ADMINISTRATIVE REPORT

DATE: JUNE 12, 2015

TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY

FROM: BELINDA B. ESPINOSA, CITY MANAGER

PLACES TO BE

- ***JUNE 13 – FIFTH ANNUAL PINOLE COMMUNITY SERVICE DAY***

The Pinole Community Services Commission will sponsor the fifth annual Pinole Community Service Day on Saturday, June 13. (see attached flyer). This annual event includes a free breakfast at 8 a.m. in the Pinole Youth Center, 635 Tennent Avenue, followed by service work from 9 a.m. to noon, and then a free lunch back at the youth center after work is completed.

Volunteers are needed for a variety of three-hour community projects, including weeding along Pinole creek and the native plant garden at the library, visiting with senior citizens, gardening at the Faria House rose garden, and much MORE!

An application is required to volunteer and is also attached to this report for your convenience. To submit your volunteer application, mail or drop it off at Pinole Recreation located at 635 Tennent Avenue, Pinole, CA 94564, or you can Fax it to (510) 724-1528. For more information call (510) 724-9062 or email: recreation@ci.pinole.ca.us

- ***JUNE 14 - BIKE THE BRIDGES FOR SPECIAL OLYMPICS***

Once again, the Pinole Police Department employees will be partnering with the Hercules Police Department with raising awareness and support for the Special Olympics in the 6th Annual Bike the Bridges ride on Sunday June 14th. The cyclists will be riding 25, 30, 62 or 104 miles while enjoying some of the most beautiful views of the rolling hills in the Bay Area and of course the Carquinez and Benicia bridges.

In addition to the riders, several PD employees will be volunteering to support over 500 riders at the rest stops as well as driving support and gear (SAG) vehicles along the route to help and encourage the riders.

At the end of the ride, the cyclists and volunteers will be treated to an all-you-can eat BBQ and enjoy the craft beer festival.

It is not too late to register to ride and/or sponsor a rider or team. You can join a team or ride as an individual. Might we suggest the Pinole and Hercules Police Departments team. Additionally, if you want to skip the ride and simply come out for the craft beer festival and BBQ you can register for those as well.

Last year the Pinole-Hercules Police Department team had the most team members and was the top fundraising team. Please help us repeat our past success. For further information, please see the following web site: www.bikethebridgesso.com

- ***JUNE 16 - CITY COUNCIL CONTINUES DISCUSSION OF PROPOSED FY 2015-16 ANNUAL BUDGET***

The City Council began their discussions on the Proposed FY 2015-16 Annual Budget at the June 2 City Council meeting. The next discussion of the budget will be at the regular June 16 City Council meeting. The discussion will cover the General Fund, Development Services Funds, Measures S 2006 and S 2014, the Wastewater Fund as well as the Proposed Five Year Capital Improvement Program. The public is encouraged to attend and provide input to the City Council.

- ***JULY 12 – REFUSE TO BE A VICTIM CLASS TO BE HELD***

A class entitled, “Refuse to be a Victim” will be held in the Alex Cark Room on Sunday, July 12 from 1:00 PM to 4:00 PM. The focus of the class is crime prevention and personal safety. The instructor will share topics such as:

- Minimizing the risk of being a victim
- How to create a personal safety plan; and
- An array of safety strategies

This class is free to the public but you do have to pre-register. For more information, contact Bob Kopp at koppproductions@comcastt.net

ITEMS OF INTEREST

NEW THIS WEEK….

- ***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
May 2015	41	$615,692
April 2015	61	$767,602
March 2015	79	$793,808
February 2015	42	$569, 920
January 2015	38	$274,477
December 2014	37	$647,796
November 2014	58	$452,755
October 2014	65	$1,807,433
September 2014	55	$477,833
August 2014	50	$465,836
July 2014	56	$707,983
June 2014	55	$1,096,416
May 2014	33	$321,497

Source: Development Services Department June 3, 2015

- ***PINOLE FIRE DEPARTMENT REACHES OUT TO THE COMMUNITY***

The Pinole Fire Department reached out to the community last week and provided a "hands on" class to about 20 children at Deuel's Day Care. Captain John Madigan, Fire Engineer Mike Crooks as well as Firefighters Chris Baker and Matthew Ludwig made the visit on May 28. The staff taught the children basic responses to emergencies and letting them know what firefighters do each and every day to protect the community.

