



ADMINISTRATIVE REPORT

DATE: JANUARY 8, 2010

TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY

FROM: BELINDA B. ESPINOSA, CITY MANAGER

PLACES TO BE

- JANUARY 21ST – TOWN HALL MEETING WITH SENATOR DESAULNIER

Senator Mark DeSaulnier will host a district town hall meeting on the topic of State Government Reform in the Pinole Council Chamber on Thursday, January 21st from 7:00 to 9:00 pm. The speakers will include representatives from California Forward, the Bay Area Council, and UC Berkeley. Currently this is the only scheduled meeting, so all interested citizens are encouraged to attend. The letter from Senator DeSaulnier announcing the meeting is attached.

- JANUARY 11TH – PLANNING COMMISSION & GENERAL PLAN UPDATE STEERING COMMITTEE MEETING

The Planning Commission will discuss a Parcel Map request (MS650-09) for Pinole Valley Shopping Center located at 2700-2830 Pinole Valley Road and an Alcohol Sales Use Permit request (CUP 09-05) for the Tachikawa Sushi Restaurant located at 632 #E San Pablo Avenue within the Del Monte Shopping Center. For further information about these projects, please contact Associate Planner Anne Hersch by phone at (510) 741-3895 or via email at AHersch@ci.pinole.ca.us

The Planning Commission serving as the General Plan Update Steering Committee will discuss the draft General Plan Circulation Element. The Circulation Element provides policy direction for transportation issues within the City. Your input on this document will help ensure that the General Plan Update reflects community transportation concerns about Pinole's future. If you have any questions about the draft Circulation Element information or the General Plan Update process, please contact Planning Manager Winston Rhodes by phone at (510) 724-9832 or by email at WRhodes@ci.pinole.ca.us

The meeting will be held in the Council Chamber at City Hall (2131 Pear Street) at 7:00 pm. The agenda and meeting materials are available on the City's website for reference. http://www.ci.pinole.ca.us/admin/meeting_agendas.html#planning

- **JANUARY 12TH – CITY COUNCIL/PLANNING COMMISSION STEERING COMMITTEE JOINT STUDY SESSION**

The City Council and Planning Commission Steering Committee will hold a joint study session on Tuesday, January 12th from 5:30 to 7:00 pm in the Alex Clark Room (public safety building). This is the first of a series of joint meetings to confirm the General Plan update and Three Corridors Specific Plan (San Pablo Avenue, Pinole Valley Road, and Appian Way) policy direction. The next meeting is scheduled for Tuesday, January 26th, also from 5:30 to 7:00 pm in the Alex Clark room.

- **JANUARY 12TH - EDHAC MEETING**

EDHAC will hold its monthly meeting on Tuesday, January 12 at 7:00 p.m. in the Community Room at City Hall. The Agenda is posted on the City's website.

- **JANUARY 19TH - COUNCIL/REDEVELOPMENT AGENCY BOARD MEETING**

The City Council/RDA Board will hold their next regularly scheduled meeting on January 19th in the Council Chamber. The agenda and packet materials will be available on the City's website on Friday, January 15th.

ITEMS OF INTEREST

- **APPLY NOW FOR COMMUNITY GROUP FUNDING GRANTS**

Each year, a number of community groups help revitalize Pinole by completing projects that remove blight, and get paid for doing so! Through the Community Group Funding Program, Redevelopment funds are used to compensate local non-profit and youth groups for completing approved projects that help revitalize the community. The program provides funds for project materials and pays \$8 per hour for each volunteer hour spent completing the project. Past projects include public art and organizing beautification and cleanup activities. All projects must be improvements beyond regular maintenance and must take place within the Redevelopment Project Area.

Projects are reviewed and approved by the Agency Board prior to the start of the fiscal year in which the work will be completed. **Due to Program popularity and limited grant funds, the Agency may not be able to fund all grant requests.** Community groups are responsible for developing a project that meets the Program requirements, obtaining any necessary permits or approvals prior to completing the project, and completing a post-event financial summary.

