo.com).

Burger Boogaloo provides an opportunity to showcase local talent not only in the music industry, but in the food industry as well. Last year featured 10 vendors serving a variety of food and drink from burgers and beers to vegan treats and gourmet coffee.

### **RECOMMENDATION**

Oakland, Parks, Recreation and Youth Development staff recommends that the Parks Recreation Advisory Commission approve the request for solicitation of entrance fees and sales of food concession, merchandise and alcoholic beverages for the 8<sup>th</sup> Annual Burger Boogaloo at Mosswood Park on July 11<sup>th</sup> and July 12<sup>th</sup>.

Respectfully submitted,

/s/ Terri Westbrook

Prepared by:

Terri Westbrook

Mosswood Center Director

/s/ Elena Bermeo

Approved by:

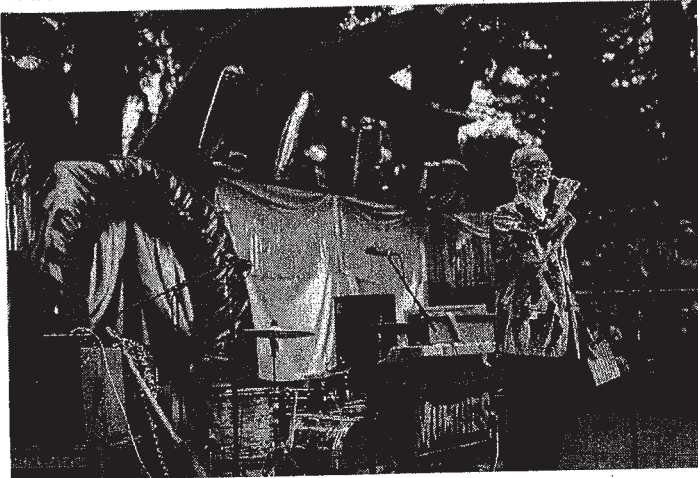
Elena Bermeo

Recreation Supervisor

Attachments: Exhibit A – Burger Boogaloo Committee Proposal Letter  
Exhibit B – Rental Application  
Exhibit C – Post Event Report

1/15/2020

EVENT PROPOSAL: BURGER BOOGALOO JULY 11-12



Dear Parks and Recreation Advisory Commission,

Hi, I would like to thank you for making it possible for us to host the Burger Boogaloo music event at Oakland CA's Mosswood Park the last seven years. The park has definitely had a few changes in that time, and it's exciting to see the new plans coming together for the future Rec Center at Mosswood. I'm very happy we've had the opportunity to get more involved with Mosswood the last couple of years, coming to the planning meetings and as well as sponsoring baseball at the park. I'm also happy that Burger Boogaloo has had the opportunity to bring Rock & Roll Hall of Famer's, like Ronnie Spector, Iggy Pop, and Devo, to Mosswood, as well as local favorites like Shannon and The Clams.

The preparation and planning involved with an event of this nature is massive, and would not be possible without the help and cooperation from the City of Oakland. Like past years, we'd like to request the permission to sell advanced tickets to the yearly event that takes place on the Broadway side of Mosswood Park between the hours of Noon- 10PM on the 2nd weekend of July. Some of the things we've done to give back to Mosswood has been helping sponsor two baseball teams, as well as donating \$15,000 towards rebuilding Mosswood's Rec Center, as well as other yearly donations. In the past couple of years we've lowered ticket prices, and are offering family specials to make it cheaper and easier for all Oakland residents to attend if they are interested. I wanted to let you know I will continue to do my best to support Mosswood's new Rec Center, as well as the programs at Mosswood. I want to thank everyone for providing us this unique venue for local artists and business' to showcase their talents at. My wife Amy and I will continue to strive to provide the community of Oakland with a fun, fresh and safe experience for participants of all ages to enjoy.

Can't wait to see you in July! Sincerely yours, Marc

Marc Ribak (510) 282-8504 marc.ribak1@gmail.com  
Marc Ribak Productions - Employer ID (E.I.N.) 37-1718144  
Oakland Business Tax Certificate Account # 28037563





Office of Parks and Recreation  
230 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612  
Office: 510.238-3187, Facsimile: 510.238-2397



Rental Application

ATTENTION: TERRI W.

Date of Application: 12/20/19

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.  
Name of Business/Organization: MARC RIBAK PRODUCTIONS / BURGER BOOGA BOO  
Address: 1117 E. 22ND ST. OAKLAND CA 94606

Name of Contact Person: MARC RIBAK  
Phone Number: 510-287-8504 Fax Number: 510-655-3025 E-mail: MARC.RIBAK1@GMAIL.COM  
Mailing Address: 1117 E. 22ND ST. OAKLAND CA 94606

Facility/Park Name: MOSSWOOD PARK  
Room(s)/Site(s): BROADWAY SIDE + AMPHITHEATRE

EVENT INFORMATION:  
Date(s) of Event: JULY 11-12, 2020  
Time In/Prep: 7AM Event Time: NOON - 10PM Cleanup/Time Out: MIDNIGHT @ hours

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar/Mitzvah/Bat Mitzvah, etc.)  
CONCERT IN THE PARK

General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)  
all of the above

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 4,000 Approximate # of Adults 3,000 # of Teens 750 # of Children/Infants 250

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.  
PLEASE STOP WATERING/TURN OFF SPRINKLERS ON BROADWAY SIDE 2 WEEKS BEFORE EVENT AND HAVE OFF THROUGH THE CLEANUP OF THE EVENT.

Will you require a caterer for your event?  Yes  No

If yes, are you choosing a caterer from DPR's Approved Caterer's List?  Yes  No

Name of Approved Caterer: BBC (BEST BEVERAGE CATERING) OF SAN FRANCISCO

If not using an DPR Approved Caterer, provide name of non-approved caterer: \_\_\_\_\_

(Opt-Out Fee - See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)  
Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$25 will be added to each application with 50 or more people.  
For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

65 x 10 = 650.00	PLEASE SEE FEES FROM PREVIOUS YEARS THANKS	(7) Alcoholic Beverage Fee	= 195.00
5600.00		(8) Administrative Service Fee	=
30		(9) Caterer Opt Out Fee	=
7100		(10) Sound Use Fee	= 100.00
1500		(11) Other Charges	= 7090
2121.690	7090 + additional days charges		

Less Advance Minimum Payment of \$ 11,690 BALANCE DUE 30 DAYS BEFORE EVENT: \$ 11,690

deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)  
Type of Credit Card: Visa or MasterCard: \_\_\_\_\_ (See attached Authorization for Credit Card Payment Form)

check payment type: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_  
NON FEE: 61 days or more notice: Forfeit 1/2 Deposit 31 to 60 days notice: Forfeit Deposit 30 days to 31 days notice: Forfeit Deposit Plus 1/2 Rental Fee 30 days or less notice: Forfeit All Fees

SIGNATURE: \_\_\_\_\_ DATE: 12, 20/19

Note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

\$500 donation to ASP.

ROLLOVER LAST YEARS DEPOSIT PLEASE THANKS



# 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: BURGER BOOGALOO

Location of Event: MOSSWOOD PARK 3612 WEBSTER ST. OAKLAND CA

Date/Hours of Event: NOON-10PM Permit No. \_\_\_\_\_

Event Contact Name: MARC RIBAK Phone No. 510 282 8504

Event Contact Address: 1117 E. 22ND ST. OAKLAND CA 94606

Is this a "first time" event at this location?  Yes  No If no, when was the event held previously? MOSSWOOD PARK 2013, 2014, 2015, 2016, 2017, 2018, & 2019

1. Were Facility Rental/Set-up fees waived?  Yes  No  Not Applicable
2. Check other permits required for event?
  - OPD Special Events Permit
  - Food Handler's Permit
  - Seller's Permit
  - Charitable Solicitations Permit
  - Certificate of Insurance
  - Other - Please list

## II. ATTENDANCE/COLLECTION OF FUNDS

- PAID ATTENDANCE DAY 1 = 4,000 DAY 2 = 3,000  
UNPAID ATTENDANCE = 1,000
1. Total number in attendance: \_\_\_\_\_
  2. Were registration fees, donations or other fees collected on-site?  Yes  No  Not Applicable
  3. If yes, how many people registered? N/A How many people made donations? N/A
  4. What was the cost for registration? \$ 50 AND UP
  5. How much was collected on site from registration fees? N/A
  6. How much was collected on site from donations? N/A
  7. How much was collected on site from other fees? N/A

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
ABURAYA FESTIVAL HOMESLICE	FP FP	JAPANESE FRIED CHICKEN PIZZA	— —	Y Y
LEM-N-MAN LYDIA'S KIND FOODS	FP FP	ORGANIC HEALTH FOOD VEGAN		Y Y
POP-NATION R OMEGA	FP FP	POPSICLES DESSERTS		Y Y
SNEAKYS BBQ STICK N GRILL	FP FP	BBQ CHICKEN		Y 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.)

HOPE TO BRING BACK A SECOND STAGE

THIS YEAR, GRANTED A LITTLE MORE SPACE

AT THE PARK, AND HOPE TO HAVE SOME

MORE ACTIVITIES FOR SMALL CHILDREN ☺

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

THERE'S ALWAYS GOING TO BE DIFFICULTIES

BUT OPR STAFF AND TERRI WESTBROOK HAVE BEEN GREAT.

I AM CONCERNED ABOUT A HUGE INCREASE OF NEEDLES IN THE PARK BUT HOPEFULLY IT WON'T BECOME A BIGGER PROBLEM

Submitted by: MARLENE R. BROWN

Date: 12/20/19

Approved by: \_\_\_\_\_  
(OPR Staff)

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

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



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

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Terri Westbrook, Mosswood Recreation Center, Center Director  
**DATE:** March 11, 2020  
**SUBJECT: REQUEST TO ALLOW EVENT ORGANIZERS TO COLLECT ENTRANCE FEES AND VENDOR REGISTRATION FEES AND FOR VENDOR SOLICITATION OF FEES FOR FOOD CONCESSIONS, MERCHANDISE AND ALCOHOLIC BEVERAGES AT BURGER BOOGALOO TWO DAY MUSIC FESTIVAL AT MOSSWOOD AMPHITHEATER, SEPTEMBER 26th AND SEPTEMBER 27, 2020.**

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**SUMMARY**

Burger Boogaloo had showcased eight annual festivals at Mosswood Park. The past events have been peaceful, successful, and is beloved by the Bay Area community. This year, Burger Boogaloo would like to host a separate two-day event at Mosswood Amphitheater on Saturday, September 26<sup>th</sup> and Sunday 27<sup>th</sup>, from 12:00pm to 10:00pm, to help revitalize this section of the park by hosting a smaller scale Burger Boogaloo event that will have 1000 attendees and provide entertainment for music fans of all ages. Burger Boogaloo is requesting once again the approval of the solicitation of an onsite entrance fee in which proceeds will go to help cover cost of musicians, equipment, marketing staffing, and facility usage and donation fees. In addition, Burger Boogaloo is requesting the approval of sales of merchandise, food concessions and alcoholic beverages. Best Beverage Catering Company will be contracted to facilitate all management and security of alcohol sales. Burger Boogaloo has also secured designated alcohol zone. Local food concessions will be provided by Oakland merchants (two food trucks and three vendors). For the newer event, Burger Boogaloo will be focusing on more local talent and making the event less costly to community.

Approval from the Parks and Recreation Advisory Commission is required per Oakland Municipal Code- O.M.C section 12.64.08 0.

**FISCAL IMPACT**

Mosswood will provide two staff to help monitor this event for a total fiscal impact of approximately \$1200 and expend 20 hours for the day. Funding for staff time will come from Mosswood self-sustaining fund 1820. Burger Boogaloo will provide lighting, sound, equipment, advertising, staffing, medical care, temporary fencing, and security. Mosswood will generate \$4450.74 in rental fees for this two-day event, and an additional \$1000 into the Oakland Parks and Recreation Foundation Mosswood account.

Oakland Public Works will provide an additional 30 trash boxes to be placed throughout the park to accommodate for extra trash.

**PROJECT / PROGRAM DESCRIPTION**

The mission of Burger Boogaloo is and has been to showcase local musicians and bring together the arts community in Oakland, CA and help to revitalize the Mosswood Amphitheater community. This event is supported by Eastbay Express, SF Guardian and many local merchants. The event will be hosted by John Waters, an America film director, screenwriter, author, and actor, for the third year in a row. With the success of last year's event Burger Boogaloo organizers strive to make this an annual event with Oakland Parks, Recreation, and Youth Development and continue to attract local and legendary performers. Set-up for this event will occur on Friday, September 25th. Burger Boogaloo obtains security and maintenance crew, medical staff, fencing and portable restrooms. Mosswood Recreation Center staff will be available during set-up time to monitor.

**BACKGROUND / LEGISLATIVE HISTORY**

Burger Boogaloo, now in its eighth year at Mosswood Park, was organized by Marc Ribak and Amy Caver, with the help of Sean Borhman of Burger Records. Burger Records feature a lineup of over 100 fantastic Rock/Pop music acts. Of these acts, about 20-25 will perform on two stages at the 2020 summer event. More details, including a list of performers, can be found on their website at [www.Burgerboogaloo.com](http://www.Burgerboogaloo.com).

**RECOMMENDATION**

Oakland, Parks, Recreation and Youth Development staff recommends that the Parks Recreation Advisory Commission approve the request for solicitation of entrance fees and sales of food concession, merchandise and alcoholic beverages for the Burger Boogaloo new event at Mosswood Amphitheater on September 26<sup>th</sup> and 27<sup>th</sup>, 2020 from 12:00pm – 10:00pm.

Respectfully submitted,

/s/ Terri Westbrook

Prepared by:

Terri Westbrook

Mosswood Center Director

/s/ Elena Bermeo

Approved by:

Elena Bermeo

Recreation Supervisor

Attachments: Exhibit A – Burger Boogaloo Committee Proposal Letter  
Exhibit B – Rental Application

New Event



Office of Parks and Recreation  
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94622  
Office: 510.238-3187; Facsimile: 510.238-2397



Rental Application

ATTENTION: TERRI W.

Date of Application: \_\_\_\_\_

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.\*

Name of Business/Organization: MARC RIBAK PRODUCTIONS

Address: 117 E. 22ND ST OAKLAND CA 94606  
Street Address City Zip Code

Name of Contact Person: MARC RIBAK

Phone Number: 510 282 8504 Fax Number: \_\_\_\_\_ E-mail: MARC.RIBAK1@GMAIL.COM

Mailing Address: 117 E. 22ND ST OAKLAND CA 94606  
Street Address City Zip Code

Facility/Park Name: MOSSWOOD PARK

Room(s)/Site(s): AMPHITHEATRE

EVENT INFORMATION:

Date(s) of Event: SEPTEMBER 26-27, 2020

Time In/Prep: 7AM Event Time: NOON-10PM Cleanup/Time Out: MIDNIGHT

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar/Mitzvah/Bat Mitzvah, etc.)  
CONCERT IN THE AMPHITHEATRE

General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)  
ALL OF THE ABOVE

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 2,000 Approximate # of Adults 1,500 # of Teens 400 # of Children/Infants 100

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.  
SPRINKLERS TURNED OFF BEFORE EVENT DURING ONE DAY

Will you require a caterer for your event?  Yes  No AFTER EVENT PLEASE

If yes, are you choosing a caterer from OPR's Approved Caterer's List?  Yes  No

Name of Approved Caterer: BBC (BEST BEVERAGE CATERING) OF SAN FRANCISCO

If not using an OPR Approved Caterer, provide name of non-approved caterer: \_\_\_\_\_

(Opt-Out Fee - See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$25 will be added to each application with 50 or more people.  
For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

(1) <u>1500.00</u> x <u>10</u> = <u>15000.00</u>	(7) Alcoholic Beverage Fee = <u>195 x 2 =</u>	<u>390</u>
(2) _____ x _____ = _____	(8) Administrative Service Fee = _____	<u>N/A</u>
(3) Permit Processing Fee = <u>30 x 2000 = 60.00</u>	(9) Caterer Opt Out Fee = _____	<u>N/A</u>
(4) Deposit = <u>1000</u>	(10) Sound Use Fee = <u>100</u>	<u>N/A</u>
(5) Setup/Teardown = _____	(22) Other Charges (separate) = <u>1000.00</u>	<u>N/A</u>
(6) Kitchen = _____		<u>FOR RECORDS ACCT</u>

TOTAL: \$ 4450.00 Less Advance Minimum Payment of \$ 1000.00 BALANCE DUE 30 DAYS BEFORE EVENT: \$ 3450.00  
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Type of Credit Card: Visa or MasterCard: \_\_\_\_\_  
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE: [Signature] DATE: 12/20/19

1/16/2020

EVENT PROPOSAL: SEPTEMBER 2020 CONCERT A MOSSWOOD AMPHITHEATRE



Dear Parks and Recreation Advisory Commission,

Hi, I would like to thank you for making it possible for us to host the Burger Boogaloo music event at Oakland CA's Mosswood Park the last seven years. It has been a great joy working with the city on these events, and learning from its dedicated staff and officials. There is a growing enthusiasm with local Oaklanders about the event, and I'm so happy we've had the opportunity to host it for the community. In the past seven years many changes have happened at the park, and we weren't able to use the entire Broadway side for the event anymore because of a gigantic homeless encampment moving in to the area where we did the music festival. It's sad and discouraging that so many people are sleeping on the streets in Oakland. It also affected our event, and we had to downsize from two stages to one last year.