- **NEW "SHARPS" COLLECTION SITE AT THE PINOLE POLICE DEPARTMENT**

California law requires that needles and sharps used at home be transported only in approved containers and managed at State approved facilities. RecycleMore (West County Integrated Waste Management Authority) is expanding its home-generated sharps collection program to add eight new collection sites, including one at the Pinole Police Department. A locked collection kiosk has been installed in the upstairs lobby. "Sharps" include: needles, syringes, lancets, and auto injectors. West County Resource Recovery will service the Police Department collection kiosk on a bi-weekly basis with trained personnel.

The bright red sharps collection kiosk joins the medicine disposal kiosk already in place at the Police Department. Expired or no longer needed prescription drugs can be placed in the

"green" container in the lobby. The drug name should be left in place with personal information blacked out on the label before the medicine bottle is placed in the container.

CONTINUING ITEMS…

- ***SKATE PARK CONSTRUCTION UPDATE***

The preconstruction meeting for the Pinole Skate Park was held on May 30, 2015. City staff met at the site with the contractor, MG Creations from Santa Cruz, California as well as our construction management and inspection team. The contractor will be mobilizing equipment and begin construction the week of June 15, 2015.

- ***WESTCAT SUMMER YOUTH BUS PASS PROMOTION***

The discounted Summer Youth Passes will be made available again by the West Contra Costa Transit Authority (WestCAT) beginning May 15, 2015. The specially priced passes are available to anyone 17 years old and under and will be sold for $50.00 each. For more information about the promotion, please visit www.westcat.org or trideltatransit.com. You can also call WestCAT at (510) 724-3331 or Tri Delta Transit at (925) 754-4040.

- ***HAUNTED HOUSE COMMITTEE VOLUNTEER MEMBERS NEEDED***

The City of Pinole is looking for volunteers to come together to develop, plan and execute the Haunted House for Halloween 2015. You will have access to our facilities and some supplies. We just need members of the public to make it happen! Can we count on you as a volunteer for this event? Students needing community service hours are encouraged to make this one of their projects. All children age 18 or under must be supervised by parent or other responsible adult.

Meetings are held each Wednesday from 5:00 -6:00 PM at the Pinole Youth Center, 635 Tennent Ave. For more information, contact 510-724-9004 or youth@ci.pinole.ca.us.

- ***PYC SUMMER ADVENTURES NOW LOOKING FOR LEADERS IN TRAINING***

The Pinole Youth Center (PYC) is now looking for youths ages 15-17 to volunteer in the City Recreation Department's "*Leader in Training*" Program (LIT). LIT is a great way for teens to spend their summer developing work experience volunteering with our youth. This program offers professional training, hands-on growth and satisfies volunteer hours needed to graduate from high school.

There is a fee charged to cover incidentals including t-shirts, field trip entry fees etc. The fee for participating in the program is $100 for residents and $120 for non-residents. This covers volunteer hours through the 2015-16 school year in our After School Program.

This is a great opportunity to keep your teen busy in a safe, constructive and supervised way for the entire summer. Go to http://www.ci.pinole.ca.us/youth/index.html for an application and further details**. *The deadline to apply is May 22nd so don't wait!*** Contact Noel, the Youth Center Coordinator at 510-724-9004 or youth@ci.pinole.ca.us for more information.

