



## PINOLE COMMUNITY SERVICES COMMISSION MEETING AGENDA

March 25, 2026

5:00 PM

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

Attend VIA ZOOM TELECONFERENCE - Details provided below

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### 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@pinole.gov](mailto: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](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 City Clerk, Heather Bell at (510) 724-8928 or [hbelle@ci.pinole.ca.us](mailto:hbelle@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.

**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. Recognitions

1. None

B. **Presentations**

1. None

C. Community Events

1. Community Service Day

**6. NEW BUSINESS**

A. Approve the Minutes of the Regular Community Services Commission Meeting on February 25, 2026.

B. Egg Hunt Recap

C. Swim Center Overview

D. Summer Preview

E. Community Outreach

**7. OLD BUSINESS**

A. None

**8. ADJOURN TO NEXT MEETING**

Recommendation: Adjourn to the next meeting on April 22, 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: Thursday, March 19, 2026, at 4:00pm at City Hall**

**Maria Picazo**

**Recreation Manager**



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**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: Romilda Avila, Omar Butler, Nataliah Cornejo-Ayers, Jeannette (Lil Milagro) Henriquez, Debbie Ojeda, and Nickolas Teller

Commissioners Absent: Laurelle Martin

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

**3. REPORTS & COMMUNICATIONS**

None

**4. CITIZENS TO BE HEARD**

None

**5. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS**

**A. Recognition**

None

**B. Presentations**

None

**C. Community Events**

None

**6. NEW BUSINESS**

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

**Action:** Motion by Commissioner Teller to approve the minutes of October 22, 2025 meeting. Seconded by Commissioner Butler. All in favor. Motion passed.

- B. Community Services Department Overview

Staff informed the Commissioners that the City is in budget season and is preparing the budget for the next fiscal year. Departments will be providing presentations on the developed budgets to the Finance subcommittee. Staff are also developing Capital Improvement Projects which are included in the



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Capital Improvement Plan. These projects take longer to complete and can take up to 5 years to complete. Staff informed the commissioners that the swim center is undergoing renovations through a Capital Improvement Project. This project will increase efficiency and improve facility conditions. The site is a 20-to-25-year dilapidated facility, which hasn't received substantial updates in 20 years. During the off season, the sand filters and boilers were replaced to ensure the facility is heat efficient. Staff are evaluating the senior center, youth center and parks for potential projects that the community needs to have updated. Limited funds are available for these projects, but staff are preparing a list for future years. Staff mentioned that having an established list of projects is great because it allows staff to apply for grants when they are available. Staff gave the example of park structure grants that call for matching funds. If the project is listed in the Capital Improvement Plan, then staff could apply for matching grant funds, and both funds would be used to complete the project. Staff will share the Capital Improvement Plan with the commission when it is completed. Capital Improvement Projects are identified in collaboration with the Public Works Department. Staff informed the commission that this year, the City spent a lot of dollars and time on leaky roofs. Most of the roofs at our facilities are 20 to 25 years old. The roof at the senior center was replaced this year because it was causing a lot of leaks throughout the facility. Funding was allocated for this project, so we could better suit the facility. Staff asked the commission to bring forward any site concerns to the department.

Staff informed the commission that the department has one director, one manager and four coordinators. The four coordinators oversee various aspects of the department like the senior center, tiny tots, contract classes, youth programs, park and facility rentals, swim center, and special events. The department is officially fully staffed at the full-time level, but the department is looking to fill part-time positions. Interested applicants can apply at [www.pinole.gov](http://www.pinole.gov). Staff informed the commission that staff are hiring for summer as registration for summer camp opens in March and swim lesson registration opens in April.

Commissioner Butler asked if the positions were for adults and teens and asked staff to clarify the minimum age to apply. Staff responded that the positions are for adults and teens and the minimum age is 16. Part-time staff support Tiny Tots, youth camps, evening classes, and facility rentals.

Commissioner Henriquez thanked staff for the overview. She asked questions regarding communication, the role of the commissioners, and how they can support the department. She also encouraged the community to subscribe to the Pulse Report which provides Pinole news. She asked about the library closure and how and when it will be communicated with the public. She asked



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if there was a space to provide summer camp suggestions about activities, program partnerships and if staff surveyed parents and program participants.

