



ADMINISTRATIVE REPORT

DATE: DECEMBER 6, 2019

TO: MAYOR AND CITY COUNCIL
ERIC CASH, CITY ATTORNEY

FROM: MICHELLE FITZER, CITY MANAGER

PLACES TO BE

Date and Time	Event	Location
Monday, December 16, 2019 7:00 pm	Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, December 17, 2019 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street
Tuesday, January 7, 2020	City Council Meeting CANCELLED	
Tuesday, January 21, 2020 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street

- **HOLIDAY TREE LIGHTING-DECEMBER 7TH**

Join us for our annual Holiday Tree Lighting event on Saturday December 7th at the Pinole Senior Center from 2:30 p.m. – 5:00 p.m. The event will feature performances from local groups, face painting, balloon twisting, kids craft corner and a visit from Santa and Mrs. Claus. The Pinole Valley High School marching band will lead a procession to the community corner for the tree lighting at 5:00 p.m. Please see the attached flyer for more details.

- **3RD ANNUAL POLICE TOY DRIVE AND SHOP WITH A COP DRIVE – DECEMBER 5th**

It's that time of the year again and we are having our annual Toy Drive and Shop with a Cop event! Stop by Target in Pinole on Thursday, December 5th from 3 pm – 9 pm. All donations will be delivered to UCSF Benioff Children's Hospital in Oakland.

If you would like to donate to either our Toy Drive or Shop with a Cop please contact our Community Outreach Unit at 510.910.0866 or email at nvaldepena@ci.pinole.ca.us.

ITEMS OF INTEREST

- **NEW CITY MANAGER HIRED**

At Tuesday's City Council meeting the incoming City Manager was introduced and his employment agreement approved. Andrew Murray, no relation to Council member Pete Murray, will become the City Manager on Monday, January 6, 2020. Andrew currently serves as the Assistant City Manager for the City of Pleasant Hill, a position he has held for six (6) years. His full resume is attached. We are excited to welcome Andrew to the City of Pinole family!

- **UPCOMING CITY HALL CLOSURES**

Again this year the City Hall administrative offices will be closed December 24th through January 1st, reopening Thursday, January 2nd. However, all public safety and public works services will be operating.

- **NOTICE TO MERCHANTS -- LICENSE RENEWAL TIME**

Attention Business Owners – 2019 Pinole Business Licenses will expire on December 31, 2019. Business license taxes for 2020 are due on January 1, 2020 and become delinquent on February 1, 2020, at which time unpaid taxes are subject to a 50% penalty. There is no change to the business license tax rate for calendar year 2020. 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, 2019 for calendar year 2020. 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, 2020. 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.

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.

- **GFOA AWARD RECEIVED**

The Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Pinole for its Comprehensive Annual Financial Report (CAFR) for the 22nd consecutive year. In order to receive the award, a government must publish an easily readable and efficiently organized CAFR that satisfies both generally accepted accounting principles and applicable legal requirements.

The City's CAFR can be reviewed online at:

https://www.ci.pinole.ca.us/city_government/finance/comprehensive_annual_financial_report.

- **PINOLE SENIOR CENTER UPDATE**

The Pinole Senior Center will be closed from December 23rd through January 1st. The lunch program and activities will resume on January 2nd.

The 2020 Crab Feed is officially sold out, a wait list has been created. Anyone who is interested in adding their name to the wait list should contact the senior center at 510-724-9800 or via email seniors@ci.pinole.ca.us.

- **CENSUS 2020 JOB FAIRS IN PINOLE**

The U.S. Census Bureau is recruiting thousands of people across the country to assist with the 2020 Census count. There is currently a need for more Census workers here in the City of Pinole and Census staff will be holding two upcoming hiring events at the Pinole Library. Please see the flyers at the end of this report for more information.

Dates: December 6 & 20, 2019

Time: 1 pm to 4 pm

Location:
Pinole Library
2935 Pinole Valley Road
Pinole, CA 94564

• **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 **(1 position)**

Traffic and Pedestrian Safety Committee (2 positions)

The Pinole Traffic and Pedestrian Safety Committee is a five member panel who recommend or review action on traffic safety, traffic control and planning, speed limits, parking and other traffic related matters. The committee makes recommendations to the City Council; committee members service two-year terms.

