



PARKS & RECREATION COMMISSION MEETING

**Antioch City Hall
200 H Street
Antioch, CA 94509**

**Thursday
January 18, 2024
7:00 p.m.**

AGENDA

*Parks and Recreation Commission Meetings are live-streamed at
<https://antiochca.gov/parksandrecreationmeeting>*

Notice of Opportunity to Address the Parks and Recreation Commission

There are two ways to submit public comments to the Commission:

Members of the public attending the meeting in person may speak during “public comments” or during an agenda item. If you wish to speak either during “public comments” or during an agenda item, please approach the podium at the appropriate time and the Chair will notify you when you may speak. Please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).

If you wish to provide a written public comment you may email the Director of Parks and Recreation at bhelfenberger@antiochca.gov, by 3:00 p.m. the day of the Parks and Recreation Commission Meeting. Please note, written public comments received by 3:00 p.m. the day of the Parks and Recreation Commission Meeting will be shared with the Parks and Recreation Commission before the meeting, entered into the public record, retained on file, and available to the public upon request. Written public comments will not be read during the Parks and Recreation Commission Meeting.

Individuals may view the agenda and related writings on the City of Antioch website: www.antiochca.gov. In accordance with the Americans with Disabilities Act and California law, it is the policy of the City of Antioch to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City’s ADA Coordinator can be reached @ Phone: (925) 779-6950, and e-mail: publicworks@ci.antioch.ca.us.



PARKS & RECREATION COMMISSION MEETING

January 18, 2024

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

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 21, 2023.

VI. BUSINESS

1. Chair/ Vice Chair Elections
2. Civic Enhancement Grants: Report by Ad Hoc Committee and Final Recommendation to City Council
3. Discussion of Areas in Parks Designated for Skateboarding, Roller Blading, Roller Skates, or Bicycles
4. Discussion of Commissioner Attendance at Special Events and Community Engagement

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication
2. Commission Communication

VIII. ADJOURNMENT

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PARKS & RECREATION COMMISSION MEETING

Thursday
December 21, 2023
7:00 p.m.

ANNOTTATED AGENDA

I. CALL TO ORDER

Call to Order by Director Helfenberger at 7:03 pm

II. ROLL CALL

*Commissioners Present: Del Castillo, Ellis, Matthews, Williams
Commissioners Absent: Eubanks, King, Pedrotti
Staff Present: Brad Helfenberger, Acting Assistant City Manager/
Parks and Recreation Director
Shahad Wright, Recreation Services Manager
Carlos Zepeda, Deputy Public Works Director
Jun Gandia, Recreation Supervisor*

Because the Chair and Vice-Chair were both absent, Director Helfenberger requested the Commission appoint a presiding officer to lead the meeting.

Motion to appoint Commissioner Ellis to serve as the presiding officer for the meeting

Motion: Ellis

Second: Del Castillo

4 Yes/0 No

3 Absent

III. PLEDGE OF ALLEGIANCE

Commissioner Ellis led the Pledge of Allegiance

IV. PUBLIC COMMENTS

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

There were no public comments.

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V. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission Meeting of November 16, 2023.

*Motion to approve minutes of the Parks and Recreation Commission meeting
November 16, 2023.*

*Motion: Matthews
Second: Ellis
4 Yes/0 No
3 Absent*

VI. BUSINESS

1. Senior Center and Nick Rodriguez Community Center Programs Update
from Recreation Supervisor Jun Gandia

Director Helfenberger introduced Jun Gandia, Recreation Supervisor in charge of programs and activities at the Nick Rodriguez Community Center and Antioch Senior Center. Supervisor Gandia provided a presentation on the progress of both facilities over the past year.

2. Discussion of Possible "Adopt a Trail" Program

Commissioner Matthews presented his idea to create an "Adopt a Trail" program in the City, where individuals and/or businesses could volunteer to periodically pick up trash along certain sections of City trails for a given timeframe. The Commission is interested in pursuing such a program. Staff will research logistics involved in implementing a program.

3. Discussion of Areas in Parks Designated for Skateboarding, Roller Blading, Roller Skates, or Bicycles

This item was tabled because Chair King was not present.

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication

At 7:51pm, Commissioner Williams requested a brief recess. The meeting was called back to order at 7:55pm with Commissioners Del Castillo, Ellis, Matthews, and Williams present.

