



CITY OF NOVATO
PARKS & RECREATION

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

Thursday, November 11, 2021 - 7:00 PM

Teleconference Only

Chair
Betsy Ricketts

Vice Chair
Erin Lacey

Members
**Dennis Bentley, Suzanne Crow, Ericka Erickson, Jessica Fernandes-Miller, Patrick Giambalvo,
René Pouteau, 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 AB 361, 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 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/2f73evf4>

or

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

Meeting ID: 831 6846 8739

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: 831 6846 8739

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 September 9, 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. Consider making a recommendation to Novato City Council to allocate \$1,600 from the Public Art Fund to support implementation of three murals at the Museum of the American Indian located at Miwok Park

F.2. Receive an update on the Community Garden from Public Works Associate Engineer Petr Skala, Sustainability Coordinator Gretchen Schubeck, and Deputy Director PRCS Katie Gauntlett

F.3. 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 November 11, 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, Senior Office Assistant



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CITY OF NOVATO
PARKS & RECREATION

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

MEETING

DRAFT Minutes

Thursday, September 9, 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, Erin Lacey, Betsy Ricketts, Nancy Weber, Vice Chair René Pouteau, Chair Suzanne Crow

Commissioners Absent: Patrick Giambalvo

Commissioners Late: Jessica Fernandes-Miller, arrived at 7:17 PM

Staff Present: Deputy Director of Parks Recreation and Community Services Katie Gauntlett, Recreation Supervisor Perry Siu, Recreation Supervisor Alexandra Kambur, Management Analyst I Christina Soares

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Vice Chair Pouteau and seconded by Commissioner Bentley, the Commission voted 7-0-0-2 to approve the final agenda.

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

Noes: None

Abstain: None

Absent: Giambalvo, Fernandes-Miller

Motion Carried

C. PUBLIC COMMENT

None

D. CONSENT ITEMS

D.1. Approve the Meeting Minutes from July 8, 2021

Commission Action: Upon motion by Commissioner Weber and seconded by Vice Chair Pouteau, the Commission voted 7-0-0-2 to approve the July 8, 2021 Meeting Minutes.

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

Noes: None

Abstain: None

Absent: Giambalvo, Fernandes-Miller

Motion Carried

E. UNFINISHED AND OTHER BUSINESS

None

F. GENERAL BUSINESS

F.1. Election of Chair and Vice Chair

Upon a motion by Commissioner Lacey, the Commission voted 6-0-1-2 to approve Commissioner Rickets as Chair.

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

Noes: None

Abstain: Rickets

Absent: Giambalvo, Fernandes-Miller

Motion Carried

Upon a motion by Commissioner Weber, the Commission voted 6-0-1-2 to approve Commissioner Lacey as Vice Chair.

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

Noes: None

Abstain: Lacey

Absent: Giambalvo, Fernandes-Miller

Motion Carried

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

Recreation Supervisors Kambur and Siu presented a report to the Commission on the Gymnastics Center and programming activities with a focus on current enrollment and enrollment through the pandemic, revenues for fiscal year 20/21 and YTD Fiscal Year 21/22, and goals of increasing weekly participation and revenue.

The Commissioners asked questions regarding staff vaccination requirements, financial assistance programs or discounts, revenues, and the booster program.

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

Victoria Canby with the Museum of the American Indian at Miwok Park presented and proposed a mural project at the museum; the three proposed murals will be inclusive to all indigenous people throughout the Americas and will serve as a teaching tool to the community.

The Commission members asked questions and discussed the project, funding, and how to get the community involved. Requested future agenda item to be added to discuss funding support for this project.

Commission Action: Upon a motion by Commissioner Crow and seconded by Commissioner Miller, the Commission voted 8-0-0-1 to recommend the approval of the murals at the Museum of the American Indian at Miwok Park.

Ayes: Bentley, Crow, Erickson, Fernandes-Miller, Lacey, Pouteau, Ricketts, Weber

Noes: None

Abstain: None

Absent: Giambalvo

Motion Carried

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

Deputy Director Gauntlett presented an update on the progress of the City Facility Fee Study, which was last conducted 10 years ago. The study was put on hold due to staff changes and the impacts of the pandemic.

The study reviews user and regulatory fees, facility rental fees, and incremental adjustments to the exclusive facility use rates. Cost recovery is a focus. Proposed

rate adjustments are to ensure that the City remains competitive in the region for rentals of fields, picnic areas, and facilities.

Once the fee study is finalized, there will be extensive community outreach and the public hearing notice will be posted prior to Council review.

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

Commissioner Weber explained that the Ad Hoc Committee continues to discover more assets and will present additional findings at the next meeting.

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

Deputy Director Gauntlett shared an update stating that the Margaret Todd Senior Center (MTSC) has opened, the Senior Citizen’s Club has returned, and facility rentals have resumed at the MTSC. The Hamilton Pool will remain open through September 30th, and outdoor movies have returned to the Civic Green, and the Not So Scary Halloween Magic Show has moved to the MTSC. Additionally, the Fall Activity Guide was released, and in-person programming has been expanded.

Deputy Director Gauntlett discussed the replacement of recreation software, which will be launched in time for summer programming. The Pioneer Park project is progressing; more information to follow at November meeting. Community Outreach continues with the Communications Team on the Share the Path initiative through an educational approach on social media.

A new Recreation Coordinator will start at the end of the month.

G.2. Commissioner Reports

Commissioner Bentley asked if the Rotary Club could participate in funding for the Pioneer Park Project. Deputy Director Gauntlett stated that all Rotary groups in town have been contacted to participate in the project.

Commissioner Erickson wanted to know what guidelines are used for cancelling events as air quality issues develop as the result of increased wildfires in our region. Deputy Director Gauntlett stated that the City follows the safety metrics provided by the County.

Commissioner Erickson asked to agendize a discussion of 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.

Commissioner Crow asked for regular updates on the Community Garden.

Commission Action: Upon a motion by Commissioner Weber and seconded by Commissioner Crow, the Commission voted 8-0-0-1 to modify the language in the previously approved minutes and to re-approve the meeting minutes from July.

Ayes: Bentley, Crow, Erickson, Fernandes-Miller, Lacey, Pouteau, Ricketts, Weber

Noes: None

Abstain: None

Absent: Giambalvo

Motion Carried

H. ADJOURNMENT

The meeting was adjourned at 9:06 PM.

The next RCCS meeting is on November 11, 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