



PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, March 14, 2012 4:30 P.M.
Lakeside Garden Center, 666 Bellevue Avenue, Oakland, CA

AGENDA

1. CALL TO ORDER:
2. ROLL CALL:
BELCHER, FINLINSON, HAMMOCK, MATIS, MILLER, MONTAUK, PETERSON, RICARDS,
TAYLOR, WONG, WU
3. DISPOSITION OF MINUTES:
 - A. Minutes of February 8, 2012
4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
 - A. Commissioner Taylor – Update
6. MODIFICATIONS TO THE AGENDA:
7. CONSENT NEW BUSINESS:
 - A. Request from Triple Step For The Cure To Collect On-Site Registration Fees and Donations and Allow Event Related Vendors to Sell On-site During The 5K Fun Run/Walk At Lakeside Park On Sunday, September 16, 2012. The Office of Parks and Recreation has received a request from Triple Step for the Cure, a non-profit organization, for permission to collect on-site registration fees including donations, and to allow vendors to sell event-related items at Lakeside Park for their 3rd Annual “*Stepping Towards the Cure*” 5K Fun Run/Walk on Sunday, September 16, 2012. The purpose of the event is to provide a fun, healthy, and educational way to raise funds for Triple Step for the Cure.
 - B. Request From The Center For Early Intervention On Deafness For Permission To Collect On-Site Donations At Lakeside Park On Sunday, May 6, 2012. The Office of Parks and Recreation has received a request from the Center for Early Intervention on Deafness (CEID), a non-profit organization, for permission to collect donations on-site at Lakeside Park for their third Walk-A-Thon at Lakeside Park on Sunday, May 6, 2012. All proceeds will go to the work of the organization with infants and young children who are deaf and hard of hearing.

8. NEW BUSINESS:

- A. **Informational Report: Presentation From Block by Block Organizing Network Regarding the Oakland Summer Adult English As A Second Language Program.** The Office of Parks and Recreation received a request from Block by Block Organizing Network (BBON) to make a presentation on the Oakland Summer Adult English as a Second Language (ESL) Program. The BBON would like feedback on possibilities for the ESL program that have not been considered, i.e., suggestions for sources of funding.
- B. **Request The Park And Recreation And Advisory Commission To Approve and Accept The Design For The Community Mosaic Design To Be Placed On The Last Of Four Exterior Restroom Walls At Maxwell Park.** Friends of Maxwell Park (FMP) has completed design of the fourth and final outer restroom wall mosaic in Maxwell Park, and requests final approval from the Park and Recreation Advisory Commission. In addition to interior restroom restoration funded by FMP and artwork on the interior walls, this fourth mosaic will complete the community project started in 2009 to transform the restroom from a community eyesore and target of graffiti to a jewel and pride of the community.
- C. **Request for the Parks and Recreation Advisory Commission to Approve Installation of Fencing in the Fern Ravine Restoration Area, Joaquin Miller Park.** The Friends of Joaquin Miller Park (FOJMP) AND THE Friends of Sausal Creek (FOSC) presented an informational report to PRAC on November 9, 2011, on negative impacts occurring in Joaquin Miller Park and the FOJMP Redwood Committee "Recommendations of Redwood Area" to mitigate the problems. Installation of fencing in heavily impacted areas was identified as a priority to prevent damaging traffic. Exhibit A shows the placement for recommended fencing.
- D. **Request for the Parks and Recreation Advisory Commission to Approve Two Interpretive Signs, Permission to Install Interpretive Signs and Plant Signs in the Dimond Park Native Plant Demonstration Garden.** The Friends of Sausal Creek (FOSC) requested and received PRAC approval to create the Dimond Park Native Plant Demonstration Garden Project on December 10, 2001. Included in the original presentation was proposed signage style and content. This is a follow-up request for approval of specific signage designs and placement locations.
- E. **Requesting Approval of Design and Implementation of Phase II Community-based Gardening Expansion Plans at Dover Street Park.** At the June 8, 2011 PRAC meeting it was determined by the Commission that Phase I of the garden activity proposals made by Phat Beets Produce, Healthy Hearts Clinic, and Dover Park Neighborhood Group (three entities hereafter referred to as "Partners") be approved in its design, and that the Partners return for approval of a Minor Conditional Use Permit for Phase II of their garden activity proposals. Phase I consisted of a small section within the Northeaster perimeter of the Park, whereas Phase II consisted of garden activities along the entire perimeter of the Park as show on Figure 1 of the Draft Letter of Agreement (**Attachment C**). Phase II expansion area is designated in shaded gray and called out as "perimeter area up for recommendation".

9. CONDITIONAL USE PERMITS:

None

10. COMMUNICATIONS:

11. PRAC COMMITTEE REPORT:

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

14. COUNCIL REFERRALS:

15. OPEN FORUM:

16. DIRECTOR'S REPORT:

A. Pilot Mobile Food Vending Program Update

B. Rainbow Teen Center Update

17. ANNOUNCEMENTS:

18. 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, April 11, 2012; 4:30 p.m.*
Lakeside Garden Center
666 Bellevue Ave, Oakland, CA



PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, February 8, 2012 4:30 P.M.
Lakeside Garden Center, 666 Bellevue Avenue, Oakland, CA

Minutes

1. CALL TO ORDER:

A meeting of the Parks and Recreation Advisory Commission was held on Wednesday, February 8, 2012 at the Lakeside Garden Center located at 666 Bellevue, Avenue. Commissioner/Chair Miller convened the meeting at 4:35pm. Audree V. Jones-Taylor, OPR Director, conducted the roll call:

2. ROLL CALL:

BELCHER, FINLINSON, HAMMOCK, MATIS, MILLER, MONTAUK, PETERSON, RICARDS, TAYLOR, WU

Excused: Wong

Staff: Audree V. Jones-Taylor, Dana Riley, Diane Boyd, Gail McMillon, Mark Hall, Christina Ferracane and Lily Soo Hoo from the Public Works Agency (PWA) and Ed Manasse with the Community and Economic Development Agency (CEDA),

3. DISPOSITION OF MINUTES:

A. Minutes of January 7, 2012

4. SPECIAL ORDERS:

None

5. PRAC PENDING LIST:

Pending - Commissioner Taylor to send draft report to Commissioners Taylor and Montauk.
Director Jones-Taylor will review the report with OPR's Fiscal Manager.

6. MODIFICATIONS TO THE AGENDA:

None

7. CONSENT NEW BUSINESS:

- A. Request Approval From the Native American Health Center For Permission to Collect On-site Registration/Donation Fees for the Running Is My High Walkathon at Lakeside Park on Saturday, March 10, 2012: The Native American Health Center, a non-profit organization, is requesting permission to collect on-site registration/donation fees for the Running is My High; a 10k and 5k Fun Race around Lake Merritt that promote fitness, good nutrition and diabetes prevention. The representatives for the Native American Health Center were not in attendance due to the Post Event Report provided to staff.

- B. **Request for Permission to Accept On-site Registration/Donation Fees for the Leukemia & Lymphoma Society's Rhodes Race 5k Run/Walk at Lakeside Park on Sunday, April 15, 2012:** Ms. Claire Blaney is requesting permission to collect on-site registration/donation fees for the Rhodes Race 5K Walk/Run at Lakeside Park on Sunday, April 15, 2012, to benefit the Leukemia and Lymphoma Society (LLS). The fees are donated to the LLS. The minimum registration/donation fee is \$20 per person (\$5 for kids). Ms. Blaney was not in attendance due to the Post Event Report provided to staff.
- C. **Request Approval from Girl Ventures for Approval for Permission to Collect On-site Donations for the Walkathon Fundraiser at Lakeside Park on Saturday, April 28, 2012:** Girl Ventures, a non-profit organization, is requesting permission to collect donations at their registration table during their walkathon fundraiser event on Saturday, April 28, 2012 at Lakeside Park. The money raised will help benefit scholarship funds in order for more girls to have access to the Girl Ventures programs. A Post Event Report was provided to the organization for their 2011 event but has not been received by the Office of Parks and Recreation.

A brief presentation was made by the applicant. It was reported that in 2011 the organization recorded 90 attendees at the event which raised \$9k, however, the post event report was not returned to the department. The Commission requested that Girl Ventures provide the Office of Parks and Recreation with a post event report.

Motion: Commissioner Miller entertained a motion to approve Items 7C on consent.

Moved by: Commissioner Taylor, **Seconded by:** Commissioner Belcher: **Motion Passed Unanimous**

- D. **Request for Permission to Serve and Sell Alcohol Beverages and Food On-site for the 3rd Annual Oakland Running Festival at Snow Park on Sunday, March 25, 2012:** Gene Brtalik is requesting permission to serve and sell alcoholic beverages (Beer & Wine) and food on-site for the 3rd Annual Oakland Running Festival at Snow Park on Sunday, March 25, 2012. Benefits for the collection of funds will go towards City and Local Charities. A portion of the alcohol beverage sales will go to the Fire Department's Random Acts Charity.

The organizer described the route of the running event which includes 16 water stations. Commissioner's requested that the organizers provide the Office of Parks and Recreation with the post even report. The 2010 report was not received.

Motion: Commissioner Miller entertained a motion to approve Items 7D on consent.

Moved by: Commissioner Hammock, **Seconded by:** Commissioner Ricards: **Motion Passed Unanimous**

E. **Request from National Multiple Sclerosis Society for Permission to Accept On-site Pledges/Donations for their Fundraising Walk at Lakeside Park on Sunday, April 21, 2012:**

The National Multiple Sclerosis Society, a non-profit organization, is requesting permission to collect on-site pledges/donations for their Fundraising Walk at Lakeside Park on Sunday, April 21, 2012. The donations and funds raised will go towards local programs, services, and research for those affected by Multiple Sclerosis (MS). This is a first year event. The port event report will be provided after the April 21st date. Approximately 500 participants are expected to attend this event. The fund raising goal is \$135k.

Motion: Commissioner Miller entertained a motion to approve Items 7D on consent.

Moved by: Commissioner Taylor, **Seconded by:** Commissioner Peterson: **Motion Passed Unanimous**

F. **Request from BuildOn for Permission to Collect Donations On-site for their Fundraising Walk at Lakeside Park on Sunday, April 22, 2012:**

BuildOn, a national non-profit organization, is requesting permission to collect outstanding pledges for their Fundraising Walk at Lakeside Park on Sunday, April 22, 2012. Proceeds raised from the event will benefit construction material cost associated with building a school in Nicaragua.

G. **Request from San Francisco Bay Area Darfur Coalition for permission to Accept On-site Registration/Donation Fees for the Walk to End Genocide at Lakeside Park on Sunday, April 29, 2012:**

The San Francisco Bay Area Darfur Coalition is requesting permission to collect on-site registration/donation fees for the Walk to End Genocide at Lakeside Park on Sunday, April 29, 2012, to benefit the survivors and/or on the behalf of victims of genocides or advocating to end genocide.

H. **Request From Women's Daytime Drop-in Center for Approval to Collect Entrance Fees and Have a Live and Silent Auction at Sequoia Lodge on Sunday, May 20, 2012:**

Women's Daytime Drop-in Center, a non-profit organization, is requesting approval to collect entrance fees and funds from a live and silent auction at Sequoia Lodge on Sunday, May 20, 2012. The funds raised will provide financing for the Center's day support and housing services which help over 1200 individuals each year.

Motion: Commissioner Miller entertained a motion to approve Items 7A, B, F, G and H on consent.

Moved by: Commissioner Belcher, **Seconded by:** Commissioner Hammock:

Motion Passed Unanimous

8. NEW BUSINESS:

Informational Report – Proposed FY2011-13 Park Project Prioritization List: Lily Soo Hoo, Project Manager with the Department of Community and Economic Development Agency – CEDA presented this informational report to the Parks and Recreation Advisory Commission on the proposed park project prioritization list for FY2011-13. Project descriptions are referenced by the project title in an attached proposed Park Project Prioritization List – Attachment A. Since this is an informational report, no fiscal impacts are included. The goal of the Park Project Prioritization list is to serve as the guiding plan for implementing Oakland's parks and open space capital improvements and allow staff to expedite the process in applying for grant funds.

The management of the priority list was discussed and it was determined that priority is based on the evaluation of each project and grant criteria of available grants. Director Jones-Taylor gave a brief recap of the history of the Park Priority list and explained that each group was listed by Council District and not in ranking order. The list is used by Project Delivery to seek funding. Commissioners would like to see more equity to serve district with more need rather than an even division between each council district. The Commission can become involved with the prioritization of parks project by preparing a report to City Council for recommendation.

Motion: Commissioner Miller entertained a motion to accept the Informational Report.
Moved by: Commissioner Belcher, **Seconded by:** Commissioner Hammock: **Motion Passed Unanimous**

9. CONDITIONAL USE PERMITS:

None

10. COMMUNICATIONS:

None

11. PRAC COMMITTEE REPORT:

None

12. ADVISORY COUNCIL REPORTS:

Commissioner Matis contacted all of his Recreation Advisory Council - RAC sites and requested that he be notified of their community meetings. Director Jones-Taylor will reaffirm this directive at the next staff meeting.

13. UNFINISHED BUSINESS:

None

14. COUNCIL REFERRALS:

15. OPEN FORUM:

Public speaker wants a Farmer's Market located at Snow Park including 10 to 15 stalls. It was suggested that vendors would set up on the lawn to minimize damage to the grass and the public would make their purchases from the sidewalk. The speaker has been in communication with Mark Hall, Capital Improvements Manager with the office of Parks and Recreation.

16. DIRECTOR'S REPORT:

A. City of Oakland Budget Update

Director Jones-Taylor informed the Commission of passing of the City's budget and explained the \$500K cut to the Office of Parks and Recreation - OPR including the reduction in hours at some recreations sites to take effect March 1, 2012, the elimination of the Jack London Aquatic Center subsidy and the pending merger of OPR and the Department of Human Services - DHS.

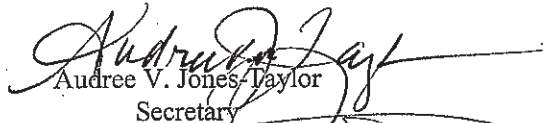
17. ANNOUNCEMENTS:

None

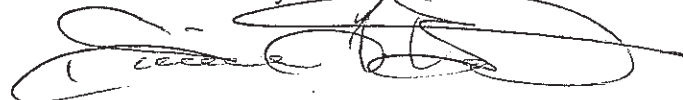
18. ADJOURNMENT:

The meeting adjourned at 6:20pm

Respectfully submitted,




Audree V. Jones-Taylor
Secretary



Diane Boyd
Recording Secretary

*Next Meeting: Wednesday, March 14, 2012; 4:30 p.m.
 Lakeside Garden Center
 666 Bellevue Ave, Oakland, CA*

 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.

