

**AGENDA  
REGULAR MEETING OF THE  
SUISUN CITY RECREATION, PARKS, MARINA  
& ARTS COMMISSION  
701 CIVIC CENTER BOULEVARD  
SUISUN CITY, CALIFORNIA  
7:00 P.M., WEDNESDAY, August 5, 2020**

**NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Recreation, Parks, Marina and Arts Commission meeting includes teleconference participation by: Commission Members George Burket, Puriiie Conley, Tristan Dubois, Keith Hazell, Loraine Meek, Eddrick Osborne, Shawn Lee Risko. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.*

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE  
RECREATION, PARKS, MARINA AND ARTS COMMISSION MEETING VIA THE APPLICATION, ZOOM.*

*ZOOM MEETING INFORMATION:*

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

***WEBINAR ID** 822 1855 3718*

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

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM  
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING  
BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 6pm) OR  
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

- A. ROLL CALL**
- B. PUBLIC COMMENT**
- C. ANNOUNCEMENTS AND APPOINTMENTS**
- D. CORRESPONDENCE**
- E. PRESENTATIONS**
- F. CONSENT CALENDAR**
  - 1. Special Event Application
  - 2. Minutes of the July 1, 2020 RPMA Commission Meeting
- G. GENERAL BUSINESS**
  - 1. Prop 64 Youth Community Access Grant – Recommendation to City Council
  - 2. Percent for Arts – Discussion and Direction
- H. REPORTS**
  - 1. Park Inspection Reports
  - 2. Directors Executive Summary
  - 3. Commissioners Report
  - 4. Chair Report
- I. ADJOURNMENT**

I, Donna Pock, Deputy City Clerk, 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. Joseph Nelson Community Center, 611 Village Drive
- d. Suisun City Senior Center, 318 Merganser Drive
- e. Harbormasters Office, 800 Kellogg Street

# AGENDA TRANSMITTAL

**MEETING DATE:** August 5, 2020

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**COMMISSION AGENDA ITEM:** Recreation, Parks, Marina, & Arts Commission (Commission) Recommendation to the Suisun City, City Council: Updated Special Event Permit Process and Application

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**FISCAL IMPACT:** Revenue generation of up to \$1,500 annually

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**BACKGROUND:**

The current process for accepting and reviewing special event applications does not provide city staff with the necessary information needed to determine if an event should be allowed to happen on city property. The current form also does not include policies, procedures, or consequences for not following city guidelines. Currently there is no fee associated with collection and processing special events although it can utilize numerous hours of city staff time.

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**STAFF REPORT:**

The City of Suisun City offers a variety of outdoor facilities that are ideal for special events including community-based festivals, parades, seasonal celebrations, philanthropic events, or even large family gatherings.

Large special events often require City issued permits and have other requirements that ensure the safety of participants and minimize impacts to the surrounding neighborhoods. This application has been developed to help facilitate the planning of your special event. This application is also intended to help you understand the City's special event permitting process and the deadlines for submitting required documents.

In an effort to make the application process more efficient and provide the city with the pertinent information they need to make a determination on approvals for outside city events, the process has been revamped. Along with this application, there will be a special event coordinating committee consisting of a member from the Police Department, Public Works Department, Fire Department, and coordinated by a member of the Recreation, Parks, and Marina Department. Insurance requirements will be continued to be reviewed by the Risk Management Division.

The timeline, application fees, event deposit amount are delineated in the application itself.

The new process will also create an update to the Suisun City Municipal Code by creating an administrative citation for those who act outside of this application process. Infractions such as hosting an event without authorization, use of city water for an event without authorization, or not following guidelines outlined in the application. These fines are as follows:

- 1<sup>st</sup> infraction - \$250.00 fine
- 2<sup>nd</sup> infraction - \$500.00 fine and denial of future events
- Unauthorized use of City water - \$250.00 fine per event day

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**STAFF RECOMMENDATION:** Recreation, Parks, Marina, & Arts Commission (Commission) Recommendation to the Suisun City, City Council: Updated Special Event Permit Process and Application

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**ATTACHMENTS:**

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1. Special Event Application

**MINUTES  
REGULAR MEETING OF THE  
SUISUN CITY RECREATION, PARKS, MARINA  
& ARTS COMMISSION  
701 CIVIC CENTER BOULEVARD  
SUISUN CITY, CALIFORNIA  
7:00 P.M., WEDNESDAY, July 1, 2020**

The meeting was called to order at 7:01 P.M.

