



ADMINISTRATIVE REPORT

DATE: MARCH 26, 2009

TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY

FROM: BELINDA B. ESPINOSA, CITY MANAGER

PLACES TO BE

- **MARCH 27- CITY HALL CLOSED**

City Hall will be closed on Friday March 27 in observance of Cesar Chavez Day.

- **APRIL 2 CONTRA COSTA COUNTY MAYORS MEETING**

The Contra Costa Mayors Meeting will be held in Walnut Creek on April 2 beginning at 6:30 PM. Mayor Horton and the City Manager will be attending.

ITEMS OF INTEREST

- **PUBLIC WORKS**

Study Underway to Review Sewer User Fees

Staff is underway with its financial study that will investigate the need to update the Sewer User Fee. The study will likely propose new user fees for the next several years, and will look into the future when we are funding the plant improvements. The new fees are scheduled to be adopted by the City Council in July 2009 so that assessments can be placed on the tax roll by early August.

The tentative schedule is as follows:

- Now through April 1, 2009 PW and the Finance department will be assembling costs to put into the expenditure model
- May 1, through June 1, 2009 the study will be performed
- June 2009 public outreach the form of which is yet to be determined
- July 2009 public hearing to adopt a new fee
- August 2009 place revised assessments on properties

- **RETIREMENTS IN PUBLIC WORKS**

As a part of the Golden Handshake Program, we are losing three employees in Public Works at the end of March. Included are Paul Hoopaugh, Mike Kane, and Bill Holton. Paul and Mike worked in Vehicle and Heavy Equipment Maintenance and Bill worked in parks and streets. Congratulations to all of these city employees who provided great service to the citizens of Pinole over the years. We wish you the best in your retirement and thank you for your dedicated service.

- **MARK ADAMS ANNOUNCES HIS RETIREMENT**

Mark Adams, a supervisor at the Public Works Corporation Yard announced his retirement this past week. Mark provides team leadership for the City's sewer collection system operations and maintenance. Mark's career began with the City in April 1989. Mark's last day of work is scheduled to be the end of June 2009 and we want to wish him good luck.

- **POLICE DEPARTMENT**

Tip A Cop

On Tuesday, Police personnel participated in the Special Olympics "Tip-a-Cop" program. The evening resulted in approximately \$3,000 dollars being generated for the Special Olympics.

Part 1 Crimes Down 23%

The City has realized a 23% drop in Part I crimes for the months of January and February. Part I crimes are those we report monthly to the Department of Justice that track serious offenses. This significant reduction is attributed to extremely proactive work by patrol as well as successful specialized enforcement by the Community Preservation team. This special enforcement is an immediate response to crime trends, such as burglaries or car thefts, based on the crime trends in neighborhoods or business districts.

- **FIRE DEPARTMENT**

Child Safety Seats

Twenty-two child safety seats were installed by our fire department techs at last week's Safety Day on Fitzgerald Drive. Pinole's efforts were acknowledged by John Muir Medical Center and the Contra Costa County Health Services Department. Our certified installers are among a relatively few annually certified safety seat inspectors in our East Bay area.

Local Hazard Mitigation Plan

The steering committee for the FEMA sponsored update of the Local Hazard Mitigation Plan met this week. The fire chief serves as the chair of this committee which represents the 37 countywide cities and districts participating in the plan update. As mentioned in an earlier report, the goal of the LHMP is to identify critical facilities (those that provide necessary capability after a natural disaster) and to establish plans to alleviate the direst threats to those facilities.

In the near future, significant outreach will seek community participation in the development of the LHMP plan. FEMA has funded the oversight of this plan through a grant. Pinole's decision to participate in this manner will save the City approximately \$50,000 that would otherwise be required to develop the plan independently.

Attached is list of Frequently Asked Questions regarding the Local Hazard Mitigation Plan and disaster mitigation in general. Within a month, the steering committee expects to have the associated website up and running to assist with ongoing inquiries. Until that time, inquiries can be directed to the Pinole Fire Chief or to Susan Roseberry at the Contra Costa County Office of Emergency Services (Sheriff's Department) at (925) 313-9625.

Retirement

After twenty years of service to the City of Pinole, Linda Rosedahl will officially retire as of March 31st. Linda has been the Administrative Secretary for the Fire Department for twelve years. Prior to that, she served the Pinole Police Department and the District Attorney's office. Linda will continue to serve the Fire Department on a part-time basis.

