

RECREATION, PARKS, MARINA &
ARTS COMMISSION
Eddrick Osborne, Chair
Aaron Sencil, Vice Chair
Essex Cook, Member
Lilia Dardon, Member
Jonathan D Faria, Member
John Harter, Member
Donna LeBlanc, Member



RECREATION, PARKS, MARINA &
ARTS COMMISSION MEETING

A G E N D A
REGULAR MEETING OF THE CITY OF SUISUN CITY
RECREATION, PARKS, MARINA, AND ARTS COMMISSION
WEDNESDAY, JUNE 5, 2024
6:00 PM

Suisun City Council Chambers, 701 Civic Center Blvd., Suisun City, CA 94585

*RECREATION, PARKS, MARINA AND ARTS COMMISSION MEETINGS ARE HELD IN-PERSON
PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 829 4547 2772

CALL IN PHONE NUMBER: (707) 438-1720

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE RECREATION, PARKS, MARINA AND ARTS COMMISSION
MEETING BY EMAILING CLERK@SUISUN.COM (PRIOR TO 4 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE
NUMBER: (707) 438-1720.*

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

ROLL CALL

RPMA Commissioners

PLEDGE OF ALLEGIANCE

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Commissioner should be identified at this time.)

REPORTS: (Informational items only.)

1. Stage Trailer Purchase Update

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments)

2. Introduction of City Manager, Bret Prebula

3. Fiscal Year 2024-2025 Budget Presentation: (Lofthus - klofthus@suisun.com)

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

4. Approval of the Minutes of the Regular Meeting of the Recreation, Parks, Marina and Arts Commission held on May 1, 2024

PUBLIC COMMENTS

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 5 minutes unless allowable by the Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

GENERAL BUSINESS

5. Recreation, Parks, Marina, and Arts Commission Discussion and Recommendation to City Council Regarding the Future of the Harbor Theatre: (Lofthus - klofthus@suisun.com)
6. Recommendation: Recreation, Parks, Marina, and Arts Commission Discussion and Recommendation Programming Public Art Funds From Tractor Supply: (Lofthus - klofthus@suisun.com)
7. Recreation, Parks, Marina, and Arts Commission: Recommending to the City Council the Design and Budget for the Montebello Vista Park Revitalization Project: (Lofthus - klofthus@suisun.com)

REPORTS: (Informational items only.)

- a) Park Inspection Reports
- b) Art Ad Hoc
- c) Harbor Theatre Ad Hoc
- d) Montebello Vista Park Revitalization Ad Hoc
- e) Poet Laureate Ad Hoc
- f) Director's Report
- g) Commissioner's Report
- h) Chair Report

ADJOURNMENT

Public Access To Agenda Documents

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council, are available for public review at least 72 hours prior to a Council /Agency/Authority Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The city may charge photocopying charges for requested copies of such documents. To the extent feasible, the agenda packet is available for online public viewing on the City's website: <https://www.suisun.com/Government/City-Council/Agendas>

The City Council/Agency/Authority/Commission/Committee hopes to conclude its public business by 10:00 p.m. No new items will be taken up after 10:00 p.m., unless so moved by a majority of the City Council, and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.

Accommodations

If you require an accommodation to participate in this meeting, please contact the City Clerk at (707) 421-7302 or clerk@suisun.com. The City's reasonable accommodation policy is available for review on the City's website at www.suisun.com/government/city-council/, you may request an electronic copy or have a copy mailed to you. Please note that for accommodations that are not readily available, you must make your request as soon as you can prior to the time of the meeting.

Decorum

All participants are expected to conduct themselves with mutual respect. Conduct that disrupts meetings will be addressed in accordance with Section 54957.95 of the Government Code.

Ordinances

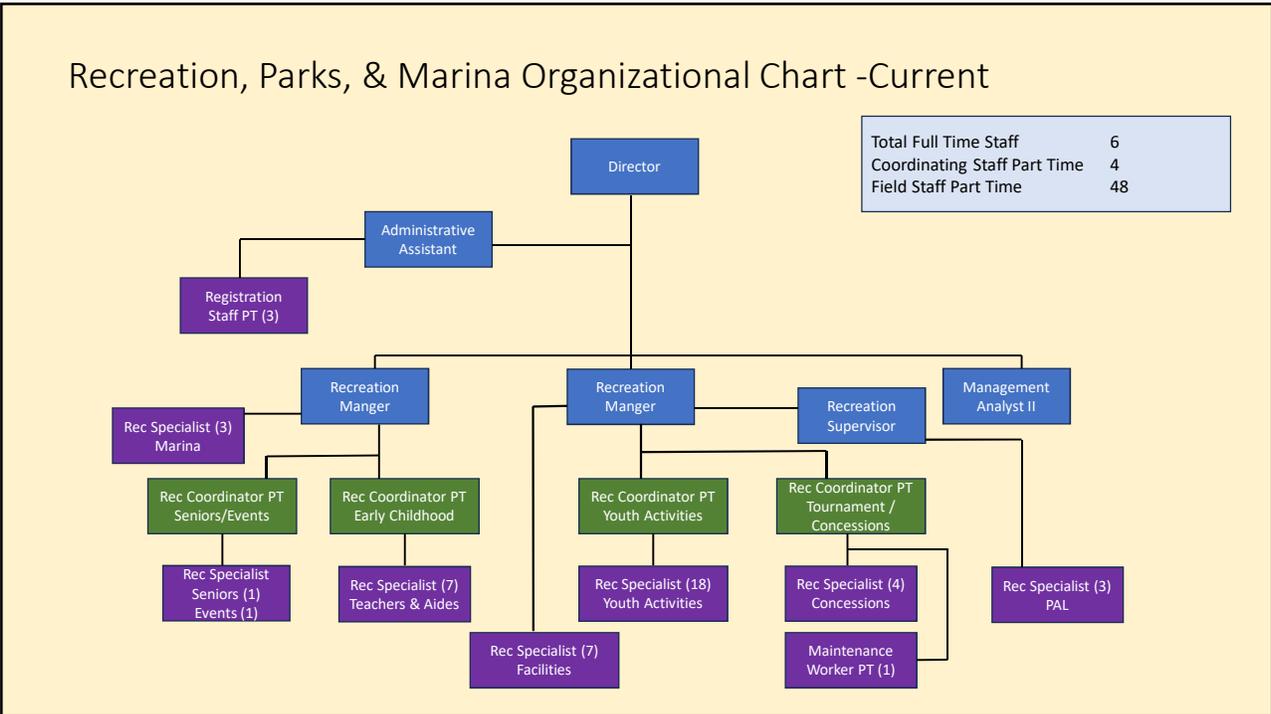
Ordinances are city laws contained in the Suisun City Municipal Code. Enacting a new city law or changing an existing one is a two-step process. Government Code 36934 provides, except when, after reading the title, further reading is waived by regular motion adopted by majority vote all ordinances shall be read in full either at the time of introduction or passage; provided, however, that a reading of the title or ordinance shall not be required if the title is included on the published agenda and a copy of the full ordinance is made available to the public online and in print at the meeting prior to the introduction or passage.

Certification Of Posting

Agendas for regular and special meetings are posted in accordance with the Brown Act at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:

- Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
- Joe Nelson Center, 611 Village Drive, Suisun City, CA;
- Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Kathleen Shrader, Administrative Assistant for the Recreation Department for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting was posted and available for review, in compliance with the Brown Act.



CURRENT STRUCTURE CHALLENGES

- Part time staff are limited in the hours they can work
- Expansion of programs is limited by part time coordinators ability to work more hours
- Current Managers are directly coordinating programs and directly supervising part time staff Recreation Specialists
- We operate this structure as it is the maximum staff that funding will allow

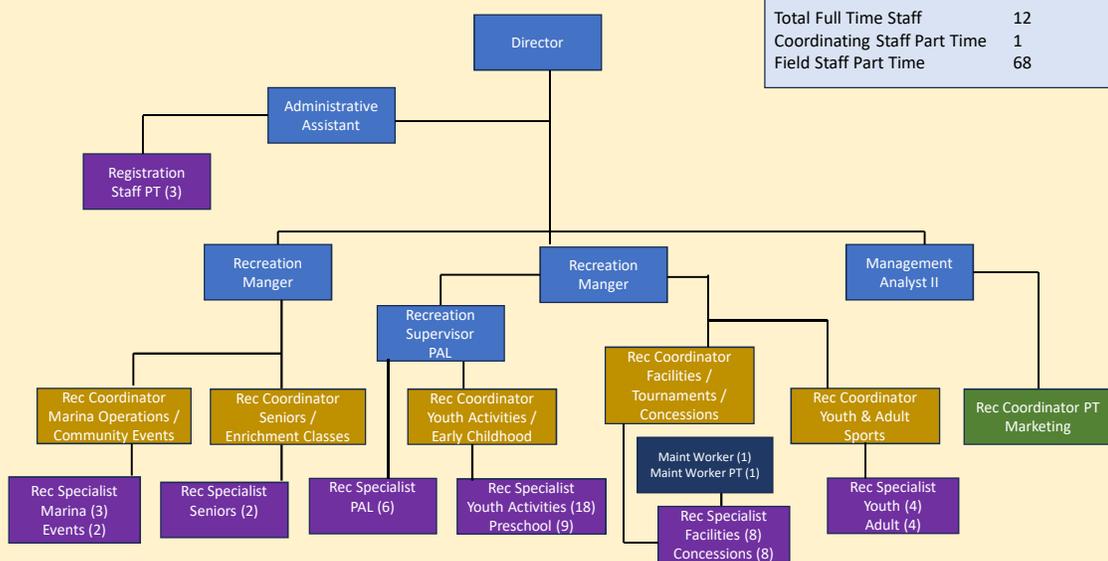
RECREATION PROGRAMS PROPOSED BUDGET

Account	Description	Revenue	Expenditure
8610	Administration	\$78,000	\$494,000
8615	Dan O Root A/S	\$110,000	\$111,000
8617	Crescent A/S	\$110,000	\$111,000
8618	Preschool	\$162,000	\$145,000
8650	Prop 49 / Suisun Elementary A/S	\$148,000	\$148,000
8670	Youth Camps	\$65,000	\$55,000
8680	Lambrecht Sports Complex	\$297,000	\$148,000
8750	Nelson Community Center	\$275,000	\$394,000
8760	Senior Center	\$1,000	\$173,000
	Total	\$1,246,000	\$1,780,000
Cost Recovery Percentage = 70%			
National Average Cost Recovery 24.9% (Study Completed in 2024)			

