

**AGENDA**  
**REGULAR MEETING OF THE**  
**SUISUN CITY PARKS AND RECREATION COMMISSION**  
**701 CIVIC CENTER BOULEVARD**  
**SUISUN CITY, CALIFORNIA**  
**7:00 P.M., WEDNESDAY, JANUARY 6, 2016**

**A. ROLL CALL**

**B. PUBLIC COMMENT**

**C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS**

1. ATOD Prevention Coalition and Youth Alcohol Prevention Subcommittee:  
Youth Alcohol Access Presentation

**D. CONSENT CALENDAR**

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

1. Minutes of the December 2, 2015 Parks and Recreation Commission meeting.

**E. GENERAL BUSINESS**

1. Election of Parks and Recreation Commission Chair and Vice-Chair
2. Lawler Ranch Park Phase II Update
3. Review of City Code as it Pertains to the Operation of the Parks and Recreation Commission

**F. REPORTS**

1. Staff
  - a. City Council Agenda
  - b. Park Development Fund
  - c. Recreation/Holiday Special Events/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

**CITY OF SUISUN CITY  
PARKS AND RECREATION COMMISSION  
MINUTES OF DECEMBER 2, 2015**

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, Commissioner Al Gacosta

Absent: None

Staff: Randy Davis, Cathy Rader

Audience:

**B. PUBLIC COMMENT None**

**C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS**

Justin Houde, Marina Supervisor: Marina Supervisor Houde thanked the commissioners for inviting him to the meeting. Supervisor Houde reported that slip rentals are at 90% of capacity and that fuel and parking sales have increased over the past two months due to the fishing season. A commercial fishing vessel, the Fish 'n' Fool, was brought into the Marina by Barry Canevaro. Every Saturday Mr. Canevaro is on a Sacramento radio show and that exposure has helped increase trailer activity and fuel sales at the Marina. The Marina was granted a \$20,000 Abandoned Watercraft Abatement Fund (AWAF) grant from the State of California. The grant provides funds to remove derelict vessels and for a vessel turn-in program. The Marina currently has three vessels that are under lien sales due to insufficient rental payments over the past year and half and Marina staff will work on moving them out to make room for other renters. Supervisor Houde solicited donations from local businesses for the Christmas Lighted Boat Parade winners and Babs and Cast Iron Grill donated prizes for the winning boats. The Marina will give \$100 worth of fuel to a parade winner. Supervisor Houde is working with Interim Director Davis and City Manager Suzanne Bragdon regarding the removal of the Matthew McKinley vessel from the Marina. Supervisor Houde revealed that there are significant liens on the Matthew McKinley. The boat ramp parking lot cash machine was broken into. With the help of the surveillance camera, Marina staff, the Police dispatcher, and the Suisun City Police, the perpetrator was caught red handed. The perpetrator may be involved in other Marina boat break-ins. Supervisor Houde reports that twenty-five new tenants have rented slips since July 2015 and eight tenants left the Marina. Some tenants were lost due to the Marina requirement that the vessels be seaworthy. Dan Crandall, who is well known in the kayak industry, is interested in bringing his kayak and paddle board business to the Marina. Supervisor Houde is hoping that the business will start in the spring and will hopefully bring a lot more people and revenue to Suisun City businesses as well as the Marina. Chair Borja and Interim

Director Davis thanked Supervisor Houde for his presentation and his efforts to improve the Marina.

**D. CONSENT CALENDAR**

Approval of Minutes:

The minutes of the November 4, 2015 meeting were approved with a 5-0 vote. Motion to approve made by Commissioner Conley and seconded by Commissioner Davenport.

