

CALENDAR FOR THE BOARD OF SUPERVISORS
CONTRA COSTA COUNTY
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD
BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET
MARTINEZ, CALIFORNIA 94553-1229

CANDACE ANDERSEN, *CHAIR*, 2ND DISTRICT
MARY N. PIEPHO, *VICE CHAIR*, 3RD DISTRICT
JOHN GIOIA, 1ST DISTRICT
KAREN MITCHOFF, 4TH DISTRICT
FEDERAL D. GLOVER, 5TH DISTRICT

DAVID J. TWA, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO
AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO THREE (3) MINUTES.

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of
the day. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

AGENDA
September 20, 2016

9:00 A.M. Convene and announce adjournment to closed session in Room 101.

Closed Session

A. CONFERENCE WITH LABOR NEGOTIATORS

1. Agency Negotiators: David Twa and Bruce Heid.

Employee Organizations: Contra Costa County Employees' Assn., Local No. 1; Am. Fed., State, County, & Mun. Empl., Locals 512 and 2700; Calif. Nurses Assn.; Service Empl. Int'l Union, Local 1021; District Attorney's Investigators Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters, Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Service Empl. Int'l Union United Health Care Workers West; Contra Costa County Defenders Assn.; Probation Peace Officers Assn. of Contra Costa County; Contra Costa County Deputy District Attorneys' Assn.; and Prof. & Tech. Engineers, Local 21, AFL-CIO; Teamsters Local 856.

2. Agency Negotiators: David Twa.

Unrepresented Employees: All unrepresented employees.

B. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Gov. Code, § 54956.9(d)(1))

1. *Patricia Villalon v. County of Contra Costa, et al.*, Contra Costa County Superior Court Case No. C15-01660

C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Property: 2279 Willow Pass Road, Bay Point

Agency Negotiator: Karen Laws, Principal Real Property Agent

Negotiating parties: County of Contra Costa and Nehemiah Community Reinvestment Fund

Under negotiation: price and payment terms

9:30 A.M. Call to order and opening ceremonies.

Inspirational Thought- "People seem not to see that their opinion of the world is also a confession of character." ~ Ralph Waldo Emerson

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.83 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

PRESENTATIONS (5 Minutes Each)

- PR.1** PRESENTATION of legislative update from Assemblymember Jim Frazier to Contra Costa County Board of Supervisors. (Supervisor Andersen)
- PR.2** PRESENTATION recognizing Dan Pellegrini with a Certificate of Commendation by State Superintendent of Education, Tom Torlakson. (Supervisor Andersen)
- PR.3** PRESENTATION recognizing September 22 -28, 2016 as Falls Prevention Awareness Week in Contra Costa County. (Supervisor Andersen)

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (3 Minutes/Speaker)

- D.3** CONSIDER adopting Resolution No. 2016/542 reallocating the class of County Librarian - Exempt on the Salary Schedule; and appointing Melinda Cervantes to the position of County Librarian at Step 7 of the salary range effective October 3, 2016. (David Twa, County Administrator)

D. 4 CONSIDER reports of Board members.

Closed Session

ADJOURN in memory of

Richard Allen

former President of the Mt. Diablo Unified School District Board

CONSENT ITEMS

Road and Transportation

- C. 1** APPROVE updates to the Engineering Manuals used by Public Works Department and the Flood Control and Water Conservation District, as recommended by the Public Works Director, Countywide. (No fiscal impact)
- C. 2** ACCEPT the 2016 Semi-Annual report of real estate acquisition acceptances dated January 1, 2016 through June 30, 2016 approved by the Public Works Director as submitted, Brentwood, Byron, El Sobrante, Martinez, and San Pablo areas. (No fiscal impact)
- C. 3** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute the temporary encroachment and construction permit, and any written amendments thereafter, for construction access and staging with Contra Costa Water District, effective September 20, 2016 through December 31, 2017, for the Canal Road Bridge Replacement Project. (No fiscal impact)
- C. 4** ADOPT Traffic Resolution No. 2016/4446 to establish a speed limit on Chesley Avenue (Road Nos. 0564A and 0565G), as recommended by the Public Works Director, North Richmond area. (No fiscal impact)
- C. 5** AUTHORIZE the Public Works Director, or designee, to issue payment in the amount of \$258,753 to the East Contra Costa Irrigation District, for the facilities relocation for the Balfour Road Shoulder Widening Project, Brentwood area. (100% Discovery Bay West Traffic Mitigation Fees)
- C. 6** ADOPT Resolution No. 2016/538 accepting as complete the contracted work performed by Rosas Brothers Construction for the Bay Point Curb Ramp Project, as recommended by the Public Works Director, Bay Point area. (No Fiscal Impact)

Engineering Services

- C. 7** ADOPT Resolution No. 2016/533 ratifying the prior decision of the Public Works Director, or designee, to fully close a portion of Knightsen Avenue, A Street, First Street, and Second Street, on September 10, 2016 from 7:00 AM through 10:00 PM, for the purpose of Knightsen Community Car and Tractor show, Knightsen area. (No fiscal impact)

Special Districts & County Airports

- C. 8** APPROVE and AUTHORIZE the Chief Engineer, Flood Control and Water Conservation District, or designee, to execute, on behalf of the Contra Costa Clean Water Program, a contract with Anthony Dubin (dba Dubin Environmental Consulting), in an amount not to exceed \$160,000 for preparation of a Hydromodification Management technical report, for the period September 20, 2016 to June 30, 2019, Countywide. (100% Cities and County Stormwater Utility Fee Assessments)
- C. 9** APPROVE and AUTHORIZE the Chief Engineer, or designee, of the Contra Costa County Flood Control & Water Conservation District to execute two Limited Land Use Permits between the East Bay Municipal Utility District and the Contra Costa County Flood Control and Water Conservation District, for the operation of Rain Gauges located at the Camino Tassajara Scenic South Reservoir, -Danville area, and at the Bixler Center, Brentwood area. (100% Flood Control and Water Conservation District Funds)
- C. 10** APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control & Water Conservation District, or designee, to execute and file a claim against the East Bay Municipal Utility District for damages arising from a 24-inch water transmission main break in the Walnut Creek area. (No fiscal impact)

Geologic Hazard Abatement Districts

- C. 11** DENY claims submitted by Michael Volberding and Pamela Volberding, Michael Brown and Kathleen Brown, Richard Ruslender and Murel Ruslender, Mary Sembrat, Michael DesRosiers and Muriel DesRosiers, Omar Murillo and Nelab Murillo, Geoffrey Fisher, Curtis Kundred and Julia Kundred, Jose Mendoza and Theresa Mendoza, Helen Vrionis, Mehri Shahabi, Shashipavan Bairaboina, and Silver Oak Townhomes Homeowners Association against the Blackhawk Geological Hazard Abatement District.

Claims, Collections & Litigation

- C. 12** DENY claims filed by Carissa Gassman, Santiago Lopez II, Laura Rogers, Gilberto Santos, and Dina Walls. DENY amended claim filed by Hidden Oaks @ Blackhawk Association, Inc., and Janice Wood.
- C. 13** RECEIVE public report of litigation settlement agreements that became final during the period of August 1, 2016 through August 31, 2016, as recommended by the County Counsel.

Statutory Actions

- C. 14** ACCEPT Board members' meeting reports for August 2016.

Honors & Proclamations

- C. 15** ADOPT Resolution No. 2016/492 proclaiming October 1, 2016 as Bay Day in Contra Costa County, as recommended by Supervisor Andersen.
- C. 16** ADOPT Resolution No. 2016/504 recognizing September 22 -28, 2016 as Falls Prevention Awareness Week in Contra Costa County, as recommended by Supervisor Andersen.
- C. 17** ADOPT Resolution No. 2016/515 recognizing the MultiFaith ACTION Coalition for receiving the Community Allies Award, as recommended by Supervisor Andersen.
- C. 18** ADOPT Resolution No. 2016/516 recognizing Frances Schreiburg for receiving The Frances Perkins Award, as recommended by Supervisor Andersen.
- C. 19** ADOPT Resolution No. 2016/517 recognizing Kevin Van Buskirk, Labor Leader of the Year, as recommended by Supervisor Andersen.
- C. 20** ADOPT Resolution No. 2016/528 honoring St. Jerome Catholic Church of El Cerrito on its 75th Birthday, as recommended by Supervisor Gioia.
- C. 21** ADOPT Resolution No. 2016/540 recognizing Jennifer Russell for 37 years of service to the City of Lafayette, as recommended by Supervisor Andersen.
- C. 22** ADOPT Resolution No. 2016/550 to recognize and honor Dan Pellegrini for a lifetime of public and community service to the citizens of Contra Costa County, as recommended by Supervisor Glover.

Appointments & Resignations

- C. 23** ACCEPT the resignations of Claudia Wentworth and Teresa Lucido from the Workforce Development Board, DECLARE vacant Business seats #3 and #9, and DIRECT the Clerk of the Board to post the vacancies, as recommended by the Employment and Human Services Director.

- C. 24** ACCEPT resignation of Jill Chioino, DECLARE a vacancy in the District V-A seat on the Alcohol and Other Drugs Advisory Board, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Glover.
- C. 25** ACCEPT the resignation of Robin Houdashell, DECLARE a vacancy in the District V-B seat on the Alcohol and Other Drugs Advisory Board, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Glover.
- C. 26** ACCEPT the resignation of Tobias Lester, DECLARE a vacancy in the District V-Alternate seat on the Library Commission, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Glover.
- C. 27** APPOINT Mark Whitlock to the Appointee 1 seat on the Bethel Island Municipal Advisory Council, as recommended by Supervisor Piepho.
- C. 28** REAPPOINT Olga Jones to the District III Representative seat on the Family and Children's Trust Committee, as recommended by Supervisor Piepho.

Appropriation Adjustments

- C. 29** Employment and Human Services (0506): APPROVE Appropriation and Revenue Adjustment No. 5009 authorizing the reduction of appropriations and estimated revenue for the Covered California Health Benefit Exchange Program from \$14,411,997 to a new budget of \$4,000,000 to reflect early contract termination of December 31, 2016.

Personnel Actions

- C. 30** ADOPT Position Adjustment Resolution No. 21944 to add one Deputy District Attorney-Fixed Term (represented) position and one District Attorney Senior Inspector (represented) position in the District Attorney's Office - Consumer Fraud Unit. (100% Consumer Protection fund)
- C. 31** ADOPT Position Adjustment Resolution No. 21902 to add one Assistant Director of Health Services - Exempt position in the Health Services Department. (100% FQHC and Medi-Cal Waiver funds)
- C. 32** ADOPT Position Adjustment Resolution No. 21943 to add one Deputy Sheriff-40 Hour (represented) position in the Sheriff's Office - Patrol Division. (63% State, 37% General Fund match)

- C. 33** ADOPT Position Adjustment Resolution No. 21918 to increase the hours of one Deputy Public Defender IV (represented) position from part-time to full-time and cancel one part-time Deputy Public Defender IV (represented) position in the Public Defender's Office. (Cost savings)
- C. 34** ADOPT Position Adjustment Resolution No. 21950 to increase the hours of one part-time Registered Nurse - Experienced Level (represented) position to full-time in the Health Services Department. (100% Hospital Enterprise Fund I)
- C. 35** ADOPT Position Adjustment Resolution No. 21953 to increase the hours of one part-time Community Health Worker II (represented) position to full-time in the Health Services Department. (100% Hospital Enterprise Fund I)
- C. 36** ADOPT Position Adjustment Resolution No. 21954 to increase the hours of one permanent-intermittent Sterile Processing and Distribution Technician (represented) position to full-time in the Health Services Department. (100% Hospital Enterprise Fund I)
- C. 37** ADOPT Position Adjustment Resolution No. 21951 to add one Administrative Services Assistant III (represented) position and cancel one vacant Health Services Planner/Evaluator Level B Project (represented) position in the Health Services Department. (Cost savings)
- C. 38** ADOPT Position Adjustment Resolution No. 21952 to add one Account Clerk Supervisor (represented) position and cancel one vacant Clerk - Specialist Level (represented) position in the Health Services Department. (100% Hospital Enterprise Fund I)
- C. 39** ADOPT Position Adjustment Resolution No. 21945 to add one District Attorney Lieutenant of Inspectors (unrepresented) position and cancel one District Attorney Senior Inspector (represented) position in the District Attorney's Office - Investigations Unit. (100% Asset Forfeiture Funds)
- C. 40** ADOPT Position Adjustment Resolution No. 21940 to add one Animal Clinic Veterinarian-Exempt (unrepresented) position in the Animal Services Department. (32% User Fees, 31% City Revenues, 37% County)

Leases

- C. 41** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a License Agreement with 525 Green Street, LLC, for parking spaces located at 525 Green Street, Martinez, at a rent of \$700 per month, for the period July 1, 2016 through June 30, 2018. (100% General Fund)

- C. 42** APPROVE and AUTHORIZE the Public Works Director, or designee, to terminate a lease dated February 1, 2016, between the County and Ron Scheile for real property located at 1352 Fitzuren Road, Antioch; AUTHORIZE the County Counsel to pursue legal action to regain possession. (100% Drainage Area 55, Fund 2579)

Grants & Contracts

APPROVE and AUTHORIZE execution of agreements between the County and the following agencies for receipt of fund and/or services:

- C. 43** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute an agreement with the City of Pittsburg to pay the County an amount not to exceed \$100,000 for the purpose of administering the City's Housing Rehabilitation Loan Program for the period July 1, 2016 through June 30, 2017.
- C. 44** APPROVE and AUTHORIZE the Public Defender, or designee, to apply for and accept a grant renewal in the amount of \$50,000 from the Van Loben Sels/RembeRock Foundation for the Community Lawyering Youth Project, for the period October 1, 2016 through September 30, 2017. (100% Foundation revenue)
- C. 45** APPROVE and AUTHORIZE the Health Services Department's Emergency Medical Services Division to accept donations and host the first annual Survivors Luncheon 2016 on November 9, 2016. (No County match)
- C. 46** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute and submit to the State of California Department of Healthcare Services the necessary certifications and assurances necessary to request the annual release and return of remaining, unencumbered balances of Mental Health Services Act funds for local use.
- C. 47** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract from U.S. Department of Housing and Urban Development to receive homeless assistance funds, payable to the County in an amount not to exceed \$581,873, for continuation of the Project Coming Home addressing addiction to alcohol program, for the period from June 1, 2016 through May 31, 2017. (\$17,126 County match, budgeted)

APPROVE and AUTHORIZE execution of agreement between the County and the following parties as noted for the purchase of equipment and/or services:

- C. 48** APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment, effective September 13, 2016, with CherryRoad Technologies, Inc., to increase the payment limit by \$1,849,890 to a new payment limit of \$8,773,380, for additional technical support on the upgrade to the County's PeopleSoft software system through April 2017, and to extend the hosted test environments' usage through March 2017. (Budgeted; 100% Charges to County departments)
- C. 49** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Initha Elangovan, M.D., in an amount not to exceed \$382,500 to provide pulmonary care at Contra Costa Regional Medical Center and Health Centers, for the period September 1, 2016 through August 31, 2017. (100% Hospital Enterprise Fund I)
- C. 50** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order with Lenco Armored Vehicles in an amount not to exceed \$315,000 for the purchase of a BearCat armored vehicle for the Office of the Sheriff - Patrol SWAT Division. (100% General Fund)
- C. 51** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Desarrollo Familiar, Inc. (dba Familias Unidas), in an amount not to exceed \$770,832, to continue implementation of the Mental Health Services Act (MHSA) Community Services and Supports Program, for the period July 1, 2016 through June 30, 2019. (22% Federal Financial Participation; 78% State MHSA)
- C. 52** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay Savannah Reid the amount of \$15,000 for services rendered to the Office of the Public Defender during the period December 1, 2015 through August 31, 2016. (100% Federal)
- C. 53** APPROVE and AUTHORIZE the Public Works Director, or Purchasing Agent, to execute a purchase order in the amount of \$338,204, based on a bid conducted by Los Lomitas School District, for a modular office building for the Employment & Human Services On the Job Training Program, Antioch area. (100% General Fund)
- C. 54** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Change Order No. 1 with John F. Otto, Inc., for Job Order Contract 002, to increase the payment limit by \$2,500,000 to a new payment limit of \$4,500,000, for repair, remodeling, and other repetitive work. (100% Facilities Lifecycle Improvement Funds)

- C. 55** APPROVE and AUTHORIZE the Child Support Services Director, or designee, to execute a contract with Maximus Human Services, Inc., in an amount not to exceed \$900,000 to provide Early Intervention Delinquency Prevention Program services for the period October 1, 2016 through September 30, 2017. (66% Federal, 34% State)
- C. 56** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with the Contra Costa Resource Conservation District in an amount not to exceed \$150,000 to provide watershed coordination and outreach services for the period September 20, 2016 to September 19, 2019, Countywide. (100% Stormwater Utility Assessment Funds)
- C. 57** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Change Order No.1 with Mark Scott Construction, Inc., for Job Order Contract 003, to increase the payment limit by \$2,500,000 to a payment limit of \$4,500,000 for repair, remodeling, and other repetitive work. (100% Facilities Lifecycle Improvement Funds)
- C. 58** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Daniel Forkin, M.D. in an amount not to exceed \$145,600, to provide psychiatric care to mentally ill adults in West Contra Costa County, for the period October 1, 2016 through September 30, 2017. (100% Mental Health Realignment)
- C. 59** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with All County Flooring, to increase the payment limit by \$3,000,000 to a new payment limit of \$3,500,000, to provide flooring services for the period July 1, 2015 through June 30, 2018, Countywide. (100 % General Fund)
- C. 60** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Brighter Beginnings, in an amount not to exceed \$150,000, to provide primary care services to Contra Costa Health Plan (CCHP) members, for the period October 1, 2016 through September 30, 2018. (100% CCHP Enterprise Fund II)
- C. 61** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract containing modified indemnification language with John Muir Behavioral Health, in an amount not to exceed \$1,050,000, to provide inpatient psychiatric hospital services for children, adolescents and adults for the period July 1, 2016 through June 30, 2017. (100% Mental Health Realignment)

- C. 62** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Robert Buckley, M.D., effective September 1, 2016, to increase the payment limit by \$230,000 to a new payment limit of \$605,000 to modify service and payment provisions for administrative and orthopedic services at Contra Costa Regional Medical Center and Health Centers with no change in the original term of July 1, 2015 through June 30, 2018. (100% Hospital Enterprise Fund I)
- C. 63** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Laboratory Corporation of America, in an amount not to exceed \$325,000, to provide outside laboratory testing services, for Contra Costa Regional Medical Center and Health Centers, for the period September 1, 2016 through August 31, 2017. (100% Hospital Enterprise Fund I)
- C. 64** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract containing modified indemnification language with META Dynamic, Inc., in an amount not to exceed \$30,000, to provide guidance navigation system, related software, accessories and certified technicians for tumor locating in the Surgical Unit at Contra Costa Regional Medical Center and Health Centers, for the period November 1, 2016 through October 31, 2017. (100% Hospital Enterprise Fund I)
- C. 65** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Kimberly Loda, M.D. in an amount not to exceed \$218,400, to provide outpatient psychiatric care to mentally ill adults in West County, for the period October 1, 2016 through September 30, 2017. (100% Mental Health Realignment)
- C. 66** APPROVE and AUTHORIZE the Animal Services Department Director, or designee, to execute a contract amendment with Rodie's Pet & Food Supply to increase the payment limit by \$51,000 to a new payment limit of \$150,000 for animal feed supplies and extend the term from September 30, 2016 through October 31, 2016. (37% User fees, 54% City revenues, 9% County General Fund)
- C. 67** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Child Abuse Prevention Council of Contra Costa County in an amount not to exceed \$117,928, to provide prevention and early intervention services to Spanish speaking families in East Contra Costa County and Central Contra Costa County's Monument Corridor, for the period July 1, 2016 through June 30, 2017, with a six-month automatic extension through December 31, 2017, in an amount not to exceed \$58,964. (100% Mental Health Service Act)

- C. 68** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Contra Costa Regional Health Foundation, effective September 30, 2016, to increase the payment limit by \$125,000 to a new payment limit of \$1,350,000 and extend the termination date from September 1, 2016 to September 30, 2017, to continue providing consultation services to the Health Services Director. (100% Hospital Enterprise Fund I)
- C. 69** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Macey Rosenthal, M.D., in an amount not to exceed \$174,720, to provide outpatient psychiatric care to patients in Central Contra Costa County, for the period November 1, 2016 through October 31, 2017. (100% Mental Health Realignment)
- C. 70** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Christine Lee, M.D. (dba The Skin and Laser Treatment Institute), in an amount not to exceed \$1,200,000, to provide dermatology and microscopically controlled surgery services to Contra Costa Health Plan (CCHP) members, for the period from September 1, 2016 through August 31, 2018. (100% CCHP Enterprise Fund II)
- C. 71** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Amarjit Dosanjh, M.D., A Medical Corporation, in an amount not to exceed \$250,000, to provide plastic and reconstructive surgery services for Contra Costa Health Plan (CCHP) members, for the period August 1, 2016 through July 31, 2018. (100% CCHP Enterprise Fund II)
- C. 72** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Planned Parenthood: Shasta-Diablo, Inc. in an amount not to exceed \$3,500,000, to provide Obstetrics/Gynecology and family planning services to Contra Costa Health Plan (CCHP) members, for the period October 1, 2016 through September 30, 2017. (100% CCHP Enterprise Fund II)
- C. 73** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute an amendment with Santa Rosa Consulting, Inc., effective July 1, 2016, to increase the payment limit by \$1,440,000 to a new contract payment limit of \$3,940,000 for the provision of additional consultation and technical assistance to the Health Services Department's Information Systems with no change in original term from September 1, 2014 to June 30, 2017. (100% Hospital Enterprise Fund I)

Other Actions

- C. 74** APPROVE the list of providers recommended by Contra Costa Health Plan's Peer Review and Credentialing Committee on August 9, 2016, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

- C. 75** ADOPT report as the Board of Supervisors' response to Grand Jury Report No. 1614, entitled "Where Will We Live?", as recommended by the County Administrator.
- C. 76** APPROVE revised Bylaws of the Advisory Council on Aging as recommended by the Employment and Human Services Director.
- C. 77** APPROVE the response to Grand Jury Report No.1612 "Foster Care Under AB 403" and DIRECT the Clerk of the Board to forward the response to the Superior Court no later than September 22, 2016, as recommended by the County Administrator.
- C. 78** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a non-financial contract with Columbia University to provide supervised field instruction to physical therapy students at Contra Costa Regional Medical and Health Centers, for the period September 1, 2016 through August 31, 2018.
- C. 79** ACCEPT the August 2016 update of the operations of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.
- C. 80** APPROVE and AUTHORIZE submission of the FY 2015/16 Consolidated Annual Performance and Evaluation Report to the U.S. Department of Housing and Urban Development for specific federal programs, as recommended by the Conservation and Development Director. (100% Federal funds)
- C. 81** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute non-financial student training agreement with Planned Parenthood Shasta Diablo, Inc. dba Planned Parenthood Northern California, to provide supervised field instruction at Contra Costa Regional Medical Center and Health Centers, to family medicine residency students, for the period July 1, 2016 through June 30, 2017. (No Fiscal Impact)
- C. 82** ACCEPT the fiscal year 2015/16 Keller Canyon Mitigation Fund Year-End Report, as recommended by the Conservation and Development Director. (100% Keller Canyon Mitigation fund)
- C. 83** APPROVE the list of providers recommended by Contra Costa Health Plan's Peer Review and Credentialing Committee on June 14, 2016, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402, including as the Housing Authority and the Successor Agency to the Redevelopment Agency. Persons who wish to address the Board should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, First Floor, Room 106, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Board votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106.

Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements.

Forms are available to anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda. Forms may be obtained at the Office of the County Administrator or Office of the Clerk of the Board, 651 Pine Street, Martinez, California.

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www.co.contra-costa.ca.us

STANDING COMMITTEES

The **Ad Hoc on Sustainability Committee** (Supervisors Federal D. Glover and John Gioia) TBD
The **Airport Committee** (Supervisors Mary N. Piepho and Karen Mitchoff) meets monthly on the fourth Wednesday of the month at 1:30 p.m. at Director of Airports Office, 550 Sally Ride Drive,

Concord.

The **Family and Human Services Committee** (Supervisors Candace Andersen and Federal D. Glover) meets on the second Monday of the month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Finance Committee** (Supervisors Federal D. Glover and Mary N. Piepho) meets on the second Thursday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Karen Mitchoff and John Gioia) meets on the second Monday of every other month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Internal Operations Committee** (Supervisors John Gioia and Candace Andersen) meets on the fourth Monday of the month at 11:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Legislation Committee** (Supervisors Federal D. Glover and Karen Mitchoff) meets on the second Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Public Protection Committee** (Supervisors Candace Andersen and John Gioia) meets on the fourth Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Mary N. Piepho and Candace Andersen) meets on the second Thursday of the month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

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|-------------------------------------|--------------------|------------|-----------|
| Ad Hoc on Sustainability Committee | October 24, 2016 | 4:00 p.m. | See above |
| Airports Committee | September 28, 2016 | 1:30 p.m. | See above |
| Family & Human Services Committee | October 10, 2016 | 1:00 p.m. | See above |
| Finance Committee | October 13, 2016 | 10:30 a.m. | See above |
| Hiring Outreach Oversight Committee | October 10, 2016 | 9:00 a.m. | See above |
| Internal Operations Committee | September 26, 2016 | 11:00 a.m. | See above |
| Legislation Committee | October 10, 2016 | 10:30 a.m. | See above |

| | | | |
|--|--------------------|-----------|-----------|
| Public Protection Committee | September 26, 2016 | 9:00 a.m. | See above |
| Transportation, Water & Infrastructure Committee | October 13, 2016 | 1:00 p.m. | See above |

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB Assembly Bill

ABAG Association of Bay Area Governments

ACA Assembly Constitutional Amendment

ADA Americans with Disabilities Act of 1990

AFSCME American Federation of State County and Municipal Employees

AICP American Institute of Certified Planners

AIDS Acquired Immunodeficiency Deficiency Syndrome

ALUC Airport Land Use Commission

AOD Alcohol and Other Drugs

ARRA American Recovery & Reinvestment Act of 2009

BAAQMD Bay Area Air Quality Management District

BART Bay Area Rapid Transit District

BayRICS Bay Area Regional Interoperable Communications System

BCDC Bay Conservation & Development Commission

BGO Better Government Ordinance

BOS Board of Supervisors

CALTRANS California Department of Transportation

CalWIN California Works Information Network

CalWORKS California Work Opportunity and Responsibility to Kids

CAER Community Awareness Emergency Response

CAO County Administrative Officer or Office

CCCPCD (ConFire) Contra Costa County Fire Protection District

CCHP Contra Costa Health Plan

CCTA Contra Costa Transportation Authority

CCRMC Contra Costa Regional Medical Center

CCWD Contra Costa Water District

CDBG Community Development Block Grant

CFDA Catalog of Federal Domestic Assistance

CEQA California Environmental Quality Act

CIO Chief Information Officer

COLA Cost of living adjustment

ConFire (CCCPCD) Contra Costa County Fire Protection District

CPA Certified Public Accountant
CPI Consumer Price Index
CSA County Service Area
CSAC California State Association of Counties
CTC California Transportation Commission
dba doing business as
DSRIP Delivery System Reform Incentive Program
EBMUD East Bay Municipal Utility District
ECCFPD East Contra Costa Fire Protection District
EIR Environmental Impact Report
EIS Environmental Impact Statement
EMCC Emergency Medical Care Committee
EMS Emergency Medical Services
EPSDT Early State Periodic Screening, Diagnosis and Treatment Program (Mental Health)
et al. et alii (and others)
FAA Federal Aviation Administration
FEMA Federal Emergency Management Agency
F&HS Family and Human Services Committee
First 5 First Five Children and Families Commission (Proposition 10)
FTE Full Time Equivalent
FY Fiscal Year
GHAD Geologic Hazard Abatement District
GIS Geographic Information System
HCD (State Dept of) Housing & Community Development
HHS (State Dept of) Health and Human Services
HIPAA Health Insurance Portability and Accountability Act
HIV Human Immunodeficiency Virus
HOME Federal block grant to State and local governments designed exclusively to create affordable housing for low-income households
HOPWA Housing Opportunities for Persons with AIDS Program
HOV High Occupancy Vehicle
HR Human Resources
HUD United States Department of Housing and Urban Development
IHSS In-Home Supportive Services
Inc. Incorporated
IOC Internal Operations Committee
ISO Industrial Safety Ordinance
JPA Joint (exercise of) Powers Authority or Agreement
Lamorinda Lafayette-Moraga-Orinda Area
LAFCo Local Agency Formation Commission
LLC Limited Liability Company
LLP Limited Liability Partnership
Local 1 Public Employees Union Local 1
LVN Licensed Vocational Nurse
MAC Municipal Advisory Council
MBE Minority Business Enterprise
M.D. Medical Doctor
M.F.T. Marriage and Family Therapist

MIS Management Information System
MOE Maintenance of Effort
MOU Memorandum of Understanding
MTC Metropolitan Transportation Commission
NACo National Association of Counties
NEPA National Environmental Policy Act
OB-GYN Obstetrics and Gynecology
O.D. Doctor of Optometry
OES-EOC Office of Emergency Services-Emergency Operations Center
OPEB Other Post Employment Benefits
OSHA Occupational Safety and Health Administration
PARS Public Agencies Retirement Services
PEPRA Public Employees Pension Reform Act
Psy.D. Doctor of Psychology
RDA Redevelopment Agency
RFI Request For Information
RFP Request For Proposal
RFQ Request For Qualifications
RN Registered Nurse
SB Senate Bill
SBE Small Business Enterprise
SEIU Service Employees International Union
SUASI Super Urban Area Security Initiative
SWAT Southwest Area Transportation Committee
TRANSPAC Transportation Partnership & Cooperation (Central)
TRANSPLAN Transportation Planning Committee (East County)
TRE or **TTE** Trustee
TWIC Transportation, Water and Infrastructure Committee
UASI Urban Area Security Initiative
VA Department of Veterans Affairs
vs. versus (against)
WAN Wide Area Network
WBE Women Business Enterprise
WCCTAC West Contra Costa Transportation Advisory Committee



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 20, 2016

Subject: APPOINTMENT OF COUNTY LIBRARIAN - MELINDA CERVANTES

RECOMMENDATION(S):

1. ADOPT Resolution No. 2016/542 Reallocating the classification of County Librarian on the Salary Schedule; and
2. APPOINT Melinda Cervantes to the position of County Librarian at Step 7 of the salary range effective October 3, 2016 with the following additional terms of employment:

- a. One-time accrual of 80 hours of vacation time.
- b. Reimbursement of necessary relocation expenses up to \$10,000 (with receipts).
- c. All other benefits as provided in the current Management Resolution applicable to the position of County Librarian.

FISCAL IMPACT:

The estimated annual cost for the County Librarian position is \$263,428, of which \$58,132 is pension cost. The estimated cost of filling the position for the nine months remaining of fiscal year 2016/17 is \$197,571, of which \$43,599 is pension cost and \$10,000 is a maximum relocation cost. All costs are budgeted in the Library Fund and substantially offset by salary savings accrued from the vacancy in the position since May 13, 2016.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Allison Picard
925-335-1096

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Lisa Lopez, Assistant Director of Human Resources, Harjit S. Nahal, Assistant County Auditor

BACKGROUND:

In April of 2016, County Librarian Jessica Hudson informed the County Administrator that she would be moving out of state to take another position effective May 13, 2016.

The County contracted with Teri Black & Company (TBC), LLC to conduct the recruitment to fill the vacancy. On June 8, 2016, the recruitment for a new County Librarian commenced. TBC advertised the position nationwide but with particular emphasis on the west coast region. Ads were placed with the California State Association of Counties (CSAC), the American Library Association (ALA), California Library Association (CALIX), Western City Magazine, Careers in Government, California City News, UCLA Department of Information Studies website, California Academic & Research Library Association, Pacific Northwest Library Association, and Jobs Available. Invitations and recruitment brochures were sent via traditional and electronic mail to over 200 potential candidates targeted by executive search firm.

The five (5) week recruitment garnered 31 applications. With the assistance of TBC, the applications were screened and four (4) semi-finalists were forwarded to the County Selection Committee on August 10, 2016. The County Selection Committee was composed of Valerie Barone, City Manager, City of Concord; Alan Smith, Chair, Contra Costa County Library Commission; Gerry Garzón, Director of Library Services, City of Oakland; and Allison Picard, Chief Assistant County Administrator, Contra Costa County.

Following a series of interviews and reference checks, I selected Melinda Cervantes for the position.

Ms. Cervantes holds a Bachelor's Degree in Education from Bowling Green State University and a Master of Library Science Degree from Kent State University. She currently serves as the Executive Director of the Pima County Public Library in Arizona, after holding posts as Executive Director and County Librarian for the Santa Clara County Library District, Deputy County Librarian for our own Contra Costa County Library, Library Director for the City of Tigard Public Library in Oregon, among other positions. Melinda was awarded the California Library Association 2010 Librarian of the Year, was recognized by State Senator Joe Simitian as the 11th State Senatorial District 2011 Woman of the Year, and her Management Team was awarded the California Library Association 2011 Librarian in Support of Literacy, in addition to earning many other accolades. As a professional librarian serving in numerous capacities, Ms. Cervantes brings with her 24 years of experience in public library administrative and management positions. Melinda looks to build upon the Contra Costa County Library's reputation by promoting the rich resources of the Library, further developing sustainable facilities and services, creating vibrant community libraries, and partnering with local businesses, startups and organizations.

CONSEQUENCE OF NEGATIVE ACTION:

The County Librarian position will remain vacant and the salary schedule will not be reallocated, leaving the County Library in a vulnerable management position.

ATTACHMENTS

Resolution No. 2016/542

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 09/20/2016 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2016/542

In The Matter Of: Reallocating the salary of the classification of County Librarian

WHEREAS, the County Administrator's Office and the Human Resources Department recognized a need to reallocate the salary of the County Librarian classification (3AAA);

WHEREAS, the Board of Supervisors will be considering the appointment of a new County Librarian on September 20, 2016 to be effective on her start date of October 3, 2016,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County: **REALLOCATE** the salary of County Librarian from salary plan and grade BD5 2299 with five steps to BD5 2299 seven steps, adding two five percent steps to the top of the current salary range effective October 3, 2016.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Allison Picard 925-335-1096

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Lisa Lopez, Assistant Director of Human Resources, Harjit S. Nahal, Assistant County Auditor



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Approve the update to the Board Order dated March 8, 2008 regarding the Engineering Manuals used by Public Works and the Flood Control District

RECOMMENDATION(S):

APPROVE the Public Works Department and Flood Control and Water Conservation District to use the current versions of the appropriate engineering manuals and specifications in the course of their work, as those manuals and specifications are superseded by County ordinance.

APPROVE that further exceptions in the application of the provisions within the manuals will be made from time to time by the Public Works Director or the Director's designee. Where a choice of standards exists, the Director, or designee, will determine the applicable standard under the circumstances.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The manuals and specifications listed herein are generally accepted in California as standards in the field of civil and architectural engineering. By recognizing their use, the Board will reduce public misunderstanding and further the achievement of consistency in improvements plan and construction plan submittal.

Recognize Manuals:

-

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Carrie Ricci, (925)
313-2235

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

County Ordinance Code

- County Standard Plans
- County Special Provisions
- California Manual on Uniform Traffic Control Devices
- California Vehicle Code
- California Streets and Highways Code
- CalTrans Traffic Manual
- CalTrans Plans Preparation Manual
- CalTrans CADD Users Manual
- CalTrans Local Assistance Procedure Manual
- CalTrans Standard Plans
- CalTrans Standard Specifications
- CalTrans Surveys Manual
- CalTrans Construction Manual
- CalTrans Highway Design Manual
- CalTrans Site Best Management Practices Manual
- CalTrans Bridge Design Specifications
- CalTrans Bridge Design Details
- CalTrans Bridge Design Aids
- FHWA Manual on Uniform Traffic Control Devices
- AASHTO Roadside Design Guide
- AASHTO Policy on Geometric Design of Highways and Streets
- AASHTO LRFD Bridge Design Specifications
- Stormwater C.3 Guidebook
- Subdivision Map Act
- U.S. Access Board ADA Standards

CONSEQUENCE OF NEGATIVE ACTION:

Not recognizing the standards currently used by the Public Works Department and Flood Control and Water Conservation District may lead to inconsistent staff interpretations and confusion on the part of the professional and general public.



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: 2016 Semi-Annual Report of Real Estate Acquisitions Acceptances January - June

RECOMMENDATION(S):

ACCEPT the 2016 Semi-Annual Report of real estate acquisition acceptances dated January 1, 2016 through June 30, 2016 approved by the Public Works Director for the acquisitions of any interest in real property where the purchase price for the real property interest did not exceed \$100,000.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Pursuant to Contra Costa County, Ordinance Code, Title 11, Division 1108, Chapter 1108-8.002, which was amended effective January 1, 2015, "The Board of Supervisors authorizes the Public Works Director, or the designated deputy, to perform all acts necessary to approve and accept for the County the acquisition of any interest in real property where the purchase price for the real property interest does not exceed one hundred thousand dollars." The Public Works Director shall submit a semi-annual report to the Board of Supervisors on each acquisition done pursuant to this section, including the interest acquired, its price, and the necessity for the purchase, which is described in the attached Semi-Annual Acceptance Report.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Karen Laws, (925)
313-2228

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors would not be informed of the acquisitions accepted by the Public Works Director pursuant to Contra Costa County, Ordinance Code.

ATTACHMENTS

2016 Semi-Annual Acceptance Report of Real Estate Acquisition Jan. - Jun.

**2016 Semi-Annual Acceptance Report
of Real Estate Acquisition
January - June 2016**

| CERT. NO. | AREA | PROJECT/PURPOSE | INTEREST | PRICE |
|----------------------|-------------|--|--------------------------|--------------|
| 16-01 | Brentwood | SR4 Bypass Authority - Balfour Road Interchange | Quitclaim Deed | N/A |
| 16-09 | Brentwood | Balfour Road Shoulder Widening | Fee | \$20,500.00 |
| 16-04 | Byron | Byron Highway at Camino Diablo | Grant Deed | \$48,600.00 |
| 16-05 | Byron | Brushy Creek/Wetlands, Inc. | Quitclaim Deed | N/A |
| 16-06 | Byron | Byron Highway at Camino Diablo | Grant Deed | \$16,062.00 |
| 16-03 | El Sobrante | San Pablo Dam Road Walkability | Parking Lot Improvements | \$2,500.00 |
| 16-07 | El Sobrante | San Pablo Dam Road Walkability | TCE* | \$1,450.00 |
| 16-02 | Martinez | Alhambra Valley Road Safety Improvements | Drainage Easement | \$8,000.00 |
| 16-08 | San Pablo | I-80 San Pablo Dam Road Interchange Improvements | TCE* | \$31,000.00 |
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**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Canal Road Bridge Replacement Project - CCWD Permit

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute the Temporary Encroachment and Construction Permit, and any written amendments thereafter, for construction access and staging with Contra Costa Water District, effective September 20, 2016 through December 31, 2017, for the Canal Road Bridge Replacement Project. [Project Nos.: 0662-6R4080 and BRLO 5928 (108)]

FISCAL IMPACT:

No Fiscal Impact.

BACKGROUND:

Contra Costa County (County) is preparing for construction of the Canal Road Bridge Replacement Project (Project).

The Bureau of Reclamation (USBR) owns the property adjacent to the canal which is leased by the Contra Costa Water District (District). USBR has delegated the authority to the District to issue the Permit for County's temporary use of the canal property needed to construct the Project.

The Permit will allow the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Angela Bell,
(925)313-2337

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

County to access and occupy the Property during construction until the Project is completed, or December 31, 2017, whichever occurs first. As a condition of the Permit, the District has required the County to indemnify the District for claims arising out of the County's use of the Property for the construction of the Project.

CONSEQUENCE OF NEGATIVE ACTION:

The Project could not be built without the temporary access to the canal property provided through the Temporary Encroachment and Construction Permit.

ATTACHMENTS

CCWD Temporary Construction-Encroachment Permit

Permit No. 715113

Temporary Construction and Encroachment Permit
(Contra Costa Water District & USBR Property)

Permit is not valid without all pages attached.

Permittee Name: Contra Costa County Public Works Department

Address: 255 Glacier Drive, Martinez, CA 94553

Office Phone: _____ Cell Phone: _____ Email: _____

Others who may also use this permit under the Permittee's direction and control:

Permittee's employees and Permittee's contractors. All contractors must provide certificates of insurance and additional insured Endorsements naming Contra Costa Water District and the United States Bureau of Reclamation as Additional Insured.

Permit Period: 9/20/16 to 12/31/17 Permittee's 24/7 contact person/number: _____

Portion of the District or Reclamation Property Permitted:

See Exhibit "A" attached hereto, being a portion of the Contra Costa Canal near Canal Milepost 20.26.

Purpose for Use: Ingress, Egress, Construction Activities and Staging for the Canal Road Bridge Replacement Project.

Project will include replacement of vehicle bridge and permanent removal of existing pedestrian bridge.

Project/Event Account Number: 71511311

Administrative Deposit Balance: \$ 1,220.34 as of 9/2/2016

Security Deposit Balance: \$ 5,000.00* as of *Security deposit is due before entering the property & starting project activities.

Land Use Fees for the staging areas shown on Exhibit "A" have been waived by the United States Bureau of Reclamation.

PERMIT TERMS AND CONDITIONS:

This permit is subject to all of the following:

- 1.) All of the Permit Terms and Conditions set forth on Page two (2) of this permit.
- 2.) All terms and conditions set forth in the Application for Entry and Use of Property.
- 3.) Compliance with all rules and regulations of Contra Costa Water District and local, state, and federal regulatory agencies.
- 4.) Permittee must call USA North "811" at 1-800-227-2600 before any excavation. Permittee is required to remove all locate markings from the property to the District's satisfaction.
- 5.) All of the Permit Terms and Conditions set forth on Exhibits "B" and "C" of this permit.

PERMITTEE

CONTRA COSTA WATER DISTRICT

The undersigned Permittee hereby agrees to abide by all of the Permit Terms and Conditions.

Permission to enter granted by:

Permittee (signature): _____

Printed Name: _____

Title: _____

Date: _____

Dino Angelosante

Real Property Agent

Date: _____

Contra Costa Water District
Real Property Division
2411 Bisso Lane - P.O. Box H2O
Concord, CA 94524-2099
925-688-8076 or 925-688-8162
www.ccwater.com

PERMIT TERMS AND CONDITIONS

THIS CONSTRUCTION PERMIT FOR USE OF A PORTION OF DISTRICT OR RECLAMATION PROPERTY IS LIMITED TO THE TIME PERIOD SET FORTH HEREIN AND IS SUBJECT TO EACH OF THE FOLLOWING TERMS AND CONDITIONS:

1. At least 48 hours before starting work, permittee shall telephone the Contra Costa Water District ("District") Real Property Department: at 925-688-8076 or 925-688-8162 and inform the District when and where work will commence. Work performed without District pre-construction inspection may, at the sole discretion of the District or the United States of America ("Reclamation") be ordered removed or re-performed with District inspection at the sole cost of the Permittee. Note: Permittee may use the property of District and/or Reclamation (the Property) only on Monday – Friday between 8am and 5pm unless otherwise authorized by the District.
2. This permit shall be revoked if Permittee neglects to fully comply with each of these terms and conditions. Additionally, the District reserves the right, at its sole discretion, to suspend, terminate, or revoke this permit at any time.
3. Permittee acknowledges that Permittee's use of the Property is subordinate to its prior and paramount use as a conservation property, watershed, water supply, water storage and distribution facility. Permittee will not cause or allow any interference with the use of said Property for the supply and distribution of water or with any activity of the District on the Property/right-of-way.
4. Permittee shall not cause or allow any damage to the Property or any facilities, or biological, cultural, historical, or natural resources located on the Property. Permittee shall not conduct any construction activities on the Property.
5. Permittee will not park vehicles, erect any structures, deposit or stockpile any materials, soil, spoil, waste or other materials on the Property unless specific approval is granted by the District.
6. Permittee shall not use any wood bridges on the Property. Permittee shall not enter into any restricted areas or other areas that are not open to the public, unless specific approval is granted by the District.
7. Any damage to the Property or the facilities, or biological, cultural, historical, or natural resources on the Property resulting from the activities for which this permit is obtained shall be repaired at the expense of the Permittee within 30 calendar days. The District will determine whether these repairs will be made by the District, in which case, the Permittee shall reimburse the District for its costs, including overhead, thereby incurred, or by the Permittee, in which case, the repairs shall be performed in accordance with the plans and specifications of the District and to the satisfaction of the District within 30 calendar days.
8. The Permittee shall be liable for, and shall indemnify and hold the District, directors, employees, agents, associates, students, event attendees, or other persons acting under or in connection with this permit, harmless from any and all liability or claims therefor, for injury or death of any person or damage to or loss of property, or any other loss, damage or expense, arising from the activities for which this permit is obtained, including, to the extent permitted by law, such liability or claims that arise from the sole negligence of Reclamation or the District.
9. Throughout the period of the permit activities for which this permit is obtained, Permittee or its contractor shall maintain in force policies of liability and automobile insurance, providing coverage for the indemnity obligations described in the preceding paragraph, with a minimum of a combined single limit of \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and/or property damage. These policies shall name the District and Reclamation and their respective directors, employees, and agents of either as additional insured and shall provide that the coverage afforded under the policies shall not be canceled or reduced without 30 days prior notice to District. Also, a Workers' Compensation Certificate shall be provided. Before commencing activities for which this permit is obtained, Permittee shall provide the District with a legible copy of a certificate of insurance and upon request, a policy endorsement, evidencing such coverage. Permittee shall also provide a copy of workers' compensation certificate.
10. If, during the exercise of the privileges conferred by this permit, a situation develops which, in the opinion of the Permittee, threatens the safety of persons or property of the District or others, or the Property, or other facilities within the Property, the Permittee will take immediate action to eliminate said threat. In the event that the Permittee does not do so immediately, the District reserves the right, after notifying the Permittee, to take such action as it may in its sole discretion deem necessary to eliminate said threat and the Permittee will, upon receipt of an itemized statement, reimburse the District for all costs, including overhead, incurred by it in connection with said action within 30 calendar days.
11. This permit is for the sole use of the Permittee and the Permittee's employees, agents, associates, students, event attendees, and contractors, and may not be transferred or assigned. Any attempt to transfer or assign this permit shall automatically revoke this permit.
12. A clean and legible copy of this permit shall be available for review at the project or event site on the Property at all times during such use.
13. U.S. Coast Guard-approved life jackets or buoyant work vests will be required if working near, next to, or within canals or other waterways. The Permittee shall be solely responsible for providing its employees, agents, associates, students, event attendees, and contractors with life jackets or buoyant work vests. Extreme caution shall be exercised at all times to prevent people and equipment from falling into ponds, reservoirs, or other bodies of water. See OSHA §1926.106, "Working Over or Near Water."
14. The Permittee shall comply with all applicable Federal, State and local laws and regulations and all District policies, regulations and instructions, existing or hereafter enacted or promulgated, concerning any hazardous material that will be used, produced, transported, stored or disposed of on or in Property, water or facilities owned by the Contra Costa Water District or the United States Bureau of Reclamation.
15. "Hazardous material" means any substance, pollutant or contaminant listed as hazardous under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. § 9601, et seq., and the regulations promulgated pursuant to that Act.
16. The Permittee may not allow contamination of Property, water or facilities owned, managed, or administered by the Contra Costa Water District by hazardous materials, thermal pollution, refuse, garbage, sewage effluent, industrial waste, petroleum products, mine tailings, mineral salts, pesticides (including, but not limited to, the misuse of pesticides), pesticide containers or any other pollutants.
17. The Permittee shall report to Contra Costa Water District, within 24 hours of its occurrence, any event that may or does result in pollution or contamination adversely affecting lands, water or facilities owned by the District.
18. In addition to and without limiting in any way the consequences set forth in paragraph 2 of these terms and conditions, violation of any of the provisions contained in paragraphs 14 through 17 of these terms and conditions shall constitute grounds for immediate termination of this permit and shall make the Permittee liable for the cost of full and complete remediation and/or restoration of any property, right of way, resources, or facilities, whether owned by the United States of America or the District, that are adversely affected as a result of the violation.
19. The Permittee agrees to include the provisions contained in paragraphs 14 through 18 of these terms and conditions in any subcontract or third party contract it may enter into pursuant to this permit.
20. Permittee agrees to provide District with project and/or event reports as requested, and as set forth in the Application for Entry and Use of Property.
21. Permittee agrees to comply with District Code of Regulations, District guidelines, and all local, state and federal rules, regulations and laws. Permittee agrees to not harm, disturb, or jeopardize any of the biological, cultural, historical, or natural resources located on District property. The Permittee is responsible for the actions of its employees, contractors, family members and anyone under their direction for their respective compliance with the permit conditions and provisions of District ordinances.
22. Where the District or the United States Bureau of Reclamation do not own access rights in fee title, Permittee shall be solely responsible for obtaining any and all rights required for Permittee to obtain access to the Property.

Exhibit B

1. Permittee is responsible for public safety and keeping the trails, canal, and canal property in safe and secure conditions at all times.
2. Permittee must keep the canal and the canal property fenced and secured at all times when not performing construction work. The canal and the canal property must not be left unsecured at the end of the work day, or during breaks.
3. Permittee must install vehicle access gates for Contra Costa Water District access and Permittee must ensure that Contra Costa Water District's locks remains on all gates at all times.
4. All persons working within the canal liner fencing must use appropriate personal floatation devices.
5. Permittee must protect the canal and must not allow any persons, materials, or debris of any kind into the canal.
6. Prior to the expiration of this permit, the Permittee must restore the canal property to the satisfaction of Contra Costa Water District and the United States Bureau of Reclamation.
7. Permittee must follow appropriate safety plans, and all other applicable safety plans, requirements, regulations, laws and guidelines.
8. Contra Costa Water District and the United States Bureau of Reclamation must have unimpeded access to and from the canal and the canal property at all times.
9. Immediately upon demand, Permittee and its contractors must rearrange the staging areas as needed by Contra Costa Water District to conduct operations and maintenance, repairs, etc. of the canal or the Multi-Purpose Pipeline.
10. Permittee must utilize the canal property as defined and depicted in **Exhibit A** attached hereto.
11. Permittee must establish and maintain the open spaces (travel lanes) for Contra Costa Water District and United States Bureau of Reclamation ingress and egress at all times. The travel lanes must also be able to accommodate public safety first responders (fire, ambulance, etc.).
12. No refueling vehicles or equipment on the canal property. Refueling must occur off site.
13. Portable restrooms must be away from the canal and must have safety pans underneath them.
14. Nothing can be stored or parked near the canal.
15. Permittee must install and maintain waddles along the canal perimeters to prevent drainage into the canal and Permittee must follow appropriate storm water pollution prevention plans.
16. Prior to the expiration of this permit, the Permittee must contact Mike Lehman, at 925-679-3505 and obtain Contra Costa Water District's hydro seeding specifications; and, Permittee must complete said hydro seeding to Contra Costa Water District's satisfaction prior to the expiration of this permit.
17. Permittee is solely responsible to follow all National Environmental Policy Act (NEPA) requirements, including but not limited to the tasks listed in the Environmental Commitment Program attached hereto as **Exhibit C**.

Permittee is responsible for completing each task listed in **Exhibit C** as prescribed in said exhibit by the United States; and, upon completion of each task, Permittee will submit a copy of Exhibit C signed by the Permittee affirming completion of said task(s) to Ron Zaragoza, Contra Costa Water District. Upon completion of all tasks listed in Exhibit C, the County will submit **Exhibit C** with original signatures to Ron Zaragoza, Contra Costa Water District.

Exhibit B

18. Permittee is solely responsible for installing approved urban canal fencing with anti-climb fabric, to the satisfaction of Contra Costa Water District, prior to the expiration of this permit.
19. Permittee must complete the removal of the vehicular bridge and the removal of the pedestrian bridge to the satisfaction of Contra Costa Water District and the United States Bureau of Reclamation.
20. Permittee must protect the Contra Costa Canal and the Multi-Purpose Pipeline. Protection measures will include, but are not limited to:
 - a. Inspect bridges to ensure no utilities or pipes are connected to the bridge deck prior to bridge demolition.
 - b. Install visqueen and netting from existing grade to the bottom of existing bridge between proposed drilling and cutting and canal, prior to bridge demolition.
 - c. Install canal protection silt fence along the canal at demolition areas.
21. No persons, divers, etc. are permitted in the canal. If Permittee wants to request permission for diver entry into the canal, Permittee must submit detailed plans to Contra Cost Water District for review and permission and permitting prior to any entry into the canal.
22. Permittee must complete a USA Locate prior to entering the property and prior to commencing any construction activities. Permittee must locate Contra Costa Water District's Multi-Purpose Pipeline and protect the pipeline at all times to the satisfaction of Contra Costa Water District.
23. No pile driving or other activities are permitted that may potentially harm the canal, Multi-Purpose Pipeline, or the canal property.
24. Permittee is solely responsible for the removal and proper disposal of all construction related materials prior to the expiration of this permit.
25. Prior to the expiration of this permit, Permittee must submit a quitclaim deed for the pedestrian bridge easement to the United States Bureau of Reclamation, in a form that is acceptable to Contra Costa Water District and the United States.

Environmental Commitment Program

| Title: Canal Road Bridge Replacement (Contra Costa) | | | | | | | | | |
|---|--|--|--------------------------------------|------|--|-----------------------|-------------------------|----------|----------------------|
| Tracking Number: CEC-15-032 | | | | | | | | | |
| Anticipated Start Date: Spring 2017 | | | | | | | | | |
| Approximate Duration: Nine months | | | | | | | | | |
| Natural Resource Specialist: Stacy Holt, (559)487-5295, sholt@usbr.gov | | | | | | | | | |
| Wildlife Biologist: Shaun McDonald, (559)487-5194, smcdonald@usbr.gov | | | | | | | | | |
| Archaeologist: Bruce Brandee, (916-978-5039), bbruce@usbr.gov | | | | | | | | | |
| [Contra Costa Water District] Point of Contact: Neil Leary nleary@cccounty.us 255 Glacier Drive, Martinez, CA 94553-4825 (925) 313-2278 | | | | | | | | | |
| Resource | Summary of Environmental Commitments | Timeframe for Implementation | Proponent Verification of Compliance | | Reclamation Verification of Compliance | | | | |
| | | | Initials | Date | Commitment Implementation Date | Verification Interval | Final Verification Date | Initials | Date of Verification |
| Biological | Prior to any ground disturbance related to covered activities, a Service/California Department of Fish and Wildlife Service (Service/CDFW)-approved biologist would conduct a preconstruction survey in areas identified in the planning surveys as having potential burrowing owl habitat. The surveys would establish the presence or absence of western burrowing owl and/or habitat features and evaluate use by owls in accordance with CDFW survey guidelines. | Pre-Construction | | | | | | | |
| Biological | On the parcel where the activity is proposed, the biologist would survey the proposed disturbance footprint and a 500-foot radius from the perimeter of the proposed footprint to identify burrows and owls. Adjacent parcels under different land ownership would not be surveyed. | Pre-Construction | | | | | | | |
| Biological | Surveys would take place near sunrise or sunset in accordance with CDFW guidelines. | Pre-Construction | | | | | | | |
| Biological | All burrows or burrowing owls would be identified and mapped. | Pre-Construction / During Construction | | | | | | | |
| Biological | Surveys would take place no more than 30 days prior to construction. During the breeding season (February 1 – August 31), surveys would document whether burrowing owls are nesting in or directly adjacent to disturbance areas. During the nonbreeding season (September 1 – January 31), surveys would document whether burrowing owls are using habitat in or directly adjacent to any disturbance area. Survey results would be valid only for the season (breeding or nonbreeding) during which the survey is conducted. | Pre-Construction / During Construction | | | | | | | |
| Biological | If burrowing owls are found during the breeding season (February 1 – August 31), all active nests that could be disturbed by the project would be avoided while the nest is occupied by young or adults. Avoidance would include establishment of a non-disturbance buffer zone. Construction may occur during the breeding season if a qualified biologist monitors the nest and determines that the birds have not begun egg-laying and incubation or that the juveniles from the occupied burrows have fledged. During the nonbreeding season (September 1 – January 31), the project proponent would avoid the owls and the burrows they are using, if possible. Avoidance would include the establishment of a buffer zone. | Pre-Construction / During Construction | | | | | | | |
| Biological | If occupied burrows cannot be avoided, passive relocation would be implemented if it is outside the breeding season (September 1 – January 31), if a qualified biologist has determined that the birds have not begun egg-laying and incubation, or once the young have fledged. Owls would be passively relocated from burrows in the immediate | Pre-Construction / During Construction | | | | | | | |



U.S. Department of the Interior
 Bureau of Reclamation
 South-Central California Area Office

Environmental Commitment Program

| Title: Canal Road Bridge Replacement (Contra Costa) Tracking Number: CEC-15-032 Anticipated Start Date: Spring 2017 Approximate Duration: Nine months Natural Resource Specialist: Stacy Holt, (559)487-5295, sholt@usbr.gov Wildlife Biologist: Shaunna McDonald, (559)487-5194, smcdonald@usbr.gov Archaeologist: Bruce Brandee, (916)978-5039, bbruce@usbr.gov | | | | | | | [Contra Costa Water District] Point of Contact: Neil Leary nleary@cccwater.us 256 Glacier Drive, Martinez, CA 94553-4825 (925) 313-2278 | | | |
|---|--|------------------------------|--------------------------------------|------|--------------------------------|--|--|----------|----------------------|--|
| Resource | Summary of Environmental Commitments | Timeframe for Implementation | Proponent Verification of Compliance | | Commitment Implementation Date | Reclamation Verification of Compliance | | | | |
| | | | Initials | Date | | Verification Interval | Final Verification Date | Initials | Date of Verification | |
| Biological | Impact zone and within a 160-foot buffer zone by installing one-way doors in burrow entrances. These doors would be in place for 48 hours prior to excavation. The project area would be monitored daily for one week to confirm that the owl has abandoned the burrow. Whenever possible, burrows would be excavated using hand tools and refilled to prevent reoccupation. Plastic tubing or a similar structure would be inserted in the tunnels during excavation to maintain an escape route for any owls inside the burrow. If no burrowing owls are observed, burrows would be filled in or the area would be disked to prevent owls from occupying the area. | Pre-Construction | | | | | | | | |
| Biological | If tree removal, pruning, or grubbing activities are necessary, such activities should be conducted in the fall or winter after August 31 and before February 1. This timing would avoid impacts to nesting birds during the breeding season (February 1 to August 31). | Pre-Construction | | | | | | | | |
| Biological | If project construction, including tree removal, begins during the breeding season (February 1 to August 31), preconstruction surveys should be conducted within the project footprint and a 250 foot buffer, by a qualified biologist no more than two weeks prior to equipment or material staging, pruning/grubbing or surface-disturbing activities. If no active nests are found, no further avoidance is necessary. If work ceases for a period of two weeks or longer, preconstruction nesting bird surveys should be conducted prior to recommencing work. | Pre-Construction | | | | | | | | |
| Biological | If active nests (i.e., nests with eggs or young birds present) are found, non-disturbance buffers should be established at a distance sufficient to minimize disturbance based on the nest location, topography, cover, the nesting pair's tolerance to disturbance and the type/duration of potential disturbance. No work should occur within the non-disturbance buffers until the young have fledged. Buffer size should be determined in cooperation with the CDFW and the Service, if buffers are established and it is determined that project activities are resulting in nest disturbance, work should cease immediately and the CDFW and the Service should be contacted for further guidance. | Pre-Construction | | | | | | | | |
| Biological | If necessary, project proponents would undertake construction monitoring during project implementation to ensure that measures required to avoid and minimize impacts on covered species and natural communities are properly implemented. Resources identified in planning or preconstruction surveys would be the focus of construction monitoring efforts. Construction monitoring would be conducted by qualified biologists. Before implementing a covered | During Construction | | | | | | | | |



U.S. Department of the Interior
 Bureau of Reclamation
 South-Central California Area Office

Environmental Commitment Program

| Title: Canal Road Bridge Replacement (Contra Costa) Tracking Number: CEC-15-032 Anticipated Start Date: Spring 2017 Approximate Duration: Nine months Natural Resource Specialist: Stacy Holt, (559)487-5295, slholt@usbr.gov Wildlife Biologist: Shauna McDonald, (559)487-5194, smcdonald@usbr.gov Archaeologist: Bruce Brandee, (916-978-5039), bbruce@usbr.gov | | | | [Contra Costa Water District] Point of Contact: Neil Leary nleary@cccounty.us 255 Glacier Drive, Martinez, CA 94553-4825 (925) 313-2278 | | | | | |
|---|---|--|--------------------------------------|---|--|-----------------------|-------------------------|----------|----------------------|
| Resource | Summary of Environmental Commitments | Timeframe for Implementation | Proponent Verification of Compliance | | Reclamation Verification of Compliance | | | | |
| | activity, the project proponent would develop and submit a construction monitoring plan to the HCP for approval. All staging areas and borrow sites would be returned to preconstruction conditions. | Post-Construction | Initials | Date | Commitment Implementation Date | Verification Interval | Final Verification Date | Initials | Date of Verification |
| Biological | <p>Erosion Control Measures shall be implemented during construction. To minimize the mobilization of sediment to adjacent water bodies, the following erosion-control and sediment-control measures would be included in the Storm Water Pollution Prevention Plan (SWPPP) to be included in the construction specifications, based on standard County measures and standard dust-reduction measures.</p> <ul style="list-style-type: none"> Soil exposure would be minimized through the use of temporary best management practices (BMPs), groundcover, and stabilization measures. All stockpile areas within 200 feet of the canal would be surrounded by a filter fabric fence and interceptor dike. Side slopes shall not be steeper than 2:1. Where appropriate, bare areas would be covered with mulch and cleared areas would be revegetated with native species; and, The contractor shall conduct periodic maintenance of erosion- and sediment-control measures. | During Construction | | | | | | | |
| Biological | <p>To conform to water quality requirements, a SWPPP would be required, and would include the following:</p> <ul style="list-style-type: none"> Vehicle maintenance and staging and storing equipment, materials, fuels, lubricants, solvents, and other possible contaminants shall be outside of the Canal. Any necessary equipment washing shall occur where the water cannot flow into the Canal. Construction equipment would not be operated in flowing water. Construction work shall be conducted according to site-specific construction plans that minimize the potential for sediment input to the Canal. Raw cement, concrete or concrete washings, asphalt, paint or other coating material, oil or other petroleum products, or any other substances that could be hazardous to aquatic life shall be prevented from contaminating the soil or entering the Canal. | Pre-Construction / During Construction | | | | | | | |



U.S. Department of the Interior
 Bureau of Reclamation
 South-Central California Area Office

Environmental Commitment Program

| <p>Title: Canal Road Bridge Replacement (Contra Costa)</p> <p>Tracking Number: CEC-15-032</p> <p>Anticipated Start Date: Spring 2017</p> <p>Approximate Duration: Nine months</p> <p>Natural Resource Specialist: Stacy Holt, (559)487-5295, slholt@usbr.gov</p> <p>Wildlife Biologist: Shauna McDonald, (559)487-5194, smcdonald@usbr.gov</p> <p>Archaeologist: Bruce Brandee, (916-978-5039), bbruce@usbr.gov</p> | | | | | | | | | |
|--|--|--|--------------------------------------|------|--------------------------------|--|-------------------------|----------|----------------------|
| <p>[Contra Costa Water District] Point of Contact: Neil Leary nleary@cccwater.us 255 Glacier Drive, Martinez, CA 94553-4825 (925) 313-2278</p> | | | | | | | | | |
| Resource | Summary of Environmental Commitments | Timeframe for Implementation | Proponent Verification of Compliance | | Commitment Implementation Date | Reclamation Verification of Compliance | | | |
| | | | Initials | Date | | Verification Interval | Final Verification Date | Initials | Date of Verification |
| Biological | <ul style="list-style-type: none"> Equipment used in and around the Canal shall be in good working order and free of dripping or leaking engine fluids; and, Any surplus concrete rubble, asphalt, or other rubble from construction shall be taken to an approved disposal site. <p>Methods would be used during construction activities to ensure that bridge railing materials would not enter waters of the United States or State; no material shall be allowed to enter the waters of the United States or State during demolition or construction. These methods may include netting, scaffolding, or some other barrier to catch falling debris.</p> | Pre-Construction / During Construction | | | | | | | |
| Biological | Where appropriate, the project boundaries including the temporary and permanent construction impact areas, shall be staked with an Environmentally Sensitive Area (ESA) fencing in order to contain construction activities. The staking and ESA fencing shall be done in coordination with a biologist, who is qualified and knowledgeable of biological resources in the action area. | Pre-Construction | | | | | | | |
| Biological | All trash shall be kept in wildlife-proof receptacles, and no non-natural food or water would be left unattended for the duration of the project construction. All trash items such as wrappers, cans, bottles, and food scraps shall be disposed of in closed containers and removed at least once a week from the project site. | Pre-Construction / During Construction | | | | | | | |
| Biological | No firearms shall be allowed on the project site. | Pre-Construction / During Construction | | | | | | | |
| Biological | To prevent harassment or mortality of wildlife by dogs or cats, no pets would be permitted on the project site. | Pre-Construction / During Construction | | | | | | | |
| Biological | An employee education program shall be conducted for construction personnel. The program shall consist of a brief presentation by persons knowledgeable in burrowing owl and legislative protection to explain species concerns to contractors, their employees, and agency personnel involved in the project. The program shall include the following: a description of burrowing owls and their habitat needs; a report of the occurrence of burrowing near the project area; an explanation of the status of the species and its protection; and a list of measures being taken to reduce impacts to the species during project construction and implementation. A fact sheet conveying this information shall be prepared for distribution to the above-mentioned people and anyone else who may enter the project site. | Pre-Construction / During Construction | | | | | | | |
| Biological | All necessary permits will be acquired prior to beginning construction in waterways. | Pre-Construction | | | | | | | |



U.S. Department of the Interior
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Environmental Commitment Program

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|---|---|---|--------------------------------------|---|--|-----------------------|-------------------------|----------|----------------------|
| Resource | Summary of Environmental Commitments | Timeframe for Implementation / Pre-Construction / During Construction | Proponent Verification of Compliance | | Reclamation Verification of Compliance | | | | |
| Biological | Conditions of all permits will be observed as stipulated. | | Initials | Date | Commitment Implementation Date | Verification Interval | Final Verification Date | Initials | Date of Verification |
| Funding: The proponent is responsible for all direct costs to implement, monitor and evaluate the environmental commitments described in the table. The proponent is also responsible for the costs incurred by Reclamation staff to monitor and evaluate the environmental commitments. | | | | | | | | | |



U.S. Department of the Interior
 Bureau of Reclamation
 South-Central California Area Office

RETURN THIS ENTIRE 5 PAGE FORM TO
 RON ZARAGOZA, CONTRA COSTA
 WATER DISTRICT UPON COMPLETION OF
 ALL TASKS.

Sign and return this page to the Contract Administrator

I have read and understood the Contractor/Consultant Safe Practices Handbook and I understand it is my responsibility to ensure that every employee from my company and each employee of subcontractors and sub-consultants working at or on Contra Costa Water District facilities has been briefed on the requirements contained in this handbook and has received a copy of the handbook.

Neil Leary
Print Name

Contra Costa County P.W.D.
Company Name

Senior Civil Engineer
Position

Neil Leary
Signature

9/6/16
Date

→ Signed in relation to the Temporary Construction Permit in advance of permanent easement for bridge guard rail. Project: Canal Road Bridge Replacement in Bay Point 0.5 mi west of Isaley Road.



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Establish speed limit on Chesley Avenue (Road Nos. 0564A and 0565G) North Richmond area. (District I)

RECOMMENDATION(S):

ADOPT Traffic Resolution No. 2016/4446 to establish a speed limit on Chesley Avenue (Road Nos. 0564A and 0565G), as recommended by the Public Works Director, North Richmond area.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Chesley Avenue is classified as a major Collector roadway by the Federal Highway Administration. This roadway classification requires that the speed limit be set according to standards established in the California Manual on Uniform Traffic Control Devices and California Vehicle Code Section 22358, if the speed limit is to be set lower than the prima facie speed limit of 55 miles per hour. This requires an Engineering and Traffic Survey (E&TS) to be conducted to establish an appropriate speed limit for the portion of Chesley Avenue located within the County. The speed limit is also consistent with that posted on Chesley Avenue in the neighboring City of Richmond. This action will allow local law enforcement agencies to enforce the speed limit on Chesley Avenue.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Monish Sen,
925-313-2187

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Monish Sen

CONSEQUENCE OF NEGATIVE ACTION:

Local law enforcement agencies will be unable to enforce the speed limit, as established in the California Vehicle Code.

ATTACHMENTS

Traffic Reso Chesley Road 25mph2

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Traffic Resolution on September 20, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2016/4446
Supervisory District I

SUBJECT: Establish speed limit on Chesley Avenue (Road Nos. 0564A and 0565G),
North Richmond area.

The Contra Costa County Board of Supervisors RESOLVES that:

On the basis of an Engineering and Traffic Survey and recommendations by the County Public Works Department's Transportation Engineering Division and pursuant to County Ordinance Code Sections 46-2.002 – 46-2.012, the following traffic regulation is established:

Pursuant to Section 22358(a) of the California Vehicle Code, no vehicle shall travel in excess of 25 miles per hour on Chesley Avenue (Road Nos. 0564A and 0565G) between the intersection of Ruby Avenue (Road 0565AQ) and the Richmond city limit, North Richmond area.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

MS:nn

Orig. Dept.: Public Works (Traffic)
Contact: Monish Sen (925-313-2187)

c: California Highway Patrol
Sheriff's Department

ATTESTED: _____
DAVID TWA, Clerk of the Board of Supervisors and
County Administrator

By _____,
Deputy



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Payment of invoice from ECCID for relocation of services on Balfour Road, Brentwood area.

RECOMMENDATION(S):

AUTHORIZE the Public Works Director, or designee, to issue payment in the amount of \$258,753, to East Contra Costa Irrigation District (ECCID), for the facilities relocation for the Balfour Road Shoulder Widening Project, Brentwood area. Project No. 0662-6R4002

FISCAL IMPACT:

The construction project and the associated fee will be funded by Discovery Bay West Traffic Mitigation Fees.

BACKGROUND:

Contra Costa County Public Works Department (CCCPWD) plans to widen Balfour Road between Sellers Avenue (Brentwood) and Bixler Road (Discovery Bay) in eastern Contra Costa County. The project, Balfour Road Shoulder Widening, consists of widening the existing 18- to 20-foot pavement width to 36 feet wide (two 12-foot wide travel lanes with two 6-foot wide paved shoulders/bike lanes and 2-foot wide shoulder backing on each side).

The construction of this project requires purchasing right of way to accommodate

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Kevin Emigh,
925-313-2233

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

the pavement widening, drainage infrastructure and fill/cut slopes. In addition, joint pole and underground service laterals will be relocated to accommodate the proposed improvements.

ECCID services the area and has facilities within the project area limits. The Utility Franchise Agreement does not apply to the ECCID facilities as they had prior rights. Conflicts with the proposed drainage improvements for the Balfour Shoulder Widening Project were identified and ECCID performed the relocation work with their winter maintenance upgrade project work.

CONSEQUENCE OF NEGATIVE ACTION:

ECCID will not be paid for work performed.

ATTACHMENTS

ECCID Invoice



East Contra Costa Irrigation District

Board of Directors

Glenn Stonebarger, President
Mark Dwelley, Vice President
Ron M. Enos, Director
Stan Nunn, Director
Kenneth W. Smith, Director

May 12, 2016

General Manager

Patricia A. Corey

Ms. Julia R. Bueren
Public Works Director
Contra Costa County
Public Works Department
255 Glacier Drive
Martinez, CA 94553-4825

Re: Relocation of ECCID Facilities for Balfour Road Shoulder
Widening Project No. 0662-6R4002

Dear Ms. Bueren:

On November 6, 2015, the East Contra Costa Irrigation District (ECCID) and the Contra Costa County Public Works Department (CCCPWD) entered into an agreement for the advance relocation of certain ECCID facilities impacted by the future widening of Balfour Road. Construction commenced during the week of November 9, 2015 and, except for the Byron Crossing, has been satisfactorily completed.

Attached is the original estimate, modified as described below:

1) The Preston Service: The District obtained the consent to abandon the service point on the Preston by providing the landowner with an alternate service from the District's Main Canal. Attached is the signed consent from Mr. Ron Nunn. Due to the potential safety concerns resulting from the project improvements near the District's Lateral 4 North at Sellers Avenue, it was agreed that the budget for the Preston Service Point be applied toward the cost of removing the existing headwall on the south side of Balfour Road, reconstruction of a new headwall, and replacement of approximately 100' of 36" pipe crossing Balfour Road.

Ms. Julia R. Bueren

May 12, 2016

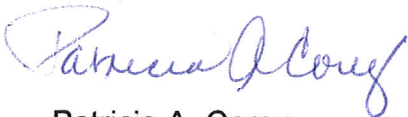
Page 2

2) The Byron Crossing: The replacement of ECCID's Lateral 2 North was included in the original estimate in the event that the contractor had the time to complete this item of work. Due to delays caused by the weather, this item was not completed and has been deducted from the Project Cost. The estimated cost of the Byron Crossing of \$23,080 was subtracted from the Original Project Cost prior to the 10% Contingency calculation. Please consider this a request for payment in the amount of \$233,365.

It is my understanding that the County will begin construction of the Balfour Road improvements in the summer of 2017. Additional ECCID facilities will be impacted by the project and it would be beneficial to both parties to address those impacts this Fall - Winter (November 2016 – February 2017) when ECCID facilities are typically shut down for the season.

Please let me know if you have any questions. I look forward to working with you and your staff.

Sincerely,



Patricia A. Corey
General Manager

Enclosures: Letter Agreement
Modified Construction Estimate
Consent Letter (Nunn)

c: Adeline Huerta, Senior Civil Engineer
Brian Yip, Design/Construction

East Contra Costa



Irrigation District

Contra Costa County - Balfour Road Widening Project
Construction of Impacted ECCID Facilities

11/3/2015

EXHIBIT "A"

| Item | Description | Quantity | Unit | Unit Price | Amount |
|------|---|----------|-------|--------------|--------------|
| | Mobilization | 1 | LS | \$ 2,000.00 | \$ 2,000.00 |
| | Traffic Control - Detour Plan | 1 | LS | \$ 7,500.00 | \$ 7,500.00 |
| | Clearing & Grubbing (Pedersen) | 1 | LS | \$ 1,000.00 | \$ 1,000.00 |
| | | | | | \$ 10,500.00 |
| | <u>Southside Lateral 3 North</u> | | | | |
| | Demo Lat 3N Headwall/Canal & Haulaway | 1 | LS | \$ 5,000.00 | \$ 5,000.00 |
| | Construct Transition and New Lat 3N Headwall | 1 | LS | \$ 16,000.00 | \$ 16,000.00 |
| | 36" Sluice Gate | 1 | EA | \$ 4,000.00 | \$ 4,000.00 |
| | Galvanized Trash Rack | 1 | EA | \$ 1,000.00 | \$ 1,000.00 |
| | 36" Starter Coupler | 2 | EA | \$ 2,060.00 | \$ 4,120.00 |
| | Furnish & Install 36" PVC C905 = Road Crossing* | 100 | LF | \$ 300.00 | \$ 30,000.00 |
| | | | | | \$ 60,120.00 |
| | <u>Pedersen Service (1)</u> | | | | |
| | 20" Sluice Gate | 1 | EA | \$ 2,200.00 | \$ 2,200.00 |
| | 20" Starter Coupler | 1 | EA | \$ 1,040.00 | \$ 1,040.00 |
| | Furnish & Install 20" PVC C905 - Road Crossing* | 100 | LF | \$ 210.00 | \$ 21,000.00 |
| | Construct Standpipe | 1 | EA | \$ 1,000.00 | \$ 1,000.00 |
| | | | | | \$ 25,240.00 |
| | <u>Pedersen Service (2)</u> | | | | |
| | 16" Sluice Gate | 1 | EA | \$ 1,800.00 | \$ 1,800.00 |
| | 16" Starter Coupler | 1 | EA | \$ 790.00 | \$ 790.00 |
| | 16" PVC 45 (2) or 1 "T" | 2 | EA | \$ 1,000.00 | \$ 2,000.00 |
| | Furnish & Install 16" PVC C905* | 280 | LF | \$ 60.00 | \$ 16,800.00 |
| | Furnish & Install 16" PVC C905 - Road Crossing* | 100 | LF | \$ 200.00 | \$ 20,000.00 |
| | 16" PVC 90 | 1 | EA | \$ 300.00 | \$ 300.00 |
| | Alfalfa Valve - Complete | 1 | EA | \$ 550.00 | \$ 550.00 |
| | | | | | \$ 42,240.00 |
| | <u>Preston Service</u> | | | | |
| | Butterfly Valve | 1 | EA | \$ 500.00 | \$ 500.00 |
| | Furnish & Install 16" PVC C905* | 740 | LF | \$ 60.00 | \$ 44,400.00 |
| | Furnish & Install 16" PVC C905 - Road Crossing* | 100 | LF | \$ 200.00 | \$ 20,000.00 |
| | 16" PVC 45 | 4 | EA | \$ 350.00 | \$ 1,400.00 |
| | Connection to Existing Pipeline | 1 | LS | \$ 750.00 | \$ 750.00 |
| | | | | | \$ 67,050.00 |
| | <u>Byron 20" Crossing - Lateral 2N</u> | | | | |
| | 20" Starter Coupler | 2 | EA | \$ 1,040.00 | \$ 2,080.00 |
| | Furnish & Install 20" PVC C905* | 100 | LF | \$ 210.00 | \$ 21,000.00 |
| | | | | | \$ 23,080.00 |
| | Construction moitoring (District) | 20 | Hours | \$100.00 | \$ 2,000.00 |
| | Administrative Services | 40 | Hours | \$125.00 | \$ 5,000.00 |
| | | | | | \$7,000.00 |

*Removal and Disposal of existing facilities and all Trenching, Shoring, Backfilling, Compaction and Asphalt Work Included in "Furnish and Install" Bid

| | |
|------------------------|----------------------|
| Sub Total Project Cost | \$ 235,230.00 |
| 10% Contingency | \$ 23,523.00 |
| Total Project | \$ 258,753.00 |

PC
11-6-2015



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Notice of Completion of Contract for the Bay Point Curb Ramp Project, Bay Point area.

RECOMMENDATION(S):

ADOPT Resolution No. 2016/538 accepting as complete the contracted work performed by Rosas Brothers Construction for the Bay Point Curb Ramp Project, as recommended by the Public Works Director, Bay Point area. Project No. 0662-6R4031-16 (District V)

FISCAL IMPACT:

No fiscal impact

BACKGROUND:

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of August 15, 2016.

CONSEQUENCE OF NEGATIVE ACTION:

The contractor will not be paid and acceptance notification will not be recorded.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Kevin Emigh, (925)
313-2233

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2016/538

Recorded at the request of: Clerk of the Board

Return To: Design/Construction Division

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 09/20/2016 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐

Resolution No. 2016/538

In the Matter of Accepting and Giving Notice of Completion of Contract for the Bay Point Curb Ramp Project, Bay Point area.
Project No. 0662-6R4031-16 (District V)

WHEREAS the Board of Supervisors RESOLVES that on April 26, 2016, the County contracted with Rosas Brothers Construction, for work that generally consisted of removing existing curb, sidewalk, traffic stripes and pavement markings, constructing new curb, gutter, sidewalk, curb ramps in compliance with the Americans with Disabilities Act, and placing new traffic stripes and pavement markings in the Bay Point area, with Western Surety Company as surety, for work performed on the grounds of the County; and

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of August 15, 2016.

NOW THEREFORE, BE IT RESOLVED said work is ACCEPTED as complete on said date, and the Clerk shall file with the County Recorder a copy of this resolution and Notice as a Notice of Completion for said contract.

Contact: Kevin Emigh, (925) 313-2233

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: September 20, 2016

Subject: Ratify prior decision to fully close a portion of Knightsen Ave., A St., First St., and Second St. for Community Car and Tractor Show, Knightsen area.

RECOMMENDATION(S):

ADOPT Resolution No. 2016/533 ratifying the prior decision of the Public Works Director, or designee, to fully close a portion of Knightsen Avenue, A Street, First Street, and Second Street, on September 10, 2016 from 7:00 AM through 10:00 PM, for the purpose of Knightsen Community Car and Tractor Show, Knightsen area. (District III)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Applicant shall follow guidelines set forth by the Public Works Department.

CONSEQUENCE OF NEGATIVE ACTION:

Applicant will not have Board approval for completed road closure.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Bob Hendry,
925-674-7744

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2016/533

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 09/20/2016 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2016/533

IN THE MATTER OF: Ratifying the prior decision of the Public Works Director, or designee, to fully close a portion of Knightsen Avenue, A Street, First Street, and Second Street, on September 10, 2016 from 7:00 AM through 10:00 PM, for the purpose of Knightsen Community Car and Tractor Show, Knightsen area. (District III)

RC16-10

NOW, THEREFORE, BE IT RESOLVED that permission is granted to the District III Supervisor and Knightsen Town Advisory Council (TAC) to fully close Knightsen Avenue, A Street, First Street, and Second Street except for emergency traffic, on September 10, 2016 for the period of 7:00 AM through 10:00 PM, subject to the following conditions:

1. Traffic will be detoured via neighboring streets per traffic control plan review by Public Works.
2. All signing to be in accordance with the Manual of Uniform Traffic Devices including the California Supplement.
3. District III Supervisor and Knightsen TAC shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000, 000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol, and the Fire District.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Bob Hendry, 925-674-7744

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: September 20, 2016

Subject: Approve a contract with Dubin Environmental Consulting for preparation of a hydromodification management technical report

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Engineer, Flood Control and Water Conservation District, or designee, to execute, on behalf of the Contra Costa Clean Water Program, a contract with Anthony Dubin (dba Dubin Environmental Consulting), in an amount not to exceed \$160,000 for preparation of a Hydromodification Management technical report necessary to comply with federal and state stormwater rules, for the period September 20, 2016 through June 30, 2019, Countywide. Project No. 6X7641.

FISCAL IMPACT:

The cost is estimated to be \$160,000, and shall be funded by stormwater utility fee assessments collected by the Cities/Towns and County, proportional to their respective populations.

BACKGROUND:

The Contra Costa Clean Water Program (the "CCCWP") consists

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Fan Ventura, (925)
313-2194

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

of Contra Costa County, its 19 incorporated cities/towns, and the Contra Costa County Flood Control and Water Conservation District (hereinafter referred to collectively as “Permittees”). The CCCWP was established in 1991 through a Program Agreement in response to the 1987 amendments to the federal Clean Water Act (CWA), which established a framework for regulating municipal stormwater discharges under the National Pollutant Discharge Elimination System (NPDES) Permit Program. The United States Environmental Protection Agency published final rules implementing the 1987 CWA amendments in November 1990. The rules mandate that Permittees obtain and implement stormwater permits designed to reduce and eliminate the discharge of pollutants into and from Municipal Separate Storm Sewer Systems they own and operate. Through the CCCWP, Permittees conduct many of the mandated activities collectively (referred to as “Group Activities”), such as water quality monitoring, special studies, and public education. The roles and responsibilities of the CCCWP and Permittees are outlined in the Program Agreement, which was last updated and adopted by all Permittees in June 2010.

A 2003 permit amendment required the CCCWP to prepare a Hydrograph Modification (HM) Management Plan (“Plan”), which the CCCWP developed by 2005. After working with San Francisco Bay Regional Water Quality Control Board (“Water Board”) staff, the Water Board approved the Plan in mid-2006. The Plan included requirements for monitoring of some bioretention facilities, and for calibration and validation of the HM model used to calculate the bioretention sizing factors. The model calibration and validation study was conducted during fiscal years 2011-12 and 2012-13. The Water Board is now requiring additional HM work to meet the new requirements in the reissued Municipal Regional Permit. These requirements include a technical report due with the 2017 Annual Report.

CCCWP has worked with Tony Dubin on development of the Plan, the HM model calibration and validation study, as well as negotiation efforts with Water Board staff. His work has been excellent thus far. Due to his qualifications and experience, CCCWP wishes to obtain his services for this ongoing work.

