

AGENDA
REGULAR MEETING OF THE
SUISUN CITY PARKS AND RECREATION COMMISSION
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA
7:00 P.M., WEDNESDAY, FEBRUARY 20, 2019

A. ROLL CALL

B. PUBLIC COMMENT

C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS

1. Introduction of New Commissioners
2. Parks and Recreation Commission Orientation
3. Proposition 68, State Parks Bond

D. CONSENT CALENDAR

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

1. a. Minutes of the January 16, 2019 Parks and Recreation Commission meeting

E. GENERAL BUSINESS

1. Selection of Parks and Recreation Commission Chairperson for the February 20, 2019 meeting
2. Elect Parks and Recreation Commission Chairperson
2. Election of Parks and Recreation Commission Vice-chair

F. REPORTS

1. Staff
 - a. Director's Report
 1. City Council
 2. Park Development Fund
 - b. Recreation
 - c. Marina
 - d. Parks Maintenance Division
 - e. City Parks Inspection Reports
 - f. 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 16, 2019**

The meeting came to order at 7:00 p.m.

A. ROLL CALL

Present: Chairman John Pierce, Vice-chair Anthony Adams, Commissioner Puriiie Conley, Commissioner Robert Guerrero, Commissioner Clara Sims

Absent:

Staff: Kris Lofthus, Cathy Rader

Audience:

B. PUBLIC COMMENT:

C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS

1. Director Lofthus presented a Certificate of Appreciation to out-going Chairman Pierce. Director Lofthus and the commissioners thanked Chairman Pierce for his dedication and contributions while serving the Recreation and Parks Commission from January 4, 2011 to January 19, 2019.

D. CONSENT CALENDAR

Approval of Minutes:

The minutes of the December 5, 2018 meeting were approved with a 5 – 0 vote. Motion to approve made by Commissioner Guerrero and seconded by Vice-chair Adams.

E. GENERAL BUSINESS

1. Multi – Sport Court Recommendation: Director Lofthus reviewed the Multi-Sport Court information on the agenda transmittal in the commission packet (attached) and asked if there were any questions. Vice-chair Adams asked if the funding will include lighting and suggested that the contingency should be raised to 15%. Director Lofthus stated that Public Works can place lighting with the existing power on the premises and noted the contingency increase. Commissioner Conley asked if the multi – sport court was indoors and if there will be public restrooms available. Director Lofthus showed a photo of the outdoor basketball court at Heritage Park on the projector screen and stated that public restrooms are available and the restrooms in the Joseph Nelson Community Center are also available when staff is scheduled. Commissioner Guerrero asked if the surface is easy to clean in case of vandalism and Director Lofthus stated that the vinyl fence cover can be cleaned easily. Vice-chair Adams asked about the availability of tennis nets or other items needed for the sports court. Director Lofthus suggested different options: 1) The honor system with supplies available to the public; 2) Designated times for specific sports, i.e. Tennis on Tuesdays and Thursdays; 3) Checking out supplies at the Nelson Community Center when open. The Multi – Sport Court was approved with a 5 – 0 vote with the increase to a 15% contingency. Motion to approve made by Vice-chair Adams and seconded by Commissioner Conley.

F. REPORTS

- a. Staff Director's Report: Director Lofthus announced that this will be Chairman Pierce and Commissioner Sims' last meeting and Mayor Wilson will appoint new commissioners. In addition, Vice-chair Adams has applied for a seat on the Suisun City Council. Commissioner Guerrero asked about future meetings and Director Lofthus stated that a minimum of 3 commissioners are needed. The Parks and Recreation meetings may be cancelled if there are no important issues for the commissioners to discuss. Commissioner Conley asked if there is supposed to be meetings twice a month and Director Lofthus replied that the meetings occur the first Wednesday and/or the 3rd Wednesday of each month.
 - b. City Council:
 - c. Parks Reports: The Park Development Fund report was discussed.
 - d. Recreation/Community Center: Cathy Rader discussed the November Recreation Report that was included in the Commissioner's packet.
 - e. Marina Report: Director Lofthus discussed the marina report in the packet and added that a boat sank do to the negligence of the owner. The SAVE/VTIP Grant helped remove the vessel. Commissioner Guerrero asked what happens with abandoned vessels and owner's expenses. Director Lofthus stated that owner's insurance usually covers any loss with the grant paying 90% and owners 10% of costs.
 - f. Senior Center Report: With the Senior Center Coordinator's retirement in November, Director Lofthus stated the position was offered to a candidate and turned down. The hiring process will start over with applications due the first week in February, oral exam and department interviews are scheduled the second week in February.
 - g. City Parks Inspection Reports:
 - h. Other: Commission Guerrero asked about the tree plan and if it's just for parks or is it city wide. Director Lofthus stated that the tree plan is city wide and will go to the Parks & Recreation Commission for recommendations to City Council.
2. Commissioners: Commissioner Sims would like to set up a meeting with Director Lofthus regarding input with the Senior Center. Commissioner Conley thanked Chairman Pierce again for his service. Vice-chair Adams thanked the commissioners and Director Lofthus for acting on the sport court. Vice-chair Adams asked about kayak rentals on the marina and Director Lofthus stated that James Grizzly has kayak rentals on the waterfront. Commissioner Guerrero asked if any progress has been made with the County's open space park district. Director Lofthus met with the county last year and will give an update at the next meeting.
 3. Chairman: Chairman Pierce thanked the commissioners, Director Lofthus and Cathy Rader for their time with the Parks & Recreation Commission.