Staff encouraged the community to subscribe to Rec n Roll, which is the department's recreation newsletter. Staff clarified that the library will be closed in March 2026 through a tentative date of January 2027. The County will not offer an alternative site because Pinole is within close proximity of the El Sobrante, Hercules, and San Pablo libraries. The notice of the closure was included in the previous Pulse Report and will continue to be included in future reports.

Staff informed the Commissioners that the City has a Communications Department and a Communication Plan. The Communications Department oversees the Pulse Report and city-wide marketing. The Community Services Department oversees all marketing for the programs, events, and services offered within the department. The marketing strategy can vary depending on the type of event and program. Staff informed the commission that the department offers community surveys. The department is currently surveying the community about the summer movies and concerts they would like to see featured at Fernandez Park. Staff informed the commissioners that the department is actively seeking instructors, volunteers, and partners to offer services and programs to the community. Staff encouraged the commissioners to share this information with their contacts. Commissioner Henriquez asked staff to provide outreach information to avoid duplicating the efforts and expand efforts. She also shared that it would be helpful to have a program survey for parents and participants and offered to support with the survey.

Commissioner Avila mentioned that she would like to see recreation classes offered for adults. Staff clarified that the classes currently offered at the Senior Center and Youth Center are taught by contract instructors and not City staff. The classes offered are based on instructor availability and interests. Staff are actively recruiting and outreaching instructors within internal recreation networks and agencies. Staff encouraged the commissioner to outreach to instructors and staff would support their efforts.

Commissioner Butler asked staff how the commission could support staff with the effort to bring more activities to Pinole. Staff responded that some of the activities mentioned are currently offered. Staff encouraged the commissioners to become familiar with all the programs, services, and events that offered throughout the department so they can share this information through their communication networks.

C. 2026 Annual Community Events



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Staff provided the commission with a list of the 2026 community events that will be offered from March 21 through December 2026. Staff provided an overview of the upcoming Egg Hunt event which will take place on Saturday, March 21 from 10am to 12pm at Fernandez Park. The event will include age specific egg hunts, arts and crafts, photo opportunities, and vendors. Staff also reviewed the dates for Community Service Day which will take place on Saturday, May 16 from 9am to 11am at the Youth Center. This event will include various community projects throughout the City. Staff provided an overview of the summer events which include Juneteenth and Pride, Car Show Pancake Breakfast, and Fernandez Park summer series which includes movies and concerts. Staff provided an overview of the fall events which include a Floating Pumpkin Patch event at the swim center, United Against Hate Week, Halloween Movie, and Veterans Day event. The holiday events will include a Holiday Craft Fair, Tree Lighting event, Holiday Breakfast and Glow Pinole. Staff wanted to provide the annual list for reference and more information will be provided once details are finalized.

Commissioner Henriquez mentioned that she did not see the Earth Day event listed on the community events list. Staff informed the commission that events organized by other departments are not included on the Community Services Department list. National Night Out is organized by the Police Department and Earth Day is organized by the Communications Department and Community Development Departments. The complete list of all City wide events is available at [www.pinole.gov/events](http://www.pinole.gov/events). Commissioner Henriquez asked staff how she can provide feedback on events. Staff informed the commission that suggestions can be emailed to staff and they can forward it to the event organizer for consideration.

Commissioner Henriquez provided feedback about the previous Pride and Juneteenth event and feedback on the upcoming event. She also provided feedback on the Car Show event. Staff informed the commission that a car club organizes the Car Show. The city supports this event by providing staff from the Public Works Department and Police Department. The Community Services Department coordinates the breakfast on the day of the event but are not involved in the car show event. Staff informed the commission that Council approves and funds the list of community events. Staff and commissioners are not allowed to delete or add events without Council approval. Staff provided an example of the Veterans Day event that was recently added to the list of events. Council allocated funds and added the event a few months before the event. Staff explained the process of approval for new events and event budget. Staff informed the commissioners that the Pride and Juneteenth event were established by Council in 2023 and the direction is to host the two events together. Staff informed the commissioners that the vendors tabling at the Juneteenth and Pride event provide information and resources. Staff encouraged commissioners to send staff contact



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information for groups who should be included in the Juneteenth and Pride event. Commissioner Butler provided feedback on the Juneteenth and Pride event. Staff encouraged the commission to listen to the Council meeting to understand why the direction was provided and commissioners can send questions and comments to staff.

