

INSTRUCTIONS ON HOW TO PARTICIPATE AND WATCH THE HERCULES CITY COMMUNITY AND LIBRARY SERVICES COMMISSION HYBRID MEETINGS

Attend in Person: Hercules City Council Chambers – 111 Civic Drive, Hercules, CA 94547

Attend via Zoom Teleconference: Details provided below and zoom webinar login, passcode and phone numbers provided on the agenda cover.

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

How to Submit Public Comments

In Person: Attend meeting at the Hercules City Council Chambers, fill out a public speaker card located on the side table and submit it to the attending staff member.

Via Zoom: Members of the public may submit a live remote public comment via Zoom video conferencing. Download the Zoom mobile app from the Apple Appstore or Google Play. If you are using a desktop computer, you can test your connection to Zoom by clicking [here](#) or go to: <https://www.zoom.us/join>. Zoom also allows you to join by phone at +1-669-900-6833 or +1-929-205-6099 or +1-253-215-8782.

- Each speaker will be allowed up to 3 minutes to speak and provide comment.
- Speakers will be muted until their opportunity to provide public comment.

When the Commission Chair opens the comment period for the item you wish to speak on, please use the “raise hand” feature (or press *9 if connecting via telephone) which will alert staff that you have a comment to provide and press *6 to unmute.

Written Comments Submitted Electronically: All comments received before 4:00 p.m. the day of the meeting will be provided to the Commission prior to the meeting and posted to the City’s agenda website and located by clicking on the “meeting details” tab. Written comments received after 4:00 p.m. will be provided to Council/Commission and posted to the agenda website the following day. **Written comments will not be read aloud during the meeting.** **Email comments to Christopher Roke** croke@ci.hercules.ca.us. Please indicate which item on the agenda you are commenting on in the subject line of your email.

Written comments submitted in person or via mail: Additional ways to provide your public comment is to either drop off your comment in person to the front desk receptionist located in the City Hall lobby or to mail your comment to City of Hercules, ATTN: Parks and Recreation Director – Public Comment (Meeting Date), 111 Civic Drive, Hercules, CA 94547 in time to reach the City Clerk no later than 3:00 p.m. on the day of the meeting or you can submit your comment by telephone by calling (510) 799-8228 no later than 3:00 p.m. on the meeting date.

All public comments will become part of the official meeting record. The City cannot guarantee that its network and/or the website will not be uninterrupted. To ensure that the City Council receives your written comments, you are strongly encouraged to submit your comments in writing in advance of the meeting by 3:00 p.m. on the day of the Council or Commission meeting.

City of Hercules

*111 Civic Drive
Hercules, CA 94547*



Meeting Agenda

Monday, October 10, 2022

7:00 PM

In-Person in Council Chambers or

Zoom ID: 854 5588 6610

Zoom Phone Number: 1-669-444-9171

Zoom Passcode: 006791

Community and Library Services Commission

*Chair Brian Campbell-Miller
Vice Chair Evangelia Ward-Jackson
Commissioner Han Chen
Commissioner D. Yamamoto
Student Commissioner Haley Solis*

I. SPECIAL MEETING - 6:30 P.M. - CALL TO ORDER - ROLL CALL - NONE

II. WORKSHOP - NONE

III. REGULAR MEETING - 7:00 P.M. - CALL TO ORDER - ROLL CALL

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTIONS/PRESENTATIONS

VI. AGENDA ADDITIONS/DELETIONS

VII. PUBLIC COMMUNICATIONS

The public may log into the Zoom meeting (refer to agenda cover for Zoom login information) and provide their public comment (3 minute time limit). If attending in-person, please fill out a speaker card and provide to staff. When the public comment period is open for the item you wish to speak on, use the "raise hand" feature in Zoom (or press *9 if connecting via phone audio only) at the time the Chair calls for public comment. Please wait your turn and once you are brought into the meeting, state your name and city of residence for the record.

For additional alternatives to providing public comments please refer to the Notice of Important Instructions on how to Participate and Watch the Hercules City Council Meeting on the front page of the agenda.

All public comments are allowed up to 3 minutes to relay their message or concern. A limit of 30 minutes will be devoted to taking public comment at this point in the agenda. If any speakers remain at the conclusion of the initial 30 minute period, time will be reserved at the conclusion of the meeting to take the remaining comments.

