

City of Hercules

111 Civic Drive
Hercules, CA 94547



Meeting Agenda

Monday, October 9, 2017

7:00 PM

Council Chambers

Community and Library Services Commission

Evangelia Ward-Jackson, Chair
Han Chen, Vice Chair
Brian Campbell-Miller, Commissioner
Nina Nguyen, Student Commissioner

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

1. Introduction and Oath of Office for the new Community and Library Services Commissioner
2. Presentation: Staff in the Spotlight, Austin George - G.E.M. Award recipient

VI. AGENDA ADDITIONS/DELETIONS

VII. PUBLIC COMMUNICATIONS

VIII. DIRECTOR REPORT

1. Parks and Recreation Monthly Report
Attachments: Parks & Rec Monthly Report - September 2017

IX. CONSENT CALENDAR

1. Minutes: September 11, 2017 Meeting
Attachments: Minutes-CLSC-September 2017

X. DISCUSSION AND/OR ACTION ITEMS

1. Nonprofit Group Presentation - Friends of Hercules Library
2. Nonprofit Group Presentation - Library Foundation
3. Nonprofit Group Presentation - Rotary
4. Nonprofit Group Presentation - Boy Scouts
5. Nonprofit Group Presentation - West Contra Costa Youth Soccer League (WCCYSL)
6. 2018 Nonprofit Renewal Packet

XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS

XII. FUTURE AGENDA ITEMS

1. Presentations from the following Nonprofit groups
 - a. Community Gardens
 - b. Chinese Association
 - c. Education Foundation
 - d. Senior Citizens Club

XIII. ADJOURNMENT

The next Regular Meeting of the Commission will be held on Monday, November 13, 2017 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, 2017

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:



CITY OF HERCULES

PARKS & RECREATION MONTHLY REPORT

September 2017



Project/Program: Parks & Recreation Department Activities
Lead Staff: Christopher Roke, Parks & Recreation Director

Description: The Parks and Recreation Department leads and/or is involved with many community activities and events all year long. We also collect fees for various classes and services provided to the community.

Status: In September 2017 the department brought in \$106,254.27 in revenue. Year to Date Revenue for Fiscal Year 2017-18 is **\$429,461.52**. Overall, revenue is trending up from the previous FY. Part of the increase is reflective of bigger numbers in the Summer Camps, Swim Lessons, the revised structure to Tiny Tots, and the rebranding of our before and after school programs.

Accomplishments/Items in Progress:

- The 2nd Annual Social Bite was held at the Bayfront, on Saturday, September 16, 2017, from 11am to 5pm. There will be food trucks, food vendors, merchants, entertainment, a car show, and more. Approximately 3,500 people attended the event. The overall event was a huge success.
- Summer camps and classes are going extremely well. Increased numbers for Camp Dynamite (70/week) in 2017. There is more demand, but due to a staffing shortage we cannot accommodate everyone.
- The Fall Activity Guide has arrived. We have received great feedback so far. The Fall guide covers the months of September through December.
- City Council approved FY 2017-18 budget at the June 27, Public Hearing. Lots of enhancements are coming our way including: \$10,000 for family movie nights in the park, \$20,000 for Community Center improvements at Foxboro and Ohlone Community Centers, \$14,000 for Gym Floor Covers, and \$21,000 for new Pool Covers for the pool. In addition, we have been approved to purchase (2) new high-roof vans for programs.
 - We will be working on securing purchases of many of these items in the Fall.
- Revised Child care program participant fees for next school year 2017-18. All part of the rebranding efforts for Child Care.
- Revised Rec Expo to Rec Expo Week. Based on the success of this year, we are keeping the same format for 2018 moving forward, and we have already secured the dates as the week of April 23-26.
 - One of the key concepts was to revise the Child Care and Tiny Tots payment program. In doing so, a discount was given for those that pay in full prior to the start of the year, rather than registering at the Expo. Overall this concept was well received.
- Held our 3rd **FREE** family movie night in Refugio Valley Park; *"The Secret Lives of Pets"*. Like the previous (2) movie nights held last Fall, this one was well received by the community with approximately 300 people in attendance.
 - With the purchase of a new moving screen in 2017-18, we will have several movies set up in the Spring of 2018.



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PARKS & RECREATION MONTHLY REPORT
September 2017



Project/Program: Community & Library Services Commission
Lead Staff: Christopher Roke, Parks & Recreation Director

Description: The Community and Library Services Commission provides information to and advises the City Council on items related to the City's library, recreation, parks, and community services programs, including the general use of park facilities and matters relating to the community's recreational and service needs.

Status: The Commission has been working on community outreach regarding the west side parks improvements project, input for the Library's tenth anniversary celebration, a permanent display space at the Hercules Library for the Hercules Historical Society, mural preservation, City recognized nonprofit organizations, continual evaluation of Parks & Recreation Programs, review and update of the 2018 nonprofit process, review and revise the 2018 Citywide Clean-up Day and approval of new plaques for the heritage garden.

