

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, SEPTEMBER 6, 2023**  
**6:00 PM**

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

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*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:*

*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](mailto: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 August 16, 2023

## **PUBLIC HEARING**

2. Closing Out the 2020 Community Development Block Grant Program Coronavirus Round 1 (CDBG-CV) Project and Returning Outstanding Funds in the Amount of \$8,046.03 to the State of California Department of Housing and Community Development - (Mora: mmora@suisun.com)

## **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**

3. Recreation, Parks, Marina and Arts Commission Logo - (Sencil: asencil@suisun.com)
4. Recommend Tractor Supply Public Art Installation to City Council, Meeting the Requirement of the 1.5 Percent Art Fee - (Lofthus: klofthus@suisun.com)

## **REPORTS: (Informational items only.)**

- a) Park Inspection Reports
- b) Art Ad Hoc
- c) Harbor Theatre
- d) Montebello Vista Park Revitalization Ad Hoc
- e) Directors' Report
- f) Commissioners' 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/](http://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, August 16, 2023**  
**6:00 PM**

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

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**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](mailto:clerk@suisun.com) OR 707 421-7302.*

**ZOOM MEETING INFORMATION:**

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

**MEETING ID:** 853 1774 4182

**CALL IN PHONE NUMBER:** (707) 438-1720

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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, Harter, LeBlanc.

The following Commissioners were absent: Faria.

Community participants: Mr. LeBlanc.

**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.)**

### **1. *Recreation, Parks, Marina, and Arts Commission Logo – Vice-Chairperson Sencil***

Vice-Chairman Sencil presented a new conceptual logo. The reasoning behind the idea of an updated logo is multi-faceted: the need for having an identity, including the arts into the Recreation, Parks, and Marina department and updated branding being a few major points. Vice-Chairman Sencil invited the Commission to give feedback.

Chairman Osborne asked what the process would be, if this were to be passed by the Commission. Deputy City Manager and Recreation, Parks and Marina Director Kris Lofthus responds that it would need to be brought back to a future meeting for approval, and once the Commission approves it, it would need to go to Council. Currently, the various Commissions typically use the City seal as their logo. Lofthus recommends that the Commission asks for approval first and then go from there.

Commissioner LeBlanc makes a motion to bring the logo idea back to the Commission at a future meeting.

Commissioner Harter asks what the cost would potentially be to change the logo. Lofthus responds that he would need clarification if this would be a Commission logo or if this would require the department to change their logo.

Commissioner Sencil says that it would most likely be for just the Commission, but is not sure. Lofthus responds that there are several ways that the Commission logo could be similar to the department logo for association, but does not need to be exact. Lofthus revisits Commissioner Harter's original question of price – if it were to stay just a Commission logo, it would be cheap, but if it were to include the department, it could total to roughly \$10,000, or more. Harter asks Sencil for clarification. Sencil responds that the logo would be for the Commission only.

Commissioner Harter asked for further clarification regarding the logo. Lofthus responds that everything that the RPM department and the RPMA Commission does falls under the City logo. Lofthus goes on to explain that the Department was rebranded from the previous Recreation and Community Services Department to the Recreation, Parks, and Marina Department. Roughly three years ago, the Commission was restructured to include the arts, and the Commission was expanded from 5 to 7 Commissioners. The reasoning behind the department logo is multi-level, including marketing and differentiation from other recreation departments in other cities.

Commissioner Dardon asked if the logo would need to go to Council, or could it just be an internal item. Lofthus responds that it would need to go to Council for approval.

Commissioner Harter asked if it would be possible to currently use the RPM logo, and moving forward to use the RPMA logo. Lofthus recommends that the RPM logo be left alone, and to create a logo for the Commission itself. Chairman Osborne and Commissioner LeBlanc agrees – the Commission should have an RPMA logo since they recommend decisions for the arts, and the Commission should leave the administrative logo alone.

Chairman Osborne asks if 'Commission' can be added at some point to the conceptual logo. Sencil responds that they can, if they add it.

Chairman Osborne asks if anyone is opposed to bringing back the discussion at the next meeting.

Commissioner Harter abstains, but the remaining Commissioners are for bringing the discussion back and admin will add the item to the following months' agenda.

## **PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments)*

### **2. *Updated Timeline Prosperity Garden Park – Deputy City Manager Lofthus***

Recreation, Parks and Marina Department Director Kris Lofthus provides a general update for Prosperity Park. Main points include:

- Plans are 98% done and should have completed plans by end of next week, with the City engineer reviewing the plans;
- Bid process will start in September, with groundbreaking being done by the end of September;
- Bid awards by the end of October with construction to start in November;
- Prosperity Park should be completed and opened by March 2024, weather permitting.

Lofthus also expresses that there will be a reference link for frequently asked questions on the City website for all ongoing and upcoming projects.

Commissioner Dardon asked for clarification around the resident's signatures to oppose the garden.

Lofthus responds that there is nothing that will come from that since it is already approved and funded.

Commissioner LeBlanc asks if there is an opportunity to engage with the community in the surrounding area to alleviate any concerns. Lofthus responds that once we have the completed plans in hand, we can revisit the site and hold a community forum for questions.

