



## PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Wednesday, February 11, 2015

Lake Merritt Garden, 666 Bellevue Avenue

4:30pm

### Agenda

1. CALL TO ORDER:

2. ROLL CALL:

BELCHER, DU BOIS, FLORES, KADERA-REDMOND, MARSHALL, MILLER, PETERSON,  
ROSENBLOOM, SELNA, WU

3. DISPOSITION OF MINUTES:

November 12, 2014 Meeting Minutes

Note: The Commission held a Special Meeting and Parks Tour Retreat on Saturday, January 10, 2015. There are not notes.

4. SPECIAL ORDERS:

5. PRAC PENDING LIST:

6. MODIFICATIONS TO THE AGENDA:

7. CONSENT NEW BUSINESS:

A. **REQUEST APPROVAL FROM THE OAKLAND RUNNING FESTIVAL ORGANIZERS TO SERVE AND SELL ALCOHOLIC BEVERAGES AND FOOD, AND TO COLLECT DONATIONS AND REGISTRATION FEES AT THEIR 6<sup>TH</sup> ANNUAL OAKLAND RUNNING FESTIVAL MARATHON AT SNOW PARK ON SUNDAY, MARCH 22, 2015**

Oakland Parks and Recreation received a request for permission from Gene Brtalik, Director of the Oakland Running Festival Race Director, to serve and sell alcoholic beverages (beer & wine) and food, and to collect donations and registration fees at their Oakland Running Festival Marathon to be held at Snow Park on Sunday, March 22, 2015. Proceeds from funds collected will benefit city and local charities. In addition, a portion of alcohol beverage sales will be contributed to the Fire Department's Random Acts Charity.

B. **REQUEST APPROVAL FROM THE NATIVE AMERICAN HEALTH CENTER, INC. TO COLLECT ON-SITE REGISTRATION FEES AT THE RUNNING IS MY HIGH WALKATHON AT LAKESIDE PARK ON SATURDAY, MARCH 14, 2015**

Staff received a request for approval from the Native American Health Center, Inc., a non-profit organization, to collect on-site registration fees at Lakeside Park on Saturday, March 14, 2015 at their "Running is My High"; a 10k and 5k Fun Race. Proceeds collected will be used to off-set the cost of purchasing t-shirts and participant scholarships.

8. NEW BUSINESS:

- A. **INFORMATIONAL REPORT: "TRAILHEAD: DIMOND PARK – OAKLAND'S URBAN GATEWAY TO THE REDWOODS AND BEYOND", A DOCUMENTARY VIDEO PRODUCTION.** A documentary and educational profile of Oakland, California's largest wildland park trail system, this video will highlight a unique and relatively unknown gem that connects the heart of urban Oakland to redwood forests and over one hundred miles of East Bay trails and open space. Trail users, historians, creek restoration experts, park stewards, and others will be among those interviewed during a typical park day that begins at sunrise from the trailhead in Dimond Park and concludes at sunset from a scenic Joaquin Miller Park ridge overlooking downtown Oakland and San Francisco Bay.
- B. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO REVIEW AND APPROVE THE DESIGN FOR RE-LANDSCAPING AND INSTALLATION OF A DEMONSTRATION GARDEN WITH EDUCATIONAL MATERIAL AT THE GATEWAY EMERGENCY PREPAREDNESS EXHIBIT CENTER.** The North Hills Community Association, the Oakland Landscape Committee, the Oakland Firesafe Council and the Wildfire Prevention Assessment District Advisory Board have collaboratively developed a landscape plan with accompanying educational information for a demonstration garden that showcases appropriate plant materials and mulch to meet the City of Oakland's defensible space requirements for properties within the Wildfire Prevention District, as established by Resolution No. 78204 C.M.S., November 18, 2003.
- C. **REQUEST FOR APPROVAL FROM THE ADULT CONGENITAL HEART ASSOCIATION TO COLLECT FUNDRAISING PROCEEDS FROM PARTICIPANTS OF THE CONGENITAL HEART WALK AT LAKESIDE PARK ON SATURDAY, JUNE 13, 2015.** Proceeds from the fundraising event will be used to support the national organizations of the Adult Congenital Heart Association and The Children's Heart Foundation. Both organizations are dedicated to fighting congenital heart disease.

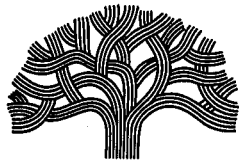
9. CONDITIONAL USE PERMITS:

- A. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMITTEE RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT TO IMPROVE A WATER TREATMENT BASIN AND PASSIVE PARK ADJACENT TO THE LAKE MERRITT CHANNEL AND THE 12<sup>TH</sup> STREET BRIDGE.** The project consists of improvements to an existing .91 acres water treatment basin and park next to the Lake Merritt Channel and the 12th Street Bridge. The improvements and maintenance of the park would be funded by the developers of a proposed 298-unit, 24-story residential apartment building on a parcel located adjacent to the park. Both the apartment site and the park are owned by the City and have been made available by the narrowing of East 12th Street.

10. COMMUNICATIONS:
11. PRAC COMMITTEE REPORT:
12. ADVISORY COUNCIL REPORTS:
13. UNFINISHED BUSINESS:
14. COUNCIL REFERRALS:
15. OPEN FORUM:
16. DIRECTOR'S REPORT:
  - Budget Update
  - Parks Tour and Retreat Recap
  - Update: Raimondi Project Phase II
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 ***Oakland 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, March 11, 2015 - 4:30 p.m.***  
***Lakeside Garden Center***  
***666 Bellevue Ave, Oakland, CA***



CITY OF OAKLAND

## PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Wednesday, December 10, 2014

Lake Merritt Garden, 666 Bellevue Avenue

4:30pm

### Meeting Minutes

1. CALL TO ORDER: 4:35pm

2. ROLL CALL:

BELCHER, DU BOIS, FLORES, KADERA-REDMOND, MARSHALL, MILLER, PETERSON, ROSENBLUM, SELNA, WU

Present: Du Bois, Flores, Marshall, Miller, Rosenbloom, Selna and Wu

Excused: Belcher and Peterson

Arrivals: Kadera-Redmond (4:41pm)

Staff: Parks and Recreation – Audree Jones-Taylor, Dana Riley, Diane Boyd and Zermaine Thomas. City Council Office -Shereda Nosakhare.

3. DISPOSITION OF MINUTES:

October 22, 2014 Special Meeting Minutes

**Motion:** Commissioner Miller entertained a motion to approve the October 22, 2014 Special Meeting minutes. **Moved by:** Commissioner Selna **Second by:** Commissioner Du Bois. **Vote: Yes** - Du Bois, Flores, Kadera-Redmond, Marshall, Miller and Selna **Abstained:** Rosenbloom and Wu. **Motion:** Passed

November 12, 2014 Meeting Minutes

**Motion:** Commissioner Miller entertained a motion to approve the November 12, 2014 meeting minutes. **Moved by:** Commissioner Selna **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** Flores, Kadera-Redmond, Miller, Rosenbloom, Selna and Wu **Abstained:** DuBois and Marshall **Motion:** Passed

4. SPECIAL ORDERS:

5. PRAC PENDING LIST:

6. MODIFICATIONS TO THE AGENDA:

**Motion:** Commissioner Miller entertained a motion to modify the agenda and move Item 7A to New Business Item 8A and Item 8A to Consent New Business Item 7A. **Moved by:** Commissioner Wu. **Second by:** Commissioner Selna. **Vote: Yes** Du Bois, Flores, Marshall, Miller, Rosenbloom, Selna and Wu **Motion:** Passed

7. CONSENT NEW BUSINESS:

A. **REQUEST APPROVAL FROM THE NATIONAL MULTIPLE SCLEROSIS SOCIETY TO COLLECT ON-SITE DONATIONS AND FUNDRAISING PLEDGES FOR THE THIRD ANNUAL MS WALK EAST BAY 2015 AT LAKESIDE PARK BANDSTAND ON SATURDAY, APRIL 18, 2015.**

The Oakland Parks and Recreation Advisory Commission review the staff report for Item 7A presented by Zermaine Thomas. Oakland Parks and Recreation received a request for approval from the National Multiple Sclerosis Society, a non-profit organization, to collect on-site donations and fundraising pledges for the 3rd Annual MS Walk East Bay 2015 at Lakeside Park on Saturday, April 18, 2015. The donations and funds raised will be allocated to support local programs, services, and research for those affected by Multiple Sclerosis (MS).

**Motion:** Commissioner Miller entertained a motion to approve Consent New Business Item 7A. **Moved by:** Commissioner Marshall **Second by:** Commissioner Wu.

**Vote:** Yes Du Bois, Flores, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu

**Motion: Passed**

8. NEW BUSINESS:

A. **REQUEST APPROVAL FROM OAKLAND VEG CALIFORNIA TO ALLOW FOOD VENDORS AND OTHER ARTISANS TO SELL THEIR WARES AND TO ALLOW NON-PROFIT ORGANIZATIONS TO SOLICIT DONATIONS AT THE OAKLAND VEG FEST AT THE LAKE MERRITT AMPHITHEATRE ON SATURDAY, APRIL 25, 2015.**

The Oakland Parks and Recreation Advisory Commission reviewed the staff report for Item 8A presented by Zermaine Thomas. Oakland Parks and Recreation received a request for approval from Oakland Veg California, a non-profit organization, to allow food vendors and other artisans to sell their wares and to allow non-profit organizations to solicit donations at the Oakland Veg Fest at the Lake Merritt Blvd. Amphitheatre on Saturday, April 25, 2015. This event will be free and open to the public and held for the first time at an Oakland Parks and Recreation venue. Approximately 20 vendors and 8 non-profits will participate. A Post Event will be filed after April 25<sup>th</sup>, 2015.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to grant permission to Oakland Veg California to allow non-profit organizations to collect on-site fees for food and other items on sale at their Veg Fest at the Lake Merritt Amphitheatre on April 25, 2015. **Moved by:** Commissioner Selna **Second by:** Commissioner Wu. **Motion Failed.** **Vote:** Yes Du Bois, Flores, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion: Passed**

**B. Request for Approval to Dedicate a Bench to "D" Fraser**

The Parks and Recreation Advisory Commission reviewed the staff report for Item 8B presented by Shereda Nosakhare from Councilmember Schaaf's office. The Friends of Courtland Creek applied for a mural grant from then Councilmember Quan in 2008. Part of the grant was the placement of a bench at the creek. The project was completed in 2011 but the bench was never ordered. Several years have passed but the bench has finally been ordered and is scheduled to be installed in the next few weeks. This will complete the project led by the neighbors that began many years ago. The plaque installation process is in accordance with the Public Works Agency construction requirements.

**Motion:** Commissioner Miller entertained a motion to approve the request to dedicate a bench to Donna "D" Fraser with the following inscription:

In Memory of "D" Fraser

1951-2014

Friend of Courtland Creek

**Moved by:** Commissioner Du Bois **Second by:** Rosenbloom. **Vote: Yes**

Du Bois, Flores, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu

9. CONDITIONAL USE PERMITS:

10. COMMUNICATIONS:

Nexus Study was approved by City Council. During the coming year Parks and Recreation will be included in the discussion regarding potential funding and will not be lumped in with other departments.

11. PRAC COMMITTEE REPORT:

Commissioner Selna reported that Commissioner Du Bois will join the Grilling Subcommittee.

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

14. COUNCIL REFERRALS:

15. OPEN FORUM:

16. DIRECTOR'S REPORT:

- PRAC Retreat – Special Meeting January 10, 2015

The annual parks tour will take place on Saturday, January 10<sup>th</sup> from 9:30am to 100pm. Waste Management staff and new members of the Friends of Parks and Recreation Board will participate.

- Update: Community Focus Groups

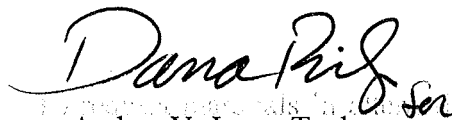
The District 6 Focus Group scheduled for the week of December 15 has been postponed until further notice. The meetings have been well attended and considered a great opportunity to tell OPR's story. There have been repeated requests at the community meetings to have the Park Rangers reinstated as. Many participants commented on the rise in vandalism to recreation centers. Grilling in parks is a hot issue. The ordinance must be reviewed and change with consideration giving to the needs of the various communities. The ordinance gives PRAC the authority to designate specific areas for grilling.