Accomplishments/Items in Progress:

- Planning for the Holiday Tree Lighting event is underway. The event will be held Sunday, December 3.
- The Citywide Clean-up Day will be May 5, 2018.
 - In 2017 there were more than 250 vehicles came through the gates filling up 14 large dumpsters in the Corp Yard. There were 105 volunteers that gave their time to the event, not only at the yard, but at several parks and the Refugio Valley Trail as well.
 - We are in the process of securing the dumpsters for next year.

Project/Program: Hanna/Lupine/Ohlone Childcare & Summer Day Camps
Lead Staff: Ambra Garfield, Recreation Manager

Description: The Before and After School programs are getting an overhaul for the 2017-18FY.

The **Breakfast Club** is a hit! Opening at 6:30am with breakfast options has the parents of participants extremely happy. The program runs from the Teen center and the new option seem to help family out. In fact I have parents now calling about a drop in option in the morning. Unfortunately I need to tell them we just don't have space at this time for two of the Kidz centers Lupine and Hanna and Ohlone almost full. We still have space for 6th -8th graders since they walk across the street.

The "**Kaleidoscope Kidz, a Recreation Afterschool Program**". This Recreation Afterschool Program (or RAP for short), also has some key including a greater focus on homework, and a station rotation curriculum with P.E. to make sure the kidz are active. The themes change each month with a different State and theme to direct the Activity Plan for each classroom. Staff bring in wonderful science, cooking projects and art crafts. The RAP staff run out of time everyday just trying to fit in homework time and fun time! The RAP program is held at each of the 3



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September 2017



elementary sites, but the facilities have also changed their names to “Kidz Center”, to compliment the name change to Kaleidoscope Kidz.

Status: In September 2017 Child Care programs brought in a total of **\$36,784.67** in revenue. There are a total of 122 children in Kaleidoscope Kidz compared to 99 last year. And 47 in the Breakfast Club compared to 39 the Early Bird (Before School) program last year. Limited space is still available in both the morning and afterschool programs.

Breakfast Club and RAP – September 2018 enrollment

	Enrollment	Waitlist
Hanna Ranch Before School	13	
Lupine Before School	9	
Ohlone Before School	22	
Middle School	3	
Hanna Ranch After School	54	
Lupine After School	25	
Ohlone After School	43	

Accomplishments/Items in Progress:

- The Lupine Kidz Center received some much needed TLC this summer. A new coat of paint, tree trimming, stump grinding, concrete grinding, and more.
- The new Breakfast Club program at the teen center has increase the enrollment numbers at the Ohlone Kidz Center by about 9 children this year. Families really like the early opening of 6:30am and breakfast option.
- The lupine/Hanna Kidz Center RAP have increased their enrollment numbers since start of school. Lupine has only three spots left and Hanna has two spots left.
- The Ohlone Kidz Center opened a new room this school year and we now have full enrollment of 43 children in the RAP. We currently have a waiting list at the Ohlone site.

Project/Program: Tiny Tots Programs-Little Learners/Pre-Kinder/Jr. Kinder

Lead Staff: Ambra Garfield, Recreation Manager

Description: The Tiny Tots Programs introduce children to their “First Learning Experiences”. They make their first school friends, learning through play, games, arts, crafts and healthy snacks. Our qualified staff will guide them with socialization and self-help skills. The program runs concurrent with the school year from late August through June.

Tiny Tots began August 28 and 29, 2017.

Status: In September 2017 Tiny Tot Programs brought in **\$18,630.00** in revenue.

Tiny Tots – September 2017 enrollment is closing in on 100 participants compared to 85 last year.



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Accomplishments/Items in Progress:

- Tiny Tots began Monday, August 28 or Tuesday, August 29, depending on which class you are in (M,W,F or Tu/Th).
- We added a new Pre-Kinder class at the Lupine Kidz Center this year.
- The Multi-Age class, Little Learner 3 year old class and the Jr. Kinder class are all full before the start of the 2017-18 school year.
 - We anticipate being full in our Pre-Kinder class as well.
- As stated above we sent out evaluation to all of families and received great feedback regarding staff and the set-up of the Preschool program.
 - One thing to work on is the cleaning of the bathrooms and floors.
- The key for us is to stay current on Preschool curriculum and keep bring new ideas and events for families to enjoy. We are looking into bring in a music teacher and possibly and language teacher.
- In addition, we are planning to bring new pre-kinder programs to the sites in the Winter. Stay tuned for more new programming for Hercules families.

Project/Program: Aquatics

Lead Staff: Austin George, Recreation Coordinator

Description: Fall Swim Lessons have been a hit. This is the first time in several years that Fall Swim lessons have been offered. The new format has been well received by parents and swimmers alike. We continue to hear great things about the pool from all the work earlier in the year including the new plaster, the ADA Chair lift, the new heater for the baby pool, and the new ADA upgrades in the bathrooms.

The Hercules High School Water Polo team got off to a great start this Fall. Hercules High School Principal, Paul Mansingh, recently praised staff citing the facility being the catalyst to a resurgence of the Titan Water Polo program. According to Mr. Mansingh, the team has tripled in size just by being able to hold practice at the Hercules Community Center. Something that we plan to continue and build upon.

Status: In September 2017 Aquatics brought in **\$8,067.00** in revenue.

