



ADMINISTRATIVE REPORT

DATE: APRIL 21, 2016

TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY

FROM: MICHELLE FITZER, CITY MANAGER

PLACES TO BE

Date and Time	Event	Location
Monday, April 25, 2016 7:00 p.m.	Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, May 3, 2016 7:00 p.m.	City Council Meeting	City Council Chamber 2131 Pear Street
Wednesday, May 4, 2016 4:00 p.m.	Oversight Board Meeting	City Council Chamber 2131 Pear Street
Thursday, May 5, 2016 8:30 a.m.	Wastewater Subcommittee Meeting	Hercules Council Chamber 111 Civic Drive
Monday, May 23, 2016 6:00 p.m.	Joint Planning Commission/Council meeting	City Council Chamber 2131 Pear Street
Wednesday, May 25, 2016 3:00 p.m.	Finance Subcommittee Meeting	City Council Chamber 2131 Pear Street

- **6TH ANNUAL PINOLE COMMUNITY SERVICE DAY – MAY 21ST**

The sixth annual Pinole Community Service Day will be held Saturday, May 21, 2016. This is a great opportunity in Pinole for residents to help make their community or neighborhood a better place to live. Last year, more than 150 volunteers participated in a variety of community projects which paired volunteers with community organizations for three-hour, hands-on service projects, followed by a free thank you lunch. Register and have a free breakfast from 8-9 a.m. at the Pinole Youth Center, work from 9 a.m. to noon, and then return to the Youth Center for lunch. To sign up to volunteer as an individual or a group, click the Volunteer Application below or email recreation@ci.pinole.ca.us.

- **FIRST ANNUAL COOKIES AND CANVAS**

The Pinole Youth Center would like to celebrate art and fun with the community through a Cookies & Canvas event. We invite everyone to enjoy cookies, while painting a beautiful masterpiece. This event is open to the public! All ages are welcome. Call (510) 724-9004 for ticket sales.

ITEMS OF INTEREST

- **STATE OF THE CITY LUNCHEON**

The Pinole Chamber of Commerce will be hosting its annual State of the City luncheon on Wednesday, May 4th from 11:30 am to 1:00 p.m. at the Pear Street Bistro in Pinole. The event this year will feature Mayor Roy Swearingen as the speaker. Contact the Pinole Chamber of Commerce for information and pricing.

- **POLICE DEPARTMENT TOWN HALL MEETING**

In a continuing effort to engage the Community, the Police Department is scheduling a Town Hall meeting on Wednesday, April 27th. The meeting will be held at the Pinole Library from 6:00 to 7:30 p.m. Citizens will be able to interact with Chief Gang, Beat Officers, our Canine Officer and K-9 Kaizer. Please see attached flyer.

- **WANTED! – HOW CITIZENS CAN HELP THE POLICE DEPARTMENT**

Please see the attached **Wanted** Poster that the Police Department is circulating. You can also find the information on the Police Departments Facebook as well as other social media outlets. We want to encourage residents of Pinole to be the “eyes and ears” in the community and to report crimes when they see them.

- **CITIZEN ACADEMY COMING THIS SPRING!**

The Police Department will be sponsoring a Citizen Academy beginning May 21st and continuing until June 25th. Classes will meet on Saturdays from 9 a.m. to noon at the Public Safety Building. The Citizen Academy is designed to give an inside look at the Pinole Police Department. Speakers will include the Chief of Police, Police Officers, K-9 Officer, Dispatchers, Detectives, and others. There will also be a tour of a Contra Costa County jail facility. The Citizen Academy is open to Pinole residents and citizens who work in Pinole who are 18 and older. Please see the attached application form. Call Crime Prevention Officer, John Palmi, at 510-724-8961, for more information.

- **2016 CITY-WIDE GARAGE SALE**

Your trash may be someone else's treasure! The Pinole City-Wide Garage Sale will be taking place on Sunday May 29th from 8:00 am - 1:00 pm. This fundraiser invites Pinole Residents to participate in a unique community event by hosting a garage sale at home, or by doing some shopping and visiting the sale sites.

