



CITY of OAKLAND  
OFFICE of PARKS & RECREATION

**\*\*SPECIAL MEETING\*\***  
**PARKS AND RECREATION ADVISORY COMMISSION**  
City of Oakland  
Wednesday, November 18, 2009, 4:30 P.M.  
Lakeside Garden Center, 666 Bellevue Avenue, Oakland, CA

**\*\*\* REVISED AGENDA \*\*\***

1. CALL TO ORDER:
2. ROLL CALL:  
ARCENEUX, BELCHER, ENABULELE, HAMMOCK, MATIS, MILLER, MONTAUK,  
RICARDS, SCOTT, TAYLOR, WONG
3. DISPOSITION OF MINUTES:
  - A. Minutes of the September 16, 2009
4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
6. MODIFICATIONS TO THE AGENDA:
7. COMMUNICATIONS:
  - A. Lakeside Park Parking Fee Increase Status Report - Gail McMillon
  - B. H1N1 Update – Dana Riley
8. PRAC COMMITTEE REPORT:
9. ADVISORY COUNCIL REPORTS:
  - A. Mosswood Council Representative should attend the next Mosswood Advisory Council meeting on November 19, 2009
10. CONDITIONAL USE PERMITS:
  - A. **Request From Project Delivery Division, CEDA for PRAC to Review and Approve The Jefferson Square Park Improvement Project Minor Conditional Use Permit:** The Project Delivery Division, CEDA is working with the Office of Parks and Recreation on the Jefferson Square Park Improvement Project. The project addresses a request from the Old Oakland Neighbors and other community members to provide a new dog park and improve lighting and the existing tot lot area. PRAC reviewed and approved the project design on July 8, 2009. Since then staff has applied for a Minor Conditional Use Permit. Staff is requesting that PRAC review and approves the Minor CUP.

- B. **Request Approval of the Design of an Off-Leash Dog Play Area at the Grove Shafter Park Located at 37th Street and Martin Luther King Jr. Drive, and Approval of the Minor Conditional Use Permit for the Construction of the Project:** The Grove Shafter Dog Play area will enclose an area running along the back fence of the park, beginning near the basketball courts and ending near the entrance at 37th Street; the described area will contain separate off-leash play areas for both large and small dogs to run and exercise, and an in-ground waste containment system.

11. **UNFINISHED BUSINESS:**

- A. Commissioners Report Update, Commissioner Taylor

12. **NEW BUSINESS:**

- A. **Appeal of Tree Removal Permit for 5685 Oak Grove Avenue:** The Tree Services Division denied a tree permit to remove one coast live oak tree growing in the back yard of a home at 5685 Oak Grove Avenue. The property owner/applicant has appealed staff's decision.
- B. **Request From Civicorps Schools for Permission to Sell Tickets for Its Performance at the Lakeside Park Garden Center on Thursday, December 10, 2009:** Staff received a request from Civicorps Schools, a non-profit educational organization, for permission to sell tickets at a performance of the Taming of the Shrew at the Lakeside Park Garden Center on Thursday December 10, 2009.
- C. **Request for Permission for the California Writers Club (CWC) to Donate a One-Of-A-Kind Framed Poster to Be Hung at the Joaquin Miller Park Ranger Station and Signage Directing Visitors to the Writer Memorial Grove:** Staff received a request from the California Writers Club requesting permission to donate and place a poster describing the history of the CWC and its historical connection with Joaquin Miller Park on the wall of the Joaquin Miller Park Ranger Station above the glass cases and to create and donate signage directing visitors to the Writers Memorial Grove.
- D. **Request for Permission for the Installation of Permanent Storm Drain Markers and Temporary Watershed Interpretive Signage at Lake Merritt:** Staff received a request from Open Proposal Program artist Scott Oliver to allow: 1) permanent storm drain markers, and 2) temporary interpretive watershed signage, to be installed along the pedestrian paths at and around Lake Merritt.
- E. **Request Approval for a Plaque In Memory of Sydney Levine To Be Installed On a Bench Near The Lawn Bowling Greens in Lakeside Park:** Staff received a request from Mr. Joshua Levine to have a plaque in memory of his friend Sydney Levine to be installed on a bench near the Lawn Bowling Greens in Lakeside Park. The plaque will be small and discrete so as not to detract from the area; approximately 14" by 4" in size and will read "In Loving Memory of Bandito". Mr. Levine will make a donation to fund the repair of an existing park bench and will pay for the cost of the plaque. The plaque will be installed by the Public Works Agency (PWA) and the design and construction will meet the requirements recommended by PWA staff.

- F. **Request Permission To Host a Holiday Arts and Crafts Bazaar at Studio One Art Center Where Artist Vendors Will Pay Fifty Dollars (\$50) For Table Space and Collect Money On-Site For Items Sold:** Studio One Staff is requesting permission to host a Holiday Arts and Crafts Bazaar Fundraiser on December 6, 2009 from 12:00pm – 4:00pm. The Bazaar will be held in Studio One's Grand Hall and will be open to the public free of charge. Staff would like to invite Artists to purchase table space at \$50 per table. Artists will have art related objects available for sale, with collections of funds on-site. Studio One will retain the table rental fee, while the Artist will retain funds collected from the sale of art pieces.

13. COUNCIL REFERRALS:

14. DIRECTOR'S REPORT:

- A. Revision of the "Manual of Policies and Procedures for Community Recreation Center Advisory Councils"
- B. Advisory Commission Liaisons Redistribution
- C. Budget Update
- D. Friends of Sausal Creek Reduced Scope of Work for Demonstration Garden in Dimond Park

15. OPEN FORUM

16. ANNOUNCEMENTS:

17. ADJOURNMENT:



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

*Next Meeting:                      Wednesday, December 9, 2009; 4:30 p.m.*

*Lakeside Garden Center  
666 Bellevue  
Oakland, CA*

**CITY OF OAKLAND**  
Interoffice Memorandum



**Office of Parks and Recreation**

**TO:** Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission  
**FROM:** Ali Schwarz, Project Delivery division, CEDA  
**DATE:** November 18, 2009  
**SUBJECT:** Request from Project Delivery Division, CEDA for PRAC to review and approve the Jefferson Square Park Improvement Project Minor Conditional Use Permit

SUMMARY

The Project Delivery Division, CEDA is working with the Office of Parks and Recreation on the Jefferson Square Park Improvement Project. The project addresses a request from the Old Oakland Neighbors and other community members to provide a new dog park and improve lighting and the existing tot lot area. PRAC reviewed and approved the project on July 8, 2009. Since then staff has applied for a Minor Conditional Use Permit (Minor CUP). Staff is requesting that PRAC review and approves the Minor CUP.

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation. The estimated construction cost is \$424,500. The improvements are funded by the Redevelopment Agency.

BACKGROUND

The Jefferson Square Park Improvement Project was on the FY2007/09 Park Project Prioritization List. Two community meetings were held to gain community input on the project. Additionally, members of Old Oakland Neighbors have been working closely with staff on the design. Also, staff presented received approval for the project design from PRAC on July 8, 2009.

PROJECT DESCRIPTION

The project includes demolition of the existing recreation building that has been unusable for years due to structural deficiencies and construction of a dog park, improvements to an existing tot lot including installation of resilient safety surfacing and a new basketball court, landscaping and additional lighting.

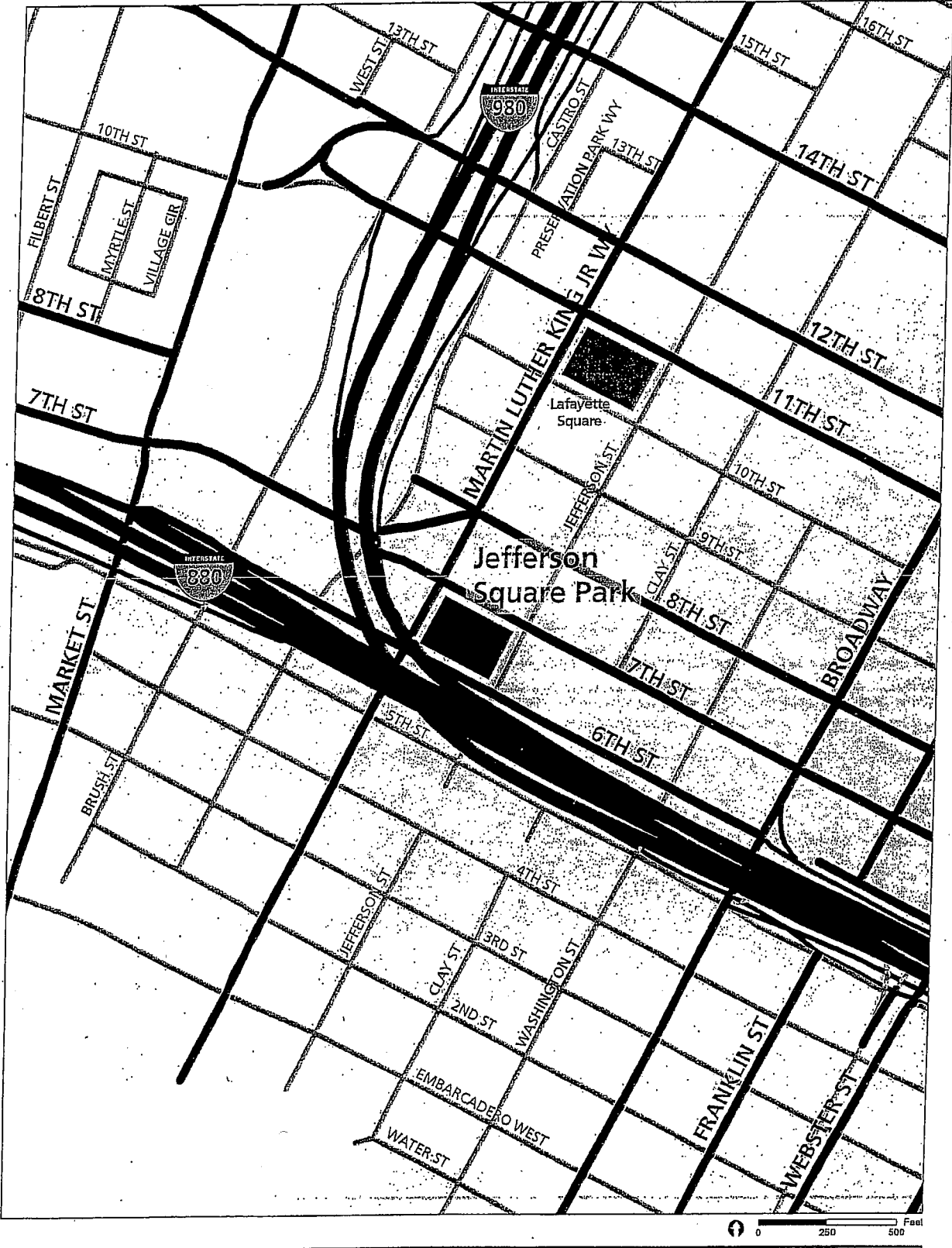
RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the Jefferson Square Park Improvement Project Minor CUP and recommend approval to the planning commission for the conditional use permit/design review.

