



PARKS & RECREATION COMMISSION MEETING

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

**Thursday
April 18, 2024
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

April 18, 2024

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 February 15, 2024.

VI. BUSINESS

1. Proposal to Relocate Disc Golf Course from Prewett Community Park to Country Manor Park
2. Discussion of the Parks and Recreation Commission's Role as the Bicycle and Pedestrian Advisory Committee (BPAC)
3. Potential Creation of a Bicycle and Pedestrian Master Plan
4. Discussion of Request to Fund Commissioner Attendance to the Annual California Park and Recreation Society (CPRS) Conference

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication
2. Commission Communication

VIII. ADJOURNMENT

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PARKS & RECREATION COMMISSION MEETING

Thursday
February 15, 2024
7:00 p.m.

ANNOTTATED AGENDA

I. CALL TO ORDER

Call to Order by Chair King at 7:00 pm

II. ROLL CALL

Commissioners Present: Ellis, Eubanks, King, Matthews (arrived 7:03), Williams

Commissioners Absent: Del Castillo, Pedrotti

Staff Present: Brad Helfenberger, Acting Assistant City Manager/

Parks and Recreation Director

Carlos Zepeda, Public Works Deputy 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.

Alexander Broom congratulated the Commission on opening the Bay Miwok Meadows and Julpun Parks. He suggested adding educational materials on these indigenous peoples in the parks and also adding native plants. Commissioners King, Ellis, Williams, and Eubanks expressed support for placing a discussion on this topic on a future agenda.

V. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission Meeting of January 18, 2024.

*Motion to approve minutes of the Parks and Recreation Commission meeting
January 18, 2024.*

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

VI. BUSINESS

1. Update on Trail Maintenance

Deputy Director Zepeda provided an update on upcoming trail improvements for 2024. Commissioners asked questions about the timeline and life expectancy of the trails once repaved. There was a public comment from Alexander Broom, asking about maintenance on the Mokelumne Trail, which Mr. Zepeda briefly responded to. Commissioner Matthews expressed a desire to see additional improvements to the Mokelumne Trail so that it mirrors the sections in Brentwood.

2. Discussion of Existing and Potential Pickleball Programs and Infrastructure

Commissioner Matthews opened the conversation by reviewing that the City added pickleball striping at Mira Vista Hills Park. He suggested adding striping at other outdoor tennis courts. Staff responded that tennis players may not be in favor of this. Director Helfenberger shared information about indoor pickleball programs at the Antioch Community Center and Antioch Senior Center and also shared that staff would look at adding pickleball courts at parks as they are renovated. The Commission asked about converting some of the existing tennis courts to pickleball, which is not budgeted. The Commission closed the conversation by requesting that staff conduct a survey to determine the community's interest in converting one tennis court to a pickleball court at certain parks.

3. Discussion of Potential "Artist of the Month" Program

Commissioner Williams presented her idea of an "artist of the month" program where students from Deer Valley High School or other Antioch Schools could submit artwork for display at the Antioch Community Center. The Commission expressed overall support for the program. Director Helfenberger suggested that Commissioner Williams attend a planned meeting between City and AUSD staff to present her idea. There were two public comments from Margaret (last name not given) and Alexander Broom in support of the idea, especially if opened to all schools.

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication

Director Helfenberger announced that the Civic Enhancement Grants had been awarded by City Council. He reminded the Commission that they can watch the recent Brown Act training that was held at a City Council Meeting. He reminded the Commission about the second community workshop on the Rivertown Community

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Space would be held on Sunday February 18. Commissioners Matthews, Williams, and Eubanks planned to attend.

2. Commission Communication

Vice-Chair Ellis asked about the status of the Contra Loma Estates Park project and a possible flooding issue at Prosserville Park. Director Helfenberger responded to the inquiry. Commissioner Matthews requested a future discussion about the Commission's role as the Bicycle Pedestrian Advisory Committee (BPAC). Vice-Chair Ellis inquired about annual ethics training. Chair King reminded the community how to report issues in parks and trails and also reminded the community about the Rivertown Community Space Community Design Workshop.

VIII. ADJOURNMENT

Motion: King

Second: Ellis

5 Yes /0 No

2 Absent


Meeting Adjourned at 8:15 pm

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STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of April 18, 2024

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Proposal to Relocate Disc Golf Course from Prewett Community Park to Country Manor Park

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission receive the presentation and provide a recommendation to move the Disc Golf Course at Prewett Community Park to Country Manor Park.