- ***RECRUITING FOR VACANCIES ON CITY BOARDS & COMMISSIONS***

Consider volunteering for our community by serving on a City board or commission. The City is recruiting to fill vacancies on the following boards and will remain open until filled:

- Community Services Commission
- Traffic and Pedestrian Safety Commission
- Pinole delegate to the Contra Costa Council on Aging

Applications & supplemental questionnaires are available at Pinole City Hall and the City board applications may also be downloaded from the City website at http://www.ci.pinole.ca.us/admin/cityclerk.html.

The filing period for the Planning Commission closed on May 14, 2015. A subcommittee of the City Council will conduct interviews in the near future, and an appointment will be made by the City Council.

For more information, you are encouraged to contact the City Clerk's office at 510-724-8928 or email pathenour@ci.pinole.ca.us Completed applications are accepted at the City Clerk's Office, 2131 Pear Street, Pinole 94564.

-END-

Pinole Community service day

Helping is easy as 1-2-3:

1 Register Use the back of this form or visit www.ci.pinole.ca.us/recreation (click on "Community Services Commission" on the left bar)

2 Volunteer for a variety of three-hour community projects, including weeding at the creek, and the native plant garden at the library, visiting with seniors, gardening at the Faria House rose garden and MORE! Visit www.ci.pinole.ca.us/recreation for a current list. Volunteers will work from 9 am to noon.

3 Meet & Work meet at the Pinole Youth Center at 635 Tennent Avenue for a FREE breakfast and FREE post-event lunch! Head out to your project, meet your neighbors, make a friend and make a difference for Pinole. You will also get the satisfaction of knowing that you made Pinole a better place to be.

Saturday, June 13

8 am breakfast; 9 am -12 pm service work; 12 pm lunch

Meet at Pinole Youth Center
635 Tennent Avenue, Pinole

Pinole Community Service Day is sponsored by the Pinole Community Services Commission.
You may also register the morning of the event, beginning at 8 am, at the Pinole Youth Center.

For more information call 724-9062 or e-mail recreation@ci.pinole.ca.us

PINOLE COMMUNITY SERVICE DAY

Hosted by the Pinole Community Services Commission

Saturday, June 13, 2015, at The Pinole Youth Center

Registration at 8 am, projects at 9 am, and lunch at 12 pm

Registration and lunch will be at the Pinole Youth Center

635 Tennent Avenue, Pinole, CA 94564 ~ 510-724-9062 Day of 510-724-9052

City of Pinole Recreation

Please complete the form below to volunteer for a project. You may submit it for yourself or for a group of people.

Name: _____ Email: _____

Phone: _____ Work: _____ Cell: _____

How many volunteers do you have? _____

Name of organization (if applicable) _____ _____

Please mark your top three choices of a volunteer project by writing 1, 2 and 3 next to your highest choices.

	Location	Type of Project		Location	Type of Project
	San Pablo Avenue	Clean debris		Creek Side	Dog Waste Clean-up
	Pinole Youth Center	TSP Walls, Deep Clean Kitchen, Wash and Dry tables and chairs, Wash PYC vehicles		Creek Side	Litter Removal
	Pinole Assisted Living (Senior Village)	Activities with seniors		Amber Swartz Park	Clean debris
	Fernandez Park Bathrooms	Deep Cleaning and Painting		Railroad Ave. creek path	Mulching & weeding
	Stewart Elementary	Clean debris & garden		Library garden/tennis courts	Weeding
	Pinole Valley Shopping Center	Paint rear bridge		Pinole Community Corner, Tennent and San Pablo avenues.	Weeding & Top Dressing Rock and Bark Areas

For work projects like painting and clean up, please be sure to wear appropriate clothing. Bring your own work gloves and any small garden tools are extremely helpful (trowel, hoe, weeder)

Photo Consent: By signing this registration form, you authorize the City of Pinole to use your name (or child's/ward's name) and/or photograph in any future educational and/or community informational purposes, either printed or otherwise (including, but not limited to, use on the city's website and on its public television station) produced by the City of Pinole. Further, there is no monetary compensation for this consent. ♣ Check here only if you do not give photographic consent.

