

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, NOVEMBER 1, 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: **853 1774 4182**  
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 September 6, 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. Future Park Development Projects Funded by Park Development Fees, Continued (Lofthus - klofthus@suisun.com)
3. Harbor Theatre, Update and Recommendation - (Lofthus: klofthus@suisun.com)

## **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
- f) 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](mailto: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, 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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**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.*

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**ROLL CALL**

Chairman Osborne called the meeting to order at 6:01 PM.

The following Commissioners were present: Osborne, Sencil, Cook, Faria, Harter, LeBlanc.

The following Commissioners were absent: Dardon.

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 and Marina Department Annual Review – Hull***

Recreation Manager Janet Hull presented the Recreation, Parks and Marina Department's Annual Review. Hull reviews the departments' hierarchy, which includes Janet Hull and Jeffrey Downey as Recreation Managers, Marvin Mora as the Management Analyst II, Hayley McHenry as the Recreation Supervisor, Kathleen Shrader as the Administrative Assistant, Justeen Singley as a part-time Recreation Coordinator for Senior activities, Diana Salt as a part-time Recreation Coordinator for Preschool activities, Jesalin Belk as a part-time Recreation Coordinator for After School activities and camps, and Fernando Pantoja as a part-time Recreation Coordinator for Lambrecht Sports Complex and other sports programming. Hull also gives an overview of grants, both confirmed and pending. Grants included are ASES, PAL, Camp Chaos, First Five, and Prosperity Garden/Montebello Vista project. Additionally reviewed items include an overview of departmental successes, project management, how we compare to the national and local level, departmental revenue trends from the past four years, and a total revenue for the fiscal year of 2022-2023 in the Recreation Department.

Commissioner Faria asks about the boat launch numbers for the year. Recreation Manager Janet Hull responds that the number is probably a lot higher, but it is based off of paid parking passes.

Commissioner Essex asks in regards to the PAL program – if someone is interested in partnering with Pal, or even to submit grants, can they forward them to the correct people. Recreation Manager Hull responds that they are.

## **PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments)*

None.

## **CONSENT CALENDAR**

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

### **2. *Approval of the Minutes of the Regular Meeting of the Recreation, Parks, Marina, and Arts Commission held on August 16, 2023***

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

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

NOES: None.

ABSENT: Dardon.

## **PUBLIC HEARING**

### **3. *Community Development Block Grant Closeout***

Marvin Mora, Management Analyst II, of the Recreation Department presents a close out for the Community Development Block Grant. These funds were originally designated to be used for virtual learning, but the grant specifications were redesigned and the department was allowed to use the funds for rehabilitation in specific areas, such as upgrading infrastructure to learning spaces, signage and other things. The Department was directed to use the funds for new flooring and blinds in the preschool classrooms, as well as new signage in and around the building. The purpose of the closeout is to give notice of completion and hold a public hearing for formal closure.

There are not attendees for the item. No public comments were submitted, and no questions are asked from the public or the Commission.

Chairman Osborne makes a motion to close out the CDBG-CV1 grant and return the unused funds totaling \$8,046.03 to Housing and Urban Development Department. Chairman Cook seconds the motion.

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

NOES: None.

ABSENT: Dardon.

## **PUBLIC COMMENTS**

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- Submitted by HT., Writer and Producer of HT's Idle Mind Productions:

“Good evening, everyone!

I’m HT, a northern California filmmaker, and Suisun City native, who just finished filming my debut feature film “Samantha & the Fisherman’s Dream”. I’m reaching out to introduce the City’s recreation, parks, marina and arts department to this story about a brother and sister, Daphnis and Samantha. Daphnis is a troubled creative coming off of his first big success who breaks his vow to step away from his career. A decision so disastrous, his sister moves in to support him and “avoid a repeat of last time”. Daphnis’ story gives a fresh perspective on the absurdity we call the creative process, and we tell this story through the eyes of Samantha as she balances supporting Daphnis with living his fast paced life filled with memorable characters. Samantha’s story introduces us to the world that Daphnis isolates himself from throughout his process.

We are in the process of finalizing our list of sponsors that will be credited in the final movie, which is set to release in late 2024, and I’m reaching out to see if the City of Suisun would be interested in sponsoring this film. We did a lot of our filming in Suisun City, including scenes at the marina, Lawler Falls Park, and other places around the city. I believe this film will introduce people (regionally, nationally, and internationally) to the city and its natural beauty. This is part of what would make sponsoring the film beneficial for both the production and the city. Sponsoring the film would allow us to complete our post production process and prepare the film for a successful release next year. Also, our film is a micro budget film, meaning the cost of sponsoring us would be a fraction of the cost of supporting a larger, budgeted film or other arts projects.

Sponsoring this film would not only be supporting local art, but it would be supporting the project that will kick start our new company that we hope will have a lasting impact on the area through both the arts and philanthropy.