Applications are currently being accepted for fiscal year 2010-2011 projects. Groups interested in applying for funding for a project to be completed between July 1, 2010 and June 30, 2011 should submit an application to City Hall by April 1, 2010.

A Program brochure and application are attached to this report. Contact Leslie Carbahal at (510) 724-9831 or email lcabahal@ci.pinole.ca.us for more details. Additional information is also available on our web at http://www.ci.pinole.ca.us/redevelopment/community_fund.html.

- **NEW NPDES REQUIREMENTS FOR DEVELOPERS**

Urban stormwater runoff is a significant source of pollution to the nation's waters. In 1987 Congress began to address this problem by requiring municipal stormwater programs to obtain National Pollutant Discharge Elimination System (NPDES) permits. It's a federal law. This resulted in local requirements for runoff from development projects.

In the Bay Area, each municipality is covered by an NPDES stormwater permit that requires the municipality to act to reduce pollutants to a Federal standard called the "maximum extent practicable." Recently, existing municipal NPDES stormwater permit standards for new and redevelopment projects have been significantly revised to require more specific stormwater treatment measures to be implemented at all development sites. This new permit was adopted on December 1, 2009.

Local agencies are required to address stormwater quality during development review. Projects must use best management practices (BMPs) during construction. In addition, long-term water quality impacts must be reduced using site design and source control measures to help keep pollutants out of stormwater. In some cases, projects must also use stormwater treatment measures. Some of the many ways to reduce water quality impacts through site design include:

- Reducing impervious surfaces.
- Drain rooftop downspouts to planter boxes or install "green roofs".
- Use landscaping as a storm drainage and treatment feature.

Source control is all about keeping sources of pollution away from stormwater. Some source control measures include:

- Roofed trash enclosures with sanitary sewer drains.
- Sanitary sewer drains for covered parking structures.
- Indoor mat/equipment washracks.

Many contractors are familiar with BMPs that are required at project sites, including:

- Preparing and implementing sediment and erosion control plans.
- Projects that disturb one acre or more of land are subject to an NPDES General Permit and must submit a Notice of Intent to the State Water Resources Control Board and have a more formal plan called a Stormwater Pollution Prevention Plan or SWPPP.
- Control exposed soil by stabilizing slopes.
- Control runoff from sites by using sand bag barriers or straw wattles.

The revised municipal NPDES permit standards are different from previous permits in that they require municipalities to enhance their site design and source control standards. It also places more specific requirements on projects that meet size thresholds. Projects include

new development and redevelopment projects that create or replace 10,000 square feet or more of impervious surface (i.e., roof area, streets, sidewalks, and parking lots). In 2012 the threshold drops to 5,000 square foot projects. In addition to construction BMPs, site design, and source control, these projects will need to include stormwater treatment measures. In areas where increased runoff flow and volume may cause increased creek erosion; projects are required to control the quality and volume of stormwater runoff with stormwater treatment measures that are facilities designed to remove pollutants before stormwater reaches the storm drain system, and ultimately Pinole Creek and the Bay. Some examples are:

- Vegetated swales
- Detention basins
- Infiltration basins

These treatment measures must be hydraulically sized and engineered to treat a specified amount of runoff. In addition, they need regular maintenance to continue working properly. During development review, applicants must identify and record the party responsible and funding mechanism for long-term maintenance and assure access to the treatment system for verification of maintenance. This is referred to as operation and maintenance or O & M plan.

Creek beds and banks can become unstable when the rate and volume of runoff increases, as what occurs when open land is developed. In the past natural creeks were replaced with engineered channels, leading to excessive sedimentation and other problems. To prevent this, projects are required to retain, detain or infiltrate runoff, or help fund regional solutions.

• **ENERGY EFFICIENCY CONSERVATION BLOCK GRANT (EECBG) PROGRAM**

The City of Pinole is applying for an EECBG grant designed to provide eligible small cities and counties within the state of California grant funding to install eligible cost-effective energy efficiency retrofits within their jurisdictions. Funding for this program is provided from the American Recovery and Reinvestment Act of 2009 (ARRA). The California Energy Commission is responsible for administering up to \$35.5 million of the State's share of EECBG funding within California to 265 eligible small cities and 44 counties. Pinole is eligible for \$103,000. This grant money will be used to change out 100 of our street lights from high pressure sodium 200 watt heads to LED 157 watt heads. This will provide the City with a 40% reduction in energy usage from these lights.