FISCAL IMPACT

This recommended action has no direct fiscal impact at this time. Installation of the course will require staff time and nominal materials costs that can be absorbed in the existing budget.

DISCUSSION

On April 17, 2017, the City of Antioch entered into an agreement with the Antioch Youth Sports Complex (AYSC) to allow the installation of a nine-hole disc golf course at Prewett Community Park. The Antioch Disc Golf Group (ADGG) led the effort with the AYSC acting as the fiscal sponsor. The course was installed and has been maintained by AYSC/ADGG with assistance from the City, with expansions and enhancements throughout the years.

At the Antioch City Council regular meeting of April 26, 2022, the City Council selected Prewett Community Park as the preferred location for the Bicycle Garden, in substantially the same area where the disc golf course currently exists. Staff subsequently met with ADGG to discuss either reconfiguring the existing course so that it could remain at Prewett Community Park or relocating it to a different park.

After reviewing several options, City Staff and ADGG came up with a plan to move the course to Country Manor Park. The proposed location utilizes unused space along either side of an existing paved trail. The proposed layout will have minimal impact on trail users or the surrounding neighborhood residents. A survey was conducted among park users and residents of the neighborhood. Of the respondents, 85.7% expressed support of the

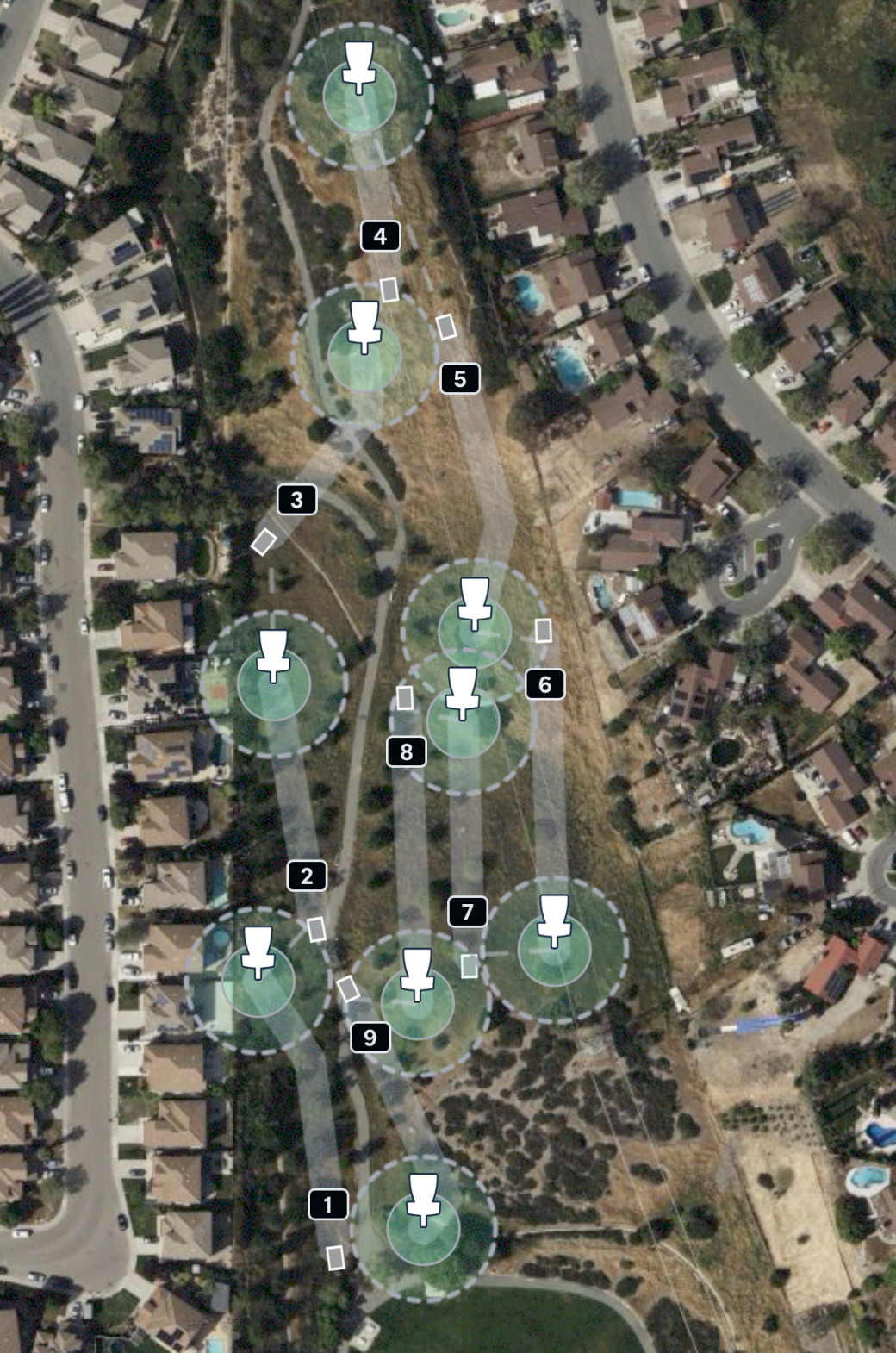
installation of a disc golf course at Country Manor Park. Staff also conducted a door-to-door survey of approximately 50 residents whose property borders the park. Of these residents, only one was not in favor of seeing a disc golf course installed at Country Manor Park.

