



THE CITY OF
NOVATO
CALIFORNIA

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

RECREATION, CULTURAL AND COMMUNITY SERVICES ADVISORY COMMISSION

NOVATO CITY HALL
COUNCIL ROOM
901 SHERMAN AVENUE

May 12, 2016

7:00 p.m.

AGENDA

A. ROLL CALL

Chair Suzanne Crow

Commissioner Paula Neese

Commissioner Kate Shilvock

Vice Chair John Caye

Commissioner Nancy Weber

Commissioner Tricia Solorzano

Commissioner Ryan Bartling

B. APPROVAL OF AGENDA

C. APPROVAL OF MINUTES

1. March 10, 2016

D. PUBLIC COMMENT

E. READER BOARD INFORMATION

1. Various Program Fliers

F. PRESENTATIONS

1. Commission on Aging Annual Update
Beth Livoti, Commission on Aging Novato Representative
2. Educational/informational on Age Friendly and Aging in Place
Presentation
Patricia Smith, Sausalito Parks and Recreation Commissioner
3. Exciting Summer Programs Preview
Kathy Kormos, Recreation Operations Manager

**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.*

G. OLD BUSINESS

There are no Old Business items.

H. NEW BUSINESS

1. DOGBONE Meadow Dog Park Capital Improvement Project.

Review proposed conceptual design plans and provide recommendation.

2. Overview of proposed FY16/17 Parks, Recreation and Community Services Operating Budget and Capital Improvement Projects Budget for Parks, Recreation and Community Facilities.

Receive presentation.

I. REPORTS/INFORMATION

1. Director's Report

2. Upcoming City Council Items

5/17 - Proclamation: Kids to Parks Day

5/17 - Approve Plans and Specs - Bahia Parks

5/17 - Parks and Recreation Registration Software Contract Award

5/17 - FY 2016-17 Operating and Capital Improvements Project Budgets:
Direction

5/24 - Gymnastics Center Roof Award

6/14 - Budget Public Hearing and Council Deliberation

6/28 - Operating and CIP Budget Adoption

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

J. COMMISSION REPORTS/COMMENTS

1. Commission Comments/Reports.

2. Upcoming Community Events.

5/14 – Tour of Novato/School Fuel Community Fair at Novato City Hall
Complex/Sherman Avenue, 10am – 3pm

5/21 – Novato Live at City Hall Concert – Jessie Bridges, 6 – 8pm

5/22 – Titanium Racing Running Festival at Indian Valley Campus of College of Marin, 7am

6/11 & 6/12 – Art, Wine & Music Festival, Novato Downtown, 10am – 7pm

6/18 – Concert on the Green – Barrio Manouche, 5 – 7pm

7/4 – Fourth of July Parade, Grant Avenue, 10am

7/8 – 7/10 – The 29th Annual Novato Classic Girls Basketball Tournament, Novato High School Gyms, all day

K. SCHEDULE NEXT MEETING

July 14, 2016

L. ADJOURNMENT



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

MINUTES

March 10, 2016
7:00 p.m.

Novato City Hall*
Council Chambers
901 Sherman Avenue

A. ROLL CALL

Chair Crow called the meeting to order at 7:02 p.m.

Commissioners present: Crow, Weber, Solorzano, Bartling

Commissioners absent: Caye, Neese, Shilvock

Also present: Director Pam Shinault, Senior
Management Analyst Heather Hafer,
Recording Secretary Lori Simpkins

B. APPROVAL OF AGENDA

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

MOTION CARRIED 4-0.

C. APPROVAL OF MINUTES

1. January 14, 2016.

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

MOTION CARRIED 4-0.

D. PUBLIC COMMENT

There was no public comment.

E. READER BOARD INFORMATION

1. Various Program Fliers

F. PRESENTATIONS

1. Novato Employees Wellness Program – Heather Hafer, Jessica Deakyne

Ms. Hafer and Ms. Deakyne reported on their progress in offering several healthy programs that City employees participated in. They gave a short PowerPoint presentation showing statistics that a healthy employee is a happy employee. The team continues to find new ways to get city employees to participate.

G. OLD BUSINESS

1. Strategic Plan Status Report for Parks, Recreation and Community Services Department.

Commission received status report.

Public comment on this item:

Valerie Valero regarding the Community Garden Project.

David Selzer regarding Rush Creek Trail from Atherton to Bahia needs Improvement.

2. Walk Friendly Communities Designation (Strategic Plan Item).

Commission received information.

H. NEW BUSINESS

There were no New Business items.