Liability Waiver:

1) I understand that my (or my child's) participation in City of Pinole activities may involve the risk of harm.

2) With knowledge of the potential risks involved, I hereby release and discharge the City of Pinole or City of Pinole officials, officers, employees, agents, volunteers, or appointees, including, without limitation, appointees sitting as Youth Commission Members, Community Services Commission Members, Pinole Area Senior Foundation Board Members or Pinole Youth Foundation Board Members ("Indemnitees"), from any and all claims arising from my participation in City of Pinole Recreation Department activities, except when such claims arise from the gross negligence or willful acts of the Indemnitees.

3) I hereby certify that I (or my child) is physically and mentally capable of participating in Pinole Recreation activities at or sponsored by the City of Pinole.

_____ _____ _____

Printed Name Signature Date

To submit your volunteer application:

Mail or drop off at Pinole Recreation – 635 Tennent Avenue, Pinole, CA 94564

Fax: (510) 724-1528 Phone: (510) 724-9062 Email: recreation@ci.pinole.ca.us

Plan to arrive at registration as early as possible.

Each individual is required to complete the registration form for liability purposes.

Youth under the age of 18 are required to have a parent signature on their registration form.

Pinole Summer Adventures Day Camp

10 Weeks of Fun: June 8th-August 14th 2015

Mon-Fri 8:30am-6pm with Early Care 7-8:30am

Weekly Cost

Resident: $176
Non-Resident: $205
Early Care: $37

Scholarships

Limited number available through The Pinole Youth Foundation. Applications will be available April 1st.

Sleep Over!
Week 10 will include a camp out in Fernandez Park. Come ready for stories, night hikes, s'mores and more!

Leader-in-Training (LIT)

For Ages 15-17 **Residents:** $100 & **Non-Residents:**$120 for the summer

Don't Miss Out!

Weekly activities included in cost:
A trip to Pinole Swim Center, walks to local parks, cooking projects, structured outdoor games, competitive sports, Special Guests, creative arts and crafts projects, fun at the Middle School Gym, and more! Children must have layered clothing, backpack and bag lunch daily. Snacks available for purchase.

Week	Theme	Trip
1	Water Worx	Water Park
2	Athleticamps	Oakland A's Game
3	Super Heroes	In-Door Rock Climbing
4	Way back in the 1900's	Alameda County Fair
5	Down in The Deep	Lake Anza
6	Rustic Warriors	Point Richmond Hiking Trail
7	Astronomical	Chabot Space and Science Center
8	Fire & Sparks	The Crucible
9	Rockin' Roller Coaster	Six Flags Marine World
10	Sky's The Limit	Trampoline House

**Note: Some themes and trips may be adjusted based on facility availability. Additional liability waivers must be signed prior to registration for some trip venues. Get access online or at the Pinole Youth Center.*

Proof of residency and picture identification required. UTILITY BILL and DMV I.D. Only! Proof of guardianship required.

City of Pinole Recreation

635 Tennent Avenue, Pinole, CA 94564 • (510)-724-9004 • www.ci.pinole.ca.us/youth • email: youth@ci.pinole.ca.us

Pinole Youth Center

City of Pinole Recreation

LEADER IN TRAINING APPLICATION

Entering 10th-12th grades (Ages 15-17)

Thank you for your interest in the Leader In Training (LIT) opportunity with the PYC Summer Adventures program. We are excited you're interested in joining us for a fun summer!

The general duties of the LITs will be to help coordinate games and activities, assist with field trips, play sports and games, and to act as a role model with youth participants. LIT's acquire community service hours necessary to graduate high school and gain valuable work experience, all the while having fun!

All LITS must be able to commit to at least 3 days per week, and for a minimum of 7 out of 10 weeks in the Summer Adventures program. Half days due to Summer School are acceptable with notice.

AFTER SCHOOL PROGRAM:
If you'd like to submit a completed application in person, bring it to the Pinole Youth Center any weekday between 2 and 6pm. If no one is available, please leave it in the mail drop next to the front door. There is no deadline for LIT's applying for After School Program, and Coordinator will schedule interview and all other needed meetings.