CCCWP staff, on behalf of the Permittees, respectfully requests approval of this Contract with Dubin Environmental Consulting through June 30, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract with Dubin Environmental Consulting is not approved, the CCCWP would not be able to fulfill the permit mandates within the budget and permit deadlines, and municipalities could be found in non-compliance with the NPDES permits issued by the Water Board. Fines totaling \$10,000 per day and \$10 per gallon of stormwater discharge could potentially be imposed.

CHILDREN'S IMPACT STATEMENT:



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Camino Tassajara Scenic South Reservoir and Bixler Center - Permits

RECOMMENDATION(S):

APPROVE the Chief Engineer, or designee, of the Contra Costa County Flood Control & Water Conservation District to execute two Limited Land Use Permits between East Bay Municipal Utility District (EBMUD) and Contra Costa County Flood Control and Water Conservation District (District).

Permit No. 573 is located at the Camino Tassajara Scenic South Reservoir in Danville. Effective September 1, 2016 through August 31, 2017.

Permit No. 409 is located at the Bixler Center in Brentwood. Effective February 1, 2016 through January 31, 2017.

AUTHORIZE THE Chief Engineer, or designee to execute the Limited Land Use Permits on behalf of Contra Costa County, and any renewal options thereafter. (Project No. 7505-6F8155)

FISCAL IMPACT:

Annual renewal fee of \$125 is paid 100% with Flood Control and Water Conservation District (250500) Funds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Julie Carlson, (925)
313-2133

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND:

The District monitors and maintains the collection of rain gauge data throughout Contra Costa County. Two of the monitors are located on EBMUD property. EBMUD has requested the land use permits include indemnification language.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to continue to use the Bixler Center and the Camino Tassajara Scenic South Reservoir rain gauges for data collecting.

ATTACHMENTS

EBMUD Permit P-573, Rain Gauge Scenic South Reservoir

Placeholder: EBMUD Permit P-409, Rain Gauge Bixler Center

District Map of Permits for Gauges



August 3, 2016

Contra Costa County Flood Control District
Attn: Robert Gardner
255 Glacier Drive
Martinez, CA 94553

Re: Limited Land Use Permit P-573, Rain Gauge Monitoring Scenic South Reservoir

Dear Mr. Gardner:

Enclosed is a copy of Limited Land Use Permit P-573 which permits you to make use of EBMUD property for the purpose specified. The expiration date of this Permit was August 31, 2016.

You may renew this Permit for an additional year ending August 31, 2017 by signing and returning the enclosed duplicate of this letter. Please address your response to my attention at EBMUD, Mail Stop 903, P.O. Box 24055, Oakland, CA 94623-1055. Your use of EBMUD property will continue to be subject to all of the terms and conditions of the enclosed Permit.

You may contact me at (510) 287-1244 if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'AS', with a long horizontal flourish extending to the right.

Amber Sarkari
Real Estate Services

Enclosures

THE FOREGOING TERMS AND CONDITIONS ARE HEREBY APPROVED AND
ACCEPTED:

DATE _____

TELEPHONE _____



EAST BAY MUNICIPAL UTILITY DISTRICT
P.O. BOX 24055, OAKLAND, CA 94623

(not to be recorded)

PERMITTEE

TO: Contra Costa County Flood Control District
Attn: Scott McQuarrie
255 Glacier Drive, Martinez CA 94553
Bus: 925-313-2292
Cell: 925-813-1475

Expires: August 31, 2012
Property No.: Scenic South Reservoir

PERMISSION is hereby given to make limited use of the real property shown on the attached drawing and photographs, marked "Exhibit A", and referred to herein as "permit area", for the purpose of: the placement and operation of a rain gauge monitoring and reading equipment (see attached photograph) intended for flood control purposes.

THIS PERMIT shall be for a period of One (1) year commencing August 1, 2011 and ending August 31, 2012, unless sooner terminated and is given subject to all of the terms, conditions and restrictions contained herein.

GENERAL PROVISIONS

1. Definition

This Permit is issued for limited use of the permit area as described herein. The East Bay Municipal Utility District is herein called the "District" and the person or persons, company or corporation to whom this Permit is given (including its/their contractors/agents) is herein called the "Permittee".

2. Acceptance of Provisions

It is understood and agreed by the Permittee that this Permit is accepted by the Permittee upon the provisions contained herein and that any use and occupancy by Permittee of permit area shall constitute an acceptance of all of the said provisions.

3. Acknowledgement of Title

The Permittee acknowledges the title of the District in and to said permit area and agrees never to assail or to resist said title.

4. Revocation

This Permit is revocable at any time, by the District without prejudice, upon 30 calendar days' notice, anything herein to the contrary notwithstanding. Upon expiration of the period of such notice by the District, all rights herein given to the Permittee shall immediately cease and terminate. The District shall not be liable for any damages, costs or claims arising from such revocation.

5. No Obligation to Renew for Continued Use

It is understood and agreed that Permittee by the acceptance of this Permit and by the use or occupancy of the permit area, has not acquired and will not acquire hereafter, any rights or interest in or to permit area and that Permittee may use permit area only as herein provided, nor does Permittee have, nor will it obtain, any right or claim to the continued use of permit area beyond that specifically given in this Permit. The District may at its sole option and without any liability whatever to Permittee, refuse to renew this Permit or the further use of permit area.

6. Permits from Other Agencies

Permittee shall, at its own cost and expense, secure all permits and other authorization required by law for the use, maintenance and occupancy of the permit area as provided in this Permit and agrees to conform to the provisions hereof.

7. Storage of Material

No inflammable or objectionable material shall be stored in/on permit area.

8. Maintenance

Permittee shall keep permit area in a clean and sanitary condition at all times; no fences, walls, buildings or any structure of a temporary or permanent nature shall be constructed, nor shall any trees be planted within the permit area, without the written consent of the District first having been obtained; no poultry, bees, or animals of any kind shall be kept on permit area.

Should Permittee desire to add landscaping, plants and/or materials of any sort to permit area, Permittee is required to submit a plan to District for review and approval, illustrating all details of the planned landscaping changes.

Permittee is wholly responsible for the maintenance (trimming, thinning, and shaping) of all pre-existing and Permittee-installed (District approved) plants, shrubs and trees within the permit area, if applicable.

9. Weed Abatement

Permittee further agrees that in the event the District is assessed for weed abatement on permit area due to the failure of the Permittee to destroy weeds on permit area in accordance with existing ordinances, then Permittee agrees to pay said assessment or reimburse the District for same upon demand.

10. Restoration of Premises

Upon termination of this Permit, any and all materials and personal property, as well as all landscaping material and plants installed by the Permittee, shall be immediately removed by Permittee, and permit area shall be restored to as near its original condition as is possible.

11. Inspection

The District shall have the right at all times to enter upon permit area to inspect the same and determine if said use is to the satisfaction of the District.

12. District's Operation

Nothing herein contained shall in any way affect the right of the District to use all the property covered by this Permit in the performance of anything pertaining to the operation of the District with full right of ingress and egress over the same; the District also reserves the right to perform any work on permit area that the District may see fit without being liable to Permittee in any way for any damage which may be caused to any vegetation or other improvements & personal property Permittee may have made or placed upon permit area.

13. Risk of Damage

The Permittee agrees to assume all risk of damage to any or all property of the Permittee or any property under the control or custody of the Permittee while upon permit area.

14. Liability for Damages

Permittee expressly agrees to indemnify, defend and hold harmless the District, its directors, officers, and employees from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of Permittee's operation or performance under this Permit.

15. Assignment

Neither this Permit nor any rights hereunder shall be transferred or assigned by the Permittee.

16. Property Taxes

Permittee recognizes and understands that this Permit may create a possessory interest subject to property taxation and that Permittee may be subject to the payment of property taxes levied on such interest.

17. Use of Property

Permit area shall not be used for any illegal purpose. Permittee agrees to comply with all State and local ordinances concerning the permit area and use thereof.

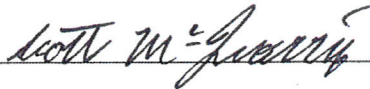
SPECIAL PROVISIONS

- Permittee shall have its own lock on the gate.
- Permittee shall keep all gates closed and locked.
- In recognition of the District waiving all associated fees for this permit, Permittee does hereby agree to provide the District with access to its rain gauge equipment network and related data.

PERMITTEE:

CCC FLOOD CONTROL DISTRICT

BY

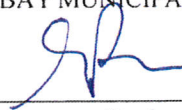


FEE PAID: WAIVED

DISTRICT:

EAST BAY MUNICIPAL UTILITY DISTRICT

BY



Stephen J. Boeri
Manager of Real Estate Services

RECOMMENDED AND INSPECTED

BY

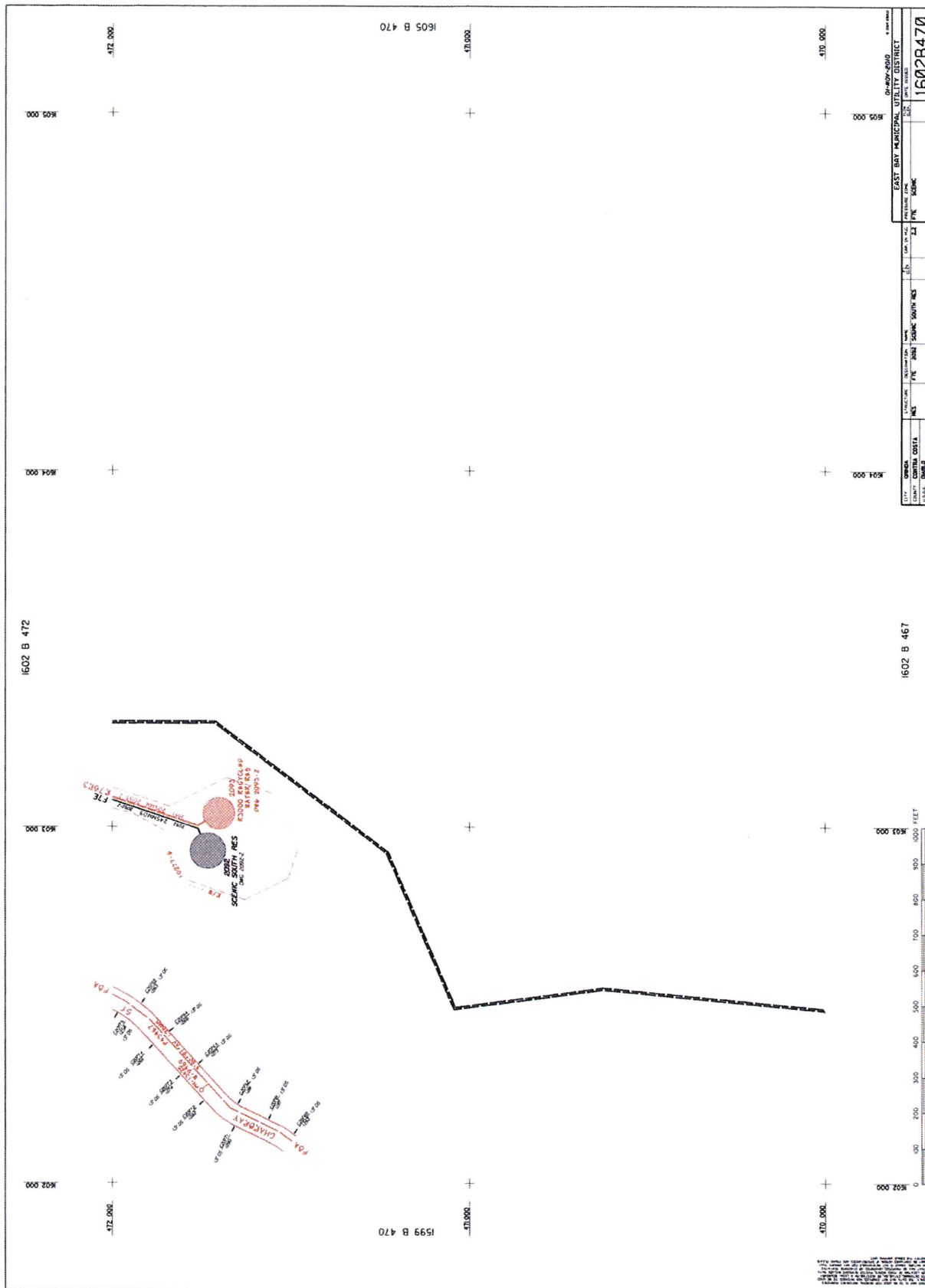


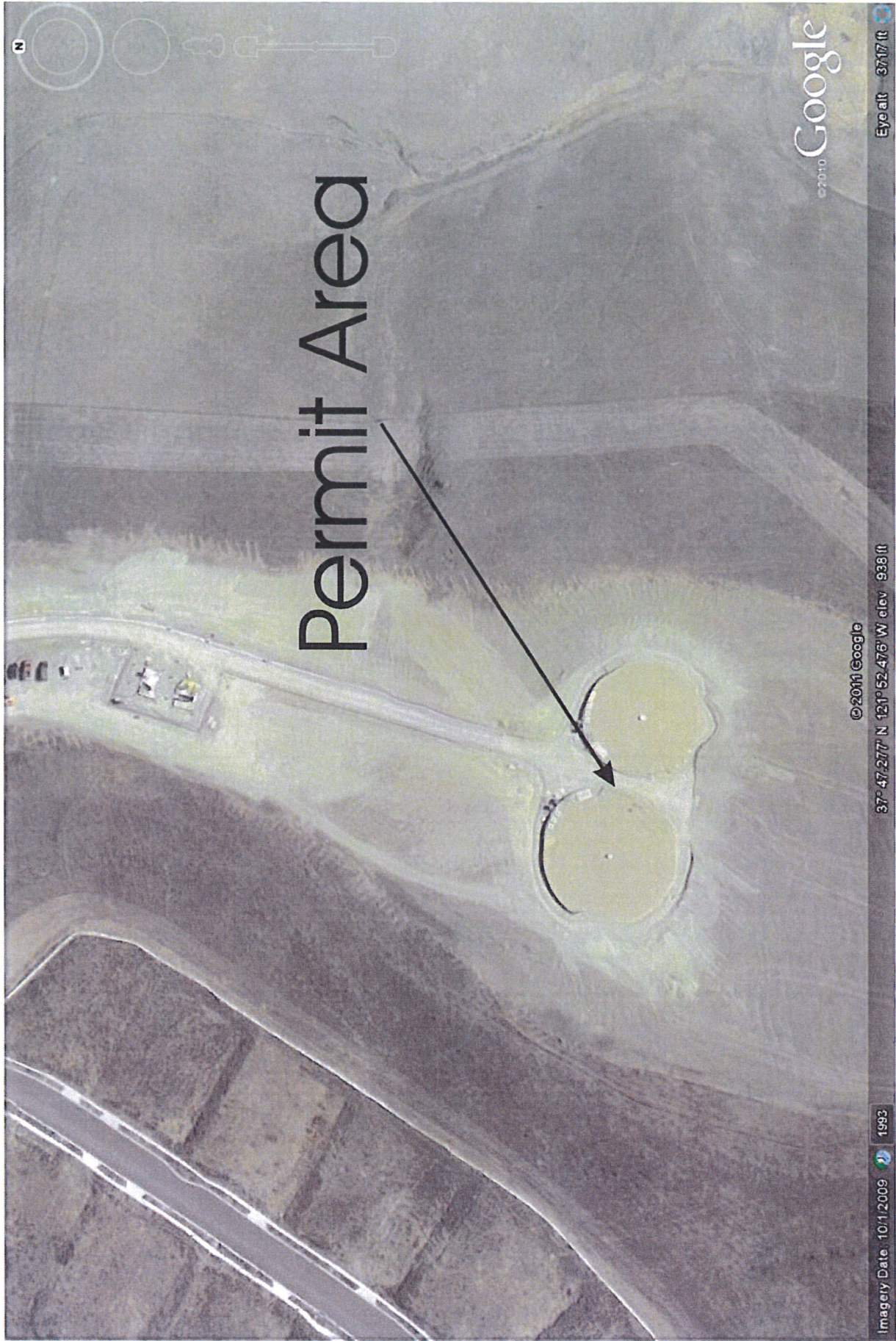
Stephen B. Kachur
Superintendent of Water Treatment

DATE

9/1/11

EXHIBIT "A" (1 of 4)





© 2011 Google

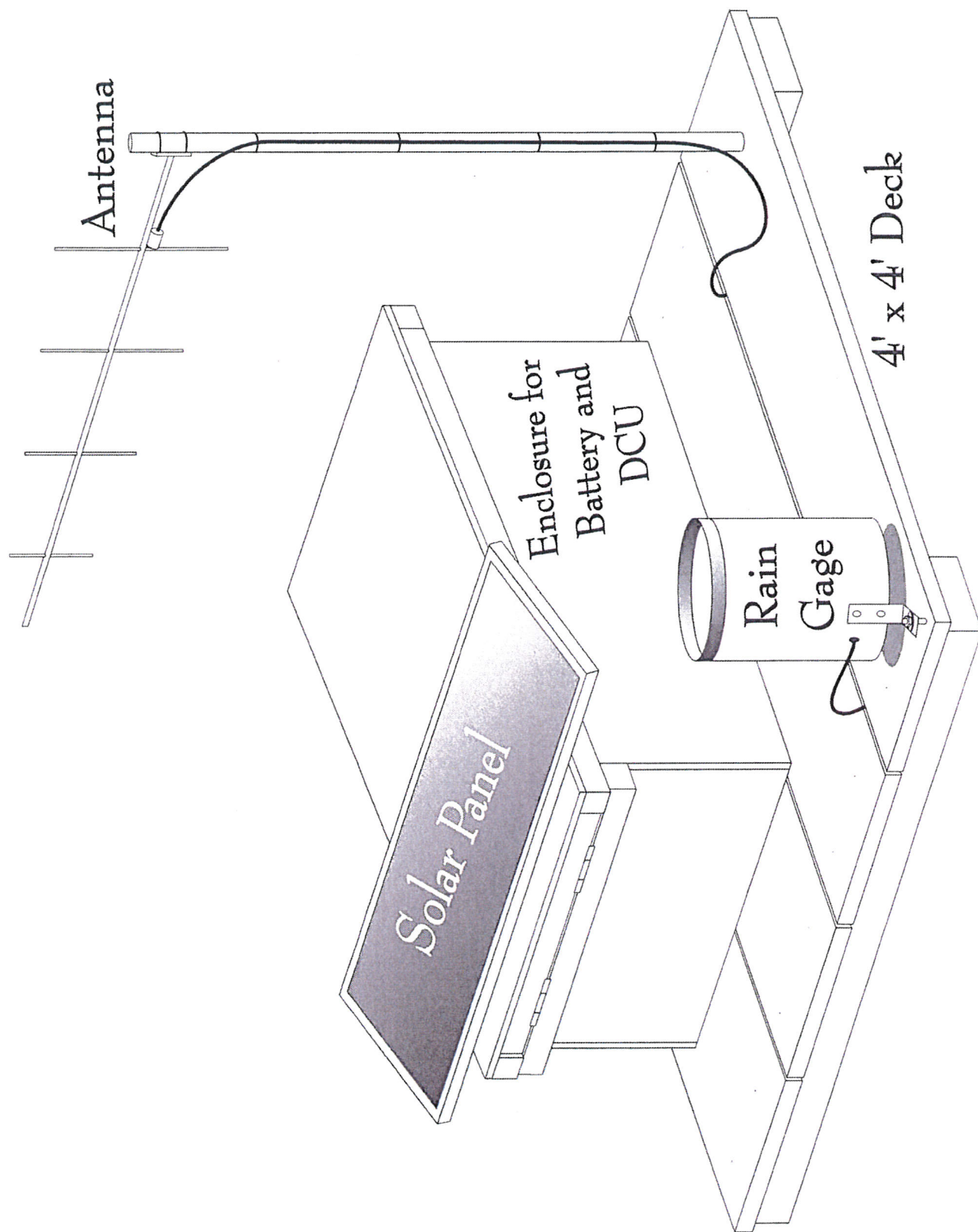
37° 47' 27" N 121° 52' 47" W elev. 938 ft

Imagery Date: 10/1/2009 1993

Google

Eye alt: 3717 ft

EXHIBIT "A"
(3 of 4)



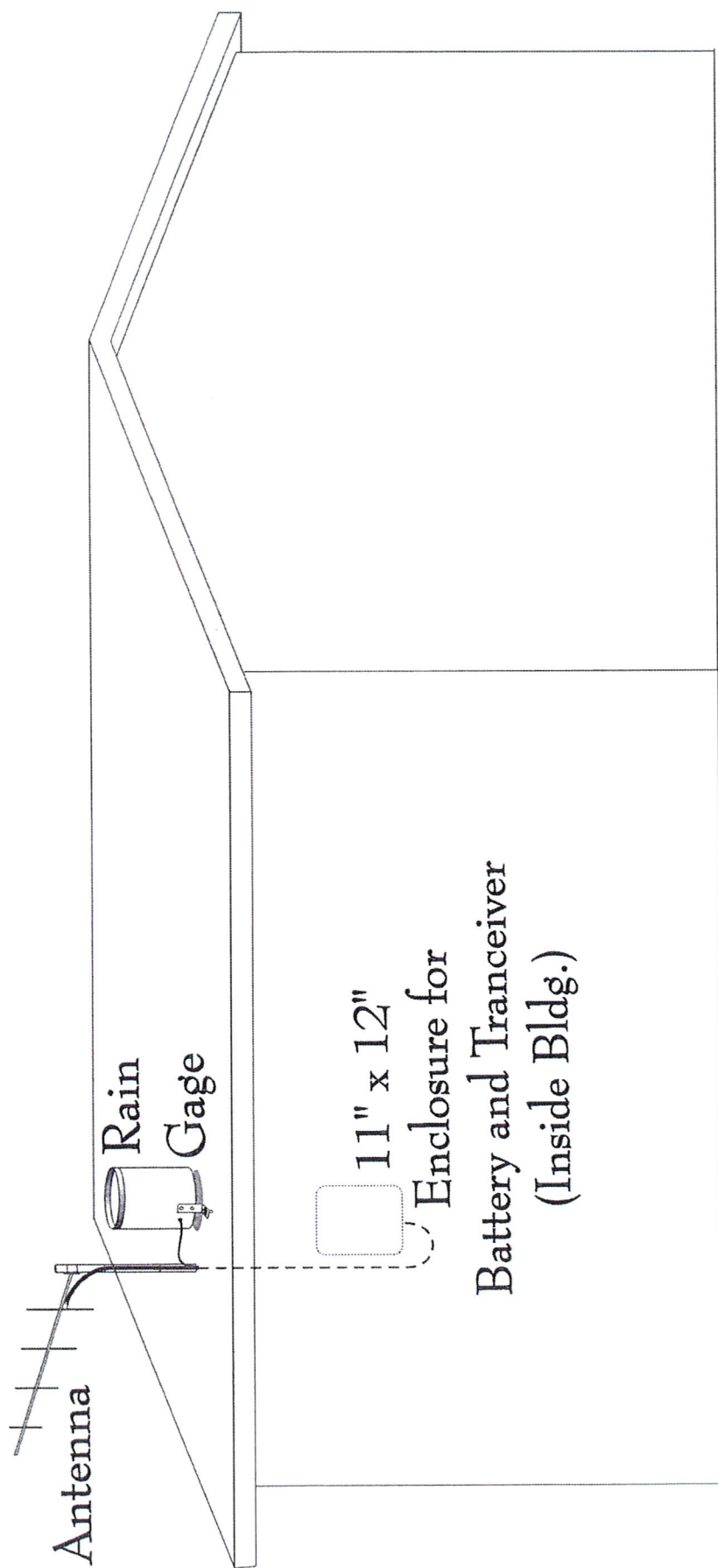


Figure 2

Parcel
Orthophoto (1ft, April 2011)



206 030 068, Rain Guage, Tassajara Scenic South Reservoir





August 30, 2016

Contra Costa County
Flood Control and
Water Conservation District
Julie Carlson
255 Glacier Dr.
Martinez, CA 94553

Re: Renewal of Limited Land Use Permit P-409, Precipitation Recorder, Bixler Center

Dear Julie Carlson:

Enclosed is a copy of Limited Land Use Permit P-409, which permits you to make use of EBMUD property for the purpose specified. The expiration date of this Permit is January 31, 2016.

You may renew this Permit for an additional year ending January 31, 2017 by signing and returning the enclosed duplicate of this letter, (retain the permit and one copy of the letter for your records), together with a Permit fee of \$25.00. Please address your response to my attention at EBMUD, Mail Stop 903, P.O. Box 24055, Oakland, CA 94623. Your use of EBMUD property will continue to be subject to all of the terms and conditions of the enclosed Permit.

You may contact me at (510) 287-1244 if you have any questions.

Sincerely,

Amber Sarkari
Real Estate Services

Enclosures

THE FOREGOING TERMS AND CONDITIONS ARE HEREBY APPROVED AND
ACCEPTED:

Email _____

(Not to be recorded)

TO: Contra Costa County Flood Control
and Water Conservation District
255 Glacier Drive
Martinez, CA 94553-4897

January 10, 1989
Expires: January 31, 1990
Property No: CC-1b
Facility: Bixler Center

PERMISSION is hereby given to make limited use of the real property shown in red on the attached map for the purpose of:

Automate existing precipitation recorder located at Station
P-2714+00±, on the roof of Bixler Yard office building.

THIS PERMIT shall be for a period of one (1) year commencing February 1, 1989, and ending January 31, 1990, unless sooner terminated and is given subject to all of the terms, conditions and restrictions contained herein.

GENERAL PROVISIONS

1. Definition

This permit is issued for limited use of certain of the Utility District's real property as hereinbefore described. The East Bay Municipal Utility District is herein called the "District" and the person or persons, company or corporation to whom this permit is given is herein called the "Permittee".

2. Acceptance of Provisions

It is understood and agreed by the Permittee that this permit is accepted by the Permittee upon the provisions contained herein and that any use and occupancy by Permittee of said real property shall constitute an acceptance of all of the said provisions.

3. Acknowledgement of Title

The Permittee acknowledges the title of the District in and to said real property and agrees never to assail or to resist said title.

4. Revocation

This permit is revocable at any time, by the District without prejudice, upon 30 days' notice, anything herein to the contrary notwithstanding. Upon expiration of the period of such notice by the District, all rights herein given to the Permittee shall immediately cease and terminate. The District shall not be liable for any damages, costs or claims arising from such revocation.

5. No Obligation to Renew for Continued Use

It is understood and agreed that Permittee by the Acceptance of this Permit and by the use or occupancy of the real property herein described has not acquired and will not acquire hereafter any rights or interest in or to said real property and that Permittee may use said real property only as herein provided, nor does Permittee have nor will it obtain any right or claim to the continued use of said real property beyond that specifically given in this permit. The District may at its sole option and without any liability whatever to Permittee, refuse to renew this permit or the further use of said real property.

6. Permits from Other Agencies

Permittee shall, at its own cost and expense, secure all permits and other authorization required by law for the use and occupancy of the real property as provided in this permit and agrees to conform to the provisions hereof.

7. Storage of Material

No inflammable, or objectionable material shall be stored on said real property.

8. Maintenance

Said real property shall be kept in a clean and sanitary condition at all times; no fences, walls, buildings or any structure of a temporary or permanent nature shall be constructed nor shall any trees be planted on said premises without the written consent of the District first having been obtained; no poultry, bees, or animals of any kind shall be kept on said real property.

9. Restoration of Premises

Upon termination of this Permit any and all material, property or structures permitted herein belonging to the Permittee will be promptly removed and said real property restored to as near its original condition as is possible.

10. Inspection

The District shall have the right at all times to enter upon said real property to inspect the same and determine if said use is to the satisfaction of the District.

11. District's Operation

Nothing herein contained shall in any way affect the right of the District to use all the property covered by this permit in the performance of anything pertaining to the operation of the District with full right of

ingress and egress over the same; the District also reserves the right to perform any work on said real property that the District may see fit without being liable to Permittee in any way for any damage which may be caused to any vegetation or other improvements Permittee may have made or placed upon said real property.

12. Risk of Damage

The Permittee agrees to assume all risk of damage to any or all property of the Permittee or any property under the control or custody of the Permittee while upon said real property, caused by or contributed to in any way by the failure or leaking of pipelines or other structures or by any operations of the District.

13. Liability for Damages

Permittee expressly agrees to indemnify, defend and hold harmless the District, its directors, officers, and employees from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of Permittee's operation or performance under this permit.

14. Assignment

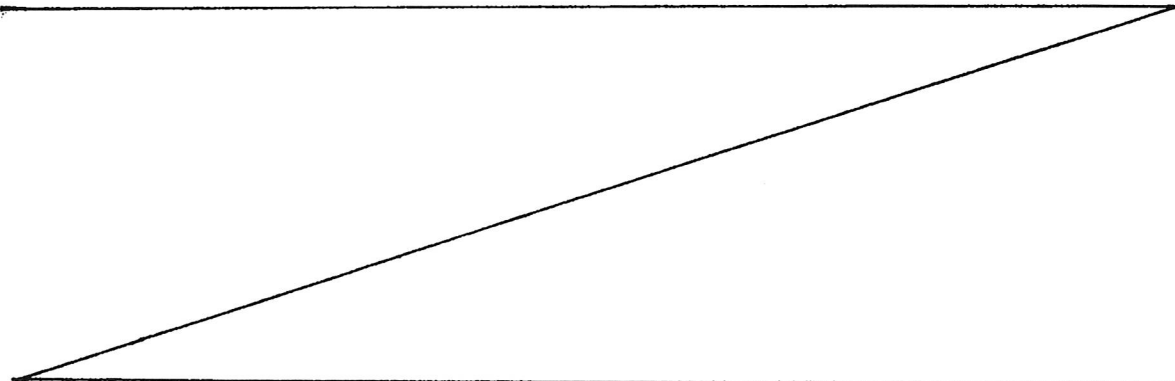
Neither this permit nor any rights hereunder shall be transferred or assigned by the Permittee.

15. Property Taxes

Permittee recognizes and understands that this Permit may create a possessory interest subject to property taxation and that Permittee may be subject to the payment of property taxes levied on such interest.

16. Use of Property

Said property shall not be used for any illegal purpose. Permittee agrees to comply with all State and local ordinances concerning the premises and use thereof.



Limited Land Use Permit

MALCOLM WEST

EAST BAY MUNICIPAL UTILITY DISTRICT
RECOMMENDED

Malcolm Weston
Permittee: Contra Costa County Flood
Control and Water Conser-
vation District
255 Glacier Drive
Martinez, CA 94553-4897

By Wang

FEE PAID: N/A

RECOMMENDED
& INSPECTED BY

M. L. Young
M. L. Young
Assistant Superintendent

DATE 2-1-89

RECOMMENDED BY

F. C. Mizuno
F. C. Mizuno
Superintendent of Aqueduct Section

DATE 1/25/89

APPROVED BY

R. F. Lamoreaux
R. F. Lamoreaux
Manager of Properties

2/7/89

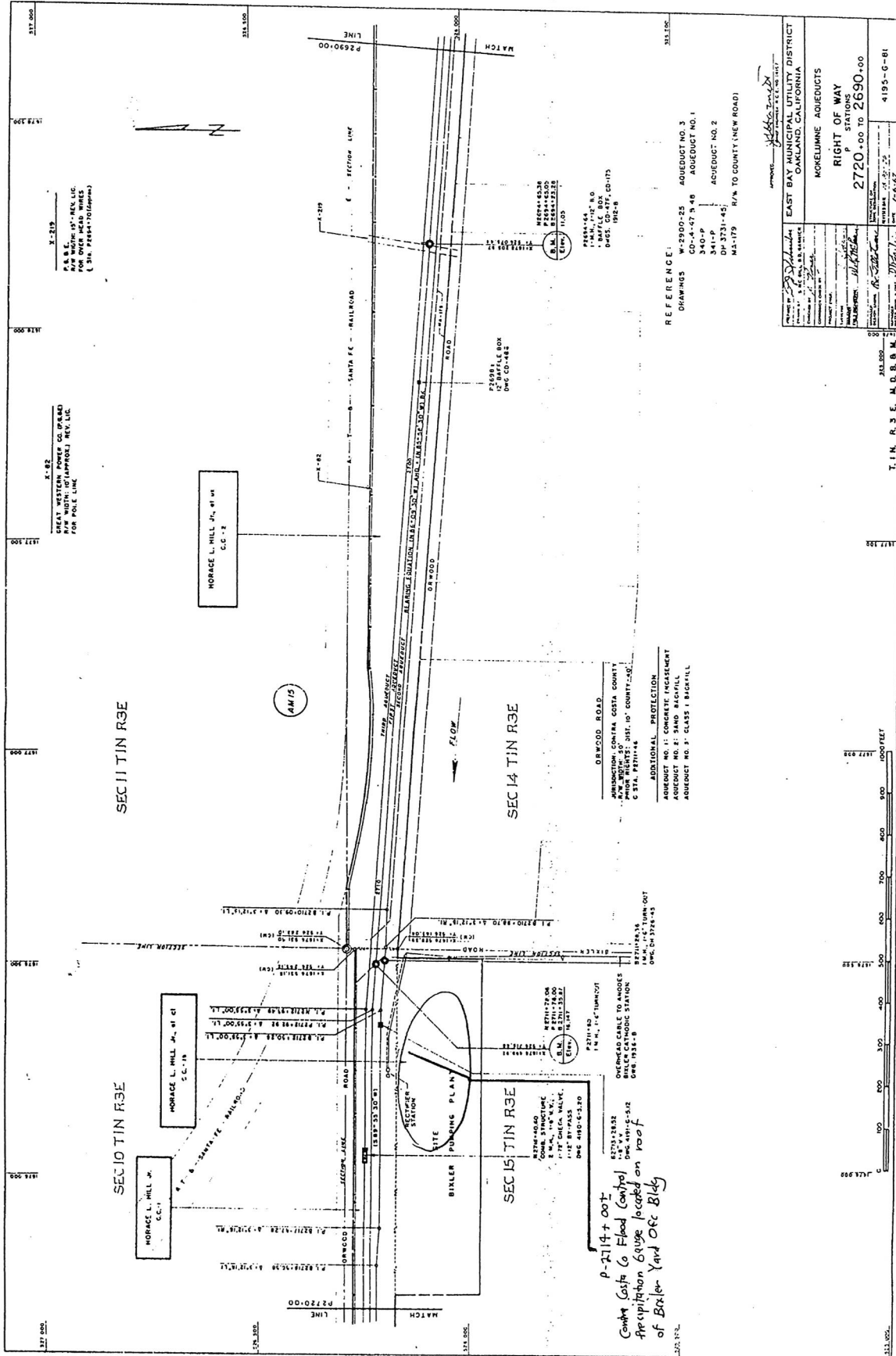


EXHIBIT A

| | |
|---|---------------------------------|
| EAST BAY MUNICIPALITY DISTRICT OAKLAND, CALIFORNIA | |
| MCKELMINE AQUEDUCTS | |
| RIGHT OF WAY P. STATIONS 2720+00 TO 2690+00 | |
| Drawn by: <i>[Signature]</i> | Checked by: <i>[Signature]</i> |
| Designed by: <i>[Signature]</i> | Reviewed by: <i>[Signature]</i> |
| Project No. 2720+00 TO 2690+00 | Sheet No. 4193-G-81 |

REFERENCE:

- W-2500-25 AQUEDUCT NO. 3
- CD-A-47 3-45 AQUEDUCT NO. 1
- 340-P
- DD-3731-45
- MA-179 R/W TO COUNTY (NEW ROAD)

ADDITIONAL PROTECTION

- AQUEDUCT NO. 1: CONCRETE FRAGMENT
- AQUEDUCT NO. 2: SAND BACKFILL
- AQUEDUCT NO. 3: CLAY & BURNING

P-2114 + out
Cable Co. Flood Control
Precipitation Gauge located on roof
of Birler Yard Oct Bldg

Orwood Rd

Parcel

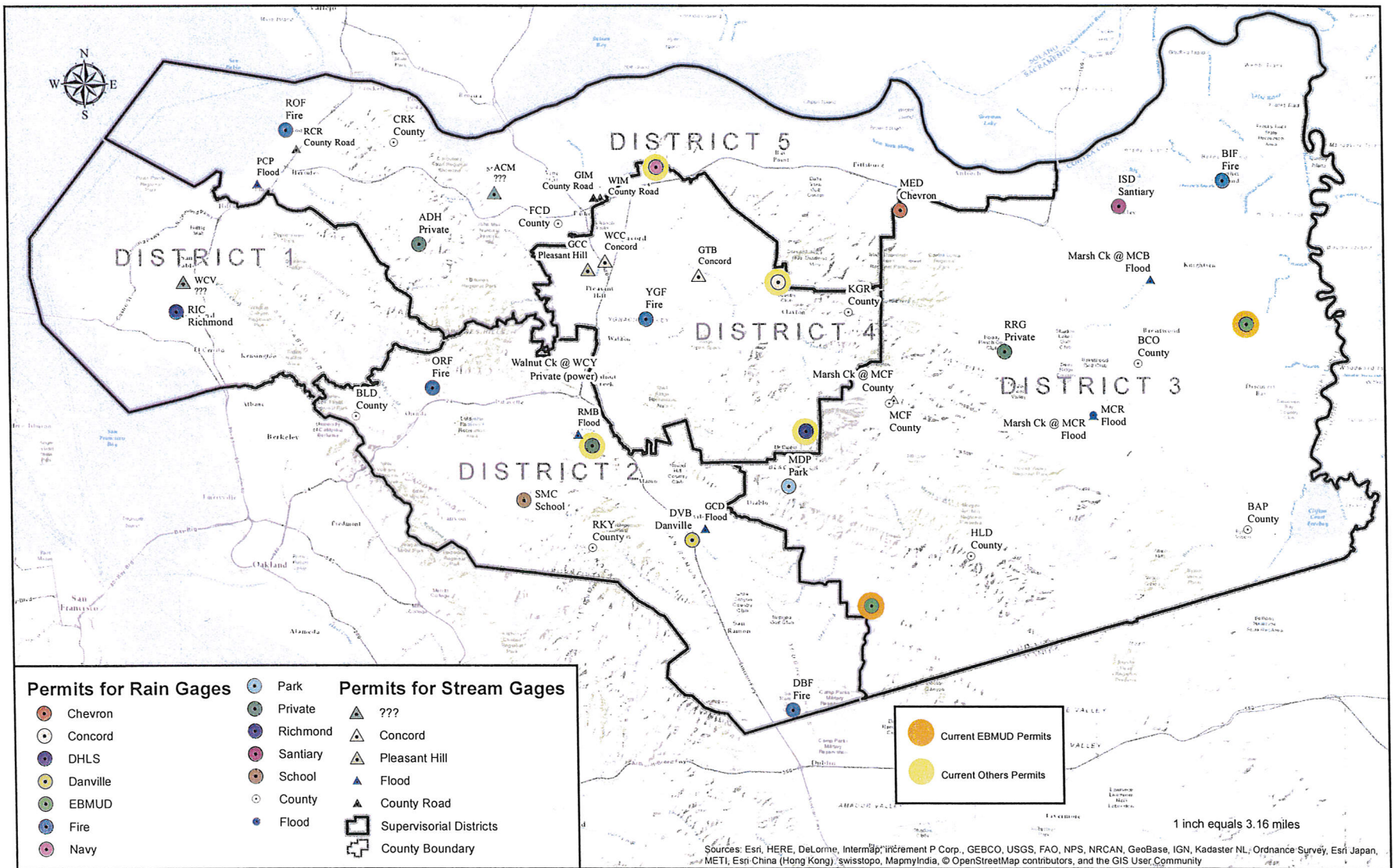
Orthophoto (1ft, April 2011)



Bixler Center 015-240-004



Scale 1:789
Contra Costa Internet GIS Map
Printed: Aug 30, 2016 11:26:48 AM





**Contra
Costa
County**

To: Contra Costa County Flood Control District Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: September 20, 2016

Subject: APPROVE and AUTHORIZE execution and filing of claim against the EBMUD for damages arising from a water transmission main break.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control & Water Conservation District (District), or designee, to execute and file a claim against the East Bay Municipal Utility District (EBMUD) for damages arising from a 24-inch water transmission main break in the Walnut Creek area.

FISCAL IMPACT:

Staff costs to prepare and file the claim will be nominal. There is no fee to file the claim. Staff intends to seek reimbursement from EBMUD for the cost of preparing the claim. (Unreimbursed costs to be funded by Flood Control Zone 3B.)

BACKGROUND:

EBMUD owns, operates, and maintains a 24-inch water transmission main located along the route of the Iron Horse Trail west of South Broadway in Walnut Creek. The water transmission main passes underneath a portion of a reinforced concrete box culvert that is part of a side discharge channel of the San Ramon Bypass Channel. The District owns, operates, and maintains the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Tim Jensen, (925)
313-2390

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Mike Carlson, Flood Control, Paul Detjens, Flood Control, Tim Jensen, Flood Control, Jason Chen, Special Districts, Mario Consolacion, Flood Control, Catherine Windham, Flood Control

BACKGROUND: (CONT'D)

side discharge channel. The interior of the box culvert is approximately 15 feet high and 20 feet wide.

On or about October 14, 2015, the water transmission main broke underneath the box culvert, and approximately 72,000 gallons of water was discharged through a hole in the main. The water discharged from the main washed away structural backfill material that had provided support to the box culvert, created voids, and caused a sinkhole to develop on the adjacent Iron Horse Trail. EBMUD notified District staff of the incident by telephone at approximately 11:55 a.m. on the morning of October 16, 2015. At approximately 1 p.m. the same day, District staff arrived at the scene to inspect the damage and observed that temporary repairs had already been made to the sinkhole and that the voids were not visible. District staff was advised by EBMUD personnel, and observed, that the sinkhole had been backfilled with roadway base rocks. EBMUD personnel did not provide District staff with any evidence that the structural backfill had been replaced or that all the voids had been filled.

The box culvert supports a portion of South Broadway, the Iron Horse Trail and a sound wall, and various utility lines are located overhead. The roadway base rocks placed by EBMUD cannot provide adequate support to this box culvert on a long-term basis. At this time, however, District staff does not know the full scope of repairs that will be needed or the cost of those repairs. District staff requested EBMUD staff to submit a plan for repairs to the box culvert, and EBMUD staff initially agreed with this request, but EBMUD did not submit a plan. In August 2016, EBMUD staff advised that the District was in a better position to prepare the repair plan and make the repairs and that the District would need to file a claim for reimbursement.

Accordingly, District staff recommends that the Board approve and authorize the execution and filing of a claim against EBMUD under the Government Tort Claims Act for an amount to be determined. The filing of the claim will preserve the District's right to file a future civil action for damages arising from this incident should that be necessary.

CONSEQUENCE OF NEGATIVE ACTION:

If the District does not file a timely claim, the District may be unable to recover the cost of repairs from EBMUD.



**Contra
Costa
County**

To: Blackhawk GHAD Board of Directors
 From: Patricia E. Curtin, GHAD Attorney and General Manager
 Date: September 20, 2016

Subject: Claims submitted by Various Claimants Within the Silver Oak Townhomes Homeowners Association Against the GHAD

RECOMMENDATION(S):

DENY claims submitted by the following Claimants, each individually seeking in excess of \$10,000 for alleged damages to real property owned and/or managed by the Claimants:

- A. Michael Volberding and Pamela Volberding (531 Silver Oak Lane, Danville, CA)
- B. Michael Brown and Kathleen Brown (539 Silver Oak Lane, Danville, CA)
- C. Richard Ruslender and Muriel Ruslender (545 Silver Oak Lane, Danville, CA)
- D. Mary Sembrat (553 Silver Oak Lane, Danville, CA)
- E. Michael DesRosiers and Kristine DesRosiers (555 Silver Oak Lane, Danville, CA)
- F. Omar Murillo and Nelab Murillo (557 Silver Oak Lane, Danville, CA)
- G. Geoffrey Fisher (559 Silver Oak Lane, Danville, CA)
- H. Curtis Kundred and Julia Kundred (561 Silver Oak Lane, Danville, CA)
- I Jose Mendoza and Theresa Mendoza (561 Silver Oak Lane, Danville, CA)
- J. Helen Vrionis (563 Silver Oak Lane, Danville, CA)
- K. Mehri Shahabi (565 Silver Oak Lane, Danville, CA)
- L. Shashipavan

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Amara Morrison
510.622.7689

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

RECOMMENDATION(S): (CONT'D)

Bairaboina (567 Silver Oak Lane, Danville, CA)
M. Silver Oak Townhomes Homeowner Association

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Commencing late July of 2015, the Blackhawk Geologic Hazard Abatement District (GHAD) commenced work on a slope stabilization project (project) on the common area hillside immediately below Silver Oak Lane and owned by the Blackhawk Corporation (BHC). The BHC property is located within the boundaries of the GHAD. The project was constructed below Building 7 at 563-569 Silver Oak Lane, Danville, California, on Parcel G which is owned by BHC. Building 7 is comprised of a fourplex of townhomes containing four parcels: APN 203-570-068 (569 Silver Oak Lane); APN 203-570-067 (567 Silver Oak Lane); APN 203-570-066 (565 Silver Oak Lane); and APN 203-570-065 (563 Silver Oak Lane).

The project primarily consisted of the installation of a subgrade, structural slope stability installation on Parcel G on the hillside slope below Building 7. The project was accepted by the District as complete on January 4, 2016.

On August 8, 2016, the GHAD received individual claims from the above-mentioned owners and manager of the Silver Oak Townhomes Homeowners Association, each presenting damages claims against the GHAD in excess of \$10,000.

CONSEQUENCE OF NEGATIVE ACTION:

A non-denial (or acceptance) of the claim could be viewed as an admission of liability which would jeopardize our ability to fight the claim legally.

ATTACHMENTS

GHAD Silver Oak Townhomes Blackhawk Agenda
GHAD Staff Report

**BLACKHAWK GEOLOGIC HAZARD ABATEMENT DISTRICT
BOARD OF DIRECTORS**

**BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING,
651 PINE STREET, MARTINEZ, CALIFORNIA 94553-1229**

**CANDACE ANDERSEN, CHAIR
MARY PIEPHO, VICE-CHAIR
FEDERAL D. GLOVER, BOARD DIRECTOR
KAREN MITCHOFF, BOARD DIRECTOR
JOHN GIOIA, BOARD DIRECTOR**

**AGENDA
SEPTEMBER 20, 2016**

Geologic Hazard Abatement District (GHAD) Board of Directors for Blackhawk

Time

9:00a.m. Consent Item:

1. Blackhawk GHAD Board of Directors:

SUBJECT: Deny the following claims:

A. Claim by Michael Volberding and Pamela Volberding against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimants own at 531 Silver Oak Lane, Danville, California.

B. Claim by Michael Brown and Kathleen Brown against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimants own at 539 Silver Oak Lane, Danville, California.

C. Claim by Richard Ruslender and Murel Ruslender against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimants own at 545 Silver Oak Lane, Danville, California.

D. Claim by Mary Sembrat against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimant owns at 553 Silver Oak Lane, Danville, California.

E. Claim by Michael DesRosiers and Muriel DesRosiers against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimants own at 555 Silver Oak Lane, Danville, California.

F. Claim by Omar Murillo and Nelab Murillo against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimants own at 557 Silver Oak Lane, Danville, California.

G. Claim by Geoffrey Fisher against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimant owns at 559 Silver Oak Lane, Danville, California.

H. Claim by Curtis Kundred and Julia Kundred against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimants own at 561 Silver Oak Lane, Danville, California.

I. Claim by Jose Mendoza and Theresa Mendoza against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimants own at 561 Silver Oak Lane, Danville, California.

J. Claim by Helen Vrionis against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimant owns at 563 Silver Oak Lane, Danville, California.

K. Claim by Mehri Shahabi against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimants own at 565 Silver Oak Lane, Danville, California.

L. Claim by Shashipavan Bairaboina against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimant owns at 567 Silver Oak Lane, Danville, California.

M. Claim by Silver Oak Townhomes Homeowners Association against the GHAD for damages in excess of \$10,000 for alleged damage to real property claimant maintains, repairs and replaces within the Silver Oak Townhomes Homeowners Association, Silver Oak Lane, Danville, California.

**BLACKHAWK
GEOLOGIC HAZARD ABATEMENT DISTRICT**

TO: Blackhawk GHAD
Board of Directors

FROM: GHAD Manager and GHAD Attorney

BOARD MEETING DATE: September 20, 2016

SUBJECT: Claims submitted by Various Claimants Within the
Silver Oak Townhomes Homeowners Association Against the GHAD

RECOMMENDATION(S):

DENY claims submitted by the following Claimants, each individually seeking in excess of \$10,000 for alleged damages to real property owned and/or managed by the Claimants:

- A. Michael Volberding and Pamela Volberding (531 Silver Oak Lane, Danville, CA)
- B. Michael Brown and Kathleen Brown (539 Silver Oak Lane, Danville, CA)
- C. Richard Ruslender and Muriel Ruslender (545 Silver Oak Lane, Danville, CA)
- D. Mary Sembrat (553 Silver Oak Lane, Danville, CA)
- E. Michael DesRosiers and Kristine DesRosiers (555 Silver Oak Lane, Danville, CA)
- F. Omar Murillo and Nelab Murillo (557 Silver Oak Lane, Danville, CA)
- G. Geoffrey Fisher (559 Silver Oak Lane, Danville, CA)
- H. Curtis Kundred and Julia Kundred (561 Silver Oak Lane, Danville, CA)
- I. Jose Mendoza and Theresa Mendoza (561 Silver Oak Lane, Danville, CA)
- J. Helen Vrionis (563 Silver Oak Lane, Danville, CA)
- K. Mehri Shahabi (565 Silver Oak Lane, Danville, CA)
- L. Shashipavan Bairaboina (567 Silver Oak Lane, Danville, CA)
- M. Silver Oak Townhomes Homeowner Association

BACKGROUND:

Commencing late July of 2015, the Blackhawk Geologic Hazard Abatement District (GHAD) commenced work on a slope stabilization project (project) on the common area hillside immediately below Silver Oak Lane and owned by the Blackhawk Corporation (BHC). The BHC property is located within the boundaries of the GHAD. The project was constructed below Building 7 at 563-569 Silver Oak Lane, Danville, California, on Parcel G which is owned by BHC. Building 7 is comprised of a fourplex of townhomes containing four parcels: APN 203-570-068 (569 Silver Oak Lane); APN 203-570-067 (567 Silver Oak Lane); APN 203-570-066 (565 Silver Oak Lane); and APN 203-570-065 (563 Silver Oak Lane).

The project primarily consisted of the installation of a subgrade, structural slope stability installation on Parcel G on the hillside slope below Building 7. The project was accepted by the District as complete on January 4, 2016.

On August 8, 2016, the GHAD received individual claims from the above-mentioned owners and manager of the Silver Oak Townhomes Homeowners Association, each presenting damages claims against the GHAD in excess of \$10,000.

REASONS FOR RECOMMENDATION:

The GHAD General Manager and GHAD Attorney recommend the claim be denied because the Claimants have not produced sufficient evidence to support a claim against the GHAD.

ACTION TAKEN:

On September 20, 2016, the GHAD Board of Directors unanimously accepted staff's recommendation and thereby denied each claim submitted by the following individual Claimants against the GHAD for damages to real property within the Silver Oak Townhomes Homeowners Association, each individual claim in excess \$10,000:

- A. Michael Volberding and Pamela Volberding (531 Silver Oak Lane, Danville, CA)**
- B. Michael Brown and Kathleen Brown (539 Silver Oak Lane, Danville, CA)**
- C. Richard Ruslender and Muriel Ruslender (545 Silver Oak Lane, Danville, CA)**
- D. Mary Sembrat (553 Silver Oak Lane, Danville, CA)**
- E. Michael DesRosiers and Kristine DesRosiers (555 Silver Oak Lane, Danville, CA)**
- F. Omar Murillo and Nelab Murillo (557 Silver Oak Lane, Danville, CA)**
- G. Geoffrey Fisher (559 Silver Oak Lane, Danville, CA)**
- H. Curtis Kundred and Julia Kundred (561 Silver Oak Lane, Danville, CA)**
- I. Jose Mendoza and Theresa Mendoza (561 Silver Oak Lane, Danville, CA)**
- J. Helen Vrionis (563 Silver Oak Lane, Danville, CA)**
- K. Mehri Shahabi (565 Silver Oak Lane, Danville, CA)**
- L. Shashipavan Bairaboina (567 Silver Oak Lane, Danville, CA)**
- M. Silver Oak Townhomes Homeowner Association**



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 20, 2016

Subject: Claims

RECOMMENDATION(S):

DENY claims filed by Carissa Gassman, Santiago Lopez II, Laura Rogers, Gilberto Santos, and Dina Walls. DENY amended claim filed by Hidden Oaks @ Blackhawk Association, Inc. and Janice Wood.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

*

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Joellen Balbas
925-335-1906

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: September 20, 2016

Subject: Public report of litigation settlement agreements that became final during the period of August 1, 2016, through August 31, 2016.

RECOMMENDATION(S):

RECEIVE public report of litigation settlement agreements that became final during the period of August 1, 2016, through August 31, 2016, as recommended by County Counsel.

FISCAL IMPACT:

Settlement amounts are listed below.

BACKGROUND:

One agreement to settle pending litigation, as defined in Government Code section 54956.9, became final during the period of August 1, 2016, through August 31, 2016.

Jane Pendleton v. Contra Costa County, CCC Superior Court Case No. C14-02265. On August 2, 2016, the Board approved settlement of this disability discrimination litigation. Settlement in the amount of \$275,000, inclusive of attorneys fees and costs, was authorized in closed session by unanimous vote of all five members present. The settlement agreement was fully executed on August 9, 2016. The funding source is the Risk Management Liability Internal Service Fund.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Thomas Geiger,
335-1800

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Thomas Geiger, Assistant County Counsel, Sharon Hymes-Offord, Risk Manager

BACKGROUND: (CONT'D)

This report includes final settlements of litigation matters handled by the Office of the County Counsel. This report does not include litigation settlements that were reported by the Risk Management Division of the County Administrator's Office as a consent item on the Board's open session agenda.

CONSEQUENCE OF NEGATIVE ACTION:

The report would not be accepted.

CHILDREN'S IMPACT STATEMENT:

N.A.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 20, 2016

Subject: ACCEPT Board Members meeting reports for August 2016

RECOMMENDATION(S):

ACCEPT Board members meeting reports for August 2016.

FISCAL IMPACT:

None.

BACKGROUND:

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging ex cetera). The attached reports were submitted by the Board of Supervisors members in satisfaction of this requirement. District V had nothing to report for the month of August 2016.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors will not be in compliance with Government Code 53232.3(d).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Joellen Balbas
925.335.1906

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

District IV August 2016
Report

District II August 2016 Report

District I August 2016 Report

**Supervisor Karen Mitchoff
August 2016**

| DATE | MEETING NAME | LOCATION | PURPOSE |
|-------------|--|-----------------|---------------------------|
| 8/2/2016 | Board of Supervisors Meeting | Martinez | Decisions on agenda items |
| 8/8/2016 | Hiring Outreach and Oversight Committee | Martinez | Decisions on agenda items |
| 8/9/2016 | Board of Supervisors Meeting | Martinez | Decisions on agenda items |
| 8/10/2016 | WaterFix Hearing | Sacramento | Water Advocacy |
| 8/11/2016 | Mayor's Healthy Cookoff Challenge | Concord | Community Outreach |
| 8/15/2016 | Monument Community Shuttle Launch | Concord | Community Outreach |
| 8/16/2016 | Board of Supervisors Meeting | Martinez | Decisions on agenda items |
| 8/19/2016 | Delta Counties Coalition In Person Meeting | Sacramento | Water Advocacy |

Supervisor Candace Andersen – Monthly Meeting Report *August 2016*

| Date | Meeting | Location |
|------|-----------------------------------|-----------|
| 1 | SWAT | Danville |
| 2 | Board of Supervisors | Martinez |
| 3 | Transportation Meeting | Danville |
| 10 | CCCERA | Concord |
| 10 | LAFCO | Martinez |
| 11 | TWIC | Martinez |
| 15 | Alamo Liaison Meeting | Danville |
| 15 | Public Protection Special Meeting | Martinez |
| 16 | Board of Supervisors | Martinez |
| 17 | Meet w Public Works | Danville |
| 17 | Mental Health | Concord |
| 18 | CSAC Institute | Martinez |
| 24 | CCCERA | Concord |
| 25 | East Bay EDA | Oakland |
| 27 | Mental Health Retreat | Martinez |
| 31 | Las Trampas Adult Facility | Lafayette |

Supervisor John Gioia**August – 2016 Monthly Meeting Statement**

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging, etc.).

Supervisor did not seek reimbursement from the County for any meetings that he attended in his capacity as a County Supervisor during the month of August, 2016



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: September 20, 2016

Subject: Proclamation recognizing October 1, 2016 as Bay Day

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Lauri Byers, (925)
957-8860

cc:

ATTACHMENTS

Resolution No.
2016/492

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:
recognizing October 1, 2016, as Bay Day in Contra Costa County.

Resolution No. 2016/492

WHEREAS, the San Francisco Bay is central to the quality of life of all residents of Contra Costa County and the Bay Area and sustains a wide range of recreational and commercial activities that are critical to the local economy;

WHEREAS, the health of San Francisco Bay and therefore of the Bay Area is threatened by pollution and climate change, and restoring Bay wetlands and reducing pollution in the Bay provides multiple benefits for all Bay Area residents and local wildlife; and

WHEREAS, the people of the Bay Area should celebrate San Francisco Bay together as a region on at least one Bay Day each year to inspire appreciation, conversation, education, and action for the Bay, in order to highlight the work of Save The Bay and other environmental organizations and individuals to improve the health of San Francisco Bay over the past fifty years.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County, do hereby proclaim October 1, 2016 as **BA BAY DAY** In Contra Costa County and commends all Bay Day organizers for their efforts to inspire the entire Bay Area to celebrate, protect, and restore San Francisco Bay.

CANDACE ANDERSEN
Chair,
District II Supervisor

JOHN GIOIA
District I Supervisor

MARY N. PIEPHO
District III Supervisor

KAREN MITCHOFF
District IV Supervisor

FEDERAL D. GLOVER
District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: September 20, 2016

Subject: Resolution recognizing September 22 -28, 2016 as Falls Prevention Awareness Week

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Gayle Israel - 957-8860

cc:

ATTACHMENTS

Resolution No.
2016/504

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2016/504

Resolution recognizing September 22 -28, 2016 as Falls Prevention Awareness Week

WHEREAS, nearly 165,000 people, or 14.6% percent of Contra Costa County’s 1,126,745 population are age 65 or older; and

WHEREAS, each year nationally, one in every three adults age 65 and older falls; and falls are the leading cause of injury death among seniors; and every 35 minutes, an older adult dies from a fall; and

WHEREAS, falls are the most common cause of nonfatal injuries and hospital admissions for trauma, causing injuries such as hip fractures and head traumas; and fall-related injury is one of the 20 most expensive medical conditions; and

WHEREAS, according to a 2010, report, almost half (49.3%) of Contra Costa County’s unintentional injury hospitalizations occurred among residents 65 years and older; and over three-quarters (75.9%) of these hospitalizations were due to falls; and

WHEREAS, county residents 65 years and older had the highest unintentional injury hospitalizations in the county were due to falls, followed by motor vehicle traffic accidents (13.5%) and poisonings (7.5%); and

WHEREAS, falling and the fear of falling, can lead to depression, isolation, diminished mobility, and loss of functional independence; and

WHEREAS, concentrated efforts are being made in Contra Costa County by the Fall Prevention Coalition to reduce falls and fall related injuries using multi-faceted interventions; and

WHEREAS, by Senate Concurrent Resolution SCR 77 of May 28, 2008 declares the first week of fall each year as Falls Prevention Awareness Week in California, and the Federal Safety of Seniors Act of 2007 calls for the expansion of public health programs, educational outreach, and research activities related to fall prevention.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby proclaim the week of September 22 to September 28, 2016, as “FALLS PREVENTION AWARENESS WEEK” in Contra Costa County and calls upon our citizens and interested groups to observe the week with appropriate activities that promote awareness of fall prevention.

CANDACE ANDERSEN

Chair,
District II Supervisor

JOHN GIOIA

District I Supervisor

MARY N. PIEPHO

District III Supervisor

KAREN MITCHOFF

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: September 20, 2016

Subject: Resolution recognizing MultiFaith ACTION Coalition for Receiving the Community Allies Award.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Lauri 957-8860

cc:

ATTACHMENTS

Resolution No.
2016/515

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2016/515

recognizing the MultiFaith ACTION Coalition for receiving the Community Allies Award.

Whereas, the Multi-faith ACTION Coalition represents Advocates and Communities Taking Initiative for Our Neighbors. Fifty congregations in Contra Costa County have participated in activities of the Coalition and added close to 500 advocates to the ACTION email list; and

Whereas, the Multi-faith ACTION Coalition has five task forces: Housing/Shelter, Food Security, Jobs, Education and Health. The chairs of these five task forces, in addition to clergy and other key individuals make up the Steering Committee; and

Whereas, representatives of the Coalition partner with broader coalitions on specific policy positions, such as the CalFresh Working Group, the Zero: 2016 Campaign Leadership Council, Ensuring Opportunity to End Poverty in Contra Costa and #OneContraCosta; bringing faith voices to the table lifts up the voices of the less advantaged; and

Whereas, raising awareness about the issues of poverty in Contra Costa is central to the work of the Multi-faith ACTION Coalition, they sponsor and co-sponsor opportunities for faith communities and the larger community to learn about these issues, craft potential solutions, and take appropriate action; and

Whereas, successful actions taken by the Coalition include, but are not limited to, successfully advocating for \$250,000 to increase funding for homeless services and the family shelters in the 2016-17 Contra Costa County Budget, joining with homeless advocates to support opening a Winter Shelter at the armory in Walnut Creek, and mobilizing 25 Concord churches and faith leaders to stand up for affordable housing and good jobs in the Concord Naval Weapons Station Re-use Project in partnership with the Community Coalition for a Sustainable Concord.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County does hereby honor and congratulate the **MultiFaith Action Coalition For Receiving the Community Allies Award**.

CANDACE ANDERSEN

Chair,
District II Supervisor

JOHN GIOIA

District I Supervisor

MARY N. PIEPHO

District III Supervisor

KAREN MITCHOFF

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: September 20, 2016

Subject: Resolution recognizing Frances Schreiburg for receiving The Frances Perkins Award.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Lauri 957-8860

cc:

ATTACHMENTS

Resolution No.

2016/516

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2016/516

recognizing Frances Schreiburg for receiving The Frances Perkins Award.

Whereas, Fran Schreiberg is passionate about workers' rights, specifically their right to a safe and healthy workplace; and

Whereas, Fran provides free advice to unions and other worker organizations that might not be able to afford an attorney of her experience and caliber; and

Whereas, Fran serves as the Executive Director of the firm's charitable Foundation, The Kazan McClain Partners' Foundation, Inc. was formed in 1994, and over the years has disbursed over \$20 million in grants to a wide array of community and civic organizations; and

Whereas, Fran became a lawyer in order to help defend many forms of resistance during the height of the Vietnam anti-war movement, having been an active union member throughout her work life, she switched her emphasis in the mid 70's to defending the rights of workers, she consulted with and later worked for the Agricultural Labor Relations Board, training administrative law judges, attorneys and investigators; and

Whereas, since 1984 she has been an active member of numerous Cal/OSHA regulatory advisory committees, including ones for asbestos, lead, diacetyl and several other toxic substances. She has also participated in various Federal OSHA committees.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County does hereby honor and congratulate **Frances Schreiburg For Receiving The Frances Perkins Award.**

CANDACE ANDERSEN

Chair,
District II Supervisor

JOHN GIOIA
District I Supervisor

MARY N. PIEPHO
District III Supervisor

KAREN MITCHOFF
District IV Supervisor

FEDERAL D. GLOVER
District V Supervisor

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ATTESTED: September 20, 2016

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: September 20, 2016

Subject: Resolution recognizing Kevin Van Buskirk, Labor Leader of the Year.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016**

☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Lauri 957-8860

cc:

ATTACHMENTS

Resolution No.
2016/517

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:
recognizing Kevin Van Buskirk as Labor Leader of the Year.

Resolution No. 2016/517

Whereas, life-long Contra Costa resident Kevin Van Buskirk attended Mount Diablo Unified Schools, graduating in June, 1979. In 1984, Kevin joined Sheet Metal Workers Local 104 as an indentured apprentice, embarking on a proud career of building Contra Costa and the Labor Movement; and

Whereas, in November, 1995, Business Manager, Robert G. Mammini appointed Van Buskirk Sheet Metal Workers' Local Union 104's first full-time Organizer; for the next five years, Van Buskirk organized the non-union workers and contractors through bottom up and top down organizing campaigns; and

Whereas, in 2000, Kevin was elected Business Representative for Sheet Metal Workers' Local Union 104, covering the Alameda/Contra Costa Counties jurisdiction. That same year, Kevin became a delegate to both the Contra Costa AFL-CIO Labor Council and The Contra Costa Building and Construction Trades Council, becoming President of the Contra Costa Building and Construction Trades Council as well as Vice-President of the Contra Costa Central Labor Council in 2007; and

Whereas, Van Burkirk and the leadership of Sheet Metal Workers Local 104 have a strong track record of member engagement in direct action, participating in voter registration drives, precinct walks and numerous other activities; and

Whereas, Kevin knows firsthand that unions change lives. He credits the union for being able raise his family and achieve the American Dream.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County does hereby honor and congratulate **Kevin Van Buskirk as the Labor Leader of the Year**.

CANDACE ANDERSEN

Chair,
District II Supervisor

JOHN GIOIA
District I Supervisor

MARY N. PIEPHO
District III Supervisor

KAREN MITCHOFF
District IV Supervisor

FEDERAL D. GLOVER
District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: September 20, 2016

Subject: Honoring St. Jerome Catholic Church o El Cerrito on its 75th Birthday.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors
on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Kate Rauch 510-231-8691

cc:

ATTACHMENTS

Resolution No.

2016/528

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2016/528

Honoring St. Jerome Catholic Church of El Cerrito on its 75th Birthday.

Whereas, St. Jerome Catholic Church is a parish community serving Kensington, El Cerrito, Berkeley, and Albany. The parish supports an active Saint Vincent de Paul conference, an accredited elementary school, a variety of social activities throughout the year, and music ministry at all four weekend Masses; and

Whereas, St. Jerome was founded in 1941, grew in size throughout the post War boom and today has an established, active congregation through many booms and shrinkages, in line with population growth and cultural and demographic changes; and

Whereas, St. Jerome parish is one of five parishes established in what was the Archdiocese of San Francisco in 1941 at the end of the Great Depression. In 1962 St. Jerome became part of the new Diocese of Oakland; and

Whereas, the church building was completed in June 1942. From 1945 to 1950 the parish population increased by thirty percent, ultimately reaching approximately 3,000 people in 1970. The elementary school was built in 1955. The parish population reached a plateau and then dropped by fifty percent between 1970 and 1985. In the eighties and nineties, St. Jerome stabilized as a smaller parish; and

Whereas, in 1991 the parish celebrated its 50th golden anniversary and renovated the worship space. Since the turn of the century the parish community has witnessed many changes. Despite these changes, Saint Jerome Parish and School continue to shine as beacons of Christian faith in our community; and

Whereas, the many community contributions of St. Jerome's include serving the needy through its chapter of the St. Vincent de Paul Society and its participation in the GRIP Souper Center; educating three generations of children through its operation of St. Jerome Catholic School; providing sports programs for El Cerrito youth through its volunteers in the Catholic Youth Organization; providing visits to elderly shut-ins, and housing activities of the Boys Scouts and Girl Scouts of America.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County do hereby honor and congratulate St. Jerome Catholic Church of El Cerrito, California on its 75th birthday, and thank the church for its devoted service to the Contra Costa community.

CANDACE ANDERSEN

Chair,
District II Supervisor

JOHN GIOIA

District I Supervisor

MARY N. PIEPHO

District III Supervisor

KAREN MITCHOFF

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: September 20, 2016

Subject: Resolution recognizing Jennifer Russell for 37 years of service to the City of Lafayette

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Lauri 957-8860

cc:

ATTACHMENTS

Resolution No.
2016/540

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2016/540

recognizing Jennifer Russell for 37 years of service to the City of Lafayette.

WHEREAS, Jennifer Russell was hired as the City of Lafayette's first permanent Parks, Trails, & Recreation employee in 1979; and

WHEREAS, in 1983 Jennifer was promoted to Parks, Trails & Recreation Director in which position she served with dignity, honor and respect for more than thirty years; and

WHEREAS, Jennifer oversaw the acquisition and conversion of the old Burton School into the City's first recreation center; facilitated the purchase and development of the Lafayette Community Park and Buckeye Fields; helped establish Lafayette's extensive trails program; and organized the purchase and improvement of Leigh Creekside Park; and

WHEREAS, Jennifer oversaw improvements including the Brook Street Playground, Community Park Playground, Community Park Group Picnic Area, Kathryn Petersen Bridge, Lafayette Pétanque Courts, Lafayette Multi-Sport Roller Hockey Rink, Buckeye Fields, Community Park Baseball Fields, and the Lafayette Community Center Bocce Court; and

WHEREAS, Jennifer helped managed the creation and adoption of the Lafayette Parks & Recreation Facilities Master Plan, Lafayette Community Park Master Plan, Trails Master, Trails Implementation Plan, Lafayette General Plan and Lafayette Downtown Specific Plan; and

WHEREAS, Jennifer worked alongside volunteers to blaze new trails; overseeing the opening of many City of Lafayette Trails including the Geoff Bellenger Trail, Hidden Oaks Trail, Moraga Road to Reservoir Trail, Silver Springs Trail, Petar Jakovina Trail, Walter Costa Trail and John Kiefer Trail; and

WHEREAS, Jennifer supported hundreds of community volunteers as she provided staff assistance to the Parks Subcommittee, Trails Subcommittee, Community Center Foundation, Parks, Trails & Recreation Commission; and

WHEREAS, Jennifer operated a self-sustaining recreation program for the City of Lafayette for twenty-five years; and

WHEREAS, Jennifer has been an exceptional agent and promoter of public trust.

Now, Therefore, Be It Resolved the Board of Supervisors of Contra Costa County does hereby honor and recognize Jennifer Russell for 37 years of dedication and service to Lafayette, and Contra Costa County.

CANDACE ANDERSEN

Chair,
District II Supervisor

JOHN GIOIA

District I Supervisor

MARY N. PIEPHO

District III Supervisor

KAREN MITCHOFF

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: September 20, 2016

Subject: RESOLUTION HONORING DAN PELLEGRINI FOR COUNTY AND COMMUNITY SERVICE

RECOMMENDATION(S):

ADOPT Resolution No. 2016/550 to recognize and honor Dan Pellegrini for a lifetime of public and community service to the citizens of Contra Costa County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016**

☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016
, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact:

cc:

ATTACHMENTS

Resolution No.
2016/550

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2016/550

**RECOGNIZING AND HONORING DAN PELLEGRINI FOR A LIFETIME OF PUBLIC AND COMMUNITY
SERVICE TO THE CITIZENS OF CONTRA COSTA COUNTY**

WHEREAS Dan Pellegrini dedicated himself to the service of Contra Costa County throughout his 38-year career in the Contra Costa County Public Works Department, retiring in 2004; and

WHEREAS, in addition to his devoted service as a County employee, Dan has generously given of his time and talents as an honorary member and chief cook for the Martinez Sportsmen's Club, as a Trustee of the Contra Costa Mosquito & Vector Control District, as barbecue captain for the Contra Costa County Sheriff's Posse, as a Director for the Contra Costa Water District Board, as a member of the East Bay Regional Park District Park Advisory Committee, and as a Senior Reserve Fire Fighter for Contra Costa County; and

WHEREAS Dan has been recognized over many years for his service on the Contra Costa County Fish and Wildlife Committee, an office which he has held for 34 years, beginning 1982 and continuing to this day; and

WHEREAS, Dan's work on the Fish & Wildlife Committee has contributed to the award of more than a million dollars towards community projects that benefit the protection, conservation, propagation, and preservation of fish and wildlife through the Annual Fish and Wildlife Propagation Grant program; and

WHEREAS, the Fish & Wildlife Committee organizes and annually sponsors the Contra Costa County Fish and Wildlife Fall Forum, providing an opportunity to learn more about the fish and wildlife resources of Contra Costa County and efforts of many individuals and organizations to protect and conserve these resources; and

WHEREAS, the Fish & Wildlife Committee developed and distributed the "Wildlife in Your Backyard Brochure" to inform residents in the County how to manage wildlife in urban settings; and

WHEREAS, never one to rest on his laurels, Dan continues to be extremely generous with his time and culinary skills, offering to barbecue for fundraising events throughout the county; and
NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Board of Supervisors does hereby recognize and honor Dan Pellegrini for a lifetime of public and community service in Contra Costa County.

CANDACE ANDERSEN

Chair,
District II Supervisor

JOHN GIOIA

District I Supervisor

MARY N. PIEPHO

District III Supervisor

FEDERAL D. GLOVER

District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: September 20, 2016

Subject: Resignations from the Workforce Development Board

RECOMMENDATION(S):

ACCEPT the resignations of Claudia Wentworth from the Workforce Development Board, Business Seat #3 and Teresa Lucido from the Workforce Development Board, Business Seat #9, DECLARE vacant the aforementioned seats, and DIRECT the Clerk of the Board to post the vacancies as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

Not applicable.

BACKGROUND:

Ms. Wentworth resigned May 6, 2016. She was appointed to the Workforce Development Board, Business Seat #3, March 29, 2016. This seat will expire June 30, 2020.

Ms. Lucido resigned May 25, 2016. She was appointed to the Workforce Development Board, Business Seat, #9, March 29, 2016. This seat will expire June 30, 2020.

The Workforce Development Board (WDB) is a business-led body whose mission is to shape and strengthen local and regional workforce development efforts. The WDB brings together leaders from business, economic development, education, labor, community-based organizations, and public agencies to align a variety of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Elaine Burres,
313-1717

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

resources and organizations to enhance the competitiveness of the local workforce and support economic vitality in Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:

The Workforce Development Board may not be able to conduct routine business.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: September 20, 2016

Subject: Accept Resignation of Jill Chioino from the Alcohol and Other Drugs Advisory Board

RECOMMENDATION(S):

ACCEPT the resignation of Jill Chioino, DECLARE a vacancy in the District V-A Seat on the Alcohol and Other Drugs Advisory Board, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Federal D. Glover.

FISCAL IMPACT:

None.

BACKGROUND:

The mission of the Contra Costa County Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding treatment and prevention of alcohol and drug abuse problems. They report their findings and recommendations to the Contra Costa Health Services Department, the Board of Supervisors and the communities they serve. The Alcohol and Other Drugs Advisory Board works in collaboration with the Alcohol and Other Drugs Services Division of Contra Costa Health Services. They provide input and recommendations as they pertain to alcohol and other drugs prevention, intervention, and treatment services.

CONSEQUENCE OF NEGATIVE ACTION:

The position would remain vacant.

CHILDREN'S IMPACT STATEMENT:

None.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Vinent Manuel (925)
427-8138

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: September 20, 2016

Subject: Accept Resignation of Robin Houdashell from the Alcohol and Other Drugs Advisory Board

RECOMMENDATION(S):

ACCEPT the resignation of Robin Houdashell, DECLARE a vacancy in the District V-B Seat on the Alcohol and Other Drugs Advisory Board, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Federal D. Glover.

FISCAL IMPACT:

None.

BACKGROUND:

The mission of the Contra Costa County Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding treatment and prevention of alcohol and drug abuse problems. They report their findings and recommendations to the Contra Costa Health Services Department, the Board of Supervisors and the communities they serve. The Alcohol and Other Drugs Advisory Board works in collaboration with the Alcohol and Other Drugs Services Division of Contra Costa Health Services. They provide input and recommendations as they pertain to alcohol and other drugs prevention, intervention, and treatment services.

CONSEQUENCE OF NEGATIVE ACTION:

The position would remain vacant.

CHILDREN'S IMPACT STATEMENT:

None.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: September 20, 2016

Contact: Vinent Manuel (925)
427-8138

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: September 20, 2016

Subject: Accept Resignation of Tobias Lester from the Library Commission

RECOMMENDATION(S):

ACCEPT the resignation of Tobias Lester, DECLARE a vacancy in the District V-Alternate Seat on the Library Commission, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Federal D. Glover.

FISCAL IMPACT:

None.

BACKGROUND:

Commission members serve in an advisory capacity to the Board of Supervisors and the County Librarian; to provide a community linkage to the County Library; to establish a forum for the community to express its views regarding goals and operations of the County Library; to assist the Board of Supervisors and the County Librarian to provide library services based on assessed public needs; and to develop and recommend proposals to the Board of Supervisors and the County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

CONSEQUENCE OF NEGATIVE ACTION:

The position would remain vacant.

CHILDREN'S IMPACT STATEMENT:

None.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Vincent Manuel (925)
427-8138

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Mary N. Piepho, District III Supervisor
Date: September 20, 2016

Subject: APPOINTMENT TO THE BETHEL ISLAND MAC

RECOMMENDATION(S):

APPOINT Mark Whitlock to the Appointee 1 seat on the Bethel Island Municipal Advisory Council to a term expiring December 31, 2016, as recommended by Supervisor Mary Nejedly Piepho.

Mark Whitlock
Bethel Island, CA 94511

FISCAL IMPACT:

None.

BACKGROUND:

The Appointee 1 seat was vacated by the Board of Supervisors on June 21, 2016 due to resignation. Applications were accepted and the recommendation to appointment the above individual was then determined.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Lea Castleberry (925)
252-4500

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Mary N. Piepho, District III Supervisor
Date: September 20, 2016

Subject: REAPPOINTMENT TO THE FAMILY AND CHILDREN'S TRUST COMMITTEE

RECOMMENDATION(S):

REAPPOINT Olga Jones to the District III Representative seat on the Family and Children's Trust Committee to a term expiring September 30, 2018, as recommended by Supervisor Mary Nejedly Piepho.

Olga Jones
Bethel Island, CA 94511

FISCAL IMPACT:

None.

BACKGROUND:

The District III Representative seat expires September 30, 2016. Applications were accepted and the recommendation to reappoint the above individual was then determined.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Lea Castleberry (925)
252-4500

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: September 20, 2016

Subject: Reduction to Health Benefit Exchange budget

RECOMMENDATION(S):

APPROVE and AUTHORIZE Appropriation and Revenue Adjustment No. 5009 authorizing the reduction of the budget for the Covered California Health Benefit Exchange. The contract originally designated to terminate on June 30, 2017 is now scheduled to terminate on December 31, 2016. As a result of the shortened timespan of the contract, the resulting staff and expenditure savings result in a reduction of the contract from \$14,411,997 to a new budget of \$4,000,000.

FISCAL IMPACT:

This contract is 100% Federal. There is no additional county cost as a result of this budget adjustment.

BACKGROUND:

The contract for the California Health Benefit Exchange was originally designated to end on June 30, 2017. The deadline has been accelerated on the new deadline for the termination of the contract is December 31, 2016. The new budget amount for FY 16/17 is \$4,000,000.

CONSEQUENCE OF NEGATIVE ACTION:

Appropriations will be overstated.

CHILDREN'S IMPACT STATEMENT:

N/A

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Erik Brown,
925-313-1561

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Approp Adj
5009

CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT
T/C 27

AUDITOR-CONTROLLER USE ONLY
FINAL APPROVAL NEEDED BY:
☒ BOARD OF SUPERVISORS
☒ COUNTY ADMINISTRATOR
☒ AUDITOR CONTROLLER

| ACCOUNT CODING | | DEPARTMENT : DEPT. 0506, EHSD, HEALTH BENEFIT EXCHANGE (HBEX) | | | |
|----------------|-------------------------|---|------------|--|----------|
| ORGANIZATION | EXPENDITURE SUB-ACCOUNT | EXPENDITURE ACCOUNT DESCRIPTION | <DECREASE> | | INCREASE |
| 5636 | 1011 | PERMANENT SALARIES | 5,930,420 | | |
| 5636 | 1013 | TEMPORARY SALARIES | | | 18,990 |
| 5636 | 1014 | PERMANENT OVERTIME | 1,000 | | |
| 5636 | 1015 | DEFERRED COMP | 130,153 | | |
| 5636 | 1019 | COMP SDI RECOVERIES | 3,409 | | |
| 5636 | 1042 | FICA/MEDICARE | 452,512 | | |
| 5636 | 1043 | RETIREMENT EXPENSE | 8,645 | | |
| 5636 | 1044 | RETIREMENT EXPENSE | 1,127,353 | | |
| 5636 | 1060 | EMPLOYEE GROUP INSURANCE | 1,159,408 | | |
| 5636 | 1063 | UNEMPLOYMENT INSURANCE | 15,967 | | |
| 5636 | 1070 | WORKERS COMP INSURANCE | 273,105 | | |
| 5636 | 1081 | LABOR RECEIVED/PROVIDED | 65,519 | | |
| 5636 | 2100 | OFFICE EXPENSES | 20,963 | | |
| 5636 | 2110 | COMMUNICATIONS | 689 | | |
| 5636 | 2111 | TELEPHONE EXCHANGE SERVICE | 2,565 | | |
| 5636 | 2131 | MINOR EQUIPMENT | 7,222 | | |
| 5636 | 2132 | MINOR COMPUTER EQUIPMENT | 3,485 | | |
| 5636 | 2170 | HOUSEHOLD EXPENSE | | | 32 |
| 5636 | 2250 | RENTS & LEASES | 7,540 | | |
| 5636 | 2262 | OCCUPANCY COSTS | 309,088 | | |
| 5636 | 2270 | MAINTENANCE EQUIPMENT | 44,466 | | |
| 5636 | 2284 | REQUESTED MAINTENANCE | 522 | | |
| 5636 | 2301 | AUTO MILEAGE EMPLOYEES | 5,515 | | |
| 5636 | 2303 | OTHER TRAVEL EMPLOYEES | 2,385 | | |
| 5636 | 2310 | PROFESSIONAL/SPECIALIZED SVCS | 19,750 | | |
| 5636 | 2315 | DATA PROCESSING SERVICE | 1,030 | | |
| 5636 | 2326 | INFORMATION SECURITY | 42 | | |
| 5635 | 2328 | ADMIN SERVICES | 662,414 | | |
| 5636 | 2335 | OTHER TELECOM | 7,750 | | |
| 5636 | 2340 | OTHER INTEROFFICE CHARGES | 169,540 | | |
| 5636 | 2479 | OTHER DEPARTMENTAL SPEC | 10,500 | | |
| 5636 | 3611 | INTERFUND EXP - GOV/GOV | | | 11,938 |
| TOTALS | | | 10,442,957 | | 30,960 |

APPROVED
AUDITOR-CONTROLLER:
BY: [Signature] DATE 9/7/16
COUNTY ADMINISTRATOR:
BY: [Signature] DATE 9/7/16
BOARD OF SUPERVISORS:
YES:
NO:
BY: _____ DATE _____


EXPLANATION OF REQUEST

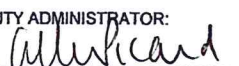
To reduce appropriated expenditures in FY 16/17 due to a reduction in HBEX budget to \$4M through December 2016.

[Signature]
Emilia Gabriele EHS, Chief Financial Officer 8/24/2016
SIGNATURE TITLE DATE
APPROPRIATION APOO 5009
ADJ. JOURNAL NO.

| | | | | | |
|---|------------------------|--|-----------------|--|-------------------------|
| CONTRA COSTA COUNTY ESTIMATED REVENUE ADJUSTMENT/ ALLOCATION ADJUSTMENT T/C 24 | | | | AUDITOR-CONTROLLER USE ONLY FINAL APPROVAL NEEDED BY: <input checked="" type="checkbox"/> BOARD OF SUPERVISORS <input checked="" type="checkbox"/> COUNTY ADMINISTRATOR <input checked="" type="checkbox"/> AUDITOR-CONTROLLER | |
| ACCOUNT CODING | | DEPARTMENT : DEPT. 0506, EHSD, HEALTH BENEFIT EXCHANGE (HBEX) | | | |
| ORGANIZATION | REVENUE ACCOUNT | REVENUE ACCOUNT DESCRIPTION | INCREASE | | <DECREASE> |
| 5636 | 9465 | ADMIN FEDERAL-OTHER | | | 10,411,997 |
| TOTALS | | | 0 00 | | 10,411,997 00 |

APPROVED

AUDITOR-CONTROLLER:
 BY:  DATE 9/7/16

COUNTY ADMINISTRATOR:
 BY:  DATE 9/7/16

BOARD OF SUPERVISORS:


YES:

NO:

BY: _____ DATE _____

EXPLANATION OF REQUEST:

To reduce appropriated revenue in FY 16/17 due to a reduction in the HBEX budget to \$4M through December 2016.


