



**PINOLE COMMUNITY SERVICES COMMISSION
* AMENDED MEETING
(AMENDED TO INCLUDE TELECONFERENCE ADDRESS AND ITEM B.1)
AGENDA**

October 22, 2025

5:00 PM

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

OR

Attend VIA ZOOM TELECONFERENCE - Details provided below

OR

UCLA Meyer Renee Luskin Conference Center

425 WESTWOOD PLAZA, LA, CA 90095

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 City Clerk 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 comment@ci.pinole.ca.us** 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.pinoles.ca.us.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.ci.pinoles.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.pinoles.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. Recognition

1. None

B. Presentations

1. Administer Oath of Office to New Commissioners

C. Community Events

1. Halloween Movie

6. NEW BUSINESS

A. Approve the Minutes of the Regular Community Services Commission Meeting on October 23, 2024

B. Community Services Commission Bylaws

C. Veterans Day Event

D. Holiday Events Update

E. Holiday Meeting Schedule

7. OLD BUSINESS

A. None

8. ADJOURN TO NEXT MEETING

Recommendation: Adjourn to the next meeting on January 28, 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: October 16, 2025

Maria Picazo
Recreation Manager



MINUTES
23 October 2024

1. CALL TO ORDER

The Community Services Commission Meeting was called to order at 5:07 P.M. and was held via hybrid meeting format (Zoom Teleconference and in person-Pinole City Council Chambers).

2. ROLL CALL

Commissioners Present: Omar Butler, Bob Kopp, Debbie Ojeda Irma Ruport, and Nickolas Teller

Commissioners Absent: Laurelle Martin,

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

3. REPORTS & COMMUNICATIONS

Commissioner Ruport reported that she attended the swabbing and blood donation in Pinole. The event also included a memorial for two Pinole firefighters Captain Bob Ramos and Captain Rich Voisey who lost their lives to cancer. She noted that Fire Station 74 was dedicated to them. She thanked the City and firefighters.

4. CITIZENS TO BE HEARD

None

5. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Recognition

None

B. Presentations

None

C. Community Events

1. Holiday Craft Fair

Staff informed the commission that the event will be held on Saturday, November 16 at the senior center. The event will feature local vendors and businesses, and it will be a great opportunity to shop locally.

2. Tree Lighting

Staff informed the commission that the event will be held on Saturday, December 7 at Fernandez Park and Community Corner. The event will include children's activities, entertainment, and a tree lighting ceremony. The event will also feature a shop and stroll to support local businesses after the tree lighting ceremony.



CITY OF PINOLE
COMMUNITY SERVICES COMMISSION MEETING

MINUTES
23 October 2024

3. Holiday Breakfast

Staff informed the commission that the department will host a holiday breakfast on Saturday, December 14 at the Senior Center. Tickets are \$10 and can be purchased at pinolerec.com. The event will include children's activities and a visit from Santa.

Commissioner Ojeda expressed her excitement for the events that will be offered this holiday season.

Commissioner Ruport encouraged the commissioners to volunteer at upcoming events and the senior center.

6. NEW BUSINESS

- A. Approve the Minutes of the Regular Community Services Commission Meeting on September 25, 2024.

Action: Motion by Commissioner Kopp to approve the minutes of September 25, 2024 meeting. Seconded by Commissioner Ruport. All in favor. Motion passed.

- B. Glow Pinole

Staff informed the commission that the department will be offering a new program this holiday season. Pinole residents and businesses will be invited to decorate their homes for the holiday season. Glow Pinole will include categories for businesses and residents. The Community Services Commission will be asked to vote for their favorite home display in each category, and the Planning Commission will select their favorite business display. The homes and businesses will be featured on an interactive map that will be shared with the community.

Commissioner Ojeda encouraged the community to take part in this event and to share it with their neighbors.

7. OLD BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 5:23 P.M. to the next Community Services Commission meeting on Wednesday, January 22, 2025|5:00 P.M.

Submitted by:

Maria Picazo
Recreation Manager

**CITY OF PINOLE
COMMUNITY SERVICES COMMISSION
BY-LAWS AND RULES OF PROCEDURE**

ARTICLE I: NAME

- A. The name of this group shall be the Pinole Community Services Commission (hereinafter referred to as "Commission").

ARTICLE II: HISTORY

- A. The Commission was established by Ordinance No. 2008-01 and adopted by City Council on April 15, 2008.

ARTICLE III: GENERAL RESPONSIBILITIES OF THE COMMISSION

- A. The purpose of the Commission is to provide ongoing input to the City of Pinole on the provision and delivery of recreation, parks and community services. The Commission shall advise and make recommendations to the City Council and City Staff on matters related to the planning, operation, and maintenance of parks, recreation, and community services. Its role is to support the development of effective, efficient, and inclusive programs and facilities that meet the needs of Pinole residents and enhance the community's well-being.

ARTICLE IV: CHARGE

- A. The Commission's main objectives are to:
1. Be a principal advisor to the City Council, Community Services Director, City Manager and other boards, commissions, and city departments in all matters pertaining to public recreation, swimming, community events, parks, arts and cultural activities, historical activities, senior and youth activities and community services;
 2. Provide recommendations for the improvement, and/or modification of recreation of community services amenities and facilities;
 3. Provide recommendations of recreation and community evaluation and service needs;
 4. Provide assistance and support in the planning and execution of City sponsored community events;
 5. Review the annual operating budget and capital improvement plan for the Community Services Department;
 6. Support and nurture relationships with schools, community and civic organizations;
 7. Advocate for recreation and community services and liaison for improving the quality of life and recreational opportunities for the community of Pinole;

8. Collaborate with individuals, civic clubs, nonprofit organizations and citizen groups to provide funds, property and/or volunteerism for the development and operation of parks and recreation facilities.
9. To serve as a forum in introducing innovative and new ideas, concepts, programs, policies and procedures.

