

**Oakland Parks and Recreation Advisory Commission (PRAC)**  
**Lakeside Park Garden Center - 666 Bellevue Ave.**  
**Wednesday, July 12<sup>th</sup>, 2023 at 4:30 PM**

**Remote Access Instructions and Meeting Agenda**

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*The City of Oakland will continue to livestream meetings to allow members of the public to observe. For remote access, or to watch from home follow the instructions below.*

The following options may be available to observe this meeting:

- Zoom

**Zoom Webinar Information:**

When: Jul 12, 2023 04:30 PM Pacific Time (US and Canada)

Topic: Parks and Recreation Advisory Commission Meeting - July 12, 2023

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86967358857>

Or One tap mobile :

+14086380968,,86967358857# US (San Jose)

+16694449171,,86967358857# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 408 638 0968 US (San Jose), +1 669 444 9171 US, +1 669 900 6833 US (San Jose),

+1 719 359 4580 US, +1 253 205 0468 US, +1 253 215 8782 US (Tacoma),

+1 346 248 7799 US (Houston), +1 507 473 4847 US, +1 564 217 2000 US,

+1 646 876 9923 US (New York), +1 646 931 3860 US, +1 689 278 1000 US,

+1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 309 205 3325 US,

+1 312 626 6799 US (Chicago), +1 360 209 5623 US, +1 386 347 5053 US

Webinar ID: 869 6735 8857

International numbers available: <https://us06web.zoom.us/j/86967358857>

**\*\*\*NOTE: ZOOM LINK AND ACCESS NUMBER ARE TO OBSERVE/LISTEN TO THE MEETINGS ONLY, NOT FOR PARTICIPATION. ALL PUBLIC COMMENT MUST BE PROVIDED IN-PERSON DURING THE MEETING.**

To submit public comment for review by the Commission before the meeting date, email comments to [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov).

*If you have questions, email [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov) or phone Oakland Parks, Recreation and Youth Development @ 510-238-7275. Thank you.*



**AGENDA**  
**Parks And Recreation Advisory Commission (PRAC)**  
**Lakeside Park Garden Center - 666 Bellevue Ave.**  
**Wednesday, July 12<sup>th</sup>, 2023 at 4:30 P.M.**

**\*\*\*NOTE: ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 3. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER ITEM 9, OPEN FORUM, AT THE END OF THE MEETING.**

CALL TO ORDER / ROLL CALL

BARACH, DUHE, HA, KOS-READ, D. SMITH, K. SMITH, TORRES, TRAN, AND WATKINS

1. MODIFICATION OF THE AGENDA:

2. DISPOSITION OF MINUTES:

- June 14<sup>th</sup>, 2023 Draft Meeting Minutes

3. PUBLIC COMMENT:

Comment on all items will be taken at this time. Comments for items not on the agenda will be taken during Open Forum.

4. CONSENT CALENDAR ITEMS:

4A. REQUEST FROM AMERICAN FOUNDATION FOR SUICIDE PREVENTION (AFSP) TO COLLECT ONSITE CHARITABLE DONATIONS AT THE OUT OF THE DARKNESS WALK AT SNOW PARK ON SATURDAY, OCTOBER 21, 2023, FROM 6:00AM – 9:30AM.

4B. REQUEST FROM EAST BAY FRONT RUNNERS AND WALKERS APPROVAL TO COLLECT ON-SITE REGISTRATION FEES FOR THE 5K/10K PRIDE RUN/WALK AT LAKESIDE PARK ON SATURDAY, OCTOBER 14, 2023, FROM 8:00AM-12:00PM.

4C. REQUEST FROM OAKLAND EAST BAY GARDEN CENTER, INC. AND FRIENDS OF THE GARDENS AT LAKE MERRITT (FGLM) TO COLLECT FUNDS ON SITE AT THE ANNUAL AUTUMN LIGHTS FESTIVAL/FUNDRAISER AT LAKESIDE PARK GARDEN CENTER AND THE GARDENS AT LAKE MERRITT ON THURSDAY, OCTOBER 12, 2023– SATURDAY, OCTOBER 14, 2023, FROM 6:00PM-11:00PM.

5. MEASURE Q OVERSIGHT/AD HOC COMMITTEE UPDATE:

\*Visit Measure Q [website](#) for more information, documents and reports.

- Informational Report: OPW Monthly Measure Q Report and Performance Measures Update.

6. NEW BUSINESS:

6A. **DEPARTMENT MERGER AND BUDGET BRIEFING.**

6B. **UPDATES ON LAKE MERRITT.**

6C. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE INSTALLATION OF A KIOSK AND BELL STATION IN JOAQUIN MILLER PARK BY THE EAGLE SCOUT ORGANIZATION IN PARTNERSHIP WITH THE FRIENDS OF JOAQUIN MILLER.**

6D. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE PLANS FOR MURALS ON THE DOORS OF THE FIVE RESTROOMS IN DIMOND PARK.**

6E. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO RECOMMEND APPROVAL FOR ON SITE SALES AT THE FRIENDS OF SAUSAL CREEK 18TH ANNUAL NATIVE PLANT SALE AND OPEN HOUSE.**

6F. **REQUEST THE PARKS AND RECREATION ADVISORY COMMISSION TO REVIEW AND ACCEPT PROPOSED FROG PARK SIGNS AND TO RECOMMEND ACCEPTANCE OF IN-KIND DONATION FROM THE FROG PARK COMMITTEE FOR MATERIALS AND INSTALLATION LABOR IN THE AMOUNT NOT TO EXCEED THREE HUNDRED AND FORTY-TWO DOLLARS (\$342.00).**

7. PLANNING AND CONDITIONAL USE PERMITS:

8. UPDATE FROM DIRECTOR, COMMITTEES, RECREATION ADVISORY COUNCILS & ANNOUNCEMENTS:

9. OPEN FORUM:

All comment for items not on the agenda will be taken at this time.

ADJOURNMENT

**Next Meeting:**

***Wednesday, September 13<sup>th</sup>, 2023 at 4:30PM***

***Lakeside Park Garden Center***

***666 Bellevue Avenue***

***Oakland, CA 94612***

\* Visit [PRAC Website](#) for more information, documents, and reports.

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin or Spanish interpreter, please email [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov) or call Oakland Parks, Recreation and Youth Development at (510) 238-7275 or TDD/TTY (510) 238-3254 at least five working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete de en español, Cantones, Mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov) o llame al (510) 238-7275 o (510) 238-3254 por lo menos cinco días hábiles antes de la reunión. Se le pide de favor que no use perfumes a esta reunión como cortesía para los que tienen sensibilidad a los productos químicos. Gracias.

會場有適合輪椅出入設施。需要殘障輔助設施, 手語, 西班牙語, 粵語或國語翻譯服務, 請在會議前五個工作天電郵 [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov) 或致電 (510) 238-7275 或 (510) 238-3254 TDD/TTY。請避免塗搽香氛產品, 參加者可能對化學成分敏感。



MEETING MINUTES  
**Parks and Recreation Advisory Commission (PRAC)**  
**Wednesday, June 14<sup>th</sup>, 2023, at 4:30 P.M.**  
**Lakeside Park Garden Center**

**Meeting Recording Link:**

<https://oakland.granicus.com/player/clip/5564?&redirect=true>

CALL TO ORDER / ROLL CALL: 4:48 P.M.

**BARACH, DUHE, HA, KOS-READ, D. SMITH, K. SMITH, TORRES, TRAN, WATKINS**

**Present (6):** Vice Chair Tran, Commissioners Barach, Ha, Kos-Read, Torres, Watkins  
**Excused (1):** Commissioner Duhe  
**Absent (1):** Commissioner D. Smith

1. MODIFICATION OF THE AGENDA:

- Agenda Item 6F has been stricken from the agenda and will not be heard.

2. DISPOSITION OF MINUTES:

- April 12<sup>th</sup>, 2023 Draft Meeting Minutes

**Motion:** Chair Tran entertained a motion to approve the April Meeting Minutes with modification. **Moved by:** Commissioner Kos-Read. **Second by:** Commissioner Barach. **Vote:** Yes (6) Barach, Ha, Kos-Read, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

3. OPEN FORUM: There were 3 speakers and 1 public comment received via email.

*Commissioner K. Smith joined at 4:56pm.*

4. CONSENT CALENDAR ITEMS:

- 4A. **REQUEST FROM SAN FRANCISCO MIME TROUPE TO COLLECT DONATIONS AND SALES OF EVENT RELATED MERCHANDISE AT LAKESIDE PARK (BANDSTAND) ON WEDNESDAY, JULY 19, 2023, AND THURSDAY, JULY 20, 2023.**

**Motion:** Chair Tran entertained a motion to approve the request. **Moved by:** Commissioner Kos-Read. **Second by:** Commissioner Barach. **Vote:** Barach, Ha, Kos-Read, K. Smith, Tran, Watkins. **Abstain:** (1) Torres. **Motion:** Passed.

