



ADMINISTRATIVE REPORT

DATE: FEBRUARY 18, 2016

TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY

FROM: MICHELLE FITZER, CITY MANAGER

PLACES TO BE

- UPCOMING CITY COUNCIL/COMMISSION/COMMITTEE MEETINGS/EVENTS

Date and Time	Event	Location
Monday, February 22, 2016 7:00 p.m.	Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, March 1, 2016 7:00 p.m.	City Council Meeting	City Council Chamber 2131 Pear Street
Thursday, March 3, 2016 8:30 a.m.	Wastewater Subcommittee Meeting	Hercules City Council Chamber 111 Civic Drive
Monday, March 14, 2016 7:00 p.m.	Special Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, March 15, 2016 7:00 p.m.	City Council Meeting	City Council Chamber 2131 Pear Street
Wednesday, March 16, 2016 7:00 p.m.	Traffic & Pedestrian Safety Committee Meeting	City Council Chamber 2131 Pear Street

ITEMS OF INTEREST

- COMMUNITY PLAYHOUSE PROJECT MOVING FORWARD

The Contractor, City representatives, and the Pinole Community Players (building lessee) have met onsite in a pre-construction meeting to discuss the schedule for the improvements.

The plan is to have the chairs ordered and installed, with the Player's performance schedule working around the improvements. Installation is expected to be complete this Spring.

- **CORPORATION YARD METAL BUILDING PROJECT**

The Contractor and City representatives have met onsite in a pre-construction meeting to discuss the schedule for improvement work, in order that the metal building is available for use when a similar building is removed from Treatment Plant as part of the Treatment Plant Upgrade Project.

- **WASTEWATER PLANT UPGRADE PROJECT**

The Council received an update on this project at the February 16th meeting. Due to the timing of the State Revolving Loan Fund approval process, we had to delay the Council's consideration of awarding the construction bids. We expect to bring that item to Council on March 15th. At this time all of our loan application documents have been submitted, we are simply awaiting response from the State.

We had a scheduled Community Information meeting regarding this project on Wednesday, February 17th. Although notices were mailed to addresses within 1000 feet of the project (both in Pinole and Hercules), no community members attended. The information will be presented at the next Wastewater Subcommittee meeting on March 3rd.

- **9-1-1 CALL DISPATCHING**

To notify the Pinole Police Dispatch of an emergency occurring in Pinole or Hercules:

- From a landline, call 911. If the call requires a response from the Fire Department (medical or fire), the call will be transferred to the Fire Department 9-1-1 line.
- From cell phone, call 510-724-1111. Though we are in the process of transitioning to take wireless calls, this process is not yet complete. The number, 510-724-1111, will send your call directly into the Dispatch Center. If the call requires a response from the Fire Department (medical or fire), the call will be transferred to the Fire Department emergency line.
- With either method, the Dispatcher will first need to know the location of the emergency, followed by the nature of the call. Additional questions may be asked. Please supply the information requested to assist in providing valuable information to responding units and to ensure the appropriate services are provided.

- **BUILDING PERMIT REQUEST LINE CHANGES FEBRUARY 23**

Beginning February 23, 2016, the City is implementing an automated system to schedule inspection requests. Building permit holders will be provided with instructions to follow voice

prompts to schedule an inspection and enter numeric codes for each inspection type. The system will enable permit holders to adjust inspection times if needed and generates an inspection confirmation number. The building inspection request telephone number is the same, at (510) 724-8914. If there are questions or difficulties navigating the new system, please press the "0" button or call (510) 724-9018 for assistance. This new system will save time and ultimately increase customer convenience for building permit holders.

- **COUNCIL APPROVES A PG&E RULE 20 A PROJECT ALONG PINOLE VALLEY ROAD**

At the February 16th meeting, the City Council approved a Rule 20 A project as a companion project to the WCCUSD Pinole Valley High School frontage improvements project. Rule 20 A refers to the funding source available through PG&E to underground utility lines. Years ago the City had determined that the highest priority area for the next undergrounding project was Pinole Valley Road. With the Pinole Valley High School project, an opportunity presented to coordinate the construction. Hopefully that means that the road will only need to be under construction once, as the undergrounding efforts are coordinated with the improvements required on Pinole Valley Road for the school project.

Given the amount of funding available, the undergrounding is expected to go from the pole outside of the Library at the corner of Ramona, to approximately the corner of Helena Court. Due to the limited resources, the cul-de-sacs in the area will not be undergrounded.

- **NEW PLANNING COMMISSIONER APPOINTED**

Congratulations to Simon Wong, our newly appointed Planning Commissioner. He will be sworn in on Thursday, and will join the Commission at their special meeting on March 14th.

- **CITY WEBSITE TO BE DOWN MARCH 4TH – 7TH**

ABAG, who hosts our website, is moving their offices from Oakland to San Francisco. Due to the move, our website will be down during this period.

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