



# ADMINISTRATIVE REPORT

DATE: FEBRUARY 5, 2010

TO: MAYOR AND CITY COUNCIL  
BEN REYES, CITY ATTORNEY

FROM: BELINDA B. ESPINOSA, CITY MANAGER

## PLACES TO BE

- FEBRUARY 9<sup>TH</sup> – CITY COUNCIL/PLANNING COMMISSION STEERING COMMITTEE JOINT STUDY SESSION

The City Council and Planning Commission Steering Committee will hold the third joint study session on Tuesday, February 9<sup>th</sup> from 5:30 – 7:00 pm in the Alex Clark Room (public safety building). Discussions will continue on the Three Corridors Specific Plan (San Pablo Avenue, Pinole Valley Road, and Appian Way).

- FARMERS MARKET STARTS FEBRUARY 13<sup>TH</sup>

Our Farmers begins again on Saturday, February 13<sup>th</sup>. The market will be open 9 am – 1 pm. Come out and enjoy the fresh fruits and vegetables, along with all of the other great products provided by our vendors.

- 2010 SUMMER SOUNDS-CALL FOR COMMUNITY INPUT IN MUSIC CHOICES-FEBRUARY 17<sup>TH</sup>

The Recreation Department is hosting a Summer Sounds Music Community Selection Night on Wednesday, February 17<sup>th</sup> from 6:00 - 7:00 pm at the Pinole Youth Center, 635 Tennent Ave.

Anyone is welcome to attend. It's a one-time occasion during which we'll play samples of all music artists who have applied to play in our 2010 Summer Sounds event and the participants will be rating those artists to help choose the bands who play in this year's Pinole Summer Sounds. It will be a fun evening with music and a great way to provide your direct input on a great event. For information, contact Amy Wooldridge, Recreation Director, at 510-724-9062 or [awooldridge@ci.pinole.ca.us](mailto:awooldridge@ci.pinole.ca.us).

## ITEMS OF INTEREST

- FINANCE

### **Volunteer Hours**

*Volunteer support within the Finance Department for January 2010 was a total of 55.5 hours:*

Records Management Activities	1.5
Accounts/Payable Filing/Mailing	9
Payroll Records/Document Filing	6
Ledger Posting/Account Reconciliation	15
Information Systems Clerical Support	24

As always, we would like to express our sincere appreciation to our volunteers, without their support we could not continue to operate efficiently. Thank you for giving your time so generously.

- ARCHITECTURAL SERVICES CONTRACT APPROVED FOR 2300 SAN PABLO

The Redevelopment Agency master leases 1,802 square feet of space in the brick building at the corner of San Pablo and Tennent Avenues. At the February 2, 2010, Board meeting the Agency Board approved a professional services contract for Woldemar & Associates to prepare construction drawings and advertise a public bid to construct tenant improvements to bring the space to a rentable condition. Repairs are currently underway by the property owner to clean up the space due to a broken sewer line on the second story. The Agency Board authorized the architect to design a "vanilla shell" so that the site was not restricted to a restaurant use only.

The construction project will be publicized in March, and local contractors are encouraged to participate. Contractors interested in bidding the project are welcome to notify Francine Kuykendall at [fkuykendall@ci.pinole.ca.us](mailto:fkuykendall@ci.pinole.ca.us) or 510-724-9808 to request an invitation to bid. Once the bids are received, the project will be brought back to the Agency Board with actual costs to consider before a contract is awarded.

A vibrant business that adds pedestrian traffic would be a great addition to that site. Interested businesses should contact the leasing agent, Bill Davini from Colliers International at (925) 279-5573 or [bdavini@colliersparrish.com](mailto:bdavini@colliersparrish.com).

- CITY HOLIDAYS ON MONDAY, FEBRUARY 8<sup>TH</sup> AND MONDAY, FEBRUARY 15<sup>TH</sup>

In accordance with our labor agreements, City facilities will be closed on Monday, February 8<sup>th</sup> in recognition of Lincoln's Birthday. We will also be closed on Monday, February 15<sup>th</sup> in recognition of Washington's Birthday/President's Day.

- **POLICE**

Police Explorer Post 274 held their first Annual Inspection in the City Council Chamber on February 4, 2010. A tribute was read and a moment of silence was held in memory of Explorer Joshua Ellison who died unexpectedly on January 29, 2010 while participating in a high school basketball game.



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