- **FINANCE DEPARTMENT**

Retirement

After twenty years of dedicated service to the City of Pinole, Accounting Technician Lynda Curtis will officially retire as of March 30th. Most recently Lynda has been the City's Revenue and Business Licensing Specialist, but has completed many other assignments in the Finance Department during her many years of faithful service to our community. Lynda has graciously agreed to assist in the training and orientation of other employees through June on a part-time basis to assure successful transition of these important job duties. A Farewell Luncheon has been scheduled for April 1st in the Alex Clark Room, for more information please contact Ana Morales (724-9837) or Teresa Molinar (724-9009). We wish Lynda much happiness in a well deserved retirement.

- **RECREATION DEPARTMENT**

FREE FAMILY FITNESS DAY FOR ALL AGES AT SPORTS & FITNESS CENTER

Saturday, April 4th from 3pm – 5pm, the community is invited to our free family fitness day. Come enjoy a free play day with your kids and teens with the Pinole Sports and Fitness staff. Enjoy healthy snacks, play fun interactive games like beach ball volleyball, hula hoops and obstacle courses! This is also a great time for all community members to drop by and take a look at our new gym facility.

The City of Pinole Recreation Department and West Contra Costa Unified School District formed a unique collaboration to program the new Pinole Middle School gym facility, dubbed the Pinole Sports and Fitness Center, located at 1575 Mann Drive, Pinole. The Pinole Recreation Department programs activities at the Fitness Center weekdays after 6pm, weekends and during summer break.

YOUTH AND ADULTS SPORTS KICK OFF AT PINOLE SPORTS AND FITNESS CENTER

Beginning in April 2009, the Pinole Sports and Fitness Center is offering an adult volleyball league, junior tennis league and tiny tots sports classes. Adults may join our 6 on 6 volleyball league as an individual or team. The United States Tennis Association and the City of Pinole implemented an indoor tennis league for boys and girls ages 8-13 and the first 40 players to register receive a free tennis racket from USTA. The tiny tots sports classes give youngsters ages 3-5 the opportunity to learn and play basketball, soccer and tee-ball in a fun, interactive and supportive environment.

New Youth Sports Summer Camps Offered

This summer Pinole Recreation is offering several new youth sports camps such as basketball, soccer, cheerleading, flag football and tiny tot multi-sport in collaboration with Challenger Soccer and Skyhawks Sports. Both morning and afternoon extended care is available for these camps, providing care available from 7:30am – 6:00pm. The City of Pinole Recreation Department will host its own multi-sport camp from August 6-12 for youth ages 6 - 12.

Pinole Sports Program

In June, the Pinole Sports Program will launch youth leagues in futsal (indoor soccer) and basketball. Youth may sign-up for these leagues as a team or individual.

Fitness classes are available for adults interested in getting active. These include Hatha Yoga and Zumba, a new fitness phenomenon that fuses hypnotic latin rhythms and easy to follow moves and features interval training sessions where fast and slow rhythms, and resistance training are combined to tone and sculpt your body while burning fat with some Latin flavor.

The Pinole Recreation Sport Program is seeking volunteer coaches for youth tennis, futsal and basketball. A rewarding experience to get kids fit and healthy. Fingerprinting required and training offered. We are also offering paid referee positions for futsal and basketball. Teens ages 16 and up are also invited for this great opportunity to earn community service hours.

For registration information, contact the Pinole Recreation Office at (510) 741-2999 or visit our website at www.ci.pinole.ca.us. A full list of Pinole Recreation summer activities is available in the City of Pinole Summer Community Activity Guide. For more information on programs at the Pinole Sports and Fitness Center, contact the Sports Program at (510) 307-4534 or sports@ci.pinole.ca.us.

- **PINOLE CREEK DEMONSTRATION PROJECT**

Four significant events have happened over the past two weeks. There was a neighborhood meeting, a meeting with our State Representatives in Sacramento, and good news about a \$1.9 million grant application. The City also submitted an application for American Recovery and Reinvestment Act Funding for the Pinole Creek Project.

