



MINUTES
27 April 2022

1. CALL TO ORDER

The Community Services Commission Meeting was called to order at 5:00 P.M. and was held via hybrid meeting format (Zoom Teleconference and in person-Pinole City Council Chambers).

2. ROLL CALL

Commissioners Present: Darin Clarke, Bob Kopp, Laurelle Martin, Debbie Ojeda, and Nickolas Teller

Commissioners Absent: None

Staff Present: Maria Picazo, Recreation Manager

3. APPROVAL OF MINUTES

Action: Motion by Commissioner Ojeda to approve the minutes of February 23, 2021. Seconded by Commissioner Kopp. All in favor. Motion passed

4. CITIZENS TO BE HEARD

Anthony, Pinole resident stated that he could not read the information that was being presented. Flyers and information were fuzzy and small. Suggested staff address this and make improvements. He thanked Bob Kopp for organizing the car show. Anthony stated that it was a good idea to give snacks to Community Service Day volunteers and suggested fresh fruits and power bars. He recommended the Commission check in with major chains regarding food donations and bags. Anthony requested staff refrain from using acronyms for items discussed. He has asked for clarification on the status of the Senior Center and main hall rentals. He stated that the Senior Center calendar is not broadcasted on PCTV or available on the Senior Center front door as in previous years. Anthony also stated that the lights in the tennis parking lot were out, planter beds and fence near the bus stop needed attention.

Commissioner Martin thanked the caller for his comments.

Staff provided an update on the Senior Center and informed the caller that the maintenance concerns will be shared with the Public Works Department.

5. OLD BUSINESS

A. 2022 Events-Community Service Day

Staff confirmed that Community Service Day will be hosted on Saturday June 18, 2022.

Staff asked the Commissioners to select the flyer for the event. The Commissioners selected option one. Staff informed the Commissioners that the flyer will be shared through the City's communication channels and shared with the local schools via their flyer distribution portal.



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Staff shared the list of projects provided by the Public Works Department. Staff asked if the Commissioners wanted to suggest any additional projects. The Commissioners did not have any additional projects to add to the list.

Staff informed the Commissioners that the 2020 Banner and lawn signs will be used for this year's event. Staff will change the dates and put the signs out in the community a few weeks before the event.

Staff informed the Commissioners that the budget remaining for Community Service Day was **\$766.86**

Staff informed the Commissioners that donations will not be solicited at this time. The City is in the process of creating a donation policy and donations will not be solicited until it has been adopted.

Staff asked the Commissioners for suggestions on breakfast and lunch options. The commissioners discussed options and recommended that lunch be purchased from Kinders and Round Table Pizza as they have historically provided lunch. Fruit and prepackaged items will be served for breakfast.

Staff informed the Commissioners that twenty-five tote bags remained from previous years. The Commissioners discussed ordering tote bags for this year's event but decided not to move forward this year. The Commissioners will discuss this item again next year.

7. NEW BUSINESS

A. RFP-Park Master Plan

(RFP) Staff informed the Commissioners that staff is drafting the Request for Proposal for the Park Master Plan. The Request for Proposal (RFP) will be released in the upcoming weeks. Staff will let the Commission know once a consultant has been selected. The Commission will be included in the process of the Park Master Plan.

B. Special Events Policy and Permit

Staff informed the Commissioners that the Community Services Department will draft a special events policy and permit that will be used for all small- and large-scale events hosted by private organizations. It will be presented to the Commission for feedback and approval before it goes before the City Council.

C. WriterCoach Connection



CITY OF PINOLE
COMMUNITY SERVICES COMMISSION MEETING

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Staff informed the Commissioners that a representative from WriterCoach Connection reached out regarding Community Service Day. Staff informed the Commissioners that WriterCoach Connection is a nonprofit organization that connects trained, caring Volunteer coaches with middle and high school students to engage, encourage, and inspire them to think more critically and write more skillfully. They have been working in

Pinole for a few years and are trying to revitalize their engagement with the community and will like to provide information at Community Service Day. The Commissioners approved their request to table at the event. Additionally, Commissioner Kopp invited WriterCoach Connection to table at the annual car show event. Staff will follow up with the organization and provide an update.

8. ADJOURNMENT

The meeting was adjourned at 5:46 p.m. to the next Special Community Services Commission meeting on June 1, 2022|5:00 P.M.

Submitted by:

Maria Picazo
Recreation Manager

Approved by the Commissioners on June 1, 2022