



THE CITY OF  
**NOVATO**  
CALIFORNIA

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

**\*\*NOVATO CITY HALL\*\*  
COUNCIL CHAMBERS  
901 SHERMAN AVENUE**

February 1, 2018

7:00 p.m.

**AGENDA**

922 Machin Avenue  
Novato, CA 94945  
415/899-8900  
FAX 415/899-8213  
[www.novato.org](http://www.novato.org)

Mayor

Josh Fryday  
Mayor Pro Tem  
Pam Drew  
Councilmembers

Denise Athas  
Pat Eklund  
Eric Lucan

City Manager

Regan M. Candelario

**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. November 9, 2017.

**D. PUBLIC COMMENT**

**E. READER BOARD INFORMATION**

1. Various Program Fliers

**F. PRESENTATIONS**

1. Margaret Todd Senior Center Presentation – Teresa Ehteshami

**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 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 Novato City Hall Council Chambers offers a loop system for the hearing impaired.*

**H. NEW BUSINESS**

1. California Parks and Recreation Society District One Annual Community Service Award Nomination

*Approve the nomination of George Silvas in recognition for his work in promoting pickleball in the Novato community.*

2. Request to Name the Small Dog Area at Dogbone Meadow Dog Park

Approve the request to recommend City Council approval to name the small dog area of Dogbone Meadow Dog Park to “Brian’s Place” in memorial of Brian Pearson, founding member and former president of Friends of Dogbone Meadow Dog Park

**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:

1/20 & 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**



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

November 9, 2017  
7:00 p.m.

Novato City Hall\*  
Council Chambers  
901 Sherman Avenue

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**A. ROLL CALL**

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

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

Commissioners absent: Styx

Also present: Assistant City Manager Michael Antwine, Interim Director Kevin Conklin, Recreation Manager Liz Tran, Recording Secretary Lori Simpkins, Recording Secretaries in Training Sean Henderson and Brenda Camp

Introduction of Assistant City Manager, Michael Antwine. Michael explained of his responsibilities with the City, the departments he oversees and his desire to be highly involved in future RCCSC meetings.

**B. APPROVAL OF AGENDA**

**ADD "VICE CHAIR" BEFORE PAULA NEESE**

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

**MOTION CARRIED 6-0.**

**C. APPROVAL OF MINUTES**

1. September 9, 2017.

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

**MOTION CARRIED 6-0.**

**D. PUBLIC COMMENT**

There was no Public Comments.

**E. READER BOARD INFORMTION**

1. Various Program Fliers.

**F. PRESENTATIONS**

There were no presentations.

**G. OLD BUSINESS**

There were no Old Business items.

**H. NEW BUSINESS**

There were no New Business items.

**I. REPORTS/INFORMATION**

1. Director's Report. Mr. Antwine announced that he plans to remain involved and attend the RCCSC meetings. Mr. Conklin announced that this meeting is Lori Simpkins last RCCSC meeting after approximately 35 years with the department. Sean Henderson provided a brief summary of his background and his goal to successfully fulfill and perform the duties that Ms. Simpkins has done so well. Mr. Conklin provided a brief introduction of Brenda Camp and her job duties as she will serve as the alternate recording secretary.
2. Hamilton Pool. Mr. Conklin introduced San Rafael Parks and Recreation staff that are running the Hamilton Pool. City of San Rafael Program Coordinator, Tiffany Haley, introduced herself and provided a brief background of her experience. City of San Rafael Community Services Department employee Reeza de Ferrari introduced herself and provided a brief background. She is currently managing the Falkirk Cultural Center and supporting the Terra Linda Community Center as the Acting Interim Director.

The City of San Rafael provided pamphlets regarding Hamilton Pool and the programs, classes, services and statistics regarding the facility usage: 62 Splash Camp participants; 540 group swim lessons; 230 private lessons. They also mentioned that day camps, large groups and other agencies utilize the pool. Further, Junior Lifeguard

classes are offered in addition to aquatic volunteer opportunities resulting in 15 members becoming staff in the past 2 years.

The City of San Rafael also utilized Groupon as a tool to sell 2,500 daily admission passes, 1,000 of which were sold and 39% redeemed. It has served as a great marketing tool and the revenue from passes that were not redeemed is still retained.

Ms. Crow mention how her family spent a lot of time at the facility this summer and her granddaughter even held her birthday party there. She expressed that the facility is a huge success, maintained beautifully and many people were quite satisfied with their experience. She firmly believes that it is a great asset for the City. Ms. Weber agreed with Suzanne regarding the value of the facility as her family spent a large amount of time there in the summer as well.

