

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, AUGUST 16, 2023**  
**6:00 PM**

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**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.)**

1. Recreation, Parks, Marina and Arts Commission Logo - Sencil ([asencil@suisun.com](mailto:asencil@suisun.com))

**PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments)*

2. Updated Timeline of Prosperity Garden Park - Lofthus ([klofthus@suisun.com](mailto:klofthus@suisun.com))
3. Appointment of Montebello Vista Park Revitalization Ad Hoc - Osborne ([eosborne@suisun.com](mailto:eosborne@suisun.com))

## **CONSENT CALENDAR**

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

4. Approval of the Minutes of the Regular Meeting of the Recreation, Parks, Marina and Arts Commission held on July 5, 2023 - Shrader (kshrader@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**

5. Recreation, Parks, Marina and Arts Commission Recommendation to City Council Regarding Future Park Development - Lofthus (klofthus@suisun.com)

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

- a) Park Inspection Reports
- b) Art Ad Hoc Report
- c) Harbor Theatre Report
- d) Director's Report
- e) Commissioners' 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, July 5, 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 6:00 pm.

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

The following Commissioners were absent: Faria.

Community participants: Princess Washington, Herbert Dardon, 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.)**

None.

## **PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments)*

### **1. July - Parks and Recreation Month**

Deputy City Manager and Recreation, Parks, and Marina Director Kris Lofthus reminds the Commission that July is Parks & Recreation month. City Council will be presenting the Recreation department staff with a proclamation declaring July as Parks & Recreation month in the City of Suisun City and invites the Commission to attend the meeting to help accept the proclamation for the department.

Lofthus also reminds the Commissioners that the City Staff BBQ event is July 27, and invites them to attend.

## **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 June 7, 2023**

### **3. Melton Design Group Contract – Montebello Vista Park**

Commissioner Dardon makes a motion to accept all items in the Consent Calendar as read. Commissioner LeBlanc 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.)*

- Princess Washington comments that the RPM Department did a fantastic job for the 4<sup>th</sup> of July and thanks the Department and the Commission for all the work that they do.
- Herbert Dardon comments that the Commission is doing a great job with their projects. Mr Dardon also comments that the concrete is stained in Harbor Plaza, and asks if there's a way to potentially clean it. Mr Dardon's final comment is that he is glad that the percent for the arts is active because there's a new dentist office going in at Harbor Plaza and it'll be nice to see art in downtown.

## **GENERAL BUSINESS**

### **4. Starbucks Mural**

Recreation, Parks and Marina Department and Deputy City Manager Kris Lofthus explains that there is an updated staff report instead of the original in the packet – there was a few errors that had been changed. Lofthus reviews the Public Art Policy – this mural is the first piece of art that will go through the full process of the Policy. Lofthus informs the Commission that Starbucks has opted to provide their own art and have retained artist John Ton, who has several years of successful experience with murals, with a rendering of a snowy egret standing in the tulles. This mural is valued at \$20,000, which exceeds the requirements set in the Public Art Policy.

Commissioner Harter asks what would happen to the mural if Starbucks were to sell the building. Lofthus responds that it would be up to Starbucks if they would remove the mural or leave it. Once the buyer makes repairs or upgrades, if needed, they would need to pay the 1.5% fee to install art somewhere as well.

Commissioner Dardon asks what happens to the 1.5% fee, if they go that route. Lofthus responds that they would pay that fee, and would be held in a separate account. The Commission would ultimately decide what the art piece would be, but would then need to be approved by Council before implemented. Dardon asked if the money could be used to put art anywhere in the community. Lofthus confirms.

Chairman Osborne remarks that there was always the assumption that local artists would be wanted, but could be other outside artists as well. Lofthus agrees, but remarks that there is always the opportunity for it to not stay local if no local artists are available or in that particular field of art.

Commissioner Dardon asks if this is the same for buildings in the historic downtown area. Lofthus responds that there is no official historic downtown area.

Commissioner Sencil asked what direction the mural would be facing. Lofthus responds that the mural would be facing South, towards HWY 12.

John Ton thanks the Commission for having him, and asks if there are any questions.

Chairman Osborne asks Mr. Ton how long it will take for him to complete the mural. Mr. Ton remarks that it shouldn't be a very long on site install – the completion of the actual mural would happen at his residence.

Commissioner LeBlanc remarked that the whole process sounds interesting and asks if the base is plaster based. Mr. Ton answers that it is, and has been proven to hold up, when done correctly.

Chairman Osborne asks Mr. Ton why he thinks public art is so important. Mr. Ton quotes *Man on Wire*, "...Why? There is no why..." Mr. Ton follows up that it is a more utilitarian reason, whereas it promotes beautification and community cohesiveness.

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

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

Commissioner Dardon reports that there is a Port-a-Potty at Reverend Lee Claybon, Sr Park.

Commissioner LeBlanc also expresses thanks for the graffiti being removed from the trash cans at Goepp Park.

