



THE CITY OF
NOVATO
CALIFORNIA

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Mayor

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Pam Drew

Councilmembers

Denise Athas

Pat Eklund

Eric Lucan

City Manager

Regan M. Candelario

NOVATO RECREATION, CULTURAL AND COMMUNITY SERVICES COMMISSION

May 24, 2018

7:00 p.m.

Novato City Hall
City Council Chambers
922 Machin Avenue

A. ROLL CALL

Chair Weber called the meeting to order at 7:07 p.m.

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

Commissioners absent: Styx

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

B. APPROVAL OF AGENDA

**MOTION/SECOND, COMMISSIONERS
BENTLY/POUTEAU, TO APPROVE THE AGENDA.**

MOTION CARRIED 5-0.

C. APPROVAL OF MINUTES

1. March 21, 2018.

**MOTION/SECOND, COMMISSIONERS CROW/POUTEAU,
TO APPROVE THE MINUTES.**

MOTION CARRIED 5-0.

D. PUBLIC COMMENT

Resident Kevin Morrison encouraged zero-tolerance of discrimination in Novato.

E. READER BOARD INFORMATION

1. Various Program Fliers.

F. PRESENTATIONS

1. Community Garden Update – Novato Live Well Network. David Seltzer shared the vision and history of Novato Live Well Network and explained the current condition as well as future plans for the Lieb site. Tina McMillan shared her desires to be accommodating and inclusive to all interested gardeners. This project will be a collaborative effort between community groups including the Rotary Club. Commissioner Crow asked if fundraising would begin this summer. Ms. McMillan said that once they have the M.O.U. and Licensing Agreement from the City, they can start accepting applications. Chair Weber asked if Master Gardeners will be involved. Ms. McMillan stated that they have contacts from the Master Gardeners that they will be reaching out to. Chair Weber recommended that Novato Live Well goes to IVC to see their demo garden and get input from the Master Gardeners when designing. Commissioner Ryan Bartling asked if they would be able to use rain water collection systems. Ms. McMillan stated that they are looking into all options for water sources. Chair Weber asked how many parking spaces would be designated ADA. Ms. McMillan responded that there would be two designated ADA spaces. Chair Weber asked what the access points would be. Ms. McMillan said there is an emergency vehicle entrance, a main vehicle entrance and a walking gate incorporated into the design. Ms. McMillan shared that they plan to name the garden after Dietrich Stroeh and call it the “Dietrich Stroeh Community Garden”. Commissioner Crow shared that increased parking included in the Hill Master Plan can help too. Chair Weber asked if Rancho Elementary School has a garden. Ms. McMillan was not sure. Recreation Services Manager Kevin Conklin shared that the City’s Public Works and Community Development have been tremendously helpful. Ms. McMillan thanked Assistant City Manager Michael Antwine and Recreation Service Managers Kevin Conklin and Liz Tran for all their support as well. Commissioner Crow thanked Novato Live Well for their perseverance.

G. OLD BUSINESS

There were no Old Business items.

H. NEW BUSINESS

1. PRCS FY 2018/19 Proposed Operating Budget. Staff began working on this budget in January by planning and strategizing. Mr. Conklin shared that the department’s budget is broken down into six main areas of programming and services. The budget is roughly \$3.2 million in expenses and \$2.2 million dollars in revenue. Mr. Conklin went over the six main areas and the programs associated with them; Athletics and Gymnastics, Childcare, Adult and Senior Programming, Special Events, Community Partnerships and Capital Improvement Projects. Accomplishments were also shared. The Youth Financial Assistance Program will be able to offer \$200 per family thanks to an additional \$10,000 from Council. The department also offers job training for youth in our community. The new online registration management software increased online registration by 3,000 registrations.

Commissioner Crow asked that one of the concerts currently scheduled for this summer be moved to the Hamilton Amphitheater Park. She also asked if it is true that Council directed events to take place in downtown Novato. Mr. Conklin said he would check the formal language and supported adding more concerts in Hamilton next summer. Commissioner Crow also asked who the swim lessons at the Hamilton Pool are

managed by. Mr. Conklin answered that the City of San Rafael handles all the registration and swim lessons at the Hamilton Pool. Chair Weber asked how much funding we had in 2008 for the Youth Financial Assistance Program. Mr. Conklin answered that the program used to get \$10,000 per year. For the 18/19 fiscal year, the program has \$20,000 from Council and \$10,000 from the County of Marin.

I. REPORTS/INFORMATION

1. Director's Report. Mr. Conklin invites Commissioners to volunteer at the Ice Cream Social at the Margaret Todd Senior Center. Mr. Conklin also shared that after the chess table was installed on Grant Ave., Chris Major asked Mr. Conklin if he could start Chess classes. The department now offers classes for children ages six to twelve in addition to an intergenerational chess group at the Downtown Recreation Center. Commissioner Pouteau asked about the possibility of a second chess table. Mr. Conklin supported the idea and said that staff is currently looking at possible locations. Mr. Conklin also shared that after receiving requests from the public for an indoor playground, we will be starting one called Busy Bees at the Hamilton Community Center. It will cost \$5 per parent and will begin in the fall.
2. CIP Project Updates. Ms. Tran gave a CIP Projects Update.
 - **Hill Master Plan:** In early April, Council approved the Central Hub Plan. The Request for Proposals is now open for construction documents. Bids will be opened mid-June.
 - **Dogbone Meadows:** A construction company has been awarded the bid. The plan is to close fully but temporarily to safely and efficiently complete the work as quickly as possible.
 - **Community Garden:** The next step with Novato Live Well is to work on the conceptual map which will then be processed through proper channels for approval by the City.Commissioner Crow asked if the Dogbone Meadow project will use grass turf. Ms. Tran responded that it does include grass turf at this time. Chair Weber asked if the funds required for these projects are already allocated. Mr. Conklin answered that it has already been budgeted. Chair Weber asked how the department's expense and revenues compare to past years. Mr. Conklin answered that we have met our goals for the past several years.
3. Upcoming City Council Items.
 - a. 7/24 – July is Parks Make Life Better Month Proclamation. Commissioners are asked to attend to receive the award.
4. Media Articles

J. COMMISSION REPORTS/COMMENTS.

1. Commission Comments/Reports. Chair Weber shared that they are exploring hosting a mixer at the Hamilton Pool. More information will be shared as it becomes available.
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

There is concern that several commissioners will be absent for the next meeting scheduled for July 12, 2018. Staff will consider dates in August and September the next meeting and post online and notify commissioners as soon as it is decided.

L. ADJOURNMENT

Meeting was adjourned at 8:16 P.M.