Many of the fans of our concert have been asking us when we are going to return to the amphitheatre stage. It's such an awesome place to enjoy a concert, we're hoping to start a new smaller event at the park that would bring back the historic Mosswood Amphitheatre stage this fall. The event would take place during similar hours from of Noon- 10PM, but would occur on the last weekend of September. The preparation for any event at Mosswood takes a lot of planning and like the Burger Boogaloo, we'd like to request the ability to sell advance tickets this event as well. I'm not sure if there will be profits to this new undertaking and endeavour but I will continue to do my best donating time, energy and monies to programs at Mosswood. For the newer event we'll be focusing on booking more local talent. We'll be making this event a lot cheaper than Burger Boogaloo and I'm hoping to work in a new element that would help raise money for Mosswood park, and bring awareness to the community. I also want to thank everyone for providing us this unique venue. Even with its challenges, Mosswood has always inspired my partner Amy to bring fun entertainment to our community for participants of all ages to enjoy.

Can't wait to see you soon! Sincerely yours, Marc

Marc Ribak (510) 282-8504 marc.ribak1@gmail.com  
Marc Ribak Productions - Employer ID (E.I.N.) 37-1718144  
Oakland Business Tax Certificate Account # 28037563



**CITY OF OAKLAND**  
**Planning & Building Department**

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Dara O'Byrne, *Acting* Planner IV, Planning & Building Department, Development Planning Division  
**DATE:** February 19, 2020  
**SUBJECT:** **Informational Report On The Approved Parks For The Oak Knoll Mixed-Use Community Project, Which Will Be Dedicated To The City Of Oakland As City Parks.**

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**SUMMARY**

The Oak Knoll Mixed Use Community is located on the former Oak Knoll Naval Medical Center Property at 8750 Mountain Boulevard, bounded by Keller Avenue and Mountain Boulevard. The Project consists of a Master Planned community on approximately 191 acres consisting of 918 residences, 72,000 square feet of neighborhood commercial, 14,000 square feet of civic/commercial use. The Project incorporates 78.6 acres of Open Space and Parks, including approximately 6.6 acres of public parks. The four public parks were presented and approved by City Council on November 28, 2017. The associated Final Development Plan for the Master Developer Site Improvements included final schematic design for the parks, which was approved by the City Council on November 28, 2017.

The approved park plans are included in Exhibit A, Final Development Plan: Master Developer Site Improvements. The four parks include:

- Creekside Park. Creekside Park is located along Mountain Boulevard at the entrance to Oak Knoll, between Creekside Parkway and Creekside Loop, and adjacent to Rifle Range Creek. The park is approximately 1.1 acres. It is a passive park with a play lawn, multi-use trail, entrance feature, and benches. The park includes Public Art, which was reviewed by the Oakland Public Arts Advisory Committee in August 2019. (Exhibit A pages L026-L028)
- North Neighborhood Park. North Neighborhood Park is located in the northern part of Oak Knoll, near the Creekside Parkway entrance on Keller Avenue, adjacent to Rifle Range Creek. The park is approximately 3 acres. It is an active park with a play lawn, children's play area, picnic tables, pathway, and park seating. (Exhibit A pages L029-L031)
- Village Pocket Park. Village Pocket Park is centrally located in Oak Knoll, off of Creekside Loop, across from the Club Knoll Community Center. The park is approximately 0.2 acres. It is a passive park with a passive play lawn, formal garden, benches, and a garden pathway. (Exhibit A pages L032-L034)
- Oak Knoll Memorial Park. Oak Knoll Memorial Park is located in the northern portion of the Oak Knoll development near Keller Avenue, but accessed by trail. The park is approximately 2.3 acres. It is a passive park in an existing hillside meadow with benches and a trail. (Exhibit A page L035)



The parks will be dedicated to the City of Oakland and will be maintained by a Community Facilities District (explained below). The approved park plans are included in Exhibit A to this report.

### **FISCAL IMPACT**

The parks will be dedicated to the City of Oakland and will be maintained by a Community Facilities District. The City of Oakland is currently in the process of forming a Community Facilities District (CFD) which is a public facilities maintenance fund to be administered by the City of Oakland specifically for maintenance of the public facilities in the Oak Knoll Mixed Use Community. The CFD charges a rate to property owners in the service area for specified maintenance. In this way, delivery and maintenance of the four new parks discussed in this report will have no fiscal impacts for the City of Oakland.

### **PROJECT / PROGRAM DESCRIPTION**

The Oak Knoll Mixed Use Community project includes the provision of four public parks. The location and design of the four parks was previously approved by the City Council. The developer will build the parks and then dedicate the parks to the City of Oakland. As noted above, maintenance of the parks will be paid for and managed by the CFD.

### **BACKGROUND / LEGISLATIVE HISTORY**

The following provides the timeline for approval of the Oak Knoll Mixed Use Community, including the approval of the Final Development Plan for Master Developer Site Improvements, which includes the four public parks:

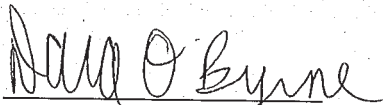
- March 9, 2015, the developer submitted an application for environmental review to the Bureau of Planning to develop 935 residential units, over 84 acres of parks and open space and over 72,000 square feet of neighborhood serving commercial space, including an application to rezone the Project site to a new Zoning district, the D-OK Oak Knoll District and Zone Regulations, including new Zoning Districts D-OK-1 through D-OK-7, with accompanying new Zoning Text and Zoning Map changes (Project); and
- March 20, 2015, a Notice of Preparation of a Draft Supplemental Environmental Impact Report ("SEIR") for the Project was published pursuant to the California Environmental Quality ("CEQA"); and
- July 27, 2016, October 26, 2016, December 14, 2016 the Preliminary Development Plan and the Final Development Plan for Master Developer Site Improvements were presented to the Design Review Committee; and
- October 18, 2017 the City Planning Commission, after conducting and closing the public hearing, recommended that the City Council: (a) adopt the required CEQA findings, including certifying the SEIR and rejecting alternatives as infeasible; (b) adopt the Standard Conditions of Approval and Mitigation Monitoring and Reporting Program ("SCAMMRP"); and (c) approve the Project including Rezoning, based in part upon the Findings contained in the October 18, 2017 City Planning Commission Agenda Report and attachments ("City Planning Commission Report"), including The Final Development Plan for Master Developer Site Improvements, which includes the four public parks ; and
- October 31, 2017 the City Council's Community and Economic Development Committee recommended certification of the SEIR, and approval of the Project, including the new D-OK Oak Knoll District Zone Regulations and Zoning Map changes for the Project site; and
- November 28, 2017 the City Council approved the D-OK Oak Knoll District Zone Regulations and Zoning Map changes for the Project site.

- July 2019 The Oakland Public Art Advisory Committee received a presentation on the Oak Knoll Public Art Plan (five projects).
- August 7, 2019 The Oakland Public Art Advisory Committee reviewed and approved unanimously the project design proposal by artist Yoshikawa Wright, to be placed on City property in Creekside Park.

**RECOMMENDATION**

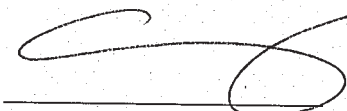
Staff recommends that the PRAC accept this informational report.

Respectfully submitted,



Prepared by: Dara O'Byrne

Acting Planner IV, Planning & Building, Development Planning Division



Approved by: Catherine Payne

Acting Development Planning Manager, Planning & Building Department

Attachments: *Exhibit A – Oak Knoll Final Development Plan for Master Developer Site Improvements.*



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

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Gail McMillon, Parks, Recreation & Youth Development  
**DATE:** February 24, 2020  
**SUBJECT: REQUEST RECOMMENDATION TO DEDICATE A PLAQUE IN MEMORY OF ANA VOHRYZEK-GRIEST**

---

**SUMMARY**

Staff received a request from Maryam Toloui to dedicate a bench in memory of a co-worker, Ana Vohryzek-Griest. There are two benches side by side at the location. The requested bench is located along the path around Lake Merritt, further north and across the street from 2316 Lakeshore Avenue. The dedication plaque will read:

**In Loving Memory of  
Ana Vohryzek-Griest**

**FISCAL IMPACT**

Donation of \$800 will be made to the Oakland Parks and Recreation Foundation to have the plaque purchased and installed. The plaque installation process is in accordance with the Oakland Public Works Department construction requirements. The donor will assist with maintaining the plaque by washing the plaque every few months with soft cloth, water and a mild dishwashing liquid.

**BACKGROUND / LEGISLATIVE HISTORY**

Ana was a native Californian, born in Santa Cruz and lived in the Bay Area and Southern California as a child. She attended U.C. Berkeley and earned a Bachelor's degree in History in 2004, and then obtained a Juris Doctor degree from Yale Law School in 2009. Ana spent the first years of her legal career working domestically and abroad in the field of International Arbitration, and later left the big firms to focus on environmental protection.

Ana was hired as a Legal Fellow at the U.C. Berkeley Law School Environmental Law Clinic in the fall of 2016. At the time of Ana's death at age 36, she was working on projects to ensure clean drinking water to all Californians, and to improve the United States' oil spill response. Her legacy lives on in these projects which her family and friends have learned are still moving forward.

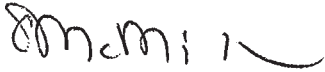
In her free time, Ana enjoyed running around Lake Merritt, playing soccer, painting, and writing fiction. In the last six months of Ana's life, she wrote and illustrated a children's book while homebound.

Ana's supervisor and Director of Environmental Law Clinic described Ana as an extraordinary project supervisor -- a mentor to the strongest students as well as a tireless helper to struggling students. She is missed by family and friends.

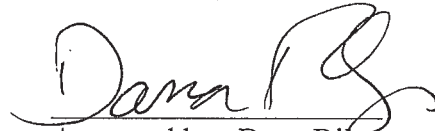
**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission recommend approval of the plaque language as written for dedication of a bench at Lake Merritt/Lakeside Park in memory of Ana Vohryzek-Griest.

Respectfully submitted,



Prepared by: Gail McMillon  
Office Manager



Approved by: Dana Riley  
Assistant Director



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

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Gail McMillon, Parks, Recreation & Youth Development  
**DATE:** February 24, 2020  
**SUBJECT: REQUEST RECOMMENDATION TO DEDICATE A PLAQUE IN MEMORY OF NANCY CLAPSADLE**

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**SUMMARY**

Staff received a request from Jacob Clapsadle to dedicate a bench in memory of his aunt, Nancy Clapsadle. The location of the bench is along the path around Lake Merritt, across from 1420 Lakeshore. The dedication plaque will read:

**NANCY CLAPSADLE**

**1934 - 2003**

*Dear one, You have given us such treasures. We love you so*

**FISCAL IMPACT**

Donation of \$800 will be made to the Oakland Parks and Recreation Foundation to have the plaque purchased and installed. The plaque installation process is in accordance with the Oakland Public Works Department construction requirements. The donor will assist with maintaining the plaque by washing the plaque every few months with soft cloth, water and a mild dishwashing liquid.

**BACKGROUND / LEGISLATIVE HISTORY**

Nancy Clapsadle was born on March 25, 1934 in Kenmore, New York. She graduated from Niagara University in 1953, and became a nurse. Ms. Clapsadle traveled with the Peace Corps for several years in the 1950's and 60's in Malaysia and Borneo, using her skills as a healer to help in impoverished areas. Her passion for charity and volunteer work continued throughout her life and she made frequent donations to the Red Cross and the World Health Organization, among others.

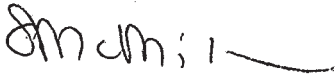
Ms. Clapsadle earned her master's degree in public health at Johns Hopkins University. She moved to California in 1970 and purchased a home in the Temescal neighborhood of Oakland, where she went on to work at Kaiser Hospital for over thirty years. She loved the city and made many friends in the community. Although she was a world traveler, Ms. Clapsadle was woven into the rich cultural tapestry of the Bay Area. She especially enjoyed Lake Merritt, and would take long walks around the park every weekend.

Ms. Clapsadle passed away on June 24th, 2003. She is survived by her beloved brother Robert, his wife Carol and their children Hanna and Jacob. The family still lives in Oakland, thriving on the roots that Nancy put down five decades ago and they cherish her memory and the city she loved.

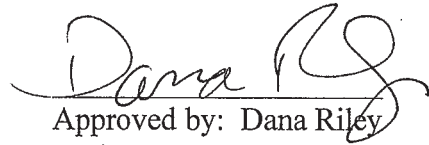
**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission recommend approval of the plaque language as written for dedication of a bench at Lake Merritt/Lakeside Park in memory of Nancy Clapsadle.

Respectfully submitted,



Prepared by: Gail McMillon  
Office Manager



Approved by: Dana Riley  
Assistant Director



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

**TO:** C. N. E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 28, 2020  
**SUBJECT:** Request From A Sista's Touch For Approval To Collect On-Site Donations For Their "We Run Oakland For Our Children" Charity Walk/Run To Be Held At Lakeside Park (Pergola) On Saturday, May 30, 2020, 8:00am-11:30am.

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**SUMMARY**

The Oakland Parks, Recreation & Youth Development received a request from A Sista's Touch, a non-profit organization, whose mission is to nurture and acknowledge positive personal and professional influences of African American women of all generations in the community; with a foundational focus on adolescent girls. A Sista's Touch is requesting approval to collect on-site donations for the We Run Oakland For Our Daughter Charity Walk/Run to be held at Lakeside Park (Pergola) on Saturday, May 30, 2020, 8:00am -11:30am. The donations raised will go towards increasing awareness and resources to prevent "Our Daughters" from the epidemic of human trafficking. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

A Sista's Touch is paying all rental fees associated with the event estimated at \$630.00.

**PROJECT / PROGRAM DESCRIPTION**

The We Run Oakland: For Our Daughters Charity Walk/Run will solicit registrants to walk/run the 3.1-mile distance around Lake Merritt as well as sponsors to provide education, resources, giveaways, and donations to support "our daughters", parents, families, and community interests in understanding and mitigating sex trafficking in the community. This event will be a fun time for all community members to cultivate mindfulness, exercise the body, and connect spiritually with those who seek to create a positive society For Our Daughters.

This written proposal is also to request the option to collect on-site registration donations to support future programming ideas aimed at the For Our Daughters campaign.

The estimated attendance is 299.

## **BACKGROUND / LEGISLATIVE HISTORY**

A Sista's Touch was established in 2017, to serve the Oakland and Greater Bay Area communities, their aim is to address local issues from a three-fold perspective: Edify, Elevate, and Celebrate Excellence. Their model of character is to cultivate through the experience of Sista's who have achieved success, begets a strengthened community for a profound legacy of Sista's.

Beginning in 2018, program development will focus on their new campaign: *For Our Daughters*. Curriculum will be designed to mature young Sista's in the areas of self-efficacy, physical & mental developmental health, social media safety, and legacy formation. One of the spearheading topics in 2018, is sex exploitation and the human trafficking epidemic in local communities. To put their mission in action, A Sista's Touch is organizing this event to raise awareness and to mitigate the effects of this epidemic on "*our daughters*", our families, and our communities.

## **RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the A Sista's Touch to collect onsite registration donations at the We Run Oakland: For Our Daughters Charity Walk/Run to be held at Lakeside Park (Pergola) on Saturday, May 31, 2020, at 8:00am-11:30am.

Respectfully submitted,

/s/ Zermaine Thomas

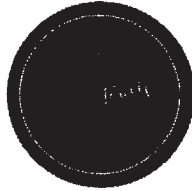
Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A – A Sista's Touch Proposal Letter  
Exhibit B – Post Event Report (2019)  
Exhibit C - Rental Application





Parks and Recreation Advisory Commission  
Lakeside Park Garden Center  
666 Bellevue Avenue  
Oakland, CA 94610  
RE: Lake Merritt Pergola

February 10, 2020

## Proposal Letter

For those who have children, there are some universal truths common among parents; you want them to be safe, develop good decision-making skills, and be empowered to live their truth. Living in a society that continues to challenge the ideals of morality, ethics, social justice, and gender equality, the demand to build a strong community of Sistas to secure a legacy in which our young queens are able to thrive, is evident.

## Organization History

A Sista's Touch (AST) is a newly incorporated 501c3 nonprofit public benefited organization with a mission is to *cultivate and celebrate Black Excellence through the positive inspirations of African American women of all generations in the community; with a foundational focus on our adolescent girls*. Formed in 2017 to serve the Oakland and Greater Bay Area communities, our aim is to address issues impacting the community of African-American girls/women from a three-fold perspective: *Edify, Elevate, and Celebrate Excellence*. Our model of character cultivation through the experience of Sistas who have achieved success, begets a strengthened community for a profound legacy of Sistas.

