



PARKS & RECREATION COMMISSION MEETING

**Council Chambers
200 H Street
Antioch, CA 94509**

**Thursday
August 16, 2018
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 June 21, 2018.
2. Motion to approve the minutes of the Joint Antioch Police Crime Prevention Commission and the Parks and Recreation Commission meeting of July 19, 2018.

VI. BUSINESS

1. Ad-Hoc Committee for Purposes of Reviewing Civic Enhancement Grant Applications
2. Report on City Cost Allocation Study

VII. COMMUNICATIONS (Announcements and Correspondence)

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1. Staff Communication
2. Commission Communication

VIII. ADJOURNMENT

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PARKS & RECREATION COMMISSION MEETING

**Council Chambers
200 H Street
Antioch, CA 94509**

**Thursday
June 21, 2018
7:00 p.m.**

ANNOTATED AGENDA

I. CALL TO ORDER

Call to Order by Chair McClelland at 7:03 pm

II. PLEDGE OF ALLEGIANCE

Chair McClelland led the Pledge of Allegiance

III. ROLL CALL

*Commissioners Present: J. Farr, K. Farr, Foster, Kelly, Knight, McClelland, Soliz
Commissioners Absent: None
Staff Present: Nancy Kaiser, Parks and Recreation Director*

IV. RECOGNITION OF OUTGOING PARKS AND RECREATION COMMISSIONERS

Terms concluded for Commissioners Janet Farr and Keith Farr. Chair McClelland recognized the accomplishments of the Commission during the tenure and thanked Mrs. Farr and Mr. Farr for their service. A reception followed the recognition and the Commission took a 15 minute break to congratulate the retiring commissioners.

V. OATH OF OFFICE FOR NEW AND REAPPOINTED COMMISSIONERS

*A. Arne Simonsen, CMC
Antioch City Clerk, Arne Simonsen, introduced the newly appointed commissioners and welcomed back the commissioners who were reappointed by Antioch Mayor and Council. Mr. Simonsen issued the Oath of Office for all commissioners beginning a new term on the Parks and Recreation Commission.*

VI. ROLL CALL

*The newly seated commissioners took their seats; roll call commenced.
Commissioners Present: Eubanks, Foster, Kelly, Knight, Othman McClelland, Soliz
Commissioners Absent: None
Staff Present: Nancy Kaiser, Parks and Recreation Director*

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VII. 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

VIII. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission Meeting of May 17, 2018.

*Motion to Approve Minutes for Meeting of May 17, 2018 5 Yes / 0 No
2 abstain*

X. COMMUNICATIONS (Announcements and Correspondence)

1. Staff

Staff provided an update on summer recreation programs; noting that youth camps have started, Jr. Giants begins their season, water park is open daily and summer concerts begin July 14 for a six concert series.

2. Commission Communication

Commissioners communicated observations and experiences with parks and recreation; Marina recognized heavily in the Best of the Delta announcements, various parks need attention before the summer gets underway. The new commissioners were welcomed by the Chair & Vice-Chair.

XI. ADJOURNMENT

The meeting adjourned at 7:55pm

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**JOINT ANTIOCH CRIME PREVENTION COMMISSION / PARKS AND RECREATION
COMMISSION MEETING**

**Antioch, California
July 16, 2018**

**Chichibu Park, Corner of Longview Road and Acorn Road,
Antioch CA. 94509**

1. CALL TO ORDER

Police Crime Prevention Chairperson Thurston called the meeting to order at 7:01 P.M., on July 16, 2018 at Chichibu Park.

PLEDGE OF ALLEGIANCE

2. ROLL CALL

Present: Police Crime Prevention Commissioners White, Eubanks, LaPoint, Price and Chairperson Thurston

Absent: Police Crime Prevention Commissioner Goodson

Present: Park and Recreation Commissioners Soliz, Othman, Eubanks, Foster, Kelly, Knight and Chairperson McClelland

Absent: Park and Recreation Commissioners Foster (arrived at 7:05 P.M. and Eubanks (arrived at 7:25 P.M.)

Staff: Lieutenant, Tarra Mendes
Director of Parks and Recreation, Nancy Kaiser
Coordinator, Hans Ho
Minutes Clerk, Kitty Eiden

3. CHAIR'S OPENING REMARKS

Police Crime Prevention Chairperson Thurston, Parks and Recreation Chairperson McClelland and Director of Parks and Recreation Kaiser gave opening remarks. Director of Parks and Recreation Kaiser also presented the Commission and staff with tumblers.

