

August 29, 2022

Two Day Town, Inc.
P.O. Box 446
Orinda, California 94563

Dear Tom and TJ,

Thank you for providing the post event summary from Two Day Town 2022 and for meeting with District Staff via Zoom on August 29, 2022. The 2022 event was a probationary year for this special event permit after the event last occurred in 2018. The 2019 event was canceled by Two Day Town coordinators and that was followed by two years of no event due to the pandemic.

Overall, the special event permit conditions were adhered to by Two Day Town, although deficiencies were noted and described below. In addition to concerns about permit compliance, changing conditions at Del Valle Regional Park necessitate that Two Day town will need to make substantive changes to the event format to be approved for future permits.

One area of major concern was the 2022 event's conflict with the Park Districts planned Earth Day activities and other public programming scheduled by the Naturalists. For 2023, staff will be reviewing Two Day Town's requested event dates considering Earth Day as well as the impact on the newly opened Visitor Center. As a reminder, advertising a future event is not permitted until an approved special event permit is on-file.

Below you will find a list of requirements for future special event permits compiled by Park Staff at the conclusion of your event. These requirements are in addition to requirements previously discussed, including but not limited to, attendance, restrooms/showers, water availability, generator use, and fire restrictions. Please review the items below.

1. Action: Reduce setup by one day, eliminating Wednesday. Setup can begin as early as 6 am on Thursday.

Rationale: The majority of setup this year was completed on Thursday. The companies that Two Day Town contracts with, including that for the stage, are professionals and are extremely efficient. Eliminating Wednesday greatly improves access to the West side for the public and Naturalist programming. It also reduces the cost of operations as one less day of reservations are needed.

2. Action: Setup team remains a "core" group of people, not to exceed 50 people, on Thursday.

Rationale: The setup team should be focused on setting up the site for the event alongside the contractors and delivery companies. The event does not start until 5 pm on Friday, allowing time for volunteers to arrive on Friday morning and sound check to be completed before the stages open for the show.

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3. Action: Public access to the West side parking lot, picnic areas, and Visitor Center must not be impacted until the event start date, which is Friday.

Rationale: Del Valle is a public park and special event permits are intended to balance the use of the space between the public and the permittee. This year, a school program had issues accessing the west side for a program that had been scheduled with the Naturalists. At the pre-event meeting on February 3, Two Day Town agreed that all school groups would still be able to access the West side on Wednesday, 4/20 and Thursday, 4/21. Instead, Two Day Town event staff turned away a scheduled bus program on Thursday, 4/21 and required staff intervention to correct.

4. Action: Staff time is charged for Visitor Center operations, if open, during the event days.

Rationale: The Visitor Center is open Saturday and Sunday year-round for the public. This event restricts access and requires the Visitor Center to be closed. If the Visitor Center opens for exclusive use by Two Day Town participants, staff time will be charged accordingly.

5. Action: Electrical power will no longer be available for use.

Rationale: Running of electrical cords is both a tripping and fire hazard. Restroom construction will also further impact availability of electrical outlets so alternate methods of powering equipment should be found.

6. Action: On-site ticket sales cannot occur until the first advertised event day which is Friday.

Rationale: Those wanting to purchase tickets on-site cannot arrive until the first event date which is Friday so ticket sales must not take place on-site prior to that date.

7. Action: Increase and improve the visibility of the parking attendants at the kiosk and at the designated parking locations. Parking attendants must be easily identifiable and highly visible.

Rationale: There were not sufficient parking attendants and, any that were there, were not visible (no flags, vests, etc.) There were multiple occurrences of “line-jumping” observed which is when participants bypassed the entrance lines and entered the park using the wrong lane and/or closed side of the kiosk. There was also double-parking taking place along the bridge for the duration of the event. Not only was this non-compliant with the terms of the special event permit, but it was also impeding ingress and egress along Del Valle Road.

8. Action: Provide a work schedule for volunteers, including shift managers, and increase volunteer visibility by using vests and/or brightly colored shirts.

