



CITY OF NOVATO
PARKS & RECREATION

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

REGULAR MEETING

Thursday, July 14, 2022 - 6:00 PM

**Novato City Hall
Council Chambers, 901 Sherman Ave**

Chair

Betsy Ricketts

Vice Chair

Erin Lacey

Members

Dennis Bentley, Suzanne Crow, Ericka Erickson, Jessica Fernandes-Miller, 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.

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.

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

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 May 26, 2022 Special Meeting

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 an update and provide direction on the proposed Commemorative Bench Program from Senior Management Analyst Drew Bendickson

Staff report and a draft of the program will be added to this agenda no later than Monday, July 11, 2022 at 6:00pm.

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 Commission after the distribution of the agenda packet will be made available to the public at the time it is provided to the Commission.

AFFIDAVIT OF POSTING

I, Drew Bendickson, certify that on the Thursday before the Recreation, Cultural and Community Services Advisory Commission meeting of July 14, 2022 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.

/ Drew Bendickson /

Drew Bendickson, Senior Management Analyst



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CITY OF NOVATO
PARKS & RECREATION

Recreation, Cultural and Community Services Advisory Commission

SPECIAL MEETING

DRAFT Minutes

Thursday, May 26, 2022 - 6:00 PM

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Ricketts at 6:05 P.M.

Commissioners Present: Dennis Bentley, Ericka Erickson, Nancy Weber, Vice Chair Erin Lacey, Chair Betsy Ricketts

Commissioners Absent: Suzanne Crow, Jessica Fernandes-Miller

Staff Present: Deputy Director of Parks Recreation and Community Services Katie Gauntlett, Senior Management Analyst Drew Bendickson

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Vice Chair Lacey and seconded by Commissioner Erickson the Commission voted 5-0-0-2 to approve the final agenda.

Ayes: Bentley, Erickson, Weber, Lacey, Ricketts

Noes: None

Abstain: None

Absent: Crow, Fernandes-Miller

Motion Carried

C. PUBLIC COMMENT

1. Nancy Kawata

D. CONSENT ITEMS

D.1. Approve the Meeting Minutes from March 10, 2022

Commission Action: Upon motion by Commissioner Bentley and seconded by Vice Chair Lacey, the Commission voted 4-0-1-2 to approve the minutes.

Ayes: Bentley, Weber, Lacey, Ricketts

Noes: None

Abstain: Erickson

Absent: Crow, Fernandes-Miller

Motion Carried

E. UNFINISHED AND OTHER BUSINESS

None

F. GENERAL BUSINESS

F.1. Receive a presentation and consider implementing a Pilot Rotational Play Policy at the Hill Recreation Area Pickleball Courts from Recreation Supervisor Kendric Baccei

Deputy Director Gauntlett provided an overview of the topic and stated the department utilized email and social media outreach to inform the discussion topic. Along with signs at pickleball courts and City Hall.

Recreation Supervisor Baccei presented a history of the Hill Recreation Area and its pickleball courts. The pickleball courts are open to all community members, resident & non-residents alike, and do not require reservation to play. Individual pickleball courts are not designated for any one skill level and welcomes all levels of play.

Recreation Supervisor Baccei shared she receives community feedback about long wait-times, interest in rotational play for the pickleball courts as well as individuals looking for new partners to play with. Staff have explored the concept of rotational play from other agencies, spoken to the pickleball community and are recommending a pilot use policy implementing rotational play for the summer months to meet the community's requests.

Recreation Supervisor Baccei provided an example of rotational play for the pilot policy. Rotational play would begin when all six courts are in-use, and one or more players are waiting to play. The courts would utilize Paddle Racks, one for each

court, to be used to guide the flow of play by indicating the next group of players waiting for an open court. A Paddle Rack is a convenient paddle holder, designed specifically for the game of pickleball, that attaches to fencing and provides organization of which player is next in line to play.

Recreation Supervisor Baccei shared Pickleball games are played to eleven points and players should play one game before rotating off the court for the next set of players. This policy would apply to either singles and doubles games. Rotational play at the Hill Recreation Area Pickleball Courts would provide members of the community the ability to participate at a faster rate and in turn reduce wait times for courts.

