



ADMINISTRATIVE REPORT

DATE: FEBRUARY 13, 2009

TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY

FROM: BELINDA B. ESPINOSA, CITY MANAGER

PLACES TO BE

- **FEBRUARY 24 JOINT EDHAC AND COMMUNITY SERVICES COMMISSION MEETING**

A special joint meeting between the Community Services Commission and the Economic Development and Housing Advisory Committee will be held at the Youth Center at 7 PM.

- **FEBRUARY 25 WWTP JPA MEETING**

The Pinole-Hercules Wastewater Treatment Plant JPA will be meeting at Noon in the Community Room at Pinole City Hall (Fujita and Murray).

- **FEBRUARY 26 WEST CONTRA COSTA MAYORS BREAKFAST MEETING**

The West Contra Costa Mayors Association will be meeting in Pinole at 8:00 AM in the community room.

- **FEBRUARY 26 SPECIAL COUNCIL WORKSHOP**

The Council will conduct a workshop session in the Council Caucus / Community Room at 6 PM. The purpose of the meeting is to discuss budget, Waste Water Treatment Plant, Police dispatch, and Fire services.

ITEMS OF INTEREST

- **SHANNON SCHOOL SAVED ON REPREEVE!**

Due to efforts by the Pinole City Council and Shannon PTA, Shannon Elementary School has been saved from closure for FY 2009 and 2010. The school originally scheduled for closure in September 2009 **will remain open at no cost to the City of Pinole.** Mayor Horton and Councilmembers Debbie Long and Pete Murray were in attendance at the February 11 WCCUSD Board meeting and testified on our behalf. The City of Pinole has provided over \$5.2 million in Redevelopment Funds over the years in collaborative projects with the District. Pinole has made more of a financial

effort than any other community in the district and attached is a list of the projects that we have contributed. Included is \$2 million towards the gymnasium at Pinole Middle School and payment for the School Resource Officers at Pinole Valley High School.

The next step anticipated is that the cities of the district will be discussing the possibility of a parcel tax either by city or district wide to provide the funding to keep the schools open past the 2010 calendar year deadline.

- **FY 2008-09 Budget Reductions**

Continued discussion of the FY 2008-09 Budget reductions will take place at the March 3 City Council meeting. This item was originally scheduled for discussion at the February 17 meeting; however staff needs more time to continue with the analysis and identification of cost savings in the General Fund. A Special City Council workshop is tentatively scheduled for February 26 from 6:00 PM to 9:00 PM to discuss the budget, wastewater treatment, and direction on pursuing contracting for fire administration and providing police dispatch services to other jurisdictions.

- **RSS FRANCHISE AGREEMENT**

RSS has already implemented all the provisions of the latest Amendment, including the rate adjustment with the higher franchise fee, the public education program, and the bulky item pickup service. Shawn Moberg reports that in January this year, there were 41 bulky item pickups and 15 e-waste pickups, all for free. This volume of bulky item pickups exceeds the total number for all of 2008. Kudos to Councilmember Roy Swearingen for bringing up the idea and the City Council for approving the concept in the franchise agreement! What a win for customer service! In addition, RSS will be implementing a new web site next week with on-line bill pay and other interactive services.

- **PRAXAIR PROJECT**

Representatives from the Praxair project are tentatively scheduled to make a presentation to the City Council on April 7. This will be an overview of the project components and an opportunity for the public to ask questions about the project.

- **"IMAGES OF PINOLE" BOOK PROJECT BY THE HISTORICAL SOCIETY**

According to Jeff Rubin of the Pinole Historical Society, the *Images of America: Pinole* manuscript and photos have been delivered to Arcadia Publishing for editing! The book has 213 photos and the Society will begin to accept pre-paid orders in April 2009. The cost of the book will be \$21.99 plus tax. As details become available, we will keep you informed about the release and sale of the book. Jeff will be making a presentation at the February 17 City Council meeting.

- **ECONOMIC STIMULUS PACKAGE**

We received news today that Congress and the White House have tentatively settled on a \$790 billion price tag on President Barack Obama's economic stimulus bill and are working to narrow differences on individual elements of the bill. Democratic aides said that Obama's negotiating team had prevailed in restoring some lost funding for school construction projects during talks Tuesday, and had also increased aid to state governments above the \$39 billion approved in a compromise with a handful of Senate GOP moderates.