By registering your garage sale with the City of Pinole Recreation Department, your sale will be listed on a City-Wide Map of Garage Sales and be included in online distribution. Treasure hunters will be directed straight to you. Print and online maps will be available May 20th. Registration is \$20 per address. All proceeds for this fundraiser will benefit the Pinole Senior Center. Registration forms can be completed at the Pinole Senior Center front desk, or mailed to the Senior Center at 2500 Charles Ave. Pinole, CA 94564 along with the registration fee. The registration deadline is 4pm on May 9th. See the attached flyer for more information.

- **WASTEWATER PLANT UPGRADE PROJECT STATUS**

Kiewit Infrastructure West Co. has provided the bonds and insurance as required by the Pinole-Hercules WWTP Upgrade Project contract documents. Kiewit also has a new City of Pinole business license. Additionally behind the scenes project planning and preparation is ongoing. We expect to begin construction in May.

A ribbon cutting ceremony is being planned prior to the commencement of construction.

- **NEW METAL BUILDING**

The construction of the new Public Works Building at 651 Pinole Shores Drive is in its early stages. The contractor has graded and certified the compaction for the building pad. The next phase is to excavate for the footings. The footings should be formed and installed with concrete by the end of next week.



-END-

Pinole Community service day

Helping is as 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 3 hour community projects including weeding along the creek, reviving parks and community centers, gardening at local schools and MORE! Volunteers will work 9-NOON.

3

MEET & WORK

Meet at Pinole Youth Center at 635 Tennent Avenue for a FREE breakfast and FREE post event lunch! Head out to your project, meet neighbors, make a friend and make a difference for Pinole

SATURDAY, MAY 21

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

Meet at the Pinole Youth Center
635 Tennent Ave

Parks
Make
Life
Better!



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

For more information call 510-724-9062 or email recreation@ci.pinole.ca.us

PINOLE COMMUNITY SERVICE DAY
 Hosted by the Pinole Community Services Commission
Saturday, May 21, 2016, 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



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		Tiny Tots	Spread Wood Chips
	Pinole Youth Center	TSP Walls, Deep Clean Kitchen, Wash and Dry tables and chairs, Wash PYC vehicles		Creek Side	Weeding & Litter Removal
	Fernandez Park	Paint Picnic tables		Amber Swartz Park	Clean debris
	Fernandez Park	Spread & compact decomposed granite near picnic tables		Pinole Senior Center	Clean chairs
	Stewart Elementary	Installs shelving in storage unit & weed		Library garden/tennis courts	Weeding
	Skate Park	Spread wood chips		Pinole Community Corner, Tennent and San Pablo avenues.	Weeding & Top Dressing Rock and Bark Areas
	Pinole Valley Dog Park	Fill Gopher Holes			

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.

First Annual

Cookies + Canvas Fundraiser

The Pinole Youth Center would like to celebrate art and fun with the community. Cookies & Canvas invites everyone to enjoy cookies, while painting a beautiful masterpiece!

This event is open to the public!
All ages are welcome.



Pinole Youth Center

Saturday, May 21, 2016

NOW ONLY

4:00pm-8:00pm

\$15 per painter!!!

Due to a generous donation from Mechanics Banks our prices have dropped!
Now 1/2 off!!

Pinole Youth Center
635 Tennent Ave
Pinole CA 94564



Ally Renshaw
510-724-9004
youth@ci.pinole.ca.us



Pinole Police Department



Town Hall Meeting

Come to the Pinole Police Town Hall Meeting held at the Pinole Library meeting room. Chief Neil Gang will host the event and you will be able to meet your local Beat Officers, Dispatch, Detectives, Crime Prevention Unit, and your K-9 Officer along with K-9 Kaizer.

April 27, 2016 6 p.m.