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

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 pm at the Library Administration in Martinez <http://guides.ccclib.org/Commission>.

Contra Costa County Advisory Council on Aging (1 position):

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.

Applications for all Commissions and Committees, and supplemental questionnaires for certain positions, are available on the City's website at:

https://www.ci.pinole.ca.us/city_government/city_clerk/boards_and_commission

For more information, you are encouraged to contact the City Clerk's office at 510-724-8928 or email City Clerk Heather Iopu at hiopu@ci.pinole.ca.us. Candidates must be appointed by action of the City Council to all Commissions or Committee.

- **FAREWELL FROM MICHELLE FITZER**

This is the last Administrative Report that I will be writing, as I will be out of the office after December 11th and retired as of December 29th. Again, thank you all for the privilege of working in this beautiful community for over ten years, and serving as your City Manager for the most recent four years. As I've said many times before – it's never been boring! Wishing all of the Council, staff and community a wonderful holiday season and a prosperous 2020.

-END-

City of Pinole

Holiday Tree Lighting

SATURDAY, DECEMBER 7

Pinole Senior Center & Community Corner

Holiday fun for the whole family!

2:30 - 5:00PM

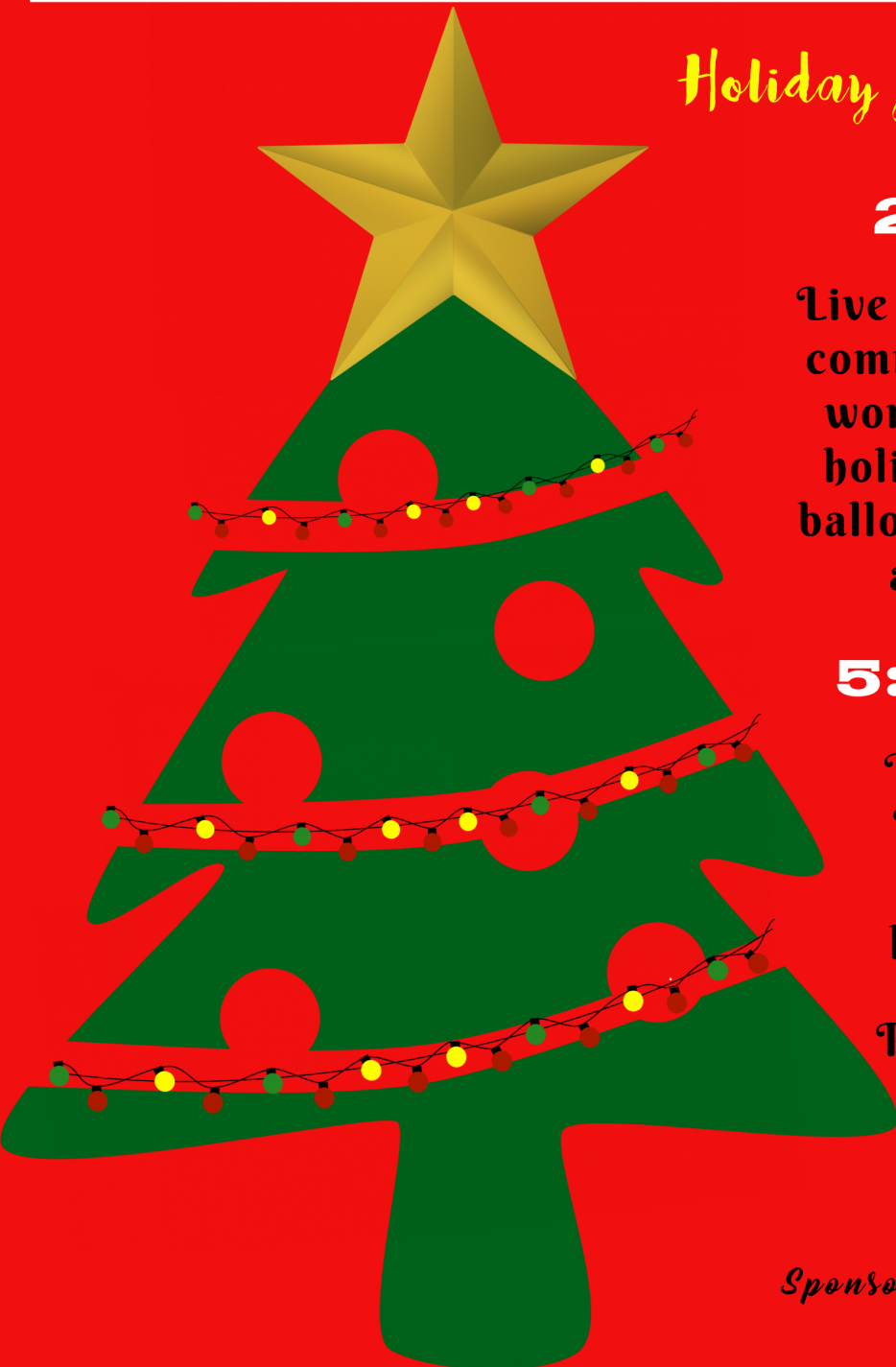
Live performances from various community groups and Santa's workshop. Activities include holiday crafts, face painting, balloon twisting, holiday treats and a visit from Santa.