**3. Appointment of Montebello Vista Park Revitalization Ad Hoc - Chairperson Osborne**

Chairman Osborne asked for those that are not on an Ad Hoc currently to volunteer.

Deputy City Manager and Recreation, Parks and Marina Director Kris Lofthus gives a brief background to the Montebello Vista Park Revitalization Project, including receiving a \$2.4 million grant, no inflation built into residential fees since it's an LLD, and that there's no amenities. The general plan is to create a more water resistant park space with community space available to utilize.

Commissioner LeBlanc asked if there was a possibility for a resident of the area to be on the Ad Hoc, if it was permissible. Lofthus responds that he will look into the feasibility of it, and suggests that there be a community representative instead of an Ad Hoc member.

Commissioner Cook volunteers.

Commissioner Harter volunteers.

Commissioner Dardon asks what would be required of someone on the Ad Hoc and what specifically an Ad Hoc does. Lofthus responds that an Ad Hoc is a temporary sub-committee that would meet to discuss and be part of the design process, as well as community engagement and reporting back to the entire Commission.

Commissioner Dardon volunteers.

Commissioner LeBlanc makes a motion to accept the volunteers of Cook, Harter, and Dardon to the Montebello Vista Park Revitalization Ad Hoc. Vice-Chairman Sencil seconds.

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

NOES: None.

ABSENT: Faria.

**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 July 5, 2023**

Chairman Osborne made a motion to accept the minutes as read. Vice-Chairman Sencil seconds.

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

NOES: None.

ABSENT: Faria.

**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.)*

None.

**GENERAL BUSINESS**

**5. Future Park Development Projects Funded by Park Development Fees – Deputy City Manager Lofthus**

Deputy City Manager and Recreation, Parks and Marina Department Director Lofthus gives a quick background regarding the development fees. Lofthus explains that there does not need to be a decision tonight, but that there will be ongoing conversations about what and where to put amenities in local parks. Some amenities include covered picnic pavilions, toddler specific playgrounds, multi-use sport courts, BBQ pits, rectangular sports fields and off-leash dog parks. Lofthus opens the floor for discussion.

Commissioner Dardon asked if land has been purchased for the soccer complex, and if it was part of what the Flannery Group was doing. Lofthus responds that the property in question that could be the potential soccer complex is held privately, and the City has not approached the group yet to see if they would sell. Dardon further asks when the City would attempt to purchase it. Lofthus recommends that there be a study done to see if the complex would be viable for the area before a purchase or talks of a purchase was done with the group, if they were amenable to selling. Dardon also asks if the net from the multi-sport court

would need to move for pickle ball. Lofthus responds that he believes pickle ball uses the same height as tennis, so it shouldn't be moved.

Commissioner LeBlanc made the comment that there has been a rash of comments about the pickle ball participants – the noises from the plastic waffle ball and extended glove are annoying if there is no sound protection surrounding the court.

Commissioner Dardon remarks that the homeless would probably frequent a covered pavilion, especially if the ability to use a fire pit was available.

Commissioner Harter asked about a potential timeline. Lofthus responded that there would be some time to decide, and also depended on the project itself, along with how fast it could be approved by Commission and Council. .

Chairman Osborne suggests that we focus on things that can be used for both reservations and no reservations. Lofthus agrees, and expresses to the Commission that both are needed.

Chairman Osborne asked if the theme of refurbishing some of the original items in the park is viable, and if the splash pad is viable since water rights and water usage is pricey. Lofthus responds that there would have to be costs associated from the public for a splash pad. Lofthus also remarks that there would need to be studies done before there was installation of a splash pad. Osborne also remarks that he would like to review the Master Plan for the recommendations listed for each park. Lofthus reminds the Commission that we can put new structures at different parks – it is not required to put it at the parks that they are listed for as recommendations.

Vice-Chairman Sencil remarked that the technology for covered and potentially gated spaces have recently become more advanced and could be something to definitely look into.

Chairman Osborne asked what Lofthus would recommend for the Commission to do with this specific agenda item. Lofthus responds that the Commission can take their time to decide what to do with the park development monies, as well as a reminder that the money cannot be spent on redoing park amenities but that it would need to be an upgrade or brand new structure.

Commissioner Dardon asked if there was demographics listed by park so that the Commission could best serve individual park needs. Lofthus responds that the demographics were just built out for the City, not for specific neighborhoods. Chairman Osborne remarks that the demographics by park could potentially be helpful. Dardon asked if there was a way to get demographics by neighborhood. Lofthus responds that there may be a way to find out through census tracking.

Chairman Osborne makes a motion to take no action tonight, to have copies of the final Master Plan given to the Commissioners, and for the specific item to come back in October 2023. Commissioner Harter seconds.

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

NOES: None.

ABSENT: Faria.

## **REPORTS: (Informational items only.)**

### ***a) Park Inspection Reports***

Chairman Osborne reminds the Commission to get their Park Inspection Reports turned in.

### ***b) Art Ad Hoc Report***

Vice-Chairman Sencil reports that the I Art Suisun event is being postponed to spring of 2024 for many reasons, with possible support from the City with the event.