Aquatics – September 2017 enrollment

Program	Enrollment
Lap Swim/Water Walking	42
Swim Lessons	25
EBSD Swim Team	76

Accomplishments/Items in Progress:

- Successful summer swim lesson season
- Hercules High School Water Polo Team practicing at swim center in the fall.
- Fall swim lessons began September 5. The 4th and final Fall session will begin October 3.



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- New heater for the baby pool made it just in time for the start of summer swim lessons.

Project/Program: Recreation Classes
Lead Staff: Vanessa Flores, Recreation Leader III

Description: The department is looking for new contract class instructors to help increase the number and variety of quality programs that the community is used to. Our recreation classes cater to all ages and help to promote a healthy lifestyle. If you haven't signed up for a class recently, we encourage everyone to do so.

Status: In September 2017 classes brought in **\$4,354.77** in revenue and rec admin (activity guide ads, banners, and sign boards) brought in **\$6100.00** in revenue.

Classes – September 2017 enrollment

Class	Enrollment
Cooking	6
Ed2go	4
Karate	30
Little Dragons	18
Oil Painting	17
Table Tennis	8

Accomplishments/Items in Progress:

- New Fall Cooking program for ages 6-12 successfully met the minimum to run.
- Planning Winter/Spring 2018 programming.
- Seeking new instructors to offer programs for Winter/Spring 2018.
- Beginning to design Winter/Spring 2018 Activity Guide.
- Continue to evaluate programs, revenues and expenditures to ensure they are cost effective.

Project/Program: Sports
Lead Staff: Jeff Jew, Recreation Coordinator

Description: The department offers sports and other positive leisure activities for patrons of all ages. Programs help promote a healthy lifestyle, while providing an environment in which people can enjoy themselves.

Status: In September 2017, Sports programs brought in **\$11,095.33** in revenue.

Sports – September 2017 enrollment

Program	Enrollment
AOSL Jr. Bantam Basketball League	60
AOSL Basic Skills Clinic	14
AOSL Intermediate Skills Clinic	6



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AOSL Elite Skills Clinic	4
Adult Boot Camp	2
Kidz Love Soccer	21

Accomplishments/Items in Progress:

- Fall Activity Guide is now available for registration on all of upcoming sports programs and leagues!

Project/Program: Teen/Youth
Lead Staff: Jeff Jew, Recreation Coordinator

Description: As our youth grow into teens, we want to give them a sense of ownership and belonging to the community. The programs and activities at the Teen Center promote these very same goals. The Teen Youth Council (T.Y.C.) supports and assists with Community activities and Special Events. This energetic group of 6th-12th graders demonstrate leadership skills through their participation at City Council meetings, interaction with the Hercules Senior Center, and the planning of Teen/Youth Special occasions. This successful program recruits active members from the Hercules Community and the Hercules Middle and High School.

Status: In September 2017, the Teen Center brought in **\$5,735.04** in revenue.

Teens – September 2017 enrollment

Program	Enrollment
SPOT Summer Camp	18
T.Y.C. membership	12

Accomplishments/Items in Progress:

- TYC is in the planning stage for the upcoming 10 year Anniversary of the Teen Center. Plans are underway about the event. There will be food, games, crafts, activities, and demonstrations.
- TYC is in the process of planning the upcoming Halloween Carnival which is set to take place on Saturday, October 28th from 10am-12pm at the Hercules Teen Center. The cost for this event is \$5 for residents and \$7 for non-residents.
- Staff participated in the “walk-through” for the Hercules Middle and High School. Staff was there to promote T.H.E. S.P.O.T. Program, T.Y.C., the Breakfast Club and all other programs the City has to offer.
- Ongoing registration for The Breakfast Club and T.H.E. S.P.O.T After-School Program for the 2017-18 school year.

We are very proud of our future leaders and their commitment to provide activities and events for our community.

Project/Program: Senior Center
Lead Staff: Kristina Griffith, Recreation Leader III



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Description: Friends, food, fun and companionship is what the Hercules Senior Center is all about. We strive to ensure a physically and emotionally comfortable environment for all, and encourage socialization with peers.

Status. In September 2017 the Senior Center brought in **\$1,044.00** in revenue and the CC Café brought in **\$1,400.00** in revenue.

September 2017 total Senior Center active memberships: 130 members

Program	Enrollment		Program	Enrollment
Advance Tai Chi	107		Goodie Store	89
Advice Nurse	20		HICAP	4
Bingo	80		Hula Dance	66
Blood Pressure	20		Low Impact Exercise	200
C.C. Café Lunch	1,009		Special Event	142
Card Club	64		Tai Chi	278
Chi Kong	151		Tap	20
Computer Lab	10		Wills & Trust	4
Fruit & Veggie Distribution	550		Yuen Ji & Dance	103

Accomplishments/Items in Progress:

- Partnered with East Bay Regional Park District to bring day trips to the Hercules Senior Center. There were 2 trips in September:
 - September 14: was a hike at Las Trampas Bollinger Regional Wilderness in San Ramon. The hike was led by a Naturalist. Those that went on the trip came back full of energy and really enjoyed the trip.
 - September 26: was a “walk and talk” event about the “Dynamite Era” at Point Pinole Regional Shoreline.
 - Both trips were full to capacity. We look forward to working with EBRPD again in the future to offer more free trips to our senior population.
- Continue working with nonprofit groups for senior events, fundraising, & programs for 2017-18.
- Continue to look for partnerships to enhance senior needs.
- Continue team work, leadership and guidance with Senior Center Volunteers.
- Attend monthly trainings with the county nutrition program for C.C. Café.

