



THE CITY OF
NOVATO
CALIFORNIA

**RECREATION, CULTURAL AND COMMUNITY SERVICES
ADVISORY COMMISSION MEETING**

**NOVATO CITY HALL
COUNCIL ROOM
901 SHERMAN AVENUE**

January 14, 2016

7:00 p.m.

AGENDA

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

Mayor
Pat Eklund
Mayor Pro Tem
Denise Athas
Councilmembers
Pam Drew
Josh Fryday
Eric Lucan

Interim City Manager
Cathy Capriola

A. ROLL CALL

Chair Suzanne Crow

Commissioner Paula Neese

Commissioner Kate Shilvock

Vice Chair John Caye

Commissioner Nancy Weber

Commissioner Tricia Solarzano

Commissioner Ryan Bartling

B. APPROVAL OF AGENDA

C. APPROVAL OF MINUTES

1. September 24, 2015

D. PUBLIC COMMENT

E. READER BOARD INFORMATION

1. Various Program Fliers

F. PRESENTATIONS

1. Mayor Pat Eklund

G. OLD BUSINESS

There are no Old Business items.

H. NEW BUSINESS

1. Bahia Mini Parks Conceptual Design Plan.
Consider and recommend conceptual design plan.
2. California Park and Recreation District I Community Service Award.
Consider nominees and make a recommendation.

I. STAFF REPORTS

1. Programs, Projects and Issues Report – verbal
 - Capital Improvement Projects Update.
 - a. Dog Park Renovation.
 - b. Hill Recreation Area Master Plan.
 - Sundays on Sherman Winter Edition.
2. City Council Action Updates – verbal
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
 - 1/22 - Paint the Town Red Novato at Margaret Todd Senior Center
 - 2/27 – CPRS District I Community Service Awards and Banquet

K. SCHEDULE NEXT MEETING

Special Meeting: Monday, February 8, 2016.

L. ADJOURNMENT

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Lori Simpkins at 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 CITY OF
NOVATO
CALIFORNIA

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

Mayor
Jeanne MacLeamy
Mayor Pro Tem
Pat Eklund
Councilmembers
Denise Athas
Madeline Kellner
Eric Lucan

City Manager
Michael S. Frank

NOVATO RECREATION, CULTURAL AND COMMUNITY SERVICES COMMISSION

MINUTES

September 24, 2015
7:00 p.m.

Novato City Hall*
Council Chambers
901 Sherman Avenue

A. ROLL CALL

Chair Crow called the meeting to order at 7:03 p.m.

Commissioners present: Neese, Crow, Weber, Shilvock, Caye,
Solorzano, Bartling

Commissioners absent: None

Also present: Director Pam Shinault, Recording
Secretary Lori Simpkins

Introductions of the new commissioners occurred.

B. APPROVAL OF AGENDA

THE AGENDA WAS APPROVED 7-0.

C. APPROVAL OF MINUTES

1. July 9, 2015.

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

MOTION CARRIED 7-0.

D. PUBLIC COMMENT

There were no public comments.

E. READER BOARD INFORMATION

1. [Physical Literacy in the United States – A Model, Strategic Plan, and Call to Action, The Aspen Institute Project Play](#)

2. [40 Developmental Assets, Search Institute](#)
3. [Super Bowl 50 Super Communities](#)
4. [Meeting the Park Needs of All Californians 2015 Statewide Comprehensive Outdoor Plan](#)
5. Measure C Public Information Flyer
6. Various Program Fliers

F. PRESENTATIONS

There were no Presentations.

G. OLD BUSINESS

There was no Old Business items.

H. NEW BUSINESS

1. Consider Assigning Commissioner Liaisons for Proposed Hamilton Fields Sports Complex Private Development Project. Ms. Shinault explained that the Commission is advisor to the Council and vet projects and issues, reviews projects and make valuable recommendations to Council. Ms. Shinault shared some options that the Commission can use, such as a steering committee, an ad hoc committee, and liaisons. The Hamilton Sports Complex project is a private project and is in the early stages of the process. She explained the process the project will possibly go through. There is still time for the Commission to give their input. Currently there have been two studies completed, a Fields Needs Assessment, and an Economic Impact Analysis, which will be shared at a future public meeting. There is still a long way to go with this project.

