

CORONAVIRUS (COVID-19) ADVISORY

IMPORTANT INSTRUCTIONS ON HOW TO PARTICPATE AND WATCH THE HERCULES CITY COUNCIL AND COMMISSION MEETINGS

On March 16, 2020, the Health Officer of Contra Costa County issued an Order through April 7, 2020 that directed that all individuals living in the county to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services.

Under the Governor's Executive Order N-25-20, this meeting may utilize teleconferencing or other virtual meeting platforms. Pursuant to the Governor's Executive Order N-25-20, teleconferencing restrictions of the Brown Act have been suspended.

Beginning with the April 14, 2020 Hercules City Council meeting, the City Council and Commissions will conduct its meeting utilizing ZOOM.

DUE TO THE SHELTER IN PLACE ORDERS AND PURSUANT TO EXECUTIVE ORDER N-25-20, direct public attendance or participation at council meetings has been suspended and the Council Chambers will be closed to the general public. The Commission and staff will participate virtually through the ZOOM application. The Zoom Meeting ID and Password are listed on the agenda cover page to allow the public to attend and watch the meeting as an attendee. Public comments must be submitted in writing per the instructions below and will be read into the record by the Parks and Recreation Director.

We are happy to accommodate written public comments. Public Comment will be accepted by email to croke@ci.hercules.ca.us by 5:00 p.m. on the meeting date and will be read into the record during public comment. Additional ways to provide your public comment is to mail your comment to City of Hercules, ATTN: Parks and Recreation Director – Public Comment (Meeting Date), 111 Civic Drive, Hercules, CA 94547 via USPS in time to reach the City no later than 5:00 p.m. on the day of the meeting or by telephone by calling (510) 799-8228 no later than 5:00 p.m. on the meeting date. All comments received by 5:00 p.m. on the meeting date will be available after the meeting as supplemental materials and will become part of the official meeting record. The City cannot guarantee that its network and/or the site will not be uninterrupted. To ensure that the Commission receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting by 5:00 p.m. on the day of the Commission meeting. Individuals wishing to address the Commission are asked to provide the following information:

1. Subject Line to contain the words "PUBLIC COMMENTS"
2. (Optional) - Name, address and contact information of person providing comments.
3. General topic or agenda item you wish to comment on.

All public comments are allowed up to 3 minutes to relay their message or concern. All public comments are recorded and become part of the public record.

City of Hercules

*111 Civic Drive
Hercules, CA 94547*



Meeting Agenda

Monday, October 12, 2020

7:00 PM

Zoom Meeting ID: 859 6113 9430

Zoom Meeting Password: 018311

Virtual Meeting Via Zoom

Community and Library Services Commission

Chair Han Chen

Vice Chair D. Yamamoto

Commissioner Evangelia Ward-Jackson

Commissioner Brian Campbell-Miller

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

VI. AGENDA ADDITIONS/DELETIONS

VII. PUBLIC COMMUNICATIONS

VIII. DIRECTOR REPORT

1. [20-351](#) **Parks and Recreation Report - October 2020**

Attachments: [MONTHLY REPORT - PR - October 2020 - 201012](#)

2. [20-352](#) **Library Manager Report - October 2020**

Attachments: [MONTHLY REPORT - LIBRARY - October 2020 - 201012](#)

IX. CONSENT CALENDAR

1. [20-353](#) **Minutes**

Recommendation: Approve the regular meeting minutes of March 9, 2020.

