



## **CITY OF PINOLE COMMUNITY SERVICES COMMISSION SPECIAL MEETING AGENDA**

**WEDNESDAY  
February 21, 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. APROVAL OF THE MINUTES –January 24, 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**

- A. 2024 Community Services Commission Event Schedule
- B. Community Services Commission Event Roles and Responsibilities
- C. Community Service Day

**6. OLD BUSINESS**

- A. Community Outreach/Engagement

**7. ADJOURN TO NEXT MEETING**

Recommendation: Adjourn to the next meeting on March 27, 2024

**POSTED: Thursday, February 15, 2024, at 4:00pm at City Hall**

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



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**24 January 2024**

**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, Debbie Ojeda, Irma Ruport, and Nickolas Teller

Commissioners Absent: Laurelle Martin

Staff Present: Maria Picazo, Recreation Manager, Jeremy Rogers, Community Services Director

**3. APPROVAL OF MINUTES**

Action: Motion by Commissioner Kopp to approve the minutes of October 25, 2023 meeting. Seconded by Commissioner Clarke. All in favor. Motion passed.

**4. CITIZENS TO BE HEARD**

NONE

**5. NEW BUSINESS**

**A. Park Master Plan Presentation**

Director Rogers provided a brief overview of the Park Master Plan project and introduced Zachary Mueting from RJM Design Group. Zachary informed the Commissioners that the Park Master Plan process has been completed. Zachary reviewed the purpose of the Park Master Plan and how it would shape the future of Pinole Parks, Recreation Facilities, and Programs. The plan identifies local community needs and offers recommendations to support the local Pinole community. Zachary reviewed the process that the team followed to complete the plan. Zachary reviewed data collected from the surveys, workshops, community feedback, and assessments. He reviewed the Parks Master Plan and explained the key strategies, recommendations, and funding strategies that were included Park Master Plan.

Commissioner Ojeda thanked Zachary for his work on the project. She was happy to see the restrooms and baseball field improvements included in the plan.

Commissioner Ruport commented that she agrees with the recommendation regarding grant funding. She would like to see the City apply for more grants. She is aware of a few grants and will forward information to staff. She appreciated the detailed report. She would have liked to see more community feedback and engagement with the patrons of



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the Senior Center, PTA groups, and kids. She commented that park maintenance should be shared with the groups using the fields and suggested having volunteer days dedicated to parks and fields. She thanked Zachary for the report.

**Public Comment**

Rafael Menis, resident of Pinole, praised RJM Design Group for putting together an excellent study and presentation. The information provided was very detailed with immediate capital improvement projects and long-term projects. He appreciated the detailed maintenance plan and checklist included in the report. He noted a typo in the report and ask some clarifying questions. Commissioner Ojeda thanked Rafael for his comments.

**B. February Meeting**

Staff informed the Commission that staff would be attending a conference during the February 28<sup>th</sup> meeting and requested to move the monthly meeting to February 21<sup>st</sup>. The Commission approved the request for a Special Meeting on February 21<sup>st</sup> at 5pm. Staff informed the Commission that the City calendar would be updated with the new date.

**C. Community Services Director Update**

Director Rogers informed the Commission that he would be leaving the City of Pinole on January 26, 2024. He has enjoyed working in Pinole and a lot was accomplished during his time in Pinole. The City Manager has named Maria Picazo as the Acting Director until the position is filled. The Commissioners agreed and supported this decision. The Commissioners congratulated and thanked Director Rogers for his service to the community and wished him well in his new position.

**Public Comment**

Rafael Menis, resident of Pinole, thanked Director Rogers for his service. He echoed the Commissioners support for Staff Picazo.

**6. OLD BUSINESS**

**A. Community Outreach/Engagement**

Commissioner Teller invited the community to attend the Coffee with the City events. The next event will take place at Starbucks on February 14<sup>th</sup>. Commissioner Ojeda commented that the Rotary's Annual Crabfeed will be held at the Senior Center on February 10<sup>th</sup>. Commissioner Ruport commented that the Coffee with the City events are great and staff should consider hosting an event at the Senior Center.

Commissioner Ruport asked what the process would be to start a new program in the community. Staff recommended that Commissioner Ruport provide staff with more details on the program she would like to propose. Staff will provide direction once the information is received. Commissioner Ruport requested a copy of the 2024 event



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schedule. Staff is preparing the event schedule, and more information will be available during the February meeting.

Commissioner Kopp brought up an item not listed on the agenda. Commissioner Ruport and Commissioner Ojeda reminded Commissioner Kopp that the Commission was discussing community outreach and engagement only.

**8. ADJOURNMENT**

The meeting was adjourned at 5:55 P.M. to the next Community Services Commission Special meeting on Wednesday, February 21, 2024|5:00 P.M.

**Submitted by:**

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

**Approved by the Commissioners on**

# 2024 Community Services Commission Events Calendar

Date & Time	Community Event	Location
May 18, 2024 9am-12pm	Community Service Day	Pinole Youth Center 635 Tennent Ave.
September 21, 2024 9am-12pm	Coastal Cleanup	Bayfront Park 1 Tennent Ave.
TBD	Dumpster Day	Pinole Valley Park 3790 Pinole Valley Road