Commissioner Caye stated that he lives next to the location of the project and offered to help inform and facilitate the information to the Commission. He would like to see a win-win resolution.

The Commission wants to be informed about this. There was discussion as to having liaisons versus an ad hoc committee, eventually agreeing on an ad hoc committee. The ad hoc committee consists of: Commissioners Caye, Neese and Crow. Ms. Shinault will inform the ad hoc committee members of any information, meetings, etc. that occur with this project. It was suggested the committee go to the library and do some research regarding Hamilton's evolution.

The Commission requested that staff come back with a review of the old Community Park Plan and Hamilton Master Plan.

Commissioner Caye stated that if the Commission has to vote on this item, he will need to recuse himself.

I. STAFF REPORTS

1. Projects and Programs and Issues Report – verbal

- Hamilton Field Sports Complex – verbal update (see item H.1.).
- Hill Recreation Area Master Plan update. The consultant continues to work on the synthetic turf feasibility analysis study. Staff is talking with the Novato Unified School District to expand and share parking. The City continues to discuss acquiring the Lieb property, possibly for passive uses. Staff hopes to see movement on this project in November. In the current CIP budget, there is funding to do part of the parking, 1 field with synthetic turf and bocce ball courts. There was discussion regarding lighting the synthetic turf field, and the differences between maintenance of a regular turf field versus a synthetic turf field.
- Dogbone Meadow renovation project update. This facility is very popular and heavily used. Staff will be hiring a landscape architect and look at ADA issues, access, and other issues. It is hoped that the Community Garden will move to the Lieb property, which would be a better location for them.
- Bahia Mini Parks project update. This project is moving along. Staff continues to meet with the HOA's Parks Committee to plan the renovation of two large parks, one being active and the other being a passive use.
- Super Bowl 50 Super Communities Involvement. This is the 50th year of the Super Bowl and this year is at Levi Stadium. Novato is a "super community" and was featured on "50" things to do in Novato.
- ADA Self Evaluation and Transition Plan Approved. Staff will start working on projects through the budget process.
- City Manager Departure. He will be leaving the end of December. Council will try to decide what to do with that position.

2. City Council Action Updates – verbal

3. Upcoming City Council Items

10/6 – Proclamations: Bullying Prevention Month (Michele Keller-Sheehan, Maria Aguila) & Bullying in the Workplace

10/6 – Approval of Let's Play Community Construction Grant Application

10/6 – Approve Sending a Letter to COM Board Requesting Naming IVC Sports Field in Honor of Ernie Gray

10/27 – Proclamation: American Diabetes Month

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

J. COMMISSION REPORTS/COMMENTS.

1. Commission Comments/Reports. Commissioner Shilvock attended the Sundays on Sherman event in July and had a great time. She also commented that it was nice to see the Playful City placards around town.

Commissioner Crow enjoyed the Concerts on the Green this summer. There were many kids dancing and having a great time. \

Commissioner Neese said the Special Olympics Torch Run was a great experience. She also said she attended a meeting where a staff person from the Marin County Health and Human Services gave a great age-friendly presentation. She suggested they come to a future Commission meeting and give the presentation.

Commissioner Bartling said he attended several events this summer and would like to see them continue.

2. Upcoming Community Events.

9/23 – Oktoberfest – at Margaret Todd Senior Center, 5-8pm

9/25 – Marin Moonlight Run, Hamilton Marsh, starts at 7:45pm. Benefits the Novato Youth Financial Assistance Program

10/14 – Council member Kellner’s Farewell Community Reception, City Hall, 5:30-7pm

K. SCHEDULE NEXT MEETING

November 12, 2015.

L. ADJOURNMENT

Meeting was adjourned at 8:26 pm.

