



PINOLE COMMUNITY SERVICES COMMISSION AMENDED MEETING AGENDA

February 25, 2026

5:00 PM

Attend in person - PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET

OR

The Shay Hotel 8801 Washington Blvd. Culver City, CA 90232 (Teleconference - Commissioner Avila)

OR

Attend VIA ZOOM TELECONFERENCE - Details provided below

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.**

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@pinole.gov** Please indicate which item on the agenda you are commenting on in the subject line of your email.

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 at (510) 315-1555 or mpicazo@pinole.gov

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.

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. REPORTS & COMMUNICATIONS

A. Chair Report

B. Commissioner Announcements

4. CITIZENS TO BE HEARD

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. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. **Recognition**

1. None

B. **Presentations**

1. None

C. **Community Events**

1. None

6. NEW BUSINESS

A. Approve the Minutes of the Regular Community Services Commission Meeting on October 22, 2025

B. Community Services Department Overview

C. 2026 Annual Community Events

D. Chair and Vice Chair Selection

E. Commission Goals and Workplan

7. OLD BUSINESS

A. None

8. ADJOURN TO NEXT MEETING

Recommendation: Adjourn to the next meeting on March 25, 2026.

I hereby certify under the laws of the State of California that the foregoing Agenda was posted on the bulletin board at the main entrance of Pinole City Hall, 2131 Pear Street Pinole, CA, and on the City's website, not less than 72 hours prior to the meeting date set forth on this agenda.

POSTED: Friday, February 20, 2026

Maria Picazo
Recreation Manager



MINUTES
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1. CALL TO ORDER

The Community Services Commission Meeting was called to order at 5:05 P.M. and was held via hybrid meeting format (Zoom Teleconference and in person-Pinole City Council Chambers).

2. ROLL CALL

Commissioners Present: Romilda Avila, Nataliah Cornejo-Ayers, Jeannette (Lil Milagro) Henriquez, Laurelle Martin, Debbie Ojeda, and Nickolas Teller

Commissioners Absent: Omar Butler

Staff Present: Andrea Dwyer, Community Services Director and Maria Picazo, Recreation Manager

3. REPORTS & COMMUNICATIONS

Commissioner Ojeda reported that she attended the annual gala for the Pinole Community Players at St. Josephs on September 20, 2025.

Commissioner Teller reported that he attended the annual dumpster day event on October 11, 2025.

Commissioner Martin reported that she volunteered at Coastal Cleanup on September 20, 2025. She also delivered backpacks to the local schools through the Lion's Club. She informed the Commission that she is hoping to organize a scholarship speech contest with Pinole Valley High School.

4. CITIZENS TO BE HEARD

None

5. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Recognition

None

B. Presentations

1. Administer Oath of Office to New Commissioners
Deputy City Clerk Stone administered the Oath of Office to Commissioner Avila, Commissioner Cornejo-Ayers, and Commissioner Henriquez.

Commissioner Martin welcomed the new Commissioners and stated that she looks forward to working with them.



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Staff informed the Commission that since the last meeting, Commissioner Ruport's term expired, and Commissioner Kopp vacated his seat. All Commissioner vacancies have been filled. Staff welcomed all Commissioners and expressed excitement about the work that the Commission will do together over the next few years.

C. Community Events

1. Halloween Movie

Staff informed the Commission that the event will be held on Friday, October 24 at Fernandez Park. The featured movie will be Hocus Pocus 2 and will start at approximately 6:15pm. The Community Services Department will provide popcorn and candy for the event. Staff encouraged the community to attend the event.

6. NEW BUSINESS

A. Approve the Minutes of the Regular Community Services Commission Meeting on October 24, 2024.

Action: Motion by Commissioner Ojeda to approve the minutes of October 24, 2024 meeting. Seconded by Commissioner Teller. All in favor. Motion passed.

B. Community Services Commission Bylaws

Staff informed the Commission that a draft of the updated Bylaws was provided and noted that the Bylaws have not been reviewed or updated in quite some time. Staff explained that, due to the expansion and changes in how the Commission has been operating, it was an appropriate time to review the Bylaws. Staff reviewed the work that has been completed by the Commission and tailored the draft Bylaws to reflect current operations and future needs.

Staff clarified that the Bylaws are presented as a draft for the Commission's review and advisement prior to being forwarded to City Council. Staff thanked Commissioner Martin for noting the updated meeting start time. The start time will be changed from 6:30 p.m. to 5:00 p.m., as the Commission has been meeting at 5:00 p.m.

Commissioner Martin asked if there were any questions from the Commissioners. Commissioner Avila asked staff to provide a summary of the changes for new Commissioners. Staff responded that the draft Bylaws are very similar to the previously approved version and that a copy of the older Bylaws could be provided via email or accessed on the City's website.



