

AGENDA
REGULAR MEETING OF THE
SUISUN CITY PARKS AND RECREATION COMMISSION
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA
7:00 P.M., WEDNESDAY, FEBRUARY 3, 2016

A. ROLL CALL

B. PUBLIC COMMENT

C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS

Jeff Perrod, Public Works Superintendent, will provide an update regarding park maintenance, plans and projects.

D. CONSENT CALENDAR

Consent Calendar items requiring little or no discussion and acted upon with one motion.

1. a. Minutes of the January 6, 2016 Parks and Recreation Commission meeting.

E. GENERAL BUSINESS

1. Discussion and possible action regarding the Parks and Recreation Commission's annual park clean-up day.
2. Lawler Ranch Park Phase II Update

F. REPORTS

1. Staff
 - a. City Council Agenda
 - b. Park Development Fund
 - c. Recreation/Community Center
 - d. Marina Report
 - e. Senior Center Report
 - f. City Parks Inspection Reports
 - g. Other
2. Commission Members
3. Chairman

G. ADJOURNMENT

I, _____ of the City of Suisun do certify that this Agenda was posted by 12:00 noon, on Saturday, preceding this meeting at the following locations:

- a. Suisun City Hall, 701 Civic Center Blvd.
- b. Suisun City Fire Department, 621 Pintail Drive
- c. Suisun City Senior Center, 611 Village Drive

**CITY OF SUISUN CITY
PARKS AND RECREATION COMMISSION
MINUTES OF JANUARY 6, 2016**

Interim Recreation and Community Services Director Randy Davis called the meeting to order at 7:00 p.m.

A. ROLL CALL

Present: Chairman Angel Borja, Vice-chair John Pierce, Commissioner Tom Conley, Commissioner Jan Davenport
Absent: Commissioner Al Gacosta
Staff: Randy Davis, Cathy Rader
Audience:

B. PUBLIC COMMENT None

C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS: Cathy Rader with the Suisun City ATOD Prevention Coalition started the Youth Alcohol Access PowerPoint presentation and Russell Flores with the Youth Alcohol Prevention Subcommittee arrived later and finished the presentation. Information flyers were distributed including the Suisun City Fact Sheet, FSUSD California Healthy Kids Survey, and a map that showed the location of alcohol retailers in relationship to schools and parks were distributed. Ms. Rader and Mr. Flores informed the Commissioners about the coalition's goal of reducing access and availability of alcohol to youth from retail and other sources in Suisun City. The coalition is also working towards a Conditional Use Permit ordinance related to alcohol retailers and their proximity to schools, parks and other areas commonly frequented by youth.

D. CONSENT CALENDAR

Approval of Minutes:

The minutes of the December 2, 2015 meeting were approved with a 4-0 vote. Motion to approve made by Commissioner Davenport and seconded by Commissioner Conley.

E. GENERAL BUSINESS

1. Election of Parks and Recreation Commission Chair and Vice-Chair:

Interim Director Davis gave a brief description of the Chairman and Vice-chair positions. The newly elected Chair and Vice-chair would begin their terms in office starting in February. Interim Director Davis informed the commissioners of the voting process and proceeded to accept nominations for the Parks and Recreation Commission Chair. Commissioner Davenport nominated Chairman Borja. With no other nominations, Chairman Borja was unanimously re-elected. Interim Director Davis proceeded to accept nominations for the Parks and Recreation Commission Vice-chair. Commissioner Davenport nominated Vice-chair Pierce. With there being no other nominations, Vice-chair Pierce was unanimously re-elected.

2. **Lawler Ranch Park Phase II Update:** Interim Director Davis discussed the detailed update provided by Nick Lozano, Associate Engineer/Project Manager. The report provided lists of completed work, work started but not yet completed, and work that has not yet started. The project could be completed in February, but rain could hamper the completion of the project.
3. **Review of City Code as it Pertains to the Operation of the Parks and Recreation Commission:** Interim Director Davis stated that the Suisun City Parks and Recreation Commission bases its operation on the City Code. Sections of the City Code pertaining to the Commission were provided to Commission. Interim Director Davis discussed some of the responsibilities of the Commissioners according to the City Code. Interim Director Davis stated that the Code calls for the Commission to present Council with a yearly report. Interim Director Davis stated that the Commission and new Director may want to consider providing a yearly report.

