



ADMINISTRATIVE REPORT

DATE: DECEMBER 4, 2009

TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY

FROM: BELINDA B. ESPINOSA, CITY MANAGER

PLACES TO BE

- DECEMBER 5 - CITY ANNUAL TREE LIGHTING

The City's Annual Tree Lighting ceremony will take place on Saturday December 5 at Fernandez Park. This year's event will include a holiday craft fair at the Pinole Senior Center from 9:00 AM to 5:00 PM, an all day extravaganza of activities for the kids in the park and of course the arrival of Santa for photo opportunities from 2:00 PM to 6:00 PM. The tree lighting ceremony begins at 5:00 PM including a performance by the Pinole High School marching band.

- DECEMBER 8 - EDHAC MEETING

EDHAC will hold its monthly meeting on Tuesday December 8 at 7 p.m. in the Community Room. The public is invited to attend. The Agenda includes an update on the Cal Trans property (Pinole Valley Road and IH 80) just acquired by the Agency and the future plans for the property.

- DECEMBER 9 – SPECIAL CITY COUNCIL WORKSHOP

There will be a special City Council workshop on Tuesday December 9 beginning at 5:00 PM with a Closed Session in the Alex Clark room. The topics scheduled for open session discussion include Wastewater and an update on the review of our Business Licenses Procedures

-MORE-

ITEMS OF INTEREST

- POLICE DEPARTMENT

Theft

A 24 Year Old Richmond resident decided to steal the stereo from the dash board of a car parked in the Police Department parking lot. He made it one block before a keen eyed officer saw the subject carrying the stereo, with wires hanging out, down the street. The subject was arrested and taken to the County jail.

Holiday Season

Although crime has been decreasing in our community over the last few months, thefts usually go up significantly during December. Please remember to keep the doors of your vehicle locked when you are away from it and also be sure to keep all those shopping bags and presents out of plain sight including your purses ladies. Believe it or not, but we receive a large number of calls about purses that are stolen from vehicles because the purses were left in the car in plain sight. The Police Department wants this to be a safe and enjoyable season for everyone and these small steps will help.

Arson

A number of nighttime vehicle arsons have taken place in the areas around our community. The Police Department needs your help in reporting to us any person seen moving around or under vehicles late at night. Any help would be appreciated.

- FREE PRACTICAL MANAGEMENT TRAINING OFFERED BY CONTRA COSTA SMALL BUSINESS DEVELOPMENT CENTER

January 2010 begins the sixth year the Contra Costa County Library and the Contra Costa Small Business Development Center (CCSBDC) has been providing programs of interest to those who want to start a business and small business owners. The attached flyer highlights two of the courses offered to help small business owners and tells how to register.

- NO ADMINISTRATIVE REPORT WEEK OF DECEMBER 27

There will be no Administrative Report the weeks of December 25 and January 1 due to the Christmas holiday/mandatory City furloughs. The report will resume the week of January 4.

- CITY HALL CLOSED DECEMBER 24 -JANUARY 3 DUE TO WORK FURLOUGH

City Hall will be closed from December 24 through January 3 due to the mandatory work furloughs approved in the FY 2009-10 Budget. City Hall will reopen to the public on Monday January 4. All public safety services will be provided during this time. There will be no Administrative Report during this two week period.

-END-



Small Business
Development Centers
Contra Costa

Start, Grow, Succeed!



Practical Business Management Training

January 2010

Thurs., Jan. 7, 7:30 p.m. – 9:00 p.m. Ygnacio Valley Library, 2661 Oak Grove Rd., Walnut Creek, 94598
Survival Marketing Techniques for Small Business Owners

Steven Hilferty, author of *8 Secrets of Small Business Growth*, will focus on one facet of small business survival – marketing techniques you can use to maintain and increase your profit.

As a former Coast Guard rescue pilot, he is well aware of the importance of survival secrets when people get into trouble. Steven saved the lives of 200 people flying helicopters and airplanes. He led teams of over one hundred people at various air stations around the country, and directed operations for thousands of Coast Guard Auxiliaries. After getting his MBA from Georgetown University, Steven consulted for several years with clients ranging from startups to Fortune 500 clients, and then became a business coach. When not mentoring small businesses now, he teaches the capstone course for students finishing their BA's.

Thurs., Jan. 14, 7:30 p.m. - 9:00 p.m. **Contra Costa Co. Library Admin. Bldg., 75 Santa Barbara Rd.,** Pleasant Hill, 94523
Computers - Problem Prevention and Avoidance

Tired of dealing with computer problems that distract from your business? Learn how to prevent and avoid problems from occurring in the first place.

Jeremy Hein, owner of Hein Computer Services, Inc. will be discussing what you need to know about computer security, maintenance, backup, and restoration.

Whether it's Windows, Macintosh or Linux, Jeremy has over 10 years of experience helping small businesses and individuals with all kinds of computer services including: computer setup and repair, wired and wireless networks, web sites, email, databases, and more.

This is an opportunity to ask questions about computers and receive easy to understand answers.

Self-register for each free session at:
ccclib.org/programs/
For event type enter: business
[e-mail address not required but provides confirmation]

(For questions regarding the workshops, call (925) 602-6842 or email: BizTraining@ContraCostaSBDC.com)

Please feel free to forward this information to your colleagues.

Hosted by: Workforce Development Board of Contra Costa County,
Contra Costa Small Business Development Center (SBDC)
300 Ellinwood Way, #300, Pleasant Hill, CA 94523
Tel: 925-602-6840 • Fax 925-602-6842
www.ContraCostaSBDC.com

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