AST began our first public activity in June 2018 with our inaugural charity 5k run/walk event, *We Run Oakland: For Our Daughters*, to raise awareness for human trafficking. The focus of the first 5k race was to bridge the community gap between resources and community members to advocate for Our Daughters against the perils of human trafficking. The focus for the 3rd annual, *We Run Oakland: For Our Children*, will continue to bridge the gap on the behalf of our children, as the perils of human trafficking impacts our young boys/men as well. Our programs are designed to cultivate our young Sistas in the areas of self-efficacy, physical & mental.

developmental health, social media safety, and legacy formation. To put our mission in action, AST has taken a path to advocate for the ending of sex exploitation and the human trafficking epidemic in our local communities. The goal is to raise awareness and to mitigate the effects of this epidemic on *Our Children*, our families, and our communities.

- *We Run Oakland: For Our Children*, a charity 5k run/walk event to build community engagement and involvement in Oakland to increase awareness and resources to prevent and support *Our Children* from the epidemic of human trafficking.

The event is strategically scheduled at the beginning of summer to ensure parents/guardians and their children have the knowledge and resources to defend their safety during a heightened season for leisure time and predatory behavior.

## Event Overview

This written proposal is to request the use of Oakland Parks and Recreation facility: Lakeside Park Pergola at Lake Merritt, to support the “*We Run Oakland: For Our Children*” charity 5k run/walk event on May 30, 2020.

The purpose of the event is to afford a holistic: mind, body, spirit approach to civic engagement for a population fundamental to our mission and a common cause central to the legacy of our children, community, and our city. The goal of *We Run Oakland* is to realize the vision of garnering community support to mobilize against the perils of sex trafficking through awareness and edification.

*We Run Oakland: For Our Children* will solicit registrants to run/walk the 3.1-mile distance around Lake Merritt as well as sponsors to provide education, resources, giveaways, and donations to support *Our Children*, parents, families, and community interests in understanding and mitigating human trafficking in our community. The event will be a fun time for all community members to cultivate mindfulness, exercise the body, and connect spiritually with those who seek to create a positive society *For Our Children*.

## Request to Collect On-Site Funds

This written proposal also requests the option to collect on-site funds to accept same day registrations donations, which will support our programs. Monies collected on-site will be in electronic formats only (RunSignup, Cash App, PayPal, Vimeo, and Square), *NO* cash will be collected. Donation amounts will be at the discretion of the donor, but not to exceed \$100 for a single transaction.

## Rationale

The opportunity to offer same day registration will allow us to garner as much community support to raise awareness for the cause of stopping human trafficking. Additionally, same day registration allows late comers to participate. As a newly established nonprofit organizations, the ability to receive on-site donations from individuals who happenstance on our preplanned event at Lakeside Park and have the desire to donate, allows AST to capitalize on community contributions in the moment. The establishment of a relationship with the community through donations will help in the development and delivery of programs support our mission.

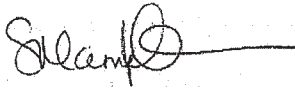
## Benefits

The benefits of receiving on-site funding increases the opportunity for AST to enlarge financial support from individuals who feel inclined to donate in real time, rather than depending on a deferred method of support by directing potential donors to our website. Additionally, the presentation of readiness through the receipt of on-site donations exhibits the technological advancement and quality customer service AST espouses.

## Conclusion

A Sista's Touch thanks the Parks and Recreation Advisory Commission in advance for the opportunity to submit this proposal and looks forward to establishing a partnership with the Oakland Parks and Recreation community as we push toward the mark to strengthen our communities while securing a safe haven *For Our Children*.

Respectfully and in Partnership,



Dr. Shelitha R. Campbell, Co-Founder & CEO

Jaliza Y. Johnson, Co-Founder & COO

PO BOX 18613

Oakland, CA 94619

[www.asistastouch.org](http://www.asistastouch.org)

[info@asistastouch.org](mailto:info@asistastouch.org)

"Empowering communities through our collective strengths."



# 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: We Run Oakland: For Our Children (2nd Annual)

Location of Event: Lakeside Park / Pergola

Date/Hours of Event: 6/11/19 6AM - 12PM Permit No. \_\_\_\_\_

Event Contact Name: Dr. Shelitha R. Campbell Phone No. 510-866-6474

Event Contact Address: PO Box 18613 Oakland CA 94619 or  
8049 Greenly Drive Oakland CA 94605

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

6/9/18 - Inaugural; Planning for 3<sup>rd</sup> Annual 5/30/20

1. Were Facility Rental/Set-up fees waived?  Yes  No  Not Applicable

2. Check other permits required for event?

- OPD Special Events Permit
- Food Handler's Permit
- Seller's Permit
- Charitable Solicitations Permit
- Certificate of Insurance
- Other - Please list Fire Department

## II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 345
2. Were registration fees, donations or other fees collected on-site?  Yes  No  Not Applicable
3. If yes, how many people registered? 16<sup>15</sup> How many people made donations? 3
4. What was the cost for registration? \$25 + \$40
5. How much was collected on-site from registration fees? \$505
6. How much was collected on site from donations? \$140
7. How much was collected on site from other fees? \$0

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
Ice Body Shop	FP	na	Body soap lotion	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.)

- ① We may consider moving event to Amphitheater/near Henry J.
- ② Increase vendors
- ③ May consider Portable Potties next year.

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

- ① We are excited about the increased support for the cause
- ② Cleanliness in the area is/was a concern. - Addressed
- ③ Parking was a major issue for participants - we will have to explore options - parking / shuttle ???

Submitted by:

*Shelley Campbell*  
Shelley R. Campbell

Date:

6/25/19

Approved by:

*[Signature]*  
(OPR Staff)

Date:

6-30-19

Comments:

*[Signature]*



**Oakland Parks, Recreation & Youth Development (OPRYD)**  
**250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612**  
 Central Reservations Unit: 510.238-3187; Fax: 510.238-2397  
 Office Hours of Operation: Monday-Friday 9:00 a.m. - 4:00 p.m.  
[oaklandnet.com/parks](http://oaklandnet.com/parks)



**Rental Application**

ATTENTION: 2 Thomas

Date of Application: 5/31/19

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.\*

Name of Business/Organization: A Sistas Touch  
 Business/Organization Address: PO Box 18613 Oakland 94619  
Street Address City Zip Code  
 Applicant Name: Shelitha R. Campbell  
 Applicant Mailing Address: 8049 Greenly Drive Oakland 94605  
Street Address City Zip Code  
 Phone Number: 510 866 6474 Fax Number: — E-mail: info@asistasouch.org  
 Facility/Park Name: Lakeside Park Pergola  
 Room(s)/Site(s): \_\_\_\_\_

**Event Information:**

Date(s) of Event: May 30, 2020  
 Time In/Prep 6:00 AM Actual Event Time 08:00 to 11:30 AM Cleanup/Time Out 12:00 PM

Type of Event/Purpose: (be specific) 3rd Annual Charity 5K (Run/Walk) - Raise Human Trafficking Awareness  
(i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar Mitzvah/Bat Mitzvah, etc.)  
 General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No  
 Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)  
DJ Speakers

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission (PRAC) 60 days or more in advance of event date.

Number of Participants (Total) 299 Approximate # of Adults 150 # of Teens 130 # of Children/Infants 14

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.  
NONE

Will you require a caterer for your event?  Yes  No  
 If yes, Name of Caterer: \_\_\_\_\_ \*See Additional Permit Regulations

**RENTAL FEES** (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees:  
 -Picnic & Related Events: \$15 (50+) people  
 -Park Use//Building Rentals/Special Events (Parks): \$30:

(1) <u>40</u> x <u>6</u> = <u>240</u> <small>(Hourly Rate) (# of hours)</small>	(6) Kitchen = <u>0</u>
(2) _____ x _____ = _____ <small>(Hourly Rate) (# of hours)</small>	(7) Alcoholic Beverage Fee = <u>0</u>
(3) Permit Processing Fee = <u>30</u>	(8) Administrative Service Fee = <u>0</u>
(4) Deposit = <u>300</u>	(9) Sound Use Fee = <u>100.50</u>
(5) Setup/Tear-down = <u>0</u>	(10) Other Charges = <u>0</u>

TOTAL: \$ 630 Less Advance Minimum Payment of \$ \_\_\_\_\_ BALANCE DUE 30 DAYS BEFORE EVENT: \$ \_\_\_\_\_  
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Type of Credit Card: Visa or MasterCard: \_\_\_\_\_  
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee  
 31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE Shelitha Campbell DATE 5/31/19

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.



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

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 28, 2020  
**SUBJECT:** **Request From Friends Of The Oakland Branch National Association Of The Advancement Of Colored People (NAACP) Approval To Collect Onsite Donations, Vendor Sales Of Foods, Beverages, Arts/Crafts And Merchandise At Their THURSDAYS Night Market To Be Held At Jack London Aquatic Center And Estuary Park Every 4<sup>th</sup> Thursday Of Each Month Beginning May 28, 2020 Through October 29, 2020, From 4:00pm – 9:00pm.**

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Friends of the Oakland Branch NAACP, whose mission is to secure the political, educational, social, and economic equality of rights to eliminate race-based discrimination and ensure the health and well-being of all persons. The Friends of the Oakland Branch NAACP is requesting approval to collect onsite donations, vendor sales of foods (Mobile Food Vending/Restaurants), beverages (non-alcoholic & alcoholic), arts/crafts and merchandise at their THURSDAYS Night Market to be held at Jack London Aquatic Center and Estuary Park; every 4<sup>th</sup> Thursday of each month beginning May 28, 2020 through October 29, 2020. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

Friends of the Oakland Branch NAACP is paying all fees associated with the event.

**PROJECT / PROGRAM DESCRIPTION**

THURSDAYS night market features local visual artists, international music entertainment, a kid's zone, small business vendors as well as produce vendors and food purveyor concessions. A Resource Courtyard featuring booths sponsored by corporate partnerships for health and wellness, financial literacy, family and social services, veteran's affairs, senior resources and other community based agencies. An Adult Only Civic Engagement Lounge will include a casual approach to social networking. This event will also employ members from the aging (55+) community, at risk youth and veteran's as the setup, operation and cleanup staff teams, with a support staff of volunteers from the Mormon Temple and Latter Day Saints.

Friends of the Oakland Branch NAACP is requesting the following fees are collected onsite from an average attendance of 300+:

	<b>RANGE OF SALES</b>	<b>PROCEEDS BENEFIT</b>
20 Produce Vendors	\$ .50 to \$10.00	Individual small business
20 Food Purveyors (pre-packaged)	\$5.00 - \$10.00	Individual small business

25 Antiques, Art & Small Businesses	\$5.00 to \$50.00	Individual small business
6 Food Trucks	\$2.00 to \$20.00	Individual small business
12 Restaurant/Hot Food	\$2.00 to \$20.00	Individual small business
20 Non-Profit Organizations – Resource Courtyard and Kids Zone	FREE	FREE
Adult Beverage Sales (Beer, Wine & Specialty Drinks)	\$6.00 per	Costs of event expenses, marketing, entertainment, security, supplies and staffing
Civic Engagement Admission – suggested donation	\$10.00	Selected local non-profit organizations and agencies – listed below

**BACKGROUND / LEGISLATIVE HISTORY**

Founded February 12, 1909, the NAACP is the nation’s foremost, largest, and most widely recognized civil rights organization. Its more than half-million members and supporters throughout the United States and the world are the premier advocates for civil rights in their communities, leading grassroots campaigns for equal opportunity and conducting voter mobilization.

**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request for Friends of Oakland Branch NAACP to collect onsite donations, vendor sales of foods (Mobile Food Vending/Restaurants), beverages (non-alcoholic & alcoholic), arts/crafts and merchandise at their THURSDAYs Night Market to be held at Jack London Aquatic Center and Estuary Park; every 4<sup>th</sup> Thursday of each month beginning May 28, 2020 through October 29, 2020, From 4:00pm-9:00pm

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A – Friends of the Oakland Branch NAACP Proposal Letter  
Exhibit B – Rental Application



# THURSDAYS night market

February 9, 2020

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

RE: Recurring Event Proposal for OPR's Jack London Aquatic Center & Estuary Park

Greetings, Parks & Recreation Advisory Commission:

Please review the following overview of the recurring THURSDAYS night event being requested to be held at the Jack London Aquatic Center and Estuary Park.

## **EVENT HISTORY**

The Friends of the Oakland Branch National Association of the Advancement of Colored People (NAACP) THURSDAYS night market was created through the collaboration with Love UR Community Network, Chapel of the Chimes and local philanthropists who's driving force is to support community based organizations making effective change. Through civic engagement and brand awareness, the night market event "Thursday After Next" was created. This event has featured local visual artists, musical entertainment, small businesses as vendors and concessionaires with proceeds benefiting thoroughly vetted organizations including the NAACP Oakland Branch, Realized Potential, Inc. (RPI) and Progressive Transitions non-profit agencies.

## **NEW FOCUS and CONTINUED PRACTICE**

Upon completing our inaugural year, of an ever growing bi-weekly "Thursday After Next" event, we have outgrown the space at the Chapel of the Chimes location and would like to relocate to the Jack London Aquatic Center and Estuary Park. The NAACP Oakland Branch, in collaboration with RPI and Love UR Community Network are fully committed to continue great efforts to support and showcase deserving Bay Area non-profit community agencies which will also benefit from our commitment to civic engagement and social awareness.

This renewed monthly event will continue the "night market" theme, renamed "THURSDAYS night market" featuring local visual artists, international music entertainment, a kid's zone, small business vendors as well as produce vendors and food purveyor concessions. We have also incorporated a Resource Courtyard featuring booths sponsored by corporate partnerships for health and wellness, financial literacy, family and social services, veteran's affairs, senior resources and other community based agencies. An Adult Only Civic Engagement Lounge will include a casual approach to social networking. The event will also employ members from the aging (55+) community, at risk youth and veteran's as the setup, operation and cleanup staff teams, with a support staff of volunteers from the Mormon Temple and Latter Day Saints.

# THURSDAYS night market

## ON-SITE MONEY COLLECTION

We would like to request the following fees be collected onsite from an average attendance of 300+:

20 Produce Vendors	\$ .50 to \$10.00	Individual small business
20 Food Purveyors (pre-packaged)	\$5.00 to \$10.00	Individual small business
25 Antiques, Art & Small Businesses	\$5.00 to \$50.00	Individual small business
6 Food Trucks	\$2.00 to \$20.00	Individual small business
12 Restaurant/Hot Food	\$2.00 to \$20.00	Individual small business
20 Non-Profit Organizations – Resource Courtyard and Kids Zone	FREE	FREE
Adult Beverage Sales (Beer, Wine & Specialty Drinks)	\$6.00 per	Costs of event expenses, marketing, entertainment, security, supplies and staffing
Civic Engagement Admission – suggested donation	\$10.00	Selected local non-profit organizations and agencies – listed below

## BENEFITING NON-PROFIT ORGANIZATIONS AND AGENCIES

- NAACP Oakland Branch – Literacy and Education Campaign
- Obama Foundation, MBK Alliance – Youth Leadership Programming
- Alameda County Food Bank – Feed Our Families in collaboration with other local food groups
- First Five California – New Life Preparedness
- Realized Potential, Inc. (RPI) – Male Mentoring and Life Coaching Outreach
- Oakland LGBTQ Community Center – Art & Culture and Youth Services
- Oakland Parks and Recreation Foundation – Special Projects Fund

Thank you in advance for your consideration and support of the Friends of the Oakland Branch NAACP, Realized Potential, Inc. (RPI) and Love UR Community Network.

Love your community,

Kimberlee White  
Chief Operating Officer  
LURC Network Consortium



Jack London Aquatic Center  
 115 Embarcadero West, Oakland 94607  
 Office: (510) 238-6580  
 dzam@jacklondon.com



**Rental Application**

ATTENTION: \_\_\_\_\_

Date of Application: \_\_\_\_\_

\*RENTAL FEE IS DETERMINED ACCORDING TO AGENCIES INDICATED ON BUREAU'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED\*

Name of Business/Organization: FRIENDS OF THE OAKLAND BRANCH, NAACP

Business/Organization Address: 1970 BROADWAY #750 OAKLAND

94612  
 Zip Code

Applicant Name: KIMBERLEE WHITE

Applicant Mailing Address: SAME AS ABOVE

Phone Number: 415 906 9590

Fax Number: \_\_\_\_\_

E-mail: KIMBERLEE-WHITE@OUTLOOK.COM

Facility/Park Name: JACK LONDON AQUATIC CENTER AND ESTUARY PARK

Room(s)/Site(s): ALL-INCLUSIVE

**EVENT INFORMATION:**

Date(s) of Event: May 28, June 25, July 23, Aug. 27, SEPT. 24, Oct. 29

Time In/Prep Time: 3:00pm Actual Event Time: 4:00pm to 9:00pm Cleanup/Time Out: 10:00pm

TYPE OF EVENT/PURPOSE: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar Mitzvah/Misvah, etc.)

