



PARKS & RECREATION COMMISSION MEETING

Antioch City Hall
200 H Street
Antioch, CA 94509

Thursday
February 16, 2023
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:
Prior to 5:00pm the day of the meeting written comments may be submitted electronically to the Director of Parks and Recreation at the following email address:
bhelfenberger@antiochca.gov. Include your comments in the email communication.

All comments received before 5:00 pm the day of the meeting will be provided to the Parks and Recreation Commissioners at the meeting. **Please indicate the agenda item and title in your email subject line.**

After 7:00 the day of the meeting and during the meeting all comments may be submitted verbally by dialing (925) 776-3057. Call-in comments will be heard by Commissioners during the meeting. Members of the public attending the meeting in person may speak during "public comments" or during an agenda item. Please note that there is a delay of approximately 60 seconds between the live meeting and the broadcast.

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

February 16, 2023

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 November 17, 2022.

VI. BUSINESS

1. Introduction of new Commissioner Dorothy Ellis
2. Election of Chair and Vice-Chair
3. Civic Enhancement Grants: Report by Ad Hoc Committee and Final Recommendation to City Council
4. Update on Trail Maintenance

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication
2. Commission Communication

VIII. ADJOURNMENT

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

Thursday
November 17, 2022
7:00 p.m.

ANNOTTATED AGENDA

I. CALL TO ORDER

Call to Order by Chair Arce at 7:15 pm

II. ROLL CALL

Commissioners Present: Arce, King, Peckenham, Pedrotti (arrived 7:20) Williams

Commissioners Absent: Belche, Eubanks

Staff Present: Brad Helfenberger, Parks and Recreation Director

Carlos Zepeda, Deputy Public Works Director

III. PLEDGE OF ALLEGIANCE

Chair Arce 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.

V. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission meeting of October 20, 2022.

*Motion to approve minutes of the Parks and Recreation Commission meeting
October 20, 2022*

*Motion: Arce
Second: Peckenham
4 Yes/0 No*

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VI. BUSINESS

Motion to move item 1 to follow item 3

Motion: Arce

Second: Peckenhams

4 Yes/0 No

3 Absent

1. Introduction of new Commissioner Jacob Pedrotti *(moved to follow item 3)*

Commissioner Jacob Pedrotti was appointed to the Parks and Recreation Commission at the City Council Regular Meeting of October 25th. His term will expire in March of 2024. He is the first youth to ever serve on any Antioch Commission. Commissioner Pedrotti introduced himself to the rest of the Commission. Several members of the public spoke to congratulate Mr. Pedrotti and expressed pride in his accomplishment.

No action was taken on this item.

2. Election of Vice-Chair

The election of Chair and Vice-Chair are scheduled each January. Because the previous Vice-Chair is no longer on the Commission, a new vice-chair needs to be selected off-schedule. The Commission held a brief discussion and there was consensus to postpone the election of a Vice-Chair to January because elections will need to be conducted then anyway.

Motion to delay the selection of a Vice Chair until January

Motion: Arce

Second: King

5 Yes/0 No

2 Absent

3. Formation of an Ad-Hoc Committee for Purposes of Reviewing Civic Enhancement Grant Applications and Award Recommendation

Director Helfenberger explained the program and the process. The City Council has allocated \$50,000 in the current fiscal year for grants for local non-profits for programs and project that benefit the community. The Parks and Recreation Commission is responsible for recommending projects for funding.

Motion to form an ad-hoc committee for purposes of reviewing civic enhancement grants and award recommendation with Commissioners King, Pedrotti, and Williams to serve on the committee.

Motion: Peckenhams

Second: Arce

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VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication

Director Helfenberger informed the Commission that upgrades to the sound and light system at the Nick Rodriguez Theater were nearing completion. The Holiday Delites Event is scheduled for December 3rd. The winter-spring 2023 Recreation Guide is now available and there will be a “Cyber Monday” sale on Monday November 28th in which there will be a 20% discount on most recreation programs.

2. Commission Communication

Commissioner King inquired about how programs and events are marketed to the Community. Director Helfenberger responded. She also asked for additional updates from Parks and Recreation Staff. Director Helfenberger responded that there is a new supervisor overseeing the Senior Center who will be invited to a future meeting. Commissioner King asked about additional planned park improvements. Director Helfenberger and Deputy Director Zepeda gave a brief review of upcoming projects. Chair Arce requested an update on trail maintenance at a future meeting.

VIII. ADJOURNMENT

*Motion: Arce
Second: King*

*5 Yes /0 No
2 Absent*

Meeting Adjourned at 7:47 pm


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CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of February 16, 2023

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Introduction of new Commissioner Dorothy Ellis

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission receive the introduction.

FISCAL IMPACT

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

DISCUSSION

The City Council appointed Dorothy Ellis to the Parks and Recreation Commission at the regular meeting of January 24, 2023. The term will expire in April 2026. We welcome her to the Parks and Recreation Commission.

