



# ADMINISTRATIVE REPORT

**DATE:** DECEMBER 9, 2021  
**TO:** CITY COUNCIL AND PINOLE COMMUNITY MEMBERS  
**FROM:** ANDREW MURRAY, CITY MANAGER

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## UPCOMING EVENTS

### CITY PUBLIC MEETINGS

Meetings	Date and Time	Location
Planning Commission Meeting	Monday, December 13, 2021 7:00pm	Videoconference*
City Council Meeting	Tuesday, December 21, 2021 6:00 pm	Videoconference*
City Council Meeting	Tuesday, January 18, 2022 6:00 pm	Videoconference*
Planning Commission Meeting	Monday, January 24, 2022 7:00 pm	Videoconference*

\* Due to the State of California's declaration of emergency, City Council meetings are currently being conducted through videoconference pursuant to authorization from Governor Newsom's executive orders. Please submit public comments for City Council meetings to the City Clerk before or during the meeting via email to [comment@ci.pinole.ca.us](mailto:comment@ci.pinole.ca.us). City Council meetings can be viewed live on Channel 26 or video-streamed live on the City's website, [www.ci.pinole.ca.us](http://www.ci.pinole.ca.us). If none of these options are available to you, or you need assistance with public comment, please contact the City Clerk, Heather Iopu, at (510) 724-8928 or [hiopu@ci.pinole.ca.us](mailto:hiopu@ci.pinole.ca.us). Agendas, minutes, and other information regarding City Council meetings can be found on the city website, [https://www.ci.pinole.ca.us/city\\_government/city\\_clerk/agendas\\_and\\_minutes](https://www.ci.pinole.ca.us/city_government/city_clerk/agendas_and_minutes)

## **OTHER CITY-SPONSORED EVENTS**

<b>Events</b>	<b>Date and Time</b>	<b>Location</b>
Food Distribution	Monday, December 13, 2021, 9:00am-11:00am	Pinole Senior Center 2500 Charles Ave.

## **CORONAVIRUS (COVID-19) UPDATE**

### **All people ages 5 and older are now eligible to get a no-cost COVID-19 vaccine**

People can get vaccinated through County and State-run sites, pharmacies, and other healthcare systems. For more information visit: <https://www.coronavirus.cchealth.org/get-vaccinated>

## **ITEMS OF INTEREST**

### **CITY COUNCIL ROTATION**

On Tuesday, December 7, 2021, the annual City Council Rotation occurred. Vincent Salimi was appointed to serve as the Mayor and Devin T. Murphy was appointed to serve as the Mayor Pro Tem. Devin Murphy was sworn in by Contra Costa County District Attorney Diana Becton; Vincent Salimi was sworn in by Paul Tour-Sarkissian, Esq. These appointments were effective immediately and will run until the first meeting in December 2022. Congratulations to Mayor Salimi and Mayor Pro Tem Murphy.

### **CITY OF PINOLE PUBLIC WORKS DEPARTMENT STREET LIGHT MAINTENANCE PROGRAM**

The City of Pinole Public Works Street Light maintenance program includes a semi-annual survey of the street light system (spring and fall) to identify outages and repair needs and a reporting system to notify Public Works when an outage occurs between surveys. The Public Works Department relies on assistance from the residents and visitors of Pinole between surveys to identify outages and make timely repairs. There are two ways a street light outage can be reported; 1. The reporting party can use the street light outage reporting portal on the PG&E website at [www.pge.com](http://www.pge.com), or 2. The reporting party may contact the Public Works Department by one of three ways; a concerned party can call the main Public Works phone number at (510) 724-9010, through the City of Pinole website at [publicworks@ci.pinole.ca.us](mailto:publicworks@ci.pinole.ca.us), or by using the My Civic Citizens Request page reporting portal located on the City of Pinole website on the Code Enforcement page under the Citizens Request Page link. By contacting either PG&E or the City of Pinole, Public Works will determine the ownership of the street light and the responsible agency will be notified of the service request for repair.