Attachments: [MINUTES-CLSC-March 2020 - 201012](#)

X. DISCUSSION AND/OR ACTION ITEMS

1. [20-354](#) **Nonprofit Groups**

Attachments: [Staff Report - Nonprofit Groups - 10-12-20](#)

2. [20-355](#) **Scarecrow Contest**

Attachments: [Staff Report - Scarecrow Contest - 10-12-20](#)

[COH SCARECROW Contest 2020 - Ltr-EntryForm-Tips&Tricks](#)

3. [20-356](#) **Tennis Court Usage and Potential Prioritization**

Attachments: [Staff Report - Tennis Court Usage & Prioritization - 10-12-20](#)

4. [20-357](#) Proposition 68

Attachments: [Staff Report - Prop 68 - 10-12-20](#)

XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS

XII. FUTURE AGENDA ITEMS

1. [20-358](#) Tennis Referral Next Steps

XIII. ADJOURNMENT

The next Regular Meeting of the Commission will be held on Monday, November 9, 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: October 7, 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 October 2020

UPDATE ON PARKS AND RECREATION:

A lot has changed since our last meeting held on Monday, March 9, 2020. We had just shared with the Commission that Parks and Recreation was doing really well from a revenue standpoint, in fact we were ahead of pace from the previous 2 years. Little did we know what was about to happen.

The following week the coronavirus changed everything as we knew it. By Friday, March 13, the announcement that schools were going to close, and a shelter-in-place order was going into effect was just the beginning. It did not take long to realize that we would need to do the same thing with our before and after school programs including our preschool, youth, and teens programs as well. What was initially being classified as a two-week closure has turned into a now 7-month ordeal.

As the State and County Health Officials began to recommend things like social distancing, face coverings, gloves, and a host of other things...washing hands frequently and sanitizing workstations and frequently touched items became part of our new norm. In the weeks that followed it became more evident that all programs had to shut down, including swim team, fee classes, facility rentals, special events...everything. With so much uncertainty, our department began talking with families and renters about what to do with fees collected. With so many unknowns, we put a freeze on everything leaving money on household accounts as credits.

As time moved forward, and people started losing jobs, community members began to ask for money back. Over the next several months, we had returned nearly \$300,000 dollars that was collected.

In addition, most of the part time staff has been furloughed, and we have only been able to run limited programs following County guidelines. With all that has happened, and still the unknown ahead of us, staff has remained optimistic. We continue to strive to serve our community in whatever way we can.

Department Activities

Some of the things we were able to accomplish include some of the Council approved decision packages and budget referrals for 2019-20FY. There were (2) two roll-over budget referrals that were completed before the end of the 2019-20FY, and several decision packages...

- ✓ BR#19-2: Technology upgrades to the Teen Center – **completed**
- ✓ BR#19-14: Resurface the Refugio Valley Tennis Courts – **completed**
- ✓ **DP#20-4** - AED's for Childcare sites – **completed**
- ✓ **DP#20-6** - Pool Cover Reel – **completed**
- ✓ **DP#20-2** - *Golf Club Fund – Children's Programs* – **cancelled**

✓ **DP#20-5 - Upgrade patio at Community Center – rolled over to 2020-21FY**

Community and Library Services Commission

The Community and Library Services Commission has not met since March. Typically, the Commission would be listening to presentations from the 13 City Recognized Nonprofit groups over the next couple months and then making recommendations on renewals for 2021. Because of the time of year, and what has transpired in 2020, the Nonprofit groups are one of the topics for tonight's meeting. In addition, the City Council has given a referral to the Commission regarding the use of the Tennis Courts. This will also be part of tonight's meeting.

Childcare and Summer Day Camps

Childcare and Camps are a big deal in Hercules. We were excited to get our Summer Guide published and in the mail by Monday, March 2. We were excited to offer a new "Link" program where morning camp offerings could be "linked" with afternoon camp offerings, to create special or unique all-day camps for kids. An alternative to our traditional summer camp program. We had also offered an expanded swim lesson program that was geared towards getting more kids in to lessons.

Instead we ended up creating an all-NEW camp program called Hercules Adventure Camp. Hercules Adventure Camp featured a new way of running programs with modifications mandated by the County Health Official like groups, cohorts, or "bubbles" of 12 children and 2 adults.

This Fall we continued the "adventure", as we created the Dynamite Adventure Camp program. Dynamite Adventures is an afterschool program where parents drop the kids off and we offer semi-structured activities mixed with some free play as well. This program is also following the guidelines of 12 children per cohort/bubble. We also have a distance learning hub, and a preschool program available, but we have not been able to reach the minimums to hold either of these programs at this time.

