



CITY OF NOVATO
PARKS & RECREATION

**Recreation, Cultural and Community Services Advisory
Commission**

SPECIAL MEETING

Agenda

Thursday, August 13, 2020 - 7:00 PM

Teleconference Only

Chair

Suzanne Brown Crow

Vice Chair

Rene Pouteau

Members

Dennis Bentley, Patrick Giambalvo, Erin Lacey, Betsy Ricketts, Nancy Weber

Staff Liaison

Jessica Deakyne

The Recreation, Cultural and Community Services Advisory Commission welcomes you to attend its meetings which are regularly scheduled the second Thursday of odd months. Your interest is encouraged and appreciated.

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only.

Public Participation/Comment Instructions

- **Written public comments** may be submitted by email to prcs@novato.org. Written public comments received more than 2 hours prior to the start of the meeting will be distributed to the Commission prior to the meeting but will not be read during the meeting. Mail received after the two-hour cut-off, including during and after the meeting will be collected and placed in the public record. Mail will not be read during the meeting.
- **Spoken public comments.** Members of the public not physically present at the meeting may provide public comments via telephonic participation. To do so,
 1. Call the WebEx phone number at **(415) 655-0002**

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2. Enter the meeting number (access code): 146 372 2839
 3. In order to provide public comment over the phone, press Star (*) Three (3) when prompted by the Mayor/Chair at the beginning of public comments.
 4. You will hear a message stating "You have raised your hand to ask a question. Please wait to speak until the hosts calls on you."
 5. When the host unmutes your line and addresses you as "caller," you will receive a message: Your line has been unmuted. This will prompt you to begin your public comment.

You have three (3) minutes for your comment or the amount of time the Mayor/Chair has allotted each caller.

6. After you make your comment, the host will mute your call. You will hear "Your line has been muted."

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison at (415) 899-8975. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help insure accessibility to this meeting. (Council Chambers is equipped with a Hearing Loop (aka "T-Coil"), focused under the large raised ceiling in the middle of the room. In addition, assistive listening receivers are available for checkout from the Staff Liaison).

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

All members of the public, who are present at the meeting, wishing to address the Recreation, Cultural and Community Services Commission are requested to submit a speaker card in advance to the Staff Liaison. (Please remember that all comment cards are PUBLIC RECORDS). The Chair will call the names of speakers from the cards. In addition to receiving comment from the public during the Public Comment period, the Chair will recognize persons from the audience who wish to address the Board, Committee, Commission on a particular agenda item at the time that item is considered.

All members of the public, who are calling in, please adhere to the instructions above.

There is a three-minute time limit to speak although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield his or her time to another speaker.

For issues raised during Public Comment that are not on the published agenda, except as otherwise provided under the Ralph M. Brown Act, no action can legally be taken. The Board, Committee, Commission may direct that the item be referred to the Staff Liaison for action or may schedule the item on a subsequent agenda.

D. CONSENT ITEM

All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single vote of the Commission. There will be no separate discussion unless specific items are removed from the Consent Calendar for separate discussion and action. Any Commissioner may remove an item from the Consent Calendar and place it under General Business for discussion.

D.1. Approve the meeting minutes of July 9, 2020

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

These items include significant and administrative actions of special interest and will usually include a presentation and discussion by the Recreation, Cultural and Community Services Commission. They will be enacted upon by a separate vote.

F.1. Proposed Hill Recreation Area Facility Use Policies and Fees

G. COMMITTEE AND LIAISON REPORTS

This section is used for Commissioners and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting

G.1. Staff Updates

G.2. Commissioner Reports

H. ADJOURNMENT

Materials, that are submitted to members of the Commission after the distribution of the meeting’s agenda packet will be available upon request. During the COVID-19 crisis, a binder of such distributed materials will not be available for public review.

AFFIDAVIT OF POSTING

I, Liz Tran, certify that on date at least 24 hours in advance of meeting, before the Commission special meeting of August 13, the agenda was posted on the City Community Service Board at the Police Department and on the City’s website at novato.org in Novato, California.

/ Liz Tran /
Liz Tran, Recreation Manager



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CITY OF NOVATO
PARKS & RECREATION

**Recreation, Cultural and Community Services Advisory
Commission**

Draft Meeting Minutes

COUNCIL CHAMBERS
901 SHERMAN AVENUE
NOVATO, CA 94945

Thursday, July 9, 2020 - 7:00 PM

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Bentley at 7:05 PM.

Commissioners present: Dennis Bentley, Suzanne Brown Crow, Patrick Giambalvo, Erin Lacey, Betsy Ricketts, Nancy Weber

Commissioner Rene Pouteau arrived at approximately 7:10 PM.

Commissioners absent: None

Staff: Assistant City Manager Jessica Deakyne, Deputy Director Kevin Conklin, Recreation Services Manager Liz Tran, Recreation Supervisor Katie Gauntlett, Management Analyst Amanda Estrada

B. APPROVAL OF FINAL AGENDA

COMMISSION ACTION: Upon motion by Commissioner Brown Crow and seconded by Commissioner Weber, the Commission voted 7-0-0-0 to approve the Final Agenda.

AYES: Bentley, Brown Crow, Giambalvo, Lacey, Pouteau, Ricketts, Weber

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried.

C. PUBLIC COMMENT

None

D. CONSENT ITEM

D.1. Approve the meeting minutes of November 14, 2019

COMMISSION ACTION: Upon motion by Commissioner Weber and seconded by Commissioner Brown Crow, the Commission voted 5-0-2-0 to approve the Minutes of November 14, 2019.

AYES: Bentley, Brown Crow, Giambalvo, Pouteau, Weber

NOES: None

ABSTAIN: Lacey, Ricketts

ABSENT: None

Motion carried.

E. UNFINISHED AND OTHER BUSINESS

None

F. GENERAL BUSINESS

F.1. Election of Chair and Vice Chair

M/S Weber/Ricketts to appoint Commissioner Brown Crow as Chair.

Commission Action: Vote to appoint: Ayes: 7; Noes: 0; Abstain: 0; Absent: 0

Motion Carried.

M/S Brown Crow/Bentley to appoint Commissioner Pouteau as Vice Chair.

Commission Action: Vote to appoint: Ayes: 7; Noes: 0; Abstain: 0; Absent: 0

Motion Carried.

F.2. Receive presentation by Recreation Supervisor, Katie Gauntlett.

Katie Gauntlett's presentation included information about the PRCS summer camp offering modifications and new protocols in place to stay in line with the County of Marin Health and Human Services Guidelines while providing childcare. Also mentioned were the free virtual magic shows and virtual story time events that took place in March, April and May. The department also executed a varied social media campaign called #NovatoFUNatHome which offered hundreds of craft, movement and educational ideas for the community sheltering at home.

F.3. Receive Presentation by Deputy Director, Kevin Conklin on the Hill Project.

Kevin Conklin's presentation included photos of the Hill Central Hub Project that is nearing completion. Facilities pictured included the oversized synthetic turf field,

bocce ball courts and Pickleball courts. Ribbon cutting date was reported to be still TBD, based on the State and County's COVID-19 restrictions.

G. COMMITTEE AND LIAISON REPORTS

G.1. Deputy Director and Staff Updates

G.2. Commissioner Reports

Requests for future agenda items include update on Lieb Property, options for internally running Hamilton Pool, ribbon cutting for Hill project.

H. ADJOURNMENT

The Commission adjourned the meeting at 8:33PM

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the RCCS Commission meeting of _____, 2020.

/First Name and Last Name/

First Name and Last Name, Title