

# CITY OF OAKLAND

## Parks and Recreation Advisory Commission



### AGENDA FOR REGULAR MEETING

Date: Wednesday, September 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

#### Remote access instructions:

The following options are available to join this meeting remotely via Zoom;

- To join online, please click on the following link: <https://us06web.zoom.us/j/89527966432>.
- To join by phone, please use one of the options below:
  - One-tap mobile.
    - +16699006833,,89527966432# US (San Jose),+14086380968,,89527966432# US
  - Dial one of the numbers below for higher quality based on your current location.
    - +1 669 900 6833 US (San Jose), +1 408 638 0968 US (San Jose),
    - +1 669 444 9171 US, +1 253 215 8782 US (Tacoma),
    - +1 346 248 7799 US (Houston), +1 719 359 4580 US, +1 253 205 0468 US,
    - +1 309 205 3325 US, +1 312 626 6799 US (Chicago), +1 360 209 5623 US,
    - +1 386 347 5053 US, +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
  - International numbers are available at <https://us06web.zoom.us/j/89527966432>.
  - Webinar ID: 895 2796 6432.

#### How to submit Public Comment before and during the meeting:

1. To submit comments for review by the Commission before the meeting date, email comments to [publiccomments2prac@oaklandca.gov](mailto:publiccomments2prac@oaklandca.gov).
2. To comment in person during the meeting, please complete a Speaker Card and provide to meeting coordinators before the Chair opens the floor to Public Comment on that Item. Each speaker will be called to the podium by name and permitted to comment for the allotted time.
3. To comment during the meeting online, click “Raise Your Hand” when prompted. When it is your turn to speak, please unmute yourself. You will be permitted to comment on the open Item for the allotted time and re-muted. See instructions on how to “Raise Your Hand” here: [https://support.zoom.com/hc/en/article?id=zm\\_kb&sysparm\\_article=KB0068290](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0068290).
4. To comment during the meeting by phone, please call one of the phone numbers listed above. You will be prompted to “Raise Your Hand” by dialing \*9 to request to speak. When it is your turn, please unmute yourself by dialing \*6. You will be permitted to comment on the open Item for the allotted time and re-muted.

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

**AGENDA FOR REGULAR MEETING**  
**Parks and Recreation Advisory Commission**

Date: Wednesday, September 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

---



**NOTE: Public Comment will be taken during this meeting as follows...**

- If you have a comment to make about an Item on this agenda, you may do so after the Chair opens the floor to Public Comment on that Item.
- If you have a comment to make about a topic that is not on this agenda, you may do so under Items 5 and 11, Open Forum and Continuation of Open Forum.

**Agenda Items**

1. Call to Order
2. Roll Call / Determination of Quorum
  - Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo, Thomas, Snyder, Tran, Watkins, Whitmore

2A. Tribute to former Commissioner Kenzie Smith.
3. Modification of the Agenda
4. Disposition of Minutes
  - Draft minutes from regular meeting on July 10, 2024.
5. Open Forum
  - Comment on all items not on this agenda will be taken at this time.
6. Consent Calendar
  - A single agenda item on the overall agenda for events that have been presented to the PRAC and held successfully for three or more consecutive years. Note that PRAC can use a single motion to approve multiple items under the Consent Calendar and/or request items be removed for separate discussion.

6A. Request for the Parks and Recreation Advisory Commission to recommend approval for onsite sales at the Friends of Sausal Creek’s 19th Annual Native Plant Sale and Open House.

6B. Request approval to allow Mcclymnonds Alumni Action Committee to collect onsite donations and host their Annual Reunion at Defremery Park on Saturday, September 28, 2024.

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

Date: Wednesday, September 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

---



#### 7. Measure Q Update

- Monthly OPW Informational Report on Measure Q and Performance Measure Updates.
  - Close of FY 2024 Budget
  - Adopted FY 2025 Budget
  - Measure Q Minor CIPs

#### 8. New Business

- 8A. Request for the Parks and Recreation Advisory Commission (PRAC) to grant approval for East Bay Family Garba (EBFG) to collect donations, sales proceeds of event-related merchandise, and station a mobile food truck at Golden Gate Recreation Center on Saturday, September 21, 2024.
- 8B. Request for the Parks and Recreation Advisory Commission to review and support installation of an Outdoor library box, also known as a “Little Free Library,” at Estuary Park.
- 8C. Verbal report on the Estuary Park Master Plan from Public Works Capital Improvement Program Manager.

#### 9. Planning and Conditional Use Permits (CUPs)

#### 10. Update from the Director, Committees, and Announcements

#### 11. Continuation of Open Forum

- All final comments on items not on this agenda will be taken at this time.

#### 12. Adjournment

## AGENDA FOR REGULAR MEETING

### Parks and Recreation Advisory Commission

Date: Wednesday, September 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

---



Visit [PRAC's website](#) for Agendas, Meetings, Minutes, and more information.

### Next Regular PRAC Meeting

Date: Wednesday, October 9, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

### Accessibility Information:

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 ten (10) days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities. Thank you.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete de en español, Cantonés, 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 (5) 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。

CITY OF OAKLAND  
Parks and Recreation Advisory Commission



**MINUTES FOR REGULAR MEETING**

Date: Wednesday, July 10, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

**Agenda Items**

1. Call to Order: **4:41 pm.**

2. Roll Call / Determination of Quorum

Alper, Barach, Cervantes, Henderson, Kos-Read, Omolo, Snyder, Thomas, Tran, Watkins, Whitmore

**Present (8):** Chair Tran, Commissioners Alper, Cervantes, Henderson, Kos-Read, Thomas, Watkins, and Whitmore

**Excused (3):** Vice Chair Barach, Commissioners Omolo, Snyder

**Absent (0):**

**Action:** Quorum confirmed.

3. Modification of the Agenda

– **None.**

4. Disposition of Minutes

– Approval of draft minutes from regular meeting on **June 12, 2024.**

**Motion:** Chair Tran entertained a motion to approve the minutes.

**Moved by:** Commissioner Henderson

**Seconded by:** Commissioner Watkins

**Vote:** Yes (7) Alper, Cervantes, Henderson, Kos-Read, Thomas, Tran, Watkins

No (0)

**Action:** Motion Passed.

5. Open Forum

Comment on all items not on the agenda are taken at this time.

**In-Person:** 0

**Remote:** 0

**Email:** 2

6. Consent Calendar

- A single agenda item on the overall agenda for events that have been presented to the PRAC and held successfully for three or more consecutive years. Note that PRAC can use a single motion to approve multiple items under the Consent Calendar and/or request items be removed for separate discussion.

*Commissioner Whitmore joined the meeting at 4:46 pm.*

7. Measure Q Update

- Monthly OPW Informational Report on Measure Q, Performance Measure Updates.
- Proposed Measure Q Expenditures for Fiscal Year 2024 – 2025.

**Public Comment**

In-Person: 0

Remote: 1

Email: 0

**Motion:** Chair Tran entertained a motion to receive and file the Measure Q report.

**Moved by:** Commissioner Watkins

**Seconded by:** Commissioner Henderson

**Vote:** Yes (8) Alper, Cervantes, Henderson, Kos-Read, Thomas, Tran,  
Watkins, Whitmore

No (0)

**Action:** Motion Passed.

8. New Business

- 8A. Request approval to allow Love Our Lake Steering Committee to have a food truck onsite selling and beverages (non-alcoholic), the sales merchandise and collection of donations by Diamano Coura for their West African dance lessons and drumming at the Love Our Lake Campaign held at Lakeside Park (Edoff Memorial Bandstand & grassy area near lawn bowling) on Saturday, July 27, 2024, Saturday, August 24, 2024, from 1:00pm-4:00pm and 2nd Saturdays (June-September) from 3:00pm-4:30pm (Diamano Coura- West African dance/drumming lessons).

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

Commissioner Kos-Read recused himself as an event partner.

**Motion:** Chair Tran called for a vote.

**Moved by:**

**Seconded by:**

**Vote:** Yes (7) Alper, Cervantes, Henderson, Thomas, Tran, Watkins, Whitmore  
No (0)  
Abstain (1) Kos-Read

**Action:** Motion Passed.

- 8B. Request from American Brain Tumor association approval to collect on-site registration fees and merchandise sales at the 5k/10k Pride Run/Walk at Lakeside Park on Saturday, September 14, 2024, from 6:00am-11:30am.

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

**Motion:** Chair Tran entertained a motion to approve the request.

**Moved by:** Commissioner Kos-Read

**Seconded by:** Commissioner Henderson

**Vote:** Yes (8) Alper, Cervantes, Henderson, Kos-Read, Thomas, Tran,  
Watkins, Whitmore  
No (0)

**Action:** Motion Passed.

- 8C. Request from Omnira Institute for approval to collect on-site donations, vendor sales of food, beverages, arts, crafts and merchandise at the Ninth Annual Black-Eyed Pea Festival to be held at Marston Campbell Park on Saturday, September 14, 2024, 11:00am-7:30pm.

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

**Motion:** Chair Tran entertained a motion to approve the request.

**Moved by:** Commissioner Watkins

**Seconded by:** Commissioner Henderson

**Vote:** Yes (8) Alper, Cervantes, Henderson, Kos-Read, Thomas, Tran,  
Watkins, Whitmore  
No (0)

**Action:** Motion Passed.

*Commissioner Kos-Read left the meeting at 6:15 pm.*

- 8D. Request for the Parks and Recreation Advisory Commission to review and support the replacement of missing orienteering markers on the White Trail at Joaquin Miller Park.

**Public Comment**

In-Person: 1

Remote: 0

Email: 2

**Motion:** Chair Tran entertained a motion to approve the request.

**Moved by:** Commissioner Henderson

**Seconded by:** Commissioner Whitmore

**Vote:** Yes (5) Cervantes, Henderson, Tran, Watkins, Whitmore  
No (0)

Abstain (2) Alper, Thomas

**Action:** Motion Passed.

- 8E. Request for the Parks and Recreation Advisory Commission to review and support wildlife camera detection surveys to be conducted by Oakland Trails in Joaquin Miller Park, Leona Heights Park, and Dimond Canyon.

**Public Comment**

In-Person: 0

Remote: 0

Email: 0

**Motion:** Chair Tran entertained a motion to approve the request.

**Moved by:** Commissioner Thomas

**Seconded by:** Commissioner Henderson

**Vote:** Yes (7) Alper, Cervantes, Henderson, Kos-Read, Thomas, Tran, Watkins  
No (0)

**Action:** Motion Passed.

- 8F. Status report for the Parks and Recreation Advisory Commission (PRAC) for donation of free labor and course design work for the installation of Disc Golf baskets and courses at 7 city parks community response.

**Public Comment**

In-Person: 1

Remote: 1

Email: 0

**Motion:** Chair Tran entertained a motion to approve the request.



**Moved by:** Commissioner Watkins  
**Seconded by:** Commissioner Cervantes  
**Vote:** Yes (7) Alper, Cervantes, Henderson, Kos-Read, Thomas, Tran, Watkins  
No (0)  
**Action:** Motion Passed.

