



# ADMINISTRATIVE REPORT

DATE: DECEMBER 4, 2015

TO: MAYOR AND CITY COUNCIL  
BEN REYES, CITY ATTORNEY

FROM: MICHELLE FITZER, CITY MANAGER

## PLACES TO BE

- DECEMBER 5, 2015 WINTERFEST AND TREE LIGHTING CELEBRATION

The City of Pinole and the Pinole Chamber of Commerce are pleased to host the 2015 Winterfest and Tree Lighting Celebration. A special “thank you” to all of the local sponsors for their generous support. (See Attached Flyer)

This year we are pleased to extend the hours of Santa's workshop, inside the Bank of Pinole building, from 2:00 pm - 5:30 pm. Along with Santa there will be a special visit from the Queen of the North. Refreshments and activities that evening will include a hot chocolate bar, face painting, balloon twisting, and a boutique of vendors along Tennent Avenue between San Pablo Avenue and Pear Street.

We are also pleased to announce that Girl Scout Troop 31373 will be collecting warm coats on behalf of the One Warm Coat Foundation. More information about this organization can be found at [OneWarmCoat.org](http://OneWarmCoat.org).

The Tree Lighting will take place between 5:15 pm - 5:30 pm. For more information you can e-mail [recreation@ci.pinole.ca.us](mailto:recreation@ci.pinole.ca.us), or call (510) 724-9062.

- JANUARY 9 – PINOLE SENIOR CENTER'S 23<sup>RD</sup> ANNUAL CRAB FEED

The City of Pinole Senior Center is hosting its 23<sup>rd</sup> annual crab feed. The event will be held at the Senior Center and is the Senior Center's biggest fundraiser of the year. Doors open at 5:00 PM with dinner being served at 6:00 PM.

Come spend a night eating delicious crab, enjoying great company and winning fantastic raffle prizes. In addition to a deliciously filling menu, there will also be a no host bar offering beer, wine, and select soft drinks.

Since it is after December 1<sup>st</sup>, tickets are \$45 each. Tickets can be purchased at the Senior Center front desk. They are selling fast, so don't delay getting yours. See the attached flyer for more details.

## ITEMS OF INTEREST

- **ROY SWEARINGEN AND DEBBIE LONG SWORN IN AS MAYOR AND MAYOR PRO TEM**

On Tuesday night the Council rotation occurred. Roy Swearingen was selected by the Council to serve as the Mayor, and Debbie Long was selected to serve as the Mayor Pro Tem. These appointments were effective immediately and will run until the first meeting in December 2016. Congratulations to Mayor Swearingen and Mayor Pro Tem Long.

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

**Attention Business Owners** – 2015 Pinole Business Licenses will expire on December 31, 2015. Business license taxes for 2016 are due on January 1, 2016 and become delinquent on February 1, 2016, at which time unpaid taxes are subject to a 50% penalty. There is no change to the business license tax rate for calendar year 2016. The tax for the basic business license is \$132.00 per year.

Business license renewal forms were mailed out November 19, 2015, for calendar year 2016. 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, 2016. 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](http://www.ci.pinole.ca.us). Select **Business License** from the "*I'm looking for...*" box in the upper right hand corner 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.

- **STATUS ON THE FORMER REDEVELOPMENT AGENCY'S LONG RANGE PROPERTY MANAGEMENT PLAN**

On Friday, November 20, 2015, the City received official notice from the State of California Department of Finance that the Successor Agencies Long Range Property Management Plan (LRPMP) was approved as presented and amended.

The LRPMP accounted for eighteen (18) properties owned by the former Redevelopment Agency. Of the 18 properties, nine (9) are to be transferred to the City for governmental use which include City facilities (City Hall, Youth Center, Police Station), parks, parking lots, and a vacant parcel to be used as a corporation yard. The other nine (9) properties will eventually be sold, with the sale proceeds to be remitted to the County for distribution to the taxing entities in accordance with their proportional share of base property tax revenues. The City will receive our standard nineteen percent (19%) property tax share of these sales proceeds.

The City has entered into agreements to sell four of the nine parcels to the Developers of the Gateway East and West sites.

- **SENIOR CENTER ROOF REPLACEMENT**

On October 20, 2015, the City Council approved a contract to replace the section of the Senior Center metal roof that has been leaking. According to the contract, the Contractor has 70 days to complete the work following the issuance of the notice to proceed, which was sent on November 18<sup>th</sup>. The Contractor had originally planned to start working the week of November 23<sup>rd</sup>. However, due to the Contractor requesting deviations from the design plans, the necessary approval of the changes from our design contractor, and the Thanksgiving holiday, the delivery of the roof materials has been delayed resulting in a new start date of December 14<sup>th</sup>. The Contractor has provided Staff with a revised work schedule reflecting completion of the work as of January 24, 2015.