 Emilia Gabriele EHS, Chief Financial Officer 8/24/2016
 SIGNATURE TITLE DATE

REVENUE ADJ. JOURNAL NO.

RAOO 5009



Contra
Costa
County

To: Board of Supervisors
From: Mark Peterson, District Attorney
Date: September 20, 2016

Subject: Add One (1) Deputy District Attorney - Fixed Term and One (1) Sr. Inspector to the District Attorney's Office

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21944 to add one (1) Deputy District Attorney - Fixed Term (2KWD) (represented) position at salary plan and grade MAG 0002 (\$7,104 - \$7,637) and add one (1) District Attorney Senior Inspector (6KVA) (represented) position at salary plan and grade XJX 1970 (\$7,232 - \$10,012) in the District Attorney's Office, Consumer Protection unit.

FISCAL IMPACT:

\$396,113. The cost of these positions is covered 100% by the District Attorney's Consumer Protection Fund.

BACKGROUND:

In recent years, the Contra Costa County Office of the District Attorney has become more proactive in the Consumer Protection arena. We have become more involved in multi-jurisdictional task forces. Our increased participation has led to a more significant role in the civil cases that arise from the task force's enforcement efforts. For example, we are currently heading towards litigation on at least three major consumer protection civil cases.

In

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Cherie Mathisen, (925)
957-2234

cc: Cherie Mathisen

BACKGROUND: (CONT'D)

order to handle these cases and to continue to handle the consumer cases at the rate at which we are receiving referrals, we require one additional Senior Investigator position and one Deputy District Attorney position. All of the positions assigned to the Consumer Protection unit, including the newly created positions, are 100% funded with the District Attorney's Consumer Protection Fund. Deposits to those funds result from the settlement of Consumer cases and are required by various statutes to be spent on consumer protection enforcement. The DA Consumer Protection fund has sufficient resources to pay for these new positions long-term.

CONSEQUENCE OF NEGATIVE ACTION:

The District Attorney's office has received an increase in consumer protection cases that require additional staff to manage the increase in case referrals. The department has increased their involvement in multi-jurisdictional task forces; this has led to increased participation and a significant role in the civil cases that arise from the efforts of the task force. Adding these two positions will allow the Consumer Protection unit to handle the increase in referrals. If this action is not approved, the District Attorney's Office will be unable to add the positions requested in the Consumer Protection Unit.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21944

POSITION ADJUSTMENT REQUEST

NO. 21944
DATE 8/9/2016

Department District Attorney

Department No./

Budget Unit No. 0242 Org No. 2850 Agency No. 42

Action Requested: ADOPT Position Adjustment Request to add one (1) Deputy District Attorney Attorney - Fixed Term (2KTF) (represented) position at Salary level MAG 0002 (\$7,104 - \$7,637) and add one (1) District Attorney Senior Inspector (6KVA) (represented) position at salary level XJX 1970 (\$6,888 - \$9,535) in the Consumer Protection unit of the District Attorney's Office.

Proposed Effective Date: 09/21/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$396,113.00

Net County Cost \$0.00

Total this FY \$264,075.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Consumer Protection Funds

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Mark A. Peterson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

9/12/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/13/2016

Add one (1) Deputy District Attorney - Fixed Term (2KWD) (represented) position at salary plan and grade MAG 0002 (\$7,104 - \$7,637) and add one (1) District Attorney Senior Inspector (6KVA) (represented) position at salary plan and grade XJX 1970 (\$7,232 - \$10,012)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Amanda Monson

9/13/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/15/2016

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/15/2016

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 20, 2016

Subject: Add one (1) Assistant Director of Health Services-Exempt position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21902 to add one (1) permanent full-time Assistant Director of Health Services - Exempt position at salary level B82-1991 (\$8,566 - \$13,695) in the Health Services Department.
(Unrepresented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$254,718 with \$58,341 in estimated pension costs already included. This cost is entirely offset with Federally Qualified Health Care and Medi-Cal Waiver revenues.

BACKGROUND:

This position will report directly to the Health Services Director and will be responsible for ensuring the coordination among the various healthcare and social services delivery systems. The primary purpose of this assignment is to increase the opportunities around integrated/coordinated health and homeless services within county government and community. The position will work directly with key partners such as the Employment and Human Services Department, school districts, housing providers, law enforcement and cities seeking innovative ways to address the community's social, primary and behavioral needs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Jo-Anne Linares, 957-5240

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have the appropriate resources dedicated to ensuring the successful coordination and integration amongst various healthcare and social services delivery systems.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21902 HSD

POSITION ADJUSTMENT REQUEST

NO. 21902
DATE 7/25/2016

Department Health Services

Department No./

Budget Unit No. 0540 Org No. 6549 Agency No. A18

Action Requested: Add one (1) Assistant Director of Health Services-Exempt (VCB1) position in the Health Services Department.

Proposed Effective Date: 9/21/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$254,718.39

Net County Cost \$0.00

Total this FY \$212,265.32

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% FQHC and Medi-Cal Waiver Funds

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

9/13/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/13/2016

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/14/2016

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: September 20, 2016

Subject: Add one Deputy Sheriff- 40 hour position in the Field Operations Bureau – Resident Deputy Bayo Vista Community

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21943 to add one Deputy Sheriff-40 Hour (6XWA) (represented) position at salary plan and grade VHX 1688 (\$6,078 - \$7,573) in the Office of the Sheriff, Field Operations Bureau.

FISCAL IMPACT:

\$464,850, of which \$294,315 is covered by the Strengthening Law Enforcement and Community Relations grant from the California Board of State and Community Corrections (BSCC) and the remaining \$170,535 will come from budgeted General Fund revenue in the Sheriff's Office for a two year period. Of the County share of the cost, \$123,961 is attributable to employer pension costs.

BACKGROUND:

The Office of the Sheriff was awarded a *Strengthening Law Enforcement and Community Relations grant from the California Board of State and Community Corrections* to develop and implement a relationship based policing model through the presence and building of relationships between the Office of the Sheriff and the residents and community partners in the Bayo Vista Community. The Office of the Sheriff will

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Marcie Clark (925)
335-1545

BACKGROUND: (CONT'D)

work in partnership with the YMCA of the USA, Housing Authority of Contra Costa County, the Head Start Program, Lifelong Medical, John Swett Unified School District, and the Bayo Vista Resident Council to address current and emerging issues impacting at-risk youth in the Bayo Vista housing Development in the Rodeo area. The main goal of our proposal is to promote public trust and reaffirm our guardianship role within the Bayo Vista Community. A heightened focus will be placed on the issue of poverty, education, delinquency, health, and public safety and facilitating an achievable path for betterment through collaboration, positive interaction, creative programming, and successful resource allocation.

CONSEQUENCE OF NEGATIVE ACTION:

If the action is not approved, it would preclude the Office of the Sheriff's efforts to develop a more comprehensive service delivery model that is based on policing through the presence and building of relationships between the Office of the Sheriff and the residents and community partners in the Bayo Vista community.

CHILDREN'S IMPACT STATEMENT:

No Impact.

ATTACHMENTS

P300 No. 21943

POSITION ADJUSTMENT REQUEST

NO. 21943
DATE 8/8/2016

Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2505 Agency No. 25

Action Requested: Add one (1) Deputy Sheriff (6XWA) position – Field Operations Bureau – Resident Deputy Bayo Vista Community

Proposed Effective Date: 9/1/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$232,425.00

Net County Cost \$85,267.00

Total this FY \$213,056.25

N.C.C. this FY \$78,161.42

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 63% State, 37% County In-Kind Match

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

9/13/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/14/2016

Add one Deputy Sheriff-40 Hour (6XWA) (represented) position at salary plan and grade VHX 1688 (\$6,078 - \$7,573)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Tanya Williams

9/14/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/14/2016

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/14/2016

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: Robin Lipetzky, Public Defender
Date: September 20, 2016

Subject: Increase the hours of one part-time DPD IV and cancel one part-time DPD IV

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21918 to increase the hours of one (1) Deputy Public Defender IV (25TA) (represented) position no. 16478 at salary plan and grade JDX 2248 (\$10,903 - \$13,253) from part-time (20/40) to full-time (40/40) and cancel one (1) part-time (20/40) Deputy Public Defender IV (25TA) (represented) position no. 13526) at salary plan and grade JDX 2248 (\$10,903 - \$13,253) in the Public Defender's Office.

FISCAL IMPACT:

Annual cost savings to General Fund of \$12,000, resulting from employee benefit (health & dental insurance) savings.

BACKGROUND:

The Public Defender's Office has expressed difficulty in hiring for part-time Deputy Public Defenders and is requesting to increase the hours of one part-time Deputy Public Defender IV position to full-time and canceling another part-time Deputy Public Defender IV position

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Richard Loomis, (925)
335-8093

BACKGROUND: (CONT'D)

(vacant). The Department will be able to accomplish the workload necessary for the Parole Revocation Program with this new position. This action has no impact to FTE counts and results in a budgetary savings, due to employee benefit cost savings.

CONSEQUENCE OF NEGATIVE ACTION:

The Parole Revocation Program requires a full-time Deputy Public Defender IV position. If this action is not approved this may create delays in addressing the services necessary to support the program.

CHILDREN'S IMPACT STATEMENT:

No Impact.

ATTACHMENTS

AIR 26725 P300 21918

POSITION ADJUSTMENT REQUEST

NO. 21918
DATE 8/23/2016

Department Public Defender

Department No./

Budget Unit No. 0243 Org No. 2918 Agency No. 43

Action Requested: ADOPT Position Adjustment to increase the hours of one (1) part-time (20/40) Deputy Public Defender IV (25TA)(represented)(posion no. 16478) from part-time (20/40) to full-time(40/40) and cancel one (1) part-time (20/40) Deputy Public Defender IV (25TA) (represented)(position no. 13526)

Proposed Effective Date: 9/14/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Neutral

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Richard Loomis, Adm Svcs Asst 08/23/16

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

8/30/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/7/2016

Increase the hours of one (1) Deputy Public Defender IV (25TA) (represented) position no. 16478 at salary plan and grade JDX 2248 (\$10,903 - \$13,253) from part-time (20/40) to full-time (40/40) and cancel one (1) part-time (20/40) Deputy Public Defender IV (25TA) (represented) position no. 13526) at salary plan and grade JDX 2248 (\$10,903 - \$13,253) in the Public Defender's Office.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Gladys Scott Reid

9/7/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department 0243

Date 9/7/2016

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 20, 2016

Subject: Increase position hours in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21950 to increase the hours of permanent part-time Registered Nurse - Experienced Level (VWXD) position #8831 at salary level and grade L3H 0400 (\$8,049 - \$8,972) from 32/40 to 40/40 in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$30,881, with \$7,457 in estimated pension costs. The cost will be funded by Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to increase the hours of permanent part-time Registered Nurse - Experienced Level position #8831 from 32/40 to 40/40. The incumbent has been working the increased hours for the past two years as an evening and Saturday primary care registered nurse at the Pittsburg Health Center. In addition to the requirement of Title 22 regulations which warrants a registered nurse to be in the building at all times when the clinic is open, the incumbent also helps in managing nurse run clinics such as Blood Pressure Clinics for PRIME, TB clinic, Patient Education, etc.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016**

☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: 925-957-5240

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be enough staff hours to meet the patient care needs in the Pittsburgh Health Center.

CHILDREN'S IMPACT STATEMENT:

Not Applicable.

ATTACHMENTS

P300 No. 21950 HSD

POSITION ADJUSTMENT REQUEST

NO. 21950
DATE 8/23/2016

Department Health Services/Pittsburg HealthCenter Department No./
Budget Unit No. 0540 Org No. 6388 Agency No. A18

Action Requested: Increase the hours of one (1) permanent part-time Registered Nurse - Experienced Level (VWXD) position #8831 from 32/40 to 40/40 in the Health Services Department.

Proposed Effective Date: 10/1/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$30,881.76

Net County Cost \$0.00

Total this FY \$25,734.80

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Abigail O'Connor

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

9/13/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/13/2016

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/15/2016

No. _____

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 20, 2016

Subject: Increase position hours in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21953 to increase the hours of permanent part-time Community Health Worker II (VKVB) position #9875 (represented) at salary level and grade TC5 1043 (\$3,251 - \$3,951) from 36/40 to 40/40 in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$6,971, with \$1,683 in pension costs. The cost will be funded by Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to increase the hours of permanent part-time Community Health Worker II position #9875 (represented) from 36/40 to 40/40. The incumbent has been working the increased hours to help with the West County Health Center's flow of two suites. With the growth of Family Practice visits, the health center receives approximately 3,700 patients seeking care in one month. The incumbent's responsibility is to make sure all rooms are well stocked, to assist the nurses with preparing patients for their visits, to assist in the group clinics, and to cover the health center's information windows. ?

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: 925-957-5240

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be enough staff hours to meet the patient care needs in the West County Health Center.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21953 HSD

POSITION ADJUSTMENT REQUEST

NO. 21953
DATE 8/23/2016

Department Health Services/WestCountyHealthCenter Department No./
Budget Unit No. 0540 Org No. 6384 Agency No. A18
Action Requested: Increase hours of one (1) permanent part-time Community Health Worker II (VKVB) position #9875 from 36/40 to 40/40 in the Health Services Department.

Proposed Effective Date: 10/01/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$6,971.33

Net County Cost \$0.00

Total this FY \$5,809.44

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Abigail O'Connor

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

9/14/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/14/2016

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/15/2016

No. _____

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 20, 2016

Subject: Increase position hours in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21954 to increase the hours of one Sterile Processing and Distribution Technician (1EWA) position #14611 (represented) at salary level and grade TA5 1015 (\$3,162 - \$3,843) from permanent intermittent to permanent full-time 40/40 in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$35,833, with \$16,375 in pension costs. The cost will be funded by Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to increase the hours of one Sterile Processing Distribution Technician position #14611 from permanent intermittent to permanent full-time 40/40. The West County Health Center is in need of the incumbent to work 40/40 hours due to the growth of the Family Practice and Specialty Clinics. West County Health Center is also providing dental services to the community, therefore, there is a need to help in sterilizing dental instruments, etc. West County Health Center is also supporting the School Based Dental Clinics instruments

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: 925-957-5240

cc:

BACKGROUND: (CONT'D)

sterilization and has 93 Specialty Clinics per week (i.e. GYN, Minor, Plastic, Podiatry, Flex, Cysto, etc.) With this tremendous growth, the incumbent is needed to make sure that the equipment and instruments are properly sterilized to meet the State and JCAHO requirement.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be enough staff hours to meet the patient care needs in the West County Health Center.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21954 HSD

POSITION ADJUSTMENT REQUEST

NO. 21954
DATE 8/23/2016

Department No./
Department Health Services/WestCountyHealthCenter Budget Unit No. 0540 Org No. 6384 Agency No. A18

Action Requested: Increase hours of one (1) Sterile Processing and Distribution Technician (1EWA) position #14611 from permanent intermittent to permanent full-time 40/40 in the Health Services Department.

Proposed Effective Date: 10/1/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$35,833.77

Net County Cost \$0.00

Total this FY \$29,861.47

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Abigail O'Connor

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

9/14/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/14/2016

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/15/2016

No. _____

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 20, 2016

Subject: Add one Administrative Services Assistant III position and cancel vacant Health Services Planner/Evaluator position #14250 in the Health Services Dept

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21951 to add one (1) Administrative Services Assistant III (APTA) position at salary plan and grade level ZB5 – 1631 (\$5,819 – \$7,074) and cancel vacant Health Services Planner/Evaluator Level B Project (VAS1) position #14250 at salary plan and grade level Z22 – 1323 (\$4,420 – \$7,242) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in approximate annual savings of \$2,971 with estimated pension savings of \$717 already included. (Mental Health Services Act)

BACKGROUND:

The Health Services Department is requesting to add a permanent full time Administrative Services Assistant III position and cancel vacant Health Services Planner/Evaluator Level B Project position #14250 for Behavioral Health Division's Mental Health Services Act Program. Currently this position is responsible for the administration and operation of this data

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board
of Supervisors

Contact: Melissa Carofanello -
melissa.carofanello@hsd.cccounty.us - 925-957-5248

By: Chris Heck, Deputy

cc:

BACKGROUND: (CONT'D)

driven management system which includes: MHSA funded budget, personnel management, organizational development, staffing and capital outlays. The roles and responsibilities of this position are to gather and analyze data, recommend courses of actions for administrative decision-making, and participate in departmental meetings appropriate to subject matter expertise. The State of California has extended and expanded the funding for the Mental Health Services Act ensuring the funding stream for this position and justifying its conversion from a project position to a permanent position. Health Services has determined the more appropriate classification and categorization to perform the duties associated with the support and administration of the MHSA program activities would be better suited with the classification of Administrative Services Assistant III than that of a Health Services Planner/Evaluator Level B Project.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not have the appropriate level of staffing in the program and data analysis for its Mental Health Services Act Program Administration.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21951 HSD

POSITION ADJUSTMENT REQUEST

NO. 21951
DATE 8/24/2016

Department HEALTH SERVICES

Department No./

Budget Unit No. 0467 Org No. 5721 Agency No. A18

Action Requested: Add one full-time Administrative Services Assistant III (APTA) position and cancel vacant Health Services Planner/Evaluator Level B Project (VAS1) position #14250 in the Health Services Department.

Proposed Effective Date: 9/21/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Melissa Carofanello

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

9/13/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/13/2016

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/14/2016

No. _____

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 20, 2016

Subject: Add and cancel positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21952 to add one (1) full-time Account Clerk Supervisor (JDHD) position at salary level and grade K6X 1340 (\$4,351 - \$5,557) and cancel vacant Clerk - Specialist Level (JWXD) position #7136 in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$16,326, with \$3,942 in estimated pension costs. The cost will be funded 100% by Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to add one full-time Account Clerk Supervisor (JDHD) and cancel one vacant Clerk - Specialist Level position. The Patient Accounting Department currently has one Clerical Supervisor who supervises a unit consisting of 11 Account Clerks divided in two teams. One team focuses on billing claims, insurance follow ups, and payment posting while the other team deals heavily with customers addressing collection phone calls, over-the-counter payment receipting, complaints and inquiries, and providing income verification for Medical

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: 925-957-5240

cc:

BACKGROUND: (CONT'D)

coverages. The Account Clerk Supervisor is needed to provide adequate supervision to the team. Supervision will be divided between the Account Clerk Supervisor and Clerical Supervisor based on the work assignment and area of expertise needed to successfully lead both teams.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it will continue to cause a very stressful situation for the lone supervisor handling all 15 staff members with different job functions. No adequate support, training, and supervision can be provided to the rest of the team since all of the time spent is on the customer service functions.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21952 HSD

POSITION ADJUSTMENT REQUEST

NO. 21952
DATE 8/23/2016

Department Health Services/Patient Accounting Department No./
Budget Unit No. 0540 Org No. 6569 Agency No. A18

Action Requested: Add one full-time (1) Account Clerk Supervisor (JDHD) position and cancel one (1) vacant Clerk - Specialist Level position #7136 in the Health Services Department.

Proposed Effective Date: 9/21/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$16,326.70

Net County Cost \$0.00

Total this FY \$13,605.58

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Abigail O'Connor

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

9/13/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 9/13/2016

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/14/2016

No. _____

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: Mark Peterson, District Attorney
Date: September 20, 2016

Subject: Add One (1) District Attorney Lieutenant of Inspectors to the District Attorney's Office

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21945 to add one (1) District Attorney Lieutenant of Inspectors (6KNB) (unrepresented) position at salary plan and grade B1Y 2019 (\$8,442 - \$10,518) and cancel one (1) District Attorney Senior Inspector (6KVA) (represented) position at salary plan and grade XJX 1970 (\$7,232 - \$10,012) in the District Attorney's office.

FISCAL IMPACT:

The cost of adding a Lieutenant position is primarily offset by savings from canceling a Sr. Inspector position. Additional costs of approximately \$11,800, including benefits will be covered by District Attorney Asset Forfeiture funds.

BACKGROUND:

The District Attorney's office Investigative Unit currently has only two (2) Lieutenants and a Director of Forensic and Technical Services to manage 31 current internal staff; and the office is in the process of filling additional Sr. Inspector positions. In addition,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Cherie Mathisen, (925)
957-2234

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Cherie Mathisen

BACKGROUND: (CONT'D)

one of the two current lieutenants primarily supervises staff from many different law enforcement agencies while coordinating a variety of ongoing county-wide law enforcement operations. The District Attorney's office span of control for our Lieutenants far exceeds the Industry Standard for a law enforcement unit which recommends seven (7) direct reports. Adding a Lieutenant will improve the supervision of the unit, and bring the span of control closer to the industry standard.

CONSEQUENCE OF NEGATIVE ACTION:

Currently the District Attorney's office span of control far exceeds the recommended industry standards for law enforcement; adding this position will improve the recommended seven (7) direct reports ratio. If this action is not approved the District Attorney's Office will be unable to make the indicated staffing changes that will bring them closer to the industry standards for law enforcement.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21945

POSITION ADJUSTMENT REQUEST

NO. 21945
DATE 9/20/2016

Department District Attorney

Department No./

Budget Unit No. 0242 Org No. 2820 Agency No. 42

Action Requested: ADOPT Position Adjustment Resolution No. 21945 to cancel one (1) District Attorney Senior Inspector (6KVA) (represented) position at salary plan and grade XJX 1970 (\$6,888 - \$9,535) and add one (1) District Attorney Lieutenant of Inspectors (6KNB) (unrepresented) position at salary plan and grade B1Y 2019 (\$8,040 - \$10,017) in the District Attorney's office.

Proposed Effective Date: 9/21/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$11,800.00

Net County Cost \$0.00

Total this FY \$8,850.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Asset Forfeiture funds

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Mark A. Peterson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

9/12/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/13/2016

Add one (1) District Attorney Lieutenant of Inspectors (6KNB) (unrepresented) position at salary plan and grade B1Y 2019 (\$8,442 - \$10,518) and cancel one (1) District Attorney Senior Inspector (6KVA) (represented) position at salary plan and grade XJX 1970 (\$7,232 - \$10,012)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Amanda Monson

9/13/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 9/14/2016

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/14/2016

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
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5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
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 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
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 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: September 20, 2016

Subject: Add one Animal Clinic Veterinarian-Exempt position in the Animal Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21940 to add one (1) Animal Clinic Veterinarian-Exempt (BKS1) (unrepresented) position at salary plan and grade B85 1957 (\$8,042-\$9,775) in the Animal Services Department.

FISCAL IMPACT:

Upon approval, the cost of this action will be \$166,180 for fiscal year 2016/17. This position will include an annual pension expense of \$42,029. This position will be funded by 32% User Fees, 31% City Revenue, 37% County General Fund. The revenue to support this position will be continued in fiscal year 2017/18.

BACKGROUND:

A licensed Veterinarian is required in order to perform the services that the Animal Services Department carries out on a daily basis. The Animal Clinic Veterinarian-Exempt will manage all medical-related divisions within the department, including the oversight of all veterinary medical program and shelter staff. In conjunction with other shelter Veterinarians and staff, this position will monitor and ensure that shelter facilities are well-maintained and in continued sanitary condition by analyzing and monitoring

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Arturo Castillo (925)
335-8370

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Arturo Castillo

BACKGROUND: (CONT'D)

population disease control. The incumbent will ensure that staff is appropriately assisting Veterinarians in providing medical, surgical and postoperative services to animals; will coordinate euthanasia processes and certification training for staff; and will perform additional tasks that are integral to maintaining operations within the Shelter.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, health care services cannot be performed, leaving the Department as a whole unable to operate. In turn, sheltered animals' health conditions will suffer along with endangering the members of the public.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21940 ASD

POSITION ADJUSTMENT REQUEST

NO. 21940
DATE 9/8/2016

Department Animal Services

Department No./

Budget Unit No. 0366 Org No. 3340 Agency No. 36

Action Requested: Add one Animal Clinic Veterinarian-Exempt (BSK1) (unrepresented) position. (32% User Fees, 31% City Revenues, 37% County)

Proposed Effective Date: 10/1/2016

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$199,416.00

Net County Cost \$73,784.00

Total this FY \$166,180.00

N.C.C. this FY \$61,487.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 32% User Fees, 31% City Revenues, 37% County General Fund

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Arturo Castillo

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

9/8/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/8/2016

Add one (1) Animal Clinic Veterinarian-Exempt (BKS1) (unrepresented) position at salary plan and grade B85 1957 (\$8,042-\$9,775).

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Lauren Ludwig

9/8/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/15/2016

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION
Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 9/15/2016

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
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6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
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 - d. political implications
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 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: License Agreement to Lease Public Defender Parking Spaces - 525 Green Street, Martinez

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a License Agreement with 525 Green Street, LLC, for the use of ten (10) parking spaces located at 525 Green Street, Martinez, by the County's Public Defender. The term of the license is for two years, beginning July 1, 2016 through June 30, 2018, with three one-year renewal options. The annual rental payment is \$8,400. (WLP118)

FISCAL IMPACT:

100% General Fund

BACKGROUND:

The Public Defender uses this facility as parking space for the Alternate Defender's Office. The Public Defender wants to execute a two-year term with three one-year renewal options. This will allow the Public Defender to accommodate the Alternate Defender's Office employees. This property was originally leased from The Barlettani Family Trust under a license agreement dated September 8, 2006. The property was recently sold to 525 Green Street, LLC.



APPROVE



OTHER



RECOMMENDATION OF CNTY



RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/20/2016**



APPROVED AS
RECOMMENDED



OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Veronica Whitfield, (925)
313-2130

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this License is not approved, the Public Defender's - Alternate Defender's Office will incur additional expenses in finding a new location.

ATTACHMENTS

License Agreement - 525 Green St., Martinez

LICENSE AGREEMENT

525 GREEN STREET
MARTINEZ, CALIFORNIA

This License Agreement ("Agreement") is effective July 1, 2016, and is between 525 GREEN STREET, LLC, a California limited liability company ("LICENSOR") and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("COUNTY").

RECITALS

- A. LICENSOR is the owner of the real property located at 525 Green Street, Martinez, California ("Property"), which includes a parking lot ("Parking Lot") as shown on Exhibit A.
- B. COUNTY seeks the use of parking spaces in the Parking Lot.
- C. Under a license agreement dated September 8, 2006, COUNTY licensed parking spaces in the Parking Lot from the previous owner of the Property (the "2006 License"). As of the effective date of this Agreement, the 2006 License is terminated.

The parties therefore agree as follows:

AGREEMENT

- 1. Grant of License. LICENSOR hereby grants to COUNTY an exclusive license to use ten (10) designated parking spaces in the Parking Lot, as shown on Exhibit A, together with nonexclusive rights of ingress and egress to the Parking Lot.
- 2. Term. The term of this Agreement is for two (2) years, commencing July 1, 2016 through June 30, 2018. This Agreement will automatically renew on the same terms and conditions, including the monthly fee, every year on a year-to-year basis, with a maximum of three (3) one-year renewals, unless written notice is received by LICENSOR from COUNTY no later than ninety (90) days prior to the expiration of the then-current term.
- 3. Fee. As consideration for this Agreement, COUNTY agrees to pay to LICENSOR a monthly fee of SEVEN HUNDRED DOLLARS (\$700.00), payable in arrears on or before the tenth (10th) day of each month during the term of this Agreement. Payment is to be mailed and made payable to: 525 Green Street, LLC, c/o Brian C. Chien, 525 Green Street, Martinez, CA 94553, or to any other location designated in writing by LICENSOR.
- 4. Use of Parking Lot. COUNTY may use the Parking Lot for vehicle parking only and for no other purpose.

5. Maintenance. LICENSOR is responsible for the maintenance and repair of the Parking Lot and shall keep the Parking Lot in a condition such that COUNTY may use it as a parking lot. County has no responsibility for the maintenance or repair of the Parking Lot.
6. Alterations, Fixtures and Signs. At COUNTY's sole cost and expense, COUNTY may erect and attach signs within the Parking Lot, provided the signs meet then-existing code requirements. The COUNTY shall obtain LICENSOR's approval of any signs prior to installing or erecting the signs, which approval may not be unreasonably withheld. Any signs installed or erected by the COUNTY may be removed by the COUNTY prior to the termination of this Agreement.
7. Hold Harmless. COUNTY agrees to indemnify and hold harmless LICENSOR from COUNTY'S share of any and all claims, costs, and liability for the damage, injury, or death of or to any person or the property of the person, including attorney's fees, arising out of negligent acts, errors, or omissions of COUNTY, its officers, employees, or agents in connection with COUNTY'S use of the Parking Lot pursuant to this Agreement. COUNTY is not liable for any structural or other failure of the Parking Lot, or for liability that is attributable, in whole or in part, to the sole negligence or sole willful misconduct of LICENSOR, its officers, employees, or agents.

LICENSOR agrees to indemnify and hold harmless COUNTY from the LICENSOR's share of any and all claims, costs, and liability for the damage, injury, or death of or to any person or the property of the person, including attorney's fees, arising out of negligent acts, errors, or omissions of LICENSOR, its officers, employees, or agents in connection with this Agreement.

8. Notifications. Any demand or notice to the other party is to be in writing and sent by facsimile, delivered personally upon the other, or sent by prepaid certified mail addressed as follows:

LICENSOR: 525 Green Street, LLC
 Attn: Brian C. Chien
 525 Green Street
 Martinez, CA 94553
 Phone: (510) 741-8182
 Fax: (510) 741-7874

COUNTY: Contra Costa County
 Public Works Real Estate Division
 Attn: Real Estate Manager
 255 Glacier Drive
 Martinez, CA 94553
 Phone: (925) 313-2220
 Fax: (925) 646-0288

9. Quiet Enjoyment. Provided COUNTY is in compliance with the terms of this Agreement, LICENSOR shall warrant and defend COUNTY in the quiet enjoyment and possession of the Parking Lot during the term of this Agreement.

10. Assignment and Transfer. COUNTY may assign or transfer this Agreement or any part of it at any time during the term of the Agreement, subject to the written approval of the LICENSOR.
11. Severability. In the event that any provision of this Agreement is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this Agreement will not in any way be affected or impaired.
12. Termination. COUNTY may terminate this Agreement at any time by providing at least sixty (60) days written notice in accordance with Paragraph 8 of this Agreement.
13. Governing Law. The laws of the State of California govern all matters arising out of this Agreement.
14. Amendments. No provision of this Agreement may be amended or modified except by an agreement in writing executed by COUNTY and LICENSOR.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

15. Entire Agreement. This Agreement contains the entire agreement between the parties relating to use of the Parking Lot by COUNTY. No alteration or variation of this Agreement is valid or binding unless it is made in writing and signed by the parties.

COUNTY

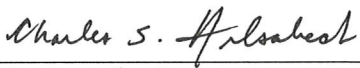
COUNTY OF CONTRA COSTA,
a political subdivision of the State of
California

By _____
Julia R. Bueren
Director of Public Works

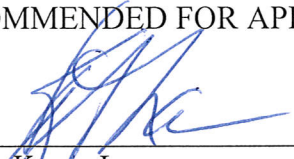
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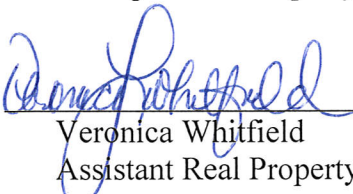
525 GREEN STREET, LLC,
a California Limited Liability Corporation

By _____
Brian C. Chien,
Managing Member

By _____
Charles ~~A~~ Hilsabeck
Managing Member

RECOMMENDED FOR APPROVAL:

By _____
Karen Laws
Principal Real Property Agent

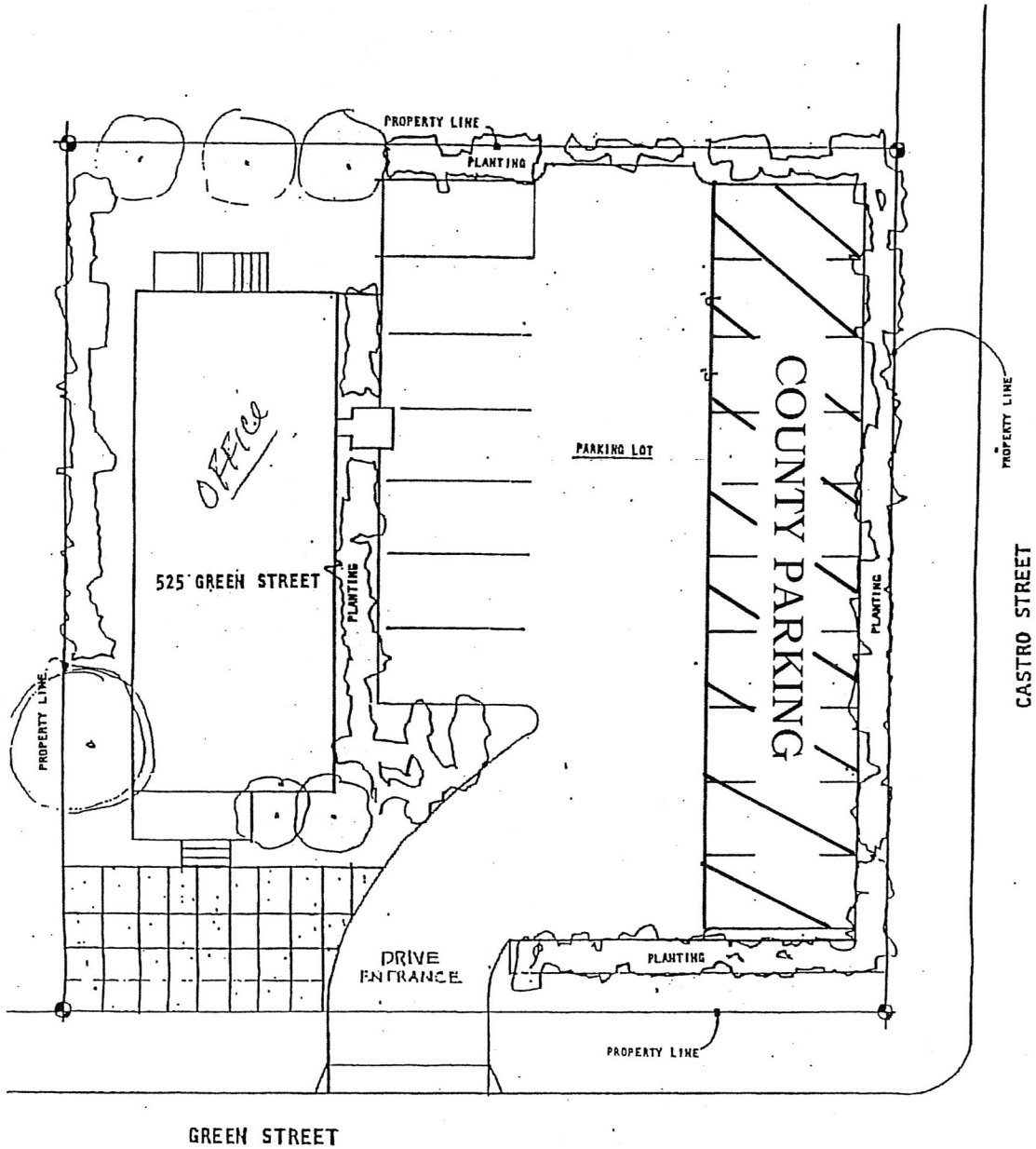
By _____
Veronica Whitfield
Assistant Real Property

APPROVED AS TO FORM:

SHARON L. ANDERSON
County Counsel

By _____
Kathleen M. Andrus
Deputy County Counsel

EXHIBIT A





**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Termination of Lease - 1352 Fitzuren Road, Antioch

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to terminate a lease dated February 1, 2016, between the County and Ron Scheile for real property located at 1352 Fitzuren Road, Antioch. AUTHORIZE County Counsel to pursue legal action to regain possession of the property.

FISCAL IMPACT:

Flood Control Drainage Area 55, Fund 7579 will no longer receive rent under the lease in the amount of \$700 per month.

BACKGROUND:

The County and Ron Scheile (Tenant) entered into a lease in June 2010, under which Tenant leased from the County approximately 25,000 square feet of land to operate a vehicle storage business. In February 2016, the County and the Tenant entered into the current lease.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Julin Perez-Berntsen,
(925) 313-2010

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In August 2016, the County was contacted by a Code Enforcement Officer from the City of Antioch. The officer indicated that the City had received one or more complaints about people living in recreational vehicles that are parked on the property. The lease does not allow the property to be used for this purpose. In addition, the lease does not allow the Tenant to assign or sublease the property. On August 18, 2016, the County received a notice of violations from the City.

Under the terms of the lease, the County may terminate the lease by giving a 30-day notice to the Tenant. Staff recommends terminating the lease. In addition, staff recommends that County Counsel be given authority to pursue legal action in the event that the Tenant, and anyone else claiming an interest in the property, fails to surrender possession of the property by the end of the 30-day period.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to terminate the lease and regain possession of the property could result in continued use of recreational vehicles as residences.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: September 20, 2016

Subject: Agreement between Contra Costa County and the City of Pittsburg for the Housing Rehabilitation Loan Program

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute an agreement with the City of Pittsburg to pay the County an amount not to exceed \$100,000 for the purpose of administering the City's Housing Rehabilitation Loan Program, for the period July 1, 2016 through June 30, 2017.

FISCAL IMPACT:

No fiscal impact to the General Fund. All funds are provided by the City of Pittsburg.

BACKGROUND:

The County Department of Conservation and Development administers a housing rehabilitation loan program through its Neighborhood Preservation Program (NPP). NPP offers low-interest loans to low-income households who own and occupy their home. The loan recipients qualify for loan assistance under County guidelines and U.S. Department of Housing and Urban Development (HUD) regulations.

The City of Pittsburg

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Kara Douglas
674-7880

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

wishes to enter into an agreement with the County to enable the County NPP to administer the City's Housing Rehabilitation Loan Program. The program offers loans to homeowners who cannot obtain conventional financing. Funds are used to eliminate conditions that are detrimental to health and safety, and for repairs such as roofing, electrical, plumbing, mechanical, termite repairs, lead-based paint mitigation, disability access improvements, interior and exterior painting, and other necessary deferred maintenance repairs. The program promotes the stabilization and enhancement of older neighborhoods to encourage a sense of pride in the neighborhood.

The City of Pittsburg has Community Development Block Grant (CDBG) funds from HUD, and has approved and authorized the expenditure of \$100,000 for this program.

In order for the County to administer the program, the City of Pittsburg and the County need to enter into the attached CDBG Housing Rehabilitation Loan Program Administration Agreement. The City of Pittsburg will pay the County a minimum of \$750 for each reviewed applicant, up to 20 percent of the total loan, as compensation for the services provided by the County to the City.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors does not approve the contract, the program will be delayed or canceled and the County will not receive the administrative fees that are earned through implementation of this program.

CHILDREN'S IMPACT STATEMENT:

N/A

ATTACHMENTS

CDBG Housing Rehabilitation Loan Program Administrative Agreement - FY2016-17

CDBG HOUSING REHABILITATION LOAN PROGRAM ADMINISTRATION AGREEMENT

This administration agreement (this "Agreement"), dated as of July 1, 2016, is entered into between Contra Costa County, a political subdivision of the State of California (the "County"), and the City of Pittsburg, a California municipal corporation (the "City").

RECITALS

- A. The City has received Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development ("HUD") pursuant to the provisions of Title I of the Housing and Community Development Act of 1974, as amended.
- B. The City has approved the use of One Hundred Thousand Dollars (\$100,000) of CDBG funds for fiscal year 2016-2017 for a housing rehabilitation loan program. The program will be directed to owner-occupied single-family residences in Pittsburg.
- C. The City desires to have the County administer the City's housing rehabilitation loan program. The City is willing to pay the County for providing the services described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

AGREEMENT

- 1. Term. Unless sooner terminated as provided in this Agreement, the term of this Agreement is from July 1, 2016 through June 30, 2017.
- 2. County Obligations.
 - a. Intake and Review. The County will provide the following services related to the intake and review of loan and grant applications:
 - i. Distribute loan application forms to interested property owners.
 - ii. Consult with property owners and provide information regarding CDBG requirements.
 - iii. Review applications to determine each applicant's loan eligibility. To be eligible for a loan of CDBG funds, applicants must meet the most current loan and moderate-income guidelines established by HUD and the City for the CDBG program. Eligibility for a loan of CDBG funds will be based on the criteria set forth in the Home Rehabilitation Loan and Emergency Grant Program Policies and Guidelines (Exhibit A) attached hereto.
 - iv. Confirm property is located within the boundaries of the City of Pittsburg.

- v. Determine whether property complies with federal environmental requirements with respect to historic preservation, floodplain management, explosive and flammable operations and toxic chemical/radioactive materials. Provide information to the City to enable City to complete Appendix A of the HUD Environmental Rehabilitation Review Sheet. If applicable, advise the City of the need for consultation with the State Historic Preservation Officer (SHPO). Wait for environmental clearance from the City before proceeding with loan application.
 - vi. Approve loans to eligible applicants in an amount not to exceed Thirty Thousand Dollars (\$30,000). Submit a copy of each approved loan application to the City, along with a copy of the executed promissory note and deed of trust.
 - vii. Amortizing Loan Processing. If a loan requires regular monthly payments of principal and interest, the County will:
 - 1. Send monthly statements to the borrower with the current loan balance and amount due.
 - 2. Collect monthly payments from the borrower.
 - 3. Remit funds to the City quarterly on October 1, January 1, April 1 and July 1.
- b. Loan Processing. If a loan application is approved, the County will:
- i. Conduct initial inspection of properties of eligible applicants and prepare inspection reports.
 - ii. Assist eligible applicants with securing contractual services to undertake eligible work, including preparing bid packages, noticing the availability of bid packages, reviewing bids received, and confirming the contractor and any subcontractors are not on the County list of debarred, suspended, or ineligible contractors. The County may assist the applicant in choosing a contractor from the County's courtesy list of contractors or may assist the applicant in choosing a contractor who has a license from the State Contractor's Board and a business license from the City of Pittsburgh.
 - iii. Assist eligible applicants with the preparation of loan application documents.
 - iv. If a loan is approved, prepare the loan documents between the homeowner and the City, under which the homeowner evidences its obligation to repay the loan through the execution of a promissory note, which note is secured by a deed of trust that names the City as the beneficiary.
 - v. Verify the contractor's general liability, automobile liability and workers' compensation insurance coverage prior to each project start date. Contractor's general liability policy must list the County and the City as additional insureds.

- vi. Verify the contractor's licenses including a business license from the City, and evaluation of contractor's qualifications. Verify that the contractor has a license from the State Contractor's Board.
- vii. Coordinate the signing of rehabilitation contract with selected contractor, prior to initiation of work. Upon signature, homeowner will be provided an anticipated timeline and completion date for the work.
- viii. Perform periodic inspections to determine that work is being performed in accordance with the contract between the homeowner and the contractor.
- ix. Perform final inspection to determine that the work has been completed in accordance with the terms of the contract between the homeowner and the contractor.
- x. If work is performed in accordance with homeowner's contract with the contractor during the term of the contract, with homeowner's agreement, make progress payments to contractor. Progress payments are to be made by the County within 30 days following its receipt of a request from the contractor for payment in the form of a payment voucher.

If work is completed in accordance with homeowner's contract with the contractor, with the homeowner's agreement, (i) accept the work and make the semi-final payment to contractor, and (ii) record the Notice of Completion. The semi-final payment is to be made by the County within 30 days following its receipt of a request from the contractor for payment in the form of a payment voucher.

Make the final payment to the contractor 35 days after the date the Notice of Completion is recorded.

- c. Reporting. The County shall report quarterly in the online reporting system City Data Services on the number of applicants and loans signed, jobs completed, demographic data, race/ethnicity, income level, household type, etc., which report is due the 15th of the month following the end of each quarter. Backup documentation will include a detailed report identifying all loans made with CDBG funds that are administered by the County under this Agreement. The report is to include the name of the homeowner, the address and parcel number of the improved property, the loan amount, the term of the loan, if applicable, the type of work performed as a result of the loan, and program demographic information. The report is to contain the name of each contractor, along with the contractor's address and license number.
- d. Records. The County shall maintain all records required by the federal regulations specified in 24 CFR Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such records are to include, but are not limited to:
 - i. Records providing a full description of each activity undertaken.
 - ii. Records that establish the eligibility of activities.

3. City Obligations. The City is responsible for the following:
- a. Providing to the County funds sufficient for payment to the contractor. The City shall provide such funds to the County in periodic installments. Each payment is to be made upon receipt of a payment demand from the County, which will be made following a payment request from the contractor as described in Section 2.b.x above.
 - b. Designing, printing and distributing all promotional literature relating to the program. The City will pay for all printing and other costs associated with the promotional literature. The City will advertise the program on the City website and in other ways in which it deems appropriate, and will bear the cost of doing so.
 - c. Processing plans, issuing all necessary permits and issuing any relevant final occupancy permits through the City's Building Division. All projects must conform to the City's building codes.
 - d. Determining whether a project meets the City's building codes and taking any code enforcement action it deems necessary.
 - e. Complying with any reporting requirements that may be required by applicable federal and state housing laws and community development laws.
 - f. Receiving loan repayments from the homeowner and taking any necessary collection action on delinquent loans.
4. Compensation. The City shall pay the County for the services provided by the County to the City under this Agreement. The amount payable to the County will be calculated as follows:
- a. The City shall pay the County Seven Hundred Fifty Dollars (\$750) for each loan application processed under this Agreement, whether or not a loan is actually funded.
 - b. The City shall pay the County an additional Seven Hundred Fifty Dollars (\$750) for each initial inspection made by the County under this Agreement, whether or not a loan is actually funded.
 - c. The City shall pay the County twenty percent (20%) of the loan amount of each transaction funded, which amount includes the One Thousand Five Hundred Dollars (\$1,500) paid to the County pursuant to subsections a. and b. of this Section 4.
5. Invoices and Payment. The County shall invoice the City quarterly for amounts due under this Agreement. The City shall pay all amounts due to the County under this Agreement within thirty (30) days of receipt of an invoice.
6. Inspection of Work. It is understood that periodic review of the County's work under this Agreement may be necessary and the right to do so review is reserved by the City. The City will have access to any books, documents, papers and records of the County that are directly pertinent to the work performed under this Agreement, except for confidential attorney/client materials. If required by applicable federal and state housing laws or community development laws, the County agrees to have an annual audit of activities provided to the City under this Agreement.

7. Compliance with Federal Requirements. In carrying out the terms of this Agreement, the City and the County shall comply with all applicable CDBG program regulations as contained in 24 CFR Part 570.502 (A) and Subpart K, except the City is responsible for initiation and completion of environmental review. In addition, the County agrees to comply with the following:
- a. CDBG regulations governing the eligibility of fair housing activities as contained in 254 CFR 570.904.
 - b. The attachments as listed below of the Uniform Administrative Requirements for Grants and Cooperative Agreements to state and local governments (24 CFR Part 85), as applicable, including:
 - i. Section 85.3, Definitions.
 - ii. Section 85.6, Additions and exceptions.
 - iii. Section 85.12, Special grant or subgrant conditions for "high-risk" grantees.
 - iv. Section 85.20, Standards for financial management systems, except paragraph (a).
 - v. Section 85.21, Payment, except as modified by Sec.570.513.
 - vi. Section 85.22, Allowable costs.
 - vii. Section 85.26, Non-Federal audit
 - viii. Section 85.32, Equipment, except in all cases in which the equipment is sold, the proceeds are program income.
 - ix. Section 85.33, Supplies.
 - x. Section 85.34, Copyrights.
 - xi. Section 85.35, Subawards to debarred and suspended parties.
 - xii. Section 85.36, Procurement, except paragraph (a);
 - xiii. Section 85.37, Subgrants
 - xiv. Section 85.40, Monitoring and reporting program performance, except paragraphs (b) through (d) and paragraph (f).
 - xv. Section 85.41, Financial reporting, except paragraphs (a), (b), and (e).
 - xvi. Section 85.42, Retention and access requirements for records.
 - xvii. Section 85.43, Enforcement.
 - xviii. Section 85.44, Termination for convenience.
 - xix. Section 85.51, Later disallowances and adjustments.
 - xx. Section 85.52, Collection of amounts due.
 - c. OMB Circular No. A-87, which relates to cost principles for state, local and Indian Tribal Governments.
 - d. OMB Circular No. A-128, which relates to audits of states, local governments, and non-profit organizations.
 - e. Public Law 88-352, which refers to Title VI of the Civil Rights Act of 1964, "Affirmative Action Program," which provides that no person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The County agrees that it shall be committed to carry out pursuant to the City's specifications an Affirmative Action Program in keeping with the principles

as provided in President's Executive Order 11246 of September 24, 1965, and as subsequently amended. The County shall submit a plan for an Affirmative Action Program upon the request of the City.

- f. Public Law 90-284, which refers to the Fair Housing Act, which states that it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States and prohibits any person from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including otherwise making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status and which requires that all programs and activities related to housing and community development be administered in a manner to affirmatively further the policies of the Fair Housing Act.
- g. Section 109 of Title I of the Housing and Community Development Act of 1974, which states that no person in the United States shall on the ground of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Community Development funds made available pursuant to this act.
- h. Section 504 of the Rehabilitation Act of 1973, as amended, which states that no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.
- i. Age Discrimination Act of 1975, as amended, which states that no persons in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- j. Section 3 of the Housing and Urban Development Act of 1968, which states the work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower-income persons within the unit of local government or the metropolitan area in which the project is located, and that contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in the same metropolitan area as the project.
- k. Conflict of interest regulations as contained in 24 CFR 570.611, which require, among other things, that except for approved eligible administrative or personnel costs, no person who is an employee, agent, consultant or officer of the County may obtain a personal or financial interest or benefit from the activity under this Agreement, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Upon written request of the County, the City may request the U.S. Department of Housing and Urban development to grant an exception to the foregoing requirement on a case-by-case basis in accordance with 24 CFR 570.611 (d).

- l. The County will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract the term 'minority and women-owned business enterprises' means businesses that are at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, minority group members are African-Americans, Spanish-speaking, Spanish surnamed or Spanish heritage Americans, Asian-Americans, and American Indians. The City may rely on written representations by the County regarding their status as a minority and female business enterprise in lieu of an independent investigation.
- m. The County agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours, and Safety Standards Act, the Copeland (Anti-Kickback) Act (40 U.S.C.276, 327-333) and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. The County shall maintain documentation that demonstrates compliance with hour and wage requirements of this section. Such documentation is to be made available to the City for review upon request.

The County agrees that, except with respect to the rehabilitation or construction of residential property designed for residential use for less than eight households, all contractors engaged under contracts in excess of \$2,000 for construction, renovation or repair of any building or work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5, and 7 governing the payment of wages and ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under the regulations are imposed by the state or local law, nothing hereunder is intended to relieve the County of its obligation, if any, to require payment of the higher wage. The County shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirement of this paragraph, for such contracts in excess of \$10,000.

- n. The County agrees that any construction or rehabilitation structures with assistance provided under this Agreement shall be subject to HUD Lead Based Paint Regulations at 24 CFR Part 35, and in particular Sub-part (B) thereof.
- o. Equal Employment Opportunity. All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulation at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- p. Copeland "Anti-Kickback" Act (18 U.S.C. 276C). All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR Part 3 "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or In Part by Loans or Grants from the United States"). The Act provides that each contractor or

subrecipient shall be prohibited from inducing by any means, any person employed in the construction, completion, or repair of public works, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

- q. Clean Air Act (42 U.S.C. 7401 et. seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et. seq.), as amended. Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et. seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- r. Debarment and Suspension (E.O. 12549 and 12689). No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O. 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
- s. The County agrees that funds provided under this Agreement will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization in accordance with the federal regulations specified in 24 CFR 570.200(j).
- t. The County agrees that no funds provided, nor personnel employed under this Agreement, will in any way or to any extent be engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

8. Certification.

In accordance with 31 U.S.C. § 1352, the undersigned certifies, to the best of their knowledge, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that City and County shall certify and disclose accordingly.
 - d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 of the U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
9. Termination. If budget adjustments by the Federal Government, affect the funds available to the City to carry out its housing rehabilitation loan and grant program, this Agreement is subject to amendment pursuant to Section 10 below; provided, however, if the Federal funding for this Agreement ceases entirely, this Agreement will automatically terminate, except with regard to (i) any outstanding payments owed to contractors per Section 2.b.x above, and (ii) the indemnification obligations set forth in Section 11 below.
- This Agreement may be terminated by the County or the City upon ninety (90) days' written notice.
- Upon termination of this Agreement, the City shall pay to the County all amounts due, or previously due, under this Agreement to the County at the time of termination.
10. Amendments. If Federal or State regulations, laws, funding requirements or funding amounts (short of complete cessation of Federal funding) applicable to the subject of this Agreement are adopted or revised during the term of this Agreement, this Agreement will be deemed amended, as necessary, to assure conformance with such Federal and State requirements. Subject to the preceding sentence, modifications to this Agreement may only be effected by a written amendment signed by the parties.
11. Indemnification. The City agrees to indemnify and hold harmless the County and its officers and employees for the City's share of any and all claims, costs and liability, including attorneys fees, for any damage, injury or death of or to any person or the property of any person arising out of the willful misconduct or gross negligence of the City in the City's performance under this Agreement. The County agrees to indemnify and hold harmless the City and its officers and employees for the County's share of any and all claims, costs and liability, including attorneys fees, for any damage, injury or death of or to any person or the property of any person arising out of the willful misconduct or the negligent acts, errors or omissions of the County in the County's performance under this Agreement.
12. Third Parties. Nothing in this Agreement is intended, and may not be construed, to create rights inuring to the benefit of third parties.
13. Remedies. The sole remedy for violation of this Agreement is the specific performance of this Agreement. The County and City waive their respective rights to trial by jury of any claim or cause of action arising out of this Agreement. The County and City have no liability for damages to one another or to any person or entity resulting from any violation of this Agreement.

14. Notice. All correspondence regarding this Agreement, including invoices, payments, and notices, is to be delivered by deposit in the United States mail, postage prepaid, and directed to the following persons at the following addresses:

COUNTY: Daniel Davis
CDBG Program Planner
Contra Costa County
Department of Conservation & Development
30 Muir Road
Martinez, CA 94553

CITY: Joe Sbranti
City Manager
City of Pittsburg
65 Civic Avenue
Pittsburg, CA 94565

15. Construction. The section headings and captions of this Agreement are, and the arrangement of this instrument is, for the sole convenience of the parties to this Agreement. The section headings, captions and arrangement of this instrument do not in any way affect, limit, amplify or modify the terms and provisions of this Agreement. This Agreement may not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. The parties to this Agreement and their counsel have read and reviewed this Agreement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party does not apply to the interpretation of this Agreement. The Recitals are, and are to be enforceable as, a part of this Agreement.
16. Severability. If any term or provision of this Agreement is, to any extent, held invalid or unenforceable, the remainder of this Agreement will not be affected.
17. Authorizations Obtained. The person executing this Agreement on behalf of the City represents that he or she has the requisite legal authority to enter into this Agreement on behalf of the City and to bind the City to the terms of this Agreement. The person executing this Agreement on behalf of the County represents that he or she has the requisite legal authority to enter into this Agreement on behalf of the County and to bind the County to the terms of this Agreement.

[Remainder of Page Intentionally Blank]

18. Entire Agreement. This Agreement contains the entire agreement between the parties and all prior understandings or agreements, oral or written, regarding this matter are superseded.

CONTRA COSTA COUNTY

CITY OF PITTSBURG

By: _____
John Kopchik, Director
Department of Conservation &
Development

By: _____
Joe Sbranti, City Manager
City of Pittsburg

APPROVED AS TO FORM:
Sharon L. Anderson, County Counsel

ATTEST:

By: Kathleen M. Andrus
Kathleen Andrus
Deputy County Counsel

By: _____
Alice Evenson
City Clerk

APPROVED AS TO FORM

By: _____
Ruthann G. Ziegler
City Attorney

2268783.1



Contra
Costa
County

To: Board of Supervisors
From: Robin Lipetzky, Public Defender
Date: September 20, 2016

Subject: Grant renewal from the van Loben Sels/RembeRock Foundation

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Defender, or designee, to apply for and accept a grant renewal in the amount of \$50,000 from the Van Loben Sels/RembeRock Foundation for the Community Lawyering Youth Project, for the period October 1, 2016 through September 30, 2017.

FISCAL IMPACT:

This grant will provide \$50,000 salary reimbursement for twelve (12) month continuation of a Youth Advocacy program for Juvenile Clients of the Public Defender. No direct match is required for the grant; however office space and supplies are provided by the County, as in-kind contributions to the program. There is no increase to Net County Cost.

BACKGROUND:

The Office of the Public Defender received funding from this private foundation in the last two Fiscal Years, and based on the success of the Youth Advocacy program for Juvenile Clients, additional funding is available for renewal of the grant for an additional year. The Service Plan for the Youth Advocate includes, the following services:

-

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Richard Loomis,
925-335-8093

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Pre-adjudication/pre-probation client service needs assessment,

- Disposition (sentencing) support in devising a probation plan,
- Post-disposition (out of custody) support to assure provision of support services,
- Post-disposition (in custody) support to develop reentry plans,
- Post-probation follow up with former clients who have completed probation.

CONSEQUENCE OF NEGATIVE ACTION:

The Office of the Public Defender would not be able to effectively address client support needs of its Juvenile clients.

CHILDREN'S IMPACT STATEMENT:

The Youth Advocacy Grant is designed to provide support services to mitigate barriers in employment and education that youthful offenders face in community reintegration, following a juvenile delinquency placement or commitment. Support services may include housing, employment and education advocacy. The ultimate measure of success of this program is a decrease in probation violations and an increase in successful probation terminations.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Accept donations to Contra Costa EMS Survivors' Reunion luncheon

RECOMMENDATION(S):

1. Pursuant to Administrative Bulletin No. 117.7 (Gifts and Bequests to the County), APPROVE and AUTHORIZE the Health Services Director, or designee, to accept donations from the following individuals, organizations, or agencies up to the amounts stated for the County's first annual Survivors' Reunion Luncheon:

- a. \$1,500 Physio-Control, Inc.
- b. \$500 California Shock Trauma Air Rescue (CALSTAR)
- c. \$500 Life-Assist Inc.
- d. \$500 ReddiNet/Hospital Association of Southern California
- e. \$1,500 Pro-Transport1, LLC
- f. \$1,500 Brian Hartley on behalf of BoundTree Medical
- g. \$5,000 Falck Northern California Corp., DBA Verihealth
- h. \$750 Intermedix Corporation/Advanced Data Processing
- i. \$500 Royal Ambulance Inc.
- j. \$500 San Francisco Police Credit Union
- k. \$2,500 Kaiser Foundation
- l. \$500 IAFF Local 1230
- m. \$500 REACH Air Medical Services
- n. \$500 Firefighter's First Credit Union
- o. \$500 Pacific Biomedical Inc./Austin Pacific Medical, Inc.
- p. \$1,500 Philips Corporation

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Patricia Frost,
646-4690

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, M Wilhelm, Leticia Andreas

2. Pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities):

RECOMMENDATION(S): (CONT'D)

- a. APPROVE the Health Services Department Emergency Medical Services Division (EMS) to host the County's first annual Survivors' Reunion Luncheon on November 9, 2016, which will require EMS agency staff time and county resources in an amount not to exceed \$2,500; and
- b. APPROVE and AUTHORIZE the expenditure the donated funds listed above, in an amount not to exceed \$15,000, including costs for food, commemorative plaques, personalized medallions, facility rental, and other reasonable expenses related to hosting the 2016 Survivors' Reunion luncheon. Unspent donations as specified above, will be restricted to the following years' annual Survivor Reunion luncheon, or to EMS Week recognition activities.

FISCAL IMPACT:

The event expenses will be funded by donations and staff time is budgeted in EMS for coordinating community outreach, awareness and support. There is no impact to the County General Fund.

BACKGROUND:

The Contra Costa County's Survivors' Reunion luncheon will reunite individuals who experienced near-fatal life events within the past year with the County's 9-1-1 dispatchers, first responders (police, fire, EMTs, paramedics and dispatchers), medical professionals (physicians, physicians assistants, nurse practitioners and nurses) and the community bystanders who contributed to saving each of their respective lives. During the luncheon, survivors will be reunited with their rescuers for the first time. This event will recognize the County's emergency medical services system, 9-1-1 dispatchers, and first responders who go above and beyond each day to save and improve the lives of others.

CONSEQUENCE OF NEGATIVE ACTION:

By not approving the collection of sponsorship/funding for this event, EMS System responders and those whose lives were saved by the provider's heroic efforts would not be recognized. Community awareness of outstanding efforts of EMS system service would not be recognized by our community leaders and key stakeholders.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Authorization to request the release and return of unencumbered MHSA Housing Loan Program Funds to Contra Costa County

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director or his designee, the Behavioral Health Director, to, 1) Request the annual release and return of all MHSA funds in the County's CalHFA MHSA account that may include unencumbered MHSA Housing Funds, MHSA residual receipt loan payments, and accrued interest. 2) Request the release and return of the current balance of MHSA Housing Loan Program funds on deposit with CalHFA as of May 31, 2016, and 3) Execute and submit to the State of California Department of Healthcare Services the necessary certifications and assurances necessary to release the funds.

FISCAL IMPACT:

County will receive the remaining unencumbered balance of \$1,722,486.54 to be used for eligible housing activities. Additionally, it is anticipated that the County will receive up to \$12,000 per year in residual receipts and accrued interest. No negative fiscal impact to the County.

BACKGROUND:

On June 9, 2016, the Department of Health Care Services published an information notice (MHSUDS INFORMATION NOTICE NO.: 16-025) to inform counties of upcoming changes to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Lavonna Martin,
313-7704

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, M Wilhelm, Lavonna Martin

BACKGROUND: (CONT'D)

the Mental Health Services Act (MHSA) Housing Program and additional action required of the counties that have participated in the MHSA Housing Loan Program administered by CalHFA that terminated May 30, 2016 as a result of the expiration of the interagency agreement between the Department of Health Care Services and the California Housing Finance Agency (CalHFA).

Communities must choose to either participate in the new SNHP being offered by CalHFA or have any remaining, unencumbered balances in the MHSA Housing Loan Program returned for local use, including any residual receipts received under the original program. The County will administer any released and returned MHSA Funds in compliance with the requirements of the Mental Health Services Act.

See attached staff report and forms required be returned to the State of California Department of Healthcare Services.

ATTACHMENTS

Forms

Staff Report



Staff Report on CalHFA MHSA Housing Loan Program Conversion
August 16, 2016

Background: The MHSA Housing Loan Program sunset May 30, 2016 as a result of the expiration of the interagency agreement between the Dept. of Health Care Services and the California Housing Finance Agency (CalHFA). A new, voluntary program, Local Government Special Needs Housing Program (SNHP) is being offered by CalHFA to local governments who would like to continue to use CalHFA services. The SNHP will use MHSA funds with other local funds to finance future development of permanent supportive rental housing for persons with serious mental illness (and their families) who are homeless or at risk of homelessness. Communities that choose not to participate in the new SNHP will have any remaining, unencumbered balances in the MHSA Housing Loan Program returned for local use. Counties must decide whether they want to participate in the new SNHP or have unencumbered funds remaining in the MHSA Housing Loan program returned by September 30, 2016.

Decision points:

- 1) Should Contra Costa County participate in the new CalHFA Special Needs Housing Program or have current unencumbered balance of funds returned to the County?
- 2) Should residual receipt loan payments received under the MHSA Housing Loan program be rolled into the new CalHFA SNHP?

Projects currently funded:

| SCO ACCT # | DATE FUNDS RECEIVED | DISCRETIONARY ACCOUNT Balance as of 5/4/2016 | ORIGINAL MHSA HP LOAN ACCOUNT FUNDS | ORIGINAL OPERATING SUBSIDY RESERVE FUNDS | ACTUAL AMOUNT ASSIGNED FUNDS (ALLOCATION) |
|--------------|---------------------|---|-------------------------------------|--|---|
| LOCALITY | | | | | |
| Contra Costa | 2/4/2008 | \$226,110.54 | \$6,087,200 | \$3,043,600 | \$9,130,800 |

| | STATUS | CalHFA# | PROJECT NAME | SENIOR STAFF APPROVAL DATE | MHSA CAPITAL HP LOAN AMT | MHSA COS RESERVE |
|---|---------------------|----------|---|----------------------------|--------------------------|------------------|
| 1 | Closed | 09-019-M | Lillie Mae Jones | 01/27/10 | \$715,000 | 375,000.00 |
| | Occupied | | 9/15/10, 06/16/11, 08/04/11 | | \$5,372,200 | 2,668,600.00 |
| 1 | Closed | 10-060-M | Anka Behavioral Health, Inc. | 11/01/10 | \$368,000 | 437,500.00 |
| | Occupied | | | 01/30/12 | \$5,004,200 | 2,231,100.00 |
| | Committed/withdrawn | 11-039-M | Tabora Gardens 1,081,600/0 | 02/28/14 | | |
| | Borrower requesting | | 540,800 in COSR needs to come from Capital as a | 02/26/15 | \$5,004,200 | 2,231,100.00 |
| 1 | closed | 12-030-M | Anka Behavioral Health, Inc. 2 | 11/01/10 | \$485,000 | 437,500.00 |
| | Occupied | | | 02/19/14 | \$4,519,200 | 1,793,600.00 |
| 1 | Closed | 12-032-M | Robin Lane Apartments | 07/23/12 | \$560,000 | 560,000.00 |
| | Occupied | | | | \$3,959,200 | 1,233,600.00 |
| 1 | Closed | 12-034-M | Ohlone Gardens | 07/16/12 | 562,430 | 562,430.00 |
| | Occupied | | | | \$3,396,770 | 671,170.00 |
| | | | | | \$3,396,770 | 671,170.00 |
| 1 | committed | 13-001-M | Arboleda (FKA Third Avenue Apartments) | 02/28/13 | \$1,368,864 | |
| | Borrower requesting | | 806,434 in COSR needs to come from Capital as a MOESR and included in the | | \$2,027,906 | 671,170.00 |
| 1 | Closed | 14031-M | Anka Behavioral Health, Inc. 3 | 11/01/10 | \$675,700 | 527,000.00 |
| | | | | 06/10/15 | \$1,352,206 | 144,170.00 |
| | | | | | \$1,352,206 | 144,170.00 |
| | | | | | \$1,352,206 | 144,170.00 |
| 7 | | | | BALANCES | \$1,352,206 | 144,170.00 |

Current unencumbered balance (capital, operating reserve, discretionary): \$1,722,486.54

Estimated annual residual receipt payments (based on 2014 data): \$8,000-\$12,500/yr

Lillie Mae Jones \$500 to \$2,000/year for first 15 years
Robin Lane \$2,000 to \$2,500/year for first 15 years
Third Avenue Apts \$5,500 to \$8,000/year for first 15 years

Detail of Special Needs Housing Program:

Please see attach term sheet for greater detail

Comparison Summary:

| | SNHP | Local (Behavioral Health) |
|--------------------------|---|--|
| Eligible activities: | Construction, acquisition, rehabilitation; and capitalized operating subsidies | Rental assistance or capitalized operating subsidies; security deposits, utility deposits, or other move-in cost assistance; utility payments; moving cost assistance; and capital funding to build or rehabilitate housing for homeless, mentally ill persons or mentally ill persons who are at risk of being homeless |
| Capacity: | CalHFA has the expertise to understand complex affordable housing finance proposals and underwriting nuances that affect the viability and long term affordability of MHSA regulated units. | BH does not have the housing finance expertise in house and would need to contract/partner to deliver supportive capital development projects. However, if using for other housing activities – current staff capacity may be sufficient. |
| Cost/fees to the County: | One-time 3% program participation fee for existing projects @ ~\$51,000. 5% program participation fee: \$400-\$600/yr (if no new funds are deposited) | >\$50,000/yr. We will need to partner with an agency or consultant w/ housing finance expertise in order to administer this program at the local level should we decide to target any funds toward development of housing. |
| Limitations: | None: Counties may opt-in and opt out at any time. | Any funds received back from the MHSA Housing Loan Program must be spent within 3yrs, unless moved into the Housing and capital facilities allocation (once a project has been identified) that will allow for a 10 year spend down. |
| Opportunities | To allocate future MHSA dollars (and other funds) to the SNHP for CalHFA to administer for capital development projects. | Demand for additional rental subsidies is high, as well as utility assistance and security deposits. |
| Timeline | Participant agreements, release of unused program funds, and allocation of future residual loan payments due by Sept. 30, 2016 with Board of Supervisor's Approval. | |

Staff Analysis:

Participation in the new SNHP would offer Contra Costa the ability to leverage the expertise of CalHFA to administer capital development funds for the creation of new MHSA housing units in our community. At a relatively low fee, the new program could offer the County the housing finance expertise that is currently not available in-house. Contra Costa recently had a MHSA Housing Loan funded program return their award of funds citing that other funds had been secured and “MHSA units would make the building unnecessarily complicated from a management perspective.” With the amount of unencumbered funds currently remaining at \$1.7M, it may be attractive for another developer to apply for the funds to complete their project. New construction projects can take 2-7 years before it’s ready to occupancy and any funds transferred to the new program would be limited to construction, rehabilitation, acquisition, and operating reserves.

Bringing the funding back into the community offers expanded opportunity to utilize the funds for housing assistance including, short-term master-leasing and tenant-based subsidies that are not currently available through the new CalHFA SNHP and may be desirable as it adds flexibility in how housing dollars can be spent. However, the 3-yr time limit on utilization of funds returned to the County may pose a challenge if only looking to utilize released funds for rental subsidies – particularly with the tight housing market. The County may need to look at diversifying how funds could be used in order to minimize risk of funds being recaptured. However, if there is a project that is pending or on the horizon that could use the \$1.7M, or portion thereof, as a one-time cost for acquisition, rehabilitation, or construction – including capitalized operating reserve, then it may be advantageous to bring it back into the county as it would allow funds to be expended within the required timeframe.

If the County were to consider new capital development projects, the administration of capital funds and operating reserves take special expertise that is currently not available within the Behavioral Health department. In order to effectively administer such activities, Behavioral Health would need to partner with consultants or other County departments that have expertise in housing finance. This comes with a cost that is not yet known but most likely will be greater than the County participation fees required of the new SNHP offered. County DCD does not have the expertise or current capacity to support the administration of capital operating reserves. If DCD were to provide this service for Behavioral Health, they would need to add county staff which could be cost prohibitive and partnering with CalHFA would be advantageous.

It is important to note that any County may choose to participate in the new SNHP at any time.

Other information:

See attached Information notices from DHCS regarding use of dollars if returned locally.

Key informants:

Debra Starbuck, Lead MHSA/SNHP Housing Finance Officer, CalHFA
Kara Douglas, Affordable Housing Director, Contra Costa Department of Conservation and Development
Donna Ures, California Department of Health Care Services
Warren Hayes, MHSA Program Manager, Contra Costa Behavioral Health

Recommendation to BH Administration:

Upon conferring with the Behavioral Health Director, Deputy Director, and MHSA Program Manager, there are currently a number of possible housing projects and activities that would be eligible and could benefit from the return of MHSA Housing Program funds held by CalHFA funds to Contra Costa without compromising the three year time limitation on use. Therefore, it is recommended to:

- Request return of the \$1,722,486.54 held by CalHFA to the County to be used for eligible housing activities
- Additionally, return any future residual payments for projects that were funded under the original MHSA Housing Program (CalHFA) to the County.



LOCAL GOVERNMENT SPECIAL NEEDS HOUSING PROGRAM TERM SHEET FOR PARTICIPATING AGENCIES

The California Housing Finance Agency ("CalHFA"), on behalf of jurisdictions throughout California, operates the Local Government Special Needs Housing Program ("SNHP"). The SNHP allows local governments ("LG") to use Mental Health Services Act (MHSA) funds with other local funds (collectively "SNHP Funds"), to provide financing for the development of permanent supportive rental housing ("Project") that includes units restricted for occupancy by individuals with serious mental illness (and their families) who are homeless or at risk of homelessness ("MHSA Clients"). To participate, an LG must enter into a SNHP Participation Agreement with CalHFA.

- A participating LG assigns funds to CalHFA in advance of approving financing for Projects in its jurisdiction.
- Eligible Projects are Rental Housing (5 or more units) or Shared Housing (1-4 units) for MHSA clients who rent lockable bedrooms within a single family home, duplex, tri-plex or four-plex. Projects must reserve a minimum of 5 units (or bedrooms in shared housing) for referred MHSA Clients (each a "SNHP Regulated Unit") and the minimum SNHP Loan amount per Project is \$500,000. NOTE: Master Leasing is not a permitted use of funds.
- The LG may offer a capitalized operating subsidy reserve ("COSR") to subsidize operating costs for the SNHP Regulated Units – or to supplement an existing MHSA Housing Loan Program COSR serviced by CalHFA. COSR's must last a minimum of 17 full years unless waived by the LG. The LG may require the developer to fund the shortfall, or entire COSR amount if other subsidies aren't available to the MHSA clients and the proposed rents aren't deemed affordable for the MHSA clients.
- MHSA Clients in SNHP funded one bedroom units assisted with COSR must pay a minimum rent that is the higher of 30% of SSI/SSP or 30% of their household income (less utilities unless included in the rent). Larger units would pay rents that are the higher of an additional \$100/month rent per additional bedroom, or 30% of household income (less utilities unless included in the rent).
- MHSA rents may not exceed 30% of HUD published 30% AMI levels (adjusted by family size). NOTE: There are no income limits imposed by the SNHP Regulatory Agreement. Any income restrictions, or occupancy restrictions overlaying the SNHP Regulated Units must be approved by the LG (per SNHP Financing Application Attachment B-1 signed by the Developer/Borrower and LG).
- Developer/Borrower is required to continually seek future commitments of rental or operating subsidies for the SNHP Regulated Units (e.g., project based Section 8) for the life of the SNHP Loan.
- The LG and Developer jointly submit an application to CalHFA for analysis of the financial viability of a proposal. CalHFA's role is to recommend maximum loans and COSR funding levels so Projects aren't over subsidized; provide evidence of Loan/COSR approvals to LG and Borrower; Issue a Commitment Letter following receipt of tax credits (if applicable); close and fund the SNHP Loan and COSR; monitor the Project during construction through occupancy; and service the SNHP Loan and administer the COSR for as long as COSR funds are available.

County Participation Fees (non-refundable and payable upon receipt of LG funds assigned to CalHFA)

- **3% Program Participation Fee:** for all unencumbered MHSA funds that the LG authorizes be transferred from the MHSA Housing Loan Program to the SNHP before September 30, 2016.
- **5% Program Participation Fee:** for any new LG funds transferred to CalHFA for use in the SNHP (including future MHSA Residual Receipt Loan payments received by CalHFA and authorized by LG to be transferred to the SNHP).

Fees Paid By Developer/Borrower:

- **1% Local Government Ap Fee:** LG may recoup a portion of the Participation Fee by charging Developers a 1% Local Government Ap Fee. This Fee is collected by CalHFA at SNHP Loan closing and deposited into the LG's SNHP Account at CalHFA.
- **\$2,500 CalHFA Application Fee:** A non-refundable fee paid by the Developer at time of submittal of a SNHP Loan Application to CalHFA. This Fee is applied towards the 1% CalHFA Underwriting Fee.
- **1% CalHFA Underwriting Fee:** This Fee is based on the total sum of SNHP Funds provided by LG to a Project. Full payment is due at SNHP Loan closing.

SNHP Recommended Funding Amounts & Terms

| SNHP Capital Development Loan & Required Reserves | Capitalized Operating Subsidy Reserve (COSR) |
|---|--|
| <ul style="list-style-type: none"> • <u>Recommended 2016 SNHP Loan Limits</u> - \$140,000 per SNHP Regulated Unit (increasing by up to 4%/year) • <u>Eligible Use:</u> construction and/or permanent financing (no predevelopment loans) • <u>Interest Rate:</u> 3% simple interest loan; residual receipts payments required be paid from 50% of surplus cash flow • <u>Loan Term:</u> 20 to 57 years • <u>Capitalized Operating Expense Reserve:</u> 25% of the first year's approved operating and reserve budget • <u>Required Replacement Reserve:</u> New Construction: \$500 per unit/annually for all units in a Project, increasing by 5% every five years. Capitalized and annual deposits to RR's for rehab projects will be determined by the results of a Physical Needs Assessment and/or Building Inspection Reports and a Replacement Reserve Needs Analysis. • <u>MHSA Client Rent & Utility Assistance Reserve:</u> reserve that Developer must fund by completion of a Project when required by LG. Reserve should equal 3 years minimum projected rental income for the SNHP units (assuming rents at 30% of SSI/SSP). Reserve may be held by Borrower as a revolving fund to cover rent and utility payments for MHSA residents waiting for SSI/SSP approval. • <u>CalHFA Annual Servicing Fee:</u> \$2,500 for Shared Housing Projects with 1-4 units; \$7,500 for five or more SNHP regulated units in a Rental Housing Development. | <p>For Projects with SNHP Loans:</p> <ul style="list-style-type: none"> • <u>Recommended 2016 COSR Limit</u> - \$140,000 per assisted unit (increasing by up to 4% a year). • <u>COSR Amount and Term:</u> Each COSR is sized to pay a pro-rata share of the Project's operating expenses and sized to last a minimum of 17 years assuming a 10% vacancy rate* of the SNHP units; 1% SNHP rental income inflation rate; and a 3.5% operating budget inflation rate. (*a 30% vacancy rate is assumed for Transitional Aged Youth regulated units). • <u>Funded:</u> COSR's are capitalized at SNHP Loan closing and serviced by CalHFA. • <u>Disbursements:</u> COSR funds are disbursed beginning at Certificate of Occupancy, and reconciled annually prior to future COSR advancements. • <u>CalHFA Annual COSR Servicing Fee:</u> \$5,000 <p>For Projects with MHSA Housing Program Loans:</p> <ul style="list-style-type: none"> • A deposit of any amount may be added to an existing MHSA Housing Program funded Project with an existing COSR Agreement. For Projects with tax credits, annual COSR Servicing Fees of \$5,000 will not be billed to the Project until such time as the Project refinances at the end of the initial tax credit compliance period. |

Local Government Application & Approval Process

- LG solicits/selects proposals for the construction or acquisition and renovation of rental units using MHSA and local funds transferred to CalHFA for use under the SNHP.
- For each SNHP Project, LG determines or approves: 1) the number and size units (by bdrm count) of the SNHP Regulated Units; 2) age related occupancy restrictions (for Transition Age Youth, Family, or Senior MHSA eligible clients and their families); 3) any permitted MHSA client sub-class preferences (i.e. veterans,



LOCAL GOVERNMENT SPECIAL NEEDS HOUSING PROGRAM TERM SHEET FOR PARTICIPATING AGENCIES

chronically homeless); 4) any other Lender or subsidy required occupancy restrictions that overlay the SNHP regulated units that are more restrictive than required by the SNHP; 5) the maximum SNHP Loan; and 6) the required COSR term (if any) and who is responsible for funding the COSR.

- LG commits to provide supportive services that meet the needs of the MHSA Clients for the term of the SNHP Loan and develops a Supportive Service Plan (“SSP”) that addresses the Project’s MHSA client needs. A draft SSP is required as part of the CalHFA SNHP Application, and a final SSP is required prior to the SNHP Loan closing and will be an attachment to the SNHP Regulatory Agreement.
- LG negotiates a Memorandum of Understanding between the LG, Borrower, property manager, and primary service provider and provides a copy to CalHFA prior to occupancy of the SNHP regulated units.
- LG ensures adequate funds have been assigned to CalHFA to finance all proposed SNHP Projects and COSR’s before allowing a Developer to submit a SNHP Financing Application to CalHFA.
- LG is responsible for reporting the use of MHSA funds as required by State DHCS or other state agency.
- To the greatest extent feasible, LG shall utilize the local coordinated entry system to screen for eligible residents.

CalHFA Application Process

- LG and Developer/Borrower jointly submit a CalHFA SNHP Financing Application with the required \$2,500 Application Fee (paid by the Developer); the signed Local Government Certification (Attachment A); the Draft Supportive Service Plan (Attachment A-1); the signed Developer/Borrower Certification (Attachment B); and the signed and approved SNHP Regulated Unit Occupancy Restrictions (Attachment B-1).
- When the LG indicates a Project should have a COSR, CalHFA analyzes and recommends the COSR amount needed to carry a Project through the first 17 years of operations. The Borrower is responsible for funding the difference between the LG COSR commitment and CalHFA’s recommended minimum funding level. COSR funds are held and administered by CalHFA per a SNHP COSR Agreement.
- Application Submittal Instructions and the SNHP Financing Application (Universal Application), Attachments, and required submittal checklist are available on CalHFA’s SNHP website on the “Developer Application” tab.
- The SNHP Loan closing checklists, boilerplate non-negotiable SNHP loan docs, and COSR Agreement will also be posted on the CalHFA website on the “Boilerplate Documents” tab.
- The SNHP Regulatory Agreement and Deed of Trust will be recorded in lien priority based on the SNHP Loan size in relation to other residual receipt loans, unless otherwise approved by the LG.

CalHFA Contact Information:

Debra L. Starbuck, Lead SNHP Housing Finance Officer, (530) 878-8075; dstarbuck@calhfa.ca.gov

Refer to Website for more Information:

<http://www.calhfa.ca.gov/multifamily/snhp/index.htm>

NOTE: This term sheet is subject to change.



State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

DATE: June 9, 2016

MHSUDS INFORMATION NOTICE NO.: 16-025

TO: COUNTY BEHAVIORAL HEALTH DIRECTORS
COUNTY DRUG & ALCOHOL ADMINISTRATORS
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA
CALIFORNIA COUNCIL OF COMMUNITY BEHAVIORAL HEALTH AGENCIES
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS
CALIFORNIA ASSOCIATION OF ALCOHOL & DRUG PROGRAM EXECUTIVES, INC.
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES

SUBJECT: MENTAL HEALTH SERVICES ACT: END OF PROGRAM-RELEASE OF UNENCUMBERED FUNDS DEDICATED TO THE MENTAL HEALTH SERVICES ACT HOUSING PROGRAM

The purpose of this Information Notice is to inform counties of upcoming changes to the Mental Health Services Act (MHSA) Housing Program and additional action required of the counties. DHCS and the California Housing Finance Agency (CalHFA) jointly administer the MHSA Housing Program through an interagency agreement that expired on May 30, 2016. After this date, no further MHSA Loans or Capitalized Operating Subsidy Reserves (COSRs) will be approved by CalHFA under the MHSA Housing Program. The Local Government Special Needs Housing Program (SNHP) will replace the existing MHSA Housing Program.

This Information Notice applies to any county that 1) has unencumbered MHSA Housing Program funds on deposit with CalHFA and/or 2) has existing MHSA Housing Program loans or COSRs. NOTE: MHSA funds are considered encumbered once CalHFA senior staff approve funds for a loan or COSR.

Because the MHSA Housing Program is expiring, CalHFA must release any remaining MHSA funds to counties by November 30, 2016. The forms that a county must complete depend on whether the county has 1) an existing MHSA Housing Program development and/or 2) unencumbered funds.

Counties that have financed a MHSA Housing Project

If a county has financed a MHSA Housing Project (see Attachment D, column 4) the county must complete the Ongoing Annual MHSA Fund Release Authorization for Future Unencumbered Funds (**Attachment A**). Attachment A is necessary because it advises CalHFA how to handle future funds that may be received by CalHFA on behalf of the county. These funds may include deposits of disencumbered MHSA Housing funds (i.e., COSR funds that are no longer required by a Project, or funds approved for a loan that is never funded), MHSA residual receipt loan payments, and accrued interest. Funds will be released annually by CalHFA by May 1st of each calendar year starting in 2017. County options for unencumbered or disencumbered funds are to release and return all funds to the City/County, or to release and assign all funds to the CalHFA administered SNHP for use in financing the development of permanent supportive housing and to provide capitalized operating subsidies (if applicable) for projects housing MHSA eligible tenants. If a county elects to authorize the continual assignment of future available MHSA funds to the SNHP, CalHFA will report the amount of funds assigned to the county on an annual basis.

