



# ADMINISTRATIVE REPORT

**DATE:** NOVEMBER 9, 2017

**TO:** MAYOR AND CITY COUNCIL  
ERIC CASH, CITY ATTORNEY

**FROM:** MICHELLE FITZER, CITY MANAGER

## PLACES TO BE

Date and Time	Event	Location
Monday, November 13, 2017 7:00 pm	Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, November 21, 2017 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street
Tuesday, December 5, 2017 5:30 pm	City Council Meeting	City Council Chamber 2131 Pear Street

- **ANNUAL VETERANS DAY EVENT – NOVEMBER 11<sup>TH</sup>**

The annual Veterans Day event will be held on Saturday, November 11<sup>th</sup> in Fernandez Park. Please see the attached flyer for details.

- **CUPCAKE WITH A COP – NOVEMBER 18<sup>TH</sup>**

Pinole Police Officers and staff will be at Crowned Cupcake, 701 Belmont Way, on Saturday, November 18<sup>th</sup>, from noon to 3 p.m. Come by and get a free mini cupcake and visit with the Officers. Please see the attached flyer.

- **HOLIDAY TREE LIGHTING EVENT – DECEMBER 2<sup>ND</sup>**

Our annual Holiday Tree Lighting event will be held on Saturday December 2<sup>nd</sup>. The day starts with musical performances and fun family activities at the Senior Center around 2:30 pm. Santa will also be there! The tree lighting will follow at around 5:00 pm. Bring your family and enjoy a nice start to the holiday season. See the attached flyer for more details.

- **PINOLE POLICE DEPARTMENT'S ANNUAL TOY DRIVE – DECEMBER 8<sup>TH</sup>**

Again this year, the Pinole Police Department will be collecting toys for Children's Hospital in Oakland. We will be bringing our Mobile Command Trailer to the Target Store on Fitzgerald Drive. We invite the community to come and shop and fill the trailer with toys. Hot chocolate will be provided. Please see the attached flyer.

## **ITEMS OF INTEREST**

- **CURRENT BUILDING PERMIT ACTIVITY**

Below is a brief summary of the City's building permit activity for the past thirteen months.

Month	Number of Building Permits	Value
October 2017	75	\$1,009,108.01
September 2017	47	\$3,448,527.49
August 2017	50	\$1,009,627.62
July 2017	51	\$1,389,639.70
June 2017	81	\$988,971.75
May 2017	57	\$526,708.14
April 2017	69	\$1,082,904.00
March 2017	82	\$907,090.00
February 2017	70	\$522,505.01
January 2017	79	\$1,339,727.00
December 2016	71	\$1,000,089.47
November 2016	56	\$881,181.38
October 2016	43	\$720,059.25

**Source: Development Services Department November 8, 2017**

- **CODE ENFORCEMENT ACTIVITY SUMMARY**

Below is a brief summary of the City's Code Enforcement activity for the past thirteen months.

Month	New Cases	Cases Closed
October 2017	26	98
September 2017	16	89
August 2017	12	81
July 2017	22	109
June 2017	16	45
May 2017	21	39
April 2017	21	29
March 2017	14	21
February 2017	16	19
January 2017	25	17
December 2016	11	7
November 2016	116	118
October 2016	9	44

**Source: Development Services Department – November 8, 2017**  
**New Cases – Cases initiated in a given month**  
**Cases Closed – Cases closed in a given month**

- **PVHS CONSTRUCTION NEWSLETTER**

Edition 16 is attached.

- **HELPING CONTRA COSTA VETERANS AND THEIR FAMILIES**

Contra Costa County is hosting a free event this month to help veterans and their families access benefits they are entitled to because of their honorable military service to this country.

The "Operation Documentation" Veterans assistance event will be held from 8:00 am to Noon on **Monday, November 13<sup>th</sup>** at the Contra Costa Clerk-Recorder-Elections Office, 555 Escobar St., Martinez. Former military members and their families can record DD-214 discharge documents free of charge, sign up for a veteran's distinction on their state driver's

license and register to vote. Veteran Services staff will be on site to provide veterans with a comprehensive overview of the VA benefits they may be eligible to receive. Refreshments will also be provided.

Contra Costa residents who are on active duty can receive a certified copy of the marriage license from their Clerk-Recorder's Division free of charge. The Clerk-Recorder's Office, located at 555 Escobar St., is open weekdays from 8:00 am to 4:30 pm. For more information, call 925-335-7900.

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

The Pinole City Council invites residents to apply for the following:

**Contra Costa Transportation Citizens Advisory Committee (4 year term):**

The Contra Costa Transportation Authority (CCTA) maintains a standing Citizens Advisory Committee (CAC) to provide citizen perspective, participation and involvement in the CCTA's \$3 billion voter-approved Transportation Expenditure Plan and Growth Management Program.