STAFF REPORT



THE CITY OF
NOVATO
CALIFORNIA

922 Machin Avenue
Novato, CA 94945-3232
(415) 899-8900
FAX (415) 899-8213
www.novato.org

MEETING

DATE: January 14, 2016

TO: Recreation, Cultural and Community Services
Advisory Commission

FROM: Pam Shinault, Community Services Director
Manijeh Larizadeh, Engineer I

SUBJECT: **BAHIA MINI PARKS IMPROVEMENTS**
CIP PROJECT# 15-004

REQUEST

Consider recommending conceptual plans for the improvements of two existing parks at Bahia, CIP Project No. 15-004.

RECOMMENDATION

Recommend approval of conceptual plans for two parks at Bahia.

DISCUSSION AND BACKGROUND

Play equipment was removed from Bahia’s mini parks in 2010 due to the age and condition of the structures. There was neither sufficient funding to replace the equipment nor maintenance resources to maintain the same. Staff has worked over the last few years with the neighborhood on various plans and options for providing some measure of park facilities in Bahia.

In 2014, City staff attended an HOA board meeting, where subject to City Council budget approval, the City offered to renovate the one larger park with play equipment, and place some benches in other parks, and work with HOA to reach agreement on the HOA covering the maintenance of the other four parks.

Staff met with the Bahia Park Committee several times since budget adoption, and on November 16, 2015 staff held a public workshop at the Bahia club house and received feedback from the residents of Bahia on the concept plans developed by City staff and the park committee. The plans have been revised to accommodate some of the feedback received at the public workshop. City staff and the public committee would like to move forward with this project including obtaining City Council approval for the design.

Novato City Council Agenda Staff Report Date: _____ File No. _____

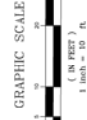
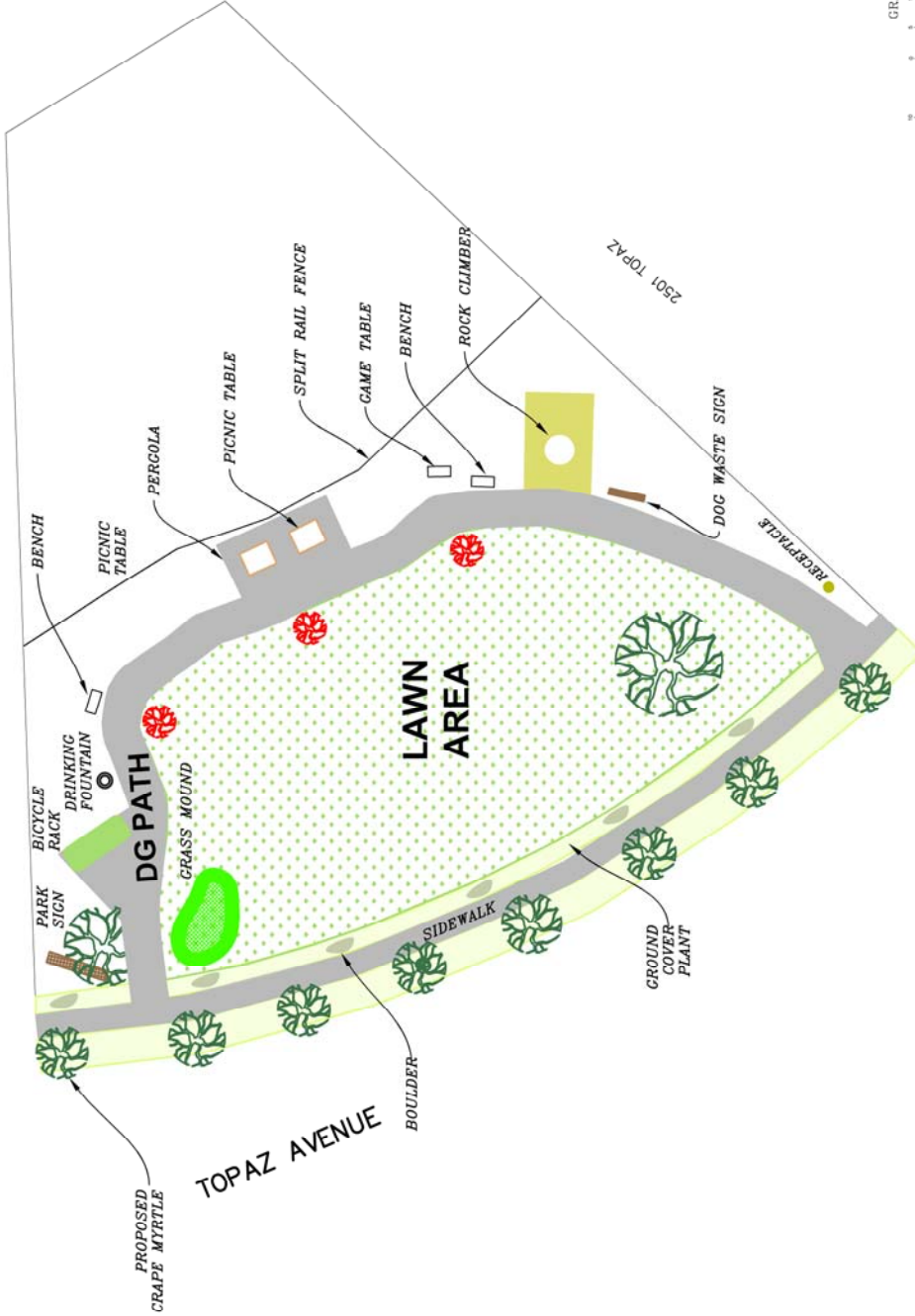
The Bahia Mini Parks Improvement project comprises installation of play equipment and other improvements such as benches, picnic tables at one bigger park parcel (APN 143-242-65), and minor park amenities at the smaller park parcel (APN 143-233-29). Construction is anticipated for summer of 2015.