5:00PM - SUNSET

The Pinole Valley Marching Band will lead a procession to the tree at 5pm. Join the procession or meet us at the community corner! (San Pablo Ave and Tennent Ave)

For more information:
email recreation@ci.pinole.ca.us or
call 510-724-9062

*Sponsored by Measure S, Mechanics Bank
and Sequoia Real Estate*



PINOLE POLICE DEPARTMENT'S ANNUAL

TOY DRIVE + SHOP WITH A COP



WHEN: THURSDAY, DECEMBER 5TH

TIME: 3-9 PM

TARGET 1400 FITZGERALD DR
FILL OUR MOBILE COMMAND CENTER TRAILER
AND ENJOY HOT CHOCOLATE DONATED BY (PEAR
STREET BISTRO) WHILE HELPING US SPREAD

Benefitting **JOY!**

 UCSF Benioff Children's Hospital
Oakland



Andrew J. Murray

Experience

Assistant City Manager

City of Pleasant Hill, California

October 2013 to present

- Serve as the Acting City Manager in the City Manager's absence
- Collaborate with the City Manager and City Council on strategic governance and leadership initiatives
 - o Facilitate City Council goal setting and achievement reporting
 - o Oversee organizational assessments of City divisions and update the organizational structure
 - o Represent the City with numerous stakeholders, including on multi-agency collaborations addressing issues such as alternative transportation, affordable housing, clean energy, and leadership development
 - o Support City Council on numerous policy issues
- Lead high-priority community development initiatives and capital projects
 - o Participate in all major land use planning, public works, and economic development initiatives
 - o Lead the City's most significant community development effort, a multi-agency master development of a new library, sports fields, residences, and school and creek improvements
 - o Serve on the General Plan update working group
 - o Serve as the Executive Director of the Pleasant Hill Redevelopment Successor Agency and the Housing Successor Agency
 - o Oversee the City's affordable housing and environmental programs
 - o Lead the City's long-term capital needs assessment and long-term plan
 - o Oversee development and disposition of City properties
- Oversee the Finance Division and lead strategic finance initiatives
 - o Function as the Chief Financial Officer
 - o Co-led City involvement in transactions and use tax ballot measure passed in November 2016
 - o Developed the City's first Long-Term Financial Plan
 - o Developed the balanced biennial budget and implemented improved forms of public engagement
 - o Evaluated the City's fiscal resiliency and updated the General Fund reserve policy and debt management policy
- Oversee the Human Resources Division
 - o Serve as the City's Chief Negotiator for labor relations
 - o Revised staff's approach to labor negotiations, making it more strategic, objective, and efficient
 - o Negotiated fair, prudent contracts with multiple bargaining units
 - o Oversaw a restructuring of the City's medical benefits and compensation plan
- Lead the Administrative Services Department
 - o In addition to Finance and Human Resources, oversee the Information Technology and Risk Management divisions
 - o Hire, manage, and develop Executive Team employees
 - o Co-led update to City's Emergency Operations Plan
 - o Oversaw the development of the City's first Information Technology Plan
 - o Updated the City's Public Records Act response process, Americans with Disabilities Act plan, contracting process, Injury and Illness Prevention Plan, and various other plans and processes

