



CITY of OAKLAND
OFFICE of PARKS & RECREATION

PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

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

Lakeside Garden Center, 666 Bellevue Avenue, Oakland, CA

AGENDA

1. CALL TO ORDER:
2. ROLL CALL:
BELCHER, ENABULELE, HAMMOCK, MATIS, MILLER, MONTAUK, RICARDS, SCOTT, TAYLOR, WONG, WU
3. DISPOSITION OF MINUTES:
 - A. Minutes of October 13, 2010
4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
 - A. Commissioners Report Update, Commissioner Taylor
 - B. **Tree Permit Appeal, 5890 Birch Court, Priory of Saint Albert the Great:** Saint Albert's Priory submitted a tree removal application to remove ten trees. The Tree Services Division approved removal of two trees since they were in declining health. The remaining requests were denied because pruning would provide a continued healthy status for the trees in question. An appeal of the decision was filed by Saint Albert's Priory on the basis that "Ongoing concerns that trees represent personal and property threat to neighbors' safety." The Public Works Agency recommends that the Park and Recreation Advisory Commission deny the appeal by Saint Albert's Priory and tree permit application ND10-069 for 5890 Birch Court.
6. MODIFICATIONS TO THE AGENDA:
7. NEW BUSINESS:
 - A. **Request Permission to Host a Holiday Craft Bazaar at Dunsmuir Hellman Estates Where Vendors Will Pay From \$600 to \$2,000 for Booth/Table Space and Collect Funds for Items Sold On-Site:** The Office of Parks and Recreation Dunsmuir Hellman Historic Estate (Dunsmuir) staff is requesting permission to host a Holiday Craft Bazaar from December 4th thru December 19th, 2010. Dunsmuir will invite craft vendors to purchase booth or table space. Vendors will sell and collect fund on-site for items such as hand made gift items. Dunsmuir will retain the booth/table fee, while the vendor will retain funds collected from the sale of gift items.
 - B. **Request Permission to Host a Holiday Craft Bazaar at deFremery Recreation Center Where Craft Vendors Will Pay Twenty-Five Dollars (\$25) For Table Space and Collect Money On-Site for Items Sold:** The Office of Parks and Recreation deFremery Recreation Center is requesting permission to host a Holiday Crafts Bazaar Fundraiser on December 4, 2010. DeFremery would like to invite individual craft vendors to purchase table space.

Vendors will have handmade objects available for sale and collect funds on-site. deFremery will retain the table rental fee, while the individual vendors will retain funds collected from the sale of their items.

- C. **Request From Bushrod Recreation Center and the Bushrod Woman Social Circle for Permission Host a Black and White Ball Fundraiser at Leona Lodge on Saturday, December 11, 2010 and Collect Funds From a Bar:** Bushrod Recreation Center in partnership with Citywide Teen Programs and Bushrod Woman Social Circle are sponsoring a fundraising activity including a Bar and bartender at Leona Lodge on Saturday, December 11, 2010. Funds raised will support programs, supplies and related instructors for programming at Bushrod Recreation Center.

8. COMMUNICATIONS:

9. PRAC COMMITTEE REPORT:

A. Re-election Committee Report

10. ADVISORY COUNCIL REPORTS:

11. CONDITIONAL USE PERMITS:

12. UNFINISHED BUSINESS:

13. COUNCIL REFERRALS:

14. DIRECTOR'S REPORT:

15. OPEN FORUM:

16. ANNOUNCEMENTS:

17. ADJOURNMENT:



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

Next Meeting: Wednesday, December 8, 2010; 4:30 p.m.

*Lakeside Garden Center
666 Bellevue
Oakland, CA*

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Deborah Cooper, OPR – Dunsmuir Hellman Historic Estate
DATE: November 10, 2010
SUBJECT: Request Permission to Host a Holiday Craft Bazaar at Dunsmuir Hellman Estates Where Vendors Will Pay From \$600 to \$2,000 for Booth/Table Space and Collect Funds for Items Sold On-Site

SUMMARY

The Office of Parks and Recreation Dunsmuir Hellman Historic Estate (Dunsmuir) staff is requesting permission to host a Holiday Craft Bazaar from December 4th thru December 19th, 2010. The Bazaar will be held in the Carriage House and Southern Shed from 11:30am – 4:30pm on Saturdays and Sundays for three weekends during the Holiday Traditions Celebration. Dunsmuir will invite craft vendors to purchase booth or table space with prices ranging from \$600 to \$2,000 depending on space size. Vendors will sell and collect fund on-site for items such as hand made jewelry, pottery, art work, candles and other holiday gift items. Dunsmuir will retain the booth/table fee, while the vendor will retain funds collected from the sale of gift items.

