



PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, December 9, 2015
Lake Merritt Garden, 666 Bellevue Avenue
4:30pm

Agenda

1. CALL TO ORDER:
2. ROLL CALL:
BELCHER, CORBIN, DU BOIS, KADERA-REDMOND, MANNING, MARSHALL, MILLER, PETERSON, ROSENBLOOM, SELNA, WU
3. DISPOSITION OF MINUTES:
4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
6. MODIFICATIONS TO THE AGENDA:
7. CONSENT NEW BUSINESS:
 - A. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE CENTER FOR EARLY INTERVENTION ON DEAFNESS (CEID) TO COLLECT ON-SITE REGISTRATION FEES AND SELL RAFFLE TICKETS AT THEIR 12TH ANNUAL WALK-A-THON AT LAKESIDE PARK ON SATURDAY, MAY 14, 2016. Oakland Parks and Recreation received a request from the Center for Early Intervention on Deafness (CEID), a non-profit organization, for permission to collect onsite registration fees and sell raffle tickets for their 12th Annual Walk-A-Thon at Lakeside Park on Saturday, May 14, 2016. All proceeds will go to support the services of CEID to children who are deaf or hard of hearing through CEID's home visit program, early intervention and education programs at their center, including speech therapy.
 - B. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION FOR PERMISSION TO ALLOW THE NATIONAL MULTIPLE SCLEROSIS SOCIETY TO COLLECT ON-SITE PLEDGES AND DONATIONS AT THEIR 5TH ANNUAL WALK MS EAST BAY 2016, AT LAKESIDE PARK ON SATURDAY, APRIL 16, 2016. Oakland Parks and Recreation received a request from the National Multiple Sclerosis Society, a non-profit organization, for permission to pledges and donations for their 5th Annual Walk MS East Bay 2016, at Lakeside Park on Saturday, April 16, 2016. The donations and funds raised will go towards local programs, services, and research for those affected by Multiple Sclerosis.

C. **REQUEST FROM PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW TRIPLE STEP TOWARD THE CURE TO COLLECT ON-SITE REGISTRATION FEES, SELL T-SHIRTS AND FOOD ITEMS AND ALLOW EVENT RELATED VENDORS TO SELL ITEMS DURING THE 5K FUN RUN/WALK AT LAKESIDE PARK ON SUNDAY, SEPTEMBER 21, 2014.** The Office of Parks and Recreation received a request from Triple Step Toward The Cure, a non-profit organization, for permission to collect on-site registration fees, sell t-shirts and food items and allow vendors to sell event-related items at Lakeside Park for their 5th Annual *“Stepping Toward the Cure”* 5K Fun Run/Walk on Sunday, September 21, 2014. The purpose of the event is to raise funds to further the Triple Step toward the Cure’s mission in a fun, healthy and educational way.

8. **NEW BUSINESS**

- A. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE PROPOSED WETLANDS AT FRIENDS OF SAUSAL CREEK (FOSC) NATIVE PLANT NURSERY IN JOAQUIN MILLER PARK.** The Friends of Sausal Creek (FOSC) proposes to create two naturally appearing and functioning ephemeral (vernal pond) wetland areas inside the FOSC Native Plant Nursery in Joaquin Miller Park. The wetlands will create ecologically valuable and locally-rare wildlife habitat, increase pollinator habitat, and improve wildlife viewing opportunities—providing excellent opportunities for outdoor education with nursery volunteers and local school children visiting the nursery on field trips.
- B. **REQUEST FROM OAKLAND ASSOCIATION OF REALTORS (OAR) FOR PERMISSION TO HOST A FUNDRAISING WALK-A-THON ON BEHALF OF THE ORAL LEE BROWN FOUNDATION BY ACCEPTING ON-SITE REGISTRATION AND DONATIONS FEES AT LAKESIDE PARK ON SATURDAY, OCTOBER 1, 2016.** Oakland Parks and Recreation received a request from Oakland/Berkeley Association of Realtors and the Oral Lee Brown Foundation, for permission to host a fundraising walk-a-thon by collecting on-site registration and donation fees at Lakeside Park on Saturday, October 1, 2016. Funds raised will help support the Oral Lee Brown Foundation that supports disadvantaged and underprivileged youth in the Oakland community with the goal of putting them through college by fully paying their tuition.

9. **CONDITIONAL USE PERMITS:**

10. **COMMUNICATIONS:**

11. **PRAC COMMITTEE REPORT:**

12. **ADVISORY COUNCIL REPORTS:**

13. **UNFINISHED BUSINESS:**

14. **COUNCIL REFERRALS:**

15. **OPEN FORUM:**

16. DIRECTOR'S REPORT:

- A. Impact Fees
- B. Skate Board Park
- C. Oakland Municipal Code Changes Update
- D. Outstanding Projects
- E. Recruitment for OPR Director

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, January 13, 4:30 p.m.

Lakeside Garden Center

666 Bellevue Ave, Oakland, CA



PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Wednesday, November 18, 2015

Lake Merritt Garden, 666 Bellevue Avenue

4:30pm

*****Draft Special Meeting Minutes*****

1. CALL TO ORDER:
2. ROLL CALL:

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

Present: Commissioners Du Bois, Kadera-Redmond, Manning, Marshall, Miller, Peterson, Rosenbloom, Selna and Wu

Excused: Commissioner Corbin

Absent: Belcher

Staff: Parks and Recreation - Audree V. Jones-Taylor, Dana Riley, Diane Boyd, Zermaine Thomas
Mayor's Office - Shereda Nosakhare, Planning -Michael Bradley

S3. DISPOSITION OF MINUTES:

- **May 13, 2015 Draft Meeting Minutes**

Motion: Commissioner Miller entertained a motion to approve the May 13, 2015 meeting minutes with changes. **Moved by:** Commissioner Wu **Second by:** Commissioner Marshall **Vote: Yes:** Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Abstained:** Du Bois, Manning and Peterson **Motion:** Passed.

- **July 8, 2015 Draft Meeting Minutes**

Motion: Commissioner Miller entertained a motion to approve the July 8, 2015 meeting minutes. **Moved by:** Commissioner Peterson **Second by:** Commissioner Marshall **Vote: Yes:** Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Abstained:** Manning, Rosenbloom and Selna **Motion:** Passed.

- **September 16, 2015 Draft Meeting Minutes**

Motion: Commissioner Miller entertained a motion to approve the September 16, 2015 meeting minutes. **Moved by:** Commissioner Selna. **Second by:** Commissioner Rosenbloom. **Vote: Yes:** Du Bois, Kadera-Redmond, Miller, Peterson, Rosenbloom, Selna and Wu. **Abstained:** Manning and Marshall **Motion:** Passed.

- **November 4, 2015 Draft Special Meeting Minutes**

Motion: Commissioner Miller entertained a motion to approve the November 4, 2015 meeting minutes. **Moved by:** Commissioner Manning **Second by:** Commissioner Kadera-Redmond **Vote: Yes:** Du Bois, Kadera-Redmond, Manning, Miller, Rosenbloom, Selna and Wu. **Abstained:** Peterson and Marshall **Motion:** Passed.

4. SPECIAL ORDERS:

5. PRAC PENDING LIST:

6. MODIFICATIONS TO THE AGENDA:

7. CONSENT NEW BUSINESS:

8. NEW BUSINESS

A. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW NIANTIC, INC. TO HOST A MOBILE CASH BAR, AND HAVE WINE, BEER AND MOBILE FOOD TRUCK VENDOR SALES AT THEIR "ABADDON OAKLAND" EVENT ON SATURDAY, DECEMBER 12, 2015 AT THE LAKESIDE PARK (BANDSTAND) AND LAKESIDE PARK GARDEN CENTER.

The Parks and Recreation Advisory Commission reviewed the staff report for Item 8A prepared by Zermaine Thomas. Oakland Parks and Recreation received a request from Niantic, Inc. to host a mobile cash bar and food truck vendors at their Abaddon Oakland event at Lakeside Park (Bandstand) and Lakeside Park Garden Center on Saturday, December 12, 2015. All proceeds from alcoholic and food sales will be retained by the vendors. This is Niantic's first year hosting their fundraising event with Oakland Parks and Recreation.

Approximately 2,500 people are expected to participate in the "Abaddon Oakland" event. Over a 2 ½ hour period, attendees will walk through the City searching for, and capturing points of interest using the Ingress app on their cell phone. Ingress is an immersive real-world game downloaded more than 13 million times and played in more than 200 countries worldwide. After the search through Oakland, participants will return to the park for a standing reception.

The Commission recommended that the event organizers reevaluate their plans and consider increasing the number of mobile food vendors and restroom facilities to better accommodate the anticipated 2,500 participants.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow Niantic Inc. to provide a mobile cash bar and food truck vendors at their Abaddon Oakland event at the Lakeside Park Bandstand and Garden Center on Saturday, December 12, 2015. **Moved by:** Commissioner Peterson **Second by:** Commissioner Kadera-Redmond **Vote: Yes** Du Bois, Kadera-Redmond, Manning, Marshall, Miller, Peterson, Rosenbloom, Selna and Wu. **Motion:** Passed.