5. MEASURE Q OVERSIGHT/AD HOC COMMITTEE UPDATE:

\*Visit Measure Q [website](#) for more information, documents, and reports.

- Informational Report: OPW Monthly Measure Q Report and Performance Measures Update.
- Informational Report: Proposed Budget Briefing.

Tom Morgan, OPW Agency Administrative Manager, and David Moore, OPW Tree Supervisor, presented the informational reports.

6. NEW BUSINESS:

6A. **ELECTION OF CHAIR AND VICE CHAIR.**

Chair Nominations from the floor:

- Commissioner Vice Chair Tran

Vice Chair nominations from the floor:

- Commissioner Kos-Read – declined
- Commissioner Barach - accepted

**Motion:** Vice Chair Tran entertained a motion to accept election as new Commission Chair. **Moved by:** Commissioner Kos-Read. **Second by:** Commissioner Watkins. **Vote:** Yes (7) Barach, Ha, Kos-Read, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

**Motion:** Chair Tran entertained a motion to elect Commissioner Barach as new Vice Chair. **Moved by:** Commissioner Ha. **Second by:** Commissioner Watkins. **Vote:** Yes (7) Barach, Ha, Kos-Read, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

6B. **DISCUSSION TO DEVELOP PRAC RESPONSE TO MAYOR'S PROPOSED BUDGET.**

**Motion:** Chair Tran entertained a motion to conclude discussion and provide the Chair authority to write a letter on behalf of PRAC. **Moved by:** Commissioner Kos-Read. **Second by:** Commissioner Barach. **Vote:** Yes (6) Barach, Ha, Kos-Read, K. Smith, Tran, Watkins. **Abstain:** (1) Torres. **Motion:** Passed.

6C. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO RECOMMEND APPROVAL OF A LICENSE AGREEMENT FOR OAKLAND TRYBE TO EXECUTE PROGRAMMING AND INSTALL TEMPORARY**

**PROGRAMMING INFRASTRUCTURE AT THE SAN ANTONIO TENNIS COURTS.**

Eric Adams, District 2 Council Office, Policy Analyst, presented the request.

**Motion:** Chair Tran entertained a motion to approve the request. **Moved by:** Commissioner K. Smith. **Second by:** Commissioner Ha. **Vote:** Yes (7) Barach, Ha, Kos-Read, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

*Commissioner Kos-Read left at 6:06pm.*

- 6D. **REQUEST APPROVAL TO ALLOW AFROBEATS OAKLAND TO COLLECT ENTRY FEES, DONATIONS, SALES OF BEER, WINE AND SPIRITS, FOOD, AND MERCHANDISE AT THE ANNUAL AFROBEATS EVENT TO BE HELD AT SNOW PARK ON SATURDAY, AUGUST 19, 2023, FROM 12:00PM-8:00PM.**

Zermaine Thomas, Special Events Coordinator, presented speaker Juan Gomez of Afrobeats Oakland.

**Motion:** Chair Tran entertained a motion to approve the request. **Moved by:** Commissioner Torres. **Second by:** Commissioner Barach. **Vote:** Yes (6) Barach, Ha, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

- 6E. **REQUEST FROM JAMAICAN AMERICAN COMMUNITY ORGANIZATION (JACO) TO COLLECT FUNDS ONSITE FOR THE SALES OF FOOD AND BEVERAGES AT THEIR ANNUAL JULY 4TH FAMILY DAY, TO BE HOSTED AT JOAQUIN MILLER PARK (BAYWOOD AND PINEWOOD PICNIC SITES) ON TUESDAY, JULY 4, 2023, FROM 7:00AM – 8:00PM.**

Lisa Beverly, Public Service Representative, introduced speaker Carl Wilkinson, CEO of JACO.

**Motion:** Chair Tran entertained a motion to approve the request. **Moved by:** Commissioner Ha. **Second by:** Commissioner Torres. **Vote:** Yes (6) Barach, Ha, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

- ~~6F. **REQUEST FROM LOC IN WITH CB APPROVAL FOR VENDOR SALES ONSITE FOR A VARIETY OF NATURAL HAIR PRODUCTS AND ARTS/CRAFTS AT THEIR ANNUAL LOC APPRECIATION DAY TO BE HELD AT SNOW PARK ON SATURDAY, AUGUST 26, 2023, FROM 12:00PM – 5:00PM.**~~

- 6G. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO REVIEW AND APPROVE INSTALLATION OF**

**THIRTEEN (13) OUTDOOR LIBRARY BOXES, ALSO KNOWN AS “LITTLE TOWN LIBRARIES,” ON OPRYD RECREATION CENTER SITES THROUGH THE PARTNERSHIP BETWEEN THE OAKLAND PUBLIC LIBRARY AND EAT. LEARN. PLAY FOUNDATION.**

Hank Phan, Assistant Capital Improvement Project Coordinator, OPRYD, introduced speaker Nina Lindsay, Assistant Director of OPL.

**Motion:** Chair Tran entertained a motion to approve the request. **Moved by:** Commissioner K. Smith. **Second by:** Commissioner Watkins. **Vote:** Yes (6) Barach, Ha, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

- 6H. **REQUEST APPROVAL TO ALLOW EAST BAY BICYCLE COALITION DBA BIKE EAST BAY TO COLLECT DAY OF TICKET SALES FOR BEER TASTINGS, SALES OF FOOD, BEVERAGES, MERCHADISE, MEMBERSHIPS, DONATIONS AND SPONSORSHIPS AT THEIR BEER TASTING FESTIVAL TO BE HELD AT SNOW PARK ON SATURDAY, JULY 22, 2023, FROM 1:00PM-5:00PM.**

Tanya Nicholson, Public Service Representative, introduced speaker Kate Gleason of Bike East Bay.

**Motion:** Chair Tran entertained a motion to approve the request. **Moved by:** Commissioner Barach. **Second by:** Commissioner Ha. **Vote:** Yes (6) Barach, Ha, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

7. PLANNING AND CONDITIONAL USE PERMITS:

- 7A. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO ENDORSE THE TYRONE CARNEY PARK RENOVATION PROJECT AND RECOMMEND APPROVAL OF THE PROPOSED CONDITIONAL USE PERMIT TO THE ZONING MANAGER.**

Mike Rivera, Planner III, City Planning, and Calvin Hao, OPW Project Manager, presented the request.

**Motion:** Chair Tran entertained a motion to approve the request. **Moved by:** Commissioner Torres. **Second by:** Commissioner Ha. **Vote:** Yes (6) Barach, Ha, K. Smith, Torres, Tran, Watkins. **Abstain:** (0). **Motion:** Passed.

8. UPDATE FROM DIRECTOR, COMMITTEES, RECREATION ADVISORY COUNCILS & ANNOUNCEMENTS:

**Director’s Report:**

- Provided by Harith Aleem, OPRYD General Recreation Supervisor.
  - 2<sup>nd</sup> week of camp has over 800 enrollments.
  - 1<sup>st</sup> week of camp the department held its 2<sup>nd</sup> annual Town Camp Science Fun Fair in collaboration with partner organizations and Fairyland.
  - There are a number of Summer events upcoming.
  - Hiring for department Director has been frozen until the next budget cycle (2025).
  - 12 of 20 Town Camps are currently implementing swim sessions 4 days/week during camp.

**PRAC Committees:**

- No Updates.

**Recreation Advisory Councils (RACs):**

- No Updates.

**Announcements:**

- Special Events Coordinator, Zermaine Thomas, shared that Commissioner Kos-Read's wife was selected as Mother of the Year in May.

9. OPEN FORUM: There were 0 speakers.

10. ADJOURNMENT: 6:57 p.m.

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\*Visit [PRAC Website](#) for more information, documents, and reports.

**Next Meeting:**

***Wednesday, July 12<sup>th</sup>, 2023, at 4:30 pm***

**Lakeside Park Garden Center**

666 Bellevue Avenue

Oakland, CA 94610

**Via Zoom**

(For observation purposes only.)

Respectfully Submitted,



Jasmine S. Bellow  
Executive Assistant to the Director  
Recording Secretary

**CITY OF OAKLAND**  
Oakland Parks, Recreation & Youth Development



**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Tanya Nicholson, Public Service Representative, Central Reservations  
**DATE:** July 7, 2023  
**SUBJECT: REQUEST FROM AMERICAN FOUNDATION FOR SUICIDE PREVENTION (AFSP) TO COLLECT ONSITE CHARITABLE DONATIONS AT THE OUT OF THE DARKNESS WALK AT SNOW PARK ON SATURDAY, OCTOBER 21, 2023, FROM 6:00AM – 9:30AM**

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**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from American Foundation for Suicide Prevention (AFSP), a non-profit organization that fund research to improve interventions, train clinicians in suicide prevention, and advocate for policy that will save lives. AFSP is requesting to solicit on-site charitable donations from supporters at their Out of Darkness Walk to be held at Snow Park on Saturday, October 21, 2023, 6:00am – 9:30am. 100% of the donations collected will benefit prevention and education about suicide with 50% of the funds retained locally for crisis support in the Bay Area. The applicant is aware of the additional permits required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

American Foundation for Suicide Prevention will pay all fees associated with this event which is estimated at a total of \$572.00.