Recreation Supervisor Baccei stated that staff are recommending that this Pilot Policy be implemented after hosting an in-person community workshop in June and be carried out through August 2022 to allow staff time to evaluate the changes and collect community feedback. Staff will then return to the RCCS Commission at their scheduled meeting in September with the analysis of this Pilot Policy and a recommendation for next steps based on findings.

Commissioner Weber asked a question if this system of play is used in other cities. Recreation Supervisor Baccei shared it is utilized in other cities.

Chair Ricketts asked for clarification on rotational play and when it's in use. Recreation Supervisor Baccei confirmed it would only begin when all courts are occupied.

Chair Bentley asked how this would work if a court was rented. Deputy Director Gauntlett noted the priority use for the courts and if somebody has a reservation, they have the court. Recreation Supervisor Baccei mentioned all reservations are noticed at the courts indicating which are reserved.

Vice Chair Lacey asked if lessons or reservations of courts are taking up peak hours for the pickleball community and if the City has considered making reservations unavailable at peak times. Deputy Director Gauntlett stated the City has explored this however rentals are typically during peak hours.

Commissioner Erickson asked if the Commission was being tasked with considering changes to the court rentals. Deputy Director Gauntlett clarified that staff is asking the Commission to consider the pilot and proposal for rotational play during the summer months of June through August.

Commissioner Bentley asked about priority use for Novato residents with the pickleball courts being used by a variety of people in the area. Deputy Director Gauntlett noted the courts draw a lot of interest from players around the Bay Area. However, implementing priority use without a facility attendant is not feasible.

Chair Ricketts asked if staff have considered dedicating courts based on level of play. Deputy Director Gauntlett noted staff have considered that idea but it would be extremely difficult to manage as players may have different opinions on their own level of play thus leading to potential conflicts.

Public Comment:

1. Russ Wilson
2. Gary Flatow
3. Derek Layto
4. Fred Reese
5. Juanito Diaz
6. Gregory Silva
7. Irene Neigan
8. Anne Taylor
9. Mary Leet
10. Ben Grant
11. Melanie Field
12. Cecilia Nunes
13. Dan Philips
14. Laurie Zaeger
15. Carol Lewis
16. Rafael Nunes

Commission Action:

Upon motion by Commissioner Bentley and seconded by Chair Ricketts the Commission voted 5-0-0-2 for staff to implement the recommended pilot use policy with rotational play and to include an amendment to install only 2 paddle racks on each side of the courts.

Ayes: Bentley, Erickson, Weber, Lacey, Ricketts

Noes: None

Abstain: None

Absent: Crow, Fernandes-Miller

Motion Carried

F.2. Receive a presentation from Rotary Club of Novato on potential donated sculpture and provide recommendation

Jim Spillman of Rotary Club of Novato presented a sculpture for donation to the City of Novato, titled "On The Rise", a memorial for 9/11.

Rotary Club of Novato would like the site location for the sculpture to be on the bus side of the intersection on Grant Ave & Redwood Highway.

Commissioner Bentley asked if a sculpture donation falls under the RCCS purview. Deputy Director Gauntlett shared that it does fall to RCCS under the art in public places policy as the recommending body.

Deputy Director Gauntlett shared that further discussion with public works would need to take place regarding the sculptures placement on the median. As well as an inspection of the sculpture and it's weld.

Rotary Club of Novato shared they were not interested in the City's suggested location for the sculpture at the Hill Recreation Area.

Public Comment:

None.

Commission Action:

Upon motion by Commissioner Erickson and seconded by Chair Ricketts the Commission voted 4-0-1-2 for staff to table the sculpture donation and place Rotary Club of Novato on the next RCCS agenda on July 14, 2022 for further discussion.

Ayes: Erickson, Weber, Lacey, Ricketts

Noes: None

Abstain: Bentley

Absent: Crow, Fernandes-Miller

Motion Carried

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

Deputy Director Gauntlett shared the new recreation registration system launched on April 4, 2022. The user-friendly platform makes registering for programs, camps, classes and events event easier for our community – First day revenue – over \$100,000 before noon.

Deputy Director Gauntlett announced that over 3,000 accounts were created in the first month of registration system launch.

Deputy Director Gauntlett shared the Hamilton Pool would be opening on May 30th.