On Thursday, March 19, approximately 30 property owners attended a neighborhood meeting regarding the Pinole Creek Demonstration Project, other restoration efforts in the watershed, and the new Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps for Pinole Creek. The following are some of the questions that were answered:

- What are the different FEMA flood zones and where are they?
- What is the risk of flooding at my property?
- How will the Demonstration Project implement the 2007 Pinole Creek Greenway Master Plan?
- Can more creek and storm drain maintenance be done?
- How should property owners address stream related problems?

For those who did not attend, the FEMA maps are available to see at City Hall and City staff can explain the risks. If you want to see the FEMA maps on the Internet, click on maps 06013C0043F, 06013C0231F, or 06013C0232F at the following web page:

<http://www.map9-m.com/projects/contracosta/>

The presentation is available in the staff report from March 3 City Council meeting, which is on the City web page at <http://www.ci.pinole.ca.us/admin/docs/cc-rda/2009/2009-03-03/AG-2009-03-03.pdf> City maintenance crews cleaned the storm drains between Orleans Drive and Pinole Creek this week, but some creek maintenance will require a long term financing measure. In terms of stream related problems, the following web page has useful information: http://www.urban creeks.org/Current_Programs.html#SMPPL

On Monday, March 23, State Senator DeSaulnier and Assemblyman Torlakson met with Councilmembers Swearingen and Murray, City Manager Belinda Espinosa, City Engineer Dean Allison and Assistant City Engineer Graham Wadsworth to discuss the \$2.65 million in frozen River Parkways (Proposition 50) grant funding for the Pinole Creek Demonstration Project. Back in December, California's Pooled Money Investment Board (PMIB) voted to freeze \$3.8 billion in payments to projects receiving state bond funds, bringing hundreds of environmental projects across the state to a grinding halt. The State sold \$6.5 Billion in bonds this week, but it appears that there are many transportation and education projects that will be funded before the Pinole Creek Project.

At this point, it appears that the best course of action is to construct the Project in 2010 when the State is in a better financial position to reimburse the City. Senator DeSaulnier and Assemblyman Torlakson will look into extending the grant deadline without new legislation to address the existing funding uncertainty. If a bill is needed to extend the grant deadline, then City staff will work with other agencies that have been affected by the bond freeze and request an extension of the grant deadline from several State representatives.

In November, the City submitted an additional application for \$1.9 million in River Parkways grant funding, which was made possible with the passage of Proposition 84, the Safe

Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. If the City is successful, the grant would pay for work between San Pablo Bay and the Union Pacific Railroad. The application has made the first cut and additional information has been sent to the Resources Agency, which is administering the grant. The award of this grant is also being delayed by the State's freeze on bond funds.

In an effort to find any available funding, the City has also applied for \$5.35 million in American Recovery and Reinvestment Act (Economic Stimulus) Funding for the Pinole Creek Project. The "Expanded Use Clean Water State Revolving Fund Loan Program" has \$280 million and is administered by the State Water Resources Control Board. Since the Pinole Creek Project is "shovel ready" and has a grant agreement for the \$2.65 million in Proposition 50 funding with the Resources Agency, it may be able to successfully compete against waste water treatment plant and non-point source pollution prevention projects. More information will be shared when it is received.

- **PUBLIC ART INSTALLED AT THE PINOLE SHORES BUSINESS PARK**



A sculpture commissioned by Panattoni Development as part of their development of the Pinole Shores Business Park was installed this week. The sculpture, called "WAVE", was created by artist Archie Held. The design on the base of the sculpture was designed by members of the Pinole Artisans Foundation. The photo shows Joan Landis, a member of the Pinole Artisans Foundation, standing next to the sculpture.

- **FREE FORECLOSURE INFORMATION WORKSHOP**

The Contra Costa County Home Equity Preservation Alliance (HEPA) is sponsoring a free foreclosure workshop for all Contra Costa County residents. The Workshop will be held this Saturday, March 28, 2009 at the Richmond Recreation Center, 3230 Macdonald Avenue in Richmond. Registration begins at 8:30 a.m. with the instructional program beginning at 9:00 a.m. One-to-One Housing Counseling and Loan Modification assistance will be available on a first-come-first serve basis starting at 9:30 a.m. More information is available on HEPA's webpage at www.ci.richmond.ca.us/ForeclosureHelp.

