

ADMINISTRATIVE REPORT

DATE: NOVEMBER 15, 2018

TO: MAYOR AND CITY COUNCIL

ERIC CASHER, CITY ATTORNEY

FROM: MICHELLE FITZER, CITY MANAGER

PLACES TO BE

Date and Time	Event	Location
Monday, November 26, 2018 7:00 pm	Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, December 4, 2018 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street
Tuesday, December 18, 2018 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street

• HOLIDAY TREE LIGHTING EVENT – DECEMBER 1ST

Join us for our annual Holiday Tree Lighting event on Saturday December 1st at the Pinole Senior Center from 2 pm - 5 pm. The event will feature performances from local groups, face painting, balloon twisting, kids craft corner and photos with Santa provided by Sequoia Real Estate. The Pinole Valley High School marching band will lead a procession to the community corner for the tree lighting at 5:00 pm. Bring your family and enjoy a nice start to the holiday season. Please see the attached flyer for more details.

ITEMS OF INTEREST

CITY HALL CLOSED FOR THANKSGIVING HOLIDAY

Just a reminder City Hall will be closed on Thursday, November 22 and Friday, November 23, 2018.

• CITY COUNCIL APPROVES ALLOCATIONS OF ONE-TIME FUNDS

At the November 13th meeting, the City Council received the FY 2017/18 year end budget report. As part of the report, three (3) recommendations were made on allocation of the General Fund fund balance. Specifically:

- Transfer \$4.6 million to the General Fund Reserve to reach the goal of 180 days of cash on hand. Reaching this goal will allow the City to discontinue the annual \$200,000 transfer from Measure S 2014 to the General Fund Reserve.
- Pay off the remaining principal balance on \$1.6 million of the loan from the former Redevelopment Agency to the City. This saves \$263,000 in annual loan payments for the next 7 years, and a total of \$251,000 in interest.
- Plan to purchase the new Fire engine from this fund balance, rather than from Measure S 2006 Fund Balance. That leaves up to \$1 million in the Measure S 2006 monies for other public safety programs.

These recommendations were approved by the Council, and they added the following directives:

- Begin a Disaster Recovery Reserve in the amount of \$100,000.
- All residual monies remaining or received relative to the PALC facility be placed into the new 115 Pension Trust or an OPEB Trust, at the discretion of the City Manager.

These financial strides are great accomplishments and will hopefully put us in a better position to deal with future economic downturns.

• PINOLE YOUTH CENTER ENRICHMENT CLASS UPDATE

The Recreation Department is excited to announce that we will be partnering with Stewart Elementary School in January to offer enrichment and drop-in programs to their students. The classes will be offered Monday-Friday during the after school hours.

We are thrilled about this new partnership and happy to be offering new services to the community. We are hopeful that this collaboration will allow us to partner with more schools in the future and offer the same services on additional campuses.

WATER POLLUTION CONTROL PLANT UPGRADE PROJECT

Attached is the latest 3-week look-ahead construction schedule for reference.

• SENIOR CENTER WEEKDAY LUNCHES & FEE INCREASE ANNOUNCEMENT

The Pinole Senior Center offers a variety of programs for the public as well as serving daily lunches. The programs create a forum for Seniors to exercise, dance, and feel entertained. Additionally, The Senior Center serves hot, chef prepared lunches that vary every day. Lunch is open to all ages! An entrée is served with salad, soup, and dessert. You have the option of Please visit our website for menu sandwich and guos only. the www.ci.pinole.ca.us/senior/services and click on view menu.

To continue to offer these programs, the Senior Center will be increasing fees for various programs; the new fees will go into effect on January 1, 2019. Below is an updated fee list for the programs affected.

Social dance: \$12 per participant

Daily lunch: \$6 for dine in meals \$7 to-go lunches
Pool room monthly pass: \$20 for members \$35 for non-members

We thank you for understanding and we hope that you will continue to support our programs.

NOTICE TO MERCHANTS -- LICENSE RENEWAL TIME

Attention Business Owners – 2018 Pinole Business Licenses will expire on December 31, 2018. Business license taxes for 2019 are due on January 1, 2019 and become delinquent on February 1, 2019, at which time unpaid taxes are subject to a 50% penalty. There is a change to the business license tax rate for calendar year 2019. The tax for the basic business license is \$145.00 per year (not including the \$4.00 AB 1379 state mandated fee).

