



CITY OF NOVATO
PARKS & RECREATION

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

Agenda

Thursday, November 12, 2020 - 7:00 PM

Teleconference Only

Chair

Suzanne Crow

Vice Chair

René Pouteau

Members

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

Staff Liaison

Katie Gauntlett

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.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 899-8986. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting. The Recreation, Cultural and Community Services Advisory Commission may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described.

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
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meeting.

- **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/y2pfolxy>

or

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

Meeting ID: 952 7671 7269

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: 952 7671 7269

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.
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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 Special Meeting minutes from September 17, 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. Receive presentation by Recreation Coordinator, Kendric Baccei on 2020 Special Event Programming.

F.2. Discuss and provide direction on potential development of a memorial/sponsorship policy for Parks & Recreation facilities.

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, Jean Holzgang de Buren, certify that on the Friday before the Recreation, Cultural and Community Services Advisory Commission meeting of November 12, 2020, 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.

/ Jean Holzgang de Buren /
Jean Holzgang de Buren, Office Assistant



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CITY OF NOVATO
PARKS & RECREATION

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

SPECIAL MEETING

DRAFT Minutes

Thursday, September 17, 2020 - 7:00 PM

Teleconference Only

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Crow at 7:05 P.M.

Commissioners Present: Dennis Bentley, Suzanne Crow, Erin Lacey, René Pouteau, Betsy Ricketts, Nancy Weber

Commissioners Absent: Patrick Giambalvo

Staff Present: Assistant City Manager Jessica Deakyne, Recreation Supervisor Katie Gauntlett, Recreation Supervisor Ronele Schaefer

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Commissioner Bentley and seconded by Commissioner Weber, the Commission voted 6-0-0-1 to approve the final agenda.

Ayes: Bentley, Lacey, Ricketts, Weber, Pouteau, Crow

Noes: None

Abstain: None

Absent: Giambalvo

C. PUBLIC COMMENT

None

D. CONSENT ITEMS

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

Commission Action: Upon motion by Commissioner Bentley and seconded by Commissioner Pouteau, the commission voted to approve the Minutes of July 9, 2020. The Commission voted 6-0-0-1 to approve the Minutes.

Ayes: Bentley, Lacey, Ricketts, Weber, Pouteau, Crow

Noes: None

Abstain: None

Absent: Giambalvo

D.2. Approve the meeting minutes of August 13, 2020

Commission Action: Upon motion by Commissioner Weber and seconded by Commissioner Pouteau, the commission voted to approve the Minutes of August 13, 2020. The Commission voted 6-0-0-1 to approve the Minutes.

Ayes: Bentley, Lacey, Ricketts, Weber, Pouteau, Crow

Noes: None

Abstain: None

Absent: Giambalvo

E. UNFINISHED AND OTHER BUSINESS

None

F. GENERAL BUSINESS

F.1. Update on Fall Programming

Recreation Supervisor Katie Gauntlett presented information about the PRCS Fall programming, including an explanation of the modifications and new protocols in place, which are in line with the County of Marin Health and Human Services guidelines for childcare. Fall programming includes the Afternoon Rec Club, After School Sports Camp, Gymnastics programs for team and recreation levels, Tiny Tots and Pre-K preschool classes, and virtual senior programming. Additionally, the Virtual Magic and Variety Show included over 115 individual participants.

F.2. Hill Recreation Area Update

Assistant City Manager Jessica Deakyne provided an update on the re-opening of the Hill Recreation Area, which was delayed due to vandalism to the synthetic turf and poor air quality.

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

Assistant City Manager Jessica Deakyne will provide an update on the Community Garden at the next commission meeting. She also shared the possibility of budget cuts to PRCS staff and programming, which will be discussed at the Council meeting on Tuesday, September 29, 2020. An update regarding the recruitment for the Deputy Director of Parks, Recreation, and Community Services was also shared.

G.2. Commissioner Reports

Chair Crow appreciated the Hill Recreation Area tour.

H. ADJOURNMENT

The meeting was adjourned at 8:03 P.M.

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

/ Jean Holzgang de Buren /
Jean Holzgang de Buren, Office Assistant