### ***c) Harbor Theatre Report***

Deputy City Manager and Recreation, Parks and Marina Department Director Kris Lofthus reports that the department is waiting for the South wall repair, the roof repair is under warranty, and Public Works will be going into the Theatre in the next few days to repair some floor rot from a leaky water fountain. Plans are in motion to move forward with a general contractor to do repairs (floor, paint, electrical, window/door repair, ADA compliance issues, and security repairs). Lofthus also reports that there could potentially be a partnership in the future with another company. The main goal for the Theatre is to safely reopen for business.

### ***d) Director's Report***

Recreation, Parks and Marina Department Director Kris Lofthus reports that the monthly income for the department in July was \$65,000. Lofthus further reports that the department is fully staffed for the first time in several years. Program registration is elevated, with some programs being full and waitlists for those full programs are growing.

Lofthus also reminds Chairman Osborne that the annual report is coming due in October and due to Council for the October 3, 2023 meeting. This report includes successes, issues and plans for both the department and the commission.

**e) *Commissioners Reports***

Vice-Chairman Sencil thanks the department for the RPM BBQ, that National Night Out was well attended and remarks that the Commission could have a stronger presence at the next National Night Out. Commissioner Dardon reports that there is a lot of people that walk near Park Lane and suggests that dog excrement bags be placed along the walkway for people to utilize. Dardon also reports that she talked to Jim Herrod in Public Works regarding the dirty concrete in the waterfront stage area to see if it's been cleaned, and that Jim responded that it's pressure washed every month. Dardon calls into question if it's being done since there's been no change. Dardon also asks about the blue fenced off areas in downtown, and the vendors at the Farmer's Market. Commissioner Cook suggests that we help the Farmer's Market to find additional vendors that are local and send them to the contacts with the Fairfield-Suisun Chamber of Commerce to have them be a vendor. Vice-Chairman Sencil also remarks that a lot of the local vendors go to the Napa Farmer's Market. Lofthus remarks that the department will look into the pressure washing schedule and the feasibility of putting in dog waste stations. Commissioner Harter remarks that the blue fenced off areas in downtown are pieces of land that have been sold to new businesses coming in. Commissioner Essex asks for support for the Farmer's Market – if anyone knows a local vendor to send them to the Fairfield-Suisun Chamber of Commerce. Commissioner Harter remarks that the Concert series was well attended and the Jazz series had lower attendance due to heat. Harter also comments that the sprinklers at Sheldon Plaza needs to be addressed – a transient was able to turn them on and essentially flood out the Plaza before the Farmer's Market vendors were able to show up.

**f) *Chair Report***

Chairman Osborne reports that National Night Out was well attended, as well as hearing a rumor that the Helicopter may be back next year. Osborne also reports that a local producer's documentary, Buffalo Soldiers, will be airing at the Veteran's Hall in Suisun on August 26th with guest speakers. While the attendance is maxed out, there is a waiting list if anyone is interested. Osborne also asks the commission to adjourn the meeting with respects given to Lahaina survivors.

**ADJOURNMENT**

Commissioner Cook made a motion to adjourn the meeting. Commissioner LeBlanc seconded. All in favor. The August 16, 2023 RPMA Commission meeting concluded at 8:00 pm.

**AGENDA TRANSMITTAL**

**MEETING DATE:** September 6, 2023

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**AGENDA ITEM:** Closing Out the 2020 Community Development Block Grant Program Coronavirus Round 1 (CDBG-CV) Project and Returning Outstanding Funds in the Amount of \$8,046.03 to the State of California Department of Housing and Community Development

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**FISCAL IMPACT:** There is no fiscal impact.

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**STRATEGIC PLAN:** Provide Good Governance.

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**BACKGROUND:** In 2020, the city applied for a Community Development Block Grant – Coronavirus Round 1 (CDBG-CV1) for up to the amount of \$129,689 to provide COVID related assistance. Of that \$129,689 award, \$68,461 was allocated to the Suisun City Police Department and \$61,228 was dedicated towards a “Virtual Youth Learning Hub” at the Joseph Nelson Center due to the mandated distance learning for all Fairfield-Suisun Unified School District students. These learning hubs were to provide a safe educational environment where students will attend their on-line and live instruction, completion of homework, and participate in enrichment and physical activities.

The city was notified in 2021 that it was awarded CDBG-CV1 funding. As restrictions loosened and schools opened back up for full time, in-person learning in 2021, the necessity for virtual learning hubs diminished. In 2022, the CA Department of Housing & Community Development (HUD) began accepting “amendment requests” for awarded CDBG-CV1 grants. These amendments give an opportunity for grantees to change their scope of work to a related activity.

After consultation with the CA HUD representatives, The City felt the best use of the allocated funds was for building improvements at the Joseph Nelson Community Center. Of the funding amount, \$26,500 would be allocated towards replacing security blinds in the three classroom areas and common areas, \$30,000 to replace the flooring in the classroom and small kitchen areas, and the remaining \$4,728 would be for signage replacement.