Aquatics

Like our Summer camp program, we were allowed to run a Swim Camp, but it had to meet the rules of the County with smaller pool capacity, social distancing, daily temperatures, etc. By mid-July, the Competitive Swim Camp was born. The Competitive Swim Camp is held in 4-week sessions and continues to run today.

Unfortunately, swim lessons, lap swimming, water walking, rec swim, lifeguarding courses, pool parties and more were all cancelled. The High School Water Polo program is hopeful to get in the water before the end of the year. And High School Swim Team plans to run in the Spring.

Recreation Classes

After months of no fee classes, we have finally been able to offer some programs, so long as they follow the approved Health Official's guidelines. We are working to get more contractors going, but we are fighting against time. As the days get shorter and the weather begins to get worse, outdoor classes will come to an end.

Senior Center

One of the bright spots for the department during the pandemic has been Senior programs. The Senior Center averages approximately 150-200 members annually. When the pandemic hit, some of the programs were able to adapt. CC Café evolved from a daily lunch, to a once a week, 5 frozen meals with a loaf of bread, and carton of milk. The numbers of folks saw an increase that started about 25 per day, to almost 60, before leveling out at around 40 for the weekly service.

In addition, the Contra Costa Food Bank has also seen a spike in numbers. The Food Bank comes the first and third Tuesday's of the month. We were used to seeing 150 or so residents that would come for the produce. At the height of the pandemic, we were seeing numbers closer to 260 or more. The numbers have started to level off as well, but these programs have been a bright spot for the community.

Some of the fitness classes were able to adapt to virtual classes. Although no money is being collected it is giving our members something to do. We have also been fortunate to have the American Red Cross come out a couple times for blood drives. These events have been very well attended and they have been able to collect a lot of blood.

Other highlights include a weekly activity packet that the Senior Center Staff has come up with. More than 20 activity packets have gone out to the Senior membership to help keep the seniors active and engaged. The City also saw the formation of a new nonprofit group called Hercules Cares, that was started by former Community and Library Services Youth Commissioner, DiAngelo Soriano.

Sports

After a several month absence, the department has been able to get a few sports contractors back offering programs. Mostly virtual, but some outside programs giving families and kids that much needed time outside. Returning groups include Skyhawks, Kidz Love Soccer, and X-Fit. We are also proud to have partnered with the National Academy of Athletics to offer more sports programs to the youth of our community.

Hercules Community and Library Services Commission
Librarian Report
OCTOBER 2020

UPDATE ON THE LIBRARY:

On March 12th, 2020, the library cancelled all programs that would bring in more than 50 people. This included our storytimes, the planned Melody of China concert, and a number of other offerings. On Sunday March 15th, the decision was made to close all libraries in Contra Costa County. Limited staff including all managers reported to work on Monday March 16th, and by mid day on March 16th, the county announced the Shelter in Place Order to begin at midnight of that day.

During the SIP, the library extended all due dates for books checked out until July 31st. All library cards that were set to expire in the 2020 calendar year were extended through 12/31/20. Library users could go on the library's website and get an eCard that would permit them to check out eBooks, audiobooks and to use the digital resources the library offers. Money set for physical book purchases through the end of our fiscal year (June 30, 2020) we redirected to the eBook collection where usage skyrocketed. Hercules residents alone checked out close to 15,000 eBooks and audiobooks from March through September.

Also during this period, adjustments were made and library staff manned the library's chat lines in order to assist customers access resources and answer questions. Storytimes were recorded and presented online along with a variety of other programs. Staff adapted quickly to the need to offer library services 100% virtually. The library also began plans to offer front door service to the public, enabling the public to place holds and pick up books through contactless service.

On June 1st, staff returned to the libraries and began processing the thousands of books that had been returned and to set up for Front Door Service.

