

AGENDA
REGULAR MEETING OF THE
SUISUN CITY RECREATION, PARKS, MARINA, & ARTS COMMISSION
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA
7:00 P.M., WEDNESDAY, MAY 1, 2019

A. ROLL CALL

B. PUBLIC COMMENT

C. PRESENTATIONS, ANNOUNCEMENTS, AND APPOINTMENTS

1. Introduction of Recreation Coordinator, Senior Center, Monica Bugaoan-Abakan
2. 2019-2020 Recreation, Parks, & Marina Department Budget

D. CONSENT CALENDAR

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

1. a. Minutes of the March 6, 2019 Parks and Recreation Commission meeting

E. GENERAL BUSINESS

1. Election of Recreation, Parks, Marina, & Arts Commission Chairperson

F. REPORTS

1. Staff
 - a. Director's Report
 1. City Council
 2. Park Development Fund
 3. Prop 68 Update
 4. Member Addition for the Arts Component of the Commission
 - b. Recreation
 - c. Marina
 - d. Senior Center
 - e. Parks Maintenance Division
 - 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 MARCH 6, 2019**

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

A. ROLL CALL

Present: Chairman Robert Guerrero, Vice-chair Tristan Dubois, Commissioner Eddrick Osborne, Commissioner George Burket,

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

1. Director Lofthus introduced Recreation Manager Janet Hull and Recreation Supervisor Jeff Downey. Both Janet and Jeff gave a brief introduction about their backgrounds and spoke about their responsibilities in the Recreation, Parks, and Marina Department.
2. Director Lofthus shared a power point presentation regarding the Parks and Recreation Commissioner responsibilities. Director Lofthus stated that he will be updating Municipal Code 2.16 at the March 19, 2019 City Council Meeting, recommending a pay increase per meeting for the Parks and Recreation Commissioners, revising the Commission name to the Recreation, Parks, Marina, and Arts (RPMA) Commission and adding two Commissioners with experience in the Arts. If approved, Municipal Code 2.16 will be brought back to a second City Council Meeting.
3. Facility Tours: Director Lofthus opened up a discussion of availability for touring The Joseph Nelson Community Center, the Senior Center, Lambrecht Sports Complex and other parks, the Marina and boat ramp, and the Harbor Theater and will take approximately 1.5 hours. Commissioners suggested March 13 and March 27 around 5:00pm. Commissioner Burket asked if the Train Station will be on the tour schedule because the plants have died and need replacing. Director Lofthus stated that Public Works needs to be notified regarding any parks and plant issues. Director Lofthus stated that there is website that a community member can contact the Public Works Department with issues.
4. Update Prop 68: Director Lofthus restated the Prop 68 prerequisites from last month's meeting. Commissioner Burket asked about the Art Park and Director Lofthus stated that the grant would help renovated both the Lawler House and Harbor Theater and add an Art Park in between the two buildings. Commissioner Burket asked if some of the planted areas that are dying can be replaced with art sculptors and Director Lofthus stated that it is possible. Chairman Guerrero asked if there was a Parks Master Plan and Director Lofthus stated that is not one currently in place but is possible. Chairman Guerrero is looking forward to brainstorming with the two new Arts Commissioners with future projects.

D. CONSENT CALENDAR

Approval of Minutes:

The minutes of the February 20, 2019 meeting were approved with a 4 – 0 vote. Motion to approve made by Vice-chair Dubois and seconded by Commissioner Osborne.

