



Agenda

FINANCE COMMITTEE

October 13, 2016

10:30 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Federal D. Glover, Chair
Supervisor Mary N. Piepho, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. CONSIDER approving the Record of Action for the June 9, 2016, Finance Committee meeting (Lisa Driscoll, County Finance Director)
4. CONSIDER accepting the Quarterly Capital Projects Report (Ramesh Kanzaria, Capital Projects Division Manager/Public Works)
5. CONSIDER accepting the Public Works Department's attached recommendations regarding increasing the Capital Renewal Rate for Facility Maintenance and Replacement for Fiscal Year 17/18 (Brian Balbas, Chief Deputy Director)
6. CONSIDER accepting Department of Conservation and Development's attached recommendations regarding a request to substantially amend the County's FY 2016/17 Community Development Block Grant (CDBG) Program Action Plan (Christine Louie, CDBG Program Planner)
7. The next meeting is currently scheduled for November 10, 2016.
8. Adjourn

The Finance Committee will provide reasonable accommodations for persons with disabilities planning to attend Finance Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Finance Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Lisa Driscoll, Committee Staff
Phone (925) 335-1021, Fax (925) 646-1353
lisa.driscoll@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

3.

Meeting Date: 10/13/2016

Subject: Record of Action for June 9, 2016 Finance Committee Meeting

Submitted For: FINANCE COMMITTEE,

Department: County Administrator

Referral No.: N/A

Referral Name: Record of Action

Presenter: Lisa Driscoll, County
Finance Director

Contact: Lisa Driscoll, County Finance Director
(925) 335-1023

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the discussions made in the meetings.

Referral Update:

Attached for the Committee's consideration is the Record of Action for its June 9, 2016 meeting.

Recommendation(s)/Next Step(s):

Staff recommends approval of the Record of Action for the June 9, 2016 meeting.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Draft Record of Action June 9, 2016

DRAFT



FINANCE COMMITTEE

June 9, 2016

10:30 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Federal D. Glover, Chair
Supervisor Mary N. Piepho, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

Present: Federal D. Glover, Chair
Mary N. Piepho, Vice Chair

Staff Present: Lisa Driscoll, Finance Director
Laura Strobel, Senior Deputy County Administrator
Ramesh Kanzaria, Capital Projects Division Manager
Joanne Bohren, Chief Internal Audit
Sandra Bewley, Auditor III

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

There were no public comments.

3. Staff recommends approval of the Record of Action for the April 14, 2016 meeting.

The Record of Action for the April 14, 2016, Finance Committee meeting was approved as recommended.

AYE: Chair Federal D. Glover, Vice Chair Mary N. Piepho
Passed

4. Accept attached Capital Projects Report.

Ramesh Kanzaria presented the Quarterly Capital Report. Mr. Kanzaria reviewed the summary page in detail. There are currently 67 projects totaling \$79,929,180. There were 25 new projects since the last report totaling \$26,265,000 and 9 projects were completed (\$7,397,915). In addition there are 16 Facilities Life-Cycle Investment Program (FLIP) projects totaling \$26,017,286 of which 8 were finished and 8 are in process. Report also includes FLIP projects being managed by the Facilities Maintenance Division and Potential Surplus Property Report prepared by the Real Estate Division. Mr. Kanzaria identified several projects including Contra Costa County Fire Protection District projects. Supervisor Piepho requested that future reports be updated to include a specific identifier for non-County projects. CCCFPD will be added parenthetically to identify the Fire District and further clarify funding responsibility. Supervisor Glover requested an update on the Administration Building and the old Martinez Jail. Mr. Kanzaria responded that there will be an item on the Board of Supervisors' June 14 agenda to begin the Request for Statement of Qualification (RFQ) for consultant selection to conduct planning study for the project. Regarding the Jail, CEQA has been published and Public Works Environmental staff are reviewing the 25+ comments that were received. There were no further questions.

AYE: Chair Federal D. Glover, Vice Chair Mary N. Piepho

Passed

5. Accept attached report regarding the Countywide Single Audit for the Fiscal Year Ending June 30, 2015 (also attached).

Lisa Driscoll presented the Countywide Single Audit for the Fiscal Year Ending June 30, 2015. Mrs. Driscoll reminded the Committee that Board policy required the County Administrator to make an annual report to the Finance Committee on the current- and prior-year audit findings and recommendations that identifies what corrective action has been taken or is planned to be taken on each recommendation. Mrs. Driscoll reported that the 2015 report identified one instance of significant deficiency in internal controls; no instance of material weakness in internal control; and one instance of noncompliance in internal control over compliance. The noted instance in control was for the 'Schedule of Expenditures of Federal Awards Completeness'. As corrective action, the Auditor-Controller incorporated the recommended management signature line on all grant inventory listing sheets sent to the departments. Mrs. Driscoll reported that the Auditor-Controller does not have sufficient staffing necessary to reconcile the SEFA, however, the department has implemented several additional review measures to promote the quality of the reported SEFA information. The Auditor-Controller has also organized multiple education sessions for departments in Single Audit reporting and compliance, including work sessions and webinars. With these additional controls in place, the County is hopeful that the potential for error has been rectified. The Committee questioned staff regarding the corrective action. The Committee specifically asked if the additional training would correct the problem or if additional staff were required. Both Mrs. Driscoll and Ms. Bohren reported that good information needed to be forwarded to the Auditor for accurate reporting. Ultimately, the accuracy of the report is dependent upon departments properly identifying and categorizing their expenditures; therefore, targeted training is the logical solution and is expected to rectify the problem.

AYE: Chair Federal D. Glover, Vice Chair Mary N. Piepho

Passed

6. The next meeting is currently scheduled for July 14, 2016.

7. Adjourn

The Finance Committee will provide reasonable accommodations for persons with disabilities planning to attend Finance Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Finance Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Lisa Driscoll, Committee Staff
Phone (925) 335-1021, Fax (925) 646-1353
lisa.driscoll@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

4.