Since June 15th, when Front Door Service began, here are some highlights of what the library has been up to:

Front Door Service – Front Door Service allows patrons to place books on hold and pick them by appointment or drop by and enjoy a safe, minimal contact experience.

Book Returns

Library book drops are open. We are asking community members to return any library materials to your local community library. All items are quarantined for a minimum of 96 hours before being removed from the account. We do not charge daily overdue fines. Replacement and processing fees for long overdue items will be removed when the items are returned in good condition. We have 24 libraries open for Front Door Service.

Grab Bags

We have grab bags of kids book available to borrow. These are bags of books picked by library staff based on availability at each community library. Each bag contains five books and are

checked out to your account. They are available in upper elementary, early elementary, easy reader, picture book, and board book genres.

Personalized Picks - We are getting ready to launch personalized book recommendations. We'll ask a series of questions to gather your interests, and then come up with a curated list of books based on your input. This service will be accessible online and in paper form at the branch.

Live virtual events – We have hosted dozens of live events via Zoom including candidate forums, magicians, live music, immigration history, meditation, author talks and more.

WiFi

Even though our buildings are closed to the public, the free WiFi at some locations can be accessed from the parking lot or other outside areas. Distance and strength may vary from location to location.

Lendable WiFi – Coming soon – we will be adding hotspots as an item available for checkout. We expect to launch lendable WiFi later this year.

Online Content

Staff are busy creating all kinds of content for patrons:

- Blogs with topics as varied as geocaching, being a disaster service worker, resources for discussing racism with kids and bicycle riding.
- Booklists about antiracism, Ruth Bader Ginsburg, Halloween, and the 100th anniversary of the women's right to vote
- Dozens of recorded online programs created by staff including: storytime, bilingual storytime, adulting for teens and book talks

Chat, text, phone and email services – Library staff are available to answer questions via live chat, by text, by phone and by email – five days a week.

Lunch at the Library

Number of meals served at seven library locations: 7,290

Number of craft and programming kits distributed at seven libraries and various school locations serving meals: 5,214

Number of free books given to children and teens while receiving meals at the libraries and partnering school locations: 4,789

Reopening – We are working to reopen our libraries as soon as possible. The health and safety of our patrons and staff is our highest priority. We have engaged experts in the field of industrial hygiene to ensure modifications to library spaces allow for safe distancing and increased cleaning and disinfecting practices.

Modifications to the interiors of each library is necessary, this includes removing some tables and chairs, disabling some computers and installing plexiglass barriers.

We are working with hygiene experts, county departments and our 18 city and town partners to get our libraries open as soon as possible, but it is a lot of work and we ask for your patience while we ensure it is done safely and correctly.

The Library has adopted a careful, thorough approach to reopening. We will continue Front Door Service until our libraries are properly prepared to receive the public. We are eager to get our libraries open, too.

Your library staff is working hard to provide the best services they can to the community, and we appreciate your support as we continue to work to find creative ways to bring the libraries offerings to our community.

Follow us on Facebook: Hercules Public Library

Follow us on Instagram: herculeslibraryccclib

For more information please visit us online at <https://ccclib.org/locations/55/>

Community & Library Services Commission Minutes

March 9, 2020

6:30 p.m. Workshop

7:00 p.m. Meeting

Hercules City Hall

111 Civic Drive

Hercules, CA 94547

COMMUNITY & LIBRARY SERVICES COMMISSION - MINUTES

I. SPECIAL MEETING – 6:30 P.M. – NO SPECIAL MEETING

II. CALL TO ORDER – ROLL CALL - 6:30 P.M.

II. WORKSHOP

None

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

Called to order at 7:01p.m

Commissioners Chen, Yamamoto, Campbell-Miller were present. Commissioner Ward-Jackson was absent.

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

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTIONS/PRESENTATIONS

None

VI. AGENDA ADDITIONS/DELETIONS

A suggestion was made to jump to the Public Art item listed as Discussion Item #1, then go on tour of Beechnut, and conclude the meeting with monthly reports. A discussion broke out about tabling the tour of Beechnut until it was lighter outside or starting a meeting earlier.