**E. GENERAL BUSINESS**

1. **Lawler Ranch Park Phase II Update:** Interim Director Davis reported that the contractor, Sansei Gardens, Inc., will be extending the work schedule through the month of January due to rain and problems with the original fencing subcontractor. A new fencing subcontractor was hired. The older children's play area will need more significant improvements than planned in order to meet playground safety standards. The contractor is working on soil preparation and installing irrigation pipes this week and next week as well as installing site furnishings. Vice-chair Pierce asked if the overall cost will be affected and Interim Director Davis stated that the cost would be impacted, but still within the project's contingency fund. Chairman Borja asked Interim Director Davis if he had any more information on additional lighting for the park. Interim Director Davis stated that he has started looking into bollard lights and typical raised pole path lights. He has also learned that the perimeter path already has seven or eight electrical boxes which will make a difference in the cost of installing typical electric lights. Commissioner Conley asked Interim Director Davis to look into LED solar power lights and Interim Director Davis said he would look into it.

**F. REPORTS**

1. Staff
  - a. City Council Agenda: Interim Director Davis reported that Marina Supervisor Justin Houde attended the City Council Meeting last night in regards to the grant to help eliminate derelict boats. Montebello Vista Park is tentatively scheduled for the January City Council meeting but no specific date has been set.
  - b. Park Development Fund: Interim Director Davis reported that the \$155,097.00 has been paid for Lawler Ranch Park Phase II project expenses so far and that the Park Development Fund currently has a balance of \$1,220,279.
  - c. Cathy Rader discussed the Recreation Report that was included in the Commissioner's packets.
  - d. Marina Report: Interim Director Davis stated that Justin Houde gave an extensive Marina report at the beginning of the meeting.
  - e. Senior Center Report: Interim Director Davis reported that the Thanksgiving Day Dinner was a success and the next big activity will be their Annual Christmas Party on December 18, 2015 from 10:00am – 2:00pm. Interim Director Davis informed the Commissioners about the large PG&E bills since the Senior Center was remodeled. Staff will be asking PG&E to audit the building's electrical use.

- f. City Parks Inspection Reports: Commissioner Davenport provided her reports and commented on work being done at Lawler Ranch Park.
- g. Other: Interim Director Davis stated that a vote for the Commission Chair and Vice-chair will be held at the January meeting. Interim Director Davis reported that the first interviews for the Recreation and Community Services Director position were held today. Director Davis anticipates serving as the Interim Director through January.

2. Commission Members: None

3. Chairman: Chairman Borja would like to review the Parks & Recreation Commission by-laws in January and would also like to schedule the Park Maintenance Supervisor to update the Commission regarding the parks, including how the new irrigation system is working and what he has planned for the new year.

**G. ADJOURNMENT**

There being no further business the meeting was adjourned at 7:39 p.m. Motion to adjourn was made by Commissioner Conley and seconded by Commissioner Davenport. The motion was approved on a 5-0 vote.

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Chairman

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Recreation Program &  
Administrative Coordinator

## AGENDA TRANSMITTAL

**MEETING DATE:** January 6, 2016

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**PARKS AND RECREATION COMMISSION AGENDA ITEM:** General Business 1.  
Election of Parks and Recreation Commission Chair and Vice-Chair

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**BACKGROUND:** The Parks and Community Services Commission elects a Chair and a Vice-Chair. The primary responsibility of Chair is to run the Commission meetings. The Vice-Chair runs the Commission meeting if the Chair is absent.

Suisun City Code of Ordinances – Article II.-Commission 2.16.060 – Organization:  
*The members of the commissions shall meet and organize by electing one of its members as the chairman and such other officers as may be necessary bi-annually thereafter on even years. Terms shall expire on the first Wednesday in February of each even year. Elections shall be held at the first meeting in January of each even year.*

Based on the City Code the existing Chair and Vice-Chair will continue to serve until the February 3, 2016 meeting. The new term of the Chair and Vice-Chair elected on January 6 will begin with the February 3 meeting.

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**STAFF REPORT:** The election process is simple. Beginning with the Chair position, the Chair will ask the Commissioners for nominations. Once all the nominations are made, the Commission will vote on the nominations in the order in which they were made until a nominee receives a majority of the votes. The process is then repeated for the Vice-Chair position.