- **LAST CALL FOR COMMUNITY GROUP FUNDING PROGRAM APPLICATIONS: DEADLINE IS APRIL 1ST**

Four applications have been received for the Community Group Funding Program. The deadline for the program funding in the 2009/2010 budget is April 1st. **If your group is planning a project that has received funding in the past and the project will occur between July 1, 2009 and June 30 2010, please be sure to submit your application by April 1, 2009.** Even if your group received funds through the Community Group Funding Program previously, you will need to complete an application so the project can be included in the budget.

This program uses redevelopment funds to compensate local non-profit and youth groups assisting in community revitalization through projects that remove blight and help revitalize the community. The Program provides funds for project materials and pays organizations for the hours their volunteers spend completing an approved project. Past projects include painting public buildings and organizing cleanup activities. All projects must be improvements beyond regular maintenance and must take place within the Redevelopment Project Area. New for the 2009/2010 fiscal year, Community Group Funding Program projects to be completed throughout the upcoming year are approved by the Agency Board as part of the annual budget update process.

Contact Redevelopment Analyst Leslie Carbahal at 510-724-9831 or by email at lcarbahal@ci.pinole.ca.us for program details and to request an application. Program information and an application form are attached to Weekly Report. Additional information is available on the city's website at: www.ci.pinole.ca.us/redevelopment/community_fund.html

END

Frequently Asked Questions Hazard Mitigation Planning

Question: What is the Disaster mitigation Act of 2000?

Answer: The federal Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390), commonly known as the 2000 Stafford Act amendments, was approved by Congress on October 10, 2000. This act required state and local governments to develop hazard mitigation plans as a condition for federal grant assistance. Among other things, this legislation reinforces the importance of pre-disaster infrastructure mitigation planning to reduce disaster losses nationwide, and is aimed primarily at the control and streamlining of the administration of federal disaster relief and programs to promote mitigation activities. Prior to 2000, federal legislation provided funding for disaster relief, recovery, and some hazard mitigation planning. The DMA improves upon the planning process by emphasizing the importance of communities planning for disasters before they occur.

Question: What is a Local Hazard Mitigation Plan?

Answer: A Local Hazard mitigation Plan is prepared by local governments in response to the Disaster Mitigation Act of 2000 (Public Law 106-390). These plans act as a keyway to federal funding afforded under the Robert T. Stafford Act. These plans meet statutory requirements that include:

- *Organizing resources*
- *Assessing Risk*
- *Engaging the public*
- *Identifying Goals and Objectives*
- *Identifying actions*
- *Developing plan maintenance and implementation strategies*

Question: What is meant by "mitigation"?

Answer: Hazard mitigation is any sustained action taken to permanently eliminate or reduce long-term risks to human life and property from natural hazards. Sustained action means an action that is long term in its impact. This is an essential component of emergency management, along with preparedness, response and recovery. Disasters can have significant impacts on communities. They can destroy or damage life, property and infrastructure, local economies, and the environment.

Question: Who is involved?

Answer: The Disaster Mitigation Act of 2000 has defined a "local government" as:

Any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any

Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity

Any local government wishing to pursue funding afforded under FEMA Hazard Mitigation Grant Programs must have an approved hazard mitigation plan in order to be eligible to apply for these funds. The following Local Governments will be covered by this plan:

Cities

- *Antioch*
- *Brentwood*
- *Concord*
- *Contra Costa County*
- *Danville*
- *El Cerrito*
- *Kensington*
- *Martinez*
- *Pinole*
- *Pleasant Hill*
- *San Pablo*
- *San Ramon*
- *Walnut Creek*

Districts

- *Bethel Island Municipal Improvement District*
- *Brentwood Union School District*
- *Delta Diablo Sanitation District*
- *Central Contra Costa Sanitary District*
- *East Bay MUD*
- *Reclamation District 800 (Byron Tract)*
- *Mt. Diablo Unified School District*
- *Knightsen Community Services District*
- *West Contra Costa Unified School District*
- *Ironhouse Sanitary District*
- *Contra Costa Consolidated Fire District*
- *Contra Costa County Office of Education*
- *San Ramon Valley Fire Protection District*
- *Pittsburg Unified School District*
- *East Contra Costa Fire District*
- *Antioch Unified School District*
- *Diablo Water District*
- *Canyon Elementary School District*
- *Liberty Union High School District*
- *Reclamation District 830 (Jersey Island)*
- *Contra Costa Community College district*
- *Rodeo-Hercules Fire District*

Question: What hazards does it address?