Public notification and outreach included City Staff from Public Works and Parks Recreation Community Services attending a number of Bahia Homeowners Association Board meetings. City project team met with Bahia's Park Committee three times to explore needs, design ideas, and to create and refine the design plans for the two largest public parks in Bahia. The preliminary concept plans were created with the Bahia Parks Committee and then were shared and revised at a public workshop. The public workshop meeting invitation was mailed to all property owners and residents at Bahia and was announced in the HOA's regular newsletter. The public workshop was well attended and great discussion occurred regarding the park amenities. The plans were revised based on the feedback from the workshop and revised and approved by the Bahia Parks Committee at a meeting in December 2015. Funding for the project and the parks improvements was made possible by County Parks Measure A.

ATTACHMENTS

1. Conceptual Plan for each park (2)
2. Vicinity Map
3. CIP Budget Excerpt

PARK B



Date: **Apr. 6, 2015**
 Sheet: _____
 Project No.: **1 of 9**
 OP: **15-004**

BAHIA MINI PARKS IMPROVEMENTS

PARK B

Submitted: _____ 20____
 Principal Civil Engineer
 Approved By: _____
 City Engineer _____ Date _____

City of Novato
 Department of Public Works
 Engineering Division



Drawn By: _____
 Designed By: _____
 Checked By: _____