The reasoning for the focus on improvements on the Joseph Nelson Community Center was that due to the COVID-19 Pandemic, the Joseph Nelson Community Center was utilized as an emergency evacuation center for natural disasters and hosted the RPM Department’s distance learning camp programs. Through those opportunities to serve the community during the COVID-19 Pandemic, the RPM Department discovered through heavy use of the facility that the building itself is deficient in many ways. This includes deteriorated flooring and insufficient security blinds in the classroom areas, and lack of appropriate signage at the main entrance and throughout the building. All these deficiencies present safety and security concerns for community members that participate in any program at the Joseph Nelson Community Center. Those improvements for the Joseph Nelson Community Center would better prepare the city for more foot traffic in case the center ever serves again as an evacuation center.

The city began the amendment process in late 2022, and the amendment was finally approved by the CA Department of Housing and Community Development in April 2023.

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**STAFF REPORT:** In June 2023, the RPM Department completed the project and began the ninety-day close-out process for the grant. A total of \$53,241.97 of the grant award was expended, and the remaining \$8046.03 is to be returned to the State of California’s Department of Housing and Community Development upon closeout of the grant.

A requirement of the CDBG-CV1 close-out process is holding a public hearing to give citizens an opportunity to learn about the project, its successes, and to discuss the grant’s closure and remittal of remaining funds.

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**STAFF RECOMMENDATION:** It is recommended that the RPMA Commission Recommend Closing Out the 2020 Community Development Block Grant Program Coronavirus Round 1 (CDBG-CV) Project and Returning Outstanding Funds in the Amount of \$8,046.03 to the State of California Department of Housing and Community Development.

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**DOCUMENTS ATTACHED:** 1. Public Notice CDBG Closeout  
2. CDBG Public Hearing Presentation

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<b>PREPARED BY:</b>	Marvin Mora, Management Analyst II
<b>REVIEWED BY:</b>	Kris Lofthus, Recreation, Parks & Marina Director
<b>APPROVED BY:</b>	Kris Lofthus, Recreation, Parks & Marina Director

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**ATTACHMENTS:**  
[1. Public Notice CDBG Closeout.pdf](#)  
[2. CDBG Public Hearing Presentation.pdf](#)



# CITY OF SUISUN CITY

701 Civic Center Boulevard • Suisun City, CA 94585  
Phone 707-421-7300 • FAX 707-429-3758

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## **NOTICE OF PUBLIC HEARING OF THE CITY OF SUISUN CITY RECREATION, PARKS, AND MARINA DEPARTMENT REGARDING THE CLOSEOUT OF THE COMMUNITY DEVELOPMENT BLOCK GRANT CARES ACT (CDBG-CV) PROJECT**

**NOTICE IS HEREBY GIVEN THAT** the City of Suisun City Recreation, Parks, and Marina Department will be conducting a public hearing at the regular meeting of the Suisun City Recreation, Parks, and Arts Commission on Wednesday, September 6, 2023 at 6pm at the Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585. All interested parties are invited to attend.

The project funded building improvements at the Joseph Nelson Community Center, including the replacement of flooring in the preschool classrooms, installation of roll-down security blinds, and the installation of new exterior and interior signage.

The City has expended \$53,241.97 of the CDBG funding allocation, and will return \$8046.03 of unused CDBG grant funds to the State of California Department of Housing and Community Development, upon closeout of said grant. The purpose of the public hearing is for community members to hear about the successes of the project, and to discuss grant's closure and remittal of remaining funds.

If you have any questions, you may contact Marvin Mora, Management Analyst II via phone: (707) 421-7225; or e-mail: [mmora@suisun.com](mailto:mmora@suisun.com).

***TO BE PUBLISHED ON OR BEFORE: September 1, 2023***

***PUBLISHED FOR: The Suisun City Recreation, Parks, and Marina Department***

# City of Suisun City CDBG-CV1 Grant Closeout

PUBLIC HEARING  
SEPTEMBER 6<sup>TH</sup>, 2023

## Participating Staff

- ▶ Kris Lofthus – Deputy City Manager / Recreation, Parks & Marina Director  
[klofthus@suisun.com](mailto:klofthus@suisun.com)
- ▶ Marvin Mora – Management Analyst II  
[mmora@suisun.com](mailto:mmora@suisun.com)

## Tonight's Agenda

- ▶ Definition of Grant
- ▶ History of Project
  - ▶ 22-23 Amendment
- ▶ Closeout Process
- ▶ Public Hearing and Discussion

## What is the CDBG-CV1 Grant

- ▶ Community Development Block Grant – Coronavirus Round 1
  - ▶ Federal Funding from US Housing and Urban Development (HUD)
- ▶ COVID Related Assistance
- ▶ Suisun City is eligible for up to \$129,689 in non-competitive CDBG-CV1 funds
- ▶ Deliverable Results
- ▶ Reimbursement for Services – No payments to individuals
- ▶ Avoid Duplication of Benefits

## Assistance Type

Grants can vary based on annual allocations and activity limits. Must address one of three national objectives:

- ▶ Benefit to low- and moderate-income persons
- ▶ Aid in the prevention or elimination of slums and blight, or
- ▶ To meet an urgent need

## Eligible Applicants

- ▶ Non-entitlement jurisdictions [cities with populations under 50,000 and counties with populations under 200,000 in unincorporated areas that do not participate in the U.S. Department of Housing and Urban Development (HUD) CDBG entitlement program]; non-federally recognized Native American communities; and, Colonia as defined by the National Affordable Housing Act of 1990.

