



PARKS & RECREATION COMMISSION MEETING

NOTE THE MEETING LOCATION CHANGE

**Antioch Community Center
4703 Lone Tree Way
Antioch, CA 94531**

**Thursday
January 16, 2020
7:00 p.m.**

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC COMMENTS

Residents are given the opportunity to address the Commission on Park and Recreation issues not on the regular agenda.

V. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission meeting of December 12, 2019.

VI. BUSINESS

1. *Presentation* – Antioch Council of Teens (ACT) Teen Friendly Business Award and Recognition
2. Appointment of Commission Chair for 2020
3. Appointment of Commission Vice-Chair for 2020
4. Adopt a 2020 Meeting Schedule
5. Approve Resolution of Support for Transportation Development Act (TDA) Article 3 Projects (Pedestrian and Bicycle)

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication
2. Commission Communication

VIII. ADJOURNMENT

The meetings are accessible to those with disabilities. Auxiliary aides will be made available for persons with hearing or vision disabilities upon request in advance at (925) 779-7078 or TDD (925) 779-7081. Agenda and related writings provided to Commission members are available for viewing by the public during normal office hours at the Antioch Community Center, located at 4703 Lone Tree Way, Antioch, CA 94531, as well as at the Committee meeting. Individuals may view the agenda and related writings on the City of Antioch website: www.ci.antioch.ca.us



PARKS & RECREATION COMMISSION MEETING

NOTE THE MEETING LOCATION CHANGE

Antioch Community Center
4703 Lone Tree Way
Antioch, CA 94531

Thursday
December 12, 2019
7:00 p.m.

ANNOTTATED AGENDA

I. CALL TO ORDER

Call to Order by Chair McClelland at 7:15 pm

II. PLEDGE OF ALLEGIANCE

Chair McClelland led the Pledge of Allegiance

III. ROLL CALL

*Commissioners Present: Arce, Eubanks, Foster, McClelland, Peckenham
Commissioners Absent: Belche, Knight
Staff Present: Nancy Kaiser, Parks and Recreation Director*

IV. PUBLIC COMMENTS

Residents are given the opportunity to address the Commission on Park and Recreation issues not on the regular agenda.

Commissioner Deirdre Peckenham took the Oath of Office and was officially seated as a member of the Parks and Recreation Commission.

V. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission meeting of September 19, 2019.

Motion to Approve Minutes for Meeting of September 19, 2019 4 Yes / 0 No
2 Absent
1 Abstain

VI. BUSINESS

1. Civic Enhancement Grant: Report by Ad Hoc Committee and Final Recommendation to City Council

Motion to approve Ad-Hoc Committee Recommendation for Civic Enhancement Grants and Recommend to City Council for Final Approval
4 Yes / 0 No
1 Absent
1 Abstain

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2. 2020 Preliminary Meeting Schedule – Oral Report

The Commission discussed a tentative meeting schedule; requested a regular meeting at the Antioch Historical Society, continue holding one meeting in a park, tour the water park during a meeting, and participate in National Night Out.

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication

Letters to Santa is in full swing during this time; the ACT received over 200 letters to process for Sana. Prop 68 grant awards will be announced in early 2020; Staff provided additional information related to the City application. The Winter/Spring Recreation Guide has been distributed throughout the community – Cyber Monday was very successful, generating over \$13,000 in revenue which is a 150% increase from last year's first day of registration.

2. Commission Communication

Commissioners congratulated Ms. Peckenham on her appointment to the Commission and welcomed her to City service. Members of the Commission encouraged residents to participate in community events; promoting "Bah Humbug" a production of the Antioch Historical Society.

VIII. ADJOURNMENT

The meeting adjourned at 8:30pm

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**STAFF REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE: Regular Meeting of January 16, 2020

TO: Parks and Recreation Commission

SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director



SUBJECT: **ADOPT A 2020 MEETING SCHEDULE**

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission adopt a meeting schedule for 2020; the third Thursday of each month in the Council Chambers at 7:00pm.