## **FOOD DISTRIBUTION**

The Food Bank of Contra Costa and Solano County will be providing free boxes of nonperishable food and bags of fresh produce **every second Monday of the month**. The next drive-thru distribution is on **Monday, December 13, 2021, from 9 am to 11 am** (or as supplies last) at the Pinole Senior Center parking lot, 2500 Charles Ave. You do NOT need to be a member of the Pinole Senior Center or a senior to receive food. Quantities are limited. First come first serve. One box and/or bag per household. This will be a contact-less event, please follow the directions from staff and volunteers when you arrive. Food items will be placed in the trunk by staff/volunteers. Parking or exiting your vehicle will not be allowed. All participants must follow social distancing guidelines and wear a face covering. If you have any questions, contact the Recreation Manager at [recreation@ci.pinole.ca.us](mailto:recreation@ci.pinole.ca.us) or call the Front Desk at (510) 724-9800.

## **PINOLE SENIOR CENTER COOKBOOK**

The Pinole Senior Center is cooking up some exciting news! We would like to present “Desserts and Delights”, our very own dessert cookbook! This cookbook is compiled by both members and nonmembers of the community. From cakes to pies, and cookies to muffins, you will find a recipe that is a delight to make. It is a perfect time to make treats to enjoy with family and friends or to give the cookbook as a gift! The cookbook will go on sale on Monday, November 8th. Price is \$20 and all proceeds go to the Pinole Senior Center. Stop by the front desk or call 510-724-9800 for more information.

## **PINOLE SENIOR CENTER TO-GO HOLIDAY FOOD FUNDRAISER**

On Friday, December 17<sup>th</sup>, the Pinole Senior Center will be hosting a To-Go Holiday Fundraiser. The To-Go meal will include oven roasted chicken with stuffing and gravy, green beans almondine, green salad, house made rolls, and pumpkin pie. Meals are \$25 and all proceeds go towards the Pinole Senior Center. Call the To-Go line at (510) 481-0313 by Friday, December 10<sup>th</sup> to reserve your meal as quantities are limited. Pick up for the meals will take place outside of the Senior Center at the exterior doors of the Main Hall closest to the Kitchen Serving Window from **2 pm – 4 pm**. Signage will be placed outside the building as markers for the To-Go pick up area. Face coverings are required. If you have any questions, please call the To-Go line at (510) 418-0313.

## **NOTICE TO MERCHANTS -- LICENSE RENEWAL TIME**

**Attention Business Owners** – 2021 Pinole Business Licenses will expire on December 31, 2021. Business license taxes for 2022 are due on December 31, 2021, and become delinquent on February 1, 2022, at which time unpaid taxes are subject to a 50% penalty. There is a change to the business license tax rate for calendar year 2022. The tax for the basic business license is \$152.00 per year (not including the \$4.00 AB 1379 state mandated fee).

Business license renewal forms are being mailed out November 24, 2021, for calendar year 2022. Renewal forms are mailed to you as a courtesy; we make every effort to make sure that a renewal form is mailed to each active business. If you do not receive a renewal form, it is the business owner's responsibility to pay the business license tax by January 31, 2022. Please remit your payment to:

**City of Pinole  
Attn: Business License Dept  
2131 Pear St  
Pinole, CA 94564**

For your convenience, information is available on our website at [www.ci.pinole.ca.us](http://www.ci.pinole.ca.us). Select the *Businesses* tab then the *business licenses/Permits/Inspections* link.

If you are no longer conducting business, please check the Inactive box in the upper right-hand corner of the courtesy renewal form, sign it and return it to us. This will prevent any unnecessary collection activity.

### **LOCAL ROAD SAFETY PLAN (LRSP)**

The City of Pinole is developing a citywide Local Road Safety Plan (LRSP) geared towards improving traffic safety for pedestrians, bicyclists, transit users and drivers. The LRSP would enable the city to enhance traffic safety for all modes of transportation and for all ages and abilities. To learn more about the project, please visit the project website at [www.pinolelrsp.com](http://www.pinolelrsp.com). To tell us about your traffic-related safety concerns on the city streets, participate in a [virtual map input workshop](#).

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

The City is **reopening recruitment** to fill vacancies on the following boards and commissions. If you are a citizen interested in community service in a variety of disciplines, there are several opportunities available. Please submit your application for the positions below no later than **January 5, 2022**.