E. GENERAL BUSINESS

F. REPORTS

1. Staff
 - a. Director's Report:
 1. City Council
 2. The Park Development Fund
 - b. Recreation: Cathy Rader discussed the February Recreation Report that was included in the Commissioner's packet.
 - c. Marina: Director Lofthus discussed the Marina Report. Commissioner Burket inquired about the floating hotel and Director Lofthus informed the Commissioners that there were some steps that the owners did not complete including not filing a permit with the BCDC and added that the floating hotel also cannot operate a business on a transient dock. Commissioner Burket asked if the Lawler House will still have a museum and Director Lofthus stated that it is a City Council decision.
 - d. Parks Maintenance Division
 - e. City Parks Inspection Reports
 - f. Other
2. Commissioners: Commissioner Burket informed the Commission that he called Matt Medill, Public Works Director, regarding the trash in the waterfront parking lots and that it was taken care of immediately. Vice-chair Dubois informed the Commissioners that the Clean Team beautification committee is recruiting members and are open to future project suggestions. The next Clean Team project will be March 23. Commissioner Osborne announced a Youth Summit at Mt. Calvary Baptist Church is scheduled for this Saturday, March 9. Director Lofthus cannot attend the April 3 meeting and Janet Hull, Recreation Manager, will attend in his place.
3. Chairman

G. ADJOURNMENT

There being no further business the meeting was adjourned at 7:57pm. 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.

AGENDA TRANSMITTAL

MEETING DATE: May 1, 2019

COMMISSION AGENDA ITEM: Recreation, Parks, Marina, and Arts Commission Chairperson Nomination

FISCAL IMPACT: None

BACKGROUND: Chairman Robert Guerrero must step down from the Recreation, Parks, Marina, and Arts Commission leaving a vacancy on the commission and Chairpersons seat. May 1, 2019 will be Chair Guerrero's last meeting.

STAFF REPORT: The Chairperson will open nominations for the Chairperson of the Recreation, Park, Marina, and Arts 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												
MARCH 2019	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	Total Park Fund FY1998-2017
Beginning Balance	1,628,562	1,256,047	1,321,409	1,235,187	1,145,336	1,156,885	1,255,900	1,160,208	419,517	500,229	156,962	-6,136
Revenues:												
Interest Income	47,677	25,643	23,288	23,352	1,365	7,525	7,506	7,000	240	2,388	2,729	613,259
Impact Fees	9,230	1,582	1,582	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							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	2,729	5,394,797
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												3,560
Permits/Licenses												0
Imp Other Than bldgs/Minor Imprv	4,300											19,989
Cost Allocation	16,800	17,600	18,000	18,000	18,000	18,000	18,000	18,000	5,100	5,100	18,375	218,045
Softball Fields												34,744
Bleachers												11,628
Battling Cage Demolition			11,628									5,833
Community Garden Project	4,922	911	79,768	7,982	0							94,413
Landscaping Bikeway Gap		6,663	1,697	158,925	0							160,622
Hall Park												953,389
Lawler Ranch Park Ph 2							88,794	846,537	2,492	297,988		297,988
Heritage Playground Imprvts												746,662
Total Sports Cmplx Constr											0	75,000
Transfer to mCcoY Creek Bike Path												413,428
Transfer to GOEPP Imprvt	401,400	(62,983)						14,000	46,300			72,300
Transfer to Gen Fund -Eng'g												6,847
Transfer to Park Playgrounds												5,092,342
Sub-Total	427,422	-37,809	111,093	184,907	18,000	33,566	106,794	878,537	53,892	378,088	18,375	5,247,345
Total Expenditures	427,422	-37,809	111,093	184,907	18,000	33,566	106,794	878,537	53,892	378,088	18,375	5,247,345
Total Funds Balance	1,256,047	1,321,409	1,235,187	1,145,336	1,166,885	1,255,900	1,160,206	419,517	500,229	156,962	141,316	141,316

Less: Grant Receivable
 Little League Receivable -8,685
 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
131,620