- **PINOLE LIBRARY CLASSES & ACTIVITIES**

The Pinole Library has many exciting activities coming soon. Informational flyers are attached, or you can search the following link for more details:  
<http://nt-evanced.ccclib.org/evanced/lib/eventcalendar.asp?EventType=ALL&Lib=16&df=calendar>.

The library has activities for age groups 5 years to Seniors. Activities include, but are not limited to:

- Lego @ the Library - Saturdays 12 pm to 1:30 pm - Age Group: Kids (5-11)
- Lap Sit Story time – Mondays at 10:15 am and 11 am – Age Group: Children (0-5)
- The Pinole Book Club – First Friday of the Month 2:30 pm – Age Group: Adults, Seniors
- Minecraft – Fourth Monday of the Month at 4:00 pm
- Hooks & Needles – Third Wednesday of the Month 2 pm – Age Group: Adults, Seniors

# Winter Fest 2015

Presented by The Pinole Chamber of Commerce & City of Pinole  
Celebrating the Holidays in Old Town Pinole

## Saturday, December 5th

Live Performances & Holiday Treats  
2:00-4:00pm | Pinole Senior Center

Winter Wonderland at Santa's Workshop  
Holiday Vendors & Treats, Face Painting  
plus FREE Photos with Santa  
2:00-5:30pm | Historic Bank of Pinole Building

Tree Lighting  
5:30pm | Community Corner



### BIG THANKS TO OUR SPONSORS!

**Gold** Phillips 66 \* Thomas Gateway Properties \* Kaiser  
Permanente **Silver** Mechanics Bank \* Stacey & Company  
Republic Services **Snowflake** Garden of Gems \* Trans Bay  
Insurance Agency \* DMR Accounting & Tax Services  
East Bay Coffee Company \* Lions Club of Richmond/Pinole

The Pinole Senior Center 2500 Charles Avenue

Historic Bank of Pinole 2361 San Pablo Avenue

The Community Corner San Pablo Avenue @ Tennent

For More Information Brianna Green | 510-724-4484 | [pinolechamber@yahoo.com](mailto:pinolechamber@yahoo.com)

Pinole Senior Center presents the



**Saturday, January 9, 2016**

**Doors Open at 5pm, Dinner at 6pm**

**Generous Servings of Crab  
+ Bread, Pasta, Salad, & Dessert**

**Over 50 Great Raffle Prizes & No Host Bar**

**Advanced Ticket Sales Only**

**Tickets can be purchased at the Pinole Senior Center front desk**

***Early Bird Special!* \$40 per ticket through December 1st**

**\$45 per ticket after December 1st**

**Pinole Senior Center  
2500 Charles Ave., Pinole (510) 724-9800**

**Tickets on Sale Starting 10/12/15**

# LEGO at The Library



12:00-1:30 PM  
SATURDAYS

COME AND  
EXPLORE THE  
WONDERFUL WORLD  
OF LEGOS AND MAKE  
SOME NEW FRIENDS!

*LIMITED TO 20 PARTICIPANTS;  
CHILDREN 4 AND UNDER  
SHOULD BE SUPERVISED AROUND SMALL PARTS!*



Sponsored  
by the  
Friends of the  
Pinole  
Library



**Pinole Library**  
2935 Pinole Valley Rd  
Pinole, CA 94564  
510-758-2741



**Library Hours**  
Mondays 10 am-6 pm  
Wednesdays 2 —8 pm  
Fridays & Saturdays 12 - pm

# MINECRAFT

Fourth Monday of the month, at 4:00 pm  
**Register online**  
**one week before**  
**the event at**  
**ccclib.org**



*Emphasis will be on building, creating, and collaborating.*

*We will be operating a local server with [minecraft.edu](http://minecraft.edu) software*



## GUIDELINES:

- Registration starts one week prior to your session
- Only 2 children per registration
- If you choose to attend without registering you may wait for a spot to open up, however waiting **does not guarantee a spot.**
- Photos will be taken of projects.
- All library rules **MUST** be followed in class as well as in game.

\*\*\*\*HAVE FUN!\*\*\*\*

Pinole Library  
2935 Pinole Valley Rd.

Mon. 10-6

Wed. 2-8

Fri. 12-5

Sat. 12-5