FISCAL IMPACT

Dunsmuir expects to raise \$1,000 from booth/table rental fees. Revenue will be deposited to the Dunsmuir's Self Sustaining Fund 1820 with the Office of Parks and Recreation. Funds are being raised to support the upkeep and restoration of the Dunsmuir Hellman Historic Estate.

BACKGROUND

Dunsmuir Hellman Historic Estate has hosted a Holiday Bazaar on a smaller scale in the past. Due to recent economic and budgetary challenges, staff was charged to be creative when identifying cost reducing or revenue enhancing programs and projects. Staff believes that by allowing outside craft vendors to sell pieces at the Holiday Bazaar will not only create a larger revenue stream, but it will provide positive exposure to the Estate that will help increase program registrations and facility demand.

There will be 19 booth/tables available for rent. Each Vendor will be required to provide proof of a Sellers Permit prior to the event.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request to allow Dunsmuir Hellman Historic Estate to host a Holiday Craft Bazaar, charge for table/booth space and allow craft vendors to collect funds for items sold on-site.

Respectfully submitted,

Deborah Cooper
Estate Manager, Dunsmuir Hellman Historic Estate

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Valorie Winn deFremery Recreation Center, Director
DATE: November 10, 2010
SUBJECT: Request Permission to Host a Holiday Craft Bazaar at deFremery Recreation Center Where Craft Vendors Will Pay Twenty-Five Dollars (\$25) For Table Space and Collect Money On-Site for Items Sold

SUMMARY

The Office of Parks and Recreation deFremery Recreation Center is requesting permission to host a Holiday Crafts Bazaar Fundraiser on December 4, 2010 from 11:00am – 4:00pm. The Bazaar will be held in deFremery's Social Hall and will be open to the public free of charge. DeFremery would like to invite individual craft vendors to purchase table space at \$25 per table. Vendors will have handmade objects available for sale and collect funds on-site. deFremery will retain the table rental fee, while the individual vendors will retain funds collected from the sale of their items.

FISCAL IMPACT

deFremery expects to raise \$1,000 from table rental fees. All revenue will be deposited to deFremery's 1820 Self Sustaining Fund with the Office of Parks and Recreation. Funds are being raised to support programming and the purchase of chairs for the social hall.

BACKGROUND

deFremery Recreation Center has hosted a Holiday Bazaar on a smaller scale in the past. This was approximately ten years ago. Due to recent economic and budget challenges, staff has been charged to be creative when identifying revenue enhancing programs and projects. Staff believes that hosting a Craft Bazaar is a creative way to generate revenue.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request to allow deFremery Recreation Center to host a Holiday Craft Bazaar, charge for table space and allow craft vendors to collect funds for items sold on-site.

Respectfully submitted,

Valorie Winn
Center Director

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Reco Bemby, General Recreation Supervisor
Gemeny Givens Acting Center Director
DATE: November 10, 2010
SUBJECT: **Request From Bushrod Recreation Center and the Bushrod Woman Social Circle for Permission Host a Black and White Ball Fundraiser at Leona Lodge on Saturday, December 11, 2010 and Collect Funds From a Bar**

SUMMARY

Bushrod Recreation Center in partnership with Citywide Teen Programs and Bushrod Woman Social Circle are sponsoring a fundraising activity including a Bar and bartender at Leona Lodge on Saturday, December 11, 2010. Funds raised will support programs, supplies and related instructors for programming at Bushrod Recreation Center in addition to facilitators to conduct dialogues with teens about individual, family and community violence. A portion of the proceeds will be used by youth to purchase gifts, trees and deliver food to families in need this holiday season. These activities are recommended and supported by citywide and center staff. The event will use recorded music, is an "adult activity" and no one under the age of 21 will be admitted. If the request is approved, additional permits will be required to support the serving of alcohol.

FISCAL IMPACT

Ticket fees will be \$30 per person and include one complimentary drink. The event expects to raise \$2,500 from ticket sales, \$1,500.00 from the formal dinner, \$500 from the sponsors, and \$500 hosted bar and photo sales. All profits will be deposited into the Friends of Parks and Recreation or a City of Oakland account.

BACKGROUND

Bushrod Recreation Center has a rich history that is intertwined with the history of the City of Oakland. The many groups supporting a variety of causes that now call Bushrod home are as diverse as the City in which the center is located. Bushrod has a longstanding tradition of providing excellent programming and has recently increased attendance, participation and community support for its programs and services.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request to allow Bushrod Recreation Center and the Bushrod Woman Social Circle to host a Black and White Ball Fundraiser at Leona Lodge on Saturday, December 11, 2010 and collect funds from a bar.

