



# ADMINISTRATIVE REPORT

**DATE:** DECEMBER 20, 2019

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

**FROM:** HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

## PLACES TO BE

Date and Time	Event	Location
Tuesday, January 7, 2020 6:00 pm <b>CANCELED</b>	City Council Meeting	City Council Chamber 2131 Pear Street
Tuesday, January 21, 2020 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street
Monday, January 27, 2020 6:00 pm	Planning Commission Meeting	City Council Chamber 2131 Pear Street

- **SPECIAL COUNCIL MEETING STRATEGIC PLANNING WORKSHOP JANUARY 25<sup>TH</sup>, 2020**

On Saturday, January 25<sup>th</sup>, Management Partners will present to the City Council at a special workshop, the draft Strategic Plan for review and refinement. The workshop will take place at the Youth Center from 9:00a.m. to 1:00p.m. The public is welcomed to attend.

## ITEMS OF INTEREST

- **NEW CITY MANAGER**

Congratulations to Andrew Murray for being selected as Pinole's City Manager. Andrew currently serves as the Assistant City Manager for the City of Pleasant Hill, a position he has held for six (6) years. We are excited to welcome Andrew to the City of Pinole beginning on Monday, January 6, 2020.

- **CITY HALL CLOSURES**

Again, this year the City Hall administrative offices will be closed December 24<sup>th</sup> through January 1<sup>st</sup>, reopening Thursday, January 2<sup>nd</sup>. However, all public safety and public works services will be operating.

- **FERNANDEZ PARK RESTROOM BUILDING REPLACEMENT PROJECT**

The project is underway. The old restroom has been abated and demolished. The new restroom building was delivered, placed and all utilities were hooked up. Concrete and asphalt placement are the last items to be completed.



- **FARIA HOUSE UPDATE**

This week, the City has received the 100% Plan and Drawing of the improvements needed at the Faria House. The Plan will be reviewed for compliance with the building code. A set of the Plans and Drawing have been sent to the estimator to get an estimate of the construction costs. An engineers' estimate for the construction costs should be received by mid-January.

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

**Attention Business Owners** – 2019 Pinole Business Licenses will expire on December 31, 2019. Business license taxes for 2020 are due on January 1, 2020 and become delinquent on February 1, 2020, at which time unpaid taxes are subject to a 50% penalty. There is no change to the business license tax rate for calendar year 2020. The tax for the basic business license is \$145.00 per year (not including the \$4.00 AB 1379 state mandated fee).

Business license renewal forms are being mailed out November 21, 2019 for calendar year 2020. 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, 2020. Please remit your payment to:

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**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* 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.

- **HOLIDAY AND WINTER STORM SAFETY**

Winter holidays are a time for families and friends to get together. But that also means a greater risk for fire. Following a few simple tips will ensure a happy and fire-safe holiday season. [https://www.nfpa.org/-/media/Files/Public-Education/Resources/Safety-tip-sheets/Winter\\_Holiday\\_Safety.ashx](https://www.nfpa.org/-/media/Files/Public-Education/Resources/Safety-tip-sheets/Winter_Holiday_Safety.ashx)

Winter storms can happen almost anywhere. They can cause us problems. Know what to do before, during and after a storm. This will help keep you and your family safe from a winter fire. <https://www.nfpa.org/-/media/Files/Public-Education/Resources/Safety-tip-sheets/WinterStormSafety.ashx>

Did you know that peak months for electrical fire deaths are **November through March**? Put a freeze on winter fires! <https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Holidays/Put-a-freeze-on-winter-fires/2019/PutAFreezeElectricallnfographic.ashx?la=en>

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