

RECREATION, CULTURAL AND COMMUNITY SERVICES  
ADVISORY COMMISSION SPECIAL MEETING

\*\*ADMINISTRATIVE BUILDING\*\*  
WOMACK ROOM  
922 MACHIN AVE.

March 21, 2018

7:00 p.m.

AGENDA

922 Machin Avenue  
Novato, CA 94945  
415/8998900  
FAX 415/8998213  
www.novato.org

Mayor  
Josh Fryday  
Mayor Pro Tem  
Pam Drew  
Councilmembers  
Denise Athas  
Pat Eklund  
Eric Lucan  
City Manager  
Regan M. Candela

A. ROLL CALL

Chair Nancy Weber

Commissioner Suzanne Crow

Commissioner Gerald Styx

Commissioner Dennis Bentley

Vice Chair Paula Neese

Commissioner Ryan Bartling

Commissioner Rene Pouteau

B. APPROVAL OF AGENDA

C. APPROVAL OF MINUTES

1. February 12, 2018

D. PUBLIC COMMENT

E. READER BOARD INFORMATION

1. Various Program Fliers

F. PRESENTATIONS

G. OLD BUSINESS

There are no Old Business items.

H. NEW BUSINESS

***\*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Amanda Estrada at (415) 899-8975. Notification at least 72 hours prior to the meeting will enable the City to make reasonable arrangements to help ensure accessibility to this meeting. The Novato City Hall Council Chambers offers a loop system for the hearing impaired.***

**H. NEW BUSINESS**

1. Hill Master Plan Update

*Receive a presentation by Public Works and comment*

2. Dogbone Meadow Project Plans and Bid Process Update

*Receive a presentation by Parks, Recreation & Community Services and comment*

**I. REPORTS/INFORMATION**

1. Director's Report

2. CIP Project Updates

3. Upcoming City Council Items

4. Media Articles - Comments from the Director/Commission.

**J. COMMISSION REPORTS/COMMENTS**

1. Commission Comments/Reports

2. Upcoming Community Events:

3/23 – 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Grade Recreation Party and 6<sup>th</sup> & 7<sup>th</sup> Grade Recreation Night

3/24 – Novato Live at City Hall: Live Music Performed by Local Artists

3/27 – Margaret Todd Senior Center's 25<sup>th</sup> Anniversary Celebration

4/14 – Spring "Trash to Treasures" Flea Market

4/14 – Novato Live at City Hall: Live Music Performed by Local Artists

4/28 – Fishing in the City

4/28 – Novato Live at City Hall: Live Music Performed by Local Artists

**K. SCHEDULE NEXT MEETING**

May 10, 2018.

**L. ADJOURNMENT**



THE CITY OF  
**NOVATO**  
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**RECREATION, CULTURAL AND COMMUNITY SERVICES  
ADVISORY COMMISSION SPECIAL MEETING**

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**A. ROLL CALL**

Chair Nancy Weber

Commissioner Suzanne Crow

Commissioner Gerald Styx

Vice Chair Paula Neese

Commissioner Ryan Bartling

Commissioner Rene Pouteau

Commissioner Dennis Bentley

**B. APPROVAL OF AGENDA**

**C. APPROVAL OF MINUTES**

1. February 1, 2018.

**D. PUBLIC COMMENT**

**E. READER BOARD INFORMATION**

1. Various Program Fliers

**F. PRESENTATIONS**

**G. OLD BUSINESS**

There are no Old Business items.

**H. NEW BUSINESS**

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**NOVATO RECREATION, CULTURAL AND COMMUNITY  
SERVICES COMMISSION SPECIAL MEETING**

February 1, 2018  
7:00 p.m.

Novato City Hall\*  
Council Chambers  
901 Sherman Avenue

**A. ROLL CALL**

Chair Weber called the meeting to order at 7:06 p.m.