**PROJECT / PROGRAM DESCRIPTION**

American Foundation for Suicide Prevention has held the Out of the Darkness Walk at the Lakeside Park Pergola location beginning in 2009, this will be the second-year hosting at Snow Park due to the Pergola Area being heavily impacted by the Global Pandemic; each year's event has been successful. This event consists of participants representing survivors of suicide, who have collected sponsorship donations for the education and distribution of information about suicide awareness and prevention. This event is open to the public and typically collects approximately \$5,000 onsite. The sole purpose of this event is to raise funds for suicide prevention awareness.

**BACKGROUND / LEGISLATIVE HISTORY**

American Foundation for Suicide Prevention was established in 1987, it's a voluntary health organization that gives those affected by suicide a nationwide community empowered by research, education, and advocacy. AFSP is dedicated to saving lives and bringing hope to those affected by suicide. AFSP created a culture that's smart about mental health by engaging in the following core strategies:

- Funding scientific research
- Educating the public about mental health and suicide prevention

- Advocating for public policies in mental health and suicide prevention
- Supporting survivors of suicide loss and those affected by suicide in our mission

**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request to allow the American Foundation for Suicide Prevention to collect donations onsite at their Out of Darkness Walk at Snow Park on Saturday, October 21, 2023, 6:00am-9:30am.

Respectfully submitted,

/s/ Tanya Nicholson

Prepared by:

Tanya Nicholson

Public Service Representative

/s/ Zermaine Thomas

Approved by:

Zermaine Thomas

Special Events Coordinator

Attachments: Exhibit A - American Foundation for Suicide Prevention Request Letter  
Exhibit B – American Foundation for Suicide Prevention Post Event Report (2022)  
Exhibit C – American Foundation of Suicide Prevention Non-Profit Certificate 501c3

American Foundation for Suicide Prevention  
**Out of the  
DARKNESS**  
COMMUNITY WALKS

April 5, 2023

To Oakland Parks and Recreation Advisory Commission:

This is a request from the American Foundation for Suicide Prevention, a nonprofit organization, for permission host a walk-a-thon on Saturday October 21, 2023 from 6:00 am to 9:30 am and to collect donations at Snow Park preceding a walk around Lake Merritt. 100% of the proceeds from this event will benefit the prevention and education about suicide with 50% of the funds retained locally for crisis support in the Bay Area and the local chapter of the American Foundation for Suicide Prevention, a 501(c)(3) non-profit foundation.

This is planned to be the 16th Community Out of the Darkness Walk in the East Bay following the same event held at this location in 2022 or formerly at the Pergola annually since 2009, excluding pandemic years. The event will consist of participants representing survivors of suicide, who have collected sponsorship donations for the education and distribution of information about suicide awareness and prevention. Participants would check-in, receive a T-shirt and then listen to guest speakers. Some registration will occur on site with voluntary donations collected. After a short introduction to the event, they will walk together around the Lake and will be greeted at completion with brochures and certificates of completion. We typically collect about \$5,000 on site.

Community partners may attend and provide mental health resource information or literature, but we do not have vendors selling goods nor food. Fees are not required to participate in the walk.

This event is open to the public. The sole purpose of this event is to raise funds for suicide prevention and awareness.

Please do not hesitate to contact me at the number below or my co-chair, Alanna Coyote, at 206-987-2114 with any additional questions.

Sincerely,



Teresa Ferguson  
Co-Chair  
[Oaklandwalk@aol.com](mailto:Oaklandwalk@aol.com)  
510-292-5211

1047 Alvarado Road • Oakland

Mailing Address: 1047 Alvarado Road, Berkeley, CA 94705



### 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: American Foundation for Suicide Prevention  
Out at the Park Community Walk

Location of Event: Shaw Park

Date/Hours of Event: 10/15/2019 Permit No: PA-55574

Contact Person: Teresa Ferguson Phone No: 510-252-5211

Contact Person Address: 1047 Alvarado Rd Berkeley CA 94705

Is this a first time event at this location?  Yes  No If no, when was the event held previously? Held previously at Peralta Lake Merritt in 2009-2019 annually

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: 250
2. Were registration or donation fees collected on-site for the event?  Yes  No  Not Applicable
3. If yes, how many people registered? 20 How many people made donations? 0
4. What was the cost for registration? \$2.00
5. How much money was collected on site for registration fees? none
6. How much money was collected on site for donations? 100.00 Plan \$100

**POST EVENT REPORT (Continued)**  
**Page 2**

**III. VENDOR INFORMATION**

List all Vendors who participated at the event. (Attach additional sheets, if necessary).  
 Were all vendors in compliance per agreement?  Yes  No *10/22*  
 If no, why not? *no vendors*

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit For Profit Org? (Y/N)	Food (Describe)	Craft (Describe)	Seller's Permit (Y/N)
<i>we do not have vendors selling products</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.)

*no changes needed*

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

*trash bins were full so had to be emptied prior to event but were brought out after so was manageable.*

Submitted by: *[Signature]* Date: *10/31/22*

Approved by: *[Signature]* Date: *10/31/22*  
(ORR Staff)

Comments: *[Signature]*

38 Tillary St., Brooklyn, N.Y. 11201

District  
Director

Date: JUL 0 6 1987

American Suicide Association  
1045 Park Avenue  
New York, NY 10029

Employer Identification Number:  
13-3393329  
Accounting Period Ending:  
June 30th  
Foundation Status Classification:  
509(a)(1) & 170(b)(1)(A)(vi)  
Advance Ruling Period Ends:  
June 30, 1991  
Person to Contact:  
D.M. Hamilton  
Contact Telephone Number:  
(718) 790-6135

Dear Taxpayer:

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

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

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

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

Letter 1045(DO)(6-77)

(2)

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) & 170(b)(1)(A)(vi) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) & 170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service has given notice that you would be removed from classification as a section 509(a)(1) & 170(b)(1)(A)(vi) organization.

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

Beginning January 1, 1984, unless specifically exempted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

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

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

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000, or \$25,000 for years ended on or after December 31, 1997. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

Letter 1049(DO)(6-77)

(3)

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

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

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

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

Sincerely yours,



District Director

cc: Carol F. Burger, Esquire  
Parker, Chapin, Flattau, & Klump  
1211 Avenue of the Americas  
New York, NY 10036

Enclosure: Form 990-G

\* For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000 are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

Letter 1045(DO)(6-77)

AUG 21 2004 10:52AM AFSP

No. 6939 P. 5

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P.O. BOX 1489  
BROOKLYN, NY 11202

DEPARTMENT OF THE TREASURY

Date: NOV 19 1987

Employer Identification Number:  
13-8893329

Contact Person:  
FRED HYMNITZ

Contact Telephone Number:  
(718) 780-6114

AMERICAN SUICIDE FOUNDATION  
1045 PARK AVENUE  
NEW YORK, NY 10028

Our Letter Dated:  
July 6, 1987  
Addendum Applies:  
NO

#### Dear Applicants:

This modifies our letter of the above date in which we stated that you would be treated as an organization which 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)(3) and 170(b)(1)(A)(v)(I).

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)(3) 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)(3) organization.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

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

AUG 27. 2004 10:52AM AFSP

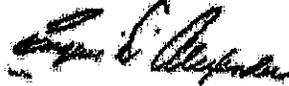
No. 6839 P. 6

**AMERICAN SUICIDE FOUNDATION**

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,



Eugene D. Alexander  
District Director

Aug. 27. 2004 10:52AM AFSP

No. 6999 P. 7

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

DEPARTMENT OF THE TRE

Date:

AUG 12 1998

AMERICAN FOUNDATION FOR SUICIDE  
PREVENTION  
15 WALL ST - 13 FLOOR  
NEW YORK, NY 10005-4001

Employer Identification Number:  
13-1393329

DIN:

318012067

Contact Person:

MORRIS BITTINSKY

Contact Telephone Number:

(718) 488-2148

Date of Exemption:

198701

Internal Revenue Code  
Section 501(c)(03)

Dear Applicant:

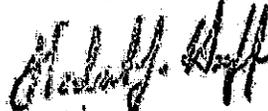
Thank you for submitting the information shown on the enclosure. We made it a part of your file.

