



# ADMINISTRATIVE REPORT

**DATE:** FEBRUARY 6, 2020

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

**FROM:** ANDREW MURRAY, CITY MANAGER

## PLACES TO BE

Date and Time	Event	Location
Tuesday, February 18, 2020 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street
Monday, February 24, 2020 6:00 pm	Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, February 25, 2020 6:00 pm	Special Council Meeting	City Council Chamber 2131 Pear Street
Tuesday, March 3, 2020 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street

- **THE STRATEGIC PLAN 2020-2025 WILL BE PRESENTED AT THE COUNCIL MEETING ON 2/18/2020**

Staff and Management Partners will be presenting the proposed 2020-2025 Strategic Plan for Council consideration at the council meeting on Tuesday, February 18, 2020.

- **SPECIAL COUNCIL MEETING REGARDING CHARTER CITY FEBRUARY 25TH**

The City Council will have a Special Meeting regarding Charter City on Tuesday, February 25<sup>th</sup> ; 6PM in the City Council Chamber.

## ITEMS OF INTEREST

- **TIME FOR ANOTHER CENSUS!**

**Time for Another Census!** 2020 is going to be a pivotal year for our communities not just because it's an election year, but because it's time to take another Census. The Census, which is taken every ten years, is the biggest peace time mobilization effort in the US. How our Pinole community responds will impact our civic representation and resources for the next decade. Data from the census will be used to allocate over a trillion dollars in federal funding for vital programs such as WIC, Section 8, Medicare, Foster care, and much more. That data is also used to decide where to build housing, schools, hospitals, and transit. Every person not counted is a **loss of up to \$2000 per year for the next ten years** for our local community.

**Starting on March 12**, households will receive a postcard in the mail inviting them to fill out the census online for the first time ever. The Census is only nine questions, will take about ten minutes, and will impact us for the next ten years. **Being counted is easy, safe, and more important than ever.** I humbly ask each of my constituents to pledge to respond to Census 2020 by Census Day on April 1, 2020. **Nine questions, ten years of impact.**

For more information about Census 2020 and Contra Costa County's outreach efforts visit [cococensus.org](http://cococensus.org).

Also, please add the Census fact sheet, attached.

- **DROP-OFF BOXES RETURN TO CONTRA COSTA CITY HALLS THIS MONTH**

*Residents can save postage and time with this vote-by-mail program* Contra Costa residents will find it easier to vote in the upcoming March 3<sup>rd</sup> Presidential Primary Election, as the Contra Costa Elections Office and City Clerks countywide provide convenient Vote By Mail drop off locations, prior to and on Election Day.

The secure drop-off boxes will be in place at Contra Costa city halls, the county Administration Building in Martinez and some select community centers, senior centers and libraries starting the week of February 10<sup>th</sup> – just days after voters receive their permanent vote-by-mail ballots.

New to the drop off program is the addition of a dozen permanent drop off boxes that will be located outdoors. These secure boxes will be conveniently available to voters beyond normal business hours, including nights and weekends. A full list of drop-box locations is available at <https://www.cocovote.us/ballot-drop-off/>.

Pinole will have both internal drop-off boxes on the 2<sup>nd</sup> Floor of City Hall (next to elevator) and an external 24 hour drop off box near the Pear street entrance. The distinguishable boxes

inside buildings will be available during normal business hours. Postage is not required for any Vote By Mail return method. Contra Costa voters can drop their ballots at any location, regardless of where they live. City Clerk staff members will have the Contra Costa County's new and always-popular "I Voted" stickers available for those who drop off their ballots.

Ballots must be postmarked or dropped off on or before March 3<sup>rd</sup>. Ballots may also be dropped off between 8:00 am and 5:00 pm at the Contra Costa Elections Office in Martinez, located at 555 Escobar Street, or at any polling place on Election Day. For more information about voting by mail, call 925-335-7800 or visit the Elections Office website at [www.cocovote.us](http://www.cocovote.us).

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

The City is recruiting 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. These vacancies will remain *open until filled*:

**Traffic and Pedestrian Safety Committee (1 position)**

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.