Respectfully submitted,

Ali Schwarz  
CIP Coordinator, Project Delivery Division, CEDA  
Attachments: Location Map  
Layout Plan  
Construction Details

Location Map:







CITY OF OAKLAND  
Interoffice Memorandum



**Office of Parks and Recreation**

**TO:** Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission  
**FROM:** Mark Hall  
**DATE:** November 18, 2009  
**SUBJECT:** Request Approval of the Design of an Off-Leash Dog Play Area at the Grove Shafter Park Located at 37th Street and Martin Luther King Jr. Drive, and Approval of the Minor Conditional Use Permit for the Construction of the Project

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SUMMARY

Staff is requesting Park and Recreation Advisory Commission (PRAC) approval of the design of an off-leash dog play area at the Grove Shafter Park located at 37th Street and Martin Luther King Drive, and approval for the Minor Conditional Use Permit for the construction of the project. The Grove Shafter Dog Play area will enclose an area running along the back fence of the park, beginning near the basketball courts and ending near the entrance at 37th Street; details can be found on the attached exhibit. The described area will contain separate off-leash play areas for both large and small dogs to run and exercise.

FISCAL IMPACT

Funding is available for the Grove Shafter Dog Play Area and was provided by the West Oakland 2008 Neighborhood Project Initiative Program in the amount of \$40,000. The Oakland Dog Owners Group (ODOG) and the Grove Shafter Community Group (GSCG) will work together to seek sustainable resources for operation and maintenance.

BACKGROUND

In 2008, West Oakland community members developed a project proposal for a dog play area in Grove Shafter Park. The present proposed plan is the result of a subsequent community driven project funded by the 2008 West Oakland Project Area Committee (WOPAC), Redevelopment Neighborhood Project Initiative and will include an agreement with the ODOG for ongoing stewardship. Grant funds were awarded for the project to serve as a crime deterrent and/or safety/health related impact and to provide facility upgrades. The proposed dog play area parcel belongs to CalTrans; who has granted the City extended use of the space.

This project has received approval and endorsement from the following neighborhood groups and organizations:

Friends of Grove Shafter Park- local dog owners and park border residents  
Oakland Dog Owners Group  
Councilmember Jane Brunner, District 1  
Councilmember Nancy Nadel, District 3  
West Street Watch  
NCPC Beat 6X  
WOPAC- West Oakland Project Area Committee



## PROJECT DESCRIPTION

To enclose/ fence a section of the Grove Shafter Park for use as an off-leash dog play area for dogs to run and exercise. There will be separate areas for large and small dogs and an in ground waste disposal unit is included in the project budget.

- Separate areas for large and small dogs
- Utilizing existing exterior perimeter 6' high chain link fencing
- Installing new 6' chain link fencing to enclose dog play area
- Double gate entry (with supply vehicle access)
- Parking is available
- Hwy 24 connector to Hwy 580 provides cover from elements
- Signage to be installed

The dog play area will be located on the grassy parcel of land abutting the HWY 580 connector. The new fence will leverage the existing Caltrans boundary fence; and install a double entry air lock gate to separate the large and small dogs. The dog play area will utilize an un-programmed and blighted area of the park.

## KEY ISSUES

Grant funds were awarded to serve as a crime deterrent and or safety/ health related impacts and to provide facility upgrades. Observing the socialization of members of the community at other dog play areas; evidence shows that dog play areas reach beyond the social and economic barriers. Increasing stakeholder ownership in this neighborhood goes beyond controlling crime through an expanded police force; it encourages community pride, commitment, stewardship and engagement.

Staff will submit a request to City Council for amendment of the O.M.C. to allow dogs on-leash in Grove Shafter Park to access the dog play area, and to allow dogs off-leash within the dog play area.

Operation of the Grove Shafter Dog Play area will require a stewardship agreement with ODOG for ongoing stewardship. The following regulations will govern the use of the dog play area.

### Dog Play Area Rules and Regulations:

- Dog owners must clean up after their dogs immediately. Always bring a plastic bag.
- Limit three dogs per adult
- Small dog area for dogs under 30 pounds and elderly dogs
- Dogs must be leashed to and from fenced area
- Adult handler must be in fenced area with dog at all times
- Keep dogs in sight and maintain voice control
- Children under 16 must be accompanied by an adult.
- Dogs must be licensed and have all required shots
- No dogs under four months old
- No dogs in heat
- Dogs showing repeated aggressive behavior must be leashed
- No spiked or pinched collars

- No smoking or eating
- Excessive barking must be controlled
- Dog owners shall observe rules posted in the dog run area
- Enhance neighborhood quality and foster local economic vitality
- Support healthy recreation and education
- Improve public safety
- Restore blighted areas

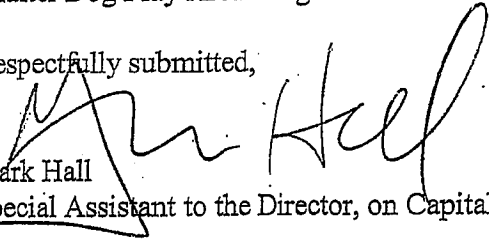
DISABILITY AND SENIOR CITIZEN ACCESS

Staff is working closely with the City of Oakland's Association of Disabled Americans office to ensure the design for the facilities are accessible including accessible path of travel, gate and landing access and accessible seating.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the Grove Shafter Dog Play Area design and Minor Conditional Use Permit.

