



CITY OF NOVATO
PARKS & RECREATION

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

SPECIAL MEETING

Agenda

Thursday, September 17, 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

Members of the Public may participate and provide public comments to teleconference meetings as follows:

- **Written public comments** may be submitted by email to prcs@novato.org. Written public comments received more than 3 hours before the start of the meeting will be distributed to the Commission. Written public comment received after the three-hour cut-off, including during and after the meeting, will be collected and placed in the public record. Written public comments will not be read during the meeting.

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- **Spoken public comments** will be accepted through the Zoom meeting platform and via telephone. To address the Commission orally, please read and follow the following instructions carefully:

Join the meeting at: <https://tinyurl.com/yyxpf7pv>

or

Join at [Zoom.com](https://zoom.us)

Meeting ID: 927 9027 4897

Password: 1960

Should the links above not work, please go to www.novato.org/agendas for updated information

- a. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you when it is your turn to speak.
- b. When the Chair calls for public comment on the item on which you wish to speak, please use the “Raise Hand” feature by clicking on the hand icon at the bottom of your screen to notify the Host that you would like to speak.
- c. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
- d. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

1. Join the meeting via telephone by calling **669-900-6833**

Meeting ID: 927 9027 4897

Password: 1960

- a. When the Chair calls for public comment on the item on which you wish to speak, **press *9** to activate the “Raise Hand” feature to notify the Host that you would like to speak.
- b. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
- c. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

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

D.2. Approve the meeting minutes of August 13, 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. Update on Fall Programming

F.2. Hill Recreation Area Update

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, Ronele Schaefer, certify that on date at least 24 hours in advance of meeting, before the Commission special meeting of September 17, 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.

/ Ronele Schaefer /
Ronele Schaefer, Recreation Supervisor



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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.

/ Ronele Schaefer /

Ronele Schaefer, Recreation Supervisor



CITY OF NOVATO
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Draft Meeting Minutes
Special Meeting

Thursday, August 13, 2020 - 7:00 PM

Teleconference Only

A. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Brown Crow at 7:05 P.M.

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

Commissioners absent: None

Staff: Assistant City Manager Jessica Deakyne, Recreation Services Manager Liz Tran, Recreation Supervisor Ronele Schaefer

B. APPROVAL OF FINAL AGENDA

Minutes from July 9, 2020 moved to the next meeting for approval.

C. PUBLIC COMMENT

None

D. CONSENT ITEM

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

Minutes moved to the next meeting for approval.

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

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

Commission reviewed the updated draft policies for Field and Gymnasium Use Policy and Tennis and Pickleball Court Policy and the proposed new Bocce Ball Court Use Policy asking questions about what constitutes a private renter, alcoholic beverages in parks, and risk management info attached to the polices.

Commissioner Ricketts expressed interest in staff investigating an online reservation system that allows for renting facilities.

Commissioner Bentley asked if there was a fee to rent half of the new Hill Synthetic Field. Assistant City Manager Deakyne commented no fee at this time for half of the field. We will re-evaluate the fee schedule after the first year of use and make any recommendations we find necessary.

Commissions also gave staff feedback on the possibility of a virtual ribbon cutting ceremony, including Commissioner Lacey recommending a short video that would be easily sharable on social media.

Commissioner Weber and Commissioner Poteau asked for the status of the possibility of Bocce Ball Court sponsorship/naming of courts.

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

G.2. Commissioner Reports

H. ADJOURNMENT

Meeting was adjourned at 8:25 P.M.

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

/ Ronele Schaefer /

Ronele Schaefer, Recreation Supervisor