F. REPORTS

1. Staff
 - a. City Council Agenda: Interim Director Davis reported there were no Recreation Department agenda items on the January 5, 2016 City Council meeting agenda. The Montebello Vista Maintenance Assessment District may be considered by Council sometime in February or later.
 - b. Park Development Fund: Interim Director Davis reported that the Park Development Fund currently has a balance of \$1.22 million and expenditures for Lawler Ranch Park Phase II up to this point have been \$167,097.
 - c. Cathy Rader discussed the Recreation Report that was included in the Commissioner's packets. Interim Director Davis stated he was very impressed with the Christmas at the Waterfront event and the Lighted Boat Parade was excellent and very unique. Interim Director Davis thanked the Suisun City Community Services Foundation board members Jan Davenport, Laura Cole-Rowe, Teresa Muniaerts, Sean Strickland, Kevin Miller, Vanessa Miller and Tom Conley for raising the fund for the Christmas at the Waterfront event. Commissioner Davenport thanked Blue Devil's Bingo for donating \$3,500 to the Foundation.
 - d. Marina Report: Interim Director Davis discussed the Marina Report and the testing of the fuel system lines.
 - e. Senior Center Report: Interim Director Davis reported that the Annual Christmas Party was well attended and everyone enjoyed themselves and all received gifts from Santa. Interim Director Davis discussed some of the services and activities offered at the Senior Center
 - f. City Parks Inspection Reports: Commissioner Davenport provided her reports and commented that McCoy Creek Park has a fence gate going out to the Grizzly Island area that states "Danger, Children Keep Out". However, the gate does not have a lock on it. Commissioner Davenport also reported that Montebello Vista Park was busy with walkers even though it was raining and the park would be missed by the residents if it was closed down.

Chairman Borja inspected Hall Park and stated that the structure is in good condition, but could not find a sign at the park that stated "Hall Park". Chairman Borja reported that the Goepp Park playground fence needed repair and that the third rocker is still hazardous with just the concrete base left.

- g. Other: Interim Director Davis reported that the Commission has requested that staff investigate lighting options for the perimeter path at Lawler Ranch Park. Interim Director Davis did some preliminary research and on the California Parks and Recreation Society website he asked other cities about their experiences with solar LED lighting. The information from the other cities was mixed, but mostly positive. Interim Director Davis informed the Commission that there are electrical boxes and conduit already along the path at the Lawler Ranch Park, but the wiring is not installed. Interim Director Davis stated that the funds available in the Park Development Fund will be minimal and priorities will need to be made. Play equipment and surfacing is needed in several of the parks. Interim Director Davis gave an update regarding the hiring of a permanent Recreation and Community Services Director and explained that the City Manager will hopefully make a decision in the next few weeks.

2. Commission Members: None

- 3. Chairman: Chairman Borja asked when the Park Maintenance Supervisor's annual parks report would be scheduled. Interim Director Davis said that the presentation would be at the February Commission meeting. Chairman Borja is glad that the Senior Dinner will be going forward and thanked Bill and Edith Gaither and the Cub Scouts do a great job at the Senior Dinners. Chairman Borja would like to include the annual park clean-up day on the next agenda.

G. ADJOURNMENT

There being no further business the meeting was adjourned at 8:11p.m. Motion to adjourn was made by Commissioner Conley and seconded by Vice-chair Pierce. The motion was approved on a 4-0 vote.

Chairman

Recreation Program &
Administrative Coordinator

AGENDA TRANSMITTAL

MEETING DATE: February, 3, 2016

PARKS AND RECREATION COMMISSION AGENDA ITEM: General Business 1. Discussion and possible action regarding the Parks and Recreation Commission's annual park clean-up day.

BACKGROUND: For the last two years, the Parks and Recreation Commission has planned and coordinated a park or trail clean-up day. Originally, the event was called "Suisun City's Get Out and Enjoy the Park Day" and last year the event's name was changed to "National Kids to Parks Day". Last year on May 16, 2015, the clean-up focused on the Highway 12 Bike Path between Wal-Mart and Pintail ending at Hall Park with a barbeque.