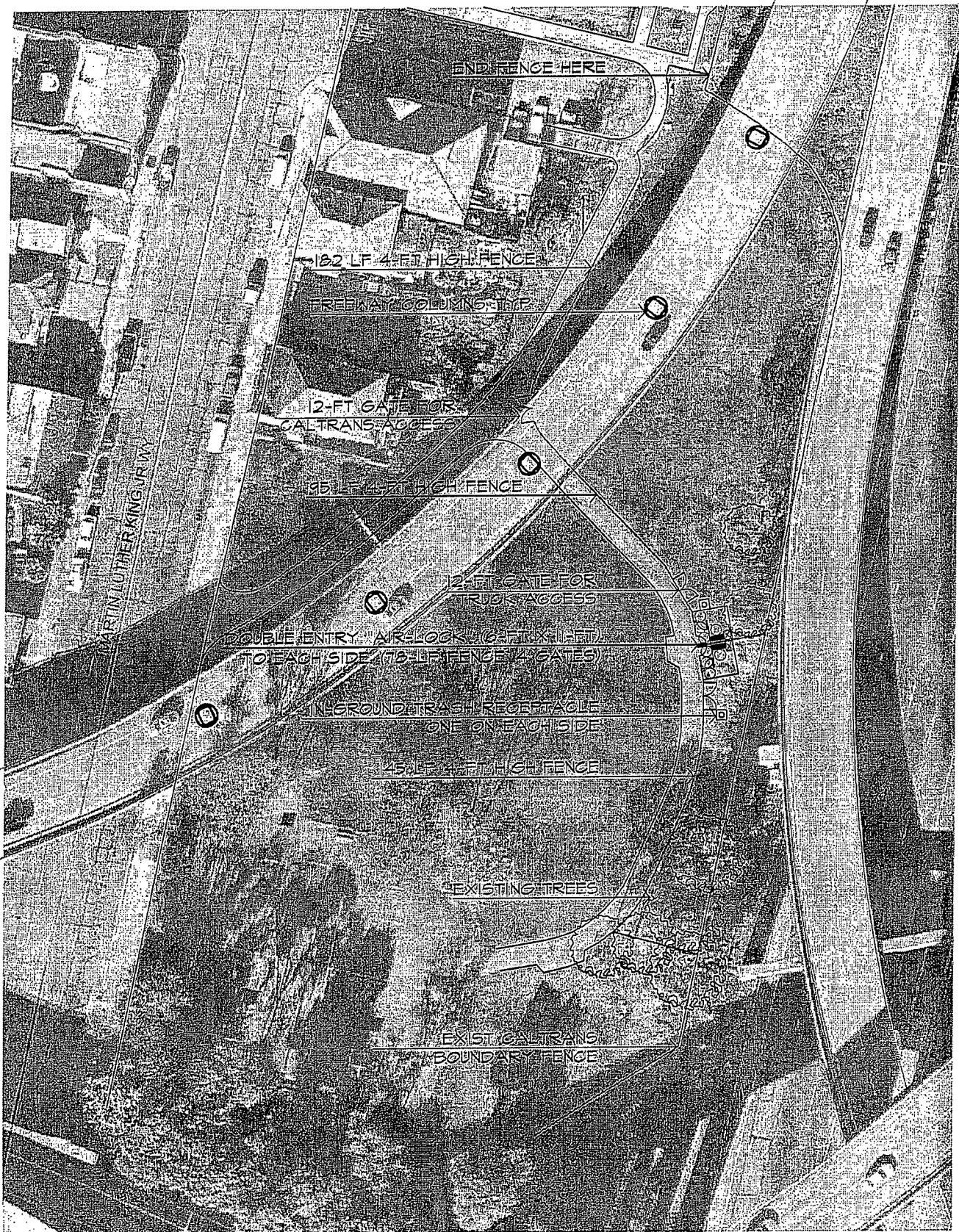
Respectfully submitted,



Mark Hall  
Special Assistant to the Director, on Capital Projects

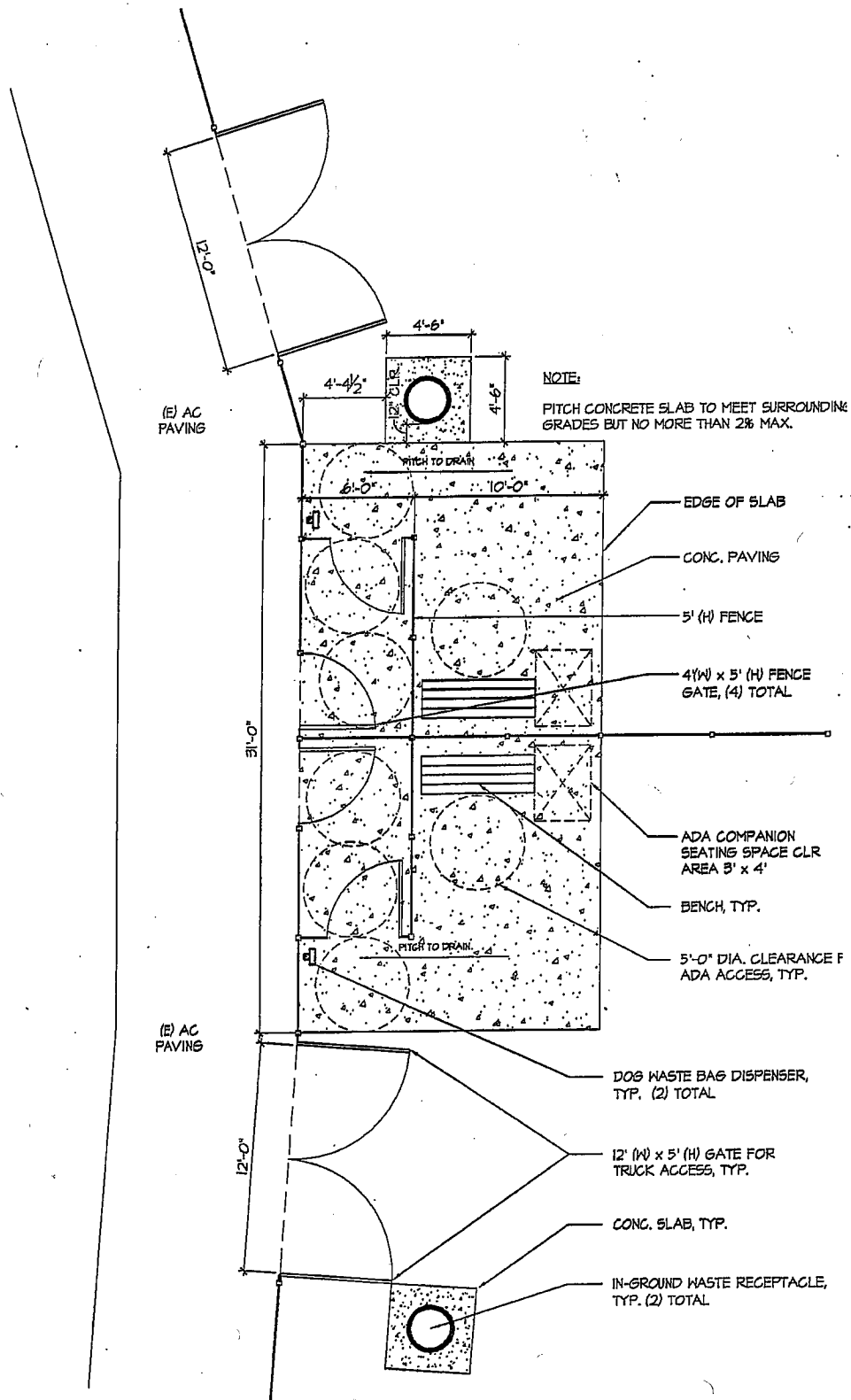
Attachments: Site Map  
Dog Run Entrance Layout

# Location of Grove Shafter Park at MLK Jr. Way and 37th Street



0 40 80 160 240 320 Feet






**DOG RUN ENTRANCE LAYOUT**  
 SCALE: 1/8" = 1'-0"

# CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA • SUITE 4314 • OAKLAND, CALIFORNIA 94612

Public Works Agency  
Raul Godinez II, P.E.  
Director

(510) 238-3961  
FAX (510) 238-6428  
TDD (510) 238-3254

October 1, 2009

The Honorable Jeffrey Taylor, Chair  
Parks and Recreation Advisory Commission (PRAC)  
City of Oakland, CA

RE: Appeal of Tree Removal Permit at 5685 Oak Grove Avenue

Dear Mr. Taylor and Members of PRAC:

The following is a summary, background, discussion and staff recommendations regarding the subject appeal of a tree removal permit determination.

## SUMMARY

The Tree Services Division denied a tree permit to remove one coast live oak tree growing in the back yard of a home at 5685 Oak Grove Avenue. The property owner/applicant has appealed staff's decision.

## BACKGROUND

On May 5, 2009, Florence Mendez Magana and Irene E. Mendez submitted an application to Tree Services to remove one coast live oak tree. The homeowner would like to remove the tree because it is about sixty years old and two stories tall. The tree is growing at the top of an old creek bank with roots coming out of the ground. The tree is situated so that if it falls, it will destroy two homes. During one of the last earthquakes the tree was bouncing up and down.

August 20, 2009, the Tree Services Division denied the removal of the tree because the removal of this healthy tree could be avoided by trimming, thinning, tree surgery or other reasonable treatment, i.e. root pruning. The diameter of the tree trunk is twenty-five inches.

On September 5, 2009, property owners of 5685 Oak Grove Avenue, Florence Mendez Magana, and Irene E. Mendez (Appellant), appealed staff's decision. The basis for the appeal was stated as follows:

1. They are afraid that the tree will fall over in an earthquake and fall on their home and their neighbor's home.
2. The tree is growing on a old creek bank and the roots are protruding from the soil.



An American Public Works Association Accredited Agency

There is one comment in the public comments section of the file requesting that the tree be pruned not removed.

## DISCUSSION

The Protected Tree Ordinance (PTO), Section 12.36.050 of the OMC, lists the criteria used to decide if trees should be removed or preserved. Decision making for tree removals is a two-step process:

- First, applications are reviewed to see if they accomplish at least one of five possible objectives. The Tree Services Division feels:
  - Tree Services Supports criterion 12.36.05 (B) 1b of the PTO which states, "Trimming, thinning, tree surgery or other reasonable treatment."
- Second, even if the tree qualify for a removal objective, preservation is required if at least one of four possible grounds for denial apply to the situation. The Tree Services Division feels there are no grounds for the tree to be removed:

Section 12.36.110(C) of the PTO states, "In considering the appeal, the park and Recreation Advisory Commission shall determine whether the proposed tree removal conforms to the applicable criteria. It may sustain the decision of the Tree Services or such changes or impose such reasonable condition of approval as are, in its judgment, necessary to ensure conformity to said criteria."

## RECOMMENDATION

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

- Deny the appeal by Florence Mendez Magana and Irene E. Mendez; and
- Deny issuance of permit ND09-087 and not allow the removal of one coast live oak.

