



ADMINISTRATIVE REPORT

DATE: MARCH 7, 2019

TO: MAYOR AND CITY COUNCIL
ERIC CASHER, CITY ATTORNEY

FROM: MICHELLE FITZER, CITY MANAGER

PLACES TO BE

Date and Time	Event	Location
Tuesday, March 19, 2019 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street
Monday, March 25, 2019 7:00 pm	Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, April 2, 2019 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street

- **PYC SPRING BREAK CAMP**

Come and join us for a week of fun filled Olympic themed activities during Spring Break Camp from April 1st - 5th. This camp is for children from 1st grade to 8th graders during the hours of 8:30-6pm. **Register online at <https://pinolerec.recdesk.com/Community/Home>. Once on the registration portal, go to PROGRAMS, YOUTH, CAMPS.** If you have additional questions please contact the Youth Center at youth@ci.pinole.ca.us or 510-724-9004.

- **TOT SPORTS**

The City of Pinole invites you to sign up your child for **SKYHAWKS TOT SPORTS**, March 9th – May 11th from 1pm-1:45pm at Fernandez Park. This program is for children ages 2.5 - 5 years and must be accompanied by an adult. Participants learn balance, body movement, coordination, self-esteem, teamwork, sportsmanship, and sport specific skill development through a series of fast-paced instructional circuits and games. **Register online at <https://pinolerec.recdesk.com/Community/Home>. Once on the registration portal, go to PROGRAMS, YOUTH, SPORTS.** If you have additional questions please contact the Youth Center at youth@ci.pinole.ca.us or 510-724-9004.

ITEMS OF INTEREST

- **NEW CITY CLERK APPOINTED**

We are pleased to announce the appointment of Heather Iopu as our new City Clerk. Heather is currently a Deputy City Clerk for the City of Vallejo. Heather will be starting on Monday, March 18th so you can see her at the next City Council meeting. We all look forward to her joining the Pinole Team!

- **PG&E INSPECTIONS**

City staff recently received the below message from PG&E regarding upcoming inspections in Pinole:

“As part of our enhanced wildfire safety efforts, PG&E is conducting accelerated safety inspections of electric infrastructure in areas at higher risk of wildfire, including in your community. This work is in addition to our routine inspections and maintenance programs.

We have already begun inspections of transmission towers and poles, and crews will be in your community soon to conduct inspections of distribution poles and substations, starting as early as the end of February. Attached are Fact Sheets and outreach materials for your review.

Substations are facilities that deliver electric service between the transmission and distribution systems. During inspections, we are evaluating electrical equipment and facilities as well as assessing the area around the substation to ensure there is a safe distance between trees and/or vegetation and critical infrastructure.

This work is being done as part of our Community Wildfire Safety Program, as an additional precautionary measure following the 2017 and 2018 wildfires to further reduce the risk of wildfire.

If residents of your community have any questions about the upcoming inspections, please encourage them to call us at 1-800-743-5000 or email us at wildfiresafety@pge.com. Thank you for your coordination and shared commitment to public safety.”

Attached are flyers provided by PG&E. Some are explanations, and some you may see if they need to conduct work on or around your property.

- **SMOKE ALARMS**

Some information from the Fire Department:

Smoke alarms save lives. Smoke alarms that are properly installed and maintained play a vital role in reducing fire deaths and injuries. If there is a fire in your home, smoke spreads fast and you need smoke alarms to give you time to get out.

Here's what you need to know!

- A closed door may slow the spread of smoke, heat and fire. Install smoke alarms in every sleeping room and outside each separate sleeping area. Install alarms on every level of the home.
- Smoke alarms should be interconnected. When one sounds, they all sound.
- Large homes may need extra smoke alarms.
- Test your smoke alarms at least once a month. Press the test button to be sure the alarm is working.
- Today's smoke alarms will be more technologically advanced to respond to a multitude of fire conditions, yet mitigate false alarms.
- When a smoke alarm sounds, get outside and stay outside.
- Replace all smoke alarms in your home every 10 years.

Pinole residents can contact Jennifer Lucas at the American Red Cross for FREE smoke alarms. You can also contact District Manager Jennifer Lucas: Jennifer.lucas@redcross.org or 925-303-8572 for additional information. More information can also be found at the below link:

<https://www.redcross.org/about-us/news-and-events/news/Daylight-Saving-Time-Turn-the-Clocks-Ahead-an-Hour-and-Test-Your-Smoke-Alarms.html>

- **CVS AND PLANET FITNESS ARE NOW OPEN**

The new CVS on Appian and Canyon is now open, as well as the new Planet Fitness on Fitzgerald (in the former Hometown Buffet spot). Please join us in congratulating these new businesses on their grand openings.