B. REQUEST APPPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW OAKLAND TECHNICAL HIGH SCHOOL'S PTSA TO COLLECT ON-SITE DONATIONS AT THE 3RD ANNUAL OAKLAND TECH FAMILY FITNESS AND FUN 5K AT LAKESIDE PARK ON SUNDAY, DECEMBER 6, 2015. The Parks and Recreation Advisory Commission reviewed the staff report for Item 8B

prepared by Zermaine Thomas. The Oakland Technical High School Parent Teacher Student Association (PTSA) requested permission to collect on-site donations at their 3rd Annual Oakland Tech Family Fitness and Fun 5k on December 6, 2015 at Lakeside Park. Proceeds raised will be applied to offset the cost for hosting the event and support PTSA programs and activities.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to grant the Oakland Technical High School Parent Teacher Student Association's request to collect donations at their 3rd Annual Oakland Tech Family Fitness and Fun 5K at Lakeside Park on Sunday, December 6, 2015. **Moved by:** Commissioner Kadera-Redmond. **Second by:** Commissioner Manning. **Vote: Yes:** Du Bois, Kadera-Redmond, Manning, Marshall, Miller, Peterson, Rosenbloom, Selna and Wu. **Motion:** Passed.

C. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE PLACEMENT OF A CHILDREN'S MEMORIAL STATUE IN LAKESIDE PARK. The Parks and Recreation Advisory Commission reviewed the staff report for Item 8C prepared by Shereda Nosakhare from the Mayor's office. Almost 200 minors have die violently in Oakland during the past 20 years. The majority have been killed by guns. Because of this appalling number the City's population is riddled with families mourning the loss of a beloved son or daughter, brother or sister, grandchild, niece, nephew or friend.

Spearheaded by former Alameda County District Supervisor Gail Steele, two Children's Memorial sculptures were created to honor the young lives lost; one for Hayward the other for Oakland. Supporters and organizers of the project requested that the Commission consider their request, and allow the Oakland statue be placed in Lakeside Park near the road left of Fairyland, near the Band Stand. The purpose of the installation of the statue is to provide a place for family members and the community to mourn and gather in memory of children who have died in Oakland due to violence. While in support of the memorial statue project, other community members suggested that due to the nature and volume of activities including sports, concerts and weddings, installation of the statue in the proposed area would not create the sacred reflective atmosphere grieving visitors would expect and requested the Commission consider another location.

After a brief discussion with the project organizers and community members, the Commission took both arguments under advisement and determined that the requested location for the installation of the statue was not appropriate for its purposes. Those present agreed with the Commission that the project organizers, city staff and community members would organize a tour of Lakeside Park to determine a better alternative location.

The Children's Memorial Statue Project will have to be submitted to the Public Arts Commission for review.

Motion: Commissioner Miller entertained a motion to accept the gift of the Children's Memorial Statue and that a specific location within Lakeside Park is to be decided in 45 days. **Moved by:** Commissioner Wu **Second by:** Commissioner Du Bois. **Vote: Yes** Du Bois,

Kadera-Redmond, Manning, Marshall, Miller, Peterson, Rosenbloom, Selna and Wu.
Abstained: Motion: Passed.

9. CONDITIONAL USE PERMITS:

A. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO MAKE A RECOMMENDATION ON A MAJOR CONDITIONAL USE PERMIT AND DESIGN REVIEW FOR THE PROPOSED INSTALLATION OF A TEN FOOT (10') EXTENSION TO AN EXISTING 64.3 FOOT PACIFIC GAS AND ELECTRIC (PG&E) TOWER TO CREATE A MINI - TELECOMMUNICATIONS FACILITY WITH SIX (6) ANTENNAS AND A 646 SQUARE FOOT EQUIPEMENT AREA ON THE GROUND IN A PORTION OF COLUMBIAN GARDENS PARK OWNED BY

PG&E. The Parks and Recreation Advisory Commission reviewed the staff report for Item 9A prepared by Michael Bradley from the Bureau of Planning. Verizon, the applicant, requested Parks and Recreation Advisory Commission approval of a Major Conditional Use Permit and Regular Design Review to construct a Mini Telecommunications Facility consisting of a ten foot (10') extension to an existing 64.3 foot Pacific Gas and Electric (PG&E) tower with six (6) antennas and a 646 square foot equipment area on the ground surrounded by an 8' masonry wall to discourage unauthorized access in a portion of Columbian Gardens Park owned by PG&E.

There is an existing playground structure and a grass field of approximately 1,071 sq. ft. below the power lines and tower. The proposed equipment will be placed on the ground between the power lines above, and will take up 646 sq. ft. on the ground. The site is zoned as an open space neighborhood park. The Item was brought before PRAC for review and recommendation to the Planning Commission which will make the final decision.

The applicant's representative informed the Commission that the project has been in the planning stages for 3 years and the applicant has determined that the proposed site is the least intrusive way to provide coverage and capacity in the 98th Avenue and Highway 880 area. The site is surrounded by RD1 zoned housing. However, staff look at other zoned parcels in the search area. The company adhered to the zoning requirements which request that the first preference for locating a telecom facility be on an existing tower and would not have to build brand new facility 60 or 70 ft. tall to cover the targeted coverage area.

With respect to notification to the community, the Planning Commission will hear the item on December 2, to be followed by a 17 day comment period. All property owners in a 300 ft. radius of the site have received a notice mail. In addition, planning staff posted a large yellow "public notice" sign at the site.

The Commission inquired if Verizon would consider a goodwill gesture and replace the play structures at Columbian Park which were lost due to arson. The request was made as the Commission noted that the Verizon customer will benefit from the tower upgrade and that Columbian Park is a small site and that the neighborhood has no open space. According to the applicant's representative, the decision to replace the lost play structures would have to be determined by PG&E as they were removed by the company. However, as a point of clarification, the Oakland Parks and Recreation (OPR) Director noted that though PG&E

owns the land, the park falls under the jurisdiction of OPR. The Director also noted that OPR removed the hazardous burnt play equipment and supported the Chair's suggested goodwill gesture from Verizon as the project requires the field to be reduced by 676sq. ft.

As requested by the Director, Planning staff addressed the City's policy regarding "no net loss" of city park land. The Commission was informed that given the expansion of the Oak Knoll and Brooklyn Basin/Oak to 9th Street projects the City will be gaining several acres of parkland, the Columbian Gardens reduction of 676 sq. ft. would not result in a loss of park space for the City.

Appreciative of the City's no-net-loss policy regarding parkland, the Commission rejected the comparison of the Oak Knoll and Brooklyn Basin projects to that of Columbian Gardens Park, and reiterated that, given the magnitude and appearance of the proposed installation, and given the modest trappings of the park and surrounding neighborhood, the installation of new play equipment by Verizon would be received as a goodwill gesture and appreciated by the community.

The Commission also suggested there be more outreach to the community regarding the project and to gather input from the residents as to what they may want to see placed on the property. It was concluded that there needs to be some kind of community benefit to area.

Planning staff suggested that the PRAC could recommend the Planning Commission address the replacement of the play structures in its final decision on the project.

Commissioner Wu – retired.

The Chair suggested that perhaps the community could be engaged to paint a mural on the surrounding wall structure and learned that the applicant would be using an anti-graffiti masonry product on its surface. The applicant's representative informed the Commission that the company would deploy maintenance crew to address graffiti removal. This information would be placed in the standard staff report.

The Commission queried staff about possible health hazards to be considered from the proposed installation. Planning staff referenced the background section of the staff report and informed the Commission that based on the 1996 FCC ruling and based on all telecom cases from the City Attorney's Office, staff cannot make a decision on an application based on environmental health concerns. Decision will be based strictly on aesthetics.

The commission engaged in a brief discussion regarding possible conditions to be added to the recommendation to the Planning Commissions and additional community input with enhanced meeting notification such as flyer distribution, recreations center and church postings. The discussion included the City's standard notification to the property owner v. renters. OPR staff suggested that City staff ask PG&E for their area mailing list to notify renters in the project area.

Motion: Commission Miller entertained a motion to recommends approval of Verizon's CUP request at Columbian Gardens Park, subject to the following conditions:

- That there be additional (more pro-active) outreach to the community regarding what they'd like to see in the park
- That the applicant explore the possibility of a mural or other arts project on the exterior of the concrete enclosure wall, if feasible---and if not feasible, that they commit to removing any graffiti within 72 hours
- That the applicant provide an amenity in the park to offset the removal of the 646 square feet of usable open space from this under-served community, such as the replacement of the (burned) play structure with a new play structure, or a similar amenity if the community feels that would be more appropriate.

Moved by: Commissioner Peterson **Second by:** Commissioner Kadera-Redmond **Vote:**
Yes Du Bois, Kadera-Redmond, Manning, Marshall, Miller, Peterson, Rosenbloom
Abstained: Motion: Passed.

