



AGENDA

LIFE ENRICHMENT SUBCOMMITTEE

August 17, 2023
5:30 PM

City Hall
Council Chamber Conference Room
3rd Floor
65 Civic Avenue
Pittsburg, CA 94565

Subcommittee Members

Dionne Adams, Councilmember
Angelica Lopez, Councilmember

1. **Public Comment for Non-Agenda Items**
2. **Overview of Subcommittee Agenda Formatting**
3. **FY 23-24 Goals Review**
 - a. **Discussion.** Staff is seeking direction on how this information will be provided going forward.
4. **Community Development Block Grant**
 - a. **Consolidated Annual Performance and Evaluation Report (CAPER).** All Community Development Block Grant (CDBG) entitlement jurisdictions are required to prepare and submit a CAPER to the U.S. Department of Housing and Urban Development (HUD). The CAPER is a “report card” that documents how well the City met its goals during the period of July 1, 2022 through June 30, 2023 in helping low to moderate income residents of Pittsburg with a variety of services and improvements utilizing CDBG funds.
5. **Community Services**
 - a. **Volunteer/Community Engagement Database.** Staff was tasked with exploring the possibility of creating a community volunteer database that would provide information to residents regarding community volunteering opportunities. Staff will review its findings with the Subcommittee.

6. Recognition

- a. **Overview.** Staff will provide an overview of the process for residents to recognize community members with statues, plaques, art, etc. in public places.

7. Sister City

- a. **Overview.** Staff will provide a brief overview of the Sister City Program

8. My Brother's Keeper Initiative

- a. **Update.** Staff will provide an update on the status of the MBK Certification along with milestones for FY 23/24.

9. Recreation

- a. **Marina Community Center.** Staff will provide an update on programs, events, and classes.
- b. **Youth & Young Adult Services Master Plan.** Staff will provide an update on focus areas and milestones that relate to the YYASMP.

10. Constituent Management

- a. **Overview.** Staff will provide a brief overview and status of the program.

11. Non-Agenda Items

12. Adjournment

Life Enrichment Subcommittee

Council Members Dionne Adams & Angelica Lopez

August 17, 2023



Agenda

1. **Public Comment for Non-Agenda Items**
2. **Overview of Subcommittee Agenda Formatting**
3. **FY 23-24 Goals Review**
4. **Community Development Block Grant**
 - a. **Consolidated Annual Performance and Evaluation Report (CAPER).**
5. **Community Services**
 - a. **Volunteer/Community Engagement Database.**
6. **Recognition**
 - a. **Overview.**
7. **Sister City**
 - a. **Overview.**
8. **My Brother's Keeper Initiative**
 - a. **Update.**
9. **Recreation**
 - a. **Marina Community Center.**
 - b. **Youth & Young Adult Services Master Plan.**
10. **Constituent Management**
 - a. **Overview.**
11. **Non-Agenda Items**
12. **Adjournment**

Department	# of Goals
Community Services	2
Recreation	4

3. FY 23/24 Goals Review Discussion

Preference from subcommittee members regarding the review of fiscal year goals



City of
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#4

Life Enrichment Subcommittee Meeting
Community Development Block Grant Program

08/17/23

Background



City receives Community Development Block Grant (CDBG) funds from the Department of Housing and Urban Development (HUD) for the purpose of:

- Revitalizing neighborhoods and developing viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities for low and moderate income households

Background cont.



City must adhere to certain guidelines provided by HUD and submit:

- Comprehensive Analysis of Impediments to Fair Housing Choice (AI)
- 5-yr Consolidated Plan (Con Plan)
- Annual Action Plan (AAP) for the next fiscal year
- Consolidated Annual Performance Evaluation Report (CAPER) for the past fiscal year

Background cont.



- Fiscal/Program Year 2022-2023 AAP was presented to City Council on 06/20/22 and submitted to HUD
- The CAPER is due to HUD by 09/30/23
- While the AAP details the City's plans for the next fiscal year, the CAPER provides a report on the activities, accomplishments, and successes achieved during the last fiscal year

Fiscal/Program Year 2022-2023 - Activities



- Public Services (healthy foods/food sustainability, healthcare)
 - Loaves and Fishes
 - Family Harvest Farms
 - Healthy Hearts Institute
 - St. Vincent De Paul RotaCare
- Economic Development
 - CoCoKids
 - Renaissance Entrepreneurship Center
 - Opportunity Junction



- Infrastructure
 - ADA Ramps installation
 - Citywide Roadway Safety Improvements
- Housing Rehabilitation Program

Fiscal/Program Year 2022-2023



DESCRIPTION	\$
Program Budget	\$832,314
Program Expenditures	\$537,490
Balance	\$294,824

The unspent balance will be reprogrammed for future CDBG activities.

