



PARKS & RECREATION COMMISSION MEETING

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

**Thursday
February 20, 2025
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

February 20, 2025

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 21, 2024.
2. Motion to approve the annotated agenda minutes of the Parks and Recreation Commission Special Meeting of January 23, 2025.

VI. BUSINESS

1. Option to add an Additional Member to the Ad-Hoc Committee to Identify Bicycle Improvements via a Bicycle Master Plan
2. Discussion on Commissioner Attendance of the California Park and Recreation Society (CPRS) Conference
3. Discussion on Possible Addition of Water Bottle Filling Stations in Parks
4. Discussion on Possible Creation of an "Adult Skate Day" Event

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 21, 2024
7:00 p.m.

ANNOTTATED AGENDA/ MINUTES

I. CALL TO ORDER

Call to Order by Chair King at 7:00 pm

II. ROLL CALL

*Commissioners Present: Del Castillo, Ellis, Eubanks, Hunt, King
Commissioners Absent: Williams
Staff Present: Brad Helfenberger, Parks and Recreation Director
Carlos Zepeda, Deputy Public Works Director
Lt. Joseph Njorge, Antioch Police Department*

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 for items 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 15, 2024.

*Motion to approve minutes of the Parks and Recreation Commission meeting
August 15, 2024.*

Motion: Ellis

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.

Second: Hunt
5 Yes/0 No
1 Absent

2. Motion to approve the Order of Adjournment of the Parks and Recreation Commission Meeting of September 19, 2024 due to lack of quorum.

Motion to approve the Order of Adjournment of the Parks and Recreation Commission meeting September 19, 2024 due to lack of quorum.

Motion: Del Castillo
Second: Hunt
5 Yes/0 No
1 Absent

3. Motion to approve annotated agenda minutes of the Parks and Recreation Commission Special Meeting of October 24, 2024.

Motion to approve minutes of the Parks and Recreation Commission Special Meeting October 24, 2024.

Motion: Eubanks
Second: Ellis
5 Yes/0 No
1 Absent

VI. BUSINESS

1. Presentation from the Police Department on Cyclist Involved Collisions

Lt. Njoroge provided a presentation on cyclist involved collisions from 2022-2024. Clarifying questions were made by Commissioners and responded to by Lt. Njoroge. Several Commissioners suggested possible actions that could be taken to reduce the number of collisions including driver/ cyclist education and infrastructure improvements. They also requested to see more information on possible causes of the collisions for future presentations..

No action was taken on this item.

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

Director Helfenberger reviewed the program and the process taken so far.

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.

A public comment was received from LaShonda McDowell representing Prison from the Inside Out.

Commissioner Hunt, who was the sole Commissioner in attendance who worked on the Ad-Hoc Committee, summarized the award recommendations made by the Ad-Hoc Committee. Chair King requested clarification on the decisions made by the Committee, citing concerns about funding being recommended to organizations not based in Antioch while other Antioch-based organizations not being recommended for funding. Director Helfenberger clarified that a program requirement is that any funded programs be held in Antioch, serving Antioch residents. Commissioner Hunt provided information on why Prison from the Inside Out was not recommended for direct funding, though it was recommended to receive in-kind support from the City. Commissioner Del Castillo suggested that the top 15 organizations each be reduced by \$100 to allow for a \$1,500 award to Prison from the Inside Out. Chair King cited other concerns with a few of the organizations not being recommended for funding. Commissioner Hunt provided additional clarification on why some organizations were not recommended for funding, citing other resources that were available along with missing or inadequate information provided in the applications and/ or other reasons they may not have been recommended.

A public comment was received from Charles Murphy from Charles and Smith Health and Wellness.

Director Helfenberger read the purpose of the grant from the established policy to help the Commission make its decision. He also provided information on other funding sources that are available to Non-Profit organizations in Antioch.

As a result of her concerns, Chair King suggested that the Ad-Hoc Committee reconvene and reconsider the organizations that were not recommended for funding.

Commissioner Del Castillo made a motion to reduce the top 15 organizations by \$100 to fund Prison from the Inside Out, since they were present at the meeting to advocate for their program. Director Helfenberger pointed out that Charles and Smith Health and Wellness were also present, so the Commission may want to consider funding them as well. He then retracted the motion.

Commissioner Del Castillo then made a motion to refer the matter back to the Ad-Hoc Committee.