9. Planning and Conditional Use Permits (CUPs)  
None.

10. Update from the Director, Committees, and Announcements

- OPRYD Director Fred Kelley reported the following:
  - A review of the new Budget can be provided at an upcoming meeting at the request of the PRAC.
  - Retreat planning has begun for OPRYD Staff and Oakland Parks and Recreation Foundation (OPRF). The Director would like to plan one for the PRAC as an open meeting.
  - Request for PRAC consultation on Strategic Plan for OPRYD.
  - Goal for upcoming year is to begin a Park Master Plan. Currently, none exists.
- Chair Tran reported that she has received a reply to the letter submit on behalf of the PRAC regarding the Budget and will share with Commissioners.

11. Continuation of Open Forum

Final comments on items not on the agenda are taken at this time.

**In-Person:** 0

**Remote:** 0

12. Adjournment: **7:10 pm.**

**Next Regular PRAC Meeting**

Date: Wednesday, September 11, 2024

Time: 4:30 PM

Location: Lakeside Park Garden Center, 666 Bellevue Avenue

Visit [PRAC's website](#) for Agendas, Meetings, Minutes, and more information.

Respectfully Submitted,



Jasmine S. Bellow

Executive Assistant to the Director

PRAC Recording Secretary

DRAFT



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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Myka Hammock, Oakland Parks, Recreation & Youth Development  
**DATE:** August 15, 2024  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO RECOMMEND APPROVAL FOR ON SITE SALES AT THE FRIENDS OF SAUSAL CREEK 19<sup>TH</sup> ANNUAL NATIVE PLANT SALE AND OPEN HOUSE.**

---

**SUMMARY**

Friends of Sausal Creek (FOSC) plans to hold its 19<sup>th</sup> Annual Native Plant Sale and Open House on Sunday, October 26, 2024, from 10:00 am to 3:00 pm. FOSC is requesting permission to take payments and donations during the sale; and to provide a contactless pickup window at the nursery for prepaid plants on Friday, November 9, 2024, 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 on 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 19<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,

*Myka Hammock* (Signature)

Prepared by:

Myka Hammock

Recreation Supervisor

*Justice Bolden*  
Justice Bolden (Aug 19, 2024 10:21 PDT) (Signature)

Approved by:

Justice Bolden

Recreation General Supervisor

Attachments: Exhibit A – Friends of Sausal Creek Proposal Letter  
Exhibit B – Post Event Report (2023)  
Exhibit C – Non-Profit Certificate of Insurance



Friends of Sausal Creek

August 13, 2024

Oakland Parks, Recreation and Youth Development  
250 Frank Ogawa Plaza, Suite 3330  
Oakland, CA 94612

Attn: Myka N. Hammock, Recreation Supervisor

Dear Ms. Hammock:

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.

FOSC is planning to hold its 19th Annual Native Plant Sale and Open House on Saturday, October 26, 2024, 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 9, 2024 from 2:00 - 5:00 p.m., to expand accessibility for community members.

We would like to request that our event be placed on the September Parks and Recreation Advisory Commission meeting agenda. I have included relevant information about the event 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 501c3 nonprofit community-based organization whose mission is to conserve, restore, and enhance the Sausal Creek Watershed by educating future generations, involving the community in environmental stewardship, and collaborating with agencies and nonprofits. 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 sale.

## EVENT OVERVIEW

Since 2008, FOSC has hosted an annual open house and plant sale at the Native Plant Nursery in Joaquin Miller Park. We invite our larger 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 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. We also offer contactless pickup for prepaid plants for community members who cannot attend the sale.

## REQUEST TO COLLECT FUNDS ONSITE

FOSC requests permission to collect funds (donations and payments for native plants) at Joaquin Miller Park on October 26, 2024, from 10:00 am to 3:00 pm, and to hold a contactless pickup opportunity for prepaid plants on November 9, 2024, from 2:00 - 5:00 pm.

## ITEMIZED DOLLAR AMOUNTS TO BE COLLECTED ONSITE

The following items will be sold:

- Treepots
- 1 Gallon plants
- D40 plants
- D16 plants
- 4-inch plants

The majority of 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 2023 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

### I. GENERAL INFORMATION

**Name of Event:** Friends of Sausal Creek 18<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. 10, 2023 Permit No. \_\_\_\_\_

**Contact Person:** Lisa Giordano **Phone No.** (510) 501-3672

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

**Is this a "first time" event at this location?** No

**If no, when was the event held previously?**

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 Oct. 17-18, 2020; pick-up only Oct. 30-31 2021, Oct 29, 2022 (in-person), Nov 12 (pick-up);

1. **Were Facility Rental/Set-up fees waived?** Not Applicable

2. **Check other permits required for event?**

- X Seller's Permit
- X Certificate of Insurance
- X Other – Oakland
- X Business License

### II. ATTENDANCE/COLLECTION OF FUNDS

1. **Total number in attendance:** 429 plus 21 curbside pickups on Nov. 10
2. **Were registration fees, donations or other fees collected on-site?** Yes (Donations only)
3. **If yes, how many people registered?** 0 **How many people made donations?** 39
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?** \$1,700
7. **How much was collected from plant sale (onsite and online)?** \$18,940 in taxable sales from sales of approx. 1,928 native plants

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

IV. COMMENTS

**List ways in which the Applicant desires to improve the event, in the future:**

N/A

**List any problems, concerns, or other comments about your satisfaction in the way the event turned out?:**

Friends of Sausal Creek 18<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 with pickup on November 10.

This was a festive event with seven 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 with about 429 visitors. Due to ongoing Covid concerns expressed by some community members, FOOSC also made plants available online with contactless, curbside pickup on Nov. 10.

There were no problems. This event had a fair-like atmosphere given the children's activities, musicians, and tablers representing the community. The public was hungry for an exchange of information and we have never seen such engagement as community members work to 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.

**Submitted by:** Lisa Giordano, Executive Director FOOSC

**Date:** November 29, 2023

Approved by: \_\_\_\_\_

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

(OPR Staff)

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



Exhibit C

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

DEPARTMENT OF THE TREASURY

Date: MAY 10 2002

FRIENDS OF SAUSAL CREEK  
C/O SALLY KILBURG  
PO BOX 13246  
OAKLAND, CA 94661

Employer Identification Number:  
91-2147216  
DIN:  
17053044014032  
Contact Person:  
HEATHER N BUSS ID# 31464  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Foundation Status Classification:  
509(a)(1)  
Advance Ruling Period Begins:  
June 29, 2001  
Advance Ruling Period Ends:  
June 30, 2005  
Addendum Applies:  
No

Dear Applicant:

Based on information you 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(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

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

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

Within 90 days after the end of your advance ruling period, you must send us the 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, we will classify you 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, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

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

Letter 1045 (DO/CG)

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.

Letter 1045 (DO/CG)

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  
Director, Exempt Organizations

Enclosure(s):  
Form 872-C

Letter 1045 (DO/CG)

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

**TO:** Chair, Parks and Recreation Advisory Commission  
**FROM:** Greg McClain, DeFremery Recreation Center Director  
**DATE:** August 28, 2024  
**SUBJECT: REQUEST APPROVAL TO ALLOW MCCLYMONDS ALUMNI ACTION COMMITTEE TO COLLECT ONSITE DONATIONS AND HOST THEIR ANNUAL REUNION AT DEFREMERY PARK ON SATURDAY, SEPTEMBER 28, 2024.**

---

**SUMMARY**

Oakland Parks, Recreation and Youth Development (OPRYD) received a request from McClymonds Alumni Action Committee to host their annual Reunion on Saturday, September 28, 2024, at DeFremery Park, from 9:00am-5:00pm. Proceeds raised through donations will be used to support their organization and planning for the following year's event. The purpose of the Reunion is to foster family engagement, shared historical school achievements, show school pride for future generations and promote a positive environment for youth to become change agents in the West Oakland Community. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

There is no fiscal impact to OPRYD funding. OPRYD staffing is not required because the event is organized and run entirely by volunteers.

Oakland Public works will provide an additional 20 trash boxes to be placed throughout the park to accommodate for the extra trash that's expected to be produced by event participants.

**PROJECT / PROGRAM DESCRIPTION**

McClymonds High School has celebrated 29 successful Reunions at DeFremery Park. Many alumni and current students come out dressed in orange and black to celebrate and foster community engagement for McClymonds past and present school spirit. The Reunion organizers anticipate approximately 1200 attendees.

**BACKGROUND / LEGISLATIVE HISTORY**

This is a community event that has been extremely successful over the years it has been held. It is a time for people to reunite and rekindle old friendships with former classmates, visit their old community and family homes, barbeque, share family stories and have a fun filled day. Alumni and classes from the 1950's to present are invited to enjoy a day of school pride. Local residents look forward to a day of community involvement with people from all over the Bay Area. There are several volunteers in place to perform all required duties to ensure a successful event. Volunteers handle donations, crowd control and ensure participants are adhering to park rules and regulations.

**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request from McClymonds Alumni Action Committee to collect onsite donations and host the McClymonds Reunion to be held at DeFremery Park on Saturday, September 28, 2024 from 9:00am-5:00pm.

Respectfully submitted,

/s/ Greg McClain

Greg McClain  
Recreation Center Director, OPRYD

/s/ Tony Sirivongsa

Approved by:  
Tony Sirivongsa  
Acting Northwest Unit Supervisor, OPRYD

**Identification of Support Documents:**

Attachments: Exhibit A – *McClymonds Reunion Committee Proposal Letter*  
Exhibit B – *Post Event Report*  
Exhibit C – *McClymonds Alumni Action Committee Roster*



## McClymonds Alumni Action Committee

511 likes • 519 followers



August 24, 2024

Dear Parks and Recreation Advisory Commission (PRAC),

The McClymonds Alumni Action Committee (MAAC) would like to thank you for making it possible for us to host our annual School Reunion Picnic at DeFremery Park over the past few decades. On behalf of MAAC please accept this proposal letter requesting permission to host this year's reunion at DeFremery Park on Saturday, September 28<sup>th</sup>, 2024, from 9:00am-5:00pm.

Prior to the COVID-19, pandemic, MAAC served as the primary group responsible for planning and executing the reunion. The event planning and gathering paused during the COVID years. The reunion resumed post COVID. In 2023, a few ad hoc alumni, determined to see the alumni reunion tradition continue, proxied the event. Post Pandemic, 2024, the MAAC, is restored, and ready to renew the event with great partnerships. The current MAAC is comprised of alumni who represent graduating classes from the 80's and 60's.

McClymonds has celebrated nearly 30 consecutive successful reunions at DeFremery Park. This is a community event that has been extremely successful over the years it has been held. The reunion is a time for school alums to get together and rekindle old friendships with former classmates, visit their old community and family homes, barbeque, share school stories and have a fun filled day. Classes from decades ranging in time from the 1950's to present are invited to participate. Many alumni and current students come out dressed in orange and black to celebrate their pride in McClymonds and west Oakland.