Ms. Haley mentioned that many of their hires have been local Novato residents including those that live in the Hamilton area. Ms. Crow was pleased and expressed the importance of hiring Novato residents.

Ms. Weber inquired about reports regarding revenue. Ms. Tran stated that she will be meeting with Debbie and will produce a report together. Mr. Conklin added that the previous year resulted in \$44,000 in revenue for Novato's portion. Further, he added that there is a strong desire to keep the facility open longer throughout the year and will work collaboratively with Public Works and the City of San Rafael to try and make that a possibility. Ms. Crow brought up an important factor that may prohibit keeping the facility open longer throughout the year as many of the lifeguards are students who return to school and are unable to work during that time.

In addition, Mr. Conklin mention that buses of children from camps and programs do arrive on particular days to the pool and it may be a good idea for users to be aware of this so that they can plan ahead. Ms. Weber agreed and asked if this information is available on the community calendar for people to view. Ms. Haley stated that it is currently only known internally, but that they will definitely consider it for the future.

Ms. Weber asked a question regarding the method of advertisement for the Family Fun Days at the pool. Ms. Haley stated that they are currently in the Novato Brochure and on social media. Ms. DeFerrari stated that she highly recommends posting on the City of Novato's Next Door account as it has proven to be a useful tool for other events. Ms. Crow added that the Special Events staff has shown great skills in advertising their events and reaching a larger audience. Mr. Pouteau did mention that he will look into the Chamber of Commerce assisting in advertising as well. Ms. Weber mentioned that the Chamber can include it in their newsletter.

Mr. Conklin mentioned that there was a coupon pertaining to the Groupon purchases as it brought in many people from outside of Novato. Ms. Tran spoke with the complainant and explained the benefits of the Groupon passes as Novato residents are able to purchase the passes as well.

3. Public Art. Ms. Tran discussed the chess table that the Rotary Club donated funds to purchase. It has been received and a date is being finalized by Public Works for installation. Further, a small ceremony will be held when the chess table is installed to celebrate its installation and addition to Downtown Novato.

Additionally, Ms. Tran emailed information to the commission pertaining to the Marin Museum of Contemporary Art (MOCA). The director of MOCA reached out to the community for input regarding murals and is hoping to return with ideas and specific locations for potential murals. Ms. Neese asked what methods of outreach MOCA is utilizing and made suggestions to reach a greater audience. She expressed concern that the outreach may be limited. Ms. Tran stated that she will share the concern and mention possibilities of greater outreach. Ms. Tran also mentioned that the artist as well as the MOCA is grateful for the commission's approval of funds and plan to remain sensitive and respectful of the City in regards to location and design.

4. CIP Project Updates. Ms. Tran said that the Hill Recreation Area project design team meets each month for updates. They are working diligently to finalize environmental studies on the project with a target date of the end of January. Additionally, there is a Tribal Consult scheduled in the end of November to see if any artifacts are found and to ensure that proper protocol is followed if so.

Parks, Recreation and Community Services is working closely with Public Works to value engineer the project. The consultant will provide a breakdown of costs for each specific amenity of the project and provide an itemized list. This will assist in prioritizing project areas for specific phases.

Ms. Crow asked what the projected start date of the project is for construction. Mr. Antwine explained that after this conceptual phase, we will move into the design phase of the project with the architect. He is estimating a 3-4 month process for the design phase and 1-2 months for the bidding process resulting in a minimum time frame of 6 months before construction begins. Ms. Crow inquired about any negative feedback regarding the time frame as she believed the project was further along. Mr. Conklin expressed that there have been changes to the original design and that it has been discussed with Council that it is roughly a 2 year process before the fields are available for use.

Ms. Weber was surprised that there is going to be another design phase. Mr. Conklin expressed that the design will likely not change, but after the value engineering process they will need to go back to City Council and reevaluate what is truly essential. Further, they are searching for additional funding for the project. Ms. Crow continued to express the importance of this park to the community and the value it will provide the City's residents.

Ms. Tran mention that they are looking to go out to bid for construction in early January for DOGBONE Park and go to City Council is currently reviewing the cost associated with the projects. They are aiming to begin construction after the rainy season in March with an estimate of 90 days to complete the project. Ms. Crow asked how much grass will be included in the project. Ms. Tran responded that nothing has been removed from the project plans; however, Public Works is performing the value engineering

process to present to City Council and hear each cost for every single component. Mr. Conklin stated that the project goes back to Council for review in January, but thus far nothing has been removed from the project. Ms. Crow agreed that it should be presented to Council with options so that the appropriate decisions may be made. Ms. Weber did reiterate the difference between DOGBONE and Hill as the dog park is not revenue generating for the City as Hill Recreation Area will be.