An excerpt from Roberts Rules of Order regarding the nominations and elections process is as follows:

*Nominations and Elections. When the vote is viva voce or by rising, the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. When the nominations are completed the assembly proceeds to the election.*

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**STAFF RECOMMENDATION:** Elect a Chair and Vice-Chair.

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**ATTACHMENTS:** None

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**PREPARED BY:**

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

## AGENDA TRANSMITTAL

**MEETING DATE: January 6, 2016**

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

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**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.

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**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, of which maintenance of devices is on-going.
- Installation of temporary construction fencing.
- Installation of base rock in the areas to receive new decomposed granite.
- Concrete basketball court and post for basketball hoop.
- Concrete seatwall between the new basketball court and the play area for the older children.
- Concrete path by the new basketball court.

### **Improvements Started but Not Completed**

- Irrigation - 90% complete
- Trees have been planted. Less than a dozen remaining to be planted.
- Some shrubs have been planted.
- Posts (for the chain link fencing) have been installed in the dog areas. Remaining work includes installing horizontal members and chain link fencing material.

### **Improvements Not Yet Started**

- Installation of site furnishings. However, the following site furnishings have been delivered to the project site: Trash receptacles, benches, picnic tables, basketball backboard and hoop, lights, and shade sails.
- Metal fence and gates.
- Decomposed granite.
- Chain link fencing fronting new basketball court.
- Concrete pad for the waiting area at the dog areas.
- Hydroseed turf.
- Replacement of playground surfacing.

Anticipated completion is February 2016, weather permitting.

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

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**ATTACHMENTS:** None

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**PREPARED BY:**

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

## AGENDA TRANSMITTAL

**MEETING DATE:** January 6, 2016

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**PARKS AND RECREATION COMMISSION AGENDA ITEM:** General Business 3. Review of City Code as it Pertains to the Operation of the Parks and Recreation Commission

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**BACKGROUND:** Chairman Borja requested a review of the Parks and Recreation Commission's by-laws. The operation of the Commission is based on the City Code.

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**STAFF REPORT:** Attached is Chapter 2.16 of the City Code. The City Code is a codification of the ordinances of the City of Suisun City.

Chapter 2.16 of the City Code covers topics such as the Department Director, membership of the Commission, qualifications, compensation, terms and vacancies, organization (election of officers), meetings, records, attendance, and powers and duties. Commissioners are encouraged to review Chapter 2.16 of the City Code prior to the January 6, 2016 meeting.

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**STAFF RECOMMENDATION:** Informational item. No action required, but the Commission may discuss and comment on the City Code as it pertains to the operation of the Parks and Recreation Commission.

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**ATTACHMENTS:** Chapter 2.16 from the City Code

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**PREPARED BY:**

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

## Chapter 2.16 – SUISUN CITY PARKS AND RECREATION COMMISSION

### Sections:

#### ARTICLE I. - DEPARTMENT

##### 2.16.010 - Established—Director.

A department of recreation and community services is established to be administered by the director of recreation and community services, who shall attend all commission meetings and act as lead staff in support of the commission in an ex-officio, non-voting status, under the direct supervision of the city manager, and governed through the establishment of policies recommended by the parks and recreation commission and approved by city council.

(Ord. 661 Exh. A (part), 2002: Ord. 582 § 1, 1990: Ord. 511 § 2(part), 1985; Ord. 415 Art. I § 1, 1978)

#### ARTICLE II. - COMMISSION

##### 2.16.020 - Established—Membership.

There is established a commission consisting of five persons appointed by the mayor and approved by the city council.

(Ord. 661 Exh. A (part), 2002: Ord. 415 Art. II § 1, 1978)

##### 2.16.030 - Qualifications.

All members of the parks and recreation commission shall be residents of the city and possess a desire to serve the community.