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

Commissioner Cook reports that there's no Art report, but rather just progression with connecting with local artists for the I Art Suisun event.

Commissioner LeBlanc requests the donation letter for the event.

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

Recreation, Parks, and Marina Director and Deputy City Manager Kris Lofthus reports that there is a contractor that will do some repairs pro bono in the theater and that the Commission will be notified when the work is completed.

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

Recreation, Parks, and Marina Director and Deputy City Manager Kris Lofthus explains the revenue from June and explains that the revenue is down due to fewer tournaments out at Lambrecht – teams are restructuring due to age differences.

Commissioner Harter asked if there was a minimum amount for a program to keep going. Lofthus responds that there is and isn't a requirement – some programs are booked when there is other programs already in the building, if it's anticipated to be a lower attendance program.

Commissioner Cook asked if there was any possibility for a league. Lofthus responds that we don't operate in the winter months at Lambrecht, and there are already leases for fields and other rentals. Most soft ball leagues refuse to play due to wind speeds at Lambrecht. Fall baseball leagues are a possibility, as well as taking on a fast pitch program.

#### **e) *Commissioners Reports***

None.

#### **f) *Chair Report***

Chairman Osborne echoes the Commission and the comments from the public – the 4<sup>th</sup> of July was a well-attended and successful event.

### **ADJOURNMENT**

Chairman Osborne made a motion to adjourn the meeting. Commissioner LeBlanc seconded. All in favor.

The July 5, 2023 RPMA Commission meeting concluded at 6:37 pm.

**AGENDA TRANSMITTAL**

**MEETING DATE:** August 16, 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:** 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 Recommendation to City Council Regarding Future Park Development.

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**DOCUMENTS ATTACHED:** 1. Future Park Development Presentation

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

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**ATTACHMENTS:**  
1. [Future Park Development Presentation.pdf](#)

# Future Park Development





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## Community Survey Results

1) Covered picnic pavilion	98.33%
2) Splash Pad	88.42%
3) <i>All inclusive playground</i>	<i>87.94%</i>
4) <i>Exercise stations</i>	<i>82.99%</i>
5) Toddler specific playground	79.30%
6) <i>Community garden</i>	<i>75.24%</i>
7) Multi-use sport court	72.89%
8) BBQ pits	69.59%
9) Baseball/softball fields	64.90%
10) Rectangular sports fields	63.22%

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11) Tennis Courts	61.70%
12) Amphitheater	60.40%
13) Full court basketball	58.60%
14) Skateboard/BMX	57.54%
15) <i>Off-leash dog park</i>	<i>55.68%</i>
16) <i>Corn hole</i>	<i>54.97%</i>
17) Bocce ball courts	54.35%
18) Horseshoe pits	52.38%
19) Disc golf	51.07%
20) <i>Sand volleyball courts</i>	<i>49.18%</i>
21) Golf driving range	48.77%
22) Golf putting green	48.60%

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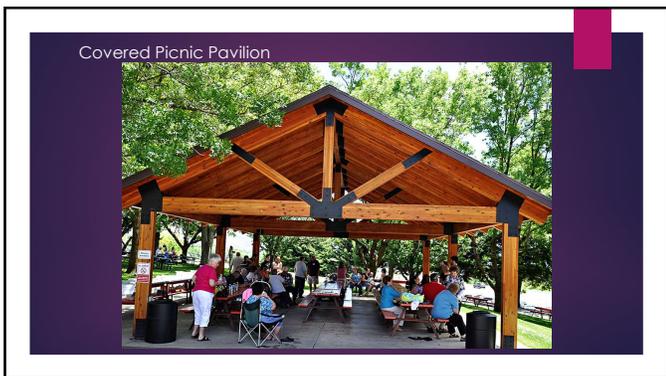
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City of Suisun City - Recreation Department

Revenue for the Month of:

July 2023

**PROGRAMS**

Preschool	\$	3,030.00	
Karate	\$	1,565.00	
Air Blair Athletics	\$	-	
Dance	\$	2,377.00	
Zumba	\$	-	
Line Dancing (AM)	\$	2,262.00	
Line Dancing (PM)	\$	30.00	
Square Dancing	\$	-	
After School	\$	-	
Camps	\$	21,330.00	
		<b>SUBTOTAL:</b>	\$ 30,594.00

**RENTALS**

Banquet	\$	18,918.00	
Kitchen	\$	285.00	
Meeting Rooms	\$	7,804.00	
Classroom 1	\$	744.00	
Parks	\$	429.00	
		<b>SUBTOTAL:</b>	\$ 28,180.00

**LAMBRECHT**

Tournaments	\$	4,788.00	
Concessions	\$	1,222.00	
Rentals	\$	-	
		<b>SUBTOTAL:</b>	\$ 6,010.00

**FINAL REVENUE FOR THE MONTH OF July 2023 : \$ 64,784.00**