10. COMMUNICATIONS:

Chair Miller informed the Commission that he received an email from Mr. James Callahan, a leader/member of the neighbor group opposed to the cutting down of the Redwood tree on Vernon Street. The Chair learned in an effort to avoid PRAC, the applicant applied for a tree removal permit through the Planning Commission siting they are planning a development. His letters have been forwarded to the Public Works Director. The permit application is on hold while the legalities of the permit are investigated. PRAC denied the removal at an earlier Commission meeting.

11. PRAC COMMITTEE REPORT:

Commission Kadera-Redmond reported the Parks Ordinance Review subcommittee is reviewing the language regarding noise, musical instruments, bikes, adults in enclosed tot lots and sleeping in City of Oakland parks.

Chair Miller: Serving as a PRAC representative on the Impact Fees Taskforce of 20 members. The taskforce is charged with looking at fees for new developments in the City of Oakland. Meetings are held every week for 2 ½ hours at city hall. Areas that would benefit from the fees include affordable housing, transportation and capital facilities. The Chair is trying to lobby for parks to receive a guaranteed share of capital facilities or a separate category from capital facilities which covers of city utilities.

Kadera-Redmond: Brooklyn Basin – developers hired a landscaped architect to determine how visitors could engage in the open spaces projected in the design. It was an open community process. Everyone in attendance felt their voices were heard.

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

14. COUNCIL REFERRALS:

15. OPEN FORUM:

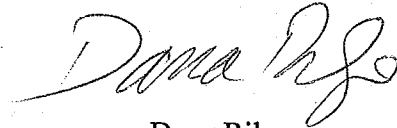
16. DIRECTOR'S REPORT:

- Proposed PRAC Voting Requirements: The current quorum requires 6 members to vote on an item. It is usually a majority of the members seated. The Commission will still need 6 members to vote on an item, but only a majority of the quorum to pass an item.

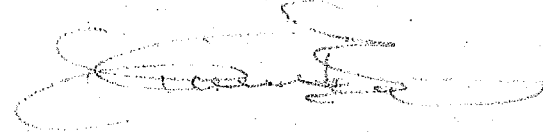
Staff recommends that the City Council: Adopt An Ordinance Amending Ordinance No. 8065 C.M.S. And Ordinance No. 11731 To Amend The Rules And Procedures Of The Parks And Recreation Advisory Commission To Change The Vote Required To Adopt Motions From Six (6) To A Majority Of The Members Present And Voting.

17. ADJOURNMENT: 6:29pm

Respectfully submitted,



Dana Riley
for
Audree V. Jones-Taylor
Secretary



Diane Boyd
Recording Secretary

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, December 9, 4:30 p.m.
Lakeside Garden Center
666 Bellevue Ave, Oakland, CA

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations Lead
DATE: December 9, 2015
SUBJECT: **REQUEST FROM CENTER FOR EARLY INTERVENTION ON DEAFNESS (CEID) FOR PERMISSION TO COLLECT ON-SITE REGISTRATION FEES AND SELL RAFFLE TICKETS AT THEIR 12TH ANNUAL WALK-A-THON AT LAKESIDE PARK ON SATURDAY, MAY 14, 2016.**

SUMMARY

Oakland Parks and Recreation has received a request from the Center for Early Intervention on Deafness (CEID), a non-profit organization, for permission to collect onsite registration fees and sell raffle tickets for their 12th Annual Walk-A-Thon at Lakeside Park on Saturday, May 14, 2016. All proceeds will go to support the services of CEID to children who are deaf or hard of hearing through CEID's home visit program, early intervention and education programs at their center, including speech therapy.

FISCAL IMPACT

There is a positive fiscal impact on Oakland Parks and Recreation. The Center for Early Intervention on Deafness (CEID) is paying all rental fees for the event held at Lakeside Park.

BACKGROUND

CEID, a non-profit organization, was established in 1980 as a federally funded model demonstration program under the name Center for the Education of the Infant Deaf. CEID offers a variety of programs and services such as Home Visits, Toddler and Preschool Classes, Parent Education and Support Programs and Speech Therapy and Auditory Training for children, parents, and family members who are both deaf and hard of hearing.

This is CEID's 12th year hosting their Walk-A-Thon at Lakeside Park and their 6th year coming before PRAC to request permission to collect registration fees and sell raffle tickets on-site. The cost of the registration fees will be \$10 per participant and the cost to sell raffle tickets will be \$1 for one ticket, 5 tickets for \$7 or 15 tickets for \$10.

Attached is the 2015 Post Event Report. There were approximately 350 attendees at the 2015 event; 25 people registered the day of the event and \$100 was collected on-site for registration fees.

Parks and Recreation Advisory Commission
December 9, 2015

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for the collection of registration fees and the sale of raffle tickets from participants at the CEID's 12th Annual Walk-A-thon at Lakeside Park on Saturday, May 14, 2016. CEID is aware that additional permits may be required for this event provided the request is granted.

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Attachments: Exhibit A – CEID Proposal Letter
Exhibit B – CEID Post Event Report (2015)
Exhibit C – Park Use Rental Application

October 9, 2015

Dear Parks and Recreation Advisory Commission,

On behalf of the Center for Early Intervention on Deafness (CEID) please accept this Proposal Letter as part of our application for the use of Lakeside Park, Lake Merritt, on Saturday, May 14, 2016, from 8:30 a.m. to 1:30 p.m. for the purpose of our annual Walk-A-Thon.

CEID is a 501(c)3 nonprofit organization that has been serving young children who are deaf or hard of hearing for 35 years. We serve children throughout the greater Bay Area with the largest concentration coming from the East Bay. In addition to our home and center-based services, we provide resources and trainings to the children's families that include weekly free sign language classes. We also provide training to Bay Area pediatric residents from Kaiser, Children's Hospital – Oakland, and others, in newborn and childhood hearing loss.

The Walk-A-Thon is a major fundraising event for us with the bulk of registration handled online. We typically have about 400 participants, mostly family members of CEID children and supporters and they are a very polite and well behaved group. We will collect some registration fees onsite the day of the Walk and ask your permission to do that as we have done in the past. The cost of registration is \$10 per person. We will also sell raffle tickets at the level of \$1 for one ticket, \$5 for seven tickets, \$10 for fifteen tickets, and \$10 for thirty tickets. We will have ample staffing to manage all aspects of the event. All of the funds raised through registrations and sponsorships go to support the services of CEID to children who are deaf or hard of hearing through our home visit program, our early intervention and education programs at our center, including speech therapy.

I enclose with this letter our completed Application forms and a copy of our 501(c)3 information. Please let me know if there is any other information or applications required so that I may promptly comply. Thank you to you and your team for all of the wonderful support we have received in past years for this event. I am very grateful to you and am pleased to be working with you once again on our 2016 event.

Sincerely,

Jennifer Conroy

Jennifer Conroy
Development Director



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, 3rd 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: 12th Annual Walk-A-Thon

Location of Event: Lake Merritt Fairlyland Lawn

Date/Hours of Event: 10:00am – 2:00 pm Permit No. c15-024

Contact Person: Leah White Phone No. 510-848-4800x320

Contact Person Address: 1035 Grayson Street, Berkeley, CA 94710

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

May 3rd, 2014

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: 350

2. Were registration or donation fees collected on-site for the event? Yes No
 Not Applicable

3. If yes, how many people registered? 25 How many people made donations? 15

4. What was the cost for registration? \$10

5. How much money was collected on site for registration fees? \$100

6. How much money was collected on site for donations? \$2,500

III. VENDOR INFORMATION

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

Were all vendors in compliance per agreement? Yes No

Of no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
NO VENDORS				

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.)

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

We love having our event at Lakeside Park and appreciate the wonderful support of the Park & Rec Department.

Submitted by: Leah White Date: 4-27-15

Approved by: _____ Date: _____
(OPR Staff)

Comments: _____



CITY OF OAKLAND
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: October 7, 2015

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

Name of Business/Organization: Center for Early Intervention on Deafness (CEID)

Business/Organization Address: 1035 Grayson Street Berkeley 94701

Applicant Name: Cindy Dickeson *Street Address* *City* *Zip Code*

Applicant Mailing Address: CEID, 1035 Grayson Street Berkeley 94710

Phone Number: 510-848-4800x330 *Street Address* *City* *Zip Code*

Fax Number: 510-848-4801 E-mail: jconroy@ceid.org AND cindy@ceid.org

Facility/Park Name: Lakeside Park, Lake Merritt, Oakland

Room(s)/Site(s) Lakeside Park, Lake Merritt, Oakland Fairyland

EVENT INFORMATION:

Date(s) of Event: Saturday, May 14, 2016

Time In/Prep Time 8:30 a.m. Actual Event Time 10 a.m. to 12:30 p.m. Cleanup/Time Out 1 - 1:30 p.m.