Meeting Date: 10/13/2016

Subject: QUARTERLY CAPITAL PROJECTS REPORT

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

Department: Public Works

Referral No.: 1/6/2009 SD.2

Referral Name: Quarterly Capital Projects

Presenter: Ramesh Kanzaria, Capital Projects
Division Manager

Contact: Ramesh Kanzaria (925)
313-2284

Referral History:

On January 6, 2009, the Board of Supervisors approved recommendations for Board Member appointments to local, regional and statewide boards, committees and commissions for the 2009 calendar year. One of the adopted recommendations was to combine the Capital Facilities Committee with the Finance Committee.

On February 2, 2009, the Finance Committee met and planned committee meetings and schedules for the coming year. One of the recommendations was for the Finance Committee to receive regular capital facility update reports. The first report was presented to Finance on March 4, 2009 by the Director of General Services, Mike Lango. The Committee reviewed the initial report and requested that additional financing and appropriation information be added to make the report more meaningful. The final report format was accepted at the April 6, 2009 meeting and staff was directed to include on future Finance Committee agendas. Reports were submitted at each Finance Committee meeting through December 2010.

Beginning in 2011, the Finance Committee requested that Capital Facility Reports be reviewed quarterly. Quarterly review of Capital Facility Reports is the current practice.

Referral Update:

Quarterly update.

Recommendation(s)/Next Step(s):

Accept attached Capital Projects Report.

Attachments

Capital Projects Update Report

CAPITAL PROJECTS REPORT

**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE
SUMMARY PAGE**

9/1/2016

Funding Source	Projects
AB109	2
Airport Enterprise Fund	0
Capital Facilities Fund - Sheriff's	0
CCFPD Capital Outlay Fund	0
CSA R-9	0
CSA R-7	0
County Drainage Maintenance	1
DCD/Redevelopment	0
Energy Fund	0
Federal/State Funds	2
Fire Protection Fund	6
General Fund	19
General Fund - Agriculture	0
General Fund - EHSD	4
Health Services Capital Budget	0
Hospital Enterprise Fund	23
Land Development Fund	1
Mental Health Realignment Funds	1
Park Dedication Fees	1
PG&E On Bill Financing Loan	0
Probation	0
Measure WW	0
Sale of Property	0
State/Local Funds	0
Stormwater Utility Assessment #17 (PWD)	0
Treasurer-Tax Collector's Budget	0
FUNDED PROJECTS :	60
TO BE DETERMINED (Based on Projects Awarded)	1
TOTAL PROJECTS:	61

PROJECT SIZE	Projects
under \$100,000 - \$100,000	6
between \$100,001 - \$250,000	7
between \$250,001 - \$500,000	7
between \$500,001 - \$1,000,000	10
Projects over \$1,000,001	20
To be determined	11
TOTAL PROJECTS:	61

14 NEW PROJECTS since last report:	PROJECT VALUE
Remodeling for the Assessor's Office, 2530 Arnold Drive, Martinez	\$ 1,500,000
Restoration of the Training Tower at Fire Station No. 10 (CCCFPD), 2945 Treat Blvd.	\$ 260,000
ADA Restroom Conversion & Remodel 1st Floor, 40 Douglas Dr. Martinez	TBD
Install Doors at all Patient Sleeping Areas on 3C & 4C, 2500 Alhambra Ave. Martinez	TBD
Additional CT Trailer, 2500 Alhambra Avenue, Martinez	TBD
Elevator Modernization, 2311 Loveridge Road, Pittsburg	\$ 1,500,000.00
Ammunition Safe Weight Study, 50 Douglas Drive, Martinez	\$ 1,000.00
Replace Driveway & Parking Lot at the MDF, 1000 Ward St. Martinez	\$ 1,248,000
Elevator Repairs, 2530 Arnold Drive, Martinez	\$ 750,000
North Richmond Pump Station Electrical Box Relocation, North Richmond	\$ 30,000
Planning Study for the Replacement of the County Administration Building	\$ 200,000
Planning Study for a New Emergency Operations Center	\$ 200,000
Five Year Capital Facilities Plan, Countywide	\$ 200,000
Building Improvements, 2086 Commerce Avenue, Concord	TBD
TOTAL VALUE OF NEW PROJECTS:	\$ 5,889,000.00

11 COMPLETED PROJECTS since last report:	PROJECT VALUE
Site Improvements at Training Center (CCCFPD), 2945 Treat Blvd., Concord	\$ 206,700
Site Improvements at Fire Station 15 (CCCFPD), 3338 Mt. Diablo Blvd., Lafayette	\$ 98,410
Remodeling at the Brentwood Health Center, 171 Sand Creek Road, Brentwood	\$ 1,485,000
T-Bar Ceiling for Kitchen/Cafeteria, 2500 Alhambra Avenue, Martinez	\$ 100,000
RFQ for Architectural Services to Conduct Planning Studies, Various Locations	\$ 4,500
Restroom Renovation on the 2nd Floor, 40 Douglas Drive, Martinez	\$ 193,000
Parking Lot Paving Repairs, 1305 MacDonald Avenue, Richmond	\$ 250,000
Roof Repair/Replacement at Fire Station 1 (CCCFPD), 1330 Civic Dr., Walnut Creek	\$ 206,960
North Richmond Pump Station Electrical Box Relocation, North Richmond	\$ 30,000
Library Administration Relocation, 777 Arnold Drive, Martinez	\$ 1,600,000
North Richmond Pump Station Diversion Project, North Richmond	\$ 1,000,000
TOTAL VALUE OF COMPLETED PROJECTS:	\$ 5,174,570.00