I believe collaborative filmmaking allows a group to create something that is a collective representation of those that contributed to the processes and the time and place it was made. Our group embodied this, which allowed us to create a story with a unique identity. I hope the City of Suisun will be interested in supporting this project as we push towards the finish line. There are also opportunities for local business entities to be a part of this! I’m going to put links relating to the project below for reference.

Thank you for your time, hope to see you all on the red carpet!

<https://www.imdb.com/title/tt28478160/>

[Instagram.com/fishermansdreammovie](https://www.instagram.com/fishermansdreammovie)

HT.

Writer, Producer

HT’s Idle Mind Productions

(Hatching Chick Media Group LLC)”

## **GENERAL BUSINESS**

### **4. Recreation, Parks, Marina, and Arts Commission Logo – Sencil**

Commissioner Sencil reports no change from last time, but says that the logo would be used for marketing purposes to differentiate from the RPM department. There would be no change for the RPM department or its logo.

Recreation Manager Hull recommends that if you want to bring it back to the Commission to take it to Council first to see what the consensus is.

Chairman Osborne makes a motion to approve the design shown at the last Commission meeting with the exception of ‘Commission’ being added to the design to City Council. Commissioner LeBlanc seconds.

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

NOES: None.

ABSENT: Dardon.

### **5. Tractor Supply Public Art Recommendation**

Recreation Manager Janet Hull presents the Tractor Supply Public Art piece to the Commission, and gives a quick background to the item. The piece submitted from Tractor Supply is valued at \$98,532, which exceeds the value specified by the Public Art fee, and the upkeep will be maintained from Tractor Supply. The piece is made out of steel and is designed to rust much like the nearby foot bridge.

Commissioner LeBlanc asked for clarification on the design of the art piece – LeBlanc thinks it looks like a wave and a sun. Hull confirms that the design should mimic that. LeBlanc also questions the location for the art piece and asks if it’s the storm drain area. Hull remarks that the only area that is available is where

it's going to be placed at. LeBlanc also raised concern about the homeless and using the inside space that looks to be open for a housing area.

Commissioner Cook asks what the idea was behind the rust design. Hull remarks that it's being designed to match the nearby footbridge.

Vice-Chairman Sencil echoes Commissioner LeBlanc with the statement of the homeless using the area. Sencil also remarks that the rust design is not appealing.

Chairman Osborne remarks that there is a lot of questions, and asks if there can be clarification from the artist.

Commissioner LeBlanc remarks that she would like the item to be brought back to the next meeting, with the addition of the artist being present to answer questions.

Commissioner Faria asked if this art piece has benefitted any local artists. Chairman Osborne answers that they are still satisfying the Art fee since they are providing the art piece at the minimum value.

Commissioner Essex remarks that they aren't questioning it, they just want clarification on the art piece and the inspiration of, as well as a portfolio.

Commissioner LeBlanc makes a motion to request Tractor Supply to have the artist supply the Commission with a more detailed rendering, with a portfolio, and attendance to a special meeting to answer any questions the Commission may have before sending the rendering to City Council.

Commissioner Sencil does not think it's necessary to have the artist appear – just a clarified rendering is necessary.

Chairman Osborne makes a motion to recommend to City Council for approval with the condition that the artist clarifies the rendering. Vice-Chairman Sencil seconds.

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

NOES: None.

ABSENT: Dardon.

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

**a) *Park Inspection Reports***

None.

**b) *Art Ad Hoc***

Vice-Chairman Sencil provides the new date of I Art Suisun for next year – September 7, 2023.

**c) *Harbor Theatre***

Chairman Osborne asks for a full update for the Harbor Theatre regarding funds or progress. Recreation Manager Janet Hull reports that the mold issue was bigger than originally thought – remediation will take roughly \$20,000.

**d) *Montebello Vista Park Revitalization Ad Hoc***

This Ad Hoc has not met yet.

**e) *Directors' Report***

Recreation Manager Janet Hull reports that the ESSER (Elementary and Secondary School Emergency Relief) III grant has been awarded to the Department for \$60,000, to be used by September 2024. This grant would cover those children impacted by Covid-19 and homelessness. Additionally, PAL will have an open house on Friday, September 22, 2023, and Hull invites the Commissioners to participate.

**f) *Commissioners' Report***

None.

**g) *Chair Report***

Chairman Osborne thanks the many sponsors involved with the Buffalo Soldiers documentary viewing held at the Veteran's Hall. Osborne remarks that he would like to have the next documentary screening done at the Theatre's office – hence the request for the Harbor Theatre update.

#### **ADJOURNMENT**

Chairman Osborne makes a motion to adjourn the meeting. Commissioner LeBlanc seconds. All in favor. The September 6, 2023 RPMA Commission meeting concluded at 7:22 pm.