Deputy Director Gauntlett announced special events and dates:

- Concerts on the Green – June 3, 17, July 15, August 5, 19
- Hamilton Amphitheater Concerts – June 25, July 30, August 27
- Pride Flag Raising Ceremony – June 1

Deputy Director Gauntlett shared the department's first annual Special Needs Safety Event held April 24 – was a huge success!

Deputy Director Gauntlett announced the fee study was approved by City Council and its implementation will begin September 1, 2022.

Deputy Director Gauntlett shared the department has received preliminary approval from City Council for a Parks Master Plan to begin in the new fiscal year.

Commissioner Weber asked about the status of the Community Garden. Deputy Director Gauntlett shared that City Council decided to end the project and direct staff to reassess the proposed land for other projects.

Public comment:

None.

G.2. Commissioner Reports

None.

H. ADJOURNMENT

The meeting was adjourned at 8:49 PM.

The next RCCS meeting is on July 14, 2022.

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

/ Drew Bendickson /

Drew Bendickson, Senior Management Analyst



STAFF REPORT

MEETING

DATE: July 14, 2022

TO: Recreation, Cultural, & Community Services Commission

FROM: Drew Bendickson, Senior Management Analyst Parks, Recreation & Community Services

SUBJECT: ESTABLISH GUIDELINES & PROCEDURES FOR A COMMEMORATIVE BENCH SPONSORSHIP PROGRAM

REQUEST

Consider establishment of a Commemorative Bench Sponsorship Program.

DISCUSSION

The City of Novato Parks, Recreation and Community Services Department (PRCS) would like to establish a standard protocol for accepting charitable sponsorships to replace existing benches in City parks and along trails. The ability for individuals and groups to honor a person, show gratitude for our parks, or commemorate a special moment. This benefits Novato residents while also contributing to the aesthetics and accessibility of public areas.

Individuals frequently contact PRCS with requests for donations to our park system & the RCCS Commission directed staff to explore establishing a formal sponsorship program. There is presently no formal policy or program in place in Novato to handle these types of requests. Responsibility for maintenance, installation location, life and costs for the bench, plaque standards and bench criteria will be addressed in the established community bench sponsorship program. The ultimate goal is to create a program that is adaptable and responsive to the requirements of our community's donors while also supporting the City's parks and trail system.

The following are general PRCS guidelines for the Commemorative Bench Sponsorship:

1. Benches are currently the only items that can be donated.
2. Donors are responsible for costs associated with purchase, plaque and installation of bench.
3. The City will make every effort to accommodate the installation location requested. Park benches in need of replacement, and qualified for sponsorship, are determined by the PRCS Director or their designee. Once a bench has been identified for sponsorship, PRCS staff will add its location on a restoration list.
4. From the date of installation, the sponsorship will remain in place for 10 years. The bench will be maintained by Parks Maintenance employees throughout that term.
5. After the 10-year sponsorship period, the sponsored bench may be available for renewal, with the original sponsor having first right of refusal. If the current sponsor declines to renew their sponsorship, the bench may be rededicated or removed.
6. If the bench is damaged beyond repair over the 10-year term, staff will reach out to the donor to discuss replacement.

PUBLIC OUTREACH

This item is listed on the Recreation, Cultural & Community Services Commission agenda, which is posted on the City's Community Service Board and website 72 hours prior to the Commission meeting as required by California Government Code 54954(a) ("Brown Act"). It is also posted on the City's website at novato.org/councilagendas.

RECOMMENDATION

Staff recommends that the Commission authorize the establishment of a Commemorative Bench Sponsorship Program.

ATTACHMENT

1. Draft Commemorative Bench Sponsorship Program

COMMEMORATIVE BENCH SPONSORSHIP PROGRAM GUIDELINES

INTRODUCTION

The City of Novato wishes to adopt a uniform program for accepting charitable sponsorships to replace existing benches within city parks, along trails, or public facilities. Providing individuals and organizations an opportunity to commemorate a person, celebrate an occasion, or express appreciation for parks provides the residents of Novato a public benefit as well as supports the beautification of public spaces for all.

The Commemorative Bench Sponsorship Program serves to provide guidance and consistency to those interested in sponsoring a park bench in matters pertaining to bench standards, locations, length of terms, costs, plaques, and the application process.

This program is overseen and implemented by Novato Parks, Recreation & Community Services Department (PRCS).