Answer: This plan will address 7 natural hazards of concern that could impact the Contra Costa County planning area. These hazards are identified as:

- *Dam Failure*
- *Drought*
- *Earthquake*
- *Flood (including levee issues)*
- *Landslide (Mass movements)*
- *Severe Weather*
- *Wildfire*

This plan will not address non-natural or human caused hazards. It should also be noted that there are many secondary hazards that are directly attributable to these primary hazards that will be addressed by the plan as part of the analysis of the primary hazard of concern.

Question: Will Global Warming/Climate Change be addressed in the Multi-Hazard Mitigation Plan?

Answer: yes. By California state mandate, all jurisdictions that assess the risks associated with natural hazards must consider the impacts of climate change on those hazards. Climate change will not be viewed as a stand alone hazard in this plan. But there will be detailed discussion of the impact of climate change on all 7 hazards of concern.

Question: Does the State of California have a State Multi-Hazard Mitigation Plan?

Answer: Yes it does. The State of California is also required to respond to the Disaster Mitigation Act of 2000. In fact, if the state does not have a plan, no local governments within the state are eligible for any of the programs these plan's act as the keyway to. By law, the local plans are to be consistent with the recommendations of the state plan. The State plan can be viewed on-line at:

http://hazardmitigation.calema.ca.gov/plan/state_multi-hazard_mitigation_plan_shmp

Question: How does it affect me?

Answer: As a citizen within a participating jurisdiction, you will be able to reap the benefits of the risk reduction actions identified by your local government. Some times these can be a direct impact to your property if you live in a high hazard area. Most of the time, these benefits are secondary. By reducing risk exposure, your local government does not have to expend resources on preparedness, response or recovery from the impacts of natural hazards.

Question: How will it affect my community?

Answer: By participating in this planning effort and adopting the updated plan, your community will be eligible to pursue funding under any of the 5 FEMA hazard mitigation grant programs. These programs provide millions of dollars worth of grant funding annually for risk reduction measures identified in these plans. It should be noted that not all eligible local governments within the Contra Costa County planning area are participating in this planning effort. You are encouraged to contact your community officials to determine your community's eligibility under these programs.

Question: What if my city isn't a part of the Multi-jurisdictional Hazard Mitigation planning process?

Answer: If your community is not covered by a local hazard mitigation plan, they have 2 options.

- *Option #1- They can link to the Contra Costa County Hazard Mitigation Plan by following the "linkage" procedures included in this plan.*
- *Option #2- Contact the Association of Bay Area Governments (ABAG) which has developed a regional plan for the bay area. Your jurisdiction may be able to link to that plan.*

Question: Why should I get involved?

Answer: The law specifies that this be an "open public process" where the public is given the opportunity to provide comment on all phases of the plan's development. The reason that this is important is that it is John Q Citizen that is most severely impacted by the impacts of natural hazards. When these events occur, homes are damaged, functionality of critical facilities is interrupted, services are interrupted, and the economy is impacted; all having a direct impact on the citizen. The principal goal of this plan is to reduce risk. The large majority of the risk exposure within the County is privately held property. It is not possible to identify and implement risk reduction strategies without the support of the property owners targeted by these strategies. Therefore there must be public support for these initiatives in order for there to be any successful implementation of the recommendations of this plan.

Question: What can I do to support this process?

Answer: Participate! When you see a notice for a public meeting, make an attempt to attend at least one meeting. When you see an article in the paper about this plan, read it. If you get mailed a questionnaire, please complete it. Check out the website periodically to see where this process is at. And most importantly, spread the word. Tell your friends and family about this process. This plan is very important to the health and welfare of the citizens of Contra Costa County. If you don't understand something that is going on, contact the County Office of Emergency Services for more information.

Question: Does it cost me or my city anything produce this plan?

Answer: Seventy five percent of the cost associated with the preparation of this plan is being provided by a FEMA Hazard Mitigation Planning grant. The remaining 25% of the cost is an “in-kind” contribution from the Steering committee, planning team and the 35 planning partners this plan will cover. “In-kind” contribution means non-monetary contributions such as: staff time, facilities, printing cost, etc.