The federal Energy Independence and Security Act of 2007 (EISA) established the EECBG program to assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions to the maximum extent practicable in a manner that is environmentally sustainable and, maximizes benefits for local and regional communities by reducing the total energy use and improve efficiency in the building sector, the transportation sector, and other appropriate sectors to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

- **BREAKING THE CYCLE OF SKUNKS ON YOUR PROPERTY**

Contra Costa County Mosquito Abatement & Vector Control District can assist residents with tips to discourage these pesky critters who are also a risk to the public as they can carry rabies. Refer to the attached flyer at the end of this report for more information. Homeowners with evidence of skunk activity on their property can call the Contra Costa Mosquito & Vector Control District at 925-771-6184 to request a free inspection. Detailed information is also available on their web site at www.ccmvcd.dst.ca.us on how to break the skunk cycle and rid your property of these pests that are more than an inconvenience.

- **VACANCY ON THE CONTRA COSTA COUNTY MOSQUITO AND VECTOR CONTROL BOARD**

The City of Pinole is accepting letters of interest to fill the Pinole trustee position. Trustees must be a registered elector. Citizens may file a letter of interest with the Pinole City Clerk, 2131 Pear Street on or before January 28, 2010. A press release with more information regarding this position is posted on the City website under Current News. http://www.ci.pinole.ca.us/live/news/vector_opening.html

- **FINANCE DEPARTMENT ACTIVITIES**

Volunteer Hours

Volunteer support within the Finance Department for November and December (Holiday closure) was a total of **182** hours:

	November	December
Records Management Activities	12	3
Accounts/Payable Filing/Mailing	7	7
Payroll Records/Document Filing	16	17
Ledger Posting/Account Reconciliation	20	15
Information Systems Clerical Support	35	20
Business License Renewal	26	4

As always thank you to all the volunteers who so generously donate their time. Your help is greatly appreciated.

It is with regret that we announce that one of our regular volunteers will be temporarily relocating out of state. Joyce Rios answered our call for volunteer assistance last summer following the City's mandatory reduction in force. Joyce has assisted with Accounts Payable support helping us meet our processing deadlines for vendor payments.

Many thanks to Joyce and our other volunteers for answering President Obama's call to public service.

Attention all Business Owners - Business license renewals are due by **January 31, 2010** to avoid a penalty.

Business License Renewal forms were mailed out to all City of Pinole businesses with active business licenses. All 2009 business licenses expired 12/31/09. Again, to avoid a penalty, your renewal is due by 01/31/10. The statutory penalty for delinquent payment of this tax is fifty-percent (50%).

While the business license renewal notice is sent as a courtesy, it is the responsibility of the business owner to renew the license each year. If you did not receive your renewal form please contact the City of Pinole Finance Dept. at (510) 724-9822.

- **AFFORDABLE HOUSING COMPLIANCE MONITORING**

The Redevelopment Agency is required by State law to monitor properties at which housing set-aside funds were used to satisfy the Agency's production requirement. At these properties, agreements exist to provide rental opportunities to moderate, low, or very low income households. The monitoring process assures that each property owner/manager is renting the units only to households in the agreed-upon income categories at affordable rents (rent is calculated based on area median incomes, which are provided annually by the Federal Housing and Urban Development Department).

The goal: 100% compliance. In October, the Agency Board approved a contract with Urban Futures, Incorporated, (UFI) to conduct the annual compliance audit. In December, UFI reported the results: 35% of units were certified as compliant, 35% of the units did not provide adequate documentation to be certified, and 30% of the units are non-compliant.

After UFI's report was submitted, staff received additional documentation from two properties. The documents will be reviewed and incorporated into compliance monitoring results. The Economic Development & Housing Advisory Committee is scheduled review this issue at the January 12th meeting and action will be taken to bring a higher percentage of units into compliance.