The changes indicated do not adversely affect your exempt status and exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,



District Director

Aug. 27. 2004 10:52AM AFSP

No. 6999 P. 8

-2-

AMERICAN FOUNDATION FOR SUICIDE

Item Changed

From

To

Name Change

American Suicide  
Foundation.

American Foundation for  
Suicide Prevention



**CITY OF OAKLAND**  
**Oakland Parks, Recreation & Youth Development**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Tanya Nicholson, Public Service Representative, Central Reservations  
**DATE:** May 17, 2023  
**SUBJECT: REQUEST FROM EAST BAY FRONT RUNNERS AND WALKERS  
APPROVAL TO COLLECT ON-SITE REGISTRATION FEES FOR THE  
5K/10K PRIDE RUN/WALK AT LAKESIDE PARK ON SATURDAY,  
OCTOBER 14, 2023, FROM 8:00AM-12:00PM.**

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from the East Bay Front Runners and Walkers, a non-profit organization, that is affiliated with Road Runners Club of America, a nationwide organization that provides advice, support, and liability insurance for recreational running clubs. East Bay Front Runner and Walkers is requesting approval to collect on-site registration fees at the 5K and 10K Pride Run/Walk, proceeds raised from the event will be donated to several local non-profit organizations after expenses. The applicant is aware of the additional permits required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

East Bay Front Runners and Walkers is paying all fees associated with the event estimated at \$572.00.

**PROJECT / PROGRAM DESCRIPTION**

The East Bay Front Runners and Walkers since 2005, has held their Pride Run/Walk consisting of 5K and 10K loops around Lake Merritt to encourage healthy recreation, particularly among those who are interested in a competitive event. The Pride Run/Walk is timed, and prizes are awarded to the winners in various categories.

The following funds and items are being requested to collect on site:

- Registration Fees – Day of Race \$30

The estimated attendance is 185.

**BACKGROUND / LEGISLATIVE HISTORY RECOMMENDATION**

East Bay Front Runners and Walkers is a group of LGBTQ runners and friends who enjoy exercising outdoors. The club holds run/walks every Saturday morning at scenic locations in the East Bay, including Lake Merritt, Emeryville-Berkeley Shoreline, and Bay Farm Island. The Saturday morning run/walks are non-competitive and very informal; participants simply meet at the announced location and then run or walk together.

**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the East Bay Front Runners and Walkers request to collect on-site registration fees at their 5K/10K Pride Run/Walk at Lakeside Park on Saturday, October 14, 2023, 8:00AM-12:00PM.

Respectfully submitted,

/s/ Tanya Nicholson

Prepared by:

Tanya Nicholson

Public Service Representative

/s/ Zermaine Thomas

Approved by:

Zermaine Thomas

Special Events Coordinator

Attachments: Exhibit A – East Bay Front Runners and Walkers Proposal Letter  
Exhibit B – 2022 Post Event Report  
Exhibit C – Non-Profit Certificate 501©3



April 2, 2023

Parks and Recreation Advisory Commission  
Office of Parks and Recreation  
250 Frank H. Ogawa Plaza, Suite 3330  
Oakland, CA 94612  
Attn: Tanya Nicholson, Central Reservations Unit

Re: Request from East Bay Front Runners and Walkers to Collect On-Site Registration Fees during the 19<sup>th</sup> Annual 5K/10K Pride Run/Walk at Lakeside Park on October 14, 2023

Dear Commissioners:

East Bay Front Runners and Walkers is a group of LGBTQ+ runners, walkers, and friends who enjoy exercising outdoors. Club members meet for a run or walk every Saturday morning at a scenic location in the East Bay, including Lake Merritt, the Emeryville-Berkeley shoreline, and Bay Farm Island. The Saturday morning run/walks are non-competitive and informal; participants simply meet at the announced location and then run or walk together.

Beginning in 2005, the club has held an annual Pride Run/Walk consisting of 5K and 10K loops around Lake Merritt to encourage healthy recreation, particularly among those who are interested in a competitive event. In 2020 and 2021, a virtual run/walk rather than an in-person event was held; participants simply ran or walked at the location of their choice. In 2022, the club again held an in-person event that took place on October 8. The Pride Run/Walk is timed, and the winners in various categories are recognized. All participants receive simple refreshments (muffins, bagels, fruit, and juice) and a pair of EBFWR socks bearing the club's initials. At a couple of the past events, informational booths have been set up by a local chiropractor or gym, but nothing was sold.

Net proceeds from the Pride Run/Walk event have been donated to several local nonprofit organizations, and we plan to continue doing this in future years. The club has turned well over 50% of event proceeds after expenses to recipient organizations. The in-person Pride event held on October 8, 2022 generated net proceeds of \$2,928, of which \$2,100 was divided among:

- Pacific Center in Berkeley, which provides professional counseling and advocacy to enhance the well-being and self-respect of lesbian, gay, bisexual, and transgender individuals.
- Oakland LGBTQ Community Center, dedicated to enhancing and sustaining the well-being of Oakland's LGBTQ individuals, families, and allies.
- Oakland Gay Men's Chorus, a 40 to 50 voice choral group that performs a wide variety of music each year in concert and in numerous church, community, and outreach performances.

Recipient organizations have not yet been determined for 2023.



The number of participants has varied from year to year. In 2022, 176 persons registered for the event, 163 of them on-site. Most runners and walkers pre-register using the club's website <[www.eastbayfrontrunners.org](http://www.eastbayfrontrunners.org)>. Registration fees have always been kept very low in order to maximize participation. The pre-registration fee of \$25, versus the on-site fee of \$30, has encouraged participants to sign up in advance. We anticipate that registration fees for 2023 will be the same or slightly more, depending on event expenses.

In 2023, the East Bay Front Runners and Walkers club hopes to expand the reach of its annual Pride Run/Walk, both in the number of participants and in the funds raised for donation to worthy nonprofit organizations. To assist in meeting this goal, the club requests permission to accept registration fees on race day at the event in Lakeside Park on October 14, 2023. Pre-registration will continue to be encouraged. We anticipate that most participants will pre-register, but having the option to accept on-site registration enhances the event's appeal and increases the number of participants. We hope to reach a goal of approximately 185 registrants in 2023, with fees to be collected on-site amounting to perhaps \$500 at most.

No on-site donations will be solicited, although if offered, any donations to EBFRW to support the event would be gladly accepted. No sale of food or other items will take place.

East Bay Front Runners and Walkers is a nonprofit organization with 501(c)(3) status and is affiliated with Road Runners Club of America ([www.rrca.org](http://www.rrca.org)), a nationwide organization that provides nonprofit status and other services to recreational running clubs (see attachments). Liability insurance for East Bay Front Runners and Walkers' Pride Run/Walks is supplied through RRCA.

Thank you for your consideration, and please do not hesitate to let me know if I can provide additional information. Members of our club would be very willing to attend a Parks and Recreation Advisory Commission meeting and answer any questions.

Truly yours,

Jeff Holman  
President, East Bay Front Runners and Walkers  
36 Vallejo St.  
Berkeley, CA 94707  
510-206-4708  
[jholman@gmail.com](mailto:jholman@gmail.com)

Attachments:

- IRS letter to RRCA regarding 501(c)(3) non-profit status
- RRCA letter to East Bay Front Runners and Walkers regarding our 501(c)(3) status under RRCA group exemption

# 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: EBFRW 18<sup>TH</sup> ANNUAL PRIDE RUN & WALK  
Location of Event: ADAMS POINT PICNIC AREA (NEAR SAILBOAT HOUSE)  
Date/Hours of Event: OCT 8, 2022 / 8AM-12PM Permit No. \_\_\_\_\_  
Event Contact Name: JEFF HOLMAN Phone No. 510-206-4708  
Event Contact Address: P.O. BOX 71722 OAKLAND, CA 94612

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

OCT. 12, 2019

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: 175
2. Were registration fees, donations or other fees collected on-site?  Yes  No  Not Applicable
3. If yes, how many people registered? 16 How many people made donations? 0
4. What was the cost for registration? \$30
5. How much was collected on site from registration fees? \$450
6. How much was collected on site from donations? 0
7. How much was collected on site from other fees? 0

III. VENDOR INFORMATION

List all Vendors who participated in the event. (Attach additional sheets if necessary.)  
Were all vendors in compliance per agreement?  Yes  No  
If no, why not? N/A - NO VENDORS WERE PRESENT

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For-Profit Organization?	Food (Describe)	Cost (Describe)	Vendor'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.)

AT SOME POINT WE MAY INVITE SPORTS MEDICINE PRACTITIONERS TO PROVIDE FREE POST-RACE MASSAGE TO PARTICIPANTS, BUT NOTHING IS PLANNED THIS YEAR.

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

WE WERE PLEASED WITH THE SITE AND LOOK FORWARD TO HOSTING OUR EVENT THERE AGAIN IN 2023.