## Eligible Activities Community Development (CD)

▶ **Housing**

- ▶ Includes single- and multi-family rehabilitation, rental housing acquisition or homeownership assistance, and activities that support new housing construction.

▶ **Public Improvements**

- ▶ Includes water and wastewater systems, and rural utilities such as gas and electric services.

▶ **Community Facilities**

- ▶ Includes day care centers, domestic violence shelters, food banks, community centers, medical and dental facilities, and fire stations.

▶ **Public Services**

- ▶ Includes staff and operating costs associated with the community facilities.

## Eligible Activities - Continued Community Development (CD)

▶ **Planning and Technical Assistance (PTA)**

- ▶ Includes studies and plans for housing, public works, and community facilities that meet CDBG national objectives and provide principal benefit to low-income persons.

▶ **Native American**

- ▶ Housing and housing-related activities.
- ▶ Water, sewer, and housing.

▶ **Colonia**

- ▶ Housing, including single- and multi-family rehabilitation, rental housing acquisition or homeownership assistance, and activities that support new housing construction.

## Eligible Activities - Continued Economic Development (ED)

### ▶ Enterprise Fund

- ▶ Grants for loans to businesses for working capital, land acquisition, equipment purchase, inventory purchase, debt restructuring, and other direct assistance. Grants to support businesses by providing water and sewer services, access roads, and other public facilities. Microenterprise funds may provide credit, general support (e.g., childcare, transportation), or technical assistance for persons developing microenterprises.

### ▶ Planning and Technical Assistance (PTA)

- ▶ Studies and plans for economic development activities that meet CDBG national objectives and provide principal benefit to low-income persons.

### ▶ Over-the-Counter

- ▶ Grants for the creation or retention of jobs for low-income workers. May include loans or loan guarantees to businesses for construction, on-site improvements, equipment purchase, working capital, and site acquisition. May also include loans for business start-ups, grants for publicly-owned infrastructure, and loans or grants for small business incubators.

## History of Project

- ▶ 2020 – \$61,228 awarded for "Virtual Learning Hub" program in response to Fairfield-Suisun Unified School District mandatory distance learning.
- ▶ 2020 – After awarded the grant FSUSD opened their facilities for students that need a place to go for distance learning.
- ▶ 2021 – Schools re-open for full in-person learning
- ▶ 2022 – CA HUD begins accepting applications for "amendments" to current projects.
- ▶ April 2023 – CA HUD approved amendment to existing award to fund building improvements to Joseph Nelson Community Center. Work was completed in June 2023.
  - ▶ Flooring replacement of 3 preschool classrooms and adjoining kitchen
  - ▶ Installation of roll-down security blinds in classrooms
  - ▶ Installation of interior and exterior signage at Nelson Center April 2023 – CA HUD approved amendment to existing award to fund building improvements to Joseph Nelson Community Center

## Public Discussion

- ▶ Remaining Funds of \$8,046.03
  - ▶ Requirement of grant to hold public hearing to discuss 'closure and remittal of remaining funds'
  - ▶ Grant spending period closed on 6/25/23
  - ▶ Grant has a 90 day closeout period, expiring on 9/23/23.
- ▶ Additional Community Input

**AGENDA TRANSMITTAL**

**MEETING DATE:** September 6, 2023

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**AGENDA ITEM:** Recommend Tractor Supply Public Art Installation to City Council, Meeting the Requirement of the 1.5 Percent Art Fee.

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

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**STRATEGIC PLAN:** Provide Good Governance.

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**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.

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**STAFF REPORT:** Tractor Supply is currently under construction on the north side of Highway 12. The total value of the construction project is reported as \$6,221,235. With the adopted percentage rate of 1.5, they are required to provide \$93,319 in public art value to the community or pay that amount in lieu fee. They have selected to provide an art piece to be placed on Tractor Supply property. Tractor Supply will be responsible for maintaining the art structure. The stated value of the proposed art structure is \$98,532 which exceeds the developer’s responsibility.

The art is comprised of steel and will be anchored directly into the concrete. Please see attachment 1 for the image the proposed art and the elevation in relation to Highway 12 and the Tractor Supply development.

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**STAFF RECOMMENDATION:** It is recommended that the RPMA Commission Recommend the Art Structure for the Tractor Supply Development to the City Council.