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
	Assessor							
1	Remodeling for the Assessor's Office	2530 Arnold Drive, Martinez	Construction	60%	3/15/2017	\$1,500,000	General Fund	
	Conservation & Development							
2	Remodeling 40 Muir - Phase 2	40 Muir Road, Martinez	Construction Documents	40%	8/31/2017	\$1,000,000	Land Development Fund	
	Contra Costa Fire District							
3	Additional Site Improvements at Fire Station 69 (CCCFPD)	4640 Appian Way, El Sobrante	Construction	50%	9/5/2016	\$222,600	Fire Protection Fund	
4	New Fire Station No. 16 (CCCFPD)	4007 Los Arabis Road, Lafayette	Schematic Design	15%	5/15/2019	\$3,750,000	Fire Protection Fund	
5	New Fire Station No. 70 (CCCFPD)	23rd St. and Market St. San Pablo	Feasibility	2%	6/30/2018	\$5,000,000	Fire Protection Fund/City of San Pablo Funding \$2.5 M	
6	New Fire Station No. 9 (CCCFPD)	550 Sally Ride Drive, Concord	Predesign	10%	10/1/2018	\$5,000,000	Fire Protection Fund	
7	New Fire Station No. 86 (CCCFPD)	Willow Pass Rd. and Goble Dr. Bay Point	Predesign	10%	10/1/2018	\$5,000,000	Fire Protection Fund	
8	Restoration of the Training Tower at Fire Station No. 10 (CCCFPD)	2945 Treat Blvd., Concord	Predesign	5%	9/30/2016	\$260,000	Fire Protection Fund	
	County Administrator							
9	Demolition of the Old Detention Facility	650 Pine Street, Martinez	Design Development/CEQA	40%	3/1/2017	\$1,100,000	General Fund	
	District Attorney							
10	Additional Shower and Locker Room	900 Ward Street, Martinez	Design Development	35%	8/15/2017	\$116,680	General Fund	
11	Convert Law Library and 4th Floor Patio into Additional Office Space	900 Ward Street, Martinez	Design Development	35%	8/15/2017	\$615,020	General Fund	

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	<i>Project Name</i>	<i>Address</i>	<i>Phase</i>	<i>% Proj. Comp</i>	<i>Est. Proj. Compl. Date</i>	<i>Estimated Proj. Budget</i>	<i>Funding Source</i>	<i>Comments</i>
Employment & Human Services								
12	Upgrade HVAC	40 Douglas Drive, Martinez	Plancheck/Permitting	50%	1/31/2017	\$450,000	General Fund	
13	Modular Buildings	1650 Cavallo Road, Antioch	Design Development	30%	2/15/2017	\$595,000	General Fund	
14	Tenant Improvements on the 1st Floor	4041 Lone Tree Way, Antioch	Advisory Capacity	0%	TBD	TBD	Federal and State Funds (10% General Fund)	
15	Space Study at all EHSD Facilities	Countywide	Feasibility	70%	9/30/2016	\$27,000	General Fund	
16	Work Space Evaluation	4545 Delta Fair Boulevard, Antioch	Feasibility	10%	9/1/2016	TBD	Federal and State Funds (10% General Fund)	
17	ADA Restroom Conversion and Remodel, 1st Floor	40 Douglas Drive, Martinez	Bid/Award	50%	12/31/2016	\$140,000	General Fund	
Health Services								
18	Emergency and Imaging Department Expansion	2500 Alhambra Avenue, Martinez	Construction	70%	2/28/2017	\$4,000,000	Hospital Enterprise Fund	
19	Emergency Electrical Outlets	2500 Alhambra Avenue, Martinez	Construction	50%	12/15/2016	\$150,000	Hospital Enterprise Fund	
20	Security Upgrades at 5A, 5B, and 5C	2500 Alhambra Avenue, Martinez	Construction Documents	45%	12/15/2017	\$1,400,000	Hospital Enterprise Fund	
21	Install Card Access to 3rd, 4th, & 5th Floor Stairwells	2500 Alhambra Avenue, Martinez	Construction Documents	55%	3/31/2017	\$100,000	Hospital Enterprise Fund	
22	Renovate Monument Signs	2500 Alhambra Avenue, Martinez	Feasibility	65%	12/1/2016	\$75,000	Hospital Enterprise Fund	
23	Remodeling of Suite 320	595 Center Avenue, Martinez	Feasibility	0%	TBD	TBD	Hospital Enterprise Fund	
24	West County Health Center Expansion	13601 San Pablo Avenue, San Pablo	Schematic Design	20%	12/31/2018	\$14,000,000	Hospital Enterprise Fund	
25	Estimate for Family Practice Clinic Expansion	2311 Loveridge Road, Pittsburg	Construction	50%	2/15/2017	\$2,800,000	Hospital Enterprise Fund	
26	Estimate for Survey of all Structures at the CCRMC Campus	2500 Alhambra Avenue, Martinez	Feasibility	50%	12/31/2016	TBD	Hospital Enterprise Fund	
27	Estimate to Convert G Ward Basement to Office Space	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$1,625,000	Hospital Enterprise Fund	
28	Estimate to Increase Parking Capacity	2500 Alhambra Avenue, Martinez	Feasibility	10%	TBD	\$8,100,000	Hospital Enterprise Fund	
29	Relocation of Richmond Health Center, Metal Health, WIC, and other Programs	San Pablo	Advisory Capacity	10%	11/30/2018	\$3,000,000	General Fund	