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

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.)* microphone, speakers

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) 450 Approximate # of Adults 300 # of Teens 50 # of Children/Infants 100

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
Please make sure public toilets are clean and stocked with toilet paper

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) 78 x 5 = 390
(Hourly Rate) (# of hours)

(7) Alcoholic Beverage Fee = _____

(2) _____ x _____ = _____
(Hourly Rate) (# of hours)

(8) Administrative Service Fee = _____

(3) Permit Processing Fee = 30

(9) Caterer Opt Out Fee = _____

(4) Deposit = 300

(10) Sound Use Fee = 50

(5) Setup/Teardown = _____

(11) Other Charges = _____

(6) Kitchen = _____

TOTAL: \$ 770 Less Advance Minimum Payment of _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 770
(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
(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 [Signature] DATE 10/9/15

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 Reservations Lead
DATE: December 9, 2015
SUBJECT: **REQUEST FROM THE NATIONAL MULTIPLE SCLEROSIS SOCIETY FOR PERMISSION TO COLLECT ON-SITE PLEDGES AND DONATIONS AT THEIR 5th ANNUAL WALK MS EAST BAY 2016, AT LAKESIDE PARK ON SATURDAY, APRIL 16, 2016.**

SUMMARY

Oakland Parks and Recreation has received a request from the National Multiple Sclerosis Society, a non-profit organization, for permission to pledges and donations for their 5th Annual Walk MS East Bay 2016, at Lakeside Park on Saturday, April 16, 2016. The donations and funds raised will go towards local programs, services, and research for those affected by Multiple Sclerosis.

FISCAL IMPACT

There is a positive fiscal impact on Oakland Parks and Recreation. The National Multiple Sclerosis Society is paying all rental fees for the event held at Lakeside Park.

BACKGROUND

This is the National Multiple Sclerosis Society's 5th year hosting their Fundraising Walk at Lakeside Park. There is no cost to register for the walk however, donations will be collected on-site. On the day of the event, friends, families, co-workers and other participants will show their support of those living with MS by turning in pledges raised and participating in the walk.

The National MS Society is a national organization committed to working towards a world free of MS. The society funds cutting edge research, provides support to those affected by MS through local programs and services, drives change through advocacy on the local and national level, and mobilizes participants to raise funds through exciting events (i.e. Walk MS and Bike MS).

The National Multiple Sclerosis Society (NMSS) has come before the Commission the last four years requesting permission to collect pledges and donations. There were 500 participants in attendance, 67 registered on the day of the event last year and the NMSS collected approximately \$5543 through on-site donations. The 2015 Post Event Report is attached.

Parks and Recreation Advisory Commission

December 9, 2015

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for the National Multiple Sclerosis Society to collect pledges and donations at the Walk MS East Bay 2015, at Lakeside Park on Saturday, April 16, 2016. The National Multiple Sclerosis Society is aware that additional permits may be required for this event provided the request is granted.

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Attachments: Exhibit A – National Multiple Sclerosis Society Proposal Letter
Exhibit B – National Multiple Sclerosis Society Post Event Report (2014)
Exhibit C – Park Use Rental Application



National
Multiple Sclerosis
Society
Northern California
Chapter

November 17, 2015

Dear Parks and Recreation Advisory Commission:

On behalf of the National MS Society, Northern California Chapter, I am requesting permission to be able to collect donations on site for the fifth annual Walk MS: East Bay 2016. Walk MS will take place on Saturday, April 16th 2016 at the Bandstand of Lake Merritt in Oakland. Walk MS is a national fundraising campaign with the National Multiple Sclerosis Society.

The National MS Society is a national organization committed to working towards a world free of MS. The society funds cutting edge research, provides support to those affected by MS through local programs and services, drives change through advocacy on the local and national level, and mobilizes participants to raise funds through exciting events (i.e. Walk MS and Bike MS).

The Northern California Chapter will host 13 walks this spring in support of our mission to end the devastating effects of MS. Participants are encouraged to fundraise prior to the day of event activities. There is no cost to register for the walk. Donations will be collected on-site and according to last year's estimate, about \$4,594 may be collected day-of, on-site. On the day of the walk, friends, families, co-workers, and others show their support of those living with MS by turning in pledges raised and participating in the walk. There will be one security personnel present at the registration table to monitor donations received. The donations and funds raised go towards local programs, services, and research for those affected by Multiple Sclerosis. For more detailed information on where the funds go, please consult our 2014 Annual Report, which I have enclosed with this letter. I have also enclosed our proof of 501c3 status.

Walk MS: East Bay will consist of pre-walk announcements, snacks and refreshments, 1 mile/5k walk routes on the path surrounding Lake Merritt, and post-walk celebration with a DJ or live band. There will be rest stops along the route for participants with water and portable toilets. For the start/finish festival area at the Bandstand in Lake Merritt, there will be tables, chairs, and 10' by 10' tents for registration, food and Walk teams.

Thank you for your consideration.

Sincerely,

Michelle La Sala
Logistics Manager
National MS Society, Northern California Chapter
(415) 230-6678 ext. 73009



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, 3rd 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: Walk MS: East Bay

Location of Event: Lake Merritt - Lakeside Park

Date/Hours of Event: 6am - 12pm 4/18/2015 Permit No. 32020

Event Contact Name: Michelle La Sala Phone No. 415 230 6678
National MS Society

Event Contact Address: 1700 OWENS ST, Ste 190, SF, CA 94158

Is this a "first time" event at this location? Yes No If no, when was the event held previously?
April 26, 2014

- 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: 500
- 2. Were registration fees, donations or other fees collected on-site? Yes No Not Applicable
- 3. If yes, how many people registered? 500 How many people made donations? 67
- 4. What was the cost for registration? free
- 5. How much was collected on site from registration fees? N/A
- 6. How much was collected on site from donations? \$543
- 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
Accorda	For prof	pharmaceutical		Y
Biogen				Y
Mallinckrodt				Y
Novartis				Y
Genzyme				Y

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.)

We had some vandalism to our tents and toilets overnight, even w/ security present. Next year we will have the toilets delivered the morning of the event

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: Michelle J Date: 8/7/15

Approved by: _____ Date: _____
(OPR Staff)

Comments: _____



CITY OF OAKLAND
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: Khanh

Date of Application: 6/22/15

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

Name of Business/Organization: National Multiple Sclerosis Society

Business/Organization Address: 1700 OWENS ST. Ste 190 San Francisco, CA 94158

Applicant Name: Michelle La Sala

Applicant Mailing Address: same as above

Phone Number: 415 230 6678 Fax Number: 415 230 6652 E-mail: michelle.lasala@nmss.org

Facility/Park Name: Lakeside Park Bandstand

Room(s)/Site(s): Lake Merritt

EVENT INFORMATION:

Date(s) of Event: 4/16/16 4hrs Thur

Time In/Prep Time: 4/15/16 2:00pm Actual Event Time: 4/16/16 6am to 12pm Cleanup/Time Out: 1pm

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

MS walk is a 5k walk and fundraising event

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 w/ PA System for music and announcements

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) 500 Approximate # of Adults 450 # of Teens 40 # of Children/Infants 50

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
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) $78 \times 6 = 468$

$78 \times 11 = 858$

(2) $156 \times 2 = 312$

$72 \times 5 = 360$

(3) Permit Processing Fee = 30

(4) Deposit = 500

(5) Setup/Teardown = _____

(6) Kitchen = _____

(7) Alcoholic Beverage Fee = _____

(8) Administrative Service Fee = _____

(9) Caterer Opt Out Fee = _____

(10) Sound Use Fee = 100

(11) Other Charges = _____

TOTAL: \$ 1698 Less Advance Minimum Payment of \$ 842; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 856

(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 [Signature] DATE 6/22/15

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 Reservations Lead
DATE: December 9, 2015
SUBJECT: **REQUEST FROM TRIPLE STEP TOWARD THE CURE FOR PERMISSION TO COLLECT ON-SITE REGISTRATION FEES, SELL T-SHIRTS, FOOD ITEMS AND ALLOW EVENT RELATED VENDORS TO SELL ITEMS DURING THE 5K FUN RUN/WALK AT LAKESIDE PARK ON SUNDAY, SEPTEMBER 11, 2016.**

SUMMARY

Oakland Parks and Recreation received a request from Triple Step Toward The Cure, a non-profit organization, for permission to collect on-site registration fees, sell t-shirts, food items and allow vendors to sell event-related items at Lakeside Park for their 7th Annual "*Stepping Toward the Cure*" 5K Fun Run/Walk on Sunday, September 11, 2016. The funds raised will help to further their three-step mission: Educating the community and funding efforts to find better treatment and a cure; Encouraging triple negative patients in underserved communities by providing financial and emotional support.

FISCAL IMPACT

There is a positive fiscal impact on Oakland Parks and Recreation. Triple Step Toward the Cure is paying all rental fees for the event held at Lakeside Park.

BACKGROUND

Triple Step Toward The Cure is an organization that seeks to educate and raise public awareness about triple negative breast cancer, a subtype of breast cancer that disproportionately affects young pre-menopausal women and women of color. This walk/run will serve as a fundraiser to empower women at risk to take charge of their health in order to maintain optimal wellness.

The registration fee will be \$30 to participate in the event. As part of the advertising and promotion of the event, participants will be required to sign up in advance of the event. However, the organization would like to accommodate a small number of late participants the day of the event for those who did not pre-register.

