



CITY OF PINOLE COMMUNITY SERVICES COMMISSION REGULAR MEETING AGENDA

WEDNESDAY
June 1, 2022
5:00 p.m.

Please note: ZOOM FORMAT ONLY

Attend VIA ZOOM TELECONFERENCE - Details provided below

Please note: Updated COVID-19 safety guidance will be posted outside the City Council Chambers. Please review this information before entering the Chambers.

How to Submit Public Comments:

Via Zoom:

Members of the public may submit a live remote public comment via Zoom video conferencing. Download the Zoom mobile app from the Apple Appstore or Google Play. If you are using a desktop computer, you can test your connection to Zoom by clicking [here](#). Zoom also allows you to join the meeting by phone.

From a PC, Mac, iPad, iPhone or Android:

<https://us02web.zoom.us/j/82770240301>

Webinar ID: 827-7024-0301

By phone: +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799

- Speakers will be asked to provide their name and city of residence, although providing this is not required for participation.
- Each speaker will be afforded up to 3 minutes to speak.
- Speakers will be muted until their opportunity to provide public comment.

When the Chair opens the comment period for the item you wish to speak on, please use the "raise hand" feature (or press *9 if connecting via telephone) which will alert staff that you have a comment to provide and press *6 to unmute. **To comment with your video enabled, please let the Recreation Manager know you would like to turn your camera on once you are called to speak.**

Written Comments: All comments received **before 3:00 pm the day of the meeting** will be posted on the City's website on the agenda page ([Agenda Page Link](#)) and provided to the Commissioners prior to the meeting. **Written comments will not be read aloud during the meeting.**

Email comments to recreation@ci.pinole.ca.us Please indicate which item on the agenda you are commenting on in the subject line of your email.

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

OTHER WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. The Community TV Channel 26 schedule is published on the city's website at www.ci.pinole.ca.us.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.ci.pinole.ca.us. and remain archived on the site for five (5) years.

If none of these options are available to you, or you need assistance with public comment, please contact the Recreation Manager, Maria Picazo at (510) 724-9062 or mpicazo@ci.pinole.ca.us.

Americans With Disabilities Act: In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a City Meeting or you need a copy of the agenda, or the agenda packet in an appropriate alternative format, please contact the City Clerk's Office at (510) 724-8928. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection on the City Website at www.ci.pinole.ca.us. You may also contact the City Clerk via e-mail at hbell@ci.pinole.ca.us.

Ralph M. Brown Act. Gov. Code § 54950. In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies, which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

1. CALL TO ORDER

2. ROLL CALL

3. APROVAL OF THE MINUTES – April 27, 2022 meeting

4. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes and is subject to modification by the Chair. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Commissioners may direct staff to investigate and/or schedule certain matters for consideration at a future meeting. PLEASE SEE THE COVERSHEET OF THE AGENDA FOR INSTRUCTIONS ON HOW TO SUBMIT PUBLIC COMMENTS

5. OLD BUSINESS

A. Community Services Commission Roster Update

B. 2022 Events-Community Service Day

6. NEW BUSINESS

A. Upcoming Meeting Dates

7. ADJOURN TO NEXT MEETING

Recommendation: Adjourn to the next special meeting on June 29, 2022

POSTED: Thursday, May 26, 2022, at 4:00pm at City Hall

Maria Picazo
Recreation Manager



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:

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

Staff informed the Commissioners that staff is drafting the Request for Proposal (RFP) 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

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



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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 _____