



THE CITY OF
NOVATO
CALIFORNIA

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Mayor

Josh Fryday
Mayor Pro Tem
Pam Drew

Councilmembers
Denise Athas
Pat Eklund
Eric Lucan

City Manager
Regan M. Candelario

RECREATION, CULTURAL AND COMMUNITY SERVICES ADVISORY COMMISSION SPECIAL MEETING

****NOVATO CITY HALL**
COUNCIL CHAMBERS
901 SHERMAN AVE.**

May 24, 2018

7:00 p.m.

AGENDA

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. March 21, 2018.

D. PUBLIC COMMENT

E. READER BOARD INFORMATION

1. Various Program Fliers.

F. PRESENTATIONS

1. Community Garden Update – Novato Live Well Network.

G. OLD BUSINESS

There are no Old Business items.

**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. PRCS FY 2018/19 Proposed Operating Budget.

Receive presentation and provide feedback.

I. REPORTS/INFORMATION

1. Director's Report

2. CIP Project Updates

3. Upcoming City Council Items

7/24 – July is Parks Make Life Better Month Proclamation.

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

J. COMMISSION REPORTS/COMMENTS

1. Commission Comments/Reports

2. Upcoming Community Events:

6/2 – Concert on the Green at the Civic Green

6/30 – Hot Amphitheater Nights at Hamilton Amphitheater Park

7/7 – Concerts on the Green at the Civic Green

K. SCHEDULE NEXT MEETING

July 12, 2018.

L. ADJOURNMENT



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

March 21, 2018
7:00 p.m.

Administrative Building*
Womack Room
922 Machin Avenue

A. ROLL CALL

Chair Weber called the meeting to order at 7:00 p.m.

Commissioners present: Weber, Neese, Crow, Styx, Pouteau,
Bentley

Commissioners absent: Bartling

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 BENTLY/NEESE,
TO APPROVE THE AGENDA.**

MOTION CARRIED 6-0.

C. APPROVAL OF MINUTES

1. February 1, 2018.

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

MOTION CARRIED 6-0.

D. PUBLIC COMMENT

There was no Public Comment.

E. READER BOARD INFORMTION

1. Various Program Fliers.

F. PRESENTATIONS

1. There were no Presentations.

G. OLD BUSINESS

There were no Old Business items.

H. NEW BUSINESS

1. Hill Master Plan Update - Deputy Director of Public Works Christopher Blunk presented the revised Hill Master Plan. Mr. Blunk presented that the Master Plan concept approved on March 28, 2017 cost is estimated between \$9M-\$11M which exceeds the \$6.3M in the 2017/18 CIP Budget. Because of this, the project went through a value engineering process with public input to identify the highest priority elements that can fit within the current budget allocation. The proposed project and master plan amendments are referred to as the “Central Hub” Project. The environmental review is being done for the whole site so there is an opportunity to complete the east area at a future time. Included in the “Central Hub” Project is a large synthetic turf area with new parking lot to support practice and game space for soccer, renovated east field and walking path, six bocce courts, six Pickleball courts, a play area, and double the amount of parking from 101 (current) to approximately 249 spaces.

Mr. Blunk explained that the next steps are to incorporate RCCSC comments, present the revised plan to City Council for approval and authorization for proposals for preparation of construction documents, circulate and finalize CEQA documents in spring 2018, prepare constructions documents June 2018- February 2019, and finally construct the “Central Hub” Project in March 2019- early 2020.