DISCUSSION

The Parks and Recreation Commission meets regularly on the third Thursday of each month. Currently, meetings are held at the Antioch Community Center, 4703 Lone Tree Way, until such time the renovation of Council Chambers is completed. Regular meetings begin at 7:00pm.

There may be special meetings or functions occasionally during the year. The Commission may choose to follow the example of City Council and implement a break where appropriate, such as the year-end holiday break. Traditionally, the Commission has established a goal of holding ten meetings each year.

Last year, the Commission held a joint meeting with the Crime Prevention Commission in Contra Loma Estates Park as part of the Prop 68 Park Grant application process. The May meeting is typically held at the Antioch Water Park prior to the season opening. The Commission may wish to continue having meetings in parks to meet with residents in the community and neighborhoods.

In 2019, The Parks and Recreation Commission held nine regular meetings. The Commission did not take a summer meeting break nor a year-end holiday break. The May meeting was cancelled due to lack of a quorum, the October meeting was cancelled and the November and December regular meetings were rescheduled and combined into one meeting.

Adopting a meeting schedule at the beginning of the calendar year will aid staff and commissioners with planning and scheduling items for discussion and approval.

**STAFF REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE: Regular Meeting of January 16, 2020

TO: Parks and Recreation Commission

SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director



SUBJECT: APPOINTMENT OF COMMISSION CHAIR FOR 2020

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission appoint a Chairperson for 2020.


DISCUSSION

The Commission Chairperson oversees the meetings throughout the year, and may occasionally represent the Commission and City at official functions.

**STAFF REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE: Regular Meeting of January 16, 2020

TO: Parks and Recreation Commission

SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director 

SUBJECT: **APPOINTMENT OF COMMISSION VICE-CHAIR FOR 2020**

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission appoint a Vice-Chairperson for 2020.


DISCUSSION

The Commission Vice-Chairperson acts in the absence of the Chairperson, and may occasionally represent the Commission and City at official functions.

**STAFF REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE: Regular Meeting of January 17, 2020

TO: Parks and Recreation Commission

SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director 

SUBJECT: **PRESENTATION BY THE ANTIOCH COUNCIL OF TEENS (ACT)
ANNOUNCING THE TEEN FRIENDLY BUSINESS AWARD FOR
2019**

The Antioch Council of Teens (ACT) will announce the Teen Friendly Business Award for 2019. The Teen Friendly Business Award is a mark of recognition given to a local business or company in honor of their commitment to the development of healthy relationships between local shops and the teen community. The award recognition program was founded by the Antioch Council of Teens in 2016 and recognition is given to businesses based on their customer service, products, and atmosphere.

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of January 16, 2020

TO: Parks and Recreation Commission

SUBMITTED BY: Tracy Shearer, Assistant Engineer *TS*

REVIEWED BY: Scott Buenting, Project Manager

APPROVED BY: Balwinder Grewal, Interim Public Works Director/City Engineer

SUBJECT: Resolution of Support for a Transportation Development Act Grant for the Antioch School Pedestrian Safety Improvements (P.W. 124-2)

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission, acting as the Pedestrian and Bicycle Advisory Committee (PBAC) for the City of Antioch, adopt the attached Resolution of Support for Antioch School Pedestrian Safety Improvements Project Transportation Development Act Article 3 grant application for safety improvements near Turner Elementary School and Fremont Elementary School.

DISCUSSION

Staff is recommending the City submit an application requesting an allocation of the Transportation Development Act (TDA) Article 3 Pedestrian/Bicycle project funds for Antioch School Pedestrian Safety Improvements consisting of installing Rectangular Rapid Flashing Beacons (RRFB's) or other enhanced crossing at the centrally located crosswalk in front of Fremont Elementary School. This work will entail installing a speed radar sign on Delta Fair Boulevard near Turner Elementary and upgrading curb ramps and school crossing signage and legends near both schools. City staff plan to prepare and submit an application to request grant funding prior to the grant deadline of January 31, 2020.