CDBG Summary of Expenditures



PUBLIC SERVICES	BUDGET	EXPENSES	BALANCE
Loaves and Fishes	\$20,000	\$20,000	\$0
Family Harvest Farms	\$25,000	\$25,000	\$0
Healthy Hearts Institute	\$50,000	\$50,000	\$0
St. Vincent DePaul – RotaCare	\$29,847	\$29,787	\$60
Total	\$124,847	\$124,787	\$60

CDBG Summary of Expenditures cont.



ECONOMIC DEVELOPMENT	BUDGET	EXPENSES	BALANCE
CoCoKids	\$10,000	\$10,000	\$0
Renaissance Entrepreneurship Center	\$40,000	\$14,749	\$25,251
Opportunity Junction- Administrative Careers Training Program	\$30,000	\$30,000	\$0
Total	\$80,000	\$54,749	\$25,251

CDBG Summary of Expenditures cont.



INFRASTRUCTURE	BUDGET	EXPENSES	BALANCE
ADA Ramps	\$259,700	\$222,281	\$37,419
Citywide Roadway Safety Improvements	\$200,000	\$0	\$200,000
Total	\$459,700	\$222,281	\$237,419

CDBG Summary of Expenditures cont.



HOUSING REHABILITATION	BUDGET	EXPENSES	BALANCE
Loans	\$36,423	\$10,754	\$25,669

ADMINISTRATION	BUDGET	EXPENSES	BALANCE
Program Administration	\$131,344	\$124,919	\$6,425

PROGRAM OUTCOMES



	TARGET	ACTUAL
PUBLIC SERVICES (HOT MEALS, COMMUNITY GARDENS, HEALTHCARE)	1,440	4,099
ECONOMIC DEVELOPMENT PROGRAMS	48	39
ADA RAMPS INSTALLED	32	38
HOUSING REHABILITATION LOANS ISSUED	3	0



City of
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#5

Building Community Volunteer Database

08/17/2023

Background



- 09/19/22 City Council requested a future agenda item – creating a Community Volunteer Database
 - Provide information to residents regarding community volunteering opportunities
- Staff to evaluate logistical requirements and costs in creating and maintaining a Community Volunteer Database
 - Researched other communities, agencies, and organizations

Findings



The Recreation Department currently has a volunteer database: [Catalog - City of Pittsburgh \(rec1.com\)](http://rec1.com)

- Volunteers can apply through the website
- Positions are clearly defined so volunteer signups are based on interests and availability
- Registrations are processed through the Human Resources Department

Findings cont.



- Volunteer needs are program driven
- If needed, volunteer positions may be advertised on the City's website
- City Event Volunteers
 - Staff
 - Students (community service hours)

Findings cont.



Expanded the research to surrounding cities – Antioch, Brentwood, Oakley, Concord and Walnut Creek

- These cities do not currently have a general database where residents can sign up
- They advertise events as they occur, and departments are tasked with ensuring their events are adequately staffed
- No response received from other cities in the county

Database in Napa



Napa has an ongoing database where interested residents can sign up to volunteer for upcoming events

[Volunteer | Napa, CA \(cityofnapa.org\)](http://cityofnapa.org)

- The website lists areas of interest and provides different forms
- For those interested in park clean up, tree planting or similar activities will complete one form

Database in Napa cont.



- For those interested in coaching sports teams, teaching classes, or assisting with special events will complete another form
- There is also a Volunteer Interest Form for those not sure of the right fit
 - Form asks questions that will help staff in placing the volunteers in events



- Volunteers sign up via Be a Mentor [Be a Mentor – Reaching More Youth](#)
- Parents will receive an invitation from the school site hosting the event to sign up
- Once preliminary approval is granted, Human Resources hands a packet with information on completing finger printing and live scans

Los Medanos College (LMC)



- Does not solicit volunteers
 - People are hired specifically to work events since they host many events
- All hires are fingerprinted and paid hourly wages
- On occasions multiple events are hosted at once, Microsoft forms are used so hires can select which event they prefer to work

Churches in Pittsburg



- New Destiny Church – sign up sheet for each event
- Church of the good Shepherd – Ministry holding the event tasked with finding volunteers
 - Church office maintains a list for those special events not falling under the purview of a specific Ministry
- First Baptist Church – Maintains one list that is used for every event
- No response received from other churches contacted

Building a Database



- Establish a database requires identifying events and specific needs so volunteers may sign-up
- Forms created with specific parameters:
 - Type of event
 - Type of activity
 - Age of volunteer
 - Day of event
 - Time of event
 - Type of security clearance required (will depend on event)