Submitted by: Jeff Robinson

Date: 5/6/23

Approved by: [Signature]

Date: 5/7/23

Comments: [Signature]



CINCINNATI OH 45999-0038

In reply refer to: 0248145604  
Sep. 10, 2018 LTR 4167C Q  
23-7283854 000000 00  
00015758  
BODC: TE

ROAD RUNNERS CLUB OF AMERICA INC  
1501 LEE HWY STE 140  
ARLINGTON VA 22209



006309

Employer identification number: 23-7283854  
Group exemption number: 2702

Dear Taxpayer:

This is in response to your request dated Aug. 29, 2018, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in June, 1976, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to [www.irs.gov/charities](http://www.irs.gov/charities) for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Sincerely yours,

Kim A. Billups, Operations Manager



**CITY OF OAKLAND**  
**Oakland Parks, Recreation & Youth Development**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Special Events Coordinator, Central Reservations  
**DATE:** July 7, 2023  
**SUBJECT:** **REQUEST FROM OAKLAND EAST BAY GARDEN CENTER, INC. AND FRIENDS OF THE GARDENS AT LAKE MERRITT (FGLM) TO COLLECT FUNDS ON SITE AT THE ANNUAL AUTUMN LIGHTS FESTIVAL/FUNDRAISER AT LAKESIDE PARK GARDEN CENTER AND THE GARDENS AT LAKE MERRITT ON THURSDAY, OCTOBER 12, 2023–SATURDAY, OCTOBER 14, 2023, FROM 6:00PM-11:00PM**

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Oakland East Bay Garden Center, Inc., (OEBGCI), the umbrella nonprofit for Friends of the Gardens at Lake Merritt (FGLM), to collect funds onsite for their 12<sup>th</sup> Annual Autumn Lights Festival/Fundraiser. The funds collected from this event will benefit improvements to the Gardens at Lake Merritt and Lakeside Park Garden Center. This event has been successful each year. The event organizer is aware of the additional permit required. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

OEBGCI is responsible for this event, including its costs and impacts. OEBGCI has pledged: 1) This event will have minimal impact on OPRYD facilities, 2) To indemnify OPRYD and the City for this event, 3) To be responsible for all costs.

OEBGCI and FGLM have successfully managed events such as this in cooperation with OPRYD and Oakland Public Works (OPW) over the past years what benefits may be funded by the proceeds.

**PROJECT / PROGRAM DESCRIPTION**

The event, entitled “Autumn Lights Festival” will comprise of decorating the Gardens with various styles of artist-produced illuminating art pieces that enhance the existing gardens, food trucks and vendors, in addition to various sound environments and musical performances consistent with contemplation of the Gardens lit up by artist illuminations.

**Admission**

- \$20.00 for general admission in advance
- \$25.00 at the door
- \$7.00 per child (ages 6 and older) in advance
- \$10:00 at the door
- Ages five and under are admitted free of admission

The primary sources of revenue will be ticket sales, food vendor fees, beer, and wine sales, OEBGCI and FGLM-branded merchandise, donations, and sponsorships. Proceeds will be accounted for by

OEBGCI and reported to OPRYD. Net receipts will go entirely towards benefitting The Gardens at Lake Merritt and to extend the reach of the Gardens throughout Oakland and the East Bay.

Autumn Lights Festival tickets will be sold in advance, with ticket sales at the door should any tickets remain available after pre-sales. Food and beverage sales in addition to sales of art by local artisans will be sold at Autumn Lights Festival. OEBGCI and FGLM will solicit donations in support of the event and their respective community-based organizations.

OEBGCI and FGLM will solicit, curate, and install lighted exhibits and other art displays, primarily produced by Oakland and East Bay artists. Oakland-based Heart of the Town Events will manage music production, publicity, and event logistics.

The primary patron experience will be an opportunity to see the Gardens at their best, illuminated at night by innovative art installations and surrounded by other works from similarly minded garden enthusiasts. Food trucks and local food vendors, as well as musical performances, will provide additional avenues of enjoyment at the event

### **BACKGROUND / LEGISLATIVE HISTORY**

OPRYD and OPW, in addition to other City departments, have worked closely with FGLM for years, and its parent organization, OEBGCI, since the early 1950s. Over the years, both organizations have provided considerable financial, volunteer, and other resources in support of the Gardens.

Fundraising and publicity provided by OEBGCI and FGLM have resulted in many benefits to the Gardens and the people of Oakland. Among the thousands of hours of volunteering facilitating the improvements at the Gardens, the redevelopment of the Sensory Garden, the Mediterranean Garden, the Japanese Garden, Bonsai Garden, and several newer editions. Many less obvious but critical additions of soil, compost, path materials, signage and plants have been funded by or facilitated via OEBGCI and FGLM.

A significant portion of garden maintenance has also been accomplished by teams of volunteers that FGLM has encouraged and managed. These teams have included those drawn by important dates such as Martin Luther King, Jr. Day and Earth Day, as well as by the regularly scheduled bi-monthly volunteer opportunities.

### **RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request Oakland East Bay Garden Center, Inc. and Oakland Public Works to collect funds onsite at their 11<sup>th</sup> Annual Autumn Lights Festival to be held at Lakeside Park Garden Center and Gardens at Lake Merritt on Thursday, October 12, 2023, to Saturday, October 14, 2023.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Special Events Coordinator

/s/ Dana Riley

Approved by:

Dana Riley

OPRYD Interim Director

Attachments: Exhibit A – OEBGCI Proposal Letter  
Exhibit B - Post Event Report 2022

**Oakland East Bay Garden Center, Inc.**  
**666 Bellevue Avenue**  
**Oakland, CA 94610**

June 8, 2023

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

Dear Commissioners:

Oakland East Bay Garden Center, Inc. (OEBGCI) and Friends of the Gardens at Lake Merritt (FGLM) hereby submit this request for approval to collect funds onsite for the 12<sup>th</sup> Annual Autumn Lights Festival, taking place October 12-14, 2023, in the Gardens at Lake Merritt, adjacent to Lakeside Park Garden Center.

This letter of request provides the following information, per the PRAC requirements:

- Brief history of Autumn Lights Festival
- Overview of the event
- Review of key funds to be collected onsite
- Reason for onsite fund collection
- Organization and program benefitting from the collection of funds

**Brief History of the Autumn Lights Festival**

Since 2012, the Autumn Lights Festival community fundraiser has been successfully staged in the Gardens at Lake Merritt and adjacent Lake Merritt Garden Center. All the net proceeds from the event are invested into the Gardens.

FGLM has worked closely with OPRYD and Oakland Public Works on various projects in the Gardens for over ten years – and its parent organization, O-EBGCI Inc., since the early 1950's. Over the years, the two organizations have provided considerable financial, volunteer, and other resources in support of the Gardens.

Fundraising and publicity provided by O-EBGCI and FGLM have resulted in many benefits to the Gardens and the people of Oakland. Among the thousands of hours of volunteering facilitating the improvements at the Gardens, the new fencing around the garden, upgrading the Pollinator Garden, entry garden the Mediterranean Garden, the Japanese Garden, Bonsai Garden, and many newer editions. Many less obvious but critical additions of soil, compost, path materials, signage and plants have been funded by or facilitated via O-EBGCI and FGLM.

A significant portion of garden maintenance has also been accomplished by teams of volunteers that FGLM has encouraged and managed. These teams have included those drawn by important

dates such as Martin Luther King Jr. Day and Earth Day, as well as by the regularly scheduled bi-monthly volunteer opportunities.

All net proceeds from Autumn Lights are re-invested into the many community projects OEBGCI and FGLM carry out at the Gardens at Lake Merritt year-round.

### **Overview of the Event**

The 12<sup>th</sup> Annual Autumn Lights Festival will again comprise of decorating the Gardens with various styles of artist-produced illuminating art pieces that enhance the existing gardens, food trucks and vendors, in addition to various sound environments and musical performances consistent with contemplation and appreciation of the Gardens. Artist commissions are underway and a spectacular display in anticipation again this year.

### **Funds to Be Collected Onsite**

The event plans to collect the following onsite funds:

- **Food Vendors/Sales** – As in past years, plans are under way to have food vendors and trucks. Food prices are likely to range from \$5 to \$15 depending on the item(s) being sold. OEBGCI/FGLM will charge each food vendor/truck a fee to participate.
- **Beverage Sales** – Beer, and wine will be sold by OEBGCI/FGLM. Estimated beer and wine prices will be in the \$7 - \$9 range.
- **Donations** – OEBGCI and FGLM will solicit donations in support of the event and their respective community-based organizations.
- **Tickets** – Tickets to the event will be sold both in advance and onsite. 2022 ticket prices are as follows: \$20 for general admission in advance; \$25 at the door, \$7 per child (ages 6 and older) in advance; \$10 at door. Ages five and under are admitted free of admission.
- **Art Market Sales** – Several local artist and artisans, most of who will also be displaying art in the Gardens, will participate in a central art market in the Ebell Room of the Garden Center. The artists and artisan will be selling their art onsite. Prices vary depending on the type of art being sold. The artist/artisans will pay OEBGCI \$30 each to participate in the market.