I. STAFF REPORTS

1. Programs, Projects and Issues Report – verbal updates (these items are informational only, therefore, no action or public comment will be taken)

- California Park and Recreation Society District 1 Awards Banquet. Approximately 100 people attended. The Novato Historical Guild was the City of Novato’s award recipient for 2016.
- Bahia Mini Parks Update. Will go to City Council for approved soon.

- New programs on the horizon. Several new children's programs for this summer will focus on physical and mental health, self-defense, communication skills, and financial literacy.
 - March 3rd DOGBONE Meadow Park Renovation Project Meeting.
 - April 7th Hamilton School Public Art Ribbon Cutting Ceremony.
 - Proposed Hamilton Sports Complex Private Development Project Update. The City is waiting for the applicant to re-submit a proposal.
2. City Council Action Updates – verbal
 3. Upcoming City Council Items
 - 3/15 - Proclamation: CPRS Community Service Award - Novato Historical Guild
 - 4/5 - Proclamation: Senior Club
 - 4/5 - Proclamation: Alcohol Awareness Month
 - 4/5 - FY 2016-17 Budget: General Fund Work Session 1
 - 4/12 - FY 2016-17 Budget: General Fund Work Session 2
 4. Media Articles - Comments from the Director/Commission.

J. COMMISSION REPORTS/COMMENTS.

1. Commission Comments/Reports.
2. Upcoming Community Events.
 - 3/11 – 3/13 - Novato Gymnastics Classic
 - 3/19 - Novato Live at City Hall Music Concert featuring David Luning

K. SCHEDULE NEXT MEETING

SPECIAL MEETING: Thursday, April 14, 2016. (meeting was cancelled)

L. ADJOURNMENT

Meeting was adjourned at 8:06 pm.

STAFF REPORT



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MEETING
DATE: May 12, 2016

TO: Recreation, Cultural and Community Services
Advisory Commission

FROM: Pam Shinault, Parks, Recreation and Community Services Director
Gosia Woodfin, Assistant Engineer

SUBJECT: **DOGBONE MEADOW DOG PARK IMPROVEMENTS**
CIP PROJECT# 15-005

REQUEST

Consider recommending conceptual design for the improvements of the Dogbone Meadow Dog Park, CIP Project No. 15-005.

RECOMMENDATION

Recommend approval of conceptual design for the Dogbone Meadow Dog Park.

DISCUSSION AND BACKGROUND

Dogbone Meadow is a fully fenced two-and-a-half-acre dog park at the west end of Novato Boulevard. The middle one acre of the park was originally natural turf. The remainder of the site contains an assortment of dog agility equipment, picnic tables, a shade structure, benches and a paved parking lot.

The park was constructed 14 years ago and since installation has seen no significant improvements beyond routine maintenance. High park use, the drought, gophers, and reduced maintenance levels have impacted the usability and character of the park. Staff, park users and the community got together to identify and help prioritize needs. These efforts led to the creation of a Capital Improvement Program project to renovate the park and create a “better place for humans and pets”. The City hired a landscape architect to provide design services and help facilitate public meetings.

The first public workshop was held at the Dog Bone Meadow on November 14, 2015. The purpose of the meeting was to present the project to the public and collect their input. The following was addressed:

- Project purpose and schedule
- Base Improvements
- Existing elements - what works what doesn't?
- Potential elements-what amenities do you like?

Based on the feedback received at this very well attended meeting the landscape architect prepared conceptual plans that were presented to the public at the second workshop on March 3, 2016. The plans were also posted on Open Novato website to provide additional opportunity for the public to review and take a survey. The survey questions were:

1. Which 3 surfacing options from the chart below would you choose for “dog run” areas (in priority order)?
2. What improvements on the preliminary plans (i.e. amenities, layout, and proposed uses) would you like to see implemented (in priority order)?

The responses to the first question were (ranked from most requested):

- Improve surface/ irrigation
- Address seating/ shade structure
- Natural turf for dog run
- Entrance/ walkway improvements
- Water stations

Results of surfacing options were as follows:

Natural Turf	44%
Bare Earth	22%
Granite Fines (decomposed granite)	18%
Wood Chips	10%
Synthetic Turf	6%

Turf was identified as a desired surface material by a majority of community members responding to the survey and attending meetings. Restoring the existing natural turf areas would be a significant investment requiring a new irrigation system, an in-ground gopher abatement system and person power. Natural turf requires significantly more water and staff to maintain well. Additionally, portions of the natural turf would need to be reseeded annually, requiring partial closure of the park for several months each year to allow the grass to grow and get established to withstand the heavy use at the site. The preliminary plans include a smaller natural turf dog run than existing, in lieu of alternate surface materials. The most common surface materials for dog run areas are shown in the table below, including their relative cost and maintenance requirements, and a list of potential concerns with each.

