



ADMINISTRATIVE REPORT

DATE: MARCH 9, 2017

TO: MAYOR AND CITY COUNCIL
BEN REYES, CITY ATTORNEY

FROM: MICHELLE FITZER, CITY MANAGER

PLACES TO BE

| Date and Time | Event | Location |
|------------------------------------|--|--|
| Monday, March 13, 2017 7:00 pm | Continued Planning Commission Meeting | City Council Chamber 2131 Pear Street |
| Tuesday, March 21, 2017 6:00 pm | City Council Meeting | City Council Chamber 2131 Pear Street |
| Monday, March 27, 2017 | Planning Commission Meeting | City Council Chamber 2131 Pear Street |

ITEMS OF INTEREST

- [PYF FUN RUN – APRIL 1ST, 9:00AM-11:00AM](#)

The Pinole Youth Foundation is pleased to work with the Recreation Department to host the Pinole Fun Run. Come out and have some fun. This event is for competitive runners and people just looking to enjoy fitness in the outdoors. The 5k path will include one mile markers for the very young runner and family pets. Register at www.PinoleFunRun.eventbrite.com. You can email questions to MoPowers@yahoo.com.

Registration

13 and up: \$20

5-12 years : \$10

Children 4 and under: FREE

Pets: FREE

- **SPRING EGG HUNT – APRIL 15TH, 9:15AM-10:30AM**

The Recreation Department is pleased to invite everybody to the Pinole Spring Egg Hunt scheduled for Saturday, April 15th. The Spring Egg Hunt is a tradition that provides the opportunity for pictures with the Easter Bunny, hot chocolate and coffee, and a fun hunt! For more information or to volunteer please, contact Ally Renshaw at (510) 724-9004 or youth@ci.pinole.ca.us.

- **PINOLE WEBSITE – REQUEST FOR PROPOSALS (RFP)**

Per the City Council's direction, a Request for Proposal (RFP) for redesign of the City's Website will be released on Friday March 10th. The deadline to submit proposals is set for April 20, 2017. The RFP will be posted on the City's website and will also be mailed to a number of companies. Selection of a vendor is anticipated in June 2017.

- **NEOGOV ONLINE ONLINE RECRUITMENT PROGRAM**

In the FY 2016-17 budget the City Council approved participation in NEOGOV, an online recruitment and job application program. Staff is currently in the implementation stage, setting up the software for production use. Once the software is "live", all of our job postings will be hosted on NEOGOV, candidates will submit applications online, and communications with candidates will be via e-mail. This will result in increased efficiencies in our recruitment processes. The software is tentatively scheduled to be online by late April.

- **RECREATION SOFTWARE (RECDESK) IMPLEMENTATION**

The Recreation Department currently uses a software system called "CLASS" to register children in our recreation programs, as well as to track program registrants and revenues at the Senior Center. A year ago, we were notified that this program would no longer be supported by the company.

The City Council approved the purchase of a new software system called "RecDesk". Staff has purchased the software with training to be provided on setting up the software for use. The software is scheduled to go live on July 1, 2017.

- **GET INVOLVED! JOIN A CITY BOARD, COMMITTEE OR COMMISSION!**

Interested residents are encouraged to apply for appointment to the City's Boards, Committees, and Commissions. Notices of vacancies are posted on the City's Website, cable services, and in the lobby of City Hall.

Here is your opportunity to get involved! Applications are being accepted for the following vacancies:

- **Community Service Commission**
(1 position; Two-year term)

The Pinole Community Services Commission seeks to enhance quality of life for the citizens of Pinole through responsive and interactive community services. A critical aspect of the Commission is their community advocacy. They provide feedback for a number of organizations and projects. The Committee meets on the **fourth Wednesday, at 5:00 p.m. every month.** <http://www.ci.pinole.ca.us/play/csc.html>

- **Traffic & Pedestrian Safety Committee (TAPS)**
(1 position; Two-year term)

The Pinole Traffic and Pedestrian Safety Committee is currently a 5 member panel of Pinole residents and/or business owners who recommend or review action on traffic safety, traffic control and planning, speed limits, parking and other traffic related matters. The Committee makes recommendations to the City Council on traffic and pedestrian changes and matters referred for study. The Committee meets on the third Wednesday, at 7:00 p.m. every other month. http://www.ci.pinole.ca.us/live/news/advisory_board.html

- **Contra Costa Library Commission**
(Delegate and Alternate Representatives for the City of Pinole; Two-year term as a Delegate or Alternative Delegate)

The Purpose of the Contra Costa Library Commission is to serve in an advisory capacity to the Board of Supervisors and the County Librarian; to provide community linkage to the County Library; and to establish a forum for the community to express its views regarding the goals and operations of the County Library. To assist the Board of Supervisors and the County Librarian to provide library services based on public need, and to develop and recommend proposals to the Board of Supervisors and County Librarian for the betterment of the County Library, including efforts to ensure a stable and adequate funding level for County Libraries. The Contra Costa Library Commission meets on the fourth Thursday of every other month (January, March, May, July, September, and November) at 7:00 p.m. <http://guides.ccclib.org/Commission>

For further information, please contact Rosa Acosta, Pinole City Clerk at 510-724-8928 or email: racosta@ci.pinole.ca.us

- **PINOLE VALLEY HIGH SCHOOL ART EXHIBITION AT CITY HALL**

This month, students of Pinole Valley High School will be displaying their art to the public at Pinole City Hall. Be sure to stop by City Hall, Monday – Thursday between 8:00 a.m. and 4:30 p.m., to see the display of these creative and talented high school students! Below are some examples of the great artwork you will see.



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