MOTION: Commissioner Campbell-Miller moved to jump ahead to the Public Art item and postponing the tour of Beechnut Park for a future meeting during daylight savings. Vice Chair Yamamoto seconded the motion. Motion passed 3-0.

VII. PUBLIC COMMUNICATION

None

VIII. DIRECTOR REPORT

1. Parks and Recreation Monthly Reports (February)

2. Library Manager Monthly Report (February)

IX. CONSENT CALENDAR

1. Minutes: February 10, 2020 Meeting

MOTION: Commissioner Campbell-Miller moved to approve the Consent Calendar. Vice Chair Yamamoto seconded the motion. Motion passed 3-0.

X. DISCUSSION AND/OR ACTION ITEMS

1. Public Art – Deanne Fuentes

Deanne Fuentes grew up in the City of Hercules and is an art student currently attending Diablo Valley College. She fell in love with painting and art at a very early age. She has come before the commission today to discuss public art, and express her desire to do some sort of public art in the City of Hercules. Deanne expressed her vision to bring more color to Hercules. According to Deanna, Art brings people together.

Examples of projects that you see in many other city's include the painting of unsightly utility boxes. Deanna is the Vice President of the Filipino Club at DVC, and believes she could have between 8-10 artists available to create some beautiful art in the City with minimal notice.

Concerns the Commission brought up were things like vandalism, and up-keep of the art. Once public art is created, how long would she be willing to touch up, at what expense. Or how long would the City need to maintain the public art?

Deanna suggested that with a small stipend, to cover paint, and materials, she could come up with a project that the city would be proud of for years to come. She estimated a utility box might an estimated \$560, which would include a modest sketch fee.

2. Tour of Beechnut Park

The tour was tabled until a future meeting when it is lighter outside later. The plan will be to put it back on the agenda this summer.

XI. COMMISSION REPORTS AND ANNOUNCEMENTS

1. Community Clean-up day is coming up Saturday, May 2, 2020. It will be held at the City of Hercules Corp Yard located at 1000 Sycamore Avenue, from 8-11am. This one day event is geared towards helping to beautify the community by providing a dumpsite to throw away outdoor trash, yard clippings, tree limbs, and more. Must be a Hercules resident, ID required. No Construction materials, no U-Hauls. Participants must be able to unload own vehicle.

XII. FUTURE AGENDA ITEMS

1. Library Monthly Report (December & January)
2. Dog Park/Community Garden Tour – May meeting
3. Dog Park Workshop – June meeting
4. Beechnut Park Tour – June meeting

XIII. ADJOURNMENT

Chair Han Chen adjourned the meeting at 8:10pm.

Han Chen

Attest

Christopher Roke
Parks & Recreation Director



STAFF REPORT

TO: Community and Library Services Commission Members

FROM: Christopher Roke, Parks & Recreation Director

SUBJECT: City Recognized Nonprofit Groups extension

DATE: Regular Meeting of October 12, 2020

RECOMMENDED ACTION:

Conduct a discussion on the City Recognized Nonprofit Groups and consider offering the groups an automatic extension for the 2021 calendar year.

FISCAL IMPACT OF RECOMMENDATION:

There is no fiscal impact by extending the year to the groups.

DISCUSSION:

2020 has been an unprecedented year with the pandemic, protests, fires, etc. Because all of the events have been cancelled, and the City Recognized Nonprofit Groups have not been able to meet or achieve their goals. Offering an extension for the 2021 calendar year seems like a reasonable gesture given the circumstances.

One stipulation that might be considered would be in order to receive the extension, groups would need to submit a letter by a set date, like December 1, requesting the extension, and include a brief summary of what they were able to accomplish during 2020. Some groups may have been able to do some remarkable things in 2020, and it would be nice to hear what they were able to accomplish.