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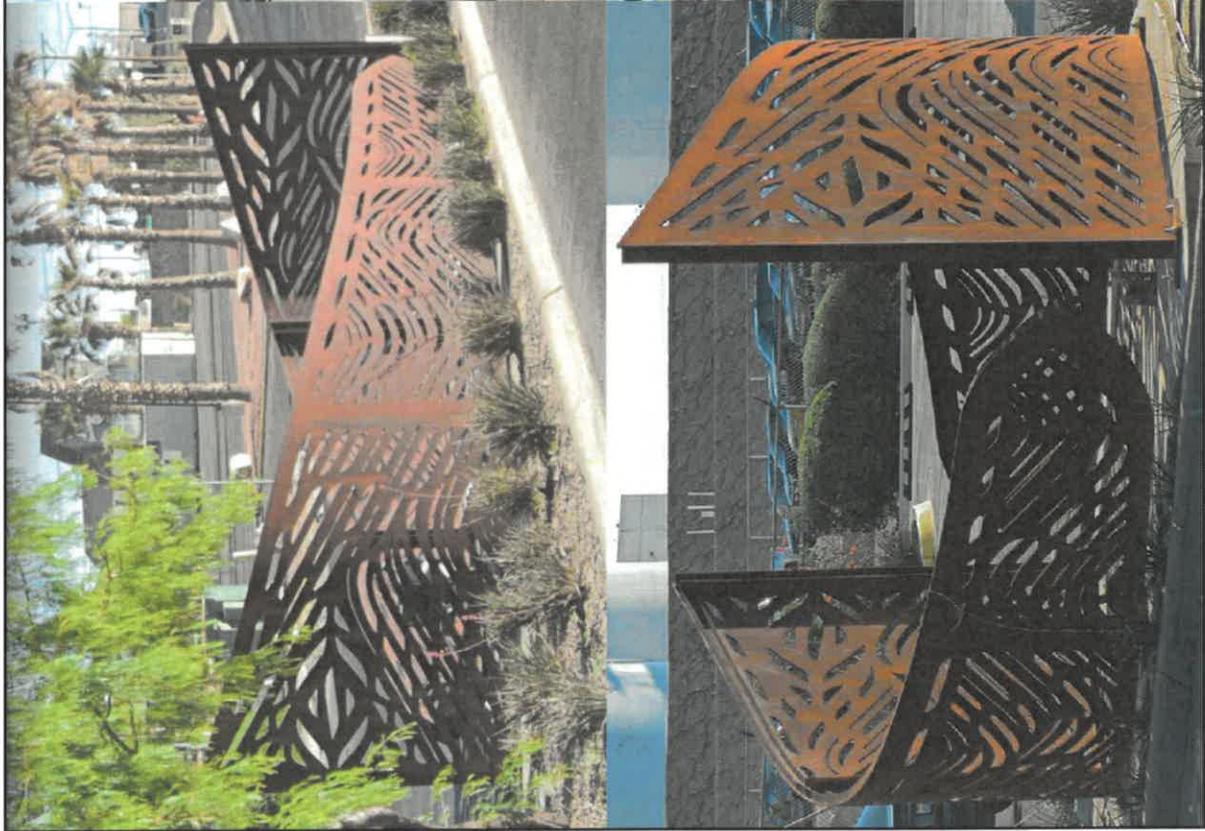
**DOCUMENTS ATTACHED:** 1. Proposed Tractor Supply Art Structure and Design Elevation

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<b>PREPARED BY:</b>	Kris Lofthus, Deputy City Manager
<b>REVIEWED BY:</b>	Kris Lofthus, Deputy City Manager
<b>APPROVED BY:</b>	

---

**ATTACHMENTS:**  
1. [Proposed Tractor Supply Art Structure and Design Elevation.pdf](#)



THE PHOTOS SHOWN ARE THE INSPIRATION FOR OUR ART PIECE.  
 IT IS LOCATED AT AIRWAY BOULEVARD, EL PASO, TX (31.779140, -106.392258)  
 OUR DESIGN WAS INSPIRED BY SUISUN'S WATERFRONT THEMED EVENTS

