



# ADMINISTRATIVE REPORT

DATE: MARCH 4, 2016

TO: MAYOR AND CITY COUNCIL  
BEN REYES, CITY ATTORNEY

FROM: MICHELLE FITZER, CITY MANAGER

## PLACES TO BE

Date and Time	Event	Location
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
Tuesday, April 5, 2016 7:00 p.m.	City Council Meeting	City Council Chamber 2131 Pear Street
Thursday, April 7, 2016 8:30 a.m.	Wastewater Subcommittee Meeting	Pinole Council Chamber 2131 Pear Street

- SPRING EGG HUNT

Bring your family and friends to Fernandez Park on Saturday, March 26<sup>th</sup> to hunt for candy and Spring Eggs. The Spring Bunny will be available to take pictures with children and families 9-10 am and the hunt will begin at 10 am. The Pinole Youth Foundation will provide coffee and hot chocolate. We are also very please that Interact will be volunteering for the day's activities to help children find all of their treasures.

Each age group will have a designated area for this event. Please arrive early so you have time to find the hunt for your age group. If you have any further questions contact our Youth Services Coordinator at 510-724-9004 or [youth@ci.pinole.ca.us](mailto:youth@ci.pinole.ca.us). Fernandez Park is located at 595 Tennent Ave. Pinole CA

## ITEMS OF INTEREST

- **NEW DEVELOPMENT SERVICES DIRECTOR/CITY ENGINEER HIRED**

Our new Development Services Director/City Engineer has been selected. Tamara Miller joins us after most recently spending 15 years working with several public agencies through the consulting firm MPM Engineering. Prior to her consulting tenure she spent 16 years working with the City of Chico, Yolo County, and Caltrans. In addition, Tamara has been a Lecturer for many years at California State University Chico.

Tamara has a Bachelor's degree in Civil Engineering from Cal Poly and a Masters in Business Administration from Cal State Chico. She is also a registered Professional Civil Engineer and she has direct experience in Wastewater.

Tamara's official start date is March 7<sup>th</sup>, so you will see her at the March 15<sup>th</sup> Council meeting. Please join me in welcoming Tamara to the City of Pinole Team!

- **PINOLE COMMUNITY PLAYHOUSE PROJECT**

The approved work at the Community Playhouse has commenced and is proceeding as scheduled. The utility room doors along the back wall of the playhouse have been removed and the entrance doors have been widened. The foundation for the seating is being installed (see photos) and the seats have been ordered. Installation is still expected to be complete this spring.



- **COUNCIL INTERESTED IN PURCHASING THE FARIA HOUSE**

At the March 1<sup>st</sup> meeting the City Council decided they are interested in purchasing the Faria House. The house was moved from the now Kaiser property to its current location on San

Pablo Avenue in 2005. With the dissolution of Redevelopment, all assets of the Agency were basically frozen until the State Department of Finance approved the City's Long Range Property Management Plan. That is now approved, and the City will begin looking at disposing of all of the former RDA properties, in accordance with the State law. For the City to retain the property, an appraisal will need to be obtained and fair market rate paid. Council directed staff to move forward with the appraisal at this time.

- **REQUEST FOR PROPOSAL TO BE ISSUED FOR OLD BANK OF PINOLE AND 2301 SAN PABLO AVENUE (CORNER LOT)**

Also at the March 1<sup>st</sup> meeting the Council discussed disposition of two other former Redevelopment Agency properties - the Old Bank of Pinole and 2301 San Pablo Avenue (corner lot). Direction was provided to staff to issue a Request for Proposal (RFP) for disposition and development of these properties, including deed restrictions to retain the historic outside façade of the Bank building. The RFP should be issued soon. Council will consider responses at a future meeting.

- **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.

- **CITY CLERK PATRICIA ATHENOUR ANNOUNCES HER RETIREMENT**

City Clerk Patricia Athenour has announced her retirement after approximately 12 years of service. Patti's last day will be April 12<sup>th</sup>. Staff is working with the Council to secure an Interim City Clerk until such time as a full-time replacement can be hired. Please join me in thanking Patti for her many years of outstanding service, and congratulating her on her upcoming retirement!

- **CITY WEBSITE WILL NOT BE DOWN MARCH 4<sup>TH</sup> – 7<sup>TH</sup>**

ABAG, who hosts our website, postponed their office move from Oakland to San Francisco. We will provide updated information on the new move dates once it is available.

-END-



**Put it on your calendar!!!**



# Spring Egg Hunt

**Saturday, March 26, 2016**  
**Fernandez Park**

Don't forget  
your basket!



**9:00 am**

**Pictures with the bunny!**  
Please, bring your own camera  
to take pictures with the bunny.  
Coffee and hot chocolate bar!

