



## CITY OF PINOLE COMMUNITY SERVICES COMMISSION REGULAR MEETING AGENDA

WEDNESDAY  
April 24, 2024  
5:00pm

Please note: **HYBRID MEETING FORMAT**

Attend in person - PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET  
OR  
Attend VIA ZOOM TELECONFERENCE - Details provided below

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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:

**In Person:** Attend meeting at the Pinole City Council Chambers, fill out a yellow public comment card and submit it to the Recreation Manager.

### 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](mailto: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](http://www.ci.pinole.ca.us).

**VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE,** [www.ci.pinole.ca.us](http://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 Maria Picazo at (510) 724-9062 or [mpicazo@ci.pinole.ca.us](mailto: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](http://www.ci.pinole.ca.us). You may also contact the City Clerk via e-mail at [hbell@ci.pinole.ca.us](mailto: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. **APPROVAL OF THE MINUTES –March 27, 2024 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. **NEW BUSINESS**

None

6. **OLD BUSINESS**

A. Community Service Day

B. Community Outreach/Engagement

7. **ADJOURN TO NEXT MEETING**

Recommendation: Adjourn to the next meeting on May 22, 2024

**POSTED: Thursday, April 17, 2024, at 4:00pm at City Hall**

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**Maria Picazo**  
**Acting Community Services Director**



**MINUTES**  
**27 March 2024**

**1. CALL TO ORDER**

The Community Services Commission Meeting was called to order at 5:06 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, Debbie Ojeda, Irma Ruport, and Nickolas Teller

Commissioners Absent: Bob Kopp, Laurelle Martin

Staff Present: Maria Picazo, Acting Community Services Director

**3. APPROVAL OF MINUTES**

Action: Motion by Commissioner Clarke to approve the minutes of January 24, 2024 meeting. Seconded by Commissioner Teller. All in favor. Motion passed.

**4. CITIZENS TO BE HEARD**

NONE

**5. NEW BUSINESS**

**A. 2024 Community Services Commission Event Schedule**

Staff reviewed the 2024 event schedule with the Commissioners. Staff clarified that the schedule provided only includes the specific events that the commission supports with and are responsible for. The City will mail out a postcard for the spring and summer events which are led by staff.

**B. Community Service Day**

Staff informed the commissioners that staff is working with the Public Work's team to identify projects for Community Service Day. Staff will identify some indoor projects for the event. The flyer and list of projects will be shared through the City's website and communication channels once the projects have been confirmed. Commissioner Ojeda requested to include Amber Swartz Park on the project list. Staff informed Commissioner Ojeda that the project will be included in the list. Commissioner Ruport requested that staff send the flyer to the local schools and invite them to participate. Staff informed Commissioner Ruport that the flyer will be shared through the district's electronic platform Peach Jar. Commissioner Ruport also requested that staff work closely with Public Works to identify projects and to offer a variety of projects. Staff informed Commissioner Ruport that staff is working closely with Public Works and staff requested a variety of projects. Commissioner Ruport asked if tabling is allowed during the event. Staff clarified that the event is focused on the volunteer projects. Staff



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informed the commissioners that the Friends of the Pinole Creek Watershed will participate in this year's event. Ann Moriarty joined the meeting and provided details on the Community Service Day project they will lead. Commissioner Ruport asked Ann if they would need more volunteers besides their normal group. Ann responded that they would follow the City's process as in previous years. There will be plenty of projects throughout the City and more volunteers are welcomed. Staff informed the group that the project will be added to the list. The commissioners will discuss event responsibilities and logistics during the April meeting.

**C. Pride/Juneteenth**

Staff informed the commissioners that the City is in beginning stages of planning for the Pride and Juneteenth event. Staff is planning to expand last year's successful event. Staff is looking to incorporate performances and more resources. The event will take place on Sunday, June 9<sup>th</sup> from 12pm-3pm at Fernandez Park. It will be a family friendly event with a live band, food trucks, children's activities, local community organizations, and businesses. More information and a flyer will be available in the upcoming weeks. Staff leads this event, but the commissioners are welcomed to table or volunteer. Commissioner Ruport asked a clarifying question regarding youth groups and non-profit organizations tabling at the event. Staff informed Commissioner Ruport that staff is looking for a variety of vendors, resources, and local groups to participate in the event. Staff will work with the City Attorney's office to get clarification on the groups who can participate. Commissioner Ruport followed up and requested clarification on local groups fundraising during the event. Staff invited those interested in tabling at the event to contact her directly.

**D. Community Services Commission Event Roles and Responsibilities**

Staff informed the Commissioners that the role and responsibility of each commissioner will be identified in the meeting prior to each event. During the April meeting the group will identify the role of each commissioner for the Community Service Day event. Leticia Andreas from the Public Works Department will also implement this for the Coastal Cleanup and Dumpster Day events.