If a county also has unencumbered funds on deposit with CalHFA as of May 31, 2016, (see Attachment D, column 3), the county must complete the MHSA Housing Loan Program Fund Release Authorization for Existing Unencumbered Funds form (**Attachment B**).

The county has three options for the use of the unencumbered funds:

- (1) Request CalHFA release and transfer a percentage of funds to specified MHSA Project COSRs administered by CalHFA. Counties choosing this option must complete the MHSA Fund Release and Transfer Authorization form (**Attachment C**); and/or
- (2) Request CalHFA release and return all or a specified amount of funds to the City/County; and/or
- (3) Release and assign the balance of funds to CalHFA's new Local Government SNHP for use in financing the development of permanent supportive housing and to provide capitalized operating subsidies (if applicable) for projects housing MHSA eligible residents.

Counties that have not financed a MHSA Housing Project as of May 31, 2016

If a county has not financed a MHSA Housing Project and has unencumbered funds on deposit with CalHFA as of May 31, 2016, (see Attachment D, column 3), the county must complete the MHSA Housing Loan Program Fund Release Authorization for Existing Unencumbered Funds form (**Attachment B**).

Instructions for Submission

Forms must be signed by the mental health director and approved by the Board of Supervisors.

Completed forms with evidence of Board of Supervisors approval must be sent to the address below:

California Department of Health Care Services
Mental Health Services Division
MHSA Program and Fiscal Oversight Section
1500 Capitol Avenue, MS 2704
Sacramento, CA 95899-7413

Deadline for submitting forms is September 30, 2016.

Upon receipt, the Department will sign and forward the completed forms to CalHFA. CalHFA will process the forms and, if applicable, release to the requesting county the requested unencumbered funds by check, including accrued interest. For questions about MHSA fund balances, please contact Jennifer Beardwood with CalHFA at jbeardwood@calhfa.ca.gov or (916) 326-8805.

Use of Funds: Counties must spend released Mental Health Services Funds monies to provide "housing assistance" to the target populations identified in Welfare and Institutions Code (W&I) Section 5600.3 (W&I Section 5892.5 (a)(1)). Housing assistance means rental assistance or capitalized operating subsidies; security deposits, utility deposits, or other move-in cost assistance; utility payments; moving cost assistance; and capital funding to build or rehabilitate housing for persons who are seriously mentally ill and homeless or at risk of homelessness (W&I Section 5892.5 (a)(2)).

Administration of Funds: A County's administration of released Mental Health Service Funds is subject to the requirements of the MHSA (W&I Section 5892.5 (b)) including, but not limited to, the following:

- The County must follow the stakeholder process identified in W&I Section 5848 when determining the use of those funds;
- The County must include the use of those funds in the County's Three-Year Program and Expenditure Plan or Annual Update, per W&I Section 5847;
- The County must account for the expenditure of those funds in the County's Annual Revenue and Expenditure Report (W&I Section 5899). Reporting will begin in the fiscal year when the MHSA Housing Program funds were released to the County by CalHFA; and
- The County must expend those funds within three years or the funds will be subject to reversion (W&I Section 5892 (h)).

If you have any questions, please contact Donna Ures at donna.ures@dhcs.ca.gov or (916) 324-0401.

Sincerely,

Original signed by Brenda Grealish for

Karen Baylor, Ph.D., LMFT, Deputy Director
Mental Health & Substance Use Disorder Services

Attachments

Attachment A: Ongoing Annual MHSA Fund Release Authorization for Future Unencumbered Funds

Attachment B: Fund Release Authorization for Existing Unencumbered Funds

Attachment C: Fund Release and Transfer Authorization

Attachment D: MHSA Housing Program Fund Balance



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Award #28-737-7 from the U.S. Department of Housing and Urban Development (HUD)

RECOMMENDATION(S):

Approve and authorize the Health Services Director or his designee, to execute, on behalf of the County, Grant Award CA 0191L9T051508 (County #28-737-7) from U.S. Department of Housing and Urban Development Homeless (HUD) Assistance funds payable to the County in an amount not to exceed \$581,873, for the County's Project Coming Home (PCH) –Addressing Addiction to Alcohol (AAA) Program, for the period from June 1, 2016 through May 31, 2017.

FISCAL IMPACT:

Approval of the Grant Award will result in an amount not to exceed \$581,873, payable to County, from HUD through the Homeless Assistance funds authorized through the McKinney-Vento Act. (Required cash match of 25% in the amount of \$17,126 will be provided by County, Match is already appropriated in the budget. No additional appropriation required.)

BACKGROUND:

This agreement will enhance Contra Costa County's Project Coming Home (PCH), a Chronic Homelessness Initiative-funded

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Lavonna Martin (925)
313-7704

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: J Pigg, M Wilhelm

BACKGROUND: (CONT'D)

project that provides integrated outreach, treatment, housing and support services for people who are chronically homeless. This enhancement PCH–Addressing Addictions to Alcohol (AAA) targets housing and services to chronically homeless individuals who have a long-term addiction to alcohol, and will strengthen and formalize PCH’s linkages with the County’s law enforcement and court system. This project provides rental subsidies for scattered-site, one-bedroom apartments throughout Contra Costa County.

Approval of Grant Award #28-737-7 for the PCH-AAA includes: 1) identification of chronically homeless serial inebriates through outreach to encampments and through collaboration with law enforcement agencies and the courts; 2) assessment and stabilization of chronically homeless serial inebriates on a case-by-case basis through programs such as residential treatment, detoxification or jail diversion programs; 3) client placement into permanent housing; and 4) provision of appropriate supports including alcoholism treatment services, assistance in accessing mainstream benefits, and other relevant services, through May 31, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this grant is not approved, the County will not receive funding to support the Project Coming Home (PCH) –Addressing Addiction to Alcohol (AAA) Program.

CHILDREN'S IMPACT STATEMENT:

Not Applicable



Contra
Costa
County

To: Board of Supervisors
From: Ed Woo, Chief Information Officer
Date: September 20, 2016

Subject: CherryRoad Technologies, Inc., Contract Amendment No. 7

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment with CherryRoad Technologies, Inc., effective September 13, 2016, to increase the payment limit by \$1,849,890 to a new payment limit of \$8,773,380 for additional technical assistance to upgrade the County's PeopleSoft software system through April 2017, and to pay for hosted test environments through March 2017.

FISCAL IMPACT:

The \$8,773,380 is budgeted under Org #1695 FY 2014-2015, FY 2015-2016, and FY 2016-2017, supported through interdepartmental charges to all departments.

BACKGROUND:

The PeopleSoft Human Capital Management (HCM) system is currently used to process the County's payroll, in addition to maintaining human resources and employee benefits records. The original contract with CherryRoad Technologies, Inc., provided for the Contractor to perform a fit/gap analysis, infrastructure assessment, and initial upgrade tasks to upgrade PeopleSoft HCM version 8.8 to version 9.2, at a cost up to \$1,200,000.

The County and contractor first amended the contract in September 2015 to provide that the Contractor would host nine application test environments, at a cost of up to \$150,000.

The County and contractor amended the contract a second time in November 2015 to begin the tasks to upgrade Peoplesoft HCM version 8.8 to version 9.2 at a cost of up to \$4,334,950.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Ed Woo
925-383-2688

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The County and contractor amended the contract a third time in December 2015 to purchase licenses and implement the Taleo Recruitment and Onboarding application, which will be hosted by Oracle on its servers and interface with the PeopleSoft HCM system at a cost of up to \$467,360.

The County and contractor amended the contract a fourth time February 2016 to provide additional technical assistance needed due to County staff vacancies, at a cost of up to \$307,420.

The County and contractor amended the contract a fifth time April 2016 to provide organizational change management services at a cost of up to \$161,120.

The County and contractor amended the contract a sixth time in June 2016 to provide additional technical assistance with benefits administration and to extend the hosted test environments at a cost of up to \$302,640.

The proposed seventh amendment will increase the payment limit by \$1,849,890, and will modify the service plan to extend the Contractor's resource support for the Peoplesoft Upgrade project through April 2017, extend the Contractor's hosted test environments through March 2017, and to implement the Contractor's Civil Service module solution that supports the existing Taleo software application merit-based recruiting and hiring practices, which must be followed according to local, State and federal regulations.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the contract amendment will decrease the success of the PeopleSoft 9.2 upgrade project and will result in the continued use of the current antiquated and paper-based system, which negatively impacts the County's ability to timely and efficiently recruit candidates and onboard new hires.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #76-555 with Initha Elangovan, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #76-555 with Initha Elangovan, M.D., an individual, in an amount not to exceed \$382,500, to provide pulmonary care at Contra Costa Regional Medical Center and Health Centers (CCRMC) for the period from September 1, 2016 through August 31, 2017.

FISCAL IMPACT:

This Contract is funded 100% Hospital Enterprise Fund I.

BACKGROUND:

Under Contract #76-555, Contractor will provide pulmonary care at CCRMC, including, but not limited to, clinic coverage, consultation, critical care, on-call coverage, bronchoscopies, training and medical/surgical procedures, for the period from September 1, 2016 through August 31, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring pulmonary care will not have access to Contractor's services.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Samir Shah, M.D.,
925-370-5525

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: September 20, 2016

Subject: Purchase Order - Lenco BearCat Armored Vehicle

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order with Lenco Armored Vehicles in an amount not to exceed \$315,000 for the purchase of a BearCat armored vehicle for the Office of the Sheriff SWAT Division.

FISCAL IMPACT:

\$315,000. 100% General Fund, budgeted FY 16/17.

BACKGROUND:

The Sheriff's Office currently has one armored tactical intervention vehicle with CBRNE (Chemical, Biological, Radiological, Nuclear, and High Explosive) capabilities. The team's tactics have significantly changed since the acquisition of the vehicle over 9 years ago. The team has been able to swiftly and safely rescue civilians from perilous situations and safely move tactical operators and negotiators to locations of cover. The dangerous gap is that both of these processes cannot safely be accomplished at the same time because the team only has one vehicle. The Sheriff's Office SWAT team responded to an incident where deputies were fired upon without the protection of an armored vehicle, because the vehicle was being used to rescue citizens. Bullets

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Liz Arbuckle,
335-1529

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Liz Arbuckle, Heike Anderson, Tim Ewell

BACKGROUND: (CONT'D)

passed through walls a team of deputies was using to conceal themselves from the suspect.

Current tactics dictate there is a need for multiple CBRNE armored vehicles when responding to a critical incident. The April 2013 Boston Marathon drove that point home, when multiple armored vehicles were used in the search and apprehension of suspects who fled and were actively using homemade bombs to aid in their escape. The 2015 San Bernardino attack is another example of the use of armored vehicles to provide safe transport and cover for tactical personnel to address an unfolding and volatile threat.

With the current size of the SWAT tactical team (30 tactical/command), it would be impossible to protect the tactical members as they respond to a CBRNE event at any of the critical infrastructure sites throughout the county with only one armored vehicle. A second CBRNE vehicle is necessary for the safe response during a CBRNE event.

CONSEQUENCE OF NEGATIVE ACTION:

The Sheriff's Office will be unable to acquire the armored vehicle for use by the SWAT Division.

CHILDREN'S IMPACT STATEMENT:

No impact.



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Novation Contract #74-301-9 with Desarollo Familiar, Inc.(DBA Familias Unidas)

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Novation Contract #74-301-9 with Desarollo Familiar, Inc.(dba Familias Unidas), a non-profit corporation, in an amount not to exceed \$770,832, to provide implementation of the Mental Health Services Act (MHSA) Community Services and Supports Program, for the period from July 1, 2016 through June 30, 2019.

FISCAL IMPACT:

This Contract is funded 22% Federal Financial Participation; 78% State Mental Health Services Act (Prop 63). (Rate increase)

BACKGROUND:

This Contract meets the social needs of County's population by providing implementation of MHSA Community Services and Supports Program, including providing community-based services, personal services coordination, medication support, crisis intervention, and other mental health services to eligible adult clients in Contra Costa County. On October 20, 2015, the Board of Supervisors approved Contract #74-301-8 with Desarollo Familiar, Inc., for the period from July 1, 2015 through June 30, 2016, which included a six month automatic extension through December 31, 2016, to provide implementation of the MHSA Community Services and Supports Program. Approval of Novation Contract #74-301-9 replaces the automatic extension under the prior Contract and allows the Contractor to continue providing services through June 30, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Cynthia Belon,
957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: A Floyd , M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, there will be fewer services provided to eligible adult clients in Contra Costa County through the MHSA Community Services and Support Program.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: Robin Lipetzky, Public Defender
Date: September 20, 2016

Subject: Payments for Services Provided

RECOMMENDATION(S):

APPROVE AND AUTHORIZE the Auditor-Controller, or designee, to pay Savannah Reid the amount of \$15,000 for services rendered to the Office of the Public Defender during the period December 1, 2015 through August 31, 2016.

FISCAL IMPACT:

Upon approval, a total of \$15,000 will be paid to the Contractor.

100% Federal Edward Byrne Memorial Justice Assistance Grant (JAG) for the Youth Justice Initiative Program.

BACKGROUND:

Savannah Reid provided youth advocacy support to juvenile clients of the Office of the Public Defender pursuant to Contract F-45755-00 for the period December 1, 2015 through August 31, 2016, as part of the Youth Justice

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Richard Loomis,
925-335-8093

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Initiative Program. Due to an administrative error, the rate of compensation for services requested and provided was less than the authorized grant funding. Savannah Reid was entitled to compensation at rate of \$5,833.33 per month, but was in fact paid at the rate of \$4,166.66 per month. Ms. Reid is entitled to be compensated at the higher level for services rendered for the period December 1, 2015 through August 31, 2016, for a total of \$15,000.

The Department recommends that the Board authorize the Auditor-Controller to issue a one-time payment in the amount listed above.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved by the Board, retroactive compensation will not be provided to the contractor for services rendered.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: APPROVE and AUTHORIZE the Use of Los Lomas School District's Bid to Purchase a Modular Office Building for EHSD's On the Job Training Program WH135B

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or Purchasing Agent, to execute a purchase order in the amount of \$338,204, based on a bid conducted by Los Lomas School District, for a modular office building including concrete foundation and ramps from Enviroplex, Inc., for the Employment & Human Services On the Job Training Program, Antioch area.

FISCAL IMPACT:

100% General Fund.

BACKGROUND:

The new modular office building will replace the existing deteriorated and mold-infested modular office buildings. Staff has been moved into a temporary leased facility in Antioch. Purchase of the modular office building through the use of the Los Lomas School District's bid will expedite the building fabrication and installation process. Site work will be provided under a separate contract and will be completed while the modular office building is being fabricated.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Ramesh Kanzaria, (925)
313-2000

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: PW Accounting, PW CPM Division Manager, PW CPM Project Manager, PW CPM Clerical, Auditor's Office, County Administrator's Office, County Administrator's Office

CONSEQUENCE OF NEGATIVE ACTION:

The existing building does not have the capacity for the On the Job (OTJ) training program. The OTJ program trains staff to perform operations located in the 1650 Cavallo building. Having trainees adjacent to their future positions is most effective and will avoid long term lease expenses.



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: APPROVE Change Order No.1 with John F. Otto, Inc., for Job Order Contract 002

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Change Order No. 1 with John F. Otto, Inc., for Job Order Contract 002, to increase the payment limit by \$2,500,000, to a new maximum contract value of \$4,500,000, as allowed by Public Contract Code.

FISCAL IMPACT:

Projects under Job Order Contract 002 are only issued when there is an approved project and funding. The maximum contract value of \$4.5 million per annual job order contract is a maximum limit based on Public Contract Code Section 20128.5 (not actual appropriated dollars), and it is possible that the limit may not be reached. Having this limit allows for efficiency and flexibility in accomplishing work up to the maximum statutory limit.

BACKGROUND:

On March 31, 2015, the Public Works Department participated in a County Building Infrastructure Workshop before the Board. At that time, Capital Projects and Facilities Maintenance staff were reviewing the recommended priority projects from the 2014 assessment of 81 buildings at 48 sites to present the list of projects to be funded under the Facilities Life-Cycle

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Ramesh Kanzaria, (925)
313-2000

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: PW Accounting, PW CPM Division Manager, PW CPM Clerical, Auditor's Office, County Counsel's Office, County Administrator's Office, County Administrator's Office

BACKGROUND: (CONT'D)

Investment Program (FLIP). On May 12, 2015, the Board approved the FLIP project list for the Fiscal Year 2015/2016.

The Job Order Contract (JOC) Program was developed to deliver deferred maintenance construction projects associated with Facilities Life-Cycle Improvement Program (FLIP) project list and to accomplish critical maintenance, repair, and remodeling projects. One of the benefits of the JOC Program is that it enables staff to complete eligible projects at a lower cost and in a shorter time period.

On September 15, 2015, the Board of Supervisors authorized the Public Works Director to solicit bids for job order contracts. On November 10, 2015, the Board of Supervisors awarded three contracts each in the amount of \$2,000,000 to Sea Pac Engineering (JOC 001), John F. Otto, Inc. (JOC 002), and Mark Scott Construction (JOC 003). The California Public Contract Code (PCC) Section 20128.5 provides that counties may award annual contracts up to a maximum allowable contract value of \$4,659,196 (\$3,000,000 in 1998 increased annually by the California Consumer Price Index).

To date, the JOC Program has been, and is anticipated to be, a valuable construction project delivery tool for the term of the JOC contracts. Central to the JOC Program is that JOC contracts are performance-based; and as JOC contractors perform well and timely, they will be the more likely candidates for consideration for future JOC Job Orders. John F. Otto, Inc. has performed well and is accomplishing projects on the FLIP project list and other critical projects. The Capital Projects Division will not be ordering any more JOC task projects under the Sea Pac Engineering (JOC 001) contract, and desires to increase the amount of JOC projects to be performed by John F. Otto, Inc. (JOC 002). The current one year Job Order contract 002 is at the maximum \$2,000,000 contract limit yet the County's ability to issue JOC Job Orders expires in June 2017. With many projects still eligible to be accomplished under the JOC program, there is a great need to continue utilizing the existing JOC contract.

Public Works Director recommends the Board to approve Change Order No. 1 with John F. Otto, Inc. for Job Order Contract 002, in the amount of \$2,500,000, to increase the payment limit from \$2,000,000 to a new maximum contract value of \$4,500,000, as allowed by Public Contract Code.

CONSEQUENCE OF NEGATIVE ACTION:

If the change order is not approved, the County will not have the resources to complete deferred maintenance projects as described in the FLIP report and other County construction projects involving repair, remodeling, and other repetitive work.



Contra
Costa
County

To: Board of Supervisors
From: Linda Dippel, Child Support Services Director
Date: September 20, 2016

Subject: Approve and Authorize Contract with Maximus Human Services, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Child Support Services, or designee, to execute a contract with Maximus Human Services, Inc in an amount of \$900,000, for Early Intervention Delinquency Prevention program for the period of October 1, 2016 through September 30, 2017.

FISCAL IMPACT:

This project will be fully funded by allocations from the Federal Government at 66% and State of California at 34%. There is no cost to the County.

BACKGROUND:

The Department of Child Support Services (DCSS) is responsible for the collection of financial support for the children of Contra Costa County. In an effort to increase statewide collections, the California State Department of Child Support Services has mandated that the local child support agencies engage in early intervention efforts. The objective of early intervention is to increase collections and prevent payment delinquency through increased customer contact, outreach, and education early in the life of a case.

DCSS has identified a payment delinquency prevention program that is available through

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Sarah Bunnell
925-313-4433

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Maximus Human Services, Inc. This program involves establishing continuous communication between DCSS and its clients. These efforts are initiated at the time that services are requested with the goal of educating and successfully guiding clients through the child support process. Customer contact is made on a regular schedule to maintain open communication, providing opportunity for clients to request assistance and communicate circumstances that may impact their ability to meet their financial obligation.

CONSEQUENCE OF NEGATIVE ACTION:

If this action were not approved, it would lessen the ability for DCSS to increase collections through early intervention efforts and the county would be out of compliance with a state mandate.

CHILDREN'S IMPACT STATEMENT:

Early intervention directly affects the amount of support collected for Contra Costa County's children.



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Interagency Agreement with the Contra Costa Resource Conservation District, Countywide. Project No. 7517-6W7078

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an interagency agreement with the Contra Costa Resource Conservation District, in an amount not to exceed \$150,000, to provide watershed coordination and outreach services for the period of September 20, 2016 to September 19, 2019, Countywide.

FISCAL IMPACT:

100% Stormwater Utility Assessment Revenue Funds.

BACKGROUND:

Agency will provide on-call technical and support services related to education, outreach, and other activities required by the current and reissued NPDES (National Pollutant Discharge Elimination System) stormwater permits issued by the San Francisco Bay Region of the California Regional Water Quality Control Board (RWQCB) and by the Central Valley Region of the RWQCB.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of this contract by the Board of Supervisors, Contra Costa County will be out of compliance with its stormwater permits from the Regional Water Quality Control Board(s).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Dan Jordan, (925)
313-2023

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Cece Sellgren, Flood Control, Dan Jordan, Flood Control, Catherine Windham, Flood Control

ATTACHMENTS

RCD Agreement

Contract Routing Checklist • Public Works Department

Contact: Dan Jordan Division: Flood Control Phone No. 313-2023

Type: ☐ CSA ☐ Long Form ☐ Short Form ☒ Interagency ☐ Amendment ☐ Renewal

☐ Other Agreement: _____

Contractor: Contra Costa County RCD On-Call/Project: _____

Term: July 12, 2016 to June 30, 2019 Total Contract Amount: \$ 150,000

Contract needed by: June 1, 2016 RUSH-needed by: _____

Business Status and License:

• Validate business status, check box when completed • attach copy of appropriate validation •

- ☐ **Business Status;** (i.e. Inc., LLC, etc.) go to **RipRap** for link to Calif. Secretary of State – Business Portal
- ☐ **Non-profit Corporation Status:** attach valid & current (within 12 months) non-profit status letter from State
- ☐ **Professional License Validation** (for architects, landscape architects, professional engineers, & professional land surveyors) go to **RipRap** for link to State of California - Licenses.
- ☐ **Current Business License** (only required for Sole Proprietors/Individuals & General Partnerships)

Attachments:

• If applicable - check box and attach documents to contract packet •

- ☒ One copy of "Small Business Enterprise (SBE) and Outreach Programs" checklist (mandatory)
- ☒ One copy of a fully executed SBE "Registration and Certification Form" and SOLICITATION form (if applicable)
- ☒ One copy of a fully executed *Questionnaire for Independent Contractors* (M-20) (if applicable)
- ☒ For Contract Amendments – attach copy of original contract to be amended and any amendments to same contract
- ☒ Contracts > \$25,000 to \$100,000 require an *Explanatory Memo* or *Supplemental Form* for review by Counsel & CAO
- ☒ Attach a valid Certificate of Insurance (including Endorsements and in accordance with conditions of the contract)
- ☒ Attach a W-9 form: attach valid and current (within 12 months) (Required by Auditor's Office)

Once Counsel review is complete, then:

- ☐ Route 2 originals for signatures.
- If contract is over \$100,000 and Board of Supervisors is signing the contract – attach 1 additional copy to BO, (Clerk of the Board will retain extra copy).

ROUTE CONTRACT IN THE FOLLOWING ORDER:

| Contracts \$100,000 and under | Contracts \$100,000.01 and over (Requires Board of Supervisors Approval) |
|--|---|
| Initial _____ 1. Admin Services (prelim. pkt. review) _____ 2. Division Head or designee (review) <u>1</u> _____ 3. Fiscal Officer or designee _____ 4. Deputy (review) _____ 5. Admin Services (routing) _____ 6. Risk Mngmnt * See below _____ 7. County Counsel <u>WD#</u> (review) _____ 8. Contractor (Notary required) _____ 9. Deputy (signature) _____ 10. County Counsel (signature) _____ 11. CAO (signature) _____ 12. Purchasing (signature) _____ 13. Finance (Purple, copy of contract and all attachments) | Initial <u>JP</u> _____ 1. Admin Services (prelim. pkt. review) <u>JP</u> _____ 2. Division Head or designee (review) <u>JP</u> _____ 3. Fiscal Officer or designee <u>SM</u> _____ 4. Deputy (review) <u>JP</u> _____ 5. Admin Services (routing) <u>JP</u> _____ 6. Risk Mngmnt * See below <u>JP</u> _____ 7. County Counsel <u>WD# 7091</u> (review) <u>JP</u> _____ 8. Contractor (Notary required) <u>SM</u> _____ 9. Deputy (signature) _____ 10. County Counsel (signature) _____ 11. Division Clerical (BOS Date: <u>7/12/16</u>) _____ 12. Director /Designee (signature) (after BOS approval) _____ 13. CAO (signature) _____ 14. Finance (Purple, copy of contract and all attachments) |

* Regardless of dollar amount - route to Risk Management ONLY if indemnification and/or insurance requirements are modified – approval must be attached.

INTERAGENCY AGREEMENT
(Agency Provides Service)

Number:
Fund/Org:
Account #:
Other:

1. **Contract Identification.**

Department: Public Works

Subject: Interagency Agreement between Contra Costa County Public Works Department and Agency named below for stormwater support services

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Agency mutually agrees and promise as follows:

Agency: Contra Costa County Resource Conservation District (hereinafter "Agency")

Capacity: A public agency

Address: 5552 Clayton Road, Concord CA 94521

3. **Term.** The effective date of this Agreement is September 20, 2016 and it terminates on September 19, 2019 unless sooner terminated as provided herein.

4. **Payment Limit.** County's total payments to Agency under this Agreement shall not exceed \$150,000.00.

5. **County's Obligations.** County shall pay Agency for its provision of the services as set forth in the attached Payment Provisions which are incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

6. **Agency's Obligations.** Agency shall provide those services and carry out that work described in the Service Plan attached hereto which is incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

7. **General and Special Conditions.** This Agreement is subject to the General Conditions and Special Conditions (if any) attached hereto, which are incorporated herein by reference.

8. **Project.** This Agreement implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference: n/a

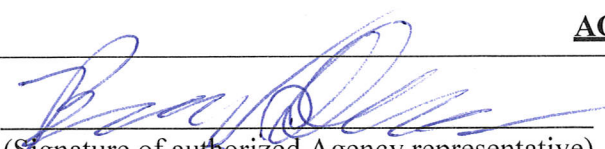
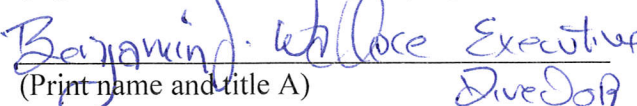
9. **Legal Authority.** This Agreement is entered into under and subject to the following legal authorities: Government Code Section 26227.

10. **Signatures.** These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

| | |
|--------------------------------|---|
| BOARD OF SUPERVISORS | ATTEST: Clerk of the Board of Supervisors |
| By: _____ Chairman/Designee | By: _____ Deputy |

AGENCY

| | |
|--|--|
| By:  (Signature of authorized Agency representative) | By: _____ (Signature of authorized Agency representative) |
|  (Print name and title A) | _____ (Print name and title B) |

ACKNOWLEDGMENT/APPROVALS
(Purchase of Services - Long Form)

Number:

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF CONTRA COSTA)

On August-25-2016 (Date),

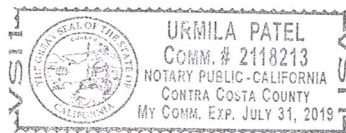
before me, URMILA PATEL, NOTARY PUBLIC (Name and Title of the Officer),
personally appeared, BENJAMIN SCOTT WALLACE - - - - -

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL.

urmita
Signature of Notary Public



Place Seal Above

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

By: [Signature]
Designee

FORM APPROVED BY COUNTY COUNSEL

By: _____
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: _____
Designee

PAYMENT PROVISIONS
(Fee Basis Contracts - Long and Short Form)

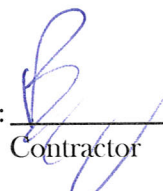
Number

1. **Payment Amounts.** Subject to the Payment Limit of this Contract and subject to the following Payment Provisions, County will pay Contractor the following fee as full compensation for all services, work, expenses or costs provided or incurred by Contractor:

[Check one alternative only.]

- ☐ a. \$ monthly, or
- ☐ b. \$ per unit, as defined in the Service Plan, or
- ☐ c. \$ after completion of all obligations and conditions herein.
- ☒ d. Other: As set forth in Section III (Payment Provisions) of the Service Plan.

2. **Payment Demands.** Contractor shall submit written demands for payment on County Demand Form D-15 in the manner and form prescribed by County. Contractor shall submit said demands for payment no later than 30 days from the end of the month in which the contract services upon which such demand is based were actually rendered. Upon approval of payment demands by the head of the County Department for which this Contract is made, or his designee, County will make payments as specified in Paragraph 1. (Payment Amounts) above.
3. **Penalty for Late Submission.** If County is unable to obtain reimbursement from the State of California as a result of Contractor's failure to submit to County a timely demand for payment as specified in Paragraph 2. (Payment Demands) above, County shall not pay Contractor for such services to the extent County's recovery of funding is prejudiced by the delay even though such services were fully provided.
4. **Right to Withhold.** County has the right to withhold payment to Contractor when, in the opinion of County expressed in writing to Contractor, (a) Contractor's performance, in whole or in part, either has not been carried out or is insufficiently documented, (b) Contractor has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records, or (c) Contractor has failed to sufficiently itemize or document its demand(s) for payment.
5. **Audit Exceptions.** Contractor agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate county, state or federal audit agencies resulting from its performance of this Contract. Within 30 days of demand, Contractor shall pay County the full amount of County's obligation, if any, to the state and/or federal government resulting from any audit exceptions, to the extent such are attributable to Contractor's failure to perform properly any of its obligations under this Contract.

Initials: 
Contractor


County Dept.

SERVICE PLAN OUTLINE
(Purchase of Services - Long Form)

Number

I. OVERVIEW

Agency will provide on-call technical and support services related to education, outreach, and other activities required by the current and reissued National Pollutant Discharge Elimination System (NPDES) stormwater permits issued by the San Francisco Bay Region of the California Regional Water Quality Control Board (RWQCB), and by the Central Valley Region of the RWQCB (the "Permits"), which apply to the County and its municipalities.

During the term of this Contract, when County has a need for Agency to provide services under this Contract, County will forward a proposed Task Order in the form attached hereto as Exhibit 1 to Contractor. Within the timeframe requested by County, Contractor will provide County with a cost proposal for the services and deliverables specified in the Task Order, including a written estimate of the number of hours per staff person, any anticipated reimbursable expenses, and total dollar amount. Once County and Contractor agree to a cost breakdown and commencement date for the services and deliverables identified in the Task Order (with a payment limit for the Task Order that does not cause the total payments under this Contract to exceed the Payment Limit set forth in Section 4 of this Contract (Payment Limit), Contractor and County (through its Department Head) will execute the final version of the Task Order.

II. AGENCY SERVICES

Agency's tasks shall include but are not limited to:

A. Public Outreach

1. General Clean Water Public Outreach - Perform widespread public outreach for clean water programs. The goal of the outreach will be to reduce trash and pollutant discharge into waterways. The outreach may target but is not limited to:
 - a. Local schools;
 - b. Homeowners; and
 - c. Community groups.
2. Citizen Involvement Events - Organize events such as creek cleanups to engage communities in the stewardship of their watershed.

B. Adopt-a-Spot Program

1. Pollutants of Concern Awareness Campaign - Establish an "adopt a spot" program to foster community pride of place and citizen participation in solving local maintenance issues, such as keeping storm drains clean, cleaning up trash hotspots, reporting illicit discharges, etc. Agency will act as a liaison between citizens and County, and will provide support services that may include but are not limited to annual recognition parties, certificates, collecting metrics on the program's success.
2. Reporting - Develop reporting procedures to ensure County receives necessary metrics for tracking program's deliverables.

Initials: 
Contractor


County Dept.

C. Community-Based Green Infrastructure

1. On-land & In-Water Clean-up Events – Assist with community-based green infrastructure requirements in Section C.3 of the Permits. Activities may include but are not limited to coordinating local input about green infrastructure planning from citizens, organizing Integrated Pest Management (IPM) workshops and/or rain garden workshops for local homeowners.

D. Grant Development

Work in partnership with County Watershed Program staff to secure future grant funds via grant writing and development of new projects.

III. PAYMENT PROVISIONS

- A. **Billing Rates.** Agency will be paid for services under this Contract at the following hourly rates.

| Title | HOURLY BILLING RATE |
|--|---------------------|
| Executive Director | \$ 82.43 |
| Office Administrator | \$ 68.28 |
| Resource Conservationist - Natural Resources | \$ 63.27 |
| Resource Conservationist – Watersheds | \$ 68.57 |
| Watershed Coordinator | \$ 61.35 |
| Outreach/Communications Specialist | \$ 31.58 |

- B. **Invoices.** Agency will submit monthly invoices to the Public Works Department Project Manager on Agency letterhead for services provided under each Task Order until Dept. determines that Task Order work is complete.

1. Invoices must include invoice number, date of invoice, and reference the time period of when services were performed [Example: *Services provided between January 1, 2016 through January 31, 2016*].
2. Invoices must include a summary of contract charges (see example below):
Contract payment limit: \$ _____
Total previous invoice amounts: \$ _____
Remaining Contract Amount: \$ _____
3. Invoices must specify Task Order number, Project Name & Number, Task Order payment limit, list total previous billed amounts, and remaining budget for the task order (See example format below):
Task Order # (insert): _____ (insert Project Name & Number)
Task Order payment limit: \$ _____
Total previously billed amounts: \$ _____
Remaining Task Order Budget: \$ _____
4. Invoices must specify employee names, classifications, hours, rates consistent with Section II.A of the Service Plan and task description of the work performed.
5. Work to be performed by sub-contractors require prior consent by the Public Works Department

Initials: _____
Contractor

County Dept.

Project Manager. Invoices must identify any sub-contractor work, task description of the work performed, and attach sub-contractor invoice, on sub-contractor letterhead, to the Agency's related invoice.

C. Allowable Reimbursable Invoice Items

1. Mileage: Mileage reimbursement will not exceed current IRS standard. Invoices must specify dates, miles traveled, mileage rate, and total cost. Fuel usage is part of the mileage rate. Therefore, no reimbursement will be paid for purchase of fuel.
2. Vehicle Rental: Must be previously approved in writing by County staff and will be reimbursed at the daily rental rate, only. Provide copy of receipt/invoice noting project/task order information.
3. Bridge Tolls: Provide copy of receipt.
4. Copies/Reproduction: Specify quantity and rates for in-house copies/reproduction pursuant to with Section II.A of the Service Plan. Provide copies of receipts from outside sources for copies/reproduction services.
5. Postage/Mailing/Overnight Services: Provide copies of receipts with a description of services; and/or, include "in-house" services documentation with a description of services.
6. Equipment Usage/Supplies:
 - a. All Equipment will be reimbursed pursuant to the rates specified with Section II.C of the Service Plan. Equipment not listed will not be reimbursed, unless previously approved in writing by County staff for specialized services.
 - b. Supply purchases must be previously approved in writing by County staff. Receipts must be provided with description of services.
7. Lodging/Meals: Must be previously approved in writing by County staff for specialized services only.

D. Rate Increases. The rates set forth in Section A (Billing Rates) above may be increased from Fiscal Year (FY) to FY during the term of this Contract by an administrative amendment to this Contract executed by County and Agency, provided, however, that no such increase shall exceed five percent (5%) of the preceding FY's hourly rate, or cause payments under this Contract to exceed the payment limit set forth in Section 4 (Payment Limit) of this Contract.

Initials: _____

Contractor

County Dept.

SPECIAL CONDITIONS
(Purchase of Services - Long Form)

Agency and Department agree that the following Special Conditions are part of this Contract.

1. All references in this Contract to the term "County" mean "Contra Costa County Flood Control and Water Conservation District". All references in this Contract to "Agency" mean "Contra Costa County Resource Conservation District."

2. Section 5(a) (Written Notice) of the General Conditions is hereby deleted in its entirety and replaced with the following:

"5(a) Written Notice. This Contract may be terminated by either party, in its sole discretion, upon thirty days advance written notice thereof, and may be cancelled immediately by written mutual consent. In the event that the District terminates this Contract, Contractor will submit a final payment demand and District will render payment for all services rendered and expenses incurred up to the date of cancellation."

3. Section 5(c) (Cessation of Funding) of the General Conditions is hereby deleted in its entirety and replaced with the following paragraph:

"5(c) Cessation of Funding. Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-District funding for this Contract ceases, the District will provide notice to Contractor at the earliest reasonable opportunity. Contractor will cease work immediately upon receipt of notice from District. The County will render payment for all services rendered and expenses incurred up to the date of notification."

4. Section 9 (Disputes) of the General Conditions is hereby deleted in its entirety and replaced with the following:

"9. Disputes. Disagreements between District and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to written determination by the head of the District, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government. Any dispute arising under this Contract that is not settled by agreement of the parties may be settled by mediation, or other legal proceedings, provided that neither party is obligated to participate in any alternative dispute resolution process."

5. Section 18 (Indemnification) of the General Conditions is hereby deleted in its entirety and replaced with the following:

"18. Mutual Indemnification.

a. Contractor shall defend, indemnify and hold the County, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys'





SPECIAL CONDITIONS
(Purchase of Services - Long Form)

fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of Contractor, its officers, agents, or employees.

- b. County shall defend, indemnify and hold the Contractor, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of County, its officers, agents, or employees."

6. Section 20 (Notices) of the General Conditions is hereby deleted in its entirety and replaced with the following:

"20. Notices. All notices provided for this Contract must be in writing and may be delivered by deposit in the United States mail, postage pre-paid. Notices to the District must be addressed to the head of the District. Notices to the Contractor must be addressed the Contractor's address designated in Section 2 of the first page of this Contract. The effective date of notice is three (3) days after the date the notices was placed in the mail."



GENERAL CONDITIONS
(Purchase of Services - Long Form)

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.



Contractor



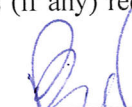
County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)


5. **Termination and Cancellation.**

- a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
 - b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
 - c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.
6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.
7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.
8. **Modifications and Amendments.**

- a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$100,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$100,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.
 - b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.
9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.



Contractor



County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

10. **Choice of Law and Personal Jurisdiction.**

- a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
- b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association. Contractor is not a County employee. This Contract does not give Contractor any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

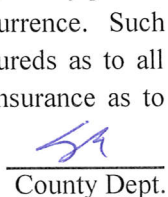
15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government

GENERAL CONDITIONS
(Purchase of Services - Long Form)

Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.

16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
 - a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to


Contractor

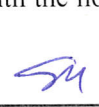

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.

- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
 - c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
 - d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract
20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.
21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice


Contractor

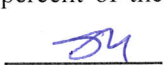

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.

24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.
26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.
27. **Required Audit.** (A) If Contractor is funded by \$500,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Office of Management and Budget Circular A-133. (B) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year from any source, but such grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements. (C) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year; however, Contractor's records must be available for and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office (GAO), the pass-through entity and/or the County. If any such audit is required, Contractor must provide County with such audit. With respect to the audits specified in (A), (B) and (C) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the


Contractor


County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.

28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.



Contractor



County Dept.

Exhibit 1
Task Order Services

Contract Number: _____

Pursuant to Section II of the Service Plan of the Interagency Agreement entered into as of _____, between Contra Costa County ("County") and Contra Costa County Resource Conservation District ("Agency"), County and Contractor agree as follows:

TASK ORDER No.: _____

PROJECT NAME:

PROJECT NUMBER:

LOCATION:

DETAILED SCOPE OF SERVICES:

COMMENCEMENT DATE FOR SERVICES:

DEADLINE FOR COMPLETION OF TASK SERVICES AND DELIVERABLES:

COST ESTIMATE FOR TASK ORDER:

PAYMENT LIMIT FOR TASK ORDER:

| | |
|------------------------------|---|
| CONTRA COSTA COUNTY | CONTRA COSTA COUNTY RESOURCE CONSERVATION DISTRICT |
| By: _____ Department Head | By: _____ Authorized Representative |

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**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: APPROVE Change Order No.1 with Mark Scott Construction, Inc., for Job Order Contract 003

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Change Order No.1 with Mark Scott Construction, Inc., for Job Order Contract 003, to increase the payment limit by \$2,500,000, to a new maximum contract value of \$4,500,000, as allowed by Public Contract Code.

FISCAL IMPACT:

Projects under Job Order Contract 003 are only issued when there is an approved project and funding. The maximum contract value of \$4.5 million per annual job order contract contract is a maximum limit based on Public Contract Code Section 20128.5 (not actual appropriated dollars), and it is possible that the limit may not be reached. Having this limit allows for efficiency and flexibility in accomplishing work up to the maximum statutory limit.

BACKGROUND:

On March 31, 2015, the Public Works Department participated in a County Building Infrastructure Workshop before the Board. At that time, Capital Projects and Facilities Maintenance staff were reviewing the recommended priority projects from the 2014 assessment of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Ramesh Kanzaria, (925)
313-2000

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: PW Accounting, PW CPM Division Manager, PW CPM Clerical, Auditor's Office, County Counsel's Office, County Administrator's Office, County Administrator's Office

BACKGROUND: (CONT'D)

81 buildings at 48 sites to present the list of projects to be funded under the Facilities Life-Cycle Investment Program (FLIP). On May 12, 2015, the Board approved the FLIP project list for the Fiscal Year 2015/2016.

The Job Order Contract (JOC) Program was developed to deliver deferred maintenance construction projects associated with the Facilities Life-Cycle Improvement Program (FLIP) project list and to accomplish critical maintenance, repair, and remodeling projects. One of the benefits of the JOC Program is that it enables staff to complete eligible projects at a lower cost and in a shorter time period.

On September 15, 2015, the Board of Supervisors authorized the Public Works Director to solicit bids for job order contracts. On November 10, 2015, the Board of Supervisors awarded three contracts each in the amount of \$2,000,000 to Sea Pac Engineering (JOC 001), John F. Otto, Inc. (JOC 002), and Mark Scott Construction (JOC 003). The California Public Contract Code (PCC) Section 20128.5 provides that counties may award annual contracts up to a maximum allowable contract value of \$4,659,196 (\$3,000,000 in 1998 increased annually by the California Consumer Price Index).

To date, the JOC Program has been, and is anticipated to be, a valuable construction project delivery tool for the term of the JOC contracts. Central to the JOC Program is that JOC contracts are performance-based; and as JOC contractors perform well and timely, they will be the more likely candidates for consideration for future JOC Job Orders. Mark Scott Construction, Inc. has performed well and is accomplishing projects on the FLIP project list and other critical projects. The Capital Projects Division will not be ordering any more JOC task projects under the Sea Pac Engineering (JOC 001) contract, and desires to increase the amount of JOC projects to be performed by Mark Scott Construction (JOC 003). The current one year Job Order contract 003 is at the maximum \$2,000,000 contract limit yet the County's ability to issue JOC Job Orders expires in April 2017. With many projects still eligible to be accomplished under the JOC program, there is a great need to continue utilizing the existing JOC contract.

Public Works Director recommends the Board to approve Change Order No. 1 with Mark Scott Construction, Inc. for Job Order Contract 003, in the amount of \$2,500,000, to increase the payment limit from \$2,000,000 to a new maximum contract value of \$4,500,000, as allowed by Public Contract Code.

CONSEQUENCE OF NEGATIVE ACTION:

If the change order is not approved, the County will not have the resources to complete deferred maintenance projects as described in the FLIP report and other County construction projects involving repair, remodeling, and other repetitive work.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #74-407-6 with Daniel Forkin, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #74-407-6 with Daniel Forkin, M.D., an individual, in an amount not to exceed \$145,600, to provide outpatient psychiatric care to mentally ill adults in West County, for the period from October 1, 2016 through September 30, 2017.

FISCAL IMPACT:

This Contract is funded 100% Mental Health Realignment. (No rate increase)

BACKGROUND:

On September 15, 2015, the Board of Supervisors approved Contract #74-407-5 with Daniel Forkin, M.D., to provide outpatient psychiatric care, including, but not limited to: diagnosis, counseling, evaluation, medical and therapeutic treatment, and consulting and training in therapeutic matters for mentally ill adults in West Contra Costa County for the period October 1, 2015 through September 30, 2016.

Approval of Contract #74-407-6 will allow the Contractor to continue to provide outpatient psychiatric care to mentally ill adults in West Contra Costa County, through September 30, 2017.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring outpatient psychiatric care will not have access to Contractor's services.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: September 20, 2016

Subject: Approve a contract amendment with All County Flooring

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with All County Flooring, to increase the payment limit by \$3,000,000 to a new payment limit of \$3,500,000, to provide flooring services, for the period July 1, 2015 through June 30, 2018, Countywide.

FISCAL IMPACT:

This cost is to be funded through Facilities Services budgets. (100% General Fund)

BACKGROUND:

Facilities Services is responsible for the maintenance of over two million square yards of carpeted and vinyl flooring. As bid on BidSync #1504-136, All County Flooring was one of the lowest responsible and responsive vendors for this commodity and has been awarded this work. With the recent increase in flooring projects, and with Capital Projects now using this contract to pay for their smaller projects, it is requiring Facilities to raise the payment limit from the original \$500,000 to an estimated \$3,500,000 to get through the three year term.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Stan Burton, (925)
313-7077

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this contract amendment is not approved, sublet flooring services will not be performed.

CHILDREN'S IMPACT STATEMENT:



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #27-950-1 with Brighter Beginnings

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #27-950-1 with Brighter Beginnings, a corporation, in an amount not to exceed \$150,000, to provide Primary Care services to Contra Costa Health Plan members, for the period from October 1, 2016 through September 30, 2018.

FISCAL IMPACT:

This Contract is funded 100% Contra Costa Health Plan Enterprise Fund II. (No Rate Increase)

BACKGROUND:

In October 2014, the County Administrator approved and the Purchasing Services Manager executed Contract #27-950 with Brighter Beginnings, for the provision of Primary Care services to Contra Costa Health Plan members, for the period from October 1, 2014 through September

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Patricia Tanquary
313-6004

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: D Morgan, M Wilhelm

BACKGROUND: (CONT'D)

30, 2016.

Approval of Contract #27-950-1 will allow Brighter Beginnings to continue providing Primary Care services to Contra Costa Health Plan members through September 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.

CHILDREN'S IMPACT STATEMENT:

Not Applicable



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #24-794-8(15) with John Muir Behavioral Health

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #24-794-8(15) with John Muir Behavioral Health, a non-profit corporation, in an amount not to exceed \$1,050,000, to provide inpatient psychiatric hospital services for children, adolescents and adults, for the period from July 1, 2016 through June 30, 2017.

FISCAL IMPACT:

This Contract is funded 100% Mental Health Realignment funds. (No rate increase) No County match required.

BACKGROUND:

Assembly Bill (AB) 757, (Chapter 633, Statutes of 1994), authorized the transfer of state funding for Fee-For-Service/Medi-Cal acute psychiatric inpatient hospital services from the Department of Health Services to the Department of Health Care Services. On January 1, 1995, the Department of Mental Health transferred these funds and the responsibility for authorization and funding of Medi-Cal acute psychiatric inpatient

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: CYNTHIA BELON
957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: D Morgan, M WILHELM

BACKGROUND: (CONT'D)

hospital services to counties that chose to participate in this program.

On November 3, 2015, the Board of Supervisors approved Contract #24-794-8(14) with John Muir Behavioral Health Center, for the period from July 1, 2015 through June 30, 2016, for the provision of inpatient psychiatric hospital services to County-referred children, adolescents and adults, including mutual indemnification.

Approval of Contract #24-794-8(15) will allow the Contractor to continue to provide services through June 30, 2017, including mutual indemnification to hold harmless both parties for any claims arising out of the performance of this Contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's mental health clients will not receive needed inpatient psychiatric services from Contractor's facility.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcome: "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include a decrease in the need for inpatient care and placement at a lower level of care.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Amendment #26-774-2 with Robert Buckley, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #26-774-2 with Robert Buckley, M.D., an individual, effective September 1, 2016, to amend Contract #26-774-1 to increase the payment limit by \$230,000 from \$375,000, to a new payment limit of \$605,000 to modify the Service Plan and Payment Provisions to include administrative duties at Contra Costa Regional Medical Center and Health Centers (CCRMC), with no change in the original term of July 1, 2015 through June 30, 2018.

FISCAL IMPACT:

This amendment is funded 100% Hospital Enterprise Fund I. Rate increase due to the addition of Administrative Duties.

BACKGROUND:

On July 7, 2015 the Board of Supervisors approved Contract #26-774-1 with Robert Buckley, M.D., for the provision of orthopedic services, including, but not limited to: clinic coverage and training at CCRMC for the period from July 1, 2015 through June 30, 2018. Approval of Amendment Agreement #26-774-2 will allow the Contractor to provide an additional level of services to include administrative duties as requested by the County through June 30, 2018.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Samir Shah, M.D.,
925-370-5525

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, patients requiring orthopedic services will not have increased access to Contractor's services.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #76-556 with Laboratory Corporation of America

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #76-556 with Laboratory Corporation of America, a corporation, in an amount not to exceed \$325,000, to provide outside laboratory testing services for Contra Costa Regional Medical and Health Centers (CCRMC), for the period from September 1, 2016 through August 31, 2017.

FISCAL IMPACT:

This Contract is funded 100% Hospital Enterprise Fund I.

BACKGROUND:

Under Contract #76-556, the Contractor will provide outside laboratory testing services, including but not limited to: HER2FISH test for breast cancer treatment, and flow cytometry test for leukemia treatment through August 31, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring outside laboratory testing services will not have access to Contractor's services.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Anna Roth,
925-370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #26-874-1 with META Dynamic, Inc.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #26-874-1 with META Dynamic, Inc., a corporation, in an amount not to exceed \$30,000, to provide guidance navigation system, related software, accessories and certified technicians for tumor locating in the Surgical Unit at Contra Costa Regional Medical Center and Health Centers (CCRMC) for the period from November 1, 2016 through October 31, 2017.

FISCAL IMPACT:

This Contract is funded 100% Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On January 13, 2016, the Board of Supervisors approved Contract #26-874 with Meta Dynamic, Inc., for the provision of guidance navigation system, related software, accessories and certified technicians for tumor locating in the Surgical Unit at Contra Costa Regional Medical Center and Health Centers (CCRMC), for the period from November 1, 2015 through October 31, 2016. This contract contains changes to the Standard General Conditions, Paragraph 19. Insurance and Paragraph

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Anna Roth,
925-370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

18, which included mutual indemnification.

Approval of Contract #26-874-1 will allow the Contractor to continue to provide tumor locating services through October 31, 2017. This contract contains changes to the Standard General Conditions, Paragraph 19. Insurance, and Paragraph 18, Indemnification.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring tumor locating procedures will not have access to Contractor's services.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016
Subject: Contract #24-704-3 with Kimberly Loda, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #24-704-3 with Kimberly Loda, M.D., an individual, in an amount not to exceed \$218,400, to provide outpatient psychiatric care to mentally ill adults in West County for the period from October 1, 2016 through September 30, 2017.

FISCAL IMPACT:

This Contract is funded 100% Mental Health Realignment. (No rate increase)

BACKGROUND:

On September 22, 2015, the Board of Supervisors approved Contract #24-704-2 with Kimberly Loda, M.D. for the provision of outpatient psychiatric care, including, but not limited to: diagnosis, counseling, evaluation, medical and therapeutic treatment, and consulting and training in medical and therapeutic matters for mentally ill adults in West County for the period from October 1, 2015 through September 30, 2016. Approval of Contract #24-704-3 will allow the Contractor to continue to provide outpatient psychiatric care through September 30, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's clients will not have access to Contractor's psychiatric care.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: September 20, 2016

Subject: Approve and Authorize a contract amendment with Rodie's Pet & Food Supply

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Animal Services Department Director or designee, to execute a contract amendment with Rodie's Pet & Food Supply to increase the payment limit by \$51,000 to a new payment limit of \$150,000 for animal feed supplies and extend the term from September 30, 2016 through October 31, 2016. (37% User Fees, 54% City Revenue, 9% County General Fund)

FISCAL IMPACT:

\$150,00: 37% User Fees, 54% City Revenue, 9% County General Fund

BACKGROUND:

Rodie's Pet & Food Supply is responsible for providing all of the Animal Services Department's food for the shelter animal; The proposed amendment will provide the revenue necessary to continue to feed the shelter animals food, which is essential.

CONSEQUENCE OF NEGATIVE ACTION:

Contra Costa's Animal shelter will be unable to purchase the food necessary to provide for the animal's needs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF
SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: (925)
335-8370

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

None



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Novation Contract #74-356-7 with Child Abuse Prevention Council of Contra Costa County

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Novation Contract #74-356-7 with Child Abuse Prevention Council of Contra Costa County, a non-profit corporation, in an amount not to exceed \$117,928, to provide Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Services for the period from July 1, 2016 through June 30, 2017. This Contract includes a six-month automatic extension through December 31, 2017, in an amount not to exceed \$58,964.

FISCAL IMPACT:

This Contract is funded 100% MHSA. (3% Cost of Living Adjustment [COLA]) (Rate increase)

BACKGROUND:

This Contract meets the social needs of County's population by providing evidence-based curriculum of culturally, linguistically, and developmentally appropriate parenting classes to Spanish speaking families in East Contra Costa County and Central Contra Costa County's Monument Corridor.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Cynthia Belon,
957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala, M Wilhelm

BACKGROUND: (CONT'D)

On July 21, 2015, the Board of Supervisors approved Novation Contract #74-356-6 with Child Abuse Prevention Council of Contra Costa County, for the period from July 1, 2015 through June 30, 2016, which included a six-month automatic extension through December 31, 2016, for the provision of MHSA PEI Services.

Approval of Contract #74-356-7 replaces the automatic extension under the prior Contract and allows the Contractor to continue providing services, through June 30, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, this Contractor will not provide MHSA prevention and early intervention Nurturing Parenting Program and County residents will have reduced access to these services.

CHILDREN'S IMPACT STATEMENT:

This MHSA-PEI program supports the following Board of Supervisors' community outcomes: "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include increases in social connectedness, communication skills, parenting skills, and knowledge of the human service system in Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Amendment Agreement #23-400-10 with Contra Costa Regional Health Foundation

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #23-400-10 with Contra Costa Regional Health Foundation, a non-profit corporation, effective September 30, 2016, to amend Contract #23-400-8 (as amended by #23-400-9), to increase the payment limit by \$125,000, from \$1,225,000, to a new payment limit of \$1,350,000 and to extend the termination date from September 30, 2016 to September 30, 2017.

FISCAL IMPACT:

This Amendment is funded 100% by Hospital Enterprise Fund I. (No Rate Increase)

BACKGROUND:

On September 23, 2014, the Board of Supervisors approved Contract #23-400-8 (as amended by Amendment Agreement #23-400-9) with Contra Costa Regional Health Foundation, for the provision of consultation services to the Health Services Director with regard to the Contra Costa Regional Medical Center and Contra Costa Health Centers including, but not limited to: increasing community awareness of services provided; developing fundraising goals, policies, and procedures

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: William Walker, MD,
370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, M Wilhelm

BACKGROUND: (CONT'D)

and by-laws; and working closely with the Contra Costa Regional Medical Center and Contra Costa Health Center's administrative and medical staff to develop "Application Guidelines" for requesting funding.

Approval of Amendment Agreement #23-400-10 will allow the Contractor to continue to provide consultation services to the Health Services Director with regard to the Contra Costa Regional Medical Center and Contra Costa Health Centers and extends the termination date from September 30, 2016 to September 30, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the County will not continue to receive continuous community support and fundraising activities for the Contra Costa Regional Medical Center and Health Centers.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #74-474-2 with Macey Rosenthal, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #74-474-2 with Macey Rosenthal, M.D., an individual, in an amount not to exceed \$174,720 to provide outpatient psychiatric care for mentally ill adults in Central County, for the period from November 1, 2016 through October 31, 2017.

FISCAL IMPACT:

This Contract is funded 100% Mental Health Realignment. (No rate increase)

BACKGROUND:

On October 6, 2015, the Board of Supervisors approved Contract #74-474-1, with Macey Rosenthal, M.D., for the provision of outpatient psychiatric services, including, but not limited to: diagnosis, counseling, evaluation, medical and therapeutic treatment, consultation and training in medical and therapeutic matters for adults in Central Contra Costa County for the period November 1, 2015 through October 31, 2016. Approval of Contract #74-474-2 will allow the Contractor to continue providing outpatient psychiatric care through October 31, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's clients will not have access to Contractor's psychiatric care services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #77-036 with Christine Lee, M.D., A Professional Corporation, Inc. (dba The Skin and Laser Treatment Institute)

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #77-036 with Christine Lee, M.D., A Professional Corporation, Inc. (dba The Skin and Laser Treatment Institute), a corporation, in an amount not to exceed \$1,200,000, to provide dermatology and microscopically controlled (MOHS) surgery services to Contra Costa Health Plan (CCHP) members, for the period from September 1, 2016 through August 31, 2018.

FISCAL IMPACT:

This Contract is funded 100% Contra Costa Health Plan Enterprise Fund II.

BACKGROUND:

The Health Plan has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. MOHs surgery, also known as chemosurgery, was developed in 1938 by a general surgeon, Frederic E. Mohs, and is a microscopically controlled surgery used to treat common types of skin cancer. Under Contract #77-036, the Contractor will provide dermatology and MOH's micrographic surgery services to CCHP members through August 31, 2018.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Patricia Tanquary
313-6004

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: A Floyd , M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for its members under the terms of their Individual and Group Health plan membership contracts with the County will not be provided.

CHILDREN'S IMPACT STATEMENT:

NOT APPLICABLE



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #27-808-3 with Amarjit Dosanjh, M.D., A Medical Corporation

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #27-808-3 with Amarjit Dosanjh, M.D., A Medical Corporation, a corporation, in an amount not to exceed \$250,000, to provide plastic and reconstructive surgery services to Contra Costa Health Plan (CCHP) members, for the period from August 1, 2016 through July 31, 2018.

FISCAL IMPACT:

This Contract is funded 100% Contra Costa Health Plan Enterprise Fund II. (No rate increase)

BACKGROUND:

The Health Plan has an obligation to provide certain specialized professional health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County.

In January 2015, the County Administrator approved and the Purchasing Services Manager executed Contract #27-808-2 with Amarjit Dosanjh, M.D., A Medical Corporation, for the period from August 1, 2014 through July 31, 2016, to provide plastic and reconstructive surgery services to Contra Costa

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Patricia Tanquary
925-313-6004

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: A Floyd , M Wilhelm

BACKGROUND: (CONT'D)

Health Plan members.

Approval of Contract #27-808-3 will allow the Contractor to continue to provide plastic and reconstructive surgery services through July 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized professional health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.

CHILDREN'S IMPACT STATEMENT:

Not Applicable.



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Contract #27-168-12 with Planned Parenthood: Shasta-Diablo, Inc.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or designee, to execute, on behalf of the County, Contract #27-168-12 with Planned Parenthood: Shasta-Diablo, Inc., a non-profit corporation, in an amount not to exceed \$3,500,000, to provide Obstetrics/ Gynecology and Family Planning services to Contra Costa Health Plan (CCHP) members for the period from October 1, 2016 through September 30, 2017.

FISCAL IMPACT:

This Contract is funded 100% Contra Costa Health Plan Enterprise Fund II. (No rate increase)

BACKGROUND:

The Health Plan has an obligation to provide certain specialized medical health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. On September 15, 2015, the Board of Supervisors approved Contract #27-168-11 with Planned Parenthood: Shasta-Diablo, Inc. for the provision of Obstetrics/ Gynecology and Family Planning services to CCHP members and County recipients, for the period from October 1, 2015 through September 30, 2016. Approval of Contract #27-168-12 will allow Contractor to continue providing Obstetrics/Gynecology and Family Planning services through September 30, 2017.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Patricia Tanquary,
313-6004

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: A Floyd, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, this specialty provider in the community provider network would not be able to provide family planning and OB/GYN medical services for Contra Costa Health Plan members.

CHILDREN'S IMPACT STATEMENT:

NOT APPLICABLE



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Amendment #23-478-10 with Santa Rosa Consulting, Inc.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Amendment Agreement #23-478-10 with Santa Rosa Consulting, Inc., a corporation, effective July 1, 2016, to amend Contract #23-478-7 (as amended by Amendment/Extension Agreement #23-478-8 and #23-478-9) to increase the payment limit by \$1,440,000 from \$2,500,000 to a new contract payment limit of \$3,940,000 with no change in the original term of September 1, 2014 through June 30, 2017.

FISCAL IMPACT:

This amendment is funded 100% Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On January 6, 2015, the Board of Supervisors approved Contract #23-478-7 (as amended by Amendment/Extension Agreement #23-478-8 and #23-478-9), with Santa Rosa Consulting, Inc., for the period from September 1, 2014 through June 30, 2017, for the provision of consulting, technical support, training and project management to the Health Services Department's Information Systems Unit for County's computer systems.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: David Runt,
313-6228

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: T Scott, M Wilhelm

BACKGROUND: (CONT'D)

In order to reach targeted departmental project goals, the County requested and the Contractor agreed to provide additional technical assistance and consulting services, through June 30, 2017.

Approval of Amendment Agreement #23-478-10 will allow the Contractor to provide additional services through June 30, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County will not have access to Contractor's additional services.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Approve New and Recredentialing Providers in Contra Costa Health Plan's Community Provider Network

RECOMMENDATION(S):

Approve the list of providers recommended by Contra Costa Health Plan's Peer Review and Credentialing Committee on August 9, 2016, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The National Committee on Quality Assurance (NCQA) requires that evidence of Board Approval must be contained within each CCHP provider's credentials file. Approval of this list of providers as recommended by the CCHP Medical Director will enable the Contra Costa Health Plan to comply with this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Contra Costa Health Plan's Providers would not be appropriately credentialed and not be in compliance with the NCQA.

CHILDREN'S IMPACT STATEMENT:

Not Applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

Contact: Anna Roth,
370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: T Scott, M Wilhelm, Heather Wong

ATTACHMENTS

Provider List

Contra Costa Health Plan
Providers Approved by Peer Review and Credentialing Committee
August 9, 2016

| CREDENTIALING PROVIDERS AUGUST 2016 | |
|--|-----------------------------------|
| Name | Specialty |
| Amini, Maryam, M.D. | Primary Care Internal Medicine |
| Courbot Marquie, Liza, BCBA | Behavior Analysis |
| Gallo, John. D.O. | Primary Care Internal Medicine |
| Kamat, Leena, M.D. | Primary Care Family Medicine |
| Manuel, Maria Allyson, BCBA | Behavior Analysis |
| Moncada, Liliana, LCSW | Mental Health Services |
| Sommers, Carla, MFT | Mental Health Services |
| Stoia, Adriane, RBT | Behavior Analysis |
| Tai, Chien, O.D. | Optometry |
| Vidal Zavala, Grecya, RBT | Behavior Analysis |
| Villasenor, Gabrielle, RBT | Behavior Analysis |
| Yeich, Edward, NP | Mid-Level Urgent Care |

| RECREREDENTIALING PROVIDERS AUGUST 2016 | |
|--|-----------------------------------|
| Name | Specialty |
| Arias-Vera, Jose R., M.D. | Primary Care Internal Medicine |
| Chen, Gigi, M.D. | Hematology/ Medical Oncology |
| Crow, Bradley, M.D. | Orthopaedic Surgery |
| Davenport, Mary, M.D. | OB/GYN |
| Kang, Steven, M.D. | Cardiovascular Disease |
| Kim, Paul, M.D. | Primary Care Family Medicine |
| Lee, Scott E., M.D. | Surgery – Oculoplastic |
| Lerner, Dimitry, M.D. | Gynecologic Oncology |
| Linder, Eileen, O.D. | Optometry |
| Lottman, Karen, LCSW | Mental Health Services |
| Mahdavi, Abbas, M.D. | Primary Care Pediatrician |
| Mostaghasi, Taraneh, M.D. | Primary Care Pediatrician |
| Obnial, Gonzalo, M.D. | Surgery – Vascular |
| Robles, Robert, M.D. | Hematology/ Medical Oncology |

| RECREREDENTIALING PROVIDERS AUGUST 2016 | |
|--|--|
| Name | Specialty |
| Sirott, Matthew, M.D. | Hematology/ Medical Oncology |
| Stephens, Marlene, MFT | Mental Health Services |
| Stewart, Debra, D.O. | OB/GYN |
| Sugarbaker, Tessa, M.D. | Family Planning |
| Sun, Chao, M.D. | Primary Care Family Medicine |
| Swope, Brian, M.D. | Primary Care Pediatrician |
| Vu, John, M.D. | Cardiovascular Disease/ Interventional Cardiology |

| RECREREDENTIALING ORGANIZATIONAL PROVIDERS AUGUST 2016 | | |
|--|---|-----------------|
| Provider Name | Provide the Following Services | Location |
| East Bay Integrated Care, Inc. dba: Hospice of the East Bay | Hospice | Pleasant Hill |
| Infinity Care Services, Inc. dba: Infinity Care Services, Inc. | Home Health | Stockton |
| Professional Healthcare at Home, LLC dba: Kindred at Home - Home Health - Emeryville | Home Health | Emeryville |
| Professional Healthcare at Home, LLC dba: Kindred at Home - Home Health - Pleasant Hill | Home Health | Pleasant Hill |
| Professional Healthcare at Home, LLC dba: Kindred at Home - Home Health – Vacaville | Home Health | Vacaville |
| Professional Healthcare at Home, LLC dba: Kindred at Home - Hospice - Pleasant Hill | Hospice | Pleasant Hill |



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 20, 2016

Subject: RESPONSE TO CIVIL GRAND JURY REPORT NO. 1614, ENTITLED "WHERE WILL WE LIVE?"

RECOMMENDATION(S):

ADOPT report as the Board of Supervisors' response to Civil Grand Jury Report No. 1614, entitled "Where Will We Live?".

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The 2015/16 Civil Grand Jury filed the above-referenced report, attached, on May 24, 2016, which was reviewed by the Board of Supervisors and subsequently referred to the County Administrator, who prepared the attached response that clearly specifies:

- A. Whether the finding or recommendation is accepted or will be implemented;
- B. If a recommendation is accepted, a statement as to who will be responsible for implementation and a definite target date;
- C. A delineation of the constraints if a recommendation is accepted but cannot be implemented within a six-month period; and
- D. The reason for not accepting or adopting a finding or recommendation.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Julie DiMaggio Enea (925)
335-1077

cc:

BACKGROUND: (CONT'D)

>

FINDINGS

F1. PDAs recognize the importance of housing near transportation and jobs for developing prosperous communities.

***Response:** The respondent agrees with the finding.*

F2. Plan Bay Area 2040 seeks to combine transportation, jobs and housing as a solution to the needs of our growing population.

***Response:** The respondent agrees with the finding.*

F3. While State law mandates that ABAG conduct the RHNA process, a city is not required to subsidize and/or build the units; it is only required to demonstrate that local zoning will not impede development.

***Response:** Response not required.*

F4. While State law mandates that ABAG conduct the RHNA process, the County is not required to subsidize and/or build the units. It is only required to demonstrate that local zoning will not impede development.

***Response:** The respondent agrees with the finding.*

F5. Inclusionary zoning programs provide incentives and regulatory waivers to builders and developers who produce both affordable and market rate homes within the same project.

***Response:** The respondent agrees with the finding.*

F6. The city's Inclusionary Housing ordinance helps to provide AH in that city.

***Response:** Response not required.*

F7. The County's Inclusionary Housing ordinance helps to provide AH in the County.

***Response:** The respondent agrees with the finding.*

F8. Inclusionary Housing Ordinances sometimes include the option for the developer to pay in lieu fees instead of constructing AH units.

***Response:** Response not required.*

F9. The city supplements the shortage of funds for AH by requiring builders to pay impact fees, in lieu fees, or other construction and remodeling fees.

***Response:** Response not required.*

F10. Infill costs less to service than new development because it takes advantage of the existing infrastructure.

***Response:** The respondent partially disagrees with the finding. It is not entirely clear what is meant by "costs less to service." While infill sites often offer numerous advantages including cost efficiencies, they can sometimes be more expensive to develop because such sites sometimes have aging infrastructure that is either in need of replacement or does not have the capacity to serve the new development without substantial improvements.*

F11. The elimination of redevelopment agencies resulted in a reduction of the number of AH units constructed in the city by eliminating a major source of funding for affordable development projects.

Response: Response not required.

F12. The city delegates to the builder, owner, or management company of AH properties the responsibility for gathering and validating AH clientele information, as well as maintaining lists of potentially interested buyers.

Response: Response not required.

F13. There is no accessible centralized information source for available AH, which compounds the problems created by the AH shortage for those who are searching for affordable housing.

Response: The respondent disagrees with the finding. The County provides centralized information on rental housing on its website at <http://www.cccounty.us/affordablehousing> and <http://www.co.contra-costa.ca.us/5553/Affordable-Rental-Map>.

RECOMMENDATIONS

R1. The city should consider increasing AH in PDAs.

Response: Response not required.

R2. The city should consider adopting an Inclusionary Housing Ordinance.

Response: Response not required.

R3. The city should explore rehabilitating existing housing stock as AH for purchase or rental, and identify funding to do so.

Response: Response not required.

R4. The County should explore rehabilitating existing housing stock as AH for purchase or rental, and identify funding to do so.

Response: The recommendation has been implemented. The County currently provides Community Development Block Grant funds to rehabilitate both existing rental and ownership properties and has done so for over 30 years.

R5. The city should explore increasing existing “impact fees” or “linkage fees” or enacting such fees in order to generate revenue with which to assist funding of AH.

Response: Response not required.

R6. The city should consider designating an employee within the city’s planning or housing department to coordinate with property management to maintain current waiting and interest lists of available AH and ensure information is posted on the city website, and identifying funding to do so.

Response: Response not required.

R7. The city should consider seeking federal, state, and local funding sources for AH.

Response: Response not required.

R8. The city should consider partnering with for-profit and not-for-profit builders to secure land suitable for AH, and identify funding to do so.

Response: Response not required.

R9. The County should consider seeking federal, state, and local funding sources for AH.

Response: The recommendation has been implemented. The County is an entitlement grantee for HOME, CDBG and ESG (HUD Emergency Solutions Grant) funds. It receives HOPWA through the City of Oakland. It has applied for State AHSC funds. It is typically the developers that apply for AH funds, not the County. The County has provided federal funds to support 3,226 units in 60 developments throughout the County. In addition, it has served as the issuer of tax exempt bonds to support 5,950 units in 44 developments. (Fifteen projects with 1,009 units have both tax exempt bonds and federal funds.)

R10. The County should consider partnering with for-profit and not-for-profit builders to secure land suitable for AH, and identify funding to do so.

Response: The recommendation will not be implemented because it is not feasible. The County has provided funds to developers in the past to acquire sites for affordable housing development after there is a complete, feasible development plan. However, most funding sources prohibit “land banking” when there is not a feasible development plan with a reasonable timeline.

R11. The city should consider undertaking an education initiative in the earliest phase of affordable planning projects in order to alleviate community concerns regarding AH, and identify funding to do so.

Response: Response not required.

R12. The County should consider undertaking an education initiative in the earliest phase of affordable planning projects in order to alleviate community concerns regarding AH, and identify funding to do so.

Response: The recommendation will not be implemented because it is not warranted or reasonable. The affordable housing developers and advocacy groups are the most appropriate entities to engage in community education.

R13. The city should consider identifying all infill and vacant land not in PDAs and encourage use of it for AH through tax incentives, density bonuses, etc.

Response: Response not required.

R14. The County should consider identifying all infill and vacant land not in PDAs and encourage use of it for AH through tax incentives, density bonuses, etc.

Response: The recommendation has partially been implemented and partially requires further analysis. The County has an inventory of vacant and underutilized sites throughout the unincorporated areas that are appropriate for affordable housing development. The sites inventory is included in the County Housing Element. Additional tools to encourage affordable housing may be studied in the future as staff and funding become available.

R15. The city should consider creating an easily accessible, online central repository with all relevant information on deed-restricted housing units to assure that inventory of AH is maintained, and identify funding to do so.

Response: Response not required.

R16. The County should consider creating an easily accessible, online central repository with all relevant

information on deed-restricted housing units to assure that inventory of AH is maintained, and indemnity funding to do so.

***Response:** The recommendation has been implemented. The County provides centralized information on rental housing on its website at <http://www.cccounty.us/affordablehousing> and <http://www.co.contra-costa.ca.us/5553/Affordable-Rental-Map> .*

ATTACHMENTS

Civil Grand Jury Report No. 1614, "Where Will We Live?"

A REPORT BY
THE 2015-2016 CONTRA COSTA COUNTY GRAND JURY


725 Court Street
Martinez, California 94553

Report 1614

**Where Will We Live?
The Affordable Housing Waiting List
is Closed.**

APPROVED BY THE GRAND JURY:

Date: 6/14/16



MICHAEL SIMMONS
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 6/15/16



JOHN T. LAETTNER
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report 1614

**Where Will We Live?
The Affordable Housing Waiting List is Closed.**

TO: City Councils of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pleasant Hill, Pittsburg, Richmond, San Pablo, San Ramon, Walnut Creek and the Contra Costa County Board of Supervisors

SUMMARY:

The Bay Area is one of the most expensive regions in the world to live and work. Our County has a housing crisis that demands our immediate attention. Lack of affordable housing in Contra Costa County negatively affects our citizens and economy. Government lawmakers and fair shelter advocates call housing “affordable” when a household pays no more than 30 percent of its total income for housing costs. Income levels determine who qualifies for Affordable Housing (AH). Those qualifying include a range of households from formerly homeless individuals to first-time homebuyers. AH can include rental and homeownership; single-family and multi-family; and new or rehabilitated units. The Bay Area has an extensive network of for-profit and non-profit housing developers that create well designed, well managed AH. Despite their efforts, the demand far outstrips the supply.

California housing element law, California Government Code section 65580 et seq., mandates that every city provide its fair share of AH. Since 2007, the cities in the Bay Area, including in Contra Costa County, have failed to issue the requisite number of building permits to meet their share allocations.

President of the Bay Area Council, Jim Wunderman, warned that “water isn’t the only thing that is in short supply in the Bay Area. Our region is growing, our economy is humming, but the housing shortage could be our Achilles heel.” He called for California’s housing problems to receive the same decisive action that is being undertaken to combat the drought. In a recent Bay Area Council housing poll, 67 percent of residents complain that it is harder to find a place to live in the Bay Area compared with a year ago.

The Grand Jury surveyed all nineteen cities in the County to learn about the resources implemented to address the shortage of AH. More than 70 percent of the County’s cities have adopted ordinances that mandate developers build a certain percentage of new home projects at below-market prices for people with lower incomes. Financial

tools used by the cities include housing impact fees, linkage fees, in lieu fees, and density bonuses. Some cities have donated publicly owned land, vacant land for infill, and property for renovation to non-profit housing developers in an effort to alleviate their city's AH crises. Our investigation revealed however, that ordinances, builder incentives, housing fees, and donations are not enough to solve the shortage of AH and the County and cities can and should do more. What is missing we discuss in the four focus areas of this report:

1. Public awareness about AH;
2. Governmental resources available to communities, builders, and developers for AH;
3. Contra Costa cities' performance in meeting the need for AH; and
4. Improving and centralizing information regarding the availability of AH to ensure that those who may qualify can readily learn and keep informed of AH opportunities.

METHODOLOGY

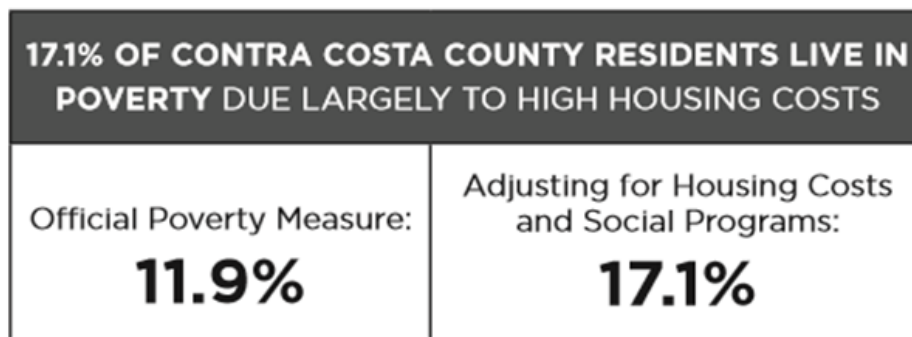
In conducting its investigation and preparing this report, the Grand Jury performed the following tasks:

- Interviewed selected city and County staff and representatives of:
 - for-profit and non-profit builders and developers,
 - AH advocacy organizations, and
 - area-wide quasi-governmental agencies.
- Attended meetings of:
 - the County Board of Supervisors,
 - regional organizations,
 - city councils,
 - municipal planning commissions.
- Reviewed:
 - published court decisions,
 - public materials,
 - online documents,
 - Contra Costa County and city websites.
- Prepared and submitted to each city within the County a written survey pertaining to AH, and reviewed and analyzed the responses of each city (Appendix 1)

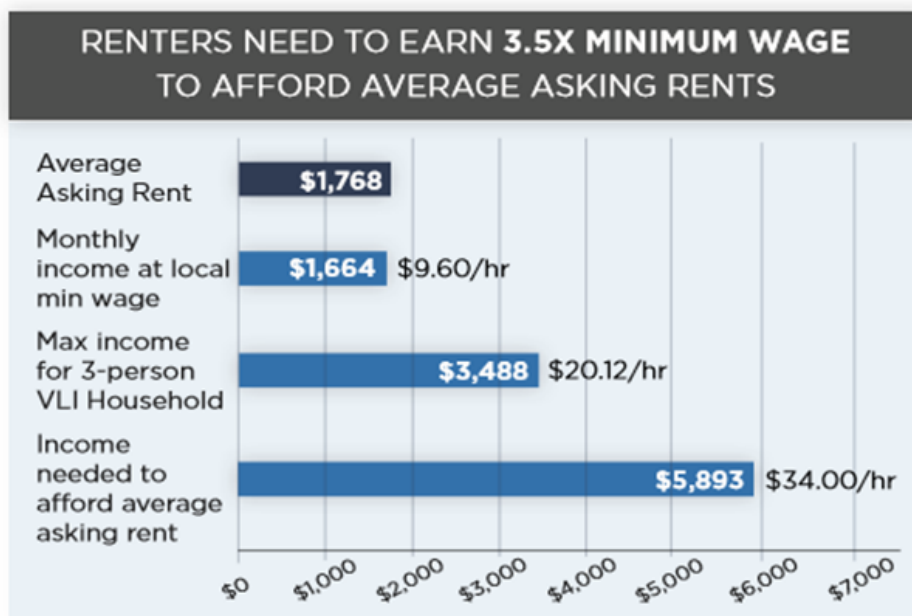
DISCUSSION

Why should AH matter to the residents of Contra Costa County?

A 2015 East Bay Housing Organization (EBHO) report states that:



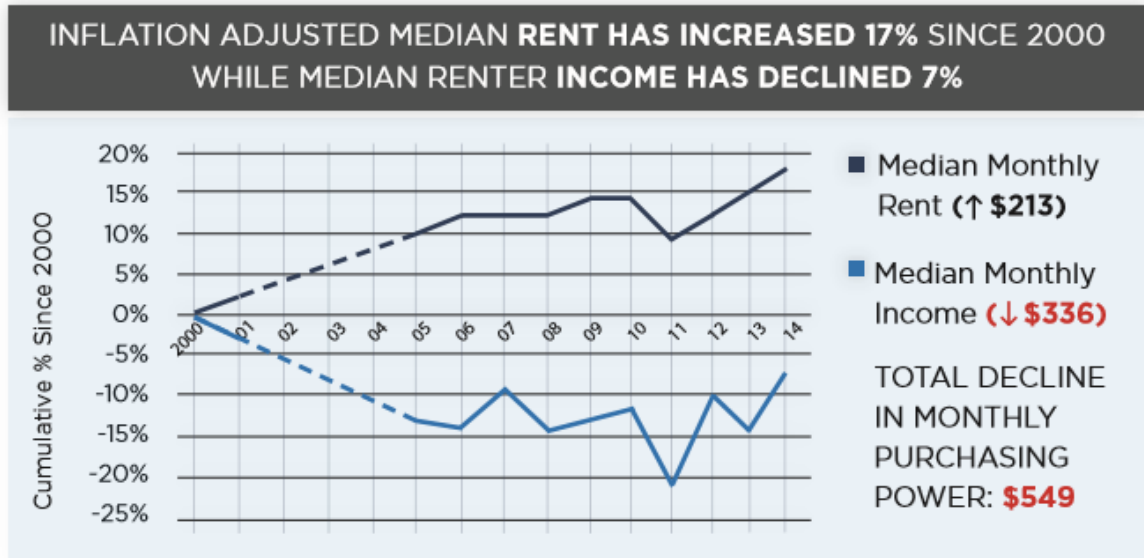
Source: The Stanford Center on Poverty and Inequality with the Public Policy Institute of California. California Poverty by County, 2012.



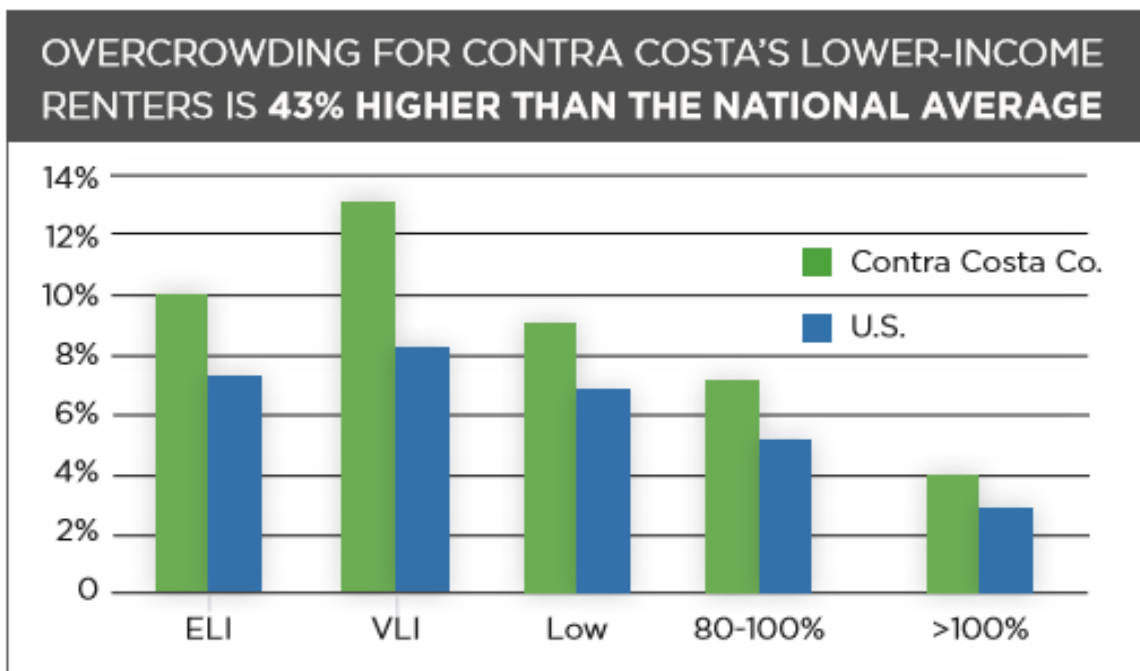
Source: 2015 Real Answers average apartment rent data, HUD 2015 County Section 8 Program Income Limits.



- Seventeen percent of County residents live in poverty, in which high housing costs play a significant role.
- Inflation adjusted median rent has increased seventeen percent since 2000 while the median renter income has declined seven percent.



- Renters need to earn three and one-half times the minimum wage to afford average-asking rents of \$1,768 per month, reflecting upward pressure on rents in the Bay Area and the County, driven by a resurgent economy and increased demand.



SOURCE: CHPC analysis of 2007-2011 CHAS data.

The chart above shows the higher percentages in the County who fall within the lower income categories (low, very low [VLI], and extremely low [ELI]) as compared to the comparable percentages nationwide.

WHO IS BEING LEFT OUT OF THE CONTRA COSTA COUNTY RENTAL MARKET?

| Average Asking Rent: \$1,768 | | Hours/week of work needed to afford average asking rent |
|------------------------------|---------------------|--|
| Job Category | Mean Hourly Wage | |
| Medical Assistants | \$19.38 | 70 |
| EMTs & Paramedics | \$17.77 | 77 |
| Preschool Teachers | \$17.35 | 78 |
| Janitors & Cleaners | \$14.87 | 91 |
| Retail Salespersons | \$13.89 | 98 |
| Waiters & Waitresses | \$11.50 | 118 |

SOURCE: CHPC Analysis of 2014 Bureau of Labor statistics and 2015 Real Answers average rent data.