VIII. DIRECTOR REPORT

[22-319](#) Parks and Recreation Report (September)

Attachments: [MONTHLY REPORT - PR - September 2022 - 10-10-22](#)

[22-320](#) Library Manager Report (September)

Attachments: [Monthly Report - Library - September 2022](#)

IX. CONSENT CALENDAR

[22-321](#) Minutes September 12, 2022 Meeting

Attachments: [MINUTES-CLSC-September 2022 - 9-12-22](#)

X. DISCUSSION AND/OR ACTION ITEMS

[22-322](#) Nonprofit Group Presentation - Democratic Club of Hercules

[22-323](#) Nonprofit Group Presentation - Friends of the Senior Center

[22-324](#) Nonprofit Group Presentation - Library Foundation

[22-325](#) Nonprofit Group Presentation - Hercules Historical Society

[22-326](#) Nonprofit Group Presentation - Hercules Sister City Association

[22-327](#) **Appointment of two Community and Library Services Commissioners to the Parks and Recreation Master Plan Steering Committee**

Recommendation: Adopt a resolution approving the appointment of two Commissioners to the Parks and Recreation Master Plan Steering Committee.

Attachments: [PR Steering Committee - Staff Report - 10-10-22](#)
[PR Steering Committee - Att 1 - Resolution](#)
[PR Steering Committee - Att 2 - MIG - Hercules P&R Master Plan Scope](#)

[22-328](#) **Special Events - October 2022**

Recommendation: Receive a report on upcoming special events for the Parks and Recreation Department in October 2022.

Attachments: [Special Events - Staff Report - 10-10-22](#)
[Special Events - Att 1 - Unity Day 10.19.22](#)
[Special Events - Att 2 - Ohana Day 10.24.22](#)
[Special Events - Att 3 - Pumpkatz 22 FLYER & REG Form 10.28.22](#)
[Special Events - Att 4 - Trunk or Treat 22 FLYER & REG form 10.28.22](#)

[22-329](#) County Library Seat

XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS

XII. FUTURE AGENDA ITEMS

1. Nonprofit Group Presentations: Remaining groups (7) including the Bayfront Chamber, Boy Scouts Troop 76, Community Garden, Friends of the Library, Hercules Education Foundation (HEF), Sr. Citizen's Club, and West Contra Costa Youth Soccer League
2. Nonprofit Group Renewals
3. Prop 68 update
4. Tennis Court Signage

XIII. ADJOURNMENT

The next Regular Meeting of the Commission will be held on Monday, November 14, 2022 at 7:00 p.m. in the Council Chambers.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports from the City's website at www.ci.hercules.ca.us and can receive e-mail notification of agenda postings by signing up to receive an e-notice from the City's website. Agendas and staff reports may also be obtained by contacting the Administrative Services Department at (510) 799-8215.

Posted: October 5, 2022

THE COMMISSION ADHERES TO THE FOLLOWING POLICIES, PROCEDURES AND REGULATIONS REGARDING COMMISSION MEETINGS

SPECIAL ACCOMODATIONS: In compliance with the Americans with Disabilities Act, if you require special accommodations to participate at a commission meeting, please contact the City Clerk at 510-799-8215 at least 48 hours prior to the meeting.

AGENDA ITEMS: Persons wishing to add an item to an agenda must submit the final written documentation 12 calendar days prior to the meeting. The City retains the discretion whether to add items to the agenda. Persons wishing to address the Commission otherwise may make comments during the Public Communication period of the meeting.

AGENDA POSTING: Agendas of regular commission meetings are posted at least 72 hours prior to the meeting at City Hall, the Hercules Swim Center, Ohlone Child Care Center, Hercules Post Office, and on the City's website (www.ci.hercules.ca.us),

PUBLIC COMMUNICATIONS: Persons who wish to address the Commission should complete the speaker form prior to the Commission's consideration of the item on the agenda.

Anyone who wishes to address the Commission on a topic that is not on the agenda and is relevant to the Commission should complete the speaker form prior to the start of the meeting. Speakers will be called upon during the Public Communication portion of the meeting. In accordance with the Brown Act, the Commission may not take action on items not listed on the agenda. The Commission may refer to staff any matters brought before them at this time and those matters may be placed on a future agenda.

In the interests of conducting an orderly and efficient meeting, speakers will be limited to three (3) minutes.

Anyone may also submit written comments at any time before or during the meeting.

Written and oral comments become part of the public record. Oral comments are summarized in the minutes of the commission's meeting.

CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Commission or a member of the public prior to the time the Commission votes on the motion to adopt.

COMMISSIONER REPORTS AND ANNOUNCEMENTS: This is the time for brief announcements by commissioners on issues of interests to the community. In accordance with provisions of the Brown Act, matters which do not appear on the agenda, but require Commission discussion may be either (a) referred to staff or other resources for factual information or (b) placed on a future meeting agenda.

LEGAL CHALLENGES: If you challenge a decision of the Commission in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered at, or prior to, the meeting. Actions challenging Commission decisions shall be subject to the time limitations contained in Code of Civil Procedure Section 1094.6. In order to ensure the efficient conduct of meetings, and to provide opportunities for all interested persons to speak and be heard, the Commission will adhere to the following meeting procedures: