



CITY OF PINOLE COMMUNITY SERVICES COMMISSION REGULAR MEETING AGENDA

**WEDNESDAY
August 23, 2023
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

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 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.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, 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 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. You may also contact the City Clerk via e-mail at 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 –May 24, 2023 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. Coastal Cleanup
- B. Dumpster Day
- C. Sister City Policy
- D. Public Art

6. OLD BUSINESS

- A. Park Master Plan
- B. Pride Event
- C. Summer Events
- D. Community Outreach/Engagement

7. ADJOURN TO NEXT MEETING

Recommendation: Adjourn to the next meeting on September 27, 2023

POSTED: Thursday, August 17, 2023, at 4:00pm at City Hall

Maria Picazo
Recreation Manager

Community Services Commission
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MINUTES
24 May 2023

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: Bob Kopp, Laurelle Martin, Debbie Ojeda, Irma Ruport, and Nickolas Teller

Commissioners Absent: Darin Clarke

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 April 26, 2023 meeting. All in favor. Motion passed.

4. CITIZENS TO BE HEARD

Rafael Menis, resident of Pinole, thanked the Commissioners for hosting Community Service Day. Additionally, Rafael offered to help with the Pride event. Director Rogers welcomed his help and invited anyone interested in volunteering at the event to contact staff for more information.

5. OLD BUSINESS

A. Community Service Day

The Commissioners thanked staff for their support with the event. They would like to be more involved next year, and support staff as needed. Staff asked the Commissioners to debrief and provide feedback on the event. Staff led the discussion with Commissioner Martin. Staff informed the Commissioners that a total of thirty-nine volunteers took part in this year's event. The number was lower than previous years. Despite low participation, four projects were completed. Commissioner Martin noted the low participation could have been caused by conflicts of calendar. The Commissioners suggested hosting the event earlier in the year. Staff proposed the idea of hosting the event on Earth Day and collaborating with other local groups. Commissioner Ruport suggested including Public Work staff in the planning meetings. The Commissioners would like to revise the lists of projects and include indoor projects. Commissioner Ojeda noted that there was large community event in Crockett and some Pinole groups took part in that event. This was the first year that the event was held in Crockett. Commissioner Martin will follow up with the Crockett organization to discuss their event date for 2024. Commissioner Martin requested adding additional signage in key locations for next



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year's event. The Commissioners discussed ways to improve event promotion in the future. Director Rogers thanked the Commissioners for their support with the event. Additionally, he thanked the volunteers and local organizations who volunteered at the event.

B. Community Outreach/Engagement

Staff asked the Commissioners if they had any updates to provide on community engagement and outreach. Commissioner Martin stated that she attended a meeting with the Lions Club with the principal from Stewart. The school is interested in starting a garden and the Lions Club will help them get started and they will reach out to the Rotary Club if needed. She also worked with the students from St. Joseph. Commissioner Ojeda stated that the Pinole Rotary Club is hosting monthly cleanups and they recently started joining with the Pinole Creek group. Commissioner Ruport stated that the outreach and engagement with the community is very important and would like to provide information at the Pinole Farmers Market. Commissioner Martin asked Commissioner Ruport to take the lead and promote future events at the Pinole Farmers Market.

6. NEW BUSINESS

A. Pride Event

Staff informed the Commissioners that the City will be hosting the first-ever Pinole Pride event on Sunday, June 11 from 12pm-3pm at Fernandez Park. Which will celebrate all things pride, the City's 120th birthday as well LGBTQ PRIDE Month and Juneteenth. This is a FREE family-friendly event where all are welcome. There will be food trucks, children's activities, arts & crafts, face painting, balloon twister, petting zoo, musical performances, and more. Director Rogers shared the marketing plan for the event. Additionally, staff asked the Commissioners to distribute the flyers in the community and with their contacts. Director Rogers invited the Commissioners to volunteer at the event and asked them to share the event with any local organization who provide services to the Pinole community.

B. Summer Events

Staff informed the Commissioners that the department will be implementing a variety of summer events starting with the 4th of July fireworks show. The summer concert and movie series will start on Friday, July 7th and will end on Thursday, August 10th. More information will be available on the website and a postcard will be mailed out to all residents by the first week of June. Director Rogers also invited the Commissioners and the community to participate in the Filipino Impendence Day celebration that will be led by Councilmember Sasai on June 17th.

C. Summer Meeting Schedule

Staff asked the Commissioners to discuss their availability for June and July. In previous years the Commission has taken a break because a quorum was not available.



CITY OF PINOLE
COMMUNITY SERVICES COMMISSION MEETING

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The Commissioners discussed and agreed to reconvene on August 23, 2023. Staff will post cancellation notices on the City's website.

8. ADJOURNMENT

The meeting was adjourned at 5:30 P.M. to the next Community Services Commission meeting on Wednesday, August 23, 2023|5:00 P.M.