SUMMER ADVENTURES:
Camp dates and times are: June 8- August 14, from 8:30am- 6pm, Monday- Friday.

IN ORDER TO BE CONSIDERED AS A LEADER IN TRAINING, YOU *MUST ATTEND THE FOLLOWING* 3 EVENTS. (All located at Pinole Youth Center, 635 Tennent Ave)

- **Friday, May 22nd 6:00pm (deadline for applications)**

Return the LIT Application and Registration Form by 6pm

- **Wednesday, May 27th 4:00-6:00pm**

Attend the mandatory group interview. Candidates will be notified via telephone call if they have been selected for an LIT position. LIT's must submit registration packets and pay for the summer by Friday, May 29th at the LIT Training. LIT's must purchase two t-shirts each ($20), and may purchase additional shirts if they choose ($8). The fee to be an LIT is $100 Residents, $120 Non-residents plus t-shirts, per summer.

- **Friday, May 29th 4:00-6:00pm**

Attend mandatory training. During this time, we will be discussing the Summer Adventures schedule, the role of the LITs, leadership & facilitation skills, procedures & expectations and conflict resolution.

Pinole Youth Center

PINOLE YOUTH CENTER LEADER IN TRAINING APPLICATION

635 Tennent Avenue, Pinole, California, 94564
Telephone: (510) 724-9004
Visit our web site at: www.ci.pinole.ca.us/youth

This area for Youth Center Use Only

PLEASE TYPE OR PRINT IN INK. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED

POSITION APPLIED FOR (Print exact title) : _____ DATE : _____

NAME : _____
Last, First Middle

ADDRESS: _____
Number Street Apt.

CITY: _____ STATE/ZIP: _____

TELEPHONES: Home: (_____)_____ Cell: (_____)_____

E-mail:_____

CAN YOU SUBMIT VERIFICATION OF YOUR RIGHT TO WORK IN THE UNITED STATES? YES [ ] NO [ ]

ARE ANY RELATIVES EMPLOYED BY THE CITY OF PINOLE? YES [ ] NO [ ] IF YES, PLEASE LIST.

WILL YOU ACCEPT SHIFT, EVENING OR WEEKEND WORK, IF REQUIRED? YES [ ] NO [ ]

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME WHICH RESULTED IN IMPRISONMENT, PROBATION, OR THE PAYMENT OF A FINE OR FORFEITURE OR BAIL OF $50 OR MORE? YES [ ] NO [ ] (a YES answer does not automatically disqualify you).

IF YOUR ANSWER IS "YES", PLEASE EXPLAIN INCLUDING WHERE, WHEN AND THE NATURE OF THE CRIME. *(NOTE: You do not need to answer "yes" or explain: 1) any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; 2) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code section 1203.4; or 3) misdemeanor convictions for marijuana-related offenses that are more than two years old.)*

_____

_____

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? (CALIFORNIA LICENSE REQUIRED FOR POSITIONS WHICH REQUIRE DRIVING) YES [ ] NO [ ] IF YES, PLEASE EXPLAIN:

_____

DRIVER'S LICENSE NO. _____ EXPIRATION DATE:_____

SPECIAL QUALIFICATIONS
List licenses, certificates and/or registrations.

TITLE	DATE	ISSUED	DATE	EXPIRES	NUMBER

EDUCATION & TRAINING: Circle Highest Grade Completed: 9 10 11 12

Schools Attended	Location	Units Completed	Type of Degree or Certificate	Date Degree or Cert. Awarded

WORK RECORD: Begin with present or most recent position. Please include any volunteering, babysitting, and/or any club or extracurricular experience. May attach a resume but it is NOT a substitute for completing this section.