Rationale: It was difficult to determine who was volunteering and “working” at any given time as the lanyards worn were not highly visible. For medical staff, it is suggested that they wear a red t-shirt to differentiate them from the other volunteers. A work schedule will ensure that volunteers, District staff, and participants can easily identify event staff and locate them as needed.

9. Action: Secure alternate transportation options for participants with off-site parking and shuttle service.

Rationale: Parking is the limiting factor. Future events will no longer be able to park along either side of Del Valle Road. As discussed in the meeting on April 13, parking on either side of Del Valle Road is both a public safety issue as well as a fire hazard. The District has not allowed parking on Del Valle Road for major events/holidays for the last 2 years. Parking will be limited to the bridge, West side parking lot, Caballo Loco, and Eagles View. Additional spaces will also be needed for Ohlone Trail visitors as Park Staff had to find alternate parking locations for several hikers this year. Two Day Town utilized both the Caballo Loco space well, with more than 70 vehicles parked there, as well as the Eagles View parking lot.

10. Action: Amplified music is only permitted on event days, Friday – Sunday. All music, both amplified and acoustic, must stop by 10 pm.

Rationale: Per Park District Ordinance 38, section 908.2, quiet hours are between 10 pm and 7 am. Sound-amplifying equipment has further restrictions and, per section 908.7, is limited to between the hours of 10 am and 8 pm daily. With the special event permit process, you have been allowed to continue with the amplified sound until 10 pm and further exceptions were made for acoustic. For the 2022 event, acoustic music was allowed to continue until 1:00 am. We did receive reports and complaints of music continuing past that hour. We must take into consideration that sound, even acoustic, travels and must reduce the impact to the public staying in the campground as well as the neighboring residences.

11. Action: Provide wash basins with drainage catch for participants to wash dishes. Dispose of drainage off-site.

Rationale: Participants were found to be washing dishes in the sinks. These sinks are not intended for this use and could potentially result in clogged plumbing and health violations.

12. Action: Create an IAP, or Incident Action Plan. The District will provide a template for the IAP from which you can create your own and submit for review and approval. Every event moving forward will be required to have an IAP on-file.

Rationale: IAP's are central to managing any incidents, medical emergencies or otherwise, and help synchronize operations. There was one report of a significant medical emergency which resulted in a TDT coordinator calling 911. This resulted in ACFD being dispatched and EBRPD Dispatch being notified secondarily. Per the Two-Day Town event plan, page 9, "Incidents requiring medical attention will be reported to EBPRD staff. If radio contact cannot occur, EBRPD Dispatch will be contacted by use of park telephones". The notification of EBRPD Dispatch is a requirement of any special event permit.

13. Action: Clean up complete by 12 pm on Monday and all items removed.

Rationale: Staff reported that cleanup was not complete by 12 pm as indicated in the Two-Day Town event plan, page 19. This is another area of non-compliance with the approved special event permit. Access to the West side should not be impacted during cleanup.

The special event permit process is in place to, among other things, balance the use of the use of park space between the special event and the public. Del Valle has seen an incredible increase in visitation over the last 20 years in both day use and overnight visitors. In addition, Del Valle now has a completely remodeled Visitor Center and dedicated staff at that location who offer programming year-round on both a drop-in and scheduled basis. The overall impact on public access during this event is far greater than any other we would permit and moving forward, we must find the balance to ensure equal access for all. Future application approvals are subject to review and permit compliance is required to continue to hold this event at Del Valle.

We look forward to talking with you further about the future of Two Day Town at Del Valle Regional Park.

Sincerely,

Shannon Punt

Shannon Punt, Reservations Supervisor

cc:

Jim O'Connor, Assistant General Manager

Steve Castile, Chief of Park Operations

Tiffany Margulici, Acting Chief of Interpretive and Recreation Services Department

Ruby Tumber, Acting Business Services Manager

David Vance, Lakes Unit Manager

Richard Parente, Del Valle Park Supervisor

Aileen Theile, Fire Chief

Giorgio Chavez, Acting Patrol Captain

Terrence Cotcher, Police Lieutenant

Kevin Damstra, Acting Regional Interpretive and Recreation Services Manager

Ashley Grenier, Supervising Naturalist