ART MONUMENT  
 INSPIRATION

TRACTOR SUPPLY  
 FOR  
 SUTTER RETAIL DEVELOPMENT CORPORATION  
 HIGHWAY 12, SUISUN CITY, CA

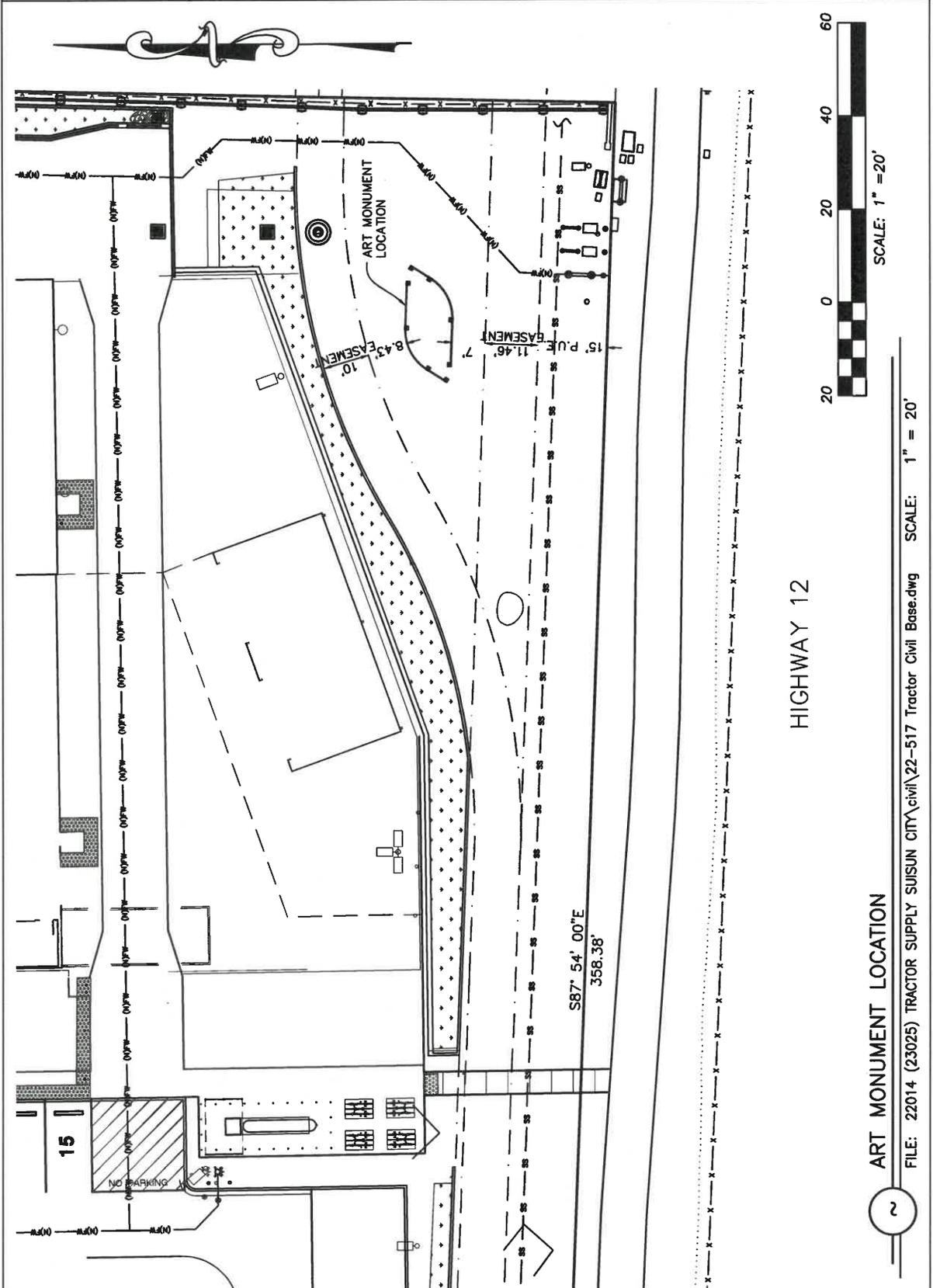
08/25/23

HILBERS  
 INCORPORATED  
 CONTRACTORS & ENGINEERS  
 770 N. WALTON AVENUE, SUITE 100  
 EL PASO, TEXAS 79901  
 (915) 782-5247 FAX (915) 782-5248  
 WWW.HILBERSINC.COM

THESE PLANS ALONG WITH THE GENERAL DESIGN AND LAYOUT OF THIS PROJECT MAY NOT BE COPIED, REPRODUCED, OR REDESIGNED IN ANY WAY WITHOUT THE EXPRESS WRITTEN CONSENT OF HILBERS INC

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<b>HILBERS INCORPORATED</b> CONTRACTORS & ENGINEERS		DATE: 10-30-20	TITLE: 1" = 20'
770 N. WALTON AVENUE, SUITE 100 YUBA CITY, CA 95993 916-875-2847 FAX: 916-874-9578 WWW.HILBERSINC.COM		DATE: 10-30-20	TITLE: 1" = 20'
FOR <b>PROPOSED DEVELOPMENT</b> SUTTER RETAIL DEVELOPMENT CORPORATION HIGHWAY 12, SUISUN CITY, CA		SHEET: 23025	DATE: 10-30-20
<b>ART MONUMENT LOCATION</b>		SHEET: <b>C1</b>	



**ART MONUMENT  
ELEVATION & PLAN**

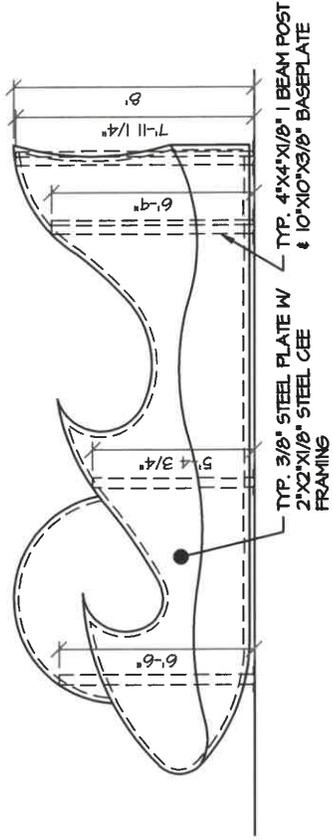
**PROPOSED DEVELOPMENT**  
FOR  
**BUTLER RETAIL DEVELOPMENT CORPORATION**  
HIGHWAY 12, SUISUN CITY, CA

06/27/23

**HILBERS INCORPORATED**  
CONTRACTORS & ENGINEERS  
770 N. WALTON AVENUE, SUITE 100  
SUISUN CITY, CA 95993  
P: 916-433-2947 F: 916-433-9578  
WWW.HILBERSINC.COM