*\*Sponsored by  
Pinole Youth  
Foundation\**

**10:00 am**

**The hunt begins!**  
Designated locations for ages.  
Please, find your child's  
appropriate designated  
location.



2-5

6-9

10 +



# FREE!

Pinole Youth Center  
635 Tennent Ave.  
youth@ci.pinole.ca.us  
510-724-9052



# City of Pinole

## Community Development Services

2131 Pear Street  
Pinole, CA 94564

Tel: (510) 724-8912  
Fax: (510) 724-9826

## ATTENTION ALL PERMITEES

Re: City of Pinole Building Division Inspection Request Directions

**When: Beginning February 23, 2016** the City is implementing an automated system for inspection requests.

**What:** All building inspections must be scheduled via this new system.

**How:** Simply dial phone number (510) 724-8914

**Follow the prompts to enter your information**

Press 1 to schedule and inspection

Enter your permit number with NO DASHES

For letter **B** use the corresponding number **2** on your phone keypad

Press the # key after entering the permit number

Your permit number will be read back to you

Press 1 to confirm the permit number is correct

**Select your inspection**

The system will tell you which inspections are available for your permit

Enter the 4-digit code for the inspection you want to schedule

Press the # key

**Select the day of inspection**

A list of available inspection dates will be listed

Select the date you want to schedule your inspection

You will be given a confirmation number

Write down your confirmation number

Hang up to end the call, or stay on the line for more options

**NOTE: INSPECTION CODES ARE ON THE OTHER SIDE**

TYPE OF INSPECTION	DATE	INSPECTOR	TYPE OF INSPECTION	DATE	INSPECTOR	TYPE OF INSPECTION	DATE	INSPECTOR
<b>FOUNDATION/UNDERFLOOR</b>						<b>FINAL</b>		
1099-Misc Building			1401-Sewer Lateral			1901-Fire District Final		
1101-Survey			1402-Ground Plumbing			1902-Public Works Final		
1102-Setbacks			1403-Water Svc			1903-Planning Final		
1103-Ufer Ground			1404-Shower Pan Test			1904-Sewer Final		
1104-Piers			1405-Rough Plumbing			1905-Environ Health Final		
1105-Forms			1406-Underfloor Plumbing			1906-Building Final		
1106-Slab Foundation			1407-Water Heater			1907-Plumbing Final		
1107-Slab Garage			1408-Gas Test			1908-Electrical Final		
1108-Drive Way			1409-T-Bar Plumbing			1909-Mechanical Final		
1109-Misc Foundation			1410-Sewer Test Bldg			1999-Misc Final		
<b>STRUCTURAL</b>			1411-Sprinkler Bldg			<b>RENTAL</b>		
1201-Underfloor Frame			1499-Misc Plumbing			2099-Misc Rental		
1202-Shear Nailing-Exterior			<b>MECHANICAL</b>			2101-Rental Inspection		
1203-Shear Nailing-Interior			1501-Rough Mechanical			2102-Reinsp1		
1204-Roof Deck Nail			1502-Fire Damper			2103-Reinsp2		
1205-Framing			1503-Commerical Hood			2104-Reinsp3		
1206-Drywall			1504-T-Bar Mechanical			2199-Misc Rental Inspection		
1207-Firewall			1599-Misc Mechanical			<b>CODE ENFORCEMENT</b>		
1208-Ext-Int Lath			<b>INSULATION</b>			3099-Misc Code Enforcement		
1208-Scratch Coat			1601-Underfloor Insulation					
1210-T-Bar			1602-Framing Insulation					
1211-Wet Wall			1603-Ceiling Insulation					
1212-Roof-In Progress			1699-Misc Insulation					
1213-CMU			<b>RETAINING WALL</b>					
1214-Demolition			1701-Footings					
1298-Misc Structural			1702-Retaining Wall					
<b>ELECTRICAL</b>			1799-Misc Retaining Wall					
1301-Power Pole			<b>POOL</b>					
1302-Conduit/Underground			1801-Site Check-Pregunite					
1303-Service Entrance			1802-Bonding-Cavity-Deck					
1304-Rough Electrical			1803-Pre-Plaster					
1305-Bonding			1804-Pool Final					
1306-Electrical Panel Svc			1899-Misc Pool					
1307-T-Bar Electrical								
1308-Solar								
1399-Misc Electrical								

Comments:

**EXPIRATION:** This permit will expire if the work is not started within 180 days or 180 days lapse between approved inspections. If the permit expires before the work is completed and/or inspected, no additional work shall be performed until a new permit is obtained. **EXTENSION:** Prior to permit expiration and upon