*Motion: Del Castillo
Second: King*

Further discussion took place, with Commissioner Hunt expressing that a lot of time was taken to make the recommendations and that the Ad-Hoc Committee had made its decision. If the Commission as a whole desires to change the recommendation, they should do so. Other Commissioners expressed agreement with this sentiment and came to a consensus to vote against the motion. The consensus was then to

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.

move forward with Commissioner Del Castillo's suggestion. The vote then took place.

*0 Yes/ 4 No
1 Abstention (Eubanks)
1 Absent*

Commissioner Del Castillo then made a motion to accept the recommendation of the Ad-Hoc Committee, but reduce the top 15 awardees by \$200 to allow Prison from the Inside Out and Charles and Smith Health and Wellness to each receive a \$1,500 award.

*Motion: Del Castillo
Second: Hunt*

*4 Yes/ 0 No
1 Abstention (Eubanks)
1 Absent*

3. Formation of Ad-Hoc Committee to Explore Bicycle Safety Improvements

Director Helfenberger provided a review of the Commission's prior discussion on this topic, which is culminating in their request to form an Ad-Hoc Committee to further explore the issue. Commissioner Del Castillo expressed the need to review the existing conditions of the City regarding bicycle infrastructure with a vision of creating a Bicycle Master Plan. Chair King expressed support for this and asked Director Helfenberger for clarification the process and purpose of the committee, which he provided.

A public comment was received from Alexander Broom.

Commissioner Del Castillo outlined four areas of focus:

Should we have a Bicycle Master Plan?

What is the goal of the Master Plan?

What are potential sources of funding for a Bicycle Master Plan?

Based on the above, should this proposal be presented to City Council?

Further discussion was then held.

Motion to create an Ad-Hoc Committee to identify bicycle improvements via a bicycle master plan, appointing Commissioners Del Castillo and Ellis to the committee, and bring back the item to the next meeting with the option to appoint a third member.

*Motion: Del Castillo
Second: Hunt*

5 Yes/ 0 No

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.

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication

Director Helfenberger shared that the next Activity Guide has been completed and will soon be mailed. The Holiday Delites Tree Lighting and Parade Event will be held on December 7.

Deputy Director Zepeda reported that the trail overlay project has been completed. Jacobson Park and Marchetti Park projects have been awarded and the City is in the process of entering into agreements with the contractors who received the award.

2. Commission Communication

Commissioner Del Castillo attended a Community Workshop on the Bicycle Garden. Chair King thanked the Commission and Director Helfenberger for the discussions that were held this evening. Commissioner Ellis also attended a Bicycle Garden Community workshop.

Commissioner Hunt inquired about volunteer opportunities for local companies. Director Helfenberger responded that the Martin Luther King Jr. Day of Service may be a good fit for this.

VIII. ADJOURNMENT

Motion to adjourn the meeting.

Motion: Del Castillo

Second: Hunt

5 Yes /0 No

1 Absent

Meeting Adjourned at 9:11pm

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 SPECIAL MEETING

Thursday
January 23, 2025
7:00 p.m.

ANNOTTATED AGENDA/ MINUTES

I. CALL TO ORDER

Call to Order by Chair King at 7:08 pm

II. ROLL CALL

*Commissioners Present: Broom, Del Castillo, Ellis, Eubanks, King
Commissioners Absent: Hunt, Williams
Staff Present: Brad Helfenberger, Parks and Recreation Director
Scott Buenting, Acting Public Works Director
Carlos Zepeda, Deputy Public Works 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 for items not on the regular agenda.

VI. BUSINESS

1. Election of Chair and Vice-Chair

Director Helfenberger introduced the item and the process for the selection of the Chair and Vice-Chair.

Motion to appoint Commissioner Ellis as Chair of the Parks and Recreation Commission.

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.

Motion: King
Second: Eubanks
5 Yes/ 0 No
2 Absent

Motion to appoint Commissioner King as Vice-Chair of the Parks and Recreation Commission.

Motion: Eubanks
Second: Ellis
5 Yes/ 0 No
2 Absent

2. Review and Recommend Approval of Conceptual Design of the Bicycle Garden Project

Director Helfenberger introduced Andrew Dillard, Senior Engineer with the Contra Costa Transportation Authority (CCTA) who presented the project progress so far and the conceptual design. Chair Ellis inquired about revenue generation opportunities. Director Helfenberger responded that there would be program revenue opportunities that would support the Recreation Fund. Several Commissioners asked about maintenance of the park. Director Helfenberger responded that the City would be responsible for maintenance of the Bicycle Garden once completed. There were also comments on layout, restrooms, water fountains, landscaping, and other amenities that Director Helfenberger and Mr. Dillard responded to.