### **Reason for Onsite Fund Collection**

The event is a community fundraiser. All net proceeds from the event are re-invested in the capital projects and other ongoing enhancements at the Gardens.

### **Organization/Program Benefitting from Collected Funds**

Proceeds from any fees will be applied to event-related expenses, including permit, operations, production, security, transportation, marketing, etc. The estimated overall operating budget for the 2020 Autumn Lights Festival was approximately \$130,000. In 2022, ticket sales totaled \$194,691.11. We anticipate similar results for ticket sales again this year.

Both O-EBGCI and the event producers, Heart of the Town Events, are (501c3) non-profit organizations. O-EBGCI is the umbrella organization for FGLM.

Respectfully submitted,

*Victoria (Tora) Rocha*

Tora Rocha and Carole Levenson

Co-Presidents

Oakland East Bay Garden Center, Inc/Friends of the Gardens at Lake Merritt



## POST EVENT REPORT

### I. GENERAL INFORMATION

Name of Event: 10<sup>th</sup> Annual Autumn Lights Festival

Location of Event: The Gardens at Lake Merritt, Lake Merritt Garden Center

Date/Hours of Event: October 12-14, 2023, 6:00 p.m. – 11:00 p.m. each evening

Permit No. *Central Reservations Contract No. FA-5921*

Contact Person: Tora Rocha, Friends of the Gardens at Lake Merritt

Phone No. 925-522-1381

Contact Person Address: 666 Bellevue Avenue, Oakland, CA 94610

Is this a first time event at this location?  Yes  No If no, when was the event held previously? **The event began in 2012.**

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 – Fire, ABC

### II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: **9,613 (not including volunteers + staff)**

2. Were registration or donation fees collected on-site for the event?  Yes  No

Not Applicable

3. If yes, how many people registered? **9,095 people purchased tickets to the event.**

How many people made donations? **256**

4. What was the cost for registration? **Tickets were \$20.00 in advance ; \$7.00 per child (ages 6 and older) ; \$25.00 at the door. Children ages five and under were admitted free of admission.**

**POST EVENT REPORT (Continued)**

Page 2

5. How much money was collected on site for registration fees? **\$4,136.73 in on-site / at-the-door ticket sales.**

6. How much money was collected on site for donations? **\$2621.00**

**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
Cool Neon Wire	N	N	Participating artist	Y
Garden Volunteer Groups	Y	N	Plant Sales	Y
Misc. local artists that were part of the art market – most were displaying in the gardens as well.	Artisans	N	Various types of art – paintings, sculpture, artifacts, etc.	Y
Misc. food vendors – Company Confections, Halal Bites of Chicago, Javi's Cooking, Nigerian Kitchen. Get goes mobile café Lorraine's Café, Nahua Pizza, Jollof Nigerian Kitchen, ( with Vegetarian options)	N	Asian, Indian, vegan, Empanadas, Falafels, Pizza, Nigerian, International cuisine.	Food	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.)

The event has been very successful, with large, happy crowds each year. We plan to build on the significant improvements initiated in 2016 with respect to ticketing and in 2017-2019 with the improved and expanded food court and improvements made to enhance accessibility for attendees with special needs. This year, OEBGCI will again work with City/OPR staff on ways to further enhance the City-run parking operation.

POST EVENT REPORT (Continued)

Page 3

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: (Tora) Victoria Roche Date: 6/15/23

Approved by: Thermaine [Signature] Date: 6/16/23  
(OPR Staff)

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

**CITY OF OAKLAND**  
**Oakland Parks, Recreation & Youth Development**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Myka Hammock, Acting General Recreation Supervisor-Oakland Parks, Recreation & Youth Development  
**DATE:** June 13, 2023  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE INSTALLATION OF A KIOSK AND BELL STATION IN JOAQUIN MILLER PARK BY THE EAGLE SCOUT ORGANIZATION IN PARTNERSHIP WITH THE FRIENDS OF JOAQUIN MILLER.**

---

**SUMMARY**

For my eagle project I am proposing to build a kiosk/bell station for Joaquin Miller Park. The park has expressed interest in supporting mountain biking however they can. This project will provide trail maps specifically focused on bike trails, bike bells that can be borrowed, and bulletin boards for any upcoming news. This project would benefit all bikers at all levels.

**FISCAL IMPACT**

This has no financial impact to Oakland Parks, Recreation & Youth Development department. As part of the Eagle Scout project requirement, I will raise all the funds required to construct the project. The Friends of Joaquin Miller Park will maintain the kiosk at their expense.

**PROJECT / PROGRAM DESCRIPTION**

This project will be a simple, standalone kiosk with a tray for bells included. The kiosk will provide bikers with a map of bike trails and the opportunity to borrow bike bells if they don't have one already. The kiosk will benefit both the bikers and the general public by providing a bulletin board where news and events about the park can be posted.

**BACKGROUND / LEGISLATIVE HISTORY**

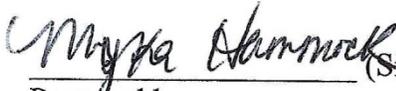
I'm an Eagle Scout candidate who has been working with Dale Riden from Friends of Joaquin Miller Park to build something for the local Joaquin Miller Park biking community. To earn the rank of Eagle Scout, scouts must work on a project that benefits the community as well as work with beneficiary organization (FOJMP) to design, create, and install the project. We have designed the kiosk and would like to build and install it as soon as possible.

**RECOMMENDATION**

Staff recommends that Mr. Evan Dickason's Eagle Scout project be approved to build a kiosk and bell station for the benefit of park users and the community at large. Staff recommend installation for the lower parking lot below community center to encourage parking in this lot to relieve parking upper lot. This project will sit next to previous Scout projects that have bike repair stations. Scout

volunteer projects have added greatly to Joaquin Miller Park public amenities over the last two years, and we urge your support for this most recent project.

Respectfully submitted,

 (Signature)

Prepared by:  
Myka Hammock  
Acting General Recreation Supervisor

/s/ Hank Phan (Signature)

Prepared by:  
Hank Phan  
Assist. Capital Improvement Pro Coordinator

  
Donte Watson (Jul 7, 2023 09:16 PDT) (Signature)

Approved by:  
Donte Watson  
Acting Assistant Director

**Identification of Support Documents:**

Attachments: Exhibit A – *Photo of Kiosk-Example*

**EXHIBIT A**





**CITY OF OAKLAND**  
**Oakland Parks, Recreation & Youth Development**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Alonna Mellion, OPRYD  
**DATE:** June 20, 2023  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE PLANS FOR MURALS ON THE DOORS OF THE FIVE RESTROOMS IN DIMOND PARK.**

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**SUMMARY**

This report was prepared with input from Friends of Dimond Park (FODP), an all-volunteer community organization. The goal of our mural project is to make the restrooms cheerful & child-friendly. We developed a formal Request for Proposal process. We asked our contending muralists to submit designs for colorful child-friendly murals incorporating animals such as butterflies, birds, squirrels, flowers or trees, or outdoor kid toys such as trikes, kickballs, balloons, scooters, etc. We invited 6 artists and 4 responded with their proposal. We have chosen an experienced local muralist for our project. The muralist is Debbie Koppman, [debkoppman@gmail.com](mailto:debkoppman@gmail.com). We ask for PRAC approval of the muralist's plans for these restroom doors.

**FISCAL IMPACT**

**Labor and Material Costs:**

**Labor:**

Wash and prime: @ 5 hours  
Draw out designs: @ 8 hours  
Paint each door surface: @ 8 hours x 9 = 72 hours  
Anti-graffiti seal: @ 10 hours  
Total labor: @95 hours  
Total labor cost = \$50/hr \$4750

**Materials:**

Primer: @\$ 50  
Paint: @\$100  
Sealer: @\$100  
Total Materials cost: \$250  
Total Proposal Budget: \$5000

**Sources of funding:**

Friends of Dimond Park \$2,000  
Donation of \$1,000 from California Waste Solutions  
Community fundraising \$2,000

**Artist's Contact:**

Debbie Koppman  
2307 Damuth St.  
Oakland, CA 94602  
510/482-1818  
debkoppman@gmail.com  
www.debrakoppman.com

**PROJECT / PROGRAM DESCRIPTION**

The muralist's plans for these restroom doors will have murals on both the outside and inside of the doors. Dimensions for each of the four non-disabled restroom doors are approximately 7 feet x 33 inches; the disabled restroom door is 7 feet x 35 inches. The muralist has designed the murals around the round restroom signs which must remain on the exterior of each door.

