

City of Hercules

111 Civic Drive
Hercules, CA 94547



Meeting Agenda

Monday, January 13, 2020

7:00 PM

SPECIAL WORKSHOP - NONE

REGULAR MEETING - 7:00 PM

COUNCIL CHAMBERS

Community and Library Services Commission

Chair Brian Campbell-Miller

Vice Chair Han Chen

Commissioner Evangelia Ward-Jackson

Commissioner D. Yamamoto

Student Commissioner - Vacant

I. SPECIAL MEETING - NONE

II. WORKSHOP - NONE

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

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTIONS/PRESENTATIONS

1. [20-112](#) Introduction and Oath of Office for the Newly Appointed and Re-appointed Community and Library Services Commissioner Members: Commissioners Ward-Jackson and Yamamoto

VI. AGENDA ADDITIONS/DELETIONS

VII. PUBLIC COMMUNICATIONS

VIII. DIRECTOR REPORT

1. [20-113](#) Parks and Recreation Monthly Reports (December)

Attachments: [MONTHLY REPORT - PR - December 2019 - 191209](#)

IX. CONSENT CALENDAR

1. [20-114](#) Minutes: December 9, 2019 Meeting

Attachments: [MINUTES-CLSC- December 2019 - 191209](#)

X. DISCUSSION AND/OR ACTION ITEMS

1. [20-115](#) Vote on Chair and Vice Chair for Community & Library Services Commission
2. [20-116](#) Vote on Alternate for County Community & Library Services Commission
3. [20-117](#) 2020 Commission Calendar (October Meeting)
4. [20-118](#) Tree Lighting Wrap Up

XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS

1. [20-119](#) Joint Community Training - Mandatory Training Date TBD

XII. FUTURE AGENDA ITEMS

1. [20-120](#) Library Monthly Reports (December)
2. [20-121](#) Rec Expo
3. [20-122](#) Dog Park Tour - March Meeting
4. [20-123](#) Dog Park Workshop - April Meeting

XIII. ADJOURNMENT

The next Regular Meeting of the Commission will be held on Monday, February 10, 2020 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: January 9, 2020

**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
December 2019



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 December 2019 the department brought in **\$60,446.92** in revenue. Year to Date Revenue for Fiscal Year 2019-20 is **\$790,316.04**. Tracking ahead of the past 2 years.

Accomplishments/Items in Progress:

- Status update of Council approved decision packages for 2018-19FY...
 - **DP#19-12:** Hanna Kidz Center improvements – putting the finishing touches on the Hanna Kidz Center improvements. Some of the items that have been done include...moved ramp, sealed door, demolished and replaced decks, painted buildings, fixed dry rot, removed some fencing, added fencing, poured concrete, painted playground, added new play equipment and big wheels! And more...
- List of Council approved decision packages for 2019-20FY...
 - *BR#19-2: Technology upgrades to the Teen Center* – **in progress**
 - *BR#19-14: Resurface the Refugio Valley Tennis Courts* – **in progress**
 - **DP#20-2 - Golf Club Fund – Children's Programs** – **in progress**
 - **DP#20-4 - AED's for Childcare sites** – **Equipment scheduled to arrive 1/9/20**
 - **DP#20-5 - Upgrade patio at Community Center** – **in progress**
 - ✓ **DP#20-6 - Pool Cover Reel** – **completed**
- September 13: Final movie of summer: How to Train Your Dragon 3.
- August 6: Movie night with National Night Out: Spiderman: Into the Spider-Verse.
- July 24: Fall Activity Guide was mailed out to every household.
- July 19: Summer Movie Series began with Incredibles 2. Approx 200 Herculeans.

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

Description: The Community and Library Services Commission went dark in August. But September through November will be busy months with presentations from the 14 City recognized Nonprofit groups. Applications for the 2020FY will also be due in November, and the Commission will vote on applications at the December meeting.

Status: The Commission spent time updating the Nonprofit renewal packet for City Recognized Nonprofit groups in 2017 & 2018. The biggest change in 2018 was the addition of the 1099 Tax form for each group. In addition, the Commission reviewed the banner program and got to see the completion of the west side parks improvements project. The City recognized nonprofit organizations will participate in upcoming events like the 2nd annual Trunk or Treat event, Tree Lighting and the Citywide Clean-up Day.



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PARKS & RECREATION MONTHLY REPORT

December 2019



Accomplishments/Items in Progress:

- December 1, held annual Tree Lighting event at the Community Swim Center.
- November 7, held November Commission meeting and renewal packets were due.
- October 25, held 2nd annual Trunk or Treat event with over 600+ participants.
- August 2019, planning for Trunk or Treat event, to be held October 25, 2019.
- Planning Fall/Winter events (Trunk or Treat and Tree Lighting).