A public comment was received from Laura Kindsvater.

Motion to recommend the City Council accept the Conceptual Design of the Bicycle Garden Project as presented.

Motion: Del Castillo
Second: Broom
5 Yes/ 0 No
2 Absent

3. Option to add an Additional Member to the Ad-Hoc Committee to Identify Bicycle Improvements via a Bicycle Master Plan

Director Helfenberger provided a recap on the creation of the Ad-Hoc Committee and updated the Commission on their progress so far. Commissioner Del Castillo notified the Commission that he intends to resign from the Commission and by extension, the Ad-Hoc Committee. He recommended tabling the discussion. Vice-Chair King thanked Commissioner Del Castillo for his service on the Commission

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.

and recommended Commissioner Broom be appointed to the Ad-Hoc Committee. Commissioner Broom responded that he felt the Ad-Hoc Committee was not needed as there is broad community support for a Bicycle Master Plan. Commissioners King and Eubanks expressed that they felt the Ad-Hoc Committee is important and should continue its work, and supported the idea

Motion to add Commissioner Broom to the Ad-Hoc Committee to Identify Bicycle Improvements via a Bicycle Master Plan.

*Motion: King
Second: Ellis*

*5 Yes/ 0 No
2 Absent*

The Commission requested that this item return to have the option to add one more member to the Ad-Hoc Committee.

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication

Director Helfenberger shared that the Adopt A Trail program was live and that staff were busy preparing for summer. He also provided a recap of the Martin Luther King Jr. Day of Service and that the registration for spring programs were live.

2. Commission Communication

Chair Ellis reported that she attended the Martin Luther King Jr. Day of Service. She also requested to have a discussion on having Commissioners attend the upcoming California Parks and Recreation Society (CPRS) conference. Director Helfenberger responded that this could be brought back to the next meeting for discussion. Commissioner Broom congratulated staff on the Holiday Delites Parade and Tree Lighting ceremony and that he also attended the Martin Luther King Jr. Day of Service.

VIII. ADJOURNMENT

Motion to adjourn the meeting.

*Motion: King
Second: Broom*

*5 Yes /0 No
2 Absent*

Meeting Adjourned at 8:43pm


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.

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of February 20, 2025

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Option to add an Additional Member to the Ad-Hoc Committee to Identify Bicycle Improvements via a Bicycle Master Plan

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission consider adding a third member to the Ad-Hoc Committee to Identify Bicycle Improvements via a Bicycle Master Plan.

FISCAL IMPACT

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

DISCUSSION

At the Parks and Recreation Commission Regular Meeting of November 21, 2024, the Commission formed an ad-hoc Committee to Identify Bicycle Improvements via a Bicycle Master Plan. The Ad-Hoc Committee has four areas of focus:

1. Should the City of Antioch have a Bicycle Master Plan?
2. What is the goal of a Bicycle Master Plan?
3. What are potential sources of funding of a Bicycle Master Plan?
4. Based on the above, should this proposal be presented to the City Council?

Commissioners Del Castillo and Chair Ellis were initially appointed to the Ad-Hoc Committee, which has since met once. At the Special Meeting of January 23, 2025, Commissioner Del Castillo resigned, and the Commission appointed Commissioner Broom to the Ad-Hoc Committee. The Commission requested that the item be brought back so a third member could be added to the Ad-Hoc Committee.

ATTACHMENTS


None

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of February 20, 2025

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Discussion on Commissioner Attendance of the Annual California Park and Recreation Society (CPRS) Conference

RECOMMENDED ACTION

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

FISCAL IMPACT

The Fiscal Year 2024-25 budget includes \$10,000 for Commissioners to attend conferences and for other educational purposes.

DISCUSSION

At the regular meeting of April 18, 2024, the Parks and Commission recommended to the City Council that \$5,000 be included in the annual budget to attend conferences and other educational purposes. The City Council ultimately included \$10,000 in the FY24/25 budget for this purpose. The 2025 California Parks and Recreation Society (CPRS) annual conference and expo will be held from March 19-21 in Sacramento. The cost to attend the conference is \$335 for a single day or \$625 for full registration. Room reservations are approximately \$300 per night. Commissioners are also eligible for expense reimbursements. It is recommended the Commission discuss and choose members to attend.