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: March 14, 2012
SUBJECT: Request from Triple Step For The Cure To Collect On-Site Registration Fees and Donations and Allow Event Related Vendors to Sell On-site During the 5K Fun Run/Walk at Lakeside Park on Sunday, September 16, 2012

SUMMARY

The Office of Parks and Recreation has received a request from Triple Step for the Cure, a non-profit organization, for permission to collect on-site registration fees, donations and allow vendors to sell event-related items at Lakeside Park for their 3rd Annual "*Stepping Towards the Cure*" 5K Fun Run/Walk on Sunday, September 16, 2012. The purpose of the event is to provide a fun, healthy, and educational way to raise funds for Triple Step for the Cure.

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation.

BACKGROUND

This is the Triple Step for the Cure's third year hosting the event at Lakeside Park. The event was held in October 2010 and September 2011. Attached is a Post Event Report from the 2011 event. There were approximately 250 attendees and the organization collected \$3,125.00 on-site from registration fees.

The Triple Step for the Cure is an organization that seeks to educate and raise public awareness about triple negative breast cancer, a subtype of breast cancer that disproportionately affects young pre-menopausal women and women of color. This walk/run will serve as a fundraiser for the organization. The registration fee will be \$25 to participate in the event. As part of the advertising and promotion of the event, participants will be required to sign up in advance of the event

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Triple Step for the Cure organization to collect on-site registration fees, donations and allow event related vendors to sell on-site at the "*Stepping Towards the Cure*" 5K Fun Run/Walk on Sunday, September 16, 2012 at Lakeside Park.

Respectfully submitted,

Gail McMillon
Reservation Supervisor

Attachments: Exhibit A – Request Letter
Exhibit B – Park Use Application
Exhibit C – Non-Profit Status
Exhibit D – 2011 Post Event Report

**TRIPLE STEP FOR THE CURE
WALK FUN RUN EVENT PROPOSAL**

Name of Event: *"Stepping Towards The Cure"* 5K Fun Run/ Walk

Date of Event: September 16, 2012

Time: 7:00 a.m. until 3:00 p.m.

Requested Location: Lake Merritt Park, Oakland

People Responsible: Louisa Gloger
(415) 250 -1508
Louisag@triplestepfortheure.org; and
Carole Flowers Clement
(510) 636-1918
caroleflowers@sbcglobal.net

DETAILS OF EVENT:

The purpose of this event is to provide a fun, healthy, and educational way to raise funds for Triple Step for the Cure. Triple Step for the Cure is a 501 (c) (3) non-profit organization that seeks to educate and raise public awareness about triple negative breast cancer, a subtype of breast cancer that disproportionately affects young pre-menopausal women and women of color, and provides direct support services to triple negative patients and their families.

There will be a nominal registration fee of \$25.00 for this event. In our advertising materials and promotion of the event, participants will be required to sign up to either walk or run the course in advance of the event in order to alleviate the need to work with large sums of money on the Lake Merritt park premises on the date of the event. However, we will make arrangements to accommodate a small number of late participants who have not pre-registered in advance and will need to do

so on the morning of the event. It is anticipated that approximately 200-250 people will participate in the event.

Volunteers, and breast cancer, health, and wellness information sponsors and vendors will be expected to arrive for set up at 7:00 a.m. in the Bandstand Area. Fun Run/Walk participants are expected to arrive and check-in and/or register beginning at 8:00 a.m. until 9:00 a.m. At 9:10 a.m., there will be a short Welcome Ceremony followed by a warm-up. The event will then begin at 9:30 a.m. with runners starting first, followed approximately 5-7 minutes later by those who have chosen to walk the course. The total distance of the Fun Run/Walk will be 5 K or approximately 3.0 miles and participants will complete this by making one lap around Lake Merritt.

The event will conclude at approximately 12:00 noon followed by a brief Closing Ceremony at 12:15 p.m. After wards, there will be an additional hour and a half (from 12:30 p.m. until 2:00 p.m.) for participants and supporters to peruse several breast cancer, health, and wellness information booths that will be set up in the Bandstand area. There will be no fewer than five (5) and no more than ten (10) such health and wellness information booths and/or vendors. We anticipate these booths will include organizations such as University of California San Francisco and Stanford University Medical Center who will provide information about their services and/or small giveaways of certain products. There will also be a Triple Step for the Cure table where we will provide information about the organization and where t-shirts will be sold. All profits from any t-shirt sales will go towards efforts to directly support women and families struggling with triple negative breast cancer. The event will conclude at 2:00 p.m. Staff, volunteers, and vendors are expected to be done with any clean-up activity and exit the premises no later than 3:00 p.m.

A certificate indicating proof of liability insurance naming the City of Oakland Department of Parks and Recreation as additionally insured will be provided no later than 30 business days prior to the date of the event.

24712

RECEIVED
by Wendy
on Tues 10/18/2011



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

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

Park Use Rental Application

ATTENTION: Zermaine Thomas 238-2218

Application Date: 10/18/11

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

OFFICE USE ONLY
REQ No. _____ RWP No. 24712 Received By/Date 21 10/18/11 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) Triple Step Toward The Cure

Address: 7801 Surrey Lane City: Oakland State: CA Zip 94605

Individual responsible for event: Name: Carol Flowers-Clement *Address: 7801 Surrey Lane

City: Oakland State: CA Zip 94605 Email: _____

Home #: 510 6369118 Work #: NA Fax #: _____ Cell#: 510 410 0171

Location (Name of Park): Lake Side Park & Bandstand Location (Area/s): Oakland Lake Merritt

On the following date(s): Sept 16, 2012 General Public Allowed: Yes No Number of Participants: 299

Between the hours of: (Start Time/Setup) 7 AM (Actual Event Time) from 8 to 2 (End Time/Cleanup): 3 PM

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)
Walk Run

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. jumpers, musical instruments, live band, cd player, amplifiers, microphones, etc.)
Live Band - Speakers & Amps

Will food be served? Yes No If yes, please list type(s) of food to be served: Fruit juice, coffee, water

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write NONE.
Parking for medical van

Fees: (Picnic & Related Events Fee) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people.

(Special Event Fee) A non-refundable permit processing fee of \$30 will be added to each application.
Permit Processing Fee: \$30 Rent: Bandstand \$620 1040 Deposit: \$300

Sound-Use: \$100 Other Fees: Surrounding Area \$320 240

Total of ALL Fees PLUS Deposit: \$1370

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:

61 days or more notice:	Forfeit 1/2 Deposit
31 to 60 days notice:	Forfeit 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 Master Card Only): VISA Credit Card #: _____ Expiration Date: 11/12

Authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ 1370

For my reservation at Lakeside Park & Bandstand Sept 16, 2012

Carol Flowers-Clement Carol Flowers-Clement _____
(Signature Required) (Print Name) (Driver License #/Expiration Date)

ATTENTION

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 28 2010**

TRIPLE STEP FOR THE CURE
C/O GENE TAKAGI
425 MARKET ST STE 2200
SAN FRANCISCO, CA 94105

Employer Identification Number:
27-2116176
DLN:
17053089333040
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 1, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)



1 of 2 pages
RECEIVED
Wendy
Tues. 10/18/2011

POST EVENT REPORT

Please complete and return the Post Event Report not more than 30 days after event date, to the Office of Parks and Recreation, Central Reservations Unit, Attention: Central Reservations Supervisor, 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612.

I. GENERAL INFORMATION

Name of Event: Triple Step Toward the Cure Walk/Run

Location of Event: Lakeside Park Bandstand

Date/Hours of Event: 9/18/2011 07:00AM to 3:00PM Permit No. 23206

Contact Person: CAROL Flowers-Clement Phone No. 510 562.1889


Contact Person Address: 7801 Surrey Lane, Oakland CA 94605

Is this a first time event at this location? Yes No If no, when was the event held previously?
Oct 17, 2010

- 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 INFORMATION

- 1. Total number in attendance: 250
- 2. Were registration fees collected on-site for the event? Yes No
- 3. If yes (above), how many people registered? 125
- 4. What was the cost for registration? \$25
- 5. How much money was collected on site for registration fees? \$3,125.00

2 of 2 pages
 **RECEIVED**
 by Wendy
 on Tues. 10/18/2011

III. VENDOR INFORMATION

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

Were all vendors in compliance per agreement? Yes No

Of no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Org'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
Jewels by Park Lane	For Profit		Jewelry	Yes
Mary King	For Profit		Cosmetic	Yes
Your MAMA	For Profit		Aprons	Yes
Cookie BABE	For Profit		Quilts	Yes

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.)

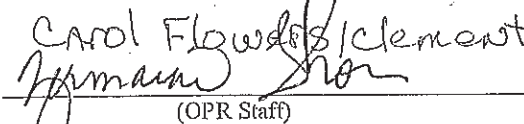
Increased visibility, more community outreach, collaboration with local hospitals on ~~the~~ breast cancer awareness, inclusion of info on healthy living & lifestyle

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

When we arrived the area was filled with trash and the bondstand was occupied by several homeless men.

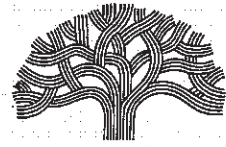
We had to spend time cleaning up before we could setup. The park attendant was helpful with the cleanup & prep for registration.

Submitted by: Overall the event went well Date: _____

Approved by: Carol Flowers/Clement  10/18/11 Date: 10/18/2011
 (OPR Staff)

Comments: _____

CITY OF OAKLAND
Interoffice Memorandum



CITY OF OAKLAND

Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: March 14, 2012
SUBJECT: Request From the Center for Early Intervention on Deafness for Permission to Collect On-site Donations at Lakeside Park on Sunday, May 6, 2012

SUMMARY

The Office of Parks and Recreation has received a request from the Center for Early Intervention on Deafness (CEID), a non-profit organization, for permission to collect donations on-site at Lakeside Park for their third Walk-A-Thon at Lakeside Park on Sunday, May 6, 2012. All proceeds will go to the work of the organization with infants and young children who are deaf and hard of hearing.

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation.

BACKGROUND

CEID, a non-profit organization, was established in 1980 as a federally funded model demonstration program under the name Center for the Education of the Infant Deaf. In 1983, CEID moved to Berkeley, becoming the first early education program for deaf children in the East Bay. They expanded in 1986 to include a preschool program for children between 3 and 5 years. CEID offers on-site hearing tests and the Bay Area's first full-time childcare to include children who are both hearing and deaf.

This is CEID's third year hosting their Walk-A-Thon at Lakeside Park they are requesting for permission to collect donations onsite. All proceeds will go to the work of the organization with infants and young children who are deaf and hard of hearing.

Attached is CEID's Post Event Report form 2011. There were approximately 300 attendees and \$700 collected on site donation/registration fees.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for the collection of donations and turning in collected funds onsite from participants at the CEID's 3rd Annual Walkathon at Lakeside Park on Sunday, May 6, 2012. CEID is aware that additional permits may be required for this event provided the request is granted.

Respectfully submitted,

Gail McMillon
Reservation Supervisor

Attachments: Exhibit A – Request Letter
Exhibit B – Park Use Application
Exhibit C – Non-Profit Certificate
Exhibit D – Post Event Report



Center for
Early Intervention
on Deafness

1035 Grayson Street
Berkeley, CA 94710

Voice 510.848.4800

Fax 510.848.4801

TTY 510.848.5658

www.ceid.org

caid@ceid.org

February 27, 2012

Zermaine Thomas
City of Oakland
Office of Parks and Recreation
Central Reservation Unit
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, Ca 94612

Dear Zermaine,

I want to share with you that the Center for the Early Intervention on Deafness (CEID) will be collecting registration fees for its annual Walk-A-Thon held at Lakeside Park, Lake Merritt, Oakland. The Walk this year is on Sunday, May 6th, beginning at 9:30 a.m. This year we have lowered our registration fee to only \$10 per registrant. This donation will help defray the cost of putting on the Walk and will not in any way represent a "profit" to CEID.

CEID, as you know, is a 501(c)3 nonprofit organization, headquartered in Berkeley, that has been serving young children who are deaf or hard-of-hearing for over 30 years. We do this through an array of services that are detailed below. The Walk-A-Thon is an annual community-wide event that attracts about 300 people each year and is a wonderful way for families to get together. There are often community leaders present at the Walk-A-Thon to help inspire the walkers and to share in the fun of the event.

Here are the Programs and Services we offer:

- **Home Visits** by a credentialed teacher or a speech and language therapist are available to newborns or medically-fragile children up to age 5. Parents learn about hearing loss and how to expand their child's language abilities through communication strategies and educational play. They learn about amplification options including hearing aids and cochlear implants.
- **Toddler Class** meets four mornings a week and includes free play and structured activities that promote communication, socialization and development of cognitive, physical and motor skills. For children ages 18 to 36 months who are deaf or hard-of-hearing.
- **Preschool Class** meets five mornings per week and focuses on the developmental needs and interests of preschoolers that emphasize a multi-sensory and integrated thematic approach that helps prepare children for kindergarten. For children ages 3 to 5 who are deaf or hard-of-hearing.
- **Sunshine Preschool and Childcare** enrolls both typically developing children and those who are deaf or hard-of-hearing from ages 2 to 5 years. The curriculum encourages active learning and kindergarten readiness. Bilingual instruction in both sign and spoken English creates an inclusive experience that helps children develop sensitivity, compassion, and positive attitudes toward diversity.
- **Parent Education and Support Programs** include a weekly sign language class, parent support groups, and specialized workshops for parents and other family members.
- **Medical Outreach and Training** is provided to pediatric residents through monthly training sessions that include the CEID publication, "Pediatric Resource Guide to Infant and Childhood Hearing Loss".

- **Speech Therapy and Auditory Training** services are available to all children enrolled at CEID and are provided by licensed professionals.
- **Audiology Screenings** for newborns and others are available at CEID and performed by professional audiologists.

CEID is very grateful to Oakland Parks and Recreation for its support of this wonderful event. We appreciate the assistance we have received from you, Zermaine, and looking forward to working with you on future Walk-A-Thons.