RECREATION REVENUE MARCH 1 - 31, 2019

		# Facility	# of Students	
\$ Totals include future registrations & rentals		Rentals	in class/activity	
Community Ctr Rentals	\$ 22,426.00	51		
After School Programs			March Attendance	
Crescent ASP	\$ 3,458.00		46	
Crystal BSP	\$ 138.00		5	
Crystal ASP	\$ 608.00		14	
Dan O Root ASP	\$ 6,369.00		90	
Suisun EI ASP	\$ -		80	(Grant Funded, \$40 Processing Fee)
TOTAL ASPs	\$ 10,573.00		235	
Park Rentals		March Rentals		
Lambrecht	\$ 2,173.00	52		
Other Park Rentals	\$ 225.00	14		
TOTAL PARKS	\$ 2,398.00	66		
Preschool Classes	\$ 4,702.00			
	Class Revenue 2/20 -3/29		2/20 - 3/29 Attendance	
Kindergarten Readiness	\$ 7,594.00		43	(3 classes, 20 max)
Lil'Folks	\$ 5,190.00		40	(2 classes, 20 max)
Pre-TK Program	\$ 6,190.00		40	(2 classes, 20 max)
TOTAL PRESCHOOL	\$ 18,974.00		123	
Recreation Classes	\$ 9,502.00		March Attendance	
Archery	\$ 1,750.00		35	
Dance Ballet & Tap	\$ 2,200.00		28	
Hula	\$ 380.00		10	
Realistic Drawing	\$ 400.00		4	
Shotokan Karate	\$ 1,160.00		26	
Spring Break Camp	\$ 4,700.00		48	(3/25 - 3/29)
Suisun Line Dance	\$ 400.00		61	
Taekwondo	\$ 310.00		7	
TOTAL REC CLASSES	\$ 11,300.00		219	
Sen Ctr Activities	\$ 805.00		March Attendance	
Dinner / Dance	\$ 210.00		42	
Line Dance	\$ 122.00		61	
Sassy Crafters	\$ 116.00		116	
Tai Chi	\$ 190.00		95	
TOTAL SEN CTR	\$ 638.00		314	
Senior Center Rentals	\$ 1,885.00	23		
T-shirt sales	\$ 35.00	7 SOLD		
TOTAL MAR REVENUE	\$ 52,326.00			
Yellow Highlights = Cash, Checks, & Credit Card Transactions taken in March				

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

Reported by Janet Hull, Marina Manager

MARINA OCCUPANCY (Based on Paid monthly tenancy)

DATE	TENANTS	'18 OCCUPANCY RATE	'19 OCCUPANCY RATE
3/31/19	131	79%	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	59	13	1	5	1	9	131

*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	1	7			\$171.25
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	\$ 2,914.00
BOAT LAUNCH PARKING REVENUE – YEARLY PASSES: 0	\$ 0.00
DELTA MAP SALES - # SOLD: 0	\$ 0.00
SUNGLASSES - # SOLD: 0	\$ 0.00
HATS - # SOLD: 0	\$ 0.00
MISC - # SOLD: 0	\$ 0.00

SUISUN CITY SENIOR CENTER NEWSLETTER

318 MERGANSER DRIVE, SUISUN CITY • (707) 421-7203

NICE TO MEET YOU!



MONICA BUGAOAN-ABAKAN
RECREATION COORDINATOR

Hello!

For those of you that I have not met yet, please allow me to introduce myself.

My name is Monica and I am the new Recreation Coordinator here at the Suisun City Senior Center. I grew up in Milpitas and moved to Fairfield with my husband almost six years ago. I received my bachelor's degree from San Jose State University and my master's degree from Notre Dame de Namur University.

I started playing the piano when I was 6 years old and picked up the clarinet, saxophone, and drums and percussion along the way.

I'm looking forward to serving the community of Suisun City and enhancing our programming here at the Senior Center. If there are any programs that you would like to see offered here, please feel free to let me know and if you see me around make sure you say hello!

E-Mail: mabakan@suisun.com

Meals on Wheels

Meals on Wheels serves individuals 60 and older who wish to have a hot meal. If you are interested in participating, please see Kathleen during Meals on Wheels hours: Monday-Friday, 10am-12:30pm.

Reservations and sign-ups respectfully need to be made 48 hours in advance.

There is a suggested donation of \$4 per meal, however no one is ever denied a meal due to inability to pay.

For home delivered meals, please call the main office at 707.426.3079.