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Staff reviewed the role of the Commission, which includes providing recommendations to City Council, supporting the Community Services Department with community and service needs, and fostering relationships with local schools and non-profit organizations. Staff noted that the Commission should bring forward ideas for programs, events, and services based on community feedback.

Staff explained that the Commission was previously involved in community events, such as Dumpster Day, but is no longer involved in those activities as they are now overseen by the Public Works Department. This change allows the Commission to focus on other efforts that support the Community Services Department and the Pinole community.

Staff provided a summary of additional proposed changes to the Bylaws, which include adding the titles of staff members who serve as liaisons to the Commission, reducing the number of Commissioners from seven to five as current terms expire, and adding language related to conflicts of interest and communication regarding absences.

Commissioner Ojeda asked a question regarding the Commission's role in Community Service Day. Staff responded that the current discussion was limited to questions related to the Bylaws and noted that Community Service Day could be discussed later in the meeting during the community events agenda item. Commissioner Ojeda asked if termed out Commissioners would be encouraged to reapply after they are termed out or would that be their final term. Staff clarified that there is no final term. Termed Commissioners would be able to reapply once a vacancy became available.

Commissioner Cornejo-Ayers asked staff to clarify the reason for reducing the number of Commissioners from seven to five. Staff explained that a five-member Commission is a standard size and better supports productive discussion, idea development, and an effective workflow. Staff noted that a seven-member commission can generate many ideas and agenda items, which can make it challenging to manage and advance all ideas within the limited time available.

Staff further explained that a workflow will be established to incorporate input from all Commissioners, along with two staff members, to ensure voices are heard and ideas are supported. Staff stated that the Commission will review the work plan and align it with City Council and Community Services Department priorities, while also considering what is realistic to accomplish within the next year.

Commissioner Martin thanked staff for the clarification.



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Action: Motion by Commissioner Teller to approve the Bylaws. Seconded by Commissioner Cornejo-Ayers.

Vote: Passed 5-1

Ayes: Avila, Cornejo-Ayers, Henriquez, Martin, Teller

Noes: Ojeda

Abstain: None

Absent: Butler

Motion passed

C. Veterans Day Event

Staff informed the Commission that the City will host a Veterans Day event at Ferandez Park on Tuesday, November 11 from 11am to 12:30pm. This is the first year the City is hosting the event, which was previously organized by the Pinole Historical Society. The event will include a flag retirement ceremony, veteran speeches, performances from the local schools, veteran organizations and resources.

Commissioner Martin informed the group that she would attend as her husband was a veteran. She asked staff to advise if any support from the Commission would be needed. Staff responded that they would follow up if support was needed.

D. Holiday Events

Staff informed the Commission that the department will be offering a variety of community events during the holiday season. The first event will be the Holiday Craft Fair, held at the Senior Center on Saturday, November 15, from 10:00 a.m. to 3:00 p.m. The event will feature more than 40 vendors selling unique crafts and goods.

The next event will be the annual Tree Lighting, held in Downtown Pinole at Community Corner on Saturday, December 6, from 3:00 p.m. to 6:00 p.m. The event will include children's activities, photos with Santa and Mrs. Claus, food vendors, a tree lighting ceremony, and a Shop and Stroll to support local businesses.

The department will then host a Holiday Breakfast on Saturday, December 13, at the Senior Center from 9:00 a.m. to 11:00 a.m. Tickets are required and may be purchased at pinolerec.com. The event will include children's activities and a visit from Santa.

The final event of the year will be Glow Pinole, which encourages residents and businesses to decorate their homes and storefronts for the holiday season. Participants may register in one of the following categories: Resident Categories: Holiday Showstopper; Best Themed Display; Glow & Go and Business



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Categories: Glow Getter Award; Winter Wonderland Window; Dazzling Display Award

Registration opens on December 1 at pinolerec.com. All registered participants will be featured on an interactive map, and community members will vote for their favorite displays through an online voting platform. Commissioners will not participate in the voting process this year, as the community expressed interest in being involved in the selection process. The goal of the event is to highlight holiday decorations throughout Pinole for the community to enjoy. Staff noted that last year's event was successful, with over 50 homes registered.

Additional event information is available on the City's website, and flyers are available for Commissioners to distribute.

Commissioner Ojeda asked whether she could participate in the Glow Pinole contest. Staff clarified that Commissioners are permitted and encouraged to participate, as they will not be involved in selecting the winners.

Commissioner Cornejo-Ayers asked about the process for Holiday Craft Fair vendors. Staff explained that vendor registration is required, with a fee of \$40 for Senior Center members and \$50 for the general public. Registration typically opens in September.