**6. OLD BUSINESS**

**A. Community Outreach/Engagement**

Commissioner Ojeda shared information on the annual cabaret dinner hosted by the Pinole Community Players. The event will take place on Saturday, April 27<sup>th</sup> at St. Joseph.

Commissioner Ruport shared that the first anniversary of Fire Station 74 will be May 11<sup>th</sup>. She asked staff to share the flyer through the City's communication channels and



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requested that staff review the date to avoid scheduling conflicts. She shared information on Neighbors helping Neighbors. Staff informed her that this item could be added to a future agenda and further discussion could happen offline between staff and Commissioner Ruport as the item was not on the agenda.

Commissioner Clarke shared that there are several vacancies in City Commissions and encouraged the community to get involved.

**8. ADJOURNMENT**

The meeting was adjourned at 5:29 P.M. to the next Community Services Commission Special meeting on Wednesday, April 24, 2024|5:00 P.M.

**Submitted by:**

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**Maria Picazo**  
**Acting Community Services Director**

**Approved by the Commissioners on**

# COMMUNITY SERVICE DAY

**SATURDAY, MAY 18TH**

**PINOLE YOUTH CENTER  
635 TENNENT AVE.**

**Breakfast & Registration 8 am - 9 am**

**Volunteer Projects 9 am - 12 pm**

**Lunch 12 pm - 1 pm**

**Register at: [pinolerec.recdesk.com/community/program](https://pinolerec.recdesk.com/community/program)**



**Questions? Email [recreation@ci.pinole.ca.us](mailto:recreation@ci.pinole.ca.us)**

**PINOLE COMMUNITY SERVICE DAY**  
 Hosted by the Pinole Community Services Commission  
**Saturday, May 18, 2024, at the Pinole Youth Center**  
**Registration at 8 am, projects at 9 am, and lunch at 12 pm**  
 Registration and lunch will be at the Pinole Youth Center  
 635 Tennent Avenue, Pinole, CA 94564

Please complete the form below to volunteer for a project.

\*Registration is also available online visit <https://pinolerec.recdesk.com/Community/Program>, click on Community Events on the left side to complete registration.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Are you registering for a group? YES \_\_\_ NO \_\_\_ How many volunteers in your party? \_\_\_\_\_

Name of organization (if applicable) \_\_\_\_\_

Please mark your top three choices of a volunteer project by writing 1, 2 and 3 next to your top choices.

	Location	Type of Project		Location	Type of Project
	Fernandez Park	Painting Project-picnic benches		Senior Center Facility	Giftshop Project
	Fernandez Park	Painting Project-bleachers		Pinole library garden/tennis courts	Clean debris /Weeding/gardening/community cleanup
	Fernandez Park	Spread wood chips		Amber Swartz Park	Clean debris and spread wood chips
	Tiny Tots Facility	Planter Project		Pinole Community Corner, San Pablo Ave. and Tennent Ave.	Weeding and spread wood chips

**For work projects like painting and clean up, please be sure to wear appropriate clothing. Bring your own work gloves and any small garden tools are extremely helpful (trowel, hoe, weeder)**

**Photo Consent:** By signing this registration form, you authorize the City of Pinole to use your name (or child's/ward's name) and/or photograph in any future educational and/or community informational purposes, either printed or otherwise (including, but not limited to, use on the city's website and on its public television station) produced by the City of Pinole. Further, there is no monetary compensation for this consent.

Check here only if you do not give photographic consent.

**Liability Waiver:**

- 1) I understand that my (or my child's) participation in City of Pinole activities may involve the risk of harm.
- 2) With knowledge of the potential risks involved, I hereby release and discharge the City of Pinole or City of Pinole officials, officers, employees, agents, volunteers, or appointees, including, without limitation, appointees sitting as Community Services Commission Members, ("Indemnites"), from any and all claims arising from my participation in City of Pinole Community Services Department activities, except when such claims arise from the gross negligence or willful acts of the Indemnites.
- 3) I hereby certify that I (or my child) is physically and mentally capable of participating in Pinole Community Services Department activities at or sponsored by the City of Pinole.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To submit your volunteer application:**

Drop off at the **Pinole Youth Center** – 635 Tennent Avenue or complete registration online at <https://pinolerec.recdesk.com/Community/Program>, and click on Community Events on the left side

**\* Each individual is required to complete the registration form for liability purposes. Youth under the age of 18 are required to have a parent signature on their registration form.**

*For more information or questions call 510-724-9062 or email [recreation@ci.pinole.ca.us](mailto:recreation@ci.pinole.ca.us)*