Surface options:

SURFACING	COST	MAINTENANCE	POTENTIAL CONCERNS
BARE EARTH	\$!	Muddy in rainy season Can be dusty in dry season
WOOD CHIPS	\$!!	Can get caught in paws Can house pets Tricky for collecting feces Can have odor Can grow fungi
GRANITE FINES	\$\$!!	Can be dusty in dry season
NATURAL TURF	\$\$\$!!!!	Closed for seeding during portions of the year Gopher abatement required High water use Tricky for collecting feces Muddy in Rainy season
SYNTHETIC TURF	\$\$\$\$!!	Can be hot Requires wash down

The improvement plans for the Dogbone Meadow renovation have been revised to accommodate the feedback received at the public workshops.

Two design options are being presented. The main difference between them is the location of the small dog area. As a result, the layout of the natural turf, the location of the entrance, and some amenities, as well as the quantity and location of the fencing are different in each option.

Staff recommends to move forward with the option A: leaving the Small Dog Area at its current location. The existing trees provide desired shade and the existing infrastructure would lower the cost of the renovation. The Option A is not only preferred by the dog park users but also favored by the City’s Maintenance staff. Additional project funding would be required to construct Option A or B and new funding is being requested through the annual Capital Improvement Project Budget presented to the City Council on May 3rd. Budget adoption and final approval of Council’s support of additional funding for the dog park project will be considered in late June.

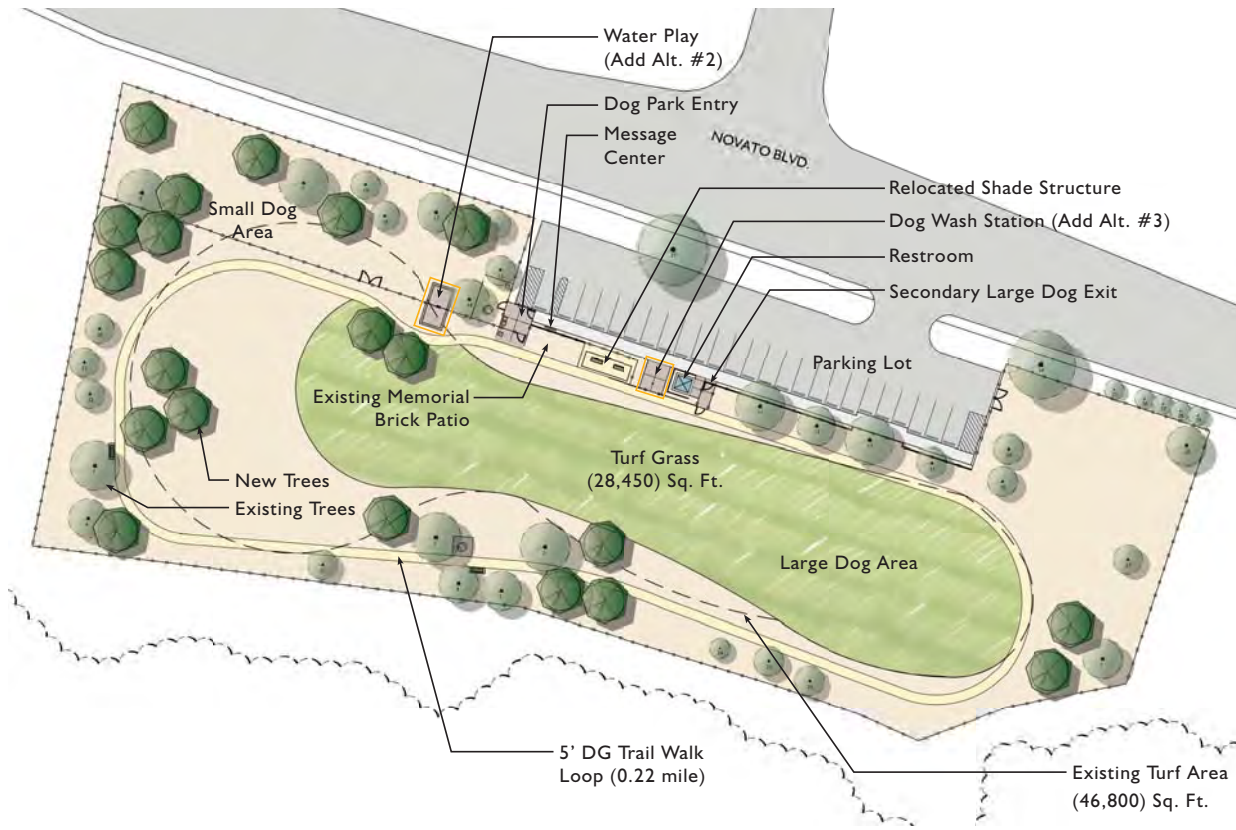
City staff would like to move forward with this project including obtaining City Council approval for the design. Construction is anticipated for fall 2016, pending additional funding for the project.

