



ADMINISTRATIVE REPORT

DATE: SEPTEMBER 4, 2009
TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY
FROM: BELINDA B. ESPINOSA, CITY MANAGER

PLACES TO BE

- SEPTEMBER 3-8 BAY BRIDGE CLOSED TO TRAFFIC

Don't forget that the Bay Bridge will be closed to traffic over the Labor Day week. Traffic to San Francisco is being diverted to the Richmond Bridge.

- SEPTEMBER 7 & 9- CITY HALL CLOSED IN OBSERVANCE OF LABOR DAY AND ADMISSIONS DAY

City Hall will be closed on Monday September 7 and on Wednesday September 9 in observance of Labor Day and Admissions day. These are annual City holidays.

- SEPTEMBER 8 – EDHAC MEETING

The Economic Development and Housing Advisory Committee will be meeting at 7:00 PM in the Community Room. The community is welcome to attend.

- SEPTEMBER 19- COASTAL CLEAN UP

The annual Coastal Clean Up event is scheduled to take place at Bayfront Park on Saturday September 19. We are looking for volunteers and everyone is encouraged to participate. Registration begins at 8:30 AM with a free barbeque at noon for all who attend. Clean Up supplies will be provided. Participants should wear comfortable clothes and shoes that you don't mind getting dirty.

Please contact Nancy Voisey at the City of Pinole Public works Department at 724-9037.

- **SEPTEMBER 26- WEST CONTRA COSTA EMERGENCY PREPAREDNESS FAIR**

The West Contra Costa County Emergency Preparedness Fair will be held at the Hilltop Mall in Richmond. This is a free one day event to help residents prepare for natural and manmade disasters. The event will take place on Saturday September 26 from 10:00 AM to 2:00 PM.

ITEMS OF INTEREST

- **NO WEEKLY REPORT THE WEEK OF SEPTEMBER 7-11**

Due to the holiday and the fact that many City departments will have employees off taking their furlough days this week and next, this report will be light and **there will be no Administrative Report on Friday September 11.**

- **PLANNING COMMISSIONER APPLICATIONS**

The City is seeking applicants to fill the vacancy left by recently appointed Councilmember Tim Banuelos on the Planning Commission. Applications are available at the City Clerk's office and or can be downloaded from the City's website: www.ci.pinole.ca.us under Current News.

All applications were due to the City Clerk by 4:30 PM on September 3, 2009, however **the City Council has extended the application time period to September 10 at 4:30 PM.**

- **POLICE DEPARTMENT**

Volunteer Support Hours

Police Department volunteers once again put in a significant amount of hours to assist with our shrinking staff availability. Our Police Explorers had almost 40 hours of volunteer time for the final night of Movies in the Park. In the office, our other volunteers put in over 56 hours. This is all in a single week. Without these dedicated individuals we would be unable to provide many services. Interestingly, many of our volunteers do not even live in Pinole, but choose to help just because they enjoy it here so much.

School Resource Officer at Pinole Middle School

Both the School District and the City have now signed the School Resource Officer (SRO) contract. Officer Mike Pistello will start as the new SRO at Pinole Middle School next Tuesday.

- **FINANCE DEPARTMENT**

Dispatch Services Proposal

We have now confirmed that our proposal for the City of Martinez to contract with Pinole Police Department for dispatch services is a no go. The City of Martinez is not interested at this time in pursuing the idea any further. We had planned for a budget savings of an estimated \$165,000 to the General Fund. This was one of our larger revenue enhancements for FY2009-10 so we will have to find this amount of funding from another source.

We are still out of balance by \$245,000 in addition to the \$165,000 for a total of \$410,000. We will keep looking for other reductions and enhancements. The only other two ideas left of the original list is keep pursuing cost recovery of the pool, selling of the surplus fire engines, and the solar energy project.

As you know, we are also losing about \$330,000 in the General Fund from the State through Prop 1A Property tax funds. However, it is looking more and more like the securitization concept may be the only alternative without having other retributions from the State for not participating in the "pooled loan". A full financial report for the First Quarter will be presented to the City Council in October/November.

Volunteer Support Hours

Volunteer support within the Finance Department for August was a total of 83 hours:

Records Management Activities	12 hours
Accounts/Payable Filing / Mailing	8 hours
Payroll Records/Document Filing	10 hours
Ledger Posting / Account Reconciliation	32 hours
Information Systems Clerical Support	21 hours

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