For more information on how to apply, please visit the [BOARDS AND COMMISSIONS](#) webpage or contact the City Clerk, Heather Bell at (510) 724-8928 or [hbelle@ci.pinole.ca.us](mailto:hbelle@ci.pinole.ca.us). Candidates must be appointed by action of the City Council to all Commissions or Committees. Please note that all public meetings are taking place virtually through videoconference until local emergency conditions due to the COVID-19 pandemic have improved. Any interviews of applicants for these positions will take place by phone or videoconference.

### **Traffic and Pedestrian Safety Committee (5 positions\*):**

The Pinole Traffic and Pedestrian Safety Committee is a five-member panel 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, committee members service two-year terms.

**\*Some vacancies listed reflect expiration of incumbent seat term.**

**Community Services Commission (6 positions\*):**

The Community Services Commission is comprised of seven members who must be Pinole residents. The Commission serves in an advisory capacity to the City Council in matters pertaining to public recreation, parks, arts and cultural activities, historical activities, public access television activities, senior and youth activities, and community services. The Commission reviews and recommends policies and procedures governing recreation, park, and community services for approval by the City Council; maintains relationships with schools, community, and civic organizations; advocates for recreation and community services for the community; and collaborates with civic clubs, nonprofit organizations, and citizen groups to provide funds, property and or volunteerism for the development and operation of parks and recreation facilities. The Community Services Commission meets monthly on the 4th Wednesday at 5 pm. Commissioners service two-year terms.

**\*Some vacancies listed reflect expiration of incumbent seat term.**

**Committee Members/Commissioners are scheduled to be appointed at the January 18, 2022 City Council Meeting.**

**CONTACT THE CITY IF YOU HAVE ANY QUESTIONS**

City of Pinole  
City Hall  
2131 Pear Street, Pinole, CA 94564  
(510) 724-9000  
[www.ci.pinole.ca.us](http://www.ci.pinole.ca.us)

If you would like to be added to the email distribution list to receive the biweekly Administrative Report, please email Ana Avila at [aavilesavila@ci.pinole.ca.us](mailto:aavilesavila@ci.pinole.ca.us).



# *Drive-Thru Food Distribution*

**MONDAY  
DECEMBER 13  
9AM-11AM**  
*(or as supplies last)*  
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**PINOLE SENIOR CENTER  
2500 CHARLES AVE.**

*The Food Bank of Contra Costa and Solano County will be providing free boxes of nonperishable food and bags of fresh produce. You do NOT need to be a member of the Pinole Senior Center or senior to receive food. Quantities are limited. First come first serve. This is a drive-thru event, parking or exiting your vehicle will not be allowed.*



# *Pinole Senior Center Presents Desserts and Delights Cookbook Fundraiser*



**General Sale: Monday, November 8th**



**Price: \$20**

**Please come in to purchase a cookbook!**



**The Pinole Senior Center presents “Desserts and Delights”, our very own dessert cookbook! This cookbook is compiled by both members and nonmembers of the community. From cakes to pies, and cookies to muffins, you will find a recipe that is a delight to make. It is perfect time to make treats to enjoy with family and friends or to give the cookbook as a gift!**

**All Proceeds Goes To The Pinole Senior Center**

**2500 Charles Ave., Pinole, CA 94564**

**FOR MORE INFO CALL US AT 510.724.9800 OR EMAIL AT**

**SENIORS@CI.PINOLE.CA.US**



City of Pinole  
Recreation

# To-Go Holiday Fundraiser

Hosted By  
**The Pinole Senior Center**  
2500 Charles Ave., Pinole CA 94564



Friday, December 17th, 2021  
Meal Pick Up: 2 PM - 4 PM  
\$25 per meal



Oven Roasted Chicken with Stuffing and Gravy  
Green Beans Almondine  
Garden Salad  
Housemade Rolls  
Pumpkin Pie

Call the To-Go line at 510-418-0313 by Friday,  
December 10th to reserve your meal!  
Quantities are limited. All proceeds go towards  
the Pinole Senior Center.