- **NOVEMBER 4, 2008 MUNICIPAL ELECTION**

The City received the final invoice of \$17,627 from Contra Costa County for the consolidated election services for the November 2008 Municipal Election. The cost translates to \$1.73 per registered voter. Whenever an election can be consolidated with another scheduled election race, the cost per voter is significantly lower.

- **POLICE DEPARTMENT**

Progress Meeting on East Bluff

A meeting on the East Bluff Apartments was held on February 4, 2009. In addition to the staff from the Police and Community Development departments present, were Liz Pocock and Juana Nunley from Citizens Housing Corp. (CHC), the East Bluff Apartments' Property Management company and citizen Irma Ruport. The group met to review and discuss the status of East Bluff Apartment's management on the matrix of recommendations for improvements. City staff had been asked to give a quarterly report to City Council on progress of the project which will take place on for the first time in early April.

The group reviewed the list of the 45 responsibilities, for CHC personnel and CSS Chavarria, CSS Pava and Kuykendall. Included in the 45 point matrix is that CHC provide the City with a Security Plan. Liz Pocock stated that she will have a plan draft to the City by March 2nd. Also discussed was the contract that CHC has with Strategic Threat Management for security at East Bluff. Although, originally a six-month contract, this office strongly recommended an extension for at least one year. This extension will allow the Police Department the time needed to grasp the effectiveness of Strategic Threat Management's presence at East Bluff.

Accomplishments include:

- **Security**

We are very pleased to report a decrease in calls for Police service. CHC contracted with a professionally-managed armed security company to provide service at the site for 8 hours daily since December 3, 2008. The Police Department reports a marked decrease for Dec/Jan last year vs. this year. CHC has been informed that security service should continue at least through the end of 2009.

- **Lighting**

CHC received final approval from their tax credit investor to enter into a contract to repair and improve exterior lighting. The cost is budgeted at \$20K and is reported to include the full scope of issues noted in the Plan.

- **Tenants**

Tenants are required to sign a "Crime Free Lease Addendum" and "Community Rules" that require them and their guests to live a crime free lifestyle or be evicted.

- **Crime Free Multi-Housing**

East Bluff management is almost finished with the 3-phase certification process, which includes a 1-day class (attended by the Property Manager on January 20), on-site Crime Prevention Through Environmental Design inspection (completed last year), and Safety Social (being planned for this spring). CHC is working towards being the first property in Pinole with Crime Free Multi-Housing certification.

Beginning in April 2009, a report will be provided quarterly that lists the status of each item from the Security and Site Improvement Plan, as well as other key issues. At this time, the other key issue is the budget. Per the Regulatory Agreement, CHC provided us with the property's 2009 Operating Budget.

After review and consideration, the budget was deemed deficient in two areas and a letter disapproving the budget was sent to CHC:

- Security service was budgeted only through May 2009. It is the opinion of staff that the service should continue through December 2009. During the review of the 2010 Security Plan, the Police Chief will determine whether or not it must continue thereafter.
- Last week, CHC finalized a contract with a company that will complete a Capital Needs Assessment (CNA). Until it is complete, the amount of money needed to complete the repairs/improvements is unknown. The company will begin site work next week.

Additionally, CHC is in negotiations with their bank regarding the renewal of their letter of credit (securing payment of their mortgage financing of the project). Since the cost is unknown at this time, the budget cannot be approved until it is known and calculated into the budget.

Traffic Enforcement Efforts

The Police Department stepped up the enforcement of traffic violations around Pinole Valley High School after a recent hit and run accident in the area. Until parents and other drivers realize the importance of safe driving habits around this and other schools, special enforcement actions will continue.

A one-day morning and afternoon action on Wednesday resulted in numerous violations for the following sections:

- Jay Walking
- Failure to yield to a pedestrian in a crosswalk
- U-turns
- Driving on the wrong side of the road
- Failure to signal
- Running a red light
- Failure to yield to an emergency vehicle
- Talking on a cell phone while driving
- Impeding the flow of traffic
- Parking

Miscellaneous

The Department teamed with the State Alcoholic Beverage Control Commission to check the noticing and licensing of a number of the retail liquor stores in town. The initial action was meant to be educational toward the establishments. Compliance was found to be very good.

A large marijuana growing arrangement was found as a result of a search warrant on Clark St. Community Preservation members working with Code Enforcement “red-tagged” the residence for a multitude of safety violations.

