

AGENDA
REGULAR MEETING OF THE
SUISUN CITY PARKS AND RECREATION COMMISSION
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA
7:00 P.M., WEDNESDAY, MARCH 6, 2019

A. ROLL CALL

B. PUBLIC COMMENT

C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS

1. Introduction of Recreation Manager, Janet Hull and Recreation Supervisor, Jeff Downey
2. Discussion: Park and Recreation Roles
3. Facility Tours
4. Update Prop 68

D. CONSENT CALENDAR

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

1. a. Minutes of the February 20, 2019 Parks and Recreation Commission meeting.

E. GENERAL BUSINESS

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 FEBRUARY 20, 2019**

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

A. ROLL CALL

Present: Temporary Chairman Robert Guerrero, Commissioner Eddrick Osborne,
Commissioner George Burket, Commissioner Tristan Dubois

Absent: Commissioner Puriie Conley

Staff: Kris Lofthus, Recreation, Parks, & Marina Director and Cathy Rader,
Administrative Assistant

Audience:

B. PUBLIC COMMENT

C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS

Director Lofthus informed the Commissioners that a Chairman for today's meeting would need to be elected in order for the meeting to proceed. Director Lofthus stated that a Commissioner can nominate another Commissioner or one can nominate himself. Commissioner Guerrero nominated himself, motion to approve made by Commissioner Dubois, seconded by Commissioner Osborne.

1. The Commissioners and Director Lofthus introduced themselves and shared their background.
2. Parks and Recreation Commission Orientation: Director Lofthus shared a power point presentation regarding the Recreation, Parks, and Marina Department. The power point presentation covered:
 1. Department Structure
 2. Youth and Adult Services
 3. Marina Operations / Waterfront Events

Director Lofthus spoke about the Heritage Park Project that was partially paid for with a grant from the California Parks & Recreation Society (CPRS) and from the Parks Development fund. New playground equipment for preschool, a challenge course (with only 2 in Northern California), and a Play Space for All, an all accessible interactive playground were all added to Heritage Park with a Grand Opening on May 26, 2018.

3. Proposition 68, State Parks Bond: Director Lofthus stated that the State Grant has a total of \$650,000,000.00 with \$255,000,000.00 available in August 2019. Grants of \$200,000.00 - \$8,000,000.00 are available through an application process. Commissioner Dubois asked how much would a small park cost and Director Lofthus stated approximately \$400,000.00 - \$500,000.00 and added that bike paths and walking trails would also be included. Commissioner Burket stated that the bike path plan from McCoy Creek is 1.5 miles and connects Emperor / Pintail to Highway 12 to Downtown Suisun City. Commissioner Osborne asked if the public will have input and Director Lofthus stated yes and that the Parks and Recreation Commissioners will help with the public meetings.

Director Lofthus stated that there is need for soccer fields and one of the projected projects would be replacing the grass with artificial turf at Heritage Park, Hall Park, and Montebello Vista Park. Replacing the grass with turf will save expenses on maintenance and water. Commissioner Burket asked about lighting and Director Lofthus said that Heritage Park and the Lambrecht Sports Complex will be switching to LED lighting which will reduce power consumption and cost.

The Prop 68 State Grant may also cover Mayor Wilson's vision of an Art District with the Lawler House and the Harbor Theater and adding an Art Park in between them. Mayor Wilson Would like to increase the Parks and Recreation Commission by 2 seats so that Arts will be included. This will be added to next month's agenda for discussion.

Director Lofthus stated that the grant could also be used to expand Lambrecht Sports Complex to include a soccer complex. Director Lofthus stated that the City of Davis has 12 soccer fields and are packed 7 days a week. Director Lofthus added that Vacaville's Horse Creek Soccer Field is also packed. Chairman Guerrero and Commissioner Burket both agreed that an indoor facility to accommodate year around usage would be ideal for Suisun City. Commissioner Osborne asked if the residents around Lambrecht Sports Complex would have an input and Director Lofthus stated that community meetings will be held, with the help of the Parks and Recreation Commission, to solicit their input.

D. CONSENT CALENDAR

Approval of Minutes:

The minutes of the January 16, 2019 meeting were approved with a 4 – 0 vote.

Motion to approve made by Commissioner Burket and seconded by Commissioner Dubois.

E. GENERAL BUSINESS

1. Selection of Parks and Recreation Commission Chairperson for today's meeting was completed at the beginning of the meeting.
2. Director Lofthus stated that a Chairperson and Vice-chair need to be voted today and will be effective for one year. Commissioner Dubois asked what are the responsibilities were and Director Lofthus stated the Chairperson operates the Parks and Recreation Commission Meeting and communicates with commissioners and staff on agenda items. The Vice-chair would take over the meeting if the Chairman is not available. Commissioner Osborne nominated Commissioner Guerrero, Commissioner Guerrero accepted the nomination, and seconded by Commissioner Burket and approved with a 3-0 vote.
3. Commissioner Dubois nominated himself for Vice-chair, motion to approve by Commissioner Osborne, seconded by Commissioner Burket and approved with 3-0 vote.

