

PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Wednesday, March 10, 2010, 4:30 P.M.

Lakeside Garden, 666 Bellevue Avenue, Oakland, CA



CITY of OAKLAND  
OFFICE of PARKS & RECREATION

MINUTES

1. CALL TO ORDER:

A meeting of the Parks and Recreation Advisory Commission was held on Wednesday, March 10, 2010 at the Lakeside Park Garden Center, 666 Bellevue Avenue, Oakland. Commissioner Montauk convened the meeting at 4:34 p.m. Audree V. Jones-Taylor, Secretary to the Commission conducted the roll call. A quorum was present.

2. ROLL CALL:

Present: Judy Belcher, Michael Hammock, Barry Miller, Susan Montauk, Brad Ricards, Calvin Wong

Absent: Osagie Enabulele (excused), Howard Matis (excused), Benjamin Scott, Jeffrey Taylor (excused)

Staff Present: Audree V. Jones-Taylor, Gail McMillon, Dana Riley, Valorie Winn

Guests: Nancy Karigaca, Patrice Washington, Bente Petersen, Lou Grantham, Gene Brtalik

3. DISPOSITION OF MINUTES:

Minutes of the February 10, 2010 meeting.

**MOTION:** Commissioner Montauk entertained a motion to approve the meeting minutes.

**Moved by:** Commissioner Hammock; **Seconded by:** Commissioner Wong, **Motion: Unanimously Passed**

4. SPECIAL ORDERS:

None

5. PRAC PENDING LIST:

A. Commissioner Report Update, Commissioner Taylor

B. Request for Permission for the Installation of Permanent Storm Drain Markers and Temporary Watershed Interpretive Signage at Lake Merritt: Dana Riley reported that the designer is still working with the Public Arts Department and the Public Works Agency.

6. MODIFICATIONS TO THE AGENDA:

Item 12 - moved up in its entirety.

Commissioner Montauk made a motion to change the order of the agenda by moving Item 12 to Item 7.

**Moved by:** Commissioner Miller, **Seconded by:** Commissioner Hammock, **Motion: Unanimously Passed**

7. COMMUNICATIONS:

None

8. PRAC COMMITTEE REPORT:

A. Advisory Board Sub-Committee: Commissioner Ricards presented the report. The Sub-committee has had five meetings. The next meeting will be to focus on guidelines for fundraising and handling funds. The committee presented an outline of the changes to the Recreation Center Advisory Board Manual. Director Audree Jones-Taylor requested the Committee continue moving forward with revisions and will review the document when all recommended changes have been made. Jason needs to be part of the next meeting for the section of fees and grants. Audree needs a timeline for the completion of the manual. The manual should be completed in May 2010.

9. ADVISORY COUNCIL REPORTS:

A. Commissioner Belcher reported out on the Advisory Council meeting at Mosswood Recreation Center. She met with John Hill, Mosswood Center Director. Commissioner Belcher toured Carmen Flores Recreation Center. That Center has no Advisory Board. She will be attending their Focus Group meeting on March 25<sup>th</sup>.

10. CONDITIONAL USE PERMITS:

None

11. UNFINISHED BUSINESS:

None

12. NEW BUSINESS:

**A. Request from the Friends of Maxwell Park for the Approval of Two Mural Designs, Permission to Install Murals on the Park Restroom Walls and To Place a Locked Storage Box Onsite During Mural Construction:**

Dana Riley presented the report. Nancy Karigaca spoke on behalf of the Maxwell Community Park Mosaic Design Team. This project is part of a larger park improvement project where they would find ways to raise one million dollars. In the meantime the design team can beautify the park with less money. Commissioner Ricards asked when the next workday will be. The next work day will be in April where the design team will start prepping the wall. The design will probably go up on the wall in the first weekend in May. The storage unit is an 8' x 10' unit. Commissioner Miller asked what projects they want to do beyond the mosaic project. Nancy mentioned that they received \$20,000 for some projects. Parents wanted more things for their children to do in the park. They are focusing on 5 to 12 year olds in making a big play sculptured structure, big sand area with a water element, some slides, and make a community area in the park by enhancing the picnic areas. They will work with PWA to cut down some eucalyptus trees for the picnic areas to get more sun. There are many other things that they would like to see enhancements for in the park. Commissioner Belcher asked if the park was fenced. The park is partially fenced. It's not fenced where the paths are. All the entrances to the park are open. Commissioner Montauk asked when the restrooms will be renovated. The rest of the CDBG money is for planning. Nancy would like to use the rest of the CDBG money for the restrooms. They are working with Ali Schwartz, CEDA Project Manager. Maybe the City can renovate the restrooms as a small project.