The restroom door murals are projected as part of a possible larger project which may include better interior lighting & interior & exterior painting for the restroom walls and ceiling. But we also see the restroom door murals as a stand-alone project to make the restrooms more appealing. The timeline for beginning to completion of the murals is anticipated as one month and we hope to begin as soon as we receive approval from PRAC.

**TIMELINE**

Request for Proposal sent to Artist - February 2023  
Review Proposal & Interview – March 2023  
Select Final Artist – April 2023  
Design Confirmation – May 2023  
Stakeholders Approval (e.g. PRAC & Arts Committee) – June 2023  
Community Engagement (e.g. awareness & fund raising) – July 2023  
Painting Commence – August 2023  
Painting Complete – August 2023  
Project Closure – September 2023

**Warranty & Future Maintenance:**

Debbie Koppman cannot guarantee against nor prevent is graffiti. She will guarantee using the highest quality anti-graffiti sealer. The fact is that even that does not completely protect against graffiti. There are at least 4 different types of spray paint which cause damage to paintings. It is easy to clean off some of these compounds; however, if a combination is used, or if the graffiti attack is very intense, even the best graffiti sealer will not be totally protective.

She can guarantee to work on clean-up of graffiti free of additional charge for one year after completion. She lives in the neighborhood and after completing over 40 public murals over the course of 18 years, she has encountered only one serious graffiti attack. She was involved to fix it.

However, she would appreciate a fee of \$50/hr to provide future maintenance past the term of one year after completion.

**BACKGROUND / LEGISLATIVE HISTORY**

The mission of FODP is to ensure that the diverse recreation needs of the community are met in an accessible, safe, well-maintained park with properly functioning Lions Pool, tennis courts, playgrounds and picnic areas in the setting of a naturalized portion of Sausal Creek that runs through the park.

The five restrooms in Dimond Park were constructed in 2016 as part of the Sausal Creek Restoration Project. The only other restrooms in the park are in the Dimond Recreation Center and Lions Pool. One of the five restrooms is designed as disabled-accessible. Since the restrooms were completed in 2016, parents have complained to members of FODP that their children find them dark & scary and they are afraid to use them. The restroom exteriors are painted grey, the interiors are grey and white with concrete floors. The ceiling lighting is dim. (The door to the disabled restroom has unfortunately been permanently locked after fires were set in this restroom).

**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request for the Dimond Park Restroom Door Murals located within the Dimond Park.

Respectfully submitted,

  
\_\_\_\_\_ (Signature)

Prepared by:  
Alonna Mellion  
Center Director

  
\_\_\_\_\_ (Signature)

Approved by:  
Maribel Corral  
Recreation Supervisor

**Identification of Support Documents:**

Attachments: Exhibit A – *Current Bathroom Doors*  
Exhibit B – *Mural Drawings*

Dimond Park – Bathroom Doors (Jun 2023)





FRONT DOOR DESIGN



BACK DOOR DESIGN

Please note that Fine-tuning is still expected



**CITY OF OAKLAND**  
**Oakland Parks, Recreation & Youth Development**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Cynthia Armstrong, Oakland Parks, Recreation & Youth Development  
**DATE:** July 7, 2023  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO RECOMMEND APPROVAL FOR ON SITE SALES AT THE FRIENDS OF SAUSAL CREEK 18<sup>TH</sup> ANNUAL NATIVE PLANT SALE AND OPEN HOUSE.**

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**SUMMARY**

Friends of Sausal Creek (FOSC) is planning to hold its 18<sup>th</sup> Annual Native Plant Sale and Open House on Sunday, October 29, 2023, from 10:00 am to 3:00 pm. FOSC is requesting permission take payments and donations during the sale; and to provide a contactless pickup window at the nursery for prepaid plants on Friday, November 10, 2020, from 2:00 pm to 5:00 pm, to expand accessibility for community members who are avoiding large gatherings.

**FISCAL IMPACT**

There is no fiscal impact to Oakland Parks, Recreation & Youth Development.

**PROJECT / PROGRAM DESCRIPTION**

The proceeds from the sale have been used to continue the various watershed programs sponsored by FOSC. One of the major undertakings for FOSC during the coming year is providing plants for the Sausal Creek Erosion Control Restoration Project in Dimond Park, a partnership between the City of Oakland and our organization.

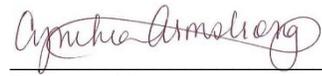
**BACKGROUND / LEGISLATIVE HISTORY**

FOSC operates the Native Plant nursery in Joaquin Miller Park under a Minor Conditional Use Permit issued by the City of Oakland. Since 2008 FOSC has conducted an annual native plant sale at the Nursery.

**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request for the Friends of Sausal Creek 18<sup>th</sup> Annual Native Plant Sale. The proposed event will benefit the fundraising effort to support the Sausal Creek Erosion Control Restoration Project in Dimond Park.

Respectfully submitted,

 (Signature)

Prepared by:  
Cynthia Armstrong  
Recreation Supervisor

Attachments: Exhibit A – Friends of Sausal Creek Proposal Letter  
Exhibit B – Post Event Report (2022)  
Exhibit C – Non-Profit Certificate of Insurance



# Friends of Sausal Creek

PROMOTING WATERSHED AWARENESS

June 26, 2023

## BOARD OF DIRECTORS

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**Hattie Bradshaw**  
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Oakland Technical High School

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Life Scientist

**Sean Welch**  
Attorney

## EMERITUS

**Mark Rauzon**  
Biologist

**Harry Schrauth**  
Retired Oakland Public Works

## STAFF

**Lisa Giordano**  
Executive Director

**Ella Matsuda**  
Restoration & Nursery Manager

**Kate Berlin**  
Communications & Operations  
Manager

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

Attn: Cynthia Armstrong, Recreation Supervisor

Dear Ms. Armstrong,

The Friends of Sausal Creek (FOSC) operates the Native Plant Nursery in Joaquin Miller Park under a Minor Conditional Use Permit issued by the City of Oakland. Since 2008 FOSC has conducted an annual native plant sale at the Nursery. The proceeds from the sale have been used to continue the various watershed programs sponsored by FOSC. One of the major undertakings for FOSC during the coming year is providing plants for the Sausal Creek Erosion Control Restoration Project in Dimond Park, a partnership between the City of Oakland and our organization.

FOSC is planning to hold its 18th Annual Native Plant Sale and Open House on Sunday, October 29, 2023, from 10:00 a.m. to 3:00 p.m. We also request permission to provide a contactless pickup window at the nursery for prepaid plants on November 10th, 2023, from 2-5 pm, to expand accessibility for community members who are avoiding large gatherings.

We would like to request that our event be placed on the July Parks and Recreation Advisory Commission meeting agenda. I have attached relevant documentation below. If you need any other information from us, please let me know. I can be reached at (510) 501-3672 or [lisa@sausalcreek.org](mailto:lisa@sausalcreek.org).

Thank you for your support.

Sincerely,

**Lisa Giordano**  
Executive Director

## ORGANIZATION HISTORY

Friends of Sausal Creek (FOSC) is a volunteer-based, nonprofit, community organization dedicated to promoting appreciation and stewardship of Oakland's Sausal Creek Watershed. FOSC supports habitat restoration in 25 Adopt-A-Spots along Sausal Creek in public parks and open spaces. The FOSC Native Plant Nursery in Joaquin Miller Park produces 8,000 native plants annually, that are planted throughout parks, donated to schools and community groups, and made available to community members through an annual native plant sale.

## EVENT OVERVIEW

Since 2008, FOSC has hosted an annual open house and plant sale at the Native Plant Nursery in Joaquin Miller Park. Community members are invited to get involved with FOSC restoration projects throughout the year but once a year, we invite the entire East Bay community to learn about and purchase from a surplus of native plants grown for habitat restoration. There are few nurseries that sell native plants sourced from within Oakland, so this is a rare opportunity for community members to access local native plants. We invite other partner organizations, such as Friends of Joaquin Miller Park and the California Native Plant Society, to participate in the open house by offering educational activities and promoting their volunteer opportunities as well. FOSC has a minor conditional use permit issued by the City of Oakland. This is an ideal time of the year to hold the plant sale as the plants have a much better chance of survival if they can become established during the fall and winter. In 2020, 2021, and 2022, we offered a contactless pickup for prepaid plants, for community members concerned about COVID-19.

## REQUEST TO COLLECT FUNDS ONSITE

FOSC requests permission to collect funds (donations and payments for native plants) at Joaquin Miller Park on October 29, 2023, from 10:00 am to 3:00 pm. We also request permission to hold a contactless pickup opportunity at the nursery for prepaid plants on November 10th, 2023, from 2-5 pm, to improve accessibility for community members with COVID-19 concerns.