Business license renewal forms are being mailed out November 21, 2018 for calendar year 2019. Renewal forms are mailed to you as a courtesy; we make every effort to make sure that a renewal form is mailed to each active business. If you do not receive a renewal form, it is the business owner's responsibility to pay the business license tax by January 31, 2019. Please remit your payment to:

City of Pinole Attn: Business License Dept 2131 Pear St Pinole, CA 94564

For your convenience, information is available on our website at www.ci.pinole.ca.us. Select the *Businesses* tab then the *business licenses* link below *Business Info* or select *Administration* then *Finance Dept* from the Department list on the left side of our home page.

If you are no longer conducting business, please check the Inactive box in the upper right hand corner of the courtesy renewal form, sign it and return it to us. This will prevent any unnecessary collection activity.

• <u>UPDATE ON CITY NEW WEBSITE</u>

The City's new website is coming along. Content from the current site has been transferred and all departments are working diligently to update their respective department pages with current and new information. Staff is planning to provide the City Council with a preview of the new site at the December 18th City Council meeting.

It is anticipated that the new website will "Go Live" by the end of the calendar year.

• FIRE SAFETY – STAY SAFE FOR THANKSGIVING

The Thanksgiving holiday brings families together to enjoy great food and make lasting memories but it's also a very dangerous day for fires. Cooking equipment, most often the range or stovetop are the leading cause of reported home fires and home fire injuries in the United States.

- In 2009-2013, smoke alarms sounded in more than half (53%) of the home fires reported to U.S. fire departments.
- Three of every five home fire deaths resulted from fires in homes with no smoke alarms or no working smoke alarms.
- No smoke alarms were present in more than one-third (38%) of the home fire deaths.
- One of every five (21%) of the home fire deaths, smoke alarms were present but did not sound.

In reported home fires in which the smoke alarms were present but did not operate, almost half (46%) of the smoke alarms had missing or disconnected batteries. Nuisance alarms were the leading reason for disconnected smoke alarms.

Cook with Caution:

- Be on alert! Stay in the kitchen while you are cooking. If you leave the kitchen for even a short period of time, turn off the stove.
- Keep anything that can catch fire oven mitts, wooden utensils, food packaging, towels or curtains away from your stovetop.
- Keep kids and pets at least 3' away from any cooking area to prevent burns.

Smoke Alarms and Evacuation Plans save lives:

- Install smoke alarms on every level of the home, outside and inside each sleeping area and at least 10 feet away from a cooking appliance.
- Test smoke alarm once a month and replace batteries during daylight savings.
- Practice a home evacuation plan each month so everyone knows when to get out and where to go if a fire occurs.

EARLY MORNING CONSTRUCTION ACTIVITY FOR DAVITA

The contractor building the Dialysis Facility had an early morning concrete pour on Thursday, November 15 which started at 5:00 AM. The early start was necessary to ensure a quality uninterrupted concrete pour for a portion of the underground structure.

There will be another early morning concrete pour for the second half of the underground structure. This pour is larger in size and will start at 1:00 AM. This pour is currently scheduled for Thursday, November 29.



PINOLE POLICE DEPARTMENT'S ANNUAL TOY DRIVE – DECEMBER 14TH

Our Mobile Command Center will be parked in front of Target on Friday, December 14th, from 3 p.m. to 9 p.m. Help us spread joy by filling the trailer with toys and books. All toy and book donations with be delivered to UCSF Benioff Children's Hospital in Oakland.

For more information, contact the Pinole Police Community Outreach Unit at (510) 741-3892. We'd like to thank you in advance for your generosity and invite you to enjoy hot chocolate and cookies when you come by our trailer!

• THANKSGIVING DAY GARBAGE PICKUP –NOVEMBER 22, 2018

We received the below information from Republic Services to share with the community:

Residential Service will run one day behind throughout the holiday week, beginning with services scheduled for the holiday (Thursday).

Business Small Container - Service scheduled on the holiday will be collected one day later. Scheduled customers for the rest of the week anticipate regular service day or one day later.

Large Container (Industrial) - Service scheduled on the holiday will be collected one day later. Scheduled customers for the remainder of the week will receive service as normally scheduled.

Republic Services offices will be closed and there will be no garbage, green waste or recycling collection on Thursday, November 22, 2018. Garbage, green waste and recycling collection will run one day late Thursday and Friday and Friday's service taking place on Saturday.