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Manager Wright informed the Commission about the Martin Luther King Jr. Day of Service events on January 15th. Deputy Director Zepeda provided a brief update on trail maintenance. The renovation projects for Jacobson and Marchetti Parks are scheduled to go out to bid in the near future. The annual Arbor Day event is planned for April. Commissioner Matthews asked about trail signage and dirty bike lanes on Hillcrest Avenue. Deputy Director Zepeda provided information on upcoming improvements to both. Director Helfenberger informed the Commission about the Rivertown Community Space Community Workshops scheduled for February 8th at the Antioch Community Center and February 18th at the Antioch Senior Center. He also provided an update on the Civic Enhancement Grants. There were 18 grant applications received, double the amount from last year. The Civic Enhancement Grant Ad Hoc Committee will meet in early January to recommend funding levels for each application.

2. Commission Communication

Commissioner Del Castillo expressed an interest in the development of a Bicycle Master Plan. Director Helfenberger informed the Commission that the City will begin a new Citywide Master Plan which will include a Transportation Element. The Commission will have the opportunity for input on this plan as it is developed.

VIII. ADJOURNMENT

Motion: Del Castillo

Second: Matthews

4 Yes /0 No

3 Absent

Meeting Adjourned at 8:27 pm


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STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of January 18, 2024

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Election of Chair and Vice Chair

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission elect a Chairperson and Vice-Chairperson to conduct the Parks and Recreation Commission Meetings.

FISCAL IMPACT

This recommended action has no fiscal impact.

DISCUSSION

The Parks and Recreation Commission discusses issues and provides recommendations to the City Council relating to parks, open spaces, recreation, and other related topics. The Commission consists of up to seven members who must be Antioch residents. There are currently no vacancies on the Commission.

The Chair and Vice-Chair shall be elected at the first meeting of each calendar year. Meetings are held the third Thursday of each month at 7:00 p.m.; or on other dates as needed.


ATTACHMENTS

None

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of January 18, 2024

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Civic Enhancement Grants: Report by Ad Hoc Committee and Final Recommendation to City Council

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission review the recommendation for Civic Enhancement Grants from the Civic Enhancement Grant Ad-Hoc Committee and make a final recommendation to City Council for approval and authorization.

FISCAL IMPACT

The budget allocation for the Civic Enhancement Grant Program is \$50,000 for Fiscal Year 2023-2024.

DISCUSSION

The FY23-24 Budget includes continued funding for the Civic Enhancement Grants Program to support community events and improvement projects that originate with Non-Profit organizations in Antioch. It is the City's goal to assist Non-Profit organizations by creating and implementing a grant program to fund civic events and enhancement projects in an objective manner. The Parks and Recreation Commission makes final recommendations for grant approval to the City Council, which ultimately authorizes the grant allocations.

During the FY22-23 program, some organizations used awarded funds to rent City facilities for their programs. In response, the FY23-24 program added an option to request City facilities/ services as part of the application to allow organizations access without having to use awarded funds for this purpose. These in-kind requests are noted on the Proposed Funding List in the "Appx. Value of City Facilities/ Services" column. The value of these services are in addition to the recommended funding amount.

Applications for the Civic Enhancement Grant Program were published on November 2, 2023, and due December 18, 2023. The City received 18 applications for grant funding to support projects and/or programs in 2024. The City Council authorized \$50,000 in FY23-24 to fund the civic enhancement grant program. The total amount of funding requested is \$167,560.

On November 16, 2023, the Parks and Recreation Commission appointed three members to serve on the Ad-Hoc Committee to review the applications and recommend funding amounts for the grant applications. The Committee met on January 4, 2024 and January 9, 2024 to review the applications. The Committee's funding recommendation is included on the attached Proposed Funding List.

The attached documents provide summary information including the program policy, list of applicants, amount of funding requested, value of City facilities/ services requested, and amount of funding recommended. The Ad-Hoc Committee recommended 16 proposed projects & programs receive full or partial funding requested.

ATTACHMENTS

- A. Program Policy and Application Form
- B. Proposed Funding List

City of Antioch
2024 Civic Enhancement Grant Applications
Summary & Recommendations