## ITEMIZED DOLLAR AMOUNTS TO BE COLLECTED ONSITE

The following items will be sold:

- Treepots-\$25
- 1 Gallon plants-\$12
- D40 plants-\$10
- D16 plants-\$7
- 4-inch plants-\$5

The majority of these sales will be credit card transactions. Donations will also be collected. Estimated total funds collected will be approximately \$18,800 (based on funds raised during the 2022 native plant sale).

## WHY FUNDS ARE TO BE COLLECTED ONSITE

FOSC operates the Native Plant Nursery in Joaquin Miller Park under a Minor Conditional Use Permit issued by the City of Oakland. Since 2008 FOSC has conducted an annual native plant sale at the Nursery. The proceeds from the sale have been used to fund the various watershed programs sponsored by FOSC.

## BENEFICIARIES FROM FUNDS

The proceeds of this event will help to offset costs for supplies and staff time as FOSC works with communities to restore native habitat at 25 sites in public parks and open spaces throughout Oakland.

## POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after the 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: Friends of Sausal Creek 17<sup>th</sup> Annual Native Plant Sale

Location of Event: FOSC Native Plant Nursery, Joaquin Miller Park

Date/Hours of Event: Oct. 29, 10:00-3:00 and online pickup Nov. 12, 2022 Permit No. \_\_\_\_\_

Contact Person: Anna Marie Schmidt Phone No. (510) 501-3672

Contact Person Address: P.O. Box 2737, Oakland, CA 94602

Is this a "first time" event at this location? 6 Yes  No If no, when was the event held previously?

Due to ongoing pandemic concerns, we planned our second "virtual" sale with curbside, contact-less pickup of plants.

On-site events: May 7, 2006; April 29, 2007; Oct. 26, 2008; Oct. 17, 2009; Oct. 24, 2010; Oct. 16, 2011; Oct. 21, 2012; Oct. 20, 2013; Oct. 19, 2014; Oct. 25, 2015; Oct. 23, 2016; Oct. 22, 2017; Oct. 21, 2018; Oct. 20, 2019; pick-up only Oct. 17-18, 2020; pick-up only Oct. 30-31 2021

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 – Oakland Business**

**License**

### II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 417 plus 33 curbside pickups on Nov. 12

2. Were registration fees, donations or other fees collected on-site? Yes  No

6 Not Applicable

3. If yes, how many people registered? 0 How many people made donations? 23

4. What was the cost for registration? 0

5. How much was collected on site from registration fees? 0

6. How much was collected on site from donations? \$645

7. How much was collected from **plant sale (onsite and online)?** \$ 18,832 in taxable sales from sales of approx. 2,200 native plants

**III. VENDOR INFORMATION – Not applicable (no vendors)**

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? \_\_\_\_\_

**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.)

Friends of Sausal Creek 17<sup>th</sup> Annual Native Plant Sale and Open House was both an in-person event (October 29, 10-3) and also provided online sale (Nov. 5-7) with pickup on November 12.

This was our first time since 2019 that we had an in-person plant sale and it was a festive event with 8 tablers educating the public about the native and drought tolerant plants, augmenting soil, volunteer opportunities in the park, and art in nature for kids, to name a few. Our board, volunteers, tablers, and the band worked hard to make this a successful event and it was with over 417 visitors. Due to ongoing Covid concerns expressed by some community members, FOOSC scheduled the online store from November 5-7 with contactless, curbside pickup on Nov. 12.

There were no problems. Like our events each year from 2011 to 2019 (online only in 2020 and 2021), this event had a fair-like atmosphere given the children’s activities, acoustic duo, and tablers representing the community. The public was hungry for an exchange of information and we have never seen such engagement as community members are interested in learning how to locally do their part to mitigate climate change. We were very satisfied with how the event turned out. Thank you to OPR for your ongoing support.

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

Submitted by: Anna Marie Schmidt

Date: November 16, 2022

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

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

FRIENDS OF SAUSAL CREEK

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

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

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

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period.

FRIENDS OF SAUSAL CREEK

that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

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

You 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.

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

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

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

FRIENDS OF SAUSAL CREEK

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

Sincerely yours,

*Steven T. Miller*  
Steven T. Miller  
Director, Exempt Organizations

Enclosure(s):  
Form 872-C

**CITY OF OAKLAND**  
**Oakland Parks, Recreation & Youth Development**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Hank Phan, Assistant Capital Improvement Project Coordinator (OPRYD)  
**DATE:** 7/12/2023  
**SUBJECT: REQUEST THE PARKS AND RECREATION ADVISORY COMMISSION TO REVIEW AND ACCEPT PROPOSED FROG PARK SIGNS AND TO RECOMMEND ACCEPTANCE OF IN-KIND DONATION FROM THE FROG PARK COMMITTEE FOR MATERIALS AND INSTALLATION LABOR IN THE AMOUNT NOT TO EXCEED THREE HUNDRED AND FORTY-TWO DOLLARS (\$342.00)**

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**SUMMARY**

The FROG Park committee has been receiving many questions from the community about the creek since it was repaired and became operational again in 2022. Questions such as; what is the source of the water, is safe for kids to play in, if the water is bad for the drought, what are the hours of operation, etc.

The FROG Park Committee would like to install signs with a QR code which will direct people to an FAQ page on the FROG Park website (<https://www.frogpark.org/>). There we can address many different questions, and keep the information current without having to modify the signs. It will also enable us to link to the appropriate information. For example, the water comes from Lake Temescal, so a link to the Lake Temescal water quality report may be of interest: (<https://www.ebparks.org/recreation/swimming/lake-temescal>).

The FROG Park Committee would like to donate to the City of Oakland signs at three location in FROG Park to better inform the public and provide information about the wonderful and unique FROG Park creek.

---

**FISCAL IMPACT**

As a donation to the City of Oakland, the FROG Park committee will procure the signs and posts, and reimburse the City of Oakland Public Works Facilities Services Division for the installation labor of the signs. The FROG Park committee will provide additional signs for maintenance purposes in the event of vandalism. The FROG Park committee will also update the website with new content. Anticipated costs include:

- 3x metal signs (estimated at \$100/each based on an online search of options for custom metal signs)
- 3x fence posts installed in concrete (estimated at \$100/each for a metal post and concrete footing)
- Total \$600 material costs

- City of Oakland Public Works Facilities Services estimated labor cost: 3-hour labor at \$114.00 per hour for a total of \$342.00.

## **PROJECT / PROGRAM DESCRIPTION**

The FROG Park Committee will procure signs and posts materials and provide to the City of Oakland Public Works Facilities Services Division. Then city crews will install at the three proposed location. The labor cost from the city will be reimbursed to the City.

Details about proposed FROG Park Information Signage:

- DRAFT Proposed sign design and verbiage in **Exhibit A**
- QR Code Link: <https://www.frogpark.org/>
- Sign size: 18’ high x 12” wide
- Sign material: painted galvanized steel, black letters on white background
- Signpost material: galvanized steel posts or 4”x4” treated fir posts (to be determined by Public Works to be embedded in ground with concrete footing)
- DRAFT Proposed locations for new signs:



- Timeline: Ideally install is complete before summer 2023 when creek usgae is at it’s peak.

## **BACKGROUND / LEGISLATIVE HISTORY**

The FROG Park creek is supplied by a pump ~30ft underground which pulls water from Temescal creek. Temescal creek runs year-round and is fed by Lake Temescal. Temescal creek is ~95% underground in culverts between the Lake and where our pump is located. So the Lake Temescal water quality report we believe is a good reference for creek water quality (<https://www.ebparcs.org/recreation/swimming/lake-temescal>).

We got the idea to post signs as there have been so many in-bound questions from parents and other citizens. Like are we wasting drinking water, where does it come from, how it is operated, why it turns on and off, what the hours of operation are, etc.

We chose these three locations as these are the primary locations kids interact with the water; the pond at Big Frog Park, the stretch of creek by the DMV which is popular during the Sunday Farmers Market, and the stretch near Little Frog Park

**RECOMMENDATION**

Staff request for the Parks and Recreation Advisory Commission to review and approve three proposed new signage located at FROG Park and recommend acceptance of in-kind donation from the FROG Park Committee for materials and installation labor cost in the amount not to exceed three hundred and forty-two dollars (\$342.00).

*Hank Phan* (Signature)

Prepared by: Hank Phan  
Assistant Capital Improvement Project Coordinator  
Oakland Parks, Recreation & Youth Development

*Dana Riley*  
Dana Riley (Jul 7, 2023 17:41 EDT) (Signature)

Approved by:  
Dana Riley  
Interim Director

Attachments: Exhibit A - Proposed FROG Park Sign Design

## Where does the water come from?

The water bubbling into the pond is pumped from Temescal Creek which flows through a concrete pipe underground

El agua se bombea a este estanque desde el arroyo Temescal que fluye a través de una tubería subterránea.

水被泵入这个池塘，从地下溪流中抽出

For more information:



Exhibit A - Proposed FROG Park Sign Design

PRAC – 07/12/23  
Item 6F