Project/Program: Hanna/Lupine/Ohlone Childcare & Summer Day Camps

Lead Staff: Ambra Garfield, Recreation Manager

Description: Childcare and Camps are a big deal in Hercules. We offer a great before school option called “Breakfast Club”, and an amazing after school program called “Kaleidoscope Kidz: Recreation Afterschool Program (or RAP for short), and fantastic summer camps called “Camp Firecracker” and “Camp Dynamite”.

Camp Dynamite: was held at the Lupine Kidz Center this summer. There were 9 weeks of camp featuring weekly entertainment, field trips, games, cooking, arts and crafts, weekly themes, swimming, Jamin’ Jeanne’s games galore and more. Camp was split in to 2 age groups with Firecrackers (grades K-2nd) and Dynamite (grades 3rd-5th). Dynamite campers went on 4 big field trips along with the Teen Dynamite Camp. Below are a few highlights this summer as well as a week by week glance of the numbers...

- Averaged between 75-80 campers per week.
- Favorite activities included field trips, swimming at the Community Center, and the walking field trip to the library for story time and to check out books.

Breakfast Club: features earlier hours (open 6:30am), and breakfast (hot or cold food & drink options - available for purchase). Parents (and participants) love the program for the convenience! This is part of our concierge service to the community. This fall, we opened another site, offering Breakfast Club at Ohlone Community Center. The trend has shown us that we needed more space for Ohlone kids. By opening Ohlone Community Center, we are able to increase the number of participants. It also allows us to stay later at the Breakfast Club site, which is reducing the number of staff needed in the morning.

Breakfast Club - 2019-2020	Enrollment	Space Available
Ohlone-Max 28	25	3
Lupine-Max 13	12	1
Hanna-Max 13	10	3

Kaleidoscope Kidz: Recreation Afterschool Program (or **RAP** for short), is our after school program. After a successful rebranding of the after school program, the focus has become more about homework, and stations. The stations include P.E. to keep the kidz active. RAP focuses on monthly themes that featured a combination of arts and crafts, science, cooking, passive and active games and much more. RAP is held at all 3 elementary sites. The current challenge that



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we face for all of our programs is our lack of staffing. We have very few spaces available for the Rap program. Two of our Afterschool programs are full with waiting lists.

RAP	Enrollment	Space Available/Waiting list
Hanna - K-2 nd	27	1 (space)
Hanna - 3 rd -5 th	20	8 (spaces)
Lupine - TK-2 nd	28	0 (max)
Lupine - 3 rd -5 th	14	0 (max)
Ohlone - K-2 nd	24-MAX	14 (WL)
Ohlone - 3 rd -5 th	24-MAX	4 (WL)

Status: In December Child Care programs brought in a total of **\$21,728.66** in revenue.

Accomplishments/Items in Progress:

- The new school year programs are already getting impacted and we still have 3 weeks until school begins.
 - August has become one of our largest months for enrollment and revenue and we anticipate the same thing this year.
- Another successful summer with the Camp program. Camp Firecracker and Camp Dynamite numbers are up a little compared to last summer.

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

Lead Staff: Ambra Garfield, Recreation Manager

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

Status: In December Tiny Tot Programs brought in **\$13,319.34** in revenue.

Preschool	Enrollment	Space Available/Waiting list
Lupine Pre-K	25-MAX	5(WL)
Hanna Jr-K	25-MAX	4(WL)
Hanna Multi-Age	22-MAX	0
Hanna Little Learners	18	2(spaces)

Accomplishments/Items in Progress:

- 10/25 participated in Trunk or Treat event.
- 10/23 held Unity Day activities. Anti-bullying campaign about inclusion & acceptance.
- The Hanna Preschool children are enjoying the new improved play area.
 - The blacktop has a new bike path, hopscotch, foursquare and basketball hoops.
 - There are also two new pieces of play equipment for their age group.



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- And 15 new Big Wheels for the children to drive in the new pathway.
- Hanna Ranch Improvement project started with phase 1 end of January.
- Hanna Preschool had been dealing with a flea problem in September and October. After trying a myriad of things, we believe the issue has been resolved.
- Numbers increased in the LL and PK classes. Both started low, but now only 1 spot left.
- Good news/bad news: the new Aide that started in October, is leaving due to a family emergency. We continue to struggle to keep staff.
- Like child care, preschool picked up as the calendar hit August.
- Added additional classes in anticipation of growing program.