Commissioner Bentley was supportive of including a play area for children attending sport events. Members of the audience shared desire for additional Pickleball courts which would be able to accommodate tournaments which they believe would provide revenue to the City. Commissioner Neese was supportive of including all ten courts. Commissioner Crow asked Mr. Blunk is the “Central Hub” Project will be covered by the \$6.3M that is currently allocated and asked what the hypothetical budget would be to do the project as a whole. Mr. Blunk confirmed that the “Central Hub” would fit within the \$6.3M and the Master Plan as a whole would cost nearly \$12M. Commissioner Crow asked what is keeping staff from putting additional money into the project. Mr. Blunk explained that we do not have the revenues coming in to pay for the entire project in addition to all of the other projects they are working to maintain and build. Chair Weber asked what the cost would be to add two more courts. Mr. Blunk explained that the space allocated for Pickleball is already maxed out. They struggled to even fit six siting grading issues and limited space for bio treatment areas required for additional areas of impervious ground. Commissioner Neese told the attendees to continue sharing their passion and input at meetings and to not give up on getting enough courts to host tournaments, which she is in favor of. Commissioner Bentley asked where the closest park is. Mr. Bentley answered that Arroyo Avichi is

the closest park. Chair Weber added that it is not in the parent's sight from the soccer fields. Commissioner Bentley asked if the Pickleball courts were tilted for grading or aesthetics. Mr. Blunk explained that it was a little bit of both. Commissioner Pouteau asked if the courts could be moved to where the parking is. Landscape architect Vince Lattanzio reiterated the need for balance for all community members. Commissioner Bentley asked the Pickleball advocates in the audience if eight courts would be sufficient. He was told yes. He asked how many days the tournaments run. He was told four days. Commissioner Bentley asked if the soccer field would bring in income. Mr. Blunk answered that the revenues coming in would cover the maintenance costs and staff costs for programming the spaces, not the cost of building them. Recreation Services Manager Kevin Conklin shared that tournaments can be modified to fix six courts. Commissioner Crow pointed out that the "Central Hub" Project is a great achievement and will meet the needs of many citizens of Novato.

President of the Novato Senior Citizens Club Sandi Smith reiterated the need for parking and the concern for impact on parking when the senior center, soccer field, Pickleball and bocce ball courts are being used at the same time. A member of the audience shared that the amount of people that are able to start playing Pickleball is limited to the space currently available. Mr. Lattanzio highlighted the areas of parking that will allow people utilizing different areas to park near them. A member of the audience shared concerns for seniors have to walk long distances into the senior center. Tony Kenny with Novato Youth Soccer shared that they have about 1450 kids who play soccer year round. They pay \$100,000 field fees between City of Novato and Novato Unified School District. In order to be a good community partner, Novato Youth Soccer gave up one of the fields to accommodate the bocce and Pickleball. Mr. Kenney reminded the group that this is a community park with a lot of user groups who are giving up things they want to make the area best for the most people. Commissioner Bentley asked if the soccer fields will be accessible when games and practices are not taking place. Mr. Blunk explained that the artificial turf field will be fenced off to protect it, which is standard practice for artificial turf fields. The grass field and track will be accessible at all times. Chair Weber stated that the original plan was to improve the fields and asked if the parking lot was striped if it would be suitable for tournament play. Members in the audience said no. Chair Weber thanked Mr. Blunk and Mr. Lattanzio for all their hard work. Chair Weber said she would like to see two more Pickleball courts built in addition to the six in the plan. Two members of the audience spoke in favor of additional courts.

Commissioner Styx commented that the design accounts for the greater good of all the groups they have heard from. Commissioner Neese thanked everyone for sharing information and passion with the group.

MOTION/SECOND, COMMISSIONERS CROW/ POUTEAU, TO ACCEPT THE REPORT.

MOTION CARRIED 6-0.

2. Dogbone Meadow Project Plans and Bid Process Update - Deputy Director of Public Works Christopher Blunk. Mr. Blunk showed the proposed project plans which include accessibility upgrades throughout the site, landscaping renovations in big-dog and small-dog areas, paved walking loop for year-round use, new benches and picnic tables, new drinking fountains and dog wash area. Commissioner Crow asked the width of the path. Mr. Blunk answered that the paved portion of the path is 5 feet wide. The design

includes sod grass with the irrigation to support it. There will also be a deductive bid alternate for mulch.

