

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, JANUARY 17, 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

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.)

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments)

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 November 11, 2023

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

2. Recreation, Parks, Marina, and Arts Commission Recommendation to City Council Regarding Future Park Development

REPORTS: (Informational items only.)

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

RECREATION COMMISSION
Eddrick Osborne, Chair
Aaron Sencil, Vice Chair
Essex Cook
Lilia Dardon
Jonathan David Faria
John Harter
Donna LeBlanc

RECREATION, PARKS, MARINA, & ARTS
COMMISSION



MINUTES
REGULAR MEETING OF THE CITY OF SUISUN CITY
RECREATION, PARKS, MARINA, AND ARTS COMMISSION
WEDNESDAY, November 1, 2023
6:00 PM

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

NOTICE

FACE MASKS ARE RECOMMENDED FOR MEMBERS OF THE PUBLIC WHILE IN CITY FACILITIES IF NOT FULLY VACCINATED. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

THE CITY COUNCIL HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

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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, Faria, Harter, LeBlanc.

The following Commissioners were absent: Dardon.

Community Participants: George Guynn, James Berg, Steve Olry.

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 September 6, 2023*

Commissioner Harter made a motion to accept the minutes as read. Commissioner Cook seconded.

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

NOES: None.

ABSENT: Dardon.

PUBLIC COMMENTS

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- Michelle Chavez, via Zoom – makes a comment regarding the Community Garden. She comments that she thinks that leasing the plots at the community garden would be best for the community.

GENERAL BUSINESS

2. *Future Park Development Projects Funded by Park Development Fees, Continued*

Deputy City Manager and Recreation, Parks and Marina Director Kris Lofthus gives a brief overview of the proposed future park development. The top five projects are: 1- Covered Picnic Pavilion, 2- Splash Pad, 3- All-Inclusive Playground, 4- Exercise Stations, and 5- Toddler Specific Playground. Lofthus reminds the Commission that the funds in the park development account are a little over \$2.2 million, but can only be used for new or improved amenities. Lofthus asks the Commission to talk it over and see what they want staff to explore.

Commissioner LeBlanc expresses interest in Splash Pads, and argues that recirculated water wouldn't be the way to go. LeBlanc also expresses that the toddler specific playground would be nice.

Commissioner Faria expresses interest in the Splash Pad idea as well, but asks if the Splash Pad would be shut down if there was another drought. Lofthus responds that it would.

Chairman Osborne remarks that he expresses interest in the Covered Picnic Pavilion and the Splash Pad, providing there is reasonable use for the Splash Pad in terms of cost, usage, water conservancy, etc. Osborne also remarks that, while it's father down on the list, if we could explore a full court basketball court.

Commissioner Harter also expresses interest covered pavilions, but adds that BBQ pits should be added. Harter thinks that the Multi-Use Sport Court would be better than the full court basketball for multiple different uses, and remarks that while Splash Pads are awesome, it may not be the best way to go.

Commissioner Cook seconds Commissioner Harter with the Splash Pad, the covered pavilion with the BBQ pits, and the multi-use sport courts.

Co-Chairman Sencil echoes the covered pavilion idea, and all issues brought up about the Splash Pad. Sencil suggests that the amphitheater would be a good idea for the downtown idea. Lofthus suggests that there are two different ways that the Commission could go for the amphitheater – a portable stage or a new structure downtown to be an amphitheater.

Commissioner LeBlanc suggests in regards to the Splash Pad that the water used could potentially be saved and used for the HWY 12 recirculated water system.

Chairman Osborne suggests looking into reusing the water at the Splash Pad. Osborne also asks about the amphitheater and funds. Lofthus remarks that monies can only be used for enhancements or new structures. Commissioner Harter asks about skate parks and the liability involved. Lofthus answers that if the skate park was unmanned, there is less liability on the City.

Chairman Osborne makes a motion that the staff gathers more information on covered pavilions with additional amenities, a portable stage versus amphitheater, splash pad in terms of pricing/recirculation/treatment of water, an all-inclusive playground including a toddler friendly space and a multi-sport court. Commissioner Harter seconds the motion.

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

NOES: None.

ABSENT: Dardon.

3. Harbor Theatre Update and Recommendation

Deputy City Manager and Recreation, Parks and Marina Director Kris Lofthus gives a brief overview of the Harbor Theatre, including what is needed to finalize current repairs as well as what is needed for repairs in the building before reopening. As an overview, the current repairs to make the building operational total \$568,000 and does not include upgrades to infrastructure or bringing the building within ADA requirements.