ARTICLE V: MEMBERSHIPS

- A. The Commission shall consist of five (5) community representatives Members shall:
 1. Be a resident of the City of Pinole.
 2. Shall be eighteen years of age.
 3. Have an interest in and commitment to the importance and value of community services as well as parks and recreation, including prior experience in community projects or activities.
 4. Applicants should have the ability to take an active role in Commission meetings and projects.
- B. Interested persons must submit an application and proceed through the appointment process. An application-filing period will be announced publicly to solicit applications when vacancies exist on the Commission. The appointment process shall include recommendation for appointment by the Mayor, and final approval by the City Council.
- C. Members will serve a two-year term on the Commission or until a successor is appointed and able to serve the remainder of the vacancy term. Incumbents wishing to reapply will be re-interviewed by the City Council and re-appointed by the City Council. Terms will commence in July of each year, or when the vacancy is filled.
- D. At its first meeting, the Community Services Commission will by lot determine the initial terms of its members, with four members having two-year terms, and three members having three-year terms.
- E. Members wishing to resign from the Commission must provide a written resignation addressed to the City Clerk along with the filing of the Leaving Office Form 700 within 30 days. Once the City Clerk receives the resignation and supporting documents, the City Clerk then follows the application process for filling the vacancy.
- F. Members are volunteers and shall serve without compensation or reimbursement for any personal expenses.

ARTICLE VI: RULES OF PROCEDURE

- A. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings. Robert's Rules of Order will apply in all instances. All written official correspondence and verbal communication on behalf of the Commission or any Commission member that is directed to any outside

agency, organization or person shall have the consent of the Commission.

- B. The Committee shall meet on a regular basis the fourth Wednesday of every month at 6:30pm. The Committee may hold public working sessions to solicit the input of the community and/or interested citizens or parties. Such working sessions shall be noticed and open according to the California Brown Act's requirements. Additional meetings may be scheduled as deemed necessary by the Chair of the Commission or by Department staff.
- C. A quorum of the Committee shall consist of a majority of the members (including any vacancies). A quorum must be present in order for the Committee to hold a meeting and is required for all actions.
- D. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. Any Commission member that has three (3) unexcused absences within a one- (1) year period shall be removed from office. It shall be the responsibility of the Commission Chairman to report such person(s) to the Mayor and City Council, who shall appoint a replacement. Staff will maintain attendance records.
- E. The Mayor may, by and with the consent of a majority of the City Council, remove any Commissioner of the Commission for misconduct or neglect of duty.
- F. The Committee's staff liaison shall be the Community Services Director or his or her designee. Staff shall record all activities of the Commission and keep written summary minutes of all Commission meetings; record attendance; arrange for filling vacancies; prepare agenda in consultation with Chair; provide information necessary for Commission work; assure compliance with applicable laws and lend professional expertise.
- G. The Commission shall elect a Chair and a Vice Chair from among its members. These officers shall be elected at the organizational meeting in July to serve for one- year term. Should any office of the Commission become vacant, the Commission shall elect a successor at its next regular meeting to serve for the balance of the unexpired term.
 - 1. Chair: Shall preside at all meetings of the Commission; decide on all points of order; appoint sub-committee membership; follow up on the work of sub-committees; represent Commission to City Council; call special meetings; coordinate agenda preparation with Department staff; and encourage active participation of members.
 - 2. Vice-Chair: Shall preside at all meetings in the absence of the Chair.
 - 3. Should the Chairperson and Vice Chairperson be absent or unable to act, the members present shall select a Chair Pro-tem and have an order so stating entered into the record.
- H. The Commission shall follow all applicable City policies and procedures.
- I. Committee members must complete initial AB 1234 ethics training within one year of membership and every two years thereafter.
- J. Committee members must complete a Form 700 when assuming their role and annually by April 1st of each year.

ARTICLE VII: POWERS OF COMMISSION

- A. The Commission may work with the Community Services Director to establish sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee.

- B. Commission will make recommendations to the City Council, as approved by a majority of the Commission. The Community Services Director will present the committee's a report within 60 days.
- C. The Commission bears no oversight authority over any City Department, personnel, consultant or commission. The Commission has no authority to bind the City to any contractual agreements and may not, without authority, make any decisions on behalf of the City. The Committee's recommendations shall be advisory to the City Council. Nothing in these bylaws shall be interpreted as limiting the authority of the City Council, City Staff, or any other agency in the supervision or management of property, programs, or personnel under their jurisdiction. Commissioners are expected to carry out their responsibilities with professionalism, integrity, and respect in service to the City of Pinole, its staff, and residents.
- D. Commission shall establish annual goals and action plan consistent with City Council policies and direction.
- E. Conflict of Interest: Members of the Commission shall not participate, in any manner, or vote, except to abstain, upon any matter in which they knowingly may have a conflict of interest. When Commissioners determine they have a conflict of interest, a public declaration to the effect shall be made or they may choose to absent themselves from that particular hearing. No member shall act for any petitioner or applicant in any case before the Commission.

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Commission and ratified by the City Council.