Triple Step Toward The Cure had a total of 198 in attendance at their 2015 5k Fun Run/Walk. 75 people registered on the day of the event, \$890 was collected on site for registration fees. 8 people made donations and \$200 was collected on site for donations. Attached is a Post Event Report from the 2015 event.

Parks and Recreation Advisory Commission
December 9, 2015

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for Triple Step Toward The Cure to collect on-site registration fees, sell t-shirts, food items and allow vendors to sell event-related items at Lakeside Park for their 7th Annual "*Stepping Toward the Cure*" 5K Fun Run/Walk on Sunday, September 11, 2016. Triple Step Toward The Cure is aware that additional permits may be required for this event provided the request is granted.

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Attachments: Exhibit A – Triple Step Toward The Cure Proposal Letter
Exhibit B – Triple Step Toward The Cure Post Event Report (2015)
Exhibit C – Park Use Rental Application



Name of Event: Seventh "Annual Stepping Toward The Cure" 5 K Fun Run/Walk

Date of Event: September 11, 2016

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

Requested Location: Lake Merritt Park. Bandstand, Oakland

People Responsible :

Carole Flowers Clement
510-636-1918
caroleflowers@sbcglobal.net; and

Lori Flowers
510 866-9252
lorif@tripleseptowardthecure.org

DETAILS OF EVENT:

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

There will be a nominal registration fee of \$ 30.00 for this event. In our advertising materials and promotion of this event , participants will be required to sign up either to walk or run the course in advance of the event on line in order to alleviate the need to work with large sums of money on the Lake Merritt park premises on the day of the event. However, arrangements to accommodate a small number of late participants who have not pre-registered in advance and will need to do soon the morning of the event.

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

We are inviting 15 vendors to participate this year they will have sellers permits, pay \$25.00 for a table space and donate 40% of total sales.

Items for sale range from jewelry, dolls, quilts, art and hand items such as clothing, soap, ceramics.

We are also requesting permission to sell limited food items, such as cupcakes, sandwiches, jamba juice. We will apply for a one day temporary food handler's permit. A list vendors and permits will be provided 30 days before the event.

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

September 30, 2015



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

Triple Step
Toward the Cure

Dear Ms Thomas,

My name is Carole Flowers Clement , and I represent a non-profit organization by the name of Triple Step Toward the Cure. Triple Step Toward the Cure seeks to educate and raise public awareness about triple negative breast cancer, a rare subtype of breast cancer that disproportionately affects young pre-menopausal women and women of color. I lost my daughter Sheryl to this disease in 2009.

Attached please find our two-page event request and proposal to have our **Seventh** Annual "Stepping Towards the Cure" 5K Fun Run/Walk at Lake Merritt Park on September 11, 2016. We are excited to get the word out about who we are and the services we continue to provide. This event will help us do just that. As we are still building our organization, it is also necessary to raise funds to further our three-step mission: Educating the community and funding efforts to find better treatment and a cure; Encouraging triple negative patients in underserved communities by providing financial and emotional support; and empowering women at risk to take charge of their health in order to maintain optimal wellness. This event will assist us in our fundraising goals as well.

Please let me know if you have any additional questions or concerns. I can be reached at 510-626-1018 or 510 866-9252. Thank you in advance for your consideration and continued support for this important event. We look forward to hearing from you.

Sincerely,

Carole Flowers-Clement, RN, MA
Co-Founder



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, 3rd 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: TRIPLE STEP TOWARD THE CURE 5K WALK/RUN

Location of Event: LAKE SIDE PARK NEAR BANK ST AND LAKE MEAD

Date/Hours of Event: SEPTEMBER 13, 2015 Permit No. 31958

Contact Person: CAROL FLOWERS Phone No. 510 636-1918

Contact Person Address: 7801 SURREY LANE OAKLAND, CA 94605

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

SEPTEMBER 17 2014

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: 198

2. Were registration or donation fees collected on-site for the event? Yes No
 Not Applicable

3. If yes, how many people registered? 75 How many people made donations? 8

4. What was the cost for registration? 25.00

5. How much money was collected on site for registration fees? 890.00

6. How much money was collected on site for donations? 200.00

ONLINE Registration = 123

III. VENDOR INFORMATION

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

Were all vendors in compliance per agreement? Yes No

Of no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
<i>SEE ATTAC</i>				

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.)

More advertisement

Media Presence

Better SPONSOR - more SPONSORS

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

Submitted by: *Carole O Flowers* Date: *10/27/15*

Approved by: _____ Date: _____
(OPR Staff)

Comments: _____

TRIPLE STEP TOWARD THE CURE 5TH ANNUAL WALK/RUN

SEPTEMBER 13, 2015 VENDORS

Asian American donor Program

For Life Massage Therapy

Highland Hospital Breast Cancer clinic

Stanford Hospital Breast Cancer Center

Second Opinion

Back 2 Nature - *did not attend*

Bay Area Face Painters

KMP'S Hair Design

Danny Jewels

Ranisha Fuller Jewels

Robyn's Face Painting

Food Vendors

Eddie Mae's Bakery

Ora's Jams and Jelly

Voght How Ya Bean Juice Bar

Way to Life (Goutmet Granola. Vegan Cinnamon Rolls) - *did not attend*



CITY OF OAKLAND
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

RWO# 3454
CENTRAL
Of Recreation

Rental Application

ATTENTION: _____

Date of Application: 10/5/15

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

Name of Business/Organization: TRIPLE STEP TOWARD THE CURE
Business/Organization Address: 7801 SURREY LANE OAKLAND CA 94605
Street Address City Zip Code

Applicant Name: CAROLE D FLOWERS CLEMENT
Applicant Mailing Address: 7801 SURREY LANE OAKLAND CA 94605
Street Address City Zip Code

Phone Number: 510 636-1918 Fax Number: _____ E-mail: CAROLE.FLOWERS@stheglobal.net

Facility/Park Name: LAKE MERITT LAKE-SIDE PARK BANDSTAND

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: September 11, 2016
Time In/Prep Time 7 am Actual Event Time 8 am to 12:00 pm Cleanup/Time Out 1 - 2:30

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

BREAST CANCER WALK/RUN

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.)

LIVE BAND, CD PLAYER AMPLIFIED

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) 210 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.

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) 130 x 2 = \$260
(Hourly Rate) (# of hours)

\$40 x 7 = \$280

(7) Alcoholic Beverage Fee = _____

(2) 60 x 5 = \$300
(Hourly Rate) (# of hours)

(8) Administrative Service Fee = _____

(3) Permit Processing Fee = 30

(9) Caterer Opt Out Fee = _____

(4) Deposit = \$300

(10) Sound Use Fee = 100

(5) Setup/Tear-down = _____

(11) Other Charges = _____

(6) Kitchen = _____

TOTAL: \$ 1270 Less Advance Minimum Payment of \$ 750; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 520

(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 Carole D Flowers Clement DATE 10/5/15

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Stephanie Benavidez on behalf of the Director of OPR
DATE: December 9, 2015
SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE PROPOSED WETLANDS AT FRIENDS OF SAUSAL CREEK (FOSC) NATIVE PLANT NURSERY IN JOAQUIN MILLER PARK

SUMMARY

The Friends of Sausal Creek (FOSC) proposes to create two naturally appearing and functioning ephemeral (vernal pond) wetland areas inside the FOSC Native Plant Nursery in Joaquin Miller Park. The wetlands will create ecologically valuable and locally-rare wildlife habitat, increase pollinator habitat, and improve wildlife viewing opportunities—providing excellent opportunities for outdoor education with nursery volunteers and local school children visiting the nursery on field trips.

FISCAL IMPACT

There is no fiscal impact to Oakland Parks and Recreation. This project would be implemented in partnership with Wetland Ecologist & Wildlife Biologist Thomas R. Biebighauser and Ecologist Dr. Kerry Kriger, Executive Director and Founder of Save the Frogs. Funding for the project would be secured by Save the Frogs and FOSC. The total estimated cost for constructing the two wetlands is \$12,500. This does not include the value of the volunteer labor who will participate in constructing the wetlands and growing the native plants for the project.

PROJECT DESCRIPTION

The two wetlands would be located inside the fenced nursery area. Wetland #1 would measure 28 ft. x 34 ft. and would be approximately 14 inches at maximum depth. Wetland #2 would measure 26 ft. x 30 ft. and would be approximately 10 inches at maximum depth. Both wetlands will be oval in shape with shallow sloping edges. The wetlands will not alter the drainage patterns on the site. The spillway for the wetlands would be at the same elevational contours as water now leaving the site. No dams or berms would be built. Rainfall and associated runoff would provide the source of water for the wetlands. The wetlands will be designed to pond surface water seasonally, typically during the winter and early spring months; they would persist for between 3-5 months annually depending on the amount of rainfall in a given year. Typically the wetlands would be dry at the surface during the late-spring, summer, and fall months.

