



## **PARKS & RECREATION COMMISSION MEETING**

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

**Thursday  
November 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:

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](mailto: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](http://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](mailto:publicworks@ci.antioch.ca.us).*



## **PARKS & RECREATION COMMISSION MEETING**

**November 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 August 17, 2023.

**VI. BUSINESS**

1. Adding an Additional Member to the Rivertown Community Space Ad-Hoc Committee
2. Formation of an Ad-Hoc Committee for Purposes of Reviewing Civic Enhancement Grant Applications and Award Recommendation
3. Discussion of Possible Hygiene Stations in Parks

**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](http://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](mailto:publicworks@ci.antioch.ca.us).*



## PARKS & RECREATION COMMISSION MEETING

Thursday  
August 17, 2023  
7:00 p.m.

### ANNOTTATED AGENDA

#### I. CALL TO ORDER

*Call to Order by Vice-Chair King at 7:01 pm*

#### II. ROLL CALL

*Commissioners Present: Ellis, Eubanks, King, Pedrotti  
Commissioners Absent: Peckenhams, Williams  
Staff Present: Brad Helfenberger, Acting Assistant City Manager/  
Parks and Recreation Director*

#### III. PLEDGE OF ALLEGIANCE

*Chair King 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 June 15, 2023.

*Commissioner Ellis requested a correction to a statement at the June 15<sup>th</sup> meeting about the length of time between the Emancipation Proclamation and Juneteenth.*

*The Emancipation Proclamation was issued on January 1, 1863 and Juneteenth*

Individuals may view the agenda and related writings on the City of Antioch website: [www.antiochca.gov](http://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](mailto:publicworks@ci.antioch.ca.us).

*was on June 19, 1865. This is a period of nearly two and half years as opposed to the statement made that it was a year later. Although this exchange was not included in the minutes, it is noted here at the request of Commissioner Ellis.*

*Motion to approve minutes of the Parks and Recreation Commission meeting June 15, 2023 with correction.*

*Motion: Ellis  
Second: Eubanks  
4 Yes/0 No  
2 Absent*

## **VI. BUSINESS**

### **1. Recommendation to Approve Promenade at Sand Creek – Phases 4-6 – Final Improvement Plans**

*City Engineering Contractor Andrew Little introduced the project representative who began the presentation.*

*At 7:11pm, Director Helfenberger was informed that the live stream of the meeting had been interrupted. He immediately requested a recess. The livestream was re-established at 7:36pm. A rollcall was taken with Commissioners Ellis, Eubanks, King, and Pedrotti present.*

*The presentation resumed. The Commission recommended that additional trash receptacles be placed along the walking path outside of the gated community.*

*Motion to recommend approval of Promenade at Sand Creek – Phases 4-6 – Final Improvement plans with a recommendation to include additional trash receptacles along the walking path outside of the gated community.*

*Motion: Eubanks  
Second: Ellis  
4 Yes/0 No  
2 Absent*

### **2. Introduction of the Rivertown Community Space Project & Formation of an Ad-Hoc Committee**

*Director Helfenberger gave background on the project and progress so far. The next phase of the project will include community workshops to collect feedback from the community on what amenities are desired at the Rivertown Community Space. The purpose of the Ad-Hoc Committee will be to help plan and conduct the community workshops and report the findings back to the Commission. Commissioners Ellis and King expressed interest in serving on the Committee. The Commission also expressed a desire to add a third member to the Committee at a later date since some Commissioners were not present and did not get an opportunity to volunteer.*

*Individuals may view the agenda and related writings on the City of Antioch website: [www.antiochca.gov](http://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](mailto:publicworks@ci.antioch.ca.us).*

*Motion to create an Ad-Hoc Committee on the Rivertown Community Space with Commissioners King and Ellis to serve on the Committee with the option to add a third member of the Committee at a future meeting.*

*Motion: King  
Second: Eubanks  
4 Yes/0 No  
2 Absent*

## **VII. COMMUNICATIONS** (Announcements and Correspondence)

### **1. Staff Communication**

*Director Helfenberger shared that the Fall 2023 Recreation Guide was mailed to the community. Big Truck Day will be held on 9/21 and the Coastal Cleanup will be held on 9/23. Because the next scheduled meeting will be on 9/21, the Commission chose by consensus to cancel the regular meeting on 9/21 and instead hold a special meeting on 9/28. (Note: the 9/28 meeting was later cancelled because a quorum was not confirmed before the meeting).*

### **2. Commission Communication**

*Commissioner King requested a future agenda item to discuss installing hygiene stations in parks. Commissioner Ellis inquired about the Contra Loma Regional Park pool, which is operated by the East Bay Regional Park District. Commissioner Eubanks noted that the landscapers are doing a good job of maintaining Antioch Community Park but that repairs were needed to the fence around the soccer field. She also noted how beautiful Julpun Park turned out. Commissioner King inquired about the process to hold a run. Director Helfenberger briefly outlined the Special Event Permit process. Commissioner Ellis inquired about indoor space available for Non-Profit use. Director Helfenberger responded that there is a 25% discount on fees for Non-Profit organizations. Commissioner King inquired about renting spaces in Parks. Director Helfenberger responded that fields can be reserved, but all picnic spaces are first-come, first-served except Community Park and the Grand Plaza at the Community Center.*

## **VIII. ADJOURNMENT**


*Motion: Ellis  
Second: Pedrotti  
4 Yes /0 No  
2 Absent  
Meeting Adjourned at 9:08 pm*

*Individuals may view the agenda and related writings on the City of Antioch website: [www.antiochca.gov](http://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](mailto:publicworks@ci.antioch.ca.us).*

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

**DATE:** Regular Meeting of November 16, 2023

**TO:** Members of the Parks and Recreation Commission

**SUBMITTED BY:** Brad Helfenberger, Parks and Recreation Director 

**SUBJECT:** Adding an Additional Member to the Rivertown Community Space Ad-Hoc Committee

---

**RECOMMENDED ACTION**

It is recommended that the Parks and Recreation Commission consider adding a third member to the Rivertown Community Space Ad-Hoc Committee, tasked with conducting public outreach, evaluating potential concepts for the space, and returning to the Parks and Recreation Commission with recommendations on site concepts.