**MOTION:** Commissioner Montauk entertained the motion to approve the proposed design plans as presented.

**Moved by:** Commissioner Hammock; **Seconded by:** Commissioner Ricards.

**Motion: Unanimously Passed.**

**B. deFremery Recreation Center and Friends of deFremery Recreation Center Request Permission to Allow Vendors to Sell Items and Collect Funds at the 100 Year Celebration of deFremery Park from Friday, July 9 to Sunday, July 11, 2010:**

Valorie Winn, deFremery Recreation Center Director, presented the staff report. There will be vendors on Saturday, July 10 and Sunday, July 11. On Sunday, there will be 'Gospel on the Lawn'. Valorie mentioned that Angela Davis, the Mayor and others that a part in deFremery Park will be in invited. The monies raised will go into the Friends of deFremery Account. Patrice Washington, Executive Director of the Friends of deFremery Park, spoke and mentioned that their non-profit organization pays for scholarships for camps, trips, assist with staffing at the Skate Park, and anything else the Center may need. Commissioner Ricards commented that he would like to see a little more recognition of the City of Oakland as part of their advertisement. He was interested in the fees and felt that the event should feel more public, little more variety of music. The cost for attendees at the Friday evening event will be \$100 per plate. The Saturday and Sunday event is free to the public. The Friends of deFremery Recreation Center are trying to get sponsorships. Commissioner Montauk asked if this was their first time putting on a big event and how long do they expect the revenues to pay for programs. The Friends of defremery have done other smaller events but as a group with the Recreation Center, this is their first large event. Depending on the amount raised, the revenues will last between one to two years. Commissioner Montauk asked why they would like the wooden ramps replaced at the Skate Park and what the purpose is for a monitor at the Skate Park. Friends of deFremery would like to replace the wooden ramps because they take a lot of abuse. Everyone would feel better if there was an attendant onsite. That person would be paid under the Friends of deFremery account.

The remaining profit will go towards the administrative costs, liability insurance, and their website. The 20% administration fee could last up to five years.

**MOTION:** Commissioner Montauk entertained the motion to approve the request to allow vendors to sell items and collect funds at deFremery Park's 100<sup>th</sup> Year Celebration on Friday, July 9 to Sunday, July 11, 2010.

**Moved by:** Commissioner Hammock, **Seconded by:** Commissioner Wong. **MOTION: Unanimously Passed.**

**C. Request from Piedmont Yarn & Apparel for Permission to Allow Vendors at the Oakland Fiber and Textile Festival on Sunday, June 27, 2010 at Splash Pad Park:**

Gail McMillon presented the staff report. Bente Peterson, Owner of Piedmont Yarn & Apparel, spoke on behalf of the organization. This is Piedmont Yarn & Apparel's first year hosting the event. To have 30 vendors and non-profit organizations. Piedmont Yarn & Apparel is not a 501c3 non-profit organization. Commissioner Ricards Commissioner Wong asked who would receive surplus revenue from the event and are the profits going back to the company. Commissioner Montauk asked what costs are involved in the event. They have liability costs, toilet facility, setup and cleanup costs. They are not planning on making a profit. PRAC requests a breakdown of what their costs are. Commission Wong made a proposal for the organization to donate a percentage of the profits to an organization. The item was tabled until after Item 12H so the speakers could provide breakdown of the costs. Bente Peterson and Lou Grantham returned to present the costs as follows: Vendor Level-Eight booths @ \$250 per booth, 10-Artists @ \$200 per booth, 12-Non-profits/guilds @ \$100 per booth. Costs for booths came to a total of \$5,200. Budget expenses, liability insurance - \$1,200, 3-Port a potties - \$360, Rental of Park - \$1,500, Advertising - \$1,000, Setup/Cleanup for six people @ \$10 per hour would be \$240, making the expenses \$4,900. Subtracting \$5,200 booth rental minus \$4,900 expenses comes to \$300 that would go to the Friends of OPR or 10% or whichever is larger. Commissioner Montauk also added that they be required to provide a statement of all of the sales as a Post Event Report as part of the motion. Give the PRAC a report of the accounting of what was paid out.