Project/Program:	Facilities/Rentals
Lead Staff:	Jeff Jew, Recreation Coordinator

Description: The City of Hercules offers many of the City's facilities for rent when not being used for City sponsored programs or services. Facility attendants also prepare facilities for the department's classes and city meetings.



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September 2017



Status: In September 2017, facility rentals brought in **\$9,870.25** in revenue.

Accomplishments/Items in Progress:

- Meeting/exceeding the needs of the community with every event.
- Continued efforts to address work orders and facility cleanliness.
- Ongoing recruiting for Facility Attendants.

COMMUNITY & LIBRARY SERVICES COMMISSION

I. SPECIAL MEETING - 6:30 P.M. - CALL TO ORDER – ROLL CALL

Called to order at 6:35 p.m.

Commissioners Ward-Jackson, Chen, and Campbell-Miller were present.
The other two Commissioner seats are currently vacant.

Staff present: Christopher Roke, Parks & Recreation Director.

II. WORKSHOP

1. Discussion regarding Contra Costa Library Commission back-up.

Currently Commissioner Campbell-Miller serves as the City of Hercules representative on the Contra Costa Library Commission through June 30, 2019. The discussion was centered around the appointment of an alternate commissioner to serve on the Contra Costa Library Commission, if so desired. Based on the current situation with two vacancies on the commission, there was no one able to take on this additional role at this time.

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

Called to order at 7:00 p.m.

Commissioners Ward-Jackson, Chen, and Campbell-Miller were present.
The other two Commissioner seats are currently vacant.

Staff present: Christopher Roke, Parks & Recreation Director, and Lynne Noone, Library Manager.

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTIONS/PRESENTATIONS

Presentation: Staff in the Spotlight, Kristina Griffith – G.E.M. Award Winner

About the G.E.M. Award:

The GEM award is a Hercules Park & Recreation award given to a staff member at the monthly meeting. It is a recognition award from staff to staff, acknowledging someone for going above and beyond. GEM is short for Going the Extra Mile. The award itself is a sparkly diamond, or GEM. The award winner is recognized by their peers and showered with sparkly gems (a.k.a. “bling”).

This month's GEM Award winner was Kristina Griffith. Staff unanimously recognized her for her willingness to cover multiple areas simultaneously when key staff left the City for other ventures. Kristina began her employment here in Hercules in the Aquatics program in 2005. She has spent time in the Teen program before making her way to her current assignment as a Recreation Leader III at the Senior Center. She is also an Office Assistant at the Community Center. She has been serving the Hercules Community in this capacity for the past 5 years. A big "Thank you" goes out to Kristina for all her efforts and job well done.

VI. AGENDA ADDITIONS/DELETIONS

None

VII. PUBLIC COMMUNICATION

None

VIII. DIRECTOR REPORT

1. Parks and Recreation Monthly Report(s) – July and August
The reports included the start of a new fiscal year, highlights from a summer in progress, the conclusion of summer programs and the start of a new school year. Some of the highlights included increased participation in Camp Dynamite, the rebranding of the morning and afterschool care programs: now called the Breakfast Club and Kaleidoscope Kidz respectively.
2. Library Manager Monthly Report(s) – July and August
Highlights included the Bay Area Discovery "Try-it" Truck, Tinker Table, the Genealogy program and the reading program.

IX. CONSENT CALENDAR

1. Minutes: July 10, 2017 Meeting

MOTION: Commissioner Campbell-Miller moved to approve the consent calendar. Commissioner Ward-Jackson seconded the motion. Commissioner Chen recused. Motion passed 2-0, with 1 recused.

X. DISCUSSION AND/OR ACTION ITEMS

1. Nonprofit Group Presentation – Hercules Historical Society

Lynn Fissell reported on the Historical Society's efforts this year, including...

- Collecting artifacts/photographs:
Accepting donations of artifacts and photographs year-round on as-needed basis.
- Historical resource:
Several inquiries related to work-related information about former Hercules Powder Company employees were researched. The photographs and responses that resulted from the research have been added to the archives.
- Creating a museum in the newly-acquired trailer:
With assistance of an archive consultant, the HHS has been collection artifacts on a monthly basis. The consultant has suggest appropriate computer software that can best be used to update inventory of artifacts and improve the display within its

- museum space. An additional goal is to plan groupings of artifacts to be considered for future exhibits in the designated lockable cabinet in the Hercules Library.
- Participation in the Hercules Holiday Tree Lighting event held on December 4, 2016: Four HHS members manned an information table at which they provided a slide show of digital photographs, answered questions about Hercules history and our organization, distributed snacks, and provided Hercules history book order forms. Four HHS members plan to be involved with an information table at the upcoming event on December 3, 2017.
- Participation in Clean-Up Day in Hercules held on May 6, 2017: Six HHS members worked at the event at the City's corporation yard dumpsters.