Commissioner Avila asked whether the City partners with non-profits to host holiday gift giveaways for low-income families. Staff thanked Commissioner Avila for the question and explained that the Pinole Police Department hosts backpack giveaways and a Target donation program. Staff noted that the City does not currently have non-profit partnerships to support additional gift giveaway programs but is always open to developing partnerships. Staff shared that the City currently partners with Pinole Seals and recently collaborated on the Floating Pumpkin Patch event.

Commissioner Avila asked a follow-up question regarding which non-profit organizations the City could partner with. Staff explained that partnerships are evaluated on a case-by-case basis depending on the request and capacity and encouraged Commissioners to share information about any potential non-profit partners.

Commissioner Henriquez asked if a list of Pinole non-profit organizations and their areas of work was available for the Commissioners. Staff responded that the department does not have a current list and noted that non-profit organizations are encouraged to contact the City if they are interested in partnering.



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Staff responded to Commissioner Ojeda's question regarding Community Service Day. Staff informed the Commission that prior to last year's event staff emailed the Commission two to three times to collaborate on projects. Staff asked Commissioner Ojeda if there was something specific she was looking for this year. Commissioner Ojeda said she would like to discuss the event in person. Staff explained the item can be added to the agenda through the chair and it can be added to the agenda for discussion. Final details and reminders will still be sent via email.

Commissioner Avila asked for clarification on the function of the Commission. She understands that one function is to approve items, two providing inputting, third providing recommendations to the City Council and fourth community events. She wants to be able to understand the full capacity of her role. Staff responded that the functions brought forward were noted in the Bylaws. The workplan noted in the Bylaws will establish what the future looks like and it will be a guided conversation to show priority focus areas and items for future discussion. The break helped reestablish the goals of how the Commission is going to move forward. Before there was a lot of showing up but now how are we moving forward, what are voting on, what are we going to work on now. For example, during the break, the department received a donation to rehabilitate a soccer field. The project was moved with reports to City Council for approval. In the future, these items will be brought to the Commission for discussion and ideas. The workplan will help guide the discussion and the work that will be done. The budget previously did not come forward to the Commission because the Commission is an advisory to the City Council. The review of the budget was added to the Bylaws for an update, but the Commission will not change the budget allocations. The Commission will discuss capital improvement plan projects, so the commission is aware of how these funds are used. The Commission will be able to share these items with the community and also discuss items or ideas that they might have for this project.

Commissioner Avila thanked staff for the clarification. Commissioner Martin shared her excitement about the involvement that Commissioners will have in the events.

E. Holiday Meeting Schedule

Staff informed the Commissioners that historically, the Commission takes a break from November through December due to the holidays. The Commission agreed to reconvene on January 28, 2026. Staff informed the commission that in January the Commission will be voting on the chair, co-chair, and the workplan will be created in the new year. Commissioner Avila asked for clarity on what would be required from the Commissioners besides participation in the community events. Staff encouraged the Commissioners to review the current department offerings during the break and review the needs of the community.



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The goal would be to return in January with new ideas to discuss with the group.
Staff will also provide a summary of the department budget.

7. OLD BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 5:59 P.M. to the next Community Services Commission meeting on Wednesday, January 28, 2026|5:00 P.M.

Submitted by:

Maria Picazo
Recreation Manager



Community Events List

Community Event	Date	Time	Location
Spring Egg Hunt	Saturday, March 21, 2026	10am-12pm	Fernandez Park
Community Service Day	Saturday, May 16, 2026	9am-11am	Youth Center
Pinole Pride/Juneteenth	Sunday, June 14, 2026	12pm-3pm	Fernandez Park
Car Show Pancake Breakfast	Sunday, June 28, 2026	7am-10am	Senior Center
Summer Movie	Friday, July 10, 2026	Sunset	Fernandez Park
Concert Series	Thursday, July 16, 2026	6pm-8pm	Fernandez Park
Summer Movie	Friday, July 24, 2026	Sunset	Fernandez Park
Concert Series	Thursday, July 30, 2026	6pm-8pm	Fernandez Park
Summer Movie	Friday, August 7, 2026	Sunset	Fernandez Park
Concert Series	Thursday, August 13, 2026	6pm-8pm	Fernandez Park
Floating Pumpkin Patch	October 17, 2026	12pm-3pm	Swim Center
United Against Hate Week	October 18 - October 24, 2026	Ongoing	All City Facilities
Halloween Movie	October 23, 2026	Sunset	Fernandez Park
Veterans Day	November 11, 2026	11am-12pm	Fernandez Park
Holiday Craft Fair	November 14, 2026	10am-3pm	Senior Center
Tree Lighting	Saturday, December 5, 2026	3pm-6pm	Downtown Pinole
Holiday Breakfast	Saturday, December 12, 2026	9am-11am	Senior Center
Glow Pinole	December 2026	Ongoing	Pinole