 Scale: _____

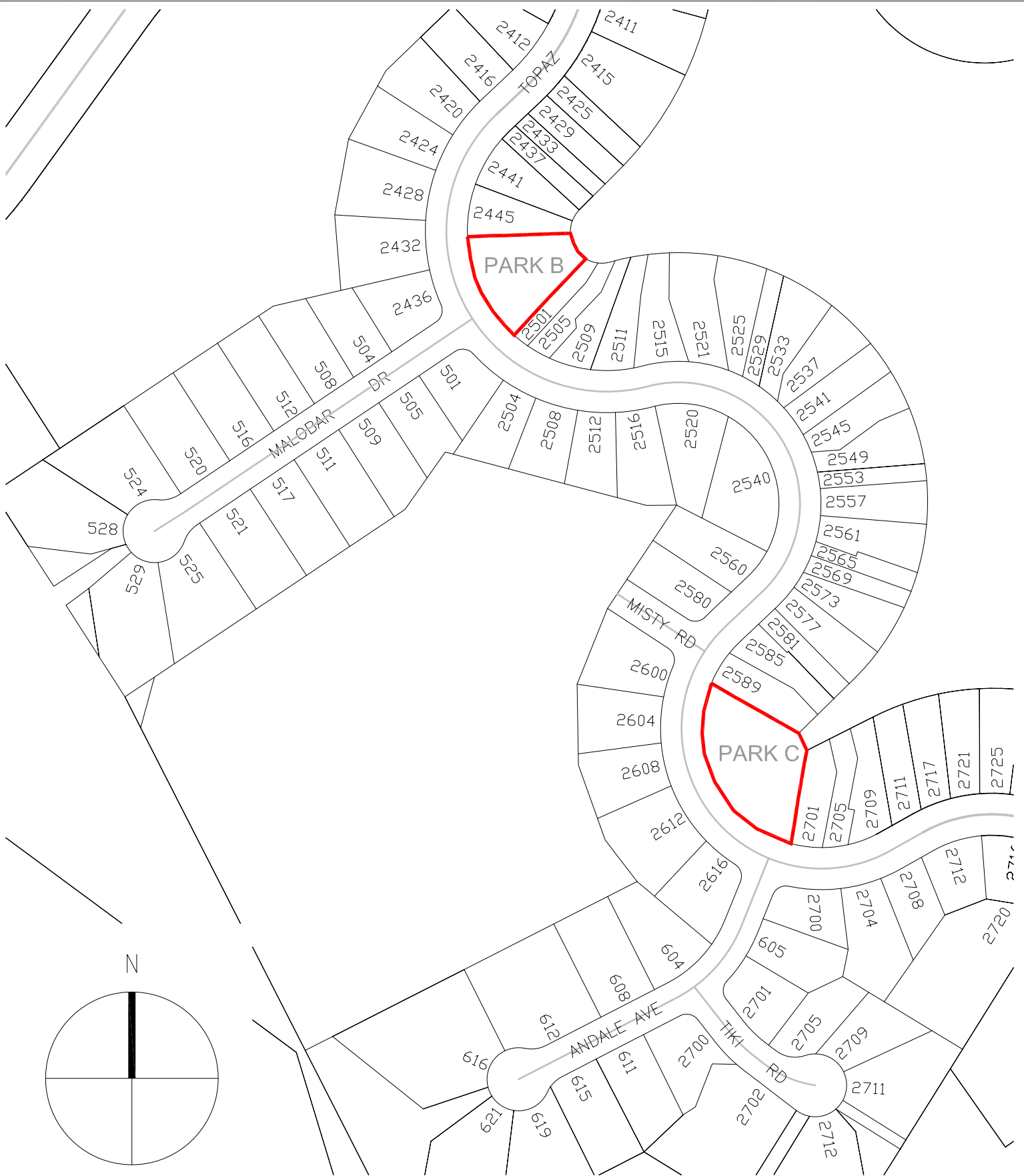
Revision Block

Number	Date	Description	By

PARK C



Date	Jan. 6, 2016		
Sheet	4 of 9		
Project No.	CP 15-004		
BAHIA MINI PARKS IMPROVEMENTS			
PARK C			
Submitted:	_____ 20__		
Principal Civil Engineer	_____		
Approved By:	_____ Date _____		
City Engineer	_____		
Drawn By:	_____		
Designed By:	_____		
Checked By:	_____		
Scale:	_____		
Revision Block			
Number	Date	Description	By



PROJECT NAME : Bahia Mini Parks Improvements, CIP No. 15-004

PROJ. LOCATION: City of Novato, CA

VICINITY MAP

Bahia Mini Parks Improvements

Project No.: 15-004

Base Code: 452

Funded

Project Objective: To reinstall play equipment and other improvements at one park parcel, and minor park amenities at up to five other mini park sites within the Bahia neighborhood.

Project Description and Background: Play equipment was removed from Bahia's mini parks in 2010 due to the age and condition of the structures. There was neither sufficient funding to replace the equipment nor maintenance resources to maintain the same. Staff has worked over the last few years with the neighborhood on various plans and options for providing some measure of park facilities in Bahia. The project would reinstall playground equipment at the largest park site within Bahia (Parcel C, across from Andale Avenue), and reinstall minor amenities, such as benches at some of the other sites.

