



**CITY OF NOVATO**  
**PUBLIC WORKS**

**Novato Streetscape Committee**

**MINUTES**

**Monday, September 14, 2020 - 7:00 PM**

*Meeting held via Webex Teleconference*

**A. CALL TO ORDER AND ROLL CALL**

Meeting began at 7:07pm.

**Committee Members Present:** Chair Michael Furry, Vice Chair Marcia Basalla, Virginia Hanna, Nancy Hughes, Andrea Keisel, Mia Morris, and Sherry Temple

**Staff Present:** Gretchen Schubeck (Staff Liaison)

**B. APPROVAL OF FINAL AGENDA**

*Moved by Hanna, and seconded by Temple, to approve final agenda.*

AYES: Basalla, Furry, Hanna, Hughes, Keisel, Morris, Temple

NOES: None

**C. PUBLIC COMMENT**

None

**D. CONSENT ITEMS.**

**D.1 Approve the minutes of a Special Meeting held February 29, 2020**

*Moved by Hanna, and seconded by Temple, to approve the minutes of a Special Meeting held on February 29, 2020.*

AYES: Basalla, Furry, Hanna, Hughes, Keisel, Morris, Temple

NOES: None

**D.2 Approve the meeting minutes of August 10, 2020**

*Moved by Hanna, and seconded by Temple, to approve the meeting minutes of August 10, 2020.*

AYES: Basalla, Furry, Hanna, Hughes, Keisel, Morris, Temple  
NOES: None

**E. STAFF REPORTS**

**E.1 Brown Act Training**

City Clerk Laura McDowall provided a brief Brown Act training the Committee.

**E.2 News Racks**

Schubeck is currently conducting an audit of all news racks in Novato and is developing a plan to address next steps.

**F. COMMITTEE REPORTS**

**F.1 Volunteer Programs**

Team Up to Clean Up

- The Hamilton community clean-up scheduled for September 12, 2020 was postponed to November 7 due to air quality issues.
- A consultant has been hired by the County to develop a countywide litter reduction and education program.

Adopt-a-Spot

- Program documents are being reviewed by City staff.

Adopt-an-Island

- Program Review and Assessment Report is now complete and program documents have been updated. Both have been forwarded to Public Works Maintenance staff for feedback
- Basalla, Schubeck, and Temple met with Public Works Maintenance staff on September 8 to discuss island adoption process and next steps for the program.

**F.2 Recognition Programs**

Landscape Recognition Program

*Moved by Hanna, and seconded by Furry, to acknowledge 'The Redwoods Crossroads Professional Center' with a Business Landscape Recognition award.*

AYES: Basalla, Furry, Hanna, Hughes, Keisel, Morris, Temple  
NOES: None

### **F.3 Education & Outreach Programs**

#### Website Content

Schubeck will be meeting with City's Communication team to review Streetscape Committee pages on City's website.

#### Presentation to City Council

- Hanna will be presenting the 2019 Annual Report to the City Council on September 29, 2020. Schubeck will assist with PowerPoint development.
- Presentation of the draft revised mission statement is on the City Council agenda for November 17, 2020.

## **G. GENERAL BUSINESS**

### **G.1 Stormwater Medallion Installation**

The Public Works Department would like help with the installation of medallions at storm drain inlets to create awareness about stormwater pollution. Basalla suggested that perhaps the project could be incorporated as part of Team Up to Clean Up.

## **H. COMMITTEE AND LIAISON REPORTS**

### **H.1. Consider future topics**

Items for discussion at a future meeting include Cool Parks Tree Planting Project, Seed Bank, and Daffodil Project.

## **I. ADJOURNMENT**

*Moved by Furry and seconded by Hanna to adjourn the meeting.*

AYES: Basalla, Furry, Hanna, Hughes, Keisel, Morris, Temple

NOES: None

***Meeting adjourned at 8:25pm***