**FISCAL IMPACT**

The City Budget includes \$350,000 for the purposes of public outreach and concept development. These funds have been allocated to the contract with RHAA Landscape Architects for this purpose. Costs for construction have not been determined or budgeted.

**DISCUSSION**

The City of Antioch presently owns the property that previously contained the Beede Lumberyard. It is located between 2<sup>nd</sup> and 3<sup>rd</sup> Street between E Street and the termination of 3<sup>rd</sup> Street. The developable portions of the parcels contain approximately 2.0 acres and is located as an island surrounded by developed streets.

The site is a longstanding subject of interest, largely due to the fact that the site overlooks the San Joaquin River and anchors the east side of Rivertown. Downtown residents have expressed a strong desire to see the parcel developed into a park and community gathering location.

At the City Council Regular Meeting of November 23, 2021, the organized group of downtown residents, also known by the name Save the Yard, gave a presentation to City Council on their vision for the space. The City Council gave staff direction to begin work on an outdoor community space at the site with an emphasis on community engagement in developing the concept. The project has since been named the Rivertown Community Space, though the final name will be determined at a later date.

The City Council later authorized \$350,000 for development of the concept and community outreach beginning in Fiscal Year 2022-23. The City has since entered into an agreement with RHAA Landscape Architects to conduct this work. In conjunction with City Staff, a community survey was launched in May 2023.

The next phase of community engagement will involve public workshops. The goal of the workshops is to engage residents as well as community groups in the development of the concept. At the Parks and Recreation Commission Regular Meeting of August 17, 2023, the Rivertown Community Space Ad-Hoc Committee was created with Commissioners Ellis and King appointed, with an option to add a third member at a later date. The role of the Ad-Hoc Committee will be to help develop the format of the workshops, attend/ participate/ help conduct the workshops in conjunction with City Staff and RHAA, and analyze the results and make recommendations about the development of site amenities and layout.

The Committee will then return to the Parks and Recreation Commission with their findings. The Parks and Recreation Commission will then make final recommendations to the City Council.

The Committee should consist of no more than three members of the Parks and Recreation Commission. Per the Commission's request, there is now an opportunity to add a third member to the Ad-Hoc Committee.


## **ATTACHMENTS**

(none)

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

**DATE:** Regular Meeting of November 16, 2023

**TO:** Members of the Parks and Recreation Commission

**SUBMITTED BY:** Brad Helfenberger, Parks and Recreation Director 

**SUBJECT:** Formation of an Ad-Hoc Committee for Purposes of Reviewing  
Civic Enhancement Grant Applications and Award  
Recommendation

---

**RECOMMENDED ACTION**

It is recommended that the Parks and Recreation Commission appoint 2-3 members of the Commission to serve on the Civic Enhancement Grant Ad-Hoc Committee.

**FISCAL IMPACT**

This action has no direct fiscal impact. The budget allocation for the Civic Enhancement Grant Program is \$50,000 for Fiscal Year 2022-2023.

**DISCUSSION**

The Fiscal Year 23-25 Budget approved by City Council includes the continuation of the 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 directed the Parks and Recreation Commission to make final recommendations for grant approval to the City Council.

Applications for the grant program are currently available and due December 18. The Ad-Hoc Committee review of grant applications will take place in January with review and recommendation by the Commission at the January or February meeting. Final approval by City Council is anticipated soon after.

**ATTACHMENTS**

None






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

**DATE:** Regular Meeting of November 16, 2023

**TO:** Members of the Parks and Recreation Commission

**SUBMITTED BY:** Brad Helfenberger, Parks and Recreation Director 

**SUBJECT:** Discussion of Possible Hygiene Stations in Parks

---

### **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 at the August 17, 2023 regular meeting by Commissioner King. The request came during the Commission Communication section of the meeting when Commissioner King expressed an interest in having hygiene stations installed in City parks. This discussion will help identify possible areas of focus for future projects.

### **ATTACHMENTS**

None



ANTIOCH  
CALIFORNIA

# Holiday *Delites* Celebration



DECEMBER 2ND 🎄 RIVERTOWN

## Sip & Shop Artisan Faire

G Street

Street 1PM-5PM

Vendor Sign-up



## Parade & Tree Lighting

Waldie Plaza

5PM-7PM

Parade Registration



[ANTIOCHCA.GOV/RECREATION/SPECIAL-EVENTS](https://antiochca.gov/recreation/special-events)

\*\*Parade & Tree Lighting tentative based on weather conditions.



**"Faith is taking the first step even when you don't see the whole staircase."**

—Dr. Martin Luther King, Jr.



# MLK DAY OF SERVICE



**"a day on, not a day off,"**  
encouraging all Americans to volunteer  
to improve their communities

## SAVE THE DATE

**Monday,  
January 15th, 2024**

*Let's work together building a  
stronger Antioch!*

In collaboration with Antioch  
Unified School District, choose one  
of the following ways to perform  
an act of service:

**Senior Center "Day of  
Engagement"  
#10873**

**Local school art project  
#10892**

For more details, please visit  
[antioch.gov/mlk-day](https://antioch.gov/mlk-day)

CITY OF  
**ANTIOCH**  
CALIFORNIA

### **Parks and Recreation Commission Requested Discussion Items**

[illegible]