Pinole Library – 2935 Pinole Valley Road



WANTED!



**LOOKING FOR
PINOLE POSSE MEMBERS
FOR THE “SEE IT, SAY
IT” CAMPAIGN**



**BECOME THE EYES AND EARS OF THE
COMMUNITY BY HELPING REPORT CRIME.
IF YOU SEE A CRIME, REPORT IT TO THE
PINOLE POLICE DEPARTMENT BY CALLING
510.724.1111**

Pinole Police Department



2016 Citizen Academy

Free for Pinole residents at least 18 Years of age and older.

The Citizen Academy is designed to give an inside look at the Pinole Police Department. Speakers will include the Chief of Police, Police Officers, K-9 Officer, Dispatchers, Detectives, and others. There will also be a tour of a Contra Costa County jail facility.

Sign-up today!

Complete the attached application and submit it to the Crime Prevention Unit

Class Dates: May 21st through June 25th
(5 Sessions)
Class Times: Saturday mornings 9a-12p
Class Location: Pinole Police Department

Topics Include:

- CSI/Evidence
- K9 Policing
- Dispatching
- School Policing
- And More...

Pinole Police Department Citizen Academy Application Form

Name: _____
Last First

Date of Birth: _____ Driver's License Number _____

Address: _____
Street

City State Zip Code

Telephone: _____
Home Work

List any medications or allergies we may need to know about:

Have you ever been convicted of a criminal offense or have current criminal charges pending other than traffic infractions? If yes, please explain.

Emergency Contact _____

Address _____

Telephone: Home _____ Cell/Work _____

Shirt Size: _____

Mail or fax to: Pinole Police Department
Crime Prevention Unit
880 Tennent Avenue
Pinole, CA 94564
FAX: (510) 724-9061

For more information please call:

John Palmini
ph. 510.724.8961

CITY-WIDE GARAGE SALE

Sunday, May 29th 8:00am – 1:00pm

\$20 to register

Registration Deadline Monday 5/9/16

All proceeds benefit Pinole Senior Center

Registration open to Pinole Residents only

Here's how to participate:

- ◆ Register by returning completed registration form to the **Pinole Senior Center** at 2500 Charles Ave. Pinole, CA 94564 no later than 4 pm on May 9. Forms will not be accepted without \$20 registration fee.
- ◆ Help us spread the word by emailing your HOA, neighborhood groups, and friends. Feel free to post your own flyers! Garage sale map and registry will be available at www.ci.pinole.ca.us/recreation and at all City facilities starting May 20.
- ◆ Hold a garage sale at your home May 29, 2016 (8am - 1pm).

Why participate?

- ◆ Your sale will be identified on a map distributed to shoppers.
- ◆ Get motivated to do your spring cleaning. Free your home of clutter and let your trash become someone else's treasure.
- ◆ You keep all of the proceeds from your own sale.
- ◆ Support Pinole Recreation programs! The Recreation Department strives to serve the community's youth, senior citizens, athletic programs, park-goers, and more.

For more info email seniors@ci.pinole.ca.us or call Taylor Melton at 510-724-9802.

Pinole Citywide Garage Sale 2016 Registration Form

Sunday, May 29th 8:00am – 1:00pm



Name _____

Street Address/Sale Location _____

Nearest Cross Street _____

Phone _____

Email Address _____

Sale Description. Maximum of 20 words describing the items for sale and any other details about the sale you would like to include.

Signature X _____

By signing this form, you agree to:

1. Allow the use of your address in ads to promote this event
2. Abide by the City's Garage Sale Codes (must be on private property, signs must display dates and be removed within 24 hours after event)
3. Begin selling no earlier than 8:00am out of courtesy to neighbors
4. Commit to holding the sale on May 29, 2016

Registration forms are due May 9 by 4pm by mail or drop off to:

Pinole Senior Center 2500 Charles Ave., Pinole, CA 94564

Registration not accepted without \$20 payment.