- Parks & Recreation Magazine Article –  
OPR staff member Michelle Doppelt wrote an article featured in the December issue of the Parks and Recreation National Magazine on the department's Anti-Bullying Policy

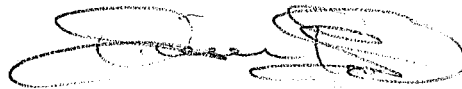
17. ADJOURNMENT: 5:27pm

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call **Oakland 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.

Respectfully submitted,



Audree V. Jones-Taylor  
Secretary



Diane Boyd  
Recording Secretary

**Next Meeting:**

**Special Meeting –Annual Retreat and Bus Tour  
Saturday, January 10, 2015, 9:00am to 1:00pm  
666 Bellevue Avenue**

CITY OF OAKLAND  
Interoffice Memorandum



**Oakland Parks and Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservation Lead  
**DATE:** February 11, 2015  
**SUBJECT: REQUEST APPROVAL FROM THE OAKLAND RUNNING FESTIVAL ORGANIZERS TO SERVE AND SELL ALCOHOLIC BEVERAGES AND FOOD, AND TO COLLECT DONATIONS AND REGISTRATION FEES AT THEIR 6<sup>TH</sup> ANNUAL OAKLAND RUNNING FESTIVAL MARATHON AT SNOW PARK ON SUNDAY, MARCH 22, 2015**

SUMMARY

Oakland Parks and Recreation received a request for permission from Gene Btralik, Director of the Oakland Running Festival Race Director, to serve and sell alcoholic beverages (beer & wine) and food, and to collect donations and registration fees at their Oakland Running Festival Marathon to be held at Snow Park on Sunday, March 22, 2015. Proceeds from funds collected will benefit city and local charities. In addition, a portion of alcohol beverage sales will be contributed to the Fire Department's Random Acts Charity.

FISCAL IMPACT

There will be a positive fiscal impact to Oakland Parks and Recreation. The Oakland Running Festival will pay all fees associated with the rental of the park space.

BACKGROUND

This is the sixth year of the Oakland Running Festival Marathon in the City of Oakland. The Oakland Running Festival Marathon is a five race event which attracts people from all over the world to run through the streets of Oakland. In five years, the race has generated almost \$10 million for the City and raised \$1,000,000 for local charities such as Running for a Better Oakland, Ella Baker Center, and East Oakland Boxing Association.

The request for the Oakland Running Festival event came before the Parks and Recreation Advisory Commission in 2010, 2012, 2013 and 2014 for approval. The previous requests were granted and the events were extremely successful and went as planned. The Oakland Running Festival collects approximately \$500 in donations. The registration fees were paid in advance and range from \$15 to \$260.

The Oakland Running Festival is a citywide event with the City Council Office, OPD Special Events Unit, City Administrator's Marketing Department and the Office of Parks and Recreation as supporters of the event.

PRAC – February 11, 2015

Item 7A



**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Director of the Oakland Running Festival to serve and sell alcoholic beverages (beer and wine) and food, and to collect donations and registration fees at the Oakland Running Festival Race at Snow Park on Sunday, March 22, 2015. Gene Brtalik, the event director is aware that additional permits will be required to be completed should the request be granted.

Respectfully submitted,  
February 11, 2015

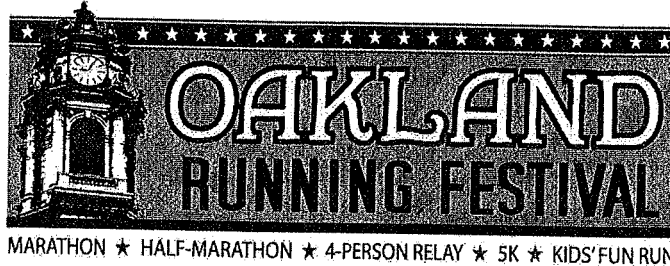
Zermaine Thomas  
Central Reservation Lead

Attachments: Exhibit A – Oakland Running Festival Request Letter  
Exhibit B – Rental Application

Respectfully submitted,

Zermaine Thomas  
Central Reservation Lead

Attachments: Exhibit A – Oakland Running Festival Request Letter  
Exhibit B – Rental Application



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

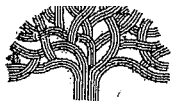
Dear Parks and Recreation Advisory Committee,

I would like to come before the board to request permission to serve and sell alcohol as well as food at Snow Park on March 22 as part of the Oakland Running Festival. The Oakland Running Festival, now in its fifth year, is a five-race event which attracts people from all over the world to through the streets of Oakland. In five years, the race has generated almost \$10 million for the City and raised \$1,000,000 for local charities (Running for a Better Oakland, Team in Training, Ella Baker Center, Calico, East Oakland Boxing Association are some of the few). A portion of the alcohol sales will go to the Fire Department's Random Acts charity, who will also have a tip jar for donations.

We also collect \$15 in registration fees on race day for the Kids' Fun Run.

I look forward to speaking with your further regarding this matter.

Sincerely,  
Gene Brtalik  
Oakland Running Festival Race Director



CITY OF OAKLAND  
PARKS AND RECREATION

Oakland Parks and Recreation  
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612  
Office: (510) 238-3187; Facsimile: (510) 238-2397



### Rental Application

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

Date of Application: 1/12/15

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

Name of Business/Organization: CORRIGAN SPORTS ENTERPRISES

Business/Organization Address: 6725 SANTA BARBARA CT #114 ELK GROVE MD 21075  
Street Address City Zip Code

Applicant Name: GENE BRALIK

Applicant Mailing Address: 1001 BROADWAY OAKLAND 94607  
Street Address City Zip Code

Phone Number: 910 371 5273 Fax Number: 404 760 5889 E-mail: GENE@CORRIGANSPOERS.COM

Facility/Park Name: Snow Park & Lakeside Park (Fairyland Area)

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

#### EVENT INFORMATION:

Date(s) of Event: 3/20/15 12pm-9pm, 3/21/15 12pm-9pm, 3/22/15 5am-4pm  
Time In/Prep Time \_\_\_\_\_ Actual Event Time \_\_\_\_\_ to \_\_\_\_\_ Cleanup/Time Out Fairyland Area 10<sup>AM</sup>-4

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

2015 Oakland Running Festival

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

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

Stage, Food Trucks

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

Number of Participants (Total) 10,000 Approximate # of Adults \_\_\_\_\_ # of Teens \_\_\_\_\_ # of Children/Infants \_\_\_\_\_

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

Will you require a caterer for your event?  Yes  No

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

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

If not using an OPR Approved Caterer, provide name of non-approved caterer: \_\_\_\_\_  
(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

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

#### Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+ people)

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

(1) 48 x 9 = \$432 → snow Park 3/20/15  
(Hourly Rate) (# of hours)

(2) 48 x 9 = \$432 → snow Park 3/21/15  
(Hourly Rate) (# of hours)

(3) Permit Processing Fee = \$30

(4) Deposit = —

(5) Setup/Teardown = —

(6) Kitchen = —

(7) Alcoholic Beverage Fee = \$125

(8) Administrative Service Fee = —

(9) Caterer Opt Out Fee = —

(10) Sound Use Fee = \$100

(11) Other Charges - snow Park = \$153 x 4 = \$612  
3/22/15 \$180 x 7 = \$1260  
Fairyland Area = \$48 x 4 = \$192

TOTAL: \$ 3153 Less Advance Minimum Payment of \$ \_\_\_\_\_; BALANCE DUE 30 DAYS BEFORE EVENT: \$ \_\_\_\_\_  
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

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

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

APPLICANT SIGNATURE \_\_\_\_\_ DATE 1/12/15

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

**CITY OF OAKLAND**  
Interoffice Memorandum



**Oakland Parks and Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservation Lead  
**DATE:** February 11, 2015  
**SUBJECT: REQUEST APPROVAL FROM THE NATIVE AMERICAN HEALTH CENTER, INC. TO COLLECT ON-SITE REGISTRATION FEES AT THE RUNNING IS MY HIGH WALKATHON AT LAKESIDE PARK ON SATURDAY, MARCH 14, 2015**

SUMMARY

Staff received a request for approval from the Native American Health Center, Inc., a non-profit organization, to collect on-site registration fees at Lakeside Park on Saturday, March 14, 2015 at their "Running is My High"; a 10k and 5k Fun Race. Proceeds collected will be used to off-set the cost of purchasing t-shirts and participant scholarships. The Post Event Report for 2014 is attached.

FISCAL IMPACT

There will be a positive fiscal impact to Oakland Parks and Recreation. The Native American Health Center will pay all fees associated with the rental of the park space.

BACKGROUND

This is the Native American Health Center, Inc.'s 14<sup>th</sup> year hosting the event. They have come before the Parks and Recreation Advisory Commission in the past and were granted approval to collect registration fees. All past events were successful and went as planned. The overall goal of Running is M High is to engage community members in the event while promoting fitness, good nutrition and diabetes prevention. At last year's event, 124 people registered the day of the event and \$1588.00 was collected on-site.

There are no changes for this year's event. The on-site fees will once again be \$15 for adults and \$5 for children.

Parks and Recreation Advisory Commission  
February 11, 2015

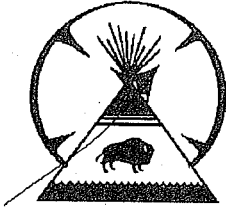
**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request from the Native American Health Center to collection registration fees at their Running is My High Walk-a-thon at Lakeside Park on Saturday, March 9, 2013. The Native American Health Center is aware that additional permits will be required to be completed provided the request is approved.

Respectfully submitted,

Zermaine Thomas  
Central Reservation Lead

**Attachments:** Exhibit A – Proposal Letter  
Exhibit B – Post Event Report  
Exhibit C - Rental Application



## **Native American Health Center, Inc.**

OAKLAND • SAN FRANCISCO • ALAMEDA  
2950 International Boulevard • Oakland, California 94601  
PH: 510-535-4463 • FX: 510-535-4449 • [www.nativehealth.org](http://www.nativehealth.org)

Office of Parks and Recreation  
Parks and Recreation Advisory Commission

July 7, 2014

Dear Parks and Recreation Advisory Commission,

On Saturday, March 14<sup>th</sup>, 2015 the Native American Health Center of Oakland, CA is sponsoring an event entitled: Running is My High, a 10K and 5K Fun Run around Lake Merritt in downtown Oakland.

The overall goal of Running is My High is to engage community members in the event while promoting fitness, good nutrition and diabetes prevention. The event will draw participants from the Native American Community as well as runners and exercise enthusiasts from the San Francisco Bay at large.

This letter is to inform you that we will be allowing our community members the opportunity to register on the day of the event. This is our 14<sup>th</sup> annual event and we have always offered same day registration that has allowed us to gain larger participation. We encourage on-line pre-registration, but same day registration is also necessary. The same day registration fees will be \$15 for adults and \$5 for children. Native American Health Center is a non-profit organization; the money collected will be used to support this event (i.e. purchasing t-shirts and supporting participant walking/running scholarships).

I appreciate your help and look forward to working with you. If you have any questions, please feel free to contact me.

Sincerely,

Melissa Cannon, RD  
Running Is My High Coordinator  
510-535-4463  
[melissac@nativehealth.org](mailto:melissac@nativehealth.org)



## 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, 3<sup>rd</sup> Floor, Suite 3330, Oakland, CA 94612.

### I. GENERAL INFORMATION

Name of Event: Running Is My High

Location of Event: Lake Merritt, Oakland, CA

Date/Hours of Event: March 8<sup>th</sup>, 2014 Permit No. 29441

Contact Person: Melissa Cannon, RD Phone No. 510-535-4463

Contact Person Address: 2950 International Blvd., Oakland, CA 94601

Is this a first time event at this location?  Yes  No If no, when was the event held previously?  
Every second Saturday in March for the past 12 years.