Project/Program: Aquatics

Lead Staff: Damian Sandholm - Recreation Coordinator

Description: The Aquatics program encompasses a lot of different programs, from seasonal swim lessons, to lap swimming, water walking, rec swim, lifeguarding courses, and of course Swim and Water Polo Teams including: the East Bay Silver Dolphins (EBSD), the Piranhas, and Hercules High School Swim and Water Polo teams.

Status: In December Aquatics brought in **\$4,449.40** in revenue.

Aquatics – December Enrollment

Program	Enrollment
EBSD Swim Team – Year Round	65
EBSD Swim Team – Fall Season	27
Lap Swim	35

Accomplishments/Items in Progress:

- Completed successful Fall Swim Lesson program October 12.
- Piranhas finished a successful season.
- The Summer Swim Lesson program is going well. Beginner, Intermediate, and Private Lessons are full.

Project/Program: Recreation Classes

Lead Staff: Ashley Gomez, Recreation Leader III

Description: The department has been working to find new contract class instructors to help increase the variety of programs, as well as the quality of programs that the community has become accustomed to. Our recreation classes cater to all ages and help to promote a healthy lifestyle. Our classes vary season to season. We hope you will give them a try.

Status: In December classes brought in **\$3,118.64** in revenue.

Classes – December enrollment

Camp/Class	Enrollment		Class/Class	Enrollment
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Karate	39		Adult Oil Painting	4
Karate FREE Trial	2		Youth Oil Painting	5

Accomplishments/Items in Progress:

- The move to Samara proved to deliver an all-time high in enrollment for Karate with 41 participants for the month.
- Successfully moved Karate to the Van Domselaar Room at Samara Terrance this Fall.
- Continue to evaluate programs, generate revenue and control expenditures to ensure fee classes are cost effective.
- Summer camps continue at the Community Center.

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

Description: The Senior Center averages approximately 150-200 members annually. 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 December the Senior Center brought in **\$1,542.00** in revenue.

December: total Senior Center active memberships: 192 members

Program	Enrollment	Program	Enrollment
Advance Tai Chi	62	Goodie Store	60
Advice Nurse	12	HICAP	3
Art	28	Hula Dance	76
Bingo	45	Line Dancing	97
Blood Pressure	25	Low Impact Exercise	128
C.C. Café Lunch	577	Special Event/Day Trip	165
Card Club	16	Tai Chi	215
Chi Kong	54	Tap	30
Computer Lab	25	Wills & Trust	3
Fruit & Veggie Distribution	480	Yuen Ji & Dance	51
		Zumba Gold	36

Accomplishments/Items in Progress:

- November 22, held Friends Giving Fundraising Event; more than 100 participants.
- November 22, Federal Glover gave 65 Turkey's to Friends of Hercules Senior members.
- November 6, 28 Seniors participated on a Day Trip to Old Town Sacramento via Amtrak.
- October 14, the Friends of Sr. Center held a Spaghetti Feed fundraiser & sold 100 tickets.
- October 11, we took 14 Seniors to Fleet Week celebrations.
- August 21: (28) Seniors embarked on the ferry from Vallejo to Pier 39 in San Francisco.



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- July 27: (45) Seniors came to the Volunteer Appreciation luncheon at Refugio Valley Park.

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

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

Status: In December, Sports programs brought in **\$2,226.00** in revenue.

Sports – December enrollment

Program	Enrollment
HNSA Basketball Skills Clinic	19
AOSL Mighty Mites Basketball League	24
X-Fit Training	5
Skyhawks Sports	27

Accomplishments/Items in Progress:

- New Winter/Spring 2020 Activity Guide has been released with exciting and fun sports programs from Skyhawks, Kidz Loves Soccer, AOSL, Hoops Never Stops Academy, and X-Fit Training! What better way to start the new year with our fitness and sports programs for participants of all ages! Register today as programs will begin the week of January 6, 2020.
- X-Fit training began this Fall. X-Fit is a non-competitive program that helps develop gross motor skills, core strength, balance, and body control athletic atmosphere. There is a class for Adults, and one for youth (Lil' Ninja Training). X-Fit is designed to help kids get fit while overcoming obstacles and designed for all skill levels.
- X-Fit Training also offers an adult Boot Camp. This program is an inspiring, fun and challenging group fitness class designed to benefit everyone. Bringing together elements of athletic conditioning, strength training, core and functional training, body weight exercise, stretching and plyometrics. X-Fit Boot Camp is scalable to meet individual needs and is designed to improve your quality of life.
- Fall programs are starting soon. Still time to register for all of the upcoming programs!
- Summer camp programs wrapped up with HNSA basketball camp and Skyhawks Multi-Sports camp! It's been a fun summer with exciting sports programs for all ages such as; basketball, soccer, tennis, track and field, and baseball!
- Held several successful youth sports camps.
- Starlings Volleyball held successful new after-school volleyball program.