ATTACHMENTS

A: Resolution

ATTACHMENT "A"

RESOLUTION NO. 2020/**

**RESOLUTION OF THE PARKS AND RECREATION COMMISSION
OF THE CITY OF ANTIOCH, ACTING AS THE CITY OF ANTIOCH PEDESTRIAN
AND BICYCLE ADVISORY COMMITTEE, RESOLUTION OF SUPPORT FOR THE
ANTIOCH SCHOOL PEDESTRIAN SAFETY IMPROVEMENTS PROJECT TDA
ARTICLE 3 GRANT APPLICATION
P.W. 124-2**

WHEREAS, on August 11, 2015, the Antioch City Council appointed the Parks and Recreation Commission as the Pedestrian and Bicycle Advisory Committee (PBAC) for the City of Antioch;

WHEREAS, on May 19, 2016, the Parks and Recreation Commission acting as the PBAC for the City of Antioch recommended safety projects as one of the priorities for bicycle and pedestrian improvements in the City; and

WHEREAS, the City of Antioch desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Exhibit A to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists.

NOW, THEREFORE, BE IT RESOLVED, that the project was reviewed on January 16, 2020 by the Parks and Recreation Commission, the designated PBAC for the City of Antioch and the designated representative; and furthermore, be it

RESOLVED, that the Antioch School Pedestrian Safety Improvements Project will provide improved safety for bicyclists and pedestrians; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of Contra Costa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the Parks and Recreation Commission of the City of Antioch, acting as the City's PBAC, at a regular meeting thereof held on the 16th day of January, 2020 by the following vote:

AYES:

NOES:

ABSENT:

**NANCY KAISER
CLERK TO THE PARKS AND
RECREATION COMMISSION**

EXHIBIT "A"

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2020 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

1. That the City of Antioch is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the City of Antioch legally impeded from undertaking the project(s) described in Exhibit A of this resolution.
2. That the City of Antioch has committed adequate staffing resources to complete the project(s) described in Exhibit A.
3. A review of the project(s) described in Exhibit A has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Exhibit A have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Exhibit A comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Exhibit A, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Exhibit A are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of Antioch within the prior five fiscal years.
8. That the project(s) described in Exhibit A is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.
9. That any project described in Exhibit A that is a bikeway meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Exhibit A will be completed before the funds expire.
11. That City of Antioch agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Exhibit A, for the benefit of and use by the public.

TDA Article 3 Project Application Form

Fiscal Year of this Claim: FY 20/21 Applicant: City of Antioch

Contact person: Tracy Shearer

Mailing Address: 200 H St, Antioch 94509

E-Mail Address: tshearer@ci.antioch.ca.us Telephone: 925-779-6130

Secondary Contact (in event primary not available) Scott Buenting

E-Mail Address: Sbuenting@ci.antioch.ca.us Telephone: 925-779-6129

Short Title Description of Project: Antioch School Pedestrian Safety Improvements

Amount of claim: \$120,000

Functional Description of Project:

Install RRFBs or other enhanced crossings at the main crossings in front of Turner and Fremont Elementary in Antioch. Install flashing radar lights on Delta Fair Boulevard ahead of Turner Elementary. Also update curb ramps and school signage and freshen up pavement markings in front of both schools.

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, engineering, construction, contingency). Use the table below to show the project budget for the phase being funded or total project. Include prior and proposed future funding of the project. Planning funds may only be used for comprehensive bicycle and pedestrian plans. Project level planning is not an eligible use of TDA Article 3.

Project Elements: RRFBs or other crossing enhancements, Flashing Radar, curb ramps, school crosswalk signage and legends

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		120,000			120,000
list all other sources:					
1.					
2.					
3.					
4.					
Totals					

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated). January 28, 2020	Yes
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A
D. Has the project been reviewed by a Bicycle Advisory Committee (BAC)? (If "NO," provide an explanation). Enter date the project was reviewed by the BAC: January 16, 2020	Yes
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	N/A
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) _____	Yes
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: <u>Concrete, striping and signage to be maintained by Antioch, Enhanced crossing to be maintained by CCC on contract with the City of Antioch</u>)	Yes