Question: Where are the hazards in my area?

Answer: By law, this planning effort must map the extent and location of all hazards of concern utilizing the best available data and science. This planning effort has identified 7 natural hazards that have the potential to impact the planning area. These maps are currently being produced and/or updated as part of this planning process. As these maps become available they will be presented to the public via various mediums. The County has established a website where this information can be viewed as it becomes available. The website address is:

Question: Who can I contact for questions?

*Answer: Contact Contra Costa Office of Emergency Services
Susan Roseberry
(925) 313-9625
(Website pending)*

Question: Where can I get more information about public meeting dates?

Answer: As public meeting dates are established they will be advertised to the public in 2 ways. First, all public meeting dates, including Steering Committee Dates, will be posted to the Hazard Mitigation Plan website at:

Second, the County will disseminate a press release to all meeting outlets discussing public meeting purposes and dates. Additionally, each planning partner will be asked to get the word out on these meetings utilizing what ever means they have available within their jurisdiction.

Question: How can I get a copy of the Multi-Hazard Mitigation plan once it is finished?

Answer: Once the draft plan is assembled and is considered to be ready for public review and comment, it will be posted to the Hazard Mitigation Plan website. There will also be an additional round of public meetings were the draft plan will be presented to the public as well as a round of press releases announcing that the plan is available for public review and comment

Question: When will the plan be finished? And... will it be available to the public?

Answer: It is anticipated that this plan update process will take 12 to 14 months to complete up to submittal to CA. Office of Emergency Services and FEMA for their review and approval. The target time frame for this submittal is October of 2009. This schedule is contingent upon many factors that can impact schedule and timeline. The timeline for submittal will be continuously be updated throughout the process as planning milestones are completed.

Question: What is the National Flood Insurance Program (NFIP)?

Answer: The U.S. Congress established the National Flood Insurance Program (NFIP) with the passage of the National Flood Insurance Act of 1968. The NFIP is a Federal program enabling property owners in participating communities to purchase insurance as a protection against flood losses in exchange for State and community floodplain management regulations that reduce future flood damages. Participation in the NFIP is based on an agreement between communities and the Federal Government. If a community adopts and enforces a floodplain management ordinance to reduce future flood risk to new construction in floodplains, the Federal Government will make flood insurance available within the community as a financial protection against flood losses. This insurance is designed to provide an insurance alternative to disaster assistance to reduce the escalating costs of repairing damage to buildings and their contents caused by floods.

Question: The new FEMA flood maps show that my home is in a flood zone. Does this mean I need flood insurance?

Answer: Maybe. If your home is financed via a loan that is backed by any federal program (FHA, FANIEMAE, FREDIMAC, FDIC) or you have received or will receive financial assistance (grant or loan) from any federal program (SBA, Federal grant programs), a condition of these programs will be the mandatory purchase of flood insurance. If you are not impacted by any of these programs, you will not be required to purchase flood insurance. However, you will be required to disclose the flood insurance purchase requirement upon the sale of your property if it now resides in a FEMA designated floodplain per the requirements of CA. State Civil Code 1102. There are many issues with regards to the cost of insurance and the timing of when you are required to place this coverage, and where this coverage is available. You are encouraged to contact the county Floodplain Management program at: (925) 313-2348.

COMMUNITY
GROUP
FUNDING
PROGRAM

The Community Group Funding Program is an award winning, innovative collaboration bridging community and government efforts to ensure successful community-based revitalization.

The program uses redevelopment funds to compensate local community groups assisting in the revitalization of our community through projects that remove blight and enhance the quality of life for Pinole residents.

THE CGFP
GRANT
APPLICATION
PROCESS

CGFP grant requests are approved as part of the annual budget update process.

Applications should be received no later than April 1 for funding during the upcoming fiscal year (July – June). If funding is

available, additional grants may be awarded throughout the year. Contact Redevelopment Staff at 510-724-9831 for more information.