Cost of Maintaining a Database



The potential costs of maintaining a database would include, but are not limited to

- Fingerprinting \$30-\$35
- TB Testing \$66-\$120
- Hepatitis A & B \$130
- Background check \$200

***Cost per volunteer is \$426 - \$485**

****50 volunteers \$22,300 – \$24,250**

Consideration Items



- Building and maintaining a database can be costly.
 - Actual cost per volunteer \$426-\$485 (50 volunteers \$22,300-\$24,250)
 - Staff time
- How long a volunteer remains on the list
 - May lose interest
 - May find employment
 - May relocate
 - As a result, the list may need constant updating

Consideration Items cont.



- City volunteers may not have the training, skillset, or credentials needed for a specific event

City of Pittsburg Volunteer Opportunities



- The City typically hires interns (paid and unpaid)
 - Works on specific projects, programs, and events
 - Intern vs. Volunteer
 - *An Intern is a student or trainee who works, sometimes without pay, at a trade or occupation in order to gain work experience*
 - *A Volunteer is a person who freely offers to take part in an enterprise or undertake a task*
- Human Resources has a program partnering with the County who provides and pays for interns working in the City

Subcommittee Recommendation



Option 1

Establish a Community Volunteer Database and allocate \$50,000 for volunteer related expenses and staff time

Option 2

Continue current practice

- Volunteer sign-ups through Recreation
- Registration processed by Human Resources
- Volunteer related expenses incurred as needed

6. Commemorative Recognition in Public Areas

- **Established** by Council Resolution on June 17, 2017
- **Guidelines:**
 - Past or present resident of Pittsburgh, or person employed in Pittsburgh.
 - The individual/organization must have demonstrated outstanding achievements, contributions to accomplishments or enrichment of the City of Pittsburgh.
 - Demonstrated activity need not be limited to volunteerism. However, application should specify the nominee's specific actions, qualities or results that warrant extraordinary recognition.
 - The individual/organization must possess sound moral and social character.
 - Must have a minimum of three (3) independent nomination signatures.
 - Documentation of the individual or organization's contribution to the community may be required and reviewed by the Recognition Committee.

- **Process:**

- Submit application to City Manager's Office or designee
- City Manager or designated committee will apply criteria, procedures, and make recommendations to Council
- Committee only meets when applications are submitted
- Only for plaques and monuments, not for street renaming

7. Sister City Program

- **Sister Cities** (Isola della Femmine, Italy; Pohang, Korea; Shimonoseki, Japan; and Yahualica, Mexico)
- Originally established for economic development purposes, now for cultural exchange
- Policy updated and adopted in 2016
- Currently, working with PUSD on virtual cultural exchange
- Possible in-person student exchange in future

8. My Brother's Keeper Initiative

Status Update

Deliverables

- September 15, 2023 – submission of documentation for Certification

Next Steps

- Convening with Community Based Organizations & Youth
- Draft Local Action Plan

9. Recreation – Marina Community Center

Opened April 10, 2023	Spring Day Camp (STS) – 75 youth	Summer Day Camp (STS) – 75 youth	Pittsburg Summer Youth Corp – 25 youth	4 Basketball Camps (BBYS) – 32 each program
Pickleball Open Gym – Mon/Fri 9a-11a – 12 adults	Karate (nFinito Martial Arts)	Step Aerobics – weekly – 20 adults	Contra Costa Measure X Youth Summit – 100 youth	2 Skateboard & Youth Nights – 50 youth
Chess Wizards – 10 youth	Afterschool Open Gym – <i>starting in September</i>	Indoor Youth Sports Opportunities – soccer, basketball, volleyball, pickleball, & batting cage		

9. Recreation –
Youth & Young
Adult Services
Master Plan

Gap Analysis of Youth
Services – January 2024

Dashboard Creation

Youth Civic Engagement
Opportunities



City of
Pittsburg

#10

Life Enrichment Subcommittee Meeting
Constituent Management

08/17/2023

Background



10/05/20 City Council requested a future agenda item – Constituent Management Software Solutions

- To help the City Council track the types and progress of constituent requests

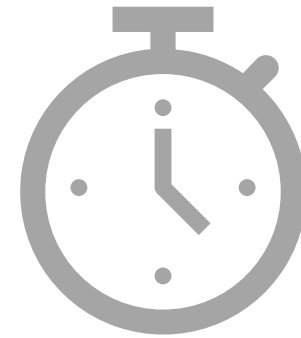
Discussion Points



- Software currently used?
 - Go Gov and Cityworks
- Review next steps



Non-Agenda Items



Adjournment