ATTACHMENTS

City of Antioch Travel and Expense Policy – Elected and Appointed Officials

CITY OF ANTIOCH
TRAVEL AND EXPENSE POLICY
ELECTED AND APPOINTED OFFICIALS

PURPOSE

This document establishes the expense and reimbursement policy for all Elected and Appointed (non-employee) Officials of the City of Antioch. As Elected Officials, individuals may incur expenses related to the execution of their duties and responsibilities. These expenses may include the following: personal vehicle use, communication needs (cell phones, internet, and personal phone lines, newspaper subscriptions), and conferences and meetings related to the City's interests and/or business. As to Appointed Officials on the Administrative Appeals Board, Design Review Board, Economic Development Commission, Parks and Recreation Commission, Planning Commission, and Police Crime Prevention Commission, and other boards or committees established by the City Council there may be opportunities for individuals to attend educational seminars or meetings related to the City's interests and/or business as approved by the City Council. Therefore, this policy establishes procedures for requesting and receiving payment for expenses incurred while representing the City on official business.

ADOPTION AND IMPLEMENTATION

The Council is responsible for adopting the expense and reimbursement policy for Elected and Appointed Officials and for approving any subsequent policy revisions.

EXCEPTIONS

The City Council may approve exceptions to this policy on a case-by-case basis for special or unique circumstances.

I. PERSONAL VEHICLE USE

In recognition of the fact that Elected Officials may use their private vehicles while performing their duties, a monthly vehicle allowance will be provided, as allowed pursuant to California Government Code section 1223. Vehicle allowance shall cover all vehicle related expenses including but not limited to bridge tolls, routine parking fees, gasoline, wear and tear of personal vehicle, maintenance, and insurance. Elected officials receiving a monthly vehicle allowance shall be eligible for mileage reimbursement for travel beyond a 75-mile radius from the City of Antioch City Hall based on mileage rate set by the IRS code. Reimbursement shall be for the incremental miles beyond the 75-mile radius.

In order to be eligible for the reimbursement allowance, Elected Officials shall annually provide proof of liability insurance to the City Clerk. The monthly cap on reimbursement

of automobile expenses for personal vehicle usage shall be as follows: Mayor: \$450; Council Members: \$350; City Clerk: \$350; City Treasurer: \$350.

II. COMMUNICATION EQUIPMENT AND SERVICES

In recognition of the fact that City Council members and other Elected and Appointed Officials have a significant responsibility to stay in touch with their constituents and City management employees, reimbursement of communication equipment shall be allowed for cell phone service and equipment, internet service and equipment, local and long distance telephone and fax line service and equipment. Individual council members and other elected and appointed officials will be responsible for establishing their own communication service providers and all bills for such service will be paid by the individual. The monthly cap on reimbursement of communication equipment and services shall be as follows: Mayor \$100; Council Members \$50; City Clerk \$50; City Treasurer \$50. Any communication service expenditures beyond that amount will be borne by the individual elected official.

III. MEMBERSHIPS

The City Council shall decide which groups to join as an entity, such as the League of California Cities or the Antioch Chamber of Commerce, through City Council action including the budget process. Individual memberships in groups by Elected or Appointed Officials shall be the personal expense of those individuals unless otherwise approved in advance by the City Council.

IV. LOCAL CITY EVENTS

Elected City Officials may be reimbursed for the cost of attending local events related to the City's business upon completion of an expense report and detailed documentation of expenses. City funds shall not be used to purchase alcohol or reimburse Elected Officials for alcohol related costs, unless as part of a set price for the event that happens to include alcohol. If a guest accompanies an Elected Official, only the cost of the Elected Official will be reimbursed. All reimbursement requests must include original itemized receipts and information on local city events attended.

V. CONFERENCES

During the budget process, the City Council shall appropriate a budget allotment for each Council Member's travel. If a Council Member exceeds their budget allotment or if the Council Member requests travel outside of the continental United States, the City Council shall review the conference request at a regularly scheduled meeting and decide, through City Council action if attendance to any such conference is approved.