ATTACHMENTS:

Attachment 1 -



STAFF REPORT

TO: Community and Library Services Commission Members

FROM: Christopher Roke, Parks & Recreation Director

SUBJECT: Scarecrow Contest

DATE: Regular Meeting of October 12, 2020

RECOMMENDED ACTION:

Hold a discussion of the Parks & Recreation Scarecrow Contest and help spread the word.

FISCAL IMPACT OF RECOMMENDATION:

There is no fiscal impact to holding the Scarecrow Contest. The Parks and Recreation Department is soliciting donations for prizes, and each family, business or community group will make their own scarecrow using materials they either have on hand or purchase themselves.

DISCUSSION:

Over the past 2 years, the Hercules Parks and Recreation Department has been running a very successful Trunk or Treat event. Last year the event drew over 600 kids. However, due to the pandemic, the Health Official is discouraging traditional Trick or Treat events. So, we have come up with a unique alternative, with our 2020 Scarecrow Contest. The idea was to come up with a way to celebrate the holiday, but also a way to “scare” 2020 out of here. Instead of giving away candy, we are challenging the community to be creative and build their own scarecrow.

This event is meant to be fun for the community, as it will not only give them something to do for Halloween, but also give them another decoration.

ATTACHMENTS:

Attachment 1 - Scarecrow Contest Flyer

Attachment 2 - Scarecrow Contest Letter to the Community

Attachment 2 - Scarecrow Contest Entry Form

Attachment 2 - Scarecrow Contest Tips, Tricks & Rules oh my!



Join us for a
**2020 SCARECROW
CONTEST**
to celebrate
OUR COMMUNITY

When: October 5 - 31

Who: Hercules Resident, Business and Recognized Nonprofit.

Display the week of: October 26 - 31

Two categories: Traditional and Interpretive
(see rules.)

Submit: Entry forms by October 13 to be eligible.

Photos Due: By midnight on Wednesday, October 21.

Email form and photos of your scarecrow to
croke@ci.hercules.ca.us.

CITY OF HERCULES
PARKS & RECREATION DEPARTMENT
2001 Refugio Valley Rd.
Hercules, California 94547
FAX: (510) 799-8288



Telephone: (510) 799-8228

September 22, 2020

Dear Community,

We are excited to announce the return of the *Hercules Scarecrow Contest*! The *Hercules Scarecrow Contest* is a free event for the community. To participate you must...

1. Complete and submit the 2020 Scarecrow Contest entry form to the Hercules Parks and Recreation Department by Tuesday, October 13.
2. Build/create your own Scarecrow and display it outside the week of October 26-31.
3. There are two categories: **Traditional** and **Interpretive** (for more info, see rules).
4. Prizes (to be named later) will be awarded in each category.
5. Winners will be determined by the Scarecrow that receives the most votes.

Included in this packet

- *Scarecrow Contest* entry form
- *Scarecrow Contest* Tips, Tricks & Rules Oh My!
- Event Timeline

Email completed entry forms to my attention at croke@ci.hercules.ca.us by October 13 to be eligible.

Sincerely,

Christopher Roke

Christopher Roke
Parks & Recreation Director



2020 CITY OF HERCULES SCARECROW CONTEST OFFICIAL ENTRY FORM

Name: _____ Phone Number: _____

Email Address: _____

Address: _____ Zip (if other than Hercules) _____

Check one:

- ☐ Hercules Resident ☐ Hercules Business
☐ City Recognized Nonprofit ☐ Other _____

Entry Category:

- ☐ Traditional Scarecrow ☐ Interpretative Scarecrow

*IF Business, please complete the following...

Business Name: _____ Owners Name: _____

Business Address (if different from above): _____

- I agree to build and decorate a scarecrow and participate in the event per the rules.
- I agree to display the scarecrow throughout the duration of the event.
- I agree to have fun marketing the event to my friends, neighbors, customers, etc.
- I agree to take photos of the scarecrow and
 1. Send photos electronically to the City of Hercules for use in the Scarecrow contest event.
 2. Post photos of scarecrow on my social media accounts with **#HerculesScarecrowContest**
- I agree that the City of Hercules is not liable for damaged or stolen items that are displayed on the Scarecrow.
- I agree if my scarecrow is deemed inappropriate, the City of Hercules has the right to remove my entry from the competition.

