



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 Ricketts

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, Ricketts

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, Ricketts

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 January 14, 2021.

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