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: 391 runners, about 100 observers
- Were registration fees collected on-site for the event?  Yes  No
- If yes (above), how many people registered? 124
- What was the cost for registration? \$15 adults, \$5 kids
- How much money was collected on site for registration fees? \$1,588

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

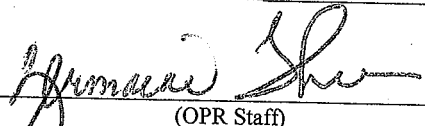
List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

*The event ran very smoothly this year. However, when we arrived although there were three signs stating no parking there were still cars parked in the parking lot area. We had problems with some of those cars refusing to leave – stating that there was no signage for the far end of the parking lot. We would like to request that the parking lot be coned off the night prior to the event or the morning of or to have greater signage around the parking lot area to prevent this from happening again. We would also like to request that a copy of the OPD Special Events Permit and Charitable Solicitation permit be sent prior to the event so we can have them for our records. We are extremely grateful to the city for allowing us to use the Sailboat House Parking lot for another year. We want to sincerely thank Zermaine Thomas for keeping us informed with the availability of the Sailboat House Parking Lot. We look forward to working with the city again next year.*

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

*See above.*

Submitted by: Melissa Cannon Date: July 5, 2014

Approved by:  Date: 7/8/14  
(OPR Staff)

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





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



**Rental Application**

ATTENTION: Tanya

Date of Application: 9/10/14

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

Name of Business/Organization: Native American Health Center  
 Address: 2950 International Blvd Oakland 94601  
Street Address City Zip Code

Name of Contact Person: Melissa Cannon  
 Phone Number: 510.535.4463 Fax Number: 510.535.4449 E-mail: melissac@nativehealth.org  
 Mailing Address: 2950 International Blvd Oakland 94601  
Street Address City Zip Code

Facility/Park Name: Grassy area behind bandstand (club area) at Lake Merritt  
 Room(s)/Site(s): \_\_\_\_\_

**EVENT INFORMATION:**

Date(s) of Event: 3/14/15  
 Time In/Prep: 6:30am Event Time: 8am - 12pm Cleanup/Time Out: 1pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBO, Walk, Run, Festival, Rally, Quinceanera, BarMitsvah/BatMitzvah, etc.)  
Walk/Run to celebrate sobriety and wellness in the native community

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

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

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

Number of Participants (Total) 100 Approximate # of Adults 300 # of Teens 50 # of Children/Infants 50

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.  
Is it possible to remove the grass prep the day before the event?

Will you require a caterer for your event?  Yes  No

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

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

(Opt-Out Fee - See Attached Regulations)

**RENTAL FEES** (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)  
 Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people.  
 For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

- |   |  |
|---|--|
| (1) <u>65</u> x <u>6</u> = <u>390</u><br>(Hourly Rate) (# of hours) | (7) Alcoholic Beverage Fee = _____     |
| (2) _____ x _____ = _____<br>(Hourly Rate) (# of hours)             | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee = <u>30</u>                               | (9) Caterer Opt Out Fee = _____        |
| (4) Deposit = <u>500</u>  | (10) Sound Use Fee = <u>50</u>         |
| (5) Setup/Teardown = _____  | (11) Other Charges = _____             |
| (6) Kitchen = _____   |  |

TOTAL: \$ 970 Less Advance Minimum Payment of \$ \_\_\_\_\_; BALANCE DUE 30 DAYS BEFORE EVENT: \$ \_\_\_\_\_  
 (Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: \_\_\_\_\_ Check #: 92280 Type of Credit Card: Visa or MasterCard: \_\_\_\_\_  
 (See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE \_\_\_\_\_ DATE 9/10/14  
 Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

CITY OF OAKLAND  
Interoffice Memorandum



**Oakland Parks and Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Stephanie Benavidez  
**DATE:** February 11, 2015  
**SUBJECT: INFORMATIONAL REPORT: "TRAILHEAD: DIMOND PARK – OAKLAND'S URBAN GATEWAY TO THE REDWOODS AND BEYOND", A DOCUMENTARY VIDEO PRODUCTION**

SUMMARY

A documentary and educational profile of Oakland, California's largest wildland park trail system, this video will highlight a unique and relatively unknown gem that connects the heart of urban Oakland to redwood forests and over one hundred miles of East Bay trails and open space. Trail users, historians, creek restoration experts, park stewards, and others will be among those interviewed during a typical park day that begins at sunrise from the trailhead in Dimond Park and concludes at sunset from a scenic Joaquin Miller Park ridge overlooking downtown Oakland and San Francisco Bay.



Dimond Canyon Trail



Fern Ravine Trail, Joaquin Miller Park



Sunset Trail, Joaquin Miller Park

FISCAL IMPACT

Permit fees for filming this documentary at two sites Dimond Canyon and Joaquin Miller as well as undesignated trails with deposits fees is \$1,720.00. The Director of OPR Audree V. Jones-Taylor has decided to enter into a partnership as a funder on this project since it helps showcase our city parks and helps to promote the value of volunteers like Stan Dotson who are inspired by them. Fees will be waived in lieu of unrestricted use of this product.

## PROJECT DESCRIPTION

Intended for Oakland residents, merchants, and visitors alike, this documentary will celebrate a unique urban to rural trail system connecting Dimond Park to the Bay Area Ridge Trail. The video will highlight the history of Dimond Park, Dimond Canyon, and Joaquin Miller Park; recent improvements to the trail system by volunteers working in collaboration with the City of Oakland; the multiple uses of the trail system (hiking, mountain biking, dog walking, youth education, bird watching, etc.); and the accessibility of the trail system to multiple urban Oakland neighborhoods and business districts. Potential interview subjects include:

- Stan Dodson - Oakland resident, Dimond merchant, and trail volunteer/advocate
- Dennis Evanosky - Oakland historian, author, and publisher
- Michelle Krieg - Restoration and Nursery Manager, Friends of Sausal Creek
- Jim Townsend - Bay Area Ridge Trail Advisory Council
- Mike Udkow - Retired physician, mountain bike enthusiast, and trail volunteer
- Deidre Joyner - Realtor

This 8-15 minute documentary video will be distributed primarily online, with the potential for film festival exposure regionally and nationally. Potential local distribution outlets include:

- City of Oakland Parks and Recreation - [www.oaklandnet.com/parks/](http://www.oaklandnet.com/parks/)
- Dimond Improvement Association (DIA) - <http://www.dimondnews.org/dia/>
- Dimond Business & Professional Association (DB&PA) - <http://www.shopdimond.com/>
- Friends of Joaquin Miller Park (FOJMP) - <http://www.fojmp.org/>
- Friends of Oakland Parks & Recreation - <http://www.oaklandparks.org/>
- Friends of Sausal Creek (FOSC) - <http://www.sausalcreek.org/>
- Chabot Space and Science Center - <http://www.chabotspace.org/>
- Real estate community
- Visit Oakland (Convention and Visitor Bureau) - [www.visitoakland.org](http://www.visitoakland.org)
- Neighborhood email lists (Dimond, Glenview, Oakmore, Montclair, Piedmont Pines, etc.)
- Local independent theaters (Grand Lake, Piedmont, New Parkway, etc.)
- KTOP TV-10
- District 4 City Councilmember website/newsletter
- Mayor of Oakland website/newsletter

The budget for this project is approximately \$15,000 (see Exhibit B). Stan Dodson is actively fundraising by seeking and engaging all interested parties, including local residents, businesses, and non-profit organizations. *Friends of Oakland Parks and Recreation* is the 501(c)(3) fiscal sponsor for this project.

This documentary video is not intended to produce revenue for any groups or individuals.

## BACKGROUND

### **Stan Dodson - Executive Producer**

Stan Dodson, manager of La Farine Bakery in Dimond, and past board member of the Dimond Improvement Association and Friends of Joaquin Miller Park, has volunteered to maintain and promote the trail system that connects Dimond Park to the Bay Area Ridge Trail since 2008. Through his leadership past and present, Stan is in a unique position to pull together many stakeholders, including community leaders, non-profit organizations, city staff, and elected officials.

With the accomplished video team that he's assembled, he aims to produce an informative and beautiful HD documentary video that will further his goals of promoting the parks, the surrounding neighborhoods, and the City of Oakland as a whole.

**Emily Fraser - Co-Director/Producer, Cinematographer, Editor**

Emily Fraser is a San Francisco Bay Area documentary filmmaker committed to finding poetry in the everyday while provoking discussion around pressing social and environmental issues. Her work has been shown around the country and the globe, with screenings at Big Sky Documentary Film Festival, Doc NYC, Columbus International Film + Video Festival, the University Film and Video Association Conference, the Water Environment Federation, and the Pacific Film Archive, among others. Emily has served as a filmmaker for the Southern Environmental Law Center, the Revs Program at Stanford, and the Boy Scouts of America, and as the coordinator of the Stanford Environmental Humanities Project's annual environmental film series. In a previous life, she worked as an environmental consultant, focusing on projects in conservation, resource management, and alternative energy. She holds a bachelor's degree in environmental policy and art/architecture from the College of William and Mary and an M.F.A in Documentary Film and Video from Stanford University. Emily lives and works in Oakland, CA as an independent filmmaker and is in development on her next documentary project, "Ghost Town." <http://emilyelizabethfilms.com/>

**Katherine Gorringer - Sound Recordist, Editor**

Katherine Gorringer is a freelance sound recordist and editor in Oakland, CA. A native Minnesotan torn between her passion for art, scholarship, and social justice, Katherine Gorringer received a double degree (Bachelor of Arts/Music) from Northwestern University in 2008, where she studied History, Gender Studies, Music, and Film. She produced her first documentary film *Los Vecinos* about a group in Buenos Aires who place sidewalk tiles around their neighborhood in a courageous act of memorial and remembrance for their loved ones 'disappeared' during the 1970's dictatorship. Since then she has worked for the award-winning New Animal Productions and independent filmmaker Laurie Collyer and has become a teacher, musician, goat farmer, and a filmmaker with a passion for beautiful and compelling stories. She has a special interest in telling the stories of people and communities who resist the status quo and envision a better world.

**Henry Wiener - Co-Director/Producer, Cinematographer, Editor**

Henry Wiener, born and raised in Jackson, MS, received his undergraduate degree from Columbia University, majoring in American Military History. After living and working in New York City for 5 years, Henry completed his MFA in Documentary Film at Stanford University in 2014. His films cover an eclectic group of subjects: Bay Area gun rights activists, a 21 year old female NASCAR driver, a Minor League baseball churro vendor, and a traveling Rabbi. All of these films tell stories of people who pursue life with special passion and energy, across a spectrum of American culture. Henry currently lives and works in Oakland, CA as an independent filmmaker. <http://henrywiener.com>

**Henry Wiener - Co-Director/Producer, Cinematographer, Editor**

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RECOMMENDATION

*Oakland Parks and Recreation staff recommends the Parks and Recreation Advisory Commission accept the informational report on the documentary video production of "Trailhead: Dimond Park – Oakland's Urban Gateway to the Redwoods and Beyond".*

Respectfully submitted,

*Stephanie Benavidez  
Supervising Naturalist*

*Attachments: Exhibit A – Trail System and Area Map  
Exhibit B – Detailed Project Budget  
Exhibit C – Contract, Production Schedule, and Deliverables*

Respectfully submitted,

*Stephanie Benavidez  
Supervising Naturalist*

*Attachments: Exhibit A – Trail System and Area Map  
Exhibit B – Detailed Project Budget  
Exhibit C – Contract, Production Schedule, and Deliverables*



Exhibit B – Detailed Budget

**Budget Estimate**

Item	Unit	Unit Price	Total Price
<b>Pre-production</b>			
Producer/Researcher/Scriptwriter	3 days	\$300/day	\$900
<b>Production</b>			
Cinematographer	5 days	\$500/day	\$2,500
Sound Recordist	5 days	\$400/day	\$2,000
Camera Package (6D + Lens + Accessories)	5 days	\$80/day	\$400
Audio Package (Boom pole + wireless mic + sound recorder)	5 days	\$80/day	\$400
Kino-flo light rental	3 days	\$70/day	\$210
Slider rental	3 days	\$50/day	\$150
<b>Post-production</b>			
Editor	14 days	\$400/day	\$5,600
Archival Researcher	2 days	\$200/day	\$400
Music rights	3 songs	\$250/song	\$750
Color Correction	2 hours	\$200/hr	\$400
Sound Mixing	4 hours	\$200/hr	\$800
Graphics	4 hours	\$200/hr	\$800
<i>501(c)(3) Fiscal Sponsor: Friends of Oakland Parks &amp; Recreation</i>		<b>Total</b>	<b>\$15,310</b>

Exhibit C – Contract, Production Schedule, and Deliverables

**Trailhead: Dimond Park  
Video Production Schedule & Deliverables Agreement**

Effective January 9, 2015, Emily Fraser and Henry Wiener (the filmmakers)  
and Stan Dodson (the client) agree that:

The filmmakers, operating under the production company Cat Trick (<http://www.cattrick.com/>), will produce an HD video between 8 and 15 minutes in length that celebrates Oakland, California's largest wildland park trail system.