Attachment A

Name of Applicant	Amount Requested	Amount Recommended	Appx. Value of City Facilities/ Services	Project Summary
Antioch Rotary Club	\$3,000	\$2,500	\$2,300	King's Conference for Underserved Male Youth
Be Exceptional	\$8,000	\$1,500	Not Requested	Funds to Expand Youth Programs for people with disabilities
Cancer Support Community	\$5,000	\$1,500	Not Requested	To provide support and services to people and families impacted by cancer
Celebrate Antioch Foundation	\$10,000	\$3,000	\$5,000	To provide community special events in Rivertown
Contra Costa Family Justice Alliance	\$10,000	-	Not Requested	Establishment of a community healing garden
Contra Costa Senior Legal Services	\$5,000	\$1,000	\$3,900	Info sessions on avoiding fraud and scams at the Antioch Senior Center
Delta Learning Center	\$8,000	\$8,000	Not Requested	Tutoring services primarily for elementary school students in English/ Language Arts
El Campanil Theater	\$10,000	\$3,000	Not Requested	Children's Theater Program
Facing Homelessness	\$10,000	\$2,000	\$1,500	To provide supplies and resources to the unhoused
Grace Arms of Antioch	\$4,000	-	Not Requested	Funding for MLK March Event
Grace Closet	\$3,000	\$3,000	Not Requested	Expansion of Community Resource and Health Fair
Loaves and Fishes of Contra Costa	\$7,500	\$1,500	Not Requested	To provide food for families, seniors, unhoused residents, and veterans.
New Generation Equity/ STEAM4Real	\$25,000	\$8,000	\$300	In Living Color STEM Event
Police Activities League (PAL)	\$10,000	\$2,500	Not Requested	Providing Sports/ Athletic activities for the community
RR Transitional Housing	\$25,560	\$5,500	Not Requested	Youth Empowerment Monthly Seminar
SHARE Community	\$10,000	\$4,500	Not Requested	Mobile Shower and Hygiene Service Program
ThisActive_Art	\$8,500	\$1,500	Not Requested	Free art activities for the community
TOTAL	\$167,560	\$50,000	\$13,000	

CITY OF ANTIOCH

Civic Enhancement Grant Program

Application

The City of Antioch is offering one-time grants that support events, historic & cultural activities, and community beautification projects that enhance civic pride and strengthen community engagement within the City.

1. Introduction

This application should be used by nonprofit organizations requesting funding from the City's Civic Enhancement Grant Program.

Funds may only be used for:

- Activities performed directly for the benefit and enjoyment of all Antioch residents; open to the public and all citizens and/or underserved youth/communities.
- Improvements to or operation of arts and cultural facilities
- General city beautification

Applications are due December 18, 2023, 5:00pm.

While pleased to contribute toward enhancement activities, the city is interested in investing where other funding entities also contribute to the cost of programs, events and projects. Please describe in detail the program, event or project that you would like the City to support; other funders and supporters, and the positive impact it will have on the community. If your proposal is for a program or event to be held at a City facility, please include the approximate facility fees separately on the form along with proposed dates/times/locations, even if tentative. This will allow the City to waive facility/permit fees rather than have the organization pay them from any awarded grant funds.

Funding disbursements will be made after the nonprofit has been notified from the City. The city reserves the right to adjust grant awards based upon budgetary circumstances following the adoption of the Fiscal Budget.

Submit **one (1) original** of the application packet and three (3) copies. Note: All attachments to the application must be included in the original and all copies. Hard copies and emailed PDFs are accepted.

The application package must include the following:

- (1) **Completed application form**
- (2) **IRS 501 (C) Tax Exemption Determination Letter**
- (3) **Current List of the Organization's Board of Directors**
- (4) **Evidence of Insurance** (Listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance.)

2. Application

Name of Applicant/Organization: _____

Name of Fiscal Agent (If applicable): _____

Applicant Contact Information:

Project Manager: _____ Phone: _____

Email: _____

Mailing Address: _____

Physical Address (if different than mailing address): _____

Website/Social Media: _____

Amount of City Funds Requested: \$ _____

Description/Costs of City Facilities Requested for Program/Event (if applicable): \$ _____

Total Project or Event Budget: \$ _____

Description of Activity: (attach up to one additional page total if necessary)

Explain why financial assistance from the City is necessary to provide these services:

CITY OF ANTIOCH
CIVIC ENHANCEMENT GRANTS APPLICATION
FISCAL YEAR (2023-2024)



List other funding sources that will be used or requested in order to support the program, event or project. What funding will you add to the City grant?

Explain the effect upon these services if the City does not fund your request or if the award is less than requested:

How does this program or project create a unique, positive and valuable impact in our community?

Signature: Applicant Authorized Representative
(typed signatures not accepted)

Date

Applications must be submitted by December 18, 2023 at 5:00pm to the Antioch Recreation Department, 4703 Lone Tree Way Antioch, CA 94531, or may be submitted electronically to bhelfenberger@antiochca.gov

Policy Introduction

The City of Antioch offers one-time grants to provide funding that support operations, marketing and promotions for Antioch special events, historic and cultural activities, and facilities that enhance civic pride and strengthens community engagement within the City. Grants are funded by revenues from City Transient Occupancy Taxes (TOT) and/or the General Fund and approved by the City Council. Applications will be reviewed by the City and the Antioch City Council makes the final grant award decisions.