<u>EXPRESS BUST STUDY FOR EXPANDED COMMUTE OPTIONS FOR WEST CONTRA COSTA RESIDENTS</u>

The West Contra Costa Transportation Advisory Committee (WCCTAC) has initiated a study to examine opportunities to expand express bus service that connects commuters from Hercules, Pinole, San Pablo, Richmond, and unincorporated west Contra Costa County to destinations in west Berkeley, Emeryville, Oakland, and San Francisco. The expanded express bus service would travel primarily along Interstate 80, helping to reduce private vehicle traffic along this congested corridor and improve direct connections to high employment areas.

To better understand the desired stop locations, destinations, and factors that would influence more people to take the bus, WCCTAC wants to hear from all potential riders. To share your ideas and learn more about this project please visit: bit.ly/wcctacbus.

GET INVOLVED! JOIN A CITY BOARD, COMMITTEE OR COMMISSION!

The City is recruiting to fill vacancies on the following boards and commissions! If you are a citizen interested in community service in a variety of disciplines, there are several opportunities available. These vacancies will remain *open until filled*:

Contra Costa County Advisory Council on Aging (1 position - 2-year term):

The Contra Costa County Advisory Council on Aging (ACOA) is appointed by the Board of Supervisors to advise them on all matters associated with the planning, development and administration of programs relating to older adults. The ACOA consists of forty (40) members. Fifty percent (50%) of the ACOA must be age 60 and above.

Currently the ACOA meets on the third Wednesday of each month, 9:30 a.m. – 11:30 a.m. at 500 Ellinwood Way, Pleasant Hill in Board Rooms A & B. Please submit your **Letter of Interest** and/or an application or additional information; please contact Rosa G. Acosta, Pinole City Clerk at racosta@ci.pinole.ca.us or by phone at (510) 724-8928. Candidates must be recommended by action of the City Council to be appointed to the Commission.

Community Services Commission (3 positions - 2-year term):

The Pinole Community Services Commission seeks to enhance quality of life for the citizens of Pinole through responsive and interactive community services. A critical aspect of the Commission is their community advocacy. They provide feedback for a number of organizations and projects. The Commission also weighed in on issues such as the Skate Park, Swim Center, No Smoking in Parks policy and exploration of the Charter School concept. Commissioners regularly talk to community members and bring ideas back to the Commission and Recreation Department on what our community needs and wants. http://www.ci.pinole.ca.us/play/csc.html

<u>Contra Costa Library Commission (1 position - 2-year term as Alternate Delegate):</u>

The Contra Costa County Library Commission was established by the Contra Costa County Board of Supervisors in March 1991. The Commission was created (March 1991) to serve in an advisory capacity to the Board of Supervisors and the County Librarian. The Library Commission is comprised of 24 members:

- 18 members representing the cities/towns in Contra Costa County these Commissioners are appointed by the city/town councils (Richmond does not participate)
- 5 members represent Contra Costa County each member of the Board of Supervisors appoints one Commissioner
- 1 member representing the Central Labor Council.

Currently the Commission meets every other month, on the fourth Thursday evening at 7:00 p.m. at the Library Administration in Martinez http://guides.ccclib.org/Commission.

Fowler House Re-Use Committee – (1 position)

The City Council is seeking applicants to participate in this Committee. The Committee will be charged with analyzing options for the reuse of the Fowler Property located at 2548 Charles St., meeting with parties on potential joint use opportunities for the site, and making recommendations to the City Council and, if necessary, the Planning Commission. The Committee is to be comprised of two City Council Members, the Development Services Director/City Engineer, two Senior Center Board members, a member of the Community Services Commission, and a community member.

All selected members of this Committee will be appointed by a vote of the Council. It is anticipated that the Committee will remain in existence until it presents its final recommendations to the City Council or until the Council dissolves the Committee.

The application is available on the City's website. For more information, you are encouraged to contact the City Clerk's office at 510-724-8928 or email racosta@ci.pinole.ca.us.

• CURRENT BUILDING PERMIT ACTIVITY

Below is a brief summary of the City's building permit activity for the past thirteen months.