Rather than enter into a new agreement, AYSC/ADGG would prefer to donate the existing equipment to the City and volunteer to assist with moving, installation, and maintenance. Staff proposes to accept the donation and the City will ultimately be responsible for the course. This will include, but is not limited to the course layout, installing concrete needed for tee boxes and footings for the baskets, and signage.

ATTACHMENTS

Proposed Layout

Proposal from ADGG



Country Manor Disc Golf Proposal

Antioch Disc Golf Club

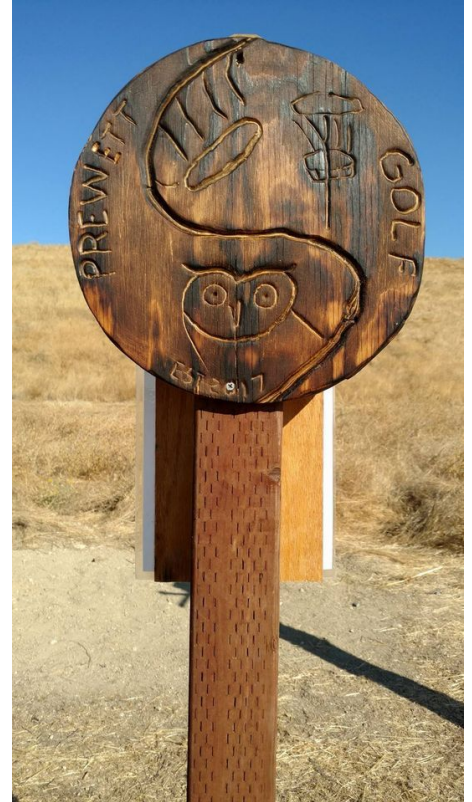
Introduction

The Prewett Disc Golf Course began six years ago with an agreement between the City of Antioch and The Antioch Youth Sports Complex. A Facebook Group was formed to organize play, install equipment and perform maintenance. The property at Prewett was never well suited for Disc Golf and will be built out as a Bike Park in the future. The City has suggested moving the course to Country Manor Park which would be ideal. The Disc Golf equipment, valued at \$7000 dollars would be gifted to the city. All labor and routine maintenance would be performed by Antioch Disc Golf Group's (FB) volunteers.



