



ADMINISTRATIVE REPORT

DATE: DECEMBER 18, 2015
TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY
FROM: MICHELLE FITZER, CITY MANAGER

PLACES TO BE

- **JANUARY 9 – PINOLE SENIOR CENTER'S 23RD ANNUAL CRAB FEED**

The City of Pinole Senior Center is hosting its 23rd 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.

Tickets are still available - \$45 each and 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

- **NEW CITY COUNCIL MEMBER APPOINTED**

On Tuesday, December 15th the City Council unanimously voted to appoint Maureen Toms to the Council seat vacated by the passing of Council member Phil Green. Ms. Toms is born and raised in Pinole and has worked for Contra Costa County for over 20 years in a planning capacity. She has also served on the City's Planning Commission for approximately 15 years.

Although the term of office for this seat runs through the 2018 election, under new State law this seat will be up in the 2016 election. Candidates will have to declare that they are running specifically for the partial term seat and whoever is elected will serve through the certification of the 2018 election results.

Welcome Ms. Toms to the City Council. We look forward to working with her.

- **WASTEWATER PLANT UPGRADE BIDS OPENED**

Bids for the Wastewater Plant Upgrade project were opened on December 10th. Only two (2) bids were received. The bids were as follows:

Kiewit Construction:	\$43,143,000
Overaa Construction:	\$48,558,000

The bid summary can be found on the City's website at the following link:
<http://www.ci.pinole.ca.us/publicworks/docs/WPCP2015Project/BidResults.pdf>

The bids are currently being reviewed by the Project Manager. We hope to award the bid/contract in February or March.

- **SENIOR CENTER ROOF REPLACEMENT PROJECT STATUS**

Due to delays in obtaining the roofing material, the pending rain next week, and the fact that City Hall will be closed from December 28th to January 3rd, the Contractor had delayed delivery of material and commencement of the work until January 4th.

On January 4th, the Contractor has committed to a having more crew on site to complete the work in 3 weeks.

- **GATEWAY EAST PROJECT STATUS**

This project continues to move forward with grading and construction plans under review. On December 15th, the City Council approved an Amendment to the Reciprocal Easement Agreement which was necessary prior to the issuance of a building permit. The Developer plans to commence construction on two of the sites in January.

- **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. 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.

- **[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

- **[START PREPARATIONS FOR THE EXPECTED EL NINO RAINY SEASON](#)**

We’ve all heard the news – this is expected to be one of the biggest El Nino rain seasons on record. We all need to start preparations now, including cleaning out rain gutters and stormwater drains in front of our homes. City staff has already begun preparations in the public right-of-ways, cleaning storm drains, removing leaves and debris, and getting ready for sandbag needs.

Something essential to remember for those whose property backs up to the Pinole Creek in the Pinole Valley area – ***you are responsible for maintenance of the Creek!*** Contrary to popular belief, the City actually does not have any jurisdiction within the Creek. On the North side of I-80, the Creek is the responsibility of the Contra Costa County Flood Control District. On the South side of I-80, the property owners who abut the Creek actually have their property line run into the Creek, most often to the middle of the Creek. That means those individual homeowners are responsible for maintaining the Creek behind their homes.

Letters will be sent to homeowners reminding them of this obligation, but please clean out any debris that is in the Creek behind your house. It'll be much easier to do it now than it will be when the rains start!

- **CITY MANAGER'S ADMINISTRATIVE REPORT TO BE ISSUED ON FRIDAYS FOLLOWING CITY COUNCIL MEETINGS**

The City Council and the City Manager decided that the Administrative Report will no longer be issued weekly. From this point forward, the Report will be issued on the Friday following a City Council meeting. That way, we can update the public on the Council's actions on items of interest.

Due to the closure of City Hall during the holiday and with the cancellation of the January 5th City Council meeting, the Administrative Report will be published until January 22, 2016.

We wish everyone a wonderful holiday season.

-END-

Animal Services Department **Contra
Costa
County**

4800 Imhoff Place
Martinez, California 94553-4300
(925) 335-8300

910 San Pablo Avenue
Pinole, California 94564-2347
(510) 374-3966

Beth Ward
Animal Services Director



RECEIVED

DEC 14 2015

**CITY OF PINOLE
CITY MANAGER'S OFFICE**

December 4, 2015

Dear City Manager:

Enclosed are the animal-related activities and statistics for services provided to your city for the months of October and November, 2015. These statistics give you a report of the varied activities we have handled.

If you have any questions regarding the specifics of the activities and statistics, please do not hesitate to call our office at 925-335-8370.