2. Nonprofit Group Presentation – Hercules Sister City

Lynn Fissell reported on the Historical Society's efforts this year, including...

- Fund-Raising and information distribution:

 - ◆ CityWide Garage Sale – April 29, 2017
 - ◆ Hercules Fourth of July event - booth demonstrating and selling origami items – July 4, 2017
 - ◆ CityWide Garage Sale – September 30, 2017
- Solicitation of donations from local businesses/organizations
- Participation in Clean-Up Day in Hercules:
Two HSCA members participated in this event that was held on May 6, 2017 at the City's corporation yard dumpsters.
- Trip to Tsushima by the Hercules Friendship Delegation: The trip to Tsushima and other cities in Japan took place July 19, through July 30, 2017. In preparation, Japanese language and customs classes were conducted for the 4 Youth Ambassadors beginning in early 2017. On the trip they were led by one adult chaperone.
- Planning for a visit to Hercules by the Tsushima Friendship Delegation in August 2018 has begun: Eight students and two adults will visit Hercules in early August 2017. Host families will be sought and events will be planned for all Delegation members.
- Six HSCA members participated in the Hercules Holiday Tree Lighting event that was held on December 4, 2016. The demonstration of origami was conducted. Also, snack items were distributed along with informational brochures about our organization. A collage of photographs of the 2015 Japan trip was available for viewing. HSCA members intend to participate in the event on December 3, 2017.
- Attended the Community and Library Services Commission meeting on September 12, 2016 to give a status report.
- The Consulate General of Japan at its San Francisco office:
- HSCA continued to publicize its activities in the bi-monthly newsletter.

3. Nonprofit Group Presentation – Bayfront Chamber of Commerce

- Successfully merged the Hercules, Rodeo and Pinole Chambers to form the Bay Front Chamber of Commerce (February).

 - We believe combining forces will better serve the business community.

- Partnered with the Hercules Education Foundation to organize a Career Day at Hercules High.
 - Annual event brings 40 local business professionals to speak with HHS students.
 - In addition, we provide an appreciation lunch for the teachers and staff of both the Middle and High Schools on Career Day.
 - Sponsor Kids Expo annually: Well-received event allowing community to meet local businesses and organizations who promote products and services they provide.
 - Local restaurants provide food tastings and activities for the youth.
 - The chamber plays a large role in the planning and overall success of the Annual Holiday Tree Lighting event.
 - Provided a donation for food/drink for the City Clean-Up Day at the Corp Yard on May 6, 2017.
 - The chamber is partnering with the Hercules Education Foundation to hold a Health and Wellness Fair and 5K run on October 1st.
 - The chamber is always on the lookout for opportunities to promote the City of Hercules to bring businesses to the community.
4. Nonprofit Group Presentation – Hercules Lions Club
- Annual Crab Feed: (Feb) benefits local youth groups including but not limited to...
 - Boy Scout Troops 76, Explorers, St. Patrick Youth Group and the Hercules Education Foundation.
 - Tiles: sold for wall of Children's Garden - fundraiser to help support additional hrs at Library.
 - Annual Senior Holiday Luncheon:
 - Attended by 300 Seniors from Hercules and surrounding communities.
 - Annual Holiday Tree Lighting: Help plan event/Provide beverages (hot coco, Coffee, etc.).
 - Monthly our club volunteers at the Lions In Site Warehouse to sort eyeglasses.
 - Provide donation of food/drink for the City Clean-Up Day at the Corp Yard on May 6, 2017.
5. Nonprofit Group Presentation – Hercules Historical Society

Sample of programs the FOHSC participated in for 2017

- “Breakfast with Santa” in partnership with HPD Explorers - Fundraiser (December 2016)
- New Year’s (January 2017)
- Partnered with HSC for Valentine’s Day (February 2017)
- Partnered with HSC for St. Patty’s Day Dance (March 2017)
- Partnered with HSC for Earth Day (April 2017)
- Partnered with HSC for Cinco De Mayo (May 2017)
- Partnered with HSC for Membership Drive, **FREE Breakfast** all seniors (June 2017)
- Participation in Hercules 4th of July parade and events (July 2017)
- Partnered with HSC for Ice Cream Social (July 2017)
- Fish Fry fundraiser for HSC (August 2017)
- Hawaiian Luau Dinner Fundraiser for the HSC (September 2017)

- *Partnered with HSC for Halloween fundraiser. (October 2017)*
 - *Helping with the Turkey Give Away (November 2017)*
 - *“Breakfast with Santa”, partnered with Explorers for a fundraising event for HSC (December 2017)*
- *Italics = programs still to come in 2017.*

Regular volunteering to the HSC/community as follows:

1. Daily volunteering of service in the kitchen in the preparation of food, actual serving of food to seniors, and front desk duties @ the HSC (approx. 10,591 Volunteer Hours annually)
2. Fruits and Vegetable Distribution from Food Bank, 4 hours per person a month (192 hours annually)
3. Bingo calling (2 hours each week) approx. 50 weeks/year (100 Hours annually)

Total Hours: (saving to the city, not counting the man hours of painting the Senior Center and supplies.) 10,883 @ \$12.00/hr = \$130,596.00.