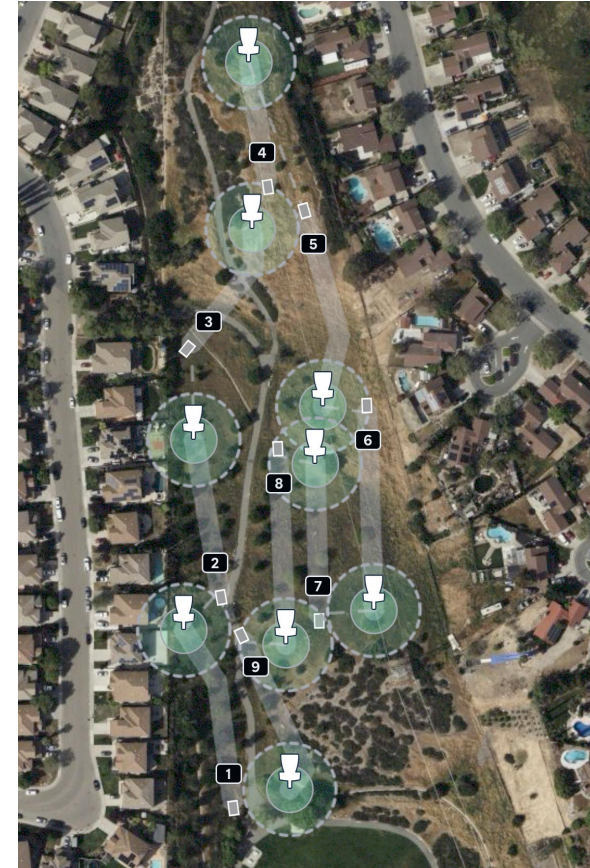
Antioch DGC, Next Steps

The Antioch Disc Golf Group (FB), counting 239 members, will provide all need labor and logistics to both deconstruct the existing course at Prewett and reconstruct it at Country Manor Park. The materials and construction method provide setup changes, if needed, as the course is played and fine tuning is called for. Permanent signage and teepads can be added at a future date at the discretion of the City of Antioch. It is the intention of the Antioch Youth Sports Complex and the Antioch Disc Golf Group that the City of Antioch regard this Disc Golf Course as permanent recreational asset and direct future volunteered funds and labor as needed.



Course Layout Proposal - Overview

- Holes laid out to be throwing *away* from pedestrian path and property lines.
- On holes bordering path, made sure that players have clear unobstructed view of walking paths
- Safety first design which minimizes risk in the case of errant shots
- Low maintenance area of the park, especially compared to high weeds of Prewett



Signage Examples



Disc Golf Rules Sign



Disc Golf Tee Sign



Course Kiosk Signage

Course Benefits

A list of course benefits has been compiled by UDisc, a globally used disc golf app that contains course locations, course reviews, layouts, scorekeeping, and data tracking for players and course management.

- **Disc Golf Is Affordable and Accessible**
 - There are more than 11,500 disc golf courses in the world, and 60% of them are in public parks. On top of that, 91% of all disc golf courses are free to play. That means all you need is a single disc, which can be purchased for less than \$15, and you're ready to play.
- **Disc Golf Promotes Health and Well-Being**
 - Disc golfers who keep score with UDisc cover a lot of ground, taking upwards of 6,500 steps (3.25 mi/5.25 km) during an 18-hole round. That means players are outside and can cover more than half of their American Heart Association-recommended daily step count in under two hours, all while honing the mental focus that golf requires.
- **Disc Golf Serves More of Your Community**
 - More than 70 players can fit on an 18-hole disc golf course at one time if they play in traditional groups of four. With the average round on UDisc taking 1 hour and 40 minutes to complete, that means more than 550 players a day can access a course depending on seasonal conditions.
 - That number is far higher than the capacity of tennis courts, basketball courts, and other sports facilities that often require more money to install. A set of 18 disc golf baskets can be purchased for less than \$7,500. Simply put, disc golf delivers more bang for your community's buck.

Course Benefits (cont.)

- **Disc Golf Repurposes Neglected Spaces**
 - **When the time came to install a disc golf course at Brengle Terrace Park in Vista, California, local law enforcement welcomed it with open arms. That's because, according to San Diego Aces Disc Golf Club President Allen Risley, the course would be helping to clear out an area that was often rife with drug use.**
 - **Now, the park is home to a disc golf course that sports a 4.4 rating (out of 5) on UDisc and sees regular traffic, with almost 7,000 plays logged on the app in 2020. "I like to tout disc golf as the rotating neighborhood watch," Risley said.**



STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting on April 18, 2024

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Kevin W. Kunding, Assistant City Attorney

APPROVED BY: Thomas Lloyd Smith, City Attorney

SUBJECT: Discussion of the Parks and Recreation Commission's Role as the Bicycle and Pedestrian Advisory Committee

RECOMMENDED ACTION

It is recommended that the Commission:

1. Review and discuss the attached Transportation Development Act Article 3; and
2. Follow the guidance of TDA Article 3 to determine Commission's duties.

FISCAL IMPACT

There is *no fiscal impact* for this Staff Report.

DISCUSSION

Transportation Development Act (TDA) Article 3 makes funds exclusively available for use in bicycle and pedestrian projects to any city within the Metropolitan Transportation Commission (MTC) Region. To be eligible for these funds, a city must have a Bicycle and Pedestrian Advisory Committee (BPAC) or equivalent body that reviews and prioritizes TDA Article 3 bicycle and pedestrian projects and participates in the development and review of comprehensive bicycle, pedestrian, or active transportation plans.

In 2015, City Council designated the Parks and Recreation Commission as the BPAC by resolution. The Parks and Recreation Commission, in its duty as the BPAC, must review TDA Article 3 bicycle and pedestrian projects, participate in the development and review of comprehensive bicycle, pedestrian, or active transportation plans that will use MTC funding.