Sincerely,

Jennifer Conroy

Jennifer Conroy
 Development Manager
 CEID



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

CITY OF OAKLAND
OFFICE OF PARKS & RECREATION
Park Use Rental Application

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

ATTENTION:

Application Date: July 12, 2011

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

REQ No. _____	OFFICE USE ONLY	Receipt No. _____
RWP No. <u>24191</u> Received By/Date <u>jt</u>	Approved By/Date _____	Issued By/Date _____
Police Special Events Permit Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If required, Special Events Permit due to DPR by _____		

Application on behalf of: (Group, Individual, Organization) Center for Early Intervention on Deafness (CEID)

Address: 1035 Grayson St. City: Berkeley State: CA Zip: 94710

Individual responsible for event: Name: Jennifer Conway Address: same as above

City: _____ State: _____ Zip: _____ Email: jenniferce@ceid.org

Home #: _____ Work #: 510-848-4800 Fax #: 510-848-4800 Cell #: _____

To use (Name of Park): Lakeside Park *330 Location: Lake Merritt

On the following date (s): Sun, May 6, 2012 General Public Allowed: Yes No Number of Participants: ~300

Between the hours of: (Start Time/Setup) 8 a.m. (Actual Event Time) from 9:30 to 1pm (End Time/Cleanup) 2:00pm

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)

WALK-A-THON

Sound Amplification: Amplified Yes No Non-Amplified Yes No

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

none

Will food be served? Yes No (If yes, please list type(s) of food to be served.) _____

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

none

Fees:

Rent: <u>\$300</u>	Deposit: <u>\$20</u>
Sound Use: <u>n/a</u>	Other Fees: <u>n/a</u>
Total of ALL Fees PLUS Deposit: <u>\$320.</u>	

(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
20 days - 30 days notice:	Forfeit Deposit PLUS 1/2 Rental Fee
10 days or less notice:	Forfeit All Fees

Check Amount \$: 320 Check #: 006260 Cash: _____

Type of Credit Card (Visa or Master Card Only): _____

Credit Card #: _____ Expiration Date: _____

I Authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ _____ for my reservation at _____ on _____ (Amount to be Charged)

Jennifer Conway _____
 (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?



POST EVENT REPORT

Please complete and return the Post Event Report to the Office of Parks and Recreation, Central Reservations Unit, Attention: Central Reservations Supervisor, 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612.

I. GENERAL INFORMATION

Name of Event: Walk-A-Thon

Location of Event: Lakeside Park, Lake Merritt, Oakland

Date/Hours of Event: Sunday, May 1, 2011 Permit No. _____

Contact Person: Jennifer Conroy Phone No. 510-848-4800 x 330

Contact Person Address: 1035 Grayson St., Berkeley, CA 94710

Is this a first time event at this location? Yes No If no, when was the event held previously?
May 2nd, 2010

1. Were Facility Rental/Set-up fees waived? Yes No

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 INFORMATION

- Total number in attendance: 300
- Were registration fees collected on-site for the event? Yes No
- If yes (above), how many people registered? 300
- What was the cost for registration? \$50/per person
- How much money was collected on site for registration fees? \$700. (other registrations were by postal mail or online _____)

POST EVENT REPORT (Continued)

Page 2

III. VENDOR INFORMATION

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

Were all vendors in compliance per agreement? Yes No

Of no, why not? No vendors

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.)

Empty lines for comments.

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

No Problems

Submitted by: Jennifer Conway Date: June 1, 2011

Approved by: [Signature] (OPR Staff) Date: June 1, 2011

Comments:

Internal Revenue Service

Date: January 19, 2008

**CENTER FOR THE EDUCATION OF THE
INFANT DEAF
1035 GRAYSON ST
BERKELEY CA 94710-2842****Department of the Treasury
P. O. Box 2808
Cincinnati, OH 45201****Person to Contact:
Stephanie Broach-Camp 31-04022
Customer Service Specialist
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
94-2914703**

Dear Sir or Madam:

This is in response to your request of January 19, 2008, regarding your organization's tax-exempt status.

In September 1983 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a school under sections 509(a)(1) and 170(b)(1)(A)(ii) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

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

Sincerely,

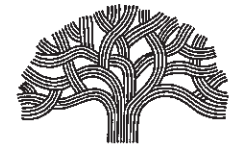


Janna K. Skufca, Director, TE/GE
Customer Account Services

CITY OF OAKLAND

Interoffice Memorandum

Office of Parks and Recreation



CITY OF OAKLAND

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: March 14, 2012
SUBJECT: Informational Report: Presentation From Block by Block Organizing Network Regarding the Oakland Summer Adult English as a Second Language Program

SUMMARY

The Office of Parks and Recreation received a request from Block by Block Organizing Network (BBON) to make a presentation on the Oakland Summer Adult English as a Second Language (ESL) Program. The BBON would like feedback on possibilities for the ESL program that have not been considered, i.e., suggestions for sources of funding.

FISCAL IMPACT

There is no fiscal impact on the Office of Parks and Recreation.

BACKGROUND

Until June 2010, more than 10,000 English language learners were being served in an array of ESL classes offered by the Oakland Unified School District's (OUSD's) Oakland Adult and Career Education Division. These ESL classes have been completely dismantled and the OUSD will not offer ESL classes this coming summer.

In the summer of 2011, the Mayor's Office developed an avenue by which to offer ESL classes under the Office of Parks and Recreation. The purpose of this was to create a prototype program to address the unmet need for English instruction in the city. The BBON worked with site directors at Lincoln Square, Allendale and Carmen Flores Recreation Centers to establish fee-based ESL classes. The fees were \$10 per week, per student for a six week program. A minimum of 25 students in each class was needed in order to maintain a viable program. In the process of developing the classes, the BBON determined that several conditions were necessary for success.

The BBON was unable to offer the planned program in its totality last summer due to critical components that were not completely in place. The BBON is appearing before the Commission to provide information about this much need community service they would like to offer.

Parks and Recreation Advisory Commission
March 14, 2012

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission accept the information report from Block by Block Organizing Network regarding the Oakland Summer Adult English as a Second (ESL) Program.

Respectfully submitted,

Gail McMillon
Reservation Supervisor

Attachments: Exhibit A – BBON Presentation Letter

2624 Fruitvale Ave.
Oakland, CA 94601-2024
Email: bbbon@mail.com

Presentation by the Block by Block Organizing Network to the Parks and Recreation Advisory Commission Regarding the Oakland Summer Adult ESL Program

There are more than 120 languages spoken in Oakland by thousands of members of our community, many of whom do not speak English fluently. (Mayor's newsletter, August 30, 2011)

Until June, 2010, more than 10,000 English language learners in our community were being served in an array of English as a Second Language (ESL) classes offered by the Oakland Unified School District's (OUSD's) Oakland Adult and Career Education Division (also known as the "Oakland Adult School"). Unfortunately, those classes have been completely dismantled. Today there are only ten ESL Family Literacy classes for parents of children in Oakland schools, with a total of about 300 ESL students. Furthermore, OUSD will offer no adult ESL classes during the coming summer.

In acknowledgment of the city's obligation to serve the needs of its non-English-fluent residents, in the summer of 2011 Mayor Quan's staff developed an avenue by which to offer ESL classes under the umbrella of the Parks and Recreation Department. The purpose of this was to create a prototype program to address the unmet need for English instruction in the city. It was hoped that the prototype would serve as a model for future programs.

We worked with the directors of the Lincoln Square, Allendale, and Carmen Flores Recreation Centers to establish fee-based ESL classes. The fees were \$10 a week per student for the six week program. A minimum of 25 students in each class was needed in order to maintain a viable program.

In the process of developing these classes, we determined that several conditions are necessary for success:

- All publicity materials should be translated and produced by the city.
- Publicity materials must be widely distributed in the immigrant and non-English speaking communities.
- The recreation centers must have adequate space available for the classes.
- Especially in light of the Great Recession, consideration must be given to the availability of "scholarships" for those who otherwise would be unable to attend because of the fees.

Last summer we were unable to carry out the planned program in its totality because these critical components were not completely in place. Considerable interest is being shown by several city recreation directors in making this program succeed in the summer of 2012.

We are appearing before your Commission to provide you with information about this much-needed community service we wish to offer. In addition, we would like your feedback on possibilities for this program that we have not considered. In particular, we are seeking suggestions for sources of funding in light of our potential students' likely financial condition.

We appreciate your time and consideration, and will welcome any further opportunities for discussion with you, and would welcome your support. We sincerely hope that, with the support of your group and many others, the ESL in the Parks prototype program will be successfully launched in the summer of 2012.

Please contact Marilyn Noble at 510.436.5753 or marilynnoble8@aol.com.

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Mark Hall, Office of Parks and Recreation
DATE: March 14, 2012
SUBJECT: REQUEST THE PARK AND RECREATION ADVISORY COMMISSION APPROVE AND ACCEPT THE DESIGN FOR THE COMMUNITY MOSAIC DESIGN TO BE PLACED ON THE LAST OF FOUR EXTERIOR RESTROOM WALLS AT MAXWELL PARK.

SUMMARY

Friends of Maxwell Park (FMP) has completed design of the fourth and final outer restroom wall mosaic in Maxwell Park, and requests final approval from the Park and Recreation Advisory Commission. In addition to interior restroom restoration funded by FMP and artwork on the interior walls, this fourth mosaic will complete the community project started in 2009 to transform the restroom from a community eyesore and target of graffiti to a jewel and pride of the community.

All funding has been secured with Friends of Oakland Parks and Recreation. FMP will continue an ongoing partnership with the Public Works Agency (PWA) to maintain all artwork, while the PWA maintains the non-decorated restroom surfaces. FMP's main leadership crew is planning scheduling, supplies and outreach to allow for participation of the one hundred or more community members who usually participate in each section of the project. FMP requests approval of the design to complete the project.

FISCAL IMPACT

Friends of Maxwell Park has \$1,569 in it's account with Friends of Oakland Parks and Recreation (FOPR), enough to complete the project in addition to left over supplies, including rental of a storage container, OSHA-approved scaffolding, purchase of grout, mortar, and tints. Funds were collected from sales of items with designs from our third mosaic, from selling of donated goods, and from a grant for \$140 from Keep Oakland Beautiful in Nov. 2011. Any materials needed for minor repairs (mostly graffiti removal and repainting of parts of murals inside the restroom) will be handled with supplies on hand. All work is strictly volunteer.

PROJECT DESCRIPTION

The purpose of the Maxwell Park mosaic project is to complete transformation of restroom at Maxwell Park. Currently, the mosaic walls have not only created incredible beauty in the park and a sense of ownership by the hundreds of people involved, but they have significantly reduced the graffiti problem in the park, especially by well-known, dangerous gangs. No mosaics have been targeted in the three years since the first one was created. When the project is complete, there will be no painted surfaces left on the outside of the restroom.

The transformation of the restroom is a part of a larger project by Friends of Maxwell Park, which is a Neighborhood Action Team (NAT) of the Maxwell Park Neighborhood Council. The NAT was organized in the spring of 2008 to improve Maxwell Park in general. FMP NAT held many large community meetings to brainstorm ideas, and produced a six-page survey in both printed and Survey Monkey form to obtain the neighborhood's priorities and received over 300 responses to the survey. FMP worked with a city staff and a landscape architect to develop a conceptual design for the park according to the priorities of the survey. FMP received two Community Development Block Grants, two Keep Oakland Beautiful grants and money from our city council member to help move the whole project forward.

The FMP first and second wall each had about 70 adult volunteers and 40 youth. The third wall was devoted entirely to children's art. FMP took materials to five schools, a recreation center and the local Boys and Girls Club to provide over 100 children an opportunity to make their own tile designs on mesh to be mortared into a general wall design. 30 neighborhood children also came to the park on a designated day to create designs. The present fourth wall will be more on the model of the first two. Children from Maxwell Park International Academy will have a field trip to the park to create designs on a weekday, and a weekend day for the neighborhood children. FMP has plans to recruit teens to come help work directly on the wall.

The restroom is located in Maxwell Park on the Fleming Ave. side next door to 4441 Fleming. FMP would like to set up a storage shed in late March, and start work on the wall, itself, at the beginning of April. The younger children's activity days will probably be in April. FMP plans to finish the project by the end of June. FMP always has a community celebration at the completion of a wall, with former city council member and now mayor, Jean Quan, in attendance. Since taking over in District Four, Libby Schaaf has also become an active supporter. Mayor Quan and Councilwoman Schaaf have worked on the mosaics, personally and have supported the FMP mosaic project financially.

BACKGROUND

Three large (about 30 people) community meetings were held before the survey, and many smaller community design meetings were held in the park in the process of developing the conceptual design, once the survey was completed. During the latter period, FMP worked closely with Ali Schwarz, our city project manager and a licensed landscape architect. FMP continues to work with Ali on our general park improvement project, the renovation of the interior of the restroom and in accessing funds from the FMP CDBG grant. Jonathan Chang from the Public Works Agency is FMP's main staff contact to coordinate FMP's work in the park with his agency, and in getting advice on proposed improvements.

RECOMMENDATION

Staff requests the Parks and Recreation Advisory Commission approve the accompanying design for the fourth outer restroom wall mosaic in Maxwell Park.