In addition to MAAC, there are several volunteers on hand the day of the reunion to ensure a safe and successful event. Volunteers handle crowd and parking control, trash and recyclable collection and security. Volunteers also make sure participants adhere to park rules and regulations. MAAC expects approximately 1200 attendees.

With PRAC permission, MAAC will collect donations from reunion guests. Proceeds will be used to offset MAAC's costs for hosting this and the following year's event. No other collection of funds or vendor sales are planned for the reunion.

Please, PRAC members are invited and welcome to come to DeFremery Park on September 28<sup>th</sup> to enjoy the reunion festivities. There will be ample food, drink, good times and good people on hand. MAAC hopes to see you there.

Thank you in advance for your continued support.

Sincerely,

*Dr. Kim Hyde*

Dr. Kim Hyde  
MAAC Chairperson  
Class of 1984



PRAC – 9/11/24  
Item #6B  
Exhibit A



# POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 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: McClymonds Reunion

Location of Event: De Fremery Park

Date/Hours of Event: 9/28/24 9:00am - 5:00pm Permit No. \_\_\_\_\_

Event Contact Name: Dr. Kim Hyde Phone No. 510-355-6618

Event Contact Address: kimhyde555@gmail.com

Is this a "first time" event at this location?  Yes  No If no, when was the event held previously?  
9/30/23

1. Were Facility Rental/Set-up fees waived?  Yes  No  Not Applicable
2. Check other permits required for event?
 

<input type="checkbox"/> OPD Special Events Permit	<input type="checkbox"/> Food Handler's Permit	<input type="checkbox"/> Seller's Permit
<input type="checkbox"/> Charitable Solicitations Permit	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Other - Please list

## II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 1000
2. Were registration fees, donations or other fees collected on-site?  Yes  No  Not Applicable
3. If yes, how many people registered? \_\_\_\_\_ How many people made donations? \_\_\_\_\_
4. What was the cost for registration? \_\_\_\_\_
5. How much was collected on site from registration fees? \_\_\_\_\_
6. How much was collected on site from donations? ~ \$ 300
7. How much was collected on site from other fees? \_\_\_\_\_



III. VENDOR INFORMATION

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

Were all vendors in compliance per agreement?  Yes  No

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

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

IV. COMMENTS

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

*Request that playground at Ralph Bunche School across the street from park be used as a parking lot to mitigate double parking. Coordinate with park neighbors to ensure their driveways don't get blocked by parked cars.*

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted by: Dr. Kim Hyde Date: 8/24/24

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

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



Ed't cover photo



# McClymonds Alumni Action Committee

511 likes • 519 followers



Edit

Manage

Advertise

\*LIL BOBBY HUTTON PARK PHOTOS> <https://linktr.ee/1mackverse>

## ALUMNI CONTACTS

Dr. Kim Hyde - 1984

510-355-6618

[Kimhyde555@Gmail.com](mailto:Kimhyde555@Gmail.com)

Ms. Annette Miller - 1984

510-393-3206

[Netter4161@Gmail.com](mailto:Netter4161@Gmail.com)

Mrs. Marion Fletcher - 1986

510-827-7506

[Justlikemommy1@Att.net](mailto:Justlikemommy1@Att.net)

Ms. Margaret Young - 1985

510-593-3626



WELCOME TO THE

MCCLYMONDS ALUMNI ACTION COMMITTEE'S

**"MACK WARRIORS"**

ORANGE & BLACK

"Meet & Greet"

FAMILY AND FRIENDS GATHERING



McClymonds High School  
Indian Warriors Class of 1984

Dr. Kim R. Hyde  
Alumni Association  
(510) 575-7377

[DrKimHyde@MackVerse.com](mailto:DrKimHyde@MackVerse.com)



**CITY OF OAKLAND**  
**Oakland Public Works**

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission (PRAC)  
**FROM:** Liam Garland, Assistant to the Director of Public Works (OPW)  
**DATE:** September 11, 2024  
**SUBJECT: Informational Report: OPW Measure Q Update**

---

**SUMMARY**

This report provides:

1. A financial report on Measure Q expenditures and budget from FY 2021 to FY 2025, and
2. A list of minor capital projects funded by Measure Q.

**BACKGROUND / LEGISLATIVE HISTORY**

Approved by Oakland voters in March 2020, Measure Q provides funding for City of Oakland services related to parks maintenance, homelessness, and water quality. The City Council assigned PRAC the oversight role regarding the Measure Q expenditures related to parks maintenance and water quality services. As a component of this oversight function, Oakland Public Works (OPW) routinely submits updates to PRAC on Measure Q-related items.

**STATEMENT OF THE ISSUE**

Per OPW's schedule of anticipated staff reporting at Attachment G, this update covers Measure Q financial reporting and Measure Q-funded minor capital projects.

**1. Measure Q Financial Reporting**

Attachment A shows Measure Q expenditures from FY 2021 (July 1, 2020-June 30, 2021) through FY 2024 (July 1, 2023-June 30, 2024), and Measure Q budget for FY 2025 (July 1, 2024-June 30, 2025). The attachment shows all Measure Q expenditures, including those from the City Administrator, City Auditor, OPW's various bureaus, Housing and Community Development, and others. Please note that the financials for FY 2024 are not closed so this data is preliminary and subject to change.

Measure Q's revenues for FY 2024 were \$32,027,970 and expenses were \$26,129,100. FY 2024 revenue shows 8% growth over FY 2023 and expenses grew by 5%. The FY 2025 budget includes \$47 million in Measure Q revenue. This revenue estimate includes a 3% increase in revenues from the parcel tax (for a total of \$33,008,342) plus an allocation of \$13.8 million from Measure Q fund balance to cover this year's additional expenses.

The FY 2025 adopted budget includes three significant challenges for Measure Q expenses. **First**, with the June 28, 2024 budget adoption, City Council once again declared "a state of extreme fiscal necessity" based on the City's roughly \$160 million structural deficit. Per Measure Q's ballot text, City Council's declaration means the Measure Q budget is no longer required to meet the measure's maintenance of effort (MOE) provision. Measure Q's MOE requires no more than 55% of Measure Q budget to be allocated to existing services. Due to the finding of extreme fiscal necessity, the FY 2025 adopted budget instead allocates 68% of budgeted expenses to existing services.

The MOE calculation is performed by the City's Budget Bureau. For more on the MOE requirement and its calculation, go to Attachment B which is excerpted from the City's adopted budget. Find this

information in the online budget book [here](#) after navigating to the *Compliance with the Consolidated Fiscal Policy and Other Legislation* tab and down to *2020 Oakland Parks and Recreation Preservation, Litter Reduction, and Homelessness Support Act*. Regardless of whether extreme fiscal necessity provision is declared, all Measure Q expenses must be consistent with the purposes of the voter-approved revenue measure.

**Second**, the FY 2025 budget moves ~15 existing positions charged to other funding sources in FY 2024 to Measure Q in FY 2025. In total, the FY 2024 budget charged 128.33 positions to Measure Q and FY 2025 charges 143.76. More detail on position changes since Measure Q's inception can be found at Attachment C.

**Third**, the FY 2025 budget froze seven Measure Q-funded positions and froze another 32 positions in non-Measure-Q funds that either directly or indirectly impact parks maintenance. None of these frozen positions results in a loss of existing staff, as every frozen and/or eliminated position was vacant as of July 1. Attachment D lists these positions. While these frozen positions are unlikely to immediately affect park maintenance service levels, they will certainly make it more difficult to meet staff's Measure Q-derived performance goals.

Finally, the projected Measure Q fund balance at the beginning of FY 2025 is \$27,032,341. This is a cash balance and does not reflect commitments, either through existing contracts or projects, that carry over from one fiscal year to the next until a project or contract is completed. Those existing commitments total \$12,694,167, leaving an unassigned fund balance of \$14,338,175. This unassigned fund balance can absorb the FY 2025 allocation of \$13.8 million to cover this year's increased expenses. However, the fund balance is likely to diminish significantly in FY 2025. In developing the FY 2026 budget, there may be insufficient fund balance to continue the FY 2025 commitments.

In January 2025, OPW is scheduled to provide another Measure Q financial report to PRAC.

## 2. Measure Q-funded Minor CIPs

Attachment E is a list of Measure Q-funded minor capital improvement projects ("minor CIPs"). These 17 active projects have a total budget of approximately \$2,922,220 with \$1,227,452 spent to date. Ten projects are in progress, two are in contracting, three are in planning, and two are on hold.

Attachment F is a list of 15 closed minor CIPs with a total cost of \$2,857,542.

These minor CIPs are distinguished from capital projects included in the [FY 2023-2025 adopted Capital Improvement Program](#). Projects in the *FY 2023-2025 adopted Capital Improvement Program* "are defined as any long-term investment that builds, replaces or improves an asset, such as buildings, roads, parks, traffic signals, sewers and drainage lines. CIP projects typically have a useful design life of at least ten years and a minimum cost of approximately \$100,000." OPW's Bureau of Design and Construction handles these projects, which typically take 4-7 years to plan, design, bid, build, and closeout. Few of these CIPs include Measure Q funding.

In contrast, Measure Q funds many *minor CIPs*. These minor CIPs have maintenance as their scope, usually involving playground equipment repair, ball court resurfacing, roof repair/replacement, etc. These projects are completed in six months to two years and do not involve extensive planning,

design, or public input. Minor CIPs often do not have a project number in the City's financial system, which is why many minor CIPs in Attachments E and F do not appear in Attachment A's Measure Q Financial Report.

Minor CIPs are delivered by OPW's Bureau of Maintenance and Internal Services, Facilities Services Division. These projects are still bound by state and local procurement rules. Solicitations occur either through cooperative purchasing agreements, on-call contractors, or by using the City's informal three-bid process to select local contractors. Each procurement method has advantages and disadvantages, especially on budget and schedule. OPW's anecdotal experience is these procurements produce competitive costs for minor CIPs.

### **RECOMMENDATION**

OPW recommends that PRAC receive this informational report.