- Between 2010 and 2014, County real estate had the highest sales price increase (50 percent) in the Bay Area.
- From fiscal year 2008-2009 to fiscal year 2013-2014, the County lost seventy-one percent of state and federal funding for AH, a loss of \$39,500,000.

Communities thrive when people have safe and stable housing; when they live near their jobs, schools, and places of worship; when families can build roots and meet diverse neighbors; and when we use resources wisely, greening our housing and preserving open space. AH residents are seniors and people with disabilities on a fixed income, as well as teachers, retired military personnel, car mechanics, childcare workers, and others who work in our communities.

In addition to the obvious benefits of helping residents, AH can benefit the wider community in significant ways:

- Providing housing for the local workforce, especially lower wage earners;
- Revitalizing distressed neighborhoods;
- Directing economic benefits to the local community, such as increased jobs and sales taxes; and
- Promoting economic and social integration while building community.

Government Efforts to Achieve AH

In June 2015, the *East Bay Times* ran an article entitled, “*Bay Area Housing Crisis May Cause NIMBY Attitudes to Wane*”. NIMBY is an acronym for “not in my backyard”. Bay Area residents seem to be willing to challenge this attitude as two-thirds now believe it is tougher to find a place to live, and over half are ready to embrace higher density housing in their neighborhoods to tackle the problem. Seventy-six percent of Bay Area residents want policy makers and developers to direct their efforts toward the creation of certain types of housing. Specifically, respondents want the focus on housing for low and middle-income people.

In the County, population continues to increase, bringing constant pressure on state and local governments to focus on housing affordability. Various state and local laws and ordinances are available to cities in the County and the greater Bay Area to address the shortage of AH.

Housing Element

California Housing Element law (California Government Code section 65580 et seq.) is the State’s primary market-based means to increase housing supply, affordability, and provide opportunities for private builders without unduly constraining housing development. The County and its nineteen cities each have a Housing Element plan certified by the California Department of Housing and Community Development (HCD), detailing their goals pertaining to AH.

Association of Bay Area Governments (ABAG)

ABAG is the comprehensive regional planning agency and Council of Governments (COG) for the nine counties and 101 cities and towns of the San Francisco Bay Region. The region encompasses Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties. As the COG for the Bay Area, ABAG is responsible for regional land use planning and coordination with local governments. The State sets the housing needs and ABAG allocates the housing goals for the nine Bay Area Counties by income levels set by the federal Housing and Urban Development agency (HUD). While land-use planning is fundamentally a local issue for city governments, the availability of housing is a matter of statewide importance. Housing element laws require local governments to be accommodating and accountable to meet projected housing needs. The cities maintain local control over where and what type of development should occur while providing the opportunity for the private sector to meet market demand.

The following is a summary of housing permits issued for all Bay Area jurisdictions for the period between 2007 and 2014. This data was compiled primarily from Annual Housing Element Progress Reports (APRs) filed by jurisdictions with the California Department of Housing and Community Development (HCD). In certain instances when APR data was not available but permitting information could be found through other sources ABAG made use of the data sources below:

- Adopted and certified housing elements for the period between 2007 and 2014
- Draft housing elements for the period between 2014-2022
- Permitting information sent to ABAG directly by local planning staff

Note: Given that calendar year 2014 is in-between the 2007-14 and the 2014-2022 RHNA cycles, HCD provides Bay Area jurisdictions with the option of counting the units they permitted in 2014 towards either the past (2007-2014) or the current (2014-2022) RHNA cycle. ABAG did not include 2014 permitting information in this report for jurisdictions that requested that their 2014 permits be counted towards their 2014-2022 allocation. Those jurisdictions are indicated by an asterisk (*).

| Bay Area | Very Low (0-50% AMI) | | | Low (50-80% AMI) | | | Moderate (80-120% AMI) | | | Above Moderate (120%+ AMI) | | | Total | | |
|-----------------|----------------------|----------------|---------------------|------------------|----------------|---------------------|------------------------|----------------|---------------------|----------------------------|----------------|---------------------|---------|----------------|---------------------|
| | RHNA | Permits Issued | Percent of RHNA Met | RHNA | Permits Issued | Percent of RHNA Met | RHNA | Permits Issued | Percent of RHNA Met | RHNA | Permits Issued | Percent of RHNA Met | RHNA | Permits Issued | Percent of RHNA Met |
| Alameda | 10,017 | 3,095 | 31% | 7,616 | 1,699 | 22% | 9,078 | 1,140 | 13% | 18,226 | 13,681 | 75% | 44,937 | 19,615 | 44% |
| Contra Costa | 6,512 | 1,353 | 21% | 4,325 | 1,035 | 24% | 4,996 | 3,654 | 73% | 11,239 | 10,758 | 96% | 27,072 | 16,800 | 62% |
| Marin | 1,095 | 250 | 23% | 754 | 256 | 34% | 977 | 219 | 22% | 2,056 | 818 | 40% | 4,882 | 1,543 | 32% |
| Napa | 879 | 135 | 15% | 574 | 71 | 12% | 713 | 268 | 38% | 1,539 | 960 | 62% | 3,705 | 1,434 | 39% |
| San Francisco | 6,589 | 3,920 | 59% | 5,535 | 1,481 | 27% | 6,754 | 1,234 | 18% | 12,315 | 13,468 | 109% | 31,193 | 20,103 | 64% |
| San Mateo | 3,588 | 702 | 20% | 2,581 | 641 | 25% | 3,038 | 746 | 25% | 6,531 | 6,080 | 93% | 15,738 | 8,169 | 52% |
| Santa Clara | 13,878 | 3,798 | 27% | 9,567 | 2,692 | 28% | 11,007 | 2,371 | 22% | 25,886 | 35,962 | 139% | 60,338 | 44,823 | 74% |
| Solano | 3,038 | 283 | 9% | 1,996 | 481 | 24% | 2,308 | 1,067 | 46% | 5,643 | 3,141 | 56% | 12,985 | 4,972 | 38% |
| Sonoma | 3,244 | 715 | 22% | 2,154 | 826 | 38% | 2,445 | 1,033 | 42% | 5,807 | 3,065 | 53% | 13,650 | 5,639 | 41% |
| Bay Area Totals | 48,840 | 14,251 | 29% | 35,102 | 9,182 | 26% | 41,316 | 11,732 | 28% | 89,242 | 87,933 | 99% | 214,500 | 123,098 | 57% |

Regional Housing Needs Allocation (RHNA)

Government Code sections 65580-65589.8, also known as the Regional Housing Needs Allocation (RHNA), set forth the state-mandated process for identifying the total number of housing units by affordability level that each jurisdiction should accommodate.

Income categories established by HUD for 2015 in the County are:

- **Extremely Low** – A subset of the very low-income regional housing need, defined as households earning less than thirty percent of the median household income: family of four earning \$28,050 or less per year.
- **Very Low** – Defined as households earning less than fifty percent of the median household income: family of four earning \$28,051 to \$46,750 per year.
- **Low Income** – Defined as households earning fifty to eighty percent of the median household income: family of four earning \$46,751 to \$71,600 per year.
- **Moderate Income** – Defined as households earning eighty to one-hundred twenty percent of the median household income: a family of four earning \$71,601 to \$112,200 per year. The median income for the County falls within this category at \$93,500 per year.
- **Above Moderate Income** – Defined as households earning over one-hundred twenty percent of the median household income: family of four earning more than \$112,200 per year.

Between 2007 and 2014, municipalities in the Bay Area collectively issued permits for 57 percent of the RHNA. Housing permits were skewed toward units for higher income consumers, meeting 99 percent of the RHNA for above-moderate income housing, but only 28 percent for moderate-income housing, 26 percent for low-income housing, and 29 percent for very low income housing.

The next eight-year RHNA cycle, 2014-2022, for the County and cities, projects a lower allocation than the RHNA for 2007-2014. HCD made an adjustment to account for abnormally high vacancies and unique market conditions due to prolonged recessionary conditions, high unemployment, and unprecedented foreclosures in parts of the Region.

ABAG Final Regional Housing Need Allocation for the County 2014-2022

FINAL REGIONAL HOUSING NEED ALLOCATION, 2014-2022 Adopted by the ABAG Executive Board on July 18, 2013

Contra Costa County

| | Very Low | Low | Moderate | Above Moderate | Total |
|---------------------------|--------------|--------------|--------------|----------------|---------------|
| Antioch | 349 | 205 | 214 | 680 | 1,448 |
| Brentwood | 234 | 124 | 123 | 279 | 760 |
| Clayton | 51 | 25 | 31 | 34 | 141 |
| Concord | 798 | 444 | 559 | 1,677 | 3,478 |
| Danville | 196 | 111 | 124 | 126 | 557 |
| El Cerrito | 100 | 63 | 69 | 166 | 398 |
| Hercules | 220 | 118 | 100 | 244 | 682 |
| Lafayette | 138 | 78 | 85 | 99 | 400 |
| Martinez | 124 | 72 | 78 | 195 | 469 |
| Moraga | 75 | 44 | 50 | 60 | 229 |
| Oakley | 317 | 174 | 175 | 502 | 1,168 |
| Orinda | 84 | 47 | 54 | 42 | 227 |
| Pinole | 80 | 48 | 43 | 126 | 297 |
| Pittsburg | 392 | 254 | 316 | 1,063 | 2,025 |
| Pleasant Hill | 118 | 69 | 84 | 177 | 448 |
| Richmond | 438 | 305 | 410 | 1,282 | 2,435 |
| San Pablo | 56 | 53 | 75 | 265 | 449 |
| San Ramon | 516 | 279 | 282 | 340 | 1,417 |
| Walnut Creek | 604 | 355 | 381 | 895 | 2,235 |
| Unincorporated | 374 | 218 | 243 | 532 | 1,367 |
| Contra Costa Total | 5,264 | 3,086 | 3,496 | 8,784 | 20,630 |

Association of Bay Area Governments

For the County (including all 19 Cities and the unincorporated areas of the County), the proposed RHNA translates to 20,630 new units or just under 11 percent of the Bay Area's total units. The 2014-2022 RHNA allocation is more reflective of the planning environment in the County; more specifically, it reflects both the broader policy of channeling new growth to infill areas with existing transportation infrastructure as well as to discourage growth outside of the County's urban limit line.

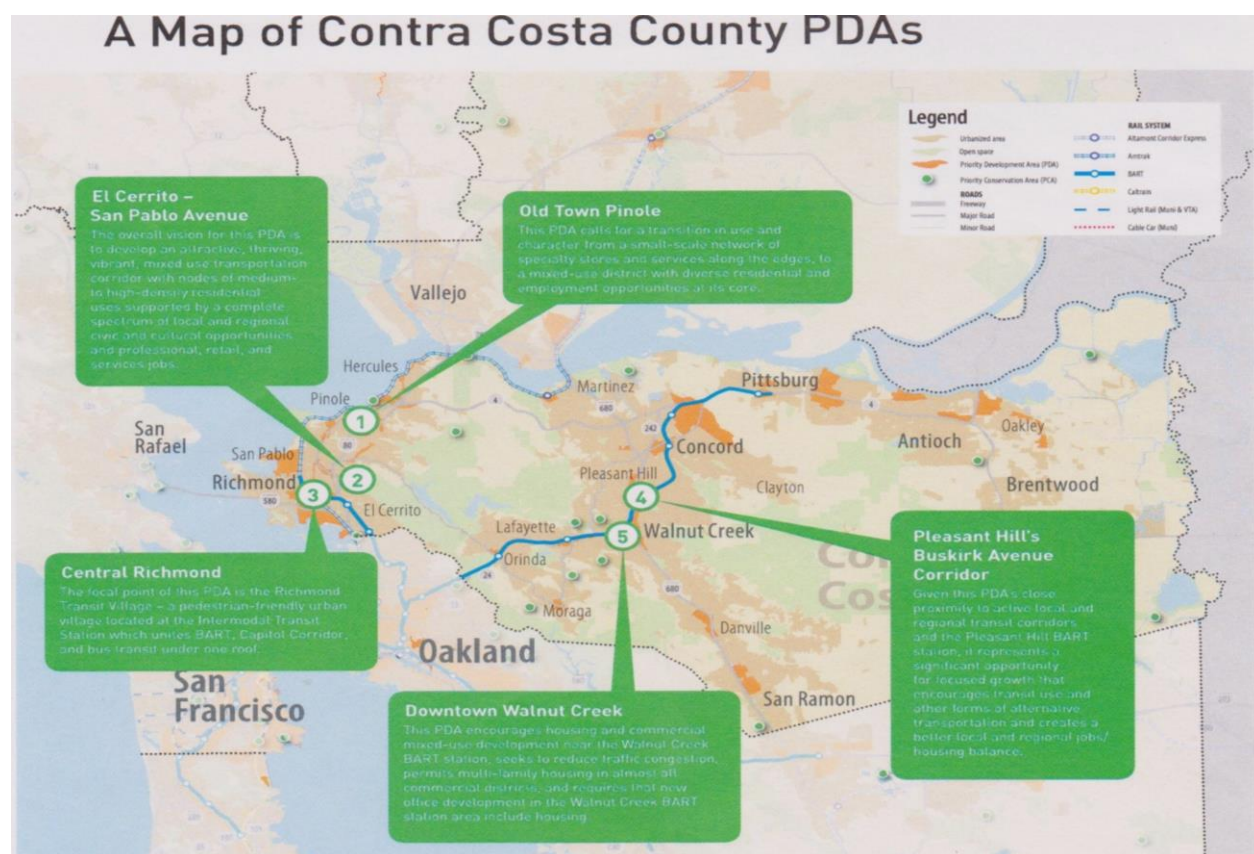
Senate Bill 375, "The California Sustainable Communities, and Climate Protection Act of 2008," established a new framework for the RHNA. SB 375 requires each of the state's

18 metropolitan areas, including the Bay Area, to develop a Sustainable Communities Strategy (SCS) with the goals of reducing greenhouse gas (GHG) emissions from cars and light trucks and accommodating all needed housing growth within the region. This law seeks to ensure that future land uses (through RHNA and other plans) are coordinated with long-term transportation investments.

Priority Development Areas (PDAs)

PDAs are local areas within each city that focus development on housing, employment, amenities, and services to meet the day-to-day needs of residents and workers in a pedestrian-friendly environment served by transit. These are neighborhoods within walking distance of frequent transit service, offering a wide variety of housing options, and featuring amenities such as grocery stores, community centers, and restaurants. During 2013 and 2014, 48 percent of all allocated building permits were located in PDAs. During that same time, PDAs were home to 59 percent of the region's permitted multi-family housing units.

Plan Bay Area 2040 is a long-range integrated transportation and land-use/housing strategy that focuses housing growth in PDAs. This plan provides a strategy for meeting 80 percent of the region's future housing needs in PDAs. Identified by cities and towns across the region, the PDAs range from regional centers like Walnut Creek's West Downtown area, to smaller town centers such as Old Town Pinole.



Inclusionary Housing Ordinances (IH)

The most popular city response to AH has been incorporating “Inclusionary Housing” (IH) ordinances in the Housing Element. In California, between 1990 and 2003, the numbers of communities with IH more than tripled—from 29 to 107 communities—meaning about 20 percent of California communities now have IH ordinances. Also called Inclusionary Zoning, seventy-eight cities in the Bay Area, including fourteen cities in the County, have some type of IH policy in place.

The purpose of inclusionary zoning laws is to prevent people from being excluded from affordable housing in the communities where they live or work. IH ordinances require developers to sell a certain percentage of their new homes at below market prices. Most cities designate between 10-15 percent of new units as affordable, though some require as high as 20 percent, others as low as 4 percent. The cities’ IH laws specify a threshold number of units before the ordinance takes effect.

The California building industry sued, claiming that the mandate to sell a certain percentage of homes at below market pricing was a “taking” of their property and violated the Takings Clause of the U.S. and state constitutions. Last year, in an important victory for AH advocates, in the case of California Building Industry Association v. City of San Jose, 61 Cal. 4th 435 (2015) the California Supreme Court upheld the City of San Jose’s IH ordinance, stating:

“The proper constitutional inquiry is a far less exacting one: whether the requirements of San Jose’s inclusionary housing ordinance are reasonably related to the city’s legitimate interest in alleviating the municipality’s chronic shortage of low-and moderate-income housing generally.”

The Court had no difficulty in concluding that there was no violation of the Takings Clause under the U.S. or state constitutions. The Court found that the city could regulate land use because it has a legitimate interest in easing the chronic shortage of AH even if it reduces builders’ profits. The builders appealed this decision to the U.S. Supreme Court. In March 2016, the U.S. Supreme Court left intact the state court’s ruling.

Bay Area cities started adopting inclusionary zoning in 1973, and were among the first cities in California to begin experimenting with this policy tool. However, 50 Bay Area cities with inclusionary zoning have produced fewer than 7,000 affordable units since 1973. Contrast this with ABAG’s estimate that the region needs 24,217 AH units per year. At current rates, cities with inclusionary zoning will only produce four percent of the regions estimated AH needs for the next eight-year cycle, 2014-2022.

Opponents say that IH has had a negative impact on homebuyers, local governments, and builders. They argue that inclusionary zoning has failed to create more AH because price controls do not get to the root of the problem and the real causes of AH shortages are government restrictions. Supply has not kept up with demand due to artificial restrictions attributed to land-use regulation. One recent study found that 90

percent of the difference between physical construction costs and the market price of new homes is land use regulation.

A number of cities in the County add substantial fees to the cost of development to pay for additional public benefits or to mitigate inconvenience, traffic and other effects from new housing. Builders call these add-ons the “Christmas Tree List”. These additional costs often act as a deterrent to the development of new AH. When selling a percentage of units at below market, someone must make up that difference. Taxpayers and market rate buyers bear the cost of the mandated affordable units.

One of the great advantages of inclusionary zoning programs is that there is not a significant dollar cost to the city for the creation of the affordable home. The corollary is that inclusionary housing works best where the housing market is strong; that is, where private builder/developers want to build because they believe there is strong market potential and that people will buy or rent the homes they build.

This June, San Franciscans voted to pass Proposition C, the affordable housing charter amendment. Prop C will double the amount of inclusionary housing that must be included in new, market-rate developments. Twenty-five percent of new apartments or condos would have to be deemed affordable. In addition, Prop C requires developers to include ten percent middle income housing so that San Franciscans such as teachers and nurses can afford to live in the communities they serve. This measure ensures that both low-income and middle-income housing will be built in the same development as luxury condos. Bay Area city and county residents are watching this proposition closely.

Density Bonus Law

Density bonuses allow more units to be built on a property than would otherwise be allowed under zoning ordinances. In exchange for the density bonus, more AH units must be built. Allowing developers to increase the total number of housing units in a development helps to offset the building costs that the developers incur but cannot recover from the sale of below market price units. Other incentives included under density bonus laws that help make the development of AH economically feasible are:

- Reduced parking requirements;
- Reduced setback and minimum square footage requirements; and
- Ability to donate land for the development of AH to earn a density bonus.

These other incentives often are even more helpful to a project than the density bonus itself.

Other Incentives Used By Cities

1. Accessory Dwelling Units

Under the California Second Unit Law (AB) 866, cities may allow homeowners to build secondary units (known as “in-law” or “granny units”). The purpose is to

increase the inventory of very low- and low-income housing without increasing service needs or additional government investment.

2. Infill Housing

Infill housing on vacant or underutilized sites within already developed areas is included in many cities' Housing Element to increase AH. According to an article published by the Greenbelt Alliance, "*Strategies for Fiscally Sustainable Infill Housing*":

"A city's costs associated with building more housing are twofold. First, there are the initial costs of building or upgrading the infrastructure to serve the new housing; this may include building new roads, upgrading sewage and water capacity in the area, and building new facilities. Second, cities pay for many of the ongoing public services for the residents in the area, including police, fire, parks, and libraries. These ongoing costs also include operations and maintenance for the roads, sewage, and other infrastructure."

Infill housing can lower both initial and ongoing costs to cities by taking advantage of excess capacities in existing infrastructure and locational efficiencies.

3. Fees Paid by Developers to Fund AH

The following fees paid by developers and builders to fund AH are detailed in the cities' Housing Element laws or Inclusionary Zoning ordinances:

a) Housing Impact Fees

Developers of market-rate commercial and residential units pay an impact fee based on the square footage or number of new units built in a development. These fees contribute to the development or preservation of AH for residents.

b) In Lieu Fees

Nearly seventy percent of IH ordinances include an in lieu fee provision for developers. This fee allows developers to pay to the city a dollar amount based on square footage, instead of actually building AH. These fees go into specially designated accounts, segregated from a city's general fund, and are used for the development of AH units and housing element mandates. These fees can fund programs compatible with AH goals such as rent relief, down payment assistance, or property renovation for sale. In lieu fees give developers a broader choice in implementing AH mandates. They can seal the deal when cities and developers are bargaining for new permits.

c) Linkage Fees

A portion of the jobs created by new commercial development—hotel, retail, office, etc.—are often low paying. The employees in these positions cannot

afford market-rate housing. Commercial linkage fees, also known as job-housing linkage fees, help ameliorate some of the housing impacts generated by such projects. A Job-Housing Nexus Analysis is required to measure the connection between the construction of new commercial buildings, employment, and the need for AH. The analysis ends with a cost per-square foot for that building to provide housing for employees who would live in the locality if they could afford to do so.

AH funding available to cities:

- Home Investment Partnerships Program (HOME): assists cities, counties, and nonprofit community housing development organizations (CHDOs) to create and retain AH, by for example, rehabilitation, new construction, and acquisition and rehabilitation, for both single-family and multifamily projects, and predevelopment loans by CHDOs. All activities must benefit lower-income renters or owners.
- Community Development Block Grant (CDBG): The primary purpose of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities principally for persons of low income. The County's goal is to develop and conserve viable communities in areas where blight and disinvestment threaten residents' safety, vitality, and productivity. These funds contribute to projects that benefit urban County residents.
- HOME Investment Partnerships Act (HIPA): The purpose of the HIPA program is to expand the supply of decent, safe, sanitary, and AH for very low and low-income households. The County, as the Urban County representative, and the Cities of Antioch, Concord, Pittsburg, and Walnut Creek, are a group for purposes of participation in the HIPA program. The City of Richmond operates an independent HIPA program. HIPA fund contributions acquire, rehabilitate, and construct housing for lower-income households in the group area.

Other programs used by Bay Area Cities to finance AH:

- Housing Trust Funds: These funds, sponsored by legislation, ordinance, or resolution, can be earmarked only for AH. The key characteristic of a housing trust fund is that it receives ongoing revenue from dedicated sources of public funding, such as local fees or loan repayments. The key benefit of this type of trust is that it provides an on-going and dedicated source to fund needed housing.
- Community Land Trusts: Non-profit community based organizations supported by the city or county whose mission is to provide AH in perpetuity by owning land and leasing it to those who live in houses built on that land.

IS THE COUNTY MEETING ITS FAIR SHARE ALLOCATION OF AH?

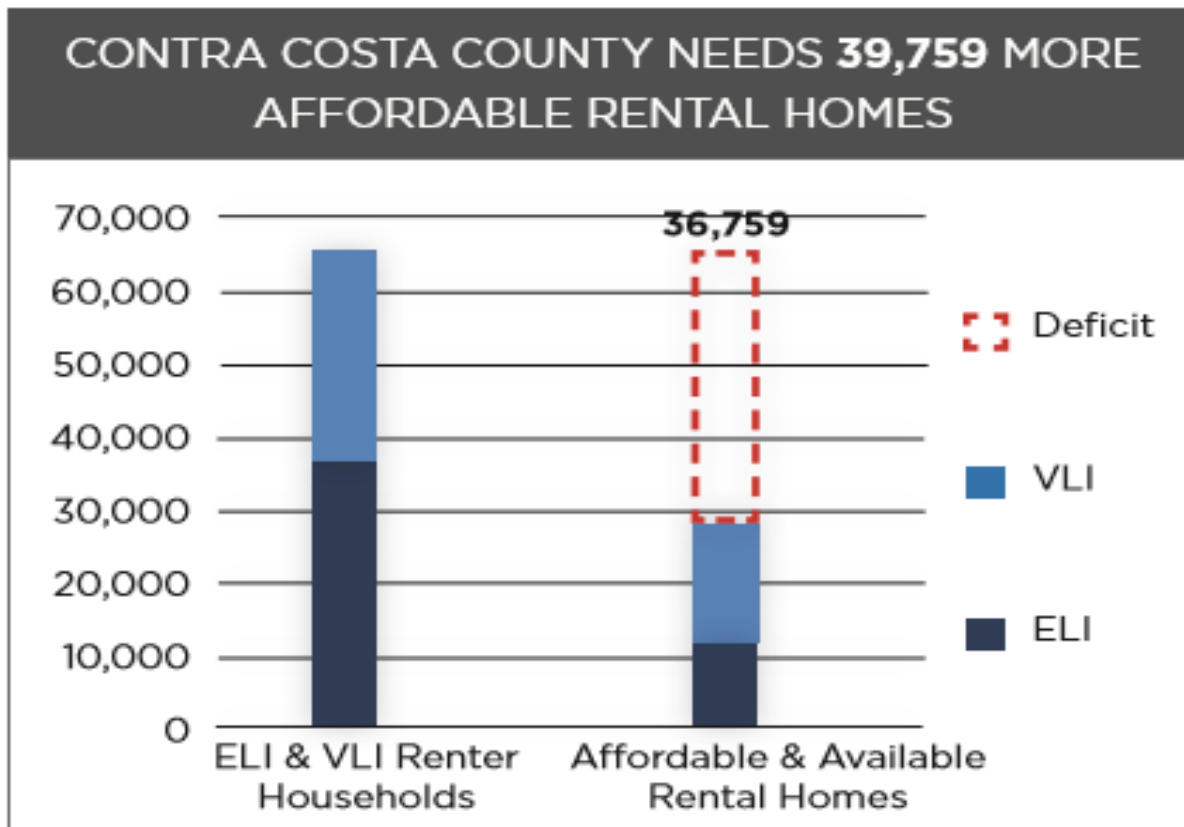
Bay Area Progress in Meeting 2007-2014 RHNA

| CONTRA COSTA COUNTY | Very Low (0-50% AMI) | | | Low (50-80% AMI) | | | Moderate (80-120% AMI) | | | Above Moderate (120%+ AMI) | | | Total | | |
|------------------------|----------------------|----------------|---------------------|------------------|----------------|---------------------|------------------------|----------------|---------------------|----------------------------|----------------|---------------------|--------|----------------|---------------------|
| | RHNA | Permits Issued | Percent of RHNA Met | RHNA | Permits Issued | Percent of RHNA Met | RHNA | Permits Issued | Percent of RHNA Met | RHNA | Permits Issued | Percent of RHNA Met | RHNA | Permits Issued | Percent of RHNA Met |
| Antioch | 516 | 8 | 2% | 339 | 20 | 6% | 381 | 834 | 219% | 1,046 | 381 | 36% | 2,282 | 1,243 | 54% |
| Brentwood | 717 | 192 | 27% | 435 | 58 | 13% | 480 | 175 | 36% | 1,073 | 1,608 | 150% | 2,705 | 2,033 | 75% |
| Clayton | 49 | - | 0% | 35 | 1 | 3% | 33 | 2 | 6% | 34 | 46 | 135% | 151 | 49 | 32% |
| Concord* | 639 | 2 | 0% | 426 | - | 0% | 498 | 8 | 2% | 1,480 | 216 | 15% | 3,043 | 226 | 7% |
| Danville ² | 196 | 2 | 1% | 130 | 84 | 65% | 146 | 101 | 69% | 111 | 287 | 259% | 583 | 474 | 81% |
| El Cerrito | 93 | 142 | 153% | 59 | 38 | 64% | 80 | 13 | 16% | 199 | 163 | 82% | 431 | 356 | 83% |
| Hercules ³ | 143 | - | 0% | 74 | - | 0% | 73 | - | 0% | 163 | 153 | 94% | 453 | 153 | 34% |
| Lafayette ² | 113 | 47 | 42% | 77 | 8 | 10% | 80 | 8 | 10% | 91 | 170 | 187% | 361 | 233 | 65% |
| Martinez | 261 | 48 | 18% | 166 | - | 0% | 179 | 4 | 2% | 454 | 148 | 33% | 1,060 | 200 | 19% |
| Moraga | 73 | - | 0% | 47 | - | 0% | 52 | - | 0% | 62 | 9 | 15% | 234 | 9 | 4% |
| Oakley* | 219 | 242 | 111% | 120 | 191 | 159% | 88 | 874 | 993% | 348 | 331 | 95% | 775 | 1,638 | 211% |
| Orinda | 70 | 72 | 103% | 48 | 20 | 42% | 55 | 22 | 40% | 45 | 137 | 304% | 218 | 251 | 115% |
| Pinole | 83 | 2 | 2% | 49 | 1 | 2% | 48 | 10 | 21% | 143 | 59 | 41% | 323 | 72 | 22% |
| Pittsburg | 322 | 79 | 25% | 223 | 126 | 57% | 296 | 666 | 225% | 931 | 839 | 90% | 1,772 | 1,710 | 97% |
| Pleasant Hill | 160 | 9 | 6% | 105 | 1 | 1% | 106 | 8 | 8% | 257 | 194 | 75% | 628 | 212 | 34% |
| Richmond | 391 | 74 | 19% | 339 | 153 | 45% | 540 | 243 | 45% | 1,556 | 892 | 57% | 2,826 | 1,362 | 48% |
| San Pablo | 22 | - | 0% | 38 | 1 | 3% | 60 | 35 | 58% | 178 | - | 0% | 298 | 36 | 12% |
| San Ramon | 1,174 | 196 | 17% | 715 | 255 | 36% | 740 | 302 | 41% | 834 | 2,247 | 269% | 3,463 | 3,000 | 87% |
| Walnut Creek | 456 | 150 | 33% | 302 | 25 | 8% | 374 | 19 | 5% | 826 | 1,206 | 146% | 1,958 | 1,400 | 72% |
| Contra Costa County* | 815 | 88 | 11% | 598 | 53 | 9% | 687 | 330 | 48% | 1,408 | 1,672 | 119% | 3,508 | 2,143 | 61% |
| County Totals | 6,512 | 1,353 | 21% | 4,325 | 1,035 | 24% | 4,996 | 3,654 | 73% | 11,239 | 10,758 | 96% | 27,072 | 16,800 | 62% |

Between 2010 and 2014, County real estate had the highest median price increase (50 percent) in the Bay Area. For the period 2007-2014 RHNA, the County had the best rate of success in the Bay Area in meeting its AH goals at 62 percent, but still fell far short. Of the 27,000 units assigned in the County, less than 16,800 building permits were issued. Most concerning is that in the County, permits issued for the very low and low-income RHNA units were less than 25 percent of allocated need or less than fourteen hundred units.

According to East Bay Housing Organizations (EBHO), the County needs 39,759 more affordable rentals to meet immediate demand in the Extremely Low Income (ELI) and

Very Low Income (VLI) categories. Please see chart below. Since 2010, the nine counties of the Bay Area have added less than 10,000 units of housing per year, 50 percent of the rate of construction from previous decades.



SOURCE: NLIHC Analysis of 2013 ACS PUMS.

Builders' key issues/problems with meeting AH goals

Builders are the producers of AH. They are key players in bringing the vision and solutions to the housing shortage. They are partners in helping cities achieve their fair share goal of AH. However, loss of government funding, as well as marketplace factors and the Great Recession created the perfect storm, presenting impediments to the construction of AH:

- From fiscal year 2008-2009 to fiscal year 2013-2014, the County lost 71 percent of state and federal funding, a loss of over \$34 million in redevelopment funds. Redevelopment agencies facilitated the development of AH through land acquisition and transfer, and provision of predevelopment funding. The result is that many cities have closed housing programs and cut staff.

FROM FY 2008-09 TO FY 2013-14 CONTRA COSTA COUNTY LOST 71% OF STATE AND FEDERAL FUNDING

| FUNDING SOURCE | FY 2008/2009 | FY 2013/2014 | % CHANGE |
|--------------------------|---------------------|---------------------|-------------|
| HUD | \$11,748,233 | \$9,149,237 | -22% |
| HCD (Prop. 46 & Prop 1C) | \$9,474,560 | \$7,312,544 | -23% |
| MHSA | \$0 | \$0 | 0% |
| Redevelopment | \$34,784,527 | \$0 | -100% |
| TOTAL | \$56,007,320 | \$16,461,781 | -71% |

SOURCE: CHPC tabulations of Redevelopment Housing Activities Report and HUD's CPD program formula allocations. State housing bond funding from Propositions 46 and 1C provided by HCD. MHSA program funding provided by CalHFA.

- There is a lack of developable land and the land that can be developed is expensive.
- Local development standards for height limits, lot coverage maximums, and parking requirements that lead to reduction of the number of units that can be built on a given site impedes construct of AH.
- Cities often have a lengthy development application and permit process.
- Cities also often require the developers pay add-on fees for infrastructure.
- High local development impact fees can add fifty to one hundred thousand dollars in development costs per single-family unit according to the Contra Costa County Consortium's 2015-2020 Consolidated Plan.
- The County has an urban limit line to concentrate development and protect open space. This policy increases the cost of available land, which increases the cost of development.
- One of the biggest challenges for builders of price-controlled units is alerting qualified buyers to the availability of low income housing due to a lack of comprehensive and easily-accessible directories for potential renters to gain information about such housing. Some builders estimate that the administrative cost of selling price-controlled homes is about double that spent on market-rate homes. Builders front the direct administrative costs, and the financing costs of carrying unsold inventory while searching for qualified buyers.

Results of the Contra Costa Grand Jury 2015-2016 AH Survey of Cities

The 19 cities in the County have differing policies and practices pertaining to AH. (See Appendix 1, Survey re AH) Highlights of these policies and practices and the tools used to address their AH shortages include:

AH Laws in the County

- All cities have a 2015 certified “Housing Element”, which details their respective plans for reaching their RHNA allocation.
- All cities have a Density Bonus Ordinance, with the exception of Lafayette, which was considering adopting such an ordinance at the time of this report.
- Thirteen cities and the County have restrictions on condominium conversions.
- Three cities have ordinances for rent stabilization: Concord, Danville, and Hercules.
- None of the cities has a rent control ordinance.

Inclusionary Zoning

- Fourteen cities and the County have enacted an IH ordinance with a Below Market Rate Policy: Brentwood, Concord, Danville, El Cerrito, Hercules, Martinez, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek.
- Sixteen cities have enacted an IH ordinance with in lieu fees: Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Martinez, San Ramon, Walnut Creek, Moraga, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, and San Pablo.
- The formula for calculating in lieu fees varies by city.
- Over one-half of the cities and the County allow builders to pay in lieu fees rather than build AH in new developments.
- Half of the cities allow developers of new housing to build AH elsewhere in the city, which is determined by the city.
- The threshold number of units above which the city required AH varied from a high of twenty-five (Brentwood) to a low of one (Walnut Creek) with an average of eight.

Builder Linkage Fees

- Nine cities have Housing Impact fees: Antioch, Brentwood, Hercules, Martinez, Pinole, Pleasant Hill, Richmond, San Pablo, and Walnut Creek.
- Seven cities have commercial linkage fees: Antioch, Brentwood, Martinez, Pinole, Richmond, San Ramon, and Walnut Creek.

Public Awareness of Availability of AH

- Only one city, Brentwood, maintains a list or directory of AH units for rent or sale within the community. All other cities delegate to the builder or developer of the AH property maintenance of the AH list.
- Only the city of Brentwood maintains a waiting lists or lists of interested potential candidates for AH in the community. All other cities direct interested residents to contact the AH developer, builder, or management company.

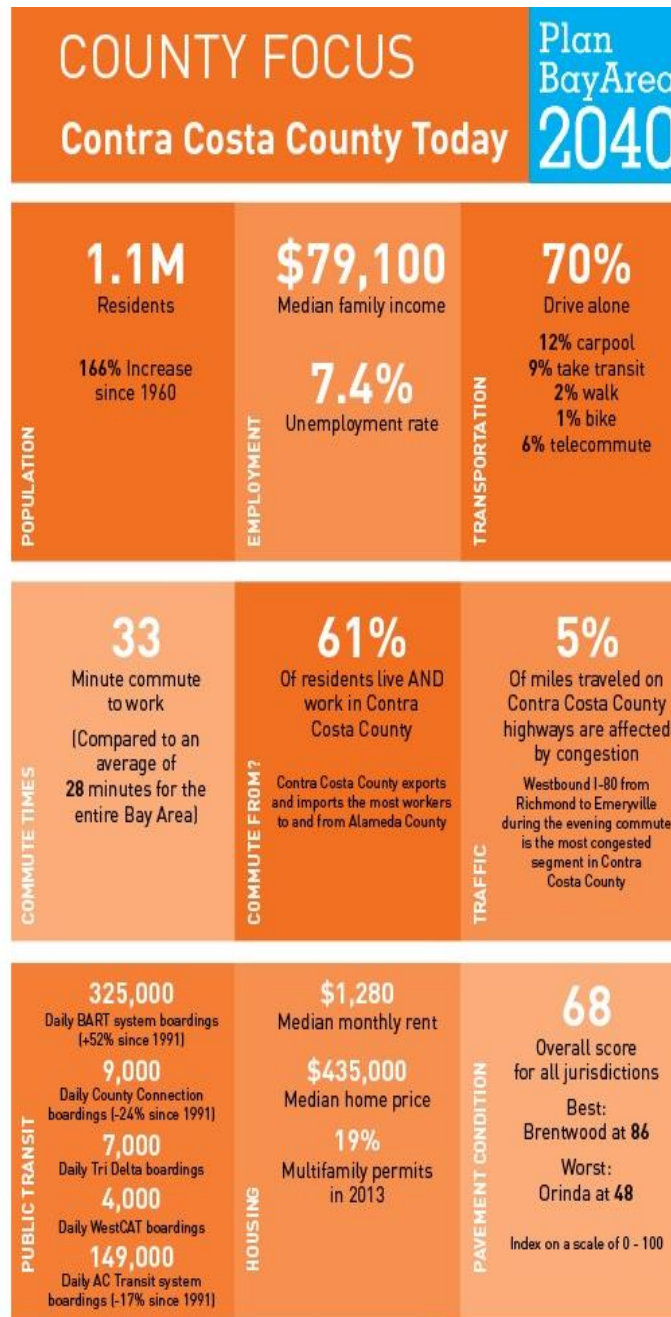
- Most affordable ownership housing is provided and managed by developers of for profit market rate housing who are responsible for locating and selling to qualified consumers.
- Pleasant Hill is the only city in the survey with no deed restricted housing. Maintaining the affordability of a property that is deed restricted for lower income households is an important element of affordable home program management. Reselling or re-renting deed-restricted units to another qualified household maintains an inventory of AH. (See Table Appendix 2)

Anyone looking for AH in the County has to be persistent and patient and access numerous sources of information, repeatedly and often. For example: *East Bay Housing Organization's (EBHO) 2015-2016 AH Guidebook* suggests the following for those seeking AH:

1. Frequently check the websites of non-profit developers.
2. Call them and ask for a list of properties, including those in development. If they have an interest list, have your name placed on the list for properties that meet your needs and income level.
3. Get on as many waitlists as you can. When a waitlist opens, call the property. Ask for an application, or go to the property to get an application. Submit it by the deadline.
4. Once you have submitted your applications, let each property know if you move, or change your phone number. In order to remain on a waitlist, you must be in regular contact with the site manager of each property. Ask to find out the best way to do this.
5. Apply to as many AH properties as you can. Be persistent, do not get discouraged, and advocate for more AH in your community.
6. You can also call 211 for help and advice.

THE FUTURE: *PLAN BAY AREA 2040*

The 1.1 million residents of the County have a strong interest in protecting the wealth of features that make it a magnet for people and businesses. ABAG's *Plan Bay Area 2040* looks forward to a sustainable pattern of regional growth that will help preserve the Bay Area's unique quality of life. The Plan meets the requirements of California's climate law (Senate Bill 375, Steinberg) to decrease transportation-related greenhouse gas emissions and accommodate all needed housing growth within our region's borders.



From 2010 to 2040, Contra Costa County is projected to experience 11 percent of the regional housing growth, adding an estimated 93,390 homes. The County will also take 11 percent of the region's job growth, adding an estimated 70,300 jobs, the majority of which will be in PDAs. Both jobs and housing growth will cluster along San Pablo Avenue in the western part of the County, including Richmond, as well as in the suburbs of Antioch, Pittsburg, Walnut Creek, and San Ramon. The most transformative growth will occur at the former Concord Naval Weapons station, where a new Regional Center with over 17,000 jobs and 12,000 homes will rise near BART.

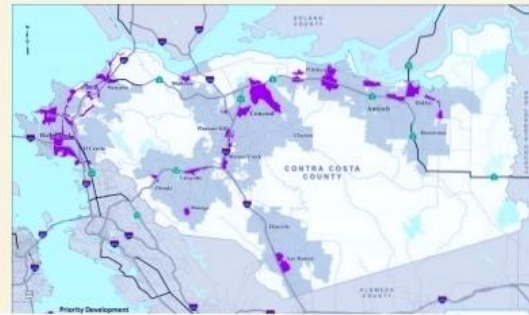
Contra Costa

- All but three of Contra Costa's jurisdictions have designated PDAs
- PDAs make up 7 percent of urbanized area in county
- Include seven of the PDA Place Types—only "urban neighborhood" is missing

Forecast 2010–2040 Growth in PDAs

| 2010–2040 | % Growth | Share of County |
|------------|----------|-----------------|
| Jobs | 60% | 59% |
| Households | 115% | 61% |

| Place Type | Number |
|----------------------|--------|
| City Center | 1 |
| Employment Center | 1 |
| Mixed-Use Corridor | 7 |
| Regional Center | 1 |
| Suburban Center | 5 |
| Transit Neighborhood | 9 |



Plan Bay Area 2040 recommends mixed-income housing production and locally-led planning in PDAs. PDAs are locally identified, infill development opportunity areas within existing communities. They are generally areas of at least 100 acres where there is local commitment to developing more housing along with amenities and services to meet the day-to-day needs of residents in a pedestrian-friendly environment served by transit. To be eligible to become a PDA, an area has to be within an existing community, near existing or planned fixed transit or served by comparable bus service, and planned for more housing.

It is important to note that for purposes of compliance with state law, the requirement is simply that jurisdictions demonstrate that there is adequate zoned capacity by listing possible parcels on which an adequate number of housing units could be built. In other words, these sites are markers for where jurisdictions assure that housing development could go, but not necessarily, where future housing will go. Ultimately, actual development is driven by developer interest, the availability of financing or subsidy sources (in the case of deed-restricted AH), and where developers expect to maximize their investment.

PDAs will play a primary role in accommodating expected future growth. Overall, the existing households in the PDAs will increase 115 percent to over 100,000 households by 2040 while employment in Contra Costa PDAs will increase 60 percent to almost

188,000 jobs. About 60 percent of both new employment and new households will occur in PDAs. To view the PDA interactive website go to:

<http://gis.abag.ca.gov/website/PDAShowcase/>

Conclusion

We can no longer afford to ignore the housing crisis in the County. AH is imperative as we plan for the future. Middle class families and professionals cannot afford to enter the housing market in the communities in which they work. Evicted renters become homeless, because they cannot afford escalating housing cost increases. The Bay Area News Group reports almost daily about the shortage of AH. Cities and counties do not generally build the houses. However, we look to our city and County boards and planners to lead us into a future community where we can all afford to live and thrive.

FINDINGS

- F1. PDAs recognize the importance of housing near transportation and jobs for developing prosperous communities.
- F2. *Plan Bay Area 2040* seeks to combine transportation, jobs and housing as a solution to the needs of our growing population.
- F3. While State law mandates that ABAG conduct the RHNA process, a city is not required to subsidize and/or build the units; it is only required to demonstrate that local zoning will not impede development.
- F4. While State law mandates that ABAG conduct the RHNA process, the County is not required to subsidize and/or build the units. It is only required to demonstrate that local zoning will not impede development.
- F5. Inclusionary zoning programs provide incentives and regulatory waivers to builders and developers who produce both affordable and market rate homes within the same project.
- F6. The city's Inclusionary Housing ordinance helps to provide AH in that city.
- F7. The County's Inclusionary Housing ordinance helps to provide AH in the County.
- F8. Inclusionary Housing Ordinances sometimes include the option for the developer to pay in lieu fees instead of constructing AH units.
- F9. The city supplements the shortage of funds for AH by requiring builders to pay impact fees, in lieu fees, or other construction and remodeling fees.
- F10. Infill costs less to service than new development because it takes advantage of the existing infrastructure.
- F11. The elimination of redevelopment agencies resulted in a reduction of the number of AH units constructed in the city by eliminating a major source of funding for affordable development projects.
- F12. The city delegates to the builder, owner, or management company of AH properties the responsibility for gathering and validating AH clientele information, as well as maintaining lists of potentially interested buyers.
- F13. There is no accessible centralized information source for available AH, which compounds the problems created by the AH shortage for those who are searching for affordable housing.

RECOMMENDATIONS

- R1. The city should consider increasing AH in PDAs.
- R2. The city should consider adopting an Inclusionary Housing Ordinance.
- R3. The city should explore rehabilitating existing housing stock as AH for purchase or rental, and identify funding to do so.
- R4. The County should explore rehabilitating existing housing stock as AH for purchase or rental, and identify funding to do so.
- R5. The city should explore increasing existing “impact fees” or “linkage fees” or enacting such fees in order to generate revenue with which to assist funding of AH.
- R6. The city should consider designating an employee within the city’s planning or housing department to coordinate with property management to maintain current waiting and interest lists of available AH and ensure information is posted on the city website, and identifying funding to do so.
- R7. The city should consider seeking federal, state, and local funding sources for AH.
- R8. The city should consider partnering with for-profit and not-for-profit builders to secure land suitable for AH, and identify funding to do so.
- R9. The County should consider seeking federal, state, and local funding sources for AH.
- R10. The County should consider partnering with for-profit and not-for-profit builders to secure land suitable for AH, and identify funding to do so.
- R11. The city should consider undertaking an education initiative in the earliest phase of affordable planning projects in order to alleviate community concerns regarding AH, and identify funding to do so.
- R12. The County should consider undertaking an education initiative in the earliest phase of affordable planning projects in order to alleviate community concerns regarding AH, and identify funding to do so.
- R13. The city should consider identifying all infill and vacant land not in PDAs and encourage use of it for AH through tax incentives, density bonuses, etc.
- R14. The County should consider identifying all infill and vacant land not in PDAs and encourage use of it for AH through tax incentives, density bonuses, etc.
- R15. The city should consider creating an easily accessible, online central repository with all relevant information on deed-restricted housing units to assure that inventory of AH is maintained, and identify funding to do so.

R16. The County should consider creating an easily accessible, online central repository with all relevant information on deed-restricted housing units to assure that inventory of AH is maintained, and identify funding to do so.

REQUIRED RESPONSES

| | <u>Findings</u> | <u>Recommendations</u> |
|--|------------------------------|---------------------------------|
| Contra Costa County Board of Supervisors | F1, F2, F4, F5, F7, F10, F13 | R4, R9, R10, R12, R14, R16 |
| City Council of Antioch | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Brentwood | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Clayton | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Concord | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Danville | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City of Council El Cerrito | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City of Council Hercules | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City of Council Lafayette | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Martinez | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Moraga | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |

| | | |
|-------------------------------|-----------------------------|---------------------------------------|
| City Council of Oakley | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Orinda | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Pinole | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Pleasant Hill | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Pittsburg | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Richmond | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of San Pablo | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of San Ramon | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |
| City Council of Walnut Creek | F1 – F3, F5, F6, F8 –F13 | R1 – R3, R5 – R8, R11, R13, R15 |

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to epant@contracosta.courts.ca.gov and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson

725 Court Street

P.O. Box 431

Martinez, CA 94553-0091

Appendix 1

Contra Costa Civil Grand Jury 2015-2016 Survey re Affordable Housing December 2015

City:

Person Responding:_____

Contact information:

(email)_____ (phone)_____

What is the “threshold” number of residential units in a development project above which requires affordable housing?

Does (City) require a builder or developer of a new residential project or proposal greater than the “threshold” number of residential units to provide affordable housing within the project?

If not within the proposed project or proposal, is the builder or developer required to provide affordable housing elsewhere within (City)?

What steps, if any, does (City) take to confirm that a builder or developer is complying with its obligation to provide affordable housing as a component of its development in (City)?

What record does (City) maintain regarding compliance by a builder or developer with the obligation to provide affordable housing?

If a builder or developer is required to provide affordable housing elsewhere within (City), who determines and how is the alternate location for affordable housing determined?

Does the city permit payment of funds by the developer or builder “in lieu” of providing affordable housing? If yes, how and when does this occur?

How does (City) calculate the amount of an “in lieu” payment?

Does (City) deposit “in lieu” funds into a segregated or “trust account” specifically for “in lieu” funds? If yes, how are “in lieu” funds tracked or accounted for?

Has (City) received payment of “in lieu” funds within the period 2007-2014? If yes, what is the total \$\$ amount of “in lieu” funds received by the City within the period 2007-2014?

What is the current “in lieu” \$\$ balance held by (City)?

Does (City) have a plan or protocol for the expenditure of “in lieu” funds, including a time frame within which the funds must be spent and an amount of funds to be spent? If yes, and the plan or protocol is included in an ordinance, please cite or refer to the ordinance by number.

Is (City) required to spend those funds on affordable housing within (City) city limits?

What is the total \$\$ amount of “in lieu” funds spent by (City) on affordable housing within the period 2007-2014?

Has any affordable housing been constructed in (City) within the period 2007-2014.

How many units of affordable housing currently exist in (City) in each of the following income categories? Very Low_____ Low_____ Moderate_____ Above Moderate_____

How many units of affordable housing are deed restricted in (City)?

Does (City) maintain a record of inquiries to (City) from candidates for affordable housing? If yes, for how long is such a record maintained?

Does (City) maintain a record of responses to inquiries from candidates for affordable housing and referrals of such candidates to appropriate (City) or private resources? If yes, for how long is such a record maintained?

How does (City) inform candidates for affordable housing that such housing is or will become available within (City)?

Does (City) maintain a central list or waiting list of candidates for affordable housing? If not, is such a waiting list maintained elsewhere or by any entity other than (City)?

If a waiting list is maintained, how many people are currently on the waiting list or lists for affordable housing in (City)?

Has the number of people on the waiting list for affordable housing changed from 2007 to 2014? If the number has increased, by how much? If the number has decreased, by how much?

Does (City) select the management company to manage affordable rental housing within (City)? If yes, what are the criteria used in the selection of the management company? If not, who selects the management company and does (City) have input into the selection of the management company?

What is the name of the management company or companies managing affordable housing within (City)? Does (City) require reporting by the management company or

companies to (City)? If yes, please provide a copy of the most recent report from each management company.

What is the name and contact information of the (City) staff person or department administrator most knowledgeable about affordable housing within (City)?

What are the major obstacles to providing affordable housing within (City)?

How is (City) addressing these obstacles?

Appendix 2

CONTRA COSTA COUNTY AFFORDABLE HOUSING POLICIES

| City | Commercial Linkage Impact | HOUSING IMPACT FEE | Inclusionary zoning/In-LieuFees | Density Bonus Ordinance | GENERAL TRUST FUND | Taxes or Fees Dedicated to Housing | Affordable Housing Complexes | 2nd Dwelling | Acquisition/Rehabilitation/Conversion Program | Condo Conversion Ordinance |
|------------------------------------|---------------------------|--------------------|---------------------------------|-------------------------|--------------------|------------------------------------|------------------------------|--------------|---|----------------------------|
| Antioch | Yes | YES | No | YES | YES | No | Yes | Yes | Yes | Yes |
| Brentwood | Yes | YES | YES | Yes | No | No | Yes | Yes | No | Yes |
| Clayton | No | NO | UC | Yes | No | No | Yes | Yes | No | Yes |
| Concord | No | NO | YES | YES | No | Yes | Yes | Yes | Yes | Yes |
| Danville | No | NO | YES | YES | No | No | N/A | N/A | Yes | Yes |
| El Cerrito | No | NO | YES | Yes | No | No | N/A | N/A | Yes | Yes |
| Hercules | No | YES | YES | YES | No | No | N/A | N/A | Yes | No |
| Lafayette | No | NO | No | UC | No | No | Yes | Yes | No | No |
| Martinez | YES | YES | No | YES | No | No | NO | Yes | Yes | Yes |
| Moraga | No | NO | No | YES | No | No | No | Yes | Yes | Yes |
| Oakley | No | NO | YES | YES | YES | Yes | Yes | Yes | No | No |
| Orinda | No | NO | No | YES | No | No | N/A | N/A | Yes | Yes |
| Pinole | YES | YES | YES | YES | No | No | N/A | N/A | Yes | No |
| Pittsburg | No | NO | YES | YES | No | No | Yes | Yes | No | No |
| Pleasant Hill | No | YES | YES | YES | No | No | N/A | N/A | Yes | Yes |
| Richmond | YES | YES | YES | YES | No | No | Yes | Yes | Yes | Yes |
| San Pablo | No | YES | YES | YES | YES | Yes | Yes | Yes | Yes | No |
| San Ramon | Yes | NO | YES | YES | No | No | Yes | Yes | Yes | Yes |
| Walnut Creek | YES | YES | YES | YES | No | No | Yes | Yes | Yes | Yes |
| Contra Costa County Unincorporated | No | NO | No | YES | No | No | Yes | Yes | Yes | Yes |

UC= Under consideration
N/A=Info Unavailable



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: September 20, 2016

Subject: Advisory Council on Aging Bylaws Revision

RECOMMENDATION(S):

APPROVE revised Bylaws of the Advisory Council on Aging as recommended by the Employment and Human Services Department Director.

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The Advisory Council on Aging (ACOA) is an advisory body to the Contra Costa County Board of Supervisors. In review of the ACOA Bylaws, revisions were made to provide greater clarity and direction in the administration of the Council's operations. The revision of Section 3.9 will allow the ACOA Executive Committee to have final decision making powers on whether or not to vacate a seat on the Council due to a member's absence(s).

The Membership Committee will track member attendance and contact members who experience a series of absences. The purpose of the contact, call or letter, is to remind members of the Leave of Absence Request procedures and to review the impact their absences have on the Council's ability to establish a quorum under the Brown Act. The Membership Committee will determine if an absence was due to medical reasons or other unforeseen emergency. The Executive Committee will advise the Membership Committee as to any proposed course of action regarding the absences.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016**

☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Elaine Burres, 313-1717

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Advisory Council on Aging Bylaws will contain inconsistencies.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

ACOA Bylaws Redline Revision 9.16

ACOA Revised Bylaws Final 9.16

CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING



ADVISORY COUNCIL ON AGING BYLAWS INDEX

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CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

BYLAWS

As of December 1, 2015

PREAMBLE

In recognition of the problems of the older people of Contra Costa County and the need for concerted community action to help resolve these problems, this non-sectarian, non-partisan organization was formed in 1962.

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- 1.1 The name of this organization shall be "CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING", which shall hereinafter be referred to as "The Council". *

**The Board of Supervisors sanctioned the Council as the County-wide Coordinating Committee in 1969. Under the Older Americans Act (Title III of the Older Americans Comprehensive Services Amendment of 1973), the Contra Costa Area Agency on Aging was established October 1, 1975, with the Advisory Council on Aging as the representative group which advises the Board of Supervisors on the Contra Costa Area Plan and its implementation.*

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- 2.1 Planning for Older Residents
The Council shall provide a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of this County.
- 2.2 Leadership and Advocacy
The Council shall provide leadership and advocacy on behalf of older persons and serve as a channel of communication and information on aging.
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The Council shall advise the Area Agency on Aging, the Aging and Adult Services Bureau of the Contra Costa County Employment and Human Services Department (hereinafter referred to as "Aging and Adult Services") and the Board of Supervisors on an Area Plan based on the unmet needs and priorities of older persons as determined by

surveys of local committees (commissions) and coalitions on aging, and results of public hearings held in conjunction with Aging and Adult Services.

ARTICLE III - MEMBERSHIP

3.1 Composition of Council

Including the officers, the Council shall have not more than 40 members. These members shall consist of the designated representatives of the local municipalities [nineteen (19)], and one (1) Senior Nutrition Program Council representative. The remainder will be Members-at-Large (20.) The Council will strive to achieve membership that reflects the ethnic, economic and geographic balance of the senior population of the County. The Council will make every effort to achieve a membership where one-fourth of the Council is made up of actual consumers of services under the Area Plan, and at least one member will represent the interests of people with disabilities.

3.2 Membership Status

Members-at-large are appointed by the County Board of Supervisors, following their standard policies and procedures for such appointments. Local municipalities and the Senior Nutrition Program Council select a representative as their designated liaison to the Council.

3.3 Members' Terms of Office

The County Board of Supervisors shall approve members for an approximate two (2) year term. All terms expire on September 30th. Accordingly, an appointment made on a date other than October 1 will have a term adjusted to expire on the September 30 prior to the two-year anniversary date. When applicable, any vacant seat shall be filled for the unexpired term remaining for that seat.

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All members shall reside in Contra Costa County. Change of residence to outside of Contra Costa County will automatically terminate membership on the Council. All members shall be at least eighteen (18) years of age.

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Contra Costa County members of the California Commission on Aging, the California Senior Legislature and representatives of other groups from Contra Costa County concerned with aging may be invited by the Council to join it as ex-officio, non-voting members. Such

ex-officio memberships shall be outside of, and in addition to the number of regular memberships established by Section 3.1 of these bylaws.

3.6 Past Council Presidents

All past presidents who are no longer members of the Advisory Council on Aging shall be considered members ex-officio after their terms of office have been completed. Such memberships shall be non-voting.

3.7 Emeritus Members

To honor past exemplary service to the Council, any member of the Council may nominate and a majority of the members may vote to appoint an Emeritus Member. Such appointment is an honorary lifetime title. Emeritus members may not vote, nor does their membership factor into the quorum determination.

3.8 Appointments of Members

When a vacancy occurs, the Membership Committee shall recommend a replacement for approval by the Council and possible appointment by the Board of Supervisors

3.9 Attendance

For the purposes of attendance, a membership year is January through December. Due to the inability of the Council to carry out its business when a quorum is not met, attendance at all required meetings is of the utmost importance.

All members are required to attend meetings on a regular basis.

A member who is absent from four (4) regularly scheduled meetings in a membership year shall be deemed to have voluntarily resigned from the Council. If that occurs, the former Council member's status will be noted at the next scheduled Council meeting and shall be recorded in the Council's minutes. The President shall, with the concurrence of the Executive Committee, inform the Board of Supervisors of the member's resignation and request the appointment of a replacement.

3.10 Leaves of Absence

A member may request a Leave of Absence. Requests for a Leave of Absence must be in writing and: (1) include the beginning date; (2) the anticipated ending date; and (3) the reason for the leave request. Examples of acceptable reasons for leaves include: bereavement, family and medical leaves, jury and witness duty, or a personal leave for

another reason. The Executive Committee will determine if the leave is granted or denied and the President will notify the member. If approved, the member's attendance will not be tallied during the leave period and their seat will not be declared vacant.

3.11 Resignation

All members must submit a written resignation when vacating membership. The President shall then submit the resignation to the Board of Supervisors.

3.12 Removal of Members

After three meetings following appointment to the Council, each member shall be subject to removal for cause by motion of any member and passing vote by a majority of the Council. In the case of municipal appointments, a recommended removal may also occur at any time the municipality withdraws their approval or sponsorship. As the Contra Costa County Board of Supervisors is the appointing authority for the Advisory Council on Aging, recommended removals are subject to the ratification of the Board of Supervisors.

ARTICLE IV - MEMBERSHIP MANDATES

4.1 Commitment

Incoming members are to be active, contributing members as evidenced by, but not limited to, attendance at the regular monthly Council meetings and each member is required to participate in the activities of at least one of the Council's committees or designated work groups. A member must satisfy the attendance requirements of any organization which they have been assigned to represent the Council.

4.2 Ethics Training

All members of the Advisory Council on Aging are required to take formal ethics training (AB1234) every two (2) years. New members have up to one (1) year to fulfill their obligation for the first training.

4.3 Disclosure of Financial Interests

All Advisory Council members must annually complete and file California Form 700 – Statement of Economic Interests. The members are only required to disclose those financial interests that are set forth in the Employment and Human Services Department Conflict of Interest Code.

4.4 Perception of Conflict

The Advisory Council has developed its own document addressing the perception of conflict. Its purpose is to strongly encourage all members to recuse themselves from any discussion or vote which could be interpreted as constituting a conflict of interest, be construed as a clash of loyalties or be perceived as self-serving in any way.

ARTICLE V - OFFICERS

5.1 Council Officers

Officers of the Advisory Council on Aging shall be as follows: President, First Vice-President, Second Vice-President, Secretary and Treasurer.

5.2 Officers' Terms of Office

The above-named officers shall hold office for one (1) year or until their successors are elected or appointed. The aforementioned officers (5.1) may serve no more than two (2) consecutive terms of one year each in the same position.

5.3 Officers' Duties

The duties of the respective officers shall be those regularly associated with such titles except that the President may assign special duties to a specific officer at any time.

5.4 Representation on TACC

The President of the Contra Costa County Advisory Council on Aging, as chair of the Advisory Council, shall be the Council's representative to the Triple A Council of California (TACC.) The 1st Vice President serves as a TACC alternate director (member.)

5.5 Succession Protocol - President

In the event that the President does not complete his/her term, the first Vice-President shall move into the presidency and serve out the unexpired term. The second Vice-President shall then become the first Vice-President. The newly appointed President, with the assistance of the Nominating Committee (or Membership Committee as applicable), shall select a member of the Council to serve the unexpired term of the second Vice-President. The Advisory Council shall approve or disapprove the selection for second Vice-President.

5.6 Succession Protocol - All Other Officers

Vacancy in mid-term of the 1st Vice President will be filled by the 2nd

Vice President with the balance of succession as noted in 5.5 above. Vacancy mid-term of the 2nd Vice President, Secretary or Treasurer shall be filled by the Nominating Committee (or Membership Committee if Nominating is not then in session) recommending to the Council the name of a Council Member. If, however, the vacated officer's position has less than three (3) months duration remaining, the President shall appoint a member of the current Council to serve the unexpired balance of the term. In either case, the Council shall approve or disapprove the appointments.

5.7 Termination of Officers

Officers may be removed for just cause by a majority vote of the full Advisory Council on Aging when 90% of all appointed members are present, or at a special meeting convened for that purpose at which a quorum is present. Any officer removed ceases to hold the office once the vote has been tallied and announced. Succession shall be as outlined in Sections 5.5 and 5.6.

5.8 Director of Aging & Adult Services

The Director of Aging and Adult Services shall serve as a consultant to the Council. The Director shall submit a monthly report to the Council at the regular meetings. Special reports may be given at the December annual meeting.

ARTICLE VI - MEETINGS, COMMITTEES, WORK GROUPS

6.1 Regular Meetings

There shall be at least eight (8) meetings a year, at such time and place as agreed upon.

6.2 Special Meetings

The President shall call a special meeting of the Council at any time upon the written request of at least five (5) members of the Council. Also, the President may call a special meeting of the Council at any time an emergency meeting is felt to be imperative.

6.3 Executive Committee

There shall be an Executive Committee of the Council composed of the elected officers, the immediate past president, chair of standing committees and chairs of designated county-wide work groups (designated by the Council), if they are also members of the Advisory Council. Only members of the Executive Committee shall have voting rights at Executive Committee. Other members of the Advisory Council may be

invited to give reports or recommendations at the Executive Committee meetings.

6.4 Annual Meeting

At the December meeting, the council will render to the public a report of the Council's activities and accomplishments of the past year and shall install new officers for the coming year.

6.5 Committee and Work Group Structure

The President of the Council, upon taking office, shall appoint the Chairs of each Committee and Work Group. Work Group Chairs or one of the two Co-Chairs, shall be members of the Council. Chairs of Work Groups who are also Council members are also voting members of the Executive Committee.

Committees may take action consistent with the Advisory Council on Aging's policies and procedures. Work Groups must bring action items to the Executive Council for determination if the item will move forward for final action of the Council in full.

6.6 Committee Quorums

A majority of a committee shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Unless otherwise provided in the resolution of the Advisory Council on Aging, work groups and ad hoc committees shall act under the direction of their respective Chairs without any requirement for a quorum.

6.7 Committees and Work Groups

Each committee or work group shall have a chairperson. The President of the Advisory Council shall be an ex-officio member of all committees of the Advisory Council and shall be notified of all meetings. A list of Council members on each committee and work group shall be kept, in addition to attendance of Advisory Council members maintained for each meeting and copies given to the Advisory Council staff person. Committee and work group meeting notices shall be mailed, e-mailed, telephoned, and/or personally given, approximately one work week in advance of the meeting date to all members of the committee.

6.8 Task Force or Ad Hoc Committees

In the implementation of the Area Plan, the Council shall develop task forces or ad hoc committees, where needed, in the accomplishment of specific objectives. The Chair of the Advisory Council may designate or

solicit participation for ad hoc committees. Ad hoc committees are not subject to the Brown Act, but are subject to the County's Better Government Ordinance (C.C.C. Ord. Code, § 25-2.)

6.9 Standing Committees and Work Groups

The following shall be the Standing Committees and Work Groups of the Council: Executive Committee, Planning Committee, Membership Committee, Health Work Group, Housing Work Group, Legislative Work Group, Marketing Work Group and Transportation Work Group.

ARTICLE VII - CONDUCT OF MEETINGS

7.1 Order of Business

The President or a majority vote of the Council may change the order of business as may be required.

7.2 Council Quorum

A quorum for the transaction of business by the Council shall consist of a majority (one more than half) of the total number of seats of the Council. Membership of the Council shall be evidenced by the list of authorized seats approved by the Board of Supervisors at the time of roll call. Ex-officio or emeritus members of the Council under sections 3.5, 3.6 and 3.7 shall not be counted when establishing a quorum under this section.

7.3 Quorum Declaration

After a quorum is declared to exist, all transactions of business can proceed, regardless whether enough attendees leave to decrease the members present below the quorum requirement. In such an event, any motions for action will be determined by a majority vote of the members then present.

7.4 Meetings in the Absence of a Quorum

A quorum is not required in order to conduct a meeting, with the exception that no motions may be introduced or voted upon. Discussion can take place, with the item carried forward to the next meeting. All other non-action items of business of the Council may proceed without a quorum present. If sufficient members arrive after roll call to make up a quorum, the meeting may proceed without restrictions.

ARTICLE VIII - NOMINATING COMMITTEE

8.1 The nominating committee shall normally be chosen after installation of

new officers but no later than August of each year. The Nominating Committee is a Sub-Committee of the Membership Committee.

- 8.2 The nominating committee shall be chosen annually for the purpose of presenting an annual slate of officers for election or filling vacant officer positions that occur while the Nominating Committee is in session.
- 8.3 The nominating committee shall have five members elected by caucus of advisory council members from each of the five supervisorial districts.
- 8.4 The nominating committee shall present a slate of officers at a council meeting prior to the Annual Meeting in December and will also request additional nominations from the floor. Election of new officers shall take place at the annual meeting in December.
- 8.5 The nominating committee members may serve two (2) consecutive terms of one (1) calendar year for the applicable months the committee is in session. The nominating committee at its first meeting following election of its members shall choose one of its members as chair.

ARTICLE IX- AMENDMENTS

- 9.1 The Bylaws may be amended by a majority vote of the total membership of the Council present at any regular meeting or special meeting called for that purpose, provided that each member of the Council has been notified, in writing of the wording of the proposed amendment(s) at least ten (10) days in advance of the meeting.
- 9.2 These Bylaws must not conflict with the Board of Supervisors' Ordinances regarding Advisory Councils. The Council may adopt such Bylaws as shall seem appropriate and necessary for the functioning of the Council.

Approved and adopted by the Contra Costa County Board of Supervisors as evidenced by passage of Board Order:

Board Agenda Item Number _____ On _____, 2015

CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING



ADVISORY COUNCIL ON AGING BYLAWS INDEX

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CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

BYLAWS

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All members must submit a written resignation when vacating membership. The President shall then submit the resignation to the Board of Supervisors.

3.12 Removal of Members

After three meetings following appointment to the Council, each member shall be subject to removal for cause by motion of any member and passing vote by a majority of the Council. In the case of municipal appointments, a recommended removal may also occur at any time the municipality withdraws their approval or sponsorship. As the Contra Costa County Board of Supervisors is the appointing authority for the Advisory Council on Aging, recommended removals are subject to the ratification of the Board of Supervisors.

ARTICLE IV - MEMBERSHIP MANDATES

4.1 Commitment

Incoming members are to be active, contributing members as evidenced by, but not limited to, attendance at the regular monthly Council meetings and each member is required to participate in the activities of at least one of the Council's committees or designated work groups. A member must satisfy the attendance requirements of any organization which they have been assigned to represent the Council.

4.2 Ethics Training

All members of the Advisory Council on Aging are required to take formal ethics training (AB1234) every two (2) years. New members have up to one (1) year to fulfill their obligation for the first training.

4.3 Disclosure of Financial Interests

All Advisory Council members must annually complete and file California Form 700 – Statement of Economic Interests. The members are only required to disclose those financial interests that are set forth in the Employment and Human Services Department Conflict of Interest Code.

4.4 Perception of Conflict

The Advisory Council has developed its own document addressing the perception of conflict. Its purpose is to strongly encourage all members to recuse themselves from any discussion or vote which could be interpreted as constituting a conflict of interest, be construed as a clash of loyalties or be perceived as self-serving in any way.

ARTICLE V - OFFICERS

5.1 Council Officers

Officers of the Advisory Council on Aging shall be as follows: President, First Vice-President, Second Vice-President, Secretary and Treasurer.

5.2 Officers' Terms of Office

The above-named officers shall hold office for one (1) year or until their successors are elected or appointed. The aforementioned officers (5.1) may serve no more than two (2) consecutive terms of one year each in the same position.

5.3 Officers' Duties

The duties of the respective officers shall be those regularly associated with such titles except that the President may assign special duties to a specific officer at any time.

5.4 Representation on TACC

The President of the Contra Costa County Advisory Council on Aging, as chair of the Advisory Council, shall be the Council's representative to the Triple A Council of California (TACC.) The 1st Vice President serves as a TACC alternate director (member.)

5.5 Succession Protocol - President

In the event that the President does not complete his/her term, the first Vice-President shall move into the presidency and serve out the unexpired term. The second Vice-President shall then become the first Vice-President. The newly appointed President, with the assistance of the Nominating Committee (or Membership Committee as applicable), shall select a member of the Council to serve the unexpired term of the second Vice-President. The Advisory Council shall approve or disapprove the selection for second Vice-President.

5.6 Succession Protocol - All Other Officers

Vacancy in mid-term of the 1st Vice President will be filled by the 2nd

Vice President with the balance of succession as noted in 5.5 above. Vacancy mid-term of the 2nd Vice President, Secretary or Treasurer shall be filled by the Nominating Committee (or Membership Committee if Nominating is not then in session) recommending to the Council the name of a Council Member. If, however, the vacated officer's position has less than three (3) months duration remaining, the President shall appoint a member of the current Council to serve the unexpired balance of the term. In either case, the Council shall approve or disapprove the appointments.

5.7 Termination of Officers

Officers may be removed for just cause by a majority vote of the full Advisory Council on Aging when 90% of all appointed members are present, or at a special meeting convened for that purpose at which a quorum is present. Any officer removed ceases to hold the office once the vote has been tallied and announced. Succession shall be as outlined in Sections 5.5 and 5.6.

5.8 Director of Aging & Adult Services

The Director of Aging and Adult Services shall serve as a consultant to the Council. The Director shall submit a monthly report to the Council at the regular meetings. Special reports may be given at the December annual meeting.

ARTICLE VI - MEETINGS, COMMITTEES, WORK GROUPS

6.1 Regular Meetings

There shall be at least eight (8) meetings a year, at such time and place as agreed upon.

6.2 Special Meetings

The President shall call a special meeting of the Council at any time upon the written request of at least five (5) members of the Council. Also, the President may call a special meeting of the Council at any time an emergency meeting is felt to be imperative.

6.3 Executive Committee

There shall be an Executive Committee of the Council composed of the elected officers, the immediate past president, chair of standing committees and chairs of designated county-wide work groups (designated by the Council), if they are also members of the Advisory Council. Only members of the Executive Committee shall have voting rights at Executive Committee. Other members of the Advisory Council may be

invited to give reports or recommendations at the Executive Committee meetings.

6.4 Annual Meeting

At the December meeting, the council will render to the public a report of the Council's activities and accomplishments of the past year and shall install new officers for the coming year.

6.5 Committee and Work Group Structure

The President of the Council, upon taking office, shall appoint the Chairs of each Committee and Work Group. Work Group Chairs or one of the two Co-Chairs, shall be members of the Council. Chairs of Work Groups who are also Council members are also voting members of the Executive Committee.

Committees may take action consistent with the Advisory Council on Aging's policies and procedures. Work Groups must bring action items to the Executive Council for determination if the item will move forward for final action of the Council in full.

6.6 Committee Quorums

A majority of a committee shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Unless otherwise provided in the resolution of the Advisory Council on Aging, work groups and ad hoc committees shall act under the direction of their respective Chairs without any requirement for a quorum.

6.7 Committees and Work Groups

Each committee or work group shall have a chairperson. The President of the Advisory Council shall be an ex-officio member of all committees of the Advisory Council and shall be notified of all meetings. A list of Council members on each committee and work group shall be kept, in addition to attendance of Advisory Council members maintained for each meeting and copies given to the Advisory Council staff person. Committee and work group meeting notices shall be mailed, e-mailed, telephoned, and/or personally given, approximately one work week in advance of the meeting date to all members of the committee.

6.8 Task Force or Ad Hoc Committees

In the implementation of the Area Plan, the Council shall develop task forces or ad hoc committees, where needed, in the accomplishment of specific objectives. The Chair of the Advisory Council may designate or

solicit participation for ad hoc committees. Ad hoc committees are not subject to the Brown Act, but are subject to the County's Better Government Ordinance (C.C.C. Ord. Code, § 25-2.)

6.9 Standing Committees and Work Groups

The following shall be the Standing Committees and Work Groups of the Council: Executive Committee, Planning Committee, Membership Committee, Health Work Group, Housing Work Group, Legislative Work Group, Marketing Work Group and Transportation Work Group.

ARTICLE VII - CONDUCT OF MEETINGS

7.1 Order of Business

The President or a majority vote of the Council may change the order of business as may be required.

7.2 Council Quorum

A quorum for the transaction of business by the Council shall consist of a majority (one more than half) of the total number of seats of the Council. Membership of the Council shall be evidenced by the list of authorized seats approved by the Board of Supervisors at the time of roll call. Ex-officio or emeritus members of the Council under sections 3.5, 3.6 and 3.7 shall not be counted when establishing a quorum under this section.

7.3 Quorum Declaration

After a quorum is declared to exist, all transactions of business can proceed, regardless whether enough attendees leave to decrease the members present below the quorum requirement. In such an event, any motions for action will be determined by a majority vote of the members then present.

7.4 Meetings in the Absence of a Quorum

A quorum is not required in order to conduct a meeting, with the exception that no motions may be introduced or voted upon. Discussion can take place, with the item carried forward to the next meeting. All other non-action items of business of the Council may proceed without a quorum present. If sufficient members arrive after roll call to make up a quorum, the meeting may proceed without restrictions.

ARTICLE VIII - NOMINATING COMMITTEE

8.1 The nominating committee shall normally be chosen after installation of

new officers but no later than August of each year. The Nominating Committee is a Sub-Committee of the Membership Committee.

- 8.2 The nominating committee shall be chosen annually for the purpose of presenting an annual slate of officers for election or filling vacant officer positions that occur while the Nominating Committee is in session.
- 8.3 The nominating committee shall have five members elected by caucus of advisory council members from each of the five supervisorial districts.
- 8.4 The nominating committee shall present a slate of officers at a council meeting prior to the Annual Meeting in December and will also request additional nominations from the floor. Election of new officers shall take place at the annual meeting in December.
- 8.5 The nominating committee members may serve two (2) consecutive terms of one (1) calendar year for the applicable months the committee is in session. The nominating committee at its first meeting following election of its members shall choose one of its members as chair.

ARTICLE IX- AMENDMENTS

- 9.1 The Bylaws may be amended by a majority vote of the total membership of the Council present at any regular meeting or special meeting called for that purpose, provided that each member of the Council has been notified, in writing of the wording of the proposed amendment(s) at least ten (10) days in advance of the meeting.
- 9.2 These Bylaws must not conflict with the Board of Supervisors' Ordinances regarding Advisory Councils. The Council may adopt such Bylaws as shall seem appropriate and necessary for the functioning of the Council.

Approved and adopted by the Contra Costa County Board of Supervisors as evidenced by passage of Board Order:

Board Agenda Item Number _____ On _____, 2015



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 20, 2016

Subject: Response to Grand Jury Report No.1612 " Foster Care Under AB 403"

RECOMMENDATION(S):

APPROVE the response to Grand Jury Report No.1612 "Foster Care Under AB 403" and DIRECT the Clerk of the Board to forward the response to the Superior Court no later than September 22, 2016.

FISCAL IMPACT:

No fiscal impact, this is an informational report.

BACKGROUND:

On June 23, 2016, the County received 2015-16 Civil Grand Jury Report No.1612 " Foster Care Under AB 403". The report was received by the Board of Supervisors and subsequently referred to the County Administrator on the July 12, 2016 Board of Supervisors agenda (Item no. C.126) who prepared the attached response that specifies:

- Whether the respondent agrees or disagrees wholly or partially with each finding;
- If the respondent disagrees with a finding, a statement explaining the portion of the finding that is disputed and the reasons for the disagreement;
- Whether each recommendation has been implemented, has not been implemented, or requires further analysis; and
- If the recommendation requires further analysis, a statement explaining the scope and parameters of the analysis or study, and a time frame, not to exceed six months, for the matter to be prepared for discussion.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 09/20/2016

☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Allison Picard (925)
335-1096

cc:

CONSEQUENCE OF NEGATIVE ACTION:

In order to comply with statutory requirements, the Board of Supervisors must provide a response to the Superior Court no later than September 22, 2016 (90 days after receipt). The Board must take action no later than the September 20, 2016 meeting in order to comply with the statutory deadline.

ATTACHMENTS

GJ 1612

GJ 1612 Response

**A REPORT BY
THE 2015-2016 CONTRA COSTA COUNTY GRAND JURY
725 Court Street
Martinez, California 94553**

Report 1612

Foster Care Under AB 403

A Disconnect Between Policy and Reality?

APPROVED BY THE GRAND JURY:

Date: 6/14/16

Michael Simmons
MICHAEL SIMMONS
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 6/10/16

John T. Laettner
JOHN T. LAETTNER
JUDGE OF THE SUPERIOR COURT

Contact: Michael Simmons
Foreperson
925-957-5638

Contra Costa County Grand Jury Report 1612

Foster Care Under AB 403

A Disconnect Between Policy and Reality?

TO: Contra Costa County Board of Supervisors

SUMMARY

In January 2017 a new law, AB 403 (Stone) will go into effect. This law requires the California Department of Social Services (CDSS) to begin a multi-year plan for replacing privately run group foster homes with short-term residential treatment centers (STRTC). These specialized treatment centers are to serve as homes where foster youth will stay no more than six months before moving to a foster home.

Each California county must create a plan to implement the requirements of the new law and be prepared to place all youth currently living in group homes into foster homes. For Contra Costa County (County) this requires finding foster parents or close relatives to provide homes for approximately 150 of the County's most vulnerable youth.

The County has made conscientious efforts to comply with the law (including formulating its own plan as required by CDSS). However, a significant gap remains between what is currently planned and what must ultimately be accomplished.

While restructuring the current group home system is desirable, there are not enough foster homes with the specialized training and experience needed to handle the youth presently living in group homes. Transferring these youths into foster homes, without an appropriately funded, carefully thought out and managed program, risks failing them.

METHODOLOGY

The Grand Jury conducted multiple interviews with County staff and representatives of non-government organizations, reviewed official reports, visited a Foster Family Agency (FFA- See Glossary) home, and conducted on-line research to obtain information regarding foster care in the County.

BACKGROUND

Foster care has been a hot topic since the State of California passed AB 403 to end the “warehousing” of youth in group homes. Under this plan, youth in group homes will be placed into kinship caregiver homes or foster family homes. AB 403 also seeks to place youth who are new to foster and group homes with relatives or close family friends whenever possible. AB 403 increases the financial support given to relatives or close family friends to the same level that non-relative foster parents receive.

One of the many important functions of County government is to operate the foster care system as mandated by the CDSS. The purpose of the foster care system is to protect children under 18 who have lost their biological parents or who are otherwise unable to live with their biological families or close friends.

Currently, the County has a shortage of foster family homes to care for youth in group homes. Group homes are used as a last resort for foster youth who are too difficult to handle in a typical foster family home. Group homes are relatively expensive to operate and the outcomes of youth placed there have been statistically worse than those placed in foster family homes.

The County has the responsibility of finding foster parents willing to accept these children and raise them as their own. The County, through CDSS, reimburses the foster parents for the living expenses of the foster child at rates set by the State. It also monitors foster placements and furnishes services and support to the foster parents.

In October 2015, there were 1,523 youth and other dependents under the jurisdiction of the County’s Child Welfare Services (CWS). The breakdown of those under CWS jurisdiction was as follows:

- Youth under CWS jurisdiction in all types of home-based foster care = 801
- Youth under CWS jurisdiction still at family residence = 566
- Youth under CWS jurisdiction placed with group homes = 156
- Youth placed out-of-County = 384
- Youth placed with care of relatives (kinship care) = 307
- Youth placed with in-County foster homes (not kinship care) = 110
- Supervised independent living and other types of care = 60

While there are 338 “non-related, licensed foster homes” in the County, not all of these homes are a match for the youth that currently need fostering. The above breakdown shows there are currently 156 foster youth placed in specialized group homes (with up to five other foster children). These youths cannot be placed in individual foster homes because of physical and/or behavioral issues. The staff in the group homes have specialized knowledge and experience in handling these challenging youth. In addition, the group homes have social workers and support staff available and, depending on the

level of care, some provide health services as well. In Contra Costa County, the group homes are operated by Youth Homes Inc. of Pleasant Hill, Paradise Adolescent Home of San Ramon, and Aspiranet of Antioch.

Once a foster child turns 18 years old, he or she has the option to leave the system or stay in foster care for up to three more years. The youth opting to extend their foster care are provided for by the County until they reach the age of 21 and do not necessarily require individual foster home placement.

CFS has yet to measure how foster youth fared after being in the program, such as whether they graduated with a GED and/or were able to go to college, become employed, etc. While it is difficult to gather such data about outcomes, this data can be obtained from reports that are written about each youth as they exit or age out of the system, and is important in helping to determine which foster care situations yielded the best results.

AB 403

To better meet the needs of youth in foster care and to promote positive outcomes for these youth as they transition out of foster care, the California legislature passed AB 403 in October 2015. AB 403 requires the following changes:

- An update to the assessment process so that the first placement is the right one
- Establishment of core services and support for foster youth, their families and resource families
- Strengthened training and qualifications for resource families providing care to foster youth and congregate care (Group Homes) facility staff
- To the extent that the children are provided needed services and support, a transition from congregate care to foster family home based care with resource families
- Transformation of group homes into a new category of congregate care facility defined as Short-Term Residential Treatment Centers (STRTCs)
- Revision/increase the foster care rate structure
- Requirement that STRTCs and treatment foster family agencies be certified by counties through their mental health plans
- Performance evaluations of providers

The CDSS believes that recruitment of non-related caregivers alone will be insufficient to meet the foster care needs of the County. Greater effort must therefore be made to find, retain and support related caregivers. However, simply finding related caregivers is also insufficient. These relatives will most likely need to be provided with support and services in their home.

Research has shown that foster youth placed in kinship (related) care experience fewer placements and improved well-being. These youth are more likely to have frequent and consistent contact with siblings and birth parents, which can aid in reunification efforts. The same research suggests that these foster youth: i) will have fewer negative emotions about being placed into foster care than youth placed with non-relatives; ii) are less likely to run away; and iii) are more likely to graduate from high school.