Funds may only be used for:

- Activities performed directly for the benefit and enjoyment of all Antioch residents; open to the public and all citizens and/or underserved youth/communities.
- Improvements to or operation of arts and cultural facilities
- General city beautification

Applications may also include a request to use City facilities for programs or events. These costs should be listed separately on the application along with tentative dates, times, and locations. This will allow the City to waive facility/permit fees rather than have the organization pay them from any awarded grant funds. Applicants and grant recipients must meet certain reporting requirements and deadlines. This may include reports of how grant funds from previous fiscal years were used.

Applicant eligibility

To be eligible for civic enhancement grants, organizations must be a non-profit corporation, or have a qualifying fiscal agent with tax-exempt status under section 501(c)(3), 501(c)(4), or 501(c)(6) of the Internal Revenue Code. Organizations/ Fiscal Agent must provide a copy of their current 501(c)(3), 501(c)(4), or 501(c)(6) IRS determination letter when submitting an application. Private individuals are not eligible to submit applications for programs, events or projects.

How to apply

Applications for grants are only accepted during the submission period, which will end December 18, 2023. City funds that are budgeted for grants must be committed by June 30, 2024, which is the end of the Fiscal Year.

- Organizations must meet all the applicant requirements detailed in the current application packet. Read the instructions and all application materials very carefully.
- Complete and submit all of the application materials listed on the grant application checklist. Applications missing any of the required materials will not be considered for

funding. Please note that official budget reports and fiscal statements from the nonprofit organization may be required under the final grant contract.

Application forms

Applications for Civic Enhancement Grants will be available after July 1st each year. The application may be downloaded from the City of Antioch website:

www.antiochca.gov/recreation.

Types of grants

- Activities performed directly for the benefit and enjoyment of all Antioch residents; open to the public and all citizens and/or underserved youth/communities.
- Improvements to or operation of arts and cultural facilities in Antioch
- General city beautification within Antioch

All events proposed for funding must be:

- Open to the public and/or underserved youth/communities
- Take place within the over-arching boundaries of the Antioch City Limits
- Committed and/or scheduled between July 1 and June 30 of the fiscal year for which the grant is awarded


For more information about the City of Antioch Civic Enhancement Grants please call the Antioch Recreation Department at (925) 776-3050.

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of January 18, 2024

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Discussion of Areas in Parks Designated for Skateboarding, Roller Blading, Roller Skates, or Bicycles

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission discuss and provide a recommendation to City staff.

FISCAL IMPACT

This recommended action has no direct fiscal impact at this time.

DISCUSSION

This item is solely for the Parks and Recreation Commission's discussion. The item was requested for discussion by Commissioner King, who has shared with staff that the issue has been brought to her attention by a few residents who have expressed frustration with the existing municipal code on designated areas for skating. The relevant municipal code section is below:

10-2.08 PARKS/RECREATION FACILITIES REGULATIONS (2) No skateboards, roller blades, roller skates or bicycles are permitted on tennis courts or other areas not designed for such use. They must not be operated in an unsafe manner within all park sites.

ATTACHMENTS


None



STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of January 18, 2024

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Discussion of Commissioner Attendance at Special Events and Community Engagement

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission discuss and provide a recommendation to City staff.

FISCAL IMPACT

This recommended action has no direct fiscal impact at this time.

DISCUSSION

This item is solely for the Parks and Recreation Commission's discussion. The item was requested for discussion by Commissioner King.

ATTACHMENTS

None

Parks and Recreation Commission Requested Discussion Items

[illegible]

ANTIOCH RIVERTOWN COMMUNITY SPACE

HELP DESIGN THIS
OUTDOOR SPACE!



COMMUNITY DESIGN WORKSHOP

Join the discussion and share
your thoughts on a new outdoor
community space in historic
Rivertown!

Open to all community
members!

Thursday Feb. 8, 2024

6:00pm - 8:00pm

ANTIOCH COMMUNITY CENTER

4703 Lone Tree Wy, Antioch, CA

OR

Sunday Feb. 18, 2024

4:00pm - 6:00pm

NICK RODRIGUEZ CMTY CENTER

213 F Street, Antioch, CA

**Help us design
through fun activities
and discussions!**

*Refreshments will be provided

**Share your
thoughts now**



Please take
a moment
to fill out this
short survey