MARINA OPERATIONS PROPOSED BUDGET

Account	Description	Revenue	Expenditure
909-8910	Operations	255,000	\$467,000
919-8920	Marina Fuel	81,000	\$123,000
	Total	\$336,000	\$590,000

Recreation, Parks, & Marina Organizational Chart –Silver Level



BENEFITS OF THE SILVER MODEL

- Expanded programs and revenue generation
- Expanded staff capacity and provides proper departmental oversight
- Recreation Managers can focus on development, projects, and long-term planning rather than day to day operations
- Adding adult and youth sports programming for the community
- Provides specific attention to sports field maintenance
- Provides a better service to the community

COSTS OF THE SILVER MODEL

➤ Transition of 4 part-time Recreation Coordinators to 5 full-time and 1 part-time		\$425,000
➤ Addition of 1 full time Maintenance Worker to address sports field needs		\$120,000
➤ Part-time staff enhancement with program growth		\$380,000
➤ Total increased cost for this model		\$925,000
➤ Revenue cost recovery goal of 65%	\$601,250	
➤ Total net cost to general fund		\$323,750

RECREATION, PARKS, MARINA &
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RECREATION, PARKS, MARINA &
ARTS COMMISSION MEETING

MINUTES
REGULAR MEETING OF THE CITY OF SUISUN CITY
RECREATION, PARKS, MARINA, AND ARTS COMMISSION
WEDNESDAY, MAY 1, 2024
6:00 PM

Suisun City Council Chambers, 701 Civic Center Blvd., Suisun City, CA 94585

RECREATION, PARKS, MARINA AND ARTS COMMISSION MEETINGS ARE HELD IN-PERSON PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM

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ROLL CALL

Chairman Osborne called the meeting to order at 6:00 pm.

The following Commissioners were present: Osborne, Sencil, Cook, Dardon, Faria, LeBlanc. Harter shows at 6:07 pm.

Community Participants: Mr Tom LeBlanc.

PLEDGE OF ALLEGIANCE

Chairman Osborne led the Commission in the Pledge of Allegiance.

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Commissioner should be identified at this time.)

None.

REPORTS: (Informational items only.)

None.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments)

None.

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

1. *Approval of the Minutes of the Regular Meeting of the Recreation, Parks, Marina and Arts Commission held on April 3, 2024*

Commissioner Cook made a motion to accept the Minutes as read. Commissioner LeBlanc seconded.

AYES: Osborne, Sencil, Cook, Dardon, Faria, LeBlanc.

NOES: None.

ABSENT: Harter.

PUBLIC COMMENTS

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 5 minutes unless allowable by the Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

- Michelle Chavez, Committee member from the Beautification Committee: Wanted to introduce herself and hopes to be more involved once she talks to her other Committee members.

GENERAL BUSINESS

2. *Recreation, Parks, Marina and Arts Commission: Recommending to City Council the Heritage Park Enhancement Program - (Lofthus: klofthus@suisun.com)*

Recreation, Parks and Marina Director Kris Lofthus gives a brief overview of the potential Heritage Park Enhancement Project. With receipt of a small grant, department staff have been trying to address the needs of the grant, and Heritage Park has the most amenities that are used on an ongoing basis where existing amenities need to be addressed, changed, or put in. Heritage Parks' basketball court, the park pavilion and the side grass all need attention. In this proposal, it is noted that the existing basketball court be renovated to have two high school sized courts instead of one with fencing between and around, upgrades the picnic area to have concrete tables and a shade sail, and to facilitate the implementation of a multi-sport court in the side grass next to the Joseph Nelson Community Center. A general quote for the entire project rests right at \$733,221.10; Mobilization/Demolition/Grading is priced at \$71,200, the Multi Use Games Area is priced at \$165,201; the Basketball Courts are priced at \$249,200, with an alternate additional cost of \$55,000 for court tile, if wanted; and the Shaded Picnic Area is priced at \$144,600; 10% Contingency is priced at \$63,020.10, with Design and Contract Management at \$40,000. A tentative time line is built out with various dates, with the final step of awardment of construction contract set for October 1. Lofthus opens the floor for questions.

Vice-Chairman Sencil asks if the bathrooms are only open during events, but are available to the picnic area. Lofthus responds that they have the ability to rent the bathroom. Sencil asks if there will be updates to lighting for the courts for nighttime playing. Lofthus responds that there will not since the park is in a residential.

Commissioner LeBlanc asks why it's going to be high school sized versus college or NBA standards. Lofthus responds that that was the only size that realistically fits well in the pre-existing space, without doing more demolition.

Chairman Osborne remarks that it would be nice to have some kind of lighting for the picnic area, and asks if there will be BBQ pits near the picnic area. Lofthus confirms that there will be BBQ pits and says that it's possible to put lights on a timer for the picnic area. Osborne further asks if the pickleball/tennis area would be rented out. Lofthus responds that it initially wouldn't since they would want to see what kind of groups are in this area who will utilize it, plus implementation of programs if there is a need, which can be done at a future time.

Commissioner Dardon asked if the shade structure would be able to be rented out. Lofthus confirms that it will, much like the preexisting park is rentable.

Commissioner Cook remarks that he is not a fan of the tile and asks if the contractor can explore other options – tile can be very slippery. Cook also recommends that there are other options for the backboards – they can be digitalized to play games.

Commissioner LeBlanc expressed that her grandson is excited for the basketball courts.

Vice-Chairman Sencil asked if there was a possibility to add an art mural on the outside of the bathrooms. Lofthus responds that they can agendaize it so the Commissioners can talk about it – there is policy set out to allow them to do so.

Commissioner Cook asked about electricity for the lights, for instance for someone who needed to charge their phone. Lofthus responds that they can look into it and repair or replace the existing ones. Vice-Chairman Sencil asked about electricity in the pavilion. Lofthus responds that he definitely wants to do that, just to be able to have the capacity to extend rentals into early evening time.

Chairman Osborne asks if the pavilion will be fenced off to prevent unwanted usage. Lofthus responds that it's not in the plans, but currently everything is first come, first serve unless it's rented and it would stay that way.

Commissioner Harter asked how much more it would be to get it gated. Lofthus responds that it would probably be about \$5,000.

Commissioner Faria asks about the concrete pricing and why it was so high, and if it was per square foot. Lofthus responds that it is square foot. Faria then asks where the estimates came from. Lofthus responds that the estimates come from a local company who prepares estimates - actual costs won't be known until we get bids back in.

Commissioner Cook asks about donations and what we're willing to give up, such as naming, or painting or other items. Lofthus responds that there is no policy in place about donations, but it's doable to create and pass a policy for that.

Chairman Osborne asked if there were any other questions from the Commission.

Commissioner Dardon asked if this is a location that we currently have an issue with transients. Lofthus responds that the area typically does not see many transients.

Commissioner Harter asks if the fencing would be doable at a later time. Lofthus responds that the fencing can be done at a later date, and wouldn't be too much of an issue.

Chairman Osborne asked what the policy is if someone had rented the pavilion or park and there are people already there that have squatted. Lofthus responds that the people who have paid and rented the area have the rights, and police can be involved if the squatting party will not leave the premise.

Commissioner Dardon asked if there will be a sign for potential rental use. Lofthus responds that there would be a sign visible at the pavilion stating where they can rent from.

Public Comments:

Michelle Chavez – Loves the idea of putting art in the park, but has a question about how the electricity would work with the transient population. Michelle also remarks that the donation aspect would be nice.

Alberto – Asks if there will be a water station and if it will be new.

Lofthus responds that electricity will be turned off during non-use, and that there is a newer water station at Heritage.

Commissioner Harter asked if they should put a water station in the pavilion. Lofthus responds that the current water station is only 20 feet away.

Chairman Osborne made a motion to accept the Heritage Park Enhancement Program to City Council with the caveat that fencing around the picnic pavilion may be necessary in the future. Commissioner LeBlanc seconds.

AYES: Osborne, Sencil, Cook, Dardon, Faria, Harter, LeBlanc.

NOES: None.

ABSENT: None.