Respectfully submitted,

Mark Hall
Asst. to the Director on Capital Improvement Projects

Attachments: Exhibit A – photo of the proposed fourth wall design

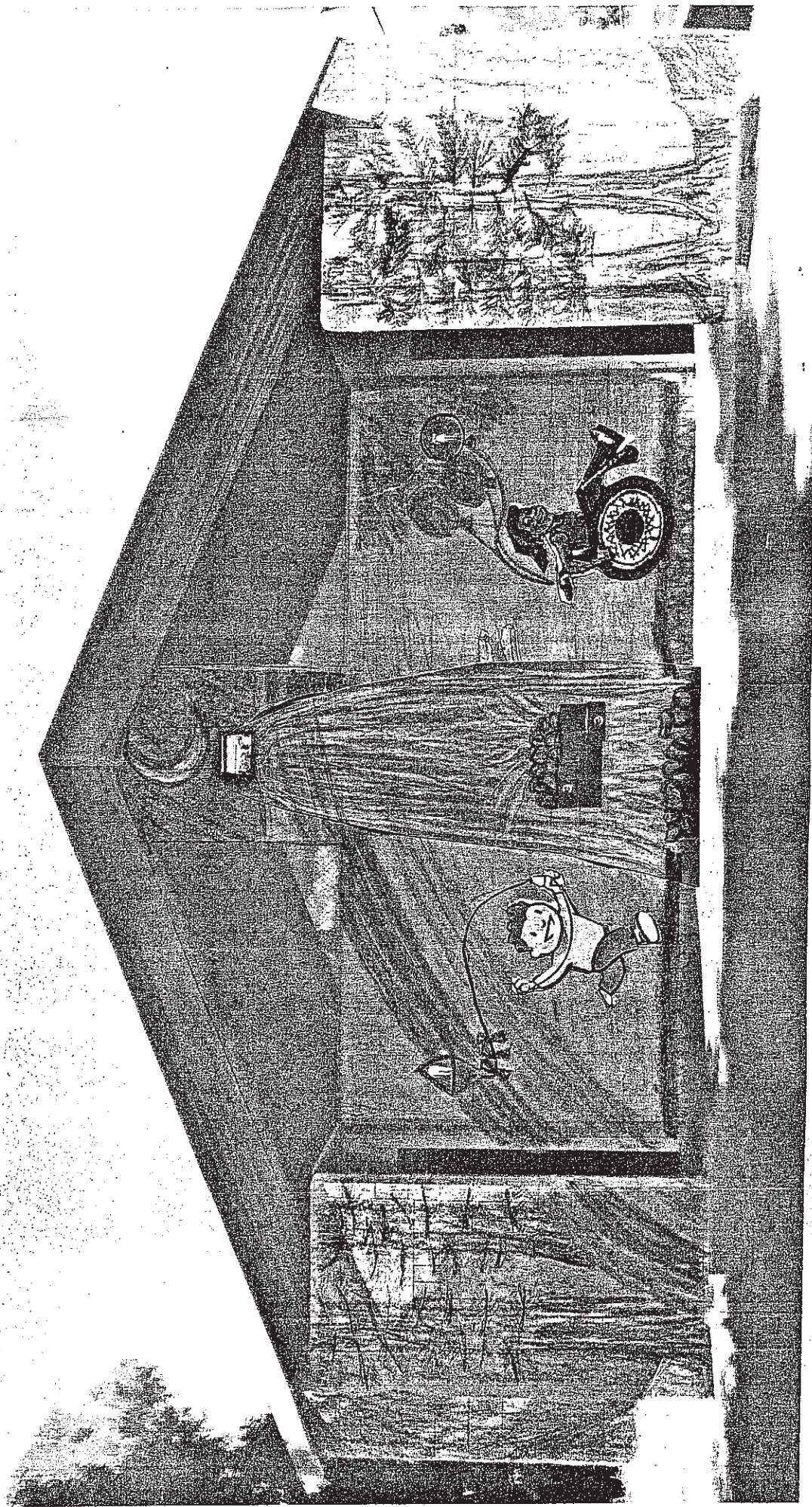
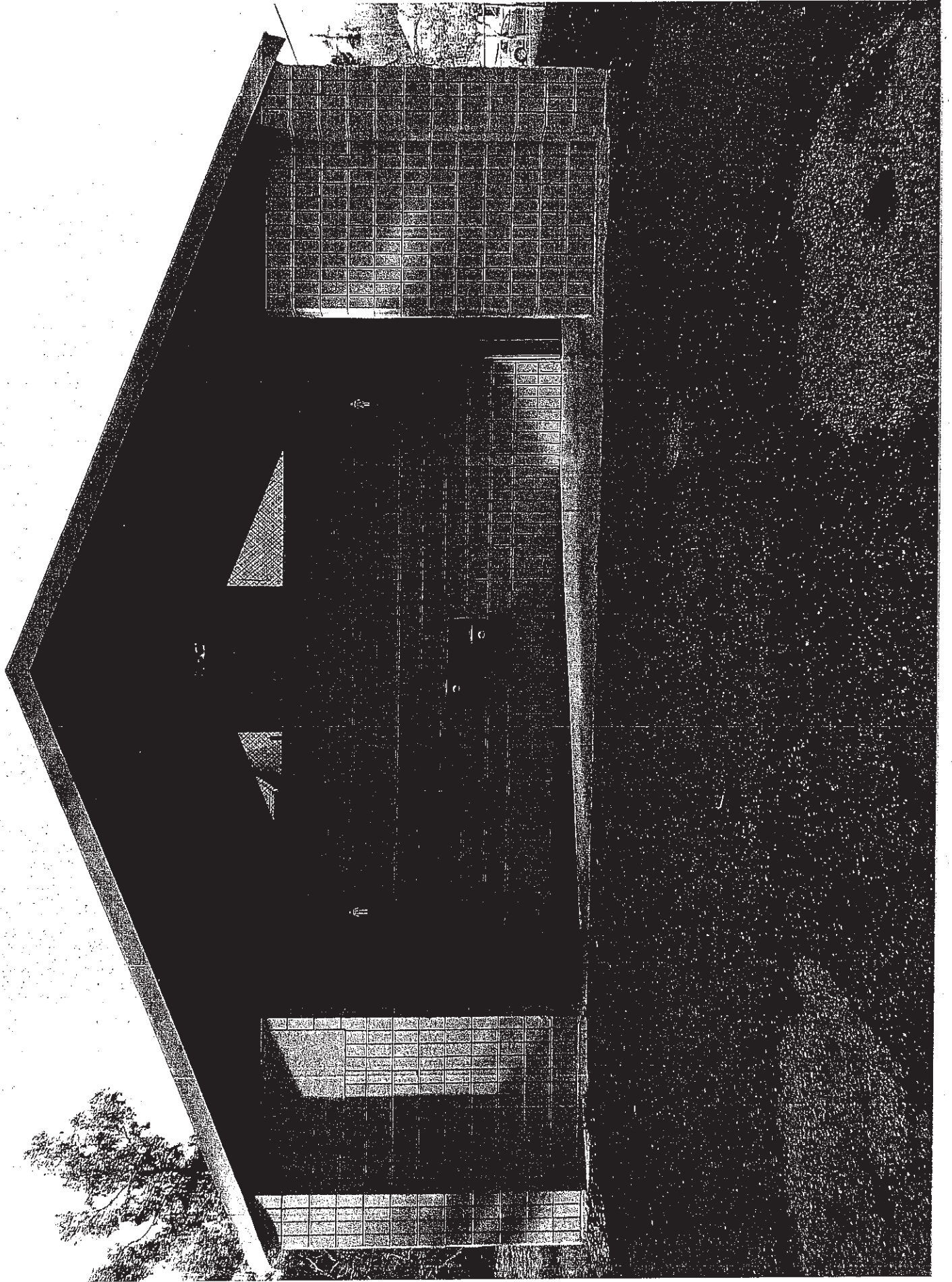
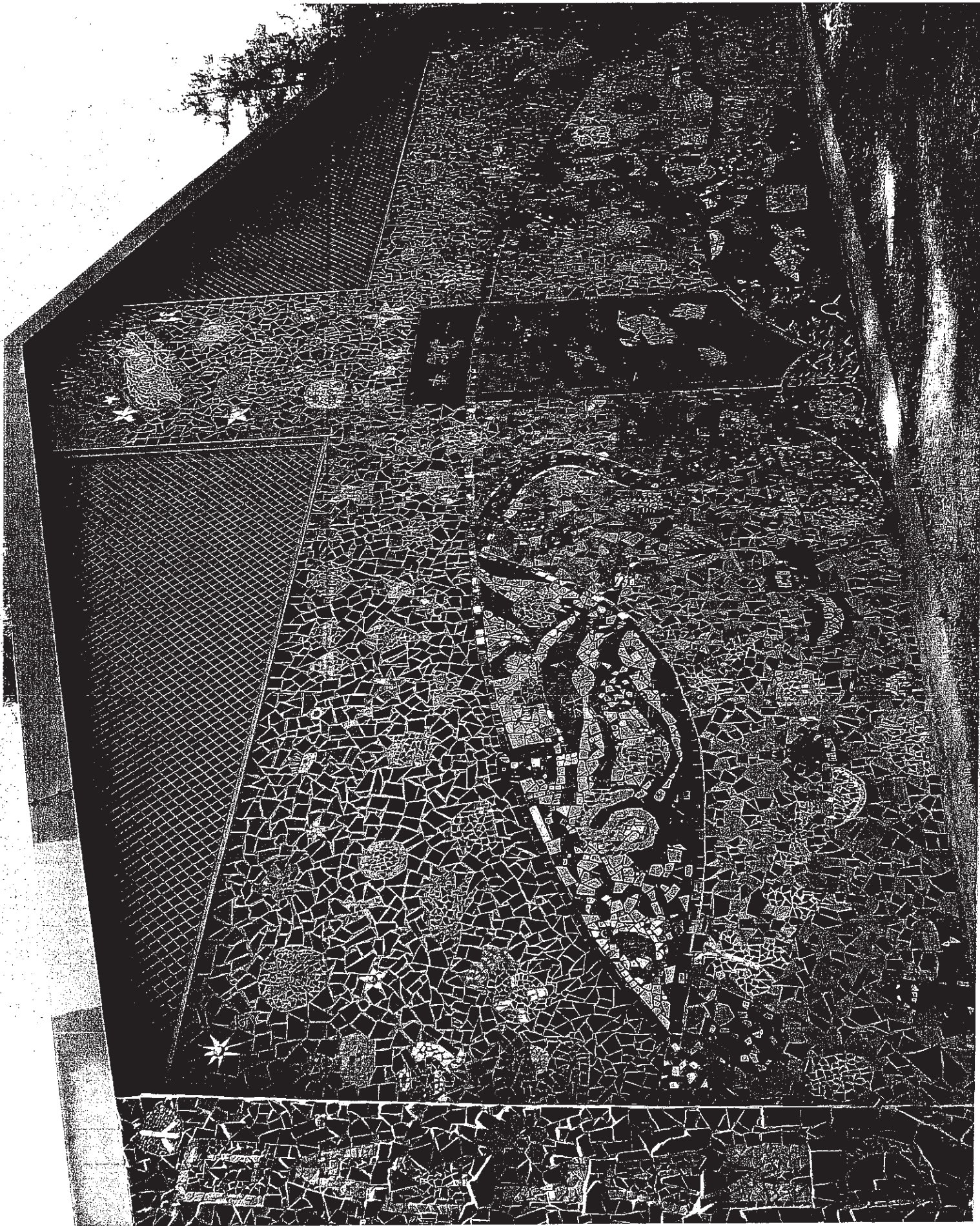


Exhibit A





CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Stephanie Benavidez
DATE: March 14, 2012
SUBJECT: Request for the Parks and Recreation Advisory Commission to Approve Installation of Fencing in the Fern Ravine Restoration Area, Joaquin Miller Park

SUMMARY

The Friends of Joaquin Miller Park (FOJMP) and the Friends of Sausal Creek (FOSC) presented an informational report to PRAC on November 9, 2011, on negative impacts occurring in Joaquin Miller Park and the FOJMP Redwood Committee "Recommendations for Redwood Area" to mitigate the problems. Installation of fencing in heavily impacted areas was identified as a priority to prevent damaging traffic. Exhibit A shows the placement for recommended fencing.

FISCAL IMPACT

There is no fiscal impact to the Office of Parks and Recreation. Estimated total costs for fencing supplies and construction is \$11,007. Civicorps will construct the fencing, and has offered to donate \$6,000 of their \$8,000 for labor costs provided that the project can be constructed in their slow season (prior to summer 2012). Of the \$5,000 remaining needed for project materials and labor costs, \$3,000 has been secured by FOSC from the Alameda Country Fish & Game Commission Fish and Wildlife Propagation Fund; \$600 has been allocated by the FOJMP board of directors; \$200 has been secured as private donations from FOJMP board members; and the \$1,207 balance of the project budget will be contributed by FOSC from a Rose Foundation grant for *Fern Ravine Restoration Plan* implementation.

PROJECT DESCRIPTION

See Exhibit A for a map of the proposed fencing location. The total length of fencing to be installed is 584 feet.

The area to be fenced is immediately adjacent to Fern Ravine Creek. Off-trail use has led to soil compaction and has denuded the redwood understory. Keeping park users on trail will reduce erosion and sedimentation, which will benefit the downstream rainbow trout habitat. Fencing of this area was recommended in the *Fern Ravine Restoration Plan* (see Exhibit B) and in the FOJMP Redwood Committee "Recommendations for Redwood Area." The fencing will allow FOSC to continue with creek restoration and understory revegetation efforts in this area.

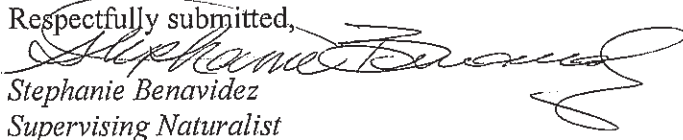
FOSC staff will meet with Oakland Parkland Resources Supervisor Martin Matarrese and the Civicorps supervisor to demark the fencing route. FOSC staff and volunteers will be responsible for procuring the fencing materials. FOSC staff will coordinate with Martin Matarrese for field oversight of Civicorps during construction. The Civicorps crew will consist of a supervisor plus a five member crew. It is estimated that construction will take two 32-hour weeks. Construction will take place in April to May 2012.

Fencing will consist of posts with two cross ties. Concrete will hold the fence posts in place. FOSC and FOJMP volunteers will assist Oakland Public Works Agency in long-term maintenance of the fencing. See Exhibit C for photograph of sample fencing from the East Bay Regional Park District's Redwood Park serpentine prairie restoration area.

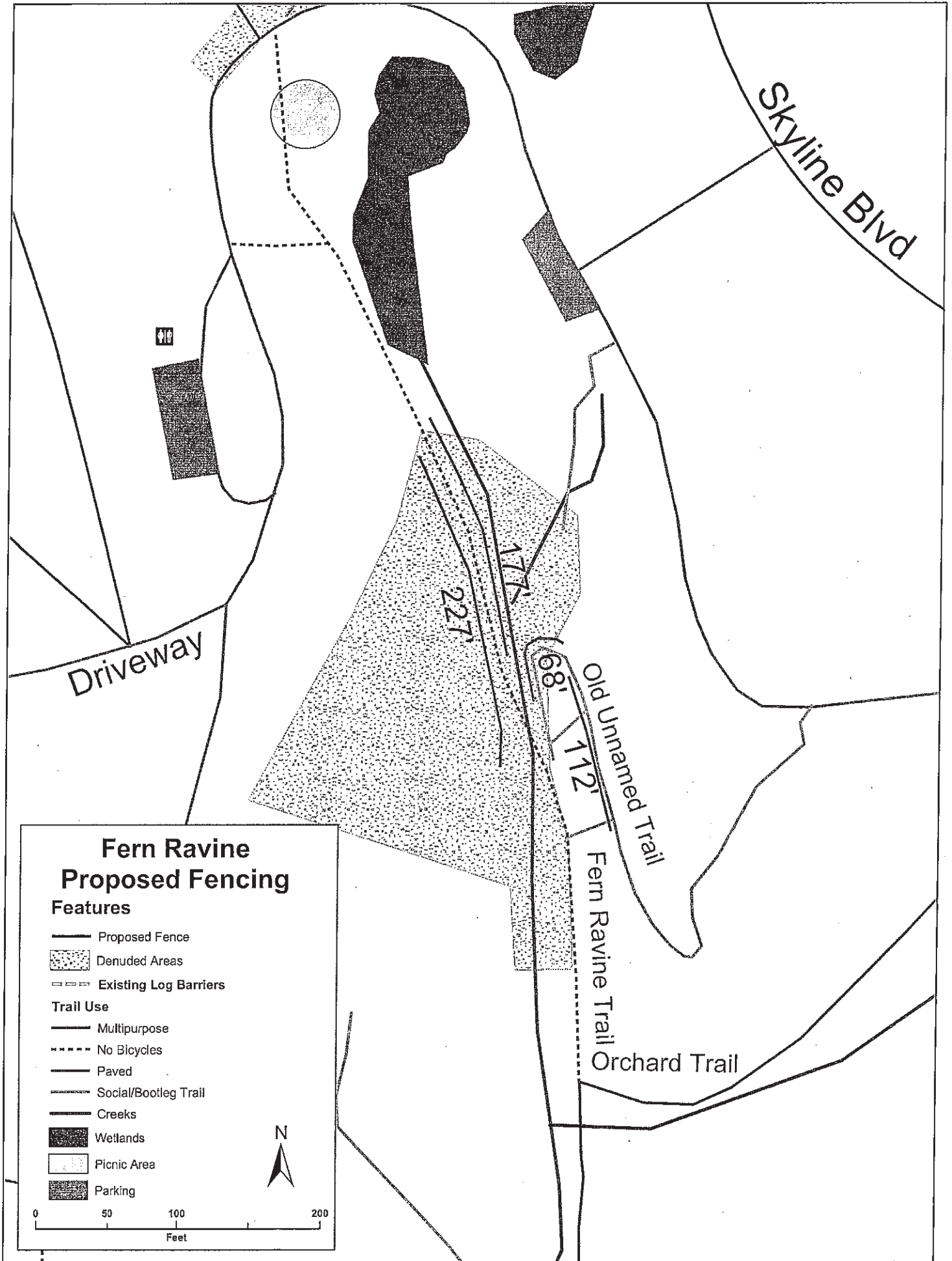
RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the Friends of Joaquin Miller Park's and the Friends of Sausal Creek's plans to install 584 linear feet of fencing during the spring of 2012.