Respectfully submitted by:

/s/ Liam Garland

Liam Garland

Assistant to the Public Works Director

Attachments: A – Measure Q financial report from FY 2021-2025  
B – FY 2025 Maintenance of Effort calculation  
C – Measure Q-funded positions since inception  
D – Frozen positions in FY 2025 budget  
E – List of active minor CIPs funded by Measure Q  
F – List of complete minor CIPs funded by Measure Q  
G – Staff reporting schedule

Attachment A: Measure Q Financial Report

* Report as of 08/21/24 with unposted GL adjustments and FY 23-24 not closed.			Actuals					Budget
Revenue		Category	Revenue received for FY19-20	Revenue received for FY20-21	Revenue received for FY21-22	Revenue received for FY22-23	Revenue received for FY23-24* (Not Closed)	Adopted Budget FY24-25
		Revenue	0.00	(25,814,626.82)	(27,059,349.01)	(29,617,066.18)	(32,027,969.51)	(46,784,193)
Divisions	Project	Category	Actual Expenditure for FY19-20	Actual Expenditure for FY20-21	Actual Expenditure for FY21-22	Actual Expenditure for FY22-23	Actual Expenditure for FY23-24 *	Adopted Budget FY24-25
DV021-City Administrator: Administration	1000002 DP020 Administr	O&M	0	0	14,861	0	102,615	1,217,834
		Personnel & OH	0	0	129,698	147,608	539,986	1,378,528
	1000017 DP780 Administr	O&M	0	0	0	0	12,835	12,846
	1005343 MEASURE Q - ENH	O&M	0	0	0	0	124,349	1,310,338
	1005349 MEASQ HOMELESS	O&M	0	0	0	886,670	0	
	1005732 Encampment Outreach - Meas Q	O&M						
<b>DV021-City Administrator: Administration Total</b>			<b>0</b>	<b>0</b>	<b>144,559</b>	<b>1,034,279</b>	<b>779,785</b>	<b>3,919,546</b>
DV022 - Citizens' Police Review Board	1000002 - DP020 Administrative Project	O&M						2,978
<b>DV022 - Citizens' Police Review Board Total</b>								<b>2,978</b>
DV031-City Clerk	1000126 ELECTION FUNDIN	O&M	326,915	873,085	0	0	0	
<b>DV031-City Clerk Total</b>			<b>326,915</b>	<b>873,085</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
DV071 - City Auditor	1000006 - DP070 Administrative Project	O&M						1,840
		Personnel & OH						36,419
<b>DV071 - City Auditor Total</b>								<b>38,259</b>
DV082-Controller's Office	1005343 MEASURE Q - ENH	O&M	0	3,785	0	0	0	
<b>DV082-Controller's Office Total</b>			<b>0</b>	<b>3,785</b>	<b>0</b>	<b>0</b>	<b>0</b>	
DV084 - Revenue Division	1005343 - MEASURE Q - ENHANCED SERVICES	O&M						71,849
<b>DV084 - Revenue Division Total</b>								<b>71,849</b>
DV088-Budget Bureau	1000007 DP080 Administr	O&M	0	0	7,530	6,378	7,524	8,500
	1005343 MEASURE Q - ENH	O&M	0	3,754	0	0	0	
<b>DV088-Budget Bureau Total</b>			<b>0</b>	<b>3,754</b>	<b>7,530</b>	<b>6,378</b>	<b>7,524</b>	<b>8,500</b>
DV301-Bureau of Administration	1000010 DP300 Administr	O&M	0	443,448	0	0	0	
	1005343 MEASURE Q - ENH	O&M	0	0	13,189	13,863	14,027	163,215
		Personnel & OH	0	131,398	208,998	175,387	125,862	180,408
	1007446 OPW GRANT WRITING							
<b>DV301-Bureau of Administration Total</b>			<b>0</b>	<b>574,846</b>	<b>222,187</b>	<b>189,250</b>	<b>139,889</b>	<b>343,623</b>
DV302-Bureau of Design & Construction	1005274 STORM DRAINAGE	O&M	0	11,921	380,283	357,796	9,643	183,464
		Personnel & OH	0	0	664	(664)	0	
	1005343 MEASURE Q - ENH	O&M	0	0	11,848	557,664	390,010	324,098
		Personnel & OH	0	0	67,673	232,508	80,493	226,204
	1006033 COURTLAND CREEK PARK RENO	O&M						
	1006033 COURTLAND CREEK PK - FITNESS	O&M						
	1007058 GNRL SMALL TRAS	Personnel & OH	0	0	0	0	29,727	
	1007126 ALLENDALE COURT	Personnel & OH	0	0	0	0	12,498	

<b>DY302-Bureau of Design &amp; Construction Total</b>			<b>0</b>	<b>11,921</b>	<b>460,468</b>	<b>1,147,304</b>	<b>522,371</b>	<b>733,766</b>
DV305-Bureau of Maintenance & Internal Service	1000010 DP300 Administr	O&M	0	0	0	0	21,228	39,323
		Personnel & OH	0	0	0	5,261	248,256	156,961
	1001679 - EOSC MAINTENANCE	O&M						500,000
	1004848 - ARROYO VIEJO REC CTR	O&M						282,500
	1004880 SAN ANTONIO PAR	O&M	0	0	34,706	0	0	
		Personnel & OH	0	0	0	0	48,784	
	1004916 BELLA VISTA PAR	O&M	0	0	44,652	0	0	
	1005343 MEASURE Q - ENH	O&M	0	189,962	1,333,735	1,606,659	880,721	1,464,208
		Personnel & OH	0	0	249,546	770,312	754,875	1,349,562
	1005979 UNION POINT PK	O&M	0	0	244,780	759,741	0	
	1006031 ARROYO VIEJO PA	O&M	0	0	0	0	215,425	
	1006033 COURTLAND CREEK PARK RENO	O&M						
	1006034 RESTROOMS RENOV	O&M	0	0	16,729	15,617	0	
	1006035 COURTLAND CREEK PK - FITNESS	O&M						
	1007126 ALLENDALE COURTS & RESTROOM	O&M						
	1007127 MAXWELL PRK - L	Personnel & OH	0	0	0	0	34,080	
	1007128 CLINTON PARK IMPRVHNT	O&M						
	1007129 DEFREMERY PARK IMPRVHNT	O&M						
	1007130 JOSIE DE LA CRU	O&M	0	0	0	0	8,096	
<b>DY305-Bureau of Maintenance &amp; Internal Services Total</b>			<b>0</b>	<b>189,962</b>	<b>1,924,148</b>	<b>3,157,590</b>	<b>2,211,465</b>	<b>3,792,554</b>
DV306-Bureau of Environment	1000010 DP300 Administr	O&M	0	77,567	528,674	871,768	950,343	3,437,750
		Personnel & OH	0	6,950,400	6,967,682	7,971,787	8,931,105	13,208,684
	1000983 LAKE MERRITT MN	O&M	0	0	16,349	17,181	16,396	142,923
		Personnel & OH	0	195,153	203,451	148,434	294,082	297,482
	1003333 - MANDELA PKY LANDSCAPE MAINT.	O&M						154,000
	1004120 Pw ENCAMPMENT A	O&M	0	0	0	0	132,576	
	1005343 MEASURE Q - ENH	O&M	0	1,090,448	1,416,173	578,453	478,005	1,983,107
		Personnel & OH	0	112,944	3,049,100	2,973,299	3,817,578	4,452,766
	1005979 UNION POINT PK	O&M	0	0	241	41,859	40,734	
	1006031 ARROYO VIEJO PA	O&M	0	0	24,370	50,610	0	
	1006032 CALDECOTT PARK - WATER RESTORE	O&M						
	1006075 - EE & BEAUTIFICATION RESOURCE	O&M						600,000
<b>DY306-Bureau of Environment Total</b>			<b>0</b>	<b>8,426,512</b>	<b>12,206,040</b>	<b>12,653,391</b>	<b>14,660,818</b>	<b>24,276,712</b>
DV352-Bureau of Great Streets	1004880 SAN ANTONIO PAR	Personnel & OH	0	0	0	0	637	
<b>DY352-Bureau of Great Streets Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>637</b>	
DV502-OPR: Area One	1006048 WILLIE WILKENS	O&M	0	0	0	100,000	0	
<b>DY502-OPR: Area One Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	
DV503-OPR: Area Two	1000012 DP5000 Administ	O&M	0	0	2,098	0	0	
<b>DY503-OPR: Area Two Total</b>			<b>0</b>	<b>0</b>	<b>2,098</b>	<b>0</b>	<b>0</b>	
DV509-OPR: Area Three	1000012 DP5000 Administ	O&M	0	0	5,488	0	0	
DV509-OPR: Area Three	1006033 COURTLAND CREEK PK - FITNESS	O&M						

<b>DY509-OPR: Area Three Total</b>			<b>0</b>	<b>0</b>	<b>5,488</b>	<b>0</b>	<b>0</b>	
DY781-Administration Division	1000017 DP780 Administr	O&M	0	0	8,379	3,162	17,361	28,437
		Personnel & OH	0	0	217,095	281,728	261,645	235,737
	1004126 HESG 2018 FY182	O&M	0	12,003	0	0	0	0
	1004604 HESG 2020 FY20-	O&M	0	4,466	0	0	0	0
	1004606 COC NCFRRHC 201	O&M	0	855	0	0	0	0
	1004607 COC OHYHC 2019	O&M	0	2,545	0	0	0	0
	1004609 COC MCFIT FY202	O&M	0	266	0	0	0	0
	1004610 COC HFSN 2020 F	O&M	0	5,139	0	0	0	0
	1004613 COUNTY SSA TO H	O&M	0	3,928	0	0	0	0
	1004615 COC NCHYRRH 201	O&M	0	1,304	0	0	0	0
<b>DY781-Administration Division Total</b>			<b>0</b>	<b>30,507</b>	<b>226,074</b>	<b>290,890</b>	<b>279,606</b>	<b>264,234</b>
DY784-Community Housing Services	1000016 DP750 Administr	O&M	0	0	0	0	215,161	182,966
	1000017 DP780 Administr	O&M	0	4,000	3,612	3,687	159,409	2,575,291
		Personnel & OH	0	28,551	136,932	157,910	453,036	696,782
	<del>1004128 - PW ENCAMPMENT ADAPTEMENT2</del>	O&M						16,630
		Personnel & OH						303,326
	1001142 CTY-CNTY RNTRY	O&M	0	0	45,607	457	0	0
	1004117 GPF HUNGER PRGM	O&M	0	58,138	31,501	32	109,990	0
	1004120 Pw ENCAMPMENT A	O&M	0	0	9,933	3,690	6,195	0
	1005349 MEASG HOMELESS	O&M	0	2,953,542	6,728,264	5,406,866	4,719,049	4,629,649
		Personnel & OH	0	0	0	103,496	32,367	(178,540)
	1005626 GPF HIGH PRIORI	O&M	0	0	0	0	47,721	0
		Personnel & OH	0	0	25,354	0	0	0
	1006654 CDBG CHS ADMIN	Personnel & OH	0	0	0	0	123,335	0
	1006660 CDBG CHS PROJ D	Personnel & OH	0	0	0	0	46,046	0
	1006681 GPF HIGH PRIORI	O&M	0	0	0	0	6,994	0
		Personnel & OH	0	0	0	0	121,577	0
	1006689 - CDBG CHS ADMIN FY2025	O&M						24,313
		Personnel & OH						213,802
	<del>1006698 - CDBG CHS PROJ DELIVERY FY2025</del>	O&M						8,701
	1006705 - GPF HIGH PRIORITY FY2025	O&M						17,648
		Personnel & OH						159,036
<b>DY784-Community Housing Services Total</b>			<b>0</b>	<b>3,044,231</b>	<b>6,981,203</b>	<b>5,676,137</b>	<b>6,040,881</b>	<b>8,650,264</b>
DY852 - Project Implementation	1000019 - DP850 Administrative Project	O&M						5,030
		Personnel & OH						107,171
<b>DY852 - Project Implementation Total</b>								<b>112,201</b>
DY905-Public Support	1000010 - DP900 Administrative Project	O&M						298,720
	1000021 DP900 Administr	O&M	0	0	458,305	487,193	528,305	561,141