Respectfully Submitted,



Raul Godinez II  
Agency Director

RG:bs/hf:pc

cc: Bruce Saunders, Department of Infrastructure and Operations  
John Alderson, Infrastructure Maintenance Division  
Herb Flores, Tree Services Division

CITY OF OAKLAND  
Interoffice Memorandum



Office of Parks and Recreation

**TO:** Jeffrey Taylor, Chair, Parks and Recreation  
Advisory Commission  
**FROM:** Gail McMillon, Reservation Supervisor  
**DATE:** November 18, 2009  
**SUBJECT:** Request from Civicorps Schools for Permission to Sell Tickets for its  
Performance at the Lakeside Park Garden Center on Thursday,  
December 10, 2009

SUMMARY

Staff received a request from Civicorps Schools, a non-profit educational organization, for permission to sell tickets at a performance of The Taming of the Shrew at the Lakeside Park Garden Center on Thursday, December 10, 2009.

FISCAL IMPACT

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

BACKGROUND

Civicorps Schools is formerly known as the East Bay Conservation Corps and was founded in 1983. Civicorps Schools' has empowered over 50,000 young people to become active stewards of their environment, hands-on learners and good citizens. The Civicorps Academy and Field Program educates and employs at-risk young people ages 17-24 residing through the East Bay but primarily in Oakland.

Tickets for the performance will cost \$10 at the door, \$8 in advance. Student performers and their families will not be charged, but will be encouraged to donate. Proceeds from the sales will directly fund the performing arts activities of the Civicorps Academy.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request from Civicorps Schools for permission to sell tickets at the Lakeside Park Garden Center on Thursday, December 10, 2009. Additional permits are required if request is approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail McMillon".

Gail McMillon  
Reservation Supervisor

Attachments: Request Letter  
Non-Profit Status  
Park Use Application  
Facility Permit



CIVICORPS SCHOOLS

101 Myrtle Street  
Oakland, California 94607

Tel: 510 992 7800  
Fax: 510 992 7950  
www.cvcorps.org

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

October 19, 2009

To Office of Parks and Recreation Advisory Commission:

This letter is to request permission for CivicoRPS Schools to sell tickets for its performance of *The Taming of the Shrew* by William Shakespeare at the Lake Merritt Garden Center at 7:30 PM on December 10, 2009. Tickets will cost \$10 at the door, \$8 in advance. Student performers and their families will not be charged but will be encouraged to donate. Proceeds from the sales will directly fund the performing arts activities of the CivicoRPS Academy.

CivicoRPS Schools (formerly the East Bay Conservation Corps) is a comprehensive, 501(c)(3) nonprofit educational organization headquartered in Oakland, California. Our mission is to promote citizenship and build civil society by creating educational models that draw upon the power of service as a way of learning. Since its founding as the East Bay Conservation Corps in 1983, CivicoRPS Schools has empowered over 50,000 young people to become active stewards of their environment, hands-on learners and good citizens. Our approach to education is critical to successful public schools and is at the heart of our American democratic tradition. The CivicoRPS Academy and Field Program educates and employs at-risk young people ages 17-24 residing throughout the East Bay but primarily in Oakland.

Thank you for consideration of this request.

Joanna Lennon  
Chief Executive Officer



Internal Revenue Service  
District Director

Department of the Treasury

Date: AUG 23 1984

East Bay Conservation Corps  
951 Palisade  
Hayward, CA 94542

Employer Identification Number:

94-2941068

Accounting Period Ending:

September 30

Foundation Status Classification:

509(a)(1) & 170(b)(1)(A)(vi)

Advance Ruling Period Ends:

September 30, 1986

Person to Contact:

Taxpayer Service Representative

Contact Telephone Number:

(800) 424-1040

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) or 509(a)(2) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) or 509(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) or 509(a)(2) organization.

P.O. Box 36040, San Francisco, Calif. 94102

(over)

Letter 1045(DO) (6-77)

Attachment

mam

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

*Michael Sam*

District Director

faxed 10/6/09

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



CITY of OAKLAND  
OFFICE of PARKS & RECREATION  
Facility Rental Application

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

ATTENTION:

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

RWP No. \_\_\_\_\_ Received By/Date ZT OFFICE USE ONLY Approved By/Date \_\_\_\_\_ Recalct.No. \_\_\_\_\_  
\*required, Special Events Permit due to OPR by \_\_\_\_\_

Group, Individual, Organization) Cincoops (ESCC)  
\* Address: 101 Myrtle St City: Oakland State: CA Zip: 94607

Name: Tessa Christenson \*Address: 596-12th Ave

City: San Francisco State: CA Zip: 94118 Email: tessa.christenson@cincoops.org

Home #: 510-282-7935 Work #: 510-992-7853 Fax #: 510-992-7950 Cell#: 510-282-7855

Event: Ebell Room On the following date(s): December 10, 2009

Number of Participants (Total): 100 Approximate # of Adults: 90 # of Teens: 10

Type of Event/Purpose (be specific, i.e., Wedding, Reception, etc.): School Play (Shakespeare)

Note: Charging admission, selling tickets or merchandise?  Yes  No

Sound Amplification: Amplified  Yes  No Non-Amplified  Yes  No  
(includes, five band, cd player, amplifiers, microphones, etc.)  
microphones will be used

Special accommodations/request required, write NONE. We will need access to "back stage" area (back office space)

Fees: (The minimum rental requirement and) 4.5 hours \$180

Setup/Teardown Fee: \$150 Alcoholic Beverage Fee: n/a Other Fees: n/a

Deposit: \$300 Total of ALL Fees PLUS Deposit: \$630

CANCELLATION FEES: 31 days or more notice: Forfeit 1/2 Deposit  
30 days 11 days notice: Forfeit Deposit PLUS 1/2 Rental Fee  
10 days or less notice: Forfeit All Fees

Check Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Type of Credit Card (Visa or Mastercard Only): VISA

Credit Card #: \_\_\_\_\_ Expiration Date: 11/11 CARNEZIOS SARGES

Unit to charge my Visa or Mastercard for the minimum payment requirement (rental and deposit) \$ \_\_\_\_\_ or the total fees \$ 630 for my reservation at

Ebell Room on Thurs, 12/10/09  
(Facility) (Event Date)

Tessa Christenson Tessa Christenson N2581507 / 7-5-13  
(Signature Required) (Print Name) (Driver License #/Expiration Date)

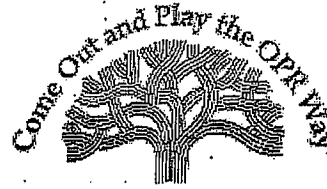
- ✓ DID YOU REMEMBER TO SIGN THIS APPLICATION?
- ✓ DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?

Company Credit Card

**Central Reservations Unit**

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

(510) 238-3187



**CITY of OAKLAND**  
OFFICE of PARKS & RECREATION

Civicorps  
101 Myrtle Street  
Oakland, CA 94607

**Facility Permit**

Status: Approved

Customer Type: Private

Authorized Agent: Tessa Christenson

Work: (510) 992-7853 Home: (510) 282-7935

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
10/14/2009 Zermaine Thomas	20360	\$810.00	\$0.00	\$0.00	\$0.00	\$630.00	11/10/2009	\$180.00

**RESERVATIONS**

EVENT NAME	FACILITY	CENTER
Shakespeare School Play Attendance: 100 Type: Assembly	Garden Center Ebell Room	Lakeside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610

DATES RESERVED	HRS
Thursday - 12/10/2009 05:30 PM to 10:00 PM	4.5

Total Number of Dates: 1 Total Number of Hours: 4.5

NOTES: Revised: 102909-gm  
\*\*\*ATTENTION\*\*\* PLEASE READ AND ADHERE TO ATTACHED DISCLAIMERS  
CUSTOMER IS AWARE THERE NO CURTAIN ON EBELL ROOM STAGE & THEY WILL NOT HAVE ACCESS TO THE BACK OFFICE.  
102909: Request received to sell tickets on site. To go before PRAC on Wed. 11-18-09. If approved, rental fees are doubled. gm

**CHARGES**

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/ PAID	BALANCE DUE
CRU Mandatory Setup Fee	Garden Center Ebell Room - Shakespeare School Play	\$150.00	1.00	\$0.00	\$150.00	\$150.00	\$0.00
Deposit (Rentals)	Garden Center Ebell Room - Shakespeare School Play	\$300.00	1.00	\$0.00	\$300.00	\$300.00	\$0.00
Facility Non-Profit Rate	Garden Center Ebell Room - Shakespeare School Play	\$40.00	4.50	\$0.00	\$180.00	\$180.00	\$0.00
Fundraising-Vendor Event Surcharge	Garden Center Ebell Room - Shakespeare School Play	\$40.00	4.50	\$0.00	\$180.00	\$0.00	\$180.00

**PAYMENTS AND REFUNDS**

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1011327.032	10/19/2009	Deposit (Rentals)	Garden Center Ebell Room - Shakespeare School	\$300.00
1011327.032	10/19/2009	CRU Mandatory Setup Fee	Garden Center Ebell Room - Shakespeare School	\$150.00
1011327.032	10/19/2009	Facility Non-Profit Rate	Garden Center Ebell Room - Shakespeare School	\$180.00

CITY OF OAKLAND  
Interoffice Memorandum



**Office of Parks and Recreation**

**TO:** Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission  
**FROM:** Dana Riley, Assistant to the Director  
**DATE:** October 8, 2009  
**SUBJECT:** Request for Permission for the California Writers Club to Donate 1) A One-Of-A-Kind Framed Poster to Be Hung at the Joaquin Miller Park Ranger Station, and 2) Signage Directing Visitors to the Writers Memorial Grove

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SUMMARY

The California Writers Club (CWC) would like to donate to the City a one-of-a-kind framed poster to be hung at the Joaquin Miller Park Ranger Station. The poster would depict the history of the CWC and its historical connection with Joaquin Miller Park (JMP). It is suggested the poster hang on the wall above, but not disturbing, the glass cases containing historical materials managed by the Alameda County Historical Society. Additionally, CWC would like to fundraise to purchase signage to be placed in the park directing visitors to the Writers Memorial Grove. Design and style of the signage will be coordinated with City staff to match existing JMP directional signs.