At least (60) days prior to the conference start date, Elected City Officials shall submit a Conference Profile to the City Manager that includes all conference-related travel including travel that is within the Council Members budget allotment. The Conference Profile will include but not be limited to:

- Summary of how the Conference relates to the Vision and Strategic Plan and City policy.
- Description of how the educational benefits of the conference will strengthen the Elected City Official's ability to lead and serve in the City of Antioch.
- Description of how the networking benefits of the conference will strengthen the Elected City Official's ability to lead and serve the City of Antioch.
- Estimated cost of the conference, and if applicable the cost of hotel, meals, mileage, airfare, and any other applicable cost.

The Conference Profile must be submitted to the City Manager (60) days prior to the conference start date in order to take advantage of discount pricing for conference, hotel, airfare, etc.

VI. TRAVEL

In recognition of the fact that Elected Officials may need to represent the City at conferences and meetings and may incur expenses in the course of their travel, this policy establishes procedures for requesting and receiving payment for travel and travel-related expenditures.

(A) PROCEDURE

The key document in the administrative process is the Travel Authorization/Warrant Request (TAWR). Besides ensuring that travel by Elected and Appointed Officials is conducted within this policy, the TAWR summarizes the total cost of attending conferences, meetings, and seminars and provides documentation for cash advances, vendor payments and credit card purchases. General instructions for completing and processing this form are provided in a separate document.

(B) AUTHORIZATION PROCESS

During the budget process, the City Council shall appropriate a budget allotment for each Council Members travel. If a Council Member exceeds their budget allotment or the Council Member is requesting travel outside of the continental United States, the City Council shall decide, through City Council action if attendance to any conference is approved.

After travel, the Travel Authorization report must be finalized. Finance will review for receipts and policy compliance.

(C) METHODS OF REIMBURSEMENT

There are three ways to request and receive payment for travel and travel-related expenditures: (1) advance payment, (2) reimbursement for actual expenditures, and (3) credit card usage.

(1) Advance payments: Elected Officials may request a cash advance for meals. For advance payment, the request must be submitted to the Finance Department two weeks prior to the travel date for the Finance Department to process such request.

Advance payment must be requested through TA/WR with a copy of the training, meeting or conference announcement as proof of official City business trip. The advance will be within the IRS approved per diem rates for meals and incidental expenses (**M&IE**) for the location/area visited as listed in Publication 1542. The value of meals provided at conferences, training, or other travel programs will be deducted from the cash advance at the following rate:

Breakfast - 20% Lunch - 30% Dinner - 50%

Other items, such as conference registration, lodging, and air fare may be paid directly to the vendor in advance of travel.

Upon return from travel, all cash advances must be documented with original itemized receipts.

(2) Reimbursement: Elected and Appointed Officials shall be reimbursed for all eligible expenditures upon return from travel for items that have original receipts. A Travel Authorization/Warrant Request with original receipts will be paid by Finance within the regular accounts payable time schedule. Reimbursement claims should be submitted within 30 days from the return from travel, and no reimbursements may be made that cross over fiscal years.

(3) Credit Card Usage: Elected and Appointed Officials may use personal credit cards to pay for travel expenses. Original receipts must be included with the Travel Authorization Warrant Request to be eligible for reimbursement.

(D) ELIGIBLE EXPENDITURES

Meals and Incidental Expenses (M & IE)

- **Meals**: City funds shall not be used to purchase alcohol or reimburse Elected or Appointed Officials for alcohol related costs. Meal costs will be reimbursed as supported by original itemized receipts.

- **Personal Meals**: All expenditures must be documented and reimbursement will not exceed the meal schedule listed above.

- **Business Meals**: To qualify as a business meal, the identity of the participants and the business purpose of the discussion must be substantiated.

- **Incidental Expenses**: Those related to City business will be reimbursed at cost as supported by original receipts (e.g., tolls and taxi cabs).

In no event shall the reimbursement for meals and incidental expenses exceed the IRS approved per diem rates for the location visited as listed in Publication 1542.

- **Lodging**: The City will pay lodging expenses for Elected or Appointed

EXHIBIT A
March 24, 2020

Officials during official travel requiring one or more overnight stays. The City will pay for lodging for the evening preceding or subsequent to a meeting or business event when the Elected or Appointed Official would have to travel at unreasonably early or late hours to reach his or her destination.