Make checks payable to City of Pinole.



Environmental Health



April 8, 2016

PLACARDING FOOD FACILITIES

The big news from Environmental Health this year is that placarding will begin April 15, 2016. Inspectors will post the placard when they conduct a routine inspection at a food facility after April 15. In approximately one year, we anticipate all food facilities will have received a placard.

The rest of this newsletter provides more information about the placarding.

More information about placarding, including videos about the placarding program and How to Get a Green, can be found by visiting the website: cchealth.org/placard.

Placards document any food safety concerns found by an Environmental Health inspector at the time of the last inspection (routine or re-placarding inspection), and the inspection date.

Keep the Placard Safe and Easily Visible!

What do the colors of the signs mean?

Any major problems found during an inspection must be corrected immediately, in the presence of the inspector, or the business must close until they are fixed.

Green means Pass

A green placard means that no more than one major violation was observed during the facility's most recent inspection (routine or re-placarding inspection).

Yellow means Conditional Pass

A yellow placard means that two or more major violations were observed during the facility's most recent inspection (routine or re-placarding inspection).

Red means Closed

A red placard means the facility is closed because of food safety violations that poses an imminent health hazard.

PLACARD PENDING

This placard means a facility is new or has undergone a change of ownership and has not yet been inspected. A Placard Pending will also be posted when a closed facility reopens after correcting an imminent health hazard.



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What is a major violation?

Major violations are found based on criteria found by the Centers for Disease Control and Prevention to be associated with food-borne illness. You can find them in the first 22 items on Contra Costa's [routine inspection form](#), excluding No. 4, 6, 12 and 18.

Major violations are grouped under the following criteria (Critical Risk Factors for Food-borne illness):

- Employee health and hygiene
- Contamination by hands
- Time and temperature relationship
- Protect food from contamination
- Food from an approved source

What happens if a food facility gets a yellow placard during a routine inspection?

The inspector will provide on-site food safety education, and the inspector will recommend that the food staff watch the "How to Get a Green" video available on our website and on CD. The video is available in several languages.

Any facility that receives a Conditional Pass (yellow) placard during a routine inspection will receive a re-placarding inspection within 10 business days. The re-placard inspection focuses on the Critical Risk Factors. One re-placard inspection or re-inspection is included in the yearly permit fee, any additional re-placard inspections or re-inspections will be chargeable at the current hourly rate.

What happens if the facility gets a yellow placard during a re-placard inspection?

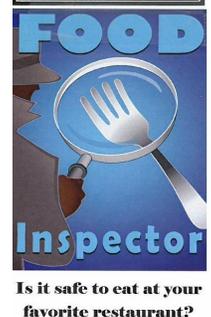
If a Conditional Pass (yellow) placard is issued at the re-placarding inspection, that placard will remain until the next scheduled routine inspection.

What happens if a facility is consistently found to have two or more major violations (ie not practicing all safe food handling practices)?

If a facility receives two consecutive Conditional Pass (yellow) placards, the permit holder must schedule and pay for a food safety refresher course for all the food employees at the establishment. Refresher courses will be offered by Environmental Health at their offices or may be arranged to occur at the facility.

If a facility receives three consecutive Conditional Pass (yellow) placards, a compliance conference with an Environmental Health supervisor is required to review violations, documentation of corrections, and the facility's policies to mitigate food safety issues.

If a facility receives four consecutive Conditional Pass (yellow) placards, an administrative hearing to consider suspension or revocation of an operator's permit will be scheduled. Fees apply.



Only Environmental Health inspectors may legally post, remove or relocate the yellow, green or red placards.

Tampering, covering or **hiding** the placard will result in fines and fees, and may result in suspension or revocation of an operator's permit.

The placard will usually be posted near the main entrance, facing outward. In some instances, the placard may be placed near the point of sale.

Maintaining the placard is the permit holder's responsibility. If the placard is missing or altered, call 925-692-2500 within 24 hours to request a new one.