Yours truly,

Beth Ward
Animal Services Director

Enclosure



CONTRA COSTA COUNTY ANIMAL SERVICES DEPARTMENT

SUMMARY OF ANIMAL ACTIVITIES AND ACTIONS

For the Period: 10/1/2015 - 10/31/2015

PINOLE

	Total
Deceased - Dogs & Cats	9
Deceased - Wildlife	10
Investigations - Inhumane	1
Investigations - Noise	2
Investigations - Rabies (Human Exposure)	2
Investigations - Rabies/Transport Specimens to Lab	1
Other Activities	1
Stray Animals - Dogs & Cats	20
Stray Animals - Wildlife	4
Telephone Calls (Not Resulting in Activity)	30
Transport Animal - To/From Vet/Lindsay Museum	8
Total	86

Number of Activities by Activity Type

	Total
Deceased - Dogs & Cats	7
Deceased - Wildlife	9
Investigations - Inhumane	4
Investigations - Noise	3
Investigations - Rabies (Human Exposure)	15
Investigations - Rabies/Transport Specimens to Lab	1
Other Activities	1
Stray Animals - Dogs & Cats	35
Stray Animals - Wildlife	4
Telephone Calls (Not Resulting in Activity)	30
Transport Animal - To/From Vet/Lindsay Museum	9
Total	118

Number of Calls/Contacts/Actions Related to Activities



CONTRA COSTA COUNTY ANIMAL SERVICES DEPARTMENT

Pinole

Animals Handled

10/1/2015 to 10/31/2015

		CAT	DOG	OTHER	Total
DEAD ANIMALS HANDLED	Field Impound	2	1	5	8
	Night Deposit	1	0	0	1
	Over the Counter	1	1	1	3
	Total	4	2	6	12
LIVE IMPOUNDS	Field Impound	1	2	0	3
	Night Deposit	3	0	0	3
	Over the Counter	12	16	0	28
	Total	16	18	0	34
Total		20	20	6	46

CONTRA COSTA COUNTY ANIMAL SERVICES DEPARTMENT

SUMMARY OF ANIMAL ACTIVITIES AND ACTIONS

For the Period: 11/1/2015 - 11/30/2015

PINOLE



	Total
Deceased - Dogs & Cats	4
Deceased - Wildlife	6
Investigations - Inhumane	1
Investigations - Noise	1
Investigations - Ordinance	2
Investigations - Rabies (Human Exposure)	4
Other Activities	1
Stray Animals - Dogs & Cats	23
Stray Animals - Wildlife	2
Telephone Calls (Not Resulting in Activity)	12
Transport Animal - To/From Vet/Lindsay Museum	9
Total	63

Number of Activities by Activity Type

	Total
Deceased - Dogs & Cats	2
Deceased - Wildlife	6
Investigations - Inhumane	3
Investigations - Noise	2
Investigations - Ordinance	5
Investigations - Rabies (Human Exposure)	18
Other Activities	1
Stray Animals - Dogs & Cats	55
Stray Animals - Wildlife	3
Telephone Calls (Not Resulting in Activity)	12
Transport Animal - To/From Vet/Lindsay Museum	12
Total	119

Number of Calls/Contacts/Actions Related to Activities



CONTRA COSTA COUNTY ANIMAL SERVICES DEPARTMENT

Pinole

Animals Handled

11/1/2015 to 11/30/2015

		CAT	DOG	OTHER	Total
DEAD ANIMALS HANDLED	Field Impound	1	0	7	8
	Night Deposit	1	0	0	1
	Over the Counter	1	0	0	1
	Total	3	0	7	10
LIVE IMPOUNDS	Field Impound	4	17	0	21
	Night Deposit	1	0	0	1
	Over the Counter	10	8	0	18
	Total	15	25	0	40
Total		18	25	7	50

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



Pinole Youth Center '15-'16



Days Off Care & Break Week Camps

All of us here at the PYC appreciate your continued support. We hope that you can join us for some fun during the upcoming holidays!

Arts & Crafts, Indoor games, Outdoor games, team building challenges, cooking projects, special guests, and so much more!!

Days Off Care

All Day Off Camps run from 8:30a- 6:00p

Dates:

October 12th Columbus Day Camp

November 3rd "Conference Day" Camp

Fees per day:

Members, Resident	\$30
Members, Non-Resident	\$33
Non-members, Resident	\$40
Non-members, Non-Resident	\$50

Break Week Care

All break week camps run from 8:30am – 6:00pm

Register your child for Extended Care (7am-8:30am) for only \$34 per week!

Dates:

December 21st – 24th Winter Break Camp
(December 25th PYC closed)

December 28th – 31st Winter Break Camp
(January 1st PYC closed)

February 16th -19th President's Week Camp

April 4th – 8th Spring Break Camp

Fees per week:

Resident	\$160
Non-resident	\$186
Extended Care	\$34

Includes one off site field trip

Children must bring their own lunch; snacks are available with a cash payment.

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
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