	1005792 Encampment Outr	O&M	0	341,542	0	0	0	
<b>DY905-Public Support Total</b>			<b>0</b>	<b>341,542</b>	<b>458,305</b>	<b>487,193</b>	<b>528,305</b>	<b>859,861</b>
DY922-Capital Improvement Projects: Public W	1005274 STORM DRAINAGE	O&M	0	0	0	0	298,237	228,667
	1005340 COURTLAND CREEK	O&M	0	0	0	150,000	0	
	1005343 MEASURE Q - ENH	O&M	0	0	0	0	58,666	
	1006124 REG TRASH COMP	O&M	0	0	0	0	48,300	
	1006388 LAKE MERRITT H2	O&M	0	0	0	0	376,370	400,000
	1007058 - GNRL SMALL TRASH CPTR	O&M						500,000
	1005979 UNION POINT PK RESTORATION	O&M						
	1007126 ALLENDALE COURT	O&M	0	0	0	0	176,247	
	1007235 - FEMA 4583 CHUSEA DR STRM INLET	O&M						150,000
<b>DY922-Capital Improvement Projects: Public Works Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>957,819</b>	<b>1,278,667</b>
DY940 - Capital Improvement Projects: Not Public Works	1000010 - DP300 Administrative Project	O&M						2,431,173
<b>DY940 - Capital Improvement Projects: Not Public Works Total</b>								<b>2,431,173</b>
<b>Grand Total</b>			<b>326,915</b>	<b>13,500,144</b>	<b>22,638,101</b>	<b>24,892,411</b>	<b>26,129,100</b>	<b>46,784,193</b>

**Attachment B – FY 2025 Maintenance of Effort Calculation**

<b>Fund 2244 Parks Measure Q</b>			
<b>The 2020 Oakland Parks and Recreation Preservation, Litter Reduction, and Homelessness Support Act</b>			
	Target %	Budgeted %	FY 2024-25 Proposed Budget
Revenue			\$ 46,784,193
County Administration Fees & Local Measure Contract			443,468
<b>Baseline Revenue Subject to Allocation</b>			<b>46,340,725</b>
1% - Auditing and Evaluation of Programs, Strategies and Services Undertaken Pursuant to this Measure	1%	1%	463,407
5% - Water Quality and Litter Reduction: Including Maintaining and Cleaning Stormwater Trash Collection Systems	5%	5%	2,317,036
30% - Homelessness: Access to Temporary Shelter, Transitional and Supportive Housing, and Permanent Housing	30%	30%	13,902,218
64% - Parks, Landscape Maintenance, and Recreational Services*	64%	64%	29,658,064
<b>Total Allocation</b>	<b>100%</b>		<b>\$ 46,340,725</b>
<b>64% - Parks, Landscape Maintenance, and Recreational Services Allocation Break Down</b>			
64% - Parks, Landscape Maintenance, and Recreational Services*	64%	64%	29,658,064
Amount Available for Old Services	55%	68%	20,050,610
Amount Available for New Services	45%	32%	9,607,454

<b>Homelessness Maintenance of Effort</b>	
	FY 2024-25 Proposed Budget
Total Proposed Budget for Homelessness Services	\$ 48,952,888
FY 2019-20 Homelessness Service Levels	880,818
<b>Exceeds the Maintenance of Effort By</b>	<b>\$ 48,072,070</b>

<b>Stormwater System Maintenance of Effort</b>	
	FY 2024-25 Proposed Budget
Total Proposed Budget for Stormwater System	\$ 15,378,479
FY 2019-20 Stormwater System Service Levels	8,309,436
<b>Exceeds the Maintenance of Effort By</b>	<b>\$ 7,069,043</b>

\*Per the Parks Measure Q language: "The City Council may temporarily suspend the provision of Section 4 by resolution to meet urgent and changing needs in the event of extreme fiscal necessity". The Proposed budget allocates 68% of allocated revenue to Parks, Landscape Maintenance and Recreational Services for the preservation of current services and does not meet the requirement limiting no more than 55% for this purpose.

**Attachment C – Measure Q-funded Positions since Inception**

Sum of Sum of FTE		FY20-	FY21-	FY22-	FY23-	FY24-
Project & Desc	Job	21	22	23	24	25
<b>1000002 - DP020 Administrative Project</b>	Administrative Analyst I.AP103					1.00
	Administrative Analyst II.AP106					1.00
	Administrative Assistant I.SS102				1.00	1.00
	Administrative Assistant II.SS104		1.00	1.00	1.00	
	Assistant to the City Administrator.EM117					2.25
	Deputy City Administrator.EM138					0.15
	Program Analyst II.AP293				1.00	1.00
<b>1000002 - DP020 Administrative Project Total</b>			<b>1.00</b>	<b>1.00</b>	<b>3.00</b>	<b>6.40</b>
<b>1000006 - DP070 Administrative Project</b>	Performance Auditor.AP391				0.20	0.20
<b>1000006 - DP070 Administrative Project Total</b>					<b>0.20</b>	<b>0.20</b>
<b>1000010 - DP300 Administrative Project</b>	Administrative Assistant II.SS104	1.00	1.00	1.00	1.00	1.50
	Administrative Services Manager I.MA103					0.50
	Arboricultural Inspector.AP100					1.00
	Assistant Director, Public Works Agency.EM110					0.50
	Capital Imp Proj Coord, Asst.AP448			1.00	1.00	1.00
	Electrician.TR128			1.00	1.00	1.00
	Gardener Crew Leader.TR140	18.55	19.25	19.25	19.25	21.00
	Gardener II.TR142	10.00	14.00	14.00	14.00	16.00
	Irrigation Repair Specialist.TR151	4.00	4.00	4.00	4.00	2.00
	Manager, Park Services.EM196	0.26	0.26	0.26	0.26	0.26
	Neighborhood Services Coordinator.SC190					1.00
	Park Attendant, PPT.SS157	2.70	3.70	3.70	3.70	2.70
	Park Attendant, PT.TR161	13.89	13.89	13.89	13.89	20.39
	Park Equipment Operator.TR162	4.00	4.00	5.00	5.00	4.00
Park Supervisor I.SC193	4.00	4.00	4.00	4.00	4.00	

	Park Supervisor II.SC194	1.00	1.00	1.00	1.00	1.00
	Program Analyst III.SC204					0.50
	Tree Supervisor I.SC229					0.65
	Tree Trimmer Crew Leader.TR214			0.13	0.13	1.13
	Tree Trimmer.TR189		4.00	3.00	3.00	5.52
	Tree Worker.TR190			1.00	1.00	1.00
<b>1000010 - DP300 Administrative Project Total</b>		<b>59.40</b>	<b>69.10</b>	<b>72.23</b>	<b>72.23</b>	<b>86.65</b>
<b>1000017 - DP780 Administrative Project</b>	Accountant II.AF021					0.64
	Administrative Analyst II.AP106					0.60
	Administrative Assistant II.SS104	1.00				
	Budget & Grants Administrator.AF040	1.00	1.00	1.00	1.00	1.00
	Case Manager I.AP126	1.00	1.00	1.00	1.00	1.00
	Health & Human Services Program Planner.AP196					1.00
	Manager, Human Services.EM254					0.20
	Program Analyst II.AP293					0.53
<b>1000017 - DP780 Administrative Project Total</b>		<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>4.97</b>	<b>4.14</b>
<b>1000019 - DP850 Administrative Project</b>	Real Estate Agent.AP308					0.50
<b>1000019 - DP850 Administrative Project Total</b>						<b>0.50</b>
<b>1000983 - LAKE MERRITT MNTNNC</b>	Gardener II.TR142	2.00	2.00	2.00	2.00	2.00
<b>1000983 - LAKE MERRITT MNTNNC Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>1004120 - PW ENCAMPMENT ABATEMENT2</b>	Case Manager I.AP126					2.00
<b>1004120 - PW ENCAMPMENT ABATEMENT2 Total</b>						<b>2.00</b>
<b>1005343 - MEASURE Q - ENHANCED SERVICES</b>	Administrative Assistant II.SS104	1.00	1.00			
	Business Analyst II.AP117	1.00	1.00	0.92	0.83	0.83
	Construction & Maintenance Mechanic.TR118	2.00	2.00	2.00	2.00	2.00
	Custodian.TR120	2.00	5.00	5.00	5.00	5.00
	Engineer, Assistant I (Office).ET111	1.00	1.00	1.00	1.00	
	Engineer, Assistant II (Office).ET113					0.84
	Gardener Crew Leader.TR140	7.00	7.00	7.00	7.00	7.00

	Gardener II.TR142	15.00	15.00	15.00	15.00	14.00
	Painter.TR159	2.00	2.00	2.00	2.00	2.00
	Park Attendant, PT.TR161		0.50	0.50	0.50	0.50
	Park Equipment Operator.TR162	2.00	2.00	2.00	2.00	2.00
	Park Supervisor I.SC193	2.00	2.00	2.00	2.00	2.00
	Park Supervisor II.SC194	1.00	1.00	1.00	1.00	1.00
	Tree Trimmer.TR189	1.00	1.00			
	Tree Worker Driver.TR190	1.00				
	Tree Worker.TR190		1.00		2.00	2.00
<b>1005343 - MEASURE Q - ENHANCED SERVICES Total</b>		<b>38.00</b>	<b>41.50</b>	<b>38.42</b>	<b>40.33</b>	<b>39.17</b>
<b>1005349 - MEASQ HOMELESS</b>	Administrative Analyst I.AP103			0.50	0.50	0.50
	Program Analyst II.AP293			0.50	0.50	0.50
<b>1005349 - MEASQ HOMELESS Total</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>1005626 - GPF HIGH PRIORITY FY2022</b>	Program Analyst II.AP293		0.50			
<b>1005626 - GPF HIGH PRIORITY FY2022 Total</b>			<b>0.50</b>			
<b>1006654 - CDBG CHS ADMIN FY2024</b>	Health & Human Services Program Planner.AP196				1.00	
<b>1006654 - CDBG CHS ADMIN FY2024 Total</b>					<b>1.00</b>	
<b>1006660 - CDBG CHS PROJ DELIVERY FY2024</b>	Program Analyst II.AP293				0.40	
<b>1006660 - CDBG CHS PROJ DELIVERY FY2024 Total</b>					<b>0.40</b>	
<b>1006681 - GPF HIGH PRIORITY FY2024</b>	Manager, Human Services.EM254				0.20	
	Program Analyst II.AP293				0.50	
<b>1006681 - GPF HIGH PRIORITY FY2024 Total</b>					<b>0.70</b>	
<b>1006689 - CDBG CHS ADMIN FY2025</b>	Health & Human Services Program Planner.AP196					1.00
<b>1006689 - CDBG CHS ADMIN FY2025 Total</b>						<b>1.00</b>
<b>1006705 - GPF HIGH PRIORITY FY2025</b>	Manager, Human Services.EM254					0.20
	Program Analyst II.AP293					0.50
<b>1006705 - GPF HIGH PRIORITY FY2025 Total</b>						<b>0.70</b>
<b>Grand Total</b>		<b>102.40</b>	<b>116.10</b>	<b>116.65</b>	<b>128.33</b>	<b>143.76</b>