G. ADJOURNMENT

There being no further business the meeting was adjourned at 7:43pm. Motion to adjourn was made by Vice-chair Adams and seconded by Commissioner Guerrero. The motion was approved on a 5 – 0 vote.

Chairman

Recreation, Parks, & Marina Admin. Asst.

AGENDA TRANSMITTAL

MEETING DATE: February 20, 2019

COMMISSION AGENDA ITEM: Parks & Recreation Commission Nomination and Vote to select a temporary Chairperson to act in this position until the Chairperson Election is Complete.

FISCAL IMPACT: None

BACKGROUND: Chairman John Pierce completed his term in January 2019 leaving a vacancy on the commission and Chairpersons seat.

STAFF REPORT: There must be a Chairperson to preside over the meeting of February 20, 2018 until the election of an ongoing presiding Chairperson of the Parks and Recreation Commission can be established. Nominations will be closed when there has been a minimum of one commissioner nominated and that person has accepted the nomination and no other nominations have been presented.

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

AGENDA TRANSMITTAL

MEETING DATE: February 20, 2019

COMMISSION AGENDA ITEM: Parks & Recreation Commission Nomination and Vote to Fill the Vacant Chairperson Position.

FISCAL IMPACT: None

BACKGROUND: Chairman John Pierce completed his term in January 2019 leaving a vacancy on the commission and Chairpersons seat.

STAFF REPORT: The Chairperson established for the meeting of February 20, 2018 will open nominations for the Chairperson of the Parks and Recreation Commission. Nominations will be closed when there has been a minimum of one commissioner nominated and that person has accepted the nomination and no other nominations have been presented.

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

AGENDA TRANSMITTAL

MEETING DATE: February 20, 2019

COMMISSION AGENDA ITEM: Parks & Recreation Commission Nomination and Vote to Fill the Vacant Vice Chairperson Position.

FISCAL IMPACT: None

BACKGROUND: Vice Chairman Anthony Adams was appointed to the Suisun City Council in January 2019 leaving a vacancy on the commission and Vice Chairpersons seat.

STAFF REPORT: The Vice Chairperson established for the meeting of February 20, 2018 will open nominations for the Vice Chairperson of the Parks and Recreation Commission. Nominations will be closed when there has been a minimum of one commissioner nominated and that person has accepted the nomination and no other nominations have been presented.

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

Park Development Fund												
JANUARY 2019	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	Total Park Fund FY1998-2017
Beginning Balance	1,626,562	1,256,047	1,321,409	1,235,187	1,145,336	1,156,885	1,255,900	1,160,206	419,517	500,229	156,962	-6,136
Revenues:												
Interest Income	47,677	25,643	23,268	23,352	1,365	7,525	7,506	7,000	240	2,388	2,001	612,531
Impact Fees	9,230	1,562	1,562	1,704	28,184	125,056	3,594	130,848	134,364	32,433	0	3,505,458
Miscellaneous		1,910	41	70,000	0	0	0	0	0	0	0	154,423
Roberti-Z'Berg-Harris Block Grant												0
Prop 12 Grant- Received												4,687
Prop 40 Grant												0
RDA Bond Proceeds												1,116,970
Total Revenues	56,907	27,553	24,871	95,056	29,549	132,581	11,100	137,848	134,604	34,821	2,001	5,394,070
Expenditures:												
Int Exp-Cash Borrowing												48,348
Int Exp & Principle-Land												106,655
Sub-Total	0	0	0	0	0	0	0	0	0	0	0	155,003
Sports Complex												336,666
Lawler Ranch Park												1,392,327
Printing												17
Advertising												0
Field Supplies & Services												40,253
Other Outside Services												10,563
Contract Services									0			3,560
Permits/Licenses												0
Imp Other Than bldgs/Minor Imprv	4,300											19,999
Cost Allocation	16,800	17,600	18,000	18,000	18,000	18,000	18,000	18,000	5,100	5,100	14,292	213,962
Softball Fields												198,057
Bleachers												34,744
Battling Cage Demolition			11,628									11,628
Community Garden Project	4,922	911	79,768	7,982	0							5,833
Landscaping Bikeway Gap		6,663	1,697	158,925	0							94,413
Hall Park												160,822
Lawler Ranch Park Ph 2						15,566	88,794	846,537	2,492			953,389
Heritage Playground Imprvts										297,988		297,988
Total Sports Cmplx Constr										297,988		746,662
Transfer to mCoOY Creek Bike Path											0	75,000
Transfer to GOEPP Imprvt	401,400	(62,983)						14,000	46,300			413,428
Transfer to Gen Fund -Eng'g												72,300
Transfer to Park Playgrounds												6,847
Sub-Total	427,422	-37,809	111,093	184,907	18,000	33,566	106,794	878,537	53,892	378,088	14,292	5,088,259
Total Expenditures	427,422	-37,809	111,093	184,907	18,000	33,566	106,794	878,537	53,892	378,088	14,292	5,243,262
Total Funds Balance	1,256,047	1,321,409	1,235,187	1,145,336	1,156,885	1,255,900	1,160,206	419,517	500,229	156,962	144,671	144,671