REPORTS: (Informational items only.)

a) Park Inspection Reports

Commissioner LeBlanc reports that construction at Goepf Park is booming.

Commissioner Dardon reports that the grass at both Todd Park and at Rev. Lea Claybon Sr. Park is dry and asks if the water can be turned on for the parks. Lofthus reminds the Commission that we just take the reports and pass them along to Public Works.

b) *Art Ad Hoc*

Vice-Chairman Sencil reports that the Save the Date for IArtSuisun is ready – they’re just waiting for some other events to pass since it’s too early to send out. Additionally, the Art Walk was the previous weekend, and the kids all loved participating in the event.

Commissioner Cook adds that the Ad Hoc is just keeping their name out there, and is working on marketing.

Commissioner LeBlanc informs the Commission that they turned down the invitation for Cinco de Mayo due to not having a logo or other information. Adopt-a-Neighborhood will be at the event and RPMA will still have a presence since she will be there.

c) *Harbor Theatre Ad Hoc*

Chairman Osborne reported that there was a meeting with good discussion which raised a lot of tough questions. Now that there is a new City Manager, Osborne suggests stepping back to take a breather and let the new Manager become acclimated. Osborne has invited the new Manager to the June meeting to address the Harbor Theatre and to introduce himself to the Commission.

Commissioner Dardon remarks that she’s been seeing some transients set up on the back steps of the Theatre. Lofthus recommends that the next time they see it happening to call non-emergency to report it.

d) *Montebello Vista Park Revitalization Ad Hoc*

Lofthus reports that there is a Community Meeting at 6:00 pm on Thursday, May 9 at the play structure at Montebello Vista Park. Concepts will be on display and there should be representatives from the conceptual company to address concerns or issues.

Commissioner Dardon asks if the Ad Hoc is meeting on the 8th. Lofthus responds that they will cancel the meeting and if needed, there can be a meeting scheduled at a later date.

e) *Poet Laureate Ad Hoc*

Commissioner Cook reported that he’s been meeting with other Poet Laureates in other cities, and recently met with the Vallejo Poet Laureate.

Commissioner LeBlanc reports that she will be using Fairfield’s Poet Laureate form as a base to create one for Suisun.

f) *Director's Report*

Lofthus reports that there was a bid opening for Prosperity Garden, with bids coming in a little over budget. Contractor is ready to start construction as soon as the contracts are done, and construction should be completed by the Fall.

The Giants Field has started construction this week and should be done just in time for the Junior Giants program. Opening day will be announced within the next week or two.

At the next meeting, there will be a discussion item for the \$52,000 from Tractor Supply in how they would want to use the funds. Additionally, the budget will be discussed as well as an update for the Stage Trailer.

Commissioner Dardon asked if the player that will be at the Giants field will be a current or a retired player. Lofthus responds that it should be a current player.

g) *Commissioner's Report*

Commissioner Dardon asked for clarification from the Brown Act training on an Ad Hoc and how they can discuss. Lofthus explains that since this Commission has a 7 member board, there can be three in an Ad Hoc, and since Council has a 5 member board, they can only have two per Ad Hoc.

Vice-Chairman Sencil asked about a Special Events Ad Hoc, and if it was possible. Lofthus responds that there doesn’t necessarily need to be an Ad Hoc – they are typically built for a specific time and then they close. Depending on if it’s a booth versus selling things makes a difference. It can be agendaized for future discussion.

h) *Chair Report*

Chairman Osborne reports that there is a new event coming up to focus on the arts at the Fairfield Solano Innovation Center on June 8, 2024 at 6pm. It is a free event for the community, and space can be reserved through Eventbrite.

Vice-Chairman Sencil asks the Commission that if they are participating in the Car Show to see what other booths do, and bring back what works and what doesn’t.

Public Comment: Joe Joyce – Wants to extend the invitation to the members of the Commission, and remarks that it's unfortunate that the Commission can't be present. The event will be from 10 am to 4 pm, with vendors, bands, and lots of cars.

ADJOURNMENT

Commissioner Cook made a motion to adjourn the meeting. Chairman Osborne seconds. All in favor. The May 1, 2024 RPMA Commission meeting concluded at 7:00 PM.

AGENDA TRANSMITTAL

MEETING DATE: June 5, 2024

AGENDA ITEM: Recreation, Parks, Marina, and Arts Commission Discussion and Recommendation to City Council Regarding the Future of the Harbor Theatre

FISCAL IMPACT: Currently Unknown

STRATEGIC PLAN: Provide Good Governance

BACKGROUND: In October 2015, the city entered into a lease agreement with the Creative Arts Collective (Arts) for the use of the Harbor Theatre. During their time they struggled financially which limited their ability to produce a regular schedule at the venue. In February 2022, The Harbor Arts Collective submitted their 60 day notice to withdraw from the lease. Due to COVID and the inability to raise funds through productions and coffee shop operation, they were unable to continue. In October 2021, City Council appropriated \$245,000 of American Rescue Plan Act (ARPA) funds for Harbor Theatre enhancements. Items to be addressed were updating the marquis, kitchen improvements, exterior door repair, and enhancing the audio-visual equipment. During the assessment of the facility, city staff discovered the exterior south wall was separating from the internal structure. They also discovered floor and wall damage caused by a water fountain that was leaking inside of a wall. Further discovery of the leak showed significant black mold that needed to be professionally remediated.

STAFF REPORT: As of May 2024, the south wall has been rebuilt and a portion of the mold has been remediated. The available ARPA funding in the amount of \$245,000 has been exhausted and the city does not have the financial resources to continue with the work. There is also mandated ADA updates that need to be addressed as well as several safety hazards that were identified. The total cost is beyond the city's ability to fund. There is currently a joint ad hoc with 3 members of the RPMA commission and 2 members of the city council that have held a series of meetings to discuss possible actions to revitalize the facility. The ad hoc had hoped to raise money to rebuild the facility, but there is no guarantee of when the amount of funding needed would be realized. The other obstacle is the lack of city resources for ongoing costs of operating and would pose a new financial challenge.

One option is to sell the facility with a covenant attached to the facility stating the facility must be maintained as a community theatre. The purchaser would be responsible for the renovation of the facility as well as the ongoing operation costs.

STAFF RECOMMENDATION: It is recommended that the Recreation, Parks, Marina, and Arts Commission recommend the joint ad hoc continue to work on a viable plan to bring back to the RPMA commission at a future meeting date.

PREPARED BY: Kris Lofthus, Deputy City Manager
REVIEWED BY:
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

NONE

AGENDA TRANSMITTAL

MEETING DATE: June 5, 2024

AGENDA ITEM: Recommendation: Recreation, Parks, Marina, and Arts Commission Discussion and Recommendation Programming Public Art Funds From Tractor Supply.

FISCAL IMPACT: There is no fiscal impact to the general fund.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: At the March 19, 2019, City Council meeting, the City Council held a public hearing on an amendment to section 2.16 of the Suisun City Code to update the Parks and Recreation Commission to add three more members and change the title of the commission to the Recreation, Parks, Marina, and Arts Commission. This item was approved at the April 2, 2019, meeting of the City Council. This change was adopted due to the desire by the City Council and the community to have an emphasis placed on the arts in Suisun City. The City Council adopted the Suisun City’s first Public Art Policy on October 19, 2019, creating a path forward for Public Art. During the September 7, 2021, City Council Meeting, the final approval of the Percent for Arts Ordinance was adopted. This created a 1.5% developer impact fee for development projects within Suisun City. Tractor Supply had approval from the RPMA Commission from the September 2023 meeting, but the City Council requested the Deputy City Manager ask Tractor Supply for a different offering. Staff did as requested and Tractor Supply created a mural on the south side of the facility. The total value of the construction project was reported as \$4.5million. With the adopted percentage rate of 1.5%, they were required to provide \$67,500 in public art value to the community or pay that amount in lieu fee. They selected to provide a mural on Tractor Supply property as well as contribute to the Public Art Fund. The value of the mural is \$14,472 and their contribution to the Public Art Fund was \$53,028 which met their responsibility. They have provided those funds to the city.

STAFF REPORT: At this time the RPMA Commission has the opportunity to program the \$53,028 in available funds for a public art. The Public Art Policy is the guiding document, determining how those funds can be spent.

STAFF RECOMMENDATION: It is recommended that the RPMA Commission Discussion and Recommendation Programming Public Art Funds From Tractor Supply.

DOCUMENTS ATTACHED:

- 1. Public Art Policy
-

PREPARED BY: Kris Lofthus, Deputy City Manager

REVIEWED BY:

APPROVED BY: Kris Lofthus, Parks, Recreation and Marina Director

ATTACHMENTS:

1. [Public Art Policy](#)

PUBLIC ARTS POLICY

City of Suisun City, Recreation, Parks, and Marina Department





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CHAPTER 1 – INTRODUCTION



CHAPTER 1 INTRODUCTION

Public art plays an important role in increasing the understanding and enjoyment of art by the community. Art is more accessible and visible to people when displayed in public areas. A key feature of public artwork is the importance of integrating art into the urban fabric of the city in order to enrich and enhance the physical attractiveness of the city. Public art transforms spaces and makes a valuable contribution to our appreciation of the city and the quality of public places.

In addition, public art located in public places reflects the unique environment and cultural identity of the city to visitors and to residents of Suisun City. It often provides a link with our history and can contribute to development of tourism.