PUBLIC COMMENTS:

- George Guynn, comment overview: Properties needs to make income or else they're more expensive than they're worth. Guynn also expresses concerns over the property sitting there, potentially having more issues that could pop up from non-use. Guynn also believes that once the property has been fixed and is used on a regular basis, things will work out.
- James Berg, comment overview: Expresses that the building is important to community. Berg remarks that he's heard conflicting reviews for \$200,000 in ARPA funds, recommends setting aside funds for future repairs or creating an account to put funds in for future repairs, and asks to see actual estimates for repairs and the company that are providing them. Berg also asks for legal minimum requirements to open the building, and asks for the vision of the building. Berg also calls into question the ADA 20% rule, and states that he'll look into the legality of it.
- Steve Olry, comment overview: Olry compliments the Commission and the discussion and commentary provided. Olry also wants to see Councilmember Washington participate with the Harbor Theatre discussion/Ad Hoc, as well as the Commission participating in Council meetings to see what they're being hindered by.
- Michelle Chavez, comment overview: Chavez agrees with previous commentary about seeing the actual estimates for repairs and cost. Chavez also wonders if there's some type of grants that are out there to potentially help rehab and speed the process along for the Harbor Theatre to reopen.

COMMISSION:

Commissioner Cook remarks that they want the doors open to the Theatre, that the culture within the City will thrive in the Theatre, and asks what, as the Commission, they can bring to the table to get these things done.

Commissioner LeBlanc agrees. LeBlanc states that they have a hard time having a one on one with the community to explain what's going on, and agrees that the estimates and work done needs to be transparent so the Commission, or the Department, can get funds possibly donated, and calls for fundraising or outreach to get more monies to fix needed repairs once the actual estimates are shown.

Commissioner Faria remarks that he's new to the Commission – he would like to see the numbers to get an idea and work towards a vision and further asks that any negativity be left outside.

Commissioner Harter remarks that he is open to seeing how much is needed to fix current repairs.

Chairman Osborne comments that in regards to what will go into the Theatre - the interest is there, we just need to get the doors open. Osborne continues and says that the community has openly said that they would help with funding, but without timelines and certainty, they wouldn't be comfortable donating.

Timelines and deliverables are a necessity at this point to move forward with community involvement.

Costs for ongoing operations would be at a later date.

Co-Chairman Sencil remarks that he believes the Theatre is the heart of downtown, and needs to be open.

Sencil goes on and says that without a timeline, operation companies can't come in and use the building and those companies are looking a year out for advertising reasons. Upgrades are needed to drum up interest and keep coming back, but we can't open without structural issues being fixed.

Deputy City Manager and Recreation, Parks and Marina Director Kris Lofthus interjects and explains that the original ARPA funds were designated for upgrades that are very much needed, but due to structural issues, those funds were redirected. Lofthus further reminds the Commission and community participants that the Theatre is not a cash cow – it is simply as Co-Chairman Sencil said – it is the heart of Suisun City and was designed to keep Suisun residents local.

Chairman Osborne remarks that he's hearing that the Commission wants a timeline, actual estimates, and where the money is going to be spent, as well as what the minimum requirements are to open the facility.

Osborne recommends that there be the creation of an Ad Hoc to report back to Commission – he states

that himself and the Co-Chair, and one other person from the Commission, would be able to keep the Department on track and report back regularly to the Commission. Osborne asks for any volunteers for the Ad Hoc. Commissioner Harter volunteers.

Chairman Osborne states a motion for the creation of a Harbor Theatre Ad Hoc with himself, Co-Chairman Sencil and Commissioner Harter as those in the Ad Hoc. Commissioner LeBlanc seconds.

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

NOES: None.

ABSENT: Dardon.