• COMMUNITY DEVELOPMENT DEPARTMENT

EDHAC Meeting

At its meeting on February 10, 2009, the Economic Development and Housing Advisory Committee (EDHAC) received an update on the Gateway East project and concurred with the approved site plan for a 5,000 square foot office building at the corner of Pinole Valley Road and Henry Avenue. EDHAC recommended pursuing a change to the approved plan from a bank use to a sit down restaurant use if CalTrans agrees to dispose of its surplus land adjacent to the I80 off ramp. A decision by CalTrans is expected within the next 6 months.

EDHAC was presented options for the marketing and sale of the two Below Market Rate (BMR) homes on Maiden Lane the Agency acquired in May 2008. The Committee concurred with the recommendation to price the homes for low income families and reserve \$100,000 of First Time Home Buyer program funds for the prospective borrowers. This recommendation is scheduled to be brought forward to the Redevelopment Agency Board for review on March 3, 2009.

Drafts of program brochures and marketing and promotional materials were presented to the Committee. Final versions will be made available to the community at City Hall and via the City’s website. The Agency is in the process of updating a comprehensive

marketing package developed in 2005, which includes community maps and an economic profile within a folder highlighting the community.

EDHAC continues to meet on the 2nd and 4th Tuesdays of the month in the City Hall Community Room from 7 pm to 9 pm. The next regular meeting of EDHAC will be a joint meeting with the Community Services Commission on Tuesday, February 24, 2009 which will be held at the Youth Center starting at 7:00 p.m. All are welcome to attend.

- **TEMPORARY VENDORS ON THE STREET-VALENTINE'S DAY**

It is the City's position that temporary sellers of flowers/gifts that set up in our City on the streets and medians must have a City business license, a temporary use permit and the owner of the property's permission prior to any sales. Code Enforcement will be active checking for vendors to ensure that they are in compliance.

- **CITY MANAGER OUT OF TOWN**

I will be out of state on vacation March 9 through March 13. I am going back to Texas to complete some unfinished business from my brother's estate. Michelle Fitzer will serve as Acting City Manager in my absence.

-END



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February 11, 2009

West Contra Costa Unified School District:
1108 Bissell Avenue
Richmond, CA 94801

Dear Board Members:

This letter is being written in regards to the potential school closure of Shannon Elementary in September 2009. The City of Pinole is deeply concerned that this decision is scheduled to go forward despite the City's long history of supporting the district financially.

The City of Pinole as a community has a long history of always supporting our school district. Over the years, the City has contributed more than \$5,000,000 towards District/City collaborations in order to keep our schools healthy, safe and functioning. Included is the recent \$2,000,000 gift to assure that the gymnasium was rebuilt at Pinole Middle School, fencing and landscaping maintenance at Collins Elementary, participation totaling \$300,000 on the construction of the all weather track at Pinole Valley High School, the Community Group Funding Project which provides funding to students, parents, and civic groups to conduct cleanup projects every year on an ongoing basis at the high school. The list goes on and on. See attached list.

As you can see, the City of Pinole has never said no when it comes to supporting our district and the needs of the children in our schools, even to our own budgetary detriment, we always find a way. We are active participants in the overall operations and livelihood of our schools. Further, this community has overwhelmingly supported our District's efforts at capital improvements through approval of numerous bond issues. And we have never asked for accolades or recognition of our contributions. We just did it for the benefit of the children.

Now in the darkest hours of the district, we who also have our own budgetary shortfall of over \$2,000,000 in our operations cannot bring forward the cash to save our Shannon School. We implore you as the Board to remove Shannon School from the closure list.

Although the City of Richmond is providing cash as gap financing until a parcel tax can be placed before the voters in 2010, we would request that you consider our prior contributions to the district in excess of \$5,000,000 when determining the list of school closures.

Sincerely,

Mary A. Horton
Mayor



**CITY OF PINOLE / PINOLE REDEVELOPMENT AGENCY
Assistance to the West Contra Costa Unified School District**

**“Commitment to Education”
Partial List – July 2006**

- Approximately \$2 million in improvements to Collins Elementary School (1996/97) from the Pinole Redevelopment Agency. Includes construction of new school parking lot with drop-off area; resurfacing of the existing playground and installation of new equipment; replacement of the K-3 playground with new play equipment and play area; reconstruction of the existing ball fields to include three new softball fields, a soccer field, and a perimeter jogging/walking path; installation of perimeter fencing and landscaping; construction of a storm drain to solve flooding problems at the school; and a new traffic signal installed at the entrance to Collins to assist in entering and leaving the school. The City has continued to provide on-going field maintenance at Collins School.