ATTACHMENTS

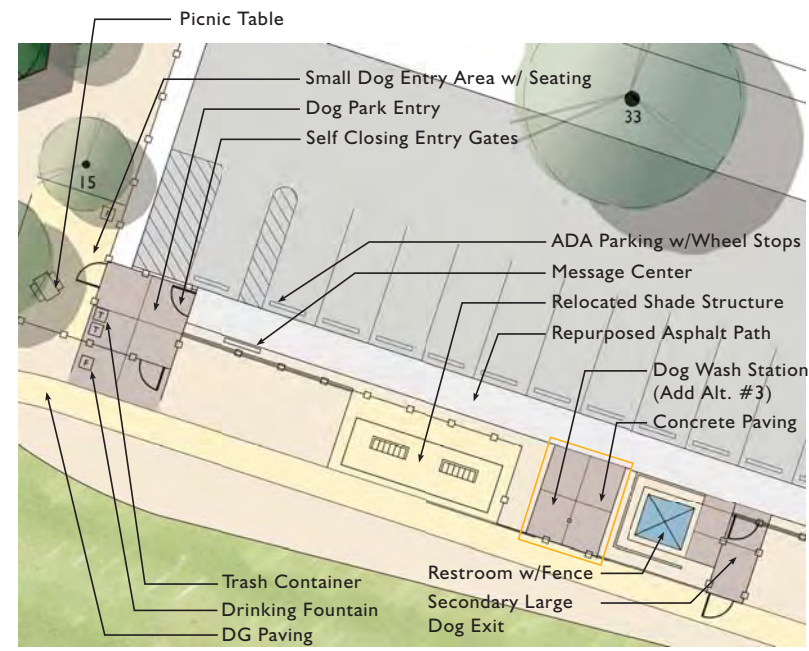
1. Conceptual Plan (2)
2. Existing Conditions
3. Vicinity Map
4. Location Map
5. CIP Budget Excerpt

LEGEND

- Asphalt Paving
- Repurposed Asphalt Paving
- DG Paving
- Turf Area
- Bare Earth
- Add Alternate Item (#)



CONCEPT BASE - LAYOUT PLAN 'A'