As outlined below, the filmmakers will provide the client with opportunities to provide feedback on the draft treatment, the rough cut of the video, and the fine cut of the video. Upon completion, the filmmakers will deliver a full resolution HD video file to the client.

Unrestricted ownership of the video will be jointly held by the filmmakers, the client, and the following funding groups: Dimond Improvement Association, Friends of Oakland Parks and Recreation, and Friends of Joaquin Miller Park.

The filmmakers will receive payment from the client in thirds:

- \$5,000 up front
- \$5,000 upon completion of pre-production
- \$5,000 upon final delivery of the full resolution HD video

If the filmmakers or the client fail to complete their terms of this agreement, the draft treatment and any raw footage shot will be jointly owned by the filmmakers, the client, and the funding groups listed above. In this event, the filmmakers would be responsible for delivering all materials to the client; the client would be responsible for delivering the materials to the funding groups.



## Production Schedule & Deliverables

	Dates	Tasks	Deliverables
<b>Pre-production</b>	January/February	<ul style="list-style-type: none"> <li>• Location scouting</li> <li>• Schedule interviews and live action shoots</li> <li>• Draft treatment and interview questions</li> <li>• <b>Treatment review w/ client</b></li> </ul>	<b>Draft treatment</b>
<b>Production</b>	February/March	<ul style="list-style-type: none"> <li>• Shoot 5 days of video</li> </ul>	
<b>Post-Production</b>	March/April	<ul style="list-style-type: none"> <li>• Transcribe interviews, edit rough cut, record draft narration, find archival images</li> <li>• <b>Rough Cut Review w/ client</b></li> <li>• Pick up shoots, animate graphics, finalize voiceover narration</li> <li>• <b>Fine Cut Review w/ client</b></li> <li>• Additional edits, color correction, sound mix</li> <li>• <b>Final delivery to client</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rough Cut</b></li> <li>• <b>Fine Cut</b></li> <li>• <b>Final HD video</b></li> <li>• <b>Online Links for Distribution</b></li> </ul>

# Central Reservations Unit

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

(510) 238-3187



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

Stan Dodson  
Pending  
Oakland, CA 94621

## Facility Permit

Status: Approved

Customer Type: Private

Home: (510) 234-5678

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
01/27/2015 Tanzania Enskip	32665	\$1720.00	\$0.00	\$0.00	\$0.00	\$0.00	01/27/2015	\$1720.00

### RESERVATIONS

EVENT NAME	FACILITY	DATES RESERVED
<b>Documentary Film</b> <b>Attendance: 10</b> Type: Film Permit	<b>Joaquin Miller Undesignated Area</b> <b>Joaquin Miller Park</b> <b>3450 Joaquin Miller Road</b> <b>Oakland, CA 94611</b>	Once on 2/11/2015 @ 06:00 AM to 02:00 PM

Total Number of Dates: 1

Total Number of Hours: 8

**NOTES:** Filmmakers: Emily Fraser, Henry Wiener.

HD video between 8 and 15 minutes in length. Video will be of the rural trail system connecting Diaond Park to the Bay Area Ridge Trail. The video will highlight the history of Diamond Park, Diamond Canyon and Joaquin Miller Park.

EVENT NAME	FACILITY	DATES RESERVED
<b>Documentary Film</b> <b>Attendance: 10</b> Type: Film Permit	<b>Joaquin Miller Trails (all trails)</b> <b>Joaquin Miller Park</b> <b>3450 Joaquin Miller Road</b> <b>Oakland, CA 94611</b>	Once on 2/11/2015 @ 08:00 AM to 07:00 PM

Total Number of Dates: 1

Total Number of Hours: 11

**NOTES:** Filmmakers: Emily Fraser, Henry Wiener.

HD video between 8 and 15 minutes in length. Video will be of the rural trail system connecting Diaond Park to the Bay Area Ridge Trail. The video will highlight the history of Diamond Park, Diamond Canyon and Joaquin Miller Park.

EVENT NAME	FACILITY	DATES RESERVED
<b>Documentary Film</b> Type: Film Permit	<b>Dimond Park</b> <b>Dimond Park</b> <b>3860 Hanly Road</b> <b>Oakland, CA 94602</b>	Once on 2/11/2015 @ 06:00 AM to 06:00 PM

Total Number of Dates: 1

Total Number of Hours: 12

NOTES: Filmmakers: Emily Fraser, Henry Wiener.

HD video between 8 and 15 minutes in length. Video will be of the rural trail system connecting Diaond Park to the Bay Area Ridge Trail. The video will highlight the history of Diamond Park, Diamond Canyon and Joaquin Miller Park.

**CHARGES**

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Park Use Permit Fee	Joaquin Miller Undesignated Area - Documentary Film	\$150.00	1.00	\$0.00	\$150.00	\$0.00	\$150.00
Deposit (Rentals)	Joaquin Miller Undesignated Area - Documentary Film	\$500.00	1.00	\$0.00	\$500.00	\$0.00	\$500.00
Park Special Event Fee	Joaquin Miller Trails (all trails) - Documentary Film	\$35.00	12.00	\$0.00	\$420.00	\$0.00	\$420.00
CRU Park Use Permit Fee	Dimond Park - Documentary Film	\$150.00	1.00	\$0.00	\$150.00	\$0.00	\$150.00
Deposit (Rentals)	Dimond Park - Documentary Film	\$500.00	1.00	\$0.00	\$500.00	\$0.00	\$500.00

**PAYMENTS AND REFUNDS**

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
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**CITY OF OAKLAND**

Interoffice Memorandum

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** North Hills Community Association & Council District 1  
**DATE:** February 11, 2015  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO REVIEW AND APPROVE THE DESIGN FOR RE-LANDSCAPING AND INSTALLATION OF A DEMONSTRATION GARDEN WITH EDUCATIONAL MATERIAL AT THE GATEWAY EMERGENCY PREPAREDNESS EXHIBIT CENTER.**

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SUMMARY

The North Hills Community Association, the Oakland Landscape Committee, the Oakland Firesafe Council and the Wildfire Prevention Assessment District Advisory Board have collaboratively developed a landscape plan with accompanying educational information for a demonstration garden that showcases appropriate plant materials and mulch to meet the City of Oakland's defensible space requirements for properties within the Wildfire Prevention District, as established by Resolution No. 78204 C.M.S., November 18, 2003.

The total cost of the project is budgeted at \$21,000. The project installation and 3 years of maintenance will be funded through donations and in-kind services.

The project has been developed by a volunteer team of landscape professionals and wildfire prevention advocates. It has been reviewed and approved by the Public Works Department and the Wildfire Prevention Assessment District Advisory Committee.

We are requesting that the Oakland Parks and Recreation Advisory Commission approve the landscape proposal, the educational panels and the plant labels.

## FISCAL IMPACT

### Total Budget

- One time costs:
  - Installation of irrigation and plants \$11,900
  - Fabrication and installation of educational panels \$ 8,275
- Sustained annual costs \$ 1,000
- Matching costs—none
- Sources of funding:
  - WPAD \$6,000
  - North Oakland Community Association \$1,000
  - Oakland Firesafe Council \$ 500
  - Grants
  - Individual Donations
  - In-kind Donations
- Anticipated revenues (none)
- Staffing requirements (none)
- Overhead costs (none)
- Total Funding identified to date
  - WPAD \$6,000
  - North Oakland Community Association \$1,000
  - Oakland Firesafe Council \$ 500

## PROJECT DESCRIPTION

The wildfire prevention demonstration garden will provide local residents with real examples of how to implement the city's requirements for defensible space including types of plants appropriate to our climate and topography and types of mulches in situations common to residences in the Oakland hills. Locating the demonstration garden at the Gateway Emergency Preparedness Exhibit Center (in North Oakland at the intersection of Tunnel Road, Hiller Drive and Caldecott Lane above Highway 24) builds on the center's 11 year history of providing practical information to help local residents better prepare themselves for wildfires and earthquakes that are known hazards in the Oakland and East Bay Hills.

ATTACHMENT 1: Using the Exhibit Center structure as an example of a home structure in the Oakland hills, the plan calls for three planting zones:

- Zone 1 No Burn – using pebbles and low growing succulents planted from 0-5 feet from the structure
- Zone 2 Defensible Space—well-pruned, maintained trees and shrubs and low flammable plants less than 2 feet in the area 5- 30 feet from the structure
- Zone 3 Larger Lot Defensible Space—Well-pruned, maintained trees and shrubs spaced appropriately for the slope of the hill, ground fuels kept to no more than 4" in height 30 to 100 feet from the structure.

ATTACHMENT 2: The proposal also calls for replacing 7 of the current 13 educational panels and adding 4 additional panels to the exhibit center. Six of the current educational panels are either out of date or damaged. The proposal also includes identification labels in the garden itself that will provide visitors with practical information about how these specific plants meet defensible space and climate conditions in the Oakland hills.

ATTACHMENT 3: Plant lists—we hope to have as many of the plants donated as possible.

ATTACHMENT 4: Implementation plan (installation schedule)

Ongoing maintenance: the garden will continue to be maintained primarily by volunteers from the Oakland Landscape Committee and the North Hills Community Association, with assistance from Public Works for trash collection and painting/maintenance of the Exhibit Center itself.

### BACKGROUND

The Gateway Emergency Exhibit Center was created in 2003 by firestorm survivors to provide visitors with information on the history of earthquakes and firestorms in the Oakland Hills. The Center was developed through the Oakland Landscape Committee (then called North Hills Landscape Committee) which raised approximately \$500,000 to install the observation deck, landscaping and educational panels. An additional panel on the Wildfire Prevention Assessment District was added in 2011 for the 20<sup>th</sup> Anniversary of the Oakland Hills Firestorm.

The garden has been maintained by volunteers and the Oakland Landscape Committee, which has an ongoing Adopt-A-Spot agreement with the City of Oakland.

The North Hills Community Association Open Space Committee initiated the concept of relandscaping the Exhibit Center as a demonstration garden. A team of volunteers and landscaping professionals has created the landscape plan (see ATTACHMENT 1), developed the plant list based on various sources of fire-wise plant lists (ATTACHMENT 4), and created the content for the educational panels (ATTACHMENT 2).

Committee members include:

- Fred Booker, fire survivor; Chair, Wildfire Prevention Assessment District (WPAD) Advisory Committee; North Hills Community Association (NHCA) Board member and member of NHCA Open Space Committee
- Casper Curto, Casper Landscape Design
- David Leafhopper, David Leafhopper Landscape Services
- Tammy Lee, landscape designer
- Kasia Luckel, Green Poppy Gardens
- Gordon Piper, fire survivor; Chair, Oakland Landscape Committee; Board member and chair of the NHCA Open Space Committee
- Sue Piper, fire survivor: Member, WPAD Advisory Board (District 1) and Chair, Oakland Firesafe Council
- Tricia Tszuki, landscape designer

The landscaping and irrigation plan has been reviewed and approved (?) by Park II Supervisor Robert Kennedy, and Public Works Agency Manager Brooke Levin. The content for the educational panels have been reviewed by the Oakland Firesafe Council, the Oakland Fire Prevention Bureau and the Wildfire Prevention Assessment District Advisory Committee, which is paying for the fabrication and installation of the panels. (WPAD meeting of 11/20/14 and 12/18/14)

We anticipate much of the installation will be covered through in-kind donations of plants, soil and irrigation parts, as well as volunteer labor from the Oakland Landscape Committee, North Hills Community Association, Alameda County Probation Department Training Academy and Home Depot employees.

