

ADMINISTRATION UPDATE

June 4, 2019

Oversight of Departments

Oversee five (5) Departments/Divisions, which include:

- Human Resources Department
- Recreation Department
- Pinole Community Television (PCTV) Department
- IT Operations Department
- Former Redevelopment/Housing Agency (Properties)
- Special Projects

HUMAN RESOURCES

Oversee a One person Department which handles WC, Recruitment, Orientations, Benefits (Health, Retirement), Negotiation and Administration of Personnel Rules and MOUs, Procedure updates, etc..

- 15 Overall Recruitments Since December 2018.
- 6 Active Recruitments
- 9 Closed Recruitments
- 377 Applications reviewed
- 4 Recruitments Requisitions Forthcoming.

Recreation Department

Ages: 3 - 5

- Summer Session (June 10) is almost at capacity (60 max) 44 registered
- Fall (July 10) — Capacity (90) 37 registered
 - Classes - AM (MWF), PM (MWF) and AM (T&TH).

Recreation Department

The Senior Center provides a variety of programs and services including but not limited:

- Daily lunches - New Chef
- Evening group exercise and dance classes
- Travel excursions
- Pool, Bingo, Yoga, Music, Haircuts, etc...
- Rentals

Recreation Department

- Youth Center
 - Enrichment Programs at Stewart are slowly growing.
 - Three Programs – Skyhawk Sports - 5, Basketball – 5, and Chopped Jr – 6.
 - Rentals
 - Upcoming Special Events – Music in the Park, Movies in the Park.
- We were unable to partner with Shannon - they will partner with other agencies that will provide subsidized funding

Recreation Department

- Youth Center – Summer
 - 1st – 2nd: 20 per week; 10 weeks; 200 total; 1.7 registered per week
 - 9- 11 age: 20 per week; 10 weeks; 200 total; 2 registered per week
 - 12 – 14: 5 per week; 10 weeks; 50 total; 0 registered

Pinole Community TV

Oversee the Department's operations.

- Continue to Evaluate the operations costs and developing a cost recovery system.
- Recent resignation of a long time employee and difficulty hiring experience PT staff, resulting in focus on existing contract customers.

Information Technology

Administer the contractor for IT services which includes:

- An Internal Service Fund – Charge back to Dept.
- Implementation Action following and Evaluation
 - Replace XP machines
 - Upgrade Window 7 to Window 10
 - Install Office 365 – Current version of word, cloud storage and larger mailbox capacity.

Former RDA and Housing

- 2 Properties in Contract
 - **Pinole Shores II**
 - **Henry & Pinole Valley Rd**
 - **811 San Pablo (Vacant lot)**

**Sale Proceeds remitted to County for disbursement to
Taxing Agency**

- **City of Pinole gets – 19% of 1% of Property Tax**

Former RDA and Housing

- RFP issued – Council consideration 6-18

- **Pinole Bank**

- (CMU)

Corner Lot

- **Blackies**

- (RMU)

Collins

SPECIAL PROJECTS

- Lead on the Pinole Shores II Sale Agreement
- Lead on the 811 SPA – Affordable Housing Project
- Lead on the RFP to Dispose of RDA Property
- Lead on Faria House Improvement Plans Preparation
 - 50% draft of Plans and Spec by Late June.
 - Aug. drawing Ready for Cost estimation
 - September - 90-95% Plans - Submit for Permit Review/Specification
 - October - 100% Plans and Spec ready for bid.

Special Projects/Assignments

- Oversee Evaluation of Compensation related to recent legislation on FLSA.
- Coordinate website training for Staff
- Oversee annual audits on the Affordable Housing Covenants
- Represent the City on the Contra Costa leadership Academy



QUESTIONS