1. **PROCESS FOR SPONSORING A BENCH**

- a. Review the Commemorative Bench Sponsorship Program Guidelines.
- b. Download and complete the Commemorative Bench Sponsorship Program Application.
- c. Submit completed applications via email to novatofun@novato.org for review.
- d. PRCS staff will be in contact with applicant.

2. **BENCH STANDARDS:**

The City of Novato Public Works Department and Parks, Recreation & Community Services Department have a desire to standardize the sizes and style of benches installed throughout the park system to the greatest extent possible, to reduce costs associated with obtaining and/or maintaining a large stock of diverse replacement parts or hardware, as well as supporting overall beautification and accessibility of the spaces. The PRCS Department works closely with the Public Works Department on these standards and identifying products that meet these needs on an ongoing basis.

Benches become property of the City of Novato once they are installed. The City will maintain the bench for up to 10 years.

A standard park bench model for sponsorship has been selected based on its maximum longevity, environmental considerations, aesthetics, and maintenance liability. The standard park bench is represented below, although exact models may be subject to change.



A standard park bench is 6 feet long and can be put on the ground or surface mounted, depending on the area.

When a park site and/or recreation facility is carrying out a particular theme, or is intended for specific use, the theme or use may be considered for the selection of an alternate park bench.

Bench donations commemorating commercial products, political parties, activist groups, or non-profit corporations involved in lobbying at any level of government, for profit corporations, or memorials containing endorsements of products or services, or that otherwise may be construed to be advertising or commercial promotion are prohibited. It is forbidden to paint, stain, or lacquer the benches. All park benches are maintained by Parks Maintenance Staff or qualified contractors.

3. COST AND LENGTH OF TERMS:

Sponsorship of a bench includes the cost of the bench, a plaque with inscription, installation, and maintenance for 10 years. The applicant will cover these costs apart from maintenance responsibilities over the lifetime of the bench (10 years).

Benches become property of the City of Novato once they are installed. The City will maintain the bench for up to 10 years. The City guarantees maintenance of the bench by Parks Maintenance staff or qualified sub-contractors. If the bench is damaged beyond repair over the 10-year term, staff will reach out to the donor to discuss replacement.

When the bench reaches its 10-year term, the donor will have an opportunity to initiate a new agreement for a second ten-year term and pay the cost of the new furnishing, and installation, or have the plaque removed and returned at no cost to the donor. If the donor chooses to renew the bench dedication after its initial 10-year term, the donor will need to submit a new agreement and provide payment for the new bench.

4. INSTALLATION & LOCATION:

If the donor has a desired installation location for the bench, the City will work with the donor to try to accommodate the requested installation location. The final decision, however, regarding

location and placement must be consistent with our parks policies, and approved by the Director of Parks, Recreation and Community Services (PRCS), or their designee.

The City of Novato retains the right to relocate a park bench at any time. If the bench needs to be relocated, PRCS will attempt to contact the donor to discuss an alternate location. The PRCS Director, or their designee, will make the final determination for the bench's location.

5. PLAQUES STANDARDS

Plaques installed on sponsored benches must be for an individual or a purpose that is non-controversial with text that is appropriate for display in a public place and approved by the PRCS Director, or their designee. The recognition will be regulated, styled, and handled in a tasteful and consistent manner, as determined by the Department of Parks and Recreation.

Text that in any way markets a product or service shall not be permitted. The City of Novato will not pay for the replacement of damaged plaques. A new replacement plaque may be purchased. The plaque is not intended as a memorial marker and may not include birth and death dates or years. Messages should be simple statements recalling the event or person(s) recognized. The plaque is merely symbolic of the sponsorship; it does not provide the donor ownership of the bench.

6. CITY RESPONSIBILITY & CONDITIONS

The PRCS Department will inventory, date, and maintain a listing of sponsored benches and plaques. The City of Novato will not be held responsible if the contact information on file is outdated and the original donor cannot be contacted.

Should the name of any individual or organization honored on a plaque be considered to have acquired a negative connotation or definition, the City reserves the authority to revoke the name and plaque.

The purpose of a sponsor purchasing a park bench should not clash with the City's or PRCS Department's mission. The community should receive a positive and desirable image from the sponsorships. As a result, any entity engaged in the marketing, production, or distribution of items that are regarded incompatible with the City's goals and mission is barred from being recognized.