Submitted by:

Maria Picazo
Recreation Manager

Approved by the Commissioners on _____



5A

California Coastal Cleanup Day

Saturday, September 16, 2023

9 am—12 pm (on-site registration begins at 8:30 am)

Bayfront Park, 1 Tennent Ave, Pinole

REDUCE YOUR USE—BRING REUSABLES

- **BUCKETS**
- **WORK GLOVES**
- **WATER BOTTLES**



All ages welcome!

Great opportunity to earn Community Service hours.

Questions?

Call: 510-724-9010 or email: publicworks@ci.pinole.ca.us

**PINOLE SISTER CITIES POLICY
DRAFT #1**

The following is a composite of different factors that should be considered when selecting a sister city.

Overall Factors to Take into Consideration:

1. Genuine interest on both sides and infrastructure in place to support the
1. affiliation.
2. Long-term commitment for a comprehensive relationship.
3. Comparative economic analysis of the relationship.
4. Adequate financial support for exchanges and maintenance of the sister city
5. relationship.
6. Realistic assessment of what makes a successful sister city relationship.
7. Look for best results which will capitalize on existing strengths.
8. Separate emotional and political issues for political, economic, commercial and cultural realities.

General:

1. Population
2. Similar geographic location (ocean, bay, or water boarder)
3. Local ethnic population
4. Existing linkages (businesses)
5. Does the city have other sister cities? Are they a success?
6. Role of the city and sister cities committees in the relationship.

Political:

1. Geographic location
2. History of diplomatic relations
3. Present degree of cooperation between US and foreign country in political,
4. Economic, commercial and cultural fields

Economics:

1. Similar economic conditions
2. Level of government bureaucracy
3. Language/cultural patterns not treating barriers
4. Market analysis of industries
5. Investment climate/present investment levels
6. Branches of banks, factories, airlines present locally
7. Number of foreign residents locally

Commercial:

1. Trade exchange potential

2. Presence of foreign businesses/factories locally
3. Local businesses engaged in international activity
4. Liberal/restrictive trade climate
5. If a port city – port connections
6. Invisible trade (education, high tech, service, exports)
7. Active Chamber of Commerce in both cities
8. Airlinks
9. Diplomatic presence
10. Honorary consuls
11. Number of tourists

Cultural/Civic/Educational:

Presence of the following:

1. Museums
2. Theatres
3. Symphony/Orchestra
4. Libraries
5. Civic organizations
6. Newspapers/TV
7. Sport teams (amateur, pro)
8. Hospitals
9. Schools (prim/second)

SISTER CITIES INTERNATION (SCI) AFFILIATIONS POLICY

Time and experience have proven that the strength and stability of sister cities relationships depend heavily on the uniqueness of the one-to-one relationship. Efforts by U.S. jurisdictions to establish official links with foreign jurisdictions that already have an active and recognized U.S. sister city, county or state will not be recognized by SCI. Efforts by jurisdictions abroad to create multiple sister city, county or state affiliations in the U.S. will not be recognized by SCI. Efforts by a U.S. jurisdiction to initiate more than one sister city, county or state affiliation in the same foreign country will not be recognized by SCI. If a U.S. community can support more than one affiliation, it should broaden its horizons and offer to link with jurisdictions in other nations. Attempts by U.S. or foreign jurisdictions to establish duplicate links will not be recognized by SCI and will not be eligible for any services or grant programs from SCI. This policy does not preclude other kinds of links, such as universities, chambers of commerce, service clubs, etc., but refers to official sister city, county or state affiliations.

POINTS FOR DISCUSSION FOR A PARTNERSHIP RELATIONSHIP

1. State the source of the potential relationship – who made the suggestion?
2. What are the reasons that have been offered for entering into the partnership?
 - a. What exchanges are expected (be specific)?
 - b. Trade

- c. Business
 - d. Cultural
 - e. Youth
 - f. Other
3. Identify the level of interests and opinions of the following:
 - a. City Council
 - b. Businesses/Business Organizations (include international community organizations, departments of commerce, tourism, and other similar organizations).
 - d. Schools/Colleges.
 - e. Residences.
 - f. Organizations/Clubs.
4. Complete the questionnaire for criteria for selection of a sister city and include any
5. further information about the proposed partner, including press clippings.
6. Who is going to be responsible for the day-to-day running of the partnership?
 - a. Identify committee members.
 - b. Has the City Council given its support?
 - c. Who will meet the initial costs (e.g., stationery, postage, telephone and copying)?
 - d. Travel expenses.
7. Can the partnership relationship be consummated without visiting the partnership?
8. Funding:
 - a. What is the overall cost for the relationship?
 - b. What is the City Council contribution?
 - c. Business and financial support.
 - d. Local fund raising.
 - e. United States Information Agency funds.
9. What are the expectations of the overseas partner?
10. Is an official partnership charter to be signed?