Ms. Tran explained that they have had a productive meeting with the Novato Live Well Network (NLW) pertaining to the proposed community garden at the form Lieb property. The City plans to keep open communication with NLW to address concerns pertaining to soil disturbance, water and other environmental factors. The next steps are to finalize a license agreement so that the NLW and City are covered as far as people being on site. A community workshop is tentatively planned for the January 27<sup>th</sup> which entails an invitation to the community celebrating the site as a community garden and to gain valuable input from citizens regarding the design and amenities. It also includes a brief tour of the proposed site. Ms. Tran stated that they are hoping to begin construction sometime in the spring.

Ms. Weber inquired about the commission visiting the site beforehand. Ms. Tran stated that she is looking into that and how they are able to proceed with the site visit without violating the Brown Act.

Mr. Conklin informed the commission that the entire site is 10 acres; however, the proposed community garden site will only consist of 1 acre. Ms. Tran clarified that the community workshop will only focus on the community garden portion and that the remaining site will not be discussed at the workshop.

5. Facilities. Ms. Tran provided an update regarding the rock slide at Miwok Park. She stated that Public Works is going to City Council for emergency funding to address the regrading that is necessary due to the rockslide.

Ms. Tran also gave an updated regarding Bahia and the delays that have occurred due to rain and contractor issues; however, they have hired a new contractor and are hoping to resume the project this month.

Returning to the topic regarding the chess table, Ms. Weber asked if they have finalized a place that is willing to check-in and out the chess pieces for public use. Ms. Tran stated that they are considering the Administration building as well as local businesses on Grant Avenue. Ms. Weber suggested that the Phone Repair/Tech Shop may be interested due to their location.

The Commission expressed disappointed in the lost time over the renovation of the DOGBONE Park. They wanted the City Council to know how much was spent on consultant costs.

6. Upcoming City Council Items
7. Media Articles – Comments from the Director/Commission.

There were no Media Articles comments.

**J. COMMISSION REPORTS/COMMENTS.**

1. Commission Comments/Reports. Mr. Conklin discussed the past Family Fun Performance Night featuring Musical Robot. He stated that there were roughly 80 attendees. He expressed his pleasure with the success of special events this year and his desire to bring recreation staff Kendric Baccei and Katie Gauntlett to future meetings to give a presentation on the improvements they have made to the department and how their outreach is benefiting the City by increasing community participation and attendance.
2. Upcoming Community Events:
  - 12/1 & 12/2 – Holiday Crafts Faire
  - 12/2 – Tree Lighting Ceremony on Sherman Avenue
  - 12/16 – Double Feature Event – Movie and Magic Show
  - 12/17 – Sundays on Sherman featuring an ice skating rink in the flex space.

**K. SCHEDULE NEXT MEETING**

January 11, 2018

The commission thanked Lori for her years of service, all that she has contributed to the department and the support she has provided to the Recreation, Cultural, and Community Services Commission.

The entire commission provided a brief introduction of themselves due to the new hires and members that will be attending the commission meetings.

New Commissioner Dennis Bentley was formally introduced to the commission. He provided a brief background of his qualifications, his passion for parks and recreation as a former Parks and Recreation Commissioner for the City of Napa, and his desire to provide any expertise he can to benefit the City of Novato.

**L. ADJOURNMENT**

Meeting was adjourned at 8:10 pm.



## **STAFF REPORT**

### **MEETING**

**DATE:** January 18, 2018

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

**FROM:** Kevin Conklin, Recreation Services Manager

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

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### **REQUEST**

Consider George Silvas as Novato's nominee for the 2017 CPRS District 1 Community Service Award.

### **RECOMMENDATION**

Approve the nomination of George Silvas in recognition for his work in promoting pickleball in the Novato community.

### **DISCUSSION**

The CPRS District 1 Annual Community Service Award recognizes outstanding contribution by an individual or group to a California Parks 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 to partnering with the City in their volunteer efforts allows us to be 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 George Silvas receive the CPRS District 1 Community Service Award from Novato for his dedication and service to the community in teaching and growing the sport of pickleball in Novato. Pickleball is a game that was created in 1965 by Congressman Joel Pritchard (WA) and a couple of his friends who were looking for a fun way to spend an afternoon with their families. A cross between ping pong and tennis, the game is played on a 44' x 20' court with a net 36" above the ground. Participants use wood or composite paddles and a whiffle ball to hit back and forth to one another over the net. The game is intended for all ages to play, particularly those who have loved the game of tennis but can't quite move as quickly as they once did. Since 2010 the number of dedicated pickleball courts in the United States has doubled to over

4,000 courts and Novato is following the trend.