COMMUNITY COLLABORATION-CIVIL ENGAGEMENT EVENT

General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No

Type of Equipment to be used: (i.e., musical instruments, live band, DJ, amplifiers, microphones, etc.)  
DJ + INSTRUMENTAL MUSIC - LIVE BAND - MICROPHONE

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total): 300 Approximate # of Adults: 250 # of Teens: 4-50 # of Children/Infants: \_\_\_\_\_

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event?  Yes  No

Name of Caterer: \_\_\_\_\_

**RENTAL FEES (The minimum rental requirement and deposit are required when the facility is reserved 11 days or more in advance.)**

Non-Refundable Permit Processing Fees: Park Use/Banking Rentals/Special Events (Parks): \$38

- (1) x = \_\_\_\_\_  
(Hourly Rate) (# of hours)
- (2) x = \_\_\_\_\_  
(Hourly Rate) (# of hours)
- (3) Permit Processing Fee = 38
- (4) Deposit (Refundable) = 300
- (5) Setup/Tear-down = 150
- (6) Kitchen (Included) = 125

- (7) Alcoholic Beverage Fee = \_\_\_\_\_
- (8) Administrative Service Fee = \_\_\_\_\_  
(30 days or less notice)
- (10) Sound Use Fee = \_\_\_\_\_  
(Park Use Only)
- (11) Other Charges = \_\_\_\_\_
- (12) Other Charges = \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_ Less Advance Minimum Payment of \$ \_\_\_\_\_; BALANCE DUE 30 DAYS BEFORE EVENT: \$ \_\_\_\_\_  
 (Deposit are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Type of Credit Card: Visa or MasterCard: \_\_\_\_\_  
 (See attached Authorization for Credit Card Payment Form)

APPLICANT SIGNATURE: [Signature]

DATE: 07/20/20

CANCELLATION FEE: 61 days' or more notice: Forfeit % Deposit 31 to 60 days' notice: Forfeit Full Deposit 30 days' or less notice: Forfeit All Fees

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

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

**TO:** C.N.E. Corbin, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 28, 2020  
**SUBJECT:** **Request From Camps In Common For Approval To Collect Onsite Sales Of Tickets At Door, Bidding On Auction Items And Collection Of Donations At Their 2<sup>nd</sup> Annual Gateway To Nature Spring Benefit To Be Held At Joaquin Miller Community Center On Saturday, April 25, 2020, From 6:00pm - 9:30pm.**

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Camps in Common, a non-profit organization that operates the City of Oakland's Feather River Camp located in Quincy, CA. Feather River Camp was founded and established in 1924, by the City of Oakland and has over the course of its history, served tens of thousands of Oakland residents through summer youth and family camp programming. Camps in Common is requesting approval to collect funds onsite for tickets sales at door, bidding on auction items and collect donations onsite at their Spring Benefit to be held at Joaquin Miller Community Center on Saturday, April 25, 2020. Funds collected will benefit Oakland youth and families through providing camperships to attend Oakland Feather River Camp. Approval from Parks and Recreation Advisory Commission is required per O.M.C. Section 12.64.080.

**FISCAL IMPACT**

Camp in Common is paying all fees associated with the event estimated at 2870.00.

**PROJECT/PROGRAM DESCRIPTION**

Camps in Common and Feather River Camp plan to hold its 2<sup>nd</sup> Spring fundraising event at Joaquin Miller Community Center, the purpose of the event is to generate funds for the scholarship program, which provides reduced rates or "camperships" to families or groups from low income and underserved neighborhoods. In 2018, Camps in Common provided over \$71,000 in scholarships to 444 youth and individuals, including subsidized rates to 380 Oakland Parks, Recreation and Youth Development youth to Oakland Feather River Camp through Studio One Art Meets Nature Camp. The goal is to raise \$100,000.

The following funds are being requested to collect onsite:

- Ticket Sales at Door: \$75-\$250
- Auction Items/Donations: \$35000-\$45,000

**BACKGROUND**

Camps in Common was founded in 2002, when a group of longtime and dedicated campers came together to form the nonprofit, Camps in Common, to support efforts to save and advocate for the success of Oakland Feather River Camp. In June 2003, Camps in Common was named the official operators of Oakland Feather River Camp by the City of Oakland. Feather River Camp is one of the

City of Oakland Parks, Recreation and Youth Development longest running recreation programs. The 2019 season will mark the 17<sup>th</sup> year that Camps in Common has operated the facility.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Camps in Common to collect onsite sales of tickets at door, bidding on auction items and collection of donations onsite at their 2<sup>nd</sup> Annual Gateway to Nature Spring Benefit to be held at Joaquin Miller Community Center on Saturday, April 25, 2020, from 6:00PM-9:30PM.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A – Camp in Common Proposal Letter  
Exhibit B – Post Event Report (2019)  
Exhibit C – Rental Application



February 10, 2020

Parks and Recreation Advisory Commission  
C/O Central Reservations  
666 Bellevue Ave.  
Oakland, CA 94610

Dear Advisory Commissioners:

We write to you requesting approval to collect funds at our 2<sup>nd</sup> Annual Gateway to Nature Spring Benefit event to be held at the Joaquin Miller Community Center on Saturday, April 25<sup>th</sup>, 2020. Please see below for our history, an overview of the event and additional information regarding how collected funds will be used.

### **History of Organization**

Camps in Common is the proud non-profit operator of the City of Oakland's Feather River Camp, located in Quincy, CA. Feather River Camp was founded and established by the City of Oakland in 1924 and has over the course of its history, served tens of thousands of Oakland residents through summer youth and family camp programming.

Camps in Common was founded when in 2002, Harry Edwards, then Director of the Oakland Parks and Recreation Department proposed that Feather River Camp be closed. This was incredible shocking to the hundreds of families who camp served each summer and a group of longtime and dedicated campers came together to form a nonprofit, Camps in Common, to support efforts to save and advocate for the success of OFRC.

Our mission is to promote and celebrate connections between nature, family and community, creating unique opportunities to advance environmental awareness, cultural diversity, and youth empowerment.

During communications with the Parks & Recreation Department staff and City Council members, it became clear that the City of Oakland did not see continuing to operate the camp internally was a viable option and it was even suggested that CIC consider operating the camp.

In June of 2003, CIC was suddenly named the official operators of OFRC by the City. In the years that followed, with help from campers, volunteers and former and current city staff, the organization built systems and successfully transferred operations from the City to CIC.

Since 2003, CIC has benefited from strong and committed board members, partners within the City and dedicated staff and volunteers. Over \$700,000.00 of facility investments have been made through bond Measure WW, City of Oakland support and fundraising from Camps in Common.

Feather River Camp is one of the City of Oakland Parks, Recreation and Youth Development Department's longest-running recreation programs. The 2019 season will mark the seventeenth year that Camps in Common (CIC) has operated the facility.

**CAMPS IN COMMON, NON-PROFIT OPERATORS OF OAKLAND FEATHER RIVER CAMP**  
Sept-Apr: PO Box 11061 Oakland, CA 94611 Phone: 510-336-2267 Fax: 510-601-1595  
May-Aug: PO Box 3229 Quincy, CA 95971 Phone: 530-283-2290 Fax: 530-283-0303  
www.FeatherRiverCamp.com Info@FeatherRiverCamp.com



The Camps in Common Board of Directors oversees governance of the organization. The organization's day-to-day operations of Oakland Feather River Camp are managed by an Executive Director. Board members, year-round and seasonal staff, and an army of dedicated volunteers are committed to serving the mission of CIC and OFRC and work tirelessly to help realize our vision each year.

#### **Overview of Event & Request to Collect Funds On-Site**

On April 25, 2020, Camps In Common and Oakland Feather River Camp plans to hold its second annual spring fundraising event. Our event is being held to generate funds for our scholarship program, which provides reduced rates or "camperships" to families or groups from low income and underserved neighborhoods. In 2019, CIC provided over \$71,000 in scholarships to 444 youth and individuals, including subsidized rates to 380 Oakland Parks, Recreation and Youth Development youth to OFRC through Studio One's Art Meets Nature Camp.

Our goal is to raise \$100,000 at this event alone. We will sell tickets ahead of time for \$75 (early bird), \$85 after March 15<sup>th</sup>, and "Friend of Camps In Common" tickets for \$250. In addition, we are soliciting sponsors for the event from businesses and individuals to help underwrite the event.

On site, the event will consist of hearty appetizers and other small plate food. We will provide wine and beer, sparkling waters, and coffee. During the event we plan to have some calm musical entertainment while people are moving around bidding on our silent auction items. We will gather all necessary permits as required.

We are formally requesting to collect funds on site at the event through donations, a few last-minute door ticket/event registration sales and auction item payments. If approved, we anticipate bringing in about \$35,000-\$45,000 that night for the auction, donations, and the miscellaneous tickets. These funds need to be collected on site since people will be bidding on auction items which must be collected the day of the event.

The funds that will be collected will benefit Oakland youth and families through providing camperships to attend Oakland Feather River Camp. We are trying to increase the amount of Oakland youth and families who will have the opportunity to learn about and enjoy the outdoors, learn about the Plumas National Forrest, the Feather River, and participate in all the activities available at camp and increasing the amount of scholarship dollars to distribute to Oakland youth and families. helps us towards that end.

Thank you for your consideration for your support of and service to Oakland's parks, recreation programs, and residents.

Sincerely,

A handwritten signature in black ink that reads "Mark Olson". The signature is fluid and cursive.

Mark Olson

Executive Director, Camps in Common & Camp Director, Oakland Feather River Camp

# 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: Gateway to Nature Spring Benefit

Location of Event: Sailboat House

Date/Hours of Event: 4/13/2019 Permit No. \_\_\_\_\_

Event Contact Name: Heidi Brevet Phone No. 510-336-2267 /

Event Contact Address: Camps In Common Heidi's 510-882-9622  
462 Elwood Oakland 94610 3927 Maple Ave  
PO Box 11001 Oakland 94611 Oakland Ca 94602

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

1. Were Facility Rental/Set-up fees waived?  Yes  No  Not Applicable
2. Check other permits required for event?  
 OPD Special Events Permit  Food Handler's Permit  Seller's Permit ?  
 Charitable Solicitations Permit  Certificate of Insurance  Other - Please list

## II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 110
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? 75/person
5. How much was collected on site from registration fees? \$ 450 \*
6. How much was collected on site from donations? \$31,000 \*
7. How much was collected on site from other fees? 0

\* We took credit cards for 95% of this and ran them at our office the next week. We only collected about \$3,000 in check on site



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? We provided all our own food, decorations, etc  
and was by

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

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 will look at larger spaces for next year. We do not plan on using any vendors. It was an amazing venue for our 1st event. Everyone had a great time

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

Only problem we had was the stove did not work and the staff on site could not get it too work. This prevented us from serving all of our food.

Submitted by: Heidi Brewer

Date: 5/7/19

Approved by: [Signature]  
(OPR Staff)

Date: 3-2-2020

Comments: [Signature]



Joaquin Miller Community Center  
3394 Sanborn Dr., Oakland 94611  
Office: (510) 482-7871  
jmcreservations@gmail.com



Rental Application

ATTENTION: \_\_\_\_\_

Date of Application: \_\_\_\_\_

\*RESERVANCY IS DETERMINED ACCORDING TO AGENCIES INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED\*

Name of Business/Organization: Camps In Common / Oakland Feather River Camp

Business/Organization Address: P.O. Box 11024 Oakland 94611

Applicant Name: Heidi Brewer

Applicant Mailing Address: 3927 Maple Ave Oakland 94602

Phone Number: 510-330-2261 Fax Number: 510-601-1535 heidi@featherrivercamp.com

Facility/Room Name: Joaquin Miller Community Center

Room(s)/Site(s): \_\_\_\_\_

EVENT INFORMATION

Date(s) of Event: April 25, 2020

Time In/Prop Time: 3 Actual Event Time: 6 - 9 Cleanup/Time Out: 11

TYPE OF EVENT/PURPOSE: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Conference, Barbecue/BBQ, etc.) Spring Benefit

General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.) \_\_\_\_\_

Note: Charging admission, selling tickets or merchandise, or collection of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 150 Approximate # of Adults 150 # of Teens 0 # of Children/Infants 0

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event?  Yes  No

Name of Caterer: We will bring our own food.

RENTAL FEES (The minimum rental requirement and deposit are required when the facility is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees: Park Use/Building Rental/Special Events (Park): \$34

(1) 8 x 255 = 2,040  
(Hourly Rate) (# of hours)

(7) Alcoholic Beverage Fee = 125.00

(2) \_\_\_\_\_ = \_\_\_\_\_  
(Hourly Rate) (# of hours)

(8) Administrative Service Fee = \_\_\_\_\_  
(30 days or less notice)

(3) Permit Processing Fee = 34

(10) Sound Use Fee = \_\_\_\_\_  
(Park Use only)

(4) Deposit = 400.00

(11) Other Charges = \_\_\_\_\_

(5) Setup/Takedown = 150.00

(12) Other Charges = \_\_\_\_\_

(6) Kitchen (Included) = 125.00

TOTAL: \$ 2876.00 Less Advance Minimum Payment of \$ 1420 BALANCE DUE 30 DAYS BEFORE EVENT: \$ 1420  
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Type of Credit Card: Visa or MasterCard:  
(See attached Authorization for Credit Card Payment Form)

AFFILIANT SIGNATURE Heidi Brewer DATE \_\_\_\_\_

CANCELLATION FEE: 61 days or more notice: Forfeit 1/3 Deposit 31 to 60 days' notice: Full Deposit 30 days or less notice: Forfeit All Fees

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.



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

**TO:** C.N.E. Corbin, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zemaine Thomas, Central Reservations  
**DATE:** February 28, 2020  
**SUBJECT:** **Request From Cornerstone Doula Trainings For Approval Of Onsite Vendor Sales Of Foods (Mobile Food Trucks), Sales Of Raffle Tickets, Soliciting Funds For Sponsorships, Community Commitment Memberships and an Education Grant Fund At Their Community Baby Shower at Lakeside Park (Picnic Tables Near Lake Merritt Sailboat House) on Sunday, July 5, 2020, From 11:00am-3:00pm.**

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**SUMMARY**

Oakland Parks, Recreation and Youth Development received a request from Cornerstone Doula Trainings an Oakland based organization that has trained over 3000 birthworkers in the greater Bay Area. Cornerstone Doula Trainings is requesting approval for onsite sales of foods, raffle tickets, soliciting funds for Sponsorships, Community Commitment Memberships and an Education Grant Fund at their Community Baby Shower to be held at Lakeside Park (Picnic Tables near Lake Merritt Sailboat House) on Sunday, July 5, 2020. Approval from the PRAC is required per O.M.C. Section 12.64.080.

**FISCAL IMPACT**

Cornerstone Doula Trainings is paying all rental fees associated with the event estimated at \$666.00.

**PROJECT / PROGRAM DESCRIPTION**

The Community Baby Shower is to bring together Oakland parents and families to have a space to connect and breathe. The Community Baby Shower will offer the following:

- Massages
- Ceremonial Foot Baths
- Face Painting
- Kids Games
- Gifts
- Food
- Resource Bags
- Gift Bags: one bag per guest while supplies last (diapers, baby clothes, maternity and newborn items)
- Raffle for Larger Items (strollers, car seats, breast pumps)
- Nursing Tent (shade, hydration and pillows)

Cornerstone Doula Trainings is requesting approval of the following collection of funds onsite:

- Raffle Tickets: \$5.00 per ticket
- Sponsorships: (3) \$1500 sponsorships
- Education Grant Fund: \$6500 goal
- Community Commitment Membership: \$122 per membership

An estimation of 299 people in attendance.

## BACKGROUND / LEGISLATIVE HISTORY

Doula defined is a support person who provides non-medical, holistic care to the childbearing family. A doula provides information, continuous non-medical labor support, minimizes emotional and physical stress, and facilitates communication. In 2006, Cornerstone Doula Trainings was founded by Nickie and Juli Tilsner, whose mission is to organize and activate a radically inclusive community of doulas and birthkeepers to provide full spectrum C.A.R.E. to all. Cornerstone doulas and birthkeepers champion equitable access to safe, supported and dignified care for all communities throughout the reproductive lifespan. Our collective C.A.R.E. is focused on closing gaps in disparate maternal and infant health outcomes, increasing reproductive health equity and creating positive change in all reproductive health outcomes — and as a result, our society at large.

Cornerstone Doulas & Birthkeepers C.A.R.E:

C: Care, Connection, Community.

A: Authenticity, Access, Advocacy.

R: Relevant, Reliable, Reputable.

E: Excellence, Expertise, Equity.

## RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Cornerstone Doula Trainings for onsite vendor sales of foods (Mobile Food Trucks), raffle tickets, soliciting funds for Sponsorships, Community Commitment Memberships and an Education Grant Fund at their Community Baby Shower at Lakeside Park (Picnic Tables near Lake Merritt Sailboat House) on Sunday, July 5, 2020, From 11:00am-3:00pm

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Central Reservations

/s/ Darrin Hodges

Approved by:

Darrin Hodges

Facilities Manager

Attachments: Exhibit A – Cornerstone Doula Trainings Proposal Letter  
Exhibit B – Rental Application

**Attn: Parks and Recreation Advisory Commission,**

We are requesting to host a Community Baby Shower event at Sailboat House Picnic Area on July 5, 2020. This event will be hosted by Cornerstone Doula Trainings - a doula training organization that is based in Oakland, CA.

**Who we are:**

Cornerstone Doula Trainings is a Doula training organization based in Oakland, CA. Founded by Nickie and Juli Tilsner in 2006 and expanding our leadership team to include our Culturally Diverse Birthkeeper Training Program Director Jazz-Ylaine Baptiste in 2017, Cornerstone Doula Trainings has trained over 3,000 birthworkers in the greater Bay Area.