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
30	Estimate to Segregate Sewer Lines	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	TBD	Hospital Enterprise Fund	
31	Install Controlled Access System on the 2nd Floor, the OR, and PACU	2500 Alhambra Avenue, Martinez	Feasibility	0%	TBD	TBD	Hospital Enterprise Fund	
32	Remodeling for Adult Mental Health	1420 Willow Pass Road, Concord	Feasibility	5%	TBD	\$1,400,000	Mental Health Realignment Funds	
33	Safety Improvements at Inpatient and Emergency Behavioral Health Services	2500 Alhambra Avenue, Martinez	Feasibility	80%	10/15/2017	\$2,000,000	Hospital Enterprise Fund	
34	Tenant Improvements on the 1st Floor	2311 Loveridge Road, Pittsburg	Construction Documents	15%	1/4/2017	\$420,000	Hospital Enterprise Fund	
35	Installation of 2 New Autoclaves	2500 Alhambra Avenue, Martinez	Schematic Design	25%	3/31/2017	TBD	Hospital Enterprise Fund	
36	Install Access Control at LMHCD Entrance	2311 Loveridge Road, Pittsburg	Construction Documents	50%	9/1/2016	TBD	Hospital Enterprise Fund	
37	Relocation of Health Services IT	2400 Bisso Lane, Concord	Design Development	10%	12/31/2016	\$500,000	Hospital Enterprise Fund (6.9% HSD General Fund)	
38	Negative Pressure Chemotherapy Room	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$1,000,000	Hospital Enterprise Fund	
39	Replace Kitchen Sewer Waste Pipes	2500 Alhambra Avenue, Martinez	Construction	65%	10/15/2016	\$500,000	Hospital Enterprise Fund	
40	Install Doors at All Patient Sleeping Areas on 3C and 4C	2500 Alhambra Avenue, Martinez	Feasibility	0%	3/30/2017	TBD	Hospital Enterprise Fund	
41	Additional CT Trailer	2500 Alhambra Avenue, Martinez	Feasibility	0%	6/30/2017	TBD	Hospital Enterprise Fund	
42	Elevator Modernization	2311 Loveridge Road, Pittsburg	Feasibility	0%	TBD	\$1,500,000	Hospital Enterprise Fund	
Probation								
43	Ammunition Safe Weight Study	50 Douglas Drive, Martinez	Feasibility	10%	TBD	\$1,000	General Fund	

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	<i>Project Name</i>	<i>Address</i>	<i>Phase</i>	<i>% Proj. Comp</i>	<i>Est. Proj. Compl. Date</i>	<i>Estimated Proj. Budget</i>	<i>Funding Source</i>	<i>Comments</i>
	Public Works							
44	North Richmond Pump Station Capital Renewal	North Richmond	Feasibility	20%	10/1/2017	\$800,000	County Drainage Maintenance	
45	Landscaping at Hookston Road	230 Hookston Road, Pleasant Hill	Bid/Award	70%	3/1/2017	\$686,000	Park Dedication Fees	
46	Job Order Contracting - 3 Contracts	Countywide	Construction	55%	5/1/2017	\$6,000,000	TBD (Based on projects awarded)	
47	Upgrades to the Kitchen Waste Water System	1000 Ward Street, Martinez	Construction	55%	2/1/2017	\$800,000	General Fund	
48	Parking Lot Feasibility Study	1127/1139 Escobar Street, Martinez	Advisory Capacity	10%	TBD	\$100,000	General Fund	
49	Repair Driveway and Parking Lot Between Juvenile Hall and Surplus Facilities	202 Glacier Drive, Martinez	Construction	15%	10/30/2016	\$800,000	General Fund	
50	Demolition of Buildings F & G at the Marsh Creek Detention Facility	12000 Marsh Creek Road, Clayton	Construction Documents	5%	3/1/2017	\$280,000	General Fund	
51	Replace Driveway & Parking Lot at the Martinez Detention Facility	1000 Ward Street, Martinez	Feasibility	5%	10/31/2016	\$1,248,000	General Fund	
52	Elevator Repairs	2530 Arnold Drive, Martinez	Feasibility	0%	TBD	\$750,000	General Fund	
53	Planning Study for the Replacement of the County Administration Building	651 Pine Street, Martinez	Award	5%	TBD	\$250,000	General Fund	
54	Planning Study for a New Emergency Operations Center	TBD	Award	5%	TBD	\$250,000	General Fund	
55	Five Year Capital Facilities Plan	Countywide	Award	5%	TBD	\$250,000	General Fund	
56	Building Improvements	2086 Commerce Avenue, Concord	Construction Documents	50%	5/1/2017	\$500,000	General Fund	
	Sheriff Coroner							
57	Upgrade Detention Electronics System at West County Detention Facility	5555 Giant Hwy, Richmond	Construction	10%	1/20/2017	\$2,900,000	AB 109/Partially Funded by FLIP	
58	Remodeling of the Visitation Center	5555 Giant Highway, Richmond	Construction	50%	3/31/2017	\$600,000	AB109	
59	Refurbish IPID Perimeter Detection System	5555 Giant Highway, Richmond	Construction	20%	1/20/2017	\$1,100,000	General Fund	
60	Relocation of the Sheriff Training Center	45 John Glenn Drive, Concord	Feasibility	0%	TBD	TBD	General Fund	
61	Security Door Installation and Upgrades	651 Pine Street, Martinez	Feasibility	5%	10/7/2016	\$30,845	General Fund	
					TOTAL	\$83,161,300		

