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THE CITY OF  
**NOVATO**  
CALIFORNIA

75 Rowland Way #200  
Novato, CA 94945-5054  
(415) 899-8900  
FAX (415) 899-8213  
[www.ci.novato.ca.us](http://www.ci.novato.ca.us)

**STAFF REPORT**

MEETING

DATE: May 22, 2007

TO: City Council

FROM: Larry Dito, Director of Parks, Recreation, and Community Services

SUBJECT: **RECREATION, CULTURAL, AND COMMUNITY SERVICES  
ADVISORY COMMISSION**

**REQUEST**

Consider adopting resolution establishing new commission.

**RECOMMENDATION**

Adopt resolution.

**DISCUSSION**

On May 15, the City Council met in an all day session to discuss the role and function of its various commissions, committees and boards and how they relate to the adopted strategic planning goals of the City. As a result, Council directed staff to prepare and bring back to the Council for its consideration those documents necessary to reconfigure a number of existing advisory bodies. Among the changes that were to be considered was the establishment of a Recreation, Cultural, and Community Services Advisory Commission. The primary focus of this new Commission would be quality of life issues in the community. It would merge many, but not all, of the responsibilities of at least three existing committees including the Parks and Recreation Commission, the Civic Arts Commission, and the Multi-Cultural Commission. The new Commission would also be assigned to provide advisory input on the Citizens' Community Strategic Plan and the General Plan as appropriate to their mission.

The attached resolution reflects not only Council direction, but also prior input from the Parks and Recreation Commission and Civic Arts Commission. In 2006, a joint committee of the two bodies met to form the basis, format and structure for a single Commission. Ultimately, the recommendation of the joint committee to pursue a single Commission, for at least a trial period of several years, was supported by the Arts Commission but not the Parks and Recreation Commission.

## **FISCAL IMPACT**

It is anticipated that there will be some positive, though minimal, fiscal impact. Staff assigned to the Civic Arts Commission, Parks and Recreation Commission, and Multi-Cultural Commission will now be able to focus on one agenda. This could result in some savings for meeting materials, supplies, mailing, and noticing.

## **ATTACHMENTS**

1. Resolution

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1.

CITY COUNCIL OF THE CITY OF NOVATO

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NOVATO ESTABLISHING THE RECREATION, CULTURAL, AND COMMUNITY SERVICES ADVISORY COMMISSION

WHEREAS, since its incorporation in 1960, The City of Novato has established numerous advisory commissions and committees to advise and assist the operation of many city services; and

WHEREAS, as the City and Community have grown and evolved, the range of services and programs provided by the City to its residents, as well as the duties and functions of various departments of the City, have also changed accordingly; and

WHEREAS, in 2006 the City Council began an intensive Strategic Planning process that clearly defined the Mission, Vision, Core Values and Three Year Goals of the City; and

WHEREAS, among the City Council's goals was to increase organizational effectiveness and efficiency, and improve communication and responsiveness to the public; and

WHEREAS, a specific objective of its goal to increase organizational effectiveness and efficiency was to evaluate its boards, committees and commissions to determine their role and purpose, their need and composition, and how they interact with the City Council; and

WHEREAS, the City Council has met regularly to implement its strategic planning goals and objectives, and on May 14, 2007 conducted a full day workshop to address the specific objective of considering the status of, and recommended changes to, the structure, purpose, function, and composition of its committees and commissions, and as a result of that process directed staff to develop the documents necessary to modify existing commissions and committees.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Novato does hereby establish the Novato Recreation, Cultural, and Community Services Advisory Commission as identified under the terms and conditions specified below:

1. Created and Defined.

The Novato Recreation, Cultural, and Community Services Advisory Commission is created and established. The Term "Commission" shall refer to the Recreation, Cultural, and Community Services Advisory Commission.

2. Focus of Commission.

The focus of the Commission is quality of life for Novato residents.

3. Function and Purpose.

To Advise the City Council on all matters relating to practices and policies of the Parks, Recreation, and Community Services Department:

- \* Cultural and Civic Arts
- \* Recreational Programs, Activities, Services, Events
- \* Cultural Programs, Activities, Services, Events
- \* Recreational and Cultural Facility Needs
- \* Capital Improvement Program for Parks, Facilities
- \* Park Acquisition, Planning, Development, Renovation
- \* Open Space Acquisition, Use, Management
- \* Multi-Cultural Activities, Events, Issues, Programs
- \* Public Art Policies and Procedures
- \* Program and Facility partnerships - public/private/nonprofit
- \* Facility fees and Use Policies
- \* In-lieu fees for Parks and Art
- \* Diversity in Community
- \* Community Strategic Plan and General Plan Composition

4. Number of Members and Appointment Procedure

There shall be seven members appointed to the Commission. Five members of the Commission shall be residents of the City of Novato. Two members may live within the three zip code areas designated for Novato. Two high school members may serve as Ex-Officio members if applications are received. No member may be a City Councilmember, officer or employee of the City. Members of the Commission shall serve with no compensation.

Applications for the Commission shall be submitted to the City Clerk. Applicants will be interviewed and appointed by the City Council. The initial terms will be staggered, with some appointments lasting one year and others lasting two years. Determination of initial terms will be made on a random selection basis, following appointment by the Council. All subsequent terms will be two years in length.

5. Removal from Office

Any Commissioner may be removed pursuant to the City Council's Policy Manual.

6. Officers

The Commission shall select one of its members as chairperson and one as Vice Chairperson, who shall each hold office for one year and until their successors are elected. No officer shall be eligible to succeed himself or herself immediately or within three years.

7. Meetings

The Commission shall establish a regular time and place of meeting. Special meetings shall be called by the Chairperson or four members of the Commission in accordance with State law.

The majority of appointed members shall constitute a quorum for the transaction of business.

All meetings shall be open to the public in accordance with the Brown Act, and shall be conducted in accordance with all applicable state and local laws.

8. Severability

If any provision, clause, sentence or paragraph of this resolution or the application thereof to any persons or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this resolution which can be given effect without the invalid provision or application, and to this end, provisions of this resolution are declared to be severable.

9. Effective Date

September 1, 2007.

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the City Council of the City of Novato, Marin County, California, at a meeting thereof, held on the \_\_\_\_ day of \_\_\_\_\_, by the following vote, to wit:

AYES: Councilmembers  
NOES: Councilmembers  
ABSTAIN: Councilmembers  
ABSENT: Councilmembers

\_\_\_\_\_  
City Clerk of the City of Novato

Approved as to form:

\_\_\_\_\_  
City Attorney of the City of Novato