



**MINUTES**  
**22 March 2023**

**1. CALL TO ORDER**

The Community Services Commission Meeting was called to order at 5:02 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, Christy Lam-Julian, Laurelle Martin, Debbie Ojeda, and Nickolas Teller

Commissioners Absent: N/A

Staff Present: Maria Picazo, Recreation Manager and [Jeremy Rogers](#), Community Services Director

**3. APPROVAL OF MINUTES**

Action: Motion by Commissioner Kopp to approve the minutes of February 22, 2023 meeting. Seconded by Commissioner Clarke. All in favor. Motion passed.

**4. CITIZENS TO BE HEARD**

Irma Ruport, resident of Pinole, informed the Commissioners that she was appointed to the Community Services Commission by the City Council the previous night. She looks forward to meeting and working with the Commissioners. She apologized for not attending the meeting and will join them at the next meeting when she is sworn in.

Commissioner Martin welcomed her to the Commission.

Rafael Menis, resident of Pinole, noted that there was a typo in the special events application. He asked staff to clarify and correct the error. Additionally, he noted that the form should be updated to include Contra Costa Fire as the City is now contracting with them to provide fire services. He asked a clarifying question regarding protests and the process for those events. Staff thanked Rafael for his comments and provided clarification.

**3. OLD BUSINESS**

**A. 2023 Community Service Day**

Staff reminded the Commissioners that the event will be held on Saturday, May 20 at the Pinole Youth Center from 8am to 12pm. Staff reviewed the schedule for the day of the event. Staff asked the Commissioners to review and provide direction on the flyers that were included in the packet. The Commissioners discussed and approved one of the flyers for the event. Staff informed the Commissioners that the flyer will be shared through the City's communication channels. The Commissioners reviewed and



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finalized the project list for the event. The Commissioners discussed the breakfast and lunch options for the event. The Commissioners asked staff to research volunteer giveaway options. The Commissioners agreed to share the flyer through their communication channels and community groups. The Commissioners will continue discussing and finalizing the logistics during the April 26, 2023 meeting.

**B. Sister Cities**

Director Rogers informed the Commissioners that he would like to start a subcommittee with a few members of the Commission. The subcommittee would work with the Director to draft a policy for the Sister City program. He asked the Commissioners if any of them were interested in volunteering for the subcommittee. The Commissioners asked follow up questions and Director Rogers provided clarification. Commissioner Lam-Julian and Commissioner Teller volunteered for the subcommittee.

**C. Community Outreach/Engagement**

Staff asked the Commissioners if they had any updates to provide on community engagement and outreach. Commissioner Kopp provided an update on the Pinole Car Show that will be held on Sunday, June 25, 2023 in downtown Pinole. Commissioner Ojeda provided an update on the Pinole Community Players annual dinner and show which will be held on Saturday, April 15, 2023. Commissioner Clarke stated that he will reach out to his assigned school and share the Community Service Day flyer. Commissioner Teller will advertise the event through local community-based organizations. Commissioner Lam-Julian informed the Commissioners that she attended various meetings, presentations, and events hosted by West Contra Costa County Unified School District. Additionally, she attended a variety of community events, presentations and meetings in Pinole, Richmond, and San Francisco. She provided updates on the topics discussed. Commissioner Martin informed the Commission that she has continued her work with the Lions Club and youth outreach with the local schools.

**7. NEW BUSINESS**

**A. Special Events Application**

Staff informed the Commissioners that about two years ago, a new process was implemented for community events organized by private organizations. The recreation manager serves as the point of contact for the organizers. The previous process was more ad hoc. The new process has created a more consistent process for all groups involved. The Community Services Department did not have a special events application to go with the new process. Staff reviewed several special events applications from other cities before the draft was created. Based on the information



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collected and the process that was implemented staff drafted a special events application. This application will be used for all community events organized by private organizations. Staff asked the Commissioners to review and provide feedback on the application. The Commissioners reviewed and discussed the application. A minor change was recommended to staff. The Commission directed staff to move forward with the application.

**8. ADJOURNMENT**

The meeting was adjourned at 5:41 P.M. to the next Community Services Commission meeting on Wednesday, April 26, 2023|5:00 P.M.

**Submitted by:**

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**Maria Picazo**  
**Recreation Manager**

**Approved by the Commissioners on April 27, 2023**