Month	Number of Building Permits	Value
October 2018	76	\$ 1,532,905.93
September 2018	54	\$ 736,582.67
August 2018	55	\$ 2,067,784.96
July 2018	48	\$ 1,030,220.04
June 2018	60	\$ 1,036,328.12
May 2018	53	\$ 4,204,773.96
April 2018	70	\$ 1,921,208.49
March 2018	50	\$ 1,140,679.36
February 2018	41	\$ 2,088,324.90
January 2018	39	\$ 723,233.01
December 2017	60	\$ 592,711.70
November 2017	54	\$ 767,035.50
October 2017	75	\$ 1,009,108.01

Source: Development Services Department November 2, 2018

• CODE ENFORCEMENT ACTIVITY SUMMARY

Below is a brief summary of the City's Code Enforcement activity for the past thirteen months.

Month	New Cases	Cases Closed	Total Cases Closed
October 2018	14	3	146
September 2018	31	8	143
August 2018	13	7	135
July 2018	36	8	128
June 2018	22	0	120

May 2018	21	5	120
April 2018	17	2	115
March 2018	14	8	113
February 2018	8	1	105
January 2018	13	4	104
December 2017	8	2	100
November 2017	5	0	98
October 2017	26	9	98

Source: Development Services Department – November 7, 2018 New Cases – Cases initiated in a given month Cases Closed – Cases closed in a given month Total Cases Closed – Cases closed in past 13 months

