



CITY OF PINOLE COMMUNITY SERVICES COMMISSION REGULAR MEETING AGENDA

**WEDNESDAY
September 27, 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](https://us02web.zoom.us/j/82770240301). 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.**



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1. CALL TO ORDER

The Community Services Commission Meeting was called to order at 5:02 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, Irma Ruport, and Nickolas Teller

Commissioners Absent: Darin Clarke and Debbie Ojeda

Staff Present: [Jeremy Rogers](#), Community Services Director, Leticia Andreas, Public Works Management Analyst

3. APPROVAL OF MINUTES

Action: Motion by Commissioner Kopp to approve the minutes of May 24, 2023 meeting. Seconded by Commissioner Ruport. All in favor. Motion passed.

4. CITIZENS TO BE HEARD

Vickie Resso, resident of Pinole and President of Pinole Artisans, informed the Commissioners that the Pinole Artisans are open to create a connection with the City of Pinole to discuss options for art and education opportunities in the community. They have been a nonprofit since 2004 with about 40 members. They lost their lease and have not been able to find a new location. They are currently offering free art classes for children at the Pinole library, watercolor class, and a free drop-in program for adults at a church in El Sobrante. Additionally, they offer a monthly educational program that is open to the public. Their next meeting is on September 5, 2023 at the Pinole library. They collaborated with the City in the early 2000s and would like to enhance their relationship with the City. Commissioner Kopp recommended working with the Pinole Historical Society to use the Faria house for an art gallery. Vickie Resso, responded that she did not think that the space was adequate for an art gallery. She also noted that the Pinole Artisans have collaborated with the Pinole Historical Society to create the mural at the Bear Claw. Commissioner Martin suggested that Vickie connect with Pinole Valley High School. Commissioner Ruport thanked her for joining the meeting. She recommended talking to the City about spaces that might be available in the City at no cost.

Anthony, resident of Pinole, said there continues to be infrastructure concerns around town. Many light bulbs have not been replaced and the City should find the funds to replace these light bulbs. He stated that he fell a few weeks ago after the summer concert because the Park Place parking lot was not lit well, and the curb was not marked. Suggested more staffing for the Public Works and Police Department. Anthony recommended that the caretakers house is sold and that the City find a better use of the space. Commissioner Martin thanked him for his comments. She said the lighting issue



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will be discussed at an upcoming TAPS meeting. She also recommended that he call the Public Works Department for his maintenance concerns and the Police Department for the safety concerns.

Rafael Menis, resident of Pinole, provided feedback on the policy format. He recommended that the criteria is narrowed down to a maximum of twenty categories. Additionally, he asked for clarification on the language that was included in the policy.

Anthony, resident of Pinole, agreed with Commissioner Ruport to table the item. He also requested that more information be available to the general public. Requested a mini discussion on the policy with the public, the Mayor, and Council Members. He suggested that the font size on the event signage is enlarged and made easier to read. Commissioner Martin thanked him for his comments.

Chris Granillo, resident of Pinole. He is a new member of the Pinole Artisans, he is printmaker, artist, painter, and public artist. He informed the Commissioners that he participated in the summer concerts, and it was a lot of fun. He would like to see more public art in the community. He said the Pinole Artisans would like to be involved in the design of the new logo. Staff Rogers informed Chris that he will connect him with the department that is working on the logo. Commissioner Ruport thanked him for joining the meeting.

5. NEW BUSINESS

A. Coastal Cleanup

Staff Andreas provided an update on the progress with the event. Staff Andreas placed the lawn signs promoting the event throughout the community and the large banners will be put up by the end of the week. Staff Andreas and the Commissioners discussed the logistics of the event. Staff Andreas asked the Commissioners to confirm their availability to support with the event and confirmed the setup and start time of the event. Commissioner Martin and staff discussed the plan for community service hours. Staff Andreas confirmed that certificates would be available for the youth who volunteer. Staff Andreas asked Commissioner Kopp if he would be available to prepare the BBQ for the volunteers. Commissioner Kopp said he would support with the BBQ and requested that the extra food supplies be used for lunch on dumpster day. Staff Andreas informed the Commissioners that Republic Services will drop off two containers for the recycling and garbage that will accumulate from the event. Staff Andreas informed the Commissioners that a new storage container will be used to store the event signs and banners. Commissioner Ruport stated that the Pinole fire fighters cooked the BBQ previously and they should be invited to cook and participate in the event. Staff Andreas, Rogers, and the Commissioners provided additional background and information regarding the topic. Staff Rogers clarified that Con Fire has been invited to the events and participation has varied depending on their availability. There was some disagreement expressed by staff and commission members during discussion of the City's outreach to Con Fire.