**OUR MISSION** is to organize and activate a radically inclusive community of doulas and birthkeepers to provide full spectrum C.A.R.E. to all. Cornerstone doulas and birthkeepers champion equitable access to safe, supported and dignified care for all communities throughout the reproductive lifespan. Our collective C.A.R.E. is focused on closing gaps in disparate maternal and infant health outcomes, increasing reproductive health equity and creating positive change in all reproductive health outcomes — and as a result, our society at large.

**Our commitment is to caring:**

- C: Care, Connection, Community.
- A: Authenticity, Access, Advocacy.
- R: Relevant, Reliable, Reputable.
- E: Excellence, Expertise, Equity.

**EVENT DETAILS: Community Baby Shower**

**Community objectives —**

- Bringing together Oakland parents and families to have a space to connect and breathe.
- Celebrating Oakland pregnant people, parents, babies and kids.
- Honoring and giving back to our community in the city that has given so much to us.
- Providing much needed supplies and resources to families in need.
- Putting the Reproductive Justice framework into action.

**What is our philosophy?**

**The three pillars of community commitment:**

1. We are nothing without community.
2. Community engagement builds resilience and saves lives.
3. Every person deserves access to resources, safe and respectful care and the love of their community.

### **Community baby shower offerings:**

These offerings will be provided to our guests at no charge.

- Massages
- Ceremonial foot baths
- Face painting
- Kid games
- Gifts
- Food

(La Santa Torta is going to be our food truck. We will be fundraising for sponsors to pre-pay 100 meals to offer our guests at no charge. If we can raise enough funds, we also want to hire an ice cream food truck using the same model)

- Resource bags
- Gift bags: one per guest while supplies last with items donated in our drive - diapers, baby clothes, maternity and newborn items.
- A raffle will be offered for larger items: strollers, car seats, breast pumps.
- Nursing tent with shade, hydration and pillows.

### **Funds to be collected onsite:**

All funds collected on-site will be **directly benefiting the Bay Area Birthworker and birthing communities**. By increasing access to doula and midwifery education and thereby diversifying the birthworker workforce, we will be taking steps toward closing gaps in disparate maternal and infant health outcomes. Black and Brown midwives are leading the change in the current maternal health crisis in the US, and beyond. As a result of colonialism and systemic racism, Black and Brown doulas and midwives experience incredible barriers to practice - the very practice that is the key to lowering maternal and infant morbidity and mortality rates in their communities. We stand with Black and Brown midwives and are committed to uplifting, honoring and supporting Black lives -the lives of mothers, parents and their children through culturally relevant and responsive doula and midwifery care. We must increase access to doula and midwifery education for Black and Brown birthworkers. We must ensure safe, culturally relevant care for Black and Brown birthing people.

- Raffle tickets will be sold at \$5.00 each. All proceeds will go directly into the Cornerstone Doula Trainings Doula Scholarship Fund to increase access to Doula Training for those who cannot afford tuition.
- Sponsorship will be solicited from major birth related organizations in the Bay Area, which funding will go directly toward this event. For example, we will be asking for 3 \$1500.00 sponsorships -- Two of these sponsorships will fund pre-paid food trucks to feed our guests. 1 sponsorship will cover our pumping/nursing station with a tent, pillows and refreshments.

- We will be fundraising for our Black Midwife Education Grant Fund. This Cornerstone Doula Trainings fund goes directly toward a grant recipient to pay for their midwifery school tuition. One recipient is chosen per year. More info on our Black Midwife Education Fund Grant: <https://www.cornerstonedoulatrainings.com/black-midwife-grant>
- Cornerstone Community Commitment Membership Drive: We will have the opportunity for our students and community members to sign up for Community Commitment dues at this event. All community commitment dues go directly into a fund that is used for future Oakland community events. More info on our community commitment model: <https://www.cornerstonedoulatrainings.com/commitment-model>
- Food Truck: La Santa Torta <https://www.facebook.com/santatortasf/> Instagram: @lasantatorta Their items range from \$7.00-12.00 and we are hoping to secure a sponsorship to pay 100% for these food items, so that our guests won't need to pay for food out of pocket.



Oakland Parks, Recreation & Youth Development (OPRYD)

666 Bellevue Avenue, Oakland, CA 94610

Central Reservations Unit: (510) 238-3480; Fax: (510) 637-0362

Office Hours: Monday-Friday 9:00 a.m. - 4:00 p.m.

Email: centralreservationsunit@gmail.com

www.oaklandnet.com/parks

Rental Application



ATTENTION: Zermaine Thomas

DATE: 12/2/2019

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED. \*

Name of Business/Organization: Cornerstone Doula Trainings

Business/Organization Address: 2523 N. Willamette Blvd. Portland, OR 97217

Applicant Name: Juli Ann Tilsner

Applicant Mailing Address: 2523 N. Willamette Blvd. Portland, OR 97217

Phone Number: 510-501-7501 Fax Number: E-mail: info@cornerstonedoulatrainings.com

Facility/Park Name: Lakeside Park - Lake Merritt

Room(s)/Site(s): Sailboat House Picnic Area

Event Information:

Date(s) of Event: July 5, 2020

Time In/Prep Time 9:00am Actual Event Time 11:00am to 3:00pm Time Out/Cleanup Time 4:00pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar/Mitzvah/BatMitzvah, etc.) Community Baby Shower

General Public Allowed: [X] Yes [ ] No Sound Amplification: [ ] Yes [X] No Non-Amplified Sound: [ ] Yes [X] No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission (PRAC) 60 days or more in advance of event date.

Number of Participants (Total) 100-299 Approximate # of Adults 00-200 # of Teens 25 # of Children/Infants 50-74

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event? [ ] Yes [X] No

If yes, Name of Caterer: None No caterer - will have a food truck, planning to have prepaid:

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees: -Picnic & Related Events: \$15 (50+) people -Park Use/Building Rentals/Special Events (Parks): \$30:

Table with 2 columns: Item description and Amount. Includes hourly rate calculation, deposit, kitchen, alcoholic beverage fee, administrative service fee, sound use fee, and other charges.

TOTAL: \$ \$666.00 Less Advance Minimum Payment of \$ BALANCE DUE 30 DAYS BEFORE EVENT: \$

Please check payment type: Check #: Type of Credit Card: Visa or MasterCard: Visa

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee

APPLICANT SIGNATURE: Juli Ann Tilsner DATE: 12/4/2019

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.





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

**TO:** C.N.E. Corbin, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 28, 2020  
**SUBJECT:** **Request From Red Bull 3X Approval For Onsite Vendor Sales Of Merchandise, Beverages (Non-Alcoholic/Alcoholic) And Collection Of Donations For Participating Non-Profit Community Partners At Their FREE All-Age Community Celebration and Basketball Qualifier Tournament To Be Held At Mosswood Park On Friday, June 12, 2020 (Setup) And Saturday, June 13, 2020, From 10:00am - 6:00pm.**

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**SUMMARY**

Oakland Parks, Recreation and Youth Development received a request from Red Bull 3X in partnership with USA Basketball to host the Red Bull 3X Basketball Qualifier Tournament to be held at Mosswood Park on Friday, June 12, 2020 (setup) and Saturday, June 13, 2020. Red Bull 3X is requesting approval of onsite vendor sales of merchandise, beverages (non-alcoholic/alcoholic) and collection of donations for non-profit community partners at their FREE all-ages community basketball celebration and tournament. Approval from the PRAC is required per O.M.C. Section 12.64.080.

**FISCAL IMPACT**

Red Bull is paying all rental fees associated with the event estimated at \$8480.00.

**PROJECT / PROGRAM DESCRIPTION**

The community celebration will be 100% free for anyone to attend and enjoy. Red Bull 3X will invite local businesses (with focus on Oakland-based minority-owned small businesses) and non-profits to join the event and vend free of charge. Red Bull 3X is requesting approval for the selected local business to vend at their festival as they will retain 100% of the revenue (with no fees assessed from Red Bull.)

Red Bull 3X is requesting approval of the following collection of funds onsite:

- 2-3 clothing vendors: Approx \$250 - \$500 revenue each
- 3 water vendors (sold at cost): Approx \$200 revenue each
- 1 beverage vendor (soft drink, beer, wine, liquor): Approx \$5000 revenue
- 3-4 non-profit community partners: Approx \$1000 fundraised each

An estimate of 1000+ in attendance.

**BACKGROUND / LEGISLATIVE HISTORY**

Red Bull 3X has operated locally in the Oakland/Emeryville area for the past 30 years. Their first titled event in Oakland, Red Bull Big Tune, was an all-ages music event held at Sweet's Ballroom in 2007. While the event was a major hit, their local team was most excited to contribute all proceeds from that event to DeFremery Park youth programs.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Red Bull 3X to collect funds onsite through vendor sales of merchandise, beverages (non-alcoholic/alcoholic) and collection of donations for non-profit community partners at their FREE all-ages community basketball celebration and tournament at Mosswood Park on Friday, June 12, 2020 (setup), and Saturday, June 13, 2020, from 10:00am-6:00pm.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A – Red Bull 3X Proposal Letter  
Exhibit B – Rental Application



February 25, 2020

Parks and Recreation Advisory Committee  
250 Frank Ogawa Plaza, Ste 3330  
Oakland CA, 94612

Members of the PRAC,

It is with great excitement we draft this letter to the Parks and Recreation Committee of Oakland to establish our intention to program an all-ages community basketball celebration at Mosswood Park on June 13<sup>th</sup>. In addition to family oriented games, activities and giveaways designed to celebrate the rich history of Oakland basketball, we'll be hosting the Red Bull 3X Basketball Qualifier at the Mosswood courts. In partnership with USA Basketball, the Red Bull 3X series builds a pathway for the men and women of Oakland to earn FIBA (International Basketball Federation) points via one of our local qualifiers (Oakland - June 13<sup>th</sup>), Regional Semi-Final and National Final events to potentially earn a spot on the 2020 USA Basketball 3x3 National Team. We'll begin accepting team entries very soon and have no doubt many Mosswood players will be a part of the tournament!

Red Bull would love to continue to support Oakland culture with quality events that are enhanced by partnerships with Oakland Parks and Recreation. Our team has operated locally in the Oakland/Emeryville area for the past 30 years. Our first titled event in Oakland, Red Bull Big Tune, was an all-ages music event held at Sweet's Ballroom in 2007. While the event was a major hit, our local team was most excited that we were able to partner with Ms. Valorie Winn to contribute all proceeds to DeFremery Park youth programs. We're pleased to be able to keep this same energy with all events we program on Oakland parkland.

Our community celebration will be 100% free for anyone to attend and enjoy. We will invite local businesses (with focus on Oakland-based minority-owned small businesses) and non-profits to join our event and vend free of charge. We are requesting permission for these local business to vend at our festival as they will retain 100% of their revenue (with no fees assessed from Red Bull.) While we have not confirmed specific partners at this early date, we can provide the rough estimate of revenue below:

- 2-3 clothing vendors: Approx \$250 - \$500 revenue each
- 3 water vendors (sold at cost): Approx \$200 revenue each
- 1 beverage vendor (soft drink, beer, wine, liquor): Approx \$5000 revenue
- 3-4 non-profit community partners: Approx \$1000 fundraised each

In addition to the community engagement we anticipate with our partner organizations, we look forward to working with the OPR team at Mosswood Park to develop the following:

- A court renovation plan to match the standard of USA Basketball and leave the players at Mosswood a pristine venue
- A community engagement strategy for Red Bull to identify and champion the local heroes of Oakland basketball at all levels.
- A leave-behind plan to provide resources, equipment or other contributions to the recreation leaders at Mosswood specifically.

Thank you so much for your consideration!

- Damon Johnson  
Project Liaison – Red Bull 3X Oakland



Oakland Parks, Recreation & Youth Development (OPRYD)  
 666 Bellevue Avenue Oakland, CA 94610  
 Central Reservations: (510) 238-3420; Fax: (510) 637-0362  
 Office Hours: Monday-Friday 9:00 a.m. - 4:00 p.m.  
 Email: [centralreservationsunit@gmail.com](mailto:centralreservationsunit@gmail.com)



**Rental Application**

ATTENTION: Zermaine Thomas

Date of Application: 12/19/19

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.\*

Name of Business/Organization: Red Bull North America

Business/Organization Address: 1461 Park Ave Emeryville 94608  
Street Address City Zip Code

Applicant Name: Damon Johnson

Applicant Mailing Address: 3161 California Street Oakland 94602  
Street Address City Zip Code

Phone Number: 510.207.2467 Fax Number: \_\_\_\_\_ Email: damon@bornandraisedmarketing.com

Facility/Park Name: Mosswood Park

Room(s)/Site(s): Basketball Courts and Immediate Area

**Event Information:**

Date(s) of Event: 6/13/2020 & 6/12/2020 (setup)

Time In/Prep Time 6am Actual Event Time 10am to 6pm Time Out/Cleanup Time 9pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/Ballditzvah, etc.)  
Basketball tournament with community celebration

General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No  
 Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)  
Microphones, dj speakers, amplified music

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission (PRAC) 60 days or more in advance of event date.

Number of Participants (Total) 1000 Approximate # of Adults \_\_\_\_\_ # of Teens \_\_\_\_\_ # of Children/Infants \_\_\_\_\_

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.  
None

Will you require a caterer for your event?  Yes  No

If yes, Name of Caterer: \_\_\_\_\_

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees:				
-Park Use/Building Rentals/Special Events (Parks): \$30:				
(1)	\$210 x 15 = \$3150	Sat. 6-13-2020		
	(Hourly Rate) (# of hours)			
(2)	\$210 x 10 = \$2100	Basketball Court 1	(6) Kitchen	= _____
	(Hourly Rate) (# of hours)	\$30 x 15 hrs = \$450	(7) Alcoholic Beverage Fee	= _____
(3)	Permit Processing Fee = 30	\$30 x 15 hrs = \$450	(8) Administrative Service Fee	= _____
(4)	Deposit = \$1000		(9) Sound Use Fee	= \$100
(5)	Setup/Teardown = _____		(10) Other Charges	= \$1200 Special Event Fee
TOTAL: \$ 8480		Less Advance Minimum Payment of \$ 1870	BALANCE DUE 30 DAYS BEFORE EVENT: \$ 3610	
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)				

Payment type: Check #: \_\_\_\_\_ Type of Credit Card: Visa or MasterCard: VISA

(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee  
 31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE D. Johnson DATE 12/19/19

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.



CITY OF OAKLAND

## INFORMATIONAL REPORT

**TO:** C.N.E. Corbin Chair  
Parks and Recreation  
Advisory Commission (PRAC)

**FROM:** Jason Mitchell *JM*  
Director  
Public Works Agency

**SUBJECT:** Tree Permit Appeal

**DATE:** March 11, 2020

The following report is prepared for the PRAC's consideration.

### SUMMARY

On November 18, 2019, the Tree Services Division made a decision for tree removal permit ND19-172 (**Attachment A**) for 863 Vermont Ave. The Applicant (Christopher Kula) wanted to remove two black acacia trees and one beefwood tree on his property. After inspection, Tree Services approved the removal of the trees.

The Appellant (Thelma Fajardo) appealed the tree permit decision on November 26, 2019 (**Attachment B**). On the appeal claim form the appellant has stated that the removal of the trees will cause significant soil instability and will likely result in a possible landslide that will damage her property at 872 Walker Ave. The PRAC is the hearing body for non-development tree removal permit appeals, per Chapter 12.36.110 of the Oakland Municipal Code (OMC), the Protected Trees Ordinance (PTO).

### BACKGROUND

On October 18, 2019 Tree Services received a non-development tree removal application ND19-172 for 863 Vermont Ave (**Attachment C**). The applicant and property owner is Christopher Kula. He requested the removal of the 2 black acacia trees and the one beefwood tree on the grounds of: (a) concerns the trees will break, (b) complaints from neighbors about tree debris falling in their yard, (c) improving the view and (d) providing space for a garden. On November 18, 2019 Tree Services approved tree permit ND19-172 on the basis that the trees have structural defects. Section 12.36050(A) of the Protected Trees Ordinance states a tree can be removed to insure the public health and safety as it relates to the health of the tree, potential hazard to life or property, proximity to existing or proposed structures, or interference with utilities or sewers.

Tree permit ND19-172 was appealed on November 26, 2019 by Thelma Fajardo, the property owner of 872 Walker Ave. The appellant claims that the removal of the trees will cause significant soil erosion and that will lead to a landslide. The Appellant attached a letter (**Attachment D**) to the claim form from Tracy Cael, a licensed professional, engineer giving an

PRAC 3/11/20  
Item 7I

opinion that the trees are healthy and alive, bearing green leaves and serving the vital purpose of abating soil erosion. According to the appeal, the removal of the trees could result in a landslide.

## DISCUSSION

Tree Services approved the removals of tree removal permit application ND19-172 on November 18, 2019. City staff determined that the trees had significant structural defects. See detailed account listed below of staff findings:

Tree (#1) (**Attachment E**) is a 20" DBH black acacia tree that has a 44.5 degree lean, an unbalanced canopy that is in the direction of the lean and has signs of root plate movement in the past. Leans of more than 30 degrees are significant and the likelihood of whole tree failure is high. At the first stem junction, on the trunk, there is an 18" cracking seam of included bark with a narrow angle of attachment. This is a substantial structural defect that puts the tree at a high risk of trunk failure by splitting. The tree is recommended for removal under section 12.36.050(A)1 of the Protected Trees Ordinance.