The process outlined in this policy will be managed by the staff of the Recreation, Parks, and Marina Department with the Recreation, Parks, Marina, and Arts (RPMA) Commission providing oversight and recommendations to the City Council of Suisun City.

Purpose of Public Art Policy and Guidelines

The Suisun City Public Art Policy is a key strategy in the management of the City's current collection of public artwork, the commissioning of new artwork, and inclusion of new public artwork in private development.

The strategy aims to provide a clear policy and guidelines for the commissioning, creation, placement, maintenance and promotion of the City's Public Art. The policy guides and informs the criteria for the assessment of all public art commissioned by or proposed to the Commission for the Arts, as well as management and promotion of the existing collection. This Public Art Policy is a dynamic document that will be reviewed by the RPMA Commission and The City Council on an annual basis.

City of Suisun City Public Art Ordinances

The City of Suisun City may adopt ordinances to include public artwork in its public parks, streets, and plazas, and within City owned buildings, as well as policies that support the inclusion of public artwork in private development. In both commercial and residential developments, the builder could contribute a percentage to securing and the installation of public art as part of their project.

What is Public Art?

The term "Public Art" is defined as artistic works created by artists as unique and original works for, gifted to, or located in part of a public space or facility and/or accessible to members of the public. Public Art includes works of a permanent or temporary nature located in the public domain.

Public Artwork can include:

- Artwork created for specific locations.
- Temporary exhibits, exhibitions, events, performances, and/or artwork installations located in a public space.
- Artwork produced through involvement of the community.
- Integration of art and architecture to enhance the design of urban or public spaces.
- Collaboration of artists, architects or urban designers to create unique physical environments or features which integrates art into the urban fabric of the city.

Eligible mediums include but are not limited to:

- Sculpture, painting, drawing, printmaking, photography, calligraphy, ceramic, murals, glass or water features, landscaping, literary arts, spoken word, uniquely designed or site specific paving, furniture and parts of buildings, sound and light works, organic form, works that are designed to be temporary in nature, memorabilia or ceremonial objects related to civic activities.

Ineligible mediums include but are not limited to:

- Mass produced or standardized art objects, unless incorporated into an artwork by the project artist.
- Mechanical reproductions of original works of art.
- Directional elements and signage unless where integral to an overall concept created by a professional artist.

What is a Public Space?

A Public Space is defined as a space, which is easily accessible and clearly visible for public view; this includes, but is not limited to parks, streets, squares, promenades, public plazas and foyers. If located on private property, the area must be open to the general public and clearly visible from adjacent public property such as a street or other public thoroughfare or sidewalk.



CHAPTER 2 POLICY AND PROCEDURES

Policy Scope and Objectives:

- Increase the awareness of public art and promote opportunities to further advance public art.
- Contribute to the unique identity of the City of Suisun City including the Historic Waterfront District and throughout the City.
- Encourage the involvement of artists in the design and development of public spaces by facilitating collaboration between artists, planners, architects, landscape architects, and urban designers whenever possible in the total design process.
- Develop a public art strategy that integrates art into the urban design fabric of the city in order to create high quality public spaces through the integration of art, urban design and architecture.
- Encourage artworks, which are accessible to the public either visually or physically.
- Involve the community.
- Excite the imagination of the public and increase the understanding and enjoyment of public art.
- Encourage artworks which have relevance to their site.
- Enhance the economic and cultural vitality of the City.
- Ensure recognition that Suisun City's art activities are valuable and a significant component of the City's culture, heritage and economic vitality.
- Recognize the diversity of the City and support this diversity through a range of publicly accessible opportunities for all residents, businesses and visitors.

Selection of Artists – Commissioned Works

The policy encourages the commission of works by artists from the Suisun City community but also greater Solano County. The encouragement of Suisun City residents to participate is an integral part of the policy, and will contribute to the unique identity of the City of Suisun City as an outstanding city in Solano County. However, this policy does not preclude consideration given to commissioning of Bay Area, regional and international artists where appropriate.

The selected artist(s) will be commissioned to carry concepts proposed by the Commission and through completion of the work. The contractual arrangements between the City of Suisun City and the artist will define certain agreed parameters for the work and the process will be monitored by Staff to the RPMA Commission, with any major changes to concept, scale and materials being negotiated prior to contract signing.

Requests for Proposals from the RPMA Commission will define:

- The audience and/or community the artwork will engage
- Concept development
- The process by which the contract design will be monitored
- Responsibilities of contractual parties
- Technical requirements
- Site information (including plans)
- Budget

Artists' proposals will be presented to the Commission prior to contracting with the artist. The Commission has the option to display the proposal in a public location for public comment.

Artists considered should have the credentials and/or track record and the ability to execute works of the scale conceived, but this does not exclude opportunities for other artists of merit. The Commission or its representatives may choose to visit the artist's workspace or request that the artist present their portfolio of commissioned works prior to contract with the City.

Methods of selecting artists for public artwork may be based on the following:

- Open Competition - Publicly advertised calls for entries; any artist may submit proposals and/or qualifications.
- Limited Competition - between invited parties.
- Specific commission or acquisition by Commission for the Arts - This method would apply where limited or open competition would be impractical or inappropriate.

In many cases, a short list of applicants will be briefed on the project, and will be required to make initial design proposals for the site. A stipend may be given to each submitting artist for this stage of the process as funds are available.

From the submissions and this process an artist will be selected by the Commission.

Criteria for the Selection of Artwork

Criteria for the selection of public works of art may include, but will not be limited to artwork that:

- Is specifically designed for its site and is commensurate in scale with its surroundings;
- Adds to the local identity and profile in the context of the City of Suisun City;
- Is durable (where applicable) and reasonable to maintain in terms of time and expense;
- Is a permanent fixed asset to the property;
- Is designed and constructed by persons experienced in the production of such artwork and recognized by critics and by his or her peers as one who produces works of art;
- Aesthetically enhances the public space or built environment to which it relates or otherwise interacts with its surrounding environment;
- Is suitable by way of form and quality for public viewing and accessibility taking into consideration the possibility of an unsecured public space;

- Is free of unsafe conditions or factors;
- Is a suitable addition to the public space proposed;
- Contributes to a sense of civic pride;
- Involves the local community;
- Addresses, but is not limited to, aspects of the city's history and/or culture; and/or
- Recognizes the broad intent and objectives of the Cultural Arts Master Plan and Suisun City Public Art Policy.

Specific criteria will be determined on an individual project basis and detailed in the RFP.

Project Management

Once a public art project has been funded, staff, along with representatives of the Commission for the Arts, will coordinate each project considering the following tasks:

- Develop project descriptions and contract;
- Receive necessary approvals as required;
- Describe and mitigate any public safety requirements;
- Work with the artist to develop a timeframe;
- Seek relevant project consultation as needed;
- Work with the artist and Staff to define long term maintenance;
- Establish ownership; and
- Define any other relevant factors and tasks associated with a project.

In developing strategies for each project the following will be considered:

- Whether the artwork is to be permanent or temporal work;
- The materials to be used must be durable and vandal resistant as the public will have access to the works at all times; and
- The proposed site, including usage and scale of the work.

Artist Responsibilities will include:

- The artist commissioned to carry out a public work will creatively interpret the proposal given in terms of his/her craft, skills, and vision.
- The artist must ensure the artwork is unique as a result of the artist's personal creative efforts except in the case of a design collaborative.
- The artist must ensure the art does not infringe upon any copyright, and agrees to hold the City harmless for any copyright infringement.
- The artist must comply with all City procedures, including but not limited to, artist signature, sponsor acknowledgements, and finishes, which will be provided to artist along with the City's agreement for services.
- The artist shall, without additional compensation, correct or revise any errors, omissions or deficiencies in his/her work.
- The artist agrees to release ownership of the artwork to the City unless otherwise called for in the City's Agreement for Commissioned artwork. Any marketing of reproductions shall only be permitted with the prior written approval of the artist and the City.

- The artist will provide a general maintenance plan for the artwork. The City reserves the right to have this plan reviewed by a certified conservator or require technical documents or warranties on the product.
- Artist agrees to maintain minimum insurance levels acceptable by the City as follows:

Insurance

Artist shall, during times in which the artist is working on City property, and until the artwork is accepted by the City, maintain the following insurance to cover Artist in connection with the performance of Work under this Agreement. This Agreement identifies the minimum insurance levels with which Artist shall comply; however, the minimum insurance levels shall not relieve Artist of any other performance responsibilities under this Agreement (including the indemnity requirements), and Artist may carry, at its own expense, any additional insurance it deems necessary or prudent. Concurrently with the execution of this Agreement by the Artist, and prior to the commencement of any Work, the Artist shall furnish written proof of insurance (certificates and endorsements), in a form acceptable to the City. Artist shall provide substitute written proof of insurance no later than 30 days prior to the expiration date of any insurance policy required by this Agreement.

- Commercial General Liability (with coverage at least as broad as ISO form CG 20 01 04 13) coverage in an amount not less than \$1,000,000 per occurrence for general liability, bodily injury, personal injury, and property damage.
- If Artist will be driving while conducting business on behalf of the City, Automobile Liability with \$1,000,000 per accident for bodily injury and property damage.
- If Artist has employees, Workers' Compensation/Employer's Liability as required by State of California statutes. A waiver of subrogation is required for Workers' Compensation insurance.
- Fine Arts Insurance or other insurance against loss in an amount sufficient to cover the contract value of the Artwork.