**MOTION:** Commissioner Montauk entertained the motion. A motion was entertained by Commissioner Belcher to grant permission to allow vendors at the Oakland Fiber and Festival Textile Festival on Sunday, June 27, 2010 with the requirement that vendors have to provide a demonstrations and that an expense report is included with the Post Event Expense Report to OPR and that a minimum of \$300 or whatever profit is made is donated to the Friends of Oakland Parks and Recreation. An amendment was made by Commissioner Belcher to the first motion to accept a minimum of \$300 or 10% of any profit or whichever is greater. Discussion continued about the profit amendment. Commissioner Montauk entertained a motion to second the amendment to accept a minimum of \$300 or whatever profit they make to Friends of OPR. **Moved by:** Commissioner Belcher; **Seconded by:** Commissioner Hammock. **MOTION: Unanimously Passed.**

**D. Item 12F, 12G and 12H moved up to Item 12D.**

**Request Permission from the Oakland Running Festival to Allow One Vendor and Beer Sales at the First Annual Oakland Marathon at Eastshore (Astro) Park on Saturday, March 27, 2010:**

Gail McMillon presented the staff report. Gene Brtalik, Event Director for the Oakland Running Festival Coordinator, spoke on the event. The event is supported by the Council Office, Mayor's Office, Fire Department, and Oakland Police Department. They would like Ribs 'n' Things to sell food at the event. The Oakland Fire Department (OFD) will sell the beer under their 501(c)(3). Proceeds for the beer will be given to the OFD charity. The Oakland Running Festival donates money to different charities. They will be giving the Friends of the Office of Parks and Recreation a check for \$2,500.

**MOTION:** Commissioner Montauk entertained the motion to approve the request for permission to allow one vendor and beer sales at the Oakland Marathon event on Saturday, March 27, 2010 at Astro Park. **Moved by:** Commissioner Hammock; **Seconded by:** Commissioner Ricards. **MOTION: Unanimously Passed.**

**E. Linda Beach Co-Op Preschool is Requesting Permission to Collect On-site Payment for Auction Items and Raffle Tickets at Joaquin Miller Community Center on Friday, April 23, 2010.**

Gail McMillon presented the staff report. There was no speaker present from Linda Beach Co-op Preschool to present or answer questions. All funds raised by the auction will be returned directly to the school. Commissioner Ricards indicated that all questions were addressed and he moved to accept the recommendation. Commissioner Belcher asked if the preschool gave out scholarships. Gail did not have that information available.

**MOTION:** Commissioner Montauk entertained the motion for permission to authorize Linda Beach Coop School to collect on-site payment for auction items and raffle tickets at Joaquin Miller Community Center on Friday, April 23, 2010. **Moved by:** Commissioner Ricards; **Seconded by:** Commissioner Miller. **MOTION: Unanimously Passed.**

**F. Request Permission from Circle of Care-East Bay Agency for Children to Accept Donations and Collected Funds at Lakeside Park on Saturday, May 15, 2010.** Gail McMillon presented the staff report. There was no speaker present from Circle of Care-East Bay Agency for Children, to present or answer questions. Funds generated from sponsors will go directly to Circle of Care, East Bay Agency for children to help the program continue to provide much needed grief services to children and families in the Oakland/ Bay Area community. Commissioner Ricards commented that the fees that were paid are not enough. Commissioner Montauk asked if one of the committees can meet to look at the fee structure. The Special Events Committee will meet to look at the fee structure. Commissioner Ricards had questions for the organizers since this is their first application and request. Commissioner Miller also had questions for the organizers. Commissioner Montauk asked if there was anything that they can do to make sure they send someone to answer questions at the next PRAC meeting. Commissioner Montauk entertained a motion that they approve the request. The Commissioners support the request but they need to come back in April to answer questions and give them more information with the condition. Commissioner Montauk entertained a motion that they approve the request with the condition that the organizers come back in April and answer questions and give the PRAC more information about the event. **Moved by:** Commissioner Belcher; **Seconded by:** Commissioner Ricards. **MOTION: Unanimously approved.**