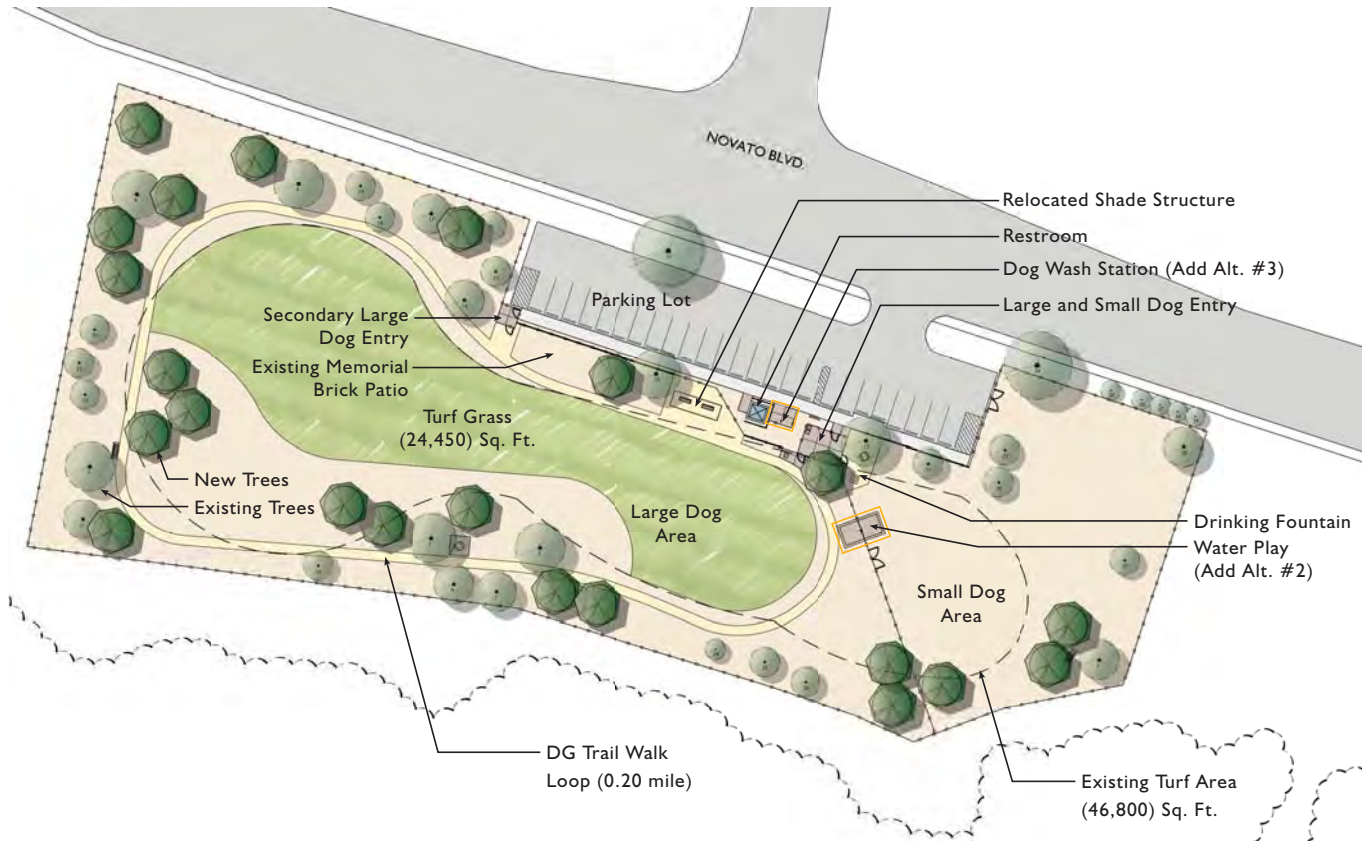


ENTRY LAYOUT ENLARGEMENT

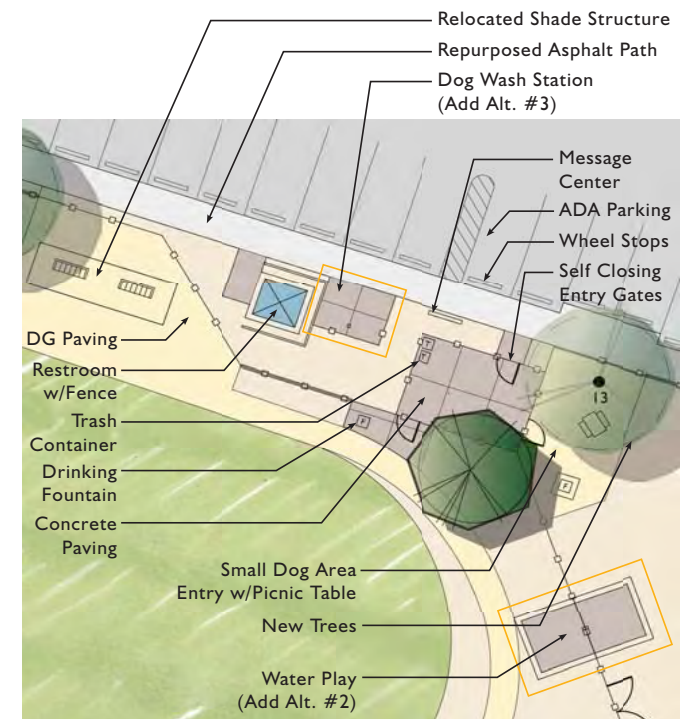


LEGEND

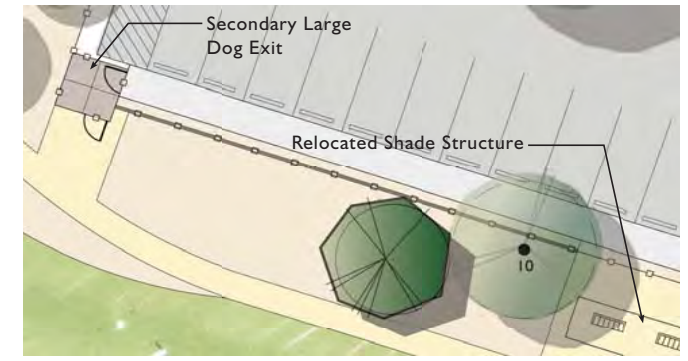
- Asphalt Paving
- Repurposed Asphalt Paving
- DG Paving
- Turf Area
- Bare Earth
- Add Alternate Item (#)