The CAC is comprised of 23 members: 20 are appointed by each of the 20 local jurisdictions within Contra Costa (the cities, towns, and the County); three "at large" members are nominated by community-based stakeholder organizations within Contra Costa, and subsequently appointed to the CAC by CCTA.

Currently the Committee meets the fourth Wednesday of the month at 6:30 p.m. in the CCTA's Walnut Creek office. More information can be found on their website at: <http://www.ccta.net/>.

For an application or additional information, please contact Rosa G. Acosta, Pinole City Clerk at [racosta@ci.pinole.ca.us](mailto:racosta@ci.pinole.ca.us) or by phone at (510) 724-8928. Candidates must be recommended by action of the City Council to be appointed to the Commission.

- **HAPPY HOLIDAYS & ADMINISTRATIVE REPORT HIATUS**

I wish each of you and your families a wonderful Thanksgiving!

The Admin Report will be taking a hiatus and will be back on December 8, 2017.

-END-



*The Pinole Historical Society  
and the  
City of Pinole*

invite you to participate in the  
10th annual

**VETERANS DAY MEMORIAL AND  
FLAG RETIREMENT CEREMONY**

**Saturday, November 11, 2017**

**11 a.m.-noon, Fernandez Park, Pinole**

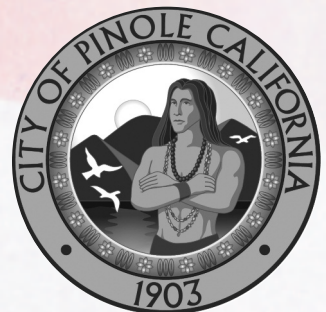
Please join us as we honor our veterans,  
past and present, living and deceased.

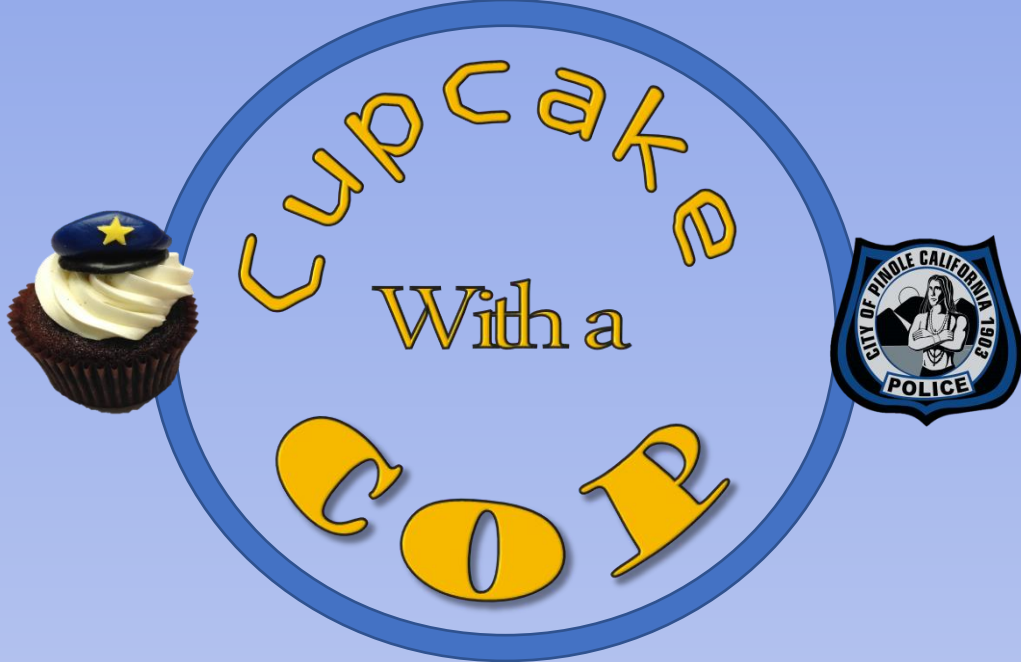
*To donate a flag for the retirement ceremony,  
please call (510) 724-9507  
or e-mail [info@PinoleHistoricalSociety.org](mailto:info@PinoleHistoricalSociety.org)*

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For more information, contact the  
Pinole Historical Society  
[www.PinoleHistoricalSociety.org](http://www.PinoleHistoricalSociety.org)  
[info@PinoleHistoricalSociety.org](mailto:info@PinoleHistoricalSociety.org)

Pinole  
**Historical**  
Society





Get to know and chat with your local  
police dept.