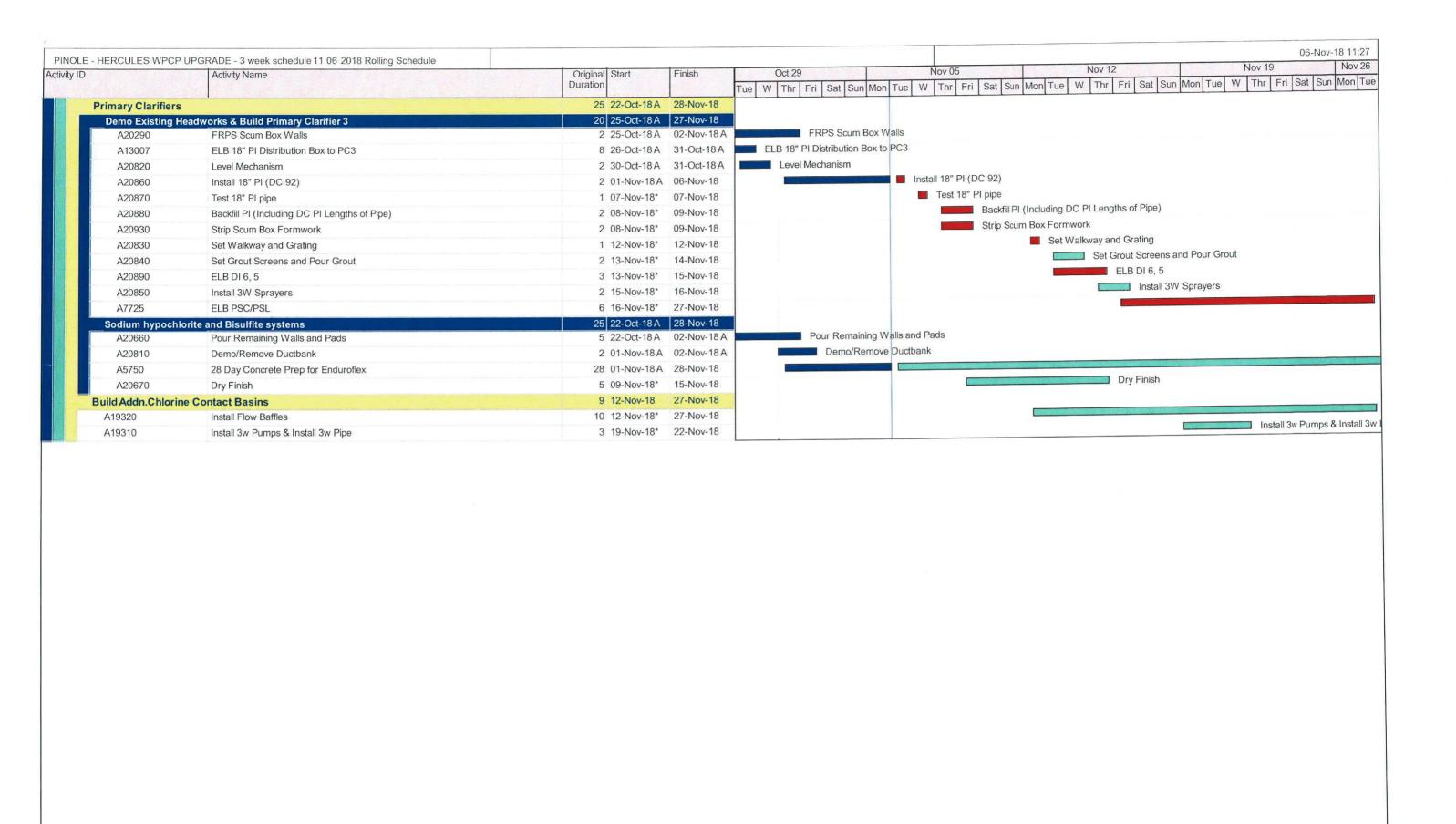
• ADMINISTRATIVE REPORT HIATUS

I wish each of you and your families a wonderful Thanksgiving holiday!

The Admin Report will be taking a hiatus and will be back on December 21, 2018.



ID	P UPGRADE - 3 week schedule 11 06 2018 Rolling Schedule	Original Otast	Finish	Oct 29	Nov 05	Nov 12 Nov 19 No
ID	Activity Name	Original Start Duration	FINISN	Oct 29		Mon Tue W Thr Fri Sat Sun Mon Tue W Thr Fri Sat Sun Mon
MOLE HEROL		34 12-Oct-18 A	02 Dec 19	Tue W Inr Fn Sat Sun	William W IIII FII Sat Sun	World Tale W. This This Gat Continued to the Tale This Cat
INOLE - HERCU	JLES WPCP UPGRADE - 3 week schedule 10 16 2018 Rol		000000000000000000000000000000000000000			
Construction		34 12-Oct-18 A	03-Dec-18			
Effluent Pump St	ration Shutdown	16 29-Oct-18 A	21-Nov-18			
A20690	MILESTONE: Turnover Effluent P.S. to Plant for Operation	2 29-Oct-18 A	31-Oct-18 A	MILESTONE: Turnover	Effluent P.S. to Plant for Operation	
A20610	Install Chemical Skids and Remaining Analyzers	1 06-Nov-18*	06-Nov-18		Install Chemical Skids and	Remaining Analyzers
A20760	Install Surge Tank to Panel Stainless Tubing	4 08-Nov-18*	14-Nov-18			Install Surge Tank to Panel Stainless Tubing
A20770	Pipe to Remaining Anaylizers	2 15-Nov-18*	16-Nov-18			Pipe to Remaining Anaylizers
A20580	Make Subgrade for Finished Grading	3 16-Nov-18*	20-Nov-18			Make Subgrade for Finished 0
A20940	FRPS Air Compressor Pad	4 16-Nov-18*	21-Nov-18			FRPS Air Compressor P
Civil/Site Work, Y	ard Pipe and Ductbank	26 22-Oct-18 A	29-Nov-18			
A20750	Install Electrical Ductbank to MCC-M and to all 5 Clarifiers	24 22-Oct-18 A	13-Nov-18			Install Electrical Ductbank to MCC-M and to all 5 Clarifiers
A19040	Backfill and Make Grade for MCC-M & RTU-7 Pads	3 14-Nov-18*	16-Nov-18		-	Backfill and Make Grade for MCC-M & RTU-7 Pads
A19050	FRPS MCC-M & RTU-7 Concrete Pads	7 19-Nov-18*	29-Nov-18			
Secondary Clarif		28 22-Oct-18 A				
Build Secondary		28 22-Oct-18 A				
A20480	Drain S. Clarifier #5, ELB Tie-In for SC5 ML Pipe	5 22-Oct-18 A		Drain S. Clarifier #5	, ELB Tie-In for SC5 ML Pipe	
A20650	Re-Route 4" WAS	1 31-Oct-18 A		Re-Route 4" WAS		
A20530	Drain S. Clarifier #4, ELB Tie-In for SC4 ML Pipe	7 02-Nov-18 A		TRE-Rodie 4 WAS		Drain S. Clarifier #4, ELB Tie-In for SC4 ML Pipe
				Can 24" fr	om SC1 to 96" MH	
A20640	Cap 24" from SC1 to 96" MH	1 02-Nov-18 A		■ Cap 24 III	501 3C 1 to 90 1VII 1	☐ Close Gates at Existing ML Box
A20710	Close Gates at Existing ML Box	1 12-Nov-18*	12-Nov-18			Demolish Existing Mixed Liquid
A20550	Demolish Existing Mixed Liquor Structure	4 15-Nov-18*	20-Nov-18			
A20560	Drain S. Clarifier #3, ELB Tie-In for SC3 ML Pipe	7 21-Nov-18*	03-Dec-18			
	ement of Secondary Clarifier 1	19 01-Nov-18 A	Company of the Compan		Plant to Drain and Washout S0	31