Tree (#2) (**Attachment F**) is a 30" DBH black acacia tree that has codominant stems that develop at 6' measuring from the ground up on the trunk. At the attachment point of the 2 stems there is a 40" seam of included bark with a narrow angle of attachment. On the downhill side of the trunk the included bark seam is bulging. This is a sign that the include bark defect is in an advanced state. This is a substantial structural defect that puts the tree at a high risk of trunk failure by splitting. The tree has an unbalanced weighted canopy on the downhill side. The unbalanced canopy is from being shaded from the beefwood tree that is on the home side of the tree. The tree has ivy growing up the interior trunk and limbs. This adds weight to a tree with an unbalanced canopy. The tree is recommended for removal under section 12.36.050(A)1 of the Protected Trees Ordinance.

Tree (#3) (**Attachment G**) is a 5-stem 14", 18", 19", 10", 23" DBH beefwood tree. The tree separates into 5 stems at 3' on the trunk measuring from the ground up. At the attachment point of the 5 stems there is included bark with narrow angles of attachment. At 15' measuring from the ground up, the tree was topped in the past. From the old topping cuts the tree has grown poorly-attached 25' suckers. At the topping point the 18" DBH and 10" DBH stems have split out and died. There is a high likelihood of decay being present where the topping cut was made. The 5 interior stems are covered with ivy, adding to the weight of each stem. The upper canopy has many 1" to 3" diameter dead limbs. The tree is recommended for removal under section 12.36.050(A)1 of the Protected Trees Ordinance.

The Appellant, Thelma Fajardo, has stated that the removal of the trees will negatively impact the health and safety of her property and tenants located at 872 Walker Ave. Removal of the trees will pose possible hillside erosion / landslide onto her property.

The Protected Trees Ordinance 12.36.05(A)2 calls for adequate provision for drainage, erosion, land stability or windscreen. Tree Services believes that adequate provisions for drainage will be made by the property owner. In the past the backyard had been terraced. The property owner

indicated on the application that that a raised garden will be put in place in the middle of the yard and shrubs will be planted at the rear of the yard for screening. After the trees have been removed, there will be 5 small fruit trees, a clump of bamboo, 2 medium size shrubs and patches of ivy. The backyard will not be void of vegetation.

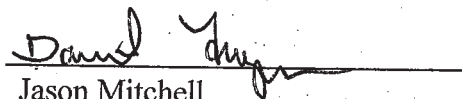
Chapter 12.36.110(C) of the OMC states, "In considering the appeal, the Park and Recreation Advisory Commission shall determine whether the proposed tree removal conforms to the applicable criteria. It may sustain the decision of the Public Works Agency or require such changes or impose such reasonable conditions of approval as are, in its judgment, necessary to ensure conformity to said criteria."

### RECOMMENDATION

The Public Works Agency recommends that the Park and Recreation Advisory Commission:

- Deny the appeal by Thelma Fajardo of 872 Walker Ave.

For

  
Jason Mitchell  
Director, Public Works Agency

For questions please contact David Moore, Senior Forester, at 510-615-5852

#### Attachments

- A – Tree removal Permit Decision, ND19-172
- B – Tree Appeal Claim Form dated November 26, 2019 for 863 Vermont Ave.
- C – Non-development tree removal application for 863 Vermont Ave.
- D – Letter form from Tracy Cael a licensed professional engineer
- E – Photo of tree (#1) a 20" DBH black acacia tree
- F – Photo of tree (#2) a 30" DBH black acacia tree
- G – Photo of tree (#3) a 5-stem 14", 18", 19", 10", 23" DBH beefwood tree

**TREE PERMIT DECISION**

**City of Oakland, Public Works Agency**

Tree Services Division, 7101 Edgewater Drive, Oakland, CA 94621, (510) 615-5934  
 Chapter 12.36, Oakland Municipal Code, Protected Trees Ordinance

**Permit # ND19-172**

**Address: 863 Vermont St.**

**Expires: One year from date of issuance**

**Decision: 11/18/19**

**Applicant: Christopher Kula**

**Permit Type: Non Development**

Removal Approved		Preservation Required		Replacement Tree Required	In Lieu Fee-\$619 per tree
Tree Quantity	Identified As	Tree Quantity	Identified As		
2	Black Acacia (1) 20" DBH (2) 30" DBH				
1	Beefwood (3) 5-stem 14",18",19",10",23" DBH				

**SITE INSPECTION / FINDINGS**

There is a 20" diameter at breast height (DBH) black acacia, 30" DBH black acacia and a 5 stem 14",18", 19", 10", 23" DBH beefwood growing in the backyard at 863 Vermont St.

Tree (#1) is a 20" DBH black acacia that has a 45 degree lean with signs of root plate movement in the past. The tree is approved for removal.

Tree (#2) is a 30" DBH black acacia that has codominant stems with included bark and a narrow angle of attachment. The tree is covered with ivy. The tree is approved for removal.

Tree (#3) is a 5-stem 14", 18", 19", 10", 23" DBH beefwood. The tree has poor structure having been topped in the past. At the topping point the 18" and 10" DBH stems have split out and died. Where the 5 stems are attached there is included bark. The tree is covered with ivy and has many 1" to 3" diameter dead limbs. The tree is approved for removal.

**PERMIT REVIEW – FINDINGS 12.36.050(A)**

The applicant's request accomplished the following objective(s):

- 1. Insured the public health and safety as it related to the health of the tree, potential hazard to life or property, proximity to existing or proposed structures, or interference with utilities or sewers.
- 2. Avoided an unconstitutional regulatory taking of property.
- 3. Took reasonable advantage of views, including such measures mandated by the resolution of a view claim in accordance with the view preservation ordinance (Chapter 15.52 of the Oakland Municipal Code).
- 4. Pursued accepted, professional practices of forestry or landscape design. Submission of a landscape plan acceptable to the Director of Public Works shall constitute compliance with this criterion.



- None of the objectives above were accomplished by the proposed removal(s).*

**PERMIT REVIEW – FINDINGS 12.36.050(B)**

Any one of the following situations was grounds for permit denial, regardless of the findings in section (A) above:

- 1a. Removal could be avoided by reasonable redesign of the site plan, prior to construction.
- 1b. Removal could be avoided by trimming, thinning, tree surgery or other reasonable treatment.
- 2. Adequate provisions for drainage, erosion control, land stability or windscreen were not made.
- 3. The tree(s) were a member of a group of trees in which each tree was dependent upon the others for survival.

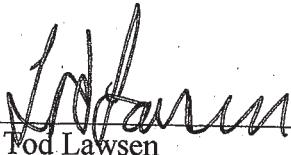
*There were no grounds to deny the permit based on criteria listed in OMC 12.36.050(B)*

**OAKLAND MUNICIPAL CODE SECTION 12.36.060 CONDITIONS OF APPROVAL**

The following conditions were imposed. Conditions #11 - #13 were imposed if they were check marked:

1. **Defense, Indemnification and Hold Harmless.** To the maximum extent permitted by law, the applicant and its contractor shall defend (with counsel acceptable to the City), indemnify, and hold harmless the City of Oakland, the Oakland City Council, the Oakland Public Works Agency and its respective agents, officers, employees and volunteers (hereafter collectively called City) from any liability, damages, claim, judgment, loss (direct or indirect), action, causes of action or proceeding (including legal costs, attorneys' fees, expert witness or consultant fees, City Attorney or staff time, expenses or costs) (collectively called "Action") against the City for or on account of any damage to property or bodily injury, including death, or damage sustained or arising out of, related to or caused by in any way from the performance of work in this tree permit matter. The City may elect, in its sole discretion, to participate in the defense of said Action and the applicant shall reimburse the City for its reasonable legal costs and attorneys' fees.
2. **Defense, Indemnification and Hold Harmless.** To the maximum extent permitted by law, the applicant shall defend (with counsel acceptable to the City), indemnify, and hold harmless the City of Oakland, the Oakland City Council, the Oakland Public Works Agency and its respective agents, officers, employees and volunteers (hereafter collectively called City) from any liability, damages, claim, judgment, loss (direct or indirect), action, causes of action or proceeding (including legal costs, attorneys' fees, expert witness or consultant fees, City Attorney or staff time, expenses or costs) (collectively called "Action") against the City to attack, set aside, void or annul, (a) an approval by the City relating to this tree permit matter, City's CEQA approvals and determination, and/or notices in the tree permit matter; or (b) implementation of such. The City may elect, in its sole discretion, to participate in the defense of said Action and the applicant shall reimburse the City for its reasonable legal costs and attorneys' fees.
3. **Letter of Agreement.** Within ten (10) calendar days of the filing of any Action as specified in conditions 1 or 2 above, the applicant and/or its contractor shall execute a Letter of Agreement with the City, acceptable to the Office of the City Attorney, which memorializes the above obligations. These obligations and the Letter of Agreement shall survive termination, extinguishment or invalidation of the approval. Failure to timely execute the Letter of Agreement does not relieve the applicant of any of the obligations contained in this Section or any other requirements or conditions of approval that may be imposed by the City.
4. **Debris.** All debris created as a result of any tree removal work shall be removed from the property by the applicant within two weeks of debris creation, and such debris shall be properly disposed of by the applicant in accordance with all applicable laws, ordinances, and regulations.

5. **Hazards.** The removal of extremely hazardous, diseased, and/or dead trees shall be required where such trees have been identified by the City Arborist.
6. **Insurance.** Workers compensation, public liability, and property damage insurance shall be provided by any person(s) performing tree removal work authorized by a tree removal permit.
7. **Nesting Birds.** To the extent feasible, removal of any tree and/or other vegetation suitable for nesting of raptors shall not occur during the breeding season of March 15 and August 15. If tree removal must occur during the breeding season, all sites shall be surveyed by a qualified biologist to verify the presence or absence of nesting raptors or other birds. Pre-removal surveys shall be conducted within 15 days prior to start of work from March 15 through May 31, and within 30 days prior to the start of work from June 1 through August 15. The pre-removal surveys shall be submitted to the Planning and Zoning Division and the Tree Services Division of the Public Works Agency. If the survey indicates the potential presences of nesting raptors or other birds, the biologist shall determine an appropriately sized buffer around the nest in which no work will be allowed until the young have successfully fledged. The size of the nest buffer will be determined by the biologist in consultation with the CDFG, and will be based to a large extent on the nesting species and its sensitivity to disturbance. In general, buffer sizes of 200 feet for raptors and 50 feet for other birds should suffice to prevent disturbance to birds nesting in the urban environment, but these buffers may be increased or decreased, as appropriate, depending on the bird species and the level of disturbance anticipated near the nest.
8. **Permit.** Tree removal, as defined in the Protected Trees Ordinance, Section 12.36.020 of the Oakland Municipal Code, may not start unless and until the applicant has received this permit from Tree Services.
9. **Posting.** The applicant shall post a copy of the tree removal permit in plain view on site while tree removal work is underway.
10. **Tree Damage.** If any damage to a protected tree should occur during or as a result of work on the site, the applicant shall immediately notify the Tree Services Division of such damage. If, in the professional opinion of the City Arborist, such tree cannot be preserved in a healthy state, the Arborist shall require replacement of any tree removed with another tree or trees on the same site deemed adequate by the Arborist to compensate for the loss of the tree that is removed.
11. **In Lieu Fee.** If replacement trees are required, but cannot be planted due to site constraints, an in lieu fee as determined by the City's master fee schedule may be substituted for required replacement plantings. The permit is valid and issued only after payment is received by Tree Services.
12. **Replacement Trees.** The property owner shall plant \_\_\_\_ replacement trees on the property. The replacement trees shall be excellent quality nursery stock and maintained by the applicant until established. Any replacement planting which fails to become established within one year of installation shall be replanted at the applicant's expense. Plantings shall be installed within 30 days of tree removal. A photograph of the replacement trees, installed in the landscape of the property, shall be mailed or emailed to Tree Services within one week of the replacement trees being installed.
  - a. The minimum size replacement tree shall be a twenty-four (24) inch box, except that three, fifteen (15) gallon size trees may be substituted for each twenty-four (24) inch box size tree where appropriate, if approved by the City Arborist.
  - b. Replacement tree species shall consist of *Sequoia sempervirens* (coast redwood), *Quercus agrifolia* (coast live oak), *Arbutus menziesii* (madrone, *Arbutus 'Marina'* can be substituted), *Aesculus californica* (California buckeye) or *Umbellularia californica* (California bay laurel).
13. **Sidewalks.** The damaged sidewalk shall be repaired in compliance with the rules and regulations of the City of Oakland. A sidewalk repair permit is required if more than 25 square feet of sidewalk will be repaired. Contact the Sidewalk Division at 238-3499 for more information.



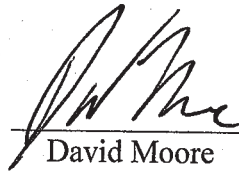
Todd Lawsen

Arboricultural Inspector

Certified Arborist ® WE-6321A

ISA Tree Risk Assessment Qualified

11/18/19  
Date



David Moore

Senior Forester

Certified Arborist ® NY-5626A

ISA Tree Risk Assessment Qualified

11-18-19  
Date

*\*This decision of the Public Works Agency, Tree Services Section, may be appealed by the applicant, or the owner of any "adjoining" or "confronting" property, to the Parks and Recreation Advisory Commission within five (5) working days after the date of this decision and by 3:30 p.m., otherwise the permit is effective. The term "adjoining" means immediately next to, and the term "confronting" means in front of or in back of. An appeal shall be on a form prescribed by and filed with Tree Services, at 7101 Edgewater Drive, Building #4. The appeal shall state specifically wherein it is claimed there was error or abuse of discretion by the City or wherein such decision is not supported by the evidence in the record. There is a \$618.90 fee to file an appeal. Failure to timely appeal this decision and raise any and all issues in your appeal may preclude you from challenging this determination in court. If the appeal is not finally disposed of by the Park and Recreation Advisory Commission within thirty (30) working days of the date of the decision by the Tree Services Section, the decision shall be deemed affirmed, and the permit appeal denied.*

CITY OF OAKLAND  
PUBLIC WORKS AGENCY  
PROTECTED TREE APPEAL CLAIM FORM FOR NON DEVELOPMENT TREES  
(Oakland Municipal Code Section 12.36.110)

1. Date: 11/26/19
2. Appellant's Name: THELMA FAJARDO
3. Appellant's Address: 872 Walker Ave.  
City, State & Zip: Oakland, CA 94610
4. Address of Tree(s)  
Removal: 863 Vermont St.
5. Date of City Staff Decision: \_\_\_\_\_

6. Statement of why there was either error or abuse of discretion by city staff or why the city staff decision is not supported by the evidence in the record (attach any additional pages if needed):

The proposed removal of the trees would cause significant soil instability and very likely result in possible LANDSLIDE. See attached letter from licensed prof. engineer.

I hereby certify under penalty of perjury that I am the owner of:

The real property described in (4) above, or

Real property adjoining and/or confronting the real property described in (4) above.

Signature: Thelma Fajardo  
Date: 11/26/19

**This appeal must be filed no later than 3:00 pm on November 27, 2019 to the office of: City of Oakland, Tree Division, 7101 Edgewater Dr, Oakland, CA 94621. Please submit an application fee with a check for \$618.90 made out to the City of Oakland.**

For Office Use Only

.....  
Appeal Hearing Date: **To Be Determined**

Received By: \_\_\_\_\_  
*[Handwritten Signature]*

Receipt #: \_\_\_\_\_  
*n/a*

November 26, 2019

Ms. Ceci Garcia  
City of Oakland, Tree Division  
7101 Edgewater Drive  
Oakland, CA 94621

Reference: Tree Removal Permit No. ND19-172  
Location: 863 Vermont St., Oakland, CA

Dear Ms. Garcia:

I've received a public notification regarding the removal of three (3) trees from the owner of the property located at 863 Vermont Street. I fully object to the removal of these trees.

My property at 872 Walker Ave, Oakland, CA is located below the above-mentioned property where the trees are being removed. Removal of these trees will negatively impact the health and safety of my property and tenants located at 872 Walker Ave. Removal of the trees will pose possible hillside erosion/landslide onto my property.

I would like to know if the property owner has a geotechnical investigation done at the vicinity of the trees being proposed for removal, and that the investigation report shows that the removal does not pose any hillside erosion hazard to not only on my property, but the property at 863 Vermont Street and other adjacent properties. Also, I would like to request that the owner of the property provide a proper lateral support, drainage system, and continuous monitoring of the hillside during and after removal of the trees prepared and stamped by a licensed geotechnical engineer with the State of California as part of the tree removal permit. The proposed plan shall provide a written report that the removal will not pose health and safety hazard to my property and tenants that live in the property.

Further, any damage that result from the removal of any trees at 863 Vermont Street shall be paid for by the owner at 863 Vermont Street.

Please see attached letter from Tracy Cael, licensed professional engineer regarding the tree removal.

Thank you for your consideration.