1. Duties of the BPAC.

The duties of the BPAC are to review projects applicable for TDA Article 3 funding, advise on the priority of these projects, and to submit recommendations to City Council for further consideration. Projects eligible for TDA Article 3 funding include, but are not limited to, the following:

- Construction and/or engineering of bicycle or pedestrian capital or quick build

projects

- Maintenance of shared-use path or separated bikeways
- Bicycle and/or pedestrian safety education programs
- Development of a comprehensive bicycle or pedestrian facilities plan.
- Restriping bicycle land and buffered bicycle lanes

There are further examples offered by TDA Article 3 Appendix A. The list is not exhaustive, but it gives further guidance and examples of projects that fall under the purview of TDA Article 3.

The BPAC shall review proposals for these types of projects, discuss how they can impact life for the residents of the City, provide feedback to applicants when appropriate, and prepare recommendations for City Council regarding TDA Article 3 projects.

BPAC members may also discuss issues that affect the safety of bicyclists and pedestrians in the City. This may include discussing possible safety measures that the City could take or bring attention to current issues related to bicyclists and pedestrians that come to the BPAC's attention.

Copies of the resolution designating the Parks and Recreation Commission as the BPAC and TDA Article 3 in its entirety are attached for your review and consideration.

ATTACHMENTS

- A. Resolution No. 2015/** and Staff Report
- B. TDA Article 3



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of August 11, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Lynne Filson, Assistant City Engineer *LF*

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

APPROVED BY: Ron Bernal, Public Works Director/City Engineer *RLB*

SUBJECT: Resolution Assigning the Parks and Recreation Commission to Serve as the Local Bicycle and Pedestrian Advisory Committee (PW 409-4)

RECOMMENDED ACTION

It is recommended that the City Council adopt the attached resolution assigning the Parks and Recreation Commission to serve as the Local Bicycle and Pedestrian Advisory Committee (BPAC) to review projects that are proposed to be funded with TDA Article 3, Bicycle and Pedestrian Funds.

STRATEGIC PURPOSE

This item supports Strategy K-1 in the Strategic Plan: Ensure well maintained public facilities, rights-of-way and parks. The BPAC will review projects funded with TDA Article 3, Bicycle and Pedestrian Funds, which will construct bicycle and pedestrian transportation improvements in the City.

FISCAL IMPACT

There is no negative fiscal impact in approving the attached resolution appointing the Parks and Recreation Commission as the BPAC for TDA review purposes. There would be a negative fiscal impact without BPAC, as the City would be ineligible for TDA funds.

DISCUSSION

The Transportation Development Act (TDA) of 1971 provides funding for projects that comply with regional transportation plans. TDA funds come from a tax on gasoline products and diesel fuel. These funds provide a variety of transportation and transit related programs that include bicycle, pedestrian, transit and rail operations and other transportation-related programs.

MTC Resolution 4108 established policies and procedures for funding allocations starting in FY 14-15. Per this new policy, municipalities that use TDA funds shall have a

Bicycle and Pedestrian Advisory Committee (BPAC) that meets the following requirements:

- Be composed of bicyclists and pedestrians.
- Be appointed by Council.
- A City BPAC must be composed of at least three members who live or work in the city.
- The City Manager shall designate staff to provide administrative and technical support to the BPAC.

Bicycle and Pedestrian Advisory Committee

The Parks and Recreation Commission is an advisory body to the Antioch City Council that currently meets the requirements of MTC Resolution 4108 for a local BPAC. Specially, the Commission is composed by representatives of the community who are pedestrians and bicyclists, and each of its members is appointed by Council.

The assignment of the Parks and Recreation Commission as the BPAC was discussed with the Director of Parks and Recreation, Nancy Kaiser. She believed that the Parks and Recreation Commission would be supportive of this designation and would enjoy working toward increasing grant funding to the City for bicycle and pedestrian transportation projects and for TDA project review purposes.

As a follow-up action, the Council may wish to direct the Commission to prepare a draft ordinance to update Title 10: Parks and Recreation, Chapter 1: Parks and Recreation Commission of the Antioch Municipal Code to include BPAC duties.

