



**MINUTES**  
**14 April 2021**

**1. CALL TO ORDER**

The Community Services Commission Meeting was called to order at 5:04 P.M. and was held via Zoom Teleconference.

**2. ROLL CALL**

Commissioners Present: Bob Kopp, Laurelle Martin, Rafael Menis, and Debbie Ojeda

Commissioners Absent: Darin Clarke, Emily Ricketts, and Nickolas Teller

Staff Present:

Hector De La Rosa, Assistant City Manager

Tamara Miller, Development Services Director/City Engineer

Andrew Murray, City Manager

Maria Picazo, Recreation Manager

**3. APPROVAL OF MINUTES**

Action: Motion by Commissioner Menis to approve the minutes of March 24, 2021. Seconded by Commissioner Ojeda. All in favor. Motion passed

**4. CITIZENS TO BE HEARD**

None

**5. OLD BUSINESS**

**A. 2021 Events**

The Commissioners discussed the possibility of hosting a Dumpster Day event in 2021 since the County is in a less restrictive tier and conditions are improving.

Staff informed the Commissioners that Republic Services would be willing to offer two Dumpster Day events in 2021 due to the cancellation of the 2020 event.

The Commissioners decided to move forward and host two Dumpster Day events in 2021. One event would be offered in the summer and one event in the fall.

Staff informed the Commissioners that the fall Dumpster Day event is reserved with Republic Services for October 9, 2021.

The Commissioners provided staff with possible summer dates and instructed staff to follow up with Republic Services.

The Commissioners would also consider hosting a Coastal Cleanup event in 2021 dependent on County restrictions. This event will continue to be discussed during future meetings.



**MINUTES**  
**14 April 2021**

**B. Park Rules and Policies**

Staff Miller provided the Commissioners with an updated copy of the park rules based on the discussion from the previous meeting on March 24, 2021.

The Commissioners approved the updated copy of the park rules and agreed that the final copy of the park rules should be forwarded to City Council for consideration.

Staff Miller informed the Commissioners that in addition to the park rules, the City would like to review and update park policies.

Staff provided the Commissioners with a list of the policies that would be created in the near future and informed them that their recommendation would be required.

List of Policies

1. Park Hours
2. Park Lighting
3. Park Restroom Hours
4. Acceptance of donated trees and benches
5. Commercial Use of Parks
6. Rental Use Agreement and Policies

Staff informed the Commissioners that Council was interested in reviewing the park restroom hours immediately. The remaining policies will be reviewed and analyzed one at a time as staff resources allow.

The Commissioners reviewed the current long-standing policy for restroom hours, restrooms are open 7 days a week 8:00AM to 4:00PM, except holidays. This policy was created based on staff's availability to open and close the restrooms.

Staff informed the Commission that parks are open ½ hour before sunrise to ½ hour after sunset, except for Fernandez Park where the hours are 6:00AM to 9:00PM. This creates a gap in park use and availability of restrooms. There seems to be current interest in setting the restroom hours to match the park hours. To achieve the desired outcome in a way that is both cost effective and flexible, staff proposes to modify the locking mechanisms so that the door can be scheduled to lock and unlock automatically. The expected cost for the City owned restrooms is expected to be \$20,000.

Staff explained the installation process to the Commissioners and provided them with an opportunity to ask questions about the new system.

The Commissioners agreed with staff's proposal to install automatic locks throughout City's park restrooms.



CITY OF PINOLE  
COMMUNITY SERVICES COMMISSION MEETING

**MINUTES**  
**14 April 2021**

The Commissioners further discussed the park restroom hours and made a recommendation to update the hours of the park restrooms to align with the park hours.

Staff informed the Commissioners that the installation process could take several weeks to complete and that their recommendation should include a note that the City should wait to update the park restroom hours until the project is complete. The Commissioners agreed with this recommendation.

Staff informed the Commissioners that their recommendation would be forwarded to the City Council for consideration.

**6. NEW BUSINESS**

- A. Staff informed the Commissioners that the City is hosting a compost giveaway in celebration of Earth Day. The event will be held on Saturday, April 24, 2021 from 9am – 11am at Pinole Valley Park. This event is free for Pinole residents.
- B. Staff informed the Commissioners that the City is preparing to reopen recreation facilities this summer for limited in-person services following all County guidelines. More information on the reopening will be available at the next meeting.

**7. ADJOURNMENT**

The meeting was adjourned at 6:10 p.m. to the next regular Community Services Commission meeting on Wednesday, May 26, 2021|5:00 P.M.

**Submitted by:**

---

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

**Approved by Commissioners on May 23, 2021**