Sincerely,



Thelma Y. Fajardo  
Property Owner at 872 Walker Ave., Oakland, CA

**My Contact Information:**

**Cell No:** 510-220-5478

**Mailing Address:** 15803 Devonwood Way, San Lorenzo, CA 94580

**Email:** [thelma\\_fajardo@yahoo.com](mailto:thelma_fajardo@yahoo.com)

Cc: Mike Cael, Tracy Cael

# Vermont

From: Thelma Fajardo (thelma\_fajardo@yahoo.com)

To: thelma\_fajardo@yahoo.com

Date: Wednesday, November 27, 2019, 12:39 AM PST

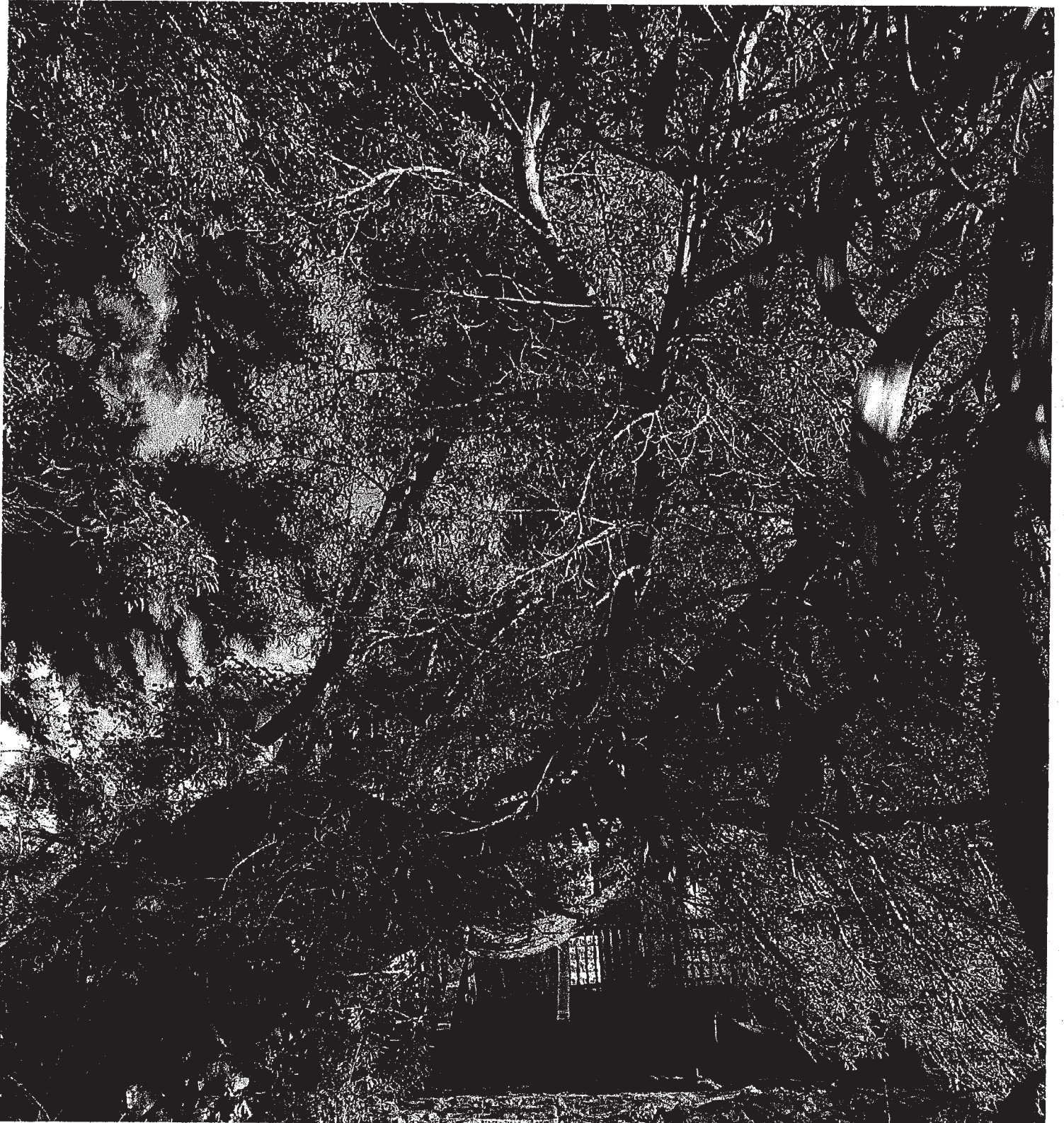


# Pictu 2

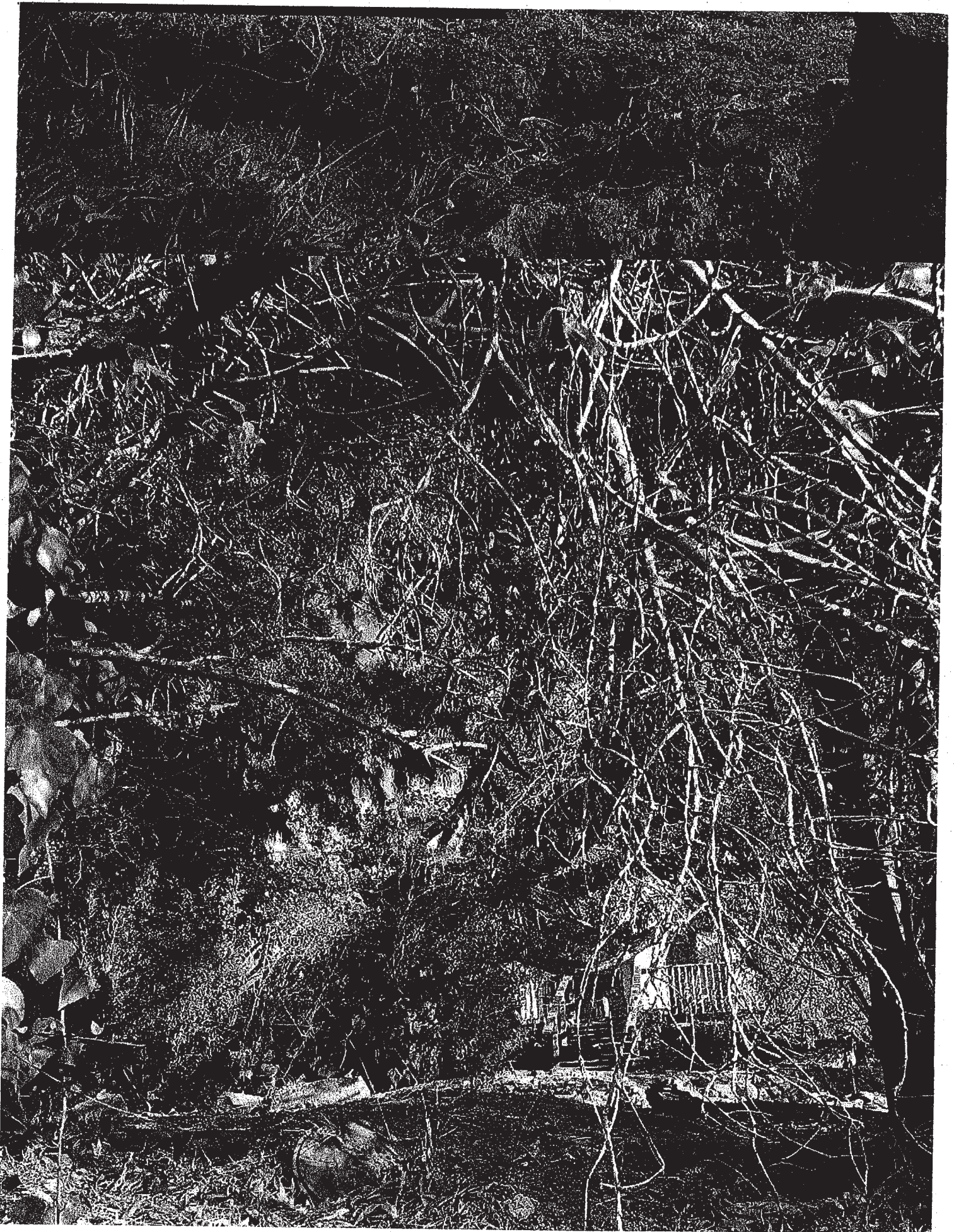
From: Thelma Fajardo (thelma\_fajardo@yahoo.com)

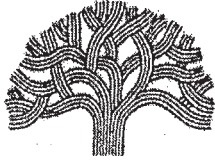
To: thelma\_fajardo@yahoo.com

Date: Wednesday, November 27, 2019, 1:00 AM PST









CITY OF OAKLAND  
TREE DIVISION - BLDG 4  
7101 EDGEWATER DRIVE  
OAKLAND, CA 94621

Permit # ND19772

PHONE (510) 615-5934 FAX (510) 615-5845  
BUSINESS HOURS Monday - Friday 8:00am - 3:30pm

**TREE REMOVAL PERMIT APPLICATION  
NON-DEVELOPMENT RELATED**

Application is hereby made pursuant to the Tree Preservation Ordinance,  
Chapter 12.36, of the Oakland Municipal Code

- ❖ One or more trees 9 inches or greater in diameter at breast height.
- ❖ One or more Coast Live Oak trees, 4 inches or greater in diameter at breast height.
- ❖ Eucalyptus and Monterey Pine trees are exempt.

#1063531

NAME OF APPLICANT Christopher Kula  
LOCATION OF PROPERTY 863 Vermont St. Oakland 94610

DESCRIPTION OF TREE(S) PROPOSED FOR REMOVAL (quantity, species and diameter)  
Black Acacia 65" / Black Acacia 93" / Beechwood 176" (3)

REASON FOR REMOVAL OF TREE(S)  
Debris complaint from neighbor; breakage risk;  
improve property view; garden development

ATTACHMENTS One of the following three choices are required showing the number and location of tree(s) described on the application.

- 1. Hand Drawn Sketch
- 2. Site or Landscape Plan
- 3. Photographs

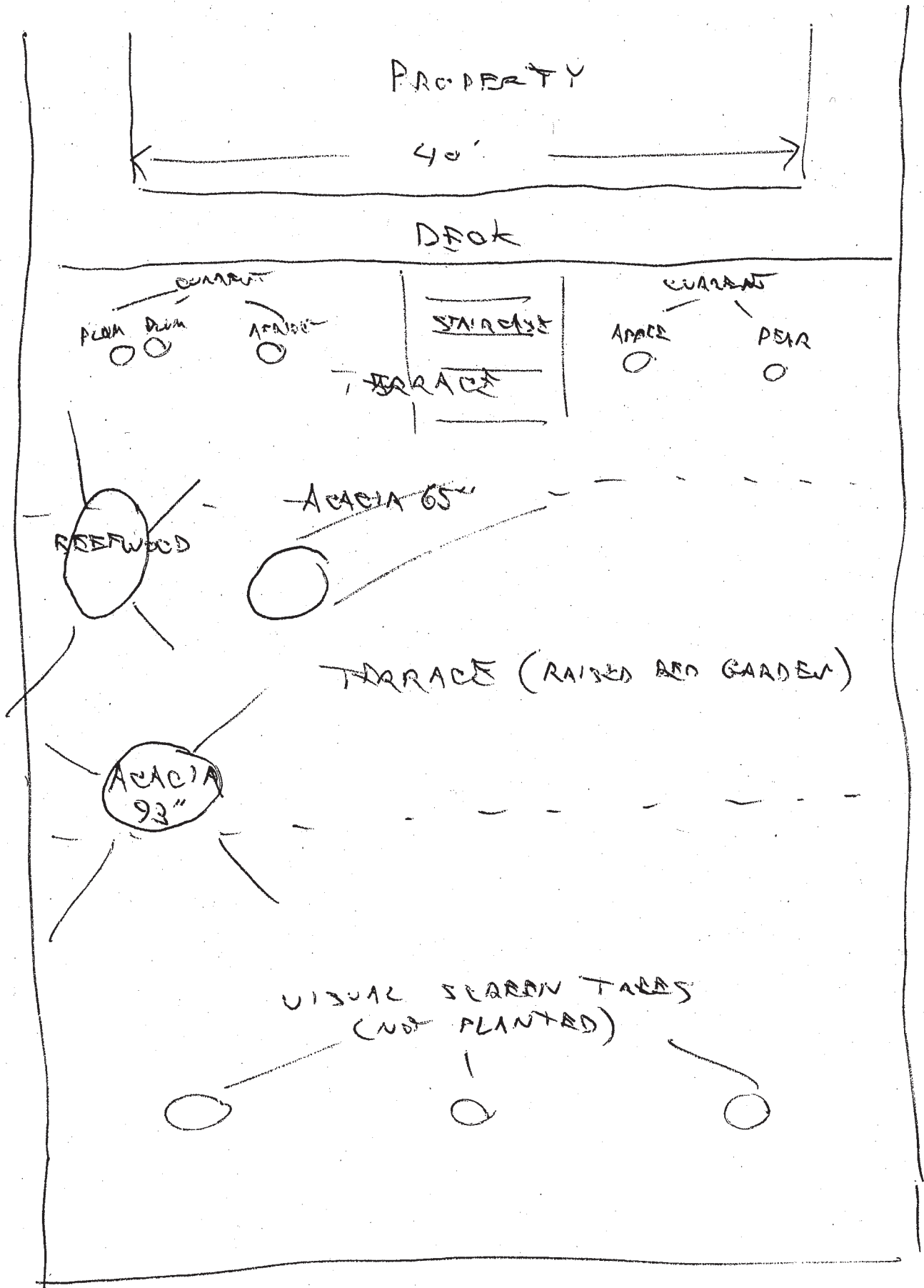
BY SIGNING BELOW I CONFIRM THE INFORMATION SUBMITTED FOR APPLICATION AND I UNDERSTAND THE NON-REFUNDABLE APPLICATION FEE IS \$434.20. I further certify under penalty of perjury that all the information provided on this tree removal permit application is true and correct and that no zoning, land use, grading, demolition, building or other City permits have been applied for as a result of this tree(s) removal being accomplished.

DATE 10/17/2019  
SIGNATURE [Signature]  
ADDRESS 863 Vermont St.  
CITY, STATE, ZIP Oakland CA 94610  
TELEPHONE 510-387-2944  
EMAIL CKKULA@GMAIL.COM

Property Owner  
 Agent for Owner

2<sup>nd</sup> PHONE 415-407-3947

863 Vermont St. - Backyard



Attachment D

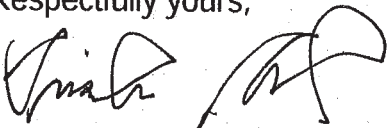
November 26, 2019

Reference: Tree Removal Permit No. ND19-172  
Location: 863 Vermont St., Oakland, CA

To Whom It May Concern,

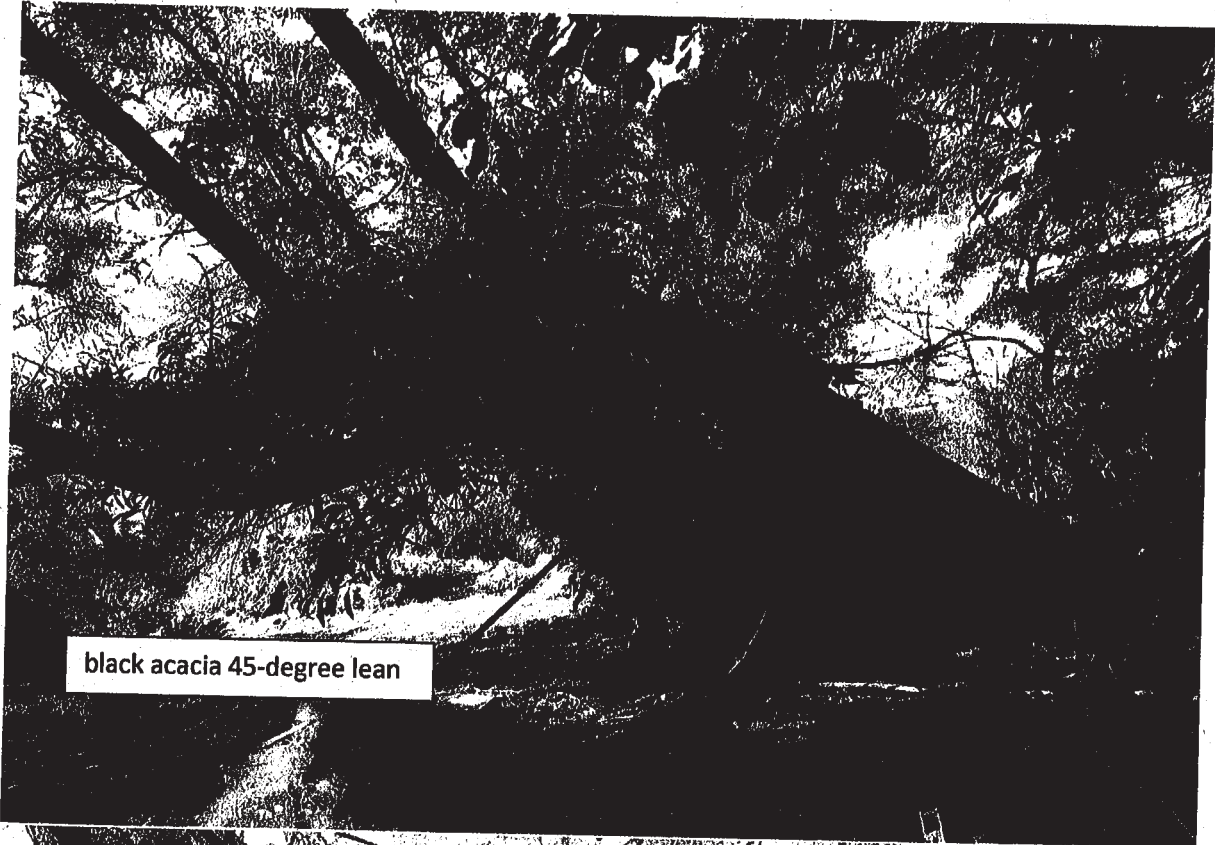
My name is Triscila Cael, and I am a licensed professional engineer in the State of California. I visually inspected the property at 863 Vermont St. on November 24, 2019 with regards to the tree removal issue. In my professional opinion, removal of the trees in question would very likely cause soil instability of the incline above the property located at 872 Walker Avenue, Oakland, CA. Upon inspection, the trees are healthy and alive bearing green leaves, and serve the vital purpose of abating soil erosion. See attached photos. The proposed removal of these trees would cause significant soil instability and very likely result in possible landslide during heavy rains. The high risk of landslide would likely cause severe damage to the buildings and landscaping at the properties at 876 Walker Ave. and 872 Walker Ave. More importantly, this would cause safety risk to the occupants who reside to these properties. Therefore, I must recommend that none of the trees be removed at the property at 863 Vermont St.