#### RECOMMENDATION

We ask the Parks and Recreation Advisory Commission to recommend approval of the Wildfire Demonstration Garden and additional exhibit material including panels for the deck and plant labels for the Gateway Emergency Preparedness Exhibit Center.

Respectfully submitted,



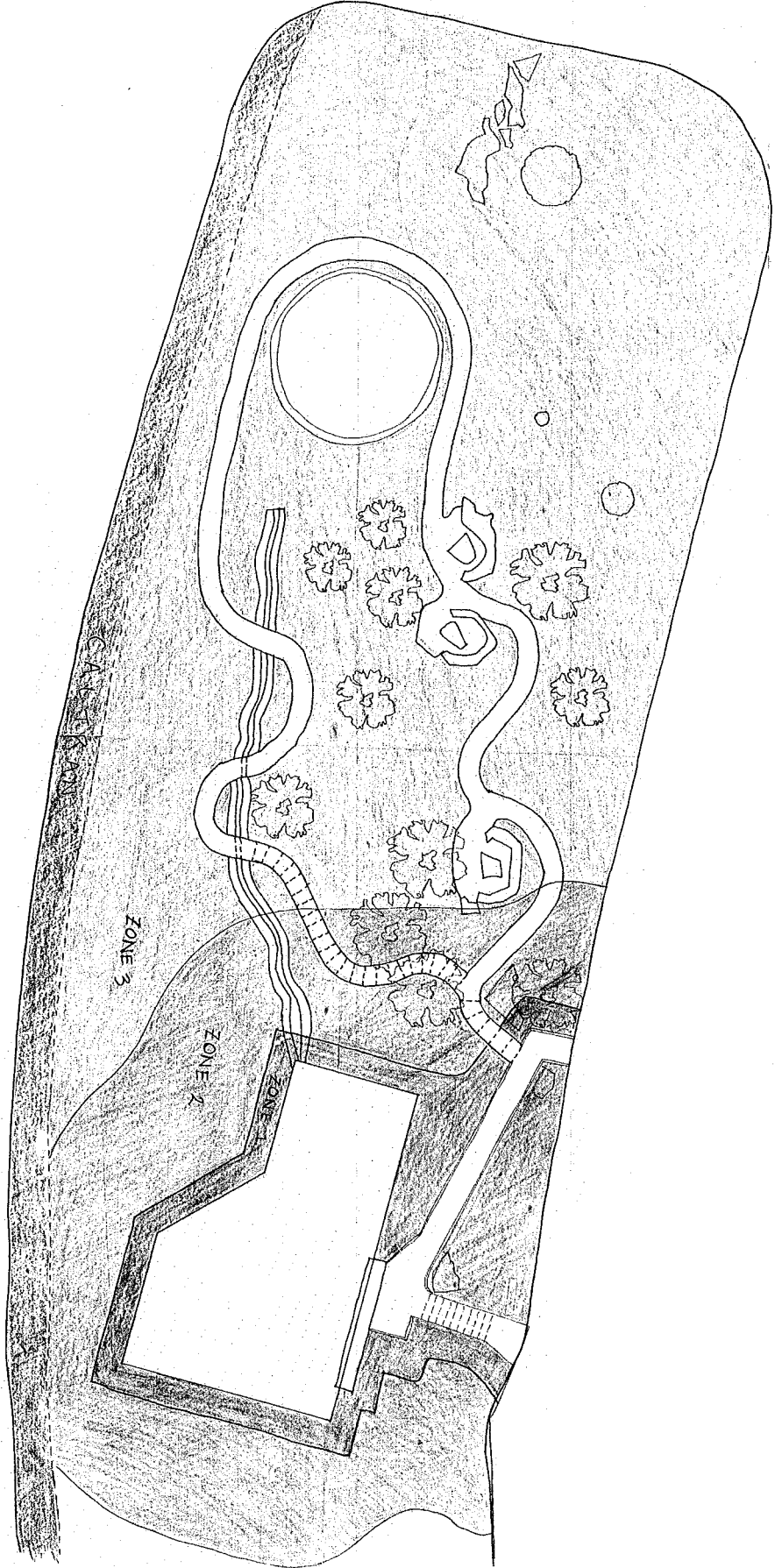
Olga Bolotina,

Office of Dan Kalb, Councilmember, District 1

#### ATTACHMENTS

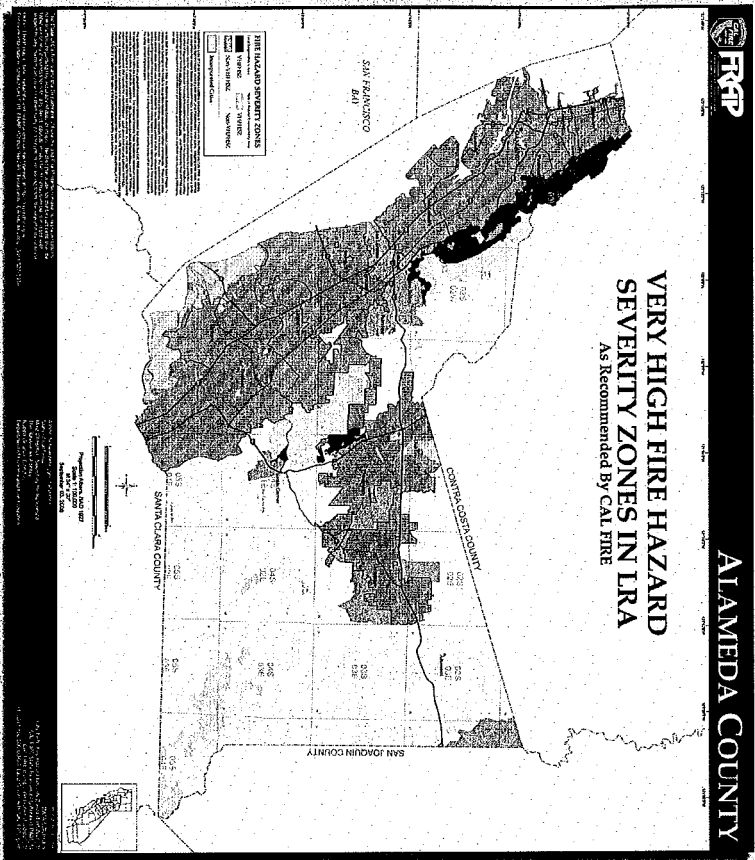
1. DEMONSTRATION GARDEN LAYOUT
2.
  - Fire Hazard Areas in the East Bay Hills
  - Be Aware On Hot, Dry, Windy Days
  - Make Your Home More Fire Resistant
  - Creating Defensible Space
  - Maintenance and Spacing Are Key
  - Avoid These Flammable Plants On Your Property
  - Resources for More Information
3. Plant Lists and Mulch
4. Installation Schedule

Fire Zones

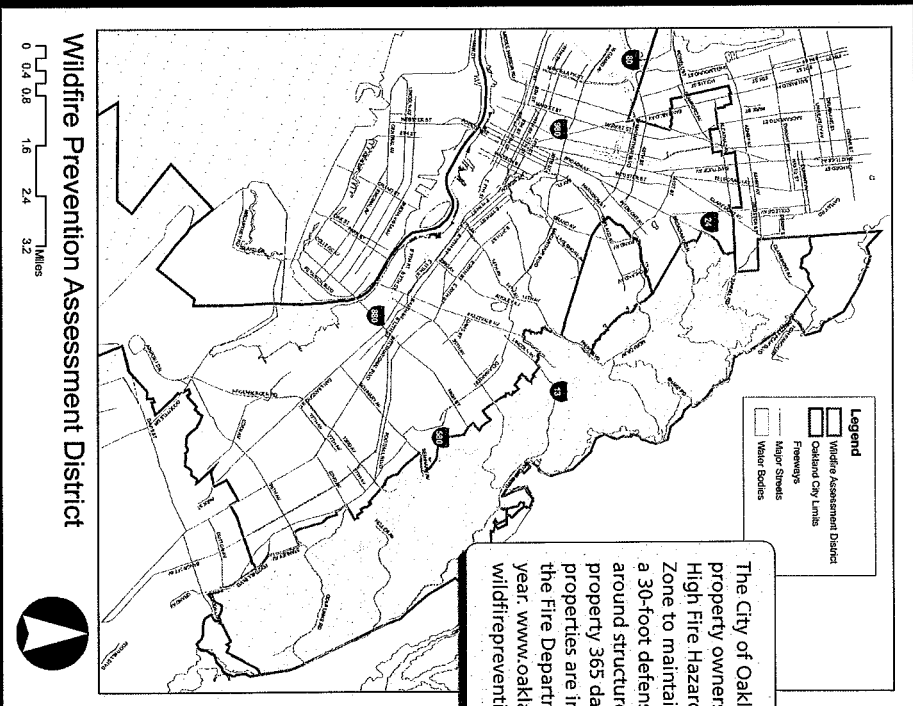




# Fire Hazard Areas in the East Bay Hills



As a result of the Oakland Hills fire of 1991, the Bates Bill (337) was passed in 1992 requiring CAL FIRE to work with local governments to identify high fire hazard severity zones within local responsibility areas throughout each county in the state.

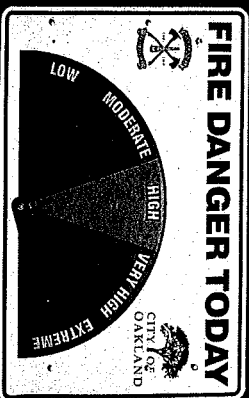


# Be Aware On Hot, Dry, Windy Days

**H**ot, dry and windy conditions can lead to rapid or dramatic increases in wildfires. The National Weather Service issues Red Flag Warnings & Fire Weather Watches to warn residents of the high risk of wildfires and to take preventive action.

If you hear the City Sirens, check your cell phone for alerts or tune your radio to:

- KGBS, 740 AM
- KGO, 810 AM
- KNBR, 680 AM
- Oakland's 530 AM



## On Red Flag Days . . .

### DO:

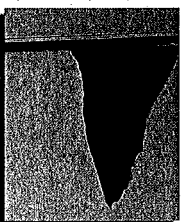
1. Anticipate evacuation; update your Disaster Plan and review with family members/guests.
2. Remove cars and vehicles from the street to provide space for fire trucks and emergency vehicles in driveway, or park in garage to provide access for first responders on our narrow streets.
3. Clean out gutters, and remove debris from roof, decks and near house.
4. Remove combustible items from your deck and near windows.
5. Close drapes, windows, skylights and garage door if you must leave.
6. Obey park or trail closure signs.
7. Keep cell phone handy to call Fire Department in case of fire.

*If using a cell phone in Oakland, call 510-777-3211 instead of 9-1-1 for faster contact.*

## On Red Flag Days . . .

### DO NOT:

1. Do not use lawn mowers and other equipment that can set off sparks.
2. Do not use BBQs, camp fires or fireworks, which are illegal in Oakland (\$1000 fine).
3. Do not smoke and discard cigarettes or other smoking materials on roadsides or dry grass. Dispose properly in a non-combustible container.
4. Do not have towing chains or other material drag from your vehicle. It can cause sparks.
5. Do not back into or park on dry grass.



For Red Flag Alerts from City of Oakland sign up at [www.oaklandnet.com](http://www.oaklandnet.com), located at the bottom left corner of the home page.