Kids to Parks Day is a nation-wide day of outdoor play organized by National Park Trust in cooperation with a host of local and national collaborators. This year's Kid's To Park Day will be held on Saturday May 21, 2016, the week before the official start of summer. The focus of Kids to Parks Day is to encourage children across the country to explore their neighborhood parks and discover science, history, nature, and adventure.

At the Commission's June 17, 2015 meeting, it was reported that Commissioners and volunteers picked up debris and filled up 20 large garbage bags at last year's event.

STAFF REPORT: This agenda item provides the Commission with the opportunity to discuss if the event will be held this year, whether or not it will be tied in to the Kids to Parks Day, and the possible date and time of the event. In addition, the Commission can discuss what park or trail will be cleaned up during the event.

If the basic details regarding the clean-up event are determined, the Commission and staff can fine tune the logistics related to the event when the Commission meets in March and April.

STAFF RECOMMENDATION: It is recommended that the Commission discuss and possibly make decisions related to the annual clean-up day.

ATTACHMENTS: None

PREPARED BY:

**Randy Davis, Interim Recreation and
Community Services Director**

AGENDA TRANSMITTAL

MEETING DATE: February 3, 2016

PARKS AND RECREATION COMMISSION AGENDA ITEM: General Business 2.
Lawler Ranch Park Phase II Update

BACKGROUND: Work on Lawler Ranch Park was phased to ensure that there is sufficient funding for the maintenance of the park. The first phase was completed in 2007. The Phase II project went out to bid May 8, 2015 and bids were opened on June 3, 2015. At its July 21, 2015 meeting, City Council awarded the construction bid to Sansei Gardens, Inc.

Each month, the Commission will be updated on the progress being made on the project.

STAFF REPORT: Nick Lozano, Associate Engineer/Project Manager, has provided the following update regarding the status of the Lawler Ranch Park Phase II project:

Completed to Date

- Rough grading.
- Installation of SWPPP devices, for which maintenance is on-going.
- Installation of temporary construction fencing.
- Installation of base rock in the dog areas to receive new decomposed granite.
- Concrete basketball court and post for basketball hoop. (Backboard and rim are stored in contractor's container for installation later in the project schedule.)
- Concrete seat wall between the new basketball court and the play area for the older children.
- Concrete path by the new basketball court.
- Foundations and posts for all shade sails. (The shade sails are stored in the contractor's container for installation later in the project schedule.)
- Planting of trees.
- Posts for the chain link fencing.

Improvements Started but Not Completed

- Irrigation - 99% complete and pressure tested.
- Approximately 65% shrubs have been planted. Vandals have pulled newly-planted shrubs by the existing picnic tables which are open to the public during construction.
- Installation of horizontal members and chain link fencing material in the dog area and fronting the basketball court. 75% of the total horizontal members and chain link fencing material has been installed.

Improvements Not Yet Started

- Installation of site furnishings. However, the following site furnishings have been delivered to the project site for installation later in the project schedule: Trash

receptacles, benches, picnic tables, basketball backboard and hoop, street lights, and shade sails.

- Metal fence and gates.
- Decomposed granite in the dog area.
- Concrete pad for the waiting area at the dog areas.
- Hydroseed turf.
- Replacement of playground surfacing for both play areas. The play area for the older kids will have both layers of the surfacing replaced, but for the play area for the younger kids only the top layer will be replaced.
- Street lighting.
- Finish grading.

At the time that Mr. Lozano prepared this update, the weather forecast indicated showers and rain for 8 days out of the upcoming 14 days and a chance of rain on several other days. Considering the amount of rain we are getting it is almost impossible at this point to arrive at an accurate completion date.

STAFF RECOMMENDATION: Informational item. No action required, but Commission may discuss and comment on the Lawler Ranch Park Phase II project.

ATTACHMENTS: None

PREPARED BY:

**Randy Davis, Interim Recreation and
Community Services Director**

**Nick Lozano, Associate Engineer/
Project Manager**