- **POLICE DEPARTMENT**

The Part I Crime Statistics, which include Murder, Rape, Robbery, Assault, Burglary, Larceny, Stolen Vehicles and Arson, have been reduced significantly in our community during 2009. Overall these crimes are down 13%. Just as significant is that each individual category is down – none have gone up. We attribute this reduction to the aggressive patrol work been done by the patrol Officers, as well as specialized response to identified criminal trends through our ComStat program.

The Community Preservation and Safety Unit have targeted residences that have constant criminal activity and also encouraged landlords to keep their homes and business in good repair. The Neighborhood and Business Watch groups have become more interactive with the Department, allowing a quicker response to specific concerns brought forward. A full report of the Police Departments activities for 2009 will be presented to the Mayor and City Council during the February 16, 2010 Council Meeting.

- **WATER POLLUTION CONTROL PLANT**

At the request of the California Regional Water Quality Control Board (CRWQCB), we have re-evaluated the design capacity of our Water Pollution Control Plant to more accurately estimate its ability to treat its influent waste stream to the standards set forth in our National Pollution Discharge Elimination System (NPDES) permit. This information was submitted prior to the January 14, 2010 deadline set by the CRWQCB.

The actual capacity is now estimated to be 3.5 million gallons a day (MGD) dry weather flow at the plant's present loadings. This will be our temporary maximum dry weather capacity until further improvements can be made to increase it back to its original 4.06 MGD with the proposed 2015 upgrades. The plant currently receives flows of approximately 3.1 MGD and staff can identify no major concerns with the temporary reduction.

- **PAVING ALONG APPIAN WAY AND SIMAS AVENUE**

The two most recently completed street resurfacing projects along Simas Avenue and Appian Way have not turned out as designed. The quality of paving along both streets does not meet contract specifications. Large sections of the new roadways have already failed and other sections show signs of doing the same. It is not clear if the root cause of the problem is poor material from the asphalt plant, or poor workmanship on the part of the contractor. Regardless of the cause, corrective actions by the contractor, at their expense, will be required.

The City has not fully paid the contractor for the project, and we have bonds in place in an amount equal to the full project costs. Once a solution is identified the timing of the repairs will be an issue since the winter weather is upon us.

- **SCHOLARSHIPS TO BENEFIT HEALTHCARE STUDENTS**

The Doctors Medical Center Service League is accepting applications for its *Carol Welsh Memorial Scholarships*. Up to seven \$1000 scholarships will be provided in 2010. Since 1958, the DMC Service League has been providing financial assistance to students pursuing higher education leading to careers in a field related to healthcare, including nursing and medicine. The program is open to West Contra Costa County applicants who have completed the first year of a healthcare program at any accredited university or college; or will be an incoming or current nursing or medical student.

Carol Welch Memorial Scholarship applications are available by calling (510) 970-5334 or on the hospital website at www.doctorsmedicalcenter.org. Applications must be received by 5:00 pm on Tuesday, March 1, 2010 by the DMC Service League at 2000 Vale Road, San Pablo, CA 94806. Scholarship awards will be announced in May 2010.

STATE CAPITOL
STATE CAPITOL, ROOM 2054
SACRAMENTO, CA 95814
(916) 651-4007
FAX (916) 445-2527

DISTRICT OFFICE
1350 TREAT BOULEVARD
SUITE 240
WALNUT CREEK, CA 94597
(925) 942-6082
FAX (925) 942-6087

California State Senate

SENATOR
MARK DESAULNIER
SEVENTH SENATE DISTRICT



CHAIR
SENATE LABOR AND INDUSTRIAL
RELATIONS
BUDGET SUBCOMMITTEE NO. 4
ON STATE ADMINISTRATION,
GENERAL GOVERNMENT &
CORRECTIONS
COMMITTEES
SENATE APPROPRIATIONS
SENATE ELECTIONS,
REAPPORTIONMENT &
CONSTITUTIONAL AMENDMENTS
SENATE HEALTH
SENATE TRANSPORTATION AND
HOUSING

December 17, 2009

Received

DEC 18 2009

The Honorable Debbie Long
City of Pinole, Mayor
2131 Pear Street
Pinole, CA 94564-1716

Office of the City Clerk

Dear Mayor Long,

I will be holding a district Town Hall meeting on "State Government Reform" in your beautiful Council Chambers and would like to extend an invitation to you and the City Council to attend. The Town Hall is schedule for:

Thursday, January 21, 2010
7:00 p.m. – 9:00 p.m.
City of Pinole, Council Chambers
2131 Pear Street
Pinole, Ca.