The wetlands would be made by using a one-piece, aquatic-safe liner, protected on both sides by one-piece geotextile fabric. This would prevent the saturation of surrounding soil. The liner and geotextile would be ordered from Fab-Seal Industrial Liners, Inc. The three-layers would be anchored and covered with at least 8-inches of soil. The area surrounding the wetland would then be planted with native graminoids (grasses, sedges, and rushes), shrubs, and trees grown by volunteers at the FOSC Native Plant Nursery. In future years, difficult to collect seeds from rushes and sedges could

be collected from the wetland plantings to be propagated at the nursery for use in other restoration projects in the Sausal Creek Watershed and other parts of Oakland.

The small amount of soil that is removed to build the shallow wetland depression would be spread and leveled along the uphill sides of the wetland so it would not wash off the site. The soil will need to be removed by an excavator. FOSC would coordinate with Oakland Parks and Recreation to have the excavation be completed by a licensed contractor as a gift in place.

The wetlands would require little, if any, maintenance. Primary maintenance would involve removal of invasive, nonnative plants along the edges of the wetlands. Invasive plants on nursery grounds are already routinely removed during community workdays on the 2nd and 4th Saturdays of each month. It is expected that the native plants installed around the wetlands will outcompete surrounding nonnative plants, reducing overall maintenance of the nursery grounds over time. The restored wetlands are also expected to lower mosquito numbers in the vicinity. The dragonfly larvae, damselfly larvae, salamander larvae, and invertebrates that thrive in the wetland can be expected to control mosquitoes. Swallows, bats, and dragonflies will consume adult mosquitoes.

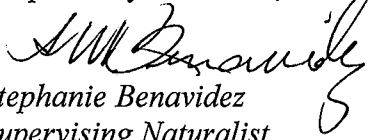
The wetlands would provide habitat for Pacific chorus frogs, western toads, several salamander species, dragonflies, insects, birds, and plants. Wetland habitat of this type is regionally rare within this urban fringe area of the Oakland Hills. In addition to creating a higher functioning ecosystem, the wetlands will be beautiful and will provide an environmental education opportunity for all visitors to the nursery, from the biweekly volunteer propagators to the groups of local school children who visit the nursery each month on field trips to learn about native plant propagation. The process of building the wetland will provide a community workshop opportunity, educating local residents on how to build wetlands on their own properties. The wetlands will act as an amenity to the existing nursery and will beautify what is currently a lot dominated by dense stands of invasive weeds.

The community workshop to build the wetlands is anticipated to take place in December 2015.

RECOMMENDATION

Director Audree V. Jones Taylor recommends that the Parks and Recreation Advisory Commission approve the request for the Friends of Sausal Creek (FOSC) to build two wetland areas at the FOSC Native Plant Nursery in Joaquin Miller Park.

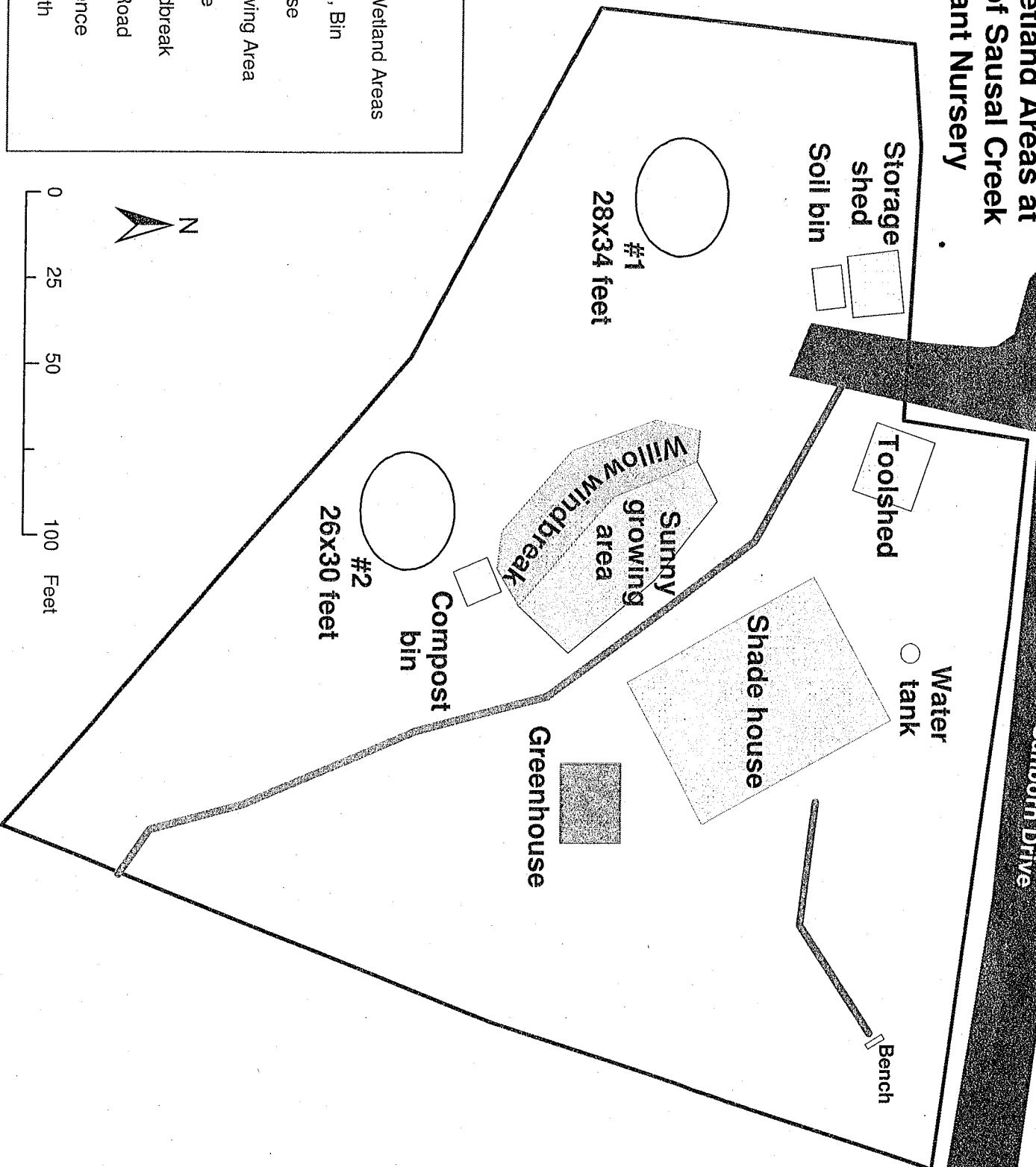
Respectfully submitted,




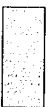






Stephanie Benavidez
Supervising Naturalist

Attachments: Exhibit A – *Proposed Wetland Areas at the Friends of Sausal Creek Native Plant Nursery*

EXHIBIT A
Proposed Wetland Areas at
the Friends of Sausal Creek
Native Plant Nursery

Sanborn Drive



- Features**
-  Proposed Wetland Areas
 -  Shed, Tank, Bin
 -  Shade House
 -  Sunny Growing Area
 -  Greenhouse
 -  Willow Windbreak
 -  Driveway, Road
 -  Nursery Fence
 -  Nursery Path



WETLAND DESIGN FORM
Sausal Creek Native Plant Nursery #2

Date: 05-20-2014

Site: Sausal Creek Native Plant Nursery #2, Joaquin Miller Park, Oakland, CA

Designers:

Thomas R. Biebighauser tombiebighauser@gmail.com

Kerry Kriger, Ph.D. kerry@savethefrogs.com

Kimra McAfee: coordinator@sausalcreek.org

Robert A. Lejdy, Ph.D. rleidy@gmail.com

Michelle Krieg: field@sausalcreek.org

GPS coordinates: UTM: 10 S 0571301-4185240 (center of planned wetland)

Percent slope: 5-percent

Hydric soil or plants present: No

Groundwater elevation: None

Topsoil depth: 1-inch

Soil texture: loam with fine wood pieces

Evidence of historic drainage: A shallow drainage with no erosion

Construction fill present? Yes, area was leveled years ago

Size of proposed wetland: 26 x 30-foot oval shape

How marked on the ground: pink ribbons were used to mark the perimeter of the wetland. A piece of rebar was placed in the center

Does a stream channel enter the area? No

Are head-cuts located uphill or downhill from the marked area? None

Prepared by:

Thomas R. Biebighauser

Wetland Ecologist & Wildlife Biologist

3415 Sugar Loaf Mountain Road

Morehead, KY 40351

tombiebighauser@gmail.com

606-356-4569 cell phone

www.wetlandsandstreamrestoration.org

&

Dr. Kerry Kriger

SAVE THE FROGS! - Founder, Executive Director, Ecologist

www.savethefrogs.com

www.savethefrogs.com/kerry-kriger

kerry@savethefrogs.com

831-621-6215 (Office)

SAVE THE FROGS! is the world's leading amphibian conservation organization. We work in California, across the USA, and around the world to prevent the extinction of amphibians, and to create a better planet for humans and wildlife.