- 1 Community Group:** Contacts Redevelopment Agency at (510) 724-9831 to discuss project ideas and request an application.
- 2 Community Group:** Completes and submits the application prior to the April 1 deadline. If after April 1, contact staff to determine funding availability.
- 3 Redevelopment Agency:** Reviews the application and determines whether eligibility requirements have been met. Staff will present the Agency Board with a slate of all eligible applications to be evaluated in consideration of funds available. The Board approves or denies the application and staff notifies the community group before July 1.
- 4 Community Group:** Completes the project on the specified date, keeping receipts for materials and a log documenting volunteer hours. Receipts and logs are submitted to Redevelopment Agency.
- 5 Redevelopment Agency:** Processes payment following receipt of required documentation. Community group receives compensation for hours worked and materials costs.
- 6 Community Group:** Submits a Financial Summary Form within 90 days following the event or program.

CITY OF PINOLE
REDEVELOPMENT AGENCY
2131 PEAR STREET
PINOLE, CA 94564
WWW.CI.PINOLE.CA.US
(510) 724-9831



COMMUNITY GROUP FUNDING PROGRAM

In 1995, the Redevelopment Agency Board approved the Community Group Funding Program (Program) in an effort to merge the endeavors of local community groups with the Agency's commitment to revitalizing the community, removing blight, and enhancing the quality of life for residents of Pinole. The Program provides the opportunity for various organizations to give back to the community, while raising funds to support their group's mission.

The Program pays organizations for hours their volunteers spend completing an approved project. In addition, an additional \$1 per volunteer hour is allocated to the Community Assistance Program, which acts as a reserve fund through which the Redevelopment Agency makes donations to worthy causes. Community groups may elect to perform services through the Program and divert all earnings to the Community Assistance Program.

Community groups must receive Agency Board approval prior to the start of their project.

See reverse for details about the application process.



ELIGIBILITY

Applicant groups must satisfy the following criteria:

- Must be a recognized non-profit service and/or youth group based in Pinole.
- Must sponsor activities that provide a service to the redevelopment area or its residents.
- Must propose a project or activity that eliminates blight or beautifies the redevelopment project area, is an improvement and not a maintenance project, and that is not subject to public bidding requirements.

FUNDING & COMPENSATION

The Program provides funds for project materials and reimbursement for volunteer hours worked toward the completion of a project. Aside from the benefits of an improved community and a sense of accomplishment, volunteers earn \$8.00 per volunteer hour, paid to the nonprofit organization.

Applications must be received by April 1 for funding during the next fiscal year (July – June). If funding is available, applications received after April 1 may be considered on an individual basis.

ACTIVITIES

There are many activities community groups can perform to assist the redevelopment effort.

Examples include:

- Planting trees and landscaping in public areas.
- Painting public buildings.
- Constructing and installing signs along public trails.
- Participating in "graffiti buster" activities.
- Organizing cleanup projects.
- Promoting projects in the historic Old Town.

The Community Group Funding Program does not fund continuing maintenance projects.

LOCATION

All projects must occur within the Redevelopment Project Area or substantially benefit Project Area residents.

PARTICIPATION

In order to pursue funding through the Program, interested community groups must submit an application, which will include project specifics, a budget for the number of volunteer hours, and materials costs.

Applications will be reviewed by Redevelopment Staff to verify that the project location falls within the Redevelopment Project Area and that the proposal meets all other Program requirements.

Staff presents the application to the Agency Board for review and approval along with a slate of proposed projects for the upcoming fiscal year.

Community groups are encouraged to contact the Agency with unique ideas for CGFP projects. Groups that are interested in working on a project and raising funds for their group, but have no specific project they wish to complete, should contact Redevelopment Staff for potential project ideas and opportunities.

Although all projects must meet the Program's eligibility requirements, staff will work with community groups to develop a project to meet the goals of the group and the Redevelopment Agency.

FOR MORE INFORMATION
CONTACT THE CITY OF PINOLE
REDEVELOPMENT AGENCY
WWW.CI.PINOLE.CA.US
(510) 724-9831



COMMUNITY GROUP FUNDING PROGRAM
PROJECT APPLICATION

Application Date: _____

Name of Community Group: _____

Contact Person: _____ Work Phone Number: _____

Home Phone Number: _____

Community Group Mailing Address: _____

Non-profit status, if known: _____

PROJECT

Name of Project: _____

Project Start Date: _____ Project Completion Date: _____

Description of Project: _____

Who will the Project benefit: _____

Individual(s) responsible for managing/supervising the Project: _____

Necessary approvals from other agencies, if required: _____