Endorsements - The insurance policies shall be endorsed as follows:

- For the commercial general liability insurance, the City of Suisun City (including its elected officials, employees, and agents) shall be named as additional "insured."
- For the fine arts or property insurance, the City of Suisun City shall be named as loss payee.
- Artist's insurance is primary to any other insurance available to the City with respect to any claim arising out of this Agreement. Any insurance maintained by the City shall be excess of the Artist's insurance and shall not contribute with it.

Additional responsibilities will be listed in the solicitation of proposals by the City and the Contract for Commissioned Artwork.

Upon reasonable written notice, the artist shall comply with any changes in the amounts and terms of insurance as may be required from time-to-time by the City's Risk Manager.

Public Art Asset Management Plan

The development of a Public Art Register shall be completed to establish the extent and condition of the City's existing artwork collection.

Once this work has been undertaken the next step is to develop a plan for the maintenance of existing and new works once commissioned.

Funding

Funding for activities proposed in the Public Art Policy is anticipated to come from a variety of sources:

- Sponsorship
- Private funding
- Budgeted funds
- Grants

Public Art Subcommittees of the RPMA Commission

A Subcommittee may be responsible for:

- Coordinating public art activity within public spaces, including making recommendations to the RPMA Commission on the commissioning of public art projects, and recommending to the Commission approval of works of art obtained through development agreements.
- Reviewing and making recommendations regarding gifts and loans of art following the guidelines outlined in the public arts policy.
- Reviewing and making recommendations regarding the de-accessioning of artworks following the guidelines outlined in this policy.
- Reviewing proposals for projects.
- Determining selection process (as described above in Selection of Artists).

Composition and Term of subcommittees:

- A subcommittee consists of no more than three (3) voting members of the RPMA Commission and will be appointed by the RPMA Commission Chair on a project-by-project basis. They will remain on the subcommittee until the project is completed.
- Each project shall have at least one (1) design review workshop that is open to the public to garner public input.

Conservation and Maintenance

An important part of the management of the city's public art collection is the recognition of the conservation and maintenance required for both the existing and new artworks. When new works are commissioned or the Commission accepts gifts of art works the Commission must consider not only the capital costs of acquisition but also the ongoing commitment for maintenance and repairs. All items recorded in the Public Art Register shall be assessed as part of the condition report and an ongoing maintenance plan formed.

Donors of items may be required to provide funds or be responsible for the maintenance and upkeep of the donated work for a designated period of time.

Where new works are commissioned or accepted, written details of warranties (where these apply) detailing service should be provided with the completed work. This may cover details such as cleaning, lighting, servicing, circuit diagrams, manufacturer, and/or agents. This information will be entered into the Public Art Register as well. Allowance for the cost of ongoing maintenance of new works will need to be planned for and may need to be reviewed by a certified conservator for care and maintenance plan. Artwork shall be maintained by the

property owner in a neat and orderly manner acceptable to the City, unless the artwork is installed on property owned by the City, in which case the City shall maintain the artwork.

Ownership

In most cases the artwork will become the property of the City of Suisun City. Public art may be placed on land owned by the City provided that ownership of the work is vested in the City. The ownership of artwork on privately owned sites may also be transferred to the City. If the City accepts ownership it may be responsible for maintenance, insurance and any contractual agreement related to the art as outlined by this policy or City Council may require the site owner to be responsible for those items.

Documentation

All new works will be documented and this information will form part of the Public Art Registry database.

The information should include:

- Artists name, curriculum vitae, artistic statement
- Any warranties, maintenance details including name of agent and manufacturer (if applicable)
- Construction/maintenance details
- Relevant dates
- Site/display information
- Any other relevant details
- Photographic Record

Review and Deaccessioning of Artwork

The RPM Department staff shall review the entire public art collection at least once every five-years to assess condition and shall make appropriate recommendations to the RPMA Commission. The City shall dispose of works of art in its collection only in the public interest and as a means of improving the overall quality of the collection after approval of the City Council is given. Since artworks are acquired by the City through a thorough review process by City staff and the Commission for the Arts, based on the quality of the artwork and the value of the work to the collection as a whole, deaccessioning should be considered only after five years following acceptance unless unforeseen concerns arise. The need for relocation or the temporary removal from public display does not automatically necessitate deaccession.

Deaccessioning should be cautiously applied only after careful and impartial evaluation of the artwork to avoid the influence of fluctuations of taste and the premature removal of artwork from the collection. Prior to the deaccession of any work, the Commission for the Arts must weigh carefully the interests of the public, the intent in the broadest sense of the donor (if any), and the interests of the cultural community.

All proceeds from any sale or auction of a work of art will be used for the purpose of acquiring or maintaining one or more other works of art for the same public art program or purpose for which the original work of art was acquired. If that is not possible, then the proceeds shall be used to acquire or maintain a work of public art, or support another City Public Art program.

Removal of an Artwork from Public Display

1. Cause for Review

While the intent of acquisition of artwork is for permanent public display, circumstances and/or conditions may arise that make it prudent for the Commission, on behalf of the public interest, to remove an artwork from public display. One or more of the following conditions must apply in order for an artwork to be considered for permanent removal or deaccession:

- a) The work presents a threat to public safety.
- b) The condition or security of the work cannot be guaranteed, or the City cannot properly care for or store the work.
- c) The work requires excessive or unreasonable maintenance.
- d) The work has serious or dangerous faults in design or workmanship.
- e) The condition of the work requires restoration in gross excess of its monetary value, or is in such a deteriorated state that restoration would prove either unfeasible, impractical or would render the work essentially false.
- f) The work is of poor quality.
- g) A similar but superior example exists in the collection.
- h) The work is a forgery.
- i) No suitable site for the work is available.
- j) Significant adverse public reaction is documented over an extended period of time (5 years or more)
- k) Signed public petition with a minimum of 100 signatures which would create the need for official review
- l) The work is judged to have little or no aesthetic and/or historical or cultural value.
- m) The RPMA Commission wishes to replace a work with a more appropriate work by the same artist.
- n) The work can be sold to finance, or can be traded for, a work of greater importance.
- o) Written request from the artist requesting removal of the work from public display.
- p) The work is not, or is rarely displayed.
- q) The artwork has been determined to be incompatible with the rest of the City's collection.

2. Review Process

Prior to deaccession, RPM staff must observe the following procedures.

- a) Prepare a report which indicates:
 - i. Acquisition method and purchase price.
 - ii. Any restrictions that may apply to the specific work based on contract review.
 - iii. An analysis of the reasons for deaccessioning.
 - iv. Alternatives to deaccessioning.
 - v. Suggested methods of deaccession.
 - vi. Appraised value of the work by two independent consultants, if obtainable.
 - vii. Documentation of correspondence, press or other evidence of public debate documenting extended adverse public reaction.
- b) Discuss with the artist or donor the circumstances prompting the review.
- c) Discuss the circumstances with the affected City department and document input.
- d) Make all reasonable efforts to ascertain that the City is legally free to dispose of the work in question.
- e) RPM Department staff may seek additional information regarding the work from the artist, art galleries, curators, appraisers or other professionals.
- f) The report shall then be presented to the RPMA Commission for

- recommendation at a regular public meeting.
- g) Receive approval for deaccessioning from City Council.

3. Deaccession Process

- a) Upon a recommendation of deaccession, staff will work with the Commission for the Arts to determine the manner of disposition. Every effort will be made to ensure that this process is fair and open. Sale at public auction is strongly encouraged. Whenever works are deaccessioned by means other than public auction, staff will secure no fewer than two independent estimates of fair market value.
- b) Artwork may not be given or sold privately to City employees, officers, volunteers or members of City commissions, committees, boards, affiliate groups or their representatives unless they are sold at public auction and with appropriate disclosures.
- c) Consideration should be given to placing the artwork, through gift, exchange or sale, in another tax-exempt public institution wherein it may serve the purpose for which it was acquired initially by the City. RPM staff may exchange a work of art on such terms as the Commission determines appropriate.
- d) A work of art may be sold privately under the following circumstances:
 - i. If the work is offered at public auction and no bids are received, or if the bids are rejected. A work of art on which bids have been rejected shall not thereafter be sold through private sale for less than the amount of the highest bid received.
 - ii. If the Commission determines that the work may be sold on terms more advantageous to the City if sold through private sale.
 - iii. If the artist of the work chooses to purchase it at the original purchase price.
- e) An adequate record of the conditions and circumstances under which objects are deaccessioned and disposed of should be made and retained as part of the records of the RPM Department.
- f) All recommendations for deaccession are subject to appeal to the City Council. All appeals must be made in writing to the City Clerk within ten days of the decision by the RPMA Commission.



CHAPTER 3

ARTS GIFT POLICY

The City of Suisun City is committed to enhancing Suisun City's art and cultural activities for all residents and to establish Suisun City as the premier destination in the Tri-Valley region.