Over four years ago, the game of pickleball was introduced to our department. PRCS collaborated with George almost immediately. From day one George has had the mindset that anyone can play the game of pickleball and that everyone should. From our meager beginnings, George has grown the program to over 200 players playing at the Hill Gymnasium, Thigpen Courts at Hamilton, and at the Downtown Recreation Center. He has offered his time, skill, and good-spirit to the residents of Novato making them all feel welcome and encouraged. He will typically offer to teach anyone who is interested and we often find him on a court 6 to 7 days a week. George always makes sure that the courts are setup, that everyone is properly equipped, and that everyone has a great time. He provides an exceptional balance of teaching the game with having fun. Since he has developed some great talent here in Novato he now has the added task of teaching to many different levels. Whether you are a beginner or an advanced player, George will treat you with respect and make sure that you leave the court with a great appreciation and love for the game. His tireless effort is an inspiration to our department and we always look forward to working with George.

We feel that George Silvas is a very deserving individual to receive a CPRS Community Service Award. George is a truly amazing example of hard work and dedication to PRCS in “Creating Community Through People, Parks and Programs.” His dedication to Novato and to the health, well-being, and happiness of our local community, contributes greatly to making Novato a great place to live, work, and play.



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## **STAFF REPORT**

MEETING  
DATE:

TO: Recreation, Cultural and Community Service Commission  
FROM: Liz Tran, Recreation Services Manager  
SUBJECT: **REQUEST TO NAME THE SMALL DOG AREA AT  
DOGBONE MEADOW DOG PARK**

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### **REQUEST**

Make a recommendation to the City Council to approve the request to name the small dog area located at Dogbone Meadow Dog Park “Brian’s Place”

### **RECOMMENDATION**

Approve the request to recommend City Council approval to name the small dog area of Dogbone Meadow Dog Park to “Brian’s Place” in memorial of Brian Pearson, founding member and former president of Friends of Dogbone Meadow Dog Park

### **DISCUSSION**

Friends of Dogbone Meadow has requested the small dog area of Dogbone Meadow Dog Park to be named “Brian’s Place” in recognition of Brian Pearson’s contributions to the creation of a small dog area at Dogbone Meadow. As a founding member and former President of Friends of Dogbone Meadow, Brian led fundraising efforts to cover the cost of fencing the small dog area. As a result, a separate area was created for dogs that are small, timid, and/or recovering from injuries as well as puppies and senior dogs to enjoy with their human companions. The separate small dog area has made Dogbone Meadow safer and more enjoyable for the community. This request is aligned with the City’s Community Facilities Naming Policy.

### **FISCAL IMPACT**

none

### **ALTERNATIVES**

Deny the request to name the small dog area “Brian’s Place.”

### **ATTACHMENTS**

Community Facilities Naming Policy

**COMMUNITY FACILITIES NAMING POLICY**

1. **POLICY:**

It is the policy of the City of Novato to have criteria for and a process to be used for the naming of community facilities other than streets.

2. **PURPOSE:**

To provide a process for responding to requests to name public facilities and to establish criteria for determining the appropriateness of a name. (*Note:* This policy shall not be used for naming streets.)

3. **PROCEDURE:**

When a request is received to name a facility or portion of a facility, the following steps shall be followed:

- a. The request shall be made to the City Council. In order to review the request, the City Council, at a regular meeting, shall request that an appropriate Commission(s) review the request.
- b. The Commission(s) shall review the request at a regular meeting(s), and it shall make a recommendation to the City Council.
- c. The decision of the City Council, regarding the naming of a facility, shall be final.
- d. Naming Criteria:
  - i. A request to name a facility after a particular person(s) or organization(s), can be considered if that person or organization has been integrally involved with the acquisition, planning, development, construction, or renovation of the facility.
  - ii. A request to name a facility after a person or organization who has made a significant contribution (not financial) to the community, but not necessarily connected to the facility, can be considered.
  - iii. A request to name a facility after a sponsor (person or organization) who has made a significant donation to the facility, can be considered.
  - iv. A request to name a facility after the geographic area in which the facility is located, shall follow the procedure stated items A, B and C.
  - v. A facility cannot be named for a currently serving elected or appointed official.
  - vi. There shall be no other specific criteria. Each facility naming request shall be considered on its own merits.
- e. The ceremony to name a facility shall take place within six months of the final decision of the City Council.

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Roderick J. Wood, City Manager