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM (FLIP) REPORT

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

	Project Name	Address	Status	Estimated Proj. Budget/Cost
Capital Projects FLIP Projects				
1	Renovations and Remodeling at the County Finance Building	625 Court Street, Martinez	In progress	\$9,800,000
2	Replace Two Boilers at the Martinez Detention Facility	1000 Ward Street, Martinez	In progress	\$2,009,000
3	Inmate Rooms Wall/Ceiling Finish Upgrades	5555 Giant Highway, Richmond	In progress	\$1,121,900
4	Replace Fire Alarm System	12000 Marsh Creek Road, Clayton	In progress	\$440,000
5	Accessibility and Fire, Life, and Safety Upgrades	1000 Ward Street, Martinez	In progress	\$733,889
6	Roof Top Equipment, Accessibility, and Fire, Life and Safety Upgrades	4491 Bixler Road, Byron	In progress	\$1,857,979
7	Roof, Roof Top Equipment, Accessibility, and Fire, Life and Safety Upgrades	50 Douglas Drive, Martinez	In progress	\$2,887,772
8	Roof Top Equipment, Accessibility, and Fire, Life and Safety Upgrades	2530 Arnold Drive, Martinez	In progress	\$3,852,456
9	Built-Up Roof Replacement	2099 Arnold Industrial Way, Concord	Complete	\$561,000
10	Roofing and Flooring Improvements	968 23rd Street, Richmond	Complete	\$566,189
11	Add New Security Cameras	202 Glacier Drive, Martinez	Complete	\$122,812
12	Accessibility for Building Entry	930 Ward Street, Martinez	Complete	\$170,759
13	Replace Boilers	651 Pine Street, Martinez	Complete	\$917,736
14	Sewer Replacement	4491 Bixler Road, Byron	Complete	\$76,358
15	Install Wheelchair Lifts/Ramps	6401 Stockton Avenue, El Cerrito	Complete	\$242,568
16	Chiller Replacement	1000 Ward Street, Martinez	Complete	\$656,868
			Capital Projects Total	\$26,017,286

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

	Project Name	Address	Status	Estimated Proj. Budget/Cost
	Facilities Maintenance FLIP Projects			
17	Bldg 5 New Heating Ventilators	5555 Giant Highway, Richmond	Complete	\$177,550
18	Upgrade exit signs - Fire/ Safety	5555 Giant Highway, Richmond	In progress	\$44,385
19	ADA Operator -Front Door	10 Douglas Drive, Martinez	Complete	\$15,741
20	New Exit Lights	920 Mellus Street, Martinez	In progress	\$4,292
21	New Exit Lights	2290 Willow Pass Road, Concord	In progress	\$21,007
22	New Exit Lights	406 6th Street, Antioch	In progress	\$9,920
23	New Exit Lights	757 1st Street, Brentwood	In progress	\$8,958
24	New Exit Lights	12000 Marsh Creek Road, Clayton	In progress	\$19,323
25	Roofing	4491 Bixler Road, Byron	In progress	\$329,942
26	Rooftop equipment	220A Glacier Drive, Martinez	In progress	\$123,546
27	Seismic Shut-off valve	968 23rd Street, Richmond	In progress	\$1,851
28	Fire Alarm Upgrade	968 23rd Street, Richmond	In progress	\$58,098
29	Fire Alarm Upgrade	930 Ward Street, Martinez	In progress	\$29,729
30	ADA for breakroom	4800 Imhoff Drive, Martinez	In progress	\$3,340
31	Emergency lights	2099 Arnold Industrial Way, Concord	In progress	\$6,777
32	Stair guardrails	1111 Ward Street, Martinez	In progress	\$8,332
33	Door hardware	202 Glacier Drive, Martinez	In progress	\$12,978

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

	Project Name	Address	Status	Estimated Proj. Budget/Cost
34	Door hardware	1000 Ward Street, Martinez	In progress	\$16,406
35	Rooftop equipment	800 Ferry Street, Martinez	In progress	\$21,387
36	Landscape improvement	800 Ferry Street, Martinez	In progress	\$23,530
37	Guardrail repairs	10 Douglas Drive, Martinez	In progress	\$45,380
38	Roofing	1960 Muir Road, Martinez	8/8/2016	\$226,938
39	Roofing	1980 Muir Rd	8/8/2016	\$263,946
40	Roofing	40 Glacier Dr.	8/15/2016	\$108,650
41	Roofing	30 Glacier Rd.	8/15/2016	\$59,500
42	Roofing	920 Mellus St.	8/6/2016	\$68,440
43	Roofing	2530 Arnold Drive, Martinez	Complete	\$857,509
44	Admin HVAC replacement	4491 Bixler Road, Byron	Complete	\$59,988
45	New HVAC Controls	220 Glacier Drive, Martinez	Complete	\$21,878
46	New Steam Boiler	6401 Stockton Avenue, El Cerrito	Complete	\$92,484
47	ADA ACCESS	930 Ward Street, Martinez	Complete	\$10
48	Fire Alarm Upgrade	930 Ward Street, Martinez	Complete	\$27,222
49	Fire Alarm Upgrade	202 Glacier Drive, Martinez	Complete	\$20,205
50	Emergency lights	202 Glacier Drive, Martinez	Complete	\$2,193
51	HVAC	202 Glacier Drive, Martinez	Complete	\$77,009

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

		Project Name	Address	Status	Estimated Proj. Budget/Cost
52		ADA Door Opener	1960 Muir Road, Martinez	Complete	\$1,340
53		ADA-Elev	1980 Muir Road, Martinez	Complete	\$13,851
54		Fire caulk	10 Douglas Drive, Martinez	Complete	\$573
55		Fire caulk	920 Mellus Street, Martinez	Complete	\$4,891
56		ADA Door Opener	920 Mellus Street, Martinez	Complete	\$5,689
57		Fire system upgrade	920 Mellus Street, Martinez	Complete	\$15,515
58		ADA Door Opener	2530 Arnold Drive, Martinez	Complete	\$12,828
59		Seismic Shut-off valve	1111 Ward Street, Martinez	Complete	\$3,145
60		Exit Signs	1111 Ward Street, Martinez	Complete	\$17,084
61		Fire Alarm Upgrade	757 1st Street, Brentwood	Complete	\$41,267
62		Bldg 8C Fire Alarm Upgrade	5555 Giant Highway, Richmond	Complete	\$273,315
63		Grounds Maint	50 Glacier Drive, Martinez	Complete	\$122
64		Replace AC-1	5555 Giant Highway, Richmond	Complete	\$137,171
65		Roofing	800 Ferry Street, Martinez	Complete	\$63,020
66		Roofing	202 Glacier Drive, Martinez	Complete	\$1,003,558
67		Roofing	10 Douglas Drive, Martinez	Complete	\$103,356
68		Roofing	220A Glacier Drive, Martinez	Complete	\$74,996
69		Roofing	2366 Stanwell Circle, Concord	Complete	\$32,482