The FHSC Club is in existence, solely for keeping the doors open of the Seniors Center of Hercules and for the seniors in the surrounding area. We also give over \$2000.00 in cash to the HSC to use for other actives during the year. We purchase all of the coffee and tea along with the creamer and sugars, for the lunch's and provide the salt and pepper along with the food handler's gloves, refrigerator filters, and vacuum cleaner bags. We also try to offset the cost of running the center, by trying to raise or save the city \$19,000.00 annually.

6. Status/Update of projects for Nonprofit Groups

Met with the Superintendent of Public Works to identify possible projects for the nonprofit groups. Jobs that wer

XI. COMMISSION REPORTS AND ANNOUNCEMENTS

None

XII. FUTURE AGENDA ITEMS

1. Parks and Recreation Monthly Report
2. Library Manager Monthly Report
3. October Meeting Minutes
4. Presentations from remaining Nonprofit groups in November: Community Gardens, Chinese Association, Education Foundation and Senior Citizens Club

XIII. ADJOURNMENT

7:54 P.M.



City of Hercules - Parks & Recreation Department
2001 Refugio Valley Road, Hercules, CA 94547
Phone: (510) 799-8291
www.ci.hercules.ca.us

October 10, 2017

Attention: City of Hercules Nonprofit Organizations

Enclosed is the 2018 application renewal for current Nonprofit Organizations with the City of Hercules. The purpose of the application is to allow the Community and Library Services Commission to review your recent activities and to update our records reflecting your current Board Members/Officers and authorized representatives. The Community and Library Services Commission will be considering applications at the December 12, 2017 Commission meeting.

Please note the following for the Nonprofit Recognition Program:

- Attend at least 1 regularly scheduled Community and Library Services Commission meeting during 2017 to give a status report or presentation to staff and the Commission with regards to your nonprofit's goals, objectives, and achievements for the year.

In an effort to keep this re-application process as simple as possible the only documents that need to accompany your application are:

1. Updated list of Board Members/Officers
2. Updated list of Organization Members
3. List of 2017 events volunteered at to fulfill 80 hours.
4. **Copy of California State Approved Nonprofit Recognition Certificate and number.**

If you have any questions, please feel free to contact me at (510) 799-8228 or croke@ci.hercules.ca.us. I look forward to continuing to work with you to support projects which benefit the community.

Sincerely,

Christopher Roke

Christopher Roke
Parks & Recreation Director





CITY OF HERCULES - COMMUNITY & LIBRARY SERVICES COMMISSION
NONPROFIT ORGANIZATION RECOGNITION PROGRAM RENEWAL
2018

Please complete the items for your organization. Consideration of your renewed application will reflect how accurately you are able to portray your organization's continued commitment and service to the resident of Hercules. Community Organizations may complete the information listed below or may submit a Federal 990 Form in lieu of the organizational information.

1. Name of Organization: _____
2. Mailing Address: _____
3. Current Chair or President & Term of Office: _____
4. Address: _____
5. Contact Email Address: _____
6. Daytime Phone: _____ Evening Phone: _____
7. Election of Officers Annual Schedule: _____
8. No. of Members: _____ Percentage living in Hercules: _____
9. What Month will your group be presenting their 2018 status report to the Commission?
☐ September ☐ October ☐ November

The following documents are required to process your renewal application:

1. Updated list of Board Members/Officers
2. Updated list of Organization Members
3. List of 2017 events volunteered at to fulfill 80 hours.
4. **Copy of California State Approved Nonprofit Recognition Certificate**
CA Nonprofit # _____

Authorized Organization Representatives:

1. _____ (President)
2. _____ (Vice President)

To the greatest extent permitted by law, the undersigned shall hold harmless, defend and indemnify the City of Hercules and its subordinate and affiliated agencies, officers, officials, employees, sponsors and volunteers (collectively "Indemnities") from and against any and all liability, loss, damage, expense and costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the participation by any of the above-listed Participants in any activity for which such Participant is being registered, except such loss or damage which is caused by the sole negligence or willful misconduct of the Indemnities. Furthermore, I hereby agree that I, my successors and assignees will not make claim against, sue, attach the property of, or prosecute any of the Indemnities for any injury, liability, loss, damage, expense or costs arising out of or resulting from the participation by any of the above-listed Participants in any activity for which such Participant is being registered. If any Participant named above is a minor, I certify that I am the legal parent or guardian of the above participant or otherwise authorized to execute this form on his/her behalf that he/she is in good physical condition and I give my permission for him/her to participate in the above activities. I hereby grant permission to the City to take my or the above Participant's photo while participating in City activities or programs to use for publicity. A signature is required by each adult Participant registering on this form. One authorized parent/guardian may sign for all minors. I understand that I am authorized to sign this form on behalf of all Participants listed above. I have read the guidelines governing the Nonprofit Recognition Program and understand my responsibilities as the designated representative:

Signature of Organization Representative

Approved by Commission: _____ Notification letter sent by Secretary: _____

CITY OF HERCULES NONPROFIT ORGANIZATION RECOGNITION PROGRAM

Purpose Statement

Welcome to the City of Hercules Nonprofit Recognition Program. This program wishes to recognize and provide support to community-based nonprofit organizations, which through their design, improve and enhance the quality of life for the residents of Hercules. This policy is intended to specifically identify, define, and establish the standards and benefits, which City Recognition brings to these community organizations. Homeowner Associations and Neighborhood Watch Programs are not considered nonprofit community organizations for the purposes of this policy; however these organizations are eligible for a discounted facility rental rate through the City's Master Fee Schedule.