**AGENDA TRANSMITTAL**

**MEETING DATE:** November 1, 2023

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

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**FISCAL IMPACT:** Unknown at this time.

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**STRATEGIC PLAN:** Provide Good Governance.

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**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.

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**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. With 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.

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

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**PREPARED BY:** Kris Lofthus, Deputy City Manager  
**REVIEWED BY:**  
**APPROVED BY:**

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**ATTACHMENTS:**

NONE

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**AGENDA TRANSMITTAL**

**MEETING DATE:** November 1, 2023

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

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**FISCAL IMPACT:** Varied, depending on projects.

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**STRATEGIC PLAN:** Provide Good Governance

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**BACKGROUND:** The city has had an operating agreement in place with Creative Arts Collective to operate the Harbor Theater. Unfortunately, the pandemic has significantly impacted their ability to produce or attract live performances at the Harbor Theater over the last two years. Staff has received a letter from Creative Arts Collective stating their intention to terminate the contract and cease responsibility for operating the theater as of April 30, 2022. The city has had numerous inspections of the Theatre over the past 18 months including safety inspection, fire inspection, ADA installation, and County Health inspection. There were also areas of concern with the facility structure that warranted outside professionals to inspect and create a scope of work to ensure the facility is weather tight and safe for use.

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**STAFF REPORT:** At this time there are several areas that have been identified as concerns for a municipal facility to operate. The theatre is closed for all uses and there is interest in seeking funding opportunities for facility rehabilitation. This agenda item is to inform the Commission on the current condition of the theatre, review the estimated costs to bring the facility into safe operation, and seek a recommendation on moving forward with funding mechanisms. The city currently has \$200K set aside for facility improvements, but that is an insufficient amount for the work that needs to be addressed. If the Commission desired, an ah hoc could be formed to work towards solutions for the Harbor Theatre.

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**STAFF RECOMMENDATION:** It is recommended that the Recreation, Parks, Marina, and Arts Commission Consider a Recommendation to City Council Regarding the Harbor Theatre

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**PREPARED BY:** Kris Lofthus, Deputy City Manager  
**REVIEWED BY:**  
**APPROVED BY:**

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**ATTACHMENTS:**

NONE

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## City of Suisun City - Recreation Department

*Revenue for the Month of:*

*September, 2023*

**PROGRAMS**

Preschool	\$	6,316.50
Karate	\$	2,180.00
Air Blair Athletics	\$	-
Dance	\$	1,280.00
Care4Em	\$	800.00
Line Dancing	\$	2,028.00
Soul Line Dancing	\$	620.00
Square Dancing	\$	-
After School	\$	24,740.00
Camps	\$	-
<b>SUBTOTAL:</b>		<b>\$ 37,964.50</b>

**RENTALS**

Banquet	\$	12,020.00
Kitchen	\$	-
Meeting Rooms	\$	7,538.00
Classroom 1	\$	2,234.00
Parks	\$	910.00
<b>SUBTOTAL:</b>		<b>\$ 22,702.00</b>

**LAMBRECHT**

Tournaments	\$	5,000.00
Concessions	\$	3,600.00
Rentals	\$	4,785.00
<b>SUBTOTAL:</b>		<b>\$ 13,385.00</b>

**FINAL REVENUE FOR THE MONTH OF September 2023: \$ 74,051.50**

**Notes:**

Air Blair Athletics is on break. Square Dancing is in the middle of a quarterly session. No current camps this month. No kitchen rentals for the month of September.

## City of Suisun City - Recreation Department

*Revenue for the Month of:*

*October, 2023*

**PROGRAMS**

Preschool	\$	7,491.00
Karate	\$	1,900.00
Air Blair Athletics	\$	-
Dance	\$	-
Care4Em	\$	-
Line Dancing	\$	2,148.00
Soul Line Dancing	\$	450.00
Square Dancing	\$	-
After School	\$	20,020.00
Camps	\$	-
<b>SUBTOTAL:</b>		<b>\$ 32,009.00</b>

**RENTALS**

Banquet	\$	14,388.50
Kitchen	\$	-
Meeting Rooms	\$	5,591.00
Classroom 1	\$	1,030.00
Parks	\$	1,211.00
<b>SUBTOTAL:</b>		<b>\$ 22,220.50</b>

**LAMBRECHT**

Tournaments	\$	7,214.00
Concessions	\$	8,800.00
Rentals	\$	8,113.00
		<b>\$ 24,127.00</b>

**FINAL REVENUE FOR THE MONTH OF October 2023: \$ 78,356.50**

**Notes:**

Air Blair Athletics and Care4Em are on break. Dance is beginning a new 6-week session the last week of October. No camps during this time. Square Dancing will process in November since they're coming to the end of a quarterly session.