Assistant to the City Administrator

City of Oakland, California

June 2012 to September 2013

- Led efforts to re-engineer City policies and programs
- Conducted policy analysis and evaluations of City departments on behalf of the City Administrator, Mayor, and City Council
- Led strategic finance initiatives
 - o Functioned as the City's Assistant Budget Director
 - o Wrote the City's five-year financial plan, revenue and expenditure reports, and financial guidelines
 - o Helped design and implement the biennial budget process and develop the budget proposal
- Interfaced with the City Council, labor unions, community groups, and other stakeholders on policy, budget, and management issues

City Performance Deputy Director

Controller's Office, City and County of San Francisco, San Francisco, California

November 2007 to June 2012

- Served as the Deputy Director of the County's in-house management consulting organization, working with department heads, the Mayor, Board of Supervisors, citizen oversight boards, and community leaders to improve municipal services
 - o Measured residents' rating of public services, analyzed efficiency and effectiveness of City operations, conducted fee studies, and re-engineered and streamlined processes
 - o Emphasis on performance management, process improvement, customer service, public works, parks and recreation, utilities, capital planning, land use, education, and budget and finance
- Helped lead the City Performance Division, including strategic planning, organizational development, budget, recruitment, and training

Chief Legislative Analyst

Board of Supervisors, City and County of San Francisco, San Francisco, California

October 2004 to November 2007

- Directed the Office of the Legislative Analyst
- Served as the primary policy researcher for the Board of Supervisors
- Oversaw nearly 200 projects analyzing all facets of city and county operations
 - o Emphasis on budget and finance, public works, information technology, economic development, education, land use, health and human services, public safety, housing, and other topics

Principal Economist

University of California, Office of the President, Berkeley, California

February 2001 to May 2004

- Directed a multi-disciplinary research team
- Conducted research on the drivers of local economic growth, particularly regarding biotechnology, digital media, semiconductor, and telecommunications industries

Project Manager, Senior Research Associate

Institute for Social Research, University of Michigan - Ann Arbor, Ann Arbor, Michigan

March 1999 to September 2000

- Managed a large, multi-disciplinary team undertaking a nationally-prominent economic and sociological research project
- Developed funding and oversaw the \$18 million project budget

Program Director

Local Government Commission, Sacramento, California

January 1995 to January 1997

- Provided training and technical assistance to local government officials on sustainable development, economic development, and regulatory reinvention
- Performed research and directed the implementation of new regional, statewide, and national programs
- Secured grant and contract funding from government agencies, major corporations, and foundations, and managed grants given to local government agencies
- Previously served as Project Coordinator and Project Manager beginning in June 1992

Other Experience

- Commissioner, City of Berkeley Housing Advisory Commission and Community Development Block Grant Subcommittee
- Program Representative, California Communities Program, University of California Cooperative Extension
- Program Director and Publicity Director, KDVS 90.3 FM, University of California, Davis