Goals

1. To recognize the community's nonprofit organizations, as defined by this policy, who provide valuable community service to the residents of Hercules.
2. To assist these organizations by providing special fee rates for use of City Facilities.
3. To insure that public facilities are used for the welfare of the residents of Hercules.
4. To encourage and assist nonprofit community groups to complete projects and interact socially to the benefit of the whole community.
5. To encourage ongoing community involvement with City government and to coordinate a shared vision of this community's future.

City Recognition Approval Process

Community organizations expressing an interest in recognition must submit a completed application to the Parks & Recreation Department. Staff will review the information provided to ensure that all application criteria is represented. After Staff's review, the application will be forwarded, along with a Staff recommendation, for consideration by the Community & Library Services Commission.

A representative of the organization requesting recognition must be present at the Community & Library Services Commission meeting at which their application is considered in order to answer any questions raised. Along with attending to answer any questions that are raised, a representative must also attend the approval meeting to present a 5 minute presentation of what the group has done for the City and what the group plans on participating in, in the year to come.

Benefits of Recognition to Community Organizations

1. The benefits of recognition are to encourage and foster continued community involvement, which benefit the residents of Hercules, by providing low or no cost opportunities for community organizations to utilize City facilities of which may otherwise be prohibitive.

2. All City facilities reflect a discounted “Community and Civic” rental fee schedule for recognized community organizations.
3. Approved Community & Library Services Commission Nonprofit Organizations are eligible to utilize city facilities (except Community/Swim Center) at no charge for business meetings only according to the following criteria:
 - a. Meetings can be scheduled for a minimum of 2 hours per meeting for a maximum of 8 hours per month.
 - b. Days and times available are Monday-Thursday between the hours of 6:00pm and 9:00pm.
 - c. Approved Community & Library Services Commission Nonprofit Organizations who would like to reserve a facility for their monthly or bi-monthly business meetings Monday-Thursday outside of the 6:00pm to 9:00pm hours will pay the rate of \$10.00 per hour.
 - d. Groups wishing to utilize a different facility or day (i.e. Friday, Saturday, or Sunday) for their monthly or bi-monthly business meetings will be charged the facility rental fee in the Council approved [Master Fee Schedule](#).
 - e. All meetings require 30 days’ notice for request of facility use. Meetings are scheduled on a space available basis - first come first served. Unused hours cannot be accumulated from month to month, and the community organization is fully responsible for set-up, clean up, and closing the facility.
 - f. The current approved discounted facility rental rates are listed in the [Master Fee Schedule](#) on the City’s website.
 - g. If a Nonprofit organization rental is taking place and a City program is in need of the facility space, the City run program will take precedence over the Nonprofit rental and the Nonprofit rental will be moved to a different facility for that date and time.
 - h. The Community Center/Swim Center is not available for meeting times.
4. Recognized Nonprofit community organizations are eligible to hold fundraising events at the Community/Swim Center. Facility rental rates are available in the [Master Fee Schedule](#).

Rules/Terms of Conditions:

1. All facility usage under the recognized “CLSC Nonprofit” rental category must be for the nonprofit organization’s benefit, and not for private functions such as individual member’s family celebrations.
2. With reduced fee use and/or free usage of City facilities, recognized nonprofit organizations are required to follow all City Facility Reservation Rules and Regulations. Nonprofit organizations are required to pay insurance and security amount rate for any use under policy.
3. The consequences for violation of any facility reservation rule are those identified through the Facility Rental Policies. Abuse of benefits of this policy shall be cause for

revocation of this benefit. The Community & Library Services Commission reserves the right to review the qualifications of an approved nonprofit organization at any time to ensure on-going qualification under this policy.

4. Staff, where appropriate and as time allows, may be able to assist nonprofit organizations with special programs by providing professional guidance and ideas that enhance the group's planned activities.
5. For newly forming organizations, which are a subset of an existing recognized community nonprofit organization, the City shall provide up to a maximum of six months of free facility use to assist in the organization's formation. The facility use shall be granted twice per month for a maximum of four hours per meeting. Upon the completion of the six-month probationary period, the organization must be formalized and prepared to submit a Nonprofit Recognition Application to be considered before the Community & Library Services Commission. If the organization has not been able to formalize in six months, then facility use benefits will be removed until such time the organization can gain approval through the Community & Library Services Commission. Minimum hours of usage are two hours, and meetings are scheduled on a space available basis-first come, first served. Unused hours cannot be forwarded or accumulated from year to year, and the community organization is fully responsible for set up, clean up, and closing the facility. This facility usage is limited to the Foxboro Center.