• \$2 million
- \$2 million in assistance from the Pinole Redevelopment Agency for new construction of Pinole Middle School gymnasium and athletic fields as a component to overall Pinole Middle School improvements (2006). The \$2 million contribution was made in conjunction with an agreement of joint use by the City and School District of the facilities.

• \$2 million
- School Community Policing Partnership grant to place a Pinole Police School Resource Officer on the campus of Pinole Valley High School (2005/06, on-going).

• \$12,000
(grant writing)
- Equal funding (\$300,000 from the Pinole Redevelopment Agency) with the School District for new (2004) all-weather track for Pinole Valley High School.

• \$300,000

- Over \$125,000 in school improvements using the Redevelopment Agency's Community Group Funding Program (over several fiscal years). Assisted numerous school groups and clubs with funding for community improvement efforts such as trash clean-ups, weeding, landscaping projects, marching band and choir performances, locker repairs, irrigation improvements, painting, sports facility (baseball dugouts, announcer's booth, etc.) and concession stand improvements, tree plantings, and fence/wall replacement. This also includes annual Rotary clean-ups of Pinole Valley High School funded by the Redevelopment Agency.

• Over \$125,000
- Creation of a "Pinole Public School Fund" (approximately \$125,000) to improve the classroom and school environment through the sponsorship of innovative classroom activities, scholarships, school-wide enrichment programs, and physical construction projects such as playground equipment.

• Over \$125,000
- The City has contributed over \$100,000 (approximately \$25,000 annually) to the Ed Fund since 2002/03, which directly funds the after school program at Pinole Middle School.

• Over \$100,000
- New computers and equipment for Journalism classes in association with the Pinole Valley High School's production of the Redevelopment Agency's *Progress* newsletter (several years).

• \$10,000 *
- Landscaping at Stewart Elementary (1996) including site landscaping and a drip irrigation system.

• \$5,000 *
- A computer learning center at Pinole Middle School (1998)

• \$35,000 *
- Contribution to replacement of the pedestrian bridge between Amber Schwartz Park and Ellerhorst School.

• \$15,000
- Recreational facilities improvements at Pinole Valley High School in 1997 totaling \$76,000.

• \$76,000

- The City provides free use of sports facilities for PVHS athletics including the Fernandez Park baseball field for JV Baseball (4-5 times per week during season from February through May) and the Pinole Tennis Courts for the tennis teams.

• Free use
- The City provides free use of park facilities for Pinole school classes. For example, Collins Elementary classes use Fernandez Park for activities and parties and all fees are waived.

• Free Use
- Miscellaneous improvements to Pinole Middle School including a facilities grant for Internet wiring, a mural project, energy-retrofit demonstration project, library renovations, library automation project, topographic survey update, and preliminary design assistance.

• \$100,000 *
- Miscellaneous activities with Pinole Valley High School including the Redevelopment Agency leasing space at the Pinole Valley Shopping Center for the PVHS Conservatory of the Arts (multiple years at approximately \$30,000 a year), an Environmental Science Internship Program, and a Small Business Energy Audit Program.

• \$150,000 *
- City sponsorship of Career Day activities for PVHS students in which staff provides a "behind the scenes" look at how government operates.

• \$1,000 *
- The Redevelopment Agency and PVHS teamed up with other organizations in the rehabilitation of a vacant deteriorated home in Pinole's historic downtown. The project repaired a deteriorated home, but also provide job training and supervised instruction to the students.

• Job training
(Rehabilitation cost \$140,000)
- Pinole's cable television station has enjoyed a close working relationship with PVHS for many years. Students help with the broadcasting of local sporting events at the high school and have prepared public service announcements. They have also helped with other programming efforts. This relationship will continue with the new Cable Television studios being located on the second floor of our new Youth Center.

• Job training

• Indirect assistance such as improvements to the Pinole Library (several years), the construction of the Youth Center (2006), after school transportation program to the Youth Center (2005/06), Grizzly Grind Coffee House and Youth Job Training (several years), Tiny Tots program (on-going), summer camps (on-going), School for Performing Arts (on-going), etc.

• Indirect Assistance

Projects on this list total over \$5 million in school-related improvements and assistance, not including indirect assistance.

** estimations*