As you know, there are several efforts underway to spur reform in our state and I'd like to provide my constituents with an opportunity to hear directly from the leaders who are orchestrating this movement. I have invited California Forward, the Bay Area Council and a U.C. Berkeley faculty expert on state budgeting to serve on our panel. Their views and insights will contribute greatly to an interesting and informative forum.

I look forward to seeing you then. If you have any questions please contact my district director, Lupe Schoenberger at (925) 324-0722 or lupe.schoenberger@sen.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Desaulnier".

MARK DESAULNIER

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: _____

BREAKING THE CYCLE OF SKUNKS ON YOUR PROPERTY

*By Nola Woods, Community Affairs Representative
Contra Costa Mosquito & Vector Control District*

No doubt you've smelled them and considered that smell an aromatic inconvenience. But skunks in Contra Costa County are more than a mere inconvenience; they are a risk to public health.

The county is home to two types of skunks: the Striped and Spotted Skunk and both are capable of transmitting rabies. That makes them one of the five vectors for which the Contra Costa Mosquito & Vector Control District provides free service. The District also provides free services for mosquitoes, rats, yellowjackets and ticks.

County residents that have evidence of skunk habitation on their property can contact the District for free inspection and advice from a state certified Vector Control Technician or Inspector. The inspection includes checking the property for signs that the skunk has taken up residence, and detailed information on how to remove the skunk and prevent it from returning.

The goal is to prevent the skunk from viewing your property as a safe haven.

"Skunks are nocturnal mammals that look for food, water and a place to set up a den," says Vertebrate Program Supervisor Jonathan Rehana.

"Key to discouraging skunks from moving in is to pick up fallen fruit and nuts, take in pet food at night and be sure your yard is treated to prevent the lawn pest known as grubs," adds Rehana. Skunks are also attracted to uncovered garbage cans, fallen birdseed and water sources.

Once food is denied, removing options for shelter is the next step.

Rehana says, "Skunks do not climb. They will not climb a fence or wall. They stay at ground level, so it's important to look under sheds, porches, decks and foundations to make sure those areas are sealed off."

Installing half inch galvanized hardware cloth can prevent skunks from entering those areas. Additionally, skunks can find shelter in wood piles and thick vegetation. Moving the wood piles at least 18 inches off of the ground and thinning thick vegetation will discourage skunks as well.

And the winter months are the key time to discourage them.

"This time of the year, the skunks are mating, so the females are setting up their dens as a place to have their young." Rehana points out that during the January and February mating season, skunks can become very aggressive, increasing skunk odor in neighborhoods with activity. They can also be quite destructive, scratching, clawing and digging their way to create havoc.

Following mating season, the female skunk primarily stays in the den with her young, until they venture out of the den in late summer. Through the fall, the young and mature skunks search for food and water until that mating season starts in winter and the whole process begins again.

Homeowners with evidence of skunk activity on their property can call the Contra Costa Mosquito & Vector Control District at 925-771-6184 to request a free inspection. A District employee will contact the homeowner within five workdays to set up the inspection.

The District provides detailed information during the free inspection and on our web site www.ccmvcd.dst.ca.us on how to break the skunk cycle and rid your property of these pests that are more than an inconvenience. They are a risk to public health.

The Contra Costa Mosquito & Vector Control District is a public health agency that has been protecting public health since 1927!!

Nola Woods is a Community Affairs Representative who offers free presentations on the District's valuable services to all Contra Costa County residents and organizations. Contact Nola at 925-771-6158.