Saturday November 18, 2017  
12pm-3pm



**The Crowned Cupcake**  
**701 Belmont Way Suite C**



**Free Mini Cupcake**  
**To the first 100 friends**

# *Holiday Tree Lighting Senior Center & Community Corner*

**2:30-5:00 pm**

Live performances from various community groups at the Senior Center. Photos with Santa Clause, Face Painting *and* Balloons . There will also be a Children's Crafting Corner,

**Tree Lighting  
5:00 pm—Sunset**

The Pinole Valley High School Marching Band will lead a procession to the Holiday Tree at the Community Corner (San Pablo and Tennent Avenue). Join the procession or meet us there!

\*Expect street closures for the procession between 5-5:30pm.

## **Featured Sponsors**

Mechanics Bank  
Sequoia Real Estate  
Sprouts Farmers Market  
Starbucks



**Saturday, December 2**

**2:30pm~Sunset**

**(510) 724-9062**

**[www.ci.pinole.ca.us](http://www.ci.pinole.ca.us)**



Pinole Police Department's Annual

# TOY DRIVE

December 8th 3-9 PM  
Target 1400 Fitzgerald

Fill our Mobile Command Center trailer  
and enjoy hot chocolate while helping us  
spread the joy.



Benefitting







## CONSTRUCTION MANAGER'S CORNER

Work is progressing quickly on-site with the weather remaining dry. There was just enough rain fall to test the roofing system on the Classroom building and there were no issues. This month another tilt-up panel was poured for the Performing Arts building, concrete pours of site retaining walls, and the placing of asphalt in the school parking lot. This will provide for some on-site parking, and will reduce storm water impacts during rain events.

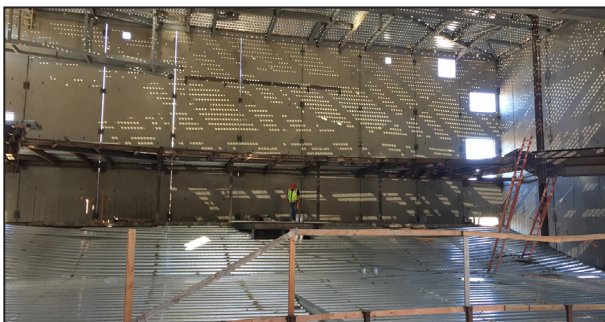


## UPCOMING CONSTRUCTION ACTIVITIES

- Sitework – Site retaining walls rebar placement and concrete pours
- Performing Arts – Concrete pours for the theater house deck and stairs
- Library – Begin erection of structural steel beams
- East Classroom – Continue built-up roofing installation
- East Classroom – Continue MEP and gypsum board install for 1st, 2nd, and 3rd floors
- East Classroom – Apply fireproofing to underside of roof decking
- West Classroom – Placement of hangers and sleeves through decking
- West Classroom – Concrete pour for building footings
- Gymnasium – Continue framing interior walls and mansard roofs
- Gymnasium – Begin built-up roofing installation



Site Parking Lot Curbs and Asphalt



Theater House Decking and Steel



## WORK COMPLETED IN OCTOBER

- Sitework – Formed and poured concrete for retaining walls
- Sitework – Placed concrete parking lot curbs and asphalt
- Performing Arts – Formed and placed concrete for Phase 2 slab on grade
- Performing Arts – Placed rebar and forming for stairs and ramps
- East Classroom – Built-up roofing installation
- East Classroom – Framing of exterior walls
- East Classroom – MEP and interior wall framing at 1st, 2nd, floors
- West Classroom – Began layout and placement of hangers and sleeves through 2nd and 3rd floor decks
- West Classroom – Rebar placement and concrete pour for moment frame footings
- Gymnasium – Placed roof decking and framing of mansard roof



## MONITORING AND STATISTICS

Dust control measures such as a water truck are being utilized daily to minimize impact on surrounding area. The SWPPP specialist is on-site weekly for monitoring.



## POTENTIAL IMPACT TO NEIGHBORS

Impacts this coming month will be similar to what occurred last month. They will include the following:

- Dust
- Increased truck traffic
- Noise
- Crane on-site



Library Building Steel Erection



## CONTACT INFORMATION:

Rich Miller (916) 224-5249

Inez Ayerra (510) 502-1850

# The Pinole Youth Foundation is recruiting new Board Members.

The Pinole Youth Foundation is a non-profit, philanthropic organization. The volunteer Board of Directors works to enhance and support programs and activities of the Pinole Youth Center.

Bring your:

- Time
- Talent
- And commitment to Pinole Youth.

There a commitment of one meeting per month, along with fundraising activities. You can join the planning and implementation of the Pinole Fun Run, A Toast to Youth—Wine Tasting, Halloween Carnival and other fundraising efforts.

For more information, contact Hector De La Rosa  
[hdelarosa@ci.pinole.ca.us](mailto:hdelarosa@ci.pinole.ca.us) 510-741-3864



*Tax ID 68-048079*