Education

Master of Business Administration

Master of Science, Agricultural and Resource Economics

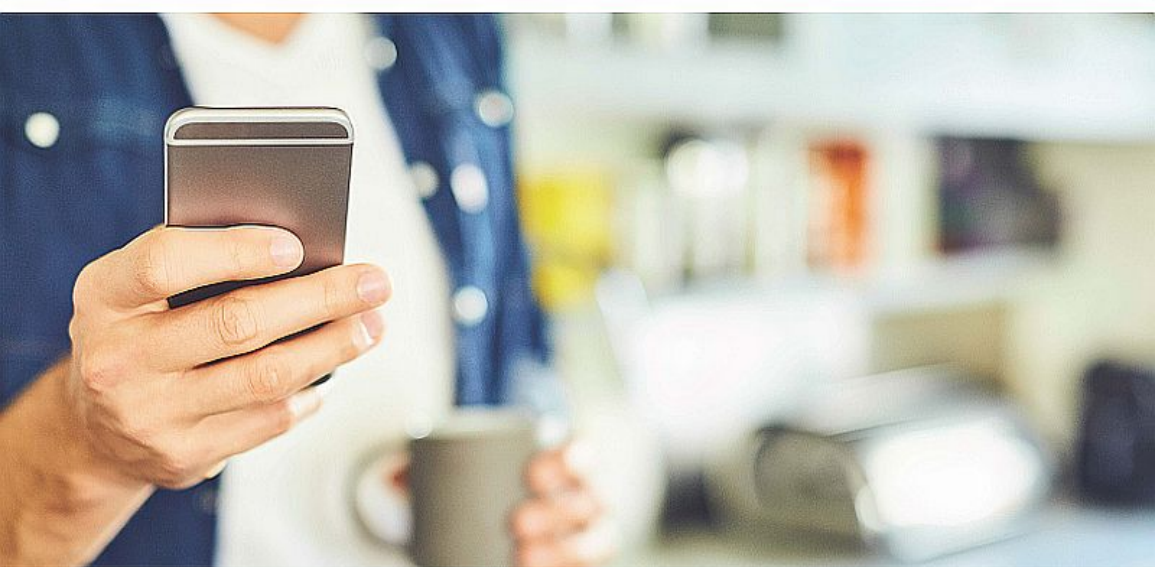
Bachelor of Science, Environmental Policy Analysis and Planning

University of California, Davis

Professional Affiliations

- California Association for Local Economic Development (CALED)
- California City Management Foundation (CCMF)
- California Public Employers Labor Relations Association (CalPELRA)
- Government Finance Officers Association (GFOA)
- International City/County Management Association (ICMA)

**MAKE YOUR HOME
YOUR POLLING PLACE**



**REQUEST YOUR
BALLOT TODAY.**

**TEXT "COCOBALLOT"
TO 2VOTE (28683)**



CONTRA COSTA ELECTIONS DIVISION

2020 Census Job Fair



Date	
Time	
Pay rate	
Location	

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- ✓ Flexible hours
- ✓ Paid training

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your future
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2020



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D-498SP

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**Los trabajos del
Censo del 2020 ofrecen:**

Buen salario

Horarios flexibles

Paga semanal

Capacitación pagada

Para más información o ayuda para completar
la solicitud, por favor llame al **1-855-JOB-2020**

Servicio Federal de Retransmisión:
1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay

La Oficina del Censo de los EE. UU. ofrece Igualdad de
Oportunidades de Empleo.

United States
**Census
2020**

CONTRA COSTA COUNTY CALIFORNIA



EARN ADDITIONAL INCOME & HELP YOUR COMMUNITY



APPLY ONLINE!
2020census.gov/jobs

The U.S. Census Bureau is an
Equal Opportunity Employer.

2020 Census Supervisory & Non-Supervisory Positions Available in Contra Costa County, CA

Enumerators \$25.00/hr. – paid training at \$22.50/hr.

Census Field Supervisors - \$27.50/hr.- paid training at \$25.00/hr.

Earn extra income while helping your community.

The U.S. Census Bureau is recruiting thousands of people across the country to assist with the 2020 Census count.

Job Details

We are hiring for a variety of temporary jobs, including census takers, and supervisory staff. To be eligible, you must be at least 18 years old, have a valid Social Security number, and be a U.S. citizen.

How to Apply

Candidates must complete an online job application. The application includes assessment questions about your education, work, and other experience. www.2020census.gov/jobs

Additional Advantages

One (1) application covers all our positions, saving you time and effort to find the perfect fit.

If you can work a smart phone, you can do this job.

Hiring this winter and again in the summer of 2019

Working with the 2020 Census is a flexible job that you can fit in with your existing commitments.

It's a perfect way to supplement your income while making history!

Qualifying is easy, no special education or experience required. No resume!

Application process takes about 20 minutes to complete.

Apply Today!

2020census.gov/jobs

Federal Relay Service: (800) 877-8339 TTY / ASCII

www.gsa.gov/fedrelay

The U.S. Census Bureau is an Equal Opportunity Employer