A20700	Plant to Drain and Washout SC1	3 01-Nov-18 A			Plant to Drain and Washout 30	Demo Existing Secondary Clarifier @ Secondary Clarifier
A3990	Demo Existing Secondary Clarifier @ Secondary Clarifier 1	6 05-Nov-18 A				Backfill and Prep for SOE @ Existing Secondary Cla
A3960-11	Backfill and Prep for SOE @ Existing Secondary Clarifier #1	3 14-Nov-18*	16-Nov-18			Backill and Trep to COL & Existing Cooking of
A3960-1	Shoring at Secondary Clarifier #1	5 19-Nov-18*	27-Nov-18			
A20910	Excavate and Make Grade for SC1	5 26-Nov-18*	30-Nov-18			•
RAS/WAS Pump			28-Nov-18			Install WAS Pipe and Po
A19720	Install WAS Pipe and Pumps	3 19-Nov-18*				install vivo i pe did i
A13970	Install AG WAS Piping	3 26-Nov-18*				
Aeration Basins		32 12-Oct-18 A				
New Train 2 Fac		28 12-Oct-18 A	Control of the Contro		5 13	
A9050	Fill and Hydrotest New Train 2	7 12-Oct-18 A		Fill and Hydrotest New T		D. J. C. D. J. A. C. D. J. A. C. DA
A10110	ELB LPA from tie in at Blower Building to Aeration Basin AG LPA	6 17-Oct-18 A			The state of the s	at Blower Building to Aeration Basin AG LPA
A20620	Strip Deck Falsework	3 01-Nov-18 A	06-Nov-18		Strip Deck Falsework	
A3880	Structural Backfill @ New Aeration Basins Train 2	2 08-Nov-18*	09-Nov-18		Structura	al Backfill @ New Aeration Basins Train 2
A20380	Layout and Install LPA Pipe Supports	3 08-Nov-18*	13-Nov-18			Layout and Install LPA Pipe Supports
A20780	Remove Shoring	4 08-Nov-18*	13-Nov-18			Remove Shoring
A20790	Install Diffusors	7 13-Nov-18*	21-Nov-18			Install Diffusors
A20950	Roll LPA Tee @ 4AM	1 15-Nov-18*	15-Nov-18			Roll LPA Tee @ 4AM
A20960	Bed Trench and Lay LPA	1 16-Nov-18*	16-Nov-18			■ Bed Trench and Lay LPA
A20970	Weld LPA	2 19-Nov-18*	20-Nov-18			Weld LPA
Blower Building	Modification	21 26-Oct-18 A	29-Nov-18	- [
A20730	Plant to Relocate Blower Building Shelving in Conflict with Blower Building Pipe	1 26-Oct-18 A			Plant to Reloc	ate Blower Building Shelving in Conflict with Blower Building Pipe
A20920	Lay out Supports for LPA Piping	2 09-Nov-18*	13-Nov-18			Lay out Supports for LPA Piping
A20800	Install Supports and Pipe and Make Temp LPA Connection	10 14-Nov-18*	29-Nov-18			
an sootis	E TERRETORISE EN TOTAL CONTROL MONTO CONTROL SE TOTAL EN TOTAL SE TRANSPORTE SE TRANSPORTE SE TOTAL CONTROL SE		200 - 100 -	1	The state of the s	



Foin us for Lunch

Served Daily at the Pinole Senior Center

12:00 PM • \$5.50 per person

Open to the Public 2500 Charles Ave in Pinole



Recycling





NO FOOD SCRAPS, NO GARBAGE,
NO GREEN WASTE, NO STYROFOAM
NO HOT ASHES,
NO HAZARDOUS WASTE,
NO BATTERIES OR ELECTRONICS





NO DESECHOS DE COMIDA,
NO DESECHOS VERDES, NO HULE ESPUMA
NO CENIZAS CALIENTES, NO BASURA,
NO DESECHOS PELIGROSOS
NO BATERÍAS O OBJECTOS
ELECTRÓNICOS



¿TIENE ALGUNA PREGUNTA?

POR FAVOR LLAME A

(510) 262-7100

www.richmondsanitaryservice.com