**J. ROLL CALL**

Chairperson	Tristan Dubois
Co-Chair	Eddrick Osborne
Commissioner	Puriie Conley
Commissioner	Keith Hazell
Commissioner	Loraine Meek
Commissioner	Shawn Lee Risko

Absent: None.

**K. PUBLIC COMMENT**

None.

**L. ANNOUNCEMENTS AND APPOINTMENTS**

**1. *Appoint 2 Commissioners to the Solano Transportation Authority Art Design Committee***

RPMA Director Kris Lofthus opened with a note about the Solano Transportation Authority opening a new building office. STA approached RPMA Director Lofthus about appointing two members of the Art Sub-Committee to serve on their Art Design Committee regarding art surrounding their new offices. There is two caveats to being on the panel; 1 – You cannot be on the committee, and introduce your works as a piece for potential display; and 2 – The panel will meet during the day time. Commissioner Risko and Commissioner Hazell both stepped up to represent the RPMA Commission inside the STA Art Design Committee.

Chairperson Dubois thanked both of them for stepping up, and commented that he's looking forward to what they come up with as a body.

**M. CORRESPONDENCE**

None.

**N. PRESENTATIONS**

**1. *Development of an Art District in Suisun City***

RPMA Director Lofthus brought the idea of having an art district in downtown Suisun around the Harbor Theater. The creation of an art district does several things for a city: Urban revitalization for underutilized properties, economic development by increasing businesses (as well as creating creative ones), and turning blank space into something innovative and eye catching. The process includes: Determining the zone, working with the RPMA Sub-Committee, meet with local businesses, bring concept to City Council Ad-Hoc and RPMA Commission, and approval by City Council.

Chairperson Dubois Stated that it was a great idea, and the idea of generating revenue and rotating art to keep things fresh sounds like a great idea.

Chairperson Dubois also asked about the timeline of the project.

RPMA Director Lofthus told Commission that the first meeting would establish

the timeline.

Commissioner Osborne remarked that he was excited about this, but also asked that the new members for the Art Panel keep an eye out for performing arts as well.

RPMA Director Lofthus apologized for the oversight, but stated that he wanted the Harbor Theater to be the hub of the art district.

Commissioner Conley asked if there was a way to get a welcome arch installed. RPMA Director Lofthus responded that there was supposed to be a welcome arch near the rail road tracks, but that City Council scrapped the idea a year and a half ago and that it hasn't been revisited since.

**O. CONSENT CALENDAR**

3. *Minutes of the May 6, 2020 RPMA Commission Meeting*

4. *Minutes of the June 3, 2020 RPMA Commission Meeting*

Chairperson Dubois made a motion to accept the minutes as read.

Commissioner Osborne seconded.

Verbal Ayes: Conley, Dubois, Hazell, Meek, Osborne, Risko.

**P. GENERAL BUSINESS**

None.

**Q. REPORTS**

**5. Park Inspection Reports**

Commissioner Hazell remarked that Goepp Park looks very nice, clean and kept.

**6. Directors Executive Summary**

RPMA Director Lofthus explained the fees with the City and then within the Department. Rec Department fees are based on what the market can bear, and that the Department tries to get up to 75% of cost back, but there are exceptions to some of the fees such as for seniors. The Master Fee Schedule refers to fees that are pre-set by City Council. Currently, the fees on the Master Fee Schedule were raised 5%, and will be in effect August 1, 2020. Commissioner Conley asked if we were taking reservations for next year. RPMA Director Lofthus said that we currently are not taking any reservations for facilities or parks until we can see a clear road out of the Covid-19 pandemic.

Commissioner Meek asked regarding preschool registration for the fall, and how the Department is going to manage the lack of registration.

RPMA Director Lofthus explained that, based off of the summer camp registrations, we would be serving a third of the previous class size. He also remarked that the revenue versus expenses should balance since not as many people are working and the Department is not spending like normal. Commissioner Meek remarked about how it's going to look for when school reopens and everything starts going back to normal.