Less: Grant Receivable
 Little League Receivable -9,695
 RDA start up Loan/Due from Other Funds 0
 Z'Berg Block Grant 0
 Prop 40 Grant 0
 Allocated for GOEPP Park per Budget less current costs 0
AVAILABLE FUNDS
134,976

RECREATION REVENUE JANUARY 2 - FEBRUARY 1, 2019

	JANUARY	# Facility Rentals	# Pd Students	
Com Ctr Rentals	\$ 11,467.00	20		
Crescent ASP	\$ 6,454.00		76	(Includes future payments pd 2/1)
Crystal BSP	\$ 451.00		11	(Includes future payments pd 2/1)
Crystal ASP	\$ 1,944.00		17	(Includes future payments pd 2/1)
Dan O Root ASP	\$ 13,554.00		112	(Includes future payments pd 2/1)
Suisun EI ASP	\$ -		80	(Grant Funded, \$40 Processing Fee)
TOTAL ASPs	\$ 22,403.00		296	
Lambrecht	\$ 1,645.00	1		
Kindergarten Readiness	\$ 6,860.00		49	(3 classes, 20 max, includes future payments)
Lil'Folks	\$ 4,805.00		42	(2 classes, 20 max, includes future payments)
Pre-TK Program	\$ 6,604.00		50	(2 classes, 20 max, includes future payments)
Total Preschool	\$ 18,269.00		155	
Dance Ballet & Tap	\$ 1,880.00		26	
Hula	\$ 970.00		24	
Indoor Soccer	\$ 110.00		2	(Runs 2/12 - 3/12)
Shotokan Karate	\$ 1,145.00		26	
Spring Break Camp	\$ 500.00		5	(Runs 3/25 - 3/29)
Suisun Line Dance	\$ 725.00		134	
Taekwondo	\$ 715.00		9	
Winter Camp	\$ 100.00		2	(Runs 12/26 - 1/4)
Total Rec Classes	\$ 6,145.00		228	
Sen Ctr Rentals	\$ 1,383.00	2		
T-shirt sales	\$ 55.00	11 tees sold		
TOTAL JAN REVENUE	\$ 61,367.00			

**SUISUN CITY MARINA – MONTHLY REPORT
JANUARY 2019**

Reported by Janet Hull, Marina Manager

MARINA OCCUPANCY (Based on Paid monthly tenancy)

DATE	TENANTS	'18 OCCUPANCY RATE	'19 OCCUPANCY RATE
1/31/2019	130	81%	80%

Reasons for vacating: Boat repairs and

SIZE	28'	34'	40'	41'	46'	50'	SIDE SLIPS	TOTAL
TOTAL	42	84	20	1	6	1	9	163
OCCUPIED	43	58	13	1	5	1	9	130

*2 Slips occupied by Law Enforcement & Marina

Slips 445 & 446 are 1 slip

Slip 100 is gas dock

Slip 101 is pump out station

GUEST BERTHING

TYPE OF USE	# OF BOATS	# OF DAYS	# AT GUEST DOCK	# AT BERTHS	AMOUNT RECEIVED
OVERNITE	0				\$0
CRUISE INS	0				\$0
SOLANO YACHT CLUB EVENT	0				\$0

FUEL/MISC. SALES (Fuel Pump is currently non-operational)

FUEL SALES	Unleaded Fuel	Diesel Fuel
Gallons Sold	-	-

BOAT LAUNCH DAILY PARKING REVENUE	\$ 2,345.00
BOAT LAUNCH PARKING REVENUE – YEARLY PASSES: 2	\$180.00
DELTA MAP SALES - # SOLD: 0	\$ 0.00
SUNGLASSES - # SOLD: 0	\$ 0.00
HATS - # SOLD: 0	\$ 0.00
MISC - # SOLD: 0	\$ 0.00