FISCAL IMPACT

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

BACKGROUND

The California Writers Club is celebrating its 100-year anniversary this year. Founding members such as novelist Jack London, storywriter Herman Whitaker, poet George Sterling and pamphleteer Austin Lewis sought a place to relax and discuss their writing and choose the land that is now Joaquin Miller Park. With the inspiration of Joaquin Miller and these legendary California writers, subsequent members spearheaded the vision that became Woodminster – the amphitheatre, cascades, fountains and the California Writers Memorial Grove.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for the California Writers Club to donate 1) a poster to hang in the Joaquin Miller Ranger Station and 2) signage directing visitors to the Writers Memorial Grove.

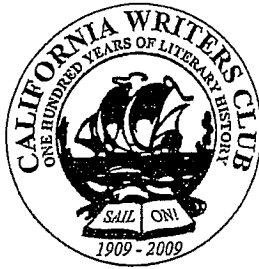
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dana Riley", written over a horizontal line.

Dana Riley  
Assistant to the Director

Attachment: Request Letter

PRAC November 18, 2009  
Item 12-C



[www.calwriters.org](http://www.calwriters.org)  
[www.cwc-berkeley-com](http://www.cwc-berkeley-com)

September 17, 2009

Ms. Audree V. Jones-Taylor  
Director, Office of Parks and Recreation  
City of Oakland  
250 Frank H. Ogawa Plaza, Suite 3330  
Oakland, CA 94612

Dear Ms. Jones-Taylor

The California Writers Club (CWC) celebrates its 100-year anniversary this year. Founding members such as novelist Jack London, storywriter Herman Whitaker, poet George Sterling and pamphleteer Austin Lewis sought a place to relax and discuss their writing and chose the land that is now Joaquin Miller Park (JMP). With the inspiration of Joaquin Miller and these legendary California writers, subsequent members spearheaded the vision that became Woodminster--the amphitheatre, cascades, fountains and California Writers Memorial Grove.

On behalf of CWC's Centennial Chair, I am proposing that CWC newsletter editor and creative spark Joyce Krieg design and create a framed, one-of-a-kind poster describing the history of the CWC and its historical connection with Joaquin Miller Park. We hope to donate this poster to the City of Oakland and place the poster on the wall of the JMP Ranger Station above the glass cases with the historical material managed by the Alameda County Historical Society. Our intent is not to alter the glass cases in any way. We understand these cases and memorabilia are the legacy of the Alameda County Historical Society. If desired, we could also print a second poster for display at City Hall.

If you and the Parks and Recreation Advisory Commission (PRAC) are agreeable, we would like to have this proposal placed on the agenda for consideration at PRAC's October 14 meeting. If approved, would it be possible to make a presentation at the CWC's statewide board meeting in Oakland on Sunday, November 8?

Our vision for the JMP poster highlights the inspirational role of Joaquin Miller, the natural beauty of the Park, and the CWC's role in creating the vision for Woodminster. We propose a poster similar to the nearly completed California Literary Landmarks Map that Joyce Krieg designed. A reduced-size copy is attached. CWC historians as well as members of the Joaquin Miller Working Group, soon-to-be Friends of Joaquin Miller Park, of which CWC is a member, can provide photos for this poster.

Please let us know if we can make a formal presentation to the PRAC on October 14 and if other approvals are necessary.

Separately, the CWC Central Board approved a donation of up to \$300 for signage directing JMP visitors to the Writers Memorial Grove in the Park. We would like your support for that signage and will offer a proposal with a suggested design and placement location soon.

If you have any questions, please contact me direct as follows:

Tel & Fax: 510-530-1261  
Email: [BrownCalifornia.com](mailto:BrownCalifornia.com)  
USPS: 2609 Chelsea Drive, Oakland 94611-2421

I am a member of the CWC-Berkeley Branch, which is the CWC's founding branch. By the way, we are combing the archives to find out how the branch got its name because the club formed in Oakland, met in Oakland when it created the first writers conference, and meets in Oakland today!

Write On,



Linda Brown  
Publicity Chair  
CWC-Berkeley Branch

Attachment

cc: Annalee Allen-Alameda County Historical Society)  
Ed Clausen-Alameda County Historical Society)  
Jean Quan, City of Oakland District IV)  
Sue Piper, City of Oakland District IV Staff) w/o attachment  
Joyce Krieg-CWC Board Member and Editor, *The Bulletin*)  
Al Levenson-CWC-Berkeley Branch President)  
Donna McCrohan Rosenthal-CWC Centennial Chair)





**CITY OF OAKLAND**  
Interoffice Memorandum



**Office of Parks and Recreation**

**TO:** Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission  
**FROM:** Stephanie Benavidez, Supervising Naturalist / Acting General Recreation Supervisor  
**DATE:** November 18, 2009  
**SUBJECT:** Request for Permission for the Installation of Permanent Storm Drain Markers and Temporary Watershed Interpretive Signage at Lake Merritt

**SUMMARY**

*Once Upon A Time, Happily Ever After* is a multi-faceted project that focuses on the history and unique ecology of Oakland's Lake Merritt and seeks to raise awareness of, and deepen the commitment to preserving and enhancing, a cultural heritage that belongs to all the people of Oakland. The project includes a self-guided audio walking tour of the lake's perimeter, Lake Merritt souvenirs created in collaboration with local community organizations, and a series of storm drain markers and interpretive signs designating the 62 outfalls into Lake Merritt and how they are connected to the surrounding watersheds.

Open Proposal Program Artist, Scott Oliver is seeking Park and Recreation Advisory Commission's (PRAC) approval for the design and installation of the storm drain markers (permanent) and watershed interpretive signs (temporary) to be located along the pedestrian path that encircles Lake Merritt. Drawings, designs and location map are attached. Naturalist Staff will work with artist to develop appropriate language for temporary interpretive signage. Installation work to be completed by city approved contractor. Grant funding for the design, fabrication and installation of the signs and markers has been approved by the Open Proposals Programs, a commissioning fund being administered by Oakland's Public Art Coordinator. The markers and signage must also pass through the City's permitting process with the projected installation expected to take place between February and April 2010.

**FISCAL IMPACT**

There is no fiscal impact to the Office of Parks and Recreation. Grant funding for the design, fabrication and installation of the signs and markers has been approved by the Open Proposals Programs, a commissioning fund being administered by Oakland's Public Art Coordinator.

**BACKGROUND**

*Once Upon A Time, Happily Ever After* has already completed the audio tour portion of the project funded through the East Bay Community Foundation. The watershed portion of the project is being supported by René de Guzman, Senior Curator of Art at the Oakland Museum and Dr. Richard Bailey, Director of the Lake Merritt Institute. Dr. Bailey is serving as a consultant for the storm drain markers and watershed interpretive signs. This educational project at Lake Merritt will go a long way toward educating the public about watersheds and storm drains, and help to prevent "urban run-off" from polluting The Jewel of Oakland.

**RECOMMENDATION**

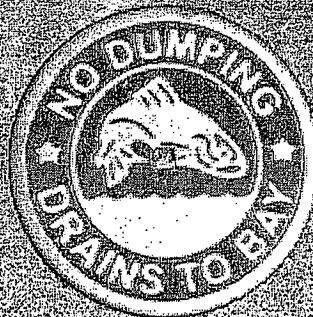
Staff recommends that the Park and Recreation Commission approve the request to install permanent storm drain markers and temporary watershed interpretive signage at Lake Merritt.

Respectfully submitted,

Stephanie Benavidez, Supervising Naturalist / Acting General Recreation Supervisor

Attachment(s): Design Material

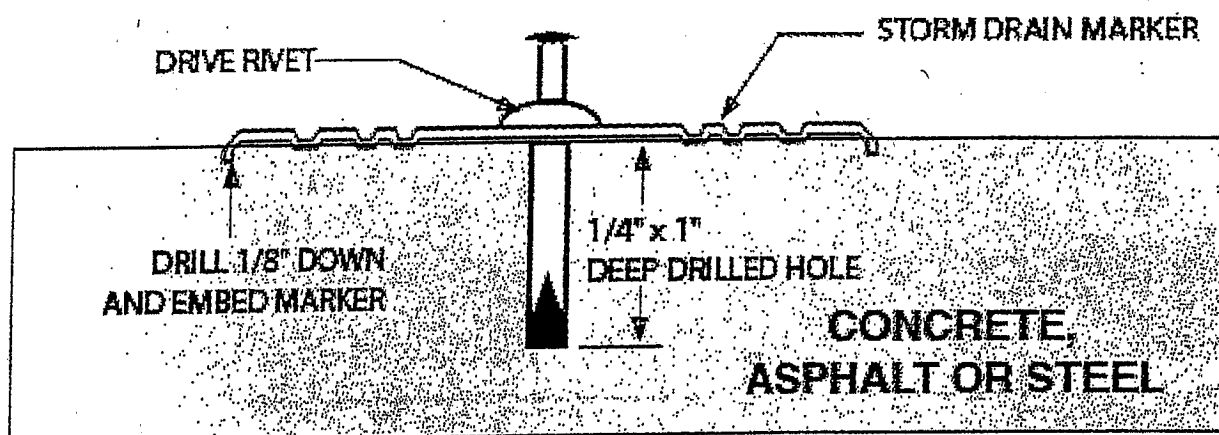
PRAC November 18, 2009  
Item 12-D



Left: Proposed Lake Merritt storm drain marker shown at actual size. Right: Existing storm drain marker currently used in Oakland.