Respectfully submitted,

Reco Bemby
General Recreation Center Director

Attachments: Exhibit A – Park Use Application
Exhibit B – Reservation Permit Request

PRAC – November 10, 2010
Item 7C



Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330 Oakland,
CA 94612

CITY of OAKLAND
OFFICE of PARKS & RECREATION
Facility Rental Application

Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

ATTENTION:

Application Date: _____

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

REQ# No: 9004042 OFFICE: USE ONLY Receipt# No: _____
 RWP No: _____ Received By/Date: 12/10/10 Approved By/Date: _____ Issued By/Date: _____
 Police Special Events Permit Required? Yes No If required, Special Events Permit due to OPR by _____

Application on behalf of: (Group, Individual, Organization) Bushrod Women Social Circle
 Address: 560 59th St City: Oakland State: CA Zip: 94609
 Individual responsible for event: Name: Dana Garrett *Address: 6020 Marlin Leather King St #4
 City: Oakland State: CA Zip: 94609 Email: dbanjiah@yahoo.com
 Home #: 510-296-3531 Work #: 510-204-4647 Fax #: _____ Cell#: 510-296-3531

Facility use (Name of Facility): Leona Lodge On the following date(s): 12/11/10
 Number of Participants (Total): 150 Approximate # of Adults 150 # of Teens: 0 # of Children/Infants: 0
 Between the hours of: (Time In/Prep) 6:00 pm (Actual Event Time) from 7:00 pm to 12:00 am (Cleanup/Time Out) 1:00 am

Type of Event/Purpose (be specific; i.e., Wedding, Receptions, Meetings, Birthday Party, Banquet, etc.) General Public Allowed: Yes No
Bushrod Annual First Black and White Ball

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner is prohibited in any way.
 Sound Amplification: Amplified Yes No Non-Amplified Yes No
 Type of equipment to be used (i.e. musical instruments, live band, cd player, amplifiers, microphones, etc.)
DJ

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write NONE.
Table and Chairs

Fees: (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)
 Rent: _____ X Number of Hours _____ = Total Rent: _____
 Setup/Teardown Fee: _____ Alcoholic Beverage Fee: _____ Other Fees: _____
 Deposit: _____
 Total of ALL Fees PLUS Deposit: _____

Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned)
CANCELLATION FEES: 31 days or more notice: Forfeit 1/2 Deposit
 30 days 11 days notice: Forfeit Deposit PLUS 1/2 Rental Fee
 10 days or less notice: Forfeit All Fees

Check Amount: \$ _____ Check #: _____ Cash: _____ Type of Credit Card (Visa or Mastercard Only): _____
 Credit Card #: _____ Expiration Date: _____

I authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card for the minimum payment requirement (rental and deposit) \$ _____ or the total fees \$ _____ for my reservation at _____ on _____ (Facility) _____ (Event Date)

Signature Required) _____ (Print Name) _____ (Driver License #/Expiration Date) _____

ATTENTION

- DID YOU REMEMBER TO SIGN THIS APPLICATION?
- DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?

Central Reservations Unit

250 Frank H. Ogawa Plaza Ste 3330
Oakland, CA 94612

(510) 238-3187



CITY of OAKLAND
OFFICE of PARKS & RECREATION

Bushrod Woman Social Circle
560 59th Street
Oakland, CA 94609

Reservation Request

Status: In-Process

Customer Type: .Private

Authorized Agent: Dana Garrett

Home: (510) 290-3531

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
10/15/2010 Armando Aguilera	9004042	\$685.00	\$0.00	\$0.00	\$0.00	\$0.00	12/10/2010	\$685.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Black and White Ball Attendance: 150 Type: Special	Leona Lodge	Leona Lodge 4444 Mountain Blvd. Oakland, CA 94619

DATES RESERVED	HRS	DATES RESERVED	HRS		
Saturday - 12/11/2010	06:00 PM to 12:00 AM	6	Sunday - 12/12/2010	12:00 AM to 01:00 AM	1

Total Number of Dates: 2

Total Number of Hours: 7

NOTES:

This event may require additional permits.
Customer provides setup instructions.

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Mandatory Setup Fee	Leona Lodge - Black and White Ball	\$150.00	1.00	\$0.00	\$150.00	\$0.00	\$150.00
Facility Rental Fee 12m-1a	Leona Lodge - Black and White Ball	\$85.00	1.00	\$0.00	\$85.00	\$0.00	\$85.00
Lodge Rental Fee 9a-12m	Leona Lodge - Black and White Ball	\$75.00	6.00	\$0.00	\$450.00	\$0.00	\$450.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
----------------	------	--------------------	----------------	--------