WETLAND DESIGN FORM
Sausal Creek Native Plant Nursery #2

Description of project and construction notes:

A naturally appearing and functioning ephemeral wetland (vernal pond) may be built on a ridge in a field at the Sausal Creek Native Plant Nursery. The land is owned by Oakland City Parks. The site was leveled and filled years ago, with no signs of settling. The site is downhill from the willow patch and uphill from the surface inlet in a shallow depression. A short section of rebar was set in the center of the proposed wetland.

The small wetland would be built approximately 10-inches deep with gradual, 5-percent slopes. The wetland will not change the drainage patterns on the site, nor would it saturate surrounding soil. The spillway for the wetland would be at the same elevation as water now leaving the site. Water from the wetland would enter a storm sewer inlet that is downhill from the site. No dams would be built. The wetland would require little, if any maintenance.

The wetland would provide habitat for a diversity of frogs, dragonflies, insects, and plants. The wetland would greatly increase wildlife viewing opportunities. The wetland would be made by using a one-piece, aquatic-safe liner, protected on both sides by one-piece geotextile fabric. The liner and geo-textile would be ordered from Fab-Seal Industrial Liners, Inc. The three-layers would be anchored and covered with at least 8-inches of soil. The area surrounding the wetland would be planted to native grasses, trees, and shrubs.

Friends of Sausal Creek are asked to obtain all necessary approvals and permits for the project, and would need to check for buried utilities prior to construction. The project would not affect streams or floodplains. The project would not affect plants in riparian areas or sensitive habitats. The small amount of soil that is removed to build the shallow wetland would be spread and leveled along the uphill sides of the wetland so it would not wash. It is recommended that the techniques described in Wetland Restoration and Construction-A Technical Guide be followed to build the wetland.

Tom Biebighauser is available to direct the construction of the wetlands. To view some of the wetlands he has built at school please visit www.wetlandsandstreamrestoration.org and <https://picasaweb.google.com/105985116543820569589/SchoolWetlands#>

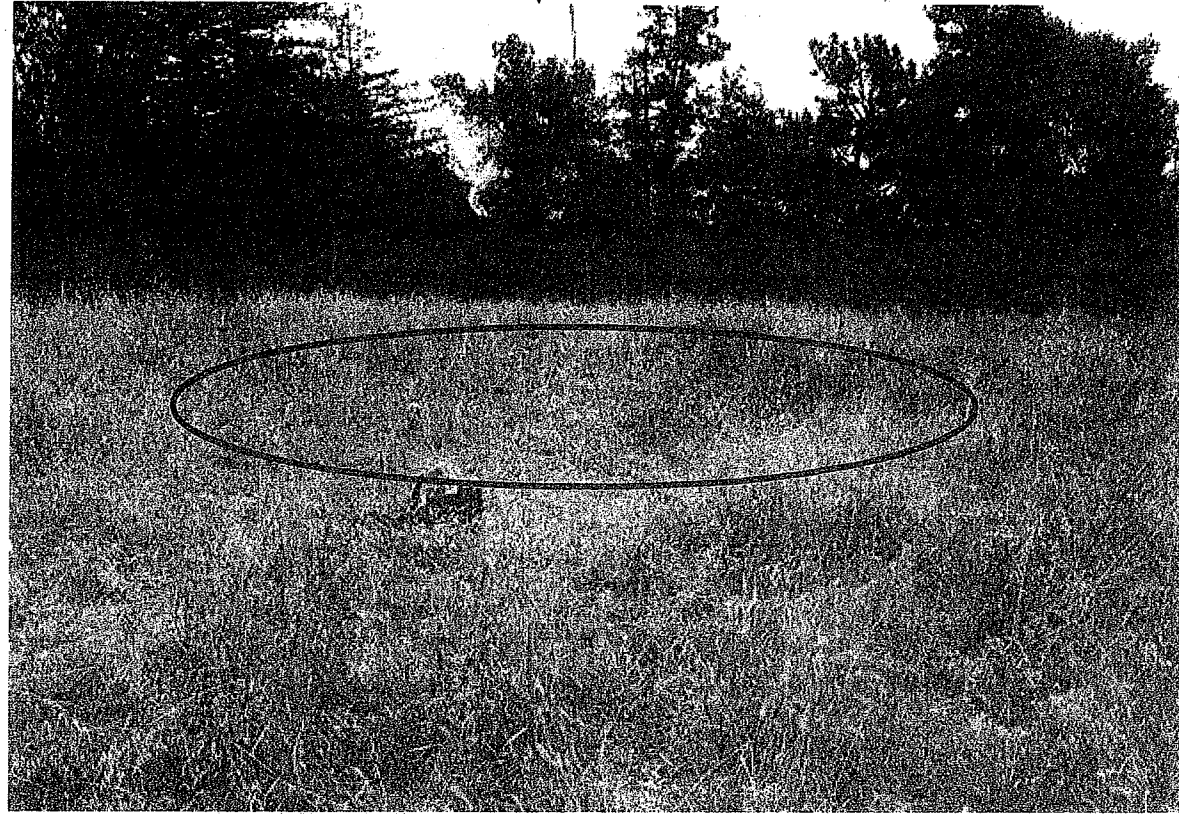
SAVE THE FROGS! Founder Dr. Kerry Kriger (<http://www.savethefrogs.com/kerry-kriger>) and another SAVE THE FROGS! biologist will be on hand to educate students about amphibians and wetlands, and to communicate our project results to the greater public so that all participants, host organizations and funders get proper recognition, and so that this project inspires people around the world to create frog habitat and to appreciate nature and wildlife.

www.savethefrogs.com/ponds

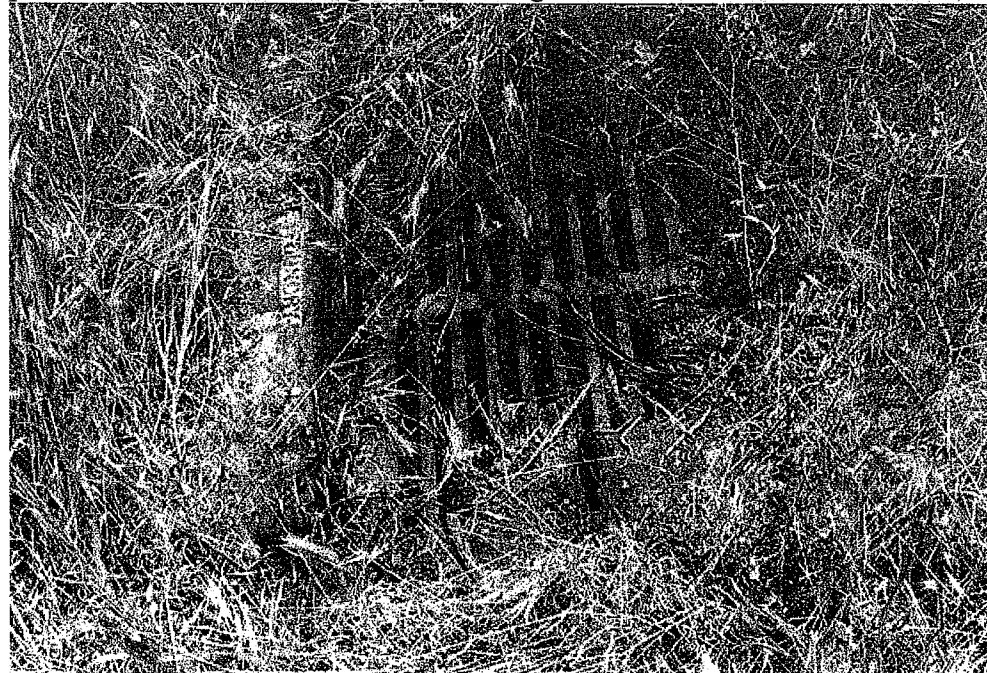
<http://www.savethefrogs.com/wetlands>

WETLAND DESIGN FORM
Sausal Creek Native Plant Nursery #2

Location of the proposed wetland:



This storm sewer surface inlet would collect any water flowing from the wetland. Drainage patterns would not be changed by building the wetland.



WETLAND DESIGN FORM
Sausal Creek Native Plant Nursery #2

The wetland designers assessing the proposed wetland (the city of Oakland and San Francisco Bay are in the background):



CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations Lead
DATE: December 9, 2015
SUBJECT: **REQUEST FROM OAKLAND ASSOCIATION OF REALTORS (OAR) FOR PERMISSION TO HOST A FUNDRAISING WALK-A-THON ON BEHALF OF THE ORAL LEE BROWN FOUNDATION BY ACCEPTING ON-SITE REGISTRATION AND DONATIONS FEES AT LAKESIDE PARK ON SATURDAY, OCTOBER 1, 2016.**

SUMMARY

Oakland Parks and Recreation received a request from Oakland/Berkeley Association of Realtors and the Oral Lee Brown Foundation, for permission to host a fundraising walk-a-thon by collecting on-site registration and donation fees at Lakeside Park on Saturday, October 1, 2016. Funds raised will help support the Oral Lee Brown Foundation that supports disadvantaged and underprivileged youth in the Oakland community with the goal of putting them through college by fully paying their tuition. This is Oakland/Berkeley Association of Realtors and Oral Lee Brown Foundation third time requesting to collect registration fees and donations on-site.

