



## CITY OF PINOLE COMMUNITY SERVICES COMMISSION REGULAR MEETING AGENDA

WEDNESDAY

May 26, 2021

Via Zoom Teleconference

5:00 p.m.

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**DUE TO THE STATE OF CALIFORNIA'S DECLARATION OF EMERGENCY – THIS MEETING IS BEING HELD PURSUANT TO AUTHORIZATION FROM GOVERNOR NEWSOM'S EXECUTIVE ORDERS – CITY COUNCIL AND COMMISSION MEETINGS ARE NO LONGER OPEN TO IN-PERSON ATTENDANCE.**

**SUBMIT PUBLIC COMMENTS TO RECREATION MANAGER BEFORE OR DURING THE MEETING**

**VIA EMAIL [recreation@ci.pinole.ca.us](mailto:recreation@ci.pinole.ca.us)**

Comments received before the close of the public comment period for that item will be read into the record and limited to 3 minutes. Please include your full name, city of residence and agenda item you are commenting on. Any comments received after the close of the public comment period will be distributed to Council and relevant staff after the meeting and filed with the agenda packet.

### 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 the Recreation Manager, Maria Picazo at (510) 724-9062 or [recreation@ci.pinole.ca.us](mailto:recreation@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 Recreation Manager via e-mail at [recreation@ci.pinole.ca.us](mailto:recreation@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 –April 14, 2021 meeting**
4. **CITIZENS TO BE HEARD**

The public may address the Community Services Commission on items that are within its jurisdiction and not otherwise listed on the agenda. Commissioners may discuss the matter brought to their attention, but by State law (Ralph M. Brown Act), action must be deferred to a future meeting. Time allowed: five (5) minutes each.

5. **OLD BUSINESS**

- A. 2021 Events
  - Dumpster Day
  - Coastal Cleanup
- B. Reopening of Recreation Programs
- C. Review Bylaws

6. **NEW BUSINESS**

- A. Thriving Earth Exchange Project

7. **ADJOURN TO NEXT MEETING**

Recommendation: Adjourn to the next regular meeting on June 23, 2021

**POSTED: Thursday, May 20, 2021 at 4:00pm at City Hall**

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**Maria Picazo**  
**Recreation Manager**  
*Community Services Commission*  
*Agenda – May 26, 2021*  
*Page 2*



**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** \_\_\_\_\_

**CITY OF PINOLE  
COMMUNITY SERVICES COMMISSION  
GUIDELINES AND BY-LAWS**

These By-Laws have been formulated in accordance to Ordinance No. 2008-01, and adopted by City Council on April 15, 2008.

**ARTICLE I:        NAME**

- A. The name of this group shall be the Pinole Community Services Commission (hereinafter referred to as "Commission").

**ARTICLE II:        PURPOSE, DUTIES AND RESPONSIBILITIES**

The purpose of the Commission is to provide ongoing input to the City of Pinole on the provision and delivery of recreation, parks and community services.

A. General Duties and Responsibilities

1. Be a principal advisor to the City Council, Recreation Director, City Manager and other boards, commissions, and city departments in all matters pertaining to public recreation, parks, arts and cultural activities, historical activities, public access television activities, senior and youth activities and community services;
2. Review and recommend policies and procedures governing recreation, park and community services for approval by the City Council;
3. Support and nurture relationships with schools, community and civic organizations;
4. Advocate for recreation and community services and liaison for improving the quality of life and recreational opportunities for the community of Pinole;
5. Collaborate with individuals, civic clubs, nonprofit organizations and citizen groups to provide funds, property and/or volunteerism for the development and operation of parks and recreation facilities.
6. To serve as a forum in introducing innovative and new ideas, concepts, programs, policies and procedures.

**ARTICLE III:        MEMBERSHIPS**

- A. The Commission shall consist of seven (7) community representatives Members shall:
1. Be a resident of the City of Pinole.