**Attachment D – Frozen Positions in FY 2025 budget**

<b>7 Frozen Positions in Measure Q</b>
Gardener II
Gardener II
Irrigation Repair Specialist
Irrigation Repair Specialist
Park Attendant, PPT
Park Equipment Operator
Park Supervisor II

<b>30 Other Frozen Positions</b>	<b># of FTEs</b>	<b>Funds</b>
Gardener II	-2	Landscape and Lighting District
Auto Equipment Mechanic	-2	Facilities Fund
Auto Equipment Service Worker	-1	
Electro-Mechanical Machinist	-1	
Heavy Equipment Mechanic	-1	
Heavy Equipment Service Worker	-1	
Maintenance Mechanic, PT	-2	
Student Trainee, PT	-2	
Administrative Assistant II	-1	
Construction & Maintenance Mechanic	-1	
Custodian	-5	
Custodian, PT	-4.39	
Electrician	-1	
Facilities Complex Manager, Assistant	-1	
Maintenance Mechanic	-0.5	
Maintenance Mechanic	-6	
Stationary Engineer	-2	

**Attachment E – List of Active Minor CIPs funded by Measure Q**

Project Title	PROJECT INFO			FUND	ADMIN			
	Project Location	Council	Project Description	Total Project Budget	Actual Expense (to-date)	Estimate Start Date	Estimated Completion Date	Project Status
85th Avenue Mini Park Repairs	85th Mini Park	7	Repair 85th Ave Mini Park. Additional work being completed through Clean CA Mini Park Beautification Grant	\$ 20,000.00	\$ 20,000.00	Apr-23	Dec-24	In-progress
88th Mini Park Renovations	88th Mini Park	7	Repair 88th Ave Mini Park. Additional work being completed through Clean CA Mini Park Beautification Grant	\$ 100,000.00	\$ 100,000.00	Apr-23	Dec-24	In-progress
Allendale Courts Resurfacing & Bathrooms - Council Allocated	Allendale Park	4	Resurface basketball courts, bathroom renovation, new bleachers	\$ 300,000.00	\$ 176,246.78	Aug-23	Mar-25	In-progress
Arroyo Viejo Park - Council Allocated	Arroyo Viejo Park	6	Install barriers to keep vehicles out/ball field fencing	\$ 250,000.00	\$ 214,436.20	Oct-23	Nov-24	In-progress
Clinton Park - Council Allocated	Clinton Park	2	Repair damaged play equipment and surfacing, enhance park furniture	\$ 379,471.00	\$ -	Aug-24	Sep-24	In-progress
Courtland Creek Park 1/2 Court Basketball Court Resurface	Courtland Creek Park	5	Resurface half court basketball area	\$ 75,000.00	\$ -	-	-	Hold
DeFremery Park - Council Allocated	DeFremery Park	3	Field house repair, various park and pool improvements	\$ 179,798.00	\$ -	Aug-24	Aug-25	In-progress
Dimond Park ADA Pathway	Dimond Park	4	ADA pathway at Fruitvale/Lyman park entrance	\$ 49,300.00	\$ -	Sep-24	Dec-24	Contracting
Joaquin Miller Park Security Cameras	Joaquin Miller Park	4	Security cameras at Ranger Station	\$ 13,087.00	\$ -	-	-	Hold
Joaquin Park Restrooms Renovations	Joaquin Miller Park	4	Funding to repair Joaquin Miller Bathrooms	\$ 175,592.00	\$ 164,028.56	Aug-24	Aug-25	In-progress
Josie de la Cruz Park - Council Allocated	Josie de la Cruz Park	5	Repair play equipment and surfacing	\$ 179,798.00	\$ -	-	-	Planning
Lake Merritt Bowling Green Restroom	Lakeside Park	3	Demolish dilapidated building and construct new restroom	\$ 350,000.00	\$ -	-	-	Planning
Lake Merritt Trail Repair	Lakeside Park	3	Repair damaged section of trail on the East side of Lake Merritt	\$ 300,000.00	\$ -	-	-	Planning
San Antonio Park Repairs	San Antonio Park	2	Update lighting system for basketball courts with timers and photocells (using solar lighting); Repair of concrete bleachers	\$ 250,000.00	\$ 173,040.08	Jul-21	Jul-25	In-progress
Tomas Melero Park - Cosmetic Repairs	Tomas Melero-Smith Mini Park	7	Repair Tomas Melero Smith Mini Park. Additional work being completed through Clean CA Mini Park Beautification Grant	\$ 25,000.00	\$ 25,000.00	Aug-24	Dec-24	In-progress
Willie Wilkins Park Mini-Pitch / Skate Park Buildout & Finishing	Willie Wilkins Park	7	Transform tennis court area into soccer mini-pitch and skatepark	\$ 131,200.00	\$ 354,700.00	Sep-21	Dec-24	In-progress
FM Smith tot lot playground resurfacing	FM Smith Park	2	Resurface tot lot playground	\$ 143,974.31	\$ -	Sep-24	Oct-24	Contracting
<b>Total</b>				\$ 2,922,220.31	\$ 1,227,451.62			

**Attachment F – List of Completed Minor CIPs funded by Measure Q**

Project Title	PROJECT INFO			ADMIN		
	Project Location	Council District	Project Description	Actual Expense (to-date)	Start Date	Completion Date
Joaquin Miller Park Community Center Roof Repair	Joaquin Miller Park	4	Roof and gutter repair	\$ 200,728.00	May-22	Jun-22
Montclair Park Main Tot Lot Turf Restoration	Montclair Park	4	Resurface playground w/safety surface tiling	\$ 206,182.20	May-22	Jun-22
Linden Park Play Structure Re-Surfacing	Linden Park	1	Resurface playground w/safety surface tiling	\$ 122,416.24	Dec-22	Jan-23
Citywide Park Signage	Citywide	Citywide	Restore and install park signage citywide	\$ 86,454.00	Jul-21	Jun-23
Restroom Paint Abatement	Citywide	Citywide	Renovate half court basketball court at Courtland Creek	\$ 50,000.00	Jul-21	Jun-23
Union Point Park Restoration	Union Point Park	5	Park repair and restoration	\$ 989,170.72	Jan-21	Aug-23
Cesar Chavez Playground Re-surfacing	Cesar Chavez Park	5	Resurface playground w/safety surface tiling	\$ 225,886.60	Sep-23	Oct-23
Maxwell Park - Council Allocated	Maxwell Park	6	Lead paint abatement of the Maxwell House	\$ 58,861.24	Jul-23	Oct-23
Concordia Park Playground Re-surfacing	Concordia Park	6	Resurface playground w/safety surface tiling	\$ 102,896.76	Oct-23	Nov-23
William Bill Patterson Swing Set Re-surfacing	William "Bill" Patterson Par	7	Resurface damaged PIP at swing set and replace with safety surface tiling	\$ 90,201.76	May-24	May-24
DeFremery Park Playground Re-surfacing	DeFremery Park	3	Resurface playground w/safety surface tiling	\$ 251,446.72	Oct-22	Oct-22
Carter Gilmore Park Playground Re-Surfacing	Carter Gilmore Park	6	Resurface playground w/safety surface tiling	\$ 208,801.35	Aug-22	Sep-22
<b>Total</b>				<b>\$ 2,857,542.07</b>		



**Attachment G– Anticipated Staff Reporting Schedule for FY 2024-2025**

September	Close of FY 2024 Budget Adopted FY 2025 Budget Measure Q Minor CIPs
November	Quarter 1 Maintenance Review
December	Stormwater and Water Quality Update
January	Measure Q Budget Update
Feb	Quarter 2 Maintenance Review
March	Park Assessments
April	PRAC Develops Measure Q FY 2025-2027 Budget Recommendations
May	Quarter 3 Maintenance Review
June	City Council Adopts FY 2025-2027 Budget

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



**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Kola Thomas, Center Director, Golden Gate Recreation Center  
**DATE:** August 16, 2024  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) TO GRANT APPROVAL FOR EAST BAY FAMILY GARBA (EBFG) TO COLLECT DONATIONS, SALES PROCEEDS OF EVENT RELATED MERCHANDISE, AND STATION A MOBILE FOOD TRUCK AT GOLDEN GATE RECREATION CENTER ON SATURDAY, SEPTEMBER 21, 2024.**

---

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from East Bay Family Garba (EBFG) (“Garba” is an Indian Cultural Folk Dance) an ad hoc group of families to collect donations on site and sales proceeds of event related merchandise, and station a mobile food truck at Golden Gate Recreation Center on Saturday, September 21, 2024. The event organizers are aware of, and have secured additional permit of the Oakland Fire Department as required.

Approval from the Parks and Recreation Advisory commission is required per O.M.C. Section 12.64.080.

**FISCAL IMPACT**

Anticipated revenue and requisite fees associated with the events are estimated at \$1,085.90 into GGRC Org Code 502233. Renter EBFG has an Account Credit of \$350 on file which is being applied to this rental as damage deposit that will be refunded at end of event if there are no damages to the Center.

**BACKGROUND HISTORY**

The East Bay Family Garba (EBFG) is an organization of 5 volunteering local East Bay families on the concept of creating a social environment for kids to join and learn the culture of India; and, to raise funds that support needy children and families. The organization stated that attendees will purchase tickets from an online ticket platform and food from a contracted Mobile Food Truck. The group started hosting its event at Bushrod Recreation Center in year 2015, and subsequently continued at the Golden Gate Recreation Center on August 14<sup>th</sup>, 2017 till date. This is the 7<sup>th</sup> year that the event is being held at the GGRC. The event has been well organized and accessible to the community especially members of the Indian community. The group requests to collect general donations (all amounts accepted); and merchandise (school supplies, backpacks, books, hats etc.) and other items on-site to be redistributed to its community. The estimated attendance is 425.

This proposal request is an affirmative effort at getting the EBFG into compliance with PRAC requirements going forward. Submitted documents included: Rental Application form; City of Oakland Fire Department permit; a Certificate of Liability Insurance in the aggregate amount of

\$2,000,000; and an Environmental Health Food Truck Permit # PTO44402 issued by the Santa Clara County Department of Environmental Health (Tel: 408-916-3400) to Lalkhan's Indian Express Mobile Food Truck.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the East Bay Family Garba request to:

- collect donations and the sales proceeds of event merchandise at Golden Gate Recreation Center on Saturday, September 21, 2024
- broaden diversity of interests in the Center;
- expand GGRC audience development; and
- enhance GGRC earned income.