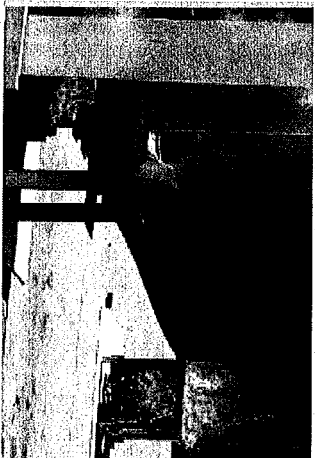
**Email Updates**  
Sign up here for email updates on News and Events from the City of Oakland.


# Make Your Home More Fire Resistant

**C**hoose a noncombustible or ignition resistant material when you replace roofs, decks or fences.

Protect your home by maintaining effective defensible space under and around the structure.



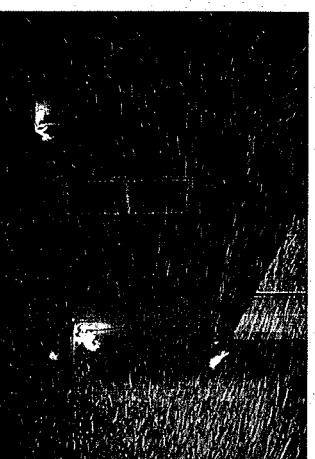
## ▲ Decks

Shown above is a California Chapter 7A compliant decking product (left) and a non-compliant product (right). Both are wood-plastic composite decking products. All heart redwood 2" x 6" decking is also fire resistant.



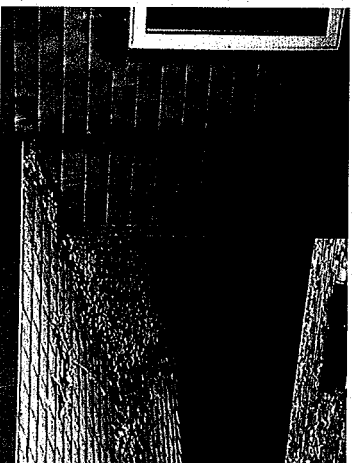
## ▲

Avoid storing combustibles (paint, firewood, brooms) under the deck and remove combustible furniture and baskets from deck when fire approaches.



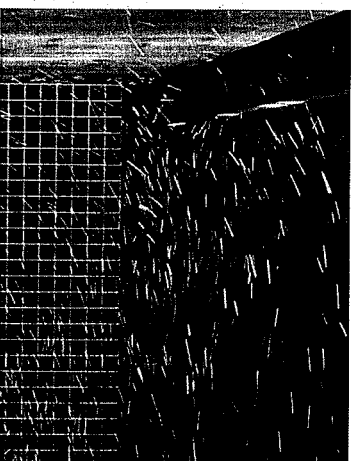
## ▲ Windows

Buildings will burn inside from heat and flames outside. Keep trees and shrubs 2 feet from windows. Replace windows with double-paned glass and use non-flammable, heavy drapes of natural fibers. Avoid lace curtains and synthetics.



## ▲ Roofs, Eaves & Soffits

Wind blown embers can easily ignite leaf litter on your roof and shingles, spreading flames to your roof, sidings and into your home. Current building codes require an AAA-rated roof, bird stops for barrel tiled roofs and sealing eaves with soffits made of fire resistant materials.



## ▲ Vents in Attic or Crawl Space

Keep flying embers from entering roof and foundation vents by covering with 1/8-inch metal mesh.

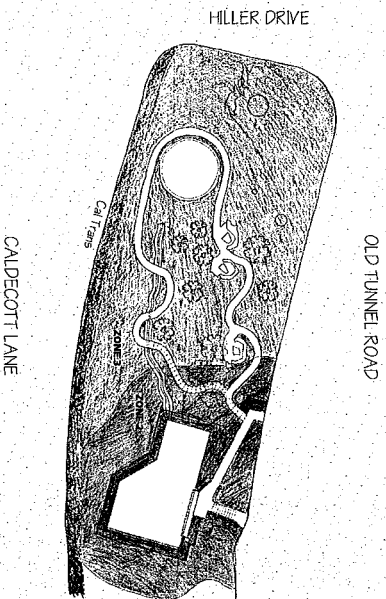
From Insurance Institute for Business and Home Safety [www.disastersafety.org/wildfire/](http://www.disastersafety.org/wildfire/)

# Creating Defensible Space

Creating a buffer between a building on your property and the grass, trees and shrubs, or any wildland area that surround it is essential to improve your home's chance of surviving a wildfire.

**Follow the guidelines in this Demonstration Garden to create defensible space on your property.**

All properties are inspected by the Oakland Fire Department for compliance on a continual basis throughout the year.



COURTESY GREG AND SONJIA REDMOND

**ZONE 1 NO FIRE ZONE** to reduce the chance of wind-blown embers from a nearby fire landing near the home igniting combustible debris or materials and exposing the home to flames. *Extends 5 feet from your structure.*

- Use rock, gravel, crushed granite or other non-flammable materials adjacent to structure.
- Plant succulents/low growing ground cover no more than 6" tall at least two feet from windows. Keep them well-spaced and free of dead wood.
- Remove vegetation and items that could catch fire from around and under decks.
- Throughout your property, use non-flammable mulch such as rocks, stones or wood chips 3" or larger. Mulch should be no deeper than 3".

**ZONE 2 DEFENSIBLE SPACE** to create and maintain a landscape that, if ignited, will not readily transmit fire to the home. *Extends 5 to 30 feet from your structure*

- Shorter plants (less than 2 feet) are safer than taller plants. If kept green, herbaceous plants (lawn and nonwoody plants) are better choices than shrubs or trees.
- Separate trees, shrubs and vegetation both vertically and horizontally to avoid spreading flames. Well-pruned, maintained trees & shrubs cleared of dead and dying foliage.
- Trim trees regularly to keep branches a minimum of 10 feet from other trees, your roof, or side of home.
- Remove dead or dry leaves/pine needles from your yard, roof and rain gutters.

**ZONE 3 LARGER LOT DEFENSIBLE SPACE** to reduce the energy and speed of wildfire. *Extends 30 to 100 feet from your structure*

- Space trees/shrubs 4-40 feet depending on the slope of your property to reduce fire spread.
- Prune lower tree limbs at least 6 feet from the ground.
- Maintain clearance of 3x height of shrub to lowest branches of tree as vertical clearance.
- Remove all ground fuels greater than 4" in height. Single specimens okay if well-spaced, well-pruned and green.

# Maintenance and Spacing Are Key

## Fire-wise Plants

All plants burn under the right conditions. Plants with low moisture content and high oil content are more likely to burn. A plant's ability to resist fire is strongly influenced by arrangement, spacing, density and dryness of the vegetation, more than the type of plant. In the City of Oakland, property owners are required to maintain defensible space 365 days a year.



COURTESY GREG AND SONJIA REDMOND

## Fire-wise Landscape Design

- Break up the vertical and horizontal fire path by leaving at least 6 feet clearance from ground to tree limbs and 3x the height of the shrub between the shrub and tree above to reduce the spread of wildfire.
- Create a defensible space around the house with patios, walks, walls, and low groundcovers.
- Plant taller shrubs and trees away from the house in widely spaced groups with mulch or low groundcovers below them.
- Break up wood fences, trellises, decks and other flammable structures with non-burnable elements so that they do not create a continuous path for fire. Choose metal and other non-burnable material when possible.

## Fire-wise Maintenance

- Prune trees and shrubs to thin and eliminate dead branches. Cut back groundcovers periodically to renew. Remove dead plants.
- Remove leaves and needles from roofs, eaves and gutters, and under bushes.
- Keep fences and structures cleared of ivy, vines, grasses, and windblown debris.
- Water according to each plant's need. Too much or too little water can make plants more vulnerable to fire.



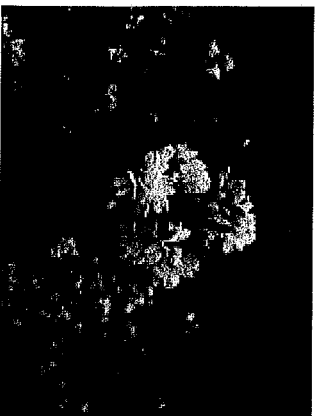
MINIMUM HORIZONTAL CLEARANCE



COURTESY CALFIRE

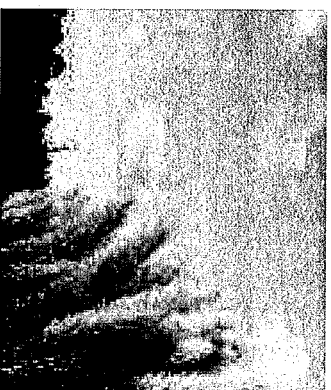
# Avoid These Flammable Plants On Your Property

French,  
 Scotch,  
 Spanish &  
 Sweet  
 Broom



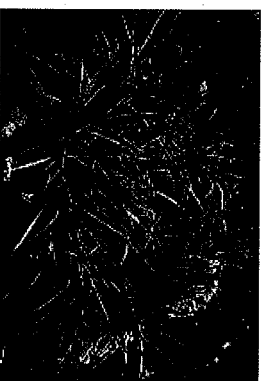
Alternatives:

Pampas &  
 Jubata Grass



Alternatives:

San Diego Sedge--  
 yellow grass-like  
 flowers in spring



Cape thatching reed--brown flowers in  
 summer/fall  
 Bigelow's Bear Grass--white flowers in  
 summer.

From *Don't Plant a Pest for the Bay Area, California*  
 Invasive Plant Council [www.cal-ipc.org/](http://www.cal-ipc.org/)

Winter Jasmine--yellow flowers in winter.  
 Cornelian-Cherry Dogwood --yellow flowers in  
 spring/purple berries in fall.  
 Golden Currant--yellow flowers spring, edible  
 berries for jams and jellies.  
 Jerusalem Sage--yellow flowers in spring and  
 summer.  
 Shrub Hypericum--yellow flowers summer and  
 fall.

## Other Flammable Plants to Avoid

The following are more susceptible to burning,  
 due to rough or peeling bark, production of  
 large amounts of litter, vegetation that  
 contains oils, resin, wax or pitch, large  
 amounts of dead material in the plant, or  
 plantings with a high dead-to-live fuel ratio:

### Trees:

Acacia	Larch
Arbor-Vitae	Manna Gum Eucalyptus
Bald Cypress	Monterey Pine
Blue Gum Eucalyptus	Palm
Cedar	Pepper Tree
Cryptomeria	Pine
Cypress	Spruce
Douglas Fir	Sugar Gum Eucalyptus
Fir	Tamarix
Hemlock	Yew

### Shrubs:

Buckwheat	Juniper
California Sagebrush	Red Shanks
Ceanothus	Rosemary
Chamies, Greasewood	Scotch/French/ Spanish/Sweet
Coyote Brush	Spanish/Sweet Broom
Hopseed Bush	

### Other

Algerian Ivy	Fountain Grasses
Bamboo	Pampas Grass
Black Sage	Pride of Madera
Deer Grasses	

From *Fire Wise Native Plants, City of Oakland*  
 Watershed Improvement Program  
[www.oaklandpw.com/creeks/fireplants.htm](http://www.oaklandpw.com/creeks/fireplants.htm)

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



# Resources for More Information

## RESOURCES

Association of Bay Area Governments  
www.abag.org

American Red Cross, Bay Area Chapter  
www.redcross.org/ca/san-francisco

California Department of Forestry & Fire Protection www.fire.ca.gov

California Earthquake Authority  
www.earthquakeauthority.com

California Invasive Plant Council  
www.cal-ipc.org

City of Oakland Fire Department  
www.oaklandnet.com/Government/fo/OFD

Diablo Firesafe Council  
www.diablofiresafe.org

Earthquake Engineering Research Institute  
www.eeri.org

East Bay Municipal Utility District  
www.ebmud.com

Governor's Office of Emergency Services  
www.oes.ca.gov

Oakland Firesafe Council  
www.oaklandfiresafecouncil.org

Pacific Gas & Electric Company (PG&E)  
www.pge.com

United Policy Holders  
www.uphelp.org

U.S. Geological Survey (USGS)  
www.earthquake.usgs.gov

## EMERGENCY INFORMATION UPDATE

Tune into the following radio stations for latest disaster updates:

- KCBS 740 AM
- KGO 810 AM
- KNBR 680 AM
- Oakland's 530 AM

## ACKNOWLEDGEMENTS

Alameda Transportation Authority

Jane Brunner, Former Oakland City Councilmember, District 1

Henry Chang, Former Oakland City Councilmember-at-large

Diablo Firesafe Council

East Bay Municipal Utility District

East Bay Regional Park District

Federal Emergency Management Agency (FEMA) Project Impact/Oakland Project SAFE

North Hills Community Association

Oakland Landscape Committee

City of Oakland, Department of Parks & Recreation

City of Oakland, Fire Department

City of Oakland, Office of Emergency Services

City of Oakland, Wildfire Prevention Assessment District

Kiwanis International Foundation

Safeco Insurance

State Farm Insurance

## PAVILION DESIGN

Peter Gray Scott, AIA, fire survivor

## EXHIBIT

Susan Piper, Susan Piper Public Relations, fire survivor

## EXHIBIT DESIGN

Rachel Blau, fire survivor

## DEMONSTRATION GARDEN

North Oakland Community Association

Oakland Landscape Committee

Oakland Firesafe Council

Wildfire Prevention Assessment District

## PLANNING TEAM

Fred Booker, fire survivor

Steve Cobbley, fire survivor

Casper Cuto, Casper Landscape Design

Gael Higgins, landscape designer

David Leffhopper, David Leffhopper Landscape Services

Tammy Lee, landscape designer

Kasala Luckel, Green Poppy Gardens

Gordon Piper, Oakland Landscape Committee, fire survivor

Susan Piper, Oakland Firesafe Council, fire survivor

Mary Thiessen, Wildfire Prevention Assessment District

Trida Suzuki, landscape designer

Alex White

Sue, maybe add text e.g.