Respectfully submitted,


Stephanie Benavidez
Supervising Naturalist

Attachments: Exhibit A – *Map of Fern Ravine Proposed Fencing*
Exhibit B – *Fern Ravine Restoration Plan, Figures 11 and 12*
Exhibit C – *Sample Fencing Photograph*



Fern Ravine Proposed Fencing Features

- Proposed Fence
- Denuded Areas
- Existing Log Barriers
- Trail Use**
- Multipurpose
- No Bicycles
- Paved
- Social/Bootleg Trail
- Creeks
- Wetlands
- Picnic Area
- Parking

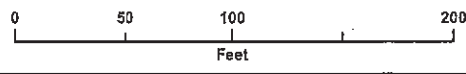




Figure 11 Fern Ravine Creek bed at Fern Ravine Trail crossing: Trail on far (east) side of creek is well-defined, but there is no clear crossing point on near (west) side, so all vegetation is gone due to multiple crossing points



Figure 12 Looking west into denuded redwood forest understory from Fern Ravine Creek trail crossing; the orienteering course "Start/Finish" post is at the top of this hill, requiring course users to descend through the redwoods to reach the next post

Exhibit C: Sample Fencing Photograph



East Bay Regional Park District – Redwood Park, Serpentine Prairie

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Michelle Doppelt
DATE: March 14, 2012
SUBJECT: Request for the Parks and Recreation Advisory Commission to approve Two Interpretive Signs, Permission to Install Interpretive Signs and Plant Signs in the Dimond Park Native Plant Demonstration Garden

SUMMARY

The Friends of Sausal Creek (FOSC) requested and received PRAC approval to create the Dimond Park Native Plant Demonstration Garden Project on December 10, 2008. Included in the original presentation was proposed signage style and content. This is a follow-up request for approval of specific signage designs and placement locations.

FISCAL IMPACT

There is no fiscal impact to the Office of Parks and Recreation. Estimated total costs for all signage (including installation by Oakland Public Works Agency) is \$5,595. All costs are funded by a grant from the Coastal Conservancy.

PROJECT DESCRIPTION

The demonstration garden was originally designed and installed by FOSC in 1996 to demonstrate that California native plants can be used in landscaping. The addition of interpretive signage will educate the public on urban and residential impacts of creek habitat and the benefits of gardening with native plants. Signage will provide details on some of the native plants used in the garden to inspire usage of native plants in home gardens.

The two interpretive panels and plant identification signs will be installed in the demonstration garden between March and June 2012. See Exhibit D for interpretive sign placement locations. The interpretive panels will be installed by Oakland Public Works Agency (PWA); plant signs will be installed by FOSC staff and volunteers. Jim Ryugo of PWA advised FOSC on the vendor for graffiti-resistant signage and on the placement of signage to conform with requirements of the Americans with Disabilities Act (ADA).

FOSC staff and volunteers will provide for graffiti removal on as needed basis.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the Friends of Sausal Creek's signage designs and request to install signs during the spring of 2012.

Respectfully submitted,

Michelle Doppelt
Recreation Supervisor Dimond Recreation Center & Park

Attachments: Exhibit A – *Interpretive Signage Panels 1 and 2*
Exhibit B – *Specifications for Signage Panels*
Exhibit C – *Dimond Park Native Plant Demonstration Garden Plant Label Signs*
Exhibit D – *Map of Sign Locations*

Welcome to the Native Plant Garden

Not so long ago, you would have been standing on a thick blanket of ivy under a canopy of invasive acacia trees. In 1996, volunteers transformed this dark and tangled forest into a garden of wild California plants.

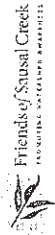
Plants, animals and insects can't live without each other! When native plants disappear, so do the insects that eat them, removing a food source for birds and other animals. The native plants you see here evolved over centuries together with the native wildlife. They provide food for butterflies and birds, which in turn allow other species to thrive.

By planting natives in your own garden you help re-establish the local ecology that has been lost through urban development.

Native plants can help you:

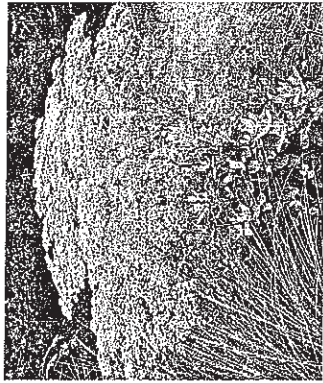
- ~ Save water
- ~ Reduce the use of pesticides and fertilizers
- ~ Reduce fire danger

To learn more, visit www.sausalcreek.org or call (510) 501-FOSC.

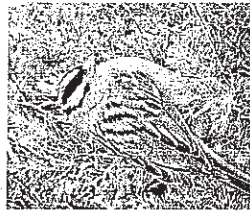


SPONSORED BY THE CALIFORNIA STATE COASTAL CONSERVANCY

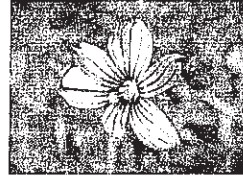
April 2012



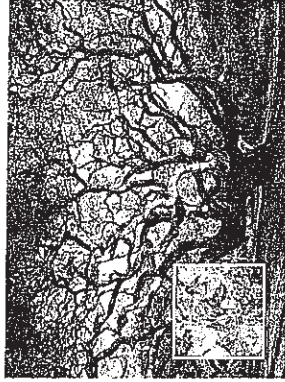
St. Catherine's lace (*Eriogonum giganteum*) is a description here description here description here. Description here description to come Description here description to come.



White-crowned sparrow (*Zonotrichia leucophrys*) is a medium sized sparrow native to North America. Description here description to come Description here.



Blue-eyed grass (*Sisyrinchium*) is a plant is a description here to come description here to come description here.



Coast Live Oak (*Quercus agrifolia*) description here description to come Description here description to come. Description here description to come Description here description to here description to come.



Tayon (*Heteromeles*) is a description is a description here to come description here to come description.



Coffeeberry (*Rhamnus californica affinis*) is a description here to come description here.



West Coast Painted Lady butterfly (*Vanessa annabella*) is a description here description here description here.



Checker Lily (*Fritularia affinis*)

Ladybug beetles (*Coccinellidae*) is a description to come Description here description to come.



Pallid manzanita (*Arctostaphylos pallida*)



Achillea millefolium (Yarrow) is a description here description here description here. Description here description here description here.



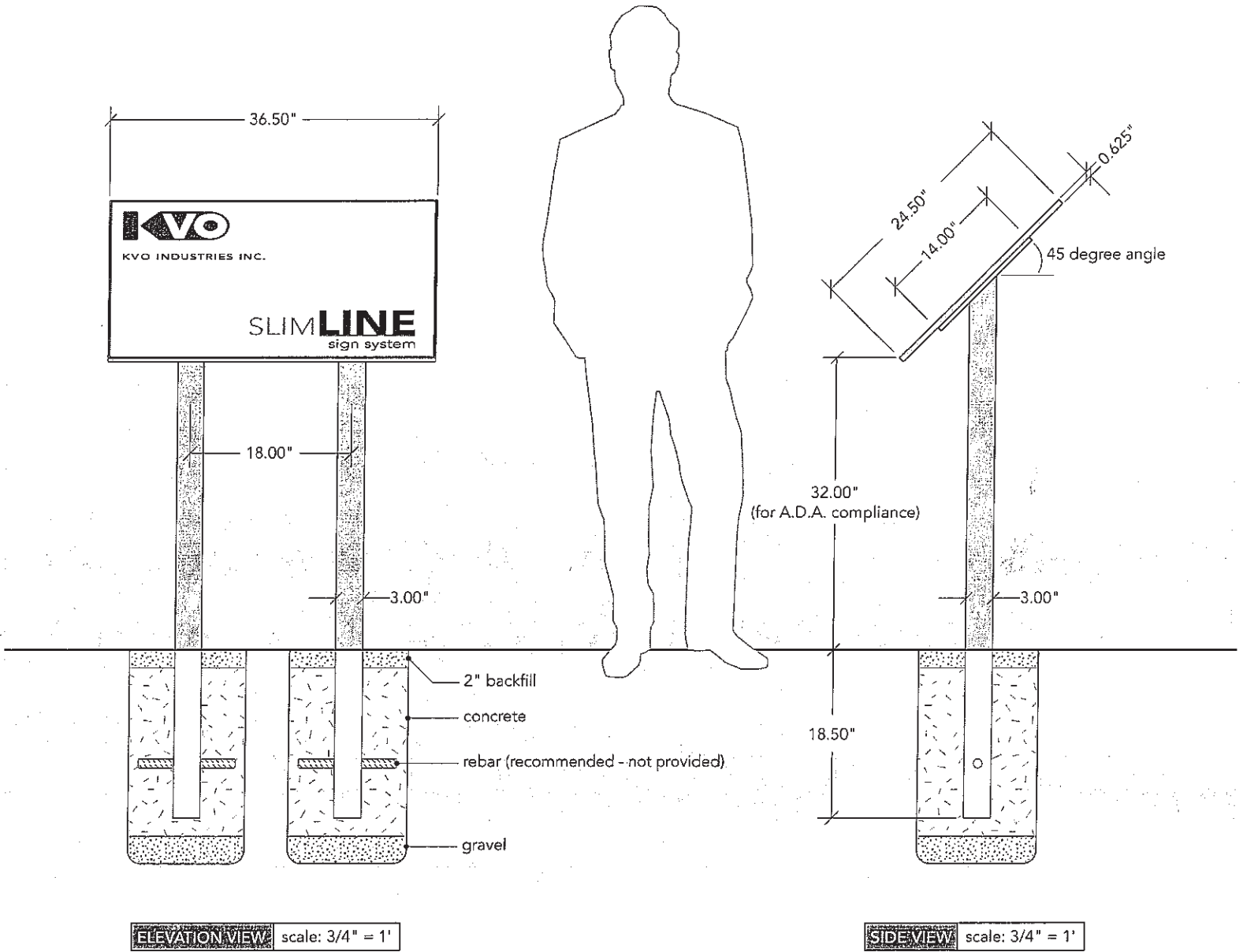
California Buckeye (*Aesculus californica*) with seed in its husk.



Anna's Hummingbird (*Calypte anna*)



Exhibit B: Specifications for Signage Panels



ELEVATION VIEW scale: 3/4" = 1'

SIDE VIEW scale: 3/4" = 1'

Double Leg Pedestal (DLP)

Product Specifications

- Product ID: **3624 SL DLP-AL**
- Frame dimensions: 36.5" x 24.5"
- Graphic panel dimensions: 36" x 24"
- construction: aluminum (standard),
Corten weathering steel (optional)
- Finish: powder coat (aluminum)
rusted and waxed (Corten steel)

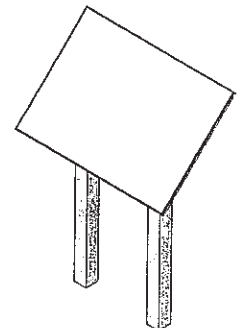


Exhibit C: Dimond Park Native Plant Demonstration Garden Plant Label Signs

Vendor:

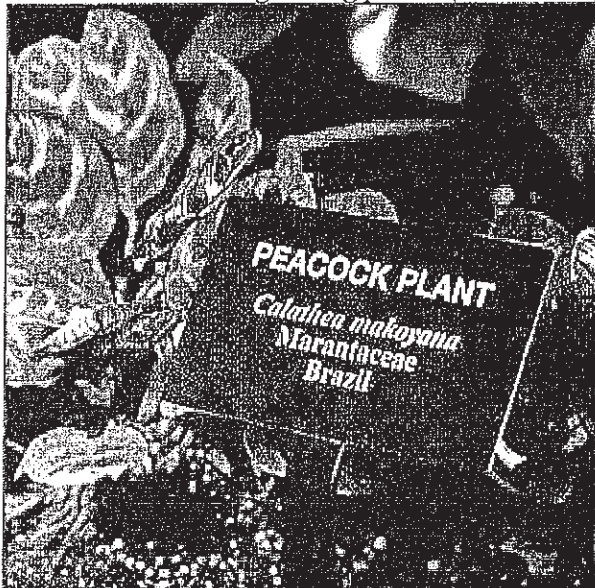
Nameplate and Panel Technology, www.myplantlabel.com

Quantity:

29 ground signs for shrubs and low-growing plants

3 tree mounted signs

For shrubs and low-growing plants (size 3" x 5")



