



**CITY OF NOVATO**  
PARKS & RECREATION

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

**Thursday, September 9, 2021 - 7:00 PM**

**Teleconference Only**

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**Chair**  
**Suzanne Crow**

**Vice Chair**  
**René Pouteau**

**Members**  
**Dennis Bentley, Ericka Erickson, Jessica Fernandes-Miller, 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-08-20, 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](mailto: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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## 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/rv48z69d>

or

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

**Meeting ID:** 898 3218 7256

**Password:** 1960

Should the links above not work, please go to [www.novato.org/agendas](http://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:** 898 3218 7256

**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 Meeting Minutes from July 8, 2021**

## **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. Election of Chair and Vice Chair.**

### **F.2. Presentation from Recreation Supervisors Alexandra Kambur and Perry Siu on Novato Gymnastics Center Classes and Programming.**

### **F.3. Discussion of proposed mural at the Museum of the American Indian located at Miwok Park.**

### **F.4. Receive an update on the progress of the Facility Fee Study from Deputy Director Gauntlett.**

### **F.5. Receive an update from the Ad Hoc Committee for Naming and Sponsorship Opportunities.**

## 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 September 9, 2021, the agenda was posted on the City Community Service Board at 922 Machin and on the City's website at [novato.org](http://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**

**MEETING**

**DRAFT Minutes**

**Thursday, July 8, 2021 - 7:00 PM**

**Teleconference Only**

**A. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Chair Crow at 7:02 P.M.

Commissioners Present: Dennis Bentley, Ericka Erickson, Patrick Giambalvo, Erin Lacey, Betsy Rickets, Nancy Weber, Vice Chair René Pouteau, Chair Suzanne Crow

**Commissioners Absent:** Jessica Fernandes-Miller

**Staff Present:** Deputy Director of Parks Recreation and Community Services Katie Gauntlett, City Clerk Laura McDowall, Recreation Supervisor Kendric Baccei, Special Events Coordinator Gage Zettelmeier, Office Assistant Jean Holzgang de Buren

**B. APPROVAL OF FINAL AGENDA**

**Commission Action:** Upon motion by Commissioner Weber and seconded by Commissioner Rickets, the Commission voted 8-0-0-1 to approve the final agenda.

**Ayes:** Bentley, Crow, Erickson, Giambalvo, Lacey, Pouteau, Rickets, Weber

**Noes:** None

**Abstain:** None

**Absent:** Fernandes-Miller

**Motion Carried**

**C. PUBLIC COMMENT**

None

## D. CONSENT ITEMS

### D.1. Approve the Meeting Minutes from January 14, 2021

**Commission Action:** Upon motion by Vice Chair Pouteau and seconded by Commissioner Bentley, the Commission voted 5-0-3-1 to approve the January 14, 2021 Meeting Minutes.

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

**Noes:** None

**Abstain:** Erickson, Giambalvo, Pouteau

**Absent:** Fernandes-Miller

**Motion Carried**

### D.2. Approve the Meeting Minutes from March 11, 2021

**Commission Action:** Upon motion by Vice Chair Pouteau and seconded by Commissioner Bentley, the Commission voted 6-0-2-1 to approve the March 11, 2021 Meeting Minutes.

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

**Noes:** None

**Abstain:** Erickson, Giambalvo

**Absent:** Fernandes-Miller

**Motion Carried**

## E. UNFINISHED AND OTHER BUSINESS

None

## F. GENERAL BUSINESS

### F.1. Presentation on the Brown Act from City Clerk Laura McDowall

City Clerk McDowall provided information on the Brown Act.

### F.2. Presentation from Recreation Supervisor Kendric Baccei and Special Events Coordinator Gage Zettelmeier on planned 2021 special events.

Special Events Coordinator Zettelmeier highlighted the special events to date in 2021 including the Virtual Magic Show, Letters to Leprechauns, the Easter Egg

Scavenger Hunt, and Virtual Storytime Pride Edition. Additionally, the return of Summer Concerts on the Green, Hot Amphitheater Nights, Movies on the Civic Green, the Holiday Crafts Faire, and Breakfast with Santa were announced.

### **F.3. Receive Update from the Ad Hoc Committee for Naming and Sponsorship Opportunities.**

The Commissioners delivered an update on their exploratory work to create additional funds for the City through naming and sponsorship opportunities throughout City of Novato parks and facilities; a preliminary inventory of the park facilities and buildings is underway. Additionally, the Ad Hoc Committee will continue to bring findings and plans to the Commission for their input and approval before bringing to City Council for final review.

## **G. COMMITTEE AND LIAISON REPORTS**



### **G.1. Staff Updates**

Deputy Director of Parks Recreation and Community Services Gauntlett shared information on the start of summer programs, which were expanded beyond what was offered in 2020 due to state and county guidelines shifting back to pre-pandemic ratios; specialty camps, gymnastics programming, adult sports leagues, and swimming at the Hamilton Pool have returned and opened within current State and County guidelines.

Additionally, staff are currently working on the return of adult volleyball and basketball for the fall and winter; the sponsorship of the Novato Senior Citizen's Club is being finalized and an opening date for the Margaret Todd Senior Center will be announced soon.

Deputy Director Gauntlett announced that July is National Parks and Recreation Month and the department is running a social media campaign featuring trivia and highlighted stories from our community and staff; a proclamation in honor of National Parks and Recreation Month will be going to City Council on July 13, 2021.

### **G.2. Commissioner Reports**

The Commissioners expressed their thanks to the PRCS staff for their continued work pivoting with the changes due to COVID and for providing programming and events for the community.

A Commissioner noted that several benches have been repaired at one of our small parks and are now being enjoyed by community members due to the work of the Ad Hoc Committee.

A Commissioner applauded and acknowledged the importance of Pride Month Celebrations in Novato.

A Commissioner expressed interest in the 250 million dollars that the Legislature's version of the 2021-2022 California State Budget has allocated for local park projects to celebrate California's diversity and cultural heritage; a request was made to further discuss how this might benefit Novato parks at the next meeting.

A Commissioner commented on Measure A, stating that the funds are running out in March and work needs to be done to get the renewal on the ballot.

## **H. ADJOURNMENT**

The meeting was adjourned at 8:36 PM.

The next RCCS meeting is on September 9, 2021.

**I HEREBY CERTIFY that the foregoing minutes were duly adopted at the RCCS Commission meeting of \_\_\_\_\_.**

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