Commissioners present: Weber, Neese, Bartling, Pouteau, Bentley

Commissioners absent: Styx, Crow

Also present: Assistant City Manager Michael Antwine, Interim Director Kevin Conklin, Recreation Manager Liz Tran, Recording Secretary Amanda Estrada.

**B. APPROVAL OF AGENDA**

**MOTION/SECOND, COMMISSIONERS NEESE/BARTLING,  
TO APPROVE THE AGENDA.**

**MOTION CARRIED 5-0.**

**C. APPROVAL OF MINUTES**

1. November 9, 2017.

**MOTION/SECOND, COMMISSIONERS NEESE/BENTLEY,  
TO APPROVE THE MINUTES.**

**MOTION CARRIED 5-0.**

**D. PUBLIC COMMENT**

Al Rosenbloom invited the commissioners to a fundraiser for the Dog Park happening on April 21.

Michael Coverdale, 1125 2<sup>nd</sup> Street #B, asked commission to have environmental preservation at the forefront of their mind when making decisions. He also expressed concern for ecological damage happening in Novato and world-wide.

**E. READER BOARD INFORMTION**

1. Various Program Fliers.

**F. PRESENTATIONS**

1. Margaret Todd Senior Center Presentation – Recreation Supervisor Teresa Ehteshami gave a PowerPoint presentation highlighting the programs and services at the Margaret Todd Senior Center. “We believe active, engaged adults lead happier, healthier lives” is the motto the Center strives to support with exercise classes, game groups and special events. Partnerships with the Novato Independent Elders Program and Novato Senior Citizens’ Club expand their breadth of programs and services. Testimonials included in the presentation illustrated that Margaret Todd offers an important sense of belonging and community to the older adults in Novato and beyond. Teresa invited each commissioner to the Center’s 25<sup>th</sup> Anniversary party on March 27 from 4-7pm. Ms. Weber and Ms. Neese complimented Teresa on the offerings of the Center.

**G. OLD BUSINESS**

There were no Old Business items.

**H. NEW BUSINESS**

1. California Parks and Recreation Society District One Annual Community Service Award Nomination- Recreation Services Manager Kevin Conklin gave an overview of his staff report, stating the Parks, Recreation and Community Services Department was nominating George Silvas for the CPRS 2017 Community Services Award. Kevin Conklin also invited the commissioners to attend the Awards and Installation Banquet on February 24 at the Windsor Community Center at 6pm.

**MOTION/SECOND, COMMISSIONERS POUTEAU/NEESE, TO APPROVE THE NOMINATION OF GEORGE SILVAS.**

**MOTION CARRIED 5-0.**

2. Request to name the small dog area at Dogbone Meadow Dog Park – Recreation Services Manager Liz Tran gave an overview of her staff report requesting that the commission recommend to the City Council to approve the request to name the small dog area located at Dogbone Meadow Dog Park “Brian’s Place”.

Public comment by members of Friends of Dogbone Meadow shared Brian Pearson’s efforts to create the small dog area. After his passing, they would like to honor his memory by naming the area after him.

Public comment by Christina Healy, 1125 2<sup>nd</sup> Street #B, asked commissioners to be conscientious of environmental impact and shared concerns for projects' effects in Novato and beyond.

Vice Chair Neese asked how the group planned to do signage for the small dog area. Courtney Flavin, a member of the Friends of Dogbone Meadow, stated that they plan to have a small sign in the area and a more thorough description about Brian on the bulletin board and on their website.

**MOTION/SECOND, COMMISSIONERS BARTLING/BENTLEY, TO RECOMMEND CITY COUNCIL APPROVAL TO NAME THE SMALL DOG AREA OF DOGBONE MEADOW DOG PARK TO "BRIAN'S PLACE".**

**MOTION CARRIED 5-0.**

Ms. Tran stated that once approved by City Council, per the Community Facilities Naming Policy 5.11, a ceremony will take place. They plan to incorporate the naming ceremony into the ribbon cutting ceremony once the project is completed.