"Through education, awareness, and careful landscaping, we can reduce the danger to life and property from wildfire." And include an appropriate photo? —Rachel



CITY OF OAKLAND  
Interoffice Memorandum



**Oakland Parks and Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservation Lead  
**DATE:** February 11, 2015  
**SUBJECT: REQUEST FOR APPROVAL FROM THE ADULT CONGENITAL HEART ASSOCIATION TO COLLECT FUNDRAISING PROCEEDS FROM PARTICIPANTS OF THE CONGENITAL HEART WALK AT LAKESIDE PARK ON SATURDAY, JUNE 13, 2015**

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SUMMARY

Oakland Parks and Recreation received a request from the Adult Congenital Heart Association, a non-profit organization, to collect fundraising proceeds from the participants at their Congenital Heart Walk event at Lakeside Park on Saturday, June 13, 2015. The proceeds from the fundraising event will be used to support the national organizations of the Adult Congenital Heart Association and The Children's Heart Foundation. Both organizations are dedicated to fighting congenital heart disease.

FISCAL IMPACT

There is a positive fiscal impact on the Oakland Parks and Recreation. The Adult Congenital Heart Association will pay all fees associated with the rental of the park space.

BACKGROUND

Adult Congenital Heart Association (ACHA) was founded in 1998 by a group of adult congenital heart defect survivors and their families as a national 501c3 organization. Its Board of Directors consists primarily of those living with heart defects. The Congenital Heart Walk is a national event that takes place across the country.

The ACHA held the walk event last year at Lakeside Park and did not collect money on-site. Families who are affected by congenital heart disease gather at the event and in addition to the walk, the ACHA provide family friendly activities such as crafts and yoga.

ACHA would like to collect money on-site from the fundraising efforts of the walkers. A typical Walk event brings in \$1,000 to \$2,000 on the day of the walk. Most of the other fundraising efforts will be conducted online prior to the event. The funds will be used by the organization to support the ACHA's mission of funding cutting edge research, advocacy and patient programs.



**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Adult Congenital Heart Association to collect fundraising proceeds from the participants of the Congenital Heart Disease Walk on Saturday, June 13, 2015 at Lakeside Park. Event organizers are aware that additional permits will be required to be completed should their request be granted.

Respectfully submitted, Advisory Commission  
February 11, 2015

**RECOMMENDATION**

Zermaine Thomas

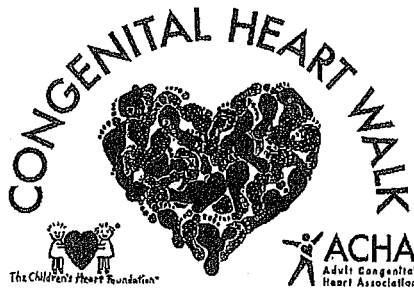
Central Reservation Lead

Attachments: Exhibit A – Proposal Letter

Exhibit B – Post Event Report

Exhibit C – Non-profit Certificate (501c3)

Exhibit D - Rental Application



January 7, 2015

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

To whom it may concern:

I am writing to request permission to use the bandstand and surrounding areas of **Lakeside Park** for a charitable walk we would like to hold **Saturday, June 13, 2015**. The name of our event is the Congenital Heart Walk and our goal is to raise awareness for congenital heart disease (CHD) – the most prevalent birth defect in the U.S. The event raises money for two national organizations dedicated to fighting CHW, the Adult Congenital Heart Association and The Children's Heart Foundation. Although this event is a partnership, the official applicant and permit holder of the event is the Adult Congenital Heart Association.

The Congenital Heart Walk takes place across the country in nearly 30 cities. In 2013 and 2014, we used Lakeside Park and really enjoyed our experience. Families who are affected by CHW gather at the event and in addition to the walk, we provide family friendly activities such as crafts and yoga.

This event is a fundraiser and we do intend to collect money on-site given permission by the Commission. The money would be collected from the fundraising efforts of the walkers and placed in secure envelopes and guarded closely. A typical walk of this size brings in \$2000 in checks and cash the day of the event. Most of the other fundraising efforts will be conducted online prior to the event. These vital funds will go to fund the important missions of both sponsoring organizations which include funding cutting edge research, advocacy and patient programs.

Thank you very much for considering our request. The necessary forms are attached. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Meg Gardiner  
Congenital Heart Walks Coordinator  
855-CHD-WALK  
meg@congenitalheartwalk.org  
EIN #04-3447959



# POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3<sup>rd</sup> Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

## I. GENERAL INFORMATION

Name of Event: San Francisco Congenital Heart Walk  
 Location of Event: Lakeside Park (Bandstand Area)  
 Date/Hours of Event: June 28, 2014 7am-1pm Permit No. \_\_\_\_\_  
 Event Contact Name: Mike Fox Phone No. 855-243-9295  
 Event Contact Address: 3300 Henry Ave Philadelphia PA 19129

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

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

## II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 225
2. Were registration fees, donations or other fees collected on-site?  Yes  No  
 Not Applicable
3. If yes, how many people registered? 225 How many people made donations? 90
4. What was the cost for registration? no
5. How much was collected on site from registration fees? n/a (free to register)
6. How much was collected on site from donations? \$1,800.00
7. How much was collected on site from other fees? n/a

III. VENDOR INFORMATION

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

Were all vendors in compliance per agreement?  Yes  No

If no, why not? \_\_\_\_\_

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
United Site Services	FP		portable restrooms	

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.)

n/a

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

n/a

Submitted by: Margaret Gardner

Date: 1/13/19

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

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

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

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

DEPARTMENT OF THE TREASURY

Date: MAY 08 2003

ADULT CONGENITAL HEART ASSOCIATION  
INC  
273 PERHAM ST  
WEST ROXBURY, MA 02132

Employer Identification Number:  
04-3447959  
DIN:  
17053081706033  
Contact Person:  
ERIC J BERTELSEN ID# 31323  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
January 1999  
Addendum Applies:  
no

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor 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, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1090 (DO/CG)

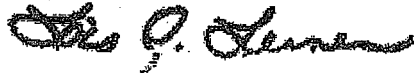
-2-

ADULT CONGENITAL HEART ASSOCIATION

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements



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



Rental Application

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

Date of Application: 1/7/15

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

Name of Business/Organization: Adult Congenital Heart Association  
Address: 3300 Henry Ave, Suite 112, Philadelphia PA 19129  
Name of Contact Person: Meg Gardiner  
Phone Number: 855 243 9255 Fax Number: 215 8491261 E-mail: meg@congenitalheartwalk.org  
Mailing Address: 3300 Henry Ave, Suite 112, Philadelphia PA 19129

Facility/Park Name: Lakeside Park  
Room(s)/Site(s): Bandstand & Surrounding Area

EVENT INFORMATION:

Date(s) of Event: 6/13/2015  
Time In/Prep: 7:00 AM Event Time: 8:00 AM Cleanup/Time Out: 1:00 PM

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBO, Walk, Run, Festival, Rally, Quinceanera, BarMitsvah/BatMitzvah, etc.)

Charitable Walk

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

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

DJ, amp, microphone

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

Number of Participants (Total) 250 Approximate # of Adults 100 # of Teens 50 # of Children/Infants 15

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

electricity source for DJ

Will you require a caterer for your event?  Yes  No

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

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

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

(Opt-Out Fee - See Attached Regulations)

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

Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people. For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

(1) $156 \times 6 = 936$ (Bandstand)	(7) Alcoholic Beverage Fee = _____
(2) $48 \times 6 = 288$	(8) Administrative Service Fee = _____
(3) Permit Processing Fee = <u>30</u>	(9) Caterer Opt Out Fee = _____
(4) Deposit = <u>300</u>	(10) Sound Use Fee = <u>60</u>
(5) Setup/Teardown = _____	(11) Other Charges = _____
(6) Kitchen = _____	

TOTAL: \$ 1604 Less Advance Minimum Payment of \$ 1104; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 500  
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

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

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

APPLICANT SIGNATURE Meg Gardiner DATE 1/7/2015

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

CITY OF OAKLAND  
Interoffice Memorandum



**Oakland Parks and Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Neil Gray, Planner III  
**DATE:** February 11, 2015  
**SUBJECT:** **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMITTEE RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT TO IMPROVE A WATER TREATMENT BASIN AND PASSIVE PARK ADJACENT TO THE LAKE MERRITT CHANNEL AND THE 12<sup>TH</sup> STREET BRIDGE.**

**SUMMARY**

The project consists of improvements to an existing .91 acres water treatment basin and park next to the Lake Merritt Channel and the 12th Street Bridge. The improvements and maintenance of the park would be funded by the developers of a proposed 298-unit, 24-story residential apartment building on a parcel located adjacent to the park. Both the apartment site and the park are owned by the City and have been made available by the narrowing of East 12th Street.

The improvements would create a passive green open space consisting of mostly native plantings of groundcover, shrubs, and trees appropriate for the lake side setting. A large section of the park will be used to treat stormwater runoff from the new 12th Street Bridge. The groundcover would be low maintenance grasses and wildflowers requiring mowing once or twice a year by the developer. Temporary irrigation would be used for two or three years to establish the trees and shrubs. All plantings would adhere to Bay friendly practices to the City's Water Efficient Landscape Ordinance.

*Attachment A* contains the proposed park improvements, site plan, and context map for the proposed development adjacent to the park.

**FISCAL IMPACT**

Staff anticipates no fiscal impact from the proposal because both the improvements and maintenance of the park would be funded by the developer of the adjacent site.

**PROJECT DESCRIPTION**

As shown in *Attachment A* the project would contain the following features:

- Small native ornamental trees or large shrubs to add scale and color at the northern perimeter of the park;
- A groundcover mosaic of low native shrubs and grasses compatible with the lakeside environment and bioswale;
- Large native trees (oaks, bays) placed in random pattern to mimic native woodlands at the perimeter of the park. The trees would be sited to preserve views of the lake from the tower; and
- The zone between three and six feet would be kept clear by the developer to retain views of the channel and for urban park security and surveillance.
- The project would not include benches or paths through the park.

This design is a reflection of input from the Measure DD coalition and City staff.

This project requires a minor Conditional Use Permit because the park/basin is in the Open Space (Regional Serving Park) zoning designation, which requires a minor Conditional Use Permit for the improvement of a stormwater detention/water quality facility. The decision on the permit would be made by the Planning Commission along with the proposed development on the adjacent parcel.