- **FIRE SERVICE DELIVERY STUDY**

One response was received to the City's Request For Proposal for the Fire Service Delivery Study. Staff interviewed the proposed Project Team Lead representative and feels that the firm will be able to provide a good product. They had a good understanding of the requirements of the project, including the close collaboration with our Battalion 7 partners. An agenda item to recommend their contract will be on the March 19th Council meeting.

- **VOTE BY MAIL!!**

Would you like to vote by mail instead of at a polling place? Contra Costa Elections Office has instituted an easy way for an existing Contra Costa County registered voter to switch to Vote By Mail by just completing and mailing or emailing a scanned copy of a simple postcard to the County Elections Office. Postcards are available in the Pinole City Hall 2nd Floor Administrative Offices – Stop by and get one today!

- **INTERESTED IN SERVING ON THE GRAND JURY?**

The Contra Costa County Superior Court is accepting applications for Civil Grand Jury Service for the FY 2019-2020 term. The Civil Grand Jury is comprised of 19 members who serve for one year. The Civil Grand Jury monitors, reviews and reports on city and county governments, special districts and school districts. Persons interested in more information or in applying may contact the Office of the Civil Grand Jury at (925) 608-2621 or visit the website at www.cc-courts.org/grandjury. Application forms are also available in the City Hall 2nd Floor Administrative Offices. Application deadline is Friday, March 22, 2019.

- **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*:

Planning Commission (2 positions):

The Pinole Planning Commission is a seven-member panel of Pinole residents who take action on development requests and make policy recommendations to the City Council. The Commission usually meets on the 4th Monday of every month at 7:00 pm in the City Council Chamber, although additional meetings may be called as required. Commissioners serve four-year terms.

Community Services Commission (3 positions):

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 Commission also weighed in on issues such as the Skate Park, Swim Center, No Smoking in Parks policy and exploration of the Charter School concept. Commissioners regularly talk to community members and bring ideas back to the Commission and Recreation Department on what our community needs and wants.

<http://www.ci.pinole.ca.us/play/csc.html>

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 p.m. 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

For more information, you are encouraged to contact the City Clerk's office at 510-724-8928 or email Interim City Clerk Patricia Athenour at pathenour@ci.pinole.ca.us. Candidates must be appointed by action of the City Council to all Commissions or Committees.

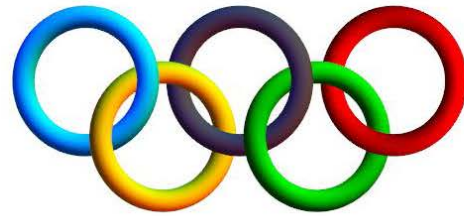
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PINOLE YOUTH CENTER



SPRING BREAK CAMP 2019

Come and join us for one week of fun filled activities during Spring Break from April 1-5th. The camp will have an **OLYMPICS THEME**, with activities such as Olympic Graphic Art, Indoor Olympic Hockey Game, Summer Olympic Bingo, etc. Of course, we can't have camp without a fieldtrip, so off we go to Pinole Valley Lanes for Olympic bowling. (See calendar for list of activities) Space is limited to 30 students (1st-6th grade only)



Camp Hours: 8:30-6 pm

Fees per Week:

Resident: \$200

Non-Resident: \$233

Camp Extended Hours (Camp Participants only): 7-8:30 am

Residents: Non-Residents:

\$38

\$43

Bring a bagged lunch & water bottle

Snacks available for purchase by cash or punch card. Hot lunch available on Friday and must be pre-ordered. Lunch will be pizza, drinks, chips, & dessert for \$5.00

To register, please go to <https://pinolerec.recdesk.com/Community/Home>

On the home page, go to PROGRAMS, YOUTH CENTER, CAMPS

You must create an account in order to register. If you have any questions, please contact the Recreation Coordinator at 510-724-9004 or send an email to youth@ci.pinole.ca.us.



SKYHAWKS TOT SPORTS

WHERE: Fernandez Park Basketball Court

595 Tennent Ave, Pinole, CA 94564

WHEN: March 9-May 11, 1-1:45PM

For more info, call 510-724-9004 or

Email: youth@ci.pinole.ca.us

The City of Pinole invites you to sign up your child for **SKYHAWKS TOT SPORTS**. Join us in a fun experience for your child! Children age 2.5 - 5 years may attend this class as long as they come with an adult.

Participants learn balance, body movement, coordination, self-esteem, teamwork, sportsmanship, and sport specific skill development through a series of fast-paced instructional circuits and games taught by the highly trained SKYHAWK ACADEMY staff.