Basis for Cost Estimate: Costs are based on estimates included in the December 2013 Novato Parks Facility Assessment and Maintenance Analysis.

Basis for Schedule: This project should be implemented and completed in FY 14/15.

Revenue Considerations: Marin County Measure A Parks Sales Tax is the funding source.

Project Expenditure	Sub Objects	Prior to 15/16	15/16	16/17	17/18	18/19	19/20	Total
Proj Develop	410	10,000	25,000					35,000
Construction	430	0	205,000					205,000
Construction Mgt	440	0	10,000					10,000
TOTAL		10,000	240,000	0	0	0	0	250,000

Funding Source	Sub Objects	Prior to 15/16	15/16	16/17	17/18	18/19	19/20	Total
Measure A Parks (310)	410	23,000	12,000					35,000
Measure A Parks (310)	430	210,000	(5,000)					205,000
Measure A Parks (310)	440	17,000	(7,000)					10,000
TOTAL		250,000	0	0	0	0	0	250,000
CARRYOVER		240,000						



THE CITY OF
NOVATO
CALIFORNIA

922 Machin Avenue
Novato, CA 94945-3232
(415) 899-8900
FAX (415) 899-8213
www.novato.org

STAFF REPORT

MEETING

DATE: January 14, 2016

TO: Recreation, Cultural and Community Services Commission

FROM: Pam Shinault, Director

SUBJECT: **CALIFORNIA PARKS AND RECREATION SOCIETY DISTRICT ONE
ANNUAL COMMUNITY SERVICE AWARD NOMINATION**

REQUEST

Consider the Novato Historical Guild as Novato's nominee for the 2015 CPRS District 1 Community Service Award.

RECOMMENDATION

Approve Nomination of the Novato Historical Guild.

DISCUSSION

The CPRS District 1 Annual Community Service Award recognizes outstanding contribution by an individual or group to a California Park and Recreation Society (CPRS) District 1 agency and community either by volunteering or making a donation that assisted in "Creating Community Through People, Parks and Programs."

Each year, Novato Parks, Recreation and Community Services (PRCS) Department works with hundreds of volunteers. Their commitment to serving the community, and partnering with the City in their volunteer efforts, allows us to be able to provide a wide breadth and scope of programs and facilities for the public. Each agency within CPRS District 1 selects a candidate or organization to receive the Community Service award in recognition and honor of their work in that community. District 1 is our local chapter of the statewide CPRS professional organization, and hosts an awards banquet and dinner to showcase the work and dedication of our exceptional volunteers.

This year we recommend that the Novato Historical Guild receive the CPRS District 1 Community Service Award from Novato for their dedication and service to the community in preserving local history and partnering with the City to manage and operate our two City Museums through a volunteer workforce. One of the City's budget cuts beginning in 2009/10 was to eliminate the staff position of Museum Coordinator. The Novato Historical Guild stepped up to fill the gap, and continue our excellent Museum programs without staff support. The City has had a long term partnership with the Guild, and they continue to impress with their

dedication to working collaboratively with the City to keep the Museums as a vital link to Novato's past.

The Novato History Museum was originally founded in 1976 by the Guild for the City, and it has been operating since that time. The Hamilton Field History Museum was opened for public use in 2010. Both Museums benefit financially from Guild support for exhibits and program costs.

The Guild recruits, trains and supervises volunteers to maintain and manage the City owned collections, and to provide open public hours at both Museums. All volunteers are signed up as City volunteers. The Guild coordinates and provides a Third Grade Tour program each year for all of the third grade classes in Novato schools so that Novato school children have an appreciation of their local history, and a better sense of place in the community.

In 2014/15, the Guild's 95 active volunteers provided 6,293 of service hours in support of the two Museums. In addition to that – they assisted more than 3,500 visitors at the Museums.

We feel that the Novato Historical Guild is a very deserving organization to receive a CPRS Community Service Award. This group is a truly amazing example of hard work and a long standing, and successful partnership with PRCS in "Creating Community Through People, Parks and Programs." Their dedication to the Novato community, and to the preservation of local history, contributes greatly to making Novato a great place to live, work, and play.