



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.**

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 September 19, 2019.

VI. BUSINESS

1. Civic Enhancement Grant: Report by Ad Hoc Committee and Final Recommendation to City Council
2. 2020 Preliminary Meeting Schedule – Oral Report

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

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4703 Lone Tree Way
Antioch, CA 94531**

**Thursday
September 19, 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, Belche, Knight, McClelland
Commissioners Absent: Eubanks, Foster
Staff Present: Nancy Kaiser, Parks and Recreation Director
Jon Blank, Public Works Director*

IV. PUBLIC COMMENTS

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

By request, a letter from resident Sandra Kelly was read into the record regarding the type of activity she has experienced at City Park; indicating that park users are violating the basic standards for using city and community parks.

V. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission meeting of August 15, 2019.

*Motion to Approve Minutes for Meeting of August 15, 2019 4 Yes / 0 No
2 Absent*

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VI. BUSINESS

1. Presentation on Fees Collected by City of Antioch for Park Development
 - a. Quimby Act/Park In-Lieu
 - b. Development Impact Fees
 - c. Miscellaneous Fees
 - d. Spending Plan

Staff provided a presentation on the fees collected by the City of Antioch from private development for the purpose of developing parks and recreation facilities throughout the community. Commissioners asked numerous questions for more information as well as clarification. The Commission received and accepted the presentation; no other action required.

2. 2019 Remaining Meeting Schedule – Oral Report

Staff reviewed the remaining meeting dates for 2019 as well as the known subject matters and action items required prior to the end of the year. The Commission directed staff to combine the November and December meeting dates into one meeting to be held on Thursday, December 12, 2019. This meeting change applies to 2019 only due to the holiday calendar.

Motion to Approve Meeting Schedule Amendment for Remainder of 2019
4 Yes / 0 No
2 Absent

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication

Staff reported that the Antioch Water Park generated more revenue during the 2019 season compared to the summer of 2018, which is positive news because the season started with rain and stormy weather. The basketball courts are now under construction at Contra Loma Estates Park; plan for a community ribbon-cutting in October. The next neighborhood clean-up is October 5, 2019 at Prosserville Park. The restrooms at Williamson Ranch Park will begin construction repair next month. The Winter/Spring Recreation Guide is in production.

2. Commission Communication

Commissioners expressed appreciation for the report on development fees. Commissioners inquired about Marchetti Park and when the playground would be updated; staff will report back. There is interest in enhancing the collaboration with the Antioch Historical Society and Museum.

VIII. ADJOURNMENT

The meeting adjourned at 9:00pm

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

DATE: Regular Meeting of December 12, 2019

TO: Parks and Recreation Commission

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

SUBJECT: **ORAL REPORT – PRELIMINARY 2020 MEETING SCHEDULE**

Staff will provide an oral report and update on the meeting schedule for 2020, including meeting location.

DATE: Regular Meeting of December 12, 2019

TO: Parks and Recreation Commission

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

SUBJECT: Review and Approve Ad-Hoc Committee Recommendation for Civic Enhancement Grants; Recommend to City Council for Final Approval

Recommendation

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.

Discussion

The FY19-20 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 August 15, 2019 the Parks and Recreation Commission appointed two 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 November 4, 2019 to review and rank the applications.

The City received eleven applications for grant funding to support projects and/or programs in 2020. The City Council authorized \$50,000 in FY 19-20 to fund the community grant program. The total amount of funding requested is \$77,800.

The attached documents provide summary information including the draft program policy, list of applicants, amount of funding requested and amount of funding recommended. The total amount of funding requested by local organizations exceeds the amount of funding approved by Council. The Ad-Hoc Committee recommended projects & programs that utilizes one-hundred percent of the approved funding.

Attachments

- A. Civic Enhancement Grant Policy and Procedures
- B. Summary List of 2020 Grant Applications with Recommendations

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.

City of Antioch
 2020 Civic Enhancement Grant Applications
 Summary & Ranking

B

Name of Applicant	Committee Ranking	Amount Requested	Amount Recommended	Project Summary
Celebrate Antioch Foundation	1	\$30,000	\$20,000	July 4 th Fireworks and Winter Holiday
El Campanil Theatre	2	\$10,000	\$ 8,000	Children's Theater Program
Soroptimist of Antioch	3	\$ 6,000	\$ 4,000	Fund support for "The Get Real Academy"
Delta Blues Festival	4	\$ 5,000	\$ 5,000	Benefit Concerts
Antioch Historical Society Museum	5	\$ 4,500	\$ 4,500	Improvements to exhibits and technology
Delta Veteran's Group	6	\$10,000	\$ 5,000	Veteran's Memorial Banner Program
Delta Veteran's Group	7	\$ 1,500	\$ 1,500	2020 Veteran's Day Parade
Be Exceptional	8	\$ 2,500	\$ 1,000	Expand programs for Youth With Special Needs
The Drama Factory	9	\$ 4,800	\$ 1,000	Support Production Fees/Costs
		\$74,300	\$50,000	

Name of Applicant	Committee Comments	Amount Requested		Project Summary
Brentwood Community Chorus	Not as strong a connection to Antioch	\$1,000		Funding to pay for instrumentalists and accompanist
Delta Veteran's Group	Application needs more detailed information	\$2,500		Softball Tournament of Hero's