## **I. REPORTS/INFORMATION**

1. Director's Report. Mr. Conklin told commissioners that the department is in the process of transitioning to three Activity Guides, instead of two. He believes having a summer specific Activity Guide will improve summer camp registrations. Mr. Conklin also explained that the department is opening a recruitment for the Administrative Technician position because Sean Henderson has left. Lastly, Mr. Conklin encouraged the commissioners to attend Margaret Todd Senior Center's 25<sup>th</sup> Anniversary on Tuesday, March 27 from 4-7pm. The program will begin around 4:30pm.
2. CIP Project Updates. Ms. Tran updated the commission on the progress of Dogbone Meadow Dog Park, Hill Master Plan and the Community Garden. Starting with Dogbone Meadow Dog Park, Ms. Tran reported that ninety percent of the design work is complete. Next, the design will go out to bid including different options. She hopes the work will start this spring and plans to have the work completed by this summer, at which time they will incorporate the naming ceremony.

The Hill Master Plan concluded two successful community outreach meetings. All input collected in those meetings, in addition to input through other City of Novato and Parks, Recreation and Community Services avenues, is being carefully considered. The consultants will take the feedback and present a revised plan, with the Public Works department, to the commissioners on March 8. Commissioner Bentley asked at which point the plan will match the funds available. Ms. Tran and Mr. Conklin explained that the current process of receiving input on the public's priorities will allow them to present a revised design that fits within the amount of money available. Mr. Conklin explained that they will present a plan to Council showing what the public is prioritizing with the associated cost and ask for the Council's direction. Ms. Weber asked about the 1.5 million found money. Assistant City Manager Michael Antwine said there is a General Fund surplus of 1.5 million dollars, some of which has already been allocated. Staff is putting together their "wish list" items which they will present to Council closer to the budget cycle. Mr. Antwine explained that the Hill Master Plan,

and other capital improvement projects are on that list. Commissioner Bentley asked about contingencies. Ms. Tran clarified that the seven million dollars allocated to this project does include a significant amount of money for contingencies.

The Community Garden's first public outreach meeting was successful with approximately twenty members of the public who came to view the land and give input on whether the garden should run parallel or perpendicular to Hill Road. Most of the input they received was in favor of the garden running parallel. The next outreach meeting is scheduled for February 22 in the evening. Staff is working with Graton to be culturally sensitive about the land. Ms. Neese asked if the land is accessible to the public yet. Ms. Tran explained that it is not yet accessible due to unsafe structures and tree limbs that need to be addressed.

3. Upcoming City Council Items.

On February 13, Council will be honoring the compulsory Novato Gymnastics Team for their accomplishments this year. The Gymnastics Boosters will be presenting a check for \$25,000 to Council as well.

Ms. Weber asked for an update on Bahia Park. Ms. Tran shared that they are nearing the end of the project. With only a few items left to be completed, she said we are close to a ribbon cutting. Ms. Weber asked to be kept apprised of upcoming dedications and when items are being discussed at City Council meetings.

4. Media Articles – Comments from the Director/Commission.

There were no Media Articles comments.

**J. COMMISSION REPORTS/COMMENTS.**

1. Commission Comments/Reports. Ms. Neese reported having fun at the chess table opening event with other commissioners. She believes the new chess table is a great addition to Novato. Ms. Weber shared that the Sunrise Ignacio Rotary Club of Novato is supportive of adding a second table. Ms. Weber said she would pursue this opportunity.

Mr. Pouteau suggested engaging the Chamber of Commerce to help promotional efforts with the Hamilton Pool. Ms. Weber asked staff how to proceed with a subcommittee. Mr. Antwine and Mr. Conklin stated that a group, no larger than three Commission members, could meet with members of the Chamber of Commerce and report back to the rest of the commission. A committee was formed, including Mr. Pouteau, Ms. Weber and Ms. Neese, to discuss a potential partnership with the Chamber.