4. APPROVAL OF MINUTES

June 18, 2018 Police Crime Prevention Commission

On motion by Police Crime Prevention Commissioner Eubanks, seconded by Police Crime Prevention Commissioner White the Crime Prevention Commission members

present unanimously approved the minutes of June 18, 2018 as presented. The motion carried the following vote:

Ayes: Police Crime Prevention Commissioners White, Eubanks, LaPoint, Price and Chairperson Thurston

Absent: Police Crime Prevention Commissioner Goodson

June 21, 2018 Parks and Recreation Commission

As recommended by Director of Parks and Recreation Kaiser, the Parks and Recreation Commission agreed to continue the minutes of the June 21, 2018 to their next regular meeting.

5. PUBLIC COMMENT

Jim Davis and Lauren Posada representing “Not In Antioch” stated that had petitions available to sign this evening for anyone wishing to support their efforts to overturn the City’s Ordinance approving the cannabis overlay district.

6. BUSINESS:

i. Business Watch Implementation – Report by Chair Thurston

Police Crime Prevention Chairperson Thurston explained the Business Watch program and provided a listing of the current groups as well as groups that were in process.

ii. NW Best Practices Committee – Report by Commissioner Sandra White

Police Crime Prevention Commissioner White reported on the new Block Captain Orientation meeting.

iii. Division of Block Captains by Commissioners – Report by Chair Thurston

Police Crime Prevention Commissioner LaPoint and Chairperson Thurston reported on the Division of Block Captains by Commissioners.

iv. Internet Technology Improvements – Report by Dwayne Eubanks

Police Crime Prevention Commissioner Eubanks reported on the Internet Technology Improvements.

v. National Night Out Grant Awards

Police Crime Prevention Coordinator Ho presented National Night Out grant awards to Block Captains who had submitted applications.

7. NEW BUSINESS

i. Additional New Business – input from the Commissioners and/or Antioch Police Department

Police Crime Prevention Commissioner Eubanks suggested the following items be added to new business:

- Coordinating a citywide Basketball Tournament with the Parks and Recreation Commission and Antioch Police Department
- Surveillance Camera Registry Presentations

Police Crime Prevention Chairperson Thurston suggested the following item be added to new business:

- Food Truck Thursday participation by the Police Crime Prevention Commission to disperse information on Neighborhood Watch

ii. Antioch Civic Enhancement Grant Program – program outline

Director of Parks and Recreation Kaiser reported on the Antioch Civic Enhancement Grant Program.

8. COMMISSION COMMUNICATIONS

Commission – Police Crime Prevention Commission

Police Crime Prevention Chairperson Thurston urged residents to call in all suspicious activity.

Antioch Police Department Staff

Police Crime Prevention Coordinator Ho announced National Night Out would be held on August 4, 2018 and the next Neighborhood Cleanup event would be held at Wildhorse Road/Folsom Drive.

Recreation and Public Works Staff

Director of Parks and Recreation Kaiser stated that staff was working to appoint a formal liaison from the Public Works department to the Parks and Recreation Commission. She thanked everyone who attended the Concert on the River and

reported Toree McGee would be performing at this Saturday's event. She commented that she would be coordinating with Coordinator Ho for the Parks and Recreation Commissions participation in National Night Out.

Commission (continued) – Park and Recreation Commission

Park and Recreation Commissioner Knight provided the Adventures in Fitness Day Camp schedule and encouraged everyone to get the information out to the community.

Park and Recreation Commissioner Kelly reported on her attendance at Concerts by the River and a boat owner sleepover at the Antioch Marina.

Park and Recreation Commissioner Eubanks reported on her attendance at Concert by the River.

Parks and Recreation Commissioner Foster reported on her attendance at Concert by the River.

Park and Recreation Commissioner Soliz thanked the Police Crime Prevention Commission for participating in the joint meeting and suggested that they be scheduled twice a year. He also suggested Director of Public Works Blank be invited to participate in a future Parks and Recreation Commission meeting. He voiced his support for following up on the Commissions joint efforts to host a citywide Basketball tournament.

Park and Recreation Chairperson McClelland stated that he enjoyed the joint meeting and invited everyone to attend Concerts by the River.

National Night Out

Awards were previously distributed.

Police Crime Prevention Chairperson Thurston announced the following meeting/presentation and event schedule.