Commissioner Cornejo-Ayers asked staff to clarify how the bands are selected for the summer series and provided feedback on the summer concerts. Staff informed the commission that the bands and movies are selected via a community survey. The bands selected vary each year and staff must stay within the allocated budget. Staff provided information on the requirements to be featured in the summer concerts.

Commissioner Henriquez provided suggestions and feedback for the summer concerts

Staff informed the commission that staff manage all concerts administratively and the marketing material is shared with the commission to share with the community, but they are not involved administratively.

Staff informed the commission of the role that the commission will have in Community Service Day. The commission will support with registration, volunteer projects, and event set up. Staff asked the commission to distribute flyers through their communication channels. Registration is available on [www.pinolerec.com](http://www.pinolerec.com) but most of the registration will happen on the day of the event. Staff will work with the Public Works team to identify projects. The community can also email project suggestions to staff and projects will be reviewed.

Commissioner Ojeda asked staff to send the flyer via email.

**D. Chair and Vice Chair Selection**

Staff informed the commissioners that per the Bylaws a chair and vice chair must be selected at the start of the year. Commissioner Ojeda stated that she has served as the vice-chair and could serve as the chair until she is termed out. Staff clarified that commissioners are not termed out but the terms end and commissioners can reapply. Commissioner Ojeda thanked staff for the clarification and nominated herself to chair the commission. Commissioner Ojeda nominated Commissioner Cornejo-Ayers to vice chair.

**Action:** Motion by Commissioner Butler to appoint Commissioner Ojeda as chair. Seconded by Commissioner Cornejo-Ayers.

**Vote:** Passed 4-0

**Ayes:** Butler, Cornejo-Ayers, Henriquez, Ojeda,

**Noes:** None



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Abstain: None  
Absent: Avila, Martin, Teller  
Motion passed

**Action:** Motion by Commissioner Ojeda to nominate Commissioner Cornejo-Ayers as vice-chair. Seconded by Commissioner Henriquez

**Vote:** Passed 4-0

Ayes: Butler, Cornejo-Ayers, Henriquez, Ojeda,  
Noes: None  
Abstain: None  
Absent: Avila, Martin, Teller  
Motion passed

**E. Commission Goals and Workplan**

Staff informed the commission that as identified in the Bylaws the commission would discuss and create a workplan and goals that will guide the work for the year.

Commissioner Cornejo-Ayers shared that she would like to connect more with the local high school students and provide meaningful opportunities that can lead to other opportunities. She would like to lead a task force on this effort. The students are willing to volunteer but they are not familiar with the opportunities. Commissioner Ojeda shared that the Interact Club is always willing to help and have supported community events. Commissioner Cornejo-Ayers shared that the youth are willing to share their skills with the community. Staff informed the commission that the Interact Club are actively involved in community events and staff are very grateful for their support. The City also shares internship opportunities with Pinole Valley High School. Commissioner Cornejo-Ayers shared that she enjoyed being part of the events. She would like to support with outreach to the students. Commissioner Henriquez shared that she would also like to support with student outreach and would like to set this as a commission goal. Commissioner Butler shared that he would like to make Pinole better and he would like the commission to advocate and work together to set goals that benefit the community. Staff clarified that individual task forces will not be created but within their commission role they can work on those items. Staff encouraged the commission to look at the items they can control like parks, facilities, program suggestions and community outreach. Staff clarified that commissioners will not oversee events as those are managed administratively.

**7. OLD BUSINESS**

None

**ADJOURNMENT**



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The meeting was adjourned at 6:08 P.M. to the next Community Services Commission meeting on Wednesday, March 25, 2026|5:00 P.M.

**Submitted by:**

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**Maria Picazo**  
**Recreation Manager**