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

		<i>Project Name</i>	<i>Address</i>	<i>Status</i>	<i>Estimated Proj. Budget/Cost</i>
70		Pigeon roosting issue	1960 Muir Road, Martinez	Complete	\$559
71		Replace/Add lights and Exit Signage	202 Glacier Drive, Martinez	Complete	\$2,843
72		Replace boiler	5555 Giant Highway, Richmond	Complete	\$19,073
73		Repair fence	5555 Giant Highway, Richmond	Complete	\$81,819
				<i>Facilities Maintenance Total</i>	<i>\$4,776,941</i>
				<i>Grand Total</i>	<i>\$30,794,227</i>

POTENTIAL SURPLUS PROPERTY REPORT

Potential Surplus Property - Finance Committee

Potential Surplus Property - Vacant Land

Location	City	Size	Comments	Current Status
Bailey Road/Highway 4	Bay Point	7.5 Acres	CCC as Successor Agency to RDA	DCD evaluating marketability
Canal Road	Bay Point	1.54 Acres	CCC as Successor Agency to RDA	DCD evaluating marketability
Wayne Street	Martinez	15,206 SF	Single Family Lot	Survey and CEQA work proceeding. Estimated date for sale of surplus, Summer 2017
1215 Escobar	Martinez	8075 SF	Single Family Lot	Hold for possible downtown development
Neroly Road	Oakley	7 Acres	Mixed use development	Evaluating marketability
Oak Park Boulevard	Pleasant Hill	8 Acres	Sell with 1750 Oak Park	Proceeding with entitlement process through the City of Pleasant Hill. Estimated sale date summer 2017
Beatrice Road	Pleasant Hill	6.2 Acres	Sell with 1750 Oak Park	Proceeding with entitlement process through the City of Pleasant Hill. Estimated sale date summer 2017 (Flood Control District Asset)

Potential Surplus Property - Improved Sites

Address	City	Size	Comments	Current Status
1127 Escobar Street	Martinez	2000 sf	SFR - Sell, lease or demolition	Removal of bio-hazardous waste completed March 2016. Proceeding with improvement removal, regrade for parking.
1139 Escobar Street	Martinez	1684 sf	SFR - Sell, lease or demolition	Removal of bio-hazardous waste completed March 2016. Proceeding with improvement removal, regrade for parking.
1236 Escobar Street	Martinez	3580 sf	SFR - Sell, lease or demolition	Hold for possible downtown development.
650 Pine Street	Martinez	17,471 sf	Former Jail - Vacated in 1980	CEQA process for demolition underway. Estimated CEQA completion fall 2016.
1750 Oak Park Blvd	Pleasant Hill	1.34 ac	Pleasant Hill Library & Administration - Possible sale w/Oak Park .	Continued discussions with City of Pleasant Hill on possible new City library and PH Rec and Park District regarding recreation facilities. Relocating library administration to 777 Arnold Dr., Martinez. Move to be completed fall 2016.
100 38th Street	Richmond	1.93 ac	Sell as surplus	WIC remaining occupant, relocating to new building being constructed by City of San Pablo, fall 2017. Will begin Sale process early 2017.
3939 Bissell Ave.	Richmond	15,000 sf	2 lots with modular building	Fire damage, proceeding with demolition.
343 Rodeo Avenue	Rodeo	6,105 sf	Abandoned by Vets. Basement has flooding issues	Proceeding with demolition.
1111 Ward Street	Martinez	20,892 sf	Partially occupied	Working with County departments to occupy remaining vacant space. Possible swing space for future projects.
2020 North Broadway	Walnut Creek	17,500 sf	Partially occupied. Sell as surplus or improve to lease at market rate.	Continued discussions with Courts on use/need for storage area in building and possible relocation of files.



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

5.

Meeting Date: 10/13/2016

Subject: Increasing Capital Renewal Rate for Facility Maintenance and Replacement for Fiscal Year 17/18

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

Department: Public Works

Referral No.: N/A

Referral Name: Facility Maintenance and Replacement

Presenter: Brian Balbas, Chief Deputy Director **Contact:** Brian Balbas (925) 313-2284

Referral History:

On January 22, 2013, the Board of Supervisors approved recommendations to institute a fee to capture funds for capital renewal and maintenance projects. The 1% fee has been in place since the 2013/14 fiscal year.

Referral Update:

Request to increase the fee from 1% to 3%.

Recommendation(s)/Next Step(s):

Accept attached recommendation to increase the occupancy cost factor from the current 1% to 3%.

Fiscal Impact (if any):

If approved, the increase will result in an increase of funds from the current \$750,000 per year to \$2,550,000 per year.

Attachments

Capital Renewal Rate Increase Memo

Proposed Increase by Department



Contra Costa County
Public Works
Department


Julia R. Bueren, Director

Deputy Directors
Brian M. Balbas, Chief
Mike Carlson
Stephen Kowalewski
Carrie Ricci
Joe Yee

Memo

October 14, 2016

TO: Finance Committee

FROM: ^{For} Julia R. Bueren, Director 

SUBJECT: Increasing Capital Renewal Rate for Facility Maintenance and Replacement for Fiscal Year 17/18

In December 2012, the Public Works Department presented a proposal to institute a fee to capture funds for capital renewal and maintenance projects. This proposal was approved by the Finance Committee and adopted by the Board of Supervisors on January 22, 2013.