ATTACHMENTS

A: Resolution

ATTACHMENT "A"

RESOLUTION NO. 2015/**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH DESIGNATING THE ANTIOCH PARKS AND RECREATION COMMISSION TO SERVE AS THE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC) TO REVIEW PROJECTS AND PROGRAMS PROPOSED TO BE FUNDED WITH THE CITY'S ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3 FUNDS (TDA)

WHEREAS, MTC updated its policies and procedures for TDA, Article 3, Pedestrian and Bicycle funding on June 26, 2013. The new policies and procedures include a requirement that each county and city have a Bicycle and Pedestrian Advisory Committee (BPAC) to review each project and program that is proposed to be funded by TDA, Article 3 funds; and

WHEREAS, the City Parks and Recreation Commission is formed by seven members who are appointed by the City Council, and

WHEREAS, the Parks and Recreation Commission is composed by local residents who are pedestrians and bicyclists ensuring an intermodal perspective towards bicycle and pedestrian planning and project prioritization; and

WHEREAS, through the collective knowledge of the Commission members, the Parks and Recreation Commission has comprehensive awareness of the needs of cyclists and pedestrians of the City; and

WHEREAS, the Parks and Recreation Commission meets all the requirements established by the State and MTC to review and prioritize bicycle, pedestrian, and other transportation projects and programs.

NOW, THEREFORE, BE IT RESOLVED, that the Antioch City Council hereby designates the Antioch Parks and Recreation Commission as the City Bicycle and Pedestrian Advisory Committee (BPAC).

BE IT FURTHER RESOLVED, that the City of Antioch hereby designates the Parks and Recreation Commission as its BPAC and review body for TDA Article 3 purposes.

* * * * *

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 11th day of August 2015, by the following vote:

AYES:

NOES:

ABSENT:

ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C
12/16/20-C

ABSTRACT

Resolution No. 4108, Revised

This resolution establishes policies and procedures for the submission of claims for Article 3 funding for pedestrian and bicycle facilities as required by the Transportation Development Act in Public Utilities Code (PUC) Section 99401.(a). Funding for pedestrian and bicycle projects is established by PUC Section 99233.3.

This resolution supersedes MTC Resolution No. 875, Revised commencing with the FY2014-15 funding cycle.

This resolution was revised on February 24, 2016 to make pedestrian safety education projects eligible for funding, in accordance with recent state law changes.

This resolution was revised on December 16, 2020 to add quick builds and separated bikeways as eligible project types and make other minor updates.

Further discussion of these procedures and criteria are contained in the Programming and Allocations Summary Sheet dated June 12, 2013 February 10, 2016, and December 9, 2020.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

RE: Transportation Development Act, Article 3. Pedestrian and Bicycle Projects.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4108

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

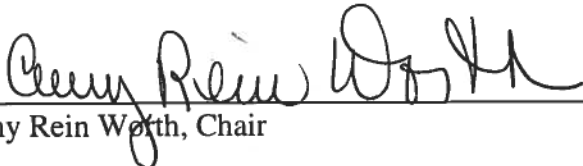
WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian and bicycle facilities; and

WHEREAS, MTC desires to update these procedures and criteria commencing with the FY2014-15 funding cycle, now therefore be it

RESOLVED, that MTC adopts its policies and procedures for TDA funding for pedestrian and bicycle facilities described in Attachment A ; and be it further

RESOLVED, that the prior policy governing allocation of funds contained in Resolution No. 875 is superseded by this resolution, effective with the FY 2014-15 funding cycle.

METROPOLITAN TRANSPORTATION COMMISSION



Amy Rein Worth, Chair

The above resolution was approved by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 26, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C 12/16/20-C

Attachment A
Resolution No. 4108
Page 1 of 7

TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3,
PEDESTRIAN/BICYCLE PROJECTS
Policies and Procedures

Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for the exclusive use of pedestrian and bicycle projects. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by county coordinator which may be the county, County Transportation Agency (CTA) or Congestion Management Agency (CMA) of the county.

All cities and counties in the nine counties in the MTC region are eligible to claim funds under TDA Article 3. Joint powers agencies composed of cities and/or counties are also eligible provided their JPA agreement allows it to claim TDA funds.

Application

1. The county coordinator will be responsible for developing a program of projects not more than annually, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.
2. Claimants will send one or more copies of project applications to the county coordinator (see "Priority Setting" below).
3. A project is eligible for funding if:
 - a. The project sponsor submits a resolution of its governing board that addresses the following six points:
 1. There are no legal impediments regarding the project.
 2. Jurisdictional or agency staffing resources are adequate to complete the project.
 3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
 4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.
 5. Adequate local funding is available to complete the project.

