



**CITY OF NOVATO**  
PARKS & RECREATION

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

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

**Teleconference Only**

---

**Chair  
Suzanne Crow**

**Vice Chair  
René Pouteau**

**Members  
Dennis Bentley, Erika 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-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](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.
-

---

## 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/xywm8rua>

or

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

**Meeting ID:** 938 0311 6456

**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:** 938 0311 6456

**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 January 14, 2021.**

**D. 2. Approve the Meeting Minutes from March 11, 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. Presentation on the Brown Act from City Clerk Laura McDowall**

**F2. Presentation from Recreation Supervisor Kendric Baccei and Special Events Coordinator Gage Zettelmeier on planned 2021 special events.**

**F3. Receive 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.*





**CITY OF NOVATO**  
**PARKS & RECREATION**

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

**SPECIAL MEETING**

**DRAFT Minutes**

**Thursday, January 14, 2021 - 7:00 PM**

**Teleconference Only**

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

The meeting was called to order by Chair Crow at 7:08 P.M.

Commissioners Present: Dennis Bentley, Suzanne Crow, Erin Lacey, Betsy Ricketts, Nancy Weber

**Commissioners Absent:** Patrick Giambalvo, René Pouteau

**Staff Present:** Deputy Director of Parks Recreation and Community Services Katie Gauntlett, Recreation Supervisor Ronele Schaefer, Director Public Works Chris Blunk, Office Assistant Jean Holzgang de Buren

**B. APPROVAL OF FINAL AGENDA**

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

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

**Noes:** None

**Abstain:** None

**Absent:** Giambalvo, Pouteau

**Motion Carried**

## C. PUBLIC COMMENT

None

## D. CONSENT ITEMS

### D.1. Approve the Special Meeting minutes from November 12, 2020

**Commission Action:** Upon motion by Commissioner Weber and seconded by Commissioner Lacey, the commission voted to approve the Minutes of November 12, 2020.

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

**Noes:** None

**Abstain:** None

**Absent:** Giambalvo, Pouteau

**Motion Carried**

## E. UNFINISHED AND OTHER BUSINESS

None

## F. GENERAL BUSINESS

### F.1. Receive an update from Public Works Director Chris Blunk on the Community Garden Project

Public Works Director Chris Blunk provided an update on the community garden project and shared the project plans including design features focusing on accommodating people of all abilities, location, constraints and considerations, materials to be used, a description of the bio retention area, accessible garden plots, and accessible parking spaces.

Staff anticipates that the CEQA Initial Study-Mitigated Negative Declaration to be ready mid-2021, with the final document approval by City Council anticipated in fall of 2021.

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

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

Deputy Director of Parks Recreation and Community Services Katie Gauntlett, provided an update on the events of December which included successful turnout and involvement with Letters to Santa, Cards to Seniors, and Virtual Storytime with Santa. The department continues to monitor the Stay-at-Home Order and is prepared to bring back in-person programming when it is safe to do so. Discussion of the participation in Virtual Magic Shows and the creation and success of live virtual gymnastics classes were highlighted.

Deputy Director Gauntlett announced four areas of discussion for department marketing goals and strategies which focus on social media, email campaigns, website redesign, and park promotion through kiosks. Parks, Recreation, and Community Services staff will be invited to regularly attend RCCS meetings to update on their projects directly.

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

Commissioner Crow requested an update on the Hamilton Pool for the next meeting, including more information on contract renewal. Deputy Director Gauntlett informed the commissioners that the current contract runs through the end of 2021, that she is connecting with the City of San Rafael, and will provide an update at the next meeting.

The next RCCS meeting is on March 11, 2021.

## **H. ADJOURNMENT**

The meeting was adjourned at 8:23 P.M.

**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



**CITY OF NOVATO**  
PARKS & RECREATION

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

**MEETING**

**DRAFT Minutes**

Thursday, March 11, 2021 - 7:00 PM

**Teleconference Only**

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

The meeting was called to order by Chair Crow at 7:05 P.M.

Commissioners Present: Dennis Bentley, Suzanne Crow, Erin Lacey, René Pouteau, Betsy Rickets, Nancy Weber

**Commissioners Absent:** Patrick Giambalvo,

**Staff Present:** Deputy Director of Parks Recreation and Community Services Katie Gauntlett, Recreation Supervisor Teresa Ehteshami, Recreation Supervisor Ronele Schaefer, Office Assistant Jean Holzgang de Buren

**B. APPROVAL OF FINAL AGENDA**

**Commission Action:** Upon motion by Commissioner Weber and seconded by Commissioner Bentley, the Commission voted 6-0-0-0 to approve the final agenda.

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

**Noes:** None

**Abstain:** None

**Absent:** Giambalvo

**Motion Carried**

## **C. PUBLIC COMMENT**

None

## **D. CONSENT ITEMS**

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

Approval of the meeting minutes postponed until the May 13, 2021 meeting.

## **E. UNFINISHED AND OTHER BUSINESS**

None

## **F. GENERAL BUSINESS**

### **F.1. Receive update from Recreation Supervisor, Teresa Ehteshami on programming events at the Margaret Todd Senior Center.**

Recreation Supervisor Teresa Ehteshami provided historical information on the Margaret Todd Senior Center and discussed the ways the staff are engaging with the community since COVID-19. With changes in the tier status, staff are looking forward to offering in-person programming with outdoor classes in the spring, following COVID protocols.

### **F.2. Receive an update from Deputy Director Gauntlett on Hamilton Pool Summer Programming**

Deputy Director Gauntlett shared an update on the status of Hamilton Pool, stating that the City of San Rafael staff are in the hiring process for summer staff; limited information is available at this time regarding programming specifics and operating hours of the Hamilton Pool for this summer. Modified recreation and lap swim will be offered following all State and County COVID Guidelines, and pre-registration will be required per the guidelines.

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

The Commissioners explained that the Ad Hoc Committee is in the initial exploratory phase of the project now, assessing the property, parks, and facilities

available in Novato. The committee will continue to identify the potential of each park for advertising and revenue.

Chair Crow asked the Ad Hoc Committee to continue to provide updates on their ongoing research at future meetings.

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



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

Deputy Director of Parks Recreation and Community Services Katie Gauntlett announced that the City Council approved staff to apply for a State of California Per Capita Grant under Proposition 68. Funding for this grant has been identified to go towards the completion of the Pioneer Park Playground Improvement Project, which will help deliver all of the requests of the community. Construction is targeted for the summer of fiscal year 2021-2022.

Deputy Director Gauntlett shared that the spring activity guide was released on February 25<sup>th</sup> and offered more in-person programming such as tumbling tots, preschool gymnastics, after school gymnastics, and Supernova, a parent participation class for children with adaptive needs. The after school sports camp continues to be popular, socially distanced special events are ongoing with Letters to Leprechauns and the upcoming “egg” hunt in our community parks.

Deputy Director Gauntlett will invite the Novato Gymnastics Staff to present an update at the next meeting.

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

Commissioners Weber and Lacey expressed their thanks to the gymnastics program staff for being so welcoming, organized, and for continuing to be so invested in what’s happening in the community. Commissioner Crow stated that she has been hearing positive comments about the Hill Recreation Area from members of the community who appreciate what PRCS staff are doing.

The next RCCS meeting is on May 13, 2021.

## **H. ADJOURNMENT**

The meeting was adjourned at 7:59 P.M.

**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**

DRAFT