ATTACHMENTS

Commission Application

CITY OF
ANTIOCH
CALIFORNIA

APPLICATION EXTENDED DEADLINE DATE: 5:00 p.m. Friday, October 29, 2021

APPLICATION FOR COMMUNITY SERVICE

PARKS & RECREATION COMMISSION

One (1) Full-term vacancy expiring March 2024

Print your name Dorothy Ann Ellis

Address [REDACTED] City Antioch

ZIP Code 94531 Phone (H) [REDACTED] (W) [REDACTED] (C) [REDACTED]

E-mail address [REDACTED]

Employer City & County of San Francisco Juvenile Probation Department

Address 375 Woodside Ave City San Francisco

Occupation Deputy Probation Officer

How long have you lived in Antioch? 19 years

List the three (3) main reasons for your interest in this appointment: To ensure

1. Parks and Recreation programs are available to all Antioch residents. 2. To help Antioch Park and Recreation Department to bring, or create, or maintain successful park & Rec programs to Antioch that is inclusive to all. 3. To be an active in my community and use my talents for the betterment of my community.
- Have you attended any meetings of this commission? NO

Have you had any previous city community service on this commission? (If yes, please explain) (NO) This will be my first opportunity to serve my community.

What skills/knowledge do you have that would be helpful in serving on the Parks & Recreation Commission? I have grown up participating in Parks & Rec programs and I know how beneficial they are to the community and I want to use my previous knowledge and skills as a Juvenile Probation Officer to give back to my community. I have also used parks & Rec services as an Antioch resident and I want to learn about the inner working of Commission and assist in any way that I can.

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

I would like to thank the commission for the opportunity to apply for the Parks + Recreation commissioner position

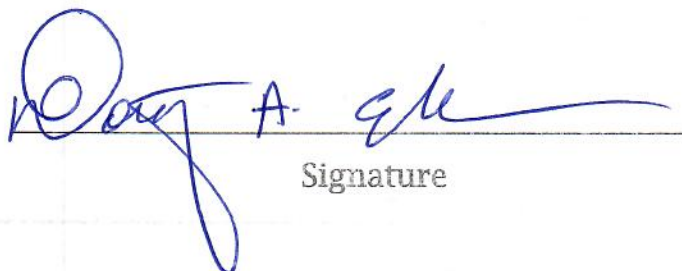
Please read the attached general information regarding boards and commission so you are aware of the duties, time and frequency of meetings. Can you attend meetings for this commission at the designated times? yes

PLEASE ATTACH YOUR RESUME (*Recommended to enhance your application*).

PLEASE NOTE THIS COMPLETED APPLICATION IS AVAILABLE FOR PUBLIC REVIEW.

Email completed application with resume to: cityclerk@ci.antioch.ca.us. You can also mail/deliver to:

Office of the City Clerk
200 "H" Street
P.O. Box 5007
Antioch, CA 94531-5007

 A g/k
Signature

10/29/21


Date

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of February 16, 2023

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 direct fiscal impact at this time.

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 is currently one vacancy 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 February 16, 2023

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 and approve 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 2022-2023. The total amount requested is \$49,715.

DISCUSSION

The FY22-23 Budget includes continued funding for the Civic Enhancement Grants Program to support community events and improvement projects that originate with nonprofit organizations in Antioch. It is the City's goal to assist nonprofit organizations by creating and implementing a grant program to fund civic events and enhancement projects in an objective and efficient manner. The Parks and Recreation Commission makes final recommendations for grant approval to the City Council.

On November 17, 2022, the Parks and Recreation Commission appointed three members to serve on the Ad-Hoc Committee to review the applications and apply the initial ranking for the grant applications. The Committee met on January 26, 2023 to review the applications.

The City received nine applications for grant funding to support projects and/or programs in 2023. The City Council authorized \$50,000 in FY 22-23 to fund the civic enhancement grant program. The total amount of funding requested is \$49,715.

The attached documents provide summary information including the program policy, list of applicants, amount of funding requested, and amount of funding recommended. The Ad-Hoc Committee recommended all proposed projects & programs receive the funding requested.

ATTACHMENTS

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



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 strengthens 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.
- Improvements to or operation of arts and cultural facilities
- General city beautification

Applications are due January 17, 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.

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 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: \$ _____

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 (2022-2023)



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

Date

Applications must be submitted by January 17, 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.
- Improvements to or operation of arts and cultural facilities
- General city beautification

Applicants and grant recipients must meet certain reporting requirements and deadlines. This may include reports of how grant funds from previous fiscal years and or grantors 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 January 17, 2023. City funds that are budgeted for grants must be committed by June 30, 2023, 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 will be a required item.