(Ord. 661 Exh. A (part), 2002: Ord. 471 § 1, 1983: Ord. 415 Art. II § 2, 1978)

##### 2.16.040 - Compensation.

All members of the commission shall receive compensation as determined by the city council.

(Ord. 661 Exh. A (part), 2002: Ord. 471 § 2, 1983: Ord. 415 Art. II § 3, 1978)

##### 2.16.050 - Terms—Vacancies.

Members of the commissions shall serve terms of four years from last appointment year. Commissioners must re-apply for appointment if wanting to be considered for successive terms. Terms shall be staggered where three appointments shall be made, on odd years, after January 5th with the remaining two appointments in the next successive odd year after January 5th. Vacancies on the commission shall be filled for the unexpired term by appointment of the mayor with city council approval.

(Ord. 661 Exh. A (part), 2002: Ord. 471 § 3, 1983: Ord. 415 Art. II § 4, 1978)

##### 2.16.060 - Organization.

The members of the commissions shall meet and organize by electing one of its members as chairman and such other officers as may be necessary bi-annually thereafter on even years. Terms shall expire on the first Wednesday in February of each even year. Elections shall be held at the first meeting in January of each even year.

(Ord. 661 Exh. A (part), 2002: Ord. 505 § 1, 1984: Ord. 415 Art. II § 5, 1978)

##### 2.16.070 - Meetings.

One regular meeting of the parks and recreation commission shall be scheduled on the first Wednesday of each month, starting at seven p.m. Additional meetings may be scheduled by the chairman, and/or as directed by city council, on the third Wednesday of the month or as the chairman and/or city council determines necessary. All meetings must be posted seventy-two hours in advance and held in a public place.

(Ord. 661 Exh. A (part), 2002: Ord. 582 § 2, 1990: Ord. 415 Art. II § 6, 1978)

##### 2.16.080 - Records.

The lead staff shall be responsible for preparing and maintaining documentation of all business, minutes, findings, correspondence and other matters coming before the commission.

(Ord. 661 Exh. A (part), 2002: Ord. 415 Art. II § 7, 1978)

#### 2.16.090 - Failure to attend meetings.

If any commissioner fails to attend three meetings of the commission scheduled in any fiscal year without any such absence being excused by the commission, his or her office as commissioner shall automatically and immediately become vacant.

(Ord. 661 Exh. A (part), 2002: Ord. 471 § 4, 1983: Ord. 415 Art. II § 8, 1978)

#### 2.16.100 - Powers and duties.

It is the power and duty of the parks and recreation commission to:

- A. Make recommendations to the director of recreation and community services and public works regarding parks, recreation programs, grants, operational policies as applicable to parks and recreation, and recreational facilities under direction of either department;
- B. Make recommendations to the city council on matters pertaining to all aspects of public parks and facilities, public recreation, open space, public right-of way beautification projects, personnel needed to assist the directors and commission;
- C. Assist in the planning, development and review of recreational facilities, public parks, public recreation, services managed or provided by or offered through the recreation and community services and public works departments to meet the needs of the community;
- D. Work with the recreation and community services and public works department staff to identify unmet community services needs and to provide recommendations to development strategies to meet those needs;
- E. Provide a forum for the public to express their views related to public parks and recreation and community services department programs and services, and other related issues. Promote interest, cooperation, and support among public and private organizations and agencies and local residents for the city's recreation programs;
- F. Interpret and convey, when applicable, the recreation and community services and public works department's policies and functions concerning programs for parks, recreation, and to encourage city residents to participate and/or utilize city programs, parks, facilities and services;
- G. Encourage cooperative programming between the recreation and community services department and other public and private organizations to enhance the efficiency and effectiveness of services provided;
- H. Make periodic inspections of parks and recreation facilities to report to the directors for corrections of unmet needs;
- I. Perform such other powers and duties as the city council may, by ordinance, resolution, or motion confer upon the commission;
- J. Provide an annual commission report to the city council.

(Ord. 661 Exh. A (part), 2002: Ord. 415 Art. III, 1978)