



REGULAR MEETING
Larkspur Parks and Recreation Commission
Thursday, September 20, 2018, 6:30 p.m.
Larkspur City Council Chambers
400 Magnolia Avenue, Larkspur, CA

Lisbet Sunshine, Chair
Mike Koeppel, Vice Chair

Sandy Blauvelt
Victoria Harrison

Jeanne Friedel

The Recreation Director certifies that this agenda has been posted in accordance with the requirements of the Government Code.

- 1. ROLL CALL**
- 2. PUBLIC COMMENT:** The Parks and Recreation Commission will hear public comments only on matters over which they have jurisdiction. There will be no Commission discussion. The Chair will allot no more than five minutes to any individual. Unless the Chair determines otherwise, the total amount of time allocated to this agenda item will be 15 minutes
- 3. APPROVAL OF THE CONSENT CALENDAR:** The purpose of the Consent Calendar is to group items that may be approved routinely. Anyone may request removal of an item for discussion.
 - 3.1 Approval of Minutes of July 19, 2018
- 4. BUSINESS ITEMS:**
 - 4.1 PRESENTATION, DISCUSSION OF POTENTIAL APPROVAL OF DRAFT LETTER FROM THE LARKSPUR LIBRARY COMMUNITY CENTER TASK FORCE TO THE LARKSPUR CITY COUNCIL
- 5. DIRECTOR'S ORAL REPORT**
- 6. COMMISSIONER'S REPORTS**
- 7. ADJOURN MEETING**

NOTICE IS HEREBY GIVEN: If you challenge any item on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing herein described, or in written correspondence delivered to the Recreation Director at, or prior to, the public hearing. [G.C. § 65009 (b) (2)]

In the interest of time, the Parks and Recreation Commission has established time limits. Public Hearings: applicants and /or appellants shall make their presentations within 10 minutes, and will be allowed a 3-minute summation period. Public participation shall be limited to 3 minutes per speaker per topic. These time limits may be waived by a majority vote of the Commission. [G.C. § 54954.3].

Any writings or documents provided to a majority of the City Council regarding an item on this agenda will be made available for public inspection at the Customer Service Counter at City Hall located at 400 Magnolia Avenue, Larkspur, CA and at the main counter of the Library located at the same address during normal business hours. (SB 343, amending G.C. Section 54957.5)

ACCESS TO MEETINGS: Meeting facilities are accessible to persons with disabilities. If you require special assistance, please contact any staff member five business days prior to the meeting. An interpreter for the deaf will be made available upon request to the staff five business days or more prior to the meeting.

CITY OF LARKSPUR
Staff Report

September 20, 2018 Larkspur Parks and Recreation Commission Meeting

DATE: September 5, 2018
TO: Larkspur Parks and Recreation Commission
FROM: Dick Whitley, Recreation Director
SUBJECT: DRAFT LETTER TO LARKSPUR CITY COUNCIL FOR
LIBRARY/COMMUNITY CENTER TASK FORCE

ACTION REQUESTED

That the Commission review the draft letter from the Library/Community Center Task Force addressed to the Larkspur City Council and agree to sign, to recommend without signature to the City Council for their decision, or decide not to sign.

FISCAL IMPACT

None to agency.

ENVIRONMENTAL STATUS

N/A

SUMMARY AND BACKGROUND

On August 14, 2018, I met with Joe Jennings and Kathy Green representing the Larkspur Library and Community Center Task Force. The Task Force is a community group working to restart the efforts to build a Library/Community Center on the City of Larkspur-owned parcel located in the Rose Lane home development.

Before and since this time, members of the Task Force have met with the Larkspur City Manager, Vice-Mayor Ann Morrison, the Larkspur Library Board and other community organizations. Commissioners Sunshine and Friedel have agreed to serve as members of the Task Force.

The Task Force has asked that the Larkspur Parks and Recreation Commission sign the attached Authorization Letter. The document asks the Larkspur City Council to allow

the Task Force to move forward with implementing efforts toward fundraising, planning, construction and completion of a new Library/Community Center.

STAFF RECOMMENDATION

That the Commission hear the Staff Report and take any public comment. The Commission has three possible actions: 1. Agree to sign the Authorization Letter; 2. Decline to sign the Authorization Letter but forward with Recommendation to City Council for their action; or 3. Decline to sign and decline to forward the letter to the City Council.

Respectfully submitted,

Dick Whitley
Recreation Director

Attachments:

Task Force Authorization Letter received September 4, 2018

Dear Mayor and City Council Members:

This letter is to request action by the Larkspur City Council to facilitate implementation of the July 2013 Larkspur Rose Garden Community Facilities Parcel Master Plan Report.

The Larkspur Parks and Recreation Commission, the Larkspur Library Board of Trustees, the Larkspur Library Foundation, and the Friends of the Larkspur Library have all voted to support the following:

The establishment and authorization of the Larkspur Library and Community Center Task Force to:

1. Retain counsel to review the City's previously unused 501(c)3 nonprofit organization (with all its governing documents and records) to determine whether it can serve as a vehicle for the Task Force's collecting and distributing funds for building the library and community center.
2. Be assigned permission to use all existing plans, studies, reports and documents that have been created for this development purpose;
3. Be assigned an ex officio member from the City Council to serve as liaison with the Task Force;
4. Raise the necessary funds, from private and public sources (including the Zimmer Gift Fund, the Library Foundation and Friends of the Library); and,
5. Engage in a public/private partnership with the City to build the Larkspur Library and Community Center scaled or phased to the resources available as a result of this process.

The Larkspur Library and Community Center Task Force has been formed and consists of:

Catherine Pyke, co-chairperson
AJ Rea, member
Jeanne Friedel, member
Lisbet Sunshine, member

Joseph Jennings, co-chairperson
Gabriel Gesmer, member
Katherine Green, member
Paul Straub, member

The July 2013 Larkspur Rose Garden Community Facilities Parcel Master Plan Report recommends a new integrated community center and library on the site that "is a vibrant and beautiful beacon for lifelong learning, social interaction, civic engagement, local history and culture, and health and wellness." The Task Force will raise the funds and build an integrated facility that implements this vision, addresses the community concerns outlined in the Master Plan, and will be cost effective in development and operations for the city government and taxpayers.

The Task Force will coordinate with the appropriate City Departments (Administration, Building, Finance, Fire, Library, Planning, Police, Public Works and Recreation) and will welcome ex officio member as the City Council deems appropriate.

We request expedited action by the Larkspur City Council to allow us to make progress this year on the Master Plan's goals.

Respectfully submitted:

Noel Shumway, Chair
Library Board of Trustees

Lisbet Sunshine, Chair
Parks and Recreation Commission

Larry R. Lanctot,
Library Foundation

Barbara Friday
Friends of the Library

Catherine Pyke
Task Force Co-Chairperson

Joseph W. Jennings
Task Force Co-Chairperson

cc: Dan Schwarz, Larkspur City Manager