A member of the audience asked if it is possible to avoid powdered granite. Mr. Blunk shared that granite is no longer considered for the project. The same member of the audience shared his concern with the walnut trees making dogs sick. Mr. Blunk shared that there is a phase out plan to remove walnut trees. The City does not want to clear cut the park and will be planting other trees before removing walnut trees. Mr. Blunk shared that if we cannot afford the project with grass, we will look for dog-friendly alternatives.

A member of the audience expressed concern for insufficient ADA parking. Chair Weber asked how many there are now. Mr. Blunk answered that there are currently two that both are being maintained in the plan. Mr. Blunk explained that the next steps will be submitting the plans to City Council for consideration and approval of plans and specifications on March 27, advertising and awarding construction contract in spring of 2018, and dog park construction and renovations in the summer-fall of 2018. Commissioner Crow stated that the plan looks realistic and beautiful and thanked staff for all their work on it. Chair Weber asked what the cost of the renovation will be. Mr. Blunk stated that it will cost approximately \$700,000.

MOTION/SECOND, COMMISSIONERS CROW/BENTLEY, TO RECEIVE THE DOGBONE MEADOW PROJECT PLANS AND BID PROCESS UPDATE.

MOTION CARRIED 6-0.

I. REPORTS/INFORMATION

1. Director's Report. Mr. Conklin reminded the Commissioners about the 25th Anniversary Party for the Margaret Todd Senior Center. There is a closed session before the council meeting, but commissioner's attendance at the event would be great. The recent gymnastics meet hosted at the Novato gymnastics Center welcomed 500 gymnasts. Recording Secretary Amanda Estrada was introduced as the new Administrative Technician.
2. CIP Project Updates. Ms. Tran gave a CIP Projects Update.
 - **Community Garden:** Staff is continuing to have monthly meetings with Novato Live Well Network. Input and feedback from recent public workshops is being considered. Commissioners will be receiving a presentation from Novato Live Well Network at one of the upcoming meetings. PRCS staff is continuing to work closely with PW staff. The acre has been staked and you can see the area from the road. The input from the workshops has favored the horizontal layout.
3. Upcoming City Council Items.
 - a) Dogbone Meadow: Plans and specifications going to council for approval on March 27.
 - b) Hill Master Plan: "Central Hub" Project going to council for consideration April 10.

4. Media Articles – Comments from the Director/Commission. Mr. Conklin shared the tragic passing of Ryan Zirkle, Marin County Sheriff, Novato native, and former PRCS part-time employee.

J. COMMISSION REPORTS/COMMENTS.

1. Commission Comments/Reports. The first meeting with the chamber took place and the exploration of a partnership has begun. A second meeting will be scheduled. Jack Slade passed whose family owns area near Slade Park. Commissioner Crow shared that she attended the last Novato Live concert with family and they enjoyed the wonderful atmosphere. Chair Weber shared that she continues to receive positive feedback for the special events.
2. Upcoming Community Events:
 - 3/23 – 3rd, 4th & 5th Grade Recreation Party and 6th & 7th Grade Recreation Night
 - 3/24 – Novato Live at City Hall: Live Music Performed by Local Artists
 - 3/27 – Margaret Todd Senior Center's 25th 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

Meeting was adjourned at 9:05 pm.

STAFF REPORT



THE CITY OF
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MEETING

DATE: May 24, 2018

TO: Recreation, Cultural and Community Services Commission

FROM: Kevin Conklin, Recreation and
Community Services

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SUBJECT: **OVERVIEW OF FY 18/19 OPERATING BUDGETS FOR PARKS,
RECREATION AND COMMUNITY SERVICES DEPARTMENT**

REQUEST

Receive overview of FY 18/19 Parks, Recreation and Community Services Department
Operating

DISCUSSION

The staff kickoff meeting for the preparation of the FY 18/19 budgets occurred in January 2018. A review of the budget calendar was done and departments were directed to keep operating budgets status quo. Department budget planning meetings with the City Manager and Finance staff have begun, so budget development is well underway. A very collaborative staff budget development process occurs each year, as the staff creates the annual budget recommendations. With the changes we had in our department in fiscal year 2016-17 we are planning on re-allocating some of our resources to better serve the City.