Manufacturer's guidelines for installing storm drain markers in dry concrete.

## RIVET SUBSURFACE MOUNT



### HARDWARE:

1- DR250- 1/4" x 3/4" DRIVE RIVET

1- CDB4 - CARBIDE DRILL BIT, ANCHOR, PILOT (NOT SHOWN);

OPTIONAL ADHESIVE



"If You Identify With Quality, You Identify With Us"

**HEADQUARTERS**

2 Joy Drive  
Hackettstown, NJ 07840  
Tel. (908) 850-9700 Ext 107  
Fax (908) 850-9618  
Email: [dcoale@almetek.com](mailto:dcoale@almetek.com)  
Website: [www.almetek.com](http://www.almetek.com)

Quote # DC 82409 Scott Oliver

TO: Scott Oliver  
COMPANY: City of Oakland  
FROM: Debi Coale  
DATE: 08/24/09  
E-Mail/Fax: [knot@sbcglobal.net](mailto:knot@sbcglobal.net)

In response to your recent request and using the specifications supplied to us we are pleased to submit the following:

Part #	Description	Quantity	Price/Unit
**STDM-XXXXX-SPHQ (Sold in boxes 20)	4" Stainless Steel Painted Custom Marker w/hole "Custom Text To Be Determined" (Outfall to Lake)	62	\$5.25 ea
**Custom Die	Custom Die Charge See Above for Text	1	\$375.00
**Stamp Set Up	Set up fee for Sequentially #'s and Watershed stamped on marker.	1	\$225.00
SIKS-ADH	Sika Flex caulk adhesive 10.1 oz tube (Approximately 12 markers per tube)	5	\$8.75 ea
DR-1/4"	1/4' x 3/4" Drive Rivets (Marker must have hole)	62	\$0.35 ea

F.O.B. Hackettstown, NJ

**\*\*Freight Charges Prepaid and Added\*\* Unless Noted Above**

**DELIVERY: 4 Weeks (Standard & Custom Items) after Art Approval**

**TERMS: 1% - 10 Days, Net 30**

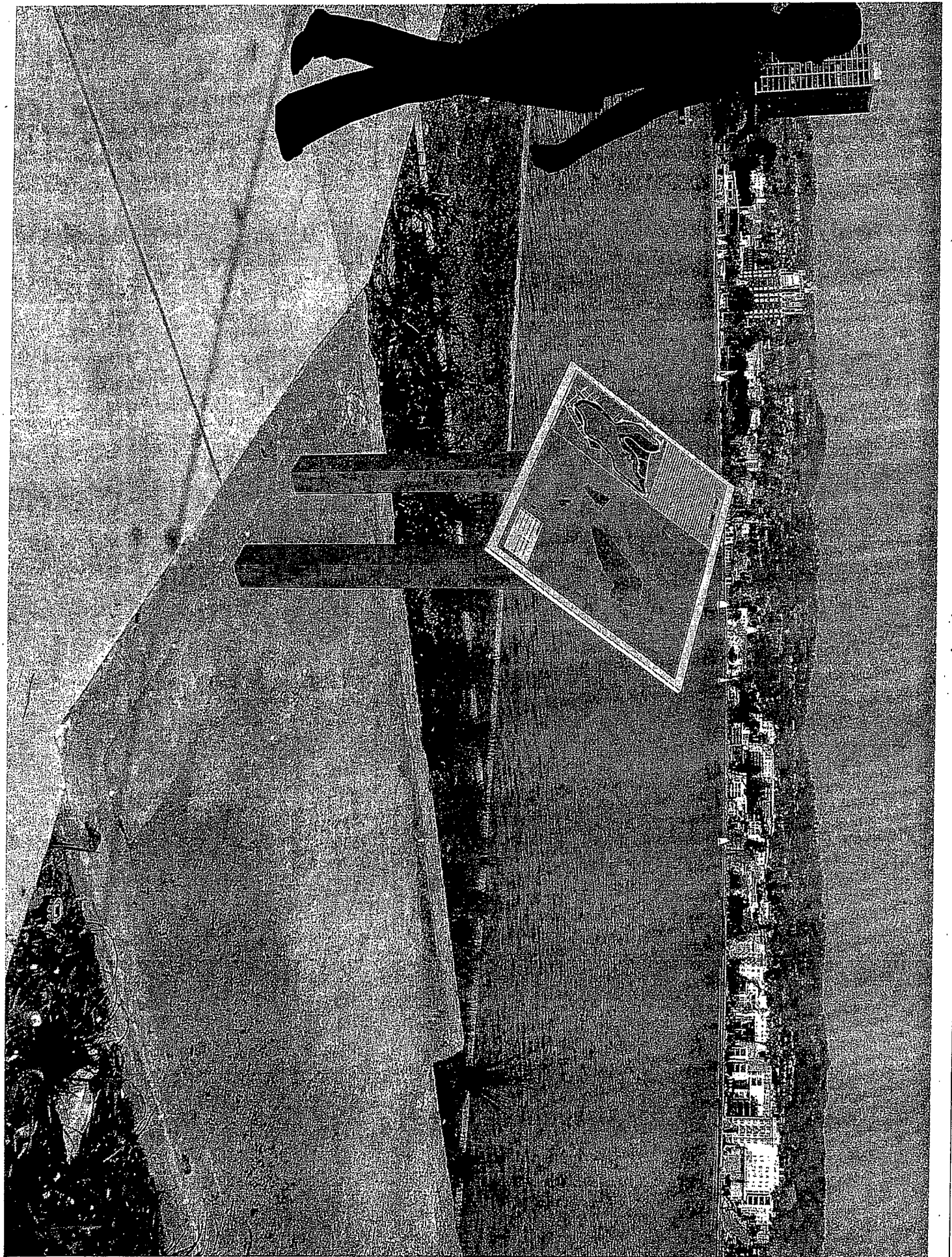
**\$100 Minimum Order Quantities subject to 10% under or over run**

Thank you for the opportunity to quote this and any future requirements. Please feel free to call us with any questions you may have.