FISCAL IMPACT

There is a positive fiscal impact on Oakland Parks and Recreation. Oakland/Berkeley Association of Realtors is paying all rental fees for the event held at Lakeside Park.

BACKGROUND

The Oakland/Berkeley Association of REALTORS® (OBAR) was established in 1903 as the Oakland Real Estate Board (OREB), in support of local realtors. OAR is very proud of its ties to the Oakland community and seeks opportunities to support the city and lift it up, which is why they are involved with the Oral Lee Brown Foundation.

In 1987, Oral Lee Brown adopted the entire first grade class of 23 from Brookfield Elementary School in East Oakland, California and promised each of them a chance to receive a college education. To help pay the enormous tuition bill, she pledged to deposit \$10,000 of her own money into a trust account each year. Recently, Oral Lee Brown saw the first class that she made this promise to graduate from college with bachelor's degrees. The Foundation is the direct recipient of the funds raised by OBAR.

OAR collects donations for the Oral Lee Brown Foundation year round from Realtors but some participants may arrive the day of the event and either pay the \$25.00 (adults) or \$10 (youth) registration fee or make a donation.

Parks and Recreation Advisory Commission
December 9, 2015

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Oakland/Berkeley Association of Realtors for permission to collect on-site registration and donation fees at their walk-a-thon at Lakeside Park on Saturday, October 1, 2016. The Oakland/Berkeley Association of Realtors is aware that additional permits may be required for this event provided the request is granted.

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Attachments: Exhibit A – Oakland/Berkeley Association of Realtors Proposal Letter
Exhibit B – Oakland/Berkeley Association of Realtors Post Event Report (2015)
Exhibit C – Park Use Rental Application

Oral Lee Brown Walkathon Event

Proposal to Collect Funds

To: The Parks and Recreation Advisory Commission

The Oakland/Berkeley Association of REALTORS® (OBAR) was established in 1903 as the Oakland Real Estate Board (OREB), in support of local realtors. The OREB formation predates both the California (CAR) and National (NAR) Association of REALTORS®. As the OREB matured, it began developing strategies to lobby for legislation to strengthen its organization, and to protect individual property rights. As one of the oldest REALTOR® Boards in the nation, the OREB formulated many of the REALTOR® standards, practices, and innovations which prevail to this day.

Today, OBAR is very proud of its ties to the Oakland community and seeks opportunities to support the city and lift it up, which is why we are involved with the Oral Lee Brown Foundation. The Foundation supports disadvantaged and underprivileged youth in the Oakland community with the goal of putting them through college by fully paying their tuition. In 1987, Oral Lee Brown adopted the entire first grade class of 23 from Brookfield Elementary School in East Oakland, California and promised each of them a chance to receive a college education. To help pay the enormous tuition bill, she pledged to deposit \$10,000 of her own money into a trust account each year. Recently, Oral Lee Brown saw the first class that she made this promise to graduate from college with bachelor's degrees. The Foundation is the direct recipient of the funds raised by OBAR.

OBAR collects donations for the Oral Lee Brown Foundation year round from our REALTOR® members, and holds our annual walkathon event around Lake Merritt in October. Generally, participants begin arriving around 8:00 – 8:30am to register and prepare for the walk. The walk begins at around 9:00am. Participants make the loop together and we meet back at the registration table. There is a short ceremonial portion at the end with words from the event organizers and Oral Lee Brown. People begin to disperse around 11:30am.

We are writing to officially request permission to collect funds at this event. The costs to participants are as follows; Adults: \$35 | Youth: \$10

Of course many can and do make larger donations ranging anywhere from \$50 to \$500. We need a 'Charitable Solicitation Permit' to raise money at the walkathon event.

Thank you,

Paola Trejo | *Communications and Events Coordinator*

Oakland/Berkeley Association of REALTORS

paola@oaklandberkeleyaor.com

Office phone: 510.848.4288

Office fax: 510.848.2439

OAR non-profit tax I.D. #94-0727300

OLB Foundation non-profit tax I.D. #94-3115273

Oral Lee Brown Walkathon Event
Proposal to Collect Funds

To: The Parks and Recreation Advisory Commission

The Oakland/Berkeley Association of REALTORS® (OBAR) was established in 1903 as the Oakland Real Estate Board (OREB), in support of local realtors. The OREB formation predates both the California (CAR) and National (NAR) Association of REALTORS®. As the OREB matured, it began developing strategies to lobby for legislation to strengthen its organization, and to protect individual property rights. As one of the oldest REALTOR® Boards in the nation, the OREB formulated many of the REALTOR® standards, practices, and innovations which prevail to this day.

Today, OBAR is very proud of its ties to the Oakland community and seeks opportunities to support the city and lift it up, which is why we are involved with the Oral Lee Brown Foundation. The Foundation supports disadvantaged and underprivileged youth in the Oakland community with the goal of putting them through college by fully paying their tuition. In 1987, Oral Lee Brown adopted the entire first grade class of 23 from Brookfield Elementary School in East Oakland, California and promised each of them a chance to receive a college education. To help pay the enormous tuition bill, she pledged to deposit \$10,000 of her own money into a trust account each year. Recently, Oral Lee Brown saw the first class that she made this promise to graduate from college with bachelor's degrees. The Foundation is the direct recipient of the funds raised by OBAR.

OBAR collects donations for the Oral Lee Brown Foundation year round from our REALTOR® members, and holds our annual walkathon event around Lake Merritt in October. Generally, participants begin arriving around 8:00 – 8:30am to register and prepare for the walk. The walk begins at around 9:00am. Participants make the loop together and we meet back at the registration table. There is a short ceremonial portion at the end with words from the event organizers and Oral Lee Brown. People begin to disperse around 11:30am.

We are writing to officially request permission to collect funds at this event. The costs to participants are as follows;

Adults: \$35

Youth: \$10

Of course many can and do make larger donations ranging anywhere from \$50 to \$500. We need a 'Charitable Solicitation Permit' to raise money at the walkathon event.

Exhibit A

Thank you,

Paola Trejo
Communications and Events Coordinator
Oakland/Berkeley Association of REALTORS
paola@oaklandberkeleyaor.com
Office phone: 510.848.4288
Office fax: 510.848.2439
OAR non-profit tax I.D. #94-0727300
OLB Foundation non-profit tax I.D. #94-3115273

Exhibit A



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, 3rd 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: Oral Lee Brown Foundation Walk-a-thon

Location of Event: Lake Merritt / Fairyland

Date/Hours of Event: Sat., Oct 3 / 8:30-11:30 Permit No. C15-052

Event Contact Name: Paola Trejo Phone No. 510.848.4288

Event Contact Address: 1553 Milk Jr. Way, Berkeley CA 94705

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

The previous year

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: 83
2. Were registration fees, donations or other fees collected on-site? Yes No Not Applicable
3. If yes, how many people registered? _____ How many people made donations? _____
4. What was the cost for registration? _____
5. How much was collected on site from registration fees? _____
6. How much was collected on site from donations? _____
7. How much was collected on site from other fees? _____

Exhibit B

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

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.)

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

It was great! Thank you!

Submitted by: Paola Trejo Date: Oct. 21, 2015

Approved by: _____ Date: _____
(OPR Staff)

Comments: _____



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: 11.05.2015

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

Name of Business/Organization: Oakland/Berkeley Association of REALTORS
 Business/Organization Address: 1553 MLK Jr. Way Berkeley 94705
Street Address City Zip Code

Applicant Name: Paola Trejo
 Applicant Mailing Address: 1553 MLK Jr. Way Berkeley 94705
Street Address City Zip Code

Phone Number: 510.848.4288 Fax Number: 510.848.2491 E-mail: paola@oaklandberkeleyaor.com

Facility/Park Name: Lakeside - Fairyland

Room(s)/Site(s) The closed concession stand near the entrance

EVENT INFORMATION:

Date(s) of Event: Oct. 1, 2016
 Time In/Prep Time 7:30 am Actual Event Time 8:30 am to 11:00 am Cleanup/Time Out 11:30 am

Type of Event/Purpose: Walk-a-thon / fundraiser
(be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar Mitzvah/Bat Mitzvah, etc.)

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

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

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) 80 Approximate # of Adults 60 # of Teens 15 # of Children/Infants 5

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
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) <u>30</u> * <u>4</u> = <u>120</u>	(7) Alcoholic Beverage Fee = _____
<small>(Hourly Rate) (# of hours)</small>	
(2) _____ * _____ = _____	(8) Administrative Service Fee = _____
<small>(Hourly Rate) (# of hours)</small>	
(3) Permit Processing Fee = <u>30</u>	(9) Caterer Opt Out Fee = _____
(4) Deposit = <u>300</u>	(10) Sound Use Fee = <u>50</u>
(5) Setup/Teardown = _____	(11) Other Charges = _____
(6) Kitchen = _____	

TOTAL: \$ 500 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 [Signature] DATE 11/05/2015

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

Exhibit