6. The project has been conceptually reviewed to the point that all contingent issues have been considered.
- b. The funding requested is for one or more of the following purposes:
1. Construction and/or engineering of a bicycle or pedestrian capital or quick build projects.
 2. Maintenance of a Class I shared-use path and Class IV separated bikeways.
 3. Bicycle and/or pedestrian safety education program (no more than 5% of county total).
 4. Development of a comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years).
 5. Restriping Class II bicycle lanes and buffered bicycle lanes.
- Refer to Appendix A for examples of eligible projects.
- c. The claimant is eligible to claim TDA Article 3 funds under Sections 99233.3 or 99234 of the Public Utilities Code.
- d. If it is a Class I, II, III, or IV bikeway project, it must meet the mandatory minimum safety design criteria published in [Chapter 1000 of the California Highway Design Manual](#) (Available via Caltrans website); or if it is a pedestrian facility, it must meet the mandatory minimum safety design criteria published in [Chapter 100 of the California Highway Design Manual](#). Funds may not be used for Class III projects on arterials or streets with posted speed limits above 25 mph.
- e. The project is ready to implement and can be completed within the three-year eligibility period.
- f. *If the project includes construction, that it* meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.
- g. A jurisdiction agrees to maintain the facility. If the project is a quick build project, the jurisdiction agrees to maintain the project until permanent improvements are implemented. If the project is removed before such time, justification shall be provided to MTC.
- h. The project is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.

Priority Setting

1. The county coordinator shall create a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding.
2. Each county and city is required to have a Bicycle and Pedestrian Advisory Committee (BPAC) or equivalent body review and prioritize TDA Article 3 bicycle and pedestrian projects and to participate in the development and review of comprehensive bicycle pedestrian, or active transportation plans. BPACs should be composed of both bicyclists and pedestrians.

A city BPAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

An agency can apply to MTC for exemption from the city BPAC requirement if they can demonstrate that the countywide BPAC provides for expanded city representation.

A countywide BPAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The countywide agency will appoint BPAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

3. All proposed projects shall be submitted to the county coordinator for evaluation/prioritization. Consistent with the county process, the Board of the county coordinator will adopt the countywide list and forward it to MTC for approval.
4. The county coordinator will forward to MTC a copy of the following:
 - a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; *and confirmation that each project meets Caltrans' minimum safety design criteria and can be completed before the allocation expires.*
 - b) The complete priority list of projects with an electronic version to facilitate grant processing.
 - c) A resolution of the county coordinator approving the priority list and authorizing the claim.

MTC Staff Evaluation

MTC Staff will review the list of projects submitted by each county. If a recommended project is eligible for funding, falls within the overall TDA Article 3 fund estimate level for that county, and has a completed application, staff will recommend that funds be allocated to the project.

Allocation

The Commission will approve the allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and funds should be invoiced in accordance with the “Disbursement” section below.

Eligible Expenditures

Eligible expenditures may be incurred from the start of the fiscal year of award plus two additional fiscal years. Allocations expire at the end of third fiscal year following allocation. For example, if funds are allocated to a project in October 2021, a claimant may be reimbursed for eligible expenses that were incurred on or after July 1, 2021. The allocation expires on June 30, 2024 and all eligible expenses must be incurred before this date. All disbursement requests should be submitted by August 31, 2024.

Disbursement

1. The claimant shall submit to MTC the following, no later than two months after the grant expiration date:
 - a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and the request for a disbursement of funds;
 - b) Documents showing that costs have been incurred during the period of time covered by the allocation.
 - c) With the final invoice, the claimant shall submit a one paragraph summary of work completed with the allocated funds. This information may be included in the cover letter identified in bullet “a” above and is required before final disbursement is made.

Reimbursement requests should be emailed to acctpay@bayareametro.gov.

2. MTC will approve the disbursement and, if the disbursement request was received in a timely fashion and the allocation instruction has not expired, been totally drawn down nor been rescinded, issue an authorization to the County Auditor to disburse funds to the claimant.

Rescissions and Expired Allocations

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. Rescinded funds will be returned to the county's apportionment.

Allocations that expire without being fully disbursed will be disencumbered in the fiscal year following expiration. The funds will be returned to county's apportionment and will be available for allocation.

Fiscal Audit

All claimants that have received a disbursement of TDA funds are required to submit an annual certified fiscal and compliance audit for that fiscal year to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not disbursed (that is, reimbursed by MTC) during a given fiscal year. Reimbursement may cover eligible expenditures from a previous fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations will be made.

TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.

Appendix A: Examples of Eligible Projects

Below are some examples of eligible projects. If you have questions about whether a proposed project is eligible for funding, please contact the MTC Program Coordinator.

