



CITY OF NOVATO
PARKS & RECREATION

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

Agenda

Thursday, January 14, 2021 - 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,
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will be collected and placed in the public record. Written public comments will not be read during the meeting.

Closed Captions

Live closed captions are available. To access closed captions during the meeting, click on the CC icon available through Zoom.

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

Join the meeting at: <https://tinyurl.com/yydyhcl3>

or

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

Meeting ID: 951 4914 4916

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.
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1. Join the meeting via telephone by calling **669-900-6833**
Meeting ID: 951 4914 4916
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 from November 12, 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 update from Public Works Director, Chris Blunk on Community Garden project.

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 Thursday before the Recreation, Cultural and Community Services Advisory Commission meeting of January 14, 2021, the agenda was posted on the City Community Service Board at 922 Machin 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, November 12, 2020 - 7:00 PM

Teleconference Only

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Crow at 7:12 P.M.

Commissioners Present: Dennis Bentley, Suzanne Crow, Patrick Giambalvo, Erin Lacey, René Pouteau, Nancy Weber

Late: Commissioner Pouteau experienced connection difficulties and fully joined the meeting via telephone at 7:35 P.M.

Commissioners Absent: Betsy Rickets

Staff Present: Assistant City Manager Jessica Deakyne, Deputy Director of Parks Recreation and Community Services Katie Gauntlett, Recreation Supervisor Ronele Schaefer, Recreation Coordinator Kendric Baccei, Office Assistant Jean Holzgang de Buren

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Commissioner Weber and seconded by Commissioner Giambalvo, the Commission voted 5-0-0-2 to approve the final agenda.

Ayes: Bentley, Crow, Giambalvo, Lacey, Weber

Noes: None

Abstain: None

Absent: Pouteau, Rickets

C. PUBLIC COMMENT

None

D. CONSENT ITEMS

D.1. Approve the Special Meeting minutes from September 17, 2020

Commission Action: Upon motion by Commissioner Weber and seconded by Commissioner Giambalvo, the commission voted to approve the Minutes of July 9, 2020. The Commission voted 5-0-0-2 to approve the Minutes.

Ayes: Bentley, Crow, Giambalvo, Lacey, Weber

Noes: None

Abstain: None

Absent: Pouteau, Rickets

E. UNFINISHED AND OTHER BUSINESS

None

F. GENERAL BUSINESS

F.1. Recreation Coordinator Kendric Baccei's presentation on Special Event Programming

Recreation Coordinator Kendric Baccei provided an update on special event programming since the beginning of the COVID-19 pandemic. In accordance with state guidelines, all in-person events have been cancelled since mid-March; to continue programming for the community, staff pivoted and created virtual events. Highlights of the Virtual Magic Show, Virtual Movie Night, and Virtual Storytime were presented as were the upcoming programs Letters to Santa and Socially Distanced Photos with Santa.

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

Deputy Director of Parks and Recreation Katie Gauntlett Reviewed Policy 5.11, the Community Facilities Naming Policy. This policy was issued in March of 2000 and a discussion was held regarding the need to revise and update this document.

Assistant City Manager Jessica Deakyne clarified procedures around an ad hoc committee. Commissioner Lacey agreed to join Commissioners Pouteau and

Weber on the ad hoc committee, and all will work with Ronele Schaefer, Recreation Supervisor and staff liaison. The committee will examine what other agencies have in place for memorial/sponsorships, methods to defray costs, ideas for generating funds to maintain facilities, and will present their findings at future meetings.

G. COMMITTEE AND LIAISON REPORTS



G.1. Staff Updates

Assistant City Manager Deakyne provided an update on the budget cuts approved by Novato City Council in September and the staff changes to the Parks, Recreation, and Community Services Department and Katie Gauntlett was introduced as the new Deputy Director of Parks, Recreation, and Community Services after a successful internal recruitment.

Deputy Director of Parks and Recreation Gauntlett provided an update on the community garden. She explained that staff and consultants are working to complete the Mitigated Negative Declaration as required by the California Environmental Quality Act. Document review is planned for mid-2021, and presentation for final adoption is anticipated for summer or early fall, 2021.

Commissioner Crow asked that Live Well Novato remain informed of the status of the community garden.

One of the City Engineers will be invited to a future meeting to talk about a timeline for completion of the community garden.

G.2. Commissioner Reports

Commissioner Crow followed up on a previous discussion about the plan for promoting Novato's parks, park land, and ways to connect with the various populations in Novato. Additionally, Commissioner Crow wanted to confirm that the City website with park information is current and, if it is not, asked for the plan for maintaining and updating this information.

Deputy Director of Parks and Recreation Gauntlett shared that her team is developing touchless marketing strategies for promoting Novato's parks and programs, which will be shared at a future meeting.

Assistant City Manager Deakyne announced that in 2021 there will be a focus on marketing to get more people involved in the commission meetings.

The next RCCS meeting is on January 14, 2021

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 _____, 2021.

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

DRAFT