Director Lofthus continued the discussion about the addition of Arts to the Parks and Recreation Commission. Changing the Parks and Recreation Commission name to include Arts will need to be approved by City Council as it is an ordinance amendment. Chairman Guerrero would like to include musicians, theater, and dances and not just visual arts. Commissioner Osborne agreed about adding performance arts. Commissioner Burket asked what type of performances are at the Harbor Theater and Director Lofthus stated that a Dance class in Vacaville utilizes the theater plus comedy shows and plays. Commissioner Osborne stated that the public should also be involved. Director Lofthus stated that the Business Improvement District (BID) will need to work with staff and Janet Hull, Marina & Waterfront Events Manager, with activities.

F. REPORTS

1. Staff

a. Director's Report: Director Lofthus distributed the following information to the commissioners: Commissioners Handbook, City Code that pertains to the Park and Recreation Commission, and Brown Act Training.

1. City Council: Director Lofthus announced that Palace Security has secured a 2-year contract for City of Suisun events and we are supporting

a local business. City Council agreed on a 10-year lease for dredging disposal at Pierce Island and dredging will start this summer.

2. The Park Development Fund: Director Lofthus explained to the commissioners that this fund is for expanding the use of a current park or developing a new park. The multisport court is currently on hold since it would be covered in the Prop 68 State Grant if the City's application is approved.

- b. Recreation: Cathy Rader discussed the January Recreation Report that was included in the Commissioner's packet.
- c. Marina: Director Lofthus discussed the Marina Report.
- d. Parks Maintenance Division: Commissioner Burket asked how many staff were in the Parks Department and Director Lofthus stated 4 maintenance workers and 1 park supervisor and in the Streets Department was 4 maintenance workers and 1 street supervisor with 1 rover. Commissioner Burket stated that artificial turf would cut down on park maintenance.
- e. City Parks Inspection Reports
- f. Other:

- 2. Commissioners: Vice-chair Dubois stated that he is excited to part of the Parks and Recreation Commission and very impressed with today's meeting.
- 3. Chairman: Chairman Guerrero would like to see a list of what needs to be accomplished for the year and to define rolls. Director Lofthus will include roles and facility tours on the next agenda. Chairman Guerrero asked if the 7:00pm time is fine for everyone and all agreed it was fine. Director Lofthus stated that the Parks and Recreation Commission meeting will go back to the first Wednesdays of every month and will be communicated if not.

G. ADJOURNMENT

There being no further business the meeting was adjourned at 8:25pm. Motion to adjourn was made by Vice-chair Dubois and seconded by Commissioner Osborne. The motion was approved on a 4 – 0 vote.

Chairman

Recreation, Parks, & Marina Admin. Asst.

RECREATION REVENUE FEBRUARY 2 - FEBRUARY 28, 2019

	FEBRUARY	# Facility Rentals	# Pd Students	(Includes future registrations & rentals paid in this period)
Com Ctr Rentals	\$ 14,889.00	28		
Crescent ASP	\$ 4,218.00		58	
Crystal BSP	\$ 211.00		6	
Crystal ASP	\$ 1,388.00		20	
Dan O Root ASP	\$ 5,317.00		79	
Suisun EI ASP	\$ -		80	(Grant Funded, \$40 Processing Fee)
TOTAL ASPs	\$ 11,134.00		243	
Lambrecht	\$ 2,434.00	27		
Park Rentals	\$ 756.00	3		
Kindergarten Readiness	\$ 6,120.00		39	(3 classes, 20 max) (April 8 - May 17)
Lil'Folks	\$ 3,713.00		31	(2 classes, 20 max) (April 8 - May 17)
Pre-TK Program	\$ 4,748.00		36	(2 classes, 20 max) (April 8 - May 17)
Total Preschool	\$ 14,581.00		106	
Dance Ballet & Tap	\$ 1,720.00		23	
Hula	\$ 160.00		5	
Indoor Soccer	\$ 210.00		6	
Shotokan Karate	\$ 1,360.00		32	
Spring Break Camp	\$ 800.00		11	(Runs 3/25 - 3/29)
Suisun Line Dance	\$ 735.00		130	
Taekwondo	\$ 400.00		9	
Total Rec Classes	\$ 5,385.00		216	
Sen Ctr Activities	\$ 635.00			
Sen Ctr Rentals	\$ 1,137.00	4		
T-shirt sales	\$ 1,772.00		5 sold	
	\$ 25.00			
TOTAL JAN REVENUE	\$ 50,976.00			