At that time it was determined to base the annual fee on 1% of Fiscal Year 2011/12 building occupancy costs, which was calculated to be \$750,000/year. This cost was allocated to County departments based on square footage. As of the close of Fiscal Year 15/16, we have accumulated \$2,200,000. Due to the need to meet various departmental funding requirements, the accumulated funds are specific to the building for which they are collected. For example, the \$106,311 collected from occupants of 2530 Arnold Drive (Summit Center), are reserved for capital renewal/maintenance projects at only 2530 Arnold Drive.

At the time this fee was initiated staff understood it was not adequate to address current capital improvement or maintenance costs for individual buildings. However, it was considered a necessary step in the implementation of a larger vision. Since that time the Public Works Department has worked toward a strategic effort to address County facility renewal and maintenance issues through efforts such as the Facilities Life Cycle Improvement Program (FLIP), Asset Management Database improvement and most recently working with the County Administrators Office to engage consultants on a comprehensive Capital Improvement Plan (CIP) for County Facilities. Instituting this fee was a great first step to funding future capital renewal and maintenance needs. This proposed increase is a logical next step in pursuing our goal of making our County facility capital renewal and maintenance program fiscally achievable and sustainable.

To date, because of the low amount of funds available per building, these funds have not been utilized to augment or supplement any maintenance or capital projects. As adequate funds are accumulated they can be used to supplement other funds to

Memo: Increasing Capital Renewal Rate for Facility Maintenance and Replacement for Fiscal Year 17/18

Date: October 14, 2016

Page 2 of 2

maintain county buildings and replace building systems. Ultimately, it is our goal to institute a combination of funding sources, including this one, to adequately fund a proactive routine capital renewal and preventative maintenance program for our County facility portfolio. This process is currently underway with the programs previously mentioned, but it will take additional work to refine these efforts.

Some of the additional efforts either underway or recommended are:

1. Completion of a comprehensive Capital Improvement Plan (CIP) – Public Works and the County Administrators office have engaged a consultant and anticipate a draft CIP being part of the Fiscal Year 2017/18 Budget process.
2. Asset Management Database – Public Works has improved the functionality and reliability of the County Asset Management Data and is using this data to provide vastly improved FLIP data and maintenance cost data on County facilities. Public Works will be working with the County Administrators Office on implementation of additional asset management tools in 2017.
3. Use the data and metrics contained in our improved facility data, along with industry standards, to improve overall facility management. For instance, review facility occupancy data to determine best use of facilities and use annual maintenance costs relative to building replacement value to determine effectiveness of a buildings life-cycle.

Staff recommends at this time to increase the occupancy cost factor from the current 1% to 3%. This will result in an increase of funds from the current \$750,000 per year to \$2,550,000 per year. These funds will increase funds available to address facility needs.

JRB:bmb:wq

G:\Admin\Brian\2016\October\Fin Comm memo Cap Renewal Rate Incr 102016.doc

c: David Twa, County Administrator
Lisa Driscoll, County Administrator's Office
Eric Angstadt, County Administrator's Office
Brian Balbas, Chief Deputy Director
Joe Yee, Deputy Director
Carrie Ricci, Deputy Director
Karen Laws, Real Estate
Dave Silva, Real Estate
Roland Hindsman, Facilities Maintenance
Ramesh Kanzaria, Capital Projects Management