Signature: _____ Date: _____

✂-----City of Hercules Use Only-----

Received by: _____ Date: _____



2020 City of Hercules Scarecrow Contest

TIPS, TRICKS & RULES Oh My!

Scarecrow Construction Tips & Tricks

Base: Start with a sturdy base. For ease of moving your scarecrow inside every night, it is recommended using a 5-gallon bucket and a bag of concrete. *NOTE:* Be sure to leave room to attach the frame (i.e. if using 1" pvc, place a slightly larger piece of pvc in the concrete, so you can slide the scarecrow in and out of the base).

Frame: For the frame, we recommend using two (2) sticks or two (2) boards (approximately 1 to 2" in diameter) fastened together by rope, twine, string, glue or screws. An alternative would be to use pvc pipe to construct your scarecrow (1" or 1 1/2" pvc should suffice). Intersect the sticks/boards/pvc in a T or a cross shape unless you plan to have your scarecrow in a position other than vertical. *Giving your scarecrow a sturdy base and frame will make it easy to withstand the wind.

Body: Once you have a frame it is recommended to pin or sew the head to the shirt, and shirt to pants. Consider jeans, overalls, sweats or a jumpsuit stuffed with straw, old leaves, newspapers, Styrofoam, etc.

Head: typically made with pillowcases, burlap, pantyhose, etc...stuffed with straw. They can also be made from plastic pumpkins, plastic milk jugs, garbage bags, Styrofoam, or old sports equipment (i.e. a basketball/soccerball).

Face: eyes, noses, and mouths are sometimes fabricated from felt, yarn, seeds, gourds, corncobs, buttons, or painted (**be sure to use waterproof paint*) directly onto the head material. Hats and hair made from straw, yarn, twine, rope, etc, are frequently used to cover the top of the head. Hats, helmets, masks, etc. are also used sometimes. The face can be a point of viewer focus, so be sure to give your scarecrows face adequate consideration for its features.

Scarecrow Contest Rules...

Categories: There are 2 categories in the 2020 City of Hercules Scarecrow Contest...

1. Traditional Scarecrow: Made of straw, wearing clothes...
2. Interpretive Scarecrow: Creative, unique representation of a scarecrow...imaginative...

One winner for each category. Entries are not official until an entry form and photos are submitted; winners decided by the most votes from the public. *See "Voting" info below.

Display: All Entries **MUST** be completed and on display the entire week of October 26-31, to be judged. To ensure your entry is seen, email photos of your scarecrow to croke@ci.hercules.ca.us before midnight on Wednesday, October 21. *OPTIONAL: Scarecrows may be brought inside every night.

Example of how to make a Scarecrow... (input "[how to make a scarecrow](#)" on any engine search)

Suggested Materials and Supplies...

Sticks/boards/pvc	Clothing	Duct Tape	Twill
Bucket	Scissors	Hot Glue Gun	Rope
Concrete mix	Wire Cutter	Thread	String
Hay	Pliers	Yarn	Wire

Decorating Guidelines:

- Must be in good taste and “Family Friendly”
- No Religious or Political Statements
- No Advertising (other than the name of your shop or business)
- Businesses encouraged to use merchandise from your Business

Voting & awards: information on the voting process will be placed on the City of Hercules Parks and Rec page online, and/or social media before the contest begins. **#HerculesScarecrowContest.** The winning scarecrows will be pinned with a huge ‘WINNER’ button and ribbon. All participants will receive a certificate of participation.

Traditional Scarecrow examples...



Interpretive Scarecrow examples...





STAFF REPORT

TO: Community and Library Services Commission Members

FROM: Christopher Roke, Parks & Recreation Director

SUBJECT: Tennis Court Usage and Potential Prioritization

DATE: Regular Meeting of October 12, 2020

RECOMMENDED ACTION:

Hold a discussion on the use of the City of Hercules Refugio Valley Tennis Courts, research options for how to better serve Hercules Residents and report back to the Council with the Commission's findings and recommendations.