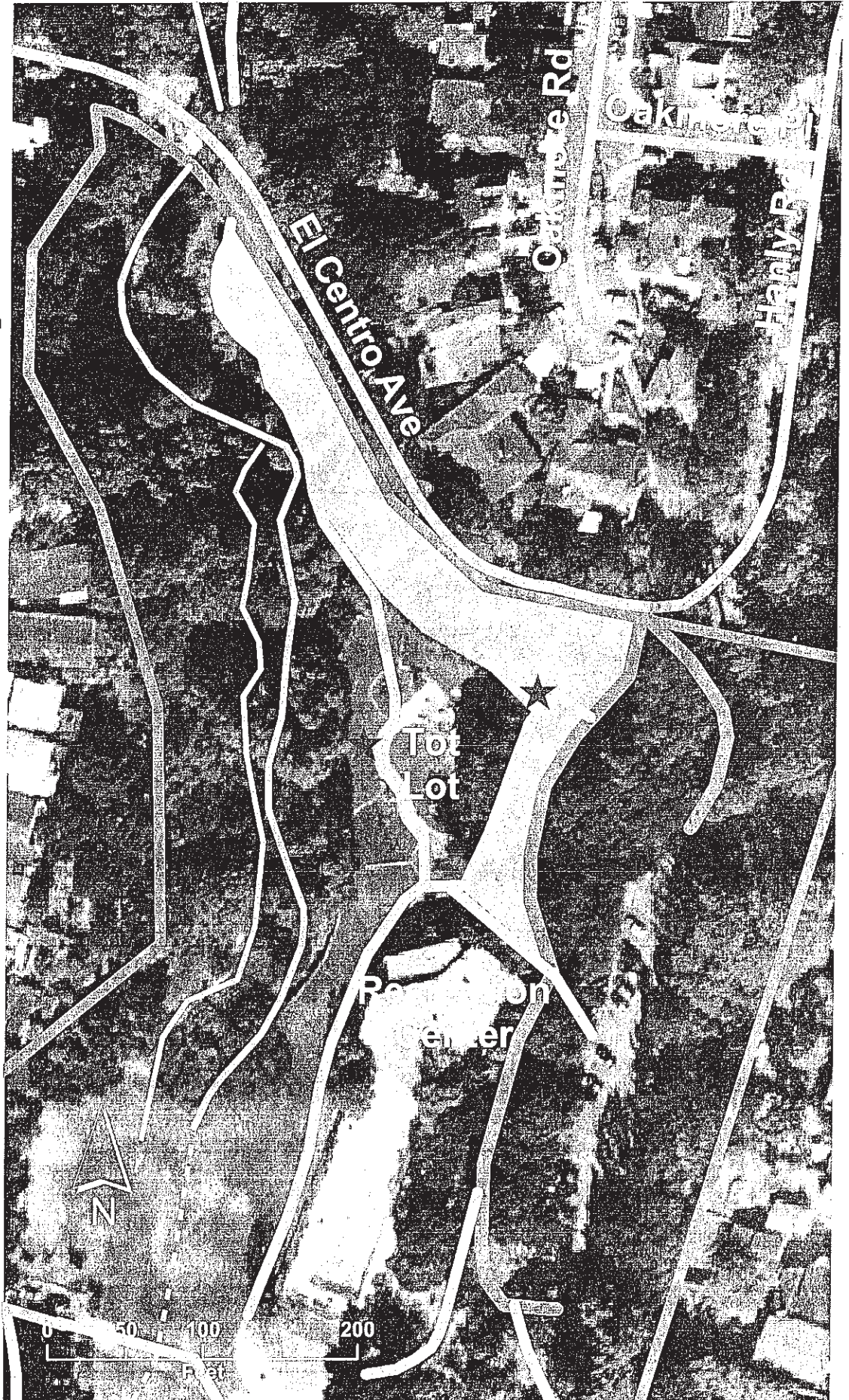
For tree mounted signs (size 4" x 6")



Exhibit D: Dimond Park Sign Locations

Features

- ★ Signs
- Demonstration Garden
- ▬ Streets
- Trails, Walks, Drives**
- ▬ Driveway
- ▬ Sidewalk
- ▬ Multipurpose trail
- ▬ Social trail
- Creeks and Culverts**
- ▬ Engineered channel
- ▬ Culvert /Storm Drain
- ▬ Sausal Creek
- ▭ Dimond Park





CITY OF OAKLAND
Interoffice Memorandum

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Peter Collier, Community Gardening Coordinator
Stephanie Benavidez, Community Gardening Supervisor
DATE: March 14, 2012
SUBJECT: Requesting Approval of Design and Implementation of Phase II Community-based Gardening Expansion Plans at Dover Street Park

SUMMARY

At the June 8, 2011 PRAC meeting it was determined by the Commission that Phase I of the garden activity proposals made by Phat Beets Produce, Healthy Hearts Clinic, and Dover Park Neighborhood Group (three entities hereafter referred to as "Partners") be approved in its design, and that the Partners return for approval of a Minor Conditional Use Permit for Phase II of their garden activity proposals. Phase I consisted of a small section within the Northeaster perimeter of the Park, whereas Phase II consisted of garden activities along the entire perimeter of the Park as show on Figure 1 of the Draft Letter of Agreement (**Attachment C**). Phase II expansion area is designated in shaded gray and called out as "perimeter area up for recommendation".

Following PRAC's recommendation from the June 8, 2011 meeting, the Partners contacted the Planning Department to obtain a Minor Conditional Use Permit to gain approval for Phase II of their proposed garden activities. However, it was then discovered that due to a zoning anomaly, Dover Street Park is zoned Residential, instead of Open Space, and therefore the Planning Department determined that a Minor Conditional Use Permit was not required in this unique circumstance.

Please note, however, it is the City's plan to re-zone the Park as Open Space in the near future, therefore, the current Residential zoning classification should be considered temporary.

After working with the Partners to establish specific rules of operation, the Office of Parks and Recreation (OPR) signed a Letter of Agreement with the Partners for the period of October 1, 2011 through March 31, 2012 to foster "recreational opportunities for neighborhood youth, seniors and adults, including groups from the nearby Oakland Children's Hospital and Healthy Hearts Clinic, as well as residents from the adjacent North Oakland Senior Center, to engage in garden activity programs."

During the period of the current agreement between OPR and the Partners, staff believes the Partners have provided quality intergenerational garden activities open to the general public, and additional gardening and health related programs for the Healthy Hearts Clinic, an independently run project occurring on the property of Children's Hospital Oakland. Staff also believes the Park has benefitted from beautification and an increase in community involvement.

A result of this increased community involvement has been the drafting of a Design Plan (**ATTACHMENT A**) submitted for the City of Oakland's review, authored by the Dover Street Neighborhood Group's Steering Committee and Design Plan Committee. The Partners request that the Commission review this Design Plan; however, it is not being put before you for approval at this time.

FISCAL IMPACT

There is negligible fiscal impact on the Office of Parks and Recreation. A small increase in the use of water for irrigation is expected. All other costs including modifications, plants, seeds, tools, permits, or fees will be the responsibility of the Partners. City staff will incur increased staff time for oversight of the partnership, but it is hoped that this will be offset by potential savings on the maintenance side.

BACKGROUND AND PROJECT DESCRIPTION

The initial Letter of Agreement was signed between OPR and the three following entities described below:

Phat Beets Produce is a fiscally sponsored project of Oakland Based Urban Gardens (OBUGS), an Oakland 510 c (3) non-profit organization. Phat Beets Produce works to connect small farmers and farmers of color to urban communities through the creation of community produce stands and farmers' markets in North Oakland.

Healthy Hearts Clinic is a tenant of Children's Hospital Oakland and provides support for youth between the ages of 2 and 18 who are obese or overweight or have family risk factors for hyperlipidemia, hypertension, or diabetes.

The Dover Neighborhood Group consists of friends and neighbors of Dover Park who gather on the first Sunday of every month to build community and green the beautiful park. They catch up with each other, share neighborhood news, enjoy watching children play and prune, weed, plant, and laugh. Jointly the group stated their mission includes "working to establish a safe community space through a community garden where youth and their families can learn about nutrition and have access to fresh foods."

In the Spring of 2010, after informal consultation with PRAC, staff gave the Partners verbal approval for Phase I of the proposal: to convert the existing non-edible vegetation within the Northeast corner of the Park's perimeter to perennial vegetables. It was also agreed that the group could place a tool box in this area. City staff provided access to irrigation.

Since that time, parts of Phase II expansion around sections of the perimeter occurred without authorization from the City. The Phase II expansion that occurred in Spring 2011 included the planting of approximately 30 fruit trees, sheet mulching in sections of the Western perimeter and Southwestern grass oval, the creation of a mural, installation of a scarecrow art piece in the Northeast garden, and also the installation of a community notice board and a lidless 2-bin composter within the Northeast section.

Once it came to staff's attention that the modifications had expanded past the approved Phase I, it was reiterated to the Partners that no further expansion was to be made until the existing and proposed modifications could be evaluated. Due to concerns about preserving sight lines into the Park it was requested that the Partners remove the fruit trees planted in the front perimeter area (between the Playground and Dover Street) and the group has complied with this request. Fruit trees planted in other areas of the Park were allowed to remain.

Staff also encouraged the Dover Neighborhood Group to register with the City's Adopt-A-Spot program to formally assist with the maintenance at Dover Street Park and to provide volunteer waivers for members of the public performing maintenance in the Park. The Dover Neighborhood Group promptly returned the applications and met with PWA staff on April 27, 2011 to formalize this adoption.

In May of 2011, Phat Beets Produce provided staff with an official written proposal outlining their garden activities and ambitions at Dover Street Park (**ATTACHMENT B**).

KEY ISSUES AND IMPACTS

The addition of two permanent structures (message board and wooden scarecrow) require maintenance. Additionally, Staff has consulted with the Planning Department and retroactive permits (per Residential Zoning codes) are being sought from the three current Partners for their unauthorized installation of the message board and scarecrow.

The Western perimeter of Dover Street Park is not irrigated and the City does not have the funds to install additional irrigation. Some of the areas being requested for use by Phat Beets Produce do occur in the Western perimeter – to be clear, Phat Beets Produce must be solely responsible for providing water to their garden activities in this part of the Park.

The previous addition of fruit trees require extensive and long-term annual maintenance that includes watering, pruning, monitoring and caring for disease, and harvest. Staff has consulted with PWA to better understand the issues surrounding fruit tree plantings, and in the newly proposed Letter of Agreement we now seek to require that Phat Beets Produce, with the assistance of their licensed arborist volunteer, be solely responsible for regularly pruning mature fruit trees to a skirt of seven feet high, or regularly prune fruit trees in the "espalier" method so to preserve sight lines into and around the Park. The proposed Letter of Agreement also states that before planting any more trees in the Park, fruit species or otherwise, the Partner must first obtain written consent from OPR.

Staff awaits recommendations from the Public Art Advisory Committee (PAAC) before recommending a plan of approval or modification to the existing mural.

Staff provided the Partners with a blueprint for a three-bin composting system that is rodent proof, and the Partners agreed to replace their existing two-bin lidless compost system with this three-bin model. To date, this has not occurred.

Staff hopes to provide the Partner with an opportunity to grow and further expand its garden and health related programs. However, we also seek improved communication and a greater sense of partnership. Therefore, staff has worked with the Partners to clarify that in a new letter of agreement (**Attachment C**), where Phat Beets Produce is singly listed as the sole OPR Partner and singly responsible for ensuring the terms and conditions laid out in the newly proposed agreement are followed in their entirety. If the proposed expansion of gardening activities is approved, this step would help to avoid continued communication challenges that have at times arisen between OPR and the existing three Partners. Staff also ask for increased documentation regarding the number and demographic of people being served at the garden and a more detailed written record of how the produce being grown is consumed, so that we can better quantify the benefits of the programs and shed greater light on how they positively impact Oakland. The Letter of Agreement is proposed for the term period of one year beginning April 1, 2012, and aims to address all concerns listed above, as well as ensure a successful partnership for the future.

RECOMMENDATION

Staff recommends the Commission approve the design and implementation of Phase II community-based expansion plans of the gardening activities at Dover Street Park. Staff further recommends the Commission's approval of Phat Beets Produce's continued involvement at Dover Street Park is contingent upon expeditiously signing and following the proposed Letter of Agreement, failure of which could result in consequences such as termination of the agreement, and/or putting the Park out to bid for another organization's approved use.

Respectfully Submitted,

Peter Collier
Community Gardening Program Coordinator

ATTACHMENTS

- A** – Design Plan submitted by Dover Street Neighborhood Group (for informational purposes only)
- B** – Phat Beets Produce's 2011 Written Proposal for Use of Dover Street Park for Gardening Activities
- C** – Draft Letter of Agreement with Phat Beets Produce and Figure 1 Plot Map

ATTACHMENT B



Dover Neighborhood Park and Healthy Hearts Youth Garden

Proposal

May 22, 2011

Our Mission:

We are working to establish a safe community space through a community garden within a city park where youth and their families can learn about nutrition and have access to fresh foods. From these immediate benefits, we hope to have deeper effects in our community, including increased food stability for families, employment opportunities for at-risk youth, and decreased incidence of diet-related disease, including obesity and related chronic conditions.

Program Objectives:

1. Establish a space for Healthy Hearts patients and neighbors of Children's Hospital Oakland to grow pesticide-free fresh fruits and vegetables.
2. Provide educational support to patients and their families and our surrounding community to grow their own food.
3. Create interactive models that engage young people and their families in healthy eating through experiential learning.
4. Contribute to the park's upkeep and maintenance in the face of city-wide budget cuts and maintenance staff reductions.
5. Continue to foster a welcoming and safe public space along the Dover Corridor.
6. Engage youth affected by diet-related diseases in exercise and making healthy lifestyle choices.

Involved/Interested Parties:

1. Healthy Hearts Clinic at Children's Hospital Oakland
2. Phat Beets Produce
3. Neighbors/Community of Dover Street Park
4. City of Oakland

Information About Our Partners:

Phat Beets Produce

Phat Beets Produce is a volunteer collective based out of North Oakland that works to connect small farmers and farmers of color to urban communities through the creation of community produce stands and farmers' markets at North Oakland Institution. Phat Beets Produce is a fiscally sponsored project by OBUGS (Oakland Based Urban Gardens), a West Oakland based 501 c(3) non-profit organization. Phat Beets Produce has acquired the City of Oakland required insurance policies in order to eliminate liability concerns associated with the project.

Healthy Hearts Clinic at Children's Hospital Oakland

ATTACHMENT B



The program is open to youth between the ages of 2 and 18 who are obese or overweight. Youth who are normal weight but have family risk factors for hyperlipidemia, hypertension or diabetes are also eligible.

Neighbors of Dover Street Park

Neighbors have been cleaning, abating graffiti, weeding and offering general park stewardship in an ongoing and well established manner since February 2007 with the First Sunday of the Month gathering and park clean-up. This neighborhood effort came about as a response to neighborhood violence and as a way to create community by keeping the park a vibrant community asset. The Neighbors have been involved from the onset with every aspect of the vegetable garden.

Program Description:

We have established a community garden space within the Dover Street Park. The garden was started last Spring/Summer 2010 after it was approved by the city of Oakland through the Parks and Recreation department that we could use the perimeter of the park, with the blessing of Councilmember Brunner's office. Within that area, there is a shared site for the neighborhood and for the Healthy Hearts Clinic to grow food. Beds on north side of park are for seasonal vegetable plantings. Drip irrigation installed reduces water needs. Additionally, we have funded and constructed wheelchair accessible raised-garden-beds for the use of senior (from the adjacent senior center) and handicapped volunteers. After the successful summer and fall season, we expanded and planted fruit trees along the perimeter of the park. We plan to continue to develop the perimeter area with annual and perennial plantings that will benefit and complement current plantings.

(See attached vegetable and fruit tree planting list for specific plants.)

Open community work days are held every **Wednesday afternoon from 2:30pm until dusk**, and the **first Sunday of every month from 10am to 2pm** where anyone is welcome to come and be a part of the collaborative process. Work days are attended/supported by our garden manager and at least one Phat Beets Produce volunteer and multiple regular neighborhood volunteers. The food is free for anyone to take and consume regardless if they have worked in the garden.