REPORTS: (Informational items only.)

a) *Park Inspection Reports*

Chairman Osborne reminds the Commission to submit Park Inspection Reports.

b) *Art Ad Hoc Report*

None.

c) *Harbor Theatre Report*

None.

d) *Montebello Vista Park Revitalization Ad Hoc*

Deputy City Manager and Recreation, Parks and Marina Director Kris Lofthus reports that the contract for services just finished, so the Recreation office will be setting up the first Ad Hoc meeting within the week.

e) *Director's Report*

Deputy City Manager and Recreation, Parks and Marina Director Kris Lofthus reviews the Revenue Reports with the Commission: Between all programs, rentals and Lambrecht tournaments and concessions, September saw a revenue number of \$74,051.50 and October saw an increase with a revenue number of \$78,356.50. Lofthus also invites the Commission to participate in several upcoming events: at the Senior Thanksgiving Dinner on November 23; at the Christmas at the Waterfront event on December 2 helping out in the RPM tent; at the Senior Christmas Dinner in the afternoon of December 7; and at the Employee Holiday Recognition Dinner in the evening of December 7.

f) *Commissioners Reports*

Commissioner LeBlanc reports that there was an event at the Suisun Library where families were able to paint pumpkins, which was a success.

Commissioner Cook reports that the Solano County Farmer's Bureau has their eye on this area with the Environment Committee, as well as there being grant funding where they may be able to help with certain events.

Commissioner Harter reports that the events that have happened in the downtown area – all events were seemingly well enjoyed, and that the Halloween parade holds a special place for him.

Vice-Chairman Sencil reports that on December 1, Giny House will be doing a Season's Greetings and all are welcome to attend. Sencil also asks how the Dia De Los Muertos event went and what the attendance was like. Lofthus responds that the event went well, and performers and the musicians were awesome. Lofthus further reports that there will be a debriefing after staff comes back from conferences and vacations, and attendance numbers would be reported back at the next meeting.

g) *Chair Report*

Chairman Osborne reports that he wants to thank those who have participated in the Theatre conversation, the Commission for putting the Theatre on the map, and for the members of the public for participating.

ADJOURNMENT

Chairman Osborne made a motion to conclude the meeting. Commissioner Cook seconded. All in.

The November 1, 2023 RPMA Commission Meeting concluded at 7:37 PM.

AGENDA TRANSMITTAL

MEETING DATE: January 17, 2024

AGENDA ITEM: Recreation, Parks, Marina, and Arts Commission Recommendation to City Council Regarding Future Park Development

FISCAL IMPACT: Unknown at this time.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: A Parks and Facilities Master Plan (Plan) serves as a guiding document for an agency as it seeks to maintain and improve its facilities and parks. The city is working toward implementing improvements to existing facilities that best serve the needs of the community. The Master Plan serves as a usable “blueprint” to the Recreation, Parks, Marina, and Arts Commission (RPMA), City Council, consultants, and the Recreation, Parks, and Marina Department (RPM) for the future growth of RPM parks, facilities, and services. The Master Plan is a strategic tool used to guide decision making pertaining to the reconditioning, development of new, and proof of need of parks, facilities, and recreation programming.

With anticipated additional revenues, this plan will prioritize the needs of the park system and recreation amenities that will enhance programming opportunities for the RPM Department. It analyzes community needs, current facilities, and parks, and it creates a blueprint to help guide decision making.

STAFF REPORT: This item was discussed and continued from the August 2023 RPMA meeting. The Parks and Facilities Master plan was adopted by the City Council during their July 18, 2023, meeting. The adoption of the Plan leads to the implementation of process. Part of the function of the Plan is to lead decision making based on recommendations of the consultant, utilizing the community survey results that made up part of the Plan, and determining future projects that provide the most impact to the community. Currently there is a healthy balance in the Park Development Fund. Park Development funds have strict guidelines for their use and can only be used to increase the capacity of users.

The priority list included in the Plan is as follows:

- | | |
|--------------------------------|--------|
| 1. Covered picnic pavilion | 98.33% |
| 2. Splash Pad | 88.42% |
| 3. All-inclusive playground | 87.94% |
| 4. Exercise stations | 82.99% |
| 5. Toddler specific playground | 79.30% |
| 6. Community garden | 75.24% |
| 7. Multi-use sport court | 72.89% |
| 8. BBQ pits | 69.59% |
| 9. Baseball/softball fields | 64.90% |
| 10. Rectangular sports fields | 63.22% |
| 11. Tennis Courts | 61.70% |
| 12. Amphitheater | 60.40% |

13. Full court basketball	58.60%
14. Skateboard/BMX	57.54%
15. Off-leash dog park	55.68%
16. Corn hole	54.97%
17. Bocce ball courts	54.35%
18. Horseshoe pits	52.38%
19. Disc golf	51.07%
20. Sand volleyball courts	49.18%
21. Golf driving range	48.77%
22. Golf putting green	48.60%

Park development funds typically can also be used for planning future projects. As stated in the Plan, there is community support for the development of a soccer complex. If there is a desire to pursue this opportunity, there would need to be a study conducted to determine the viability of such a complex and what the overall financial impact would be to the city. If it was determined that this would indeed be a fruitful venture, Park development funds could be used to acquire land or assist with the funding of a new complex.