Respectfully submitted,



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

Prepared by:

Staff Name: Kola Thomas

Staff Title: Recreation Center Director, OPRYD



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

Approved by:

Supervisor Name: Tony Sirivongsa

Supervisor Title: Acting Northwest Unit Supervisor, OPRYD

**Identification of Support Documents:**

- Attachments: Exhibit A – *Proposal by East Bay Family Garba*  
Exhibit B – *County of Santa Clara Environmental Health Permit for Mobile Food Truck*  
Exhibit C – *City of Oakland Rental Application*  
Exhibit D – *Facility Rental Agreement: Contract # FA-114359 dated May 20, 2024.*  
Exhibit E – *City of Oakland Fire Department Permit*  
Exhibit F – *Certificate of Liability Insurance in the general amount of \$2,000,000*

August 8<sup>th</sup>, 2024

East Bay Family Garba Event details.

Attention PRAC Advisory Commission,

Brief History of the Organization: East Bay Family Garba ("Garba" is an Indian Cultural Folk Dance) is a not for profit event, organized by a group of 4-5 volunteering local East Bay families. The concept behind the gathering is two fold, one to create a social gathering that is family friendly by hosting the dance during afternoon hours, so kids can join and learn from a young age the deep cultural meaning of this event. Also it aims to raise funds in order to donate to various organizations. We are not a registered non profit organization, just a group of families wanting to maintain an Indian tradition and donate the proceeds to various organizations.

The event consists of live Indian music that plays Garba music during which families dance along. At some point during the 3-4 hour event there is a religious moment where we all gather around the center and sing particular songs.

Families have to purchase a ticket online from a ticket platform only, we do not sell tickets at the event. Tickets are sold in order to cover cost of facility rental, musicians, equipment rental, liability insurance and security guards. If there are any funds left we donate them.

We do not sell or provide food at the event. We do reach out to a food truck that parks near the facility and provides food to whoever wants to purchase from it.

Ticket prices are \$25 for adults and kids between 3-17 \$15 per person and we sell 425 tickets.



# ENVIRONMENTAL HEALTH PERMIT

**PERMIT HOLDER IS RESPONSIBLE FOR THIS PERMIT:**  
Renew on or before expiration date. If Permit Holder does not receive renewal notice present this Permit to the address below on or before the expiration date.  
Late payments are assessed penalty.

LALKHAN, SIDDIGKHAN  
1378 MOONLIGHT CL  
MILPITAS, CA 95035

**PERMIT IS NOT TRANSFERABLE & MAY BE REVOKED FOR CAUSE.**  
Permit is void on change of owner. New owner must apply and pay for permit(s) prior to operation or penalties will be assessed.

SANTA CLARA COUNTY-DEPARTMENT OF ENVIRONMENTAL HEALTH  
1555 BERGER DR, SUITE 300, SAN JOSE, CA 95122716  
408-918-3400

## ENVIRONMENTAL HEALTH PERMIT

REGULATED FACILITY :

LALKHAN'S INDIAN EXPRESS 8Z90737  
1670 ROGERS AV  
SAN JOSE, CA 95112

Facility ID: FA0268433  
Account ID: AR1328568  
Issued: 03/22/2024

OWNER NAME :

LALKHAN, SIDDIGKHAN

Permit # **PT0474402** FP26 - MOBILE FOOD FACILITY - FULL FOOD PREP  
Program # **PR0397938** LALKHAN'S INDIAN EXPRESS 8Z90737

Valid From 02-01-2024 to 01-31-2025

ALL PRODUCE SHALL BE OBTAINED PREWASHED.

Marilyn Underwood, Director, Department of Environmental Health  
DISPLAY IN PUBLIC VIEW



CITY OF OAKLAND  
PARKS, RECREATION &  
YOUTH DEVELOPMENT

OAKLAND PARKS, RECREATION & YOUTH DEVELOPMENT  
Charles Porter Golden Gate Recreation Center  
1075 62nd Street, Oakland, CA 94608 | Tel: 510-597-5032

RENTAL APPLICATION FORM

Date of Application: 07-10-2024

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

Name of Business/Organization: Seema N. Patel (East Bay Family Garba)

Business/Organization Address: 543 58th St., Oakland, CA 94609  
Street Address City Zip Code

Applicant Name: Seema N. Patel

Applicant Mailing Address: 543 58th St., Oakland, CA 94609  
Street Address City Zip Code

Mobile or Home Number: 949-291-2545 Work Number: \_\_\_\_\_ Email Address: indiaseema@hotmail.com

Facility/Park Name: Charles Porter Golden Gate Rec Center

Room(s)/Site(s) Gymnasium, Meeting Room, and Kitchen [full facility]

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

Date(s) of Event: Saturday, September 21, 2024

Time In/Prep 2:00 PM Actual Event Time 4:00 PM to 7:00 PM Cleanup/Time Out 9:00 PM  
(Last hour of event is designated for cleanup)

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

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

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

**Serving Alcohol (21 & Over Events ONLY):**

Champagne, Beer, Wine  Yes  No | Distilled Spirits PLUS Champagne, Beer & Wine  Yes  No

Number of Participants: (Total) 225 Approximate # of Adults 125 # of Teens 20 # of Children/Infants 65

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

Will you require a caterer for your event?

If yes, Name of Caterer: \_\_\_\_\_

Yes No  
**OFFICE USE ONLY**

(1) \_\_\_\_\_ x \_\_\_\_\_ = 0  
(Hourly Rate) (# of hours)

(2) \_\_\_\_\_ x \_\_\_\_\_ = 0  
(Hourly Rate) (# of hours)

(3) Permit Processing Fee = 0

(4) Deposit = \_\_\_\_\_

(5) Setup/Teardown = \_\_\_\_\_

(6) Kitchen = \_\_\_\_\_

TOTAL: \$ 0

Less Advance Minimum Payment of \$ \_\_\_\_\_

(7) Alcohol Beverage Fee = \_\_\_\_\_

(8) Administrative Service Fee = \_\_\_\_\_

(9) Sound Fee = \_\_\_\_\_

(10) Sanitation Fee = \_\_\_\_\_

(11) Special Event Fee = \_\_\_\_\_

(12) Other Fee(s) = \_\_\_\_\_

BALANCE DUE 30 DAYS BEFORE EVENT: \$ 0

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit  
31 to 60 days notice: Forfeit Deposit

30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee  
10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE Seema N. Patel Digitally signed by Seema N. Patel Date: 2024.07.11 00:14:13 -07'00' DATE 07-10-2024

A representative will respond via email within 48 hours with availability, cost and additional documents required



Permit Processing Fee: Rental Facility Patel Family (Sep 21 2024)	1	\$30.90 / item	\$30.90	\$0.00	\$30.90
<b>Name</b>	<b>#</b>	<b>Unit Price</b>	<b>Subtotal</b>	<b>Tax</b>	<b>Total Price</b>
Permit Processing Fee: Rental Facility	1	\$0.00 / item	\$0.00	\$0.00	\$0.00

### Facility & Extra Summary

Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
CPGGRC Gymnasium	Sep 21 2024	Saturday	02:00 PM - 09:00 PM	\$420.00	\$0.00	\$0.00	\$0.00	\$420.00
CPGGRC Multipurpose Room	Sep 21 2024	Saturday	02:00 PM - 09:00 PM	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00
CPGGRC Kitchen	Sep 21 2024	Saturday	02:00 PM - 09:00 PM	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00

### Invoice

Due Date	Amount	Remaining Balance
Aug 12 2024	\$1,085.90	\$1,085.90

### Contract Total

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$1,055.00	\$0.00	\$30.90	\$0.00	\$1,085.90

## Conditions of Use

Gymnasium Rules: Athletic Shoes ONLY, No FOOD allowed, security needed for all tournaments.

FACILITY RESERVATION INFORMATION AT RECREATION CENTERS

1. ALL FEES AND FORMS ARE DUE 30 DAYS BEFORE THE RESERVATION DATE. This includes: deposits, rental fees, additional hours, and any other fees. This also includes an approved OPD special event permit, setup sheets, business license, certificate of insurance, and any other permits or forms required for the event.

An administrative service fee will be charged for any requests approved less than 30 days of an event date.

2. FORMS OF PAYMENT: We accept cash, personal or business checks, money orders, cashier's checks, Mastercard and Visa. We do not accept personal or business checks less than 30 days before the reservation date.

3. NO THIRD PARTY PAYMENTS: We can accept checks or credit cards only from the person named on the check or credit card. An ID is required.

4. CANCELLATION POLICY: A cancellation fee will be assessed for all reservations cancelled. It is the customer's responsibility to be familiar with the cancellation fees associated with the site for which they are making a reservation.

5. REFUNDS: Deposit refund may be withheld to compensate the City for unpaid rents or service charges, excessive building cleanup or equipment damage, or any other failure to leave facilities in acceptable condition. If customer meets the standard requirements, deposit refunds will be credited to payer's credit card account or a check will be mailed within eight weeks after the event date.

6. SETUP/TEARDOWN: Applicant is responsible for setup, teardown and cleanup of facility. If applicant requests setup and teardown, a \$150 per site/per room, mandatory setup/teardown fee is required.

7. ADDITIONAL HOURS: Customer must pay for the full duration of the reservation including setup time for decorating, clean-up, caterer, musicians, DJ or any other needs at least 30 days before the reservation date.

8. PROHIBITION AGAINST COLLECTING MONEY: Charging admission, selling tickets or merchandise, or solicitation or money in any manner is prohibited on City of Oakland property.

9. DAMAGES/CLEANUP POLICY: Customer is responsible and liable for any and all damages that may occur to or about the facilities during the hours of use. Decorations must be removed from the walls and ceilings. Trash must be placed in garbage receptacles. Any spilled food or beverages must be washed off tables, chairs, floors, and kitchen area.