DATE: 06/27/23  
SCALE: 1/4" = 1'-0"  
DRAWN: A  
JOB: 23025  
SHEET 2  
SHEETS

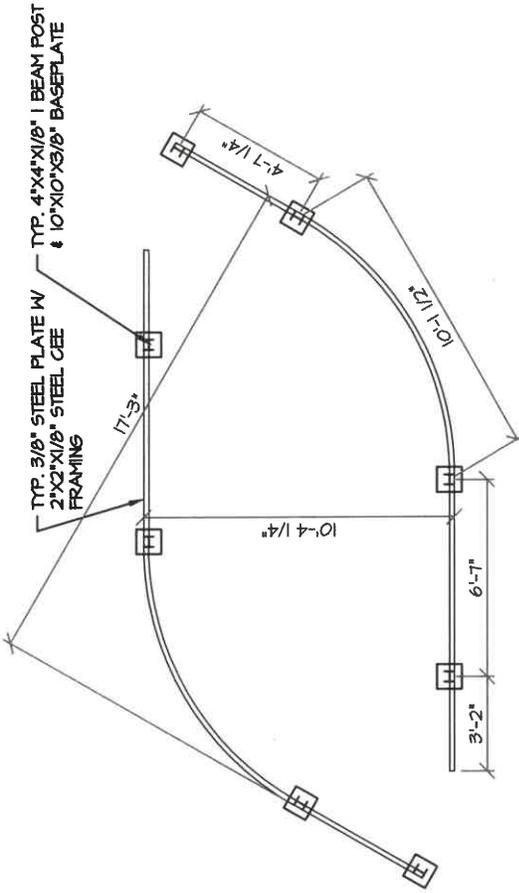
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**ART MONUMENT ELEVATION**

FILE: 22014 (23025) TRACTOR SUPPLY SUISUN CITY\SCULPTURE.dwg

SCALE: 1/4" = 1'-0"



**ART MONUMENT PLAN**

FILE: 22014 (23025) TRACTOR SUPPLY SUISUN CITY\SCULPTURE.dwg

SCALE: 1/4" = 1'-0"



**ESD** CONSULTING ENGINEERS  
 9483 Central Expressway, Suite 200  
 San Diego, CA 92123  
 Tel: (619) 594-9200  
 Fax: (619) 594-9201

**Professional Engineer**  
 No. 35429  
 Exp. 12/31/2016

**DATE:** 10/11/17

No.	Revisions	Date

**FUTURE TRACTOR SUPPLY COMPANY**  
 HIGHWAY 12  
 SUSUN CITY, CA 94512

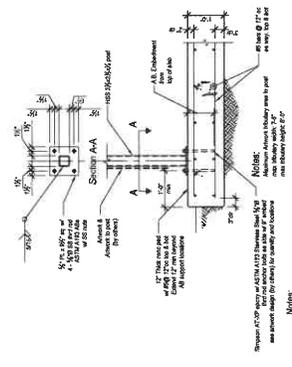
**TRACTOR SUPPLY CO**

**CONTRACT**  
**Hillbros, Inc.**  
 770 N. Wabash Ave., Ste 100  
 Napa, CA, CA 94559  
 Tel: (707) 251-1111  
 Fax: (707) 251-1441

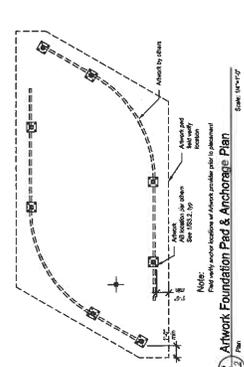
**PROJECT**  
**Anwork Foundation Plan & Detail**

Sheet No: 55.2

Checked By: [Signature]  
 Date: 10/11/17  
 Scale: AS SHOWN



**1 Anwork Support Post Wind & Seismic Anchorage Detail**  
 10/11/17



**2 Anwork Foundation Pad & Anchorage Plan**  
 10/11/17

City of Suisun City - Recreation Department

Revenue for the Month of:

August, 2023

**PROGRAMS**

Preschool	\$	6,684.00
Karate	\$	1,785.00
Air Blair Athletics	\$	-
Dance	\$	687.50
Soul Line Dancing	\$	335.00
Line Dancing (AM)	\$	2,634.00
Line Dancing (PM)	\$	-
Square Dancing	\$	900.00
After School	\$	14,260.00
Camps	\$	9,280.00
<b>SUBTOTAL:</b>	<b>\$</b>	<b>36,565.50</b>

**RENTALS**

Banquet	\$	16,009.00
Kitchen	\$	240.00
Meeting Rooms	\$	6,092.00
Classroom 1	\$	440.00
Parks	\$	150.00
<b>SUBTOTAL:</b>	<b>\$</b>	<b>22,931.00</b>

**LAMBRECHT**

Tournaments	\$	2,200.00
Concessions	\$	4,282.00
Rentals	\$	4,670.00
<b>SUBTOTAL:</b>	<b>\$</b>	<b>11,152.00</b>

**FINAL REVENUE FOR THE MONTH OF August : \$ 70,648.50**