## **BACKGROUND**

The proposed landscaping improvements to the existing park/open space are related to the development of the adjacent "12th Street Remainder Parcel" also owned by the City. Both the 0.91 acre of open space and the 0.925 acre of land were created as a result of the reconfiguration of 12th Street between Oak Street and 2nd Avenue into what is now known as Lake Merritt Boulevard. The reconfiguration was part of the City of Oakland's Lake Merritt Park Improvement / 12th Street Reconstruction Project, which was funded by Measure DD.

In December 2012, staff issued a Request for Proposals ("RFP") to developers who showed interest in purchasing the Remainder Parcel from the City and developing it with housing. Staff received two development proposals and established a selection committee to evaluate the proposals and interview the two respondents to the RFP.

Then in July 2013, the City Council authorized the City Administrator to enter into an Exclusive Negotiating Agreement (ENA) with the selected respondent, UrbanCore-Integral Development, LLC, for the development of the Remainder Parcel.

During the 18-month ENA period, staff worked with the developer to refine its project proposal in response to community input, Planning staff input, new zoning regulations that were under development as part of the Lake Merritt Station Area Plan (and then adopted by City Council in December 2014), market conditions and what is needed to make the project financially feasible. Community stakeholders, including members of the Measure DD Coalition, Coalition of Advocates for Lake Merritt ("CALM"), and surrounding neighbors such as residents of 1200 Lakeshore (a residential high-rise located across the street from the Remainder Parcel), participated in public meetings to give input on the developer's proposed development.

The developer initially presented their proposed development at the September 16, 2013 meeting of the Measure DD Coalition, a regular and broadly publicized meeting that is open to the public. The developer incorporated the feedback they received from that meeting regarding the park and the development and followed up with a general community meeting that they hosted on October 28, 2013 to seek additional input. Most recently, developer hosted a meeting on January 20, 2015 to present the latest version of their project's description and design.

## **RECOMMENDATION**

Bureau of Planning Staff recommends the Parks and Recreation Advisory Commission recommend approval of the proposed Minor Conditional Use Permit for improvements to an existing .91 acres water treatment basin and park next to the Lake Merritt Channel and the 12th Street Bridge. The proposal will beautify the surrounding community by creating a passive open space, filter stormwater entering the Lake Merritt Channel, and preserve views of surrounding development.

Respectfully submitted,

*Neil Gray*  
*Planner III*

Attachments: A - Park improvements, site plan, and context map

# LAKE MERRITT TOWER & PARK SITE PLAN

PCA design

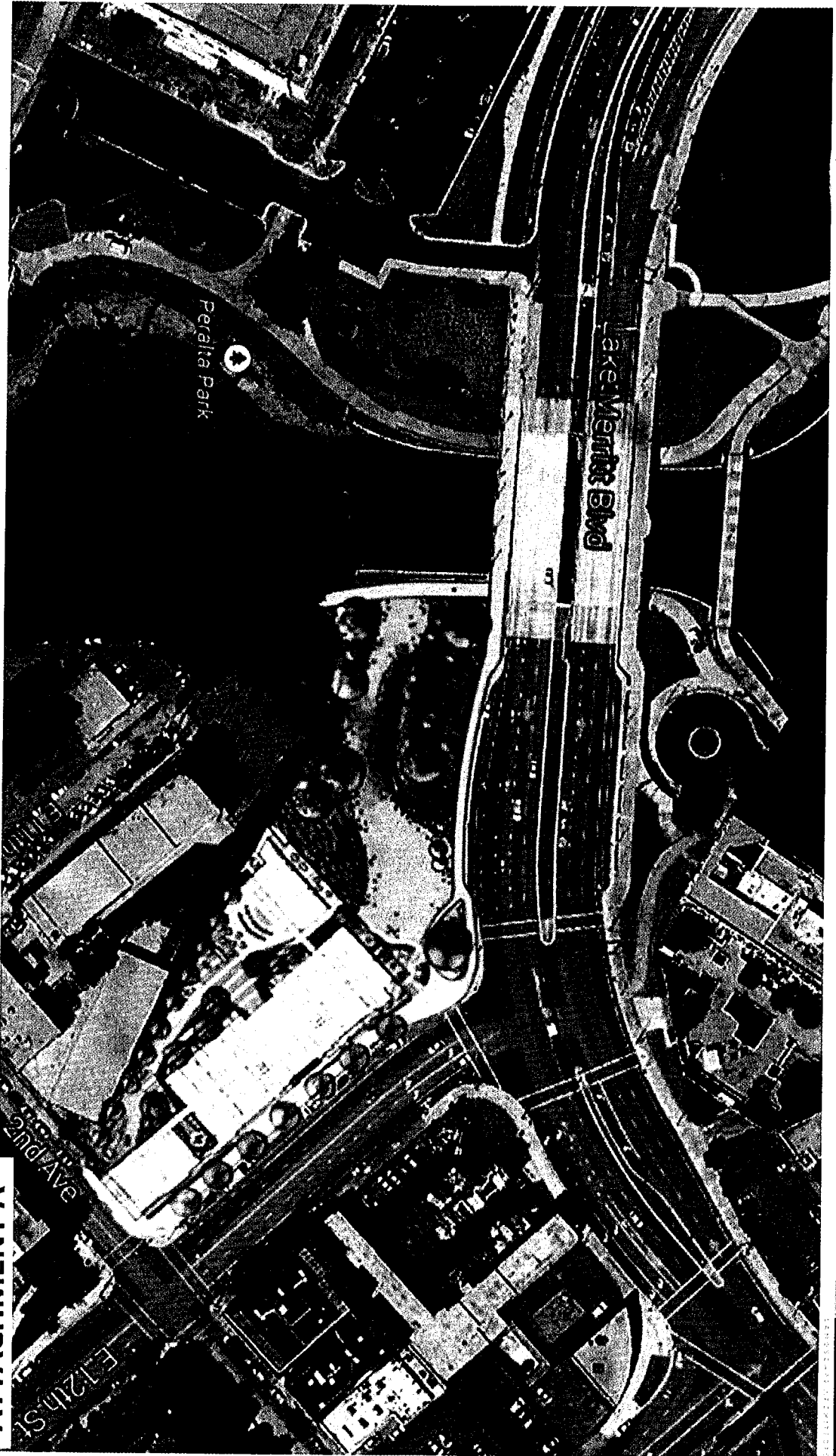


**PARK DESIGN INTENT**  
 The park is to be a passive green open space consisting of mostly native plantings of groundcover, shrubs, and trees appropriate for the lake side setting. A large section of the park will be used to treat stormwater runoff from the bridge. Visibility through the park in all directions will be an integral in keeping the park safe. The groundcover will be low maintenance grasses and wildflowers requiring mowing once or twice a year. Temporary irrigation will be used for two to three years to establish the trees and shrubs. All plantings will adhere to Bay friendly practices and follow the state's Water Efficient Landscape Ordinance.

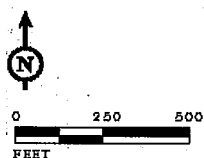
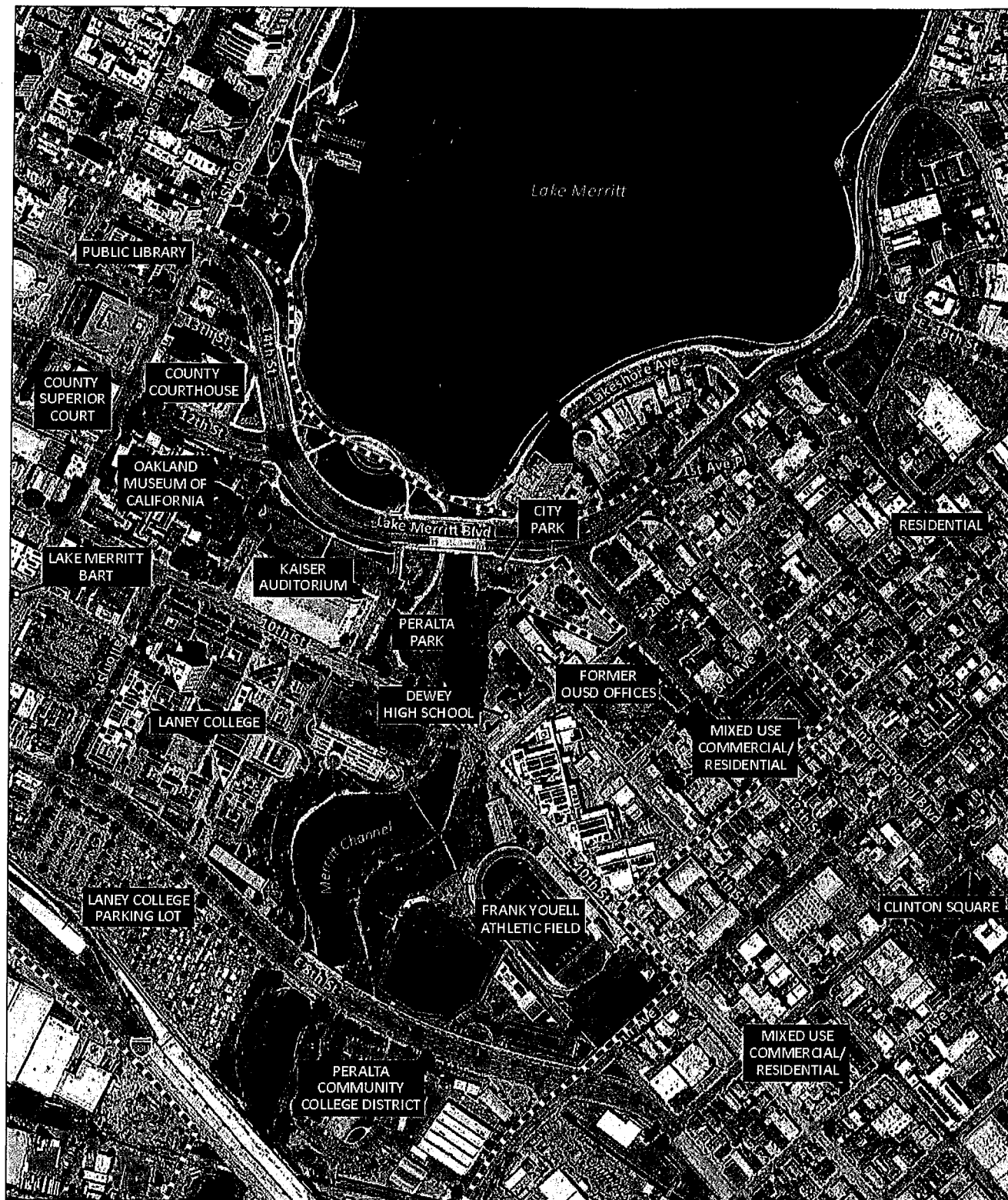
SMALL NATIVE ORNAMENTAL TREES OR LARGE SHRUBS TO ADD SCALE AND COLOR (CERCIS, BUCKEYE, ELDERBERRY),  
 GROUNDCOVER: MOSAIC OF LOW NATIVE SHRUBS AND GRASSES COMPATIBLE WITH THE LAKESIDE ENVIRONMENT AND BIOSWALE.  
 LARGE NATIVE TREES (OAKS, BAYS) PLACED IN RANDOM PATTERN TO MIMIC NATIVE WOODLANDS. VIEWS TO LAKE FROM TOWER TO BE KEPT OPEN.  
 LOW SHRUB MASSING TO AVOID HIDDEN AREAS AND RETAIN VIEWS IN AND OUT OF PARK  
 OPTED: CLEAR ZONE BETWEEN 3' AND 6' (GROUND COVER AND SHRUBS BELOW 3'; TREE BRANCHES TRIMMED UP TO 6') TO RETAIN VIEWS OF CHANNEL AND FOR URBAN PARK SECURITY AND SURVEILLANCE



ATTACHMENT A

# LAKE MERRITT TOWER & PARK CONTEXT



ATTACHMENT A



-  Remainder Parcel Boundary
-  Lake Merritt Station Area Plan Boundary

# ATTACHMENT A