If the Nonprofit Organization fails to comply with the following requirements, the Community & Library Services Commission reserves the right to review the approved organization semi-annually to ensure fulfillment of the requirements under this policy. If a group is not compliant, they will have 30 days to correct or they will lose their benefits for the remainder of the year.

Requirements for Recognition Approval

1. **Membership:** Membership must be open to all residents of Hercules. This policy is intended to support organizations whose membership practices promote an understanding amongst the diverse segments of the community. Organizations, which practice discrimination, which may be divisive in the community, will not be approved for recognition.
2. **Residency:** The majority of active members within the organization must be a resident of Hercules, own a Hercules based business or be an employee of a Hercules based business. The percentage of members must be no less than 51%. The only exception to this ruling is Hercules Chamber of Commerce, Sister City Association, Boy Scout Troop 76, Pinole Hercules Little League, Hercules Running Rebels, and West Contra Costa Soccer League.
3. **Community Involvement:** This policy recognizes community organizations, who by their existence, improve and support the community's quality of life. Community organizations whose primary purpose is political advocacy are not eligible.

- A. **In addition to eighty (80) volunteer hours, recognized community organizations will be required to do the following:**
1. Attend at least 1 regularly scheduled Community & Library Services Commission meeting to give a status report or presentation to staff and the Community & Library Services Commission with regards to the nonprofit group's goals, objective, and achievements for the year.
Groups must indicate on the Nonprofit application which month the group will attend the Community & Library Services Commission meeting.
 2. Encourage attending the Community & Library Services Commission Workshops.
4. **Community Service*:** Community organizations seeking recognition must demonstrate through a range of programs or projects that their membership is providing an improvement to the community at large for a minimum of 80 volunteer hours per calendar year. (Volunteer hours must be scheduled and confirmed via City Parks and Recreation Director or City Staff Designee). Each organization must submit a listing of each person who volunteered and for how many hours.
- A. Examples of community service projects and programs provided by community organizations are: (but not limited to):
1. Fundraising for the following areas
 - a) Parks & Recreation Department
 - b) Library
 - c) Senior Center
 2. Graffiti removal
 3. Crossing Guard
 4. Hercules Explorers
 5. Participate in the Adopt-a-Park/Adopt-a-Trail program
 6. Historic preservation projects
 7. Volunteer service and coordination of City Events
 8. Volunteer service and program enhancements in City and school programs
 9. Improvement to City facilities
 10. Volunteer service at the Hercules Library, Hercules Senior Center, Hercules Before & After school child care programs, or other locations which coincide with the Hercules Parks & Recreation Department
 11. Volunteer service and improvement to Community Garden locations
 12. Facility Work Parties
- B. If a nonprofit group would like to organize a community event that is no longer listed or offered with the City of Hercules, members of the Nonprofit group may volunteer at the appropriate event. Events include:
1. 4th of July
 2. Clean-up Day (first Saturday in May)
 3. Holiday Tree Lighting (first Sunday in December)
5. **Required Documents:** Community organizations are required to submit the following

documents along with their application, both for the initial recognition submittal and annual renewal.

Initial Application

The following will be required to be completed on the Nonprofit Recognition Application Form for an initial application. Please be advised that your application will not be approved if the required documents are not attached.

1. Verification that the community organization has been in existence for longer than one year.
2. A copy of the community organization's Constitution or by-laws.
3. A copy of the community organization's Nonprofit Tax Identification Number.
4. A copy of the community organization's State of California Nonprofit Certificate.
5. A membership list verifying minimum 51% residency in Hercules of all members (**Membership list must be submitted and will be maintained in a confidential file and are not for public use**).
6. A current list of officers or Board of Directors.
7. Name of the organizational representative and one alternate authorized to apply for recognition and ongoing facility use.
8. A copy of the organization's annual activity report.
9. A list of past community services provided to the residents of Hercules.
10. A list of hours and events that the group fulfilled the 80 hours of volunteer service.
11. A list of the community projects/services to be completed within the upcoming year.

Renewal Application

Community Nonprofit organizations eligible for annual renewal will be contacted in November and December in order to submit all required paperwork. The Community & Library Services Commission approval review process will typically occur in December.

The following information will be required to be submitted/completed for the renewal application.

1. Updated membership list verifying minimum 51% residency in Hercules (**Membership list must be submitted and will be maintained in a confidential file and are not for public use.**)
2. A copy of the organization's annual activity report, including projects and/or programs, which were completed over the prior year, and projects and/or programs, which are planned for the upcoming year.
3. A list of hours and events that the group fulfilled the 80 hours of volunteer service.
4. Updated list of officers or Board of Directors.
5. Updated list of organizational representatives (maximum of 3), which are authorized to apply for ongoing facility use on behalf of the organization.

Appeal Process

Community nonprofit organizations that do not meet the minimum requirements or cannot provide required documents may appeal to the Community & Library Services Commission for a recommendation to the City Council for an exemption.

1. Any community organization denied recognition by the Community & Library Services Commission can present a new application to the Community & Library Services Commission after a period of six months.
2. Community organizations that are determined to be ineligible for the Nonprofit Recognition Program may reserve facilities as provided for in the Facility Rental Policies under the “Private” rental category.