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



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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.) has transitioned to a new Junior Staff In Training program. The JSIT program is all about preparing teens to enter the work force. JSIT participants will assist and support the staff 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 December, the Teen Center brought in **\$5,547.53** in revenue.

Teens – December enrollment

Program	Enrollment
Online Driver's Ed Program	1
Teen Breakfast Club	6
T.H.E. S.P.O.T.	20

Accomplishments/Items in Progress:

- School is back in session and T.H.E. S.P.O.T. is the place to be after school! Participants will receive homework assistance, take part in cooking projects, group games, sports, video games, movies, and so much more! Come and hangout after-school in a fun and safe environment! Space is still available and enroll today!
- Junior Staff in Training program for the 2019-2020 school year is now available for enrollment! Participants will receive job like experiences such as going through an interview process, understanding professionalism and customer service, and gaining job-like experiences working on the field. This program is perfect for teens looking to prepare for their first job opportunities. Register today!
- Bay Area Driving School is offering an online driver's education program. This is the first step that must be completed before taking the driver's test. This course provides videos, animated driving scenarios and sample test questions. Receive a DMV approved certificate of completion. Registration for this program is ongoing.
- T.H.E. S.P.O.T. after-school program will begin on Monday, August 19. Participants will receive homework assistance, take part in cooking projects, group games, sports, video games, movies, and so much more! Come and hangout after-school in a fun and safe environment! Enrollment is available now!
- Teen Dynamite Summer Camp will come to an end on Friday, August 9, with a fun-filled field trip to Six Flags Discovery Kingdom! Campers will ride all of the exciting roller coasters, water rides, explore the many different attractions, visiting the many animals, eating all the yummy foods and so much more! Summer camp was so much fun and a lot of memories were made! We can't wait to see what Teen Dynamite Summer Camp has in stored for 2020!



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- Teen Dynamite Summer Camp began June 12. Campers have been enjoying (2) field trips a week, swimming at the Community Center, group games, cooking projects, video games, pool, ping pong, air hockey, movies, and most importantly, making memories with new friends!

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.

Status: In December, facility rentals brought in **\$6,770.25** in revenue.

Accomplishments/Items in Progress:

- Hired 5 new Facility Attendants, so staffing levels are getting back up to normal levels.
- We are currently in the recruitment/interview process for Recreation Specialist position. We've just conducted interviews and we hope to finalize the recruitment shortly.
- Summer rentals continue to do well.
- Ongoing recruiting for Facility Attendants has paid off. We finally are getting new staff this summer. Hopefully this will keep up.
- We continued to address work orders to improve our facilities.

COMMUNITY & LIBRARY SERVICES COMMISSION – MINUTES

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

Called to order at 7:04p.m.

Commissioners Campbell-Miller, Chen and Ward-Jackson were present.

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

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTIONS/PRESENTATIONS

None

VI. AGENDA ADDITIONS/DELETIONS

None

VII. PUBLIC COMMUNICATION

None

VIII. DIRECTOR REPORT

1. Parks and Recreation Monthly Reports (November)
2. Library Monthly Reports (November)

IX. CONSENT CALENDAR

1. Minutes: December 9, 2019 Meeting

MOTION: Commissioner Ward-Jackson moved to approve the consent calendar. Commissioner Chen seconded the motion. Motion passed 3-0.

X. DISCUSSION AND/OR ACTION ITEMS

1. Nonprofit Group Presentation – Community Garden

Nita Sexton made presentation for the Community Gardens. She highlighted the Ohlone Elementary plot and talked about the support from parents as well as the kids in Kindergarten through 3rd Grade. She also talked about the Girl Scouts plot and earning merit badges.

This is the 11th year of the Community Gardens. During the 2019 year, they held several classes on a variety of subjects. This year they spent time rebuilding several plots – seems to be an annual occurrence. The Community Gardens group participated in the Tree Lighting event, the Community Clean-up day, Annie’s Annuals, and more. And she offered a guided tour of the gardens to the Commission at any time.

2. Nonprofit Group Presentation – Bayfront Chamber

Sylvia Villa-Serrano presented for the Bayfront Chamber. 2019 was another busy year for the Chamber. The Bayfront Chamber planned, organized and implemented many events including Kidz Expo, Bottles and Bites, Bayfront Run, as well as participated in City events such as the Citywide Clean-up day, National Night Out, Trunk or Treat, the Holiday Tree Lighting event, and more.