FISCAL IMPACT OF RECOMMENDATION:

Depending on the recommendation, this could have a positive net effect on the general fund. Currently the City of Hercules offers a reduced fee for residents in the Master Fee Schedule. The fees listed to reserve the Tennis Courts are as follows:

Weekday	Weekend/Holiday
Residents = \$7/hr	Residents = \$10/hr
Non-Residents = \$8/hr	Non-Residents = \$11/hr

Tournaments
Community/Civic = \$11/hr
Residents = \$20/hr
Non-Residents = \$25/hr

DISCUSSION:

The City of Hercules recently completed a resurfacing project at the Refugio Valley Tennis Courts resulting in complaints from residents who cannot get on the courts. The concern is that a large group comprised mostly of non-residents come into town every weekend and just hang out until it is their turn to use the courts. The thought is since they do not live here, they are more likely to stay and wait to play. Residents that show up without reservations are then reluctant to try to stay to get on a court.

The City of Hercules has a reservation system in place that gives a discount to residents, but people are not using the reservation system. Tennis players tend to show up and wait their turn. If there are no reservations, our policy is a first come first serve basis. The Parks and Recreation Department prints up a monthly schedule of all reservations and posts this in the glass case in front of the Tennis Courts.

The easiest way to resolve this issue would be for the public to make a reservation. Not only would a reservation ensure that they would have a court to play on, but the specific time they want to play at. In addition, it would stop people from just showing up and hanging out at the tennis courts. Reservations are also booked on a first come first serve basis.

The Council has referred this to the Community and Library Services Commission to look at the issue and come up with a recommendation for the Council. Some ideas would include looking at the situation, ask questions, research what other cities are doing, and come up with ideas that will help locals have some sort of prioritization of the courts.

ATTACHMENTS:

None



STAFF REPORT

TO: Community and Library Services Commission Members

FROM: Christopher Roke, Parks & Recreation Director

SUBJECT: Prop 68 Parks Funding Required Resolution

DATE: Regular Meeting of October 12, 2020

RECOMMENDED ACTION:

Apprise the Community and Library Services Commission of the action taken to date on the Prop 68 per capita grant funds.

FISCAL IMPACT OF RECOMMENDATION:

Council adopted a Resolution approving application(s) for per capita grant funds at their September 8, meeting. Funding for this project will primarily come from the California State Parks Department via the Proposition 68 Per Capita program. Every City in California is eligible to receive a grant in the minimum amount of \$193,980. The program requires a 20% match if the grantee has no severely disadvantaged communities of approximately \$48,495 for a project cost of \$242,475 in order to fully utilize the grant funds allocated. The 20% match will come from Parks and Recreation Development Impact Funds.

DISCUSSION:

The program originates from Proposition 68, placed on the ballot via Senate Bill 5 approved by voters on June 5, 2018. The California State Parks Department has promulgated additional requirements and guidelines in order to access the funds.

Grant Funds are available for use for local park rehabilitation, creation, and improvement and are awarded to local governments with an award per City of \$193,980, the amount which Hercules is allocated. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and/or to address deficiencies in neighborhoods lacking access to the outdoors.

One of the requirements of the program is for each Grantee to pass one resolution (before you tonight), approving the filing of all future applications associated with the Program and making certain certifications with a copy of the Resolution provided to Office of Grants and Local Services prior to applications being submitted.

Staff is working to identify an eligible project. Staff anticipates a return to Council prior to the application deadline with a recommended project and to appropriate the required match funds. The Grant program timeline calls for the application package to be submitted by December 2021, a contract to be executed by June 2022, project completion by December 2023, and the project completion package due by March 31, 2024.

Given that the deadline for the application is in December of 2021, staff would like to work with the Commission to discuss a variety of options of projects and project locations to be considered before making a recommendation to Council.

ATTACHMENTS:

None