**Contra Costa Library Commission (1 position - 2-year term as Alternate Delegate):**

The Contra Costa County Library Commission was established by the Contra Costa County Board of Supervisors in March 1991. The Commission was created (March 1991) to serve in an advisory capacity to the Board of Supervisors and the County Librarian. The Library Commission is comprised of 24 members:

- 18 members representing the cities/towns in Contra Costa County - these Commissioners are appointed by the city/town councils (Richmond does not participate)
- 5 members represent Contra Costa County - each member of the Board of Supervisors appoints one Commissioner
- 1 member representing the Central Labor Council.

Currently the Commission meets every other month, on the fourth Thursday evening at 7:00 pm at the Library Administration in Martinez <http://guides.ccclib.org/Commission>.

**Contra Costa County Advisory Council on Aging (1 position):**

The Contra Costa County Advisory Council on Aging (ACOA) is appointed by the Board of Supervisors to advise them on all matters associated with the planning, development and administration of programs relating to older adults. The ACOA consists of forty (40) members.

Fifty percent (50%) of the ACOA must be age 60 and above.

Currently the ACOA meets on the third Wednesday of each month, 9:30 a.m. – 11:30 a.m. at 500 Ellinwood Way, Pleasant Hill in Board Rooms A & B. Please submit your **Letter of Interest** and/or an application or additional information.









Applications for all Commissions and Committees, and supplemental questionnaires for certain positions, are available on the City's website at:

[https://www.ci.pinole.ca.us/city\\_government/city\\_clerk/boards\\_and\\_commission](https://www.ci.pinole.ca.us/city_government/city_clerk/boards_and_commission)

For more information, you are encouraged to contact the City Clerk's office at 510-724-8928 or email City Clerk Heather Iopu at [hiopu@ci.pinole.ca.us](mailto:hiopu@ci.pinole.ca.us). Candidates must be appointed by action of the City Council to all Commissions or Committee.

-END-



<h2>WHY</h2>	<p><b>Billions of dollars for our:</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               Schools         </div> <div style="text-align: center;">               Healthcare         </div> <div style="text-align: center;">               Children &amp; Families         </div> <div style="text-align: center;">               Housing         </div> <div style="text-align: center;">               Transportation         </div> </div> <div style="border-left: 1px dashed blue; padding-left: 10px; margin-left: 20px;"> <p><b>Political Power</b></p> <div style="text-align: center;">  </div> </div>
<h2>WHO</h2>	<ul style="list-style-type: none"> <li>One Census form should be completed for <u>all</u> residents in each household</li> </ul>
<h2>WHAT</h2>	<ul style="list-style-type: none"> <li>The United States Constitution requires all residents to complete the Census form every 10 years in a nationwide count</li> <li>By law, the U.S. Census Bureau cannot share an individual's responses with the public, state or local governments, immigration, or any other organization</li> <li>Questionnaire takes about 15 minutes, with large households taking longer, and asks 9 questions about address, age, race, and relationship to other residents in the household. <b>No citizenship question.</b></li> </ul>
<h2>WHEN</h2>	<ul style="list-style-type: none"> <li>Census 2020 begins online in mid-March 2020</li> <li>Starting in May 2020, Census workers begin going door-to-door to households that have not completed the Census to ask them to respond</li> </ul>
<h2>HOW</h2>	<p>All households receive a letter in the mail with instructions about how to take the Census through the following options:</p> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="width: 30%;"> <p><b>Online</b></p> <p>By computer, tablet, or smart phone</p> </div> <div style="width: 30%;"> <p><b>Phone</b></p> <p>By a 1-800 number</p> </div> <div style="width: 30%;"> <p><b>Paper</b></p> <p>Households can request a paper form</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; text-align: center;"> <p><b>Available In</b></p> <p><i>English, Spanish, Chinese, Vietnamese, Korean, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, Portuguese, and Japanese</i></p> </div> <div style="width: 35%; text-align: center;"> <p><b>Printed In</b></p> <p><i>English &amp; Spanish</i></p> </div> </div>
<h2>WHERE</h2>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               At home         </div> <div style="text-align: center;">               At the library         </div> <div style="text-align: center;"> <p><b>At community locations near you</b></p> <p>See list at <a href="http://www.contracosta.ca.gov/QA">www.contracosta.ca.gov/QA</a></p> </div> </div>

For more information, visit [www.cococensus.org](http://www.cococensus.org) or email [info@cococensus.org](mailto:info@cococensus.org)