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Commissioner Martin and Rogers requested that the Commissioners discuss the items on the agenda only.

B. Dumpster Day

Staff Andreas provided an update on the progress that has been made with the event. Staff and the Commissioners discussed the logistics of the event. Staff asked the Commissioners to confirm their availability to support with the event. Staff informed the Commissioners that there was a change in staffing at Republic Services that delayed confirmation of the event. All details for dumpster day have been confirmed with Republic Services. Staff will put out signs to promote the event after the Coastal Cleanup event. Commissioner Ruport and Staff Andreas discussed adding an additional location for dumpster day. Commissioner Ruport stated that the additional location was discussed with the Public Works Director and they would check it out. Commissioner Martin disagreed with the second location and suggested that they keep one location only. Commissioner Kopp provided background on why the City moved to one location only for dumpster day. Staff Andreas and the Commissioners continued to discuss the challenges of adding a second location. Staff Andreas confirmed that a dumpster event in collaboration with Caltrans will be offered in the future.

C. Sister City Policy

Staff Rogers asked the Commissioners to provide feedback on the policy that he drafted. The Commissioners briefly discussed the policy. Commissioner Ruport requested to table the policy until the next meeting since there were many items on the agenda and she did not review it thoroughly. Commissioner Martin asked the Commission to take their time to review the policy and be prepared to provide feedback before it goes to the City Council. Commissioner Ruport asked if the Planning Commission could review the policy. Staff Rogers clarified that the policy was tasked to the Community Services Commission. Staff Ruport said that she agrees that the community should have an opportunity to provide feedback on the policy. Commissioner Martin stated that the policy will be attached to the next agenda and the public can join the next meeting.

D. Public Art

Staff Rogers informed the Commissioners that staff presented this topic to Council recently. The City has a Public Art Policy that is overseen by the Community Services Commission. More information on the Public Art Policy will be presented to the Commissioners soon.

6. OLD BUSINESS

A. Park Master Plan

Staff Rogers provided the Commissioners with an update on the Park Master Plan and next steps. Staff reminded the Commissioners to complete the questionnaire that was emailed to them. He also encouraged them to visit the Park Master Plan website and to



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share the website with the community. Commissioner Ruport shared that the consultant RJM will host a community workshop on September 22nd at the Senior Center from 6pm-8pm. She encouraged residents to participate in the process and provide feedback. Staff thanked Commissioner Ruport for the reminder and encouraged the public to join the meeting. Additionally, staff shared details for the second workshop which will be held on November 17th at the Youth Center from 6pm-8pm. Staff encouraged the Commissioners and the community to attend.

B. Pride Event

Staff informed the Commissioners that the Pride event was very successful, and it had high participation numbers. Staff provided details on the event and thanked all groups that were involved. The event was a great start, and it will continue next year.

C. Summer Events

Staff informed the Commissioners that the concerts and movies went well this summer. Participation increased from last year and thanked all participants. Staff is looking forward to growing those events next year. Staff said that the largest community event held was the Pinole Car Show and encouraged the community to participate in the event. Commissioner Kopp provided a brief summary of the event and provided a donation summary.

D. Community Outreach/Engagement

The Commission did not discuss this item.

8. ADJOURNMENT

The meeting was adjourned at 6:04 P.M. to the next Community Services Commission meeting on Wednesday, September 27, 2023|5:00 P.M.

Submitted by:

Maria Picazo
Recreation Manager

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 –August 30, 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. OLD BUSINESS

- A. Coastal Cleanup
- B. Dumpster Day
- C. Sister City Policy
- D. Community Outreach/Engagement

6. NEW BUSINESS

- A. Halloween Movie

7. ADJOURN TO NEXT MEETING

Recommendation: Adjourn to the next meeting on October 25, 2023

POSTED: Thursday, September 21, 2023, at 4:00pm at City Hall

Maria Picazo
Recreation Manager

**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.