RPMA Director Lofthus replied that it will be very difficult moving into the fall. Chairperson Dubois remarked that he felt the Department was handling everything well. He also went on to say that a more aggressive approach regarding fees and spacing without Covid-19 happening would have been interesting to see.

RPMA Director Lofthus responded that the Department was moving towards that, but the epidemic stemmed that. Lofthus did note that there was a 6% increase for summer camp.

Chairperson Dubois said he would love to see the RPMA Commission be active with the decisions to charge more without gouging from a non-parent side.

Commissioner Meek would like to talk about it more from a parents' standpoint, and up for discussion regarding fees.

Commissioner Osborne agrees with Commissioner Meek, and said that the economy is in a bad place for fees being raised. Osborne also asked for clarification on whether or not the RPMA Commission was a recommending body to City Council for fees to change on the Master Fee Schedule. RPMA Director Lofthus said that is correct, the Master Fee Schedule can be adjusted by city Council and that program fees are based on staffing, cost, and supplies.

Commissioner Meek agreed that we should wait, and see how the fall registration goes to see if we can change fees or not.

Chairperson Dubois thanked RPM Director Lofthus for bringing it to the Commission. Commissioner Meek agreed and thanked Lofthus as well.

### **7. Commissioners Report**

Commissioner Hazell remarked about the illegal fireworks sign, and asked why that was there when TNT was selling in Suisun.

RPMA Director Lofthus replied that the signs were up for the illegal fireworks and come with a \$1,000 citation, but the legal, safe and sane fireworks are not included. Police and Fire will be out, doing said citations.

Commissioner Conley reported that the Patriot Park sign needed to be repainted. Conley also reported that she had complaints that people were smoking weed out at the park at night quite a bit. RPM Director Lofthus said he would ask if we could have extra patrols in that area.

RPMA Director Lofthus also wanted to make it known that Commissioner Burkett is no longer with the RPMA Commission, and that there would be a posting going up, advertising that space for appointment.

Chairperson Dubois remarked that it was too bad that he is no longer with us. Commissioner Conley reminded everyone about the homeless roundtable on July 16.

RPMA Director Lofthus said that roundtable was open to the public to talk about possible solutions to the homeless epidemic in the city. Lofthus also said that anyone is welcome to join the roundtable.

Commissioner Meek asked if it was legal to do safe and sane fireworks at the park.

RPMA Director Lofthus said he doesn't think that it is legal, but will double check and let everyone know.

### **8. Chair Report**

None.

## **R. ADJOURNMENT**

Commissioner Conley made a motion for the meeting to be adjourned.

Commissioner Osborne seconded.

Verbal Ayes: Conley, Dubois, Hazell, Meek, Risko, Osborne

The meeting was adjourned at 7:50 P.M.

# AGENDA TRANSMITTAL

**MEETING DATE:** August 5, 2020

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**COMMISSION AGENDA ITEM:** Recreation, Parks, Marina, & Arts Commission (Commission) Recommendation to the Suisun City, City Council: To Apply for Prop 64 Youth Community Access Grant

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**FISCAL IMPACT:** Grant award of up to \$300,000.

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**BACKGROUND:**

California voters passed the Control, Regulate and Tax Adult Use of Marijuana Act (Proposition 64) on November 8, 2016. Proposition 64 created the Youth Education, Prevention, Early Intervention and Treatment Account (YEPEITA) whereby the State Controller deposits 60 percent (60%) of the marijuana tax for programs that emphasize accurate education, effective prevention, early intervention, school retention, and timely treatment services for youth, their families and caregivers.

In 2019, the Legislature appropriated \$5.7 million to the California Natural Resources Agency (the State) for competitive grants to support youth access to natural or cultural resources with a focus on low-income and disadvantaged communities including, but not limited to, community education and recreational amenities to support youth substance use prevention and early intervention.

Research demonstrates the connection between the outdoors and the physical, emotional, and mental success of young people. From camp experiences to urban parks, being in nature reduces stress, builds confidence, promotes creativity, encourages exercise, and teaches responsibility. Each of these aspects, in addition to others, contribute to a young person's health and well-being, including substance use prevention.

In accordance with Proposition 64 and the research discussed above, the Youth Community Access Grant Program will focus awards on communities disproportionately affected by past federal and state drug policies, also known as the War on Drugs, as well as other underserved communities.