There are over 130 businesses involved with the Bayfront Chamber that includes businesses in Hercules, Rodeo and Pinole. The Chamber continues to focus on member benefits. And they created a new pamphlet “North Shore on the Bay”. The chamber is always on the lookout for opportunities to promote the City of Hercules to bring businesses to the community.

3. Nonprofit Group Presentation – Hercules Lions Club

Sylvia Villa-Serrano presented for the Hercules Lions Club. The club has been in existence for over 100 years (over 26 years in Hercules). The Lions focus remains helping the needy.

The Lions hosted an annual Crab Feed that benefits local youth groups in the community, made contributions to the Hercules Education Foundation, Boy Scout Troop 76, Kiwin Club at Hercules High School and St. Patrick Youth Group among other groups. They held the Senior Luncheon for 200+ at the Community Swim Center. There is no cost to the seniors attending. The Lions participated at the volunteered at the 4th of July event during the run and parade, participated at the Tree Lighting, providing punch and cookies to the community, the Clean-up day, and they Charter the Boy Scouts Troop 76. The Lions are not looking to renew their City Recognized status for 2020.

4. Nonprofit Renewals for 2020

1) Boy Scouts, Chinese Association, Bayfront Chamber, Community Garden, Hercules Historical Society, Hercules Sister City Association, West Contra Costa Youth Soccer League (WCCYSL), and Senior Citizen’s Club

MOTION: Commissioner Ward-Jackson moved to approve the renewal of the following 8 groups Boy Scouts, Chinese Association, Bayfront Chamber, Community Garden, Hercules Historical Society, Hercules Sister City Association, West Contra Costa Youth Soccer League (WCCYSL), and Senior Citizen's Club as City recognized Nonprofit groups. Commissioner Chen seconded the motion. Motion passed 3-0.

2) Friends of Senior Center

MOTION: Commissioner Ward-Jackson moved to approve the renewal of the Friends of Senior Center as a City recognized Nonprofit group. Commissioner Campbell-Miller seconded the motion. Motion passed 2-0 with 1 recusal.

3) Friends of Hercules Library, and the Community Library Foundation

MOTION: Commissioner Ward-Jackson moved to approve the renewal of the Friends of Hercules Library, and the Community Library Foundation as City recognized Nonprofit groups. Commissioner Chen seconded the motion. Motion passed 2-0 with 1 recusal.

4) Hercules Education Foundation

MOTION: Commissioner Chen moved to approve the renewal of the Hercules Education Foundation as a City recognized Nonprofit group. Commissioner Campbell-Miller seconded the motion. Motion passed 2-0 with 1 recusal.

5) Rotary Club of Hercules

MOTION: Commissioner Campbell-Miller moved to approve the renewal of the Rotary Club of Hercules as a City recognized Nonprofit group. Commissioner Campbell-Miller seconded the motion. Motion passed 1-0 with 2 recusal.

5. Tree Lighting update

The 2019 Tree Lighting event will be held on Sunday, December 1, from 5-7pm. The final planning meeting will take place next week, on Wednesday, November 13, at the Community Swim Center. We anticipate having a representative from all of the Nonprofit groups, as well as the Fire Chief, PD and Valley Bible.

The lights are on the tree and staff is ready to go for the event. Santa and Mrs. Claus are scheduled to arrive at 5:15pm. Leading up to Santa's arrival we will have a new twist with the Valley Bible youth choir leading those in attendance with holiday caroling. Starbucks will return for the 2nd year to distribute coffee and hot chocolate. Flyers have gone out to the schools. Donations will be collected: canned food, unwrapped toys and of course the One Warm Coat drive as well.

XI. COMMISSION REPORTS AND ANNOUNCEMENTS

- 1) Commissioner Ward-Jackson requested to bring up the County Library Commission seat as a topic for the next meeting.
- 2) Library Manager, Lynne Noone announced a special candidate forum at the Library on February 4.

XII. FUTURE AGENDA ITEMS

1. Oath of Office for new and/or reappointed Commissioners
2. Reseating of Commission Chair and Vice Chair
3. County Library Commission Seat - Alternate needed
4. October CLSC Meeting schedule - consideration for date change at January meeting
5. Dog Park Tour - March meeting
6. Dog Park Workshop - April meeting

XIII. ADJOURNMENT

Chair Campbell-Miller adjourned the meeting at 8:10pm.

The next Regular Meeting of the Commission will be held on Monday, February 10, 2020 at 7:00 p.m., in the Council Chambers. A Special Meeting may proceed the Regular meeting in the form of a Workshop at 6:30 p.m. and Regular meeting at 7:00 p.m.

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Brian Campbell-Miller
Attest

Christopher Roke
Parks & Recreation Director