AB 403 increases reimbursement for care by a close relative (kinship care) to the same level as for care by non-relative foster parents. While kinship care is desirable, there are often difficulties in qualifying such families. They may not meet the standards required for state licensing. For example, the house may not have the required number of bedrooms or someone living in the household may have a criminal record that disqualifies the household (although this disqualification standard is less than clear).

On November 18, 2015, the County sent CDSS its *2015 Foster and Relative Caregiver Recruitment, Retention and Support Plan*, as required by law. The Plan contains 16 proposals for finding a sufficient number of home-based family and kinship care family settings for youth currently in group homes. This plan anticipates finding short term capacity for 94 low-risk youth and long-term capacity for 30 high risk youth currently in group homes. The latter group of 30 youth would remain in STRTC until considered ready for relocation to a home-based family setting with related or non-related caregivers.

The plan proposes finding 124 appropriately trained and supported foster parent families. CDSS has provided the County until January 2017 to implement the plan. To achieve the goals outlined in AB 403, the County has requested \$3.4 million in funds from CDSS. The latest of three responses from CDSS on March 2, 2016 allocated \$443,938 to be spent on six of the proposed county programs by June 30, 2016. The County plans to use these funds for programs prior to the state imposed spending deadline. However, the County also recently requested an extension to spend the funds, as the current schedule does not permit sufficient time to set up and prepare contractual agreements for services.

DISCUSSION

In her 2014 book about the broken foster care system, To the End of June: The Intimate Life of American Foster Care, author Cris Beam writes, “*And yet nobody – not the kids, not the foster or biological parents, not the social workers, the administrators, the politicians, the policy experts – thinks the system is working.*”

Foster care is intended to provide a temporary safe haven for children who are abused and/or neglected. However, temporary is not always brief. On average, a foster child spends 23 months in foster care, often living in multiple foster homes. Nearly 20 percent of foster children experience 10 or more placements.

The current outcome for most foster youths is disgraceful and heart breaking. Almost 40 percent end up homeless, another 40 percent will be incarcerated, and only 20 percent will lead relatively stable, productive lives.

AB 403 is designed to restructure and eventually replace the state's system of foster group homes. The group homes are meant to provide therapy and care for the state's most troubled youths. In recent years, however, several group homes have come under intense scrutiny because of sexual abuse allegations, drug prescription overuse, violence and frequent runaways.

The law, based on a 56-page report from the CDSS, is intended to overhaul group homes, which are viewed as ineffective and costly. Under the new law, group homes will undergo a new accreditation process, retrain staff, and will be designed to provide intensive, short-term assistance to youth. The legislation also aims to improve the process by which children are assessed, so that they are placed in STRTC's that will best meet and treat their specific needs. Additionally, CDSS will create a new, more rigorous method of oversight.

There is much support for the elimination of group homes under AB 403: "You have to break eggs to make an omelet." Unfortunately, there are certain youth who manifest such extreme behavior that it is unsafe or unreasonable to place them in a family-based setting. However, group homes must never be viewed as a long-term placement option. Rather, group homes must only be used as a short-term treatment option, a clearly defined step in the permanency/treatment process. This will require group home providers to have the capacity to provide short-term treatment. These providers must also be team players in a broader collaborative planning process and be willing to transfer youth as quickly as possible to less restrictive, permanent foster homes.

For AB 403 to work in Contra Costa County, the County must meet a number of challenges, such as recruiting and training an increased number of compassionate foster families, including the relatives of foster children. These families must be sufficiently supported and have the skills to nurture and develop youth who may have suffered years of trauma and can exhibit difficult and in some cases violent behavior. If the County can find such families, fewer youth may need to enter the group care system. Group homes will be reclassified as STRTCs and used only for youth whose mental health and other needs are most extreme. However, youth currently living in group homes will not be relocated until foster parents are recruited, trained and ready to accept them. It is anticipated that AB403 will not be fully implemented until January 2019.

The challenge is finding enough of those qualified foster caregivers, or as they will be called "Resource Parents." AB 403 provides more than \$17 million to recruit foster care caregivers in California. Each county is required to report to CDSS the number of families that the county needs to recruit, how the county intends to meet the need, and how much the recruitment effort will cost. The County submitted a plan on November

18, 2015, requesting \$3.4 million in funding to achieve the goals of AB 403 and was granted \$443,938 on a one time basis.

Between October 2010 to October 2015, the number of Licensed Foster Homes in the County dropped from 421 homes to 338 homes. Over the same period, new license applications were relatively flat at 100 per year, while the number of new licenses issued dipped from an average of 60 per year to below 50 per year. Foster home closure averages increased from slightly over 40 per year at the start of the period to 71 per year at the end. During the past several years, the County made up for the deficit in county licensed foster homes by placing foster youth in out-of-county foster homes.

The County needs to recruit additional foster families to care for the 384 youth currently in foster homes outside of the county. Most of these youth are expected to remain with their current foster parents. However, with the advent of AB403, other counties may have a reduced surplus of foster homes, as their own group homes are closed and displaced foster group home youth will need to be placed in their “home” county. Accommodating youth who are currently fostered out-of-county, but who may return to CCC, adds additional urgency to the recruitment of foster families in the County.

To house the youth presently in group homes, assuming only one youth to a home, the County would need to add 124 caregiver homes. This shortage is exacerbated by attrition among foster families (those opting out of the system). In the past 5 years, the attrition rate was about 50 foster caregivers each year. The most common reasons for attrition are: i) their foster children were adopted; ii) the youth were termed out; or iii) the caregiver decided to retire; and iv) lack of resources to support their care. For these reasons, replacement foster homes must be found,

Finally, many of the County’s currently available foster parents want to adopt youth in the birth to 5 years-old age group and are not willing to foster youth who are teenagers, and often have difficult behavior issues. Consequently, to comply with AB 403, the County needs approximately 174 (the current shortfall of 124 foster homes plus 50 for the expected attrition rate) new homes with foster parents willing and able to handle teenage youth. The County has not performed a gap analysis to determine the number of foster parents needed to accommodate various categories of youth from group homes.

Several child welfare experts anticipate that many current California group homes will close rather than meet the bill’s new, more stringent requirements. These experts worry that if the foster family recruiting effort fails, the bill will only increase pressure on an already stressed system. Consequently, the existing group homes will need to continue operating, and the foster youth currently residing at the group homes will be given six month extensions until qualified foster homes can be found.

Marie K. Cohen, a former social worker in the District of Columbia, sees this as a major flaw in the legislation and has written about it for the Chronicle of Social Change, a

California-based child welfare website. She asks, *"If you have a drastic shortage of foster homes and you are closing group homes, where are these children going to go?"* The County's "2015 Foster and Relative Caregiver Recruitment, Retention and Support Plan" lists 16 proposed program activities. The activities in the plan include providing child respite care for foster parents, mental health supportive services for caregivers, hiring a caregiver recruiter, and providing direct financial support to relatives. Total cost of proposed programs if approved by CDSS would be \$3.4 million annually. At this time, the County alone has been granted only \$443,938, and this amount must be spent by June 30, 2016. This leaves the County \$2,956,062 short of what the County has determined it needs to be successful, and is also required to spend the provided funds without proper research and Requests for Proposal (RFP).

To comply with AB 403, the County needs two full time recruitment coordinators, among other necessities. The current coordinator's time is shared with two other major job assignments. Past coordinators managed to recruit 40 new foster parents each year on average. Last year, only 11 new foster parents were recruited, an all-time low.

Hiring foster parent recruiters is both a challenge and a key to implementing AB 403. The recruiters need to work weekday evenings and weekends for better access to potential foster parent recruits, and should present in front of different groups including faith-based organizations. To this end, the job classification for foster parent recruiter should be revised and updated. Furthermore, the recruiters must be trained about how and where to recruit the best possible candidates. While FFA's Chief Executive Officer frequently recruits foster parents, rather than line personnel, higher level County staff do not appear to be as actively involved in the recruiting process.

In the 2009-2010 Grand Jury Report # 1011 "Our Foster Children are in Jeopardy," the Grand Jury reported the recruiting unit, then called Home Finding Unit, had been reduced from a staff of 8 to 2.9 Full Time Equivalents. To compare, there is now only one employee acting as the foster home recruiter, allocating just half her time to recruiting new foster home families.

The County generally uses foster families recruited by County staff before using a family recruited by FFA, because County personnel know those families better than FFA recruited families. Additionally, cost plays a factor in the County's decision since an FFA family costs two-thirds more than a County-recruited family.

To succeed in complying with AB 403 and meeting the needs of the County's foster youth, experienced foster parents must be recruited and retained and close relatives, who are willing and able to take on foster youth, must be located. Identifying and recruiting "empty nest" families who have successfully raised children and for whom the modest foster allowance (payment) may be less important, is one strategy for finding experienced foster parents.

AB 403 places great emphasis on finding a close relative to take a child. It is often time-consuming for CFS staff to locate close relatives and persuade them to foster a child. Such placements often involve extra expense when the close relative lives out of state or outside the country because CFS must monitor the placement. The County plan anticipates that, if successful, close relative placements will absorb 30 of the foster children currently in group homes. Success is not assured, however, since it is presumed that kin or close family friends have already been contacted and asked to take a child into their care, but have not agreed to do so.

Part of the solution to the foster home shortage is to expand the use of kinship care by training and paying these “replacement parents.” There is a current program called “Approved Relative Caregiver” (ARC) which pays to adult relative caregivers of federally ineligible children the basic rate paid for other children who are federally eligible. ARC recognizes a policy preference for relative caregivers and enables the funding to support such placements. Eligible relative caregivers must be approved and live in California. Caregivers who are approved must meet health and safety standards that mirror those for licensed foster parents. Further, the children must be under the jurisdiction of the California juvenile court in a county that has opted in to the ARC Program, not be federally eligible under Title IV-E of the Social Security Act, and live in California.

The County could retain non-profits to help recruit and train experienced foster families that have successfully raised a foster child. The non-profit would earn a finder’s fee, such as a percentage of the monthly reimbursement rate, for each new experienced foster parent used by the County. The current monthly reimbursement rate is \$1200 per month.

Potential cost savings from reduced dependence on group homes can be calculated as follows based on a monthly reimbursement rate for foster families of \$1,500 per month:

- Current cost for 80 foster children living in group homes:
 - \$8,000/month (avg.) x 80 youths = \$640,000/mo.
- Bonus funds (included in cost above) to reserve group home space:
 - 80 youths x \$2,000 = \$160,000
- Current cost for 80 foster children living in foster homes:
 - \$1,500/mo. x 80 youths = \$120,000/month.
- Additional mental and social services at foster homes:
 - \$500/mo. x 80 youths = \$40,000/month
- Comparison:
 - Group homes = \$640,000 versus foster homes= \$160,000 (\$120,000 + \$40,000).

Total monthly savings would be \approx \$640,000 - \$160,000 = \$480,000/mo. or \$5.76 million annually.

For these savings to be realized, 80 group home children would be moved into special needs caregiver homes—a tall order, since there are only five active FFAs in the county. The reality is that the projected “savings” will have to be spent up-front to recruit and provide wraparound support for the new resource foster parents. Based on current rates of recruitment, it will take several years of sustained, focused recruitment by the County and FFAs to locate and train a sufficient number of new foster family resource parents to the level required.

Recruitment of new resource parents to make up the shortfall would also help out-of-county foster children move back to the County. Current costs to administer the out-of-county youth would be reduced as there would be less travel time to out-of-county locations and increased efficiency to supervise in-county homes.

The best way to ensure the “resource parent” system works is to increase the pool of homes available. The placement staff can select the resource parent who they think is the best fit rather than be forced to take the only foster home available or to place the youth out-of-county.

Foster Care and Mental Health

Currently, when foster youth first come into the CFS system, they usually go to a County CFS placement center, where an initial assessment of their needs is conducted, including a mental health screening. Mental Health is a division of the County that deals with mental health related issues. Currently Mental Health does not have specialized staff to evaluate foster youth, nor does it provide guidance in placing these youth with foster parents. By law the County has just 23 hours to evaluate a child who is being placed in foster care, select a foster home and coordinate the child’s move to foster care. There have been occasions when the required screening by Mental Health was not completed before the selection of the foster home. This leads to a lack of vital information needed to guide the placement decision and could pose risks to the youth and the foster parents.

CFS and Mental Health have had conflicts in the past that management has failed to resolve. This situation will become more critical as many of the youth in group homes have mental health issues that pose unique behavioral challenges.

The County’s mental health professionals are prevented by the terms of Memoranda of Understanding (MOUs) from providing after-hours care, which is often when that care is most needed. Consequently, the County has to outsource these services after hours to independent mental health contractors, such as Seneca, at increased expense to the County. The need for such care is likely to increase as the youth residing in group homes who have behavior issues transition to new foster homes. In addition, continuing mental health care when youth are moved from one foster parent to another can be difficult.

Obtaining mental health records regarding diagnosis, treatment and prognosis of foster youth poses another challenge for CFS trained staff in providing mental health care to foster youth. This data is critical to the assessment and placement of these children. However, HIPAA regulations and client privacy can make it difficult to obtain these important records when support activities are separated into different departments.

There is an urgent need for family counseling to assist the family in crisis and prevent the youth going into foster care, unless absolutely necessary. For example, youth have been placed into foster care after receiving Mental Health care after a crisis at their home under Section 5150,¹ because the parents did not want them to return home.

There are many potential advantages to creating a Mental Health unit in CFS:

- Better coordination between CFS and Mental Health services
- Faster and more comprehensive assessment of new foster youth coming into CFS may contribute to a better informed selection of foster parents
- Better understanding and communication between the placement unit and mental health professionals on all issues regarding foster youth
- Better understanding by mental health professionals of the intricacies of providing foster youth services
- Quicker and better identification of the best type of ongoing therapy needed for foster youth
- More “just in time” therapy for youth, foster parents, kinship care givers, and group home staff, as mental health professionals would be more easily accessible
- Enhanced training of new and existing foster parents in relationship management and de-escalating potential crisis situations
- Ready availability of specialized and experienced mental health professionals able to coach and counsel CFS staff, Foster parents, and foster youth as situations arise
- Closer monitoring and tracking of all therapists treating foster youth
- Better identification of those therapists who are able to achieve the best outcomes with foster youth, and better ability to identify therapists who do not achieve consistent positive results
- Improved ability to assist in the training of relative care givers and increased guidance as to the availability of family counseling services

¹ Section **5150** is a section of the California Welfare and Institutions Code (WIC) (in particular, the Lanterman–Petris–Short Act or “LPS”) which authorizes a qualified officer or clinician to involuntarily confine a person suspected to have a mental disorder that makes him or her a danger to self and others.

- Better training of CFS staff in all mental health issues and quicker diagnoses, treatment recommendations and prognoses of the foster youth
- Less friction and better coordination between two large County departments
 - For example, County has initiated a Continuous Quality Improvement (CQI) [see Glossary] process to evaluate the handling of cases to determine lessons learned, resources that worked, and various compliance aspects. At present, this process is done by CFS staff and does not include personnel from Mental Health who are frequently key players in the therapy programs needed by the youth and could add valuable insights.

Changes to the Foster Care Model

The big change in foster care attributed to California's "Continuum of Care Reform" (CCR) is exemplified in the role of a "foster family," soon to be rebranded in California as a "resource family." The practice of a foster child going into a group home and basically remaining in the "foster care system" until they age out is ending. Group home placement or "congregate care," as some refer to it, is being dismantled and reconstructed as only a short-term service provider.

Therapeutic Foster Care has moved to center stage as the intervention of choice for children and youth, including those who have been commercially sexually exploited (CSEC) and whose lives have been impacted by trauma and adverse childhood experiences.

The role of the traditional foster parent is transforming into a "professional" parent who serves as a resource for the foster child. There will no longer be "long-term foster care." In the new system, resource parents will only provide short-term care to help expedite the child's move to permanency.

Under this new model, resource parents will provide the following types of care:

- Emergency shelter services
- Short-term foster care bundled with permanency services and support
- Therapeutic Foster Care, with resource parents playing a critical role in the treatment process in order to stabilize children's behaviors and enhance successful permanency placement
- Adoption/guardianship, with resource families becoming the child's permanent family

Many County-recruited foster families tend to be younger and some are mainly interested in taking foster youth with the hope of eventual adoption. So, while there may be a number of potential foster parents on the rolls, the number can be deceiving in

that few are available for the placement of teenage youth. The majority of the group home foster youth needing placement are teenagers.

Foster Family Agency (FFA)

By statute, FFAs are organized and operated on a non-profit basis and are engaged in recruiting, certifying, and training foster parents; providing professional support to foster parents; and finding homes (other temporary or permanent) placements for children who require more intensive care. Licensed FFAs often work to move children who are residing in group homes into foster homes after the County has been unsuccessful in finding foster homes for them.

Foster parents certified by FFAs tend to be more experienced and many were previously foster parents under the County system. FFA management provides more support than the County does to these parents. FFAs furnish social workers and their caseloads are approximately 50% less than the County social worker caseloads (average FFA social worker has a caseload of 15 foster youth compared to an average of 30-35 for a County social worker). FFAs are also often faith-based, such as Hosanna Pathways and Agate Homes.

Faith-Based Foster Parents

Experts have reported that many faith-based foster parents are successful as they usually had many activities to engage the foster child and make them feel more at home. Additionally, faith communities can provide support for the families who take on the challenge of parenting children who need extra care and attention. For this reason, these communities have the potential to be a center of caring and hope for children who have suffered neglect, abuse, and disappointment.

Some of the positive reasons to seek recruiting foster parents in communities of faith include the following:

- The shared faith of people within a congregation can provide comfort and support to families in times of crisis.
- Congregations provide an extended family network for foster and adoptive families that often need that support, especially when they are raising children with serious physical, emotional, and/or behavioral problems.
- Children in the child welfare system desperately need to feel a sense of belonging and connection, and they often find this as a member of a religious family and a church congregation.
- Families recruited through their religious institutions often come to see foster care and adoption as a way of living out their faith, answering a calling, and making a difference in the world.

- In addition to needing a strong community of people to support them, adoptive families sometimes need crisis-intervention services. A church or synagogue can provide a safe, familiar setting for counseling and other professional services.

To the extent that faith-based foster parents are more motivated and can more easily draw on community support, the outcomes of faith-based foster children are often better than children fostered in secular homes. Children tend to stay with faith-based families longer than the average and the youth gain an increased sense of belonging to a community. Before such a placement is made, the foster child is informed that the foster parents are religious and attend church services and programs regularly. To be part of this foster family, the foster child is expected to participate in their religious practices. If the foster youth declines, then the child is placed into another available foster home.

To be effective, child welfare professionals need to recognize that faith, religion, spirituality, and community are significant dimensions of the human experience and can have a powerful influence on people's well-being. When we connect foster youth with families in their communities, as well as the right social services, we provide youth a better opportunity to develop their talents, interests and social lives within a community to which they feel connected.

Conclusion

Being a foster parent is not easy and requires special skill sets and training to succeed. While there are many reasons people become foster parents, some people do so because they have a higher calling based on love of another human being or as a commitment to their spiritual faith.

The deadline for full implementation of AB 403 is January 2019. This allows the County limited time to react and respond to the challenge of finding, training and supporting enough parents willing to foster children who have extreme mental health or other needs.

The County needs to redouble its efforts to locate, recruit and support more kinship and foster care givers, enhance its current programs, seek more funding to support the transition of youth now in group homes, as well as to provide in-county space for those youth placed in out-of-county care. This work must be done in time to comply with the January 2019 deadline set and to provide the County's most vulnerable youth with more permanent care, and avoid what one interviewee described as "a train wreck waiting to happen".

FINDINGS

- F1. The attrition rate of families in the County who are willing to foster children is high.
- F2. Many potential foster parents have been eliminated from the list of currently available foster parents, after it was found that they were only interested in adopting and were not willing to take in older foster youth.
- F3. The County uses FFAs after first trying to locate suitable potential homes in the County system.
- F4. The foster caregivers identified through FFAs are sometimes more experienced, and receive more support and training from the FFA.
- F5. FFA social workers have lighter caseloads than County social workers.
- F6. There is a shortage of available, qualified foster homes in the County, as evidenced by the 384 youth that are currently located in out-of-county foster homes.
- F7. CFS selects foster parents recruited by the County instead of by FFAs because they cost approximately 40 percent less and the County foster parents are better known to the CFS Placement team as they were selected, trained and licensed by the County.
- F8. The County has not performed a “gap” analysis to specifically identify the type of foster homes most needed.
- F9. There is a shortage of foster parents willing and able to take in teenagers.
- F10. Foster family recruitment efforts have not kept up with the need for foster families.
- F11. The CFS recruiting position, which is the position that is responsible for foster parent recruitment, has not been filled and is currently staffed by one person on a half-time basis.
- F12. CFS is not accumulating information to help measure outcomes of County foster youth and determine which providers are the most effective (where applicable).
- F13. Mental health professionals do not participate in the new CFS Continuous Quality Improvement process.
- F14. The County Mental Health Department does limited screenings/assessments of new foster youth.

- F15. CFS Placement staff often does not have a complete mental health diagnosis, suggested treatment plan or prognosis prior to placing a new foster youth with foster parents.
- F16. Ongoing mental health therapy for foster youth is frequently not as effective as it could be because it is difficult to arrange and often interrupted due to the movement of youth between foster homes.
- F17. Out-of-county placement strains the resources of CFS both monetarily and in terms of staff time as CFS staff have to travel to wherever the foster youth is located.
- F18. CFS is experiencing significant challenges in coordinating with all the necessary agencies involved to meet the requirements of AB 403.
- F19. The outcomes of faith-based foster children are often better than for children fostered in secular homes, as their stay with such families is longer than the average and the youth gain an increased sense of belonging to a community.
- F20. Current MOUs or job classifications do not permit sufficient flexibility to allow for mental health professionals to respond after hours to situations that arise in the treatment of foster youth.
- F21. Based on the current costs of Group Home care, millions of dollars of State support money will be saved when foster youth transition to individual foster families.
- F22. High level executives at FFAs frequently recruit foster parents, whereas lower level line personnel usually perform this function at the County.

RECOMMENDATIONS

- R1. The Board of Supervisors should consider creating a special task force with staff from CFS, Mental Health, County administration, Group Home facilities, and Foster Parents Association to assess the potential safety impact on the community to place foster youth currently in group homes into less qualified foster parent homes.
- R2. The Board of Supervisors should consider directing this Task Force (R1) to track progress of the recruiting and training of kinship care and new foster families, and network with surrounding counties as to best practices in recruiting and supporting resource families.
- R3. The Board of Supervisors should consider directing the Task Force (R1) to explore the feasibility of creating a Mental Health Unit within CFS that would be responsible for the initial assessment and providing and/or supervising ongoing mental health care for foster youth.
- R4. The Board of Supervisors should consider directing CFS to carefully monitor the costs of supporting a foster family and lobby the CDSS for more financial support for wraparound services to these families based on the documented actual costs.
- R5. The Board of Supervisors should consider making it a priority to hire at least two full time foster family recruiters, who are classified to be able to work flexible hours, and are expected to be involved with higher level staff in recruiting presentations to recruit new Foster parents, at such time as funds to do so become available. .
- R6. The Board of Supervisors should consider directing CFS to organize more recruitment presentations to prospective foster families, including scheduling some of these presentations on weekday evenings and weekends.
- R7. CFS should reach out to FFAs to increase foster parent recruitment efforts and consider paying a fee to FFAs for each foster family recruited that resides in the County.
- R8. The Board of Supervisors should consider directing CFS to create specific transition plans for County youth currently in Group Homes, including plans to conduct in depth mental health screenings of those transitioning youth to certify that they are safe to move from the relative safety of the Group Home environment into care of qualified foster parents, and plans for frequent follow up visits by CFS to the new foster parents to ensure the move is successful.
- R9. The Board of Supervisors should consider directing CFS to review all current out-of-county placements to determine if and when any can be safely brought back to the County.
- R10. The Board of Supervisors should consider directing CFS to create a more defined database of all available foster parents, including those identified through FFAs, to identify available foster parents' particular skills, backgrounds and other pertinent attributes, such as whether they reside in-county and out-of-county, and to enable the Placement Unit to more quickly identify the best match for youth in the system.

- R11. When a foster youth may have mental health issues, the Board of Supervisors should consider requiring CFS to include a mental health professional in the Continuous Quality Improvement process, and also requiring that the process is coordinated with Continuous Quality Improvement processes used by FFAs, so that all Continuous Quality Improvement methods track and trend essentially the same issues.
- R12. The Board of Supervisors should consider directing CFS to track outcomes of foster youth in the county and then trend these outcomes to guide future policy decisions.
- R13. The Board of Supervisors should consider negotiating amendments to the applicable MOUs to make certain job descriptions/classifications for mental health professions to make working hours more flexible so these mental health care professionals can respond to after-hours situations that arise in the treatment of foster youth.

REQUIRED RESPONSES

| | <u>Findings</u> | <u>Recommendations</u> |
|-----------------------------|-----------------|------------------------|
| County Board of Supervisors | F1 - F22 | R1 - R13 |

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to epant@contracosta.courts.ca.gov and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson

725 Court Street

P.O. Box 431

Martinez, CA 94553-0091

Glossary of Terms and Acronyms

ARC = Approved Relative Caregiver (A screened and qualified relative of the foster youth)

CCR = Continuum of Care Reform (The name of the reform legislation initiated to improve foster care)

CFS = Child and Family Services (The division responsible for foster care and part of EHSD)

CDSS = California Department of Social Services

Congregate care = Group Foster Homes

CQI = Continuous Quality Improvement (The industry term for Quality assurance programs incorporating a "Lessons Learned" approach)

CSEC = Commercially Sexually Exploited Children

EHSD = Employment and Human Services Division

FFA = Foster Family Association (The designation of all nonprofit Foster Care agencies that are not County run)

HIPAA = Health Insurance Portability and Accountability Act (of 1996)

Kinship care = Care provided by relatives of Foster youth

MOUs = Memoranda of Understanding

RFP = Request for Proposal

STRTC = Short Term Residential Treatment Centers (The name given by the CDSS to the facilities that will replace the current Group Homes)

Appendix 1

AB 403 (Stone): Foster Youth: Continuum of Care Reform

BILL SUMMARY

AB 403 is a comprehensive reform effort to make sure that youth in foster care have their day-to-day physical, mental, and emotional needs met; that they have the greatest chance to grow up in permanent and supportive homes; and that they have the opportunity to grow into self-sufficient, successful adults.

AB 403 addresses these issues by giving families who provide foster care, now known as resource families, with targeted training and support so that they are better prepared to care for youth living with them. The bill also advances California's long-standing goal to move away from the use of long-term group home care by increasing youth placement in family settings and by transforming existing group home care into places where youth who are not ready to live with families can receive short term, intensive treatment. The measure creates a timeline to implement this shift in placement options and related performance measures.

The measure builds upon many years of policy changes designed to improve outcomes for youth in foster care. It implements recommendations from CDSS's 2015 report, *California's Child Welfare Continuum of Care Reform*, which were developed with feedback from foster youth, foster families, care providers, child welfare agency staff, policymakers, and other stakeholders.

PROBLEM BACKGROUND

For over a decade, California has implemented policies to reduce the number of children in out-of-home foster care placements, which has resulted in a decline from a high of over 100,000 youth in foster care in 1999 to about 60,000 in 2014. These policy changes have included preventative efforts to reduce the likelihood that a child is removed from his or her home, early intervention in child welfare cases, and assistance with finding children permanent homes with relatives and through adoption.

County child welfare agencies provide services to about 95 percent of youth in foster care, including

making arrangements for where the youth will reside and who will care for and take responsibility for the youth. Juvenile probation departments are responsible for the care of remaining 5 percent of foster youth.

"Continuum of care" refers to the spectrum of care settings for youth in foster care, from the least restrictive and least service-intensive (for instance, a placement with an individual foster family or an extended family member) to the most restrictive and most service-intensive (for instance, a group home with required participation in mental health treatment and limits on when the youth can leave the facility).

Most youth in foster care are placed in homes with resource families, but about 3,000 youth live in group home placements, also known as congregate care. Over two-thirds of the youth in congregate care have remained in such placements longer than two years, and about one-third have lived in such placements for more than five years.

Foster youth who live in congregate care settings are more likely than those who live with families to suffer a variety of negative short- and long-term outcomes. Such placements are associated with the creation of lifelong institutionalized behaviors, an increased likelihood of being involved with the juvenile justice system and the adult correctional system, and low educational attainment levels. Further, children who leave congregate care to return to live with their families are more likely than those who were in placed in family-based care to return to the foster system.

In spite of these well-known problems associated with this type of placement, too many children continue to be placed in, and remain living in, congregate care settings which do not always meet their needs or provide stable, supportive homes. AB 403 addresses this issue through a variety of policy changes.

COMPONENTS OF AB 403

To better meet the needs of youth in foster care and to promote positive outcomes for those youth as they

AB 403 (Stone): Foster Youth: Continuum of Care Reform

transition out of foster care, AB 403 implements the following policy changes:

- Updates the assessment process so that the first out-of-home placement is the right one.
- Establishes core services and supports for foster youth, their families, and resource families;
- Strengthens training and qualifications for resource families providing care to foster youth and congregate care facility staff;
- To the extent that the children are provided needed services and support, transitions children from congregate care into home-based family care with resource families;
- Transforms group homes into a new category of congregate care facility defined as Short-Term Residential Treatment Centers (STRTCs);
- Revises the foster care rate structure;
- Requires STRTCs and treatment foster family agencies to be certified by counties through their mental health plans;
- Evaluates provider performance.

AB 403 accomplishes the above in the following ways:

Home-Based Family Care: Reducing placements in congregate care settings will require specially trained resource families to be available to care for youth in home settings, either in resource families approved by a county or through a Foster Family Agency (FFA). AB 403 increases efforts to recruit and train families to meet the needs of foster youth as they step down from short-term residential placement settings with high service levels to less restrictive settings.

Residential Treatment: In order to reduce reliance on congregate care as a long-term placement setting, AB 403 narrowly redefines the purpose of group care. Group homes will be transitioned into a new facility type, STRTCs, which will provide short-term, specialized, and intensive treatment and will be used only for children whose needs cannot be safely met initially in a family setting. AB 403 establishes a timeline for this transition.

Providing Core Services: FFA programs, STRTCs, and social workers will provide core services and supports to foster youth and their placements. Depending on the type of placement and needs of a youth in foster care, core services may include: arranging access to specialized mental health treatment, providing transitional support from foster placement to permanent home placement, supporting connections with siblings and extended family members, providing transportation to school and other educational activities, and teaching independent living skills to older youth and non-minor dependents.

Cost: AB 403 establishes that both congregate care facilities and FFAs will offer the same level of core services to children at a rate that correlates with the level and type of services they provide. Social workers will provide additional core services and support to resource families. An initial state investment will lead to reduced placement costs, and to lower societal costs from improved outcomes.

Performance Measures and Outcomes: A multi-departmental review team will focus on the programs' administrative and service practices, and overall performance, to ensure providers are operating programs that use best practices, achieve desired outcomes for youth and families and meet local needs. To bolster this work, a satisfaction survey of youth and families will be used to determine their perception of the services they received, including whether the services were trauma-sensitive, and to provide feedback that can help programs serving youth and families make continuous quality improvements.

SUPPORT

- California Department of Social Services (sponsor)

OPPOSITION

- None received

FOR MORE INFORMATION

Contact: Arianna Smith
Office of Assemblymember Mark Stone
Phone: (916) 319-2029
arianna.smith@asm.ca.gov

Appendix 2

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES DEPARTMENT

FOSTER CARE & KINGAP RATES

AID PAYMENT COMPUTATIONS

LICENSED FOSTER HOME/RELATIVES/NREFM RATES EFFECTIVE 7/1/15

| AGE | 0-4 | 5-8 | 9-11 | 12-14 | 15-21 |
|---------------|-------|-------|-------|-------|-------|
| Basic Monthly | \$688 | \$744 | \$783 | \$820 | \$859 |
| Basic Daily | \$23 | \$25 | \$26 | \$27 | \$29 |

EMERGENCY FOSTER HOME AND DIFFICULT TO PLACE RATES EFFECTIVE 7/1/15

| EFH | \$30 | \$32 | \$31 | \$33 | \$32 |
|------------|------|------|------|------|------|
| EFH w/ DTP | \$33 | \$34 | \$36 | \$38 | \$38 |

KINGAP/NRLG RATES EFFECTIVE 7/1/15 FOR GUARDIANSHIPS ESTABLISHED PRIOR TO 5/1/11

| AGE | 0-4 | 5-8 | 9-11 | 12-14 | 15-21 |
|---------------|-------|-------|-------|-------|-------|
| Basic monthly | \$503 | \$547 | \$586 | \$646 | \$708 |

KINGAP/NRLG RATES EFFECTIVE 7/1/15 FOR GUARDIANSHIPS ESTABLISHED ON OR AFTER 5/1/11

| AGE | 0-4 | 5-8 | 9-11 | 12-14 | 15-21 |
|---------------|-------|-------|-------|-------|-------|
| Basic monthly | \$688 | \$744 | \$783 | \$820 | \$859 |

FOSTER FAMILY AGENCY RATES EFFECTIVE 7/1/15

| AGE | 0-4 | 5-8 | 9-11 | 12-14 | 15-21 |
|-----|--------|--------|--------|--------|--------|
| | \$1789 | \$1866 | \$1923 | \$1992 | \$2060 |

FAMILIES FIRST FOSTER FAMILY AGENCY RATES (FROZEN RATES) 7/1/15

| AGE | 0-4 | 5-8 | 9-11 | 12-14 | 15-21 |
|-----|--------|--------|--------|--------|--------|
| | \$1867 | \$1867 | \$1923 | \$1992 | \$2060 |

ALTERNATIVE FAMILY SERVICES FOSTER FAMILY AGENCY RATES (FROZEN RATES) 7/1/15

| AGE | 0-4 | 5-8 | 9-11 | 12-14 | 15-21 |
|-----|--------|--------|--------|--------|--------|
| | \$1865 | \$1866 | \$1923 | \$1992 | \$2060 |

INTERIM INTENSIVE TREATMENT FOSTER FAMILY AGENCY RATES EFFECTIVE 7/1/15

| ALL AGES | LEVEL I \$5741 Previously Levels A & B | LEVEL II \$4958 Previously Levels C & D | LEVEL III \$4194 Previously Level E |
|----------|--|---|---|
|----------|--|---|---|

MINOR MOTHER INFANT SUPPLEMENT EFFECTIVE 1/1/08

For rates applicable to SB 500/720 (Minor Dependents in Foster Care) refer to Desk Guide FC 500

| | |
|---|-----------------|
| Foster Home/FFA/THPP/THP +FC/SILP/Kin-GAP | \$411 per month |
| Group Home | \$890 per month |

TRANSITIONAL HOUSING PLACEMENT PROGRAM RATE EFFECTIVE 7/1/07 Ages 16-17

| | |
|---------------------|--------|
| Contra Costa County | \$3805 |
|---------------------|--------|

TRANSITIONAL HOUSING + FC PROGRAM RATE EFFECTIVE 7/1/15 Ages 18-21

| | |
|--------------------------------|--------|
| Remote and Single Staffed Site | \$3007 |
| Host Family Model | \$2393 |

1

| CLOTHING ALLOWANCES EFFECTIVE 1/1/08 | | | | | |
|--|--------------------------|---|-------------------|----------|-------|
| (Paid to all placements including legal guardians) Refer to FC CA 400 | | | | | |
| AGE | 0-4 | 5-8 | 9-11 | 12-14 | 15-21 |
| Initial* | \$252 | \$252 | \$252 | \$252 | \$252 |
| Supplemental** | \$252 | \$252 | \$252 | \$252 | \$252 |
| * Initial: \$252 maximum per dependency period for all age groups ** Supplemental: \$252 annual maximum \$100 State Supplemental has been eliminated effective FY 11/12 Annual Clothing allowances have been eliminated effective 2013. Host rates still apply for children residing out of county. | | | | | |
| GROUP HOME RATES EFFECTIVE 7/1/15 | | | | | |
| RCL 7 | | | | \$5960 | |
| RCL 8 | | | | \$6557 | |
| RCL 9 | | | | \$7150 | |
| RCL 10 | | | | \$7746 | |
| RCL 11 | | | | \$8339 | |
| RCL 12 | | | | \$8935 | |
| RCL 13 | | | | \$9538 | |
| RCL 14 | | | | \$10,130 | |
| REGIONAL CENTER VENDORIZED RATES EFFECTIVE 1/1/16 | | | | | |
| 1 | \$1014 | 4C | \$3767 | | |
| 2O | \$2187 | 4D | \$4041 | | |
| 2S | \$2428 | 4E | \$4332 | | |
| 3O | \$2548 | 4F | \$4631 | | |
| 3S | \$2861 | 4G | \$4978 | | |
| 4A | \$3317 | 4H | \$5351 | | |
| 4B | \$3543 | 4I | \$5878 | | |
| Effective 1/1/15 the P&L expense rate is \$131 and is only paid when the child received SSI/SSP benefits | | | | | |
| REGIONAL CENTER/DUAL AGENCY NON-VENDORIZED RATES EFFECTIVE 7/1/15 | | | | | |
| Under 3 years old | | | \$1013 | | |
| 3 years and older | | | \$2265 | | |
| REGIONAL CENTER/DUAL AGENCY NON-VENDORIZED SUPPLEMENT TO THE RATE EFFECTIVE 7/1/07 | | | | | |
| LEVEL 1 | | | \$250 | | |
| LEVEL 2 | | | \$500 | | |
| LEVEL 3 | | | \$750 | | |
| LEVEL 4 | | | \$1000 | | |
| SBI63 WRAPAROUND RATES EFFECTIVE 7/1/15 | | | | | |
| Stepping Down From RCL Level 10/11 | | \$8,043 (nonfed) | \$4,022 (federal) | | |
| Stepping Down From RCL Level 12/13/14 | | \$9,538 (nonfed) | \$4,769 (federal) | | |
| EDUCATION TRAVEL REIMBURSEMENT | | | | | |
| Distance from FC placement to School of Origin | Rate per month per child | Public Transportation Flat Rates -Monthly | | | |
| Up to 3 miles | \$0 | Low | \$25 | | |
| 4 to 8 miles | \$58 | Medium | \$50 | | |
| 9 to 13 miles | \$154 | High | \$75 | | |
| 14 to 18 miles | \$250 | | | | |
| 19 to 23 miles | \$347 | | | | |
| 24 or more miles | \$443 | | | | |
| FC 400 (Revised January 2016) DESK GUIDE | | | | | |



**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT NO. 1612
"Foster Care Under AB 403"**

BOARD OF SUPERVISORS' RESPONSE

FINDINGS – *California Penal Code Section 933.5(a) requires a response to the designated findings of the Grand Jury.*

F1. The attrition rate of families in the county who are willing to foster children is high.

Response: Respondent agrees with this finding.

F2. Many potential foster parents have been eliminated from the list of currently available foster parents, after it was found that they were only interested in adopting and were not willing to take in older foster youth.

Response: Respondent agrees with this finding. When these families make their wishes known to CFS staff, they update the list accordingly.

F3. The County uses Foster Family Agencies (FFA) after first trying to locate suitable potential homes in the system.

Response: Respondent agrees with this finding.

F4. The foster caregivers identified through FFA are sometimes more experienced, and receive more support and training from the FFA.

Response: Respondent agrees with this finding.

F5. FFA social workers have lighter caseloads than County social workers.

Response: Respondent agrees with this finding.

F6. There is a shortage of available, qualified foster homes in the County, as evidenced by the 384 youth that are currently located in out-of-county foster homes.

Response: Respondent agrees in part with this finding. There is a shortage of foster homes, however, it is important to note many of these youth are placed with relatives out of county.

F7. Children and Family Services (CFS) selects foster parents recruited by the County instead of by FFA because they cost approximately 40 percent less and the County

foster parents are better known to the CFS Placement team as they were selected, trained and licensed by the County.

Response: Respondent agrees in part with this finding. Foster parents known to CFS and with whom there is a documented history are often preferable placements, but placement decisions are based on the best possible alternative for the child.

F8. The County has not performed a "gap" analysis to specifically identify the type of foster homes most needed.

Response: Respondent agrees with this finding. There is no available funding for this activity.

F9. There is a shortage of foster parents willing and able to take in teenagers.

Response: Respondent agrees with this finding.

F10. Foster family recruitment efforts have not kept up with the need for foster families.

Response: Respondent agrees with this finding.

F11. The CFS recruiting position, which is the position that is responsible for foster parent recruitment, has not been filled and is currently staffed by one person on a half-time basis.

Response: Respondent disagrees with this finding. The position is filled with a full time recruiter.

F12. CFS is not accumulating information to help measure outcomes of County foster youth and determine which providers are the most effective (where applicable).

Response: Respondent agrees with this finding. There is no available funding for this activity.

F13. Mental health professionals do not participate in the new CFS Continuous Quality Improvement process.

Response: Respondent agrees in part with this finding. While the Continuous Quality Improvement process is focused in CFS, Mental Health staff meet regularly with CFS and Probation to review cases, and under AB 403 additional communication will occur.

F14. The County Mental Health Department does limited screenings/assessments of new foster youth.

Response: Respondent disagrees in part with this finding. An initial screening is conducted on all children, but only if they exhibit indications of a mental disorder are they fully assessed by a licensed clinician upon entry in to the system.

F15. CFS placement staff often does not have a complete mental health diagnosis, suggested treatment plan or prognosis prior to placing a new foster youth with foster

parents.

Response: Respondent disagrees with this finding. As described above, an initial screening is conducted for all children placed and only those exhibiting indications of a mental disorder are referred for a full assessment by a licensed clinician. Due to the need to place children as soon as possible, a full assessment and treatment plan for those who have been referred for evaluation may not be completed prior to placement.

F16. Ongoing mental health therapy for foster youth is frequently not as effective as it could be because it is difficult to arrange and often interrupted due to the movement of youth between foster homes.

Response: Respondent agrees with this finding. Every effort is made by County staff to ensure continuity of care for children in the system, however, the availability and location of resources are a constant challenge.

F17. Out-of-county placement strains the resources of CFS both monetarily and in terms of staff time as CFS staff have to travel to wherever the foster youth is located.

Response: Respondent agrees with this finding.

F18. CFS is experiencing significant challenges in coordinating with all the necessary agencies involved to meet the requirements of AB 403.

Response: Respondent disagrees with the finding. Coordination has improved with the creation of an Executive Leadership Team comprised of the Directors of Employment and Human Services (EHSD), Behavioral Health, Probation and the Chief Assistant County Administrator. In addition, a Steering Committee, facilitated by a consultant, has direct responsibility for guiding the implementation activities for CCR. This Committee is comprised of the CFS Director, the Chief of Children's Mental Health, and a Probation Manager.

F19. The outcomes of faith-based foster children are often better than for children fostered in secular homes, as their stay with such families is longer than the average and the youth gain an increased sense of belonging to a community.

Response: Respondent disagrees with this finding. CFS has no data to support such a finding, nor does it reflect actual experience in regard to lengths of stay in foster care.

F20. Current Memorandum of Understanding (MOU) or job classifications do not permit sufficient flexibility to allow for mental health professionals to respond after hours to situations that arise in the treatment of foster youth.

Response: Respondent disagrees with this finding. The MOUs provide compensation for employees who handle after hours situations, and a contract with SENECA exists for additional resources 24 hours a day/7 days a week.

F21. Based on the current costs of Group Home care, millions of dollars of State support money will be saved when foster youth transition to individual foster families.

Response: Respondent agrees in part with this finding. While the cost of group home care is higher than the projected cost of therapeutic foster family placements, the intent of the Legislature is unknown in regard to the full and final implementation of AB 403. Any State savings and costs associated with Continuum of Care Reform (CCR) are under their control.

F22. High level executives at FFA frequently recruit foster parents, whereas lower level line personnel usually perform this function at the County.

Response: Respondent agrees in part with this finding. It is true that County Social Workers carry out foster parent recruiting duties. However, it is unknown to CFS how the FFA's conduct their recruiting of foster parents.

RECOMMENDATIONS - California Penal Code Section 933.05(b) requires a response to the designated recommendations of the Grand Jury.

R1. The Board of Supervisors should consider creating a special task force with staff from CFS, Mental Health, County Administration, Group Home facilities, and Foster Parents Association to assess the potential safety impact on the community to place foster youth currently in group homes into less qualified foster parent homes.

Response: This recommendation will not be implemented because it is not warranted. This is being accomplished through our CCR Executive Leadership Team and the CCR Steering Committee. There is no need for an additional task force. Respondent disagrees that foster homes trained for this purpose will be less qualified.

R2. The Board of Supervisors should consider directing this Task Force (R1) to track progress of the recruiting and training of kinship care and new foster families, and network with surrounding counties as to best practices in recruiting and supporting resource families.

Response: This recommendation will not be implemented because it is not warranted. This is being accomplished through the CCR Steering Committee. There is no need for an additional task force to perform this activity.

R3. The Board of Supervisors should consider directing the Task Force (R1) to explore the feasibility of creating a Mental Health Unit within CFS that would be responsible for the initial assessment and providing and/or supervising ongoing mental health care for foster youth.

Response: This recommendation will not be implemented because it is not warranted. The existing CCR Executive Leadership Team is assessing the provision of mental health services for foster care youth.

R4. The Board of Supervisors should consider directing CFS to carefully monitor the costs of supporting a foster family and lobby the California Department of Social Services (CDSS) for more financial support for wraparound services to these families based on the documented actual costs.

Response: This recommendation will be implemented as part of the ongoing budget review and the County's legislative advocacy program.

R5. The Board of Supervisors should consider making it a priority to hire at least two full time foster family recruiters, who are classified to be able to work flexible hours, and are expected to be involved with higher level staff in recruiting presentations to recruit new Foster parents, at such time as funds to do so become available.

Response: This recommendation will be implemented to the extent that Federal and State funding is available.

R6. The Board of Supervisors should consider directing CFS to organize more recruitment presentations to prospective foster families, including scheduling some of these presentations on weekday evenings and weekends.

Response: This recommendation is being implemented. CFS is working with the EHSD Media/Community Relations manager to develop a marketing and outreach campaign to attract foster families.

R7. CFS should reach out to FFA to increase foster parent recruitment efforts and consider paying a fee to FFA for each foster family recruited that resides in the County.

Response: This recommendation will not be implemented because it is not reasonable. It is important to note that FFA and the county are competing for the same population.

R8. The Board of Supervisors should consider directing CFS to create specific transition plans for County youth currently in Group Homes, including plans to conduct in depth mental health screenings of those transitioning youth to certify that they are safe to move from the relative safety of the Group Home environment into care of qualified foster parents, and plans for frequent follow up visits by CFS to the new foster parents to ensure the move is successful.

Response: This recommendation will be implemented as it is mandated by AB 403 and is overseen by the CCR Steering Committee.

R9. The Board of Supervisors should consider directing CFS to review all current out-of-county placements to determine if and when any can be safely brought back to the County.

Response: This recommendation is being implemented as required under CCR. Many of these youth are placed out of county with relatives, consistent with federal and state policies to give priority to appropriate relative placements. It is part of CCR to reduce out of county placements

in facilities other than relative placements, and AB 403 requires an assessment of each such group home placement.

R10. The Board of Supervisors should consider directing CFS to create a more defined database of all available foster parents, including those identified through FFA, to identify available foster parents' particular skills, backgrounds and other pertinent attributes, such as whether they reside in-county and out-of-county, and to enable the Placement Unit to more quickly identify the best match for youth in the system.

Response: This recommendation will be implemented to the extent that Federal and State funding is available.

R11. When a foster youth may have mental health issues, the Board of Supervisors should consider requiring CFS to include a mental health professional in the Continuous Quality Improvement (CQI) process, and also requiring that the process is coordinated with CQI processes used by FFAs, so that all CQI methods track and trend essentially the same issues.

Response: This recommendation requires further analysis of the program impacts and funding availability which will be addressed by the CCR Executive Leadership Team.

R12. The Board of Supervisors should consider directing CFS to track outcomes of foster youth in the county and then trend these outcomes to guide future policy decisions.

Response: This recommendation requires further analysis regarding the availability of Federal and State funding to support an outcomes database.

R13. The Board of Supervisors should consider negotiating amendments to the applicable MOU to make certain job descriptions/classifications for mental health professions to make working hours more flexible so these mental health care professionals can respond to after-hours situations that arise in the treatment of foster youth.

Response: This recommendation requires further analysis of the program impacts and funding availability which will be addressed by the CCR Executive Leadership Team.



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Unpaid Student Training Agreement #76-551 with Columbia University for its Physical Therapy program

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Unpaid Student Training Agreement #76-551 with Columbia University for its Physical Therapy program, an educational institution, to provide supervised field instruction at Contra Costa Regional Medical Center and Contra Costa Health Centers to physical therapy students, from September 1, 2016 through August 31, 2018.

FISCAL IMPACT:

None.

BACKGROUND:

The purpose of this agreement is to provide physical therapy students at Columbia University with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefitting from the students' services to patients.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Anna Roth, 370-5101

cc: D Morgan, M Wilhelm

BACKGROUND: (CONT'D)

Under Unpaid Student Training Agreement #76-551, Columbia University physical therapy students will receive supervised fieldwork instruction experience at Contra Costa Regional Medical Center and Contra Costa Health Centers through August 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive supervised fieldwork instruction experience at Contra Costa Regional Medical Center and Contra Costa Health Centers.

CHILDREN'S IMPACT STATEMENT:

Not Applicable



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: September 20, 2016

Subject: Operations Update of the Employment and Human Services Department, Community Services Bureau

RECOMMENDATION(S):

ACCEPT the August 2016 update of the operations of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Department Director.

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The Employment and Human Services Department submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to ensure ongoing communications and updates to the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and Community Services Bureau.

CONSEQUENCE OF NEGATIVE ACTION:

Not applicable.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Elaine Burres, 313-1717

cc:

ATTACHMENTS

CSB Aug 2016 CAO Report

CSB Aug 2016 HS Fiscal

CSB Aug 2016 EHS Fiscal

CSB Aug 2016 CC Partnership Grant

CSB Aug 2016 Credit Card

CSB Aug 2016 LIHEAP

CSB Aug 2016 Menu

CSB Aug 2016 Period 2 Monitoring Report Summary

CSB Aug 2016 Goals and Objectives



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: August 2016

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- On Thursday, August 25, two representatives from the Region IX Office of the Administration for Children and Families, Director Jan Len and Program Specialist Maureen Burns-Vermette, visited one of CSB's partner family childcare homes in preparation to film quality interactions in programs that blend federal Head Start funding with state preschool funding to achieve outstanding services to children and families. Camilla Rand and Christina Reich accompanied the visitors to the family child care (FCC) home of Nelly Orantes in Brentwood. The FCC has achieved high ratings in Contra Costa's *Quality Matters* initiative. The visits were a great success!
- Mobile Dental Van services were provided to CSB children for three days at two west county centers. Exams and fluoride varnish applications were provided to a total of 51 children.
- The part year classrooms will open on September 6th. Teachers are conducting home visits to get acquainted with the families and are ensuring the classrooms are clean, safe, organized and equipped with materials and supplies. Teachers will complete developmental screenings and assessments and plan individualized educational goals for the children. Significant support and assistance are provided for children's learning and development.
- Two trainings (one in West and another in East/Central) were conducted to address risk factors and preventive strategies associated with Sudden Infant Death Syndrome.
- CSB conducted a refresher in Comprehensive Services, a significant element of the Head Start program. All CSB staff who work directly with children and families received the training. The focus of the training was to provide updated information on securing resources for families in areas of Health, Nutrition, Parent, Family and Community Engagement, and Disabilities and Mental Health. Staff received insight on how to effectively work with children and families in developing family and life goals and plans.
- The parents completed a survey about last year's Parent, Family, and Community Engagement component of CSB's school readiness goals. Ninety nine percent of our families felt their own knowledge and skills regarding mathematics increased over last program year due to take home activities. Because of the activities, families felt better informed and prepared to support their children's math skills. CSB will continue to promote and strengthen the partnership between teachers and parents in supporting the children's learning and development.



II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 94.6 %
- Early Head Start enrollment: 100.00%
- Early Head Start Child Care Partnership enrollment: 91.6%
- Head Start Average Daily Attendance: 78.4%
- Early Head Start Average Daily Attendance: 84.2%
- Early Head Start Child Care Partnership Attendance: 84.2%
- Stage 2: 323 families and 531 children
- CAPP: 72 families and 103 children
- In total: 392 families and 634 children
- Incoming transfers from Stage 1: 12 families and 13 children
- LIHEAP: 387 households have been assisted
- Weatherization: 30 units

b. Staffing:

- During the month of July CSB conducted interviews to fill various vacant management and line staff positions. As a result of the interviews, the Bureau hired an Administrative Services Assistant III, a Personnel Services Assistant II, a Site Supervisor II, 2 Master Teachers, 2 Teachers and 3 Associate Teachers. CSB is in the process of scheduling additional interviews to fill vacant and clerical positions county-wide. The Bureau continues to hire substitute teaching staff to build a viable pool of substitutes to ensure that classroom ratios are adequately covered at all time.

c. Union Issues:

- CSB management will meet with Local 1 and AFSCME representatives for an informational meeting.

III. Emerging Issues and Hot Topics:

- N/A

cc: Policy Council Chair
Family & Human Services Committee
Maureen Burns-Vermette, ACF

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 HEAD START PROGRAM
July 2016 Expenditures

| 1 DESCRIPTION | 2 YTD Actual | 3 Total Budget | 4 Remaining Budget | 5 % YTD |
|---------------------------------------|---------------------|----------------------|--------------------------|---------------|
| a. PERSONNEL | \$ 2,147,803 | \$ 3,874,284 | \$ 1,726,481 | 55% |
| b. FRINGE BENEFITS | 1,333,440 | 2,680,138 | 1,346,698 | 50% |
| c. TRAVEL | - | - | - | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 158,970 | 294,639 | 135,669 | 54% |
| f. CONTRACTUAL | 2,247,280 | 6,466,986 | 4,219,706 | 35% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 678,246 | 1,571,708 | 893,462 | 43% |
| I. TOTAL DIRECT CHARGES | \$ 6,565,739 | \$ 14,887,755 | \$ 8,322,016 | 44% |
| j. INDIRECT COSTS | 471,235 | 801,975 | 330,740 | 59% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 7,036,974 | \$ 15,689,730 | \$ 8,652,756 | 45% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 829,156</i> | <i>\$ 3,922,433</i> | <i>\$ 3,093,277</i> | <i>21%</i> |

**CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 HEAD START PROGRAM
July 2016 Expenditures**

| 1 | 2 Jan-16 thru Mar-16 | 3 Apr-16 thru Jun-16 | 4 Actual Jul-16 | 5 Total YTD Actual | 6 Total Budget | 7 Remaining Budget | 8 % YTD |
|--|-------------------------------|-------------------------------|-----------------------|--------------------------|----------------------|--------------------------|------------------|
| a. Salaries & Wages (Object Class 6a) | | | | | | | |
| Permanent 1011 | 811,166 | 858,213 | 186,691 | 1,856,070 | 3,318,309 | 1,462,239 | 56% |
| Temporary 1013 | 162,645 | 116,744 | 12,343 | 291,733 | 555,975 | 264,242 | 52% |
| a. PERSONNEL (Object class 6a) | 973,811 | 974,957 | 199,035 | 2,147,803 | 3,874,284 | 1,726,481 | 55% |
| b. FRINGE BENEFITS (Object Class 6b) | - | - | - | - | - | - | - |
| Fringe Benefits | 589,566 | 620,263 | 123,610 | 1,333,440 | 2,680,138 | 1,346,698 | 1,333,440 |
| b. FRINGE (Object Class 6b) | 589,566 | 620,263 | 123,610 | 1,333,440 | 2,680,138 | 1,346,698 | 1,333,440 |
| e. SUPPLIES (Object Class 6e) | - | - | - | - | - | - | - |
| 1. Office Supplies | 5,782 | 13,335 | 1,596 | 20,713 | 70,620 | 49,907 | 29% |
| 2. Child and Family Services Supplies (Includesclassroom Supplies) | 6,938 | 26,073 | 713 | 33,723 | 45,000 | 11,277 | 75% |
| Computer Supplies, Software Upgrades, Computer Replacement | 24,884 | 52,974 | - | 77,858 | 136,370 | 58,512 | 57% |
| Health/Safety Supplies | 755 | 1,922 | 117 | 2,794 | 5,237 | 2,443 | 53% |
| Mental helath/Diasabilities Supplies | - | - | - | - | 2,128 | 2,128 | 0% |
| Miscellaneous Supplies | 14,917 | 1,158 | 394 | 16,469 | 26,955 | 10,486 | 61% |
| Emergency Supplies | 3,199 | 1,324 | - | 4,522 | 5,000 | 478 | 90% |
| Household Supplies | 1,858 | 1,032 | - | 2,890 | 3,329 | 439 | 87% |
| TOTAL SUPPLIES (6e) | 58,332 | 97,818 | 2,821 | 158,970 | 294,639 | 135,669 | 54% |
| f. CONTRACTUAL (Object Class 6f) | - | - | - | - | - | - | - |
| 1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts) | 9,348 | 18,797 | 625 | 28,770 | 62,182 | 33,412 | 46% |
| 2. Health/Disabilities Services | - | - | - | - | - | - | - |
| Estimated Medical Revenue from Medi-Cal (Org 1432 - credit) | - | - | - | - | (254,816) | (254,816) | 0% |
| Health Consultant | 11,250 | 10,820 | 3,674 | 25,744 | 44,800 | 19,056 | 57% |
| 5. Training & Technical Assistance - PA11 | - | - | - | - | - | - | - |
| Interaction | - | 3,600 | - | 3,600 | 3,500 | (100) | 103% |
| Diane Godard (\$50,000/2) | - | 6,900 | - | 6,900 | 5,700 | (1,200) | 121% |
| Josephine Lee (\$35,000/2) | 2,295 | 5,400 | - | 7,695 | 7,700 | 5 | 100% |
| 7. Delegate Agency Costs | - | - | - | - | - | - | - |
| First Baptist Church Head Start PA22 | 172,432 | 665,592 | 184,154 | 1,022,178 | 2,044,356 | 1,022,178 | 50% |
| First Baptist Church Head Start PA20 | - | - | - | - | 8,000 | 8,000 | 0% |
| 8. Other Contracts | - | - | - | - | - | - | - |
| FB-Fairgrounds Partnership (Wrap) | 12,185 | 26,921 | - | 39,106 | 74,823 | 35,717 | 52% |
| FB-Fairgrounds Partnership | 30,600 | 61,200 | - | 91,800 | 183,600 | 91,800 | 50% |
| FB-E. Leland/Mercy Housing Partnership | 9,000 | 17,775 | - | 26,775 | 54,000 | 27,225 | 50% |
| Martinez ECC (18 HS slots x \$225/mo x 12/mo) | 18,000 | 36,000 | - | 54,000 | 108,000 | 54,000 | 50% |
| Little Angels Country School | 4,749 | 12,124 | - | 16,873 | 37,565 | 20,692 | 45% |
| YMCA of the East Bay (20 HS slots x \$225/mo x 12/mo) | 9,000 | 18,000 | - | 27,000 | 54,000 | 27,000 | 50% |
| Child Outcome Planning and Administration (COPA/Nulinx) | 2,403 | 3,601 | - | 6,004 | 19,625 | 13,621 | 31% |
| Enhancement/wrap-around HS slots with State CD Program | 6,291 | 884,544 | - | 890,835 | 4,013,951 | 3,123,116 | 22% |
| f. CONTRACTUAL (Object Class 6f) | 287,554 | 1,771,273 | 188,453 | 2,247,280 | 6,466,986 | 4,219,706 | 35% |
| h. OTHER (Object Class 6h) | - | - | - | - | - | - | - |
| 2. Bldg Occupancy Costs/Rents & Leases (Rents & Leases/Other Income) | 55,233 | 94,519 | 837 | 150,589 | 312,000 | 161,411 | 48% |
| 4. Utilities, Telephone | 61,566 | 89,384 | 2,843 | 153,793 | 261,670 | 107,877 | 59% |
| 5. Building and Child Liability Insurance | 3,155 | - | - | 3,155 | 3,300 | 146 | 96% |
| 6. Bldg. Maintenance/Repair and Other Occupancy | 3,550 | 5,668 | - | 9,219 | 30,000 | 20,781 | 31% |
| 7. Incidental Alterations/Renovations | - | - | - | - | - | - | - |
| 8. Local Travel (55.5 cents per mile effective 1/1/2012) | 4,343 | 12,110 | 1,123 | 17,576 | 43,410 | 25,834 | 40% |
| 9. Nutrition Services | - | - | - | - | - | - | - |
| Child Nutrition Costs | 84,966 | 148,146 | - | 233,112 | 493,500 | 260,388 | 47% |
| (CCFP & USDA Reimbursements) | (28,676) | (92,006) | - | (120,682) | (281,660) | (160,978) | 43% |
| 13. Parent Services | - | - | - | - | - | - | - |
| Parent Conference Registration - PA11 | - | - | - | - | 4,400 | 4,400 | 0% |
| Parent Resources (Parenting Books, Videos, etc.) - PA11 | 498 | 216 | - | 714 | 3,100 | 2,386 | 23% |
| PC Orientation, Trainings, Materials & Translation - PA11 | 1,692 | 643 | 3,724 | 6,059 | 7,000 | 941 | 87% |
| Policy Council Activities | - | - | - | - | 2,900 | 2,900 | 0% |
| Parent Activities (Sites, PC, BOS luncheon) & Appreciation | - | - | 800 | 800 | 7,100 | 6,300 | 11% |
| Child Care/Mileage Reimbursement | 2,702 | 2,980 | - | 5,682 | 11,500 | 5,818 | 49% |
| 14. Accounting & Legal Services | - | - | - | - | - | - | - |
| Audit | - | - | - | - | - | - | - |
| Legal (County Counsel) | - | - | - | - | - | - | - |
| Auditor Controllers | 1,256 | 1,495 | - | 2,751 | 3,600 | 849 | 76% |
| Data Processing/Other Services & Supplies | 3,378 | 5,882 | - | 9,260 | 27,500 | 18,240 | 34% |
| 15. Publications/Advertising/Printing | - | - | - | - | - | - | - |
| Outreach/Printing | - | - | - | - | 600 | 600 | 0% |
| Recruitment Advertising (Newspaper, Brochures) | 1,998 | - | - | 1,998 | 3,100 | 1,102 | 64% |
| 16. Training or Staff Development | - | - | - | - | - | - | - |
| Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.) | 1,225 | 45 | 2,275 | 3,545 | 13,500 | 9,955 | 26% |
| Staff Trainings/Dev. Conf. Registrations/Memberships - PA11 | 2,411 | 3,284 | 1,335 | 7,030 | 20,798 | 13,768 | 34% |
| 17. Other | - | - | - | - | - | - | - |
| Site Security Guards | 5,133 | 15,499 | - | 20,633 | 44,900 | 24,267 | 46% |
| Dental/Medical Services | - | - | - | - | 500 | 500 | 0% |
| Vehicle Operating/Maintenance & Repair | 27,821 | 17,169 | 2,281 | 47,271 | 117,000 | 69,729 | 40% |
| Equipment Maintenance Repair & Rental | 9,576 | 78,812 | 603 | 88,991 | 127,000 | 38,009 | 70% |
| Dept. of Health and Human Services-data Base (CORD) | 3,357 | 2,518 | - | 5,875 | 11,200 | 5,325 | 52% |
| Other Operating Expenses (Facs Admin/Other admin) | 13,055 | 17,820 | - | 30,875 | 303,790 | 272,915 | 10% |
| Other Departmental Expenses | - | - | - | - | - | - | - |
| h. OTHER (6h) | 258,239 | 404,187 | 15,821 | 678,246 | 1,571,708 | 893,462 | 43% |
| i. TOTAL DIRECT CHARGES (6a-6h) | 2,167,502 | 3,868,498 | 529,739 | 6,565,739 | 14,887,755 | 8,322,016 | 44% |
| j. INDIRECT COSTS | 154,260 | 316,974 | - | 471,235 | 801,975 | 330,740 | 59% |
| k. TOTALS (ALL BUDGET CATEGORIES) | 2,321,762 | 4,185,473 | 529,739 | 7,036,974 | 15,689,730 | 8,652,756 | 45% |
| Donación de mercancías y servicios (In- Kind) | 180,831 | 648,325 | - | 829,156 | 3,922,433 | 3,093,277 | 21% |

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 EARLY HEAD START PROGRAM
July 2016 Expenditures

| 1 DESCRIPTION | 2 YTD Actual | 3 Total Budget | 4 Remaining Budget | 5 % YTD |
|---------------------------------------|---------------------|----------------------|--------------------------|---------------|
| a. PERSONNEL | \$ 241,251 | \$ 551,705 | \$ 310,454 | 44% |
| b. FRINGE BENEFITS | 148,563 | 377,472 | 228,909 | 39% |
| c. TRAVEL | - | - | - | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 24,119 | 25,000 | 881 | 96% |
| f. CONTRACTUAL | 1,505,953 | 2,280,836 | 774,883 | 66% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 22,704 | 94,618 | 71,914 | 24% |
| I. TOTAL DIRECT CHARGES | \$ 1,942,591 | \$ 3,329,631 | \$ 1,387,040 | 58% |
| j. INDIRECT COSTS | 61,532 | 114,203 | 52,671 | 54% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 2,004,124 | \$ 3,443,834 | \$ 1,439,710 | 58% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 212,565</i> | <i>\$ 860,958</i> | <i>\$ 648,393</i> | <i>25%</i> |

**CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 EARLY HEAD START PROGRAM
July 2016 Expenditures**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|--------------------------|--------------------------|------------------|---------------------|------------------|---------------------|------------|
| | Jan-16 thru Mar-16 | Apr-16 thru Jun-16 | Actual Jul-16 | Total YTD Actual | Total Budget | Remaining Budget | % YTD |
| Expenditures | | | | | | | |
| a. Salaries & Wages (Object Class 6a) | | | | | | | |
| Permanent 1011 | 98,938 | 90,743 | 25,039 | 214,720 | 466,356 | 251,636 | 46% |
| Temporary 1013 | 15,135 | 9,592 | 1,805 | 26,531 | 85,349 | 58,818 | 31% |
| a. PERSONNEL (Object class 6a) | 114,072 | 100,335 | 26,844 | 241,251 | 551,705 | 310,454 | 44% |
| b. FRINGE BENEFITS (Object Class 6b) | | | | | | | |
| Fringe Benefits | 67,224 | 65,566 | 15,773 | 148,563 | 377,472 | 228,909 | 39% |
| b. FRINGE (Object Class 6b) | 67,224 | 65,566 | 15,773 | 148,563 | 377,472 | 228,909 | 39% |
| e. SUPPLIES (Object Class 6e) | | | | | | | |
| 1. Office Supplies | 209 | 503 | 308 | 1,020 | 1,600 | 580 | 64% |
| 2. Child and Family Serv. Supplies/classroom Supplies | 1 | 3,019 | - | 3,020 | 3,700 | 680 | 82% |
| 4. Other Supplies | - | - | - | - | - | - | - |
| Transition Supplies | - | - | - | - | - | - | - |
| Computer Supplies, Software Upgrades, Comp Replacemnt | 4,198 | 12,916 | - | 17,114 | 16,200 | (914) | 106% |
| Health/Safety Supplies | 2,226 | - | - | 2,226 | 2,600 | 374 | 86% |
| Mental helath/Diasabilities Supplies | - | - | - | - | - | - | - |
| Miscellaneous Supplies | - | 482 | 33 | 515 | 600 | 85 | 86% |
| Emergency Supplies | - | - | - | - | - | - | - |
| Employee Morale | - | - | - | - | - | - | - |
| Household Supplies | 62 | 163 | - | 225 | 300 | 75 | 75% |
| e. SUPPLIES (Object Class 6e) | 6,697 | 17,082 | 340 | 24,119 | 25,000 | 881 | 96% |
| f. CONTRACTUAL (Object Class 6f) | | | | | | | |
| 1. Adm Svcs (Legal, Accounting, Temporary Contracts) | - | - | - | - | 10,100 | 10,100 | 0% |
| 2. Health/Disabilities Services | - | - | - | - | - | - | - |
| Health Consultant | 4,822 | 4,637 | 1,574 | 11,033 | 19,200 | 8,167 | 57% |
| Other Health/Dental Services Costs | - | - | - | - | - | - | - |
| 5. Training & Technical Assistance - PA11 | - | - | - | - | - | - | - |
| Interaction | - | 3,600 | - | 3,600 | 3,600 | - | 100% |
| Josephine Lee (\$35,000/2) | 2,295 | 4,500 | - | 6,795 | 14,200 | 7,405 | 48% |
| Susan Cooke (\$60,000/2) | - | - | - | - | - | - | - |
| 8. Other Contracts | - | - | - | - | - | - | - |
| FB-Fairgrounds Partnership | 9,800 | 19,600 | - | 29,400 | 58,800 | 29,400 | 50% |
| FB-E. Leland/Mercy Housing Partnership | 11,200 | 28,000 | - | 39,200 | 67,200 | 28,000 | 58% |
| Apiranet | 46,800 | 94,400 | - | 141,200 | 283,200 | 142,000 | 50% |
| Brighter Beginnings | 8,000 | 32,000 | 8,000 | 48,000 | 40,000 | (8,000) | 120% |
| Cameron School | 8,400 | 11,550 | - | 19,950 | 45,150 | 25,200 | 44% |
| Crossroads | - | 63,000 | - | 63,000 | 105,400 | 42,400 | 60% |
| Martinez ECC | 11,200 | 22,400 | - | 33,600 | 67,200 | 33,600 | 50% |
| Child Outcome Planning & Admini. (COPA/Nulinx) | 405 | 608 | - | 1,014 | 3,000 | 1,986 | 34% |
| Enhancement/wrap-around HS slots with State CD Prog. | 343,312 | 765,850 | - | 1,109,162 | 1,563,786 | 454,624 | 71% |
| f. CONTRACTUAL (Object Class 6f) | 446,234 | 1,050,145 | 9,574 | 1,505,953 | 2,280,836 | 774,883 | 66% |
| h. OTHER (Object Class 6h) | | | | | | | |
| 2. Bldg Occupancy Costs/Rents & Leases | 493 | (245) | - | 248 | 3,200 | 2,952 | 8% |
| (Rents & Leases/Other Income) | - | (1) | - | (1) | - | 1 | - |
| 4. Utilities, Telephone | 512 | 2,329 | - | 2,841 | 2,900 | 59 | 98% |
| 5. Building and Child Liability Insurance | - | - | - | - | - | - | - |
| 6. Bldg. Maintenance/Repair and Other Occupancy | 25 | 129 | - | 154 | 1,700 | 1,546 | 9% |
| 8. Local Travel (55.5 cents per mile) | 630 | 2,378 | 76 | 3,084 | 7,000 | 3,916 | 44% |
| 9. Nutrition Services | - | - | - | - | - | - | - |
| (CCFP & USDA Reimbursements) | - | (7) | - | (7) | - | 7 | - |
| 13. Parent Services | - | - | - | - | - | - | - |
| Parent Conference Registration - PA11 | - | - | - | - | 600 | 600 | 0% |
| Parent Resources (Parenting Books, Videos, etc.) - PA11 | - | - | - | - | - | - | - |
| PC Orientation, Trainings, Materials & Translation - PA11 | 386 | 1 | 242 | 629 | 5,238 | 4,609 | 12% |
| Policy Council Activities | - | - | - | - | 3,000 | 3,000 | 0% |
| Parent Activities (Sites, PC, BOS luncheon) & Appreciation | - | - | 100 | 100 | 3,200 | 3,100 | 3% |
| Child Care/Mileage Reimbursement | 334 | 414 | - | 748 | 1,900 | 1,152 | 39% |
| 14. Accounting & Legal Services | - | - | - | - | - | - | - |
| Data Processing/Other Services & Supplies | 570 | 978 | - | 1,549 | 3,000 | 1,451 | 52% |
| 15. Publications/Advertising/Printing | - | - | - | - | - | - | - |
| Recruitment Advertising (Newspaper, Brochures) | - | - | - | - | - | - | - |
| 16. Training or Staff Development | - | - | - | - | - | - | - |
| Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAE) | 1,442 | 254 | 2,250 | 3,946 | 9,000 | 5,054 | 44% |
| Staff Trainings/Dev. Conf. Registrations/Memberships - PA' | 165 | 2,556 | 165 | 2,886 | 31,106 | 28,220 | 9% |
| 17. Other | - | - | - | - | - | - | - |
| Site Security Guards | - | - | - | - | 2,000 | 2,000 | 0% |
| Vehicle Operating/Maintenance & Repair | 1,202 | 3,020 | 237 | 4,459 | 9,600 | 5,141 | 46% |
| Equipment Maintenance Repair & Rental | 38 | 303 | - | 340 | 2,800 | 2,460 | 12% |
| Dept. of Health and Human Services-data Base (CORD) | - | - | - | - | - | - | - |
| Other Operating Expenses (Facs Admin/Other admin) | 765 | 775 | - | 1,540 | 8,174 | 6,634 | 19% |
| Other Departmental Expenses | - | 189 | - | 189 | 200 | 11 | - |
| h. OTHER (6h) | 6,562 | 13,072 | 3,070 | 22,704 | 94,618 | 71,914 | 24% |
| i. TOTAL DIRECT CHARGES (6a-6h) | 640,789 | 1,246,200 | 55,602 | 1,942,591 | 3,329,631 | 1,387,040 | 58% |
| j. INDIRECT COSTS | 22,297 | 39,235 | - | 61,532 | 114,203 | 52,671 | 54% |
| k. TOTALS - ALL BUDGET CATEGORIES | 663,087 | 1,285,435 | 55,602 | 2,004,124 | 3,443,834 | 1,439,710 | 58% |

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 EARLY HEAD START PROGRAM
July 2016 Expenditures

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|------------------------------------|--------------------------|--------------------------|------------------|---------------------|-----------------|---------------------|----------|
| | Jan-16 thru Mar-16 | Apr-16 thru Jun-16 | Actual Jul-16 | Total YTD Actual | Total Budget | Remaining Budget | % YTD |
| <i>Non-Federal Match (In-Kind)</i> | 36,000 | 176,565 | - | 212,565 | 860,958 | 648,393 | 25% |

CONDADO DE CONTRA COSTA
DIVISION DE SERVICIOS COMUNITARIOS
ENERO 2015-JUNIO 2016 PROGRAMA DE HEAD START TEMPRANO - CC PARTNERSHIP
Junio 2016 desembolso

| 1 DESCRIPCIÓN | 2 YTD Actual | 3 Presupuesto Total | 4 Cuenta Restante | 5 % YTD |
|---|-----------------|---------------------------|-------------------------|---------------|
| a. PERSONAL | #REF! | \$ 283,513 | #REF! | #REF! |
| b. BENEFICIOS SUPLEMENTARIOS | #REF! | 201,208 | #REF! | #REF! |
| c. VIAJES | #REF! | - | #REF! | 0% |
| d. EQUIPO | #REF! | - | #REF! | 0% |
| e. ARTICULOS DE OFICINA | #REF! | 4,800 | #REF! | #REF! |
| f. CONTRATOS | #REF! | 473,653 | #REF! | #REF! |
| g. CONSTRUCCIÓN | - | - | - | 0% |
| h. MISCELÁNEO | #REF! | 56,699 | #REF! | #REF! |
| I. TOTAL DE CARGOS DIRECTOS | #REF! | \$ 1,019,873 | #REF! | #REF! |
| j. CARGOS INDIRECTOS | #REF! | 60,956 | #REF! | #REF! |
| k. TOTAL-CATEGORÍAS DEL PRESUPUESTO | #REF! | \$ 1,080,829 | #REF! | #REF! |
| <i>Donación de mercancías y servicios (In- Kind)</i> | \$ - | \$ 290,742 | \$ 290,742 | 0% |

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP
July 2016 Expenditures

| 1 DESCRIPTION | 2 YTD Actual | 3 Total Budget | 4 Remaining Budget | 5 % YTD |
|---|------------------|----------------------|--------------------------|---------------|
| a. PERSONNEL | \$ 40,061 | \$ 283,513 | \$ 243,452 | 14% |
| b. FRINGE BENEFITS | 23,349 | 201,208 | 177,859 | 12% |
| c. TRAVEL | - | - | - | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | - | 4,800 | 4,800 | 0% |
| f. CONTRACTUAL | (4,979) | 473,653 | 478,632 | -1% |
| g. CONSTRUCTION | | | - | 0% |
| h. OTHER | 1,242 | 56,699 | 55,457 | 2% |
| I. TOTAL DIRECT CHARGES | \$ 59,674 | \$ 1,019,873 | \$ 960,199 | 6% |
| j. INDIRECT COSTS | | 60,956 | 60,956 | 0% |
| k. TOTAL-ALL BUDGET CATEGORIES | <u>\$ 59,674</u> | <u>\$ 1,080,829</u> | <u>\$ 1,021,155</u> | <u>6%</u> |
| <i>In-Kind (Non-Federal Share)</i> | <u>\$ -</u> | <u>\$ 290,742</u> | <u>\$ 290,742</u> | <u>0%</u> |

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP
July 2016 Expenditures

| 1 | 2 | 3 | 4 | 5 |
|---|------------------|------------------|---------------------|------------|
| | Actual Jul-16 | Total Budget | Remaining Budget | % YTD |
| Expenditures | | | | |
| a. Salaries & Wages (Object Class 6a) | | | | |
| Permanent 1011 | 36,442 | 283,513 | 247,071 | 13% |
| Temporary 1013 | 3,620 | - | (3,620) | |
| a. PERSONNEL (Object class 6a) | 40,061 | 283,513 | 243,452 | 14% |
| Fringe Benefits | 23,349 | 201,208 | 177,859 | 12% |
| b. FRINGE (Object Class 6b) | 23,349 | 201,208 | 177,859 | 12% |
| e. SUPPLIES (Object Class 6e) | | | | |
| 1. Office Supplies | - | 1,000 | 1,000 | 0% |
| 2. Child and Family Serv. Supplies/classroom Supplies | - | 1,200 | 1,200 | 0% |
| 4. Other Supplies | - | - | - | |
| Computer Supplies, Software Upgrades, Comp Replacemnt | - | 1,200 | 1,200 | 0% |
| Health/Safety Supplies | - | - | - | |
| Miscellaneous Supplies | - | 1,000 | 1,000 | 0% |
| Household Supplies | - | 400 | 400 | 0% |
| e. SUPPLIES (Object Class 6e) | - | 4,800 | 4,800 | 0% |
| f. CONTRACTUAL (Object Class 6f) | | | | |
| 1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts) | - | 22,653 | 22,653 | 0% |
| 8. Other Contracts | - | - | - | |
| Contra Costa Child Care Council | (4,979) | 318,050 | 323,029 | -2% |
| First Baptist (20 slots x \$450) | - | 109,950 | 109,950 | 0% |
| Child Outcome Planning and Administration (COPA/Nulinx) | - | - | - | |
| Enhancement/wrap-around HS slots with State CD Prog. | - | 23,000 | 23,000 | 0% |
| f. CONTRACTUAL (Object Class 6f) | (4,979) | 473,653 | 478,632 | -1% |
| h. OTHER (Object Class 6h) | | | | |
| 1. Depreciation/Use Allowance | - | - | - | |
| 2. Bldg Occupancy Costs/Rents & Leases | - | 1,800 | 1,800 | 0% |
| 4. Utilities, Telephone | - | 4,000 | 4,000 | 0% |
| 5. Building and Child Liability Insurance | - | - | - | |
| 6. Bldg. Maintenance/Repair and Other Occupancy | - | 1,400 | 1,400 | 0% |
| 7. Incidental Alterations/Renovations | - | - | - | |
| 8. Local Travel (54 cents per mile) | 614 | 4,200 | 3,586 | 15% |
| 14. Accounting & Legal Services | - | - | - | |
| Audit | - | - | - | |
| Legal (County Counsel) | - | 1,000 | 1,000 | 0% |
| Auditor Controllers | - | 2,000 | 2,000 | 0% |
| Data Processing/Other Services & Supplies | - | 1,000 | 1,000 | 0% |
| 15. Publications/Advertising/Printing | - | - | - | |
| Recruitment Advertising (Newspaper, Brochures) | - | - | - | |
| 16. Training or Staff Development | - | - | - | |
| Staff Trainings/Dev. Conf. Registrations/Memberships - PA11 | 628 | 25,907 | 25,279 | 2% |
| 17. Other | - | - | - | |
| Vehicle Operating/Maintenance & Repair | - | 4,000 | 4,000 | 0% |
| Equipment Maintenance Repair & Rental | - | 3,000 | 3,000 | 0% |
| Other Operating Expenses (Facs Admin/Other admin) | - | - | - | |
| County Indirect Cost (A-87) | - | 6,992 | 6,992 | 0% |
| h. OTHER (6h) | 1,242 | 56,699 | 55,457 | 2% |
| i. TOTAL DIRECT CHARGES (6a-6h) | 59,674 | 1,019,873 | 960,199 | 6% |
| j. INDIRECT COSTS | - | 60,956 | 60,956 | 0% |
| k. TOTALS - ALL BUDGET CATEGORIES | 59,674 | 1,080,829 | 1,021,155 | 6% |
| Non-federal Match In-Kind | - | 290,742 | 290,742 | 0% |

| | | | | | | | | | | 5.52% |
|---|--------------|------------------|------------------|---------|------------------------|--------------------|---------------------|----------------------------|-----------|-------|
| Description | Total Budget | Remaining Budget | Total Actual YTD | % YTD | Period 1 Actual Jul-16 | Jul-16 thru Jun-17 | Total Projected YTD | Projected Balance Year End | % To Date | |
| Expenditures | | | | | | | | | | |
| a. Salaries & Wages (Object Class 6a) | | | | | | | | | | |
| Permanent 1011 | 283,513 | 247,071.11 | 36,441.89 | 12.9% | 36,441.89 | 36,441.89 | 36,442 | 247,071.11 | 13% | |
| Temporary 1013 | - | (3,619.56) | 3,619.56 | #DIV/0! | 3,619.56 | 3,619.56 | 3,620 | (3,619.56) | #DIV/0! | |
| TOTAL PERSONNEL (6a) | 283,513 | 243,451.55 | 40,061.45 | 14.1% | 40,061.45 | 40,061.45 | 40,061 | 243,451.55 | 14% | |
| b. FRINGE BENEFITS (Object Class 6b) | - | | | | | | | | | |
| Fringe Benefits | 201,208 | 177,858.94 | 23,349.06 | 11.6% | 23,349.06 | 23,349.06 | 23,349 | 177,858.94 | 12% | |
| TOTAL FRINGE (6b) | 201,208 | 177,858.94 | 23,349.06 | 11.6% | 23,349.06 | 23,349.06 | 23,349 | 177,858.94 | 12% | |
| e. SUPPLIES (Object Class 6e) | - | | | | | | | | | |
| 1. Office Supplies | 1,000 | 1,000.00 | - | 0.0% | | - | - | 1,000.00 | 0% | |
| 2. Child and Family Services Supplies (Incl.classroom Supplies) | 1,200 | 1,200.00 | - | 0.0% | | - | - | 1,200.00 | 0% | |
| 4. Other Supplies | - | | | | | - | - | - | | |
| Computer Supplies, Software Upgrades, Computer Replaceme | 1,200 | 1,200.00 | - | 0.0% | | - | - | 1,200.00 | 0% | |
| Health/Safety Supplies | - | | | #DIV/0! | | - | - | - | #DIV/0! | |
| Miscellaneous Supplies | 1,000 | 1,000.00 | - | 0.0% | | - | - | 1,000.00 | 0% | |
| Household Supplies | 400 | 400.00 | - | 0.0% | | - | - | 400.00 | 0% | |
| TOTAL SUPPLIES (6e) | 4,800 | 4,800.00 | - | 0.0% | - | - | - | 4,800.00 | 0% | |
| f. CONTRACTUAL (Object Class 6f) | | | | | | | | | | |
| 1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts) | 22,653 | 22,653.00 | - | 0.0% | | - | - | 22,653.00 | 0% | |
| 2. Health/Disabilities Services | - | | | | | - | - | - | | |
| 8. Other Contracts | - | | | | | - | - | - | | |
| Contra Costa Child Care Council | 318,050 | 323,028.56 | (4,978.56) | -1.6% | (4,978.56) | (4,978.56) | (4,979) | 323,028.56 | -2% | |
| First Baptist (20 slots x \$450) | 109,950 | 109,950.00 | - | 0.0% | | - | - | 109,950.00 | 0% | |
| Child Outcome Planning and Administration (COPA/Nulinx) | - | | | #DIV/0! | | - | - | - | #DIV/0! | |
| Loss of Subsidy | 23,000 | 23,000.00 | - | | | - | - | 23,000.00 | | |
| TOTAL CONTRACTUAL (6f) | 473,653 | 478,631.56 | (4,978.56) | -1.1% | (4,978.56) | (4,978.56) | (4,979) | 478,631.56 | -1% | |
| h. OTHER (Object Class 6h) | | | | | | | | | | |
| 1. Depreciation/Use Allowance | - | | | | | - | - | - | | |
| 2. Bldg Occupancy Costs/Rents & Leases | 1,800 | 1,800.00 | - | 0.0% | | - | - | 1,800.00 | 0% | |
| (Rents & Leases/Other Income) | - | | | | | - | - | - | | |
| 4. Utilities, Telephone | 4,000 | 4,000.00 | - | 0.0% | | - | - | 4,000.00 | 0% | |
| 5. Building and Child Liability Insurance | - | | | #DIV/0! | | - | - | - | 0% | |
| 6. Bldg. Maintenance/Repair and Other Occupancy | 1,400 | 1,400.00 | - | 0.0% | | - | - | 1,400.00 | 0% | |
| 7. Incidental Alterations/Renovations | - | | | | | - | - | - | | |
| 8. Local Travel (54 cents per mile effective 1/1/2016) | 4,200 | 3,586.02 | 613.98 | 14.6% | 613.98 | 613.98 | 614 | 3,586.02 | 15% | |
| Parent Activities (Sites, PC, BOS luncheon) & Appreciation | 1,000 | 1,000.00 | - | 0.0% | | - | - | 1,000.00 | 0% | |
| Child Care/Mileage Reimbursement | - | | | #DIV/0! | | - | - | - | 0% | |
| 14. Accounting & Legal Services | - | | | | | - | - | - | 0% | |
| Audit | - | | | #DIV/0! | | - | - | - | 0% | |
| Legal (County Counsel) | 1,000 | 1,000.00 | - | | | - | - | 1,000.00 | 0% | |
| Auditor Controllers | 2,000 | 2,000.00 | - | | | - | - | 2,000.00 | 0% | |
| Data Processing/Other Services & Supplies | 1,000 | 1,000.00 | - | 0.0% | | - | - | 1,000.00 | 0% | |
| 15. Publications/Advertising/Printing | - | | | | | - | - | - | 0% | |
| Outreach/Printing | 400 | 400.00 | - | 0.0% | | - | - | 400.00 | 0% | |
| Recruitment Advertising (Newspaper, Brochures) | - | | | | | - | - | - | 0% | |
| 16. Training or Staff Development | - | | | | | - | - | - | 0% | |
| Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC) | - | | | #DIV/0! | | - | - | - | 0% | |
| Staff Trainings/Dev. Conf. Registrations/Memberships - PA11 | 25,907 | 25,279.04 | 627.96 | 2.4% | 627.96 | 627.96 | 628 | 25,279.04 | 2% | |
| Vehicle Operating/Maintenance & Repair | 4,000 | 4,000.00 | - | | | - | - | 4,000.00 | | |
| Equipment Maintenance Repair & Rental | 3,000 | 3,000.00 | - | 0.0% | | - | - | 3,000.00 | 0% | |
| CSD Admin cost | - | | | #DIV/0! | | - | - | - | #DIV/0! | |
| Other Operating Expenses (CSD Admin/Facs Mgt. Alloc-1401) | 6,992 | 6,992.00 | - | 0.0% | | - | - | 6,992.00 | 0% | |
| TOTAL OTHER (6h) | 56,699 | 55,457.06 | 1,241.94 | 2.2% | 1,241.94 | 1,241.94 | 1,242 | 55,457.06 | 2% | |
| I. TOTAL DIRECT CHARGES (6a-6h) | 1,019,873 | 960,199.11 | 59,673.89 | 5.9% | 59,673.89 | 59,673.89 | 59,674 | 960,199.11 | 6% | |
| J. INDIRECT COSTS | 60,956 | 60,956.00 | - | 0.0% | | - | - | 60,956.00 | 0% | |
| K. TOTALS - ALL BUDGET CATEGORIES | 1,080,829 | 1,021,155.11 | 59,673.89 | 5.5% | 59,673.89 | 59,673.89 | 59,674 | 1,021,155.11 | 6% | |
| | | Actual | YTD | | | | | | | |
| T/TA Expenses | | 627.96 | 627.96 | | | | | 421,310.49 | | |
| T/TA Funding | | 25,907.00 | 25,907.00 | | | | | 599,844.62 | | |
| Surplus (Deficit) | | 25,279.04 | 25,279.04 | | | | | 1,021,155.11 | | |
| Non-Federal Match (In-Kind) | 290.742 | 290.742.00 | - | 0.0% | | - | - | 290.742.00 | 0% | |