During the November 2023 RPMA Commission meeting there was a robust discussion, and the Commission requested more information on several potential projects. Those projects included Splash Pad, Covered Picnic Pavilion(s), Amphitheatre / Mobile Stage, Accessible Play Structure, and Multi-Sport Court. The attached presentation has preliminary estimates, cost factors, and provides starting points to further the discussion.

STAFF RECOMMENDATION: It is recommended that the Recreation, Parks, Marina and Arts Commission Recommend to City Council Regarding Future Park Development

DOCUMENTS ATTACHED:

1. Potential Park Projects Power Point

PREPARED BY:

Kris Lofthus, Deputy City Manager

REVIEWED BY:

APPROVED BY:

ATTACHMENTS:

1. Potential Park Projects Power Point.pptx

Potential Park Projects



RECREATION, PARKS, & MARINA DEPARTMENT
SUISUN CITY, CA

PICNIC PAVILION - SURVEY RANK 1

LOCATIONS – Heritage Park, Lawler Ranch Park, Carl Hall Park, Montello Vista Park, Patriot Park, and Samuel Geopp Park

COST - \$125,000-\$275,000



COST FACTORS

BUILDING MATERIAL

ROOFING MATERIAL

SIZE

COLOR

AMENITIES

SURFACE MATERIAL

FENCING REQUIRED

SIGNAGE

SPLASH PAD – SURVEY RANK 2

- LOCATION- HERITAGE PARK
-

- COST - \$250,000 - \$750,000



COST FACTORS

SIZE

RECIRCULATING VS DRAIN STYLE

NUMBER OF SPRAYERS

AMENITIES

FENCING

AMPHITHEATRE / MOBILE STAGE TRAILER - SURVEY RANK - #12

COST- \$110,000-\$200,000



COST FACTORS
SIZE
ADD ON AMENATIES

OTHER REQUESTS

MULTI-SPORT COURT

ALL INCLUSIVE PLAY AREA

City of Suisun City - Recreation Department

Revenue for the Month of:

November, 2023

PROGRAMS

Preschool	\$	2,550.00
Karate	\$	1,675.00
Air Blair Athletics	\$	-
Dance	\$	968.00
Care4Em	\$	-
Line Dancing	\$	1,920.00
Soul Line Dancing	\$	340.00
Square Dancing	\$	900.00
After School	\$	15,982.00
Camps	\$	1,500.00
SUBTOTAL:		\$ 25,835.00

RENTALS

Banquet	\$	13,398.00
Kitchen	\$	125.00
Meeting Rooms	\$	5,552.00
Classroom 1	\$	1,662.00
Parks	\$	2,541.00
SUBTOTAL:		\$ 23,278.00

LAMBRECHT

Tournaments	\$	4,926.00
Concessions	\$	4,451.00
Rentals	\$	4,960.00
SUBTOTAL:		\$ 14,337.00

FINAL REVENUE FOR THE MONTH OF November, 2023 : \$ 63,450.00

Notes:

No Air Blair Athletics, Care4Em

City of Suisun City - Recreation Department

Revenue for the Month of:

December, 2023

PROGRAMS

Preschool	\$	6,246.00
Karate	\$	1,675.00
Air Blair Athletics	\$	-
Dance	\$	-
Care4Em	\$	-
Line Dancing	\$	1,638.00
Soul Line Dancing	\$	375.00
Square Dancing	\$	-
After School	\$	15,320.00
Camps	\$	1,350.00
SUBTOTAL:		\$ 26,604.00

RENTALS

Banquet	\$	15,792.00
Kitchen	\$	-
Meeting Rooms	\$	7,974.00
Classroom 1	\$	692.00
Parks	\$	1,050.00
SUBTOTAL:		\$ 25,508.00

LAMBRECHT

Tournaments	\$	-
Concessions	\$	-
Rentals	\$	3,400.00
SUBTOTAL:		\$ 3,400.00

FINAL REVENUE FOR THE MONTH OF December, 2023 : \$ 55,512.00

Notes:

No Air Blair Athletics, Care4Em, or Square Dancing (currently in month two of a three month session);
Dance is on Winter break and starts back up in mid-January