Definition of Public Artwork

The term art is used to describe a particular type of creative production generated by human beings, and the term usually implies some degree of aesthetic value. An artist makes a work of art for various purposes, such as creating an experience for others. There is no general agreed-upon definition of art, since defining the boundaries of "art" is subjective, but the impetus for art is often called human creativity. Some examples as described in the Public Art Ordinance include:

Public Artwork can include:

- Artwork created for specific locations.
- Temporary exhibits, exhibitions, events, performances, and/or artwork installations located in a public space.
- Artwork produced through involvement of the community.
- Integration of art and architecture to enhance the design of urban or public spaces.
- Collaboration of artists, architects or urban designers to create unique physical environments or features which integrates art into the urban fabric of the city.

Eligible mediums include but are not limited to:

- Sculpture, painting, drawing, printmaking, photography, calligraphy, ceramic, murals, glass or water features, landscaping, literary arts, spoken word, uniquely designed or site specific paving, furniture and parts of buildings, sound and light works, organic form, works that are designed to be temporary in nature, memorabilia or ceremonial objects related to civic activities.

Ineligible mediums include but are not limited to:

- Mass produced or standardized art objects, unless incorporated into an artwork by the project artist.
- Mechanical reproductions of original works of art.
- Directional elements and signage unless where integral to an overall concept created by a professional artist.

Gifts of Public Artwork Considered

The City will consider a donor's offer of an existing public artwork, commission of an artwork by a specific artist or artists, or to commission an artwork through a competitive public process. Alternately, the City will consider a gift that is monetary for the purpose of acquiring public art for the community.

Review Process for Proposed Gifts

All proposed gifts will be referred to the City of Suisun City RPMA Commission. The Commission's recommendation on the acceptance or rejection of proposed gifts will be referred to the City Council for final action.

If the City Council approves the acceptance of a gift, a formal agreement will be executed between the City and the donor and/or artist. This agreement will include costs, responsibilities, and schedule of all aspects of the project, including project funding, fabrication, installation, maintenance and budget requirements, transfer of title, donor's and/or artist's rights, project supervision, documentation, an identification plaque, City's rights of ownership (including deaccessioning), and other requirements established by the City.

Review Criteria

The proposed artwork will be reviewed based a variety of factors, including, but not limited to the following:

- Aesthetic quality. Consideration will be given to the inherent quality of the proposed artwork as assessed by the criteria review of the RPMA Commission.
- Relationship to the collection and the community. The proposed artwork will be analyzed for its potential relationship to the City's present public art collection and whether it will enhance the aesthetic quality of the community.
- Compatibility. Conceptual compatibility and appropriateness of the proposed artwork to the surrounding built and/or natural environment will be factors or consideration, and will include scale, form, content, and design.
- Materials, fabrication, and installation. The Commission will evaluate the existing artwork's material or the artist's proposed materials and their appropriateness as regards to structural and surface integrity, protection against theft, vandalism, public safety, and weathering, and an analysis of long-term maintenance needs. The Commission will also evaluate the proposed method of installation and an evaluation of safety and structural factors involved in the installation.

Standards for Acceptance of a Gift

- Budget. Consideration will include an evaluation of the donor's proposed budget and the artist's ability to successfully complete the project within the proposed budget, and review to assess realistic estimates and comprehensiveness of the budget as it addresses all the costs of the proposal.

- Unrestricted gifts. Proposed gifts to the City will be clear and unrestricted unless otherwise agreed to in writing by the City.
- Unique artworks. Only one-of-a-kind artworks will be considered, with the exception of prints, photographs or other limited edition artworks of high quality.
- Cost of artwork. Acceptance is contingent upon receipt by the City of payment from the donor for all costs associated with the gift not covered by the donor directly, such as transportation, installation and maintenance, unless otherwise agreed to in writing by the City.
- Alterations to proposed artwork design. Any change to the design or concept made by the artist or donor of the gift must be reviewed by the RPMA Commission and approved by the City Council.
- Review of fabrication and installation. Artworks accepted from a maquette or drawings will be subject to City review throughout fabrication and installation. Specific plans for the site design, installation, maintenance and protection will be submitted to the City for approvals.
- Ownership of accepted artwork. Gifts of public artwork that are accepted by the City will be owned by the City as part of its collection. In accepting an artwork into its collection, the City will not be bound by any agreement with a donor of artwork that restricts its ability to act in the City's best interests. Nothing in the acceptance of an artwork will prevent the City from approving subsequent disposal (removal, relocation, and/or sale) of such artwork if it serves the City's best interest to do so. If disposal is proposed, the RPMA Commission will make a recommendation to the City Council for final action. The City will deaccession and sell or otherwise dispose of artworks in its collection in accordance with the limitations of the California Preservation Act (Civil Code 987) and the Visual Artist's Act of 1990 (17 U.S.C. 1064 and 113(d)).

PROPOSAL FOR A GIFT OF ARTWORK TO THE CITY OF SUISUN CITY

To propose an artwork gift to the City of Suisun City, please complete the following information and provide your signature at the bottom of this page. The completed form and other information should be submitted to:

Recreation, Parks, & Marina Director
City of Suisun City
701 Civic Center Blvd. Suisun City, CA 94585
Email: screc@suisun.com
Questions: (707) 421-7200

Donor Information

Name: _____ Phone: _____
Address: _____ Email: _____

If the Artwork is existing:

Title of artwork:
Artist:
Artwork medium/materials:
Maintenance procedure/schedule:
Current owner of artwork:
Date of artwork:
Current location of artwork:
Value of artwork: \$

Please attach photographs of the artwork. Attach any other information you would like the city to know about the artwork (for example, artist resume, examples of other artworks in other collections, press clippings, history of artwork).

If the artwork will be commissioned:

- Provide a written proposal with the following information:
- resume of the artist and photographs of his/her work;
 - details about the artwork that would be commissioned, including subject of the artwork, medium/materials, approximate size; and
 - sketch or maquette of the artwork.

I have read the City of Suisun City Artwork Gift Policy.

Signature: _____ Date: _____



CHAPTER 4 DEVELOPER GUIDELINES

Requirements and Procedures to Install Public Art – Public Private Partnership

The requirements and procedures for processing a request to install public art shall be as follows:

- a. If the developer chooses to provide artwork, an Application including a site plan showing the location of the artwork, complete with landscaping, lighting and other appropriate accessories to complement and protect the artwork, the artist's concept and representation, such as a drawing, photograph, or maquette of the artwork, must be submitted. Developers should indicate what medium or materials will be used and should also include maintenance plans for the artwork. Information on the artist chosen to create the art may also be attached.
- b. The Planning Division staff and the RPM staff will review the proposal to ensure that the artwork is generally compliant with these Guidelines and other applicable city ordinances, e.g., a mural proposal will be reviewed to ensure that it does not infringe on the signage ordinance.
- c. To the maximum extent possible, processing the request to install public art shall be concurrent and coordinated with the project application.
- d. Proposals will be forwarded to the RPMA Commission.

RPMA Commission Recommendation Guidelines

The RPMA Commission will review the proposed project to ensure that the project does not include subject matter such as the apparent representation of violence, inappropriate nudity, denigration of individuals or cultures, or desecration of significant cultural symbols.

The Commission will approve the proposed art, conditionally approve, or deny the request to install public art based upon these guidelines including the following criteria:

- a. The artwork shall be placed on public or private property which is easily accessible and clearly visible to the general public. If located on private property, the area must be open to the public and clearly visible from adjacent public property, such as a street or other public thoroughfare or sidewalk.
- b. The application shall include a site plan showing the location of the artwork, complete with landscaping, lighting and other appropriate accessories to complement and protect the artwork.

- c. The composition of the artwork shall be of permanent-type of materials in order to be durable against vandalism, theft, and weather, and in order to require a low level of maintenance.
- d. The artwork shall be related in terms of scale, material, form and content to immediate and adjacent buildings and landscaping so that it complements the site and surrounding environment.
- e. The artwork shall be designed and constructed by persons experienced in the production of such artwork and recognized by critics and by his or her peers as one who produces works of art.
- f. The artwork shall be a permanent, fixed asset to the property and be maintained for not less than 30 years.
- g. The artwork shall be maintained by the property owner in an orderly manner acceptable to the City, unless the artwork is installed on property owned by the City, in which case the City shall maintain the artwork with funds provided by the property owner.

The Commission may make recommendations to the developer for changes to the project proposal in order to maintain the City's artistic vision.

When the project applicant has elected to acquire and install artwork, the building permit for the development project shall not be issued until the Commission has approved the request to install public art, and the certificate of occupancy shall not be issued until the approved work of art has been installed. The developer shall enter into an agreement with the city, which shall be recorded against the property, to ensure that the public art is maintained for a minimum period of 30 years.

The project applicant may appeal any decision rendered hereunder by the Commission to the City Council for final decision.

Definition of Public Space

A Public Space is defined as a space, which is easily accessible and clearly visible for public view. The area must be open to the general public and clearly visible from adjacent public property such as a street or other public thoroughfare or sidewalk.

Permitted Types of Artwork

Types of artwork permitted as public art in Suisun City include:

- Paintings-all media including both portable and permanently affixed works, such as murals.
- Sculpture-in the round, bas-relief, mobiles, fountains, kinetic or other, in any materials or combination of materials
- Other visual media-including but not limited to prints, drawings, stained glass, calligraphy, mosaics, photography, video, ceramics, fiber and textiles.
- Mixed media combination of forms and media such as collage, etc, other works of materials, disciplines and media which are of temporary duration, including installation of performance arts that are documented and archived.