2. Have an interest in and commitment to the importance and value of community services as well as parks and recreation, including prior experience in community projects or activities.
  3. Applicants should have the ability to take an active role in Commission meetings and projects.
- B. Interested persons must submit an application and proceed through the appointment process. An application-filing period will be announced publicly in order to solicit applications when vacancies exist on the Commission. The appointment process shall include recommendation for appointment by the Mayor, and final approval by the City Council.
  - C. Members will serve a two-year term on the Commission or until a successor is appointed and able to serve the remainder of the vacancy term. Incumbents wishing to reapply will be re-interviewed by the City Council and re-appointed by the City Council. Terms will commence in July of each year.
  - D. At its first meeting, the Community Services Commission will by lot determine the initial terms of its members, with four members having two-year terms, and three members having three-year terms.
  - E. Members wishing to resign from the Commission must provide a written resignation addressed to the City Clerk. Once the City Clerk receives the resignation, the City Clerk then follows the application process for filling the vacancy.
  - F. Members are volunteers and shall serve without compensation or reimbursement for any personal expenses.

#### ARTICLE IV: RULES OF PROCEDURE

- A. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings. Robert's Rules of Order will apply in all instances. All written official correspondence and verbal communication on behalf of the Commission or any Commission member that is directed to any outside agency, organization or person shall have the consent of the Commission.
- B. The Committee shall meet on a regular basis the fourth Wednesday of every month at 6:30pm. The Committee may hold public working sessions to solicit the input of the community and/or interested citizens or parties. Such working sessions shall be noticed and open according to the California Brown Act's requirements. Additional meetings may be scheduled as deemed necessary by the Chair of the Commission or by Department staff.
- C. A quorum of the Committee shall consist of a majority of the members (including any vacancies). A quorum must be present in order for the Committee to hold a meeting and is required for all actions.

- D. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. Any Commission member that has three (3) unexcused absences within a one- (1) year period shall be removed from office. It shall be the responsibility of the Commission Chairman to report such person(s) to the Mayor and City Council, who shall appoint a replacement. Staff will maintain attendance records.
- E. The Mayor may, by and with the consent of a majority of the City Council, remove any Commissioner of the Commission for misconduct or neglect of duty.
- F. The Committee's staff liaison shall be the Recreation Director or his or her designee. Staff shall record all activities of the Commission and keep written summary minutes of all Commission meetings; record attendance; arrange for filling vacancies; prepare agenda in consultation with Chair; provide information necessary for Commission work; assure compliance with applicable laws and lend professional expertise.
- G. The Commission shall elect a Chair and a Vice Chair from among its members. These officers shall be elected at the organizational meeting in July to serve for one-year term. Should any office of the Commission become vacant, the Commission shall elect a successor at its next regular meeting to serve for the balance of the unexpired term.
  - 1. Chair: Shall preside at all meetings of the Commission; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Commission to City Council; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
  - 2. Vice-Chair: Shall preside at all meetings in the absence of the Chair.
  - 3. Should the Chairperson and Vice Chairperson be absent or unable to act, the members present shall select a Chair Pro-tem and have an order so stating entered into the record.
- H. The Commission shall follow all applicable City policies and procedures.
- I. Committee members must complete initial AB 1234 ethics training within one year of membership and every two years thereafter.

ARTICLE V:      POWERS OF COMMISSION:

- A. The Commission may establish sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee.
- B. Commission will make recommendations to the City Council, as approved by a majority of the Commission. The Recreation Director will present the committee's a report within 60 days.
- C. The Commission bears no oversight authority over any City Department, personnel, consultant or commission. The Commission has no authority to bind the City to any



contractual agreements and may not, without authority, make any decisions on behalf of the City. The Committee's recommendations shall be advisory to the City Council.

- D. Commission shall establish annual goals and action plan consistent with City Council policies and direction. .
- E. Conflict of Interest: Members of the Commission shall not participate, in any manner, or vote, except to abstain, upon any matter in which they knowingly may have a conflict of interest. When Commissioners determine they have a conflict of interest, a public declaration to the effect shall be made or they may choose to absent themselves from that particular hearing. No member shall act for any petitioner or applicant in any case before the Commission.

ARTICLE VI: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Commission, and ratified by the City Council.