Education, Outreach, and Youth Programming:

Volunteers and families from the Healthy Hearts Clinic are recruited to work in the garden. We are planning a summer internship beginning in June 2011 for teenagers from the Healthy Hearts clinic who demonstrate commitment and interest in the garden program. This opportunity will give interns the chance to learn about nutrition and urban gardening, while sharing their knowledge with their peers. Working in the park will provide youth with an invaluable opportunity to learn about civic involvement in public spaces and community building. The youth will be supervised primarily by a Phat Beets Ally and our garden manager with assistance from volunteers from Phat Beets Produce and the Healthy Hearts Clinic.

ATTACHMENT B



Planting Protocols and Decision Making Process:

Planting decisions are made as a collaborative effort with community member input and the counsel of experts from within the community and interested parties including: certified arborists, certified contractors, and certified landscape horticulturalists. We would like to continue to accept input from interested parties while developing a streamlined communication and approval process with the City of Oakland. In order to facilitate the planting and maintenance process for volunteers who attend scheduled garden workdays, we plan to provide the following:

1. Signage to explain the project clearly and concisely upon entrance to the park, including protocols for decision making, planting, etc. Contact information will be provided as well as a way for people to share any questions and concerns.
2. A sign-in/sign-out sheet for people that come to work in the park as well as mandatory signing of city liability waivers and/or OPR registration forms.
3. A well displayed "to do" list of regular tasks that need to be done on the board with continued regular work days on Wed. afternoons and first Sunday of every month (Wednesdays were chosen specifically to encourage kids to come enjoy the park and garden as it is a minimum day for most kids in Oakland)
4. Signage to explain rules and potential hazards, ie: no ladders, tree climbing, etc.
5. A secured tool shed that houses the tools with access available to approved volunteers.

Irrigation:

An efficient drip irrigation system has been installed in the annual vegetable area. A drip irrigation sprinkler system is being designed for the fruit trees using ¾ inch poly tubing and drip emitters. The system will utilize a battery-powered timer and will run the perimeter of the park with main hoses buried under surface mulch. Each tree will be equipped with two 1gal/hr emitters and will be provided 5-7 gallons of water weekly.

Pruning:

Trees will be pruned in winter, by a certified arborist from the immediate community. Pruning strategy and technique will ensure easy access to most fruit from ground level. Telescoping fruit picking tools will be used to harvest any fruit that is unreachable from the ground. Trees along the east side of the park will be pruned to maintain a seven foot skirt or clearance from the ground level, thereby allowing clear sight lines from the street into the park (existing city plantings have a five foot skirt.)

Harvesting:

A wide range of long handled harvesting and pruning tools will be made available for fruit harvest to eliminate the need for ladders or tree climbing. Volunteers are in the garden weekly rain or shine on Wednesday afternoon and the first Sunday of every month. Fruit will be harvested and distributed on a weekly basis. **Forage Oakland, the Alameda County Food**

ATTACHMENT B



Bank, and other local community groups that help distribute excess fruit to local schools from urban fruit trees are in partnership and support of this project.

With the high demand for fresh produce in the Dover neighborhood it is likely that there will be little to no excess fruit at maturity due to high foot traffic in the park. Regardless, walkways are currently swept each Wednesday and organic matter and debris are placed in the on-site compost bin. Any fallen fruit will be removed on a weekly basis and composted to reduce disease and prevent rodents.

Disease and Pest Management:

Disease is mitigated through the use of drip emitter irrigation. We will be painting the base trunk of a majority of the fruit trees to reduce bark related diseases and scald. Non-toxic tangle foot will be placed at the base of each tree to reduce the spread of disease by insects. In addition garden volunteers will be trained to identify light brown apple moth. All diseased pruning will be moved off site to limit the spread of disease. Specific fruit tree varieties were selected to meet the chill requirement for this part of Oakland (400 hours) and therefore inherently have lower maintenance needs. Any tree exhibiting persistent disease will be removed in year two.

Edible Landscaping:

In order to reduce weed pressure and maintenance requirements, all trees have been organic and sheet mulched. This sheet mulch will be seeded in sweet alyssum and clover to attract beneficial insects and provide year round blooming flowers. In addition a permaculture-inspired, low lying edible landscaping is being designed with help from the **Horticulture Department at Merritt College** to compliment the fruit tree plantings.

Distribution of Produce:

Food is available to harvest for anyone who needs or wants it. We feel strongly that the food should stay available for people in need from the community. Signage in the garden will describe harvesting techniques and a harvest schedule will be posted. Wednesday workdays will be designated harvest days. The steering committee will help coordinate the harvest schedule and make sure that enough volunteers have signed-up to cover the harvest requirements. Rodent-proof boxes will be provided for any extra produce for families to pick up. Weekly workdays will provide continued education and outreach around harvesting; experienced volunteers will pass on this knowledge to newer volunteers. Families and teenagers from the Healthy Hearts Clinic will also assist in the harvest.

Steering Committee:

We plan to develop an official Dover Park and Garden Steering Committee comprised of members from the community / Dover neighborhood, the City of Oakland (Community Gardens and Parks and Recreation), the Healthy Hearts Clinic, and Phat Beets Produce. Membership on the steering committee will be open to any member of the interested groups.

ATTACHMENT B



capable of meeting a minimal number of monthly volunteer hours in the park/garden. The steering committee will maintain a majority of members from the neighborhood community in order to assure that the public opinion of the citizens is adequately represented. The committee will be responsible for maintaining open communication with city entities. Any city officials involved with the park are welcome to attend steering committee meetings. All proposed action items, agendas, and meeting minutes will be made available to interested city departments and the public. One of the community members will be the committee chair for North Oakland Voter's Alliance (NOVA) parks committee.

The specific tasks of the Committee will include:

- discussing garden project development, specific plantings, etc.
- overseeing overall park, garden, and fruit tree maintenance
- scheduling, promoting, and managing special park events and programs
- communicating with the City of Oakland
- developing plan to address any concerns

Final Thoughts:

Oakland was the fifth most violent city in the United States in 2010, in part due to a lack of safe public spaces. Children and youth in Oakland are especially at risk of developing diet-related chronic diseases as a result of poor diets and inadequate physical activity. A staggering one-third of students in Oakland Unified School District are at risk of developing diabetes. The unprecedented risks that Oakland youth face in developing chronic diseases illustrates the need for programs that positively influence their attitudes and behaviors towards healthy eating.

Whether parent, city council person, pediatrician, or neighbor, we all have a civic duty to respond to the need for safe public spaces and the need for healthier foods in our communities. The Dover community garden and its related activities (planting, harvesting, watering, weeding) are consistent with the vision that established the monthly Sunday workdays at the park. Neighbors wanted a clean, safe, inclusive place for their families. The garden has galvanized multi-generational community involvement in the park, and created many more stakeholders who want to help maintain the park as a vibrant, healthy community asset. This type of volunteer project is exactly what the city of Oakland needs in the face of drastic budgetary cutbacks. Together, we can work towards positive change with a united front.

ATTACHMENT B



Planting List (Current and Proposed):

Perennials / Herbs

- Oregano
- Sage
- Thyme
- Rosemary
- Spicy Mint
- Chocolate Mint
- Chayotte
- Horseradish
- Chives
- Lemon Grass
- Lemon Balm
- Tree Collard
- Sorrel
- Rocota Pepper
- Artichoke
- Raspberry
- Strawberry
- Pepino Dulce
- Tamarillo
- Banana
- Timber Bamboo
- Pineapple Guava

Annuals

- Kale
- Pole Beans
- Peppers
- Tomatoes
- Collards
- Salad Mix
- Arugula
- Chard
- Zucchini
- Sweet Alyssum
- Clover
- Parsley

Fruit Tree Varietals (including variety and mature height if not pruned)

- Avocado 'Fuerte' 20'-24'; hardy to 26°F; tree size is 6 by 4 meters. (from Wiki)

ATTACHMENT B



- Apples 'Gala' and 'Pink Lady' 15'-25'
- Lemon 20'
- Plum 'Santa Rosa' 25'
- Apricot 'Gold Kist' 20'
- Peach 'Double Jewel' 12'-18'
- Asian Pear 'Shinseiki' 12'-18'
- Fig 'White Genoa' 15'-30'
- Plum 'Methley' 12'-18'
- Aprium 'Flavor Delight' 12'-18'
- Persimmon 'Chocolate' 15'-30'
- Peach 'White Donut' 8'-14'
- Grapefruit 'Oro Blanco' 20'-25'
- Tangerine 'Dancy' 20'-25'
- Orange 'Valencia' 20'-25'

250 FRANK H. OGAWA PLAZA, SUITE 3330
OAKLAND, CA 94612



February 23, 2012

Max Cadji
Food Systems Coordinator
Phat Beets Produce
5300 Genoa St. # A
Oakland, CA 94608

Subject: Letter of Agreement

Dear Mr. Max Cadji,

This Letter of Agreement (Agreement) is entered into by and between The City of Oakland (CITY), specifically the City of Oakland Office of Parks and Recreation (OPR) and Phat Beets Produce ("Service Partner Entity"), referred to as "Partner" and outlines the general terms and performances for both parties.

Purpose

The purpose of this agreement is to establish and define the terms and conditions of the relationship between OPR and Phat Beets Produce, which is charged with the organization and administration of a community-based edible garden at Dover Street Park. This relationship will provide recreational opportunities for youth, seniors and adults, including groups from the nearby Oakland Children's Hospital and Healthy Hearts Clinic, as well as residents from the adjacent North Oakland Senior Center, to engage in garden activity programs. Garden activity programs will be supervised and managed by experienced knowledgeable volunteer members of Phat Beets Produce and will be reviewed by OPR's Community Gardening Program office. All of Dover Street Park will remain completely and in totality available to the public during the Park's open hours.

1. OPR Will Provide:

- a. The ongoing use of designated sections within the U-shaped perimeter area (plus the Southwest ovals) of Dover Street Park (shown in Figure 1) for edible gardening activities and programs.
- b. Existing access to water.
- c. Access to Dover Street Park during the posted dawn to dusk park open hours.
- d. OPR registration forms for youth and adults enrolled in all garden programming (to be completed and submitted prior to the commencement of these programs).
- e. OPR waiver forms for all regular (at least once a week) garden participants not enrolled in a Phat Beets-provided program (to be completed and submitted prior to participation in the garden).
- f. Background checks for Phat Beets Produce volunteer members and volunteers who will have supervision over youth in garden programs.
- g. Support to Phat Beets Produce in resolving irrigation issues and other park maintenance issues that may arise.
- h. A Report-Back form due to the Community Gardening Program office March 1, 2013.

2. Phat Beets Produce Will Provide:

- a. Knowledgeable screened (see specifics below) program volunteers to oversee all gardening programs at Dover Park throughout the period of this agreement.
- b. Completed OPR registration forms for each participant before they participate in Phat Beets Produce garden activities - youth and adult - provided to OPR monthly. (Adopt-A-Spot volunteers sign separate waiver forms, submitted to the Public Works Agency, for general park maintenance activities.)
- c. At least three garden programs annually, open to the community free of charge, for Oakland residents aged 18 and under that meets at least once a week for at least five consecutive weeks, where every program must produce an enrollment total of at least ten registered participants. Specific days and times of the programs will be provided to the Community Gardening Program office at least two weeks before they begin.
- d. At least ten garden workshops (these can be ongoing or one-day events) open to the community for Oakland residents aged 18 and above, including seniors, that meets at least once a week for at least five consecutive weeks, where every program must produce an enrollment total of at least fifteen registered participants. Specific days and times of the programs will be provided to the Community Gardening Program office at least two weeks before they begin.
- e. Proof of insurance naming the City of Oakland, its Council Members, officers, directors, employees and agents as additional insured (see specifics below).
- f. Continued access to the raised beds already constructed for senior participants.
- g. Coordination with the Dover Neighborhood Group Adopt-A-Spot members and assistance with ensuring the continued maintenance of the entirety of Dover Street Park, including the Bulletin Board and the wooden scarecrow.
- h. Appropriate tool safety orientations for all participants (youth and adult) prior to providing use of tools, and secured orderly storage of tools when not in use. Power tools and motor vehicles are not permitted for use (by service providers or other volunteers) in the park, for any reason at any time.
- i. Public access to all produce grown on the Dover Street Park grounds. Excess produce to be documented by type and quantity before being donated to non-profit organizations or

- schools. All produce must be tracked as much as possible. Sign-in forms must be completed by all people or entities receiving produce on an organized harvest day, and copies these forms must be turned in to the Community Gardening Program office monthly, so to maintain an organized system of tracking who benefits from the produce. Sign-in forms must include name, address, and the number of people in the household.
- j. Prompt (within a week's time) composting or removal of all green waste generated by the garden. No obstruction of asphalt pathways at any time.
 - k. Construction of a rodent-proof 3 bin composting system following the design plan provided by the Community Gardening Program office.
 - l. Effective ongoing maintenance of all plantings and all edible garden areas throughout the park, assuring tools are locked in a toolbox, and irrigation equipment and all other gardening supplies are stored properly and neatly, and not left out unused when garden programming is not in session.
 - m. Assurance that compost and soil deliveries to the site will not be left in large piles, unused, for more than a week's time, and will not impede access to pathways in the park.
 - n. A completed Report-Back form provided by OPR due to the Community Gardening Program office on March 1, 2013 that records detailed information on the annual number of participants and demographics, including information on nonprofit organizations and/or schools that received produce grown in Dover Street Park by Phat Beets Produce.
 - o. A planting list of types of produce that will be grown.
 - p. Adherence to the Planting Protocols, Irrigation, Pruning, Harvesting, Disease and Pest Management, Edible Landscaping, Distribution of Produce and Steering Committee portions of Dover Neighborhood Park and Healthy Hearts Youth Garden Proposal dated May 22, 2011 (Exhibit A), as well as adherence to the rules and regulations specified by the City of Oakland's Community Gardening Program and the Public Works Agency's Bay Friendly gardening protocol.
 - q. Appropriate permits for all gatherings of 25 or more people except those registered as official City of Oakland events (e.g. National Night Out, Adopt-A-Spot maintenance meetings, Earth Day Event).
 - r. If it is deemed necessary by OPR, a person to open the park at dawn and close the park at dusk each day in accordance with posted hours.
 - s. A detailed written report describing the exact species and location of any trees, fruit bearing species or otherwise, that are desired for planting in the Park, including a description of their intended use, and assurance that any tree plantings will not occur without first obtaining written consent from the Community Gardening Program office, as well as obtaining all necessary permits required by the City of Oakland's Planning Department. **Note: this includes permanent structures already added to the park, which means that retroactive permits must be applied for by Phat Beets Produce and approved by the Planning Department for the bulletin board and scarecrow that have already been installed at Dover Street Park.**
 - t. Regular pruning services for all fruit trees already installed, pruned to the following specifications meant to preserve sightlines into and around the Park: a 7 foot skirt for all mature trees OR regular and ongoing pruning of all developing trees in the "espalier" style.
 - u. A detailed written report describing the exact size and location of any permanent structures that are desired for adding to the Park, including a description of their intended use, and assurance that any construction will not occur without first obtaining proper permits (if applicable) and written consent from the Community Gardening Program office.