10. MISREPRESENTATION OF EVENT: Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.

## Questionnaire(s)



Approved by: \_\_\_\_\_

Date: 07-10-2024



City of Oakland  
Fire Prevention Bureau  
Special Events Application  
Fire Prevention Bureau



(510) 238-3462  
TTY 510) 238-6884

<b>EVENT INFORMATION</b>			
Person(s) Requesting Event: Seema N. Patel		Phone #: 949-291-2545	
Mailing Address: 543 58th St., Oakland, CA 94609			
Company:			
Email Address: indjaseema@hotmail.com		Type of Event: Indian Cultural Dance Gathering for Families	
Phone #: 949-291-2545		Is business non-profit? <input type="checkbox"/> Yes – Provide a copy of 501 (c) (3) letter <input type="checkbox"/> No	
Name of Event: East Bay Family Garba (annual event held every year at GGRC!) - Not a non-profit, just a group of Oakland families.			
Event Street Address Location: Golden Gate Rec Center, 1075 62nd St., Oakland, CA 94609			
Event Date: 09-21-2024 (An additional form is required for each day)		Event Time (Begins & Ends): 4:00 PM-7:00 PM	
Setup Site Completion: Date & Time: 09/21/2024 14:00 AM/PM (Setup is required to be completed 1-hr before Inspector(s) arrive at event site).		On-Site Contact: <b>Seema Patel</b>	Phone #: <b>9,492,912,545</b>
No. of Vendors: 0 If applicable, complete food vendor form (food truck, caterer, etc.) & indicate those "selling/cooking" & type of cooking equipment			
Expected amount of people: 225		Amount (#) of tents & sizes(s): None	
Brief description of event: Annual Indian cultural dance celebration with families and young children, held every year at GGRC			
<b>FOOD</b>		<b>CATERER (If caterer is being used, provide caterer information)</b>	
WILL FOOD BE SERVED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, will food be <input type="checkbox"/> HOT or <input type="checkbox"/> COLD (If serving HOT food describe cooking / heating source) Explain: _____		Address:	Email:
Will there be any Open flame, Sterno, Liquid Propane Gas (LPG), etc.?		Contact Name:	Phone #:
<b>PYRO/FIREWORK DISPLAY ONLY (See Section B for Fees)</b>			
Pyro Demo/Pre-Inspection Date:		Time:	AM/PM
Pyro Company and Local Technician:		Phone:	

SECTION A: Type of Event Activity – Select from the following if applicable to either applicant or vendor	Yes	No	Fees	Measurement
Open Flame (Ceremonial/Assembly Area, Restaurant Candles, Sterno, Charcoal BBQ/Fireplace, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Per Event
Christmas Tree Lots	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Each
<b>PUBLIC ASSEMBLY:</b> Carnival / Street Fair / Festival / Circus / Block Party/ and/or 50+ individuals (If more than 5,000, an EMT is required on site for emergency services)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Per Event
Exhibits & Trade Show	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Per Event
Liquid Propane Gas (LPG)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Per Event
Tents & Canopies (Excess of 400 sq. ft.) and/or Temporary Membrane Structures (no charge for 10x10 w/no more than 4 attached)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Per Structure
<b>SECTION B</b>				
Food Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Per Truck
Pyrotechnic Special Effects Material (Public Display Concerts/Games)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Per Event
<b>NON-PROFIT (EXEMPT FROM "SECTION A" FEES) (INSPECTION FEES MAY APPLY)</b>				
Non-Profit Business – Provide a copy of 501 (c) (3) etc. letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$220.00	Per Event
<b>INSPECTIONS</b>				
Regular Inspection (during reg. workday, Mon. - Fri., 8:00 AM- 3:30 PM is the latest)	<input type="checkbox"/>	<input type="checkbox"/>	\$441.00	Per Hour
After Hour Inspection (Weekdays Before 8:00 AM and After 4:30 PM, including Weekends and Holidays – 2.5 hrs. Minimum = \$1,657.50)	<input type="checkbox"/>	<input type="checkbox"/>	\$1,657.50	\$663.00 P/H

Note: FIRE EXTINGUISHERS: (2A 10BC) required for each booth; K-Type Fire Extinguishers for VENDORS USING DEEP FAT FRYING/ COOKING WITH OIL including outdoor cooking.

- Sound amplification: Contact City Administrator (see below) to learn if the amplification equipment your event will use requires a sound permit. Nancy Marcus - 510-238-3294 - [nmarcus@oaklandnet.com](mailto:nmarcus@oaklandnet.com) or Jasmine Chan – 510-238-6914 - [jchan@oaklandnet.com](mailto:jchan@oaklandnet.com)  
\* Exception – Oakland Parks & Recreation (OPR) reservations, sound permit fees pay directly to OPR
- Please email your application, vendor list, floor plan, & site map (Include any Street Closures) to [FPBevents@oaklandca.gov](mailto:FPBevents@oaklandca.gov)

NOTE: ALL APPLICATIONS MUST BE SUBMITTED MINIMUM 10 DAYS PRIOR TO EVENT DATE OR THE EVENT IS SUBJECT TO BEING DENIED • Revised Feb.2, 2022



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

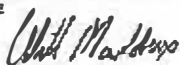
PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux	PHONE (A/C, No., EXT): (530) 477-6521	FAX (A/C, No.):
	E-MAIL ADDRESS: info@theeventhelper.com		
INSURED  Joaquín Pochat 1375 Curtis St Berkeley CA 94702	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	Lloyds Syndicate 2623	AA-1128623
	INSURER B:	Lloyds Syndicate 623	AA-1126623
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTB	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	EH-771324-L3812055	09/21/2024 12:01 AM	09/22/2024 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED   RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE   QTR-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder listed below is named as additional Insured per attached CG 20 26 04 13. Attendance: 450, Event Type: Charly Benefits, Dances, Auctions, or Sales. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) Included in the Each Occurrence Limit shown above.

<b>CERTIFICATE HOLDER</b>  Golden Gate Recreation Center 1075 62nd St Oakland CA 94608	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

PRAC - 9/11/2024  
Item 8A  
Exhibit F

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**  
**ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**Schedule**

<p>Name of Additional Insured Person(s) or Organization(s):</p> <p>Golden Gate Recreation Center 1075 62nd St Oakland, CA 94608</p> <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>
---

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



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

**TO:** Tam Tran, Chair, Parks and Recreation Advisory Commission  
**FROM:** Felicia Gotthelf, Oakland Parks, Recreation and Youth Development  
**DATE:** August 8, 2024  
**SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO REVIEW AND SUPPORT INSTALLATION OF AN OUTDOOR LIBRARY BOX, ALSO KNOWN AS A “LITTLE FREE LIBRARY,” AT ESTUARY PARK.**

---

**SUMMARY**

OPRYD recently received an Impact Library Grant Award of a “Little Free Library” (LFL) and a starter book collection containing books in multiple languages for children. This donation is similar to the 13 “Little Town Libraries” recently approved by PRAC, which were installed on the front lawns of OPRYD sites. This OPRYD/LFL collaboration successfully promotes and supports literacy to children and families and encourages community building.

OPRYD will be responsible for installation of the Little Free Library at Estuary Park. Installation assistance will be provided by Public Works, who are available if/when the project is approved to dig a hole and secure the LFL box post in cement. There is no fiscal or staffing impact to OPRYD, and Planning/Zoning have confirmed that no minor CUP approval is necessary. On 8/5/24, OPRYD's CORE administration team approved this project moving forward to PRAC for review.

**FISCAL IMPACT**

There is no fiscal impact to OPRYD for this project. Staffing impacts are negligible. Existing staff will restock the Little Free Library with books provided free by LFL, through SFPL's community redistribution program, and through community use.

**PROJECT / PROGRAM DESCRIPTION**

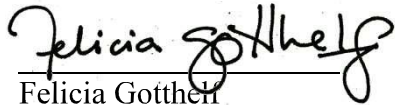
The Little Free Library is a colorful, sturdy, weather-proof box mounted on a 4" W x 4' H wooden post, containing books that anyone can take. The Little Free Library model promotes community building by relying primarily on community contributions for books. However, through San Francisco Public Library's Community Redistribution program, we can regularly stock high-interest books that mirror the lives of Oakland families. OPRYD's goal is to promote a love for literacy through placement of free libraries at our sites. Estuary Park was selected as the site for this Little Free Library due to the lack of nearby public transportation and distance to nearest library. OPRYD will facilitate all aspects of this project, including coordinating installation, supporting inventory of books throughout the duration of the program, and all reporting requirements per the completed grant agreement with LFL.

Little Free Library is a non-profit organization whose mission is to be a catalyst for building community, inspiring readers, and expanding book access. Their vision is a Little Free Library in every community and a book for every reader. By installing these libraries in under-resourced areas of Oakland, we meet kids and families where they are, and encourage neighborhood book-sharing to develop children's passion for reading.

**RECOMMENDATION**

Staff recommends the Parks and Recreation Advisory Commission support the installation of a Little Free Library at Estuary Park.

Respectfully submitted,



Felicia Gotthen  
Management Assistant, OPRYD



Harith Aleem (Aug 16, 2024 09:50 PDT) (Signature)

Approved by:  
Harith Aleem  
Assistant Director, OPRYD

Fred Kelley (Signature)  
Fred Kelley (Aug 16, 2024 13:13 PDT)

Approved by:  
Fred Kelley  
Director, OPRYD

**Identification of Support Documents:**

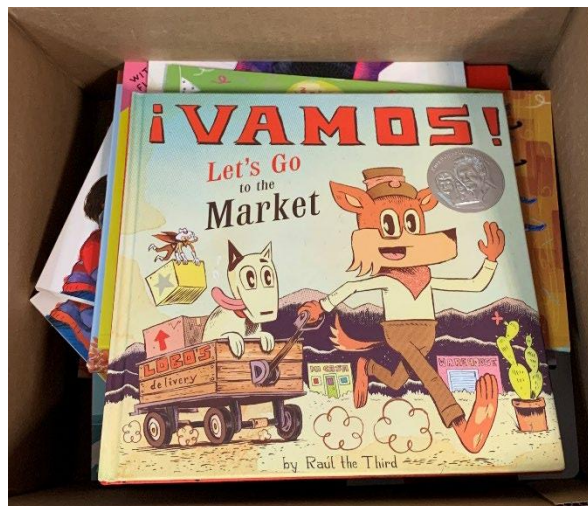
Attachments: Exhibit A – Little Free Library images  
Exhibit B – Project Location map

Exhibit A  
Little Free Library

Little Free Library: The “mini shed” style will be painted cheerfully prior to installation (wood post, cement base).



Starter Book Set: Our initial box includes children’s titles in Amharic/English, Arabic/English, Bengali/English, Burmese Karen/English, Cherokee/English, Chinese, English, Haitian Creole/English, Hmong/English, Navajo/English, Ojibwe/English, Pashto/English, Portuguese/English, Somali/English, Spanish, Spanish/English, Swahili/English, Tagalog/English, Vietnamese/English.



## Exhibit B Map of Estuary Park



Proposed location of Little Free Library: where existing Bay Trail enters Estuary Park. This part of the Bay Trail is regularly traversed by teenagers involved in group sports activities, as well as by families who have parked in the lot and are heading to the picnic tables. Estuary Park has apartment complexes to the west, north and east as well as a small unhooded community and is located a mile away from a public library and from public transportation.

In addition to "greeting" people as they enter Estuary Park via the Bay Trail, the Little Free Library's proposed placement may also act as a barrier to deter folks who drive vehicles up the pedestrian/bike path. Thus, placement could inadvertently add a level of safety to park users. The addition of a dog-waste bag dispenser to the LFL base could increase park cleanliness, as the park daily hosts a robust number of off-leash dogs and their owners.