RECREATION, PARKS, & MARINA DEPARTMENT
SUISUN CITY, CA

SPECIAL POINTS OF INTEREST

- On **Thursday, April 4** at **12:30pm**, Dev Patel from MedX Prime will be coming to present an educational seminar on Pharmacogenetics and the potential life threatening consequences of adverse drug reactions.
- Legal Resources Hour with David Knight, Attorney at Law, Certified Senior Advisor will be visiting us on **Friday, April 5** at **10am** for 15-minute consultations on wills and living trusts. Appointments are required, please visit the front desk for more information.
- Legal Services of Northern California will be here on **Wednesday, April 10** at **1pm** to assist you with your legal matters. Appointments are required, please visit the front desk for more information.
- Saturday Bingo will be held on **Saturday, April 20** at **1-4pm**
- This month's Dinner Dance will be held on **Thursday, April 25** at **6:00pm**. Tickets are \$5 which covers live entertainment and includes dinner and a raffle!

KEEP CHECKING BACK FOR NEW CLASSES! WE HOPE TO BE ADDING MORE PROGRAMS BY THE END OF APRIL!

APRIL 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 9am: Crafts 1pm: Bingo 1:30pm: Wii (NO LUNCH TODAY)	2 8:30am: Exercise 9am: Crafts, Tai Chi 10am: Line Dance 11:30am: Lunch 1pm: Bingo	3 11:30am: Lunch 1pm: Bingo, Art Group	4 9am: Tai Chi, AARP Taxes 10:15am: Ukulele Group 11:30am: Lunch 12:30pm: Adverse Drug Reaction session 12:30pm: Jam session	5 9am: Crafts 10am: Legal Hour - Living Trust 11:30am: Lunch 1pm: Bingo, Bible Study 1:30pm: Wii
8 9am: Crafts 11:30am: Lunch 1pm: Bingo 1:30pm: Wii	9 8:30am: Exercise 9am: Crafts, Tai Chi 10am: Line Dance 11:30am: Lunch 1pm: Bingo	10 11:30am: Lunch 1pm: Bingo, Art Group, Legal Hour	11 9am: Tai Chi, AARP Taxes 10:15am: Ukulele Group 11:30am: Lunch	12 9am: Crafts 11:30am: Lunch 1pm: Bingo, Bible Study 1:30pm: Wii, Movies
15 9am: Crafts 11:30am: Lunch 1pm: Bingo 1:30pm: Wii	16 8:30am: Exercise 9am: Crafts, Tai Chi 10am: Line Dance 11:30am: Lunch 1pm: Bingo	17 11:30am: Lunch 1pm: Bingo, Art Group	18 8:30am: Exercise 9am: Tai Chi 10:15am: Ukulele Group 11:30am: Lunch 12:30pm: Jam session	19 9am: Crafts 11:30am: Lunch 1pm: Bingo, Bible Study 1:30pm: Wii
22 9am: Crafts 11:30am: Lunch 1pm: Bingo 1:30pm: Wii	23 8:30am: Exercise 9am: Crafts, Tai Chi 10am: Line Dance 11:30am: Lunch 1pm: Bingo	24 11:30am: Lunch 1pm: Bingo, Art Group	25 8:30am: Exercise 9am: Tai Chi 10:15am: Ukulele Group 11:30am: Lunch 12:30pm: Jam session 6pm: Dinner Dance	26 9am: Crafts 11:30am: Lunch 1pm: Bingo, Bible Study 1:30pm: Wii, Movies
29 9am: Crafts 11:30am: Lunch 1pm: Bingo 1:30pm: Wii	30 8:30am: Exercise 9am: Crafts, Tai Chi 10am: Line Dance 11:30am: Lunch 1pm: Bingo	All AARP Taxes and Legal Hours are by appointment ONLY.	Additional classes may be available by the end of the month. See the front desk at the Senior Center for more information!	*ALL CLASSES, ACTIVITIES, DATES, AND TIMES ARE SUBJECT TO CHANGE*

PROGRAM COSTS: Crafts - \$1, Tai Chi - \$2, Line Dance - \$2, Bingo - 5 cents per card per game (10 card maximum)