2. Upcoming Community Events:

2/17- Family Movie Night

2/10 & 2/24- Novato Live: Live Music Performed by Local Artists

3/3- Spring Craft Market: Shop for Handmade Gifts from Local Artisans

**K. SCHEDULE NEXT MEETING**

March 8, 2018

**L. ADJOURNMENT**

Meeting was adjourned at 8:13 pm.

DRAFT





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## STAFF REPORT

### MEETING

DATE: March 21, 2018

TO: Recreation, Cultural and Community Service Commission

FROM: Liz Tran, Recreation Services Manager;  
Christopher Blunk, Deputy Public Works Director/City Engineer

SUBJECT: **HILL RECREATION AREA UPDATE**

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### REQUEST

Receive a report by the Public Works Department regarding the Hill Recreation Area, (Capital Improvement Project), CIP # 01-005

### DISCUSSION

The Hill Recreation Area Project is currently scheduled as a General Business Item for the April 10, 2018 City Council meeting. Staff will be requesting City Council approval of an updated Hill Recreation Area.

The Novato Public Works Department held two community meetings to collaborate with the public on a “value engineering” process wherein project priorities and feedback were discussed. Parks, Recreation & Community Services (PRCS) staff also reached out to key stakeholders including Novato Youth Soccer, Novato Senior Citizens Club, and members of both the bocce ball and pickleball community. As a result, the Public Works Department and PRCS has developed an updated Hill Recreation Area Master Plan that prioritizes key elements identified in the community outreach efforts to deliver the Hill Recreation Area Capital Improvement Project within budget.

The revised plan focuses construction around the “Hill Recreation Area Hub” of prioritized elements desired by the community. Key elements updated in the hub are an expanded synthetic turf area with gravel overflow parking along with a consolidated bocce ball and pickleball area that meet the needs for these community priorities. Cost saving measures include rehabilitation of the existing grass field and walkway and the expansion, resurfacing, and restriping of the existing parking lot as an alternate to complete demolition and rebuild of these areas. Construction of the Hill Recreation Area Hub is aligned with community desires and allows for the prioritized elements of the project to be implemented within the budget and without precluding future improvements.

### FISCAL IMPACT

This project is estimated to cost approximately \$7,228,000

### RECOMMENDATION

Receive a report and provide feedback on the Hill Recreation Area Project.



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## **STAFF REPORT**

### **MEETING**

**DATE:** March 21, 2018

**TO:** Recreation, Cultural and Community Service Commission

**FROM:** Liz Tran, Recreation Services Manager  
Gosia Woodfin, Project Engineer

**SUBJECT:** DOGBONE MEADOW PARK RENOVATIONS PROJECT UPDATE

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### **REQUEST**

Receive a report regarding the Dogbone Meadow Park Renovations Project (Capital Improvement Project), CIP # 15-005.

### **DISCUSSION**

The Dogbone Meadow Park Renovation Project is currently scheduled for the March 27, 2018 City Council meeting. Staff will be requesting City Council approval of the final plans and specifications, CEQA determination, and authorization to advertise the project for construction bids. The final plans and specification for the Dogbone Meadow Park Renovation Project will be available for public review on March 22, 2018.

The project scope of work in the proposed bid documents cover site grading, replacement of the existing irrigation system, installation of lawn, installation of an asphalt path around the lawn area, installation of asphalt and/or concrete pads for new and existing amenities, new fencing and gates, relocation of a shade structure, relocation of signs, and improvement to site amenities such as a drinking fountain and dog wash area. As directed by the City Council, the bid documents include one (1) alternate for the substitution of the lawn surface for wood chip surface. The bid alternate will allow for comparative cost analysis of the lawn/grass vs. wood chip options as part of the bid process.

### **FISCAL IMPACT**

This project is estimated to cost approximately \$800,000. The funding for this project will be allocated from Measure F funds.

### **RECOMMENDATION**

Receive a report and provide feedback on the Dogbone Meadow Park Renovation Project.