CONCEPT BASE - LAYOUT PLAN 'B'



ENTRY LAYOUT ENLARGEMENT

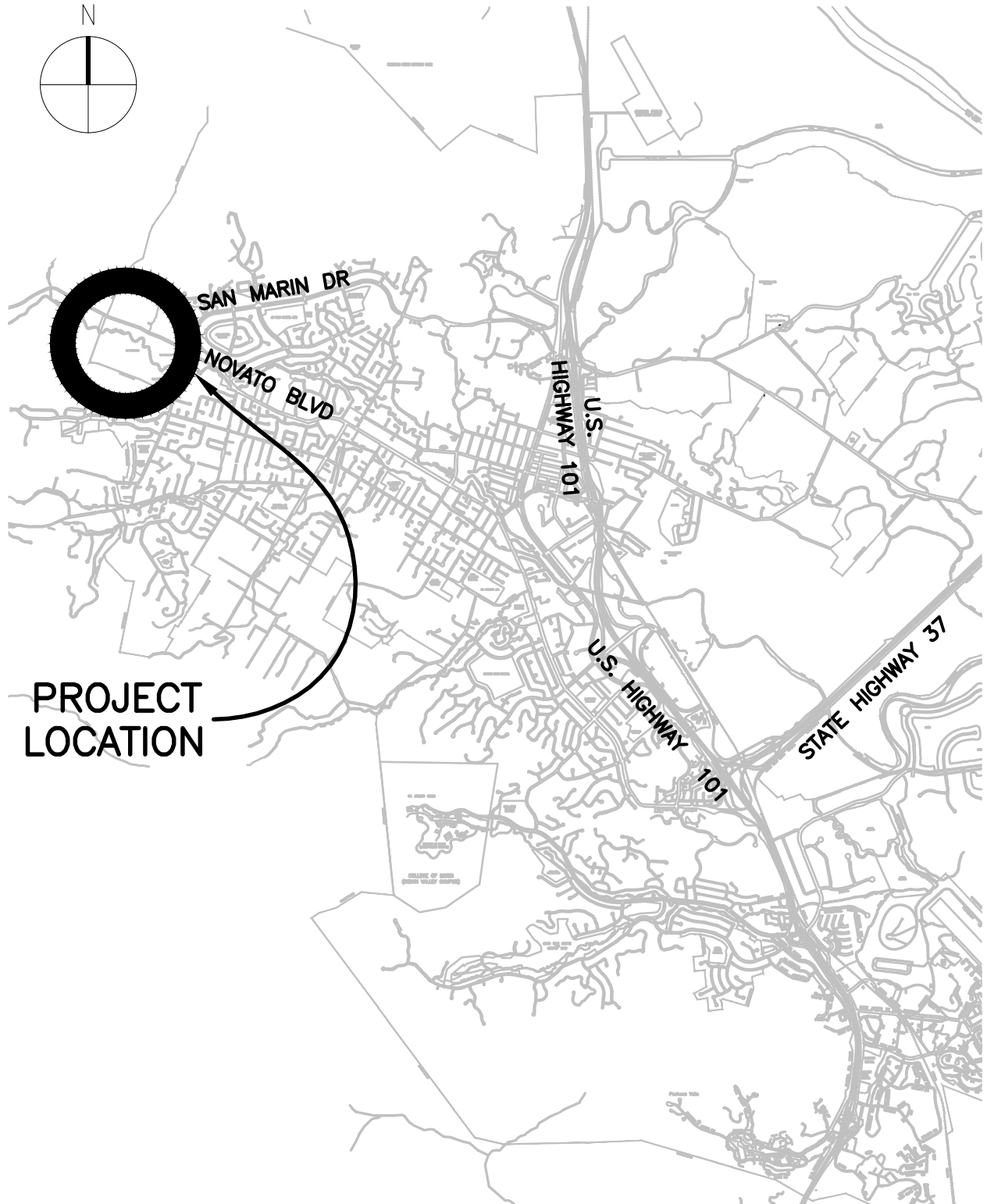


SECONDARY LAYOUT ENTRY ENLARGEMENT



DOGBONE MEADOW DOG PARK-EXISTING CONDITIONS (Spring 2016)





**DOGBONE MEADOW DOG PARK RENOVATION
CITY OF NOVATO CIP 15-005
VICINITY MAP**



**DOGBONE MEADOW DOG PARK RENOVATION
CITY OF NOVATO CIP 15-005
LOCATION MAP**



Dog Park Renovations and Small Dog Area

Project No.: 15-005

Base Code: 452

Funded

Project Objective: To perform repairs and renovations to existing dogpark to address deferred maintenance and make improvements to create a small dog park, enhance the parking lot, improve ADA access and perform other improvements at the park.