Eligible Mediums

Eligible mediums include but are not limited to:

- Sculpture, painting, drawing, printmaking, photography, calligraphy, ceramics or clay, murals, stained glass, wood, metal
- Glass or water features
- Landscaping
- Uniquely designed or site specific paving
- Furniture and parts of buildings including bike racks
- Sound and light works
- Enhancement of average use features

Ineligible Mediums

Ineligible mediums

include:

- Mass produced or standardized art objects, unless incorporated into an artwork by the project artist.
- Mechanical reproductions of original works of art
- Landscape and ornamental features designed by the architect builder without the commission of a professional visual artist.
- Organic form
- Works that may decompose or melt
- Memorabilia or ceremonial objects related to civic activities
- Directional elements and signage unless where integral to an overall concept created by a professional artist.

Submittal Requirements

The following documents must be submitted to the Commission as part of consideration of the proposal for artwork:

- Landscape and site plans showing the proposed location and orientation of the artwork, its integration into the overall design of the project, and accessibility to the public.
- A statement of the in-place value of the proposed artwork.
- A sample, model, photograph, drawing, or other exemplar of the proposed artwork.
- A resume of the artist including slides or photographs of the artists previous work

AGENDA TRANSMITTAL

MEETING DATE: June 5, 2024

AGENDA ITEM: Recreation, Parks, Marina, and Arts Commission: Recommending to the City Council the Design and Budget for the Montebello Vista Park Revitalization Project.

FISCAL IMPACT: There is no impact to the General Fund. Phase 1 of the Project will be funded by a combination of State of California Parks and Recreation Department ‘Local Assistance Specified Grant’ funding of \$1,720,000 and up to \$404,932 of Park Development Funds. The total estimated cost of Phase 1 of the Project, including professional design contract and a 7% percent contingency is \$2,124,932

STRATEGIC PLAN: Provide Good Governance and Enhance Environment.

BACKGROUND: The Montebello Vista Lighting and Landscape Maintenance Assessment District does not generate sufficient revenue to cover expenses related to the maintenance of Montebello Vista Park, streetlight electricity/maintenance, and Walters Road entrance and median maintenance. Currently, the Assessment District Fund is in the negative by more than \$90,000. The Recreation, Parks, and Marina (RPM) Department submitted applications for the Statewide Development Community Revitalization Program Round 4 in 2021 and the Rural Recreation and Tourism Program in 2022 for improvements to Montebello Vista Park, but was not awarded for either.

In June 2022, the RPM Department was awarded \$1,720,000 in funding for Montebello Vista Park improvements through the California Department of Parks and Recreation ‘Local Assistance Specified Grants’ Program.

At the January 17, 2023 City Council meeting, it was approved for the City to enter into a grant agreement with California Parks and Recreation Department for the project. At the August 8, 2023 City Council Meeting, the contract for professional design and project management services with Melton Design Services was approved.

STAFF REPORT: On May 9, 2024, a community meeting was held at Montebello Vista Park. RPM Department staff, Melton Design Group, and Assemblymember Lori Wilson were present to give background on the history of the project, to give information on the budget deficit in the Assessment District Fund, and to give citizens the opportunity to voice their wants and desires on park amenities. Based on community feedback from that meeting, Melton Design Group was able to create a rendering and budget of the Montebello Vista Park Revitalization Project.

In consideration of the ‘Local Assistance Specified Grants’ program funding, of the community meeting feedback, and the negative balance of the Assessment District Fund, a phased approach to the project is necessary. Phase 1 would include the conversion of the grass playing field into a synthetic turf playing surface (including synthetic baseball infield) that will drastically reduce maintenance cost and the addition of a facility inclusive of 2 restrooms, snack bar, and storage area, and various park improvements including new park benches and new dugouts, backstops, and bleachers for the baseball/soccer field. More amenities can be added to Phase 1 based on RPMA Commission

recommendation, but will require Park Development Funds to be utilized.

Phase 2 can include the addition of three shade structures, multi-sport court allowing for basketball, pickleball, and futsal, and toddler appropriate playground. Phase 2 would be dependent on future grant funding opportunities or further utilization of park development funds.

STAFF RECOMMENDATION: Recreation, Parks, Marina, and Arts Commission: Recommending to the City Council the Design and Budget for the Montebello Vista Park Revitalization Project.

DOCUMENTS ATTACHED:

1. RPM Department Staff PowerPoint Presentation
2. Budget Estimates
3. Rendering

PREPARED BY:

Marvin Mora, Management Analyst II

REVIEWED BY:

Kris Lofthus, Director - Recreations, Parks &
Marina Department

APPROVED BY:

Kris Lofthus, Director - Recreations, Parks &
Marina Department

ATTACHMENTS:

1. [RPM Department Staff PowerPoint Presentation](#)
2. [Budget Estimates](#)
3. [Rendering](#)

Montebello Vista Park Revitalization Project



BACKGROUND

Negative balance of Montebello Vista Lighting and Landscape Maintenance Assessment District Fund of over \$90,000.

RPM Department awarded \$1.72 million through CA Parks and Rec 'Local Assistance Specified Grants Program' for Montebello Vista Park

Neighborhood Meeting was held on 5/9/24 to gather input from residents, inform of budget deficit, and show initial renderings.

Projected Timeline

6/5 – Design and Budget, pending Commission Approval

7/2 – Design and Budget, pending City Council Approval

8/30 – Estimated Completion of Design Plans by Melton Design Group

9/9 – Construction RFP Released

10/2 – Bid opening

11/19 – Contract, pending Approval City Council

Questions?

MONTEBELLO VISTA PARK

Preliminary Estimated Cost of Construction - Labor and Materials

Prepared For: City Of Suisun City Parks and Marina Dept.

Date: 5/30/2024

Project No: 2570



UNIT	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PHASE 1	PHASE 2
1	Mobilization	1	LS	\$75,000.00	\$75,000.00	
2	Erosion / Water pollution Control	1	LS	\$6,000.00	\$6,000.00	
3	Grading (Includes Field)	120,000	SF	\$0.50	\$60,000.00	
4	Traffic Control	1	LS	\$5,000.00	\$5,000.00	
MDGR Subtotal					\$146,000	

HARDSCAPE						
5	Standard Grey Concrete	20,150	SF	\$18.00		\$362,700
6	Standard Grey Concrete Curb (12")	300	LF	\$55.00		\$16,500
7	Enhanced Concrete	1,450	SF	\$40.00		\$58,000
8	Artificial Turf	97,000	SF	\$14.00	\$1,358,000	\$0
9	Decomposed Granite	9,400	SF	\$8.00		\$75,200
Hardscape Subtotal					\$1,358,000	\$512,400

LIGHTING / ELECTRICAL / WATER						
10	Electrical & Water At Restroom and Concessions	1	LS	\$20,000.00		\$20,000
11	Solar Bollard Lighting	10	EA	\$2,800.00		\$28,000
Lighting / Electrical / Water Subtotal					\$0	\$48,000

SITE AMENITIES						
12	Concessions and Restroom At Sports Fields	1	LS	\$180,000.00	\$180,000	
13	Park Benches	10	EA	\$4,500.00	\$45,000	
14	Dugouts	2	EA	\$25,000.00	\$50,000	
15	Dugout Benches	4	EA	\$1,200.00	\$4,800	
16	3 Tier Bleachers	2	EA	\$3,500.00	\$7,000	
17	Bollards	2	EA	\$1,900.00	\$3,800	
18	Foul Pole at Baseball Field	2	EA	\$1,700.00		\$3,400
19	Fencing - 4' Black Chainlink	310	LF	\$120.00		\$37,200
20	Backstop at Baseball	2	EA	\$11,500.00	\$23,000.00	
21	Trash/Recycle Receptacle	2	EA	\$3,300.00		\$6,600
22	Drinking Fountain with Bottle Filler	1	EA	\$4,000.00		\$4,000
23	Bike Racks	4	LS	\$2,000.00		\$8,000
24	Cornhole	2	EA	\$1,690.00		\$3,380
25	Square Game Table 2'	4	EA	\$3,000.00		\$12,000
26	Round Tables 4'	12	LS	\$4,700.00		\$56,400
27	Rectangle Table 6'	6	EA	\$5,700.00		\$34,200
Site Amenities Subtotal					\$313,600	\$165,180

PLAY AREA						
28	Fall Material Pour-in-Place	3,000	SF	\$30.00		\$90,000
29	Shade Structures (12x16)	3	EA	\$38,000.00		\$114,000
30	Tot Element	2	EA	\$3,700.00		\$7,400
31	ADA Spinner	1	LS	\$67,000.00		\$67,000
Play Areas Subtotal					\$0	\$278,400

MULTI-USE COURT						
32	Court Slurry + Seal	5,640	SF	\$3.00		\$16,920
33	Striping	1	LS	\$7,500.00		\$7,500
34	Basketball Post, Hoops + Backboards	2	EA	\$9,000.00		\$18,000
Multi-Use Court Subtotal					\$0	\$42,420

PLANTING AND IRRIGATION						
35	Bark Mulch (3" Depth) (33,000 SF)	310	CY	\$75.00		\$23,250
36	Drip Irrigation	1	LS	\$60,000.00		\$60,000
37	Rotor Irrigation	1	LS	\$50,000.00		\$50,000
38	Trees (15 Gallon)	40	EA	\$325.00		\$13,000
39	Shrubs (1 Gallon)	90	EA	\$65.00		\$5,850
Planting And Irrigation Subtotal					\$0.00	\$152,100.00

Note: This estimate is based on the Concept Plan dated Feb 02, 2023. It is recognized that neither the Landscape Architect nor the client has control over the cost of labor, materials, equipment, the Contractor's methods of determining bid or competitive bidding, market, or negotiating conditions. Accordingly, the Landscape Architect cannot warrant or represent that bids or negotiated prices will vary from any statement of probable construction cost.