MUST COMPLETE

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name:		Phone No: ( )		Duties:	
Street Address:					
City:	State:	Zip:			
Name and Title of supervisor:					
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name:		Phone No: ( )		Duties:	
Street Address:					
City:	State:	Zip:			
Name and Title of supervisor:					
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name:		Phone No: ( )		Duties:	
Street Address:					
City:	State:	Zip:			
Name and Title of supervisor:					
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name:		Phone No: ( )		Duties:	
Street Address:					
City:	State:	Zip:			
Name and Title of supervisor:					
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:

May we contact your present and past employer(s) as to your character, qualifications, etc? Yes [ ] No [ ]

I hereby certify that all statements made herein or otherwise by me in applying for a position of employment with the City of Pinole are true and correct. I understand and agree that my misstatement or omission of material fact will cause forfeiture of my rights to employment by the City of Pinole. I understand that employment is contingent upon my provision of written verification of my identity and legal right to work in the United States.

DATE_____ SIGNATURE _____

Supplemental Questionnaire

Please return this paper with your application. Print or type clearly.

1.) Briefly state why you are interested in being an Leader In Training. Be Specific.

2.) What skills or abilities could you contribute to the Youth Center?

3.) What experience do you have working with youth, either your peers or younger?

4.) What values do you feel are most important when working with youth?

2015-16 Summer Adventures LIT Information

Name:

LIT Cell Phone Number:

What vacation dates would you like to request?

AFTER SCHOOL PROGRAM:

SUMMER: *Maximum time off is 2 weeks. Please make requests based on session of camp to be missed.* (Must be submitted to Youth Services Coordinator by Friday, June 5th)

What weekdays are you available to work weekly in the After School Program (3pm-6pm)

(circle each)

Monday Tuesday Wednesday Thursday Friday

Which camp do you prefer to work with first? (circle one)

Discover (5-8 years) Adventure (9-11 years) Ice (12-14 years)

What times do you prefer participating at camp? (circle one)

Mornings Afternoons Full Days

Preferences will be taken into consideration however, we cannot guarantee any requests.

What size T-Shirt (adult sizes) do you wear? (circle one)

S M L XL OTHER_____

2015 Pinole Tiny Tots
2454 Simas Ave.
Pinole, CA 94564
510-724-8965
tinytots@ci.pinole.ca.us

Down on the Farm

Pinole Tiny Tots Summer School Program

June 16th, 2015 thru August 6th, 2015

"Moo"ve on over and join us "Down on the Farm". We'll learn all about farm animals and find out where our food comes from. We'll have a real country breakfast and even "purple cow" milkshakes! This eight week session begins on Tuesday, June 16th and ends on Thursday, August 6th (so you can take advantage of long summer weekends). We will offer a morning class from 9:00 a.m. until 12:00 noon, and an afternoon class from 1:00 p.m. until 3:30 p.m. We hope your child will be able to join us for a summer of fun and learning!

Classes are open to children 3-1/2 to 5 years of age. Children must be 3 by December 1, 2014 and must be completely potty trained.
Registration will be held at 2454 Simas Ave., Pinole.

Summer School Registration Dates

Pinole Resident -Tuesday, May 5th, 2015* 12 noon to 3:00 p.m.
** (CA Id or driver's license and current utility bill required as proof of residency at time of registration)

***Open Registration* -Thursday, May 7th, 2015* 12 noon to 3:00 p.m.

Fees and Class schedules are as follows:

There is a $45.00 non-refundable registration fee due at the time of registration.

Morning Class – Tuesday, Wednesday, Thursday
9:00 a.m. to 12:00 noon

Resident: $504.00 (full payment for 8 weeks)
$252.00 (two payments)
Non-Resident $586.00 (full payment for 8 weeks)
$293.00 (two payments)

Afternoon Class- Tuesday, Wednesday, Thursday
1:00p.m. to 3:30 p.m.

Resident: $418.00 (full payment for 8 weeks)
$209.00 (two payments)
Non-Resident: $488.00 (full payment for 8 weeks)
$244.00 (two payments)