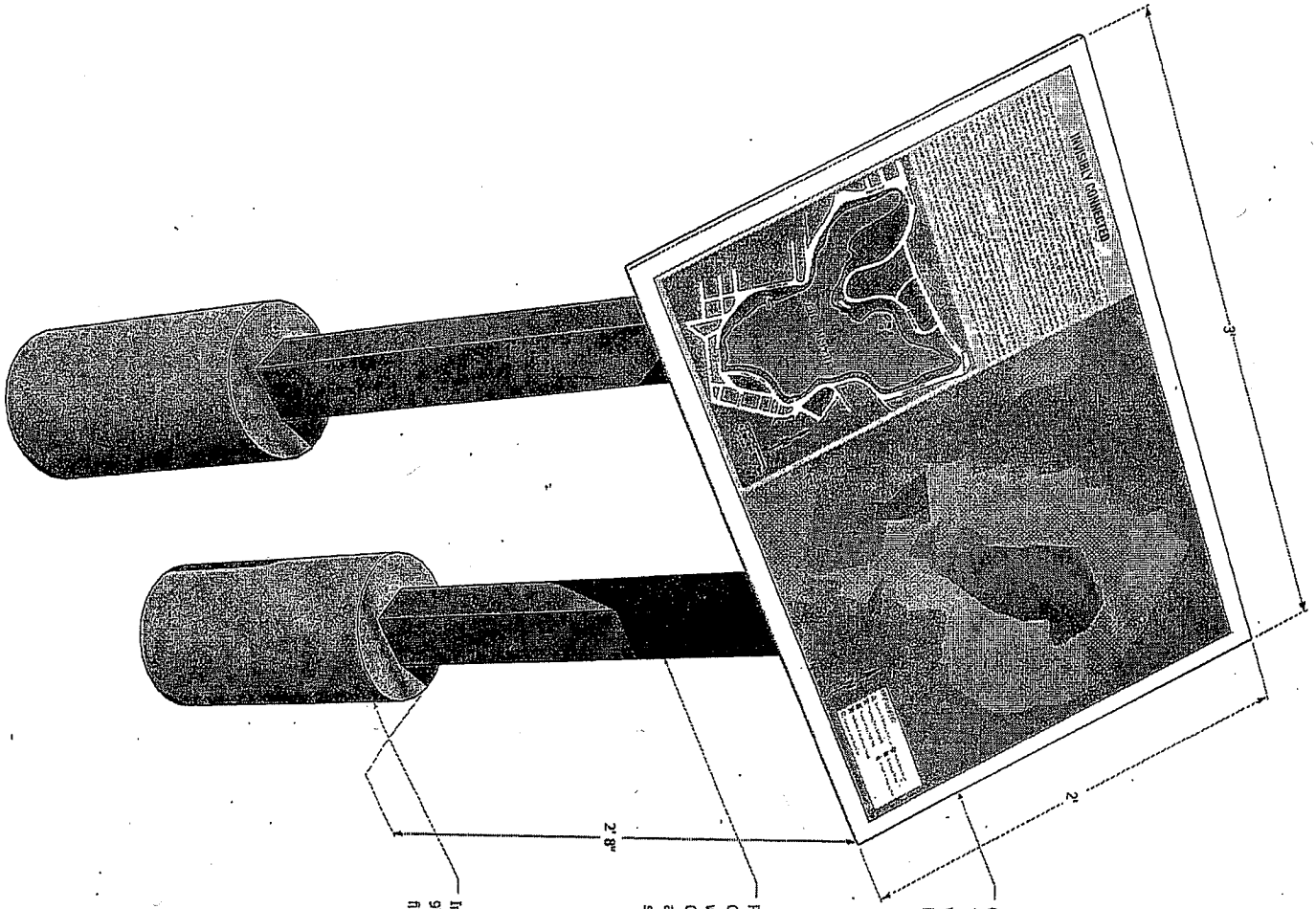
Sincerely,

*Debi Coale*

CSM Storm Water Division







Graphic Panel  
1/2" thick High Pressure Laminate  
with threaded inserts embedded  
into back of panel for mounting.

Post and Backing Plate Assembly  
Corten steel 3" x 3" 1/8" wall tube  
welded to 1/4" thick backing plate.  
Counter sunk holes in backing plate  
accept 1/4-20 flathhead security  
screws for panel mounting.

In-ground Installation  
9" dia. x 18" deep post hole back-  
filled with high-strength concrete.

# STREAMLINE Details and Options

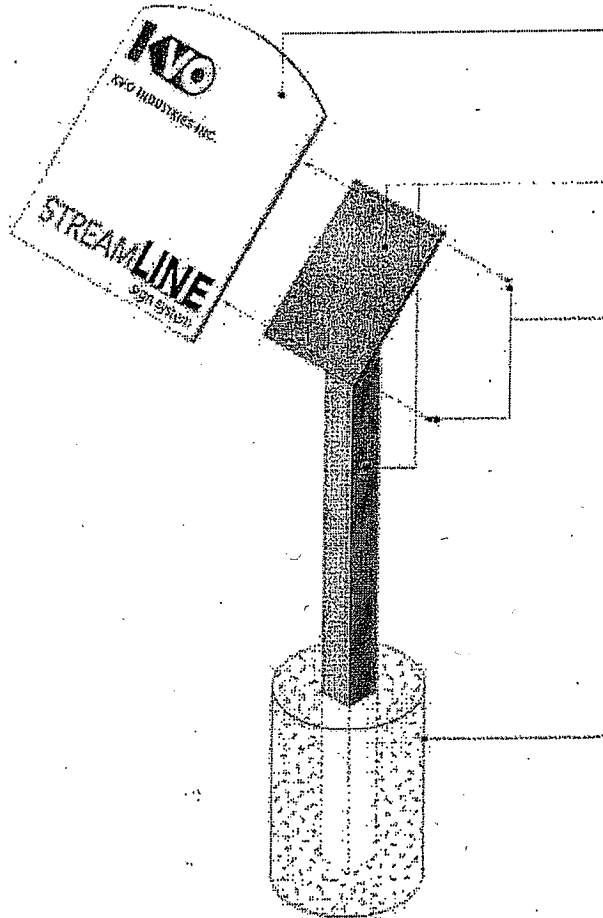
## Components

## Mounting

## Options

## Surface Mount

## Detail



### **Graphic Panel**

The Streamline system is designed around a 1/2" thick DEFL graphic panel (as shown) with threaded inserts embedded into the panel back. Vitrolite Perceban Enamel can also be used with this system, as well as inexpensive options if temporary signage is required.

### **Post and Backing Plate Assembly**

3" x 3" x 1/8" wall tube with a welded backing plate fabricated from aluminum or optional Corten weathering steel. The backing plate has counter-sink holes on the back side to accept flat-head security screws for a clean finished look.

### **Security Screws**

1/4-20 flat head security screws are used to attach the graphic panel to the backing plate.

### **Mounting Options:**

The standard mounting option is for in-ground installation. Detailed installation drawings are included with all orders.

Additional mounting options are also available.

## Components



**KVO INDUSTRIES INC.**

1825 Empire Industrial Ct.  
Suite A  
Santa Rosa, CA 95403  
T 707 573 6868  
F 707 573 6888  
kvoindustries.com

Date August 26, 2009

Quote # 5015

Subject Price Quote - Lake Merritt

Attention Scott Oliver

Address \_\_\_\_\_

knot@sbcglobal.net

Phone \_\_\_\_\_

Fax \_\_\_\_\_

- Initial Quote
- Revised Quote
- Firm Quote
- "Ballpark" Quote
- Hard copy in the mail

Dear Scott,

Thank you for the opportunity to provide you with this quotation for your project. Please review this quotation carefully and call us immediately if you have any questions or concerns. It is also important that you read and understand the attached terms and conditions.

ITEM	DESCRIPTION	UNIT	SUB-TOTAL
A	4 @ 36" x 24" x 1/8" Ext. Grade High Pressure Laminate. - Price includes reduced size proofs. - Art supplied on disk to KVO's specifications.	\$410.00	\$1,640.00
A1 (option)	4 @ 36" x 24" flat Vitratek Porcelain panels - Printed CMYK over a white background - All are unique graphics - Digital proofs will be supplied prior to fabrication	\$1,610.00	\$6,440.00
B	4 @ 36" x 24" NPS Style Cantilever Frames - NPS Model 3624 NPS CAN - Aluminum construction, standard textured paint finish	\$720.00	\$2,880.00
-----			
A2 (option)	4 @ 36" x 24" x 1/2" Ext. Grade High Pressure Laminate. - Includes eight threaded holes per panel - Price includes reduced size proofs. - Art supplied on disk to KVO's specifications.	\$505.00	\$2,020.00
B2 (option)	4 sets KVO Style Streamline Double Pedestal Supports - Two posts per set for larger panels - Aluminum construction, standard powder coated finish	\$510.00	\$2,040.00
C	Estimated shipping and handling depending on options		\$45 - \$85

**NOTES**

- Add sales tax if applicable.
- Project bid FOB your location via ground freight unless noted otherwise.
- Does not include any holes, inserts or mounting hardware unless noted above.
- Price includes standard file prep, we can provide file prep guidelines prior to production.
- Vitratek porcelain has a lifetime warranty against fading.
- Color matching in Porcelain Enamel can be difficult and as such, we may not be able to match your colors exactly. We understand that colors can be subjective, therefore KVO will submit our best possible color matches and, if necessary, 1 set of revisions. Any additional revisions will incur additional charges (\$50.00 per color plus courier fees). Please call if you have further questions regarding our color matching capabilities.
- Any revisions to your files once a project has started will incur additional charges (see attached terms and conditions).



## IMPORTANT TERMS AND CONDITIONS - PLEASE NOTE

### This quotation:

- Includes packaging and freight to your destination. Freight is based on ground service. Any rush shipping charges will be added to final invoice.
- Is quoted in US currency.
- Does not include sales tax unless specifically indicated or requested in quotation document.
- Does not include hardware, installation, or any other items not specifically listed in quotation document.
- Is offered for a period of 90 days from the date shown on quotation.
- Terms are 1/3 down, 1/3 prior to shipping, with the final payment due net 30. Exceptions are made based on specific circumstances that may include government agencies, municipalities, or other organizations where a deposit is not possible.
- Includes standard file preparation which includes flight checking files, checking image resolution, and ensuring files are complete including all necessary fonts and linked images. Additional file preparation, if necessary, will be billed at a rate of \$75.00 per hour. KVO will provide an explanation of the necessary work and an estimate prior to beginning any additional file work.

**PROOFING:** KVO Industries highly recommends using the appropriate proofing steps to ensure the final product arrives as intended. Please ask a sales representative to explain these steps in detail. Please note that these steps add to the turnaround time of a project but can reduce costly errors. **If proofing is waived by the client, KVO can not be held responsible for mistakes in the final product.** All KVO quotes include an initial color proof in unit pricing. Additional color proofing may be necessary in certain situations. If so, KVO will provide an estimate before proceeding with additional proofing. **Additional charges may be incurred if you supply new files or make any editorial revisions after initial proofing has been completed.**

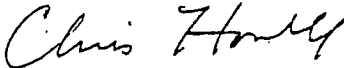
**COLOR:** Every sign product can have specific color limitations. KVO uses the Pantone Color Matching System primarily, but can also match most custom colors as long as a color swatch is provided. **When providing final digital files to KVO a client approved color print is required for color reference.** Especially when four color process (CMYK) is utilized, a color proof for reference is absolutely critical for the production to begin. Because of the nature of the particular materials used by KVO it is normal that the final product may vary slightly in color from your original files or proofs. Color proofing is strongly recommended in all cases (see proofing statement above). Please contact a KVO sales representative to discuss your color expectations.