Project Description and Background: The dog park improvements are over ten years old, and renovations are required, including to the fencing, pathway and shade structure. In addition a small dog area is to be created. Development of the adjacent parcel is proposed by others for a community garden. The dog park renovations will be coordinated with the adjacent development in an effort to provide benefit to both projects.

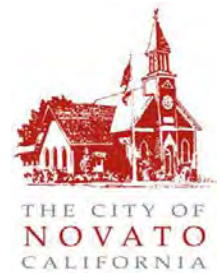
Basis for Cost Estimate: Costs are based on preliminary estimates.

Basis for Schedule: This project was started in FY 14/15 and will finish in FY 14/15.

Revenue Considerations: Long Term Maintenance - Facilities is the funding source, together with a donation from the Friends of Dog Bone Meadow in the amount of \$7,000 specifically for creation of the small dog area. A mid-year FY 14/15 allocation of County Parks Measure A was added to the project budget.

Project Expenditure	Sub Objects	Prior to 15/16	15/16	16/17	17/18	18/19	19/20	Total
Proj Develop	410	10,000	20,000					30,000
Construction	430	0	94,995					94,995
Construction Mgt	440	7,000	7,000					14,000
TOTAL		17,000	121,995	0	0	0	0	138,995

Funding Source	Sub Objects	Prior to 15/16	15/16	16/17	17/18	18/19	19/20	Total
Parks Measure A (310)	410	6,000	20,000					26,000
Parks Measure A (310)	430	41,995	10,000					51,995
Parks Measure A (310)	440	4,000						4,000
Facilities LTM (323)	410	4,000						4,000
Facilities LTM (323)	430	36,000						36,000
Facilities LTM (323)	440	3,000						3,000
Restricted Revenue (325)	430	7,000						7,000
TOTAL		101,995	30,000	0	0	0	0	131,995
CARRYOVER		84,995						



STAFF MEMO

MEETING

DATE: May 12, 2016

TO: Recreation, Cultural and Community Services Commission

FROM: Pam Shinault, Director

SUBJECT: **OVERVIEW OF PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT PROPOSED OPERATING AND CAPITAL IMPROVEMENT PROJECT BUDGETS FOR FY 16/17**

922 Machin Avenue
Novato, CA 94945-3232
(415) 899-8900
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REQUEST

Hear Presentation and Receive Preliminary Overview of Proposed FY 16/17 Operating and Capital Improvement Project Budgets.

RECOMMENDATION

Provide Input.

DISCUSSION

Budget Development

Annually, the City of Novato staff evaluate operations, needs, requests, and consider trends in order to prepare the annual operating budget, and also assess project needs, partnership opportunities, and grant possibilities. At spring budget workshops, each department reviews department operations, and presents a budget strategy, along with accomplishments and recommendations for the upcoming fiscal year. The City's fiscal year runs July 1st through June 30th.

Program needs, staffing, facility improvements, are all considered as the budget is developed for both the daily operation and to help guide the development of projects for consideration through the Capital Improvement Project budget, with an eye to the years ahead.

In recent years, the City has completed a number of facility assessment studies for buildings, parks and storm drains for example, that evaluate the existing conditions, and recommend future replacement and maintenance needs. The recommendations that are developed and in many cases, prioritized through the development of these various studies, help to inform budget planning and decision making. Staff input, Council interests/requests, grant or partnership opportunities, and other public input, also help to inform and direct resources and needs, and develop funding and project priorities.

The operating budget represents the general day-to-day costs and revenues collected by regular city business activity. In the case of the Parks, Recreation and Community Services Department, expenses can be incurred for part-time staff wages, independent contract instructors, materials and supplies for programs and facilities, transportation, and entry fees, for example. Revenue can be received from program and facility use fees, membership dues, as well as donations and gifts. In PRCS, expenses exceed revenues, and therefore, general fund (taxes) offset the costs of operation.

Cost of Doing Business

The largest City and PRCS Department expense is personnel, since we are a service organization. The Police Department represents 48% of the general fund investment (\$13,499,623), whereas, only 4% (\$1,190,857) of the general fund investment is needed to offset the costs of PRCS operations.