EARLY HEAD START CHILD CARE PARTNERSHIP
SALARIES AND BENEFITS TO BE CHARGED TO T/TA

Indirect Cost

20.70%

| | | | | | | | | | |
|------------|----|------------|----|------------|----|------------|----|-----------|------------------------|
| Jan-May-16 | \$ | 159,548.89 | \$ | 100,439.26 | \$ | 259,988.15 | \$ | 33,026.62 | reclassified in May'16 |
| June-16 | \$ | 23,891.13 | \$ | 15,699.57 | \$ | 39,590.70 | \$ | 4,945.46 | |

Professional Development

| | | |
|------------|----|------------|
| Jan-May-16 | \$ | 129,600.94 |
| June-16 | \$ | 16,476.06 |

| | Christina Reich Salary | Christina Reich Benefit | Christina Reich - Salary + Benefit |
|---------------|------------------------|-------------------------|------------------------------------|
| Jul-15 | 3,416.04 | 2,176.04 | 5,592.08 |
| Aug-15 | 4,872.67 | 3,100.55 | 7,973.22 |
| Sep-15 | 6,474.41 | 4,119.76 | 10,594.17 |
| Oct-15 | 1,943.24 | 1,236.49 | 3,179.73 |
| Nov-15 | - | - | - |
| Dec-15 | 3,731.78 | 2,551.04 | 6,282.82 |
| Jan-16 | 3,655.54 | 2,498.92 | 6,154.46 |
| Feb-16 | 5,302.61 | 3,624.84 | 8,927.45 |
| Mar-16 | 5,681.46 | 3,883.82 | 9,565.28 |
| Apr-16 | 5,004.61 | 3,421.12 | 8,425.73 |
| May-16 | 1,618.60 | 1,106.79 | 2,725.39 |
| Total | \$ 41,700.96 | \$ 27,719.37 | \$ 69,420.33 |
| Jun-16 | 4,122.28 | 2,816.73 | 6,939.01 |

Charged to Professional Development (May'16)

| | Ericka Ramirez Guevara Salary | Ericka Ramirez Guevara Benefit | Ericka Ramirez Guevara - Salary + Benefit |
|---------------|-------------------------------|--------------------------------|---|
| Jul-15 | | | - |
| Aug-15 | 3,720.12 | 2,512.90 | 6,233.02 |
| Sep-15 | 2,765.04 | 1,867.75 | 4,632.79 |
| Oct-15 | 2,921.25 | 1,973.25 | 4,894.50 |
| Nov-15 | 1,458.80 | 985.39 | 2,444.19 |
| Dec-15 | 2,363.41 | 1,473.46 | 3,836.87 |
| Jan-16 | 3,131.13 | 1,952.09 | 5,083.22 |
| Feb-16 | 5,875.70 | 3,663.18 | 9,538.88 |
| Mar-16 | 3,079.25 | 1,919.77 | 4,999.02 |
| Apr-16 | 5,875.70 | 3,663.19 | 9,538.89 |
| May-16 | 5,530.07 | 3,449.16 | 8,979.23 |
| Total | \$ 36,720.47 | \$ 23,460.14 | \$ 60,180.61 |
| Jun-16 | 5,875.70 | 3,661.35 | 9,537.05 |

Charged to Professional Development (May'16)

Training and Technical Assistance

| | | |
|------------|----|-----------|
| Jan-May-16 | \$ | 98,893.19 |
| June-16 | \$ | 19,668.48 |

| | Magda Bedros Salary | Magda Bedros Benefit | Magda Bedros - Salary + Benefit |
|---------------|---------------------|----------------------|---------------------------------|
| Jul-15 | - | - | - |
| Aug-15 | - | - | - |
| Sep-15 | - | - | - |
| Oct-15 | - | - | - |
| Nov-15 | - | - | - |
| Dec-15 | - | - | - |
| Jan-16 | 2,365.03 | 2,006.74 | 4,371.77 |
| Feb-16 | 5,996.15 | 5,087.85 | 11,084.00 |
| Mar-16 | 5,899.45 | 5,005.80 | 10,905.25 |
| Apr-16 | 5,996.15 | 5,087.86 | 11,084.01 |
| May-16 | 5,996.15 | 5,087.85 | 11,084.00 |
| Total | \$ 26,252.93 | \$ 22,276.10 | \$ 48,529.03 |
| Jun-16 | 5,996.15 | 5,086.02 | 11,082.17 |

Charged to Training (May'16)

Charged to Training (May'16)

| | Jay Rivera Jr Salary | Jay Rivera Jr Benefit | Jay Rivera Jr - Salary + Benefit |
|--------|----------------------|-----------------------|----------------------------------|
| Jul-15 | - | - | - |
| Aug-15 | 1,705.18 | 997.31 | 2,702.49 |
| Sep-15 | 2,238.05 | 1,308.98 | 3,547.03 |
| Oct-15 | 2,543.24 | 1,487.49 | 4,030.73 |
| Nov-15 | 2,144.80 | 1,254.44 | 3,399.24 |
| Dec-15 | 864.70 | 497.99 | 1,362.69 |
| Jan-16 | 1,825.78 | 1,051.49 | 2,877.27 |
| Feb-16 | 2,210.08 | 1,272.81 | 3,482.89 |
| Mar-16 | 2,140.75 | 1,232.90 | 3,373.65 |
| Apr-16 | 2,238.05 | 1,288.91 | 3,526.96 |
| May-16 | 2,024.91 | 1,166.16 | 3,191.07 |
| Total | \$ 19,935.54 | \$ 11,558.48 | \$ 31,494.02 |
| Jun-16 | 2,187.19 | 1,258.97 | 3,446.16 |

To be taken out from Indirect cost

COMMUNITY SERVICES BUREAU

SUMMARY CREDIT CARD EXPENDITURE

A - 4

| Agency: Community Services Bureau | | | | <u>Authorized Users</u> | |
|--|------------|----------------|------------------|-------------------------------------|-------------------------|
| | | | | C. Rand, Bureau Dir | xxxx8798 |
| Month: July 2016 | | | | K. Mason, Div Mgr | xxxx2364 |
| | | | | C. Reich, Div Mgr | xxxx4959 |
| Credit Card: Visa/U.S. Bank | | | | C. Johnson, AD | xxxx0220 |
| | | | | J. Rowley, AD | xxxx2391 |
| | | | | P. Arrington, AD | xxxx3838 |
| | | | | R. Radeva, PSA III | xxxx1899 |
| | | | | S. Kim, Sr Business Systems Analyst | xxxx1907 |
| | | | | CSB Corporate | xxxx5045 |
| | | | | I. Renggenathen, AD | xxxx2423 |
| Acct. code | Stat. Date | Card Account # | Amount | Program | Purpose/Description |
| 2100 | 07/22/16 | xxxx1907 | 845.88 | Child Care Svs Program | Office Exp |
| 2100 | 07/22/16 | xxxx1907 | 203.66 | Indirect Admin Costs | Office Exp |
| | | | 1,049.54 | | |
| 2300 | 07/22/16 | xxxx4959 | 354.96 | Com Svc Block Grant | Transportation & Travel |
| | | | 354.96 | | |
| 2303 | 07/22/16 | xxxx4959 | 50.00 | Com Svc Block Grant | Other Travel Employees |
| 2303 | 07/22/16 | xxxx4959 | 501.26 | EHS-CC Partnership | Other Travel Employees |
| 2303 | 07/22/16 | xxxx1907 | 1,511.38 | HS Basic Grant | Other Travel Employees |
| 2303 | 07/22/16 | xxxx1907 | 160.95 | Indirect Admin Costs | Other Travel Employees |
| 2303 | 07/22/16 | xxxx8798 | 1,832.52 | Child Care Svs Program | Other Travel Employees |
| 2303 | 07/22/16 | xxxx8798 | 1,461.60 | EHS-CC Partnership | Other Travel Employees |
| 2303 | 07/22/16 | xxxx8798 | 346.96 | Com Svc Block Grant | Other Travel Employees |
| | | | 5,864.67 | | |
| 2467 | 07/22/16 | xxxx4959 | 1,290.00 | EHS-CC Partnership | Training & Registration |
| 2467 | 07/22/16 | xxxx1907 | 1,480.00 | HS Basic Grant | Training & Registration |
| 2467 | 07/22/16 | xxxx8798 | 840.00 | Child Care Svs Program | Training & Registration |
| 2467 | 07/22/16 | xxxx8798 | 1,290.00 | EHS-CC Partnership | Training & Registration |
| | | | 4,900.00 | | |
| 2477 | 07/22/16 | xxxx3838 | 924.00 | HS Parent Services | Educational Supplies |
| 2477 | 07/22/16 | xxxx2391 | 874.85 | HS Basic Grant | Educational Supplies |
| | | | 1,798.85 | | |
| 2490 | 07/22/16 | xxxx4959 | 2,113.72 | EHS-CC Partnership | Misc Services/Supplies |
| 2490 | 07/22/16 | xxxx1907 | 48.26 | Child Care Svs Program | Misc Services/Supplies |
| 2490 | 07/22/16 | xxxx1907 | 70.00 | EHS-CC Partnership | Misc Services/Supplies |
| 2490 | 07/22/16 | xxxx2364 | 29.20 | Head Start T & TA | Misc Services/Supplies |
| 2490 | 07/22/16 | xxxx2364 | 29.20 | EHS T & TA | Misc Services/Supplies |
| 2490 | 07/22/16 | xxxx2391 | 720.96 | CSPP Full Day/HS Enhanced | Misc Services/Supplies |
| 2490 | 07/22/16 | xxxx2391 | 58.63 | HS Basic Grant | Misc Services/Supplies |
| 2490 | 07/22/16 | xxxx0220 | 800.00 | Riverview Site Costs | Misc Services/Supplies |
| 2490 | 07/22/16 | xxxx0220 | 65.99 | Ambrose Park Site Costs | Misc Services/Supplies |
| | | | 3,935.96 | | |
| | | | | | |
| | | Total | 17,903.98 | | |

**CAO Monthly Report
CSBG and Weatherization Programs
Year-to-Date Expenditures
As of July 31, 2016**

1. 2015 LIHEAP WX

Contract # 15B-3005
Term: Jan. 1, 2015 - Sept. 30, 2016
Amount: WX \$ 1,204,143

| | |
|----------------|------------------|
| Total Contract | \$ 1,204,143 |
| Expenditures | (1,173,621) |
| Balance | <u>\$ 30,522</u> |
| Expended | 97% |

2. 2015 LIHEAP ECIP/EHA 16

Contract # 15B-3005
Term: Jan. 1, 2015 - Sept. 30, 2016
Amount: EHA 16 \$ 1,018,161

| | |
|----------------|--------------|
| Total Contract | \$ 1,018,161 |
| Expenditures | (1,018,096) |
| Balance | <u>\$ 65</u> |
| Expended | 100% |

3. 2016 LIHEAP WX

Contract # 16B-4005
Term: Jan. 1, 2016 - Jan. 31, 2017
Amount: WX \$ 903,178

| | |
|----------------|-------------------|
| Total Contract | \$ 903,178 |
| Expenditures | (98,770) |
| Balance | <u>\$ 804,408</u> |
| Expended | 11% |

4. 2016 LIHEAP ECIP/EHA 16

Contract # 16B-4005
Term: Jan. 1, 2016 - Jan. 31, 2017
Amount: EHA 16 \$ 854,976

| | |
|----------------|-------------------|
| Total Contract | \$ 854,976 |
| Expenditures | (374,081) |
| Balance | <u>\$ 480,895</u> |
| Expended | 44% |

5. 2015 LIWP (LOW INCOME WX)

Contract # 15K-6003
Term: Jan 1, 2015 - Dec 31, 2016
Amount: \$ 287,657



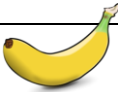









| | |
|----------------|------------------|
| Total Contract | \$ 287,657 |
| Expenditures | (231,442) |
| Balance | <u>\$ 56,215</u> |
| Expended | 80% |

6. 2016 COMMUNITY SERVICES BLOCK GRANT (CSBG)

Contract # 16F-5007
Term: Jan. 1, 2016 - December 31, 2016
Amount: \$ 797,709

| | |
|----------------|-------------------|
| Total Contract | \$ 846,479 |
| Expenditures | (263,279) |
| Balance | <u>\$ 583,200</u> |
| Expended | 31% |

August 2016 – COMMUNITY SERVICES BUREAU PRESCHOOL MENU

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|--|---|--|
| <p>1</p> <p><u>BREAKFAST</u></p> <p>FRESH APPLE RICE CHEX CEREAL</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>CHIPOLTE BEAN BURRITO (black beans, cheese & chunky salsa) SHREDDED ROMAINE & DICED TOMATOES FRESH KIWI WHOLE WHEAT TORTILLA</p> <p><u>PM SNACK</u></p> <p>WHEAT CRACKERS WITH HUMMUS 1% LOW-FAT MILK</p>  | <p>2</p> <p><u>BREAKFAST</u></p> <p>FRESH ORANGE BRAN CEREAL</p> <p><u>LUNCH</u></p> <p>*GARDEN VEGETABLE LO MEIN WITH CHICKEN (diced chicken, broccoli, carrots, red bell pepper, peas, whole wheat spaghetti, & teriyaki sauce) FRESH PEACH</p> <p><u>PM SNACK</u></p> <p>FRESH BANANA SUNBUTTER</p> | <p>3</p> <p><u>BREAKFAST</u></p> <p>PINEAPPLE CHUNKS CINNAMON BREAD</p> <p><u>LUNCH</u></p> <p>BLACK EYE PEAS BABY CARROTS (No Dressing) FRESH WATERMELON WHOLE WHEAT CORNBREAD</p> <p><u>PM SNACK</u></p> <p>FRESH TOMATOES & SLICED CUCUMBERS HERBED COTTAGE CHEESE</p>  | <p>4</p> <p><u>BREAKFAST</u></p> <p>FRESH APPLE WHOLE WHEAT ENGLISH MUFFIN SUNBUTTER</p> <p><u>LUNCH</u></p> <p>CHICKEN CHILAQUILES WITH CORN TORTILLAS SPINACH SALAD WITH ITALIAN DRESSING FRESH NECTARINE</p> <p><u>PM SNACK</u></p> <p>FRESH BROCCOLI FLORETS & RED BELL PEPPER STRIPS VEGETABLE DRESSING WHEAT THINS</p> | <p>5</p> <p><u>BREAKFAST</u></p> <p>FRESH BANANA CORNFLAKE CEREAL</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>TURKEY HAM & SWISS CHEESE MAYO & MUSTARD DRESSING GREEN LEAF LETTUCE & TOMATO FRESH CANTALOUPE SLICE WHOLE WHEAT BREAD</p> <p><u>PM SNACK</u></p> <p>WHOLE GRAIN FISH CRACKERS 1% LOW-FAT MILK</p>  |
| <p>8</p> <p><u>BREAKFAST</u></p> <p>FRESH ORANGE BRAN CEREAL</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>SUNBUTTER & JELLY STRING CHEESE BABY CARROTS (Low-fat Ranch Dressing) FRESH APPLE WHOLE WHEAT BREAD</p> <p><u>PM SNACK</u></p> <p>GRAHAM CRACKERS 1% LOW-FAT MILK</p> | <p>9</p> <p><u>BREAKFAST</u></p> <p>FRESH PLUM RICE KRISPY CEREAL</p> <p><u>LUNCH</u></p> <p>TURKEY SPAGHETTI CASSEROLE WITH WHOLE WHEAT SPAGHETTI ZUCCHINI STICKS (No Dressing) FRESH NECTARINE</p> <p><u>PM SNACK – NUTRITION EXPERIENCE</u></p> <p>BANANA SPLIT SALAD (banana, tropical fruit & cottage cheese)</p>  | <p>10</p> <p><u>BREAKFAST</u></p> <p>FRESH STRAWBERRIES CORN CHEX CEREAL</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>BAJA BEAN WRAP (refried beans, shredded cheese & chunky salsa) JICAMA STICKS WITH CHILI FRESH KIWI WHOLE WHEAT TORTILLA</p> <p><u>PM SNACK – NUTRITION EXPERIENCE</u></p> <p>ANTS ON THE LOG (sunbutter, celery sticks & raisins) 1% LOW-FAT MILK</p> | <p>11</p> <p><u>BREAKFAST</u></p> <p>FRESH APPLE WHOLE WHEAT BAGEL & SUNBUTTER</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>SLOPPY JOE (ground beef & ground turkey) FRESH SPINACH SALAD WITH SWEET & SOUR DRESSING FRESH PEACH WHOLE WHEAT HAMBURGER BUN</p> <p><u>PM SNACK</u></p> <p>MOZZARELLA CHEESE STICK WHEAT CRACKERS</p>  | <p>12</p> <p><u>BREAKFAST</u></p> <p>FRESH BANANA CHEERIOS</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>DEVILED EGG CELERY STICKS (No Dressing) FRESH STRAWBERRIES WHOLE WHEAT BREAD</p> <p><u>PM SNACK</u></p> <p>FRESH BROCCOLI & CAULIFLOWER FLORETS VEGETABLE DRESSING WHEAT THINS</p> |
| <p>15</p> <p><u>BREAKFAST</u></p> <p>FRESH APPLE RICE CHEX CEREAL</p> <p><u>LUNCH</u></p> <p>*VEGETABLE CHILI BURRITO (kidney beans, tomatoes, cheese, bulgur wheat, & low-fat yogurt) FRESH KIWI WHOLE WHEAT TORTILLA</p> <p><u>PM SNACK</u></p> <p>WHOLE WHEAT FISH BREAD SUNBUTTER</p>  | <p>16</p> <p><u>BREAKFAST</u></p> <p>FRESH STRAWBERRIES KIX CEREAL</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>BBQ CHICKEN SANDWICH COLESLAW FRESH PEACH HAMBURGER BUN</p> <p><u>PM SNACK</u></p> <p>PINEAPPLE TIBITS COTTAGE CHEESE</p> | <p>17</p> <p><u>BREAKFAST</u></p> <p>FRESH ORANGE WHOLE WHEAT CINNAMON TOAST</p> <p><u>LUNCH</u></p> <p>MAC & CHEESE WITH TURKEY HAM & WHOLE WHEAT PASTA BROCCOLI SALAD FRESH APPLE</p> <p><u>PM SNACK</u></p> <p>FRESH ZUCCHINI & CARROT STICKS LOW-FAT RANCH DRESSING WHEAT THINS</p>  | <p>18</p> <p><u>BREAKFAST</u></p> <p>FRESH BANANA CHEERIOS</p> <p><u>LUNCH</u></p> <p>*GROUND BEEF & TURKEY SPANISH RICE (ground beef, ground turkey, green bell peppers, tomatoes, tomato paste, & brown rice) FRESH HONEY DEW MELON</p> <p><u>PM SNACK – NUTRITION EXPERIENCE</u></p> <p>RAINBOW PARFAIT FRESH STRAWBERRIES & BLUEBERRIES LOW-FAT YOGURT HOMEMADE GRANOLA</p> | <p>19</p> <p><u>BREAKFAST</u></p> <p>MANGO CHUNKS WHOLE WHEAT BAGEL GARDEN VEGETABLE CREAM CHEESE</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>CHICKEN SALAD SANDWICH BABY CARROTS (No Dressing) FRESH PLUM WHOLE WHEAT PITA BREAD</p> <p><u>PM SNACK</u></p> <p>FRESH APPLE SLICES SUNBUTTER</p>  |
| <p>22</p> <p><u>BREAKFAST</u></p> <p>FRESH ORANGE BRAN CEREAL</p> <p><u>LUNCH</u></p> <p>TOASTED CHEESE SANDWICH ON WHOLE WHEAT BREAD VEGETARIAN BAKED BEANS FRESH KIWI</p> <p><u>PM SNACK</u></p> <p>CINNAMON GRAHAM CRACKERS 1% LOW-FAT MILK</p>  | <p>23</p> <p><u>BREAKFAST</u></p> <p>FRESH APPLE CORN CHEX CEREAL</p> <p><u>LUNCH</u></p> <p>*BEEFY TOMATO & CORN BAKE WITH WHOLE WHEAT PENNE PASTA FRESH NECTARINE</p> <p><u>PM SNACK – NUTRITION EXPERIENCE</u></p> <p>HUMMUS VEGGIE ROLL (hummus, shredded carrots & spinach) WHOLE GRAIN TORTILLA 1% LOW-FAT MILK</p> | <p>24</p> <p><u>BREAKFAST</u></p> <p>PINEAPPLE CHUNKS PLAIN BAGEL WITH LOW-FAT CREAM CHEESE</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>GREEK CHICKEN SALAD (diced chicken, cucumbers, tomatoes, onions, & olives) WITH FETA CHEESE DRESSING FRESH WATERMELON WHOLE WHEAT PITA BREAD</p> <p><u>PM SNACK</u></p> <p>ANIMAL CRACKERS 1% LOW-FAT MILK</p> | <p>25</p> <p><u>BREAKFAST</u></p> <p>FRESH BANANA WHOLE WHEAT ENGLISH MUFFIN & SUNBUTTER</p> <p><u>LUNCH</u></p> <p>TURKEY ENCHILADA CASSEROLE WITH CORN TORTILLA CHIPS TOSSED LEAFY GREENS WITH ITALIAN DRESSING FRESH APRICOT</p> <p><u>PM SNACK</u></p> <p>COWBOY QUINOA 1% LOW-FAT MILK</p>  | <p>26</p> <p><u>BREAKFAST</u></p> <p>FRESH ORANGE WHOLE WHEAT CINNAMON BUN</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>TUNA SALAD CARROT RAISIN SALAD FRESH STRAWBERRIES WHOLE WHEAT BREAD</p> <p><u>PM SNACK</u></p> <p>FRESH APPLE SLICES CHEDDAR CHEESE</p> |
| <p>29</p> <p><u>BREAKFAST</u></p> <p>FRESH APPLE RICE CHEX CEREAL</p> <p><u>LUNCH</u></p> <p>WHOLE WHEAT SPAGHETTI WITH MARINARA SAUCE & SHREDDED PARMESAN CHEESE ORGANIC SPRING MIX SALAD WITH VINAIGRETTE DRESSING FRESH PLUM</p> <p><u>PM SNACK</u></p> <p>WHOLE GRAIN CHEESE CRACKERS 1% LOW-FAT MILK</p> | <p>30</p> <p><u>BREAKFAST</u></p> <p>FRESH ORANGE BRAN CEREAL</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>VIETNAMESE CHICKEN SALAD (diced chicken, cabbage, carrots, & cilantro marinated in lime juice) FRESH NECTARINE WHOLE WHEAT TORTILLA</p> <p><u>PM SNACK</u></p> <p>FRESH KIWI LOW-FAT PLAIN YOGURT</p>  | <p>31</p> <p><u>BREAKFAST</u></p> <p>FRESH BANANA CINNAMON & RAISIN OATMEAL</p> <p><u>LUNCH – NUTRITION EXPERIENCE</u></p> <p>PIZZA BURGER FRESH BROCCOLI FLORETS VEGETABLE DRESSING FRESH CANTALOUPE WHOLE WHEAT HAMBURGER BUN</p> <p><u>PM SNACK</u></p> <p>LET'S GO FISHING MIX (crispix cereal, goldfish crackers, cheese crackers, & pretzels) 1% LOW-FAT MILK</p> | <p>ALL BREAKFAST & LUNCH SERVED WITH 1% LOW-FAT MILK</p> <p>•Indicates vegetable included in main dish</p> <p>WATER IS OFFERED THROUGHOUT THE DAY</p>  | |

Community Services Bureau
Monitoring Report Summary
June 2016

Description: Community Services Bureau implements a process of ongoing monitoring of its operations and services that includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting on the program's progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring.

This summary report reflects the compiled results of the monitoring conducted for the period of January 2016 through June 2016.

Summary of Monitoring Activities:

Monitoring was conducted for directly operated CSB centers, partner agency centers, and the Delegate Agency, First Baptist Head Start. This report highlights the monitoring results in the areas of Health and Safety, Comprehensive Services, Education, and Classroom Assessment Scoring System (CLASS) for preschool classrooms.

Data sources utilized by the team included: child and family files, classroom observations, CLOUDS database reports, and parent and staff interviews.

- **403** Child and Family Files Reviewed
- **18** classrooms sampled for Health and Safety
- **47** directly operated, partner and delegate agency infant, toddler, and preschool classroom environments observed
- **34** classrooms received CLASS Observations completed

Community Services Bureau
Monitoring Report Summary
June 2016

| HEALTH AND SAFETY |
|--|
| <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Head counts are completed, current & accurate; counts in binder are complete. ➤ All staff and children in attendance are signed into CLOUDS. ➤ Staff location provides coverage to clearly view and account for all children indoors and outdoors. |
| <p>Concerns:</p> <ul style="list-style-type: none"> ➤ Emergency cards are not always readily available in one place. ➤ Parent committee meets monthly – minutes & agendas are not available and posted. ➤ “If you see something, you say something” poster is not posted in a prominent place in each building a parent may enter. |
| NEED AND ELIGIBILITY |
| <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Child meets eligibility criteria established by the funding source(s). ➤ Child Care Data Collection Privacy Notice and Consent form is complete, signed, and matches CLOUDS. ➤ Family size verifications are obtained for all children and included in CD-9600. |
| <p>Concerns:</p> <ul style="list-style-type: none"> ➤ E-filed eligibility and recertification documents were not current on CLOUDS and match the file. ➤ Notice of Action were not complete, current, and/or did not match 9600/9600S and Admissions Agreement. ➤ All areas of income worksheet were not completed and signed. |
| <p>Corrective Actions: Corrective actions were taken and validated.</p> |
| COMPREHENSIVE SERVICES |
| <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Child and family files are locked to ensure confidentiality. ➤ Medical/Dental Home established within 90 days. Information is verified in Health History and/or Medical Record and follow-up is evident. ➤ Referrals for sensory screening made in a timely manner, all fields complete & correct, follow-up is evident and status is updated. |
| <p>Concerns:</p> <ul style="list-style-type: none"> ➤ Physical exam form was not current, completed, signed, date stamped with date received and entered on CLOUDS. ➤ Family Partnership Agreement (FPA) was not completed on CLOUDS within 90 days of enrollment and family’s situation is ranked appropriately. ➤ Parent Conferences: Were not done in first (90 days) and/or did not include individualized goals for child and parent/child home activities. |
| <p>Corrective Actions: Corrective actions were taken and validated.</p> |

| PRESCHOOL EDUCATION ENVIRONMENT | | | | | | | | | | | | | | |
|---|-------------------|---|--------|-------------------|---|-------------------|------|------|------------------------|------|------|-----------------------|------|------|
| Top 3 Strengths: <ul style="list-style-type: none"> ➤ Language Reasoning: Encouraging children to use language through asking questions, positive staff-child conversations, and expanding children's involvement. ➤ Interaction: Staff-child interactions are respectful, supportive, and sensitive to children. ➤ Personal Care Routines: Indoor and outdoor environments are safe and staff are following quality safety practices in the classrooms. | | | | | | | | | | | | | | |
| Concerns: <ul style="list-style-type: none"> ➤ Activities: Classrooms do not consistently provide sufficient materials and activities to support children's learning of math concepts. ➤ Space and Furnishings: Classroom displays do not consistently display sufficient examples of children's individualized art work and displays are not often used as teaching tools to encourage vocabulary growth and knowledge base. ➤ Activities: Classrooms do not consistently provide sufficient materials and activities to support children's understanding of the meaning of written numbers. | | | | | | | | | | | | | | |
| INFANT/TODDLER EDUCATION | | | | | | | | | | | | | | |
| Top 3 Strengths: <ul style="list-style-type: none"> ➤ Personal Care Routines: Provisions for nap provide a safe, healthy, and supportive environment for children resting. ➤ Space and Furnishing: Classrooms provide children with a cozy area and soft toys for children to explore. ➤ Program Structure: Children are provided with group play activities that match the children's interest and developmental level. | | | | | | | | | | | | | | |
| Concerns: <ul style="list-style-type: none"> ➤ Personal Care Routines: Some diapering/toileting areas are not located to conveniently support consistent sanitary procedures. | | | | | | | | | | | | | | |
| Corrective Actions: Corrective action plans were developed and validated. | | | | | | | | | | | | | | |
| CLASS | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Domain</th><th>CSB Average Score</th><th>Federal Threshold <small>Based on lowest 10% of CLASS Scores of programs reviewed in 2015.</small></th></tr> </thead> <tbody> <tr> <td>Emotional Support</td><td>6.44</td><td>5.66</td></tr> <tr> <td>Classroom Organization</td><td>6.06</td><td>5.27</td></tr> <tr> <td>Instructional Support</td><td>3.71</td><td>2.23</td></tr> </tbody> </table> | | | Domain | CSB Average Score | Federal Threshold <small>Based on lowest 10% of CLASS Scores of programs reviewed in 2015.</small> | Emotional Support | 6.44 | 5.66 | Classroom Organization | 6.06 | 5.27 | Instructional Support | 3.71 | 2.23 |
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| Emotional Support | 6.44 | 5.66 | | | | | | | | | | | | |
| Classroom Organization | 6.06 | 5.27 | | | | | | | | | | | | |
| Instructional Support | 3.71 | 2.23 | | | | | | | | | | | | |
| CSB average scores exceed current Designation Renewal System threshold. | | | | | | | | | | | | | | |

Program Goals and Objectives: June 2016 Updates

| |
|---|
| <p>Goal 1: Poor health and nutrition are significantly correlated to children and families living in poverty. CSB will address the need to improve indicators of nutritional health through increased education and physical activity.</p> |
| <p>✓ Objective 1: By July 2016, CSB will further engage in obesity prevention education focusing on physical activity and healthy eating habits.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> • Contra Costa Health Services conducted a Physical Activity workshop at 11 CSB centers. • Two physical activities for preschoolers are sent out monthly to site supervisors to be incorporated in the lesson plans. • Market Match flyers, which explain how EBT cards can be used to purchase fresh fruit and vegetables at Farmers' Markets, were distributed throughout the program. • The Food Bank's <i>Find Food in My City</i> flyers was posted at all of our sites. • Summer food program information has been sent to all of our centers for parents to know where breakfast and/or lunch are being offered for free in their area. • Information was sent out regarding the summer <i>Lunch in the Library</i> sessions that will be happening in the county. |
| <p>✓ Objective 2: By July 2016, CSB will further focus on the importance of being physically active.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> • Monthly menus include physical activity information for parents. • The Nutrition Subcommittee meets once a month to discuss nutrition issues. • The spring newsletter for parents focused on "Ways to Exercise as a Family." |
| <p>Goal 2: Disabilities and mental health needs continue to trend upwards. CSB will expand mental health and disabilities assessment, treatment and case management linkage opportunities for children and families.</p> |
| <p>✓ Objective 1: By July 2015, CSB will collaborate with community partners to provide classroom-based support in understanding and supporting the social-emotional development of children. ACHIEVED</p> |
| <p>✓ Objective 2: By July 2016, CSB will implement the use of Oto-acoustic Emissions (OAE) screenings for all infants/toddlers and preschool-age children who are non-responsive to audiometric screenings.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> • OAE hearing screenings have been administered to 34.7% of currently enrolled EHS children at directly operated sites, with a projected goal of 100% by the end of June 2016. • All preschool age children were responsive to audiometric screening. |
| <p>✓ Objective 3: By July 2016, CSB will implement an autism screening in an effort to link children and families to the appropriate interventions.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> • 100 % of all child autism screenings are expected to be completed by July 2016. |
| <p>Goal 3: Exposure to violence has a lasting impact on children's development including their emotional, mental and physical health. CSB will promote positive and enduring adult-child relationships that increase a child's level of secure attachments by providing services to promote the safety and well-being of children and families.</p> |

Program Goals and Objectives: June 2016 Updates

| |
|---|
| <p>✓ Objective 1: By December 2016, CSB will implement an in-reach program at the Contra Costa County Detention Facilities and at Ujima Residential Recovery Programs.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> • Comprehensive Formalized Agreement in place. • Developed data collection forms: contact sheet, workshop evaluation summary sheet, outreach partnership sheet, 30-day follow-up questionnaire; and various reports generated from forms. • Outcomes: 19 incarcerated parents and 7 parents in residential recovery programs participated in the REadingADvantage program. |
| <p>✓ Objective 2: By July, 2016, CSB will enhance its violence prevention and safety program for children, families, and staff.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> • CSB staff participated in the Trauma Informed Event “Changing Minds and Creating Trauma Informed communities” which gathered community leaders across California to share and strategize around prevention and response to violence and trauma. • All CSB Staff have completed the Violence Prevention Training, and the Child Abuse Reporting Training. • Due to our Comprehensive Services and School Readiness federal review preparation, we had to postpone the completion of “trauma Informed Training” for comprehensive services and teaching staff until August 2016 and February 2017, respectively. |
| <p>Goal 4: CSB will provide ongoing learning opportunities to enhance employees’ career development and assist in meeting new job requirements.</p> |
| <p>✓ Objective 1: By December 2014, CSB will begin the Family Development Credential training program for Comprehensive Services staff. ACHIEVED.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> • A second cohort of Comprehensive Services staff completed the CHSA Family Development Credential Program. • The staff that completed the training have received a Credential from the Family Development Credential program • A third cohort of comprehensive services staff will enroll in the Family Development Credential Program in the spring of 2017 |
| <p>✓ Objective 2: Through September 30, 2018, CSB will continue to support teaching staff in pursuit of their degrees through leveraging of resources and ongoing partnerships with community colleges.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> • CSB offers information on classes leading to a degree, scholarship availability, and presentations on Careers with Young Children by local colleges • CSB collaborated with Child Care Council to provide classes for infant-toddler college credit to staff • Staff are eligible for reimbursement for classes leading to a degree • Textbook library maintained for staff • The following educational events were attended by staff: <ul style="list-style-type: none"> ○ Activity Planning in the Pre-school Classroom ○ 22nd Annual Early Learning Conference: Opening the Door to Family |

Program Goals and Objectives: June 2016 Updates

| |
|---|
| <p style="text-align: center;">Engagement</p> <ul style="list-style-type: none"> ○ CA CSEFEL Teaching Pyramid Overview, Building Literacy Reach Environment ● CSB hired three consultants (two Practice Based Coaches and one Early Head Start Coach) to work directly with staff and support their professional growth |
| <p>Goal 5: CSB will achieve and maintain an expanded and stable funding base of diverse sources.</p> |
| <p>✓ Objective 1: By December 2016 CSB will increase corporate giving and in-kind collectively by 200%</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> ● Center site supervisors are reminded to collect and record volunteer hours from parents and community partners, and enter them in the CLOUD system for updated in-kind reports |
| <p>✓ Objective 2: By December 2016, CSB will refine the grant seeking system to enhance grant research and streamline grant development process.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> ● QRIS grant of \$374,420 for FY 2015-16 from California Department of Education has been fully maximized and spent by CSB centers. ● Renewal of QIRS grant is pending.. ● 1.8% cost-of-living-adjustment (COLA) for 2016 supplemental budget for HS, EHS, and EHS-CCP from Administration of Children and Families (ACF) was submitted for Board approval and Head Start Policy Council approval. ● 2016 revised budget and budget justification for 150 Head Start slots reduction was submitted for approval by ACF. |
| <p>✓ Objective 3: By December 2016 CSB will intensify monitoring of expenses by all managers to raise awareness and stay within budgeted allocations.</p> |
| <p><i>June 2016 updates:</i></p> <ul style="list-style-type: none"> ● Contractors are continuously monitored to submit updated W-9, Insurance policy renewal, and proper documentation of demands to avoid delay in processing of payment by Auditor-Controller. ● FY2016-17 Contract renewals for contractors/partners were reviewed for the fiscal portion. |



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: September 20, 2016

Subject: FY 2015/16 Consolidated Annual Performance and Evaluation Report for the U.S. Department of Housing and Urban Development

RECOMMENDATION(S):

APPROVE and AUTHORIZE submission of the County's FY 2015/16 Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD) for the following federal programs: Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and Neighborhood Stabilization Program (NSP).

FISCAL IMPACT:

No General Fund impact (100% federal funds). The funds are provided to Contra Costa County from the U.S. Department of Housing and Urban Development.

CFDA Nos.: CDBG - 14.218; HOME - 14.239; ESG - 14.231; HOPWA - 14.241; NSP - 14.218

BACKGROUND:

Consolidated Annual Performance and Evaluation Report (CAPER): The Housing and Community Development Act of 1974, as amended, requires all CDBG and HOME entitlement jurisdictions to prepare and submit a CAPER (Attachment A) to the U.S. Department of Housing and Urban Development (HUD) by September 30 of each year. The CAPER provides the County and interested stakeholders with an opportunity to evaluate the progress in carrying out priorities and objectives contained in the County's five-year Consolidated Plan and annual Action Plan.



APPROVE



OTHER



RECOMMENDATION OF CNTY



RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: 09/20/2016



APPROVED AS
RECOMMENDED



OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Kara Douglas, (925)
674-7880

cc:

BACKGROUND: (CONT'D)

>

HUD uses the CAPER to evaluate whether: (1) the County has carried out projects/programs as described in its Consolidated Plan and annual Action Plan; (2) the CDBG, HOME, ESG, NSP, and HOPWA assisted activities are eligible and meet a national objective, and if expenditures meet certain statutory requirements; and (3) the County has demonstrated a continuing capacity to carry out its HUD funded programs. The basic elements of the CAPER are the following: summary of resources and expenditures, programmatic accomplishments, status of actions taken during the year to implement objectives contained in the Consolidated Plan, and evaluation of progress made during the year in addressing identified priority needs and objectives.

Highlights of the CAPER include the following:

- The County received \$5.56 million in FY 2015/16 CDBG, HOME, HOPWA and ESG funds for use in accomplishing housing and non-housing community development objectives.
- The County expended \$7.4 million on approved projects and programs (expenditures were for projects funded in previous and current years).
- The County continued to meet HUD's requirements related to spending CDBG and HOME funds in a timely manner.
- For each dollar of County federal funds spent for projects that were completed during the year, \$8.91 was leveraged from other federal, State, local, and private resources.
- Over 24,000 lower income persons/families were served through public service programs.
- 33 lower income people were placed in jobs through Economic Development programs.
- 155 businesses were assisted through Economic Development programs.
- 5 Infrastructure/Public Facilities projects were completed.
- 104 rental housing units for families were constructed or rehabilitated, of which 37 of the units are for low income households.
- 8 owner-occupied homes were rehabilitated.
- 10 homeowners received minor home improvement grants.
- 7 homes where people with asthma reside were assisted with household assessment and remediation.
- 83 homeowners received foreclosure prevention counseling.
- 387 low income renters received financial assistance to prevent them from becoming homeless or to quickly regain housing following an episode of being homeless.

CONSEQUENCE OF NEGATIVE ACTION:

Not approving the CAPER would mean the County would not be able to submit it to HUD on time and therefore jeopardize future funding.

CHILDREN'S IMPACT STATEMENT:

Many of the project/programs funded with CDBG, HOME, ESG, HOPWA, and NSP funds support one or more of the five community outcomes established in the Children's Report Card.

ATTACHMENTS

Draft CAPER

CONTRA COSTA COUNTY FY2015/16 CAPER

(Consolidated Annual Performance & Evaluation Report)



**Community Development Block Grant
HOME Investment Partnerships Act
Emergency Solutions Grants
Housing Opportunities for Persons with AIDS
Neighborhood Stabilization Program**

**September 20, 2016
DRAFT**

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Over 24,000 low/moderate-income persons/families were served through the County funded public service programs. Thirty-three low/moderate-income people were placed in jobs through the County funded economic development and job-training services programs and 155 businesses were assisted through micro-enterprise assistance programs. Five infrastructure/public facilities projects were completed. There were 104 rental housing units that were constructed or rehabilitated for low/moderate income families, of which 37 of the units are for low-income households. Eight owner-occupied homes were rehabilitated. Ten homeowners received minor home improvement grants. There were 83 homeowners that received foreclosure prevention counseling. There were 387 low-income renters that received assistance to prevent them from becoming homeless or to help them quickly regain housing following an episode of being homeless.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

| Goal | Category | Source / Amount | Indicator | Unit of Measure | Expected – Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected – Program Year | Actual – Program Year | Percent Complete |
|--|--------------------|-------------------------------|--------------------------|------------------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| AH-1 New Construction of Affordable Rental Housing | Affordable Housing | CDBG: \$ / HOME: \$ / ESG: \$ | Rental units constructed | Household Housing Unit | 125 | 37 | 30.00% | 25 | 37 | 148.00% |

| | | | | | | | | | | |
|---|--|---------------------------------|--|------------------------|-----|----|--------|----|----|--------|
| AH-2 Homeownership Opportunities | Affordable Housing | CDBG: \$ / HOME: \$ | Homeowner Housing Added | Household Housing Unit | 20 | 0 | 0.00% | 4 | 0 | 0% |
| AH-3 Maintain and Preserve Affordable Housing | Affordable Housing Non-Homeless Special Needs | CDBG: \$ / HOME: \$ | Rental units rehabilitated | Household Housing Unit | 125 | 0 | 0.00% | 25 | 0 | 0% |
| AH-3 Maintain and Preserve Affordable Housing | Affordable Housing Non-Homeless Special Needs | CDBG: \$ / HOME: \$ | Homeowner Housing Rehabilitated | Household Housing Unit | 75 | 18 | 24.00% | 25 | 18 | 72.00% |
| AH-4 New Supportive Housing - Special Needs | Affordable Housing Homeless Non-Homeless Special Needs | CDBG: \$ / HOME: \$ / HOPWA: \$ | Rental units constructed | Household Housing Unit | 50 | 0 | 0.00% | 10 | 0 | 0% |
| AH-4 New Supportive Housing - Special Needs | Affordable Housing Homeless Non-Homeless Special Needs | CDBG: \$ / HOME: \$ / HOPWA: \$ | Rental units rehabilitated | Household Housing Unit | 30 | 0 | 0.00% | 6 | 0 | 0% |
| AH-4 New Supportive Housing - Special Needs | Affordable Housing Homeless Non-Homeless Special Needs | CDBG: \$ / HOME: \$ / HOPWA: \$ | Housing for People with HIV/AIDS added | Household Housing Unit | 12 | 0 | 0.00% | 3 | 0 | 0% |

| | | | | | | | | | | |
|--|--|----------|--|------------------|-------|------|--------|------|------|---------|
| CD-1 General Public Services | Non-Housing Community Development | CDBG: \$ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 25000 | 8530 | 34.12% | 5000 | 8530 | 170.60% |
| CD-2 Non-Homeless Special Needs Population | Non-Homeless Special Needs Non-Housing Community Development | CDBG: \$ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 6740 | 2694 | 39.97% | 1348 | 2694 | 199.85% |
| CD-3 Youth | Non-Housing Community Development | CDBG: \$ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 4300 | 941 | 21.88% | 860 | 941 | 109.42% |
| CD-4 Fair Housing | Non-Housing Community Development | CDBG: \$ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 200 | 42 | 21.00% | 40 | 42 | 105.00% |
| CD-5 Economic Development | Non-Housing Community Development | CDBG: \$ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 80 | 23 | 28.75% | 16 | 23 | 143.75% |

| | | | | | | | | | | |
|--|---|---|---|---------------------|------|-----|--------|------|-------|----------|
| CD-5 Economic Development | Non-Housing Community Development | CDBG: \$ | Jobs created/retained | Jobs | 8 | 2 | 25.00% | 2 | 2 | 100.00% |
| CD-5 Economic Development | Non-Housing Community Development | CDBG: \$ | Businesses assisted | Businesses Assisted | 300 | 155 | 52.00% | 60 | 155 | 258.00% |
| CD-6 Infrastructure/Public Facilities | Non-Housing Community Development | CDBG: \$ | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 2500 | 0 | 0.00% | 500 | 20330 | 4066.20% |
| CD-7 Administration | General Administration of the CDBG, HOME, ESG, and HOPWA Programs | CDBG: \$ / HOME: \$ / ESG: \$ / HOPWA: \$ | Other | Other | 4 | 0 | 0.00% | 4 | 4 | 100.00% |
| H-1 Housing & Supportive Services for the Homeless | Affordable Housing Homeless | CDBG: \$ / ESG: \$ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 0 | 0 | 0.00% | 3200 | 0 | 0.00% |
| H-1 Housing & Supportive Services for the Homeless | Affordable Housing Homeless | CDBG: \$ / ESG: \$ | Homeless Person Overnight Shelter | Persons Assisted | 1400 | 0 | 0.00% | 280 | 0 | 0% |

| | | | | | | | | | | |
|--------------------------------------|----------|--------------------------------------|--|------------------------|-----|-------|-----------|----|-------|----------|
| H-2 Prevention Services for Homeless | Homeless | CDBG: \$ / ESG: \$ / HOPWA: \$ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 0 | 11911 | 11911.00% | 0 | 11911 | 11911.0% |
| H-2 Prevention Services for Homeless | Homeless | CDBG: \$ / ESG: \$ / HOPWA: \$ | Tenant-based rental assistance / Rapid Rehousing | Households Assisted | 150 | 74 | 49.33% | 30 | 74 | 246.66% |
| H-2 Prevention Services for Homeless | Homeless | CDBG: \$ / ESG: \$ / HOPWA: \$ | Homelessness Prevention | Persons Assisted | 140 | 40 | 28.57% | 30 | 40 | 133.33% |
| H-2 Prevention Services for Homeless | Homeless | CDBG: \$ / ESG: \$ / HOPWA: \$ | Housing for People with HIV/AIDS added | Household Housing Unit | 100 | 0 | 0.00% | 20 | 0 | 0.00% |

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

All of the County's HOME, CDBG, ESG, and HOPWA funding sources address the priorities and specific objectives identified in the FY 2015/2020 Consolidated Plan. All of the funded activities meet at least one of the highest priority needs identified in the Consolidated Plan.

Although the County made progress in meeting the annual goals for most objectives, there were some in which the County did not. The reason for not meeting the annual goal is primarily due to not having a specific activity that met that objective for that program year. However, the County anticipates that there will be activities that get awarded CDBG, HOME, ESG, or HOPWA funds that do meet those objectives for the County to meet its 5-year goals. In addition, some of the activities related to providing services to the homeless population, including shelter services, were not identified correctly in the IDIS, therefore it appears that no persons were provided shelter services in the "H-1 Housing & Supportive Services" accomplishments. Due to the mis-identification of some of the Homeless services activities in IDIS, most of the shelter services accomplishment data is within the "H-2 Prevention Services for Homeless" accomplishments. Of the 11,911 homeless persons provided services, there were 240 individuals who received overnight shelter services by shelters that were assisted with County CDBG and ESG funds. Staff will identify these activities correctly in subsequent plan years.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

| | CDBG | HOME | ESG |
|---|---------------|------------|------------|
| White | 7,030 | 92 | 321 |
| Black or African American | 2,129 | 19 | 134 |
| Asian | 1,067 | 36 | 26 |
| American Indian or American Native | 203 | 2 | 31 |
| Native Hawaiian or Other Pacific Islander | 132 | 0 | 5 |
| Total | 10,561 | 149 | 517 |
| Hispanic | 946 | 34 | 68 |
| Not Hispanic | 9,573 | 115 | 512 |

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

| Source of Funds | Source | Resources Made Available | Amount Expended During Program Year |
|-----------------|--------|--------------------------|-------------------------------------|
| CDBG | | 9,048,577 | 5,164,269 |
| HOME | | 7,137,108 | 1,170,097 |
| ESG | | 1,061,296 | 206,322 |
| Other | HOPWA | 2,135,044 | 892,978 |

Table 3 - Resources Made Available

Narrative

The "Resources Made Available" includes the current year grant allocation, program income, returned or recaptured funds and prior year unexpended funds. The amount expended during program year 2015 includes funds expended on completed projects/activities and on projects/activities that are underway but not yet completed.

Identify the geographic distribution and location of investments

| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|---------------------|----------------------------------|---------------------------------|-----------------------|
| Contra Costa County | 100 | 100 | Countywide |

Table 4 – Identify the geographic distribution and location of investments

Narrative

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

For each dollar spent in County federal funds for projects that were completed during the program year, \$8.91 was leveraged in other federal, State, local, and private resources. The 100 percent ESG matching requirements were met through other federal (non-ESG), State, local, and private resources. The 25 percent HOME Program match requirements was exceeded through non-federal resources and the excess will be carried over for the next federal fiscal year.

| Fiscal Year Summary – HOME Match | |
|--|------------|
| 1. Excess match from prior Federal fiscal year | 40,985,524 |
| 2. Match contributed during current Federal fiscal year | 371,758 |
| 3. Total match available for current Federal fiscal year (Line 1 plus Line 2) | 41,357,282 |
| 4. Match liability for current Federal fiscal year | 265,757 |
| 5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) | 41,091,525 |

Table 5 – Fiscal Year Summary - HOME Match Report

| Match Contribution for the Federal Fiscal Year | | | | | | | | |
|--|----------------------|----------------------------|-------------------------------|------------------------------|-------------------------|---|----------------|-------------|
| Project No. or Other ID | Date of Contribution | Cash (non-Federal sources) | Foregone Taxes, Fees, Charges | Appraised Land/Real Property | Required Infrastructure | Site Preparation, Construction Materials, Donated labor | Bond Financing | Total Match |
| | | | | | | | | |

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

| Program Income – Enter the program amounts for the reporting period | | | | |
|---|---|---|--------------------------------|--|
| Balance on hand at beginning of reporting period \$ | Amount received during reporting period \$ | Total amount expended during reporting period \$ | Amount expended for TBRA \$ | Balance on hand at end of reporting period \$ |
| 0 | 608,739 | 608,739 | 0 | 0 |

Table 7 – Program Income

| Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period | | | | | | |
|--|------------|-----------------------------------|---------------------------|--------------------|----------|--------------------|
| | Total | Minority Business Enterprises | | | | White Non-Hispanic |
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Contracts | | | | | | |
| Dollar Amount | 15,015,808 | 0 | 0 | 0 | 0 | 15,015,808 |
| Number | 1 | 0 | 0 | 0 | 0 | 1 |
| Sub-Contracts | | | | | | |
| Number | 45 | 2 | 0 | 0 | 4 | 39 |
| Dollar Amount | 11,439,316 | 204,250 | 0 | 0 | 317,255 | 10,917,811 |
| | Total | Women Business Enterprises | Male | | | |
| Contracts | | | | | | |
| Dollar Amount | 15,015,808 | 0 | 15,015,808 | | | |
| Number | 1 | 0 | 1 | | | |
| Sub-Contracts | | | | | | |
| Number | 45 | 4 | 41 | | | |
| Dollar Amount | 11,439,316 | 2,449,957 | 8,989,359 | | | |

Table 8 – Minority Business and Women Business Enterprises

| Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted | | | | | | |
|--|--------------|--|----------------------------------|---------------------------|-----------------|---------------------------|
| | Total | Minority Property Owners | | | | White Non-Hispanic |
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Dollar Amount | 0 | 0 | 0 | 0 | 0 | 0 |

Table 9 – Minority Owners of Rental Property

| Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition | | | | | | |
|--|-------|-----------------------------------|---------------------------|--------------------|----------|--------------------|
| Parcels Acquired | | 0 | | 0 | | |
| Businesses Displaced | | 0 | | 0 | | |
| Nonprofit Organizations Displaced | | 0 | | 0 | | |
| Households Temporarily Relocated, not Displaced | | 0 | | 0 | | |
| Households Displaced | Total | Minority Property Enterprises | | | | White Non-Hispanic |
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Cost | 0 | 0 | 0 | 0 | 0 | 0 |

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

| | One-Year Goal | Actual |
|--|---------------|----------|
| Number of Homeless households to be provided affordable housing units | 0 | 0 |
| Number of Non-Homeless households to be provided affordable housing units | 0 | 0 |
| Number of Special-Needs households to be provided affordable housing units | 10 | 2 |
| Total | 10 | 2 |

Table 11 – Number of Households

| | One-Year Goal | Actual |
|--|---------------|-----------|
| Number of households supported through Rental Assistance | 0 | 0 |
| Number of households supported through The Production of New Units | 241 | 47 |
| Number of households supported through Rehab of Existing Units | 80 | 8 |
| Number of households supported through Acquisition of Existing Units | 0 | 0 |
| Total | 321 | 55 |

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Discuss how these outcomes will impact future annual action plans.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

| Number of Persons Served | CDBG Actual | HOME Actual |
|--------------------------|-------------|-------------|
| Extremely Low-income | 5 | 7 |
| Low-income | 3 | 40 |

| | | |
|-----------------|----------|-----------|
| Moderate-income | 0 | 0 |
| Total | 8 | 47 |

Table 13 – Number of Persons Served

Narrative Information

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CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Coordinated Intake and Assessment: A subcommittee of the County CoC worked on developing a new coordinated intake and assessment for Contra Costa County that will be in compliance with the new CoC and ESG Program Rules and will improve the accessibility of housing and services for persons experiencing homelessness throughout the County. In 2014, the subcommittee completed a County-wide system-mapping exercise to identify natural points of entry into the system. In early 2016, a new coordinated intake and assessment system, otherwise known as "Coordinated Entry" was developed and will be implemented in FY 2016/17. The subcommittee also engaged in a comparative analysis of national assessment tools, and identified the VISPDAT (Vulnerability Index – Service Prioritization Assistance Tool) as the best evidence-based tool to allow the community to match, upon intake, the individual needs of the consumer to the proper type and level of available services based upon level of acuity.

Outreach Services: Contra Costa County provided CDBG funds for homeless outreach teams through Anka Behavioral Health's "Hope Plus" program and through Contra Costa Homeless Outreach's "Reaching Out to the Homeless" program. The teams are augmented by interns from nursing and social services programs at California State University, East Bay. The teams seek out individuals on the street and in encampments and provide clients with access to food and shelter, and to integrated health, mental health and substance abuse services. Assessments were done in the field to provide clients with referrals to safety net services. Anka and Contra Costa Homeless Outreach staff worked closely with law enforcement and other local entities, providing intervention services to advise the homeless of available options and to help them avoid incarceration.

Contra Costa 211: County CDBG funds also were provided to the Contra Costa Crisis Center for the 211 line. The line provides a single point of contact for homeless individuals seeking services throughout the County. Phone counselors complete an intake assessment to determine the needs of each caller then provide referrals to a variety of community programs including shelter, food pantries and mental health services. Contra Costa Crisis Center has been participating in the Coordinated Intake and Assessment subcommittee and was a key partner in piloting and implementation.

Health Care for the Homeless: In addition to providing direct medical care, testing and immunization services, the County-funded Health Care for the Homeless Program uses its mobile healthcare van for outreach. The bilingual Healthcare for the Homeless Team assesses client's needs, provides social support, and links clients to appropriate services and programs, including mental health and substance abuse programs, Medi-Cal, the County's Basic Adult Care program, and the Covered California

healthcare insurance exchange.

Multi-Service Centers: Anka Behavioral Health provides services at three multi-service centers (MSC), each located in a specific region of the County (West, Central and East). The MSC's are drop in centers designed to offer basic survival needs as well as case management, life skills, referral and linkage, employment assistance, assistance accessing healthcare and mainstream resources, alcohol and other drug counseling and treatment, and crisis intervention. The centers serve as a place of respite from the larger community and provide a sense of belonging and connection to those within the homeless community. The MSC also serves families who are experiencing homelessness, educating them about their rights to services that enable their children to continue their education and connecting them to a variety of services focused on serving families.

Addressing the emergency shelter and transitional housing needs of homeless persons

County Emergency Shelter Funding: Of the funds received by the County for FY 2015/16, \$146,000 (ESG) and \$54,000(CDBG) was awarded to local emergency shelters to provide shelter and case management services to homeless adults, families and youth and to victims of domestic violence and their children. Upon entry to one of the shelters, each resident or family is assigned a case manager to assist the individual in determining an appropriate service plan that will help them regain housing as soon as possible. The shelters are part of the County's Continuum of Care and enables individuals and families the opportunity to work on stabilizing their lives and moving toward a permanent housing solution.

HUD CoC Program Funding: As with the State ESG program, the County's ESG project manager participated in the CoC's review and rank panel for the 2015 HUD CoC Program NOFA competition. Under HUD's 2015 CoC Program NOFA, the County CoC obtained two awards for transitional housing programs totaling \$438,174 for homeless adults, families, and/or victims of domestic violence and their children.

County CoC Strategic Plan: In October 2014, the Contra Costa CoC updated its Strategic Plan to End Homelessness. The County's ESG project manager, as well as recipients of County and State ESG funding, participated in the updating process as members of the CoC Board, and CoC subcommittees, as well as participants in community meetings around five key modules: coordinated intake and assessment, performance measurement, prevention services and other supports, housing and communication.

State ESG Funding:

The State did not release FY 2015 ESG funds. The State, in consultation with HUD, decided to redesign its ESG Program. The redesign is intended to accomplish the following: - Align State ESG with local entities' ESG programs and HUD goals; - Increase coordination of State ESG investments with local homelessness systems and investments; - Invest in the most impactful activities based on key performance goals and outcomes; - Shift from an intensive provider competition, in which local

providers competed for State ESG funds with other local providers and providers throughout the State, to a much more local competition and where the administration of the program is streamlined; - Improve geographic distribution of funding. Under this program design, the State established a dedicated Continuum of Care allocation and simplified process available to California communities that are able to administer ESG locally. Under this process, eligible local government entities can act as Administrative Entities (AE) of State ESG funds in furtherance of these goals. Beginning in 2016, HCD will distribute funding for Continuum of Care Service Areas (or Service Areas) through two allocations: - Continuum of Care Allocation for Service Areas that contain a city or county that receives ESG directly from HUD; and the - Balance of State Allocation for Service Areas that do not contain a city or county that receives ESG directly from HUD. Contra Costa County's Department of Conservation and Development (DCD) receives ESG funds directly from HUD to administer the County's own ESG Program, so it is an eligible local government entity that can act as an AE of State ESG funds under the State's new program design. On March 30, 2016, the State approved DCD as an AE to administer State ESG funds on behalf of the State for the County's Continuum of Care Service Area, which includes all of Contra Costa County, with emphasis toward households/residents of the cities of Antioch, Concord, Pittsburg, and Walnut Creek, as required by the State ESG regulations. The other cities in the County, including Richmond, are part of the Urban County and are therefore served the County's direct ESG grant. As an approved AE, Contra Costa County will receive \$578,558 of State ESG funds that will be distributed to Contra Costa County in October 2016 to use on eligible ESG activities.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Transitional Housing Development: In October, 2011, under the working name "Synergy House" and using both CDBG and State funds, the County began to rehabilitate an existing vacant residential building in Martinez and convert it to a sober living transitional housing program for homeless single men completing substance abuse treatment programs. The new facility is directly adjacent to a recently constructed treatment facility, Discovery House. Now designated "Uilkema House", the program added 12 new beds to the homeless continuum of care and allows Contra Costa homeless, single men completing treatment programs such as Discovery House to transition back into the community with the skills and resources necessary to maintain their sobriety. Uilkema House opened for occupancy in August, 2013, and all beds are filled.

Veterans: In cooperation with the local VA, Contra Costa's CoC has worked to increase its capacity to house and serve homeless veterans, including the distribution of HUD-VASH vouchers and rental assistance for permanent housing units provided to homeless veterans and their families under the Supportive Services for Veteran Families (SSVF) program.

Shortening Period of Time Homeless: The County has aggressively pursued increasing the capacity of its Rapid Rehousing program, despite the end of the HPRP program. In FY 2014/15, \$46,920 was allocated to provide rapid rehousing services to individuals and families experiencing homelessness. Rapid rehousing provides housing relocation/stabilization services and financial assistance in paying deposits, rent and utility bills to help homeless individuals and families quickly regain and maintain housing and self-sufficiency. In order to reach those most in need, outreach included health-care and mental health facilities, foster care and other youth programs, veteran services and social services agencies, and churches and other religious organizations. Access to Affordable Housing: The County has a long history of working with non-profit housing developers and encouraging the inclusion of units affordable to households with extremely-low incomes and those with special needs. Berrellesa Palms in the City of Martinez is now fully leased and provides 48 one-bedroom apartments to frail seniors 62 years of age and over. Qualifying residents are homeless or at risk of homelessness and have annual incomes between \$13,020 and \$19,500 (20 and 30 percent of Area Median Income), with rents between \$350 and \$526 per month. In addition, Third Ave apartments in Walnut Creek is a 48 unit family development with units reserved for households with special needs. These developments highlight the County's mission to provide housing for individuals and families with very limited incomes and for those with special needs. They will serve the most vulnerable families and seniors and will provide homes for people with very few options. The County continues to work with the Contra Costa Public Housing Authority (PHA) and local affordable housing developers to maximize the inventory of affordable housing units to which formerly homeless clients can eventually transition. The Executive Director of the PHA serves on the Contra Costa CoC advisory board in the Housing Provider seat, and has consistently provided needed political support and commitment to gain approval of new affordable housing projects in the County. Reducing Recidivism: The Contra Costa County's Health Services Department has integrated the County's Mental Health, Alcohol and Other Drug Services and Homeless Programs into a single Behavioral Health Division that is able to address the mental health and substance abuse issues that are common barriers to long-term housing success for homeless individuals and families.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Foster Care: When foster youth age out of the foster care system, the County links them to the Independent Living Skills Program (ILSP). ILSP includes workshops that prepare youth for emancipation (money management, education, computer skills, home management, and social skills), employment

assistance, non-McKinney-Vento housing and retention services, and an individualized transition plan out of foster care. In addition, foster youth can elect to remain in foster care or return to care after emancipation (but before turning 21) to receive a two-year housing subsidy, which can be used in a market rate unit, student housing, or congregate living. This is a State program that all foster youth and former foster youth are able to access.

Health Care: Hospital discharge protocol, adopted by the CoC and by all hospitals in the County, states:

1) Hospitals will not discharge people who are not ambulatory or not capable of caring for themselves; 2) prior to discharge, the hospital will seek a pre-discharge assessment from a Healthcare for the Homeless (HCH) nurse; 3) the HCH nurse will assess the viability of a respite placement and make a recommendation accordingly; 4) prior to discharge, the hospital will ensure that a patient has an appointment for follow-up medical care; 5) the hospital will discharge the patient with enough medications and/or supplies for at least 7 days; and 6) the hospital will ensure that the patient leaves with all of their belongings and is appropriately clothed.

Mental Health: Clients treated by the County Behavioral Health Division are regularly reviewed for readiness and prepared for discharge into environments that provide stepped-down levels of care. The Department holds a weekly Bed Committee where all institutionalized consumer's discharge plans are prepared. Discharge planning responsibilities fall to the Clinic managers for those consumers currently receiving services and to the Mental Health Transition Team (consisting of managers, a psychiatrist, RNs, clinicians and peer providers) for those patients not otherwise connected to the County system. State hospitals discharge to Institutes for Mental Disease (IMD)/Skilled Nursing Facilities (SNF) and not to HUD CoC funded programs. Dischargees from IMDs/SNFs are placed in Crisis Residential/Transitional Residential Services (CR/TRS), and those discharged from Acute Inpatient Facilities (AIFs) are released to appropriate settings, such as the Respite Center at the County's Adult Emergency Shelter. Those exiting CR/TRS are discharged to independent, shared or supported (e.g. Board & Care) housing. State Mental Health Services Act (MHSA) funds also pay for 79 housing units for homeless discharges with severe mental illness. AB 109: In 2012, Contra Costa County Interjurisdictional Council on Homelessness (CCICH) helped develop and implement two discharge plans for former inmates - the County Reentry Strategic Plan and the Public Safety "Realignment Plan." The Reentry Strategic Plan focuses on: 1) housing-focused discharge planning prior to release; 2) formalized pre-release planning that identifies service needs & connects prisoners with community-based service providers; and 3) enrollment in public benefits at least 90 days prior to release. The Realignment Plan, under which low-level offenders in State prisons are transferred to County custody, provides: 1) pre-release "reach-in" assessments, case management and referrals to housing resources, and 2) individualized treatment plans for mental health/substance abuse issues, linked with housing services. CCICH also coordinates with the Parole and Community Team (PACT), comprised of service providers, police & the California Department of Corrections Regional Parole Board, to link newly released ex-offenders with resources like housing,

education, employment, job training, substance abuse treatment & childcare.

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CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Public Housing Modernization - During the fiscal year that ended March 31, 2016, HACCC expended approximately \$___ million for modernization improvements to its public housing developments. The most significant projects included the following:

- Ongoing work in a multi-year interior modernization of the Alhambra Terrace family development in Martinez.
- The first phase of a multi-year interior modernization of the Bridgemont family development in Antioch.
- Interior modernizations of units at El Pueblo in Pittsburg.
- ADA improvements at Alhambra Terrace in Martinez.
- Rehabilitation of badly damaged turnover units at properties throughout Contra Costa County.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

Actions taken to provide assistance to troubled PHAs

The Housing Authority of Contra Costa County is not a troubled agency, so there were no actions taken to provide them with assistance.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The County will continue its efforts to remove or ameliorate public policies which negatively impact affordable housing development in the County including the following:

- Consistent with the General Plan, the County will initiate zoning changes for residential and designated agricultural sites from current zoning designations to Planned Unit Development.
- Through the Density Bonus Ordinance, the County is required to grant one density bonus and incentives or concessions when an applicant for a housing development seeks and agrees to construct a housing development, excluding any units permitted by the density bonus that will contain at least one of the following: ten percent of the for lower income households; five percent of the total units for very low income households; a senior citizen housing development, or a mobile home park that limits residency based on age requirements for housing older persons; or ten percent of the total dwelling units in a common interest development for persons and families of moderate income, provided that all units in the development are offered to the public for purchase.
- The Inclusionary Housing Ordinance requires all developers of five or more units to provide 15 percent of the units at affordable costs to moderate, low or very-low income households depending on the type of project. Developers may pay a fee in lieu of providing the affordable units.
- The County will review and develop new regulations to permit the development of agriculturally related structures on agriculturally zoned land without a use permit in order to encourage the provision of onsite farmworker housing.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The County's efforts to increase and maintain the supply of affordable housing, and to meet the objectives identified in the Consolidated Plan, described in the general narrative sections of this report, are all directed to meeting underserved needs. In addition, the criteria for target population and alleviation of affordable housing needs employed in the allocation of HOME and CDBG funds for housing, establish a priority for projects which reserve a portion of the units for extremely-low income and/or special needs populations.

The following are obstacles to meeting needs of the underserved:

Accessibility of services

Awareness of services

Coordination of services

Resources appropriate to the level of need

Accessibility of Services: Lack of accessibility to services can be the result of lack of transportation for those in need, services that are not delivered in a culturally appropriate manner or in the appropriate language, burdensome prerequisites to accessing services ("red tape"), and services that are not provided in proximity to those in need. Lack of transportation is a particular challenge for those who do not drive, do not have a car, or are elderly and for persons with disabilities. Most if not all of the public service projects listed in AP-38 provide are located within the neighborhoods or communities of the target population to provide easy accessibility to their services. Some of the public service projects serving the elderly or persons with disabilities provide transportation to their services or provide "in-home" services.

Awareness of Services: The lack of awareness of the availability of services by those in need and a lack of knowledge about how to access services are significant obstacles to the provision of services. All agencies receiving CDBG, HOME, ESG, or HOPWA funds from the County will must provide significant outreach to those in need. County DCD staff continues to monitor CDBG/HOME/ESG/HOPWA funded agencies to verify if an agency's outreach is adequate and that outreach materials are available in various languages.

Coordination of Services: Those in need must often access services from several points; similar services may also be provided by more than one agency. Those being served by one agency may have needs that are not being addressed by the particular agency currently serving that person or family. County DCD staff advocates that CDBG/HOME/ESG/HOPWA funded agencies to collaborate and coordinate with other agencies in the community or serving their target population. DCD staff continues to encourage agencies to collaborate and coordinate to avoid duplication and to provide more efficient services to their clients or target populations.

Resources: Resources are generally less than required to meet the level of need. The CDBG/HOME/ESG/HOPWA funds that are available are prioritized to the high Priority Needs and Goals established in the 2015-2020 Consolidated Plan. Funding is also prioritized to those undertakings that represent the most efficient use of funds, are delivered by the most qualified persons, and serve the broadest geography.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The County has incorporated the requirements of the lead-based paint regulations (24 CFR PART 35)

into its affected programs, including the homeowner and rental rehabilitation programs. These programs developed implementation plans that include procedures to test for lead-based paint, determine a scope of work to address lead-based paint hazards, ensure qualified contractors are performing the required work, and obtain a clearance examination at project completion.

Additionally, the County's Neighborhood Preservation Program, a home rehabilitation program, provides grants to homeowners who have received rehabilitation loans and need to abate lead hazards.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The movement of people above the poverty line involves a variety of policies and programs that extend beyond providing opportunities for employment at a living wage. Access to education, transportation, childcare, and housing are also key components that can assist persons to secure and retain economically self-sustaining employment. The County employs a variety of strategies to help alleviate poverty in the Urban County, including efforts to stimulate economic growth and job opportunities, and to provide Urban County residents with the skills and abilities required to take advantage of those opportunities.

In FY 2015/16, the CDBG program provided funds for five job training and placement programs:

- Opportunity Junction's Bay Point Career Development Services program (15-08-PS) and Job Training and Placement program (15-35-PS) provided personalized vocational training and job placement for persons to establish careers in information technology.
- New Horizons Career Development Center, Inc.'s Education, Job Training, Life Skills, and Job Placement Services program (15-07-PS) provided ongoing job training, job placement, life skills training, and GED preparatory training.
- Open Opportunities' Future Build Pre-Apprenticeship Training Program (15-34-ED) provided job training and job placement services in the construction trades.
- The Stride Center's Tech Job Training / Job Placement program (15-36-ED) provides job training and placement assistance for careers in the field of information technology.

In FY 2015/16, the CDBG program provided funds for a number of programs that do not aid in employment, but are crucial to the reduction of poverty:

- Bay Area Legal Aid's Tenant Landlord Housing Services Collaboration program (15-01-PS) provided counseling and legal services to County tenants on their housing rights.
- Community Housing Development Corporation's Home Equity Preservation Alliance (15-02-PS) program provided education, counseling, and case management regarding foreclosures.
- Contra Costa Child Care Council's Road to Success program (15-33-ED) provides microenterprise assistance to low-income residents seeking to start or maintain licensed home-based family child care businesses.
- Lamorinda Spirit's Lamorinda Spirit Van Senior Transportation Program (15-13-PS) provides

transportation to the elderly so that they may maintain their normal lifestyle and age in their homes.

- Mount Diablo Unified School District's CARES After School Enrichment Program (15-23-PS) provides after-school childcare and enrichment to elementary and middle school students.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

DCD continues to provide technical assistance to non-profits to build capacity and assist in the development of programs and projects designed to meet the County's Consolidated Plan objectives through individual meetings and workshops held during the program year. Further, the Department works with non-profits to achieve designation as a Community Housing Development Organization (CHDO) and/or Community Based Development Organization (CBDO) for purposes of participating in the Consortium HOME and County CDBG affordable housing programs.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The County's efforts to coordinate activities and strategies for affordable housing development and the provision of emergency and transitional housing and supportive services included cooperative planning efforts as well as participation in a number of countywide housing and service provider organizations. Planning efforts undertaken during the FY 2015/16 included the following:

Contra Costa Consortium members continued to work on strategies and actions designed to overcome identified impediments and eliminate problems of housing discrimination in Contra Costa.

The Continuum of Care and the Council on Homelessness (formerly CCICH) worked with Contra Costa jurisdictions, public and private agencies, the interfaith community, homeless advocacy groups and other community organizations to implement the Continuum of Care Plan, which includes strategies and programs designed to alleviate homelessness, and the Ten Year Plan to End Homelessness.

In addition to the above, the County participated in a number of countywide housing and service provider organizations, which are intended to share resources and coordinate strategies and programs for affordable housing and community development activities. These organizations include the Association of Homeless and Housing Service Providers, the Tri-Valley Affordable Housing Subcommittee, the Contra Costa HIV/AIDS Consortium, the Children and Families Policy Forum, Non-Profit Housing Association, and the Workforce Development Board.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In FY 2009/10, Urban County staff, along with staff from the other Contra Costa CDBG entitlement jurisdictions (Antioch, Concord, Pittsburg, Richmond, and Walnut Creek), worked together to prepare the Contra Costa Consortium Analysis of Impediments to Fair Housing Choice (AI). This document outlines and identifies barriers to fair housing and presents a plan to properly navigate them. The Board of Supervisors adopted the AI on behalf of the Urban County on May 26, 2010. The AI is available on the County website at <http://www.cccounty.us/4823/Community-Development-Block-Grant>.

The County along with the other Contra Costa CDBG entitlement jurisdictions began its process of completing an update to the AI during FY 2015/16. The update of the AI is anticipated to be completed and approved by each Contra Costa CDBG entitlement jurisdiction by early October 2016. However, over the past year, the County continued working with its Subrecipients to help overcome or eliminate impediments to fair housing choice identified in the AI. The specific AI recommendations addressed this year are as follows:

Action 2.1 - Through the Consolidated Plan and one-year Action Plan, the Consortium has continued to allocate resources to encourage and facilitate the development of affordable housing throughout the entire Consortium, resulting in the development of new affordable housing. Additionally, provisions were made for a single-family rehabilitation program, first-time homebuyer programs, and fair housing counseling, legal service and outreach.

Action 4.1 - The County and cities continue to collaborate to expand affordable housing in communities where such opportunities are limited.

Action 7.1 - Fair housing service providers and their partner agencies continue to expand outreach to the community regarding fair housing rights. Bay Area Legal Aid is one example of a service provider that distributed fair housing literature to over 60 nonprofit and government agencies at seven events throughout the County. This outreach was focused on low-income communities and described their services and contact information. Many of these communities contain a significant number of Spanish-speaking and other non-English speaking residents.

Action 10.1 - The Consortium and fair housing service providers have explored ways to improve access to financing for all. As a result, the Mortgage Credit Certificate program reserves 40 percent of its allocation for households with incomes at or below 80 percent of the area median income. Lenders have cooperated with the program, and 26 Mortgage Credit Certificates were provided to low-income households in FY 2015/16

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Contra Costa County Department of Conservation and Development is responsible for administration of the following federally funded programs to provide assistance for the development of affordable housing and homeless shelters; CDBG, HOME, NSP, ESG, and HOPWA. All projects funded through these programs are monitored by the Department to ensure that the projects achieve their approved objectives in a manner consistent with federal regulations, the Consolidated Plan, and other local planning requirements. The Department's monitoring process consists of the following:

- Prior to funding consideration, all project applications are reviewed to ensure consistency with federal regulations, Board of Supervisor policy, the Consolidated Plan, the Analysis of Impediments to Fair Housing Choice (if applicable) and the County Housing Element (if applicable).
- All project sponsors receiving an allocation of CDBG, HOME, NSP, HOPWA and/or ESG funds are required to enter into Project Agreements which specify project objectives, scope of work, eligible activities, performance targets, project budget, implementation time frame, federal regulatory requirements, and monitoring and reporting requirements.
- During project implementation, project sponsors are required to submit periodic progress reports detailing project progress, significant problems encountered (and their resolution), project funding and expenditures, affirmative marketing activity and quantitative participation data that illustrates findings on the amount of outreach to women and minority-owned businesses. In addition, projects are monitored as applicable for compliance with federal accounting and procurement standards, labor and construction standards, relocation, affirmative marketing, equal opportunity, fair housing, and other federal requirements.
- Following project completion, project sponsors are required to submit Project Completion Reports identifying: project accomplishments; population served, including data on household characteristics (e.g., income, ethnicity); rent and/or housing affordability; and total sources and uses of funds.
- Affordable housing development projects (e.g., acquisition, rehabilitation, new construction) must also submit annual compliance reports designed to ensure continued compliance with federal regulations, affordability and use restrictions, and other requirements as specified in the project loan documents. In addition, all HOME-assisted projects are subject to periodic onsite inspections to ensure continued compliance with local housing code.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to

comment on performance reports.

Contra Costa County has a 15-day comment period for citizen participation. However, we typically allow citizens 30 days to comment on performance reports. Notices are posted in local newspapers, as well as the county website.

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CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The County does not anticipate changing any of its program objectives. However, it does anticipate an increase in the number of people served within the County's program objectives and activities due to the City of Richmond becoming part of the Urban County FY 2016/17.

| | |
|--|----|
| Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? | No |
|--|----|

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

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CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Federal regulations require the County to perform on-site inspections of a reasonable sample of rental housing units assisted with HOME funds in order to ensure continued compliance with State and local housing quality standards and code requirements. Effective January 24, 2015, participating jurisdictions are now required to inspect rental projects funded with HOME funds at least once every three years during the required period of affordability. County staff has decided to split the County into three regions (East, Central, and West), and monitoring one region each year. DCD staff inspects 15 percent of the HOME-assisted units for each monitored project. Copies of the inspection reports are maintained at the DCD offices.

During FY 2015/16, the County performed on-site inspections of 60 HOME-assisted units located in Central Contra Costa County. Concurrent with the on-site physical inspections, DCD staff inspects tenant files to ensure the management company complies with the HOME program and local County requirements. The review includes income certifications, correct rent and utility allowance calculations, and appropriate tenant lease provisions, as well as the annual project audit and operating budget. The following table summarizes the on-site inspections completed during the fiscal year.

| Project Name, Location | Number of units inspected | Number of units passed | Number of units failed |
|--------------------------------|---------------------------|------------------------|------------------------|
| Acalanes Court, Walnut Creek | 1 | 1 | 0 |
| Aspen Court, Oakley | 1 | 1 | 0 |
| Belle Terre, Lafayette | 3 | 3 | 0 |
| Berrellesa Palms, Martinez | 4 | 4 | 0 |
| Caldera Place, Concord | 1 | 1 | 0 |
| Camara Circle, Concord | 2 | 2 | 0 |
| Coggins Square, Walnut Creek | 6 | 6 | 0 |
| Hookston, Pleasant Hill (CDBG) | 7 | 7 | 0 |
| Lakeside, Concord | 9 | 9 | 0 |
| Monte Verde, Orinda | 3 | 3 | 0 |
| Montego Place, Walnut Creek | 2 | 2 | 0 |
| Oak Ridge, Oakley | 2 | 2 | 0 |
| Robin Lane, Concord (NSP) | 2 | 2 | 0 |
| Sycamore Place, Danville | 2 | 2 | 0 |
| Tice Oaks, Walnut Creek | 2 | 2 | 0 |

| | | | |
|----------------------------------|----|----|---|
| Valley Vista, San Ramon | 8 | 8 | 0 |
| Villa Vasconcellos, Walnut Creek | 5 | 5 | 0 |
| Totals | 60 | 60 | 0 |

Table 14 - On-site Inspections FY 2015/16

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The objective of affirmative marketing is to promote equal access to housing by all groups within the market area. The County has adopted the following policies and measures:

Information concerning the availability of funding, housing opportunities, and fair housing and affirmative marketing requirements will be distributed to the general public; all jurisdictions and housing agencies located in the County; property owners and developers of affordable housing; and minority and public interest groups.

Notices of funds available are posted on the County website at <http://www.co.contra-costa.ca.us/4823/Community-Development-Block-Grant>.

Informational material describing the HOME, CDBG, NSP, HOPWA and ESG Programs is available at <http://www.co.contra-costa.ca.us/4881/Developing-Affordable-Housing> (for developers) <http://www.co.contra-costa.ca.us/4807/Affordable-Housing> (for consumers).

The County will maintain records concerning the above activities, including copies of press releases, affirmative marketing materials distributed, and workshops and meetings held with the above groups and organizations.

The County requires owners of federally assisted housing to comply with federal fair housing law and employ the following affirmative marketing activities:

Advertise the availability of assisted units in local newspapers and newsletters, such as those published by minority groups, neighborhood churches, public service organizations, etc.; and on bulletin boards in community gathering spots (e.g. community center, church, supermarket, laundromat, fair housing/housing counseling agency, and employment offices).