Underserved communities means communities of color and vulnerable populations, such as Native Americans, African Americans, foster care, LGBTQIA youth, disabled youth and youth involved in the juvenile or criminal system.

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**STAFF REPORT:**

The City of Suisun City Recreation, Parks and Marina Department has a variety of facilities, both indoor and outdoor, that can house programs that offer safe spaces for learning and making healthy choices to today's youth. Youth ages are loosely defined as 12 to 18 years old.

As defined by the project requirements, this is a youth based program ran by young adults in Recreation. This gives us a chance to promote relationships between local colleges with young adults aged 18 to 26 majoring within the Recreation field or for young adults looking for volunteer hours, as well as promoting relationships with our local underserved youth that will shape our future.

The priorities of this grant are easily defined, as seen below:

- Empowering youth to make healthy decisions
- Empowering youth to make sound decisions regarding well-being and safety
- Build self-confidence through youth-led outdoor experiences, workshops and classes
- Creating jobs for local youth

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**STAFF RECOMMENDATION:** Recreation, Parks, Marina, & Arts Commission (Commission)  
Recommendation to the Suisun City, City Council: To Apply for Prop 64 Youth Community Access  
Grant

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**ATTACHMENTS:**

1. Prop 64 Program Budget

## PROPOSED PROP 64 ANNUAL BUDGET

### Personnel Budget

Youth Leaders (3)	\$16.75 x 400 hours	\$20,100
Travel & Training	Web based/In person	\$2,500
Recreation Supervisor (10%)		\$8,000
Overtime		<u>\$500</u>
	• <b>Total Personnel</b>	<b>\$31,100</b>

### Services/Supplies

Office Supplies		\$500
IT Equipment / Software		\$2,900
Postage		\$750
Marketing		\$1,500
Vehicle Rentals		\$3,000
Fees/Permits		\$1,500
Contract Services		\$2,500
Educational Supplies		\$2,500
General Supplies/Provisions		<u>\$7,500</u>
	• <b>Total Service/Supply</b>	<b>\$22,650</b>

### Capitol

Equipment Trailer		<u>\$8,000</u>
	• <b>Total Capital</b>	<b>\$8,000</b>

**PROGRAM TOTAL** **\$61,750**

**Administrative Overhead – 10%** **\$6,175**

**TOTAL GRANT SUBMISSION - \$67,925**

# AGENDA TRANSMITTAL

**MEETING DATE:** August 5, 2020

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**COMMISSION AGENDA ITEM:** Recreation, Parks, Marina, & Arts Commission Discussion and Recommendation to the Recreation, Parks, and Marina Director: To Create a Percent for Arts Developer Fee Ordinance

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**FISCAL IMPACT:** Unknown at this time

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**BACKGROUND:**

The City Council has shown an interest in creating opportunities for more public art in Suisun City. One action the Council took was adding members to the Recreation, Parks, and Marina Commission thus creating the Recreation, Parks, Marina, and Arts Commission (RPMA). The RPMA has created a sub-committee consisting of 3 RPMA Commissioners and during their last meeting requested the topic of Percent For Arts, a developer/construction fee be placed on the agenda for discussion with the whole RPMA Commission.

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**STAFF REPORT:**

Through research staff has discovered that there are over 200 municipalities with developer/construction fees that benefit the arts in those communities. There is no one way of calculating what the fee would be, each municipality has adopted best practices for their agency. Some of the agencies fees are listed as follows:

- San Luis Obispo .5% total construction cost of \$100,000
- Chicago, IL 1.33% of construction cost or renovation cost if renovation is more than 50% of current structure
- Seattle, WA 1% total construction cost
- Richmond, VA 1% construction cost over \$250,000

Other considerations are art donations in lieu of financial payment to this fund. A developer could provide public art that follows the Public Art Policy and be placed as part of their development project. As part of this Percent for Art Policy, there would need to be consideration on the value of the art that would be placed. For directly providing public art, they could get a discounted amount that would fulfill their obligation.

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**STAFF RECOMMENDATION:** Recreation, Parks, Marina, & Arts Commission Recommendation to the To Create a Percent for Arts Developer Fee Ordinance

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**ATTACHMENTS:**