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.
- 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
- 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
 2023 Civic Enhancement Grant Applications
 Summary & Recommendations


Name of Applicant	Amount Requested	Amount Recommended	Project Summary
Be Exceptional	\$10,000	\$10,000	To expand services in the community by leasing their own facility
Cancer Support Community	\$2,500	\$2,500	To help low-income communities of color by providing free services
Delta Veterans Group	\$6,500	\$6,500	Veterans Memorial Banner Program
Loaves and Fishes of Contra Costa	\$5,000	\$5,000	To provide food for families, seniors, unhoused residents, and veterans.
Love Never Fails	\$6,000	\$6,000	To provide BIPOC Women opportunities in the IT Field
The Drama Factory	\$2,880	\$2,880	To make theater and stagecraft accessible to the community by supporting production fees/ costs
Antioch Historical Society	\$8,835	\$8,835	To redesign and update signage at the Antioch Historical Museum
Contra Costa Family Justice Alliance	\$5,000	\$5,000	To provide resources and education to over 200 families and children
Antioch Rotary Club	\$3,000	\$3,000	For "Kings Conference" for "at-risk" male students
TOTAL	\$49,715	\$49,715	

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of February 16, 2023

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Update on Trail Maintenance

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission receive the update.

FISCAL IMPACT

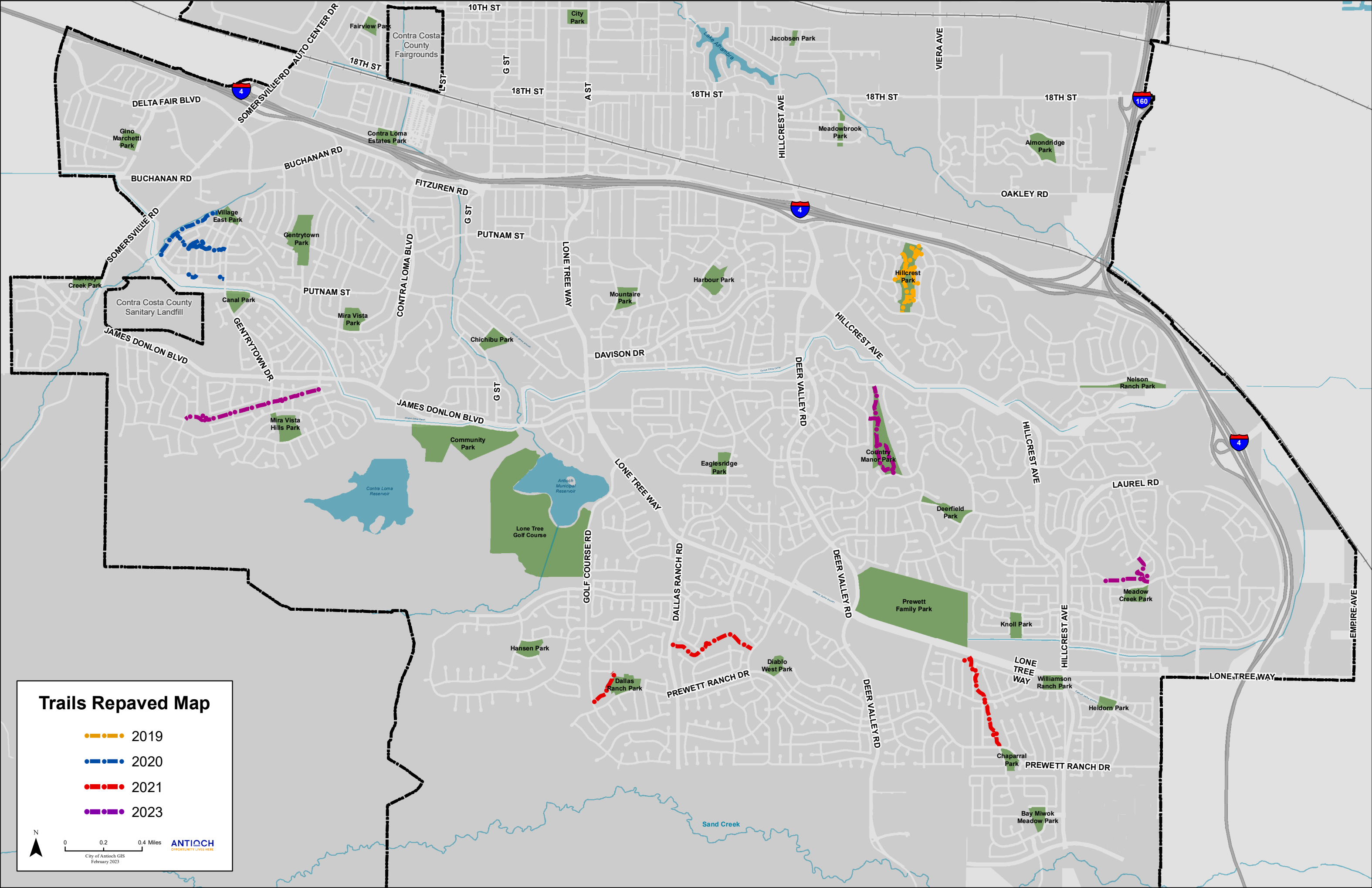
This recommended action has no direct fiscal impact at this time.

DISCUSSION

At the Regular Meeting of the Parks and Recreation Commission on November 17, 2022, the Commission requested an update on trail maintenance projects. This item is in response to the request.

ATTACHMENTS

Trail Maps



Trails Repaved Map

- 2019
- 2020
- 2021
- 2023