Register for the SKYHAWK TOT SPORTS online at <https://pinolerec.recdesk.com/Community/Home>. Once at this website, go to PROGRAMS, YOUTH, SPORTS





As part of our enhanced wildfire safety efforts, implemented following the recent wildfires as additional precautionary measures intended to further reduce wildfire risk, we are conducting accelerated inspections of electric towers and poles in areas at higher risk of wildfire.

What We Are Doing

We are performing both visual and aerial inspections, including using technology such as drones to further enhance and complement the visual inspections. We will evaluate inspection results to determine repair needs and associated timing.

If any issues are found during the accelerated inspections that pose an immediate risk to public safety, we will take action right away to address the issue. When inspections determine that repairs are needed, but there is not an immediate safety risk, we apply California Public Utilities Commission (CPUC) guidelines for high fire-threat areas to determine timing.

Frequently Asked Questions

How is this different from your routine maintenance program?

We regularly inspect and maintain all our electric infrastructure, and we take action right away to address any immediate risk to public safety identified through our inspections. In light of the growing wildfire threat, we have enhanced the review criteria we are using for inspections based on a risk-based approach to identify components on electric towers and poles that have an increased risk of potential wildfire ignition.

What type of repairs are you making and how are you determining the timing of necessary repairs?

Repairs will depend on what we observe in the field but could range from installing new signs or electric components to replacing poles or towers. For conditions that do not require immediate action, we will complete the repairs in a timeframe consistent with state standards for high fire-threat areas, which range from 3 to 12 months depending on the nature of the condition and the location.

How will you notify customers if outages are required for repairs?

In many cases, we anticipate being able to plan our work in a way that minimizes customer impacts. This includes performing repair work without de-energizing lines when it is safe to do so, and bundling work that does require maintenance outages. If we need to turn off a line to safely complete the work, we will notify customers via letter seven days prior to any maintenance outages. In some instances, we may need to complete expedited repairs in a shorter timeframe. In these cases, we will aim to notify customers with as much advance warning as possible, through an automated phone call or doorhanger.



REPAIR TYPE

Repairs will depend on what we observe in the field but could range from installing new signs or electrical components to replacing poles or towers.



TIMING OF REPAIRS

If any issues pose an immediate risk to public safety, we will take action right away to address it. When there is not an immediate safety risk, we will follow state standards for high fire-threat areas, which **range from 3 to 12 months.**



MAINTENANCE OUTAGES

We will aim to notify customers with as much advance warning as possible through **letter, automated phone call or doorhanger.**

**LEARN MORE AT
PGE.COM/WILDFIREINSPECTIONS**



WILDFIRE SAFETY WORK On Your Property

Dear Valued Customer:

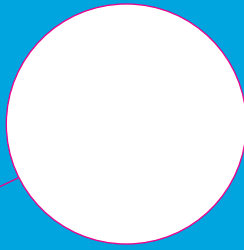
Given the continued and growing threat of extreme weather and wildfires, and as an additional precautionary measure, **we are inspecting substations in high fire-threat areas like your community.**

This important safety work includes enhancing defensible space around substations to help reduce the threat of wildfire in your neighborhood.

To create safe space between critical infrastructure and surrounding vegetation, **we want to work with you to review trees and brush within 100 feet of the substation**, per CAL FIRE recommendations and state guidelines.



Community Wildfire Safety Program
pge.com/wildfiresafety



We plan to conduct this wildfire safety work soon.

Please call us at **1-877-295-4949** today so we can discuss the specifics of the work, partner with you on reducing the threat of wildfire in your neighborhood, and coordinate access.

Notes:

- Para ayuda en español por favor llame al: **1-877-295-4949**
- 要用粵語/國語請求協助, 請致電: **1-800-893-9555**
- Để được giúp đỡ bằng tiếng Việt, xin gọi: **1-800-298-8438**

THANK YOU.

We've completed important vegetation work.



Together, Building
a Better California



Working together with
property owners



Creating defensible
space



Continuing to inspect
and maintain going forward

Pacific Gas and Electric Company has completed vegetation work on your property, as part of our Community Wildfire Safety Program.

This work helps reduce the threat of wildfire in your neighborhood and can help slow the spread of fires and improve access for first responders if a wildfire were to occur.

We look forward to continuing to partner with you as we implement additional safety measures across our service area in the years to come. We will continue to visit your area yearly as part of our routine inspections and maintenance programs.

Thank you very much for your cooperation.

To learn more about the Community Wildfire Safety Program, visit [pge.com/wildfiresafety](https://www.pge.com/wildfiresafety)



Pacific Gas and Electric
Company
P.O. Box 770000
San Francisco, CA 94177-1490