- v. Appropriate signage at the site stating is a property belonging to City of Oakland's Office of Parks and Recreation, with appropriate contact information listed, and all language approved by the City before the sign is installed.
- w. Assurance to await written consent from the Community Gardening Program offices before installing any new irrigation systems in Dover Street Park.

Term

Agreement term shall be for the period of April 1, 2012 through March 31, 2013. This Agreement may be terminated by either party, for any reason, with thirty (30) days advance written notice. Modifications of this Agreement shall be made by mutual consent of the Parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed. Failure to comply with any and all terms and conditions written in this document may result in the Partner's loss of privilege to access Dover Street Park for the purposes described herein, and may also result in the Park being put out to bid for use by other Service Partner Entities, or the loss of any vegetation already installed in the Park by Phat Beets Produce.

Compliance

All employees of Oakland Parks and Recreation have been screened through the use of the State of California, Department of Justice Live Scan process. Each instructor's background is checked and they are fingerprinted. In addition to the initial criminal background check, if during the course of this contract, OPR obtains subsequent notification of an arrest or conviction of a serious or violent felony, a sexual offense, or a controlled substance abuse offense, OPR will immediately prohibit the instructor(s) participation in the project.

Service Entity volunteers with supervision over youth will be subject to the same above stated background and fingerprint screening. No instructors shall have contact with any youth prior to confirmation that they have passed the criminal background check.

Entire Agreement, Waiver, Amendment, and Assignment

This agreement expresses the understanding of the parties hereto and cancels, terminates, and supersedes any prior or contemporaneous agreement, warranty, or understanding relating to the subject matter hereof. None of the provisions of this Agreement may be waived or amended except agreed upon in writing by both parties.

Agency

Notwithstanding anything contained herein, this Agreement does not create an "agency" relationship between the parties. Neither party can act as the agent of the other party.

Insurance

Service Entity, at its own expense, shall secure and maintain in full force and effect for the duration of this agreement:

Commercial General Liability insurance policy with a limit of not less than Two Million Dollars (\$2,000,000) per person and Two Million Dollars (\$2,000,000) general aggregate limit, covering personal injury, death and property damage, and covering any incident that may occur involving the event, preview events, the venues, directly or indirectly.

Workers' Compensation insurance with limits of not less than One Million Dollars (\$1,000,000) per person.

Automobile Liability insurance as related to automobile use by an involved Service Entity employee with limits of not less than One Million Dollars (\$1,000,000) each accident, combined single limit, for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles including loading and unloading operations.

In each insurance policy referenced above, the City of Oakland shall be named additionally insured. The insurance policies shall apply only to the extent of the negligent acts or omissions of Service Entity, its officers, agents, employees; or any other person or persons under Service Entity's direct supervision and control.

Upon signing of this Agreement, Service Entity shall furnish City with a Certificate of Insurance evidencing compliance with all insurance requirements using ISO endorsement CG 20 10 or its equivalent naming the City of Oakland, its Councilmembers, directors, officers, agents and employees as insureds in its Comprehensive Commercial General Liability policy. If Service Entity submits the ACORD Insurance Certificate, the insured status endorsement must be set forth on a CG 20 10 (or equivalent). **STATEMENT OF ADDITIONAL INSURED STATUS ON THE ACORD INSURANCE CERTIFICATE FORM IS INSUFFICIENT AND WILL BE REJECTED AS PROOF OF MEETING THIS REQUIREMENT.**

Indemnification

Service Entity agrees to protect, defend (including any third party lawsuits), indemnify, and hold harmless City of Oakland, its Council Members, officers, directors, employees and agents from any and all claims, judgments, penalties, demands, actions, losses, expenses or damages arising out of the performance of this Agreement by Service Entity, its contractors, and their respective subcontractors, vendors, guests, and invitees to which City may be subjected, except for those claims, demands, actions or damages resulting from the negligence or willful misconduct of City, its Council Members, officers, agents, and employees.

Waiver of Subrogation

The Service Entity waives any right of recovery against City due to any loss or damage to the property owned either by the City or the Service Entity when such loss of or damage to property arises out of the acts of God or any of the property perils included in the classification of fire, extended perils ("all risk" as such term is used in the insurance industry) whether or not such perils have been insured, self-insured or non-insured.

Publicity

Any publicity generated by Service Entity for the program described in this Agreement, during the term of this Agreement or for one year thereafter, will make reference to the City of Oakland's ownership of the plot of land used for the garden program. To that end, the words "Healthy Hearts Youth Garden Program at the City of Oakland's Dover Street Park" will be explicitly stated in all pieces of publicity, including but not limited to web sites, flyers, press releases, posters, brochures, public service announcements, interviews and newspaper articles. Service Entity further agrees to cooperate with authorized City officials and staff in any City-generated publicity or promotional activities undertaken with respect to this program.

Notices

Any notice required or permitted to be given under this Agreement shall be in writing and shall be conclusively delivered to the other party at the following respective addresses:

Office of Parks & Recreation:
Stephanie Benavidez, Recreation Supervisor
Community Gardening Program Office
600 Bellevue Avenue
Oakland, CA 94610
Phone: 510-238-3739
FAX: 510-238-7962
E-Mail: sbenavidez@oaklandnet.com

Phat Beets Produce & Dover Neighborhood Group:
Max Cadji, Food Systems Coordinator
5300 Genoa #A
Oakland, CA 94608
Phone: 510-689-3068
FAX:
E-Mail: max@phatbeetsproduce.org

Accepted and Approved
City of Oakland Office of Parks and Recreation

Accepted and Approved
Phat Beets Produce
(Tax ID number: 94-3345794)

Print Name: Stephanie Benavidez

Print Name: Max Cadji

Signature: _____

Signature: _____

Date: _____

Date: _____

Print Name: Dana Riley, Assistant to the Director

Signature: _____

Date: _____

Approved as to form and legality:

Print Name: _____

Signature: _____

Office of the City Attorney

Date: _____


DRAFT / ATTACHMENT C

Exhibits:

- A – OBUGS Sponsorship Letter of Phat Beets Produce
- B –Dover Neighborhood Park and Healthy Hearts Youth Garden Proposal May 22, 2011
- C – Insurance Certificate
- D – Insurance Waiver
- E – Figure 1

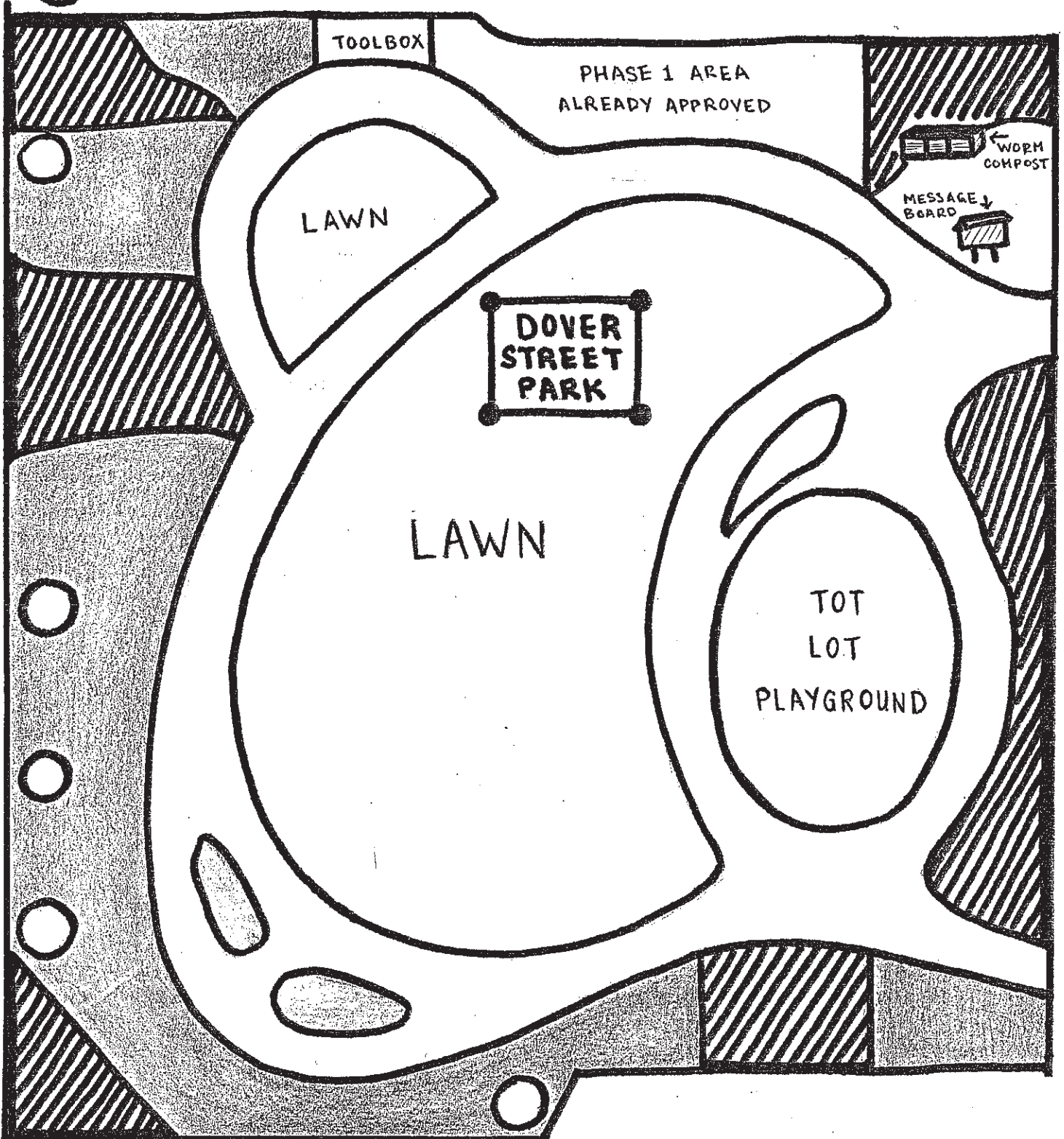
FIGURE 1



 = PERIMETER AREA UP FOR RECOMMENDATION

 = EXISTING CITY LANDSCAPING DONE BY ADOPT-A-SPOT

 = CITY TREE



Oakland Based Urban Gardens

1724 Mandela Parkway, #5, Oakland, CA 94607 510-465-4660 fax 510-465-4677 www.obugs.org

Phat Beets Produce, Max Cadji
5300 Genoa #A, Oakland, CA 94608

Dear Max,

11/30/09

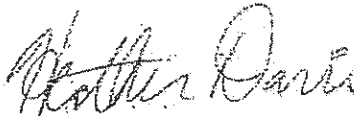
Congratulations, on 11/12/09, OBUGS (federal tax ID number 94-3345794) agreed to serve as fiscal sponsor for Phat Beets Produce's educational and charitable work:

- To provide equal, affordable access to organic fresh fruits and vegetables, grains and legumes to North Oakland families through wholesale pricing.
- Supported by community events, facilitating youth in leadership roles engaging their peers in healthy eating and nutrition discussions through fruit and vegetable sampling.
- Working to connect small farmers to urban communities via the creation of farm stands and farmers markets in local establishments.

No funds provided under this fiscal sponsorship arrangement shall be used for illegal purposes or for participation or intervention in any campaign for public office. No funds provided through this fiscal sponsorship shall be earmarked for use in any attempt to influence legislation within the meaning of IRC Section 501 (c) (3), and no agreement, oral or written, to that effect has been or shall be made between OBUGS and Phat Beets Produce.

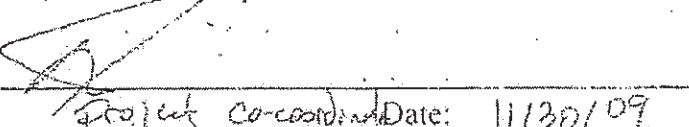
OBUGS requests, as a condition of this sponsorship, that a representative of your organization signs all copies of this Grant Letter and the enclosed Fiscal Sponsorship Agreement and Policies, keeping a copy of each for your files and returning the originals to OBUGS.

Sincerely,



Heather Davis, Director of Operations

Signed by:



Title:

Project Co-ordinator Date: 11/30/09

West Oakland Children Do Matter.



City of Oakland
Finance and Management Agency
Risk Management Division

INSURANCE REQUIREMENTS MODIFICATION REQUEST

PROJECT MANAGER: Complete Items #1 through 8, then send/deliver completed form with all the attachments shown in Item #6 below to: Finance and Management Agency, Risk Management Division, 150 Frank Ogawa Plaza, Suite 2352, Oakland, CA 94612. Phone (510) 238-7165/Fax (510) 238-4749.

- 1 Name of Consultant: Phat Beets Produce
2 Project Name & Number: Dover Park Garden Agreement
3 Start & End Date of Contract: 6/20/11 - 9/31/11
4 Project Description: Youth garden program in Dover Park

5 Reason for Insurance Modification Requested: (Complete all that apply)

Commercial General Liability:

- Waive Justification: _____
 Reduce to: \$ _____

Workers' Compensation:

- Waive Justification: No employees on payroll - see attached.

Automobile Liability:

- Waive Justification: No vehicle use - see attached
 Reduce to: \$ _____

Other:

- Waive Justification: _____
 Reduce to: \$ _____

6 Attachments Required:

- Schedule A - Scope of Services Schedule M - Independent Contractor's Questionnaire
 Schedule Q - Insurance Requirements Existing insurance documentation from Contractor
 Signed statement from Contractor on company letterhead verifying reason for waiver or reduction of each insurance requirement.

7 Other Comments: _____

8 Sarah Herbelin Recreation Supervisor 6/17/11
Project Manager Title/Department Date of Request
510-238-2196 510-238-7199 sherbelin@oaklandnet.com
Phone Fax E-Mail

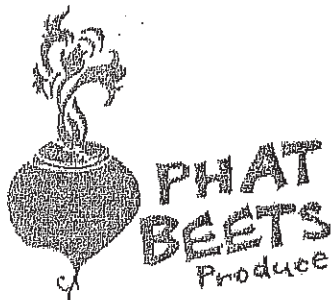
TO BE COMPLETED BY THE RISK/INSURANCE MANAGER:

9 Identify Risk to the City: covered to the City

- Request Granted Request Denied

[Signature] _____
Authorizing Signature Date





food justice * farmers' markets * gardens

5/22/2011

Request for Exemption

Phat Beets Produce is requesting an insurance exemption from the City of Oakland for worker's compensation insurance and automobile liability insurance.

Phat Beets Produce has no employees on payroll and therefore does not have a need for worker's compensation. In addition Phat Beets Produce does not have a vehicle and uses bicycles and bicycle carts for transportation, therefore there is no for automobile liability insurance.

Thank you,

max cadji

Food System Coordinator

510-689-3068

www.phatbeetsproduce.org