Elected or Appointed Officials shall make an effort to obtain lodging at or near the facility where official City business is to take place to minimize travel time and transportation costs. The City will pay only for standard single rooms for individual Elected Officials. If lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor. If conference rates are not available, government rates must be requested. Lodging rates that are equal to or less than the government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

If a double room is requested by an Elected or Appointed Official because he or she is accompanied by a spouse or other person, the difference between the single and double room rate shall be considered the Elected or Appointed Official's personal expense.

Elected or Appointed Officials shall cancel any reservations for lodging they will not use. Any charge for an unused reservation shall be considered the Elected or Appointed Official's personal expense unless failure to cancel the reservation was due to circumstances beyond the Elected Official's control.

- **Personal Entertainment:** No reimbursement will be made for personal entertainment.

- **Guests:** If a guest accompanies an Elected or Appointed Official, only the cost of the Elected or Appointed Official will be reimbursed. All costs above a single person will be borne by the Elected or Appointed Official.

- **Discounts:** If offered early registrations should be obtained whenever possible.

- **Telephone/Internet:** The City will pay for all City-related business telephone calls or internet use by an Elected or Appointed Official while traveling on authorized City business. If approved prior to travel, the City may pay for personal internet use up to \$5.00 per day for authorized overnight business travel within California and up to \$10.00 per day for all other authorized overnight business travel.

- **Transportation:** All travel will be made by the method most cost effective for the City. Considerations such as time, distance traveled and cost of transportation should be factors in arriving at the lowest cost.

Elected and Appointed Officials shall endeavor to book air travel to take advantage of discounts and nonrefundable ticket fares where practical. All flights shall be booked at coach class or equivalent level. Any additional costs incurred due to personal travel added on before or after the trip will be paid by the Elected or Appointed Official.

Elected and Appointed Officials are encouraged to use their personal vehicles as transportation to and from airports. The cost of traveling from home to the airport will be paid for from monthly stipend. If a personal vehicle is left at the airport for more than one day, parking will be reimbursed per day based on long term parking rates or other transportation to and from the airport, whichever is less. Parking will not be reimbursed at the short term parking rate.

The use of rental vehicles is discouraged and shall be authorized only when no other mode of transportation is available or when alternate transportation would be more expensive or impractical. Elected or Appointed Officials must understand that the City's vehicle insurance coverage does not cover the individual driver of a rental car. Therefore, the City Official shall confirm personal coverage under their personal insurance or purchase additional insurance from the rental agency at their own expense. Rental vehicles shall be driven only by Elected or Appointed Officials included on the car rental agreement. Elected or Appointed Officials shall be reimbursed for reasonable taxi fare, airport van, or other public transportation in order to travel from their destination airport to their hotel.

VII. REPORTING OF EXPENDITURES

If the City reimburses an Elected or Appointed Official for attending a "meeting" as defined under the Brown Act ¹, the Official shall provide a brief written or oral report regarding the "meeting" at the next regular meeting of the Council or applicable commission, board or committee to which the Official belongs. For other educational seminars or events for which expenses were reimbursed by the City, the Official may provide a brief written or oral report at the next regularly scheduled meeting of the Council or applicable commission, board or committee to which the Official belongs.

VIII. ACKNOWLEDGEMENT

After being sworn in, Elected or Appointed Officials will be required to sign a statement formally acknowledging receipt and acceptance of this policy.


¹ The Brown Act (California Government Code section 54952.2) defines a meeting as including "any congregation of majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains."

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of February 20, 2025

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Discussion of Possible Addition of water Bottle Filling 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 by Commissioner Williams via email on August 27, 2024.


ATTACHMENTS

None

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of February 20, 2025

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Discussion of Possible Creation of an “Adult Skate Day” Event

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 Hunt via email on October 21, 2024.

ATTACHMENTS

None

Parks and Recreation Commission Requested Discussion Items

Requesting Commissioner	Item	Date Requested	Date Agendized	Status
King	Budget/ Funding Review	June 15, 2023	August 15, 2024	To be periodically reviewed
King	CIP Review	June 15, 2023	May 16, 2024	To be reviewed each May
Williams	Bottle Filling Stations in Parks	August 27, 2024	February 20, 2025	
Hunt	Creation of "Adult Skate Day" Event	October 21, 2024	February 20, 2025	
Ellis	New Commissioner Orientation Packet	February 11, 2025		