Contact appropriate community organizations and representatives of minority and other disadvantaged groups to solicit tenants and provide information about the availability of the assisted units.

Display the Equal Housing Opportunity logo at the project location and in all advertisements pertaining to assisted units.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The amount of HOME program income (PI) received in FY 2015 was \$608,739. The County adds PI to its entitlement grant and allocates the PI to projects along with entitlement funds. Therefore, it isn't possible to report specific PI project data. See the housing table in Appendix A for amounts awarded to specific projects.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Market factors such as the high cost of land suitable for residential development and high construction costs continue to be significant constraints on the development of affordable housing in Contra Costa. In addition, the elimination of redevelopment agencies has made it much more difficult to obtain funding for affordable housing development. The County attempts to counter these factors with strategies and subsidy programs to develop affordable rental housing and homeownership opportunities (See Section _____).

Actions undertaken by the County to decrease development costs and eliminate barriers to affordable housing include the following:

- County staff supported the Heritage Point, North Richmond application for the second round of State Affordable Housing and Sustainable Communities funds. The developer was invited to submit a full proposal. Funding awards are expected in September 2016.
- The County adopted an Inclusionary Housing Ordinance which requires developers to provide 15 percent of the units as affordable to moderate, low, or very-low income households. However, 2009 court decisions have made the rental housing component of the Ordinance un-enforceable.
- The County has a density bonus ordinance to permit increased densities for housing developments that include units affordable to low-income households.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

| | |
|---|----------------------------------|
| Recipient Name | CONTRA COSTA COUNTY |
| Organizational DUNS Number | 139441955 |
| EIN/TIN Number | 946000509 |
| Identify the Field Office | SAN FRANCISCO |
| Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance | Richmond/Contra Costa County CoC |

ESG Contact Name

| | |
|-------------|----------------------|
| Prefix | Mr |
| First Name | Gabriel |
| Middle Name | 0 |
| Last Name | Lemus |
| Suffix | 0 |
| Title | CDBG Program Planner |

ESG Contact Address

| | |
|------------------|-------------------------------|
| Street Address 1 | 30 Muir Road |
| Street Address 2 | 0 |
| City | Martinez |
| State | CA |
| ZIP Code | - |
| Phone Number | 9256747882 |
| Extension | 0 |
| Fax Number | 0 |
| Email Address | gabriel.lemus@dcd.cccounty.us |

ESG Secondary Contact

| | |
|---------------|-------------------------------------|
| Prefix | Ms |
| First Name | KARA |
| Last Name | DOUGLAS |
| Suffix | 0 |
| Title | Affordable Housing Programs Manager |
| Phone Number | 9256747880 |
| Extension | 0 |
| Email Address | kara.douglas@dcd.cccounty.us |

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2015
Program Year End Date 06/30/2016

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: SHELTER INC. OF CONTRA COSTA COUNTY

City: CONTRA COSTA COUNTY CONSORTIUM

State: CA

Zip Code: ,

DUNS Number:

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 18470

Subrecipient or Contractor Name: Contra Costa County Health Services

City: Martinez

State: CA

Zip Code: ,

DUNS Number: 071687883

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Unit of Government

ESG Subgrant or Contract Award Amount: 10000

Subrecipient or Contractor Name: Contra Costa Health Services Homeless Program

City: Martinez

State: CA

Zip Code: 94553, 4675

DUNS Number: 071687883

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Unit of Government

ESG Subgrant or Contract Award Amount: 105000

Subrecipient or Contractor Name: SHELTER, Inc.

City: Martinez

State: CA

Zip Code: 94553, 4219

DUNS Number: 625691985

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 68455

Subrecipient or Contractor Name: STAND! For Families Free of Violence

City: Concord

State: CA

Zip Code: 94520, 7979

DUNS Number: 603066127

Is subrecipient a victim services provider: Y

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 31000

Subrecipient or Contractor Name: St. Paul's Episcopal Church - Trinity Center

City: Walnut Creek

State: CA

Zip Code: 94596, 4037

DUNS Number:

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 12500

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

| Number of Persons in Households | Total |
|---------------------------------|-----------|
| Adults | 25 |
| Children | 15 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 40 |

Table 15 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

| Number of Persons in Households | Total |
|---------------------------------|-----------|
| Adults | 41 |
| Children | 33 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 74 |

Table 16 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

| Number of Persons in Households | Total |
|---------------------------------|------------|
| Adults | 441 |
| Children | 25 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 466 |

Table 17 – Shelter Information

4d. Street Outreach

| Number of Persons in Households | Total |
|---------------------------------|----------|
| Adults | 0 |
| Children | 0 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 0 |

Table 18 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

| Number of Persons in Households | Total |
|---------------------------------|------------|
| Adults | 507 |
| Children | 73 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 580 |

Table 19 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

| | Total |
|--------------------------|------------|
| Male | 303 |
| Female | 277 |
| Transgender | 0 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 580 |

Table 20 – Gender Information

6. Age—Complete for All Activities

| | Total |
|--------------------------|------------|
| Under 18 | 70 |
| 18-24 | 55 |
| 25 and over | 455 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 580 |

Table 21 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

| Subpopulation | Total | Total Persons Served – Prevention | Total Persons Served – RRH | Total Persons Served in Emergency Shelters |
|-----------------------------------|-------|-----------------------------------|----------------------------|--|
| Veterans | 37 | 1 | 7 | 29 |
| Victims of Domestic Violence | 175 | 2 | 12 | 161 |
| Elderly | 54 | 1 | 3 | 50 |
| HIV/AIDS | 5 | 0 | 0 | 5 |
| Chronically Homeless | 159 | 0 | 12 | 147 |
| Persons with Disabilities: | | | | |
| Severely Mentally Ill | 182 | 3 | 5 | 174 |
| Chronic Substance Abuse | 186 | 1 | 3 | 182 |
| Other Disability | 188 | 5 | 10 | 173 |
| Total (Unduplicated if possible) | 986 | 13 | 52 | 921 |

Table 22 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

| | |
|--------------------------------------|---------|
| Number of New Units - Rehabbed | 0 |
| Number of New Units - Conversion | 0 |
| Total Number of bed-nights available | 136,152 |
| Total Number of bed-nights provided | 124,248 |
| Capacity Utilization | 91.26% |

Table 23 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

The County continues to make progress in its goal to end homelessness. Attached is a table of the system-wide outcomes and efficiency measures developed in consultation with the CoC for winter and year-round emergency shelter with the FY 2015/16 results.

Contra Costa County
System-wide Outcomes and Efficiency Measures
Report Period 7/01/15 - 6/30/16

| Outcomes | Shelter (Winter and year-round shelters) Total exits: 1,501 |
|--|---|
| Obtain permanent housing (1) | 31.45% (472) |
| Exiting to streets or shelter | 20.19% (303) |
| Exiting with earned income (employment) | 11.27% (169) |
| Of those adults entering with no income, number exiting with stable income (2) | 13.55% (58 of 428) |
| Discharged to permanent housing last year | 360 |
| Efficiency/Process Measures | |
| Exits to Known Destinations | 84.01% |
| Time from entry to permanent housing for those obtaining permanent housing Goal: At least 50% of those who gain PH will do so within 60 days. | 40.68% |

(1) Permanent housing includes rental housing (with or without subsidy), home ownership (with or without subsidy), permanent supportive housing for formerly homeless and exits to family and friends.

(2) Stable income include SSI, SDI, Social Security, TANF, Veterans Pension, Veterans Disability, Earned Income and Pension from former job.

(3) Occupancy is calculated using the average daily occupancy during sample months divided by the total number of beds in HUD Housing Inventory Chart for that specific project type.

FY 2015/16 System-Wide Outcomes and Efficiency Measures

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

| | Dollar Amount of Expenditures in Program Year | | |
|---|---|----------|---------------|
| | 2013 | 2014 | 2015 |
| Expenditures for Rental Assistance | 0 | 0 | 0 |
| Expenditures for Housing Relocation and Stabilization Services - Financial Assistance | 0 | 0 | 12,591 |
| Expenditures for Housing Relocation & Stabilization Services - Services | 0 | 0 | 5,879 |
| Expenditures for Homeless Prevention under Emergency Shelter Grants Program | 0 | 0 | 0 |
| Subtotal Homelessness Prevention | 0 | 0 | 18,470 |

Table 24 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

| | Dollar Amount of Expenditures in Program Year | | |
|---|---|----------|---------------|
| | 2013 | 2014 | 2015 |
| Expenditures for Rental Assistance | 0 | 0 | 0 |
| Expenditures for Housing Relocation and Stabilization Services - Financial Assistance | 0 | 0 | 19,309 |
| Expenditures for Housing Relocation & Stabilization Services - Services | 0 | 0 | 45,660 |
| Expenditures for Homeless Assistance under Emergency Shelter Grants Program | 0 | 0 | 0 |
| Subtotal Rapid Re-Housing | 0 | 0 | 64,969 |

Table 25 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

| | Dollar Amount of Expenditures in Program Year | | |
|--------------------|---|----------|----------------|
| | 2013 | 2014 | 2015 |
| Essential Services | 0 | 0 | 41,388 |
| Operations | 0 | 0 | 115,000 |
| Renovation | 0 | 0 | 0 |
| Major Rehab | 0 | 0 | 0 |
| Conversion | 0 | 0 | 0 |
| Subtotal | 0 | 0 | 156,388 |

Table 26 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

| | Dollar Amount of Expenditures in Program Year | | |
|-----------------|---|------|--------|
| | 2013 | 2014 | 2015 |
| HMIS | 0 | 0 | 0 |
| Administration | 0 | 0 | 20,763 |
| Street Outreach | 0 | 0 | 0 |

Table 27 - Other Grant Expenditures

11e. Total ESG Grant Funds

| Total ESG Funds Expended | 2013 | 2014 | 2015 |
|--------------------------|------|------|---------|
| 260,590 | 0 | 0 | 260,590 |

Table 28 - Total ESG Funds Expended

11f. Match Source

| | 2013 | 2014 | 2015 |
|---------------------------|----------|----------|------------------|
| Other Non-ESG HUD Funds | 0 | 0 | 123,865 |
| Other Federal Funds | 0 | 0 | 527,205 |
| State Government | 0 | 0 | 1,656,697 |
| Local Government | 0 | 0 | 664,109 |
| Private Funds | 0 | 0 | 605,152 |
| Other | 0 | 0 | 59,525 |
| Fees | 0 | 0 | 0 |
| Program Income | 0 | 0 | 0 |
| Total Match Amount | 0 | 0 | 3,636,553 |

Table 29 - Other Funds Expended on Eligible ESG Activities

11g. Total

| Total Amount of Funds Expended on ESG Activities | 2013 | 2014 | 2015 |
|--|------|------|-----------|
| 3,897,143 | 0 | 0 | 3,897,143 |

Table 30 - Total Amount of Funds Expended on ESG Activities

DRAFT

Attachment

Appendix A - Completed and Ongoing Projects by Funding Category

| CONTRA COSTA COUNTY FY 2015/16 CAPER Public Service Projects | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|------------------------|------------------------|--------------|--|-------|-------|----------|----------|-------|----------|----------|-------|----------|----------|-------|--------|-----|-----|------------|------|
| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | | Income | | | | |
| | | | | | | | | White | Black | Asian | Am. Ind. | Hispanic | Other | Am. Ind. | Hispanic | Other | Am. Ind. | Hispanic | Other | 30% | 50% | 80% | % of total | |
| Objective CD - 1: General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues. | | | | | | | | | | | | | | | | | | | | | | | | |
| 15-01-PS | Bay Area Legal Aid 3305 Macdonald Ave. Richmond, CA 94801 (510) 933-2512 | Larkspur/Tenent Housing Services Collaborative - Urban County | The purpose of this program is to provide landlord/tenant counseling services and/or legal services to Contra Costa County renters and landlords on their rights and responsibilities under federal, state and local housing laws. Primary Performance Measurement: Provide comprehensive landlord/tenant counseling and legal services to 400 lower income residents. | Complete. | \$105,000 | \$54,992.00 | 645 | 266 | 49 | 105 | 3 | 34 | 21 | 14 | 15 | 0 | 0 | 0 | 0 | 66 | 435 | 127 | 50 | 55% |
| 15-01-PS | Community Housing Development Corporation of North Richmond 1335 A Third Street Richmond, CA 94801 (510) 412-9290 | Homa Equity Preservation Alliance - Urban County | Provide one-on-one assistance to lower income homeowners who are facing or in foreclosure and conduct community education events. Primary Performance Measurement: Provide one-on-one counseling to 120 Urban County Homeowners facing foreclosure and conduct at least one community education event. | Complete. However, the subcontract bid fell short of its goal by 37 clients. | \$25,000 | \$24,973.07 | 37 | 30 | 22 | 2 | 2 | 1 | 2 | 1 | 0 | 2 | 1 | 3 | 0 | 11 | 19 | 36 | 36 | 98% |
| 15-01-PS | Community Housing Development Corporation of North Richmond 1335 A Third Street Richmond, CA 94801 (510) 412-9290 | Multicultural / Senior Family Center - North Richmond Census Tract: 3650-02 | The purpose of this program is to operate and maintain a community center for residents of N. Richmond. The center provides, in collaboration with other community agencies, various programs, social services, educational, social and multicultural programs. Primary Performance Measurement: Provide services to a minimum of 400 Urban County residents (landlord/tenant). | Complete. | \$55,000 | \$55,000.00 | 401 | This program serves an area that meets the criteria for an "area benefit" activity. | | | | | | | | | | | | | | | | |
| 15-04-PS | Community Violence Solutions 2333 Van Ness Street San Pablo, CA 94606 (510) 907-4121 | Children Sexual Assault Intervention Program - Urban County | The purpose of this program is to provide in-depth forensic interview, counseling, advocacy, and case management services for all victims of sexual assault and their families. Primary Performance Measurement: Provide services to a minimum of 20 children who are victims of sexual assault. | Complete. | \$15,000 | \$16,868.90 | 243 | 22 | 1 | 40 | 12 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 100 | 75 | 243 | 0 | 100% |
| 15-05-PS | Contra Costa Food Bank 4020 Nelson Avenue P.O. Box 211066 Concord, CA 94520 (925) 476-7542 | Collaborative Food Distribution Program - Urban County | The purpose of this program is to allocate budget to providing food for low-income and homeless persons throughout the Urban County. Primary Performance Measurement: 1200 underserved low-income individuals will receive food through the Food Bank program distributed at various sites throughout the Urban County. | Complete. | \$21,500 | \$15,500.00 | 4,277 | 1,492 | 855 | 571 | 49 | 38 | 11 | 27 | 3 | 8 | 7 | 1,220 | 569 | 4,277 | 0 | 0 | 100% | |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Public Service Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | | | Income | | | |
|------------|---|--|--|--|------------------------|------------------------|--------------|---|----------|-------|---------------------|--------------------|------------------------|---------------------|-----------------------|---------------------|-----------------|-------|-----|-----|------------|--|--|--|
| | | | | | | | | White | Black | Asian | Am Ind/ Alaska N | Native Hawaiian | Am Ind/ Pacific Is. | Am Ind/ Hispanic | Asian/ Pacific Is. | Am Ind/ Hispanic | Other | 30% | 50% | 80% | % of total | | | |
| | | | | | | | | White | Black | Asian | Am Ind/ Alaska N | Native Hawaiian | Am Ind/ Pacific Is. | Am Ind/ Hispanic | Asian/ Pacific Is. | Am Ind/ Hispanic | Other | 30% | 50% | 80% | % of total | | | |
| 15-08-FS | Monument Credit Center 1980 Market Street Concord, CA 94520 (925) 825-7751 | Critical Safety Net Resource for Families and Individuals Central County | The purpose of this program is to provide wrap-around safety net services through a variety of services including: on-site food distribution, direct referrals and workshops for financial assistance, and other basic information and referrals and support to lower income families. Primary Performance Measurement: Provide assistance to 2,764 lower income persons. | Complete, however, the subrecipient fell short of its goal by 487 clients. | \$15,000 | \$15,000.00 | 2,299 | 662 136 | 422 1 | 340 | 62 1 | 22 | 14 | 67 5 | 67 5 | 0 | 1,080 11,137 | 2,080 | 218 | 3 | 100% | | | |
| 15-07-FS | New Horizons Career Development Center, Inc. 156 Parker Ave. Hayward, CA 94612 (510) 789-2914 | Education, Life Skills and Job Readiness Program West County | The purpose of this program is to promote the economic self-sufficiency of lower income West County residents by improving employability and job readiness by accessing community career center services. Primary Performance Measurement: Provide job readiness education, job training, life skills, and placement services to 380 primarily West County residents. | Complete. | \$25,000 | \$24,967.00 | 315 | 119 27 | 115 | 24 | 8 | 0 | 2 | 3 | 30 | 4 | 18 | 229 | 56 | 30 | 100% | | | |
| 15-08-FS | Opportunity Junction 3305 Willow Pass Road Bay Point, CA 94609 | Bay Point Career Development Services East County | The purpose of the program is to bring intensive, individualized vocational services to the high-needs community of Bay Point. Primary Performance Measurement: Provide individualized job- readiness assessments and evaluation services to 40 primarily East County residents. | Complete, however, the subrecipient fell short of its goal by 5 clients. | \$20,000 | \$20,000.00 | 32 | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 13 | 19 | 5 | 8 | 100% | | | |
| 15-08-FS | Village Community Resource Center 822 Village Ct. Brentwood, CA 94515 (925) 325-6957 | Village Community Resource Center Program Support East County | The purpose of this program is to provide family- focused, integral after-school learning and community- school partnership programming to innermost children. Primary Performance Measurement: Provide educational and family-oriented enrichment and programming to 115 students | Complete, however, the subrecipient fell short of its goal by 5 clients. | \$13,000 | \$12,969.97 | 126 | This program serves an area that meets the criteria for an "area benefit" activity. | | | | | | | | | | | | | | | | |
| 15-10-FS | YWCA of Contra Costa County 3320 Arnold Drive, Suite 170 Martinez, CA 94533 (925) 972-4213 | YWCA Family Empowerment Program 220 Pacific Avenue Bay Point, CA 94609 Contra Costa 3541394 3545-03, 3545 | The purpose of this program is to increase family self- sufficiency through the provision of mental, physical and socio-emotional skills training services to 10,000 children in the YWCA's day care program. Primary Performance Measurement: Based on an initial assessment of participants' children's health habits and a final assessment at the end of the school year, assess 125 youth to achieve status of "fully measured" individual health habits and skills. | Complete. | \$10,000 | \$10,000.00 | 125 | This program serves an area that meets the criteria for an "area benefit" activity. | | | | | | | | | | | | | | | | |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Public Service Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (Bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | | | Income | | | |
|--|--|---|---|---|---------------------|---------------------|--------------|--|-------|-------|--------|--------|----------------|-----------------|----------------|----------|-------|-----|-----|-----|------------|------|------|------|
| | | | | | | | | White | Black | Asian | Am Ind | Am Ind | Native Pacific | Am Ind / Native | Asian / Native | Hispanic | Other | 30% | 50% | 80% | % of total | | | |
| Objective CD - 2 Non-Homesick Special Needs Population: Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/fragile elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, homeless adults and migrant farmworkers. | | | | | | | | | | | | | | | | | | | | | | | | |
| 15-11-PS | Contra Costa Senior Legal Services 2702 Clayton Road, Ste. 202 Concord, CA 94520 (925) 693-7901 | Legal Services for Older Americans - Urban County | The purpose of this program is to prevent the loss of housing, elder abuse, and financial abuse of seniors by providing free legal counsel and direct representation. Primary Performance Measurement: Provide free legal advice, counsel and representation to a minimum of 200 low-income Urban County seniors (self-identified) to prevent the loss of housing, elder abuse, and financial abuse. | Complete | \$12,000 | \$11,999.91 | 343 | 253 | 50 | 23 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 943 | 100% | | |
| 15-12-PS | Court Appointed Special Advocates (CASAs) 2332 Sisko Street, Suite 205 Concord, CA 94520 (925) 256-7284 | Children at Risk - Urban County | The purpose of this program is to assist abused and neglected Urban County children who are dependents of the Court system in maneuvering through the system, accessing necessary services and securing long-term permanent homes by providing advocacy and monitoring. Primary Performance Measurement: Provide advocacy and representation services to 37 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services and a safe and permanent living situation. | Complete | \$18,000 | \$18,000.00 | 46 | 19 | 17 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 46 | 100% | | |
| 15-13-PS | Lumenada Spine - City of Lafayette 500 St. Marys Road Lafayette, CA 94549 (925) 288-1549 | Lumenada Spine Van Senior Transportation Program - Contra Costa County | The purpose of this program is to provide transportation for Lafayette, Moraga, and Orinda older adults to medical and personal appointments, grocery and supply shopping, errands, exercise and other classes, such as the Contra Costa County Senior Center, Sunday church, and social outings so they may age in their own homes. Primary Performance Measurement: Provide transportation services to 300 Urban County seniors who would otherwise be unable to continue to live in their current home due to mobility. | Complete. However, the subsequent bill short of its | \$10,000 | \$6,914.93 | 145 | 12 | 4 | 23 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 145 | 0 | 100% | | |
| 15-14-PS | Lions Center for the Visually Impaired 375 Anahulu Avenue Pittsburg, CA 94565 (925) 432-3013 | Independent Living Skills for Blind & Visually Impaired - Urban County | The purpose of the program is to assist institutionalized and maintain independence in a safe environment for adults with visual impairments by providing to home independent living skills instruction and training. Primary Performance Measurement: Provide in-home independent living skills instruction and training to 18 visually impaired adults so they will maintain their independence and avoid institutionalization. | Complete | \$20,000 | \$19,000.00 | 49 | 41 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 48 | 0 | 100% | |
| 15-16-PS | Meals on Wheels and Senior Outreach Services 1300 Civic Drive Walnut Creek, CA 94599 (925) 947-0311 | Care Management - Urban County | The purpose of this program is to prevent homelessness and promote stable housing for qualified individuals by providing bilingual care management services to seniors. Primary Performance Measurement: Provide professional, bilingual care management services to 200 Urban County seniors at senior centers in Concord, Antioch, San Pablo and Rindge, including needs assessment, case plan development, and information and referral. | Complete | \$15,000 | \$15,000.00 | 176 | 119 | 38 | 10 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 176 | 0 | 100% | |
| 15-17-PS | Meals on Wheels and Senior Outreach Services 1300 Civic Drive Walnut Creek, CA 94599 (925) 947-0312 | Senior Nutrition / Congregational Care - Bay Area, Contra Costa and Russian | The purpose of the Senior Nutrition Program (Congregational Care) is to provide hot, nutritious lunches to Urban County seniors in order to better social isolation and improve general health through improved nutrition. Primary Performance Measurement: Provide hot, nutritious meals to 300 Urban County Seniors in order to meet basic nutritional needs, provide socialization and encourage and maintain a healthy lifestyle. | Complete | \$15,000 | \$41,000.00 | 493 | 246 | 59 | 117 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 0 | 493 | 0 | 100% |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Public Service Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | | | Income | | | | |
|------------|--|--|--|----------------|------------------------|------------------------|--------------|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|------|------|
| | | | | | | | | White | Am Ind | Asian | Am Ind | Native | Other | Hispanic | Am Ind | Asian | Am Ind | Other | Hispanic | 30% | 50% | 80% | % of total | | |
| | | | | | | | | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | Hispanic | | |
| 15-18-PS | Ombudsman Services of Contra Costa 4425 Coast Road, Suite #100 Concord, CA 94518 (925) 695-2070 | Ombudsman Services of Contra Costa Urban County | The purpose of this program is to decrease incidents of elder abuse and quality of care issues for frail and dependent seniors residing in nursing home and residential care facilities located in the Urban County through advocacy. Primary Performance Measurement: 125 dependent adults and elderly residing in long term care facilities will have access to safe and secure environments through the advocacy of trained and certified Ombudsmen who investigate abuse and ensure compliance of facilities with Title 22 regulations for the purpose of creating a suitable living environment. | Complete | \$10,000 | \$10,000.00 | 274 | 140 | 3 | 54 | 13 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 274 | 0 | 100% | |
| 15-19-PS | Pleasant Hill Recreation & Park District 141 Gregory Lane Pleasant Hill, CA 94523 (925) 758-8767 | Senior Service Network 220 Gregory Lane Pleasant Hill | The purpose of this program is to prevent displacement or premature institutionalization of seniors by providing on-site crisis intervention and care management services to Contra Costa residents, primarily those residing in Pleasant Hill. Primary Performance Measurement: Provide care services to a minimum of 100 low-income seniors throughout the year to prevent displacement or premature institutionalization. Services include but are not limited to: needs assessment, one-on- one counseling, development of a personal action plan, and monitoring of the personal action plan. | Complete | \$10,000 | \$10,000.00 | 151 | 149 | 13 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 151 | 0 | 100% | |
| 15-20-PS | Rainbow Community Center 2138 Willow Pitts Road, Suite 100 Richmond, CA 94804 (925) 692-0090 | KIND Hearts Community Support Program - Urban County | The purpose of this program is to provide outreach and socialization activities, emotional support and home- based services to Urban County residents with AIDS and Lesbian, Gay, Bisexual and Transgendered seniors. Primary Performance Measurement: Provide comprehensive meals, food pantry services, wellness calls and home visits to 85 LGBT seniors and persons with HIV/AIDS to promote resilience, reduce isolation and rebuild client's social networks. | Complete | \$10,000 | \$10,000.00 | 66 | 10 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 7 | 100% | |
| 15-21-PS | Contra Costa Family Justice Alliance 206 - 34th Street Richmond, CA 94804 (925) 977-7402 | Family Justice Center West County | The purpose of this program is to provide one-stop services to victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking. Primary Performance Measurement: Provide resources to meet the needs of 250 clients, impacted by interpersonal violence. | Complete | \$10,000 | \$14,710.16 | 912 | 196 | 11 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 499 | 0 | 912 | 0 | 100% |
| 15-22-PS | West County Adult Day Care 1555 Haven Avenue, Ste. 118 Richmond, CA 94801 (510) 235-6276 | West County Adult Day Care and Alzheimer's Support Center West County | The purpose of the program is to provide day care services to Alzheimer's/dementia patients and support services to their caregivers to allow seniors to remain in their homes longer and prevent institutionalization in a care facility. Primary Performance Measurement: Provide adult day care and respite services to a minimum of 85 Urban County seniors with Alzheimer's or dementia and their caregivers. | Complete | \$10,000 | \$10,000.00 | 40 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 40 | 0 | 100% | |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Public Service Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (Bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | | Income | | | |
|--|---|---|---|--|------------------------|------------------------|--------------|---|-------|-------|--------|--------------------|-------------------------|-------------------|-------------------|----------------------|-------|-----|-----|--------|------------|------|--|
| | | | | | | | | White | Black | Asian | Am Ind | Native Hawaiian | Am Ind / Pacific Is. | Asian Hispanic | Am Ind / Asian | Am Ind / Hispanic | Other | 30% | 50% | 80% | % of total | | |
| | | | | | | | | White | Black | Asian | Am Ind | Native Hawaiian | Am Ind / Pacific Is. | Asian Hispanic | Am Ind / Asian | Am Ind / Hispanic | Other | 30% | 50% | 80% | % of total | | |
| Objective CD - 3 Youth: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood. | | | | | | | | | | | | | | | | | | | | | | | |
| 15-23-PJ5 | Mount Diablo Unified School District 1388 San Carlos Ave. Hayward, CA 94538 (925) 891-0331 | CARES After School Enrichment Program - Ray Plant Cotton Tracts, 3141 DL 3141 DL, 3142 | The purpose of this program is to provide enrichment through the CARES After School Program in 700 elementary and middle school students in the Ray Plant area as evidenced by on-site and off-site experiences and programs for students. Primary Performance Measurement: Provide after-school assistance and enrichment to at least 186 Urban County students attending the After School Program at Mt. Diablo High School. | Complete. | \$10,000 | \$0,300.00 | 813 | This program serves an area that meets the criteria for an "area benefit" activity. | | | | | | | | | | | | | | | |
| 15-24-PJ5 | RYSE, Inc. 200 E 11th Street Richmond, CA 94801 (510) 274-3462 | RYSE Career Pathway Program - West County | The purpose of this program is to support economic development by providing a combination of 1) career development and job skills support, 2) make one self development, 3) paid work experience opportunities, along with 4) academic enrichment and interventions. Primary Performance Measurement: Provide support services and teach basic skills to 120 Urban County youth, in order to enable them to maintain long term financial stability. | Complete. However, the Subrecipient fell short of its goal by 40 youth. | \$10,000 | \$14,998.00 | 67 | 2 | 22 | 1 | 1 | 3 | 8 | 8 | 11 | 2 | 15 | 44 | 18 | 7 | 100% | | |
| 15-25-PJ5 | NACA of the East Bay (Fiscal Agent) 2200 Broadway Oakland, CA 94612 (510) 524-8212 | James Marshfield Project at El Cerrito High School 540 Anthony Ave El Cerrito, CA 94530 West County | The purpose of the project is to improve the well-being and success of students in school and reduce barriers to learning by providing comprehensive mental health services to students attending El Cerrito High School. Primary Performance Measurement: Provide mental health services to 50 El Cerrito High School students in order to improve the students' well-being and reduce barriers to learning. | Complete. | \$10,000 | \$10,000.00 | 62 | 9 | 25 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 6 | 18 | 39 | 100% | | |
| Objective CD - 4 Fair Housing: To continue to promote fair housing activities and affirmatively further fair housing. | | | | | | | | | | | | | | | | | | | | | | | |
| 15-26-PJ5 | Bay Area Legal Aid 1725 Telegraph Avenue Oakland, CA 94612 (510) 250-5143 | Housing Services Collaborative Project - Fair Housing - Urban County | The purpose of this program is to provide fair housing counseling and legal assistance, and education and outreach services to landlords and tenants living in the Urban County. Primary Performance Measurement: Provide comprehensive fair housing counseling and legal services to 300 lower income residents, and provide education and outreach on fair housing laws to 100 persons (landlords and tenants). | Complete. However, the Subrecipient fell short of its goal by 50 residents. Note: This project is not considered a public service and the expenditure is counted towards the County's administrative cost. | \$25,000 | \$21,000.00 | 42 | 13 | 26 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 17 | 9 | 74% | | |
| Objective H - 5 Housing & Supportive Services for the Homeless: Further "Housing First" approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability. | | | | | | | | | | | | | | | | | | | | | | | |
| 15-27-PJ5 | Arks Behavioral Health, Inc. 5890 Gateway Blvd, Ste. 900 Concord, CA 94520 (925) 827-4700 | HOPE Plus - Urban County | The purpose of this program is to provide psychiatric, health, mental health and substance abuse services for homeless people suffering from co-occurring mental health and substance abuse disorders. Primary Performance Measurement: Provide 400 homeless clients with access to mental health and substance abuse services and to living environments which support their recovery. | Complete. | \$10,000 | \$0,999.00 | 528 | 500 | 103 | 1 | 7 | 45 | 3 | 3 | 0 | 3 | 1 | 11 | 7 | 528 | 0 | 100% | |
| Objective H - 2 Prevention Services for Homeless: Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management and credit counseling. | | | | | | | | | | | | | | | | | | | | | | | |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Public Service Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Race/Ethnicity (Bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | Income | | | |
|------------|--|---|--|----------------|------------------------|------------------------|--|--------------|----------|--------|--------------------|-------------------------|----------------------|-------------------|-------------------|-------|-------|--------|-----|------------|------|
| | | | | | | | White | Black | Asian | Am Ind | Native Hawaiian | Am Ind / Pacific Is. | Am Ind / Hispanic | Asian Hispanic | Am Ind / Asian | Other | 30% | 50% | 80% | % of total | |
| 15-28-PFS | Elle Contra Costa Homes - Oakland 225 Valley Glen Lane Walpole, CA 94593 (925) 370-8845 | Reaching Out to the Homeless - Urban County | The purpose of this program is to provide basic necessities, transportation, shelter placement, and health assessments for homeless individuals. Primary Performance Measurement: Provide 293 homeless clients the basic necessities for sustaining life. | Complete | \$12,626 | \$12,501.33 | 667 | 395 5 | 174 7 | 7 | 99 41 | 15 3 | 0 | 0 | 0 | 0 | 10 | 667 | 0 | 0 | 100% |
| 15-29-PFS | Contra Costa County Behavioral Health Services 2522 Arnold Drive, Ste 202 Hayward, CA 94543 (925) 313-7700 | Contra Costa Adult Continuum of Services 2047-A Arnold Industrial Way Concord, CA 94503 Urban County | The purpose of this program is to prevent homelessness by offering a safe shelter environment with critical support services. Objectives of the program are to give emergency shelter to homeless adults and provide services to help them transition to more permanent situations. Primary Performance Measurement: Provide shelter and supportive services to 350 Urban County homeless men and women to help them regain housing. | Complete | \$54,000 | \$54,000.00 | 196 | 58 3 | 31 | 2 | 15 14 | 2 1 | 4 4 | 9 | 9 | 0 | 0 | 196 | 0 | 0 | 100% |
| 15-30-PFS | Contra Costa Crisis Center 400 Blue Sky 307 Laverne Lane Walnut Creek, CA 94598 (925) 959-2008 x 107 | Crisis / 211 Contra Costa Urban County | The purpose of this program is to provide information and referrals to Urban County residents including homeless persons, abused children, seniors, national guardians, persons with HIV/AIDS, and the disabled. Primary Performance Measurement: Provide a homeless hotline and 211 information to 8,209 residents to access local health and social services 24 hours per day, 365 days per year. No most emergency needs and provide resource information. | Complete | \$18,000 | \$17,969.80 | 9,236 | 4,056 462 | 192 | 183 | 10 | 35 | 9 | 0 | 77 | 0 | 2,163 | 9,236 | 0 | 0 | 100% |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Public Service Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | | | Income | | | |
|------------|--|--|--|----------------|---------------------|---------------------|--------------|--|-------|-------|-----------------------|------------------------------|-------------------|--------------|----------------|---------------|----------|-------|------|--------|--------|------------|------|--|
| | | | | | | | | White | Black | Asian | Am Ind/ Alaska Native | Native Hawaiian/ Pacific Is. | Am Ind./ J. White | Asian/ White | Am Ind./ Asian | Am Ind/ Other | Hispanic | Other | 30% | 50% | 80% | % of total | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| 25-30-PS | Lowens & Filkins of Contra Costa 688 Ferry Street Martinez, CA 94553 (925) 933-4787 | Nurturing Lives in Martinez, Alameda, and Fremont; Martinez Child Support Program - Martinez | The purpose of this program is to alleviate hunger by providing nutrition meals to low-income & homeless people during emergency food assistance. A hot meal must be served Monday through Friday at 325 Ferry Street in Martinez. Primary Performance Measurement: Provide emergency food assistance to 288 Urban County residents, resulting in improved nutrition. | Complete | \$15,000 | \$15,000.00 | 1,013 | This program serves an area that meets the criteria for an "area benefit" activity. | | | | | | | | | | | | | | | | |
| 35-30-PS | Shelter Inc. 1333 Willow Pass Rd., #538 Concord, CA 94520 (925) 335-0888 | Homeless Prevention and Rapid Rehousing - Urban County | The purpose of this program is to prevent homelessness by helping clients maintain their housing and to reduce those that are experiencing homelessness. Primary Performance Measurement: Provide 270 Urban County residents with homelessness prevention or rapid rehousing services to help them maintain their housing or to quickly regain housing following a period of homelessness. | Complete | \$15,075 | \$14,999.52 | 273 | 111 | 47 | 358 | 6 | 8 | 3 | 2 | 0 | 1 | 10 | 2 | 3 | 139 | 104 | 10 | 100% | |
| TOTALS | | | | | \$682,201 | \$664,821.48 | 24,538 | 9811 | 2213 | 1172 | 15 | 235 | 135 | 105 | 53 | 62 | 184 | 22 | 8850 | 16,199 | 2,738 | 448 | 90% | |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Economic Development Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | Income | | | |
|--|--|--|---|---|---------------------|---------------------|--------------|--|-----------------|----------------|--|-----------------------------------|----------------------------|--------------------------|---------------------------|-----------------------------|----------------|----|--------|----|------|--|
| | | | | | | | | White Hisp. | Al.Am. Hisp. | Asian Hisp. | Am.Ind./ Alaskan Native Hisp. | Native Pacific Is. Hisp. | Am.Ind./ White Hisp. | Asian/ White Hisp. | Al.Am./ White Hisp. | Am.Ind./ Al.Am. Hisp. | Other Hisp. | | | | | |
| Objective CD-6 Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas. | | | | | | | | | | | | | | | | | | | | | | |
| 15-33-ED | Contra Costa Child Care Council 1035 Detroit Avenue Suite 200 Concord, CA 94518 (925) 676-5442 | Read to Succeed: Family Day Care Development Project - Urban County | The purpose of this project is to increase opportunities for very low and low-income persons to start and succeed in operating a micro enterprise as a family day-care provider. Primary Performance Measurement: Assist 100 Urban county clients open a family daycare business. | Complete. The Child Care Council assisted 80 Urban County residents open or retain family daycare business, of which 80 were low income persons. | \$56,000 | \$55,923.59 | 80 | 49 27 | 17 | 5 | 1 | 0 | 0 | 1 | 2 | 0 | 5 1 | 20 | 28 | 32 | 100% | |
| 15-34-ED | Open Opportunities, Inc. 2555 Harbor Street Pittsburg, CA 94565 (925) 522-2970 | Future Build Pre-Apprenticeship Training Program | The purpose of this project is to train 8 Urban County residents to become pre-apprentices and place them in solar, energy, and construction trade jobs. Primary Performance Measurement: Place eight (8) low income Urban County residents into construction trade jobs. | Complete. Open Opportunities trained and placed 4 Urban County residents in construction trade jobs. | \$9,636 | \$9,636.00 | 4 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 | 100% | |
| 15-35-ED | Opportunity Junction 3102 Delta Fair Blvd. Antioch, CA 94509 (925) 776-1133 | Opportunities for Technology Information Careers - East County | The purpose of this project is to increase employment opportunities for very low- and low-income persons that will lead to economic self-sufficiency through careers in the field of information technology. Primary Performance Measurement: Place ten (10) low income Urban County residents into full-time employment with an average hourly wage of \$12.94 (plus benefits). | Complete. A total of 19 low income persons graduated from training and were placed in jobs with an average hourly wage of \$12.94 (plus benefits). | \$85,000 | \$85,000.00 | 19 | 7 2 | 2 | 0 | 1 1 | 1 | 0 | 0 | 0 | 0 | 8 8 | 15 | 2 | 2 | 100% | |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Economic Development Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | Income | | | | |
|--|--|--|--|---|---------------------|---------------------|--------------|--|-----------------|----------------|---------------------------------------|------------------------------------|---------------------------|--------------------------|--------------------------|---------------------------|----------------|--------|-----|-----|------------|------|
| | | | | | | | | White Hisp. | Al.Am. Hisp. | Asian Hisp. | Am.Ind/ Alaskan Native Hisp. | Native Hawaiian Is. Hisp. | Am.Ind/ White Hisp. | Asian/ White Hisp. | Al.Am/ White Hisp. | Am.Ind/ Al.Am Hisp. | Other Hisp. | 30% | 50% | 80% | % of total | |
| Objective CD-6 Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas. | | | | | | | | | | | | | | | | | | | | | | |
| 15-36-ED | The Stride Center 2300 El Portal Drive, Suites F & G San Pablo, CA 94806 (510) 234-1300 | Tech Job Training/Job Placement Program/ West County | The purpose of this program is to increase employment opportunities for low-income persons that will lead to economic self-sufficiency through careers in the information technology field. Primary Performance Measurement: Place 10 low income Urban County residents (with a focus on west county) into full-time employment with an average annual salary of \$27,000 (plus benefits) and opportunities for advancement. Of the 10, 2.0 FTEs will be hired by an employer that Stride Center has a direct MOU to train and place persons within that employer. | Complete. A total of 10 low-income Urban County residents were placed in jobs earning an average annual salary of \$27,000. Of the 10, 3 were hired (2.0 FTEs) by an employer that Stride Center has a direct MOU to train and place persons with that employer. Average earnings were 18.72/hour and 80% those placed in jobs obtained health benefits. | \$40,000 | \$40,000.00 | 10 | 7 5 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 3 | 1 | 100% |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Economic Development Projects**

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity (bottom number represents those who identify Hispanic as ethnicity in addition to selecting a racial category) | | | | | | | | | | | Income | | | |
|--|---|--|---|---|---------------------|---------------------|--------------|--|--------------|-------------|-----------------------------|-------------------------|---------------------|-------------------|--------------------|----------------------|-------------|-----|--------|-----|------------|--|
| | | | | | | | | White Hisp. | Al.Am. Hisp. | Asian Hisp. | Am.Ind. Alaska Native Hisp. | Native Hawai. Is. Hisp. | Am.Ind. White Hisp. | Asian White Hisp. | Al.Am. White Hisp. | Am.Ind. Al.Am. Hisp. | Other Hisp. | 30% | 50% | 80% | % of total | |
| Objective CD-6 Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas. | | | | | | | | | | | | | | | | | | | | | | |
| 15-37-ED | West Contra Costa Business Development Center, Inc. 334 11th Street Richmond, CA 94801 (510) 236-3600 | Strengthening Neighborhood Economies - Commercial Corridor Revitalization- West County | The purpose of this project is to improve the success of small businesses/micro-enterprises located in West County through business assistance and community building activities. Primary Performance Measurement: Provide assistance to 40 existing or prospective businesses in the targeted commercial corridors of San Pablo, Rodeo, North Richmond and Crockett to help business owners achieve key targets, including increased sales and profitability, expanded customer base and product offering, and/or improved storefronts. | Complete. The BDC provided assistance to 41 aspiring, start-up, or established small businesses in the West County region. With the BDC's help, 33 start-up businesses were assisted, 8 existing business were assisted, and 21 new jobs were created. | \$65,000 | \$63,744.00 | 41 | 8 | 18 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 9 6 | 10 | 10 | 8 | 66% | |
| 15-38-ED | Workforce Development Board 300 Elwood Way Pleasant Hill, CA 94523 (925) 602-6806 | Small Business Management Assistance Program | The purpose of this project is to increase the number of micro-enterprises, owned and operated by very low- and low-income persons, and to sustain existing micro enterprises. Primary Performance Measurement: Assist 32 CDBG eligible new or existing business owners develop and/or operate a business. | Complete. A total of 34 existing or aspiring businesses were assisted. A total of 2 start-up businesses and 28 existing businesses were assisted. | \$ 50,000 | \$49,608.71 | 34 | 16 9 | 7 | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 6 | 9 | 6 | 19 | 100% | |
| TOTAL | | | | | \$305,636 | \$303,912.30 | 188 | 89 43 | 48 | 16 | 2 1 | 1 | 0 | 1 | 3 | | 28 15 | 62 | 49 | 64 | 93% | |

CONTRA COSTA COUNTY
FY 2015/16 CAPER
Infrastructure/Public Facilities Projects/CDBG Administration

| | | Project Name/ Location | Project Objective/Description | Project Status | Total CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity | | | | | | | | | | | | Income | | | |
|--|---|---|--|--|---------------------------------|------------------------|-----------------|----------------|-----------------|----------------|---------------------------|-------------------|-------------------|-------------------|----------------|-----|-----|-----|-----|---------------|--|--|--|
| Project ID | Sponsor | | | | | | | White Hisp. | Latino Hisp. | Asian Hisp. | Native Hawaii Hisp. | Am. Ind. Hisp. | Al. Ind. Hisp. | Am. Ind. Hisp. | Other Hisp. | 30% | 50% | 60% | 80% | % of Total | | | |
| Objective CD-6 Infrastructure / Public Facilities: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. | | | | | | | | | | | | | | | | | | | | | | | |
| 15-39-IPF | Antelope Recreation & Park District 3105 Willow Pass Road Bay Point, CA 94565 (925) 458-1601 | Antelope Recreation & Park District: Improvements to Restrooms | Renovate/improve the public restrooms that serve the auditorium and multipurpose room of the Antelope Community Center in Bay Point. | Underway. Construction is complete and administrative review is in process before final payment and official close-out of the project. | \$ 50,000 | \$0 | | | | | | | | | | | | | | | | | |
| 15-40-IPF | Anika Behavioral Health, Inc. 2047 Arnold Industrial Way, Ste A Concord, CA 94520 (925) 825-4700 | Anika Behavioral Health, Inc.: Wheelchair Lift Installation | Installation of a wheelchair lift in Anika's homeless Multi-service Center in Concord. | Cancelled. | \$ 9,000 | N/A | | | | | | | | | | | | | | | | | |
| 15-41-IPF | Martinez Early Childhood Center, Inc. 625 Arch Street Martinez, CA 94553 (925) 229-2900 | Martinez Early Childhood Center: Air Conditioning Installation | Installation of an efficient air conditioning system at one of the buildings in the Martinez Early Childhood Center. | Underway. Construction is complete and administrative review is in process before final payment and official close-out of the project. | \$ 38,878 | \$ 38,343.75 | | | | | | | | | | | | | | | | | |
| 15-42-IPF | Martinez Early Childhood Center, Inc. 625 Arch Street Martinez, CA 94553 (925) 229-2900 | Martinez Early Childhood Center: Kitchen Renovation | Renovation of Martinez Early Childhood Center's kitchen improvements include floor replacement, cabinets, counters, and installation of a new dishwasher. | Underway. Construction is complete and administrative review is in process before final payment and official close-out of the project. | \$ 30,000 | \$ - | | | | | | | | | | | | | | | | | |
| 15-43-IPF | Trinity Center 1924 Trinity Avenue Walnut Creek, CA 94598 (925) | Trinity Center: Improvements / Renovations to Two Bathrooms | Renovate Trinity Center's two bathrooms that serve approximately 60 Urban County homeless persons per year. | Cancelled. | \$ 40,000 | \$ - | | | | | | | | | | | | | | | | | |
| 15-44-IPF | Family Justice Center 246 - 24th Street Richmond, CA 94801 (925) | West Contra Costa Family Justice Center Improvements | The project will create an outdoor plaza for clients and staff and replace the roof of the building for the West Contra Costa Family Justice Center in Richmond. | Delayed. The project is expected to go out to bid in October 2016 and start construction in November 2016. | \$ 50,000 | | | | | | | | | | | | | | | | | | |

CONTRA COSTA COUNTY
FY 2015/16 CAPER
Infrastructure/Public Facilities Projects/CDBG Administration

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | Total CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity | | | | | | | | | | Income | | | |
|------------|---|---|--|---|---------------------------------|------------------------|-----------------|-------------------|-------------------|--------------------|-------------------------------|---|----------------------|-------------------|------------------------------|-------------------------------|-------------------|-----------------|-----------------|-----------------|---------------|
| | | | | | | | | White Hispanic | Asian Hispanic | Latino Hispanic | Am. Ind. Asian Hispanic | Native Hawaiian/ Pacific Is. Hispanic | Am. Ind. Hispanic | Anglo Hispanic | Al. And Asian Hispanic | Am. Ind. Asian Hispanic | Other Hispanic | 30% Hispanic | 50% Hispanic | 60% Hispanic | % of Total |
| 11-76-PPF | Leo Family Community Development, Inc. 1865 Rumlil Blvd., Suite B San Pablo, CA 94806 (510) 215-1220 | Social Service Center Parking Lot Project San Pablo | Construct a new parking lot to serve an existing social service center serving lower income residents. | Underway. The project started construction. The project was expected to be completed in September 2015; however, due to unresolved conditions imposed on the project, the project has not officially been completed. The project is expected to be completed by October 2016. | \$39,421 | \$ - | | | | | | | | | | | | | | | |
| 13-39-PPF | Community Housing Development Cooperation of North Richmond 1535-A Third Street Richmond, CA 94801 (510) 412-4290 | North Richmond Multicultural Senior and Family Center North Richmond | Reel replacement of the North Richmond Multicultural Senior Center | Complete. The Subrecipient modified the activities for this project to be roof repair, landscape improvements, and interior improvements. The County completed a Substantial Amendment for the revision of the original scope back in FY 2013/14. An additional substantial amendment was completed in November 2014 to allocate an additional \$5,198 in CDBG funds to the project, for a total of \$51,980 in CDBG funds allocated to the project. The project was officially completed March 2016. | \$ 51,980 | \$ 49,681.49 | | | | | | | | | | | | | | | |
| 13-41-PPF | CCC Public Works Dept. 255 Glacier Dr. Martinez, CA 94553 (925) 313-2000 | Guarmita Street Sidewalk Replacement Project North Richmond | Replace sidewalk on Guarmita Street from Verde Avenue to Market Avenue to provide ADA accessibility, a safe route to walk to school, and provide an aesthetic improvement. | Complete. | \$ -40,000 | \$ -40,000.00 | | | | | | | | | | | | | | | |
| 14-39-PPF | Bethel Island Municipal Improvement District 3085 Stone Road Bethel Island, CA 94511 (925) 684-2210 | Bethel Island Storm Drainage Upgrades - Bethel Island | Replacement of on-pump which is part of an existing levee system to help prevent Bethel Island from flooding, especially during storms. | Complete. | \$ 30,000 | \$ 30,000 | | | | | | | | | | | | | | | |
| 14-40-PPF | Boys & Girls Club of El Solano 4601 Apple Way El Solano, CA 94803 (510) 223-5253 | Boys and Girls Club Door Replacement El Solano | Replacement of up to eight doors serving the administration building and the main building to increase the safety and security of both buildings and their occupants. | Cancelled. | \$ - | \$ - | | | | | | | | | | | | | | | |

CONTRA COSTA COUNTY
FY 2015/16 CAPER
Infrastructure/Public Facilities Projects/CDBG Administration

| Project ID | Sponsor | Project Name/ Location | Project Objective/Description | Project Status | Total CDBG Funds Budgeted | FY 2015/16 Expenses | Total Served | Race/Ethnicity | | | | | | | | | | | | Income | | | | |
|---|--|--|--|---|---------------------------------|------------------------|-----------------|-------------------|--------------------|-------------------|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|-------------------|------------------|------------------|---------------|---|-----|--|
| | | | | | | | | White Hispanic | Latino Hispanic | Asian Hispanic | Native Hawaiian or Pacific Islander | Am. Indian or Alaskan Native | Am. Indian or Alaskan Native | Am. Indian or Alaskan Native | Am. Indian or Alaskan Native | Am. Indian or Alaskan Native | Am. Indian or Alaskan Native | 30% or less | 30% to 50% | 50% to 60% | % of Total | | | |
| 14-41-IPF | City of San Pablo 11831 San Pablo Ave San Pablo, CA 94806 (925) 313-2000 | Davis Park Restroom Renovation - San Pablo | Renovation of the existing restroom at Davis Park including replacing the stall doors with stainless steel, resurface the concrete floor, and paint the interior. | Underway. Completion of NEPA environmental review is currently underway. The project construction is complete. Staff is awaiting final close- out documents in order to officially complete the | \$ 44,598 | \$ - | | | | | | | | | | | | | | | | | | |
| 14-42-IPF | Community Housing Development Corporation of North Richmond 1035-A Fred Jackson Way Richmond, CA 94801 (510) 412-9290 | North Richmond Multicultural Senior Family Center Renovations - North Richmond | Renovate the Center including installing new flooring and replacing the air conditioning unit to create a more effective/efficient safe and comfortable environment for clients. | Complete. The project scope initially initially included the replacement of the HVAC unit/system; however, all bids came over budget with this component in the project. Therefore, the HVAC component of the project was removed from the scope and only the replacement of the flooring was left alone. | \$ 27,500 | \$ 27,500 | | | | | | | | | | | | | | | | | | |
| 14-43-IPF | CCC Public Works Dept. 255 Glacier Dr. Martinez, CA 94553 (925) 313-2000 | Garamita Street Sidewalk Replacement - North Richmond | Replace sidewalk on Garamita Street from Verde Avenue to Market Avenue to provide ADA accessibility, a safe route to walk to school, and provide an aesthetic improvement. | Complete | \$ 50,000 | \$ 50,000 | | | | | | | | | | | | | | | | | | |
| TOTALS | | | | | \$ 122,100 | \$ 77,500 | | | | | | | | | | | | | | | | | | |
| Objective CD-8 Administration/Planning: Support development of viable urban communities through expanding and strengthening partnerships among all levels of government and the private sector, and administer federal grant programs in a fiscally prudent manner. | | | | | | | | | | | | | | | | | | | | | | | | |
| 15-58-AD | CCC Conservation and Development Department 30 Muir Road - Martinez, CA 94553 (925) 674-7200 | CDBG Program Administration | Provide oversight and administer the CDBG program. | Complete. | \$729,370.00 | \$891,300.00 | n/a | | | | | | | | | | | | | | | | | |
| Not Applicable | | | | | | | | | | | | | | | | | | | | | | | | |
| 15-26-PS | Bay Area Legal Aid 1025 MacDonal Ave Richmond, CA 94801 (510) 903-2612 | Fair Housing Services | Investigate all cases of alleged housing discrimination. Note, this project is categorized as an administration expense. | Complete. | \$25,000 | \$25,000.00 | 42 | 13 | 26 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 17 | 0 | 9 | 74% | |
| TOTALS | | | | | \$754,370.00 | \$916,600.00 | | | | | | | | | | | | | | | | | | |

CONTRA COSTA COUNTY
FY 2015/16
Housing Projects

| | | | | Funds Allocated | | | | Funds Expended FY 2015/16 | Total Expended to Date | Affordability and/or Income Restrictions | | | Unit Total |
|---|---|-------------------------------|---|-----------------|-------------|-------------|-----------|----------------------------|----------------------------|--|-----|-----|------------|
| Project ID | Sponsor | Project Name/ Location | Project Status | Total Cost | CDBG/ NSP | HOME | HOPWA | CDBG, NSP, HOME, and HOPWA | CDBG, NSP, HOME, and HOPWA | 30% | 50% | 80% | Unit Total |
| Objective AH-1 — New Construction of Affordable Rental Housing. | | | | | | | | | | | | | |
| 10-60-HSG 15-04-HSG | Community Housing Development Corp of North Richmond 1535 A Street Richmond, CA 94801 | Heritage Point North Richmond | Delayed: Applied for State Affordable Housing and Sustainable Communities funds | \$22,992,118 | \$150,000 | \$48,000 | | \$0 | \$52,070 | | 41 | 1 | 42 |
| 10-61-HSG 12-45-HSG | Satellite AHA, 1521 University Avenue Berkeley, CA 94703 | Third Avenue Walnut Creek | Complete | \$25,789,189 | | \$2,450,000 | \$250,000 | \$10,000 | \$2,700,000 | 7 | 40 | | 47 |
| 13-48-HSG | Resources for Community Development (CHDO) 2730 Telegraph Ave. Berkeley, CA 94703 | Ohlone Gardens El Cerrito | Complete | \$28,236,013 | | \$1,300,000 | \$750,000 | \$10,000 | \$2,190,000 | 14 | 42 | 1 | 57 |
| 11-51- HSG 13-47-HSG 14-46-HSG | Satellite AHA, 1521 University Avenue Berkeley, CA 94703 | Tabora Gardens Antioch | Construction finance close scheduled for August 2016 | \$54,742,524 | \$550,000 | \$700,000 | \$650,000 | \$650,000 | \$650,000 | 10 | 74 | 1 | 85 |
| 14-47-HSG 15-02-HSG | Resources for Community Development 2220 Oxford Street Berkeley, CA 94596 | Riviera Walnut Creek | Construction finance close scheduled for September 2016 | \$36,763,356 | | \$1,000,000 | \$500,000 | \$0 | \$0 | 9 | 32 | 17 | 58 |
| 14-48-HSG 15-03-HSG | Eden Housing, Inc. 22645 Grand St Hayward, CA 94541 | Hana Gardens El Cerrito | Construction finance close scheduled for November 2016 | \$29,105,324 | \$625,000 | \$1,375,000 | | \$0 | \$0 | 23 | 39 | 1 | 63 |
| 15-05-HSG | Domus Development LLC 9 Cushing, Suite 200 Irvine, CA 92618 | Laurel Terrace San Pablo | Cancelled. | \$39,291,334 | | | | \$0 | \$0 | | | | |
| Objective AH-2 — Homeownership Opportunities | | | | | | | | | | | | | |
| 13-50-HSG NSP PI | Habitat for Humanity East Bay/Silicon Valley 2619 Broadway Oakland, CA 94613 | Pacifica Landing Bay Point | Delayed: Applied for General Plan amendment and land use approvals. | \$6,013,821 | \$1,000,000 | | | \$0 | \$0 | | 11 | 12 | 23 |

CONTRA COSTA COUNTY
FY 2015/16
Housing Projects

| | | | | Funds Allocated | | | | Funds Expended FY 2015/16 | Total Expended to Date | Affordability and/or Income Restrictions | | | |
|--|--|--|--|-----------------|--------------|-------------|-------|----------------------------------|----------------------------------|--|-----|-----|---------------|
| Project ID | Sponsor | Project Name/ Location | Project Status | Total Cost | CDBG/ NSP | HOME | HOPWA | CDBG, NSP, HOME, and HOPWA | CDBG, NSP, HOME, and HOPWA | 30% | 50% | 80% | Unit Total |
| 14-49-HSG | Habitat for Humanity East Bay/Silicon Valley 2619 Broadway Oakland, CA 94612 | Muir Ridge Pacheco | Underway: Phase I homes sold June 2016; Phase 2 homes under construction | \$4,239,626 | | \$1,500,000 | | \$977,665 | \$1,206,911 | | | | 12 |
| Objective AH-3 — Maintain and Preserve Affordable Housing | | | | | | | | | | | | | |
| 15-07-HSG | Contra Costa Department of Conservation and Development 30 Muir Road Martinez, CA 94553 | Neighborhood Preservation Program/ Urban County | Complete | \$800,000 | \$400,000 | | | \$671,921 | \$671,921 | 5 | 2 | 1 | 8 |
| 15-49-HSG | Community Energy Services, Inc. 1013 Pardee Street Berkeley, CA 94710 | Home Repair West County | Ongoing 10 projects completed since July 1, 2015. | \$125,000 | \$125,000 | | | \$32,131 | \$32,131 | 5 | 5 | 0 | 10 |
| 14-51-HSG | Community Energy Services, Inc. 1013 Pardee Street Berkeley, CA 94710 | Healthy Homes West County | Ongoing. 7 households assessed since July 1, 2015. | \$58,989 | \$58,989 | | | \$5,055 | \$5,055 | 6 | 1 | 0 | 7 |
| 14-HDAF | Resources for Community Development (CHDO) 2730 Telegraph Ave. Berkeley, CA 94703 | Church Lane San Pablo | Construction Complete final closeout underway | \$501,424 | \$455,000 | | | \$445,000 | \$445,000 | 0 | 11 | 10 | 21 |
| 15-HDAF | Eden Housing, Inc. 22645 Grand St. Hayward, CA 94541 | East Bluff Pinole | Underway. | \$54,407,737 | \$2,000,000 | | | \$1,990,000 | \$1,990,000 | 0 | 51 | 91 | 142 |
| Objective AH-4 - New Supportive Housing -Special Needs | | | | | | | | | | | | | |
| 15-10-HSG | Bonita Housing Inc. 6333 Telegraph Avenue Oakland, CA 94609 | Knightsen Farm Knightsen | Cancelled. | \$791,291 | | | | \$0 | \$0 | | | | 0 |
| Project Delivery | | | | | | | | | | | | | |
| | Department of Conservation and Development 30 Muir Road Martinez, CA 94553 | Activity delivery costs, which includes legal, Davis-Bacon, environmental review, etc | | | \$30,000 | \$65,000 | | \$25,999 | \$25,999 | | | | |

CONTRA COSTA COUNTY
FY 2015/16
Housing Projects

| | | | | Funds Allocated | | | | Funds Expended FY 2015/16 | Total Expended to Date | Affordability and/or Income Restrictions | | | |
|------------------------|--|---|---|-----------------|--------------|-------------|-------------|----------------------------|----------------------------|--|-----|-----|------------|
| Project ID | Sponsor | Project Name/ Location | Project Status | Total Cost | CDBG/ NSP | HOME | HOPWA | CDBG, NSP, HOME, and HOPWA | CDBG, NSP, HOME, and HOPWA | 30% | 50% | 80% | Unit Total |
| Program Administration | | | | | | | | | | | | | |
| | Department of Conservation and Development 30 Muir Road Martinez, CA 94554 | HOME, NSP, HOPWA Program Administration | Provide oversight and administer the HOME, NSP, and HOPWA programs. | | | | | \$183,408 | \$183,408 | | | | |
| TOTALS | | | | \$310,074,893 | \$10,811,136 | \$9,738,000 | \$2,150,000 | \$5,026,678 | \$15,458,007 | 88 | 403 | 168 | 661 |

CONTRA COSTA COUNTY
FY 2015/16 CAPER
Emergency Solutions Grants

| Emergency Solutions Grants | | | | | | | | | | Race/Ethnicity | | | | | | | | | |
|---|---|---|--|--|----------------|--------------------|---------------------|---|--------------|----------------|----------------|----------------|---------------------------------------|---------------------------------|---------------------------|--------------------------|--------------------------|---------------------------|----------------|
| Project ID | Sponsor | Project Name/Location | Project Objective/Description | Category of Assistance | Project Status | ESG Funds Budgeted | FY 2015/16 Expenses | 100% Match Provided By | Total Served | White Hisp. | Al Am Hisp. | Asian Hisp. | Am Ind/ Alaskan Native Hisp. | Am Ind/ Pacific Is. Hisp. | Am Ind/ White Hisp. | Asian/ White Hisp. | Al Am/ White Hisp. | Am Ind/ Al Am Hisp. | Other Hisp. |
| Objective H - 1 Housing & Supportive Services for the Homeless: Further "Housing First" approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability. | | | | | | | | | | | | | | | | | | | |
| 15-52A-ESG | Contra Costa Health Services 1350 Arnold Drive Martinez, CA 94553 | Emergency Shelters for Single Adults, Urban County | Subrecipient operates two emergency homeless shelters for single adults. The shelters are the main point of entry for the homeless into the continuum of homeless and housing services. These 24-hour facilities provide meals, laundry facilities, mail, telephones, and a wide array of on-site support services. Program will serve 150 homeless individuals. | Operating Support, No Staff Costs | Complete. | \$105,000.00 | \$105,000.00 | County General Fund | 196 | 116 2 | 48 | 4 | 7 7 | 2 | 17 12 | 1 | 0 | 1 1 | 0 |
| 15-52B-ESG | Contra Costa Health Services 1350 Arnold Drive Martinez, CA 94553 | Call House, Urban County | Subrecipient operates the Call House Youth Shelter. The shelters are open 24-hours a day and provide meals, laundry facilities, mail, health screenings, telephones and a wide array of on-site support services. Program will provide services to 25 underserved youth. | Operating Support, No Staff Costs | Complete. | \$10,000.00 | \$10,000.00 | County General Fund | 24 | 5 1 | 5 | 0 | 2 7 | 1 | 1 1 | 0 | 1 | 0 | 1 |
| 15-52D-ESG | STAND! For Families Free of Violence P.O. Box 6406 Concord, CA 94524 | Rolie Mullen Center, Urban County | Subrecipient provides emergency shelter for 24 women and their children who are homeless because they are in peril due to violent relationships. Up to six weeks of shelter and services are provided per household, including food, clothing, case management, employment assessment, and housing referrals. Program will provide services to 40 persons. | Essential Services | Complete. | \$31,000.00 | \$28,891.26 | Contra Costa Health Services Department | 45 | 7 | 8 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 23 11 |
| 15-52E-ESG | Trinity Center 1924 Trinity Avenue Walnut Creek, CA 94596 | Trinity Center | Subrecipient operates a drop-in center and provides breakfast and lunch, laundry, showers, clothing, food and support services to homeless clients. Services will be provided to 100 Urban County residents. | Staff Costs | Complete. | \$12,500.00 | \$12,497.00 | Private Funds | 201 | 154 2 | 17 | 8 | 13 | 2 | 3 | 0 | 2 | 0 | 2 |
| Objective H - 2 Prevention Services for Homeless: Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management and credit counseling. | | | | | | | | | | | | | | | | | | | |
| 15-52C-ESG | Shelter, Inc. of Contra Costa County 1333 Willow Pass Road, Suite 206 Concord, CA 94520 | Homelessness Prevention and Rapid Rehousing Program | Provide homelessness prevention and rapid rehousing services to 80 Urban County individuals and families to prevent homelessness and to help them quickly regain housing following an episode of homelessness. | Staff Costs and Direct Client Financial Assistance | Complete. | \$86,925.00 | \$83,438.45 | Foundations and Private Funds | 114 | 38 19 | 56 3 | 7 | 2 2 | 0 | 0 | 0 | 10 | 0 | 1 |

**CONTRA COSTA COUNTY
FY 2015/16 CAPER
Emergency Solutions Grants**

| Emergency Solutions Grants | | | | | | | | | | Race/Ethnicity | | | | | | | | | |
|----------------------------|---|------------------------|---|-----------------------------------|----------------|--------------------|---------------------|------------------------|--------------|----------------|----------|-------|-----------------------------|-------------------|----------------|-------------|-------------|---------------|-----------|
| Project ID | Sponsor | Project Name/Location | Project Objective/Description | Category of Assistance | Project Status | ESG Funds Budgeted | FY 2015/16 Expenses | 100% Match Provided By | Total Served | White | AI Am | Asian | Native Am Ind./Alskn Native | Hawai/Pacific Is. | Am. Ind./White | Asian/White | AI Am/White | Am.Ind/ AI Am | Ind/Other |
| | | | | | | | | | | | | | | | | | | | |
| Program Administration | | | | | | | | | | | | | | | | | | | |
| | Contra Costa Department of Conservation and Development 30 Muir Road Martinez, CA 94553 | Program Administration | Provide oversight and direction to the ESG program. | Operating Support and Staff Costs | | \$19,899.00 | \$20,763.36 | N/A | | | | | | | | | | | |
| Totals | | | | | | \$265,324.00 | \$260,590.07 | | 580 | 321 24 | 134 3 | 26 | 31 16 | 5 | 21 13 | 1 | 13 | 1 1 | 27 11 |

DRAFT



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Unpaid Student Training Agreement #76-548 with Planned Parenthood Shasta Diablo, Inc. dba Planned Parenthood Northern California

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Unpaid Student Training Agreement #76-548 with Planned Parenthood Shasta Diablo, Inc. dba Planned Parenthood Northern California, a nonprofit corporation, to provide supervised field instruction to family medicine residency students at Contra Costa Regional Medical Center and Contra Costa Health Centers, for the period from July 1, 2016 through June 30, 2017.

FISCAL IMPACT:

None

BACKGROUND:

The purpose of this agreement is to provide Planned Parenthood Shasta Diablo, Inc. dba Planned Parenthood Northern California and family medicine residency students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/20/2016**

☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Anna Roth, 370-5101

cc: D Morgan, M Wilhelm

BACKGROUND: (CONT'D)

the same time, benefitting from the students' services to patients.

Under Unpaid Student Training Agreement #76-548, Planned Parenthood Shasta Diablo, Inc. dba Planned Parenthood Northern California students will receive supervised fieldwork instruction experience with Contra Costa Regional Medical Center and Contra Costa Health Centers, for the period from July 1, 2016 through June 30, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, the students will not receive supervised fieldwork instruction experience at Contra Costa Regional Medical Center and Contra Costa Health Centers.

CHILDREN'S IMPACT STATEMENT:

Not Applicable



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: September 20, 2016

Subject: FY 2015/16 Year-End Report on the Keller Canyon Mitigation Fund

RECOMMENDATION(S):

ACCEPT the fiscal year 2015/16 Keller Canyon Mitigation Fund (KCMF) Year-End Report.

FISCAL IMPACT:

No General Fund impact. The fund balance in the KCMF account at the end of FY 2015/16 was \$594,683. That amount will be carried forward to FY 2016/17.

BACKGROUND:

Pursuant to Section II.E. of the Keller Canyon Mitigation Fund (KCMF) Policy, a report on the use of KCMF funds in the previous year shall be presented to the Board of Supervisors by September 30 of each year. At a minimum, the report shall describe the revenue received during the year, the amount allocated and spent by each grantee, and whether or not the grantee achieved the required outcome(s) during the year.

During FY 2015/16, the KCMF received a total of \$1,359,989, which is \$259,989 more than was anticipated. Additionally, the KCMF account had a fund balance at the end of the previous year (FY 2014/15) of \$688,553 that was available to allocate in FY 2015/16. A total of \$1,443,188 was expended on 89 programs/projects/initiatives during the year. Revenue and expenses are summarized in the table on page 2.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Kristen Lackey (925)
674-7888

cc:

BACKGROUND: (CONT'D)

FY 2015/16 Revenue & Expenses

| | |
|------------------------------------|--------------------|
| FY 2014/15 Year End Fund Balance | \$ 688,553 |
| FY 2015/16 Actual Revenue | <u>1,359,989</u> |
| Total Available | \$ 2,048,542 |
| | |
| FY 2014/15 Carry-over Expenditures | (10,672) |
| FY 2015/16 Actual Expenses | <u>(1,443,188)</u> |
| Total Expenditures | \$ (1,453,860) |

FY 2015/16 Year End Fund Balance \$ 594,683

The attached spreadsheet shows the programs/projects/initiatives that were funded in FY 2015/16, the amount allocated, the amount spent, and whether or not the project sponsor met the objective(s).

CONSEQUENCE OF NEGATIVE ACTION:

Staff is required to report on the FY 2015/16 KCMF program by September 30, 2015. If the report is not accepted, this programmatic requirement will not be met.

CHILDREN'S IMPACT STATEMENT:

The funded projects support at least one of the five community outcomes established in the Children's Report Card.

ATTACHMENTS

2015/16 Year End Program Summary

FY 2015/16 KCMF PROGRAM SUMMARY

| Agency | Program | Award Amount | Amount of Demand(s) Processed | Outcome Met? |
|--|---|-------------------|-------------------------------|--------------|
| NON-PROFIT ORGANIZATIONS (ORG 1582) | | | | |
| AdvanceCamp, Inc. | AdvanceCamp 2015 | \$ 1,000 | \$ 1,000 | Y |
| African American Health Empowerment Collaborative | Health Empowerment Expo | \$ 5,000 | \$ 5,000 | Y |
| All Star Cheer Reaction | All Star Cheer Reaction | \$ 8,000 | \$ 7,997 | Y |
| Ambrose Rec & Park District | Bay Point Holiday Celebraton | \$ 4,000 | \$ 4,000 | Y |
| Ambrose Rec & Park District | Fun Starts at 60 | \$ 4,000 | \$ 3,879 | Y |
| Antioch Rivertown Jamboree | Antioch Rivertown Jamboree Delta Thunder Boat Race | \$ 5,254 | \$ 5,254 | Y |
| Antioch Unified School District | Ride to School Project | \$ 5,000 | \$ 5,000 | Y |
| Arts & Cultural Foundation of Antioch | Art4Schools | \$ 2,500 | \$ 2,500 | Y |
| Bay Point Community Foundation | Science Week 2016 | \$ 2,000 | \$ 1,106 | Y |
| Bay Point Garden Club | Bay Point Spring Derby Memorial, Parade and Festival | \$ 1,500 | \$ 1,500 | Y |
| Bay Point Historical Society | Bay Point Historical Society Community Education Foundation | \$ 2,000 | \$ 1,810 | Y |
| Bay Point Historical Society | Bay Point Historical Society Annual Luncheon | \$ 2,000 | \$ 1,751 | Y |
| Be Very Loved Foundation | Line Dancing for Life Program | \$ 2,000 | \$ 2,000 | Y |
| Black Diamond Follies/PACF | Black Diamond Follies 2015 Production | \$ 4,000 | \$ 3,539 | Y |
| CC Youth Council & Singing Eagle Foundation | Read to Live | \$ 10,000 | \$ 10,000 | Y |
| Center for Human Development | Four Corners | \$ 5,000 | \$ 5,000 | Y |
| Center for Human Development | Bay Point Partnership - 13th Annual Unity in the Community | \$ 5,000 | \$ 5,000 | Y |
| Child Abuse Prevention Council of Contra Costa | The Nurturing Parenting Connection | \$ 5,000 | \$ 5,000 | Y |
| City of Pittsburg Rec & Parks | Fun Food & Fellowship | \$ 5,000 | \$ 5,000 | Y |
| City of Pittsburg Rec & Parks | Community is Key | \$ 5,000 | \$ 4,995 | Y |
| Contra Costa Interfaith Housing | Svcs for Low-Income At-Risk or Homeless Children & Families | \$ 10,000 | \$ 10,000 | Y |
| Craft Community Care Center dba STS Academy | 1-2-3 Tutoring Program | \$ 10,000 | \$ 10,000 | Y |
| Craft Community Care Center dba STS Academy | World Music and Arts Festival | \$ 5,000 | \$ 5,000 | Y |
| East CCC Homeless Animals Lifeline Organization | HALO TNR Program | \$ 5,000 | \$ 5,000 | Y |
| East County Business Education Alliance | Work Based Learning Support Project | \$ 2,500 | \$ - | N |
| East County Midnight Basketball League | Summer Midnight Basketball League Program | \$ 5,000 | \$ 5,000 | Y |
| First A.M.E. Commtty Church/Women's Missionary Society/Kwell Educational Enterprises Inc | WMS Arts & Crafts | \$ 4,059 | \$ 4,043 | Y |
| First Baptist Church Head Start | First Baptist Head Start Alumni Program | \$ 8,000 | \$ 8,000 | Y |
| Furry Friends Food Relief Program | Hands Helping Paws | \$ 5,000 | \$ 2,500 | Y |
| Give Always To Others & Co | Multicultural Programs | \$ 1,500 | \$ - | N |
| Grace Bible Fellowship of Antioch | Summer Camp & After School Program | \$ 5,000 | \$ 5,000 | Y |
| Grace Worship Center of the East Bay | Doris Manly's Favor First Learning Center | \$ 5,000 | \$ 250 | N |
| Greater Faith Food Pantry | Greater Faith Food Pantry | \$ 7,000 | \$ 7,000 | Y |
| Interfaith Council of Contra Costa County | Winter Nights Van | \$ 5,000 | \$ - | N |
| Loaves and Fishes of Contra Costa | Nourishing Lives in Pittsburg, Antioch and Bay Point | \$ 10,000 | \$ 10,000 | Y |
| Los Medanos College | Stoneman Veterans Resource Center | \$ 8,800 | \$ 8,800 | Y |
| Los Medanos College Foundation | Community Facility Fee Support | \$ 10,000 | \$ 10,000 | Y |
| Meals on Wheels and Senior Outreach Services | Pittsburg Nutrition and Social Support for Seniors | \$ 10,000 | \$ 10,000 | Y |
| Meals on Wheels and Senior Outreach Services | Bay Point C.C.Cafe: Outreach Program | \$ 5,000 | \$ 5,000 | Y |
| Meals on Wheels of Contra Costa Inc | Meals Delivered to Homebound Elders in Bay Point/Pittsburg | \$ 10,000 | \$ 10,000 | Y |
| Open Opportunities | Future Build | \$ 10,000 | \$ 9,798 | Y |
| Opportunity Junction | Job Training & Placement Program | \$ 10,000 | \$ 10,000 | Y |
| Pacific Community Services Inc | Housing Counseling Services | \$ 7,500 | \$ 7,500 | Y |
| Pacific Community Services Inc | California Theatre Organ Restoration | \$ 3,350 | \$ 3,350 | Y |
| People Who Care Children Association | PWC After-School Green Jobs Training Program | \$ 10,000 | \$ 10,000 | Y |
| PHS Academic Achievers Assoc. | PHS Academic Achievers Association | \$ 2,500 | \$ 2,500 | Y |
| PHS Band Boosters | 2015 Uniform Project | \$ 10,000 | \$ 10,000 | Y |
| Pittsburg Arts & Community Foundation/ Contra Costa Library | Pittsburg Library Stay and Play | \$ 4,500 | \$ 4,500 | Y |
| Pittsburg Community Emergency Services | PICES - Feeding the Hungry | \$ 5,000 | \$ 5,000 | Y |
| Pittsburg Police Department | Pittsburg Neighborhood Improvement Days | \$ 10,000 | \$ 9,992 | Y |
| Rainbow Community Center | Rainbow-CHD Youth Services - Pittsburg High School | \$ 5,000 | \$ 5,000 | Y |
| Reading Advantage Inc | Take One READ One -Keep One | \$ 3,000 | \$ 3,000 | Y |
| Rehabilitation Services of Northern California | Adult Day Health Care Physical Therapy Equipment Upgrade | \$ 5,000 | \$ 4,808 | Y |
| Rotary Club of Antioch | READ: Rotary's Empowerment of Antioch through Dictionaries | \$ 7,000 | \$ 7,000 | Y |
| Rotary Club of Pittsburg | Encourage Love of Learning and Literacy | \$ 10,000 | \$ 10,000 | Y |
| Shelter Inc. | Pittsburg Family Center | \$ 10,000 | \$ 10,000 | Y |
| Soroptimist International of Pittsburg | Soroptimist Kidz on Target | \$ 5,000 | \$ 5,000 | Y |
| St. Vincent de Paul of CCC | Care Pittsburg Free Medical Clinic & Dental Program | \$ 10,000 | \$ 10,000 | Y |
| Stoneman Village | Dinner Meal Program | \$ 10,000 | \$ 10,000 | Y |
| Teen Success | Teen Success - Contra Costa County | \$ 2,500 | \$ 2,500 | Y |
| The Darius Jones Foundation Inc | The Community Youth Heart Screening Project | \$ 4,000 | \$ 4,000 | Y |
| The Network of Care | Feed Families of Hospitalized Children | \$ 2,025 | \$ 1,460 | Y |
| TODOS UNIDOS | Multicultural Senior Health Program | \$ 5,400 | \$ 5,400 | Y |
| Youth Intervention Network | Youth Intervention Network (YIN) | \$ 10,000 | \$ 10,000 | Y |
| Ambrose Rec & Park District | Ambrose Park Aquatic Center Project | \$ 150,000 | \$ 150,000 | Y |
| SubTotal | | \$ 526,888 | \$ 507,732 | |

FY 2015/16 KCMF PROGRAM SUMMARY

| Agency | Program | Award Amount | Amount of Demand(s) Processed | Outcome Met? |
|---|--|---------------------|-------------------------------|--------------|
| COUNTY DEPARTMENTS (ORG 1581) | | | | |
| CCC Department of Conservation & Development | District V Code Enforcement | \$ 100,000 | \$ 100,000 | Y |
| CCC Public Works | East County Beautification Program | \$ 35,000 | \$ 35,000 | Y |
| CCC County Counsel Office | Code Development & Compliance Attorney | \$ 95,000 | \$ 95,000 | Y |
| CCC Health Services Dept. | Cali House Youth Shelter | \$ 10,000 | \$ 10,000 | Y |
| CCC Health Services Dept. | Youth Shelter Feasibility Study | \$ 7,500 | \$ 7,500 | Y |
| CCC EHSD - Service Integration Program | Bay Point Works Community Career Center | \$ 5,000 | \$ 5,000 | Y |
| CCC Library | Pittsburg/Bay Point Pop-Up Library | \$ 8,500 | \$ 8,267 | Y |
| CCC Library | Kids Read! Antioch | \$ 3,564 | \$ 3,531 | Y |
| CCC Sheriff Office | Resident Deputy | \$ 175,000 | \$ 175,000 | Y |
| CCC Sheriff Office | Gang Prevention | \$ 10,000 | \$ 10,000 | Y |
| CCC Sheriff Office | Bay Point SRO | \$ 175,000 | \$ 175,000 | Y |
| CCC Sheriff Office | BP Annual Xmas Dinner and Toy Give Away | \$ 8,000 | \$ 8,000 | Y |
| CCC Sheriff Office | BP Bike Safety Rodeo | \$ 3,500 | \$ 3,500 | Y |
| CCC Workforce Development Board | Small Business Development Center | \$ 35,000 | \$ 14,305 | Y |
| CCC Department of Conservation & Development | KCMF Administration | \$ 60,000 | \$ 60,000 | Y |
| CCC Department of Conservation & Development | KCMF Grantee Monitoring/Program suspended due to lack of staff availability. | \$ 25,000 | \$ - | N/A |
| District V Staff | KCMF Staff Services | \$ 100,000 | \$ 100,046 | Y |
| CCC Public Works Dept. | Bay Point Crossing Guard Program | \$ 74,600 | \$ 52,895 | Y |
| | SubTotal | \$ 930,664 | \$ 863,045 | |
| DISTRICT V INITIATIVES (ORG 1580) | | | | |
| Bay Point MAC | Municipal Advisory Committee Operations | \$ 2,500 | \$ 1,116 | Y |
| Peace in the Streets/Youth Summit/NonProfit Development Workshop/Small Business Workshop/Relay for Life | Seminars/Summits | \$ 50,000 | \$ 44,005 | Y |
| District V Interns | Internships providing assistance with KCMF funded activities | \$ 15,000 | \$ 1,750 | Y |
| District V Technology Upgrades | Computer and presentation equipment | \$ 17,150 | \$ 15,288 | Y |
| KCMF Review Committee/Keller Reception | Networking event for KCMF funded agencies | \$ 2,000 | \$ 1,971 | Y |
| KCMF On-Line Application/Reporting System | On-line application and reporting system | \$ 11,900 | \$ 7,850 | Y |
| District V | BP Holiday Dinner and Toy Giveaway | \$ 1,200 | \$ 431 | Y |
| | SubTotal | \$ 99,750 | \$ 72,411 | |
| | TOTAL | \$ 1,557,302 | \$ 1,443,188 | |



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 20, 2016

Subject: Approve New and Recredentialing Providers in Contra Costa Health Plan's Community Provider Network

RECOMMENDATION(S):

Approve the list of providers recommended by Contra Costa Health Plan's Peer Review and Credentialing Committee on June 14, 2016, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The National Committee on Quality Assurance (NCQA) has requested evidence of Board of Supervisors approval for each CCHP provider be contained within the provider's credentials file.

The recommendations were made by CCHP's Peer Review and Credentialing Committee

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Contra Costa Health Plan's Providers would not be appropriately credentialed and not be in compliance with the NCQA.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

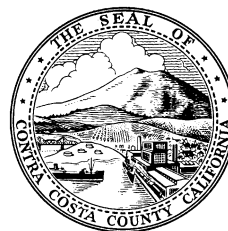
By: June McHuen, Deputy

Contact: Patricia Tanquary,
313-6004

ATTACHMENTS

Provider List

TO: BOARD OF SUPERVISORS
FROM: William Walker, M.D., Health Services Director
By: Jacqueline Pigg, Contracts Administrator
DATE: July 1, 2016



Contra Costa County

SUBJECT: Approve New and Recredentialing Providers and New and Recredentialing Organizational Providers in Contra Costa Health Plan's Community Provider Network

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION:

Approve the list of providers recommended by Contra Costa Health Plan's Peer Review and Credentialing Committee on June 14, 2016, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

FISCAL IMPACT:

Not Applicable.

BACKGROUND:

The National Committee on Quality Assurance (NCQA) has requested evidence of Board Approval for each CCHP provider be contained within the provider's credentials file. The recommendations were made by CCHP's Peer Review and Credentialing Committee.

CONSEQUENCES OF NEGATIVE ACTION:

If this action is not approved, Contra Costa Health Plan's Providers would not be appropriately credentialed and not be in compliance with the NCQA.

CHILDREN'S IMPACT STATEMENT:

Not Applicable.

CONTINUED ON ATTACHMENT: xx YES

SIGNATURE: _____

____ RECOMMENDATION OF COUNTY ADMINISTRATOR
____ APPROVE

____ RECOMMENDATION OF BOARD COMMITTEE
____ OTHER

SIGNATURE(S): _____

ACTION OF BOARD ON _____ APPROVE AS RECOMMENDED _____ OTHER _____

VOTE OF SUPERVISORS

____ UNANIMOUS (ABSENT _____)

AYES: _____ NOES: _____
ABSENT: _____ ABSTAIN: _____

I HEREBY CERTIFY THAT THIS IS A TRUE
AND CORRECT COPY OF AN ACTION TAKEN
AND ENTERED ON THE MINUTES OF THE BOARD
OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED _____

DAVID TWA, CLERK OF THE BOARD OF SUPERVISORS
AND COUNTY ADMINISTRATOR

Contact Person: Patricia Tanquary, CCHP CEO
CC: William Walker, MD, HSD
Terri Lieder, MPA, Provider Relations
595 Center Avenue, Suite 100
Martinez, CA 94553

BY: _____, DEPUTY