The PRCS Department covers nearly 68% of its costs through fees and charges, thereby keeping the need for general fund investment as low as possible, so GF dollars are available for other city needs. Typically, around 70% of the city's expense is for personnel costs.

Within the PRCS department 21 FTE professional staff manage over 200 part-time staff and 650 volunteers annually. Personnel costs have been affected in recent years by increasing health care costs and changes (increases) to minimum wage rates. In addition, a County grant from Health and Human Services, and the successful passage of County Parks Measure A, have helped to offset personnel, materials and supply expense, and to cover some CIP project costs.

Grants and County Parks Measure A Funding Support

A half-time PRCS Department position (20 hours per week) is staff to the Novato Blue Ribbon Coalition for Youth, a collaborative effort of agencies and community members, focused on reducing youth access to alcohol, marijuana and reducing incidents of bullying. The half-time position is funded by a grant from the County and over the next five years funding will be reducing, as grant funds are less.

County Parks Measure A funding has been dedicated to a number of areas, addressing some pressing city needs in both the Public Works Department, by funding 2 full-time parks maintenance positions, and has and is funding an annual contract for fire management and creek work with the Conservation Corps. Additionally, Parks Measure A funding has provided funds to PRCS, for community special events, by funding .25 FTE of an event coordinator and some event supplies, and has being the sole source of funds for the Dog Park Capital Improvement Renovation Project.

DEPARTMENT OVERVIEW

The PRCS Department has 3 divisions: Recreation, Community Services, and Administration that oversee all functions within the department. Collaboration with many groups, partners and non-profits, as well as garnering a huge volunteer workforce to be coaches, provide front counter clerical support, and more, are the ways we are able to provide the depth, breadth, and program quality we provide to this community. Without our valued partners and volunteers, along with

our many part-time program staff and independent contract instructors, we could not provide so many programs and services, meeting many diverse community needs.

In FY 15/16 the PRCS Department alone used more than 650 volunteers, equaling 31,578 volunteer hours, representing nearly \$850,000 in savings to the city.

We operate, manage and oversee nearly 30 different recreation facilities, from a gymnastics center, to a senior center, to an outdoor amphitheater, and much, much more. The PRCS Department is grateful for the longstanding commitment of the City Council, with support from the community, for continuing to add, improve and expand our program offerings and recreation facilities and parks. This commitment adds to the high quality of life and community connection people feel that live or play here.

In FY 1994/95, the PRCS Department had 15 FTE staff, with part-time staff support, and three of these positions were dedicated to the operation of the Margaret Todd Senior Center, which opened in 1993. Since this time the City has opened, expanded, acquired, or renovated dozens of facilities, including opening a state of the art gymnastics center, many new facilities at Hamilton – Hamilton Field History Museum, Hamilton Community Center, Old Hamilton Gym, new Hamilton Community Gym, the skate park, Amphitheater, South Hamilton Park, and the Thigpen Sports Courts. Additionally, lighted sports fields were built at IVC on land owned by the College of Marin, with improvements, maintenance and operations provided by the City.

The Hamilton Pool, built in the 1930's, was operated by the City via a license agreement with the Federal Government for eight years, before being acquired in 2003. The pool received a total renovation in 2008/09, at a time of financial concerns. The importance of and desire to protect and provide a community pool, withstood any financial concerns looming, and is a highly valued community asset today. Other areas of town also received attention as Pioneer Park playground, tennis facility and restroom were all replaced. Nearly all areas of Miwok Park have been renovated, including the bathrooms, playgrounds, picnic areas, and pathways.

We also operate programs and events in other facilities, like Novato Unified School District's gyms, fields, and at times, their tennis courts at Novato High. We operate a licensed child care center on the campus of Lu Sutton Elementary and have done so for over twenty years.

We are grateful to the Novato community for your longtime support of our programs, parks, facilities, and staff! It is our honor and privilege to serve such a great community!

Summary

Tonight, you will receive a budget overview presentation for both the PRCS proposed operating budget, and the proposed projects, with funding recommendations, for Parks, Recreation and Community Facilities Capital Improvement Projects budget. Presentation content has been shared with the Council at two work sessions held earlier in April and May.

The City Council will hear more budget information on May 17th, and is expected to provide direction to staff at that time. Then in June, a public hearing will be held by the Council to solicit more public feedback, and then a final decision on both budgets will be made by the end of June. Public input is welcome at all budget meetings.