9. FUTURE COMMISSION MEETINGS / EDUCATIONAL PRESENTATIONS / EVENTS

- i) Saturday, August 4 -- Neighborhood Clean Up, Wildhorse Road/Folsom Drive
- ii) There will not be a regular Crime Prevention Commission meeting in August due to National Night Out activities on August 7, 2018.
- iii) August 16, 2018 Parks and Recreation Commission – Regular Meeting

10. PUBLIC COMMENT AND COMMISSIONERS MEET AND GREET

A speaker reported that her National Night Out Block Party would be attended by Senior Citizens and requested that the Crime Prevention Commissioner attending her event to arrive earlier than 6:00 P.M. She also reported that their site manager was matching grant money and donating \$100.00 toward their event.

A speaker questioned if the Police Crime Prevention Commission would be divided up in districts to represent Neighborhood Watch groups.

Chairperson Thurston stated that that process would be occurring in the near future.

11. ADJOURNMENT

On motion by Police Crime Prevention Commissioner Eubanks, seconded by Parks and Recreation Commissioner Kelly the Crime Prevention Commission members/Parks and Recreation Commission members present unanimously adjourned the meeting. The motion carried the following vote:

Ayes: Police Crime Prevention Commissioners White, Eubanks, LaPoint, Goodson, Price and Chairperson Thurston

Absent: Police Crime Prevention Commissioner Goodson

Ayes: Parks and Recreation Commissioners Soliz, Kelly, Knight, Othman, Foster, Eubanks and Chairperson McClelland

The meeting was adjourned at 7:52 P.M. to the next regularly scheduled meeting on May 21, 2018 at 7:00 P.M.



STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of August 16, 2018

TO: Parks and Recreation Commission

SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director *Nancy Kaiser*

SUBJECT: Ad-Hoc Committee for Purposes of Reviewing Civic Enhancement Grant Applications

Recommendation

It is recommended that the Parks and Recreation Commission appoint two members of the Commission to serve on the Civic Enhancement Grant Ad-Hoc Committee.

Discussion

On June 12, 2018 the City Council approved a Civic Enhance 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 City Council requested that the Parks and Recreation Commission make final recommendations for grant approval to the City Council.

Attached for review is the draft program policy and grant application.

Attachments

- A. Civic Enhancement Grant Policy and Procedures
- B. Civic Enhancement Grant Application

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ATTACHMENT A

CITY OF ANTIOCH CIVIC ENHANCEMENT GRANTS 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 with tax-exempt status under section 501(c) (3), 501(c) (4), or 501(c) (6) of the Internal Revenue Code. Organizations 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 occurs once a year in the fall. City funds that are budgeted for grants are available on July 1st of the Fiscal Year and must be committed by June 30th, which is the end of the Fiscal Year.

- Organizations should attend a Grant Orientation meeting to obtain the application packet, ask questions about funding, meet City staff, and plan for utilizing the funds in the next fiscal year. The meeting is not mandatory, but may be helpful for new nonprofits or first time applicants.

The Grant Orientation meeting will typically be held in September or October of each 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 down loaded from the City of Antioch website: www.ci.antioch.ca.us or picked up from the following locations:

- Antioch Community Center, 4703 Lone Tree Way, Antioch
- City Clerk counter, City Hall, 200 H Street, Antioch

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.

ATTACHMENT B

CITY OF ANTIOCH
CIVIC ENHANCEMENT GRANTS APPLICATION
FISCAL YEAR ()



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 (_____).

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. You may send your application electronically in PDF format.

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) **Organization's Most Recent Audit/Financial Statement**
- (5) **Evidence of Insurance** (Listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance.)
- (6) **IRS Form 990**

ATTACHMENT B

CITY OF ANTIOCH
CIVIC ENHANCEMENT GRANTS APPLICATION
FISCAL YEAR ()



2. Application

Name of Applicant/Organization:

Applicant Contact Information:

Project Manager: _____ Phone: _____

Email: _____

Mailing Address: _____

Physical Address (if different than mailing address): _____

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:

ATTACHMENT B

CITY OF ANTIOCH
CIVIC ENHANCEMENT GRANTS APPLICATION
FISCAL YEAR ()



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 received by the (department, public counter, etc. TBD)



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

DATE: Regular Meeting of August 16, 2018

TO: Parks and Recreation Commission

SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director 

SUBJECT: Report on City Cost Allocation Study

The City of Antioch conducted a Cost Allocation Study of all fees and charges over the course of several months; followed by City Council review during April through June 2018. Staff will provide a verbal report on the results of the Study.

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