1. Projects that eliminate or improve an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use. For example, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of multi-purpose path to divert young bicyclists from a high traffic arterial; a multi-purpose path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects based on NACTO (National Association of City Transportation Officials) guidance or similar best practices guidance.
2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of multi-purpose paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of shared-use paths (Class I), bike lanes (Class II), Class III, or separated bikeways (Class IV)
3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain and racks that accept U-shaped locks.
4. Other provisions that facilitate bicycle/transit trips and walk/transit. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals, bus stop improvements, wayfinding signage.
5. Maintenance of multiple purpose pathways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation).
6. Funds may be used for construction and plans, specification, and estimates (PS&E) phases of work. Funds may be used for quick build projects. Quick build projects are interim capital improvements that are built with durable, low to moderate cost material to immediately address pedestrian and bicycle needs until capital upgrades are possible. Project level environmental, planning, and right-of-way phases are not eligible uses of funds.


7. Projects that enhance or encourage bicycle or pedestrian commutes, including Safe Routes to Schools projects.
8. Projects that address bicycle and pedestrian safety such as those in the [Local Roadway Safety Manual](#). Intersection safety improvements including protected intersections, bulb-outs/curb extensions, transit stop extensions, installation of pedestrian countdown or accessible pedestrian signals, or pedestrian signal timing adjustments. Striping high-visibility crosswalks or advanced stop-back lines, where warranted.
9. Purchase and installation of pedestrian traffic control devices, such as High-intensity Activated crossWalk (HAWK) beacons, rectangular rapid flashing beacons (RRFB), or pedestrian safety “refuge” islands, where warranted.
10. The project may be part of a larger roadway improvement project as long as the funds are used only for the bicycle and/or pedestrian component of the larger project.
11. Bicycle and Pedestrian Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund public bicycle and pedestrian safety education programs and staffing.
12. Comprehensive Bicycle and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle and walking commuters rather than recreational uses). A city or county may not receive allocations for these plans more than once every five years. Environmental documentation and approval necessary for plan adoption is an eligible expense.

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of April 18, 2024

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Potential Creation of a Bicycle and Pedestrian Master Plan

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

At the Parks and Recreation Commission Meeting of December 18, 2023, Commissioner Del Castillo requested a discussion on creating a “Bicycle Master Plan.” In order to facilitate this discussion, staff felt it would be helpful to have an overview of the City’s current policies and efforts related to non-motorized transportation. The guiding documents for the City of Antioch related to non-motorized transportation are the Circulation Element of the General Plan and the Countywide Bicycle and Pedestrian Plan, which the City has adopted. The current General Plan was adopted in 2003 and staff anticipates starting a comprehensive update to the General Plan later this year, which would include an update to the Circulation Element. From there, staff recommends the Commission review the documents linked below and hold a discussion on what their goals are regarding bicycle and pedestrian planning and how a planning document can help achieve those goals.

ATTACHMENTS


[City of Antioch General Plan](#) (Circulation Element begins on page 155 of the pdf)
[Countywide Bicycle and Pedestrian Plan](#)

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of April 18, 2024

TO: Members of the Parks and Recreation Commission

SUBMITTED BY: Brad Helfenberger, Parks and Recreation Director 

SUBJECT: Discussion of Request to Fund 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

This recommended action has no direct fiscal impact at this time. If approved by City Council, the cost to attend the California Parks and Recreation Annual Conference and Expo, including registration, lodging, transportation, and meals is approximately \$1,000-\$1,500 per person.

DISCUSSION

This item is solely for the Parks and Recreation Commission's discussion. The item was requested for discussion by Vice-Chair Ellis, who has suggested that the Commission consider requesting funding from the Antioch City Council to allow one or more Commissioners to attend the annual California Parks and Recreation Society annual conference and expo. The cost to attend the conference, including registration, lodging, transportation, and meals is approximately \$1,000-\$1,500 per person.

Should the Commission recommend funding for this purpose, the request will be forwarded to City Council for consideration during the mid-year budget discussion in May.

ATTACHMENTS

None

"THIS EARTH DAY TO ARBOR DAY"

KEEP ANTIOCH BEAUTIFUL



APRIL 20, 2024

Check-In: 9AM Cleanup: 9:30-11:30AM

Free Lunch for Volunteers: 12-1pm

For more information visit: antiochca.gov/keep-antioch-beautiful

THIS YEAR'S Services



Planting
Flowers #10874
ANTIOCH WATER PARK



Trash
Cleanup #10875
AT WALDIE PLAZA



Planting over
60+ trees #10876
ON ARBOR DAY



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