REQUEST FOR A PARTNERSHIP

General Questionnaire

This document is the basis of the partnership application. The information and details given are those which are taken into account when the initial matching process is undertaken. The details should therefore be accurate and reflect the true nature of the proposed partner. A translation into English of material information is useful.

Illustrative material

Useful items to include are as follows:

1. folder/scrapbook describing the community
2. photographs
3. postcards
4. tourist brochures

5. map/city plan/guide book
6. short history of the proposed partners
7. list of organizations/associations
8. list of businesses/companies
9. college and university information brochures on the Proposed Partner's businesses

GENERAL CHARACTERISTICS OF PROPOSED PARTNER

1. Name of Proposed Partner (check Sister Cities International Directory to determine if existing United States Sister City):
2. County or region (state existing sister city partnerships from such country):
3. Population:
4. Relationship of Proposed Partner to larger region:
5. Area (square miles):
6. Geographical location (brief description of area giving distances from main town or cities) – Provide maps:
7. General characteristics (brief outline of nature of proposed partner; geographical characteristics/climate/desert city?):
8. Governmental Organization (include description of relationship of “partnership organization” in the government and how decisions on additional partners are made):
9. Nearest Airport and time/distance from such airport to proposed partner (state current air routes between proposed partner and Phoenix and current fares):
10. Principal Economic Activities:
 - a. Identify the specific areas of mutual economic interest between Pinole and the proposed sister city which will facilitate greater ties between local businesses.
 - b. Describe the general economic conditions of the prospective Sister City for the past ten years.
 - c. Describe the current general economic conditions of the proposed Sister City.
 - d. Identify the ten largest industries.
 - e. Identify and describe the ten largest businesses:
 - a. Are the organizations public, private or government owned?
 - b. State the number of employees.
 - c. State the yearly sales.
 - d. State the percentage of sales done in the United States.
 - e. State the percentage of sales from operations in California.
 - f. Do the above major business have offices or facilities in the United States? Identify those businesses that have facilities in the United States.
 - g. List businesses in the prospective Sister City that currently do business in California.
 - a. Describe the businesses.
 - b. State the gross sales from such operations.
 - h. List California businesses doing business in the prospective Sister City.

- a. Describe the businesses.
 - b. State the gross sales from such operations.
 - i. Identify all businesses that have agreed to provide financial support to the Sister Cities relationship.
 - a. State the amounts of financial support.
 - b. State the number of years the financial support has been committed.
 - c. State whether or not the businesses will provide staff assistance.
 - j. State whether the prospective Sister City has a political subdivision or commission devoted to international economic and business relations. If so:
 - a. describe services of the subdivision or commission and list examples of successes of commission.
 - k. Does the prospective Sister City have a chamber of commerce to promote international commerce? If so:
 - a. Identify by name the chamber of commerce.
 - b. Describe the functions of the chamber of commerce.
 - c. Give examples of successes of the chamber of commerce.
 - l. Identify any existing or potential restrictions on business development or business relationships.
 - m. Tourism (include estimate of current tourist visits between proposed partner and Pinole):
 - n. Agriculture:
 - o. Other Business/Economic Considerations:
11. Educational Facilities:
- a. Number of Schools
 - b. Total Number of Pupils
 - c. Nursery
 - d. Primary
 - e. Secondary
 - f. Colleges/Universities/Vocational (please state and describe):
12. Leisure Activities.
- a. Sports facilities
 - b. Cultural activities (societies, groups and pursuits, e.g. theatre, art, orchestras)
 - c. Youth services and facilities
 - d. Associations and Clubs
 - e. Tourist attractions
13. Historical Connections: (Note any major historic events, buildings, monuments or famous people)
14. Describe any existing exchanges between proposed partner/country and Pinole.
15. For the proposed partner, list any existing partnership arrangements or other permanent relations and experience with such partnerships/permanent relations:
16. National/International awards received by proposed partner:

17. Contact:

- a. NAME:
- b. POSITION (describe in context of relationship to proposed partner government):
- c. ADDRESS:
- d. ZIP CODE:
- e. TEL. NO:

18. Has a partnership committee been formed for the proposed partner?

19. ___ YES ___ NO

20. If yes, committee members:

PLEASE RETURN TO:

Pinole Community Services Commission

Letters of invitation and acceptance

Protocols of Agreement

Memorandum of Understanding

GENERAL GUIDELINES AND INSTRUCTIONS

1. Should be written in English and in the language of the counterpart abroad.
2. Should be signed by the chief elected official of each counterpart or by his/her designated representative.
3. Recommend that Protocols of agreement and Memorandums of Understanding be reviewed and updated every three (3) years.
4. Protocols of Agreement or Memorandums of Understanding are usually signed during the official ceremonies sealing the affiliation. Be sure both parties get a complete signed set for their respective archives and records. Send a copy to Sister Cities International.