**G. Request for Permission to Collect On-site Registration/Donation Fees for the Rhodes Race to Benefit the Leukemia and Lymphoma Society at Lakeside Park on Sunday, April 11, 2010.** Gail McMillon presented the report. A 2009 Post Event Report and request was submitted from Ms. Claire Blaney. They were granted approval in 2008 and 2009. This is their third year hosting the event at Lakeside Park. No problems have been reported. Commissioner Wong inquired about where the people use the restrooms because of the comment on the report that the restrooms near the Sailboat House were not open at their 2009 event. Port-potties are required for 500 more patrons. Commissioner Montauk entertained the motion to grant permission for group to collect on-site registration/donation fees at the Rhodes Race to Benefit the Leukemia and Lymphoma Society at Lakeside Park on Sunday, April 11, 2010. **Moved by:** Commissioner Belcher; **Seconded by:** Commissioner Hammock. **MOTION: Unanimously passed.**

**H. Request for Approval of a Memorial Bench in Shepherd Canyon Park in Memory of the Four Police Officers Lost in March 2009.** Dana Riley presented the staff report. The Montclair Safety & Improvement Association which is the NCPC. They will pay the full costs, installation will be done by an outside vendor and coordination will be provided by the Public Works Agency. It will be handicapped accessible. The cost is about \$1,200. The emblem will be the Police Department's shield. Commissioner Montauk entertained a motion to approve a memorial bench in Shepherd Canyon Park in memory of the four police officers lost in March 2009. **Moved by:** Commissioner Miller, **Seconded by:** Commissioner Hammock, **MOTION: Unanimously Passed.**

13. COUNCIL REFERRALS:

None

14. DIRECTOR'S REPORT:

- A. Reminder about the upcoming focus group meetings. Thanked those Commissioners who have attended the previous meetings. Next Focus Group Meeting – Thursday, March 11, 2010 at the Sailboat House and Thursday, March 18, 2010 at Bushrod Recreation Center.
- B. OPR's Job fair will be March 20, 2010 and the Aquatics Summer Hiring on March 27, 2010.
- C. Invitational relay at Laney College on March 27, 2010. Commissioner Ricards asked how PRAC members can participate. They need timers, assistance with staging and walking the children over to where they are

- suppose to be. Willie White is the OPR contact for those who are interested in participating in the event.
- D. AC Hires – The City has an opportunity to use AC Hires. If they know of anyone who has not worked in 30 days or recently laid off with children, they may qualify to apply for employment through AC Hires. OPR can send the criteria to a potential candidate for employment through OPR. The City pays 20%, the County pays 80%.
  - E. Master Fee Schedule – We are governed by the Master Fee Schedule for all of our charges. We should look at the charges for park use. Currently they are charged on number of people. The Special Events Subcommittee need to meet and look at the park use charges.
  - F. Terms, Limits and Vacancies – Part of the charter talks about what the PRAC can and cannot do in their duties and functions. The term is three years. Time for an update of our Commissioners, i.e., Commissioner Hammock, Commissioner Montauk, Commissioner Wong, Commissioner Matis and Commissioner Taylor.

15. OPEN FORUM:

None

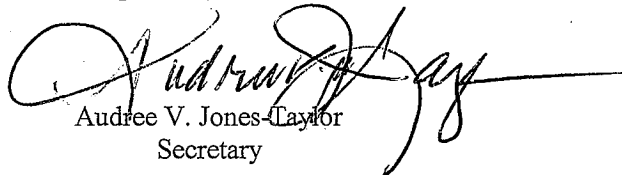
16. ANNOUNCEMENTS:

- A. Commissioner Ricards – The PRAC can nominate someone to be on a statewide parks association. They teach conduct, appropriate rules, Brown Act. Commissioner Belcher was interested. Commissioner Ricards will nominate her.
- B. Commissioner Montauk announced the Oakland Parks Coalition Volunteer Appreciation event on April 1<sup>st</sup>, 2010, from 5 pm to 7p m at the Garden Center.
- C. Dana presented an announcement on the upcoming Mother of the Year Program, Saturday, May 8<sup>th</sup>, 2010, 10:30 am at the Morcom Rose Garden. The PRAC can nominate someone. Nominations are due Friday, April 2<sup>nd</sup>.

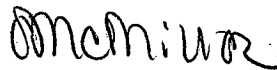
17. ADJOURNMENT:

The meeting was adjourned at 7:21 p.m.

Respectfully submitted,



Audree V. Jones-Taylor  
Secretary



Gail McMillon  
Acting Recording Secretary