Respectfully yours,

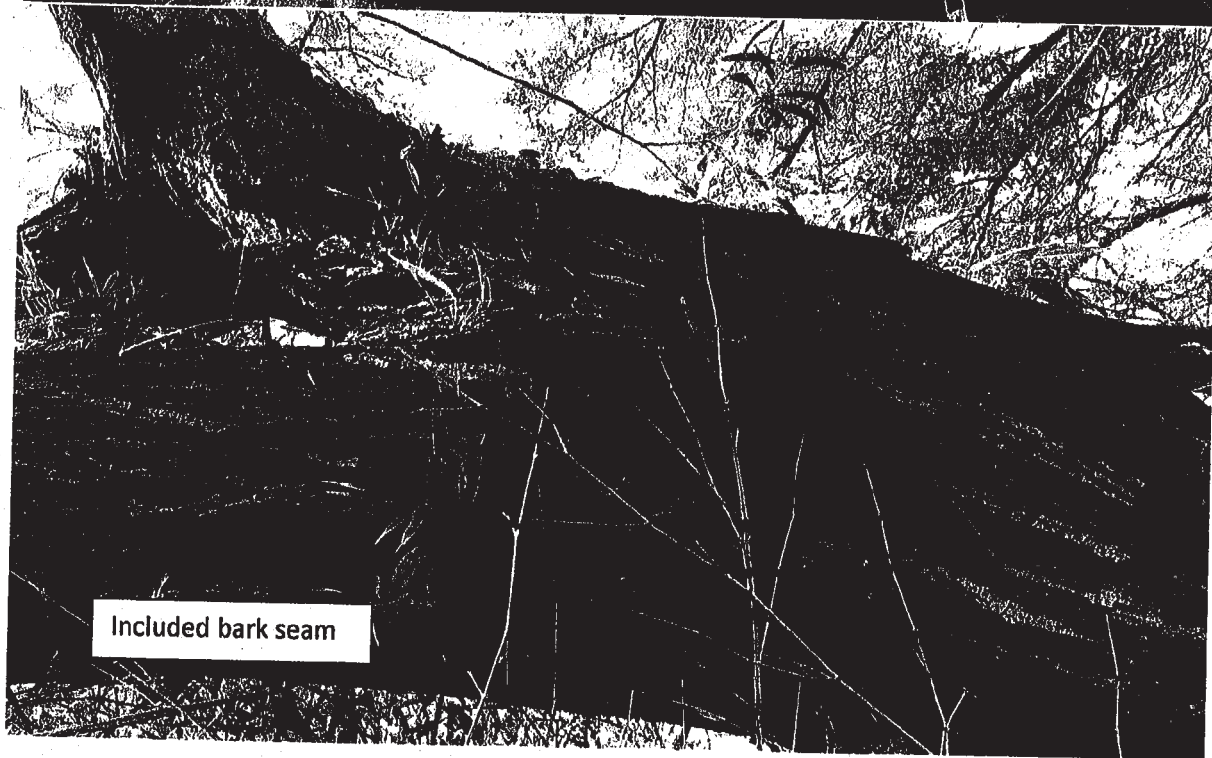


Triscila Cael, P.E.  
CA License No. 55531  
PO Box 2797, Alameda, CA 94501  
510-384-1924

Attachment E

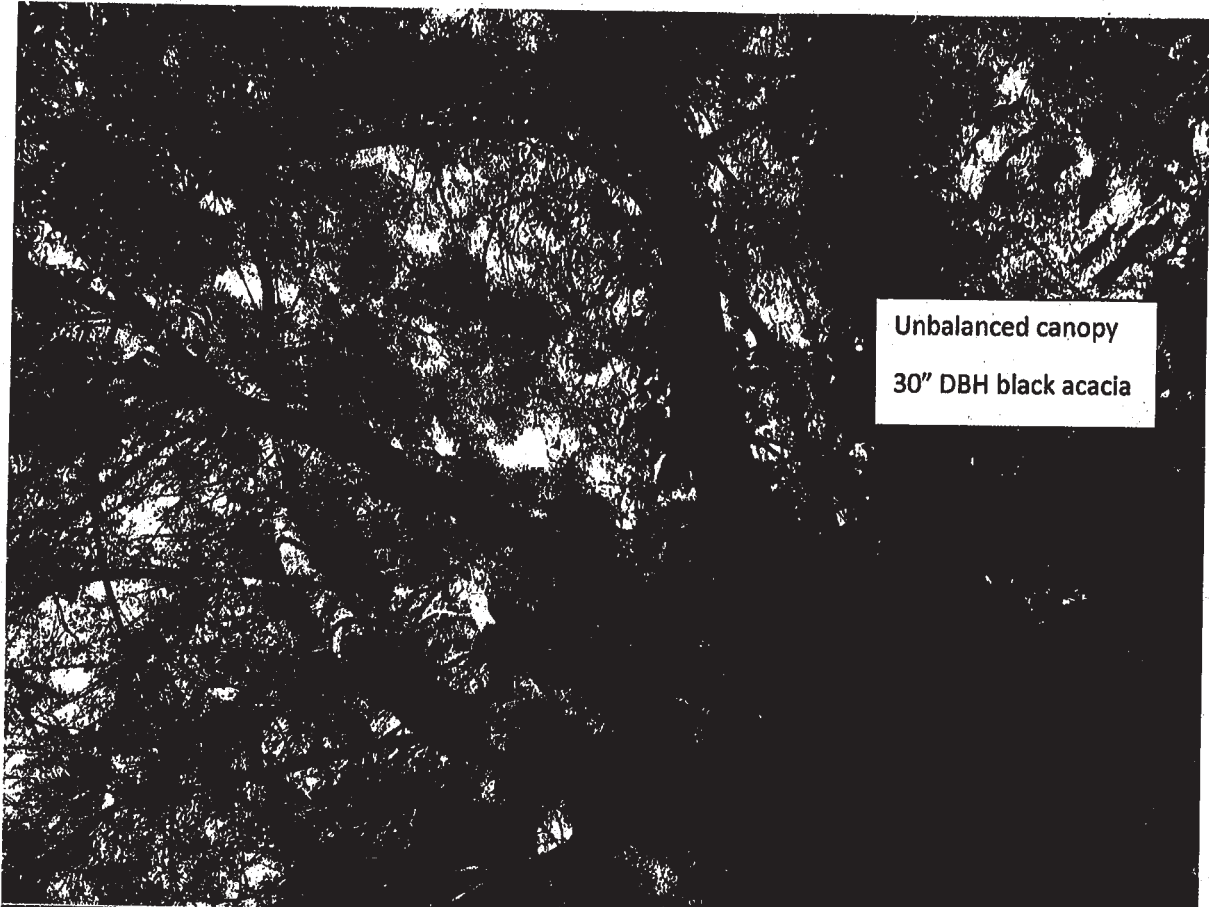


black acacia 45-degree lean

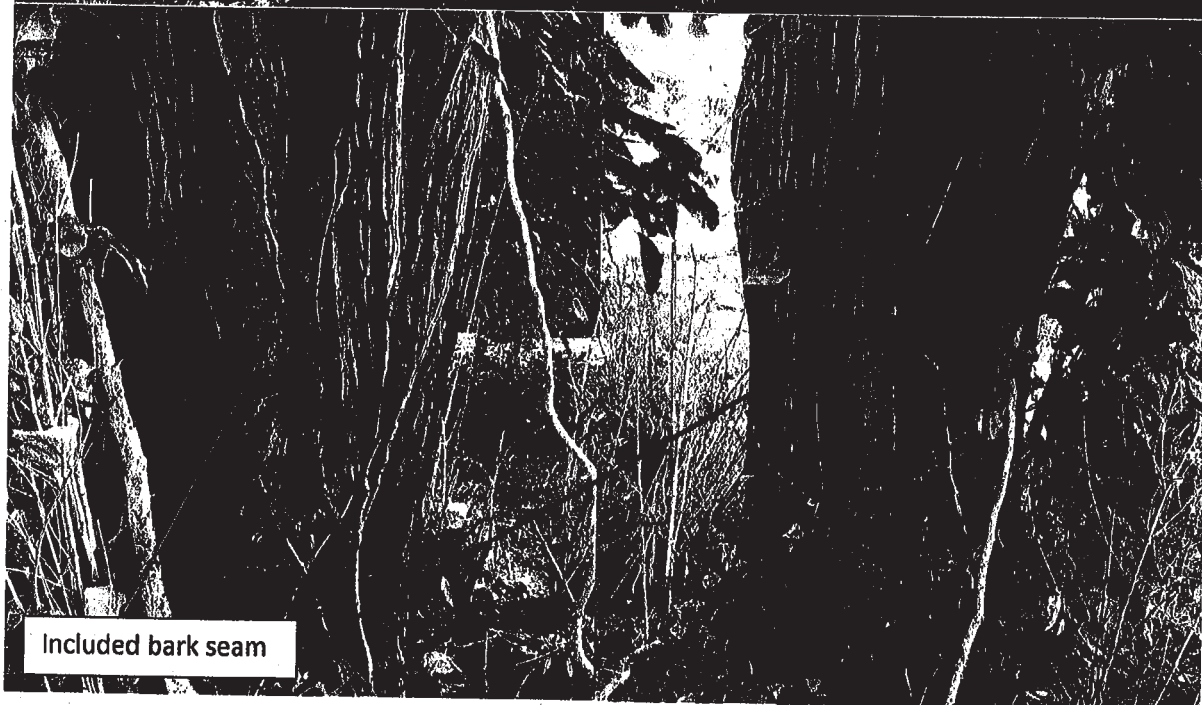


Included bark seam

Attachment F

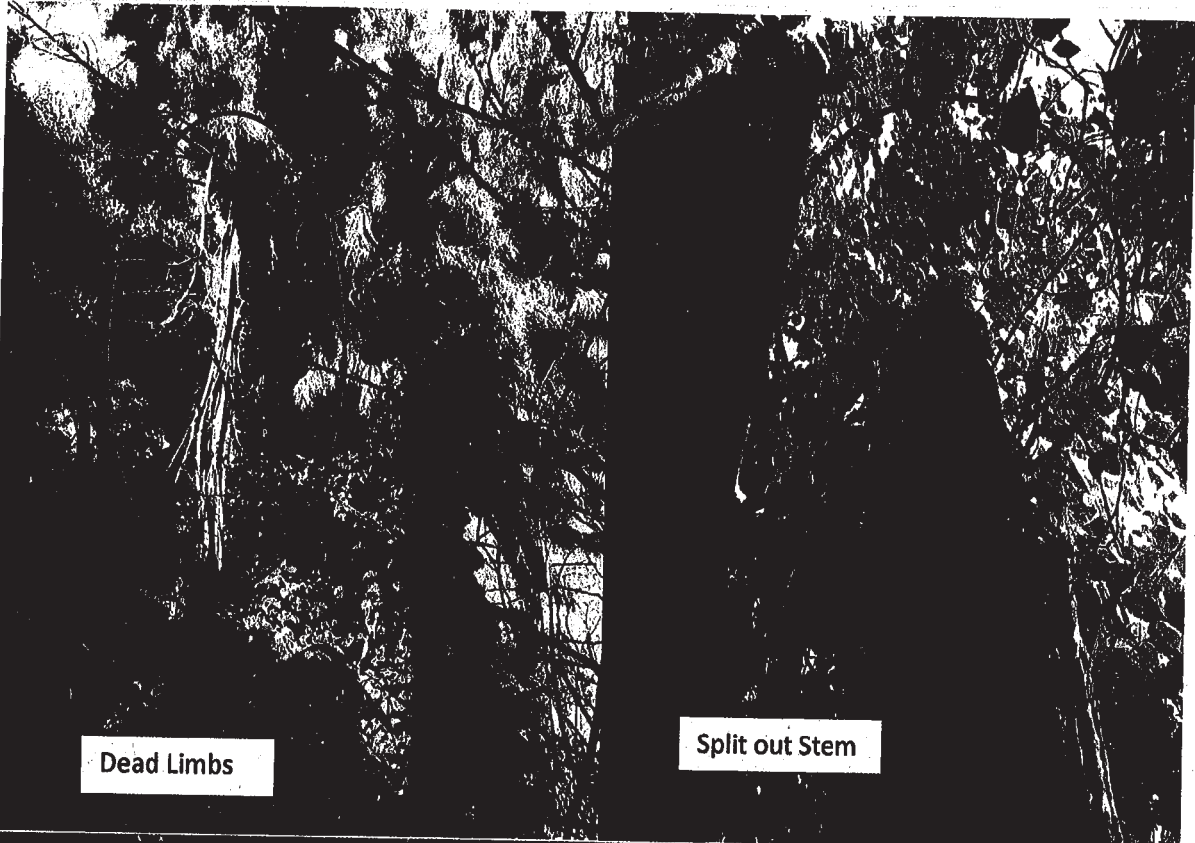


Unbalanced canopy  
30" DBH black acacia



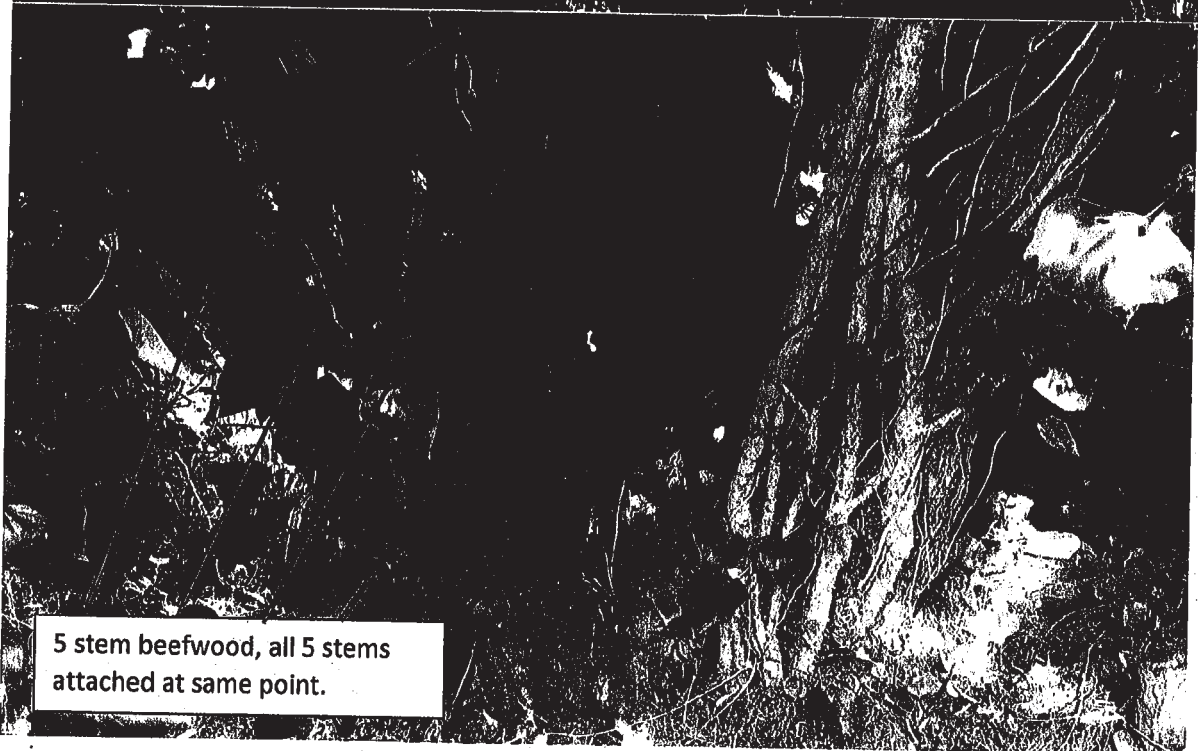
Included bark seam

Attachment G



Dead Limbs

Split out Stem



5 stem beefwood, all 5 stems attached at same point.