



THE CITY OF  
**NOVATO**  
CALIFORNIA

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

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

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

October 11, 2018

7:00 p.m.

**AGENDA**

**A. ROLL CALL**

Chair Nancy Weber

Commissioner Suzanne Crow

Commissioner Gerald Styx

Commissioner Dennis Bentley

Vice Chair Vacant

Commissioner Ryan Bartling

Commissioner Rene Pouteau

**B. APPROVAL OF AGENDA**

**C. APPROVAL OF MINUTES**

1. May 24, 2018.

**D. PUBLIC COMMENT**

**E. READER BOARD INFORMATION**

1. Various Program Fliers.

**F. PRESENTATIONS**

**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. Novato Age Friendly Project Request for Cosponsorship and Public Art Fund Support.

*Consider, and possibly take action to recommend Parks, Recreation, & Community Services (PRCS) co-sponsorship of the Age Friendly Novato mural project and an allocation of \$5,000 from the Art in Public Places fund to cover the cost of materials.*

2. Multicultural Advisory Commission Merger Discussion.

*Discuss and provide a recommendation to staff regarding a proposal to merge the Multicultural Advisory Commission (MAC) with the Recreation, Cultural, & Community Services (RCCS) Commission.*

**I. REPORTS/INFORMATION**

1. Manager's Report
2. CIP Project Updates
3. Upcoming City Council Items
4. Media Articles - Comments from the Staff/Commission.

**J. COMMISSION REPORTS/COMMENTS**

1. Commission Comments/Reports
2. Upcoming Community Events:
  - 10/13 – Movie at Pocket Park *Coco* sunset at the DRC.
  - 10/20 – Fall Flea Market 9AM at MTSC.
  - 10/20 – Halloween Magic Show 6PM at City Hall.

**K. SCHEDULE NEXT MEETING**

November 8, 2018.

**L. ADJOURNMENT**



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## STAFF REPORT

### MEETING

DATE: October 11, 2018

TO: Recreation, Cultural, & Community Service Advisory Commission

FROM: Liz Tran, Recreation Services Manager

SUBJECT: **REQUEST FOR COSPONSORSHIP AND PUBLIC ART FUND SUPPORT**

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### REQUEST

Consider, and possibly take action to recommend Parks, Recreation, & Community Services (PRCS) co-sponsorship of the Age Friendly Novato mural project and an allocation of \$5,000 from the Art in Public Places fund to cover the cost of materials.

### DISCUSSION

Age Friendly Novato is a volunteer group that works to promote the City of Novato as “A great place to grow up and grow older!” Age Friendly Novato has launched a multi-generational and multi-cultural travelling mural project focused on connecting and engaging Novato’s intergenerational and diverse community.

Age Friendly Novato has confirmed Create Peace Project (a 501(c)3 organization promoting acceptance, compassion, and understanding through art) as a fiscal sponsor and has received financial support from Rotary Club of Novato along with private sponsors.

Age Friendly Novato is seeking the City’s co-sponsorship of the mural project in order to host the project at an accessible location for the community to gather and collaborate on the project. The project is tentatively planning on five (5) work sessions to be spread out among various locations in the community. Age Friendly Novato also requests financial support from the City through the Art in Public Places fund to help cover the cost of materials and transportation of the mural to the different work sites. Once the project is complete, it will be displayed primarily in the Margaret Todd Senior Center.

The Public Art Fund was established to support projects that enhance public spaces through visual art. Staff believes that the Age Friendly Novato mural project aligns with the Art in Public Places purpose to enhance Novato’s public places and to facilitate collaboration. The project also aligns with the City’s strategic plan desired outcome of “A safe, livable, thriving, and involved community where we care for one another, where differences are bridged...”

### FISCAL IMPACT

There is \$5,000 available in the Art in Public Places Fund to this project.

## **PUBLIC OUTREACH**

*This item is listed on the agenda, and the agenda is posted on our City's Community Service Board, and on our website 72 hours prior to the Commission meeting as required by California government code 54954(a) ("Brown Act").*

## **RECOMMENDATION(S)**

### **Staff recommends the commission take the following actions:**

1. Approve Parks, Recreation, & Community Services co-sponsorship of the Age Friendly Novato Mural Project
2. Recommend approval of a \$5,000 allocation of the Art in Public Places Fund to the Age Friendly Novato mural project to the City Council.

## **ALTERNATIVE(S)**

Do not approve co-sponsorship of the Age Friendly Novato Mural Project

Do not recommend approval of a \$5,000 allocation of the Art in Public Places fund to the Age Friendly Novato Age mural project



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## STAFF REPORT

### MEETING

DATE: October 11, 2018

TO: Recreation, Cultural, & Community Services Advisory Commission

FROM: Liz Tran, Recreation Services Manager

SUBJECT: **DISCUSS POSSIBILITY OF MERGING THE MULTICULTURAL ADVISORY COMMISSION WITH THE RECREATION, CULTURAL, & COMMUNITY SERVICES COMMISSION AND PROVIDE RECOMMENDATION TO STAFF**

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### **REQUEST**

Staff request that the Commission discuss and provide a recommendation to staff regarding a proposal to merge the Multicultural Advisory Commission (MAC) with the Recreation, Cultural, & Community Services (RCCS) Commission.

### **DISCUSSION**

At the City Council meeting on Tuesday, August 28, 2018 staff proposed a merger of the MAC with the RCCS. The purpose of this merger would be to create synergy and collaboration between the two commission based on the similarity of their mission, goals and activities. Additionally, combining these two commission would create staff efficiencies and productivity based on staffing levels and workload.

Per Council direction, staff was requested to have discussions with both commission's to receive feedback and a recommendation regarding the merger proposal.

### **FISCAL IMPACT**

None

### **PUBLIC OUTREACH**

*This item is listed on the agenda, and the agenda is posted on our City's Community Service Board, and on our website 72 hours prior to the Council meeting as required by California government code 54954(a) ("Brown Act").*

### **RECOMMENDATION(S)**

Staff request that the Commission discuss and provide a recommendation to staff regarding a proposal to merge the Multicultural Advisory Commission (MAC) with the Recreation, Cultural, & Community Services (RCCS) Commission.



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## 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 Mill 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.