### DELIVERY:

- High Pressure Laminate has an estimated delivery time of 3-4 weeks from approval of KVO supplied color proofs.
- Porcelain Enamel has an estimated delivery of 6 weeks from client approval of KVO supplied color proofs.
- Standard KVO Framing systems have an estimated delivery time of 2 weeks depending on current inventory.
- Custom KVO Framing systems have an estimated delivery time of 6 to 8 weeks depending on style.
- NPS Framing systems have an estimated delivery time of 8 weeks depending on the style.
- In all cases, allow 1 additional week for shipping unless expedited shipping arrangements have been made.
- Please contact KVO for warranty information.

Thank you for the opportunity to quote your project needs. If you have any questions, please contact a KVO sales representative at 707-573-6868 for further details.

Best Regards,  
KVO Industries



Chris Howell  
Estimating

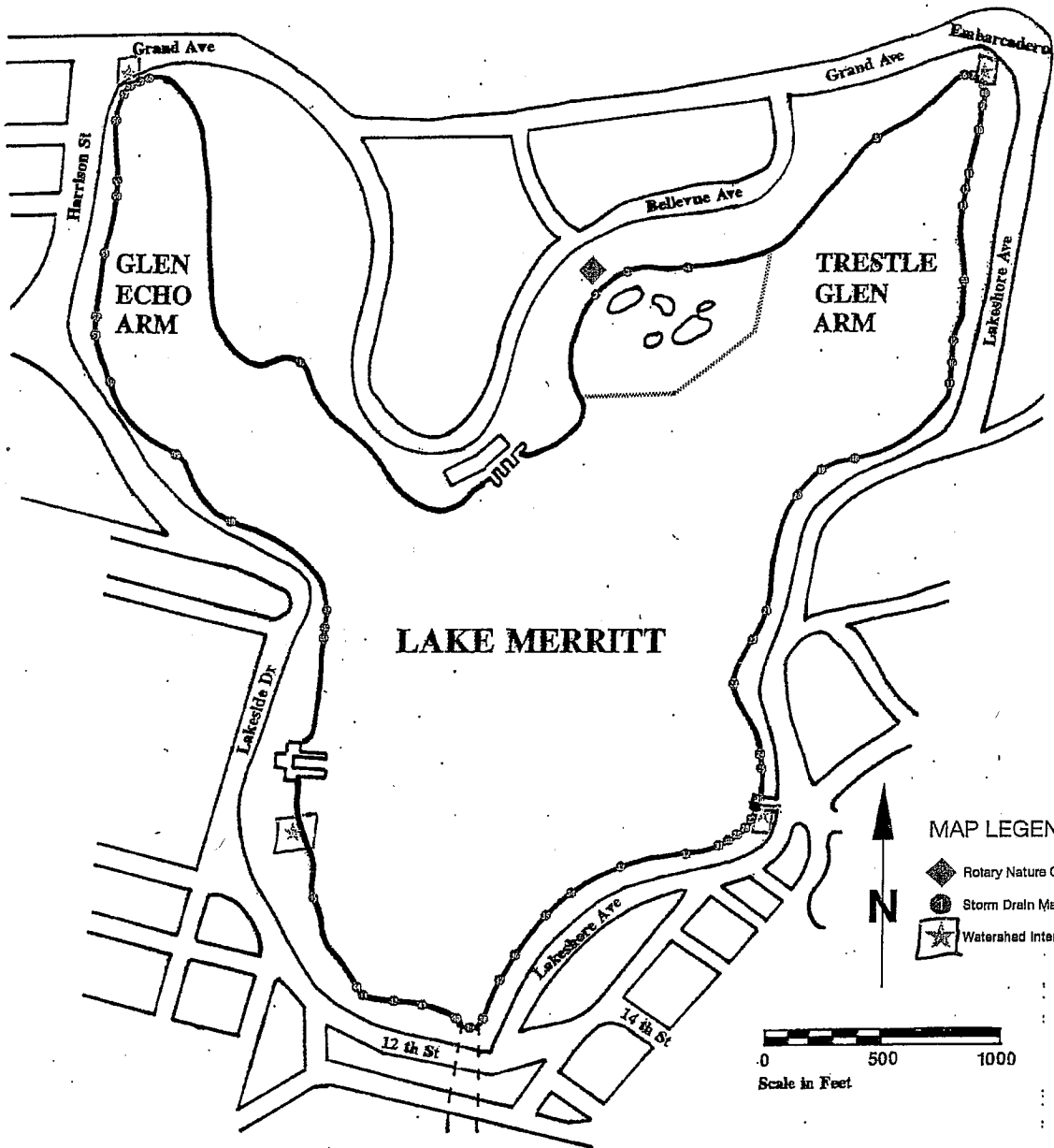
If you would like to proceed with this project as outlined in this quotation, and agree to the above terms and conditions, please sign below and fax or mail to KVO Industries.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

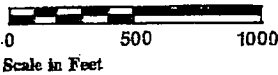
\_\_\_\_\_  
Date

\_\_\_\_\_  
Quote#



MAP LEGEND

- ◆ Rotary Nature Center (Location of Audio Tour Booth)
- Storm Drain Marker 63
- ★ Watershed Interpretive Sign 4



CITY OF OAKLAND  
Interoffice Memorandum



Office of Parks and Recreation

**TO:** Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission  
**FROM:** Dana Riley, Assistant to the Director  
**DATE:** November 18, 2009  
**SUBJECT:** Request Approval for a Plaque In Memory Of Sydney Levine To Be Installed  
On a Bench Near The Lawn Bowling Greens In Lakeside Park

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SUMMARY

Mr. Joshua Levine approached the City requesting that a plaque in memory of his friend Sydney Levine be installed on a bench near the Lawn Bowling Greens in Lakeside Park. The plaque will be small and discrete so as not to detract from the area; approximately 14" by 4" in size and will read "In Loving Memory of Bandito". Mr. Levine will make a donation to fund the repair of an existing park bench and will pay for the cost of the plaque. The plaque will be installed by the Public Works Agency (PWA) and the design and construction will meet the requirements recommended by PWA staff.

FISCAL IMPACT

The Office of Parks and Recreation will receive a \$250.00 donation from Mr. Joshua Levine to be used for needed repair of a bench near the Lawn Bowling Greens and Mr. Levine will pay for the cost of the plaque.

BACKGROUND

Mr. Levine's friend, Sydney spent many hours at the Lawn Bowling Greens in Lakeside Park. This time is one of the last activities Sydney continued to enjoy before passing on. Mr. Levine felt it fitting that a memorial plaque be installed in his memory.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for a memorial plaque inscribed with "In Loving Memory of Bandito" be installed on a bench near the Lawn Bowling Greens in Lakeside Park.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dana Riley", written in black ink.

Dana Riley  
Assistant to the Director

PRAC November 18, 2009  
Item 12-E

CITY OF OAKLAND  
Interoffice Memorandum



Office of Parks and Recreation

**TO:** Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission  
**FROM:** Kola Thomas, OPR Marketing & Communications Director  
**DATE:** November 18, 2009  
**SUBJECT:** Request Permission To Host a Holiday Arts and Crafts Bazaar at Studio One Art Center Where Artist Vendors Will Pay Fifty Dollars (\$50) For Table Space and Collect Money On-Site For Items Sold

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SUMMARY

The Office of Parks and Recreation Studio One Staff is requesting permission to host a Holiday Arts and Crafts Bazaar Fundraiser on December 6, 2009 from 12:00pm – 4:00pm. The Bazaar will be held in Studio One's Grand Hall and will be open to the public free of charge. Studio One would like to invite Artists to purchase table space at \$50 per table. Artists will have art related objects available for sale, with collections of funds on-site. Studio One will retain the table rental fee, while the Artist will retain funds collected from the sale of art pieces. Studio One will also have tables to sell student and staff art pieces to raise money for its own programs.

FISCAL IMPACT

Studio One expects to raise \$1,000 from table rental fees in addition to \$2,000 revenue expected from the sale of Studio One art pieces. All revenue will be deposited to Studio One's 1820 Self Sustaining Fund. Funds are being raised to support programming and purchase of supplies for class offerings.

BACKGROUND

Studio One has hosted a Holiday Bazaar on a smaller scale in the past, where *only* Studio One art pieces were sold. Due to recent economic and budget challenges, staff was charged to be creative when identifying cost reducing or revenue enhancing programs and projects. Staff believes that by allowing outside Artist to sell art pieces at the Holiday Bazaar will not only create a larger revenue stream, but it will provide positive exposure that will help increase program registrations and facility demand.

Staff has confirmed five Artist Vendor participation, and expects at least 15 more to be confirmed shortly, with a maximum of 25 tables available for rent. Each Artist Vendor will be required to provide proof of a Sellers Permit prior to the event.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approves the request to allow Studio One to host a Holiday Arts and Crafts Bazaar, charge for table space and allow artist vendors to collect funds on-site.

Respectfully submitted,

Kola Thomas  
Marketing & Communications Director

PRAC November 18, 2009  
Item 12-F