Department	Proposed Charges Based on \$2,550,000	FY15-16 Actual Charges (based on \$750,000)	Increase
Agriculture Total	\$ 10,484.08	\$ 3,045.69	\$ 7,438.39
Animal Services Total	\$ 63,988.00	\$ 18,590.00	\$ 45,398.00
Assessor Total	\$ 54,404.42	\$ 15,804.90	\$ 38,599.52
Auditor-Controller Total	\$ 33,066.81	\$ 9,604.98	\$ 23,461.83
Board of Supervisors Total	\$ 19,760.73	\$ 5,740.21	\$ 14,020.53
Building Maintenance Total	\$ 22,147.99	\$ 6,434.25	\$ 15,713.74
Clerk of the Board Total	\$ 6,946.91	\$ 2,018.14	\$ 4,928.77
Community Services Total	\$ 11,029.94	\$ 3,204.16	\$ 7,825.78
Conservation & Development Total	\$ 61,368.54	\$ 17,826.76	\$ 43,541.78
Conservator Total	\$ 15,824.44	\$ 4,597.33	\$ 11,227.11
Contra Costa Health Plan Total	\$ -	\$ 6,705.00	\$ (6,705.00)
County Administrator Total	\$ 22,812.74	\$ 6,627.66	\$ 16,185.09
County Counsel Total	\$ 27,260.90	\$ 7,919.60	\$ 19,341.30
CSA M-17 Total	\$ 4,518.00	\$ 1,312.00	\$ 3,206.00
District Attorney Total	\$ 114,978.86	\$ 33,403.99	\$ 81,574.87
Elections Total	\$ 25,808.00	\$ 7,498.00	\$ 18,310.00
Emergency Services Division Total	\$ 8,942.00	\$ 2,598.00	\$ 6,344.00
Fleet ISF Total	\$ 37,230.01	\$ 10,815.75	\$ 26,414.26
General County Building Occupancy	\$ 43,402.39	\$ 13,450.39	\$ 29,952.00
HS - Environmental Health Total	\$ 1,811.00	\$ 526.00	\$ 1,285.00
HSD Homeless Program Total	\$ 60,042.00	\$ 17,445.00	\$ 42,597.00
Hud Block Grant Total	\$ 2,350.44	\$ 682.76	\$ 1,667.68
HUD Home Block Grant Total	\$ 2,350.44	\$ 682.76	\$ 1,667.68
Human Resources Total	\$ 29,134.98	\$ 8,464.09	\$ 20,670.89
Information Technology Total	\$ 36,208.38	\$ 10,519.94	\$ 25,688.44
Insurance and Risk Management Total	\$ 16,833.65	\$ 4,890.31	\$ 11,943.35
LAFCO Total	\$ 1,310.62	\$ 380.75	\$ 929.87
Law and Justice Systems Total	\$ 365.28	\$ 106.13	\$ 259.15
Library - Community Services Total	\$ 105,411.17	\$ 30,624.80	\$ 74,786.37
Library Admin Total	\$ 50,475.75	\$ 14,663.51	\$ 35,812.24
NPP Total	\$ 2,938.05	\$ 853.45	\$ 2,084.60
Personnel Merit Board Total	\$ 655.31	\$ 190.38	\$ 464.94
Print & Mail Services Total	\$ 1,834.87	\$ 533.05	\$ 1,301.82
Private Activity Bond Total	\$ 3,525.66	\$ 1,024.14	\$ 2,501.52
Probation Facilities Total	\$ 348,874.00	\$ 101,356.00	\$ 247,518.00
Probation Programs Total	\$ 56,061.00	\$ 16,287.00	\$ 39,774.00
Public Defender Total	\$ 52,085.36	\$ 15,130.56	\$ 36,954.80
Public Works Total	\$ 109,552.44	\$ 30,184.76	\$ 79,367.68
Recorder Total	\$ 15,484.80	\$ 4,498.80	\$ 10,986.00
Recorder Micro/Modernization Total	\$ 10,323.20	\$ 2,999.20	\$ 7,324.00
RORF- Bay Point Total	\$ 1,175.22	\$ 341.38	\$ 833.84
RORF- CC Center Total	\$ 1,762.83	\$ 512.07	\$ 1,250.76
RORF- Montalvin Manor Total	\$ 587.61	\$ 170.69	\$ 416.92
RORF- N Richmond Total	\$ 1,175.22	\$ 341.38	\$ 833.84
RORF- Rodeo Total	\$ 587.61	\$ 170.69	\$ 416.92
Sheriff Total	\$ 208,330.03	\$ 61,229.86	\$ 147,100.17
Sheriff Detention Total	\$ 700,920.04	\$ 203,631.18	\$ 497,288.86
Telecommunications Total	\$ 8,995.02	\$ 2,613.40	\$ 6,381.62
Treasurer-Tax Collector Total	\$ 10,497.40	\$ 3,049.20	\$ 7,448.20
Trial Court Programs Total	\$ 7,236.43	\$ 2,102.33	\$ 5,134.10
Veteran Services Total	\$ 117,129.43	\$ 36,597.64	\$ 80,531.79
Grand Total	\$ 2,550,000.00	\$ 750,000.00	\$ 1,800,000.00



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

6.

Meeting Date: 10/13/2016

Subject: Request for Additional CDBG Funds – Infrastructure/Public Facility Project

Submitted For: John Kopchik, Director, Conservation & Development Department

Department: Conservation & Development

Referral No.: CDBG Policy

Referral Name: CDBG Funding

Presenter: Christine Louie, CDBG Program
Planner

Contact: Christine Louie (925)
674-7787

Referral History:

It is standard policy that CDBG funding decisions/policies be reviewed by the Finance Committee prior to scheduling for the full Board of Supervisors.

Referral Update:

See attached amendment request.

Recommendation(s)/Next Step(s):

CONSIDER accepting Department of Conservation and Development's attached recommendations regarding a request to substantially amend the County's FY 2016/17 Community Development Block Grant (CDBG) Program Action Plan.

Attachments

Amendment to the County's FY 2016/17 CDBG Program Action Plan



**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND DEVELOPMENT
30 Muir Road
Martinez, CA 94553**

DATE: October 13, 2016

TO: Finance Committee
Supervisor Federal D. Glover, Chair
Supervisor Mary N. Piepho, Vice-Chair

FROM: Gabriel Lemus, CDBG Program Manager
By: Christine Louie, CDBG Program Planner

SUBJECT: Request for Additional CDBG Funds – Infrastructure/Public Facility Project

RECOMMENDATIONS

1. **APPROVE** a Substantial Amendment to the County's FY 2016/17 Community Development Block Grant (CDBG) Program Action Plan by allocating an additional \$9,700 in CDBG funds to the following project:
 - Community Housing and Development Corporation of North Richmond – Neighborhood House Multicultural Senior and Family Center.
2. **DIRECT** the Department of Conservation and Development to prepare a Board Order on the Committee's recommendations for the November 8, 2016 Board of Supervisors meeting.

BACKGROUND

On May 10, 2016, the Board of Supervisors approved the Contra Costa County Action Plan for FY 2016/17 CDBG funds. Originally, Community Housing Development Corporation of North Richmond (CHDC) was awarded \$64,200 in CDBG funds, under the IPF category, to improve the Neighborhood House Multi-Cultural Senior and Family Center (Center) in North Richmond which includes replacing the roof, replacing the HVAC unit, and repairs/upgrades to the men's and women's bathrooms. The original estimate provided in CHDC's application was too low and the project will require \$9,700 in additional funds in order for the project to be completed. CHDC is requesting, and CDBG staff is recommending, up to \$9,700 in additional CDBG funds for CHDC to complete the full scope of the intended improvements to the Center. The total amount awarded for this project would be amended to \$73,900.

The \$9,700 in CDBG funds will be distributed from CDBG program income that may be used on eligible CDBG projects/activities. Therefore, the requested \$9,700 in CDBG funds are available and may be awarded for this project.

The Committee's recommendations will be forwarded to the Board of Supervisors on November 8, 2016.

cc: John Kopchik, Director
Kara Douglas, Assistant Deputy Director