	PHASE 1 TOTAL	PHASE 2 TOTAL
SUBTOTAL	\$1,817,600.00	\$1,198,500.00
7% CONTINGENCY	\$127,232.00	\$83,895.00
MDG Design Fees	\$180,100.00	
TOTAL ESTIMATE	\$2,124,932.00	\$1,282,395.00

GRANT AWARDED	\$1,720,000.00
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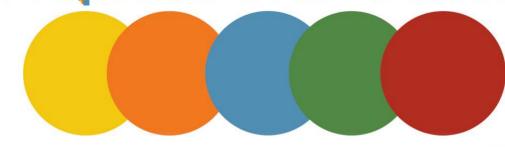
Funded By Park Development Funds	\$404,932
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REFERENCE NOTES SCHEDULE

SYMBOL	PLAY EQUIPMENT DESCRIPTION	QTY	DETAIL
EP-101	WE-GO-ROUND (LSI)		
EP-102	BOBBLE RIDERS - DOUBLE (LSI)		
EP-103	REACH PANEL (LSI)		
EP-104	REPLACE (2) EXISTING SWINGS WITH (2) NEW BUCKET SWINGS		
SYMBOL	FENCE DESCRIPTION	QTY	DETAIL
F-101	6' H STEEL PICKET FENCE AT BACKSTOPS		
SYMBOL	PAVING DESCRIPTION	QTY	DETAIL
P-101	CONCRETE PAVING, MEDIUM BROOM FINISH, STANDARD GREY, SCORE LINES AT EVERY 4', EXPANSION JOINTS AT EVERY 16', WIDTH VARIES PER PLAN		
P-102	DECORATIVE CONCRETE CORNER PLAZAS, COLOR TBD, PROVIDE SAMPLE TO L.A. FOR APPROVAL PRIOR TO INSTALL		
P-103	DECOMPOSED GRANITE SURFACE, 4" DEPTH COMPACTED, COLOR GOLD		
SYMBOL	PLAY/ATHLETIC PROTECTIVE SURFACING DESCRIPTION	QTY	DETAIL
PS-101	POUR-IN-PLACE (PIP) RUBBER FALL MATERIAL		
PS-102	BASKETBALL COURT STRIPING		
PS-103	PICKLEBALL COURT STRIPING, PER USAPICKLEBALL.ORG STANDARDS		
SYMBOL	SITE FURNISHINGS DESCRIPTION	QTY	DETAIL
S-101	ROUND PICNIC TABLE (MMCITE) LOB260 AND LOW260		
S-102	RECTANGULAR PICNIC TABLE (MMCITE) RTW251 AND RTW281		
S-104	MODERN BENCH (MMCITE) EM251		
S-107	BIKE RACK (MMCITE) ELK110		
S-108	PICNIC TABLE WITH CHESS MOTIVE (MMCITE)		
SYMBOL	SITE STRUCTURES DESCRIPTION	QTY	DETAIL
SS-101	PREFAB SINGLE RESTROOM W/ CONCESSION AND STORAGE (CEDAR FOREST PRODUCTS)		
SS-102	12X16' SHADE STRUCTURE		
SYMBOL	EXISTING CONDITIONS DESCRIPTION	QTY	DETAIL
X-101	RETAIN AND PROTECT EXISTING CONCRETE SIDEWALK		
X-103	RETAIN AND PROTECT ALL EXISTING TREES UNLESS OTHERWISE NOTED, PROTECT WITH FENCING DURING CONSTRUCTION		
X-104	RETAIN AND PROTECT EXISTING BACKSTOP		
X-105	RETAIN AND PROTECT EXISTING PLAY STRUCTURE		

Proposed Color Palette



820 BROADWAY ST.
CHICO, CA 95928
(530) 899-1616
meltongd.com

LICENSE



CONSULTANT

CLIENT

CITY OF
SUISUN CITY

PROJECT

MONTEBELLO
VISTA PARK

SHEET TITLE

CONSTRUCTION
PLAN

DATES

NO.	DESCRIPTION	DATE
1.	--	--
2.		
3.		
4.		
5.		
6.		
7.		
8.		

PLOT DATE: --

PROJECT NUMBERS

MELTON DESIGN GROUP: 2570
CONSULTANT PROJECT #: --

SHEET NUMBER

L2.0

SHEET ___ OF ___

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FILE NAME: G:\MDC\2500-2599\2570 Montebello Park Prop.dwg (R3) 2570 CAD (D) SHEETS\2570-CLD-COHS - Copy.dwg
 PLOT DATE: May 24, 2024 - 10:48 AM

City of Suisun City - Recreation Department

Revenue for the Month of:

May, 2024

PROGRAMS

Preschool	\$	9,635.00
Karate	\$	518.00
Dance	\$	1,722.00
Care4Em	\$	-
Line Dancing	\$	2,172.00
Soul Line Dancing	\$	385.00
Square Dancing	\$	825.00
After School	\$	19,939.00
Camps	\$	-
SUBTOTAL:		\$ 35,196.00

RENTALS

Banquet	\$	12,139.92
Kitchen	\$	48.00
Meeting Rooms	\$	8,603.00
Classroom 1	\$	1,290.00
Parks	\$	1,537.00
SUBTOTAL:		\$ 23,617.92

LAMBRECHT

Tournaments	\$	4,170.00
Concessions	\$	9,011.00
Rentals	\$	4,115.00
SUBTOTAL:		\$ 17,296.00

FINAL REVENUE FOR THE MONTH OF May, 2024: \$ 76,109.92

Notes:

No Care4Em; No Camps

Park Development Fund											
May 2024	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total Park Fund FY1998-2024
Beginning Balance	1,255,900	1,160,206	419,517	500,229	156,962	136,691	180,986	193,799	1,660,958	1,652,139	-6,136
Revenues:											
Interest Income	7,506	7,000	240	2,388	4,230	4,333	96	-32,449	20,308	0	607,047
Unrealized Gain on Investments										0	33,717
Impact Fees	3,594	130,848	134,364	32,433	0	7,302	17,867	1,522,688	92,176	1,499,067	6,644,558
Miscellaneous											154,423
Roberti-Z'Berg-Harris Block Grant											0
Prop 12 Grant- Received											4,687
Prop 40 Grant											0
RDA Bond Proceeds											1,116,970
Total Revenues	11,100	137,848	134,604	34,821	4,230	11,635	17,963	1,490,239	112,484	1,499,067	8,561,403
Expenditures:											
Int Exp-Cash Borrowing											48,348
Int Exp & Principle-Land											106,655
Unrealized Loss on Investment									7,107	-40,824	-33,717
Sub-Total	0									-40,824	121,286
Sports Complex											336,666
Lawler Ranch Park											1,392,327
Printing											17
Advertising											0
Field Supplies & Services											40,253
Other Outside Services											10,563
Contract Services		0	0			5,179					8,740
Professional Studies									113,516	30,500	144,016
Permits/Licenses							150				150
Imp Other Than bldgs/Minor Imprvts											19,999
Cost Allocation	18,000	18,000	5,100	5,100	24,500	5,000	5,000	730	679	4,169	239,748
Softball Fields											198,057
Bleachers											34,744
Batting Cage Demolition											11,628
Community Garden Project											5,833
Landscaping Bikeway Gap											94,413
Hall Park											160,622
Lawler Ranch Park Ph 2	88,794	846,537	2,492								953,389
Heritage Playground Imprvts				297,988							297,988
Total Sports Cmplx Constr											746,662
Transfer to Prop 68- Fund 174								22,350			22,350
Transfer to McCoy Creek Bike Path				75,000	0	-42,839					32,161
Transfer to GOEPP Imprvt											413,428
Transfer to Gen Fund -Eng'g		14,000	46,300								72,300
Transfer to Park Playgrounds											6,847
Sub-Total	106,794	878,537	53,892	378,088	24,500	-32,659	5,150	23,080	114,195	34,669	5,242,902
Total Expenditures	106,794	878,537	53,892	378,088	24,500	-32,659	5,150	23,080	114,195	-6,155	5,364,188
Total Fund Balance	1,160,206	419,517	500,229	156,962	136,691	180,986	193,799	1,660,958	1,652,140	3,157,361	3,224,796

Current Balance of Park Development		\$ 3,157,361
Junior Giants Field Renovation Project	\$ (53,333.00)	\$ 3,104,028
Heritage Park Project <i>(does not incl. Add Alt of Sport Tile for \$60,500)</i>	\$ (733,221.00)	\$ 2,370,807
Prosperity Garden Park Project	\$ (763,243.00)	\$ 1,607,564
Stage Trailer	\$ (200,000.00